

**Hudson Area Public Library
Library Board of Trustees
Meeting Minutes
August 15, 2023**

1. **Call to order at 6:30 p.m. by Berning. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.**

Board members present: Paul Berning (President), Kristine McCarthy (Vice President), Bryan Wells, Susan Blank, Barb Peterson.

Absent: Rich O'Connor, Kim Osterhues

Staff: Shelley Tougas, Jamie Smith

Visitors: Gerry Klecker, Joyce Law

2. Citizen Comments – None

3. **ACTION ITEM: Consent Agenda (agenda, minutes, expenditure report, bill payment)**

Motion by Peterson to approve consent agenda

Second by McCarthy

Discussion: None

Vote Taken: MOTION CARRIED – 5 Ayes/0 Nays

4. **Presentations:**

Friends of the Library: Joyce Law discussed FOL bookmark activity at National Night Out and outreach at Woodland Hill.

Hudson Area Library Foundation: Peterson reported the Foundation is preparing for the annual appeal.

5. **President's comments, reports, and municipal updates**

President Berning: County reimbursements are moving through the usual process without any issues raised.

Town of Hudson: None

Village of North Hudson: None

Town of St. Joseph: The town is planning a building expansion. Peterson would like the groundwork for lockers to be included.

City of Hudson: None

Hudson School District: None

6. **Committee updates**

Policy and Personnel: Peterson and Tougas met to begin drafting a gift receipt policy
Finance: FC met prior to the meeting

7. Director's Report

The director's written report was presented.

8. Guidelines for public comments

Board members reviewed proposed public comments and suggested revisions. Staff will bring a revised document to the September meeting.

9. Review of finance committee charter

Board members conducted the annual review of the charter and suggested revisions. Staff will bring a revised document to the September meeting.

10. Review of policy and personnel committee charter

Board members conducted the annual review of the charter and suggested revisions. Staff will bring a revised document to the September meeting.

11. Future agenda items

Charters for the finance and policy and personnel committees, public comments document, joint agreement to review dissolution and current bylaws, affirm president's committee appointments.

12. ACTION ITEM: adjourn

Motion by Wells to adjourn at 8 p.m.

Second by McCarthy

Discussion: None

Vote Taken: MOTION CARRIED – 5 Ayes/0 Nays

Respectfully Submitted,
Shelley Tougas

Hudson Area Public Library Statistics Summary

Aug-23

| YTD Circulation Comparisons | | Month to Month Comparisons | | | | Library Visitors YTD | |
|--------------------------------|---------|----------------------------|---------|-----------------------|-------------|----------------------|--------|
| | 2022 | 2023 | 2022 | 2023 | 2023 | 2022 | 2023 |
| Physical Materials: | 108,085 | 123,523 | 14,057 | Physical CKO | 18,236 | 39,051 | 59,466 |
| Digital Materials: | 39,043 | 43,049 | 13,034 | Check-ins | 14,976 | | |
| Total All Circulation: | 147,128 | 166,572 | 4,184 | Renewals | 4,377 | | |
| | | | 18,241 | Total Physical Circ | 22,613 | Monthly Visitors | |
| % Physical Materials | 73.46% | 74.2% | 4,998 | Digital Circulation | 5,685 | 2022 | 2023 |
| % Digital Materials | 26.5% | 25.8% | 23,239 | Total All Circulation | 28,298 | 6,551 | 7,944 |
| New Patrons | | New Patrons YTD | | Proctoring-YTD | Cardholders | | |
| 2022 | 2023 | 2022 | 2023 | 2022 | Jan. 1 2023 | 7,597 | |
| 114 | 195 | 991 | 1,229 | 11 | Current | 8,826 | |
| Technology Use YTD | | Meeting Room Use | | | | | |
| | 2022 | 2023 | | 2022 | 2023 | | |
| Pharos | 1,902 | 2,124 | Monthly | 82 | 204 | | |
| Wi-Fi | 20,731 | 20,466 | YTD | 1,053 | 1647 | | |
| Year-to Date | 22,633 | 22,590 | | | | | |
| Programming at the Library | | | | | | | |
| YTD Programs Held: | | Monthly Comparisons | | | | | |
| 2022 | 2023 | Programs Held | 2022 | 2023 | Change | | |
| 245 | 244 | Children | 10 | 27 | 17 | | |
| | | Teens / Tweeners | 4 | 5 | 1 | | |
| YTD Program Attendance: | | Adult | 4 | 6 | 2 | | |
| 2022 | 2023 | Drop-in | 7 | 1 | (6) | | |
| 7,515 | 7,623 | Totals: | 25 | 39 | 14 | | |
| | | Attendance | 2022 | 2023 | Change | | |
| Self Directed Activities 2023: | | Children | 211 | 690 | 479 | | |
| MTD | YTD | Teens / Tweeners | 20 | 34 | 14 | | |
| 48 | 269 | Adult | 480 | 61 | -419 | | |
| | | Drop-in | 1656 | 1500 | -156 | | |
| | | Totals: | 2367 | 2285 | -82 | | |

Hudson Area Public Library

| Circulation Statistics | | January | February | March | April | May | June | July | August | September | October | November | December | Year-to-Date |
|--------------------------------------|------|---------|----------|--------|--------|--------|--------|--------|--------|-----------|----------|----------|----------|--------------|
| Check-outs | 2018 | 13,266 | 12,994 | 16,153 | 14,102 | 15,400 | 19,450 | 18,509 | 17,830 | 13,527 | 13,869 | 13,289 | 11,439 | 179,828 |
| | 2019 | 14,754 | 13,485 | 15,567 | 13,828 | 12,865 | 16,711 | 18,359 | 16,262 | 12,420 | 13,610 | 12,570 | 10,826 | 171,257 |
| | 2020 | 13,321 | 12,959 | 7,285 | 990 | 3,005 | 3,496 | 8,169 | 9,461 | 8,752 | 8,613 | 8,736 | 8,225 | 93,012 |
| | 2021 | 8,636 | 9,333 | 11,147 | 9,429 | 7,955 | 13,175 | 12,805 | 11,320 | 6,425 | 3,423 | 3,548 | 3,374 | 100,570 |
| | 2022 | 6,666 | 6,908 | 9,020 | 8,699 | 8,052 | 13,128 | 13,582 | 14,057 | 9,615 | 10,421 | 9,660 | 8,741 | 118,549 |
| 2023 | | 11,473 | 10,028 | 12,934 | 10,398 | 9,524 | 13,887 | 14,631 | 13,859 | | | | | 96,734 |
| Check-ins | 2018 | 12,303 | 12,771 | 15,258 | 14,669 | 14,220 | 17,791 | 18,773 | 18,539 | 14,420 | 14,490 | 13,087 | 11,980 | 178,301 |
| | 2019 | 13,108 | 13,381 | 15,053 | 14,514 | 13,619 | 13,745 | 18,230 | 17,816 | 13,092 | 13,836 | 12,354 | 12,308 | 171,056 |
| | 2020 | 12,297 | 12,798 | 6,163 | 232 | 3,567 | 5,104 | 7,995 | 6,777 | 7,931 | 7,422 | 6,380 | 5,812 | 82,478 |
| | 2021 | 6,064 | 6,930 | 8,246 | 9,436 | 8,539 | 10,618 | 11,893 | 12,201 | 7,124 | 5,405 | 5,279 | 4,864 | 96,599 |
| | 2022 | 4,913 | 6,637 | 8,532 | 8,441 | 8,527 | 10,608 | 13,493 | 13,034 | 10,594 | 9,873 | 10,430 | 9,382 | 114,464 |
| 2023 | | 9,634 | 10,019 | 12,031 | 11,008 | 10,680 | 11,037 | 13,948 | 14,976 | | | | | 93,333 |
| Renewals | 2018 | 5,371 | 5,333 | 8,729 | 6,698 | 6,807 | 7,936 | 6,803 | 5,884 | 5,275 | 5,090 | 4,693 | 4,589 | 73,208 |
| | 2019 | 4,850 | 4,521 | 5,202 | 5,155 | 4,378 | 4,506 | 6,292 | 5,414 | 4,557 | 4,896 | 4,637 | 4,666 | 59,074 |
| | 2020 | 4,192 | 4,058 | 2,404 | 92 | 84 | 805 | 3,344 | 3,071 | 3,319 | 3,219 | 3,324 | 3,876 | 31,788 |
| | 2021 | 4,113 | 4,156 | 4,676 | 4,262 | 3,952 | 4,160 | 4,758 | 4,937 | 1,290 | 535 | 1,229 | 2,023 | 40,091 |
| | 2022 | 2,405 | 2,658 | 3,760 | 3,475 | 3,558 | 3,571 | 4,362 | 4,184 | 3,466 | 3,758 | 3,575 | 3,326 | 42,098 |
| 2023 | | 3,504 | 3,331 | 3,944 | 3,725 | 3,458 | 3,532 | 4,422 | 4,377 | | | | | 30,293 |
| Total Physical Circulation | 2018 | 18,637 | 18,327 | 24,882 | 20,800 | 22,207 | 27,386 | 25,312 | 23,714 | 18,802 | 18,959 | 17,982 | 16,028 | 253,036 |
| | 2019 | 19,604 | 18,006 | 20,769 | 18,983 | 17,243 | 21,217 | 24,651 | 21,676 | 16,977 | 18,506 | 17,207 | 15,492 | 230,331 |
| | 2020 | 17,513 | 17,017 | 9,689 | 1,082 | 3,089 | 4,301 | 11,513 | 12,532 | 12,071 | 11,832 | 12,060 | 12,101 | 124,800 |
| | 2021 | 12,749 | 13,489 | 15,823 | 13,691 | 11,907 | 17,335 | 17,563 | 16,257 | 7,715 | 3,958 | 4,777 | 5,397 | 140,661 |
| | 2022 | 9,071 | 9,566 | 12,780 | 12,174 | 11,610 | 16,699 | 17,944 | 18,241 | 13,081 | 14,179 | 13,235 | 12,067 | 160,647 |
| 2023 | | 11,473 | 13,359 | 16,878 | 14,123 | 12,982 | 17,419 | 19,053 | 18,236 | - | - | - | - | 123,523 |
| 2022-2023 Increase / decrease | | 2,402 | 3,793 | 4,098 | 1,949 | 1,372 | 720 | 1,109 | (5) | (13,081) | (14,179) | (13,235) | (12,067) | (37,124) |
| Digital Circulation | 2018 | 3,625 | 3,424 | 3,781 | 3,455 | 3,531 | 3,589 | 3,890 | 3,737 | 3,591 | 3,539 | 3,433 | 3,536 | 43,131 |
| | 2019 | 4,021 | 3,631 | 3,956 | 3,729 | 3,943 | 3,983 | 4,318 | 4,251 | 3,927 | 4,089 | 3,958 | 3,978 | 47,784 |
| | 2020 | 4,213 | 3,911 | 4,316 | 4,914 | 5,044 | 5,034 | 5,041 | 4,704 | 4,471 | 4,359 | 4,150 | 4,273 | 54,430 |
| | 2021 | 4,800 | 4,773 | 5,246 | 4,558 | 4,611 | 4,696 | 4,922 | 5,061 | 4,655 | 4,575 | 4,488 | 4,581 | 56,966 |
| | 2022 | 5,245 | 4,172 | 5,000 | 4,742 | 4,811 | 4,971 | 5,104 | 4,998 | 4,673 | 4,723 | 4,641 | 4,482 | 57,562 |
| 2023 | | 5,387 | 4,836 | 5,346 | 5,184 | 5,366 | 5,376 | 5,869 | 5,685 | | | | | 43,049 |
| 2022-2023 Increase / decrease | | 142 | 664 | 346 | 442 | 555 | 405 | 765 | 687 | (4,673) | (4,723) | (4,641) | (4,482) | (14,513) |
| Total Digital & Physical Circulation | | 16,860 | 18,195 | 22,224 | 19,307 | 18,348 | 22,795 | 24,922 | 23,921 | - | - | - | - | 166,572 |
| % of Circulation Physical | | 53.8% | 52.6% | 57.5% | 63.1% | 63.3% | 73.3% | 72.0% | 76.3% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 96.4% |
| % of Circulation Digital | | 31.1% | 22.9% | 22.5% | 24.6% | 26.2% | 21.8% | 20.5% | 20.9% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 34.6% |
| Materials Statistics | | January | February | March | April | May | June | July | August | September | October | November | December | Year-to-Date |

| | | | | | | | | | | | | | | |
|--------------------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|----------------|-----------------|-----------------|---------------------|-------|
| | 2022 | 88 | 98 | 94 | 107 | 124 | 222 | 144 | 114 | 96 | 73 | 96 | 50 | 1,306 |
| | 2023 | 145 | 99 | 119 | 123 | 119 | 250 | 179 | 195 | | | | | 1,229 |
| Curbside Services | January | February | March | April | May | June | July | August | September | October | November | December | Year-to-Date | |
| Patron Pick-ups 2020 | 0 | 0 | 0 | 92 | 962 | 1197 | 501 | 357 | 376 | 347 | 311 | 344 | 4487 | |
| Patron Pick-ups 2021 | 351 | 310 | 329 | 249 | 105 | 65 | 65 | 32 | 372 | 1071 | 988 | 991 | 4928 | |
| Patron Pick-ups 2022 | 86 | 49 | 45 | 55 | 34 | 28 | 32 | 22 | 36 | 29 | 19 | 17 | 452 | |
| Patron Pick-ups 2023 | 26 | 29 | 27 | 17 | 25 | 24 | 24 | 18 | | | | | 190 | |

DIRECTOR'S REPORT – SEPTEMBER 2023

Library Board of Trustees

Friends of the Library 2024 Grant



The Friends of the Library approved the staff's grant request at the September meeting. We requested funding for a "showcase" learning tool for the children's department. The Everbright Wall is a modern, collaborative adaptation of the Light Bright toy many of us had in our childhoods.

The wall is an early learning tool. Turning the dials changes the colors so patterns can be constructed. It supports brain development by connecting hand-and-eye integration in forming patterns. Building patterns is the foundational skill for mathematical thinking. It also supports skills in logical thinking and special intelligence.

The price, with shipping, will be between \$17,000 and \$19,000. We can't wait for our families to experience this fantastic learning tool!

Booyah

I sent board members a link to a volunteer sign-up site for the Booyah, which is Saturday, Sept. 30 from 2 p.m. to 6 p.m., although we need volunteers Thursday and Friday for prep and early Saturday for setting up.

Please share information about the Booyah and encourage attendance on your social media.

Foundation grant process

The Foundation is planning the annual appeal; however, there are some challenges because the City Council is still in budget discussions. We are likely to request our usual programming funds with additional funding for staff program hours for development and implementation.

New collection

We now have Adult Foreign Language collection for books that are not bilingual but written in a language other than English. We are starting with Spanish. These support patrons whose first language is Spanish as well as patrons who are learning to speak and read Spanish or keep up their Spanish language skills.

Nontraditional collection: Library of Things

We have built a large collection of nontraditional items for children, and we're now focusing on enhancements for adults. New additions include quality baking pans, exercise equipment and a second virtual reality helmet. The Library of Things has been funded by grants from the Friends of the Library and the Hudson Area Library Foundation.

Summer Reading Program

We had 650 kids participate in the Summer Reading Program, and we're thrilled with the number. This represents the number of kids who officially signed up to track their reading. It doesn't include summer program attendance. We had nearly 5,000 people attend performances, presentations and programs during June, July and August.

PUBLIC COMMENT GUIDELINES

Background: This draft reflects the board's feedback from the August meeting.

Proposed text:

Wisconsin law does not require governing boards to take public comments at meetings, but Trustees for the Hudson Area Public Library value input from community members. Therefore, the board has established a comment period at the beginning of regular meetings.

The following guidelines are meant ensure meetings are efficient, productive and aligned with state laws regarding open meetings and public records.

- Speakers are asked to state their name and address for the record. Speakers attending virtually will be asked to turn on their cameras to fully participate.
- The time allocated for public comment shall not exceed three minutes per speaker.
- Speakers cannot yield their time to another person.
- Written comments of up to 600 words may be submitted to the Board. The comments will be entered into the public record but will not be read aloud at the meeting. Written comments also must include name and address.
- Board members cannot engage in discussion with speakers during the public comment period.
- The Board president or designee has the discretion to limit or end comments deemed inappropriate or redundant.
- The Board prohibits applause or heckling in response to a speaker's remarks and other conduct that disrupts the meeting or is disrespectful.
- Language that is abusive, profane, threatening, harassing or based on personal attacks will not be tolerated.

JOINT LIBRARY AGREEMENT

Background: Board members requested the agreement to review. The amended and restated agreement, as well as the 2013 amendment, are included.

Joint Library Agreement

By
Redmon Law-Chartered
September 2008

REDMON LAW

CHARTERED

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To:

Town of St. Joseph
c/o Theresa Johnson

Village of North Hudson
c/o Larry Larsen

Town of Hudson
c/o Jeff Johnson

✓ Hudson Area Joint Library
c/o Jim O'Connor

City of Hudson
c/o Dean Knudson

Re: Amended and Restated Joint Library Agreement and MCPP Agreement

Enclosed please find copies of the signed Amended and Restated Joint Library Agreement as well as the MCPP Agreement.

As you know, the referendum failed, so the MCPP agreement is null and void, as is the proposed Lease Agreement attached to the MCPP agreement. These copies are included for your information only.

The executed Amended and Restated Joint Library Agreement is in effect and copy of the executed agreement is enclosed for your files.

If you have any questions, do not hesitate to call.

Very truly yours,



Jeffrey A. Redmon

Amended and Restated JOINT LIBRARY AGREEMENT

The undersigned hereby modify the existing Joint Library Agreement to improve the library and the services it provides to Hudson area residents.

RECITALS

WHEREAS, The Hudson Area Joint Library Board recommends changes to the existing Joint Library Agreement originally approved January 21, 2003 by the City of Hudson, February 4, 2003 by the Village of North Hudson, and February 6, 2003 by the Town of Hudson (hereinafter referred to as "2003 Agreement") and later modified and approved by the Town of St. Joseph on December 7, 2004 (herein referred to as the "2004 Agreement ") (together the 2003 and 2004 Agreement, and as previously amended shall be referred to as the "Prior Agreement"); and

WHEREAS, the Hudson Area Joint Library needs continuing funding to maintain and expand its services for a growing area population, said funding being needed for additional staff, the rental or construction of more space, and the purchase of books, materials and technology; and,

WHEREAS, local governments have the option of being excluded from the county library tax and in so doing can substantially increase local library funding and hence services to residents of the greater Hudson community; and,

WHEREAS, the municipalities wish to establish a mechanism and agreement to fund and continue to operate an enhanced library facility that would likely involve substantial capital funding, municipal borrowing and increased operating costs.

NOW, THEREFORE, the undersigned do hereby covenant and agree, as follows:

AUTHORITY

The Hudson Area Joint Library (hereinafter referred to as the "Joint Library") established by the Prior Agreement continues its operation by this contractual agreement of the City of Hudson, Village of North Hudson, Town of Hudson, and Town of St. Joseph in accordance with Wisconsin Statutes, including Sec. 43.52, 43.53, 43.54, 43.64 and Sec. 66.0301.

TERMS OF THIS AGREEMENT

1. Creation of a Joint Library Board. The existing Hudson Area Joint Library Board as established under the 2003 and 2004 Agreement shall continue to operate under this Amended and Restated Agreement.

The Joint Library shall be governed by the Joint Library Board. Such Board shall be composed consistent with Wisconsin Statutes, Sections 43.53 and 43.54 which require that the Membership of the Joint Library Board be representative of the populations of the participating municipalities.

The Joint Library Board shall initially be composed of eight members, apportioned among the participating municipalities as follows upon the basis of the 2008 Population Estimate of the Wisconsin Department of Administration, which apportionment shall remain in effect until the May 31 immediately following the publication of the federal census data for 2010, after which time it shall be based thereupon. A copy of the 2008 population estimate is attached as Exhibit A:

3 members representing the City of Hudson with the terms currently in place.

2 members representing the Town of Hudson with the terms currently in place.

1 member representing the Village of North Hudson with the terms currently in place.

1 member representing the Town of St. Joseph with the terms currently in place.

1 member representing the School District of Hudson, whose initial term expires on the last day of each calendar year.

From and after May 31 immediately following the publication of the 2010 federal census data and adjusted each ten (10) years with the publication of the new federal census data, the Joint Library shall be governed by the Joint Library Board composed of eight (8) members as follows:

Seven (7) members shall be allocated amongst the participating municipalities based on the relative percentage of population with each municipality entitled to appoint a member for each 14.2857%, or portion thereof to the total population so each participating municipality would get at least one member.

1 member representing the School District of Hudson which shall be the School District Administrator or his or her designee.

term limits *Note: Bylaws art. II # 2*
Board members shall serve for three-year terms beginning June 1st and shall be appointed by the mayor, president, or chairperson of each member municipality with approval of its governing body. Each municipality may appoint one member of its governing body to the Joint Library Board, provided, however, no more than one member from any municipality may be a member of the municipality's governing board. Vacancies for the unexpired portion of a term shall be filled in like manner. Board members shall serve without compensation. It is expected that members of the Joint Library Board appointed while holding a municipal governing body position would resign should they cease to be a municipal governing board member. This would be the responsibility of the participating municipality.

In June of each year the Joint Library Board shall elect from its members a president and any other officers deemed necessary to serve for a period of one year. A majority of the membership of the Joint Library Board constitutes a quorum. In the event an officer is not available on the Joint Library Board to complete his or her officer term, the Joint Library Board shall elect one of its members to complete the remaining officer term of such person.

2. Authority of the Joint Library Board. The Joint Library Board shall act as an

independent entity within the powers, duties and authorities conferred by Wis. Stat. 43.58, ~~and may establish by laws and policies as it deems necessary and desirable consistent with~~ its authority under Wisconsin law. The Board shall have exclusive authority for the management of the library, its assets, activities, personnel and expenditures, including the use of impact fees for future expansion, together with all powers and responsibilities conferred by Wisconsin Statutes 43.58. It is acknowledged and agreed that any impact fees transferred to the Joint Library Board shall be allocated as directed by the municipality which assessed the impact fees. It is acknowledged and agreed that impact fees will be used in strict compliance with §66.0617, Wis. Stats., in a timely manner therewith. The Joint Library Board shall not have the power to levy taxes, borrow money (except credit terms in the ordinary course of business) or incur unfunded liabilities that extend beyond the current fiscal year without the unanimous approval of the participating municipalities.

3. Transfer of Library Collection. By adopting the 2003 Agreement the City of Hudson transferred ownership of the former Hudson Public Library's collection, fixtures, equipment, software, and designated funds to the Joint Library. If prior to the mutual agreement by each municipality for a Major Capital Project Proposal for the Joint Library as provided in paragraph 5, the Joint Library is ever dissolved without a successor library organization involving the City of Hudson or if the City of Hudson withdraws from the Agreement as provided in paragraph 12 of this Agreement, ownership of the collection, fixtures, equipment, software, and designated funds existing at the time of termination shall revert back to the City of Hudson. Real estate, if any shall be distributed in accordance with the capital agreement entered into by the participating municipalities prior to acquiring real estate as required under paragraph 5. After the mutual agreement by each municipality for a Major Capital Project Proposal for the Joint Library as provided in paragraph 5, if a municipality gives notice of their intent to withdraw from the Joint Library in accordance with Paragraph 12 below then such municipality shall forfeit and abandon to the Joint Library (or any entity or structure holding capital assets) any right to the land, building or assets of the Joint Library (or such entity or structure) upon withdrawal.

4. Physical Facilities. The Joint Library currently rents space for library operations in the Hudson Municipal Building, which is owned by the City of Hudson and is located at 911 Fourth Street, Hudson, WI. Nothing in this Agreement shall be construed to transfer any interest in the Hudson Municipal Building to the Joint Library and the City of Hudson shall retain exclusive control of the Hudson Municipal Building. The Joint Library may continue to rent space in the Hudson Municipal Building for library operations at a rental

rate negotiated between the City and the Joint Library Board. If the City decides to sell the building or for any other reason decides not to rent space to the Joint Library, the City shall give a minimum of one-year prior notice to the Joint Library Board.

5. Major Capital Project - Acquisition of Land and Buildings. Before the Joint Library Board is authorized to acquire or enter into a lease of more than five (5) years for land or buildings for library purposes, each municipality must approve of such acquisition or lease and the funding for such acquisition or lease (referred to herein as a "Major Capital Project").

A. Major Capital Project Proposal. A written proposal will be submitted to each municipality for approval of any Major Capital Project (a "Major Capital Project Proposal"). Any Major Capital Project Proposal shall be developed in cooperation with and participation of each municipality with the assistance of the Joint Library Board. In development of any such Major Capital Project Proposal, each municipality shall be entitled to send a representative to any meetings regarding such proposal. Any Major Capital Project Proposal shall include such terms and conditions as the representatives shall deem appropriate, including without limitation:


1. Description of the Major Capital Project
2. Total Cost of the Major Capital Project
3. Anticipated Operating Budget
4. Sources of Funding.
5. Each Municipality's required contribution to the Major Capital Project.
6. Timing when such contribution would be required to be available.
7. Ownership structure of the land and buildings.
8. Lease terms for the Joint Library, if applicable.
9. The amount of any private philanthropic contributions to the project, if any.
10. The timing when any such private contributions to the project have been committed or are expected.
11. Such other terms and conditions as the representatives deem appropriate.

B. Funding of the Capital Cost. With respect to an acquisition whether by the Joint Library or/and another mechanism involving the participating municipalities, the

percentage contribution to such Major Capital Project shall be established at the time of the approval process ~~as equal to the most recent percentage contribution to the operating~~ budget. The City of Hudson should receive a one time credit for the fund balance contributed to the Joint Library when formed in 2003, that amount is \$241,648.00. No additional credit shall be given for the reversionary interest to then current collection, fixtures, equipment, software, and designated funds to the Joint Library. Each municipality would be required to contribute their portion of the cost of the Major Capital Project in accordance with the Major Capital Project Proposal.

C. Extension of Term of Agreement. In recognition of the anticipated increased cost of operations of a Joint Library enhanced by a Major Capital Project, the municipalities agree that the termination provisions of this Agreement would be extended to twenty five (25) years with any municipality being able to withdraw from the Joint Library at the end of the twenty fifth (25th) year and at the end of any calendar year thereafter with at least five (5) year written notice to the Joint Library Board and each other municipality.

6. Library System Membership. The Joint Library will be a member of the Indianhead Federated Library system or its successor, and will employ a Library Director with the Wisconsin Grade 1 certification, and will comply with all requirements for membership in the Public Library System required in Wis. Stat. 43.15(4)(c).

 **7. Reimbursement to Other Libraries.** The Joint Library will reimburse other libraries in St. Croix County for any shortfall between what they receive for library services from St. Croix County and the rural circulation funding that they would have received if no towns participated in the Hudson Area Joint Library. Payments will be made annually upon application by each library and will continue as long as the State of Wisconsin mandates reimbursement for rural circulation.

8. Budgeting and Funding. Annually, the Joint Library Board shall establish a proposed gross budget, consisting of operating and Major Capital Project budgets. The operating budget shall, in turn, include capital expenditures for purchases consisting of maintenance, repair, and capital items other than those included in a Major Capital Project. The Board shall submit its proposed budget to each participating municipality, no later than September 1st each year so as to allow the municipalities to ascertain compliance thereof with this agreement and whether or not to fund any additions thereto. Funding shall be made and allocated as described in this paragraph. Member municipalities shall pay said amounts to the Joint Library in two

equal installments not later than February 15th and August 15th of each year.

A. Operating Funding. Each municipality's required contribution to the Joint Library shall be established each year upon the basis of the proportion of the population of each municipality to the total population of all municipalities based on the most recent population data published by the Wisconsin Department of Administration for the municipalities. While the portion to be paid by each municipality may change with the changes in the population, the total annual operating budget of the Joint Library to be allocated among the municipalities shall not increase over the prior year's annual budget without the approval of the governing board of each municipality. The capital portion shall be spent by the Joint Library only for capital purchases unless otherwise approved by all municipalities. To the extent such budget would increase the amount to be allocated to all municipalities; such increased budget shall be required to be approved by each municipality governing board. To the extent that any municipality's required spending on library services (by law or otherwise) exceeds the amount required to be contributed to the Joint Library, such municipality may contribute additional funds to the Joint Library for such purpose as the municipality may designate or the municipality may spend such money in a manner consistent with the requirements imposed by the law or regulation.

B. Major Capital Project Funding. Funding for each Major Capital Project Proposal approved by each municipality shall be provided for separately from the operating budget. Once approved, each municipality shall be required to make such Major Capital Project contributions unless a modification is approved by each municipality.

9. City as Fiscal and Personnel Agent. The City of Hudson will act as fiscal and personnel agent for the Joint Library to receive, maintain accounts for, and disburse all Joint Library funds, including Library Impact fees. All disbursements must first be approved by the Joint Library Board, except that the City may periodically pay in the normal course of business personnel and other regularly recurring expenses pre-approved by the Joint Library Board.

✓ The Joint Library shall pay the City of Hudson \$1,000.00 per month for acting as fiscal and personnel agent as described above. This amount shall be reviewed and increased annually in accordance with the Consumer Price Index issued by the U.S. Department of Labor for the month of January and as part of Major Capital Project Proposal. Services the City will provide for the monthly fee include the following: processing of payroll, benefits and workers compensation administration, maintenance of investments, collection of impact fees, union contract administration, labor attorney costs, accounts payable administration, and accounting

services. The Joint Library shall be responsible for costs for an annual audit and for maintaining its own liability insurance and property insurance coverage for the library contents and fixtures.

It is acknowledged that the municipalities have expressed interest in exploring having the employees directed by the Joint Library be employees directly of the Joint Library Board in which case the City of Hudson would cease to be the personnel agent for the Joint Library. Any such change would be required to be conducted in accordance with law and any collective bargaining agreement to the extent applicable.

10. Personnel. Until otherwise agreed, employees of the Joint Library shall be City of Hudson employees in all respects, except that the Joint Library Board shall have exclusive responsibility for their selection, supervision, promotion, compensation, and retention. The parties to this agreement understand and agree that the Hudson Library employees are currently members of the Teamster Local 662 Clerical and Library Employees Union. As long as the library employees are members of the city union, compensation of Joint Library employees shall be consistent with the contract negotiated between the City and the union. The Joint Library shall bear the direct expense of its employees' salaries and benefits, to be administered within the City's employment system.

11. Additional Towns Becoming Members. Other towns may join the Hudson Area Joint Library with the approval of the municipalities then a party to this Agreement, and the St. Croix County Board, the Joint Library Board, if otherwise required by law. Additional Towns becoming members shall appoint members to the Joint Library Board for the first year of participation then shall be entitled to appoint additional members in accordance with the proportionate population formula described in paragraph 1 above.

12. Duration. The duration of this agreement is indefinite except as provided below:

A. Prior to Approval of Major Capital Project Proposal. Prior to the approval by each municipality of the Major Capital Project Proposal, any municipality may withdraw from this Agreement and the Joint Library effective December 31, 2009 or December 31st of any succeeding year with not less than one year advance written notice to the Joint Library Board and other municipalities which are parties to this agreement. In the event of a notice of withdrawal, the remaining municipalities shall work in cooperation with the assistance of the Joint Library Board to determine whether the Joint Library should continue, whether to propose a modified

Agreement, or if it should be dissolved. If the City of Hudson withdraws or if any member municipality withdrawal results in closing of the library or the library agreement is terminated or dissolved, library assets existing at the time of termination or withdrawal shall revert back to the City of Hudson.

B. After Approval of a Major Capital Project Proposal. After the approval by each municipality of a Major Capital Project Proposal, no municipality shall be entitled to withdraw from this Agreement for a period of twenty five (25) years from the first day of the calendar year following the approval of the Major Capital Project Proposal. Any notice of withdrawal shall be given in writing at least (5) years prior to the last day of the calendar year for which the withdrawal is to be effective but may not be effective until after the at the end of the twenty fifth (25th) year. In the event of a notice of withdrawal, the remaining municipalities shall work in corporation with the assistance of the Joint Library Board to determine whether the Joint Library should continue, whether modify this Agreement, or if the Joint Library should be dissolved. Any land, building and asset of the Joint Library shall be distributed or disposed of in accordance with the Major Capital Project Proposal approved by each municipality, provided however that the municipality-giving notice of the withdrawal shall forfeit and abandon to the Joint Library (or any structure or entity holding capital assets) any right to the land, building or assets of the Joint Library (or such structure or entity holding capital assets) upon withdrawal. In the event that the remaining municipalities fail to agree on a mutually acceptable arrangement to maintain the Joint Library then the Joint Library shall dissolve as of the date the withdrawing municipality noticed for their withdrawal. Subject to payment of its outstanding debts and obligations, all assets of the Joint Library, or of such entity as has been created to own land and buildings on its behalf, and other assets of the Joint Library shall be distributed to the then participating municipalities in accordance with their percentage contribution for the last fiscal year of the Joint Library provided, however, that the distribution pertaining to land and buildings purchased as a Major Capital Project shall be distributed in proportion to the ownership interest therein after adding back the ownership interest of any withdrawing municipality. If the parties cannot agree on a distribution plan, any remaining party may petition a Wisconsin Circuit Court to determine an equitable distribution method consistent with this Agreement.

13. **Amendment/Cancellation.** This Joint Library Agreement may be amended or cancelled at any time by approval of the governing bodies of all member municipalities.

14. **Counterparts.** This Agreement may be signed simultaneously in two or more

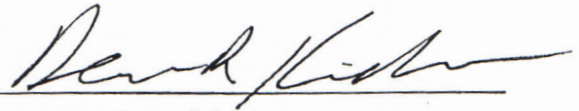
counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same document.

15. Severability Clause. If any provision of this Agreement shall be held void or unenforceable by a court of competent jurisdiction, said judgment shall not impair, affect, or invalidate the remainder of the Agreement.

16. Effective Date. This Agreement shall be effective upon the date all parties have approved and executed the Agreement and shall supersede the Prior Agreement.

CITY OF HUDSON

Dated as of September ~~4~~₂₂, 2008


Dean Knudson, Mayor

Attest:

Dated as of September ~~4~~₂₂, 2008


Nancy Korson, Clerk

VILLAGE OF NORTH HUDSON

Dated as of September 4, 2008

Larry Larsen, President

Attest:

Dated as of September 4, 2008

Gloria Troester, Village Clerk-Treasurer

counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same document.

15. **Severability Clause.** If any provision of this Agreement shall be held void or unenforceable by a court of competent jurisdiction, said judgment shall not impair, affect, or invalidate the remainder of the Agreement.

16. **Effective Date.** This Agreement shall be effective upon the date all parties have approved and executed the Agreement and shall supersede the Prior Agreement.

CITY OF HUDSON

Dated as of September 4, 2008

Dean Knudson, Mayor

Attest:

Dated as of September 4, 2008

Nancy Korson, Clerk

Dated as of September 4, 2008

VILLAGE OF NORTH HUDSON

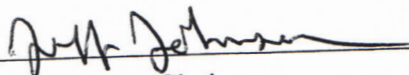
Larry Larsen, President

Dated as of September 4, 2008

Gloria Troester, Village Clerk-Treasurer

TOWN OF HUDSON

Dated as of September 4, 2008


Jeff Johnson, Chairman

Attest:

Dated as of September 4, 2008


Vickie Shaw, Clerk

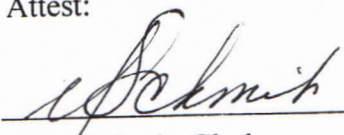
TOWN OF ST. JOSEPH

Dated as of September 4, 2008


Theresa Johnson, Chair

Attest:

Dated as of September 4, 2008


Marie Schmit, Clerk

AMENDMENT TO 2008 JOINT LIBRARY AGREEMENT

WHEREAS, pursuant to Item 13 of the current Amended and Restated Joint Library Agreement, the Agreement may be amended or cancelled at any time by approval of the governing bodies of all member municipalities; and

WHEREAS, the governing bodies of all member municipalities have approved the deletion of Item 7, from the 2008 Joint Library Agreement, titled Reimbursement to Other Libraries;

WHEREAS, the proposed 2014 budget approved by the Joint Library Board does not provide for the reimbursement to other libraries pursuant to Item 7 of the Amended and Restated Joint Library agreement.

NOW THEREFORE, the member municipalities of the Hudson Area Joint Library Agreement hereby agree as follows:

A. Deletion of Item 7 from the 2008 Agreement. The 2008 Joint Library Agreement is hereby amended to delete in its entirety Item 7 which currently reads as follows:

7. REIMBURSEMENT OF OTHER LIBRARIES. The Joint Library will reimburse other libraries in St. Croix County for any shortfall between what they receive for library services from St. Croix County and the rural circulation funding that they would have received if no towns participated in the Hudson Area Joint Library. Payments will be made annually upon application by each library and will continue as long as the State of Wisconsin mandates reimbursement for rural circulation.

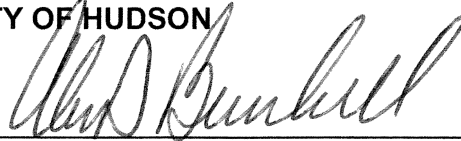
B. Effective Date. This amendment shall take effect January 1, 2014.

C. Counterparts. This Agreement shall be circulated to the member municipalities for signature and may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

Dated

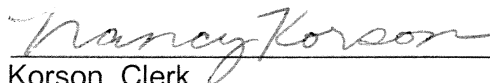
12-16-13

CITY OF HUDSON



Alan Burchill, Mayor

Attest:



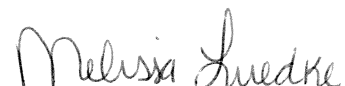
Nancy Korson, Clerk

Dated 19 Nov. '13

VILLAGE OF NORTH HUDSON


Stan Wekkin, President

Attest:



Melissa Luedke, Clerk

TOWN OF HUDSON

Dated 11-19-13

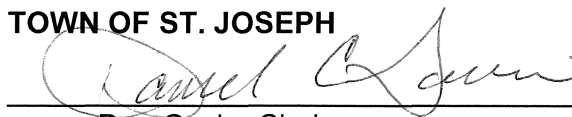

Jeff Johnson, Chair

Attest:


Vicki Shaw, Clerk

TOWN OF ST. JOSEPH

Dated 12/11/13


Dan Gavin, Chair

ATTEST:


Nicole Stewart, Clerk

SRLAAW Wisconsin Public Library Staff Compensation Report

Executive Summary

July 2023

The Wisconsin Public Library Staff Compensation Survey, conducted by Carlson Dettmann Consulting in partnership with the Wisconsin Department of Public Instruction, System and Resource Library Administrators Association of Wisconsin (SRLAAW), and Southwest Wisconsin Library System, offers valuable insights into compensation practices across the state. Supported by the Institute of Museum and Library Services (IMLS) LSTA funds, the survey illuminates key findings:

1. **Participation:** The survey engaged 305 organizations, or 80% of public libraries in the state of Wisconsin, predominantly from the Western, Southeast, and Northern regions.

2. **Total Rewards:** Participating libraries commonly provide benefits such as Wisconsin Retirement System (WRS) participation, health insurance, bereavement/funeral leave, and dental insurance. Education assistance, extended maternity/paternity leave, and wellness/gym reimbursements are less prevalent. Initial paid time off (PTO) upon hire varies widely, with 5% offering over 20 days, while over a third provide none.

3. **Compensation:** Highlights include:

- *Library Director:* Statewide, Library Directors earn an average of \$27.56-\$31.37 per hour. Compensation often correlates with population size; municipalities exceeding 50,000 residents pay \$49.73-\$66.73 per hour.
- *Librarian (MLS):* The average salary range is \$24.93-\$30.87 per hour. Geographical variances are generally consistent, except for the Fox Valley-Northeast region with higher midpoint levels.
- *Clerk - Public Services:* A common role, this exhibits diverse salaries by region. The South Central region reports the highest average salary range, while rural areas offer lower compensation.

The report emphasizes the significance of correct survey scopes, avoidance of survey errors, and mindful consideration of population and geography in compensation analysis. It should be viewed as a tool alongside other considerations in advocating for equitable library staff compensation. Using the report findings in collaboration with governing bodies and communities is critical to success.

For comprehensive details and specific salary ranges by position, consult the complete report.

WISCONSIN PUBLIC LIBRARY STAFF COMPENSATION SURVEY

Presented by:

Matt Shefchik, AVP Total Rewards Consulting
Alyssa Woltring, Analyst

CARLSON

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CONSULTING

A Cottingham & Butler Company

ABOUT US

- Carlson Dettmann Consulting, A Cottingham & Butler Company
- Grounded in the Midwest; primarily serving Wisconsin and Iowa organizations
- Total Rewards & Compensation Consulting
 - Job Evaluation
 - Market Competitive Analysis
 - Base Pay Compensation Plans
 - Incentive Compensation
 - Executive Compensation
 - Employee Engagement

SURVEY PARTNERSHIPS:



SRLAAW

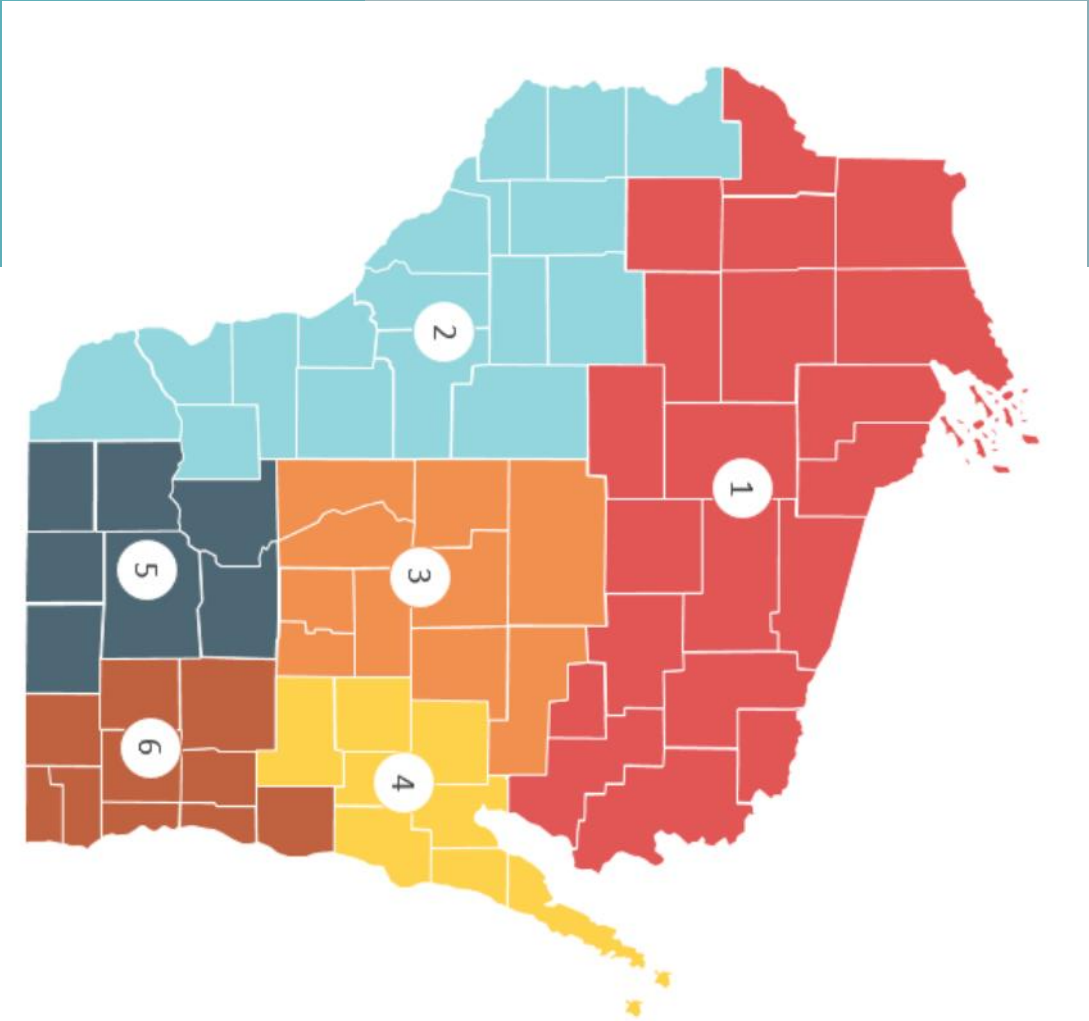
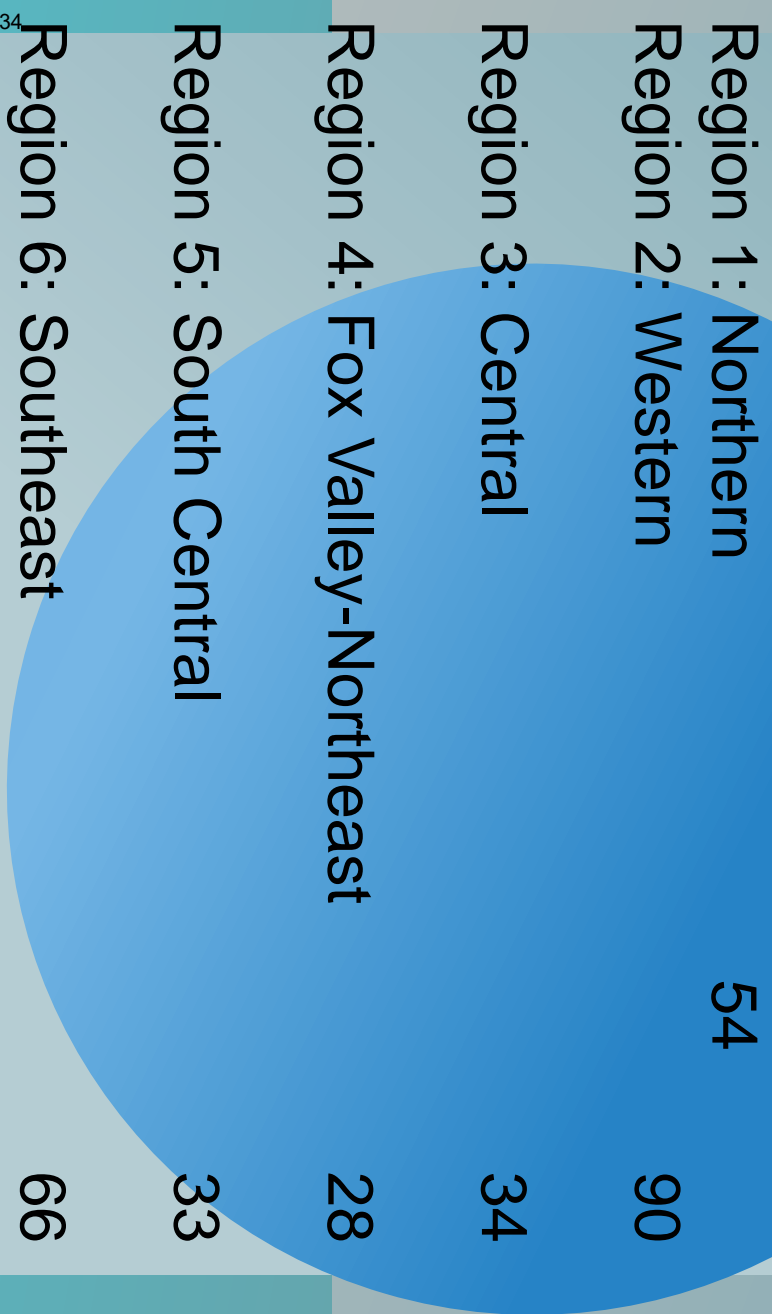
System and Resource Library Administrators' Association of Wisconsin

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SURVEY METHODOLOGY & PROCESS

- ❖ Develop a survey to cover job classifications common among Wisconsin libraries.
- ❖ Provide a strong foundation of data to help libraries recruit & retain staff in today's economy.
- ❖ Workgroup – job titles/job descriptions (46 classifications)
- ❖ Qualtrics Survey Software
- ❖ Collected pay ranges, annual work hours, benefit & paid leave eligibility, MLS requirements & additional benefit offerings
- ❖ 381 WI Public Libraries Invited
- ❖ 305 participants (80%)

SURVEY PARTICIPATION BY REGION



**SURVEY
PARTICIPATION
BY
POPULATION**

| | |
|------------------|-----|
| Less than 1,000 | 66 |
| 1,000 – 3,000 | 101 |
| 3,001 – 5,000 | 39 |
| 5,001 – 10,000 | 30 |
| 10,001 – 20,000 | 31 |
| 20,001 – 30,000 | 12 |
| 30,001 – 40,000 | 7 |
| 40,001 – 50,000 | 6 |
| 50,001 – 100,000 | 9 |
| Over 100,000 | 4 |

KEY FINDINGS

Total Rewards

The most prevalent benefits offered included:

- Participation in Wisconsin Retirement System (WRS)
- Health Insurance
- Bereavement/Funeral Leave
- Dental Insurance

Less than a quarter of participants provide Education Assistance, Paid Maternity/Paternity Leave beyond FMLA requirements, and Wellness/Gym Membership Reimbursement.

Over one-third of respondents offer zero PTO or Vacation upon hire, while on the other end of the spectrum 5% of respondents provide over 20 days annually upon hire.

Compensation

Library Director – We found the average salary range was \$27.56-\$31.37 across all the respondents. We found the most highly paid employees in that role in the Fox Valley Northeast and Southeast. However, we find compensation is positively correlated with population size; and municipalities grow in size, so does the compensation for leadership staff. Respondents with populations >50,000 residents had the highest compensation levels ranging from \$49.73-\$66.73.

Librarian – The average salary range was \$24.93-\$30.87 across the state. Generally, we found consistent midpoint levels no matter the geography, although Fox Valley Northeast region was an exception on the high end. Population again did correlate to compensation as pay tends to be higher for larger municipalities.

Clerk (Public Services) – This role had the second most respondents, to the Library Director. Central region reported the lowest average salary range (\$11.90-\$13.90), with South Central region paying the most (\$14.51-\$17.37). Smaller, rural communities tend to pay less for the clerk position, while more populous urban centers are leading the way with compensation.

ANALYSIS & USE OF THE DATA

The accuracy and precision of market data, and how it's gathered and interpreted, is extremely important. Experience suggests organizations without professional HR support may fall prey to five common survey and market pricing errors:

1. No market pricing strategy and rewards philosophy
2. Using incorrect survey scopes
3. Only matching to job title rather than job functions
4. Limited sample size
5. Not aging the data forward (survey provides 1/1/2023 data analysis)

We recommend all organizations determine what it considers as an applicable "market" for talent and utilize the appropriate data scope when assessing and analyzing compensation. A best practice in compensation design is to provide consistent rationale for market comparisons across the organization.

FUTURE IMPROVEMENTS

- Collect average actual rate of pay to be able to provide 25th, 50th, 75th percentile market analysis
- Condense # if job classifications (decrease overlap of duties in positions)
- Consider additional data breakouts
 - Broaden population breakouts for larger sample size
 - Additional library metric groupings

THANK YOU!

Using the Information from the Wisconsin Public Library Staff Compensation Summary Report

This document provides guidance on effectively utilizing the data presented in the Wisconsin Public Library Staff Compensation Survey Report.

Overall Guidelines. Please keep in mind:

- The Toolbox analogy. Consider the Report as one tool in a larger toolbox for determining library staff compensation and benefits. Use the data in conjunction with other existing market studies, wage rates and other data wherever possible to support arguments for equitable compensation. Consider also that library wages collectively are low compared to other public and private area jobs. Use of the Report with other data sets will assist in aligning compensation with the larger job market in your area.
- The data is a snapshot in time. Although the data is relatively current, the Report represents a snapshot of compensation from early 2023. Survey data should be aged forward, consistent with market wage growth (recently 3-5% annually) to the middle of the budget year (lead/lag), beginning of the budget year (lag), or end of the budget year (lead) to help plan future wage changes and forecasting.
- Sample sizes may be small in some cases. Categories with less than five respondents are typically not reported in compensation reports, but the SRLAAW Workgroup requested all data be included (and not redacted) for the benefit of decision-makers to provide better context.
- Collaboration is important. Consult with your boards and governing municipalities on use of the data within the Report. Use of the Report without a municipal or regional context for compensation can increase tension unnecessarily with your governing authority. Compensation strategies should also be tailored to your library's specific needs, culture, and capacity. Focusing on compensation with an equity lens can be one way to start the conversation with your board and municipality.
- The 70% threshold. When matching positions to survey data, focus on the essence of the role rather than relying solely on job titles. Aim for at least a 70% job match based on job summaries and functions.

Using the Report.

- Determine if the essence of the job title and description sufficiently matches the position at your library. Aim for at least a 70% job match based on job summaries and functions. If the 70% threshold is not reached, examine similar titles and descriptions for a possible match.
- For each position, two sections that indicate the state region and resident population for respondents are identified. Both sections correlate with geographic segmentation commonly used by the survey administrator, Carlson Dettmann Consulting, in other compensation studies they oversee.

- Once you have identified the correct job title and description, pay attention to the # or Orgs column in the table and keep in mind the sample size you are viewing for the region and resident population sections. Make note if the sample size is small or does not appear representative.
- Locate the rows that align with your region and resident population and make note of the min, mid and max hourly rate averages for each section. How you weight the averages for region and resident population data is at your discretion, but higher resident population generally has a correlation to increased compensation. Keep also in mind that some respondents did not have a “min/mid/max” range to work with and only reported an hourly rate in the “mid” column. If unsure of which hourly rate to consider, use the number in the “mid” column.
- Within each row there is also data showing the number of respondents that acknowledged the matching position at the library either (a) required an MLS degree, (b) was eligible for benefits at some level, or (c) was eligible for paid leave. Data related to benefits and paid time off are included in the Report at pages 19-20.

Library System Role.

Library systems are uniquely positioned to leverage data within the Report because of their familiarity with the local job market and needs of member libraries. Systems can support member libraries in the following ways:

- Training and one-on-one consultation. Consider holding group training or offering one-on-one consultation to directors or trustees to address their specific questions and concerns about the compensation study report.
- Budget Integration: Collaborate with member libraries to integrate the Report findings into their budgeting process. This ensures that the study's recommendations are considered when allocating resources for staff compensation.
- Job Description Review: Help libraries review and update their job descriptions based on the compensation study's insights. This can align job roles more accurately with state standards and aid in fair compensation.
- Communication Strategies: Offer communication strategies for member libraries to share the compensation study results transparently with key stakeholders. This can help in maintaining trust and understanding regarding any potential changes.
- Feedback to Study Providers: Act as a conduit between member libraries and the SRLAAW Workgroup responsible for the compensation study, relaying feedback, questions, and suggestions for future improvements.

Next Steps and Future Plans.

- WLA Conference session. Representatives from SRLAAW, DPI and Carlson Dettmann Consulting will be on hand to discuss the Report findings and provide information on how to use the Report.
- Data visualization. As part of the agreement with Carlson Dettman Consulting, the SRLAAW Workgroup has received all the raw data from the report and will consider how best to provide access to the library community through data visualization tools or other methods.
- Iterative process. While definitive plans for conducting another compensation survey have yet to be made, there have been discussions about making compensation reporting a systematic process that will repeat and improve with each iteration.
- Municipal Comparisons: The next iteration of the survey will include more data on comparable municipal positions. Initial drafts included limited data that was found to be misleading.
- Contracted Positions: The current Report doesn't encompass contract employees, though many libraries employ them. The next iteration of the report is likely to incorporate data or guidance on contract workers and compensation.

Wisconsin Public Library Staff Compensation Survey Report

July 2023

Produced By:

CARLSON
DETTMANN
CONSULTING
A Corttingham & Butler Company

in Partnership with:



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About Carlson Dettmann Consulting

Carlson Dettmann Consulting, a Cottingham & Butler Company, has extensive experience in public, private, and not-for-profit organizations. We are grounded in the Midwest economy, however, we have clients in over eighteen states. The consulting group has ten staff members distributed throughout Wisconsin, including Madison, Milwaukee, Central Wisconsin, and the Fox Valley. We tailor the compensation plans that we develop to the specific requirements, culture, and capacity of each client. We have the broad range of experience in a wide variety of settings that affords us the perspective to serve our clients effectively. Our approach to compensation and total rewards gives organizations the tools it needs to have a fully effective total rewards strategy.

About Cottingham & Butler

Cottingham & Butler is a privately held insurance broker that specializes in providing innovative property & casualty and employee benefit insurance solutions. Headquartered in Dubuque, IA, the firm has more than 1,000 employees and 16 additional office locations across the U.S, with products and services offered through our major business divisions of employee benefit consulting, health care services, transportation risk solutions, risk management consulting, claims administration, loss control, HR and compliance consulting and personal insurance. Our drive to be Better Every Day has made Cottingham & Butler one of the largest and most well respected insurance brokers in the nation. Our mission is to PARTNER with our clients to PROTECT their most valuable assets, and our core values include understanding and serving our clients' long-term interests as if they were our own. With these priorities in mind, our service philosophy is built on delivering personalized solutions and services to meet each client's specific needs.

Contact Us

For questions related to this survey, please contact Alyssa Woltring at alyssa.woltring@carlsondettmann.com.

Web: <http://www.carlsondettmann.com>

LinkedIn: <https://www.linkedin.com/company/carlson-dettmann-consulting>

Survey Methodology and Accreditation

This custom survey was made possible through the Institute of Museum and Library Services (IMLS) LSTA funds and a partnership between Wisconsin Department of Public Instruction (DPI), System and Resource Library Administrators Association of Wisconsin (SRLAAW), and Southwest Wisconsin Library System (SWLS). The System and Resource Library Administrators Associations of Wisconsin (SRLAAW) had contacted Carlson Dettmann Consulting to conduct a compensation survey for library positions in Wisconsin. In February of 2023, 381 public libraries in the state of Wisconsin were solicited to participate in the custom survey. A total of 305 organizations provided data for the survey (for a response rate of 80%). The survey instrument was a secure Qualtrics website, through email, that asked participants to review a list of 46 survey job titles and descriptions, and to provide their pay range minimums and maximums, annual work hours, benefit eligibility, paid leave eligibility, and MLS requirements.

A listing of participants and their municipal/resident population, and Wisconsin regional category is found on page 5. Pay range summaries are presented in alphabetical order and a listing of jobs is shown in the table of contents on pages 1 and 2.

Pay data is presented in hourly format regardless of if the position is classified as exempt or non-exempt. Pay data is presented statewide as “All Responses” and is summarized further by geographic region and municipal/residential population size. The survey tool asked participants to enter their hourly structure rate for each position at their organization. For organizations that provided a single pay rate for a position, that rate was applied as the minimum, midpoint, and maximum rate for reporting purposes.

Please note, Carlson Dettmann Consulting produces custom compensation surveys for public sector and private sector employers and employer groups. Typically, following Sherman Anti-Trust Act best practices for compensation surveys, data with less than 5 respondents would not be reported for that job or data scope category by Carlson Dettmann Consulting. Due to the fact that data collected is publicly available, it was requested by the survey sponsors that all data be reported, even when responses do not meet the typical criteria. The survey sponsors hold harmless and indemnify Carlson Dettmann Consulting from any claims arising from the misuse or misrepresentation of the data reported.

Use & Abuse of Salary Survey Data

The accuracy and precision of market data, and how that is gathered and interpreted, is extremely important. Experience suggests companies that without professional HR support may fall prey to five common survey and market pricing errors:

1. **No market pricing strategy and rewards philosophy:** Without guidance from a stated compensation philosophy and market pricing strategy, such as desired competitive pay levels and areas with whom the company perceives it competes for talent, it is likely market pricing will miss the target.

2. **Using incorrect survey scopes:** Surveys provide data “cut” in a number of different ways: all respondents, geographically, size of organization, size of population served, etc. Organizations should provide consistent rationale for the comparisons utilized: an example being if one of the ten largest libraries in the state decided to only use the “All Respondents” data cut to compare compensation for the top job, when that average reported is likely swayed by the 260 smaller libraries, a more appropriate scope would be a comparison by size for the top job. Or an organization using the statewide average reported for a janitorial position it likely would recruit from only a 30-mile radius of the work location, when a geographic scope would be more appropriate.
3. **Only matching to job titles rather than job summaries and functions:** Even with very custom survey, there will be unique jobs at every organization and jobs may have duties that make the job bigger or smaller than the survey job. Do not rely on the survey title; the survey job match should align with the essence of the role, and be at least a 70% job match. Consider the survey job summary description when making your job match and other possible job matches within the job family included in the survey.
4. **Limited sample:** When there are less than five respondents for a survey scope, use the survey data with careful consideration. Average statistics reported can be swayed heavily by outliers and become less reliable. Although it may be interesting to consider data with 2-3 respondents, it may not be useful to build a business case around. The greater the sample size, the greater the reliability of the data.
5. **Not aging the data forward:** The data reported in all surveys are current as the date when asked to be reported. By the time a survey report is published, or organizations utilize the data for budget planning, it is already old. Survey data should be aged forward, consistent with market wage growth (recently 3-5% annually) to the middle of the budget year (lead/lag), beginning of the budget year (lag), or end of the budget year (lead) to help plan future wage changes and forecasting.

We know the labor force is impacted by a number of competitive and economic forces, and we have seen unprecedented wage growth since 2021. Custom compensation surveys with exclusive participation are the best view of a comparable market. We look forward to future editions of the survey and continual improvements to the data set and published survey.

Thank you very much for participating in this survey.

Sincerely,
Carlson Dettmann Consulting

Key Findings

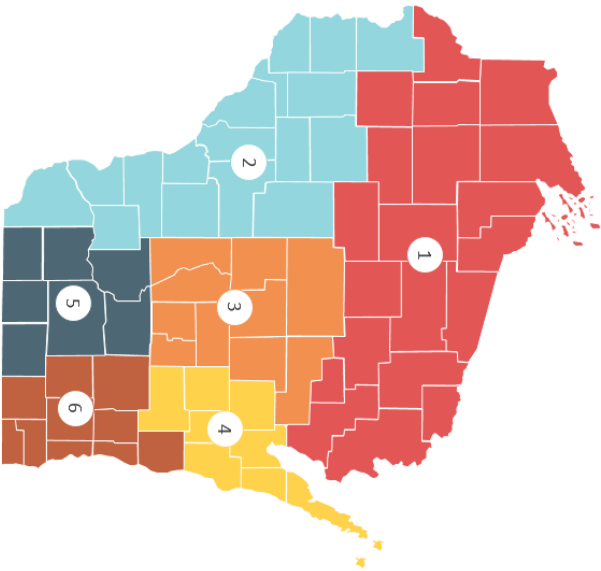
This custom survey is a superb resource for Wisconsin librarians to utilize to assess compensation and total rewards practices. With a total of 305 organizations providing data for the survey, the results provide a comprehensive look at compensation practices across the state. Some key findings and takeaway are as follows:

- Participation
 - The Western region has the most participation with 90 organizations supplying data.
 - The Southeast and Northern regions provided the second and third most participation.
- Total Rewards
 - The most prevalent benefits offered included:
 - Participation in Wisconsin Retirement System (WRS)
 - Health Insurance
 - Bereavement/Funeral Leave
 - Dental Insurance
 - Less than a quarter of participants provide Education Assistance, Paid Maternity/Paternity Leave beyond FMLA requirements, and Wellness/Gym Membership Reimbursement.
 - Over one-third of respondents offer zero PTO or Vacation upon hire, while on the other end of the spectrum 5% of respondents provide over 20 days annually upon hire.
- Compensation
 - Library Director – We found the average salary range was \$27.56-\$31.37 across all the respondents. We found the most highly paid employees in that role in the Fox Valley Northeast and Southeast. However, we find compensation is positively correlated with population size; and municipalities grow in size, so does the compensation for leadership staff. Respondents with populations >50,000 residents had the highest compensation levels ranging from \$49.73-\$66.73.
 - Librarian – The average salary range was \$24.93-\$30.87 across the state. Generally, we found consistent midpoint levels no matter the geography, although Fox Valley Northeast region was an exception on the high end. Population again did correlate to compensation as pay tends to be higher for larger municipalities.

- Clerk – Public Services – This role had the second most respondents, to the Library Director. Central region reported the lowest average salary range (\$11.90-\$13.90), with South Central region paying the most (\$14.51-\$17.37). Smaller, rural communities tend to pay less for the clerk position, while more populous urban centers are leading the way with compensation.

We recommend all organizations determine what it considers as an applicable “market” for talent and utilize the appropriate data scope when assessing and analyzing compensation. A best practice in compensation design is to provide consistent rationale for market comparisons across the organization.

Participants and Demographic Information



| Responses by Region | |
|--------------------------------|----|
| Region 1: Northern | 54 |
| Region 2: Western | 90 |
| Region 3: Central | 34 |
| Region 4: Fox Valley-Northeast | 28 |
| Region 5: South Central | 33 |
| Region 6: Southeast | 66 |

| Participating Library Name | Wisconsin Region | Municipal/Resident Population <i>(Based on DPI 2021 Preliminary data set)</i> |
|---|----------------------|--|
| Abbotsford Public Library | Western | 2,502 |
| Adams County Library | Central | 17,796 |
| Algoma Public Library | Fox Valley Northeast | 3,104 |
| Allen-Dietzman Public Library | Western | 655 |
| Alma Public Library | Western | 777 |
| Altoona Public Library | Western | 8,651 |
| Amery Public Library | Western | 2,858 |
| Appleton Public Library | Fox Valley Northeast | 74,499 |
| Aram Public Library | Southeast | 8,507 |
| Arcadia Free Public Library | Western | 3,078 |
| Argyle Public Library | South Central | 839 |
| Augusta Memorial Public Library | Western | 1,517 |
| Baldwin Public Library | Western | 4,059 |
| Balsam Lake Public Library | Western | 994 |
| Barneveld Public Library | South Central | 1,279 |
| Barrett Memorial Library | Southeast | 2,654 |
| Barron Public Library | Northern | 3,313 |
| Bayfield Carnegie Public Library | Northern | 487 |
| Beaver Dam Community Library | Southeast | 17,038 |
| Bekum Memorial Public Library | Western | 2,231 |
| Belleville Public Library | South Central | 2,585 |
| Ben Guthrie--Lac du Flambeau Public Library | Northern | 3,507 |
| Benton Public Library | South Central | 979 |
| Berlin Public Library | Central | 5,560 |
| Big Bend Village Library | Southeast | 1,513 |
| Black Creek Village Library | Fox Valley Northeast | 1,302 |
| Black Earth Public Library | South Central | 1,453 |
| Black River Falls Public Library | Western | 3,561 |
| Blair-Preston Public Library | Western | 1,331 |
| Blanchardville Public Library | South Central | 821 |

| | | |
|--|----------------------|---------|
| Bloomington Public Library | Western | 730 |
| Boulder Junction Public Library | Northern | 962 |
| Boyceville Public Library | Western | 1,086 |
| Brandon Public Library | Fox Valley Northeast | 869 |
| Brewer Public Library | Western | 5,071 |
| Brickl Memorial Library | Western | 1,069 |
| Brillion Public Library | Fox Valley Northeast | 3,385 |
| Brookfield Public Library | Southeast | 40,276 |
| Brown County Library | Fox Valley Northeast | 265,809 |
| Brownsville Public Library | Southeast | 618 |
| Bruce Area Library | Northern | 1,933 |
| Burlington Public Library | Southeast | 11,052 |
| Butler Public Library | Southeast | 1,810 |
| Cadott Community Library | Western | 1,449 |
| Caestecker Public Library | Central | 2,884 |
| Calhoun Memorial Library | Northern | 2,151 |
| Cambridge Community Library | South Central | 1,616 |
| Cameron Public Library | Northern | 1,876 |
| Campbellsport Public Library | Fox Valley Northeast | 1,841 |
| Carleton A. Friday Memorial Library | Western | 10,075 |
| Carnegie-Schadde Memorial Public Library | South Central | 12,019 |
| Carter Memorial Library | Fox Valley Northeast | 3,613 |
| Cashton Memorial Library | Western | 1,116 |
| Cedar Grove Public Library | Southeast | 2,140 |
| Cedarburg Public Library | Southeast | 12,503 |
| Centuria Public Library | Western | 952 |
| Charles & JoAnn Lester Library | Central | 2,532 |
| Chippewa Falls Public Library | Western | 14,366 |
| Clarella Hackett Johnson Public Library | Western | 582 |
| Clear Lake Public Library | Western | 1,103 |
| Clintonville Public Library | Central | 4,591 |
| Cobb Public Library | South Central | 471 |
| Colby Community Library | Western | 1,857 |

| | | |
|---|----------------------|--------|
| Colfax Public Library | Western | 1,102 |
| Coloma Public Library | Central | 460 |
| Columbus Public Library | South Central | 5,193 |
| Community Library | Southeast | 27,440 |
| Cornell Public Library | Western | 1,453 |
| Cudahy Family Library | Southeast | 18,093 |
| D.R. Moon Memorial Library | Western | 3,476 |
| De Soto Public Library | Western | 284 |
| Deer Park Public Library | Western | 210 |
| DeForest Area Public Library | South Central | 10,835 |
| Dodgeville Public Library | South Central | 4,714 |
| Door County Library | Fox Valley Northeast | 29,090 |
| Drummond Public Library | Northern | 436 |
| Durand Community Library | Western | 1,847 |
| Dwight T. Parker Public Library | Western | 2,503 |
| E.D. Locke Public Library | South Central | 9,331 |
| Eager Free Public Library | South Central | 5,589 |
| East Troy Lions Public Library | Southeast | 4,511 |
| Eckstein Memorial Library | Western | 927 |
| Edward U. Demmer Memorial Library | Northern | 2,174 |
| Eleanor Ellis Public Library | Northern | 1,235 |
| Elisha D. Smith Public Library | Fox Valley Northeast | 17,741 |
| Elkhart Lake Public Library | Southeast | 1,030 |
| Ellsworth Public Library | Western | 3,358 |
| Elm Grove Public Library | Southeast | 6,035 |
| Elmwood Public Library | Western | 790 |
| Elroy Public Library | Central | 1,336 |
| Ethel Everhard Memorial Library | Central | 1,234 |
| Ettrick Public Library | Western | 523 |
| Evelyn Goldberg Briggs Memorial Library | Northern | 1,173 |
| Everett Roehl Marshfield Public Library | Central | 21,751 |
| Fairchild Public Library | Western | 904 |
| Fall Creek Public Library | Western | 1,275 |

| | | |
|---|----------------------|--------|
| Farnsworth Public Library | Northern | 4,613 |
| Florence County Library | Northern | 4,504 |
| Fond du Lac Public Library | Fox Valley Northeast | 44,349 |
| Fontana Public Library | Southeast | 1,717 |
| Forest Lodge Library | Northern | 1,084 |
| Frances L. Simek Memorial Library Medford | Northern | 4,319 |
| Frank B. Koller Memorial Library | Northern | 624 |
| Frank L. Weyenberg Library | Southeast | 28,234 |
| Franklin Public Library | Southeast | 36,646 |
| Frederic Public Library | Western | 1,117 |
| G.E. Bleskacek Family Memorial Library | Western | 3,615 |
| Galesville Public Library | Western | 1,575 |
| Gays Mills Public Library | Western | 498 |
| Genoa City Public Library | Southeast | 3,025 |
| Geraldine E. Anderson Village Library | Western | 913 |
| Germantown Community Library | Southeast | 20,934 |
| Gillett Public Library | Northern | 1,329 |
| Glenwood City Public Library | Western | 1,210 |
| Graham Public Library | Southeast | 5,399 |
| Granton Community Library | Western | 351 |
| Grantsburg Public Library | Northern | 1,304 |
| Greendale Public Library | Southeast | 14,393 |
| Greenwood Public Library | Western | 1,016 |
| Hales Corners Public Library | Southeast | 7,546 |
| Hammond Community Library | Western | 1,868 |
| Hancock Public Library | Central | 413 |
| Hartland Public Library | Southeast | 9,434 |
| Hatch Public Library | Central | 4,461 |
| Hawkins Area Library | Northern | 605 |
| Hazel Green Public Library | Western | 1,262 |
| Hazel Mackin Community Library | Western | 1,951 |
| Hedberg Public Library | South Central | 64,198 |
| Hildebrand Memorial Library | Western | 3,203 |

| | | |
|--|----------------------|--------|
| Hillsboro Public Library | Western | 1,417 |
| Horicon Public Library | Southeast | 3,824 |
| Hortonville Public Library | Fox Valley Northeast | 2,976 |
| Hudson Area Joint Library | Western | 31,472 |
| Hurley Public Library | Northern | 1,477 |
| Hustisford Community Library | Southeast | 2,500 |
| Independence Public Library | Western | 1,352 |
| Iola Village Library | Central | 1,236 |
| Iron Ridge Public Library | Southeast | 922 |
| Irvin L. Young Memorial Library | Southeast | 14,133 |
| Jack Russell Memorial Library | Southeast | 16,083 |
| Jane Morgan Memorial Library | South Central | 761 |
| Jefferson Public Library | Southeast | 7,932 |
| John Turgeson Public Library | South Central | 1,007 |
| Johnson Creek Public Library | Southeast | 3,109 |
| Juneau Public Library | Southeast | 2,601 |
| Karl Junginger Memorial Library | Southeast | 3,379 |
| Kaukauna Public Library | Fox Valley Northeast | 16,634 |
| Kendall Public Library | Western | 456 |
| Kenosha Public Library | Southeast | 98,998 |
| Kewaskum Public Library | Southeast | 4,244 |
| Kewaunee Public Library | Fox Valley Northeast | 2,879 |
| Kiel Public Library | Fox Valley Northeast | 3,973 |
| Kimberly Public Library | Fox Valley Northeast | 7,422 |
| Knutson Memorial Library | Western | 744 |
| Kohler Public Library | Southeast | 2,095 |
| Kraemer Library & Community Center | South Central | 759 |
| L.D. Fargo Public Library | Southeast | 6,276 |
| L.E. Phillips Memorial Public Library | Western | 68,912 |
| La Crosse County Library | Western | 69,462 |
| La Crosse Public Library | Western | 50,869 |
| La Valle Public Library | South Central | 353 |
| Lac Courte Oreilles Ojibwa College Community Library | Northern | 2,145 |

| | | |
|--|----------------------|---------|
| Lake Geneva Public Library | Southeast | 8,413 |
| Lakes Country Public Library | Northern | 2,817 |
| Lakeview Community Library | Southeast | 5,460 |
| Land O' Lakes Public Library | Northern | 889 |
| Larsen Family Public Library | Northern | 648 |
| Lawton Memorial Library | Western | 707 |
| Lena Public Library | Northern | 1,276 |
| Leon-Saxeville Township Library | Central | 2,443 |
| Lester Public Library | Fox Valley Northeast | 11,411 |
| Lester Public Library of Arpin | Central | 973 |
| Lester Public Library of Vesper | Central | 575 |
| Little Chute Public Library | Fox Valley Northeast | 12,525 |
| Loyal Public Library | Western | 1,242 |
| Luck Public Library | Western | 1,095 |
| Madison Public Library | South Central | 259,233 |
| Manitowoc Public Library | Fox Valley Northeast | 33,687 |
| Marathon County Public Library | Central | 134,402 |
| Marinette County Consolidated Public Library Service | Northern | 41,502 |
| Markesan Public Library | Central | 1,416 |
| Marshall Community Library | South Central | 3,964 |
| Mayville Public Library | Southeast | 5,112 |
| McCoy Public Library | South Central | 1,202 |
| McIntosh Memorial Library | Western | 4,487 |
| Menomonee Falls Public Library | Southeast | 39,379 |
| Menomonie Public Library | Western | 15,582 |
| Mercer Public Library | Northern | 1,461 |
| Middleton Public Library | South Central | 21,964 |
| Mill Pond Public Library | Central | 327 |
| Milltown Public Library | Western | 915 |
| Milton Public Library | South Central | 5,633 |
| Milwaukee Public Library | Southeast | 587,976 |
| Mineral Point Public Library | South Central | 2,503 |
| Minocqua Public Library | Northern | 4,512 |

| | | |
|--------------------------------|----------------------|--------|
| Mondovi Public Library | Western | 2,759 |
| Monroe Public Library | South Central | 15,645 |
| Montello Public Library | Central | 1,432 |
| Montfort Public Library | Western | 724 |
| Muehl Public Library | Fox Valley Northeast | 3,427 |
| Mukwonago Community Library | Southeast | 8,190 |
| Muskego Public Library | Southeast | 25,704 |
| Neenah Public Library | Fox Valley Northeast | 26,961 |
| Neillsville Public Library | Western | 2,344 |
| Neuschafer Community Library | Central | 682 |
| New Berlin Public Library | Southeast | 40,821 |
| New Glarus Public Library | South Central | 2,244 |
| New Holstein Public Library | Fox Valley Northeast | 3,214 |
| New Lisbon Memorial Library | Central | 2,544 |
| Norwalk Public Library | Western | 632 |
| Oak Creek Public Library | Southeast | 37,608 |
| Oakfield Public Library | Fox Valley Northeast | 1,113 |
| Oconomowoc Public Library | Southeast | 17,808 |
| Oconto Falls Community Library | Northern | 2,834 |
| Ogema Public Library | Northern | 732 |
| Oneida Community Library | Fox Valley Northeast | 4,555 |
| Ontario Public Library | Western | 542 |
| Oostburg Public Library | Southeast | 3,110 |
| Oscar Grady Public Library | Southeast | 4,424 |
| Oshkosh Public Library | Fox Valley Northeast | 65,840 |
| Packwaukee Public Library | Central | 1,411 |
| Park Falls Public Library | Northern | 2,465 |
| Patterson Memorial Library | Central | 682 |
| Pauline Haass Public Library | Southeast | 11,587 |
| Pepin Public Library | Western | 799 |
| Pewaukee Public Library | Southeast | 22,881 |
| Phillips Public Library | Northern | 1,430 |
| Plainfield Public Library | Central | 851 |

| | | |
|---|----------------------|--------|
| Platteville Public Library | Western | 11,446 |
| Plum City Public Library | Western | 600 |
| Plum Lake Public Library | Northern | 507 |
| Plymouth Public Library | Southeast | 8,837 |
| Portage Public Library | South Central | 10,053 |
| Poy Sippi Public Library | Central | 917 |
| Prairie du Chien Memorial Library | Western | 5,829 |
| Prescott Public Library | Western | 4,260 |
| Presque Isle Community Library | Northern | 640 |
| Princeton Public Library | Central | 1,185 |
| Racine Public Library | Southeast | 76,887 |
| Readstown Public Library | Western | 412 |
| Redgranite Public Library | Central | 2,062 |
| Reeseville Public Library | Southeast | 722 |
| Rhineland District Library | Northern | 18,275 |
| Rib Lake Public Library | Northern | 867 |
| Rice Lake Public Library | Northern | 8,884 |
| Rio Community Library | South Central | 1,096 |
| River Falls Public Library | Western | 15,689 |
| Rusk County Community Library | Northern | 12,433 |
| Ruth Culver Community Library | South Central | 4,234 |
| S. Verna Fowler Academic Library / Menominee Public Library | Northern | 4,306 |
| Scandinavia Public Library | Central | 366 |
| Schreiner Memorial Library | Western | 3,765 |
| Shawano County Library | Central | 41,931 |
| Shell Lake Public Library | Northern | 1,339 |
| Sherman & Ruth Weiss Community Library | Northern | 2,384 |
| Shiocton Public Library | Fox Valley Northeast | 924 |
| Shirley M. Wright Memorial Library | Western | 1,981 |
| Slinger Community Library | Southeast | 6,106 |
| Soldiers Grove Public Library | Western | 571 |
| Somerset Public Library | Western | 3,015 |
| South Milwaukee Public Library | Southeast | 20,743 |

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|--|----------------------|--------|
| Sparta Free Library | Western | 10,111 |
| Spillman Public Library | Fox Valley Northeast | 5,226 |
| Spring Green Community Library | South Central | 1,638 |
| Spring Valley Public Library | Western | 1,367 |
| St. Croix Falls Public Library | Western | 2,143 |
| Strum Public Library | Western | 1,089 |
| Sturm Memorial Library | Central | 1,316 |
| Sun Prairie Public Library | South Central | 36,394 |
| Superior Public Library | Northern | 26,950 |
| Surging Area Public Library | Northern | 2,782 |
| T.B. Scott Free Library | Northern | 9,613 |
| Taylor Memorial Library | Western | 486 |
| Theresa Public Library | Southeast | 2,355 |
| Thomas St. Angelo Public Library | Northern | 2,182 |
| Tomah Public Library | Western | 9,493 |
| Tomahawk Public Library | Northern | 3,294 |
| Town Hall Library | Southeast | 8,537 |
| Turtle Lake Public Library | Northern | 1,040 |
| U.S.S. Liberty Memorial Public Library | Southeast | 16,423 |
| Vaughn Public Library | Northern | 7,951 |
| Verona Public Library | South Central | 13,124 |
| Viola Public Library | Western | 685 |
| W.J. Niederkorn Library | Southeast | 12,307 |
| Wabeno Public Library | Northern | 1,160 |
| Walter E. Olson Memorial Library | Northern | 9,841 |
| Watertown Public Library | Southeast | 24,091 |
| Waukesha Public Library | Southeast | 71,856 |
| Waupaca Area Public Library | Central | 6,125 |
| Waupun Public Library | Southeast | 11,154 |
| Wautoma Public Library | Central | 2,137 |
| Wauwatosa Public Library | Southeast | 48,604 |
| West Bend Community Memorial Library | Southeast | 32,269 |
| Westboro Public Library | Northern | 708 |

| | | |
|---|----------------------|--------|
| Western Taylor County Public Library | Northern | 376 |
| Weyauwega Public Library | Central | 1,901 |
| Whitefish Bay Public Library | Southeast | 14,081 |
| Whitehall Public Library | Western | 1,558 |
| Wilberg Memorial Public Library | Western | 2,739 |
| Wilton Public Library | Western | 489 |
| Winchester Public Library | Northern | 528 |
| Winneconne Public Library | Fox Valley Northeast | 2,502 |
| Winter Public Library | Northern | 2,688 |
| Wonewoc Public Library | Central | 797 |
| Woodville Community Library | Western | 1,356 |

Benefit Related Questions

This section of the summary report focuses on the benefit offerings available to benefit eligible library employees. It provides a high-level overview of the benefits package provided to staff members within the library system. The following questions were asked in the survey:

What Benefits does your library offer to its employees? (Percentage of Responses; Multiple selections allowed per organization)

| | |
|---|-----|
| Wisconsin Retirement System (WRS) | 92% |
| Health Insurance | 83% |
| Bereavement/Funeral Leave | 75% |
| Dental Insurance | 67% |
| Life Insurance | 67% |
| Flexible Spending Account (FSA) or Health Savings Account (HSA) | 57% |
| Vision Insurance | 52% |
| Short Term Disability Insurance | 45% |
| Deferred Compensation | 42% |
| Long Term Disability Insurance | 39% |
| Employee Assistance Program (EAP) | 38% |
| Education Assistance | 20% |
| Paid Maternity/Paternity Leavey (Beyond FMLA) | 16% |
| Wellness/Gym Membership Reimbursement | 12% |
| Income Continuation Services | 12% |

How many days of annual Paid Time Off and/or Vacation do you offer upon hire? (Percentage of Responses; 283 responses)

| | |
|--------------|-----|
| 0 Days | 36% |
| 1 - 5 Days | 22% |
| 6 - 10 Days | 23% |
| 11 - 15 Days | 9% |
| 16 - 20 Days | 5% |
| Over 20 Days | 5% |

What is the maximum number of days of Paid Time Off and/or Vacation an employee can receive in a given year? (Percentage of Responses; 274 responses)

| | |
|--------------|-----|
| 0 Days | 10% |
| 1 - 10 Days | 12% |
| 11 - 20 Days | 19% |
| 21 - 30 Days | 41% |
| Over 30 Days | 18% |

Which paid holiday does your library observe? (Percentage of Responses; Multiple selections allowed per organization)

| | |
|--------------------------------------|--------------------------------|
| Christmas Day | 95% |
| Thanksgiving Day | 95% |
| Independence Day | 93% |
| Memorial Day | 92% |
| Labor Day | 92% |
| New Year's Day | 89% |
| Christmas Eve | 76% (full day); 12% (half day) |
| Day After Thanksgiving | 56% |
| Good Friday | 33% (full day); 18% (half day) |
| New Year's Eve | 72% (full day); 22% (half day) |
| Veterans Day | 12% |
| Martin Luther King Jr. Day | 10% |
| Washington's Birthday/Presidents Day | 3% |
| Juneteenth | 3% |
| Columbus Day/Indigenous Peoples Day | 2% |

Survey Definitions

Pay data is effective January 2023.

of Orgs - # of respondents that reported either a minimum, midpoint or maximum for the data category.

Average Salary Range: Participants were instructed to enter the hourly pay structure rates for each position they have at their organization.

Min – (organization weighted) the average pay range minimum reported among libraries with an established pay range.

Mid – (organization weighted) the average pay range midpoint reported among libraries with an established pay range; typically, this is the half-way point between the minimum and maximum in merit plans. If a min and max rate were provided but midpoint was left blank, the average of the min and max rate was used.

Max – (organization weighted) the average pay range maximum reported among libraries with an established pay range.

Benefit Eligibility – number of libraries reporting if the position is eligible to receive benefits.

Paid Leave Eligibility – number of libraries reporting if the position is eligible to receive paid leave benefits (PTO, Vacation, Sick, Holiday, etc.).

MLS Requirement – number of libraries reporting if the position requires an MLS degree.

An asterisk (*) indicates an insignificant sample size.

Accountant

Oversees clerical activities in connection with payables, debits, or credits. Prepares worksheets, analyzes to verify accuracy, prepares monthly journal entries, statements, monthly balance sheet, monthly statements, profit and loss, subsidiary, and other analyses and statements, following prescribed procedures. Qualifications generally include a bachelor's degree in accounting or an associate degree with experience. *(Alternate Job Title: Budget Specialist)*

| | | Average Salary Range | | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|----------|----------------------|----------------|----------------|----------------|--------------|------------------|---------------------|
| | | # or Orgs | Min | Mid | Max | | | |
| All Responses | 6 | | \$31.16 | \$35.18 | \$39.32 | 0 | 6 | 6 |
| Region | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Fox Valley Northeast | 1 | | \$27.25 | \$32.98 | \$38.70 | 0 | 1 | 1 |
| South Central | 1 | | \$32.52 | \$37.00 | \$42.04 | 0 | 1 | 1 |
| Southeast | 4 | | \$31.80 | \$35.27 | \$38.80 | 0 | 4 | 4 |
| Municipal/Resident Population | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 20,001 – 30,000 | 1 | | \$24.40 | \$26.94 | \$29.74 | 0 | 1 | 1 |
| 50,001 – 100,000 | 2 | | \$28.24 | \$32.28 | \$36.31 | 0 | 2 | 2 |
| Over 100,000 | 3 | | \$35.36 | \$39.86 | \$44.53 | 0 | 3 | 3 |

Associate Librarian (non-MLS)

Provides specialized library services and programs, such as work in reference, youth services, teen services, or local history/special collections. Provide leadership and training on available resources to customers. Conducts outreach to promote library services. Selects and weeds materials. Serves as subject experts in area of work.

| | | Average Salary Range | | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|------------|----------------------|----------------|----------------|----------------|--------------|------------------|---------------------|
| | | # or Orgs | Min | Mid | Max | | | |
| All Responses | 111 | | \$18.55 | \$19.98 | \$21.48 | 0 | 72 | 81 |
| Region | | | | | | | | |
| Central | 7 | | \$18.30 | \$20.64 | \$23.17 | 0 | 6 | 7 |
| Fox Valley Northeast | 11 | | \$22.34 | \$24.87 | \$27.91 | 0 | 8 | 9 |
| Northern | 14 | | \$19.00 | \$19.61 | \$20.17 | 0 | 13 | 13 |
| South Central | 14 | | \$18.70 | \$19.81 | \$20.93 | 0 | 8 | 10 |
| Southeast | 35 | | \$18.64 | \$20.29 | \$22.14 | 0 | 19 | 24 |
| Western | 30 | | \$16.82 | \$17.92 | \$18.81 | 0 | 18 | 18 |
| Municipal/Resident Population | | | | | | | | |
| Less than 1,000 | 9 | | \$15.50 | \$15.50 | \$15.50 | 0 | 2 | 2 |
| 1,000 – 3,000 | 25 | | \$16.10 | \$16.52 | \$16.85 | 0 | 14 | 15 |
| 3,001 – 5,000 | 20 | | \$16.81 | \$17.87 | \$18.74 | 0 | 16 | 18 |
| 5,001 – 10,000 | 16 | | \$20.14 | \$21.64 | \$23.59 | 0 | 13 | 13 |
| 10,001 – 20,000 | 21 | | \$20.62 | \$22.78 | \$25.13 | 0 | 14 | 15 |
| 20,001 – 30,000 | 6 | | \$19.37 | \$22.28 | \$25.05 | 0 | 3 | 6 |
| 30,001 – 40,000 | 5 | | \$21.80 | \$24.08 | \$26.36 | 0 | 4 | 5 |
| 50,001 – 100,000 | 5 | | \$23.35 | \$26.97 | \$30.69 | 0 | 4 | 5 |
| Over 100,000 | 3 | | \$22.57 | \$25.31 | \$29.11 | 0 | 3 | 3 |

Bookkeeper

Performs diversified duties in maintaining accounting records. Verifies credits and deductions. Checks allocation of charges on bills payable. Maintains and balances petty cash account. Pays minor expenses, prepares daily cash balance figures, and weekly transaction reports. Checks employee expense accounts. Prepares monthly receipts and disbursement summaries, takes trial balances, locates discrepancies, and reconciles bank statements. Compiles special reports. Analyzes facts to determine the action to be taken, within the limits of standard practice.

| | Average Salary Range | | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|-------------------------------|----------------------|---------|---------|---------|--------------|------------------|---------------------|
| | # or Orgs | Min | Mid | Max | | | |
| All Responses | 8 | \$23.75 | \$26.00 | \$28.25 | 0 | 5 | 6 |
| Region | | | | | | | |
| Northern | 2 | \$23.73 | \$24.69 | \$25.64 | 0 | 1 | 1 |
| South Central | 1 | \$18.00 | \$22.95 | \$27.90 | 0 | 0 | 1 |
| Southeast | 3 | \$27.16 | \$30.37 | \$33.57 | 0 | 2 | 2 |
| Western | 2 | \$21.54 | \$22.29 | \$23.04 | 0 | 2 | 2 |
| Municipal/Resident Population | | | | | | | |
| 1,000 – 3,000 | 1 | \$19.00 | \$19.00 | \$19.00 | 0 | 0 | 0 |
| 5,001 – 10,000 | 2 | \$23.73 | \$24.69 | \$25.64 | 0 | 1 | 1 |
| 10,001 – 20,000 | 2 | \$21.54 | \$22.29 | \$23.04 | 0 | 2 | 2 |
| 50,001 – 100,000 | 2 | \$23.10 | \$28.04 | \$32.98 | 0 | 1 | 2 |
| Over 100,000 | 1 | \$34.30 | \$38.98 | \$43.65 | 0 | 1 | 1 |

Branch Manager

Manages an organizational unit of the main library or a branch that is physically separated from the main library. Plans and administers program of library services. Analyzes and coordinates departmental budget estimates and controls expenditures to administer approved budget. Reviews and evaluates orders for books and audiovisual materials. Examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials. Administers personnel regulations, interviews and appoints job applicants, rates staff performance, and promotes and discharges employees. Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library problems. Delivers book reviews and lectures to publicize library activities and services. Provides library public relations services. May examine and select materials to be discarded, repaired, or replaced.

| Average Salary Range | | | | | | |
|--------------------------------------|-----------|----------------|----------------|----------------|--------------|---|
| | # or Orgs | Min | Mid | Max | MLS Required | Benefit Eligible Paid Leave Eligible |
| All Responses | 11 | \$26.65 | \$30.37 | \$34.54 | 5 | 10 11 |
| Region | | | | | | |
| Central | 2 | \$20.16 | \$22.76 | \$27.33 | 0 | 2 2 |
| Fox Valley Northeast | 2 | \$25.46 | \$29.08 | \$32.67 | 0 | 2 2 |
| South Central | 2 | \$29.64 | \$35.74 | \$42.28 | 1 | 2 2 |
| Southeast | 4 | \$28.97 | \$32.08 | \$35.26 | 3 | 3 4 |
| Western | 1 | \$26.74 | \$30.56 | \$34.38 | 1 | 1 1 |
| Municipal/Resident Population | | | | | | |
| Less than 1,000 | 1 | \$16.00 | \$16.00 | \$16.00 | 0 | 0 1 |
| 20,001 – 30,000 | 2 | \$25.31 | \$27.59 | \$30.01 | 1 | 2 2 |
| 40,001 – 50,000 | 1 | \$15.66 | \$17.90 | \$20.14 | 0 | 1 1 |
| 50,001 – 100,000 | 3 | \$29.50 | \$35.00 | \$40.50 | 2 | 3 3 |
| Over 100,000 | 4 | \$30.59 | \$34.99 | \$40.58 | 2 | 4 4 |

Building Maintenance Worker

Performs routine and preventive maintenance as directed. Performs various repairs requiring general knowledge of carpentry, plumbing, HVAC, and electrical and mechanical repair. Operates lawn-mowing and snow-blowing equipment. Arranges meeting rooms for special events. *(Alternate Job Title: Maintenance Person)*

| | | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|-------------------------------|----|----------------------|---------|---------|--------------|------------------|---------------------|
| | | # or Orgs | Min | Mid | Max | | |
| All Responses | 35 | \$21.74 | \$23.62 | \$25.55 | 0 | 19 | 27 |
| Region | | | | | | | |
| Central | 2 | \$30.00 | \$30.00 | \$30.00 | 0 | 0 | 1 |
| Fox Valley Northeast | 7 | \$17.49 | \$19.80 | \$22.44 | 0 | 6 | 7 |
| Northern | 5 | \$18.29 | \$19.77 | \$21.04 | 0 | 1 | 3 |
| South Central | 3 | \$24.46 | \$27.58 | \$31.22 | 0 | 2 | 2 |
| Southeast | 14 | \$22.32 | \$24.38 | \$26.32 | 0 | 8 | 11 |
| Western | 4 | \$25.25 | \$26.28 | \$27.45 | 0 | 2 | 2 |
| Municipal/Resident Population | | | | | | | |
| 1,000 – 3,000 | 2 | \$20.50 | \$20.50 | \$20.50 | 0 | 0 | 1 |
| 5,001 – 10,000 | 5 | \$15.97 | \$18.06 | \$20.16 | 0 | 1 | 3 |
| 10,001 – 20,000 | 9 | \$21.29 | \$22.04 | \$22.93 | 0 | 7 | 7 |
| 20,001 – 30,000 | 4 | \$20.09 | \$22.75 | \$25.47 | 0 | 0 | 3 |
| 30,001 – 40,000 | 2 | \$16.84 | \$19.80 | \$21.80 | 0 | 2 | 2 |
| 40,001 – 50,000 | 1 | \$18.34 | \$20.97 | \$23.60 | 0 | 1 | 1 |
| 50,001 – 100,000 | 6 | \$22.96 | \$26.74 | \$30.61 | 0 | 4 | 6 |
| Over 100,000 | 3 | \$30.24 | \$32.48 | \$35.27 | 0 | 3 | 3 |

Cataloger

Performs original cataloging based on current standards, database maintenance, authority control, and provides training and inventory support for libraries. Resolves cataloging problems and aids in the maintenance of the online catalog. Typically has MLS and a higher level of duties than copy cataloger.

| Region | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|---|-----------|----------------------|----------------|----------------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| All Responses | 21 | \$22.89 | \$25.31 | \$27.91 | 8 | 18 | 19 |
| Region Central Fox Valley Northeast Northern South Central Southeast Western | | | | | | | |
| | 2 | \$17.38 | \$17.38 | \$17.38 | 0 | 2 | 2 |
| | 3 | \$28.43 | \$31.51 | \$34.56 | 2 | 3 | 3 |
| | 2 | \$20.00 | \$24.22 | \$26.64 | 0 | 2 | 2 |
| | 2 | \$24.15 | \$26.69 | \$29.54 | 2 | 2 | 2 |
| | 8 | \$21.65 | \$23.91 | \$26.55 | 3 | 6 | 7 |
| | 3 | \$24.98 | \$27.50 | \$31.12 | 1 | 3 | 3 |
| | | | | | | | |
| Municipal/Resident Population 1,000 – 3,000 3,001 – 5,000 5,001 – 10,000 10,001 – 20,000 20,001 – 30,000 40,001 – 50,000 50,001 – 100,000 Over 100,000 | | | | | | | |
| | 4 | \$16.08 | \$16.08 | \$16.08 | 0 | 2 | 2 |
| | 1 | \$23.07 | \$23.07 | \$23.07 | 0 | 1 | 1 |
| | 3 | \$18.08 | \$19.43 | \$20.79 | 1 | 3 | 3 |
| | 4 | \$24.87 | \$29.04 | \$33.11 | 2 | 4 | 4 |
| | 3 | \$24.29 | \$26.02 | \$27.93 | 1 | 3 | 3 |
| | 2 | \$28.12 | \$32.14 | \$37.38 | 2 | 1 | 2 |
| | 1 | \$23.69 | \$27.14 | \$31.09 | 0 | 1 | 1 |
| | 3 | \$28.92 | \$33.42 | \$38.09 | 2 | 3 | 3 |
| | | | | | | | |

Clerk – Accounting (Payables)

Processes vendor invoices and matches with purchase order. Processes materials for public use, including labeling and data entry into the ILS if required. Performs routine duties requiring the use of a variety of forms, reports, or procedures. Performs miscellaneous duties such as filing, typing, sorting, or photocopying.

| All Responses | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|---------|---------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| | 10 | \$19.10 | \$20.35 | \$21.66 | 0 | 8 | 8 |
| Region | | | | | | | |
| Central | 1 | \$10.25 | \$12.00 | \$14.00 | 0 | 0 | 0 |
| Fox Valley Northeast | 2 | \$20.56 | \$22.03 | \$23.49 | 0 | 2 | 2 |
| South Central | 1 | \$27.78 | \$30.79 | \$34.02 | 0 | 1 | 1 |
| Southeast | 3 | \$19.71 | \$20.76 | \$21.80 | 0 | 2 | 2 |
| Western | 3 | \$17.58 | \$18.13 | \$18.73 | 0 | 3 | 3 |
| | | | | | | | |
| Municipal/Resident Population | | | | | | | |
| 1,000 – 3,000 | 3 | \$14.71 | \$15.29 | \$15.96 | 0 | 1 | 1 |
| 10,001 – 20,000 | 1 | \$20.14 | \$20.14 | \$20.14 | 0 | 1 | 1 |
| 20,001 – 30,000 | 2 | \$18.26 | \$19.66 | \$21.05 | 0 | 1 | 1 |
| 30,001 – 40,000 | 1 | \$20.52 | \$23.45 | \$26.38 | 0 | 1 | 1 |
| 50,001 – 100,000 | 1 | \$17.74 | \$19.37 | \$21.17 | 0 | 1 | 1 |
| Over 100,000 | 2 | \$26.00 | \$27.68 | \$29.46 | 0 | 2 | 2 |

Clerk – Public Services

Performs duties in Circulation, Interlibrary Loan or Reserve departments. Checks in and out materials; inspects materials for damage, verifies due dates; assists patrons with basic informational questions; sorts materials and prepares for reshelving. Provides basic patron assistance, locates materials, and provides information. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying. *(Alternate Job Titles: Circulation Clerk, Desk Assistant, Desk Clerk, Bookmobile Clerk, Storyteller, Programmer, Trainer)*

| | | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|------------|----------------------|----------------|----------------|--------------|------------------|---------------------|
| | | # or Orgs | Min | Mid | Max | | |
| All Responses | 176 | \$13.68 | \$14.72 | \$15.83 | 0 | 38 | 67 |
| Region | | | | | | | |
| Central | 19 | \$11.90 | \$12.76 | \$13.90 | 0 | 4 | 7 |
| Fox Valley Northeast | 19 | \$13.44 | \$14.51 | \$15.69 | 0 | 6 | 10 |
| Northern | 29 | \$14.16 | \$14.60 | \$15.03 | 0 | 3 | 7 |
| South Central | 16 | \$14.51 | \$15.88 | \$17.37 | 0 | 5 | 9 |
| Southeast | 52 | \$14.15 | \$15.51 | \$17.03 | 0 | 10 | 23 |
| Western | 41 | \$13.37 | \$14.36 | \$15.23 | 0 | 10 | 11 |
| Municipal/Resident Population | | | | | | | |
| Less than 1,000 | 18 | \$12.33 | \$12.68 | \$13.04 | 0 | 3 | 3 |
| 1,000 – 3,000 | 54 | \$12.55 | \$13.06 | \$13.49 | 0 | 6 | 12 |
| 3,001 – 5,000 | 24 | \$12.99 | \$13.83 | \$14.71 | 0 | 3 | 4 |
| 5,001 – 10,000 | 24 | \$14.10 | \$15.20 | \$16.63 | 0 | 6 | 10 |
| 10,001 – 20,000 | 24 | \$14.05 | \$15.33 | \$16.80 | 0 | 6 | 12 |
| 20,001 – 30,000 | 8 | \$15.08 | \$17.44 | \$19.68 | 0 | 2 | 6 |
| 30,001 – 40,000 | 7 | \$15.36 | \$17.13 | \$18.64 | 0 | 2 | 6 |
| 40,001 – 50,000 | 5 | \$16.36 | \$18.51 | \$20.98 | 0 | 2 | 4 |
| 50,001 – 100,000 | 8 | \$17.49 | \$20.33 | \$23.19 | 0 | 6 | 8 |
| Over 100,000 | 4 | \$17.85 | \$19.63 | \$22.16 | 0 | 4 | 4 |

Clerk – Technical Services

Acquires, organizes (bibliographic control), physically processes and maintains library collections. Provides assistance to patrons including topical research and material location. Assists patrons with the use of library resources and equipment. Screens the collection for outdated or unused materials following established guidelines. Provides basic patron assistance locates materials, and provides information. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying. *(Alternate Job Titles: Acquisitions Clerk, Government Documents Clerk, Processing Assistant)*

| All Responses | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|-------------------------------|-----------|----------------------|---------|---------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| | | \$15.70 | \$16.84 | \$18.06 | 0 | 18 | 25 |
| Region | | | | | | | |
| Central | 3 | \$13.24 | \$13.24 | \$13.24 | 0 | 1 | 1 |
| Fox Valley Northeast | 9 | \$17.10 | \$19.26 | \$21.61 | 0 | 4 | 6 |
| Northern | 6 | \$15.77 | \$16.11 | \$16.47 | 0 | 3 | 3 |
| South Central | 4 | \$17.61 | \$19.84 | \$22.23 | 0 | 2 | 3 |
| Southeast | 15 | \$14.68 | \$15.64 | \$16.68 | 0 | 4 | 8 |
| Western | 9 | \$15.96 | \$16.80 | \$17.64 | 0 | 4 | 4 |
| Municipal/Resident Population | | | | | | | |
| Less than 1,000 | 3 | \$13.18 | \$13.18 | \$13.18 | 0 | 0 | 0 |
| 1,000 – 3,000 | 11 | \$13.78 | \$13.78 | \$13.78 | 0 | 2 | 2 |
| 3,001 – 5,000 | 5 | \$14.57 | \$14.97 | \$15.37 | 0 | 2 | 3 |
| 5,001 – 10,000 | 4 | \$15.62 | \$16.25 | \$17.25 | 0 | 2 | 3 |
| 10,001 – 20,000 | 8 | \$17.08 | \$18.40 | \$19.75 | 0 | 4 | 5 |
| 20,001 – 30,000 | 3 | \$17.27 | \$19.23 | \$21.19 | 0 | 1 | 1 |
| 30,001 – 40,000 | 1 | \$20.52 | \$23.45 | \$26.38 | 0 | 1 | 1 |
| 40,001 – 50,000 | 4 | \$15.92 | \$17.83 | \$20.09 | 0 | 1 | 3 |
| 50,001 – 100,000 | 5 | \$17.28 | \$20.68 | \$24.07 | 0 | 3 | 5 |
| Over 100,000 | 2 | \$18.44 | \$20.41 | \$22.64 | 0 | 2 | 2 |

Collection Development Specialist

Analyzes community and library data to determine areas of the collection which need updating. Selects materials to update the collection. Performs related work as required. *(Alternate Job Title: Acquisitions Specialist)*

| | | Average Salary Range | | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|----------------|----------------|----------------|--------------|------------------|---------------------|
| | | # or Orgs | Min | Mid | Max | | | |
| All Responses | 15 | | \$26.46 | \$29.50 | \$32.67 | 9 | 11 | 12 |
| Region | | | | | | | | |
| Fox Valley Northeast | 2 | | \$31.16 | \$35.53 | \$39.39 | 1 | 2 | 2 |
| South Central | 5 | | \$29.73 | \$33.69 | \$37.79 | 4 | 4 | 4 |
| Southeast | 4 | | \$21.85 | \$23.58 | \$25.30 | 2 | 2 | 2 |
| Western | 4 | | \$24.64 | \$27.19 | \$30.29 | 2 | 3 | 3 |
| Municipal/Resident Population | | | | | | | | |
| 1,000 – 3,000 | 2 | | \$18.27 | \$18.77 | \$18.77 | 0 | 1 | 2 |
| 3,001 – 5,000 | 2 | | \$17.69 | \$19.27 | \$20.85 | 0 | 0 | 0 |
| 10,001 – 20,000 | 2 | | \$26.73 | \$30.24 | \$35.24 | 2 | 2 | 2 |
| 20,001 – 30,000 | 1 | | \$32.25 | \$37.40 | \$42.28 | 1 | 1 | 1 |
| 30,001 – 40,000 | 2 | | \$30.15 | \$33.21 | \$36.27 | 2 | 2 | 2 |
| 50,001 – 100,000 | 2 | | \$33.68 | \$37.53 | \$41.22 | 2 | 2 | 2 |
| Over 100,000 | 3 | | \$31.13 | \$36.12 | \$41.43 | 2 | 3 | 3 |

Community Outreach/Engagement Specialist

Works with external partners and identifies community needs related to library services and resources. Directs outreach activities. Builds partnerships and collaborations with diverse community organizations.

| All Responses | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|----------------|----------------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| Region | 22 | \$20.71 | \$22.99 | \$25.32 | 4 | 15 | 18 |
| | | | | | | | |
| Fox Valley Northeast | 4 | \$24.58 | \$27.30 | \$30.03 | 1 | 3 | 4 |
| Northern | 1 | \$13.75 | \$13.75 | \$13.75 | 0 | 0 | 1 |
| South Central | 3 | \$28.12 | \$32.91 | \$38.14 | 1 | 2 | 3 |
| Southeast | 9 | \$18.67 | \$20.52 | \$22.37 | 1 | 6 | 6 |
| Western | 5 | \$18.22 | \$19.86 | \$21.49 | 1 | 4 | 4 |
| | | | | | | | |
| Municipal/Resident Population | | | | | | | |
| 1,000 – 3,000 | 4 | \$17.75 | \$17.75 | \$17.75 | 0 | 1 | 2 |
| 3,001 – 5,000 | 2 | \$13.00 | \$14.50 | \$16.00 | 1 | 1 | 1 |
| 5,001 – 10,000 | 2 | \$16.73 | \$18.57 | \$20.42 | 0 | 1 | 1 |
| 10,001 – 20,000 | 4 | \$22.17 | \$24.50 | \$26.90 | 2 | 4 | 4 |
| 20,001 – 30,000 | 1 | \$15.69 | \$15.69 | \$15.69 | 0 | 1 | 1 |
| 30,001 – 40,000 | 2 | \$21.00 | \$24.11 | \$27.22 | 0 | 1 | 1 |
| 50,001 – 100,000 | 5 | \$22.64 | \$25.95 | \$29.26 | 1 | 4 | 5 |
| Over 100,000 | 2 | \$32.78 | \$38.45 | \$44.62 | 0 | 2 | 2 |

Copy Cataloger

Assist with maintenance of the library materials collection by withdrawal and relocation of library materials. Performs copy cataloging for print and non-print materials using OCLC, AACRII, MARC, DDC and local consortium standards. Serves as a resource for other library personnel concerning cataloging rules and practices. *(Alternate Job Title: Cataloging Technician)*

| | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|----------------|----------------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| All Responses | 41 | \$18.64 | \$20.01 | \$21.47 | 0 | 28 | 30 |
| Region | | | | | | | |
| Central | 4 | \$15.90 | \$19.53 | \$22.10 | 0 | 3 | 3 |
| Fox Valley Northeast | 6 | \$19.68 | \$21.87 | \$24.37 | 0 | 6 | 6 |
| Northern | 8 | \$16.74 | \$16.74 | \$16.74 | 0 | 4 | 4 |
| South Central | 4 | \$21.33 | \$23.29 | \$25.35 | 0 | 3 | 3 |
| Southeast | 13 | \$18.67 | \$19.87 | \$21.46 | 0 | 8 | 10 |
| Western | 6 | \$20.09 | \$20.95 | \$21.92 | 0 | 4 | 4 |
| Municipal/Resident Population | | | | | | | |
| Less than 1,000 | 2 | \$12.77 | \$15.79 | \$15.79 | 0 | 0 | 0 |
| 1,000 – 3,000 | 8 | \$16.99 | \$16.99 | \$16.99 | 0 | 2 | 2 |
| 3,001 – 5,000 | 4 | \$16.75 | \$17.26 | \$17.67 | 0 | 0 | 0 |
| 5,001 – 10,000 | 4 | \$18.75 | \$20.21 | \$22.68 | 0 | 3 | 3 |
| 10,001 – 20,000 | 8 | \$19.62 | \$20.49 | \$21.79 | 0 | 6 | 7 |
| 20,001 – 30,000 | 4 | \$20.55 | \$22.83 | \$24.74 | 0 | 4 | 4 |
| 30,001 – 40,000 | 1 | \$15.76 | \$15.76 | \$15.76 | 0 | 0 | 1 |
| 40,001 – 50,000 | 1 | \$15.66 | \$17.90 | \$20.14 | 0 | 1 | 1 |
| 50,001 – 100,000 | 5 | \$20.22 | \$23.03 | \$25.97 | 0 | 5 | 5 |
| Over 100,000 | 4 | \$22.22 | \$24.72 | \$28.12 | 0 | 4 | 4 |

Department Head/Coordinator/Senior Manager

Persons who supervise one or more professional librarians. Plans and administers the operation of library services. Coordinates activities of branch or departmental libraries. Develops goals and objectives, policies, procedures, and programs. Presents recommendations on library policies and services to governing body, such as Board of Directors or Board of Trustees, and implements policy decisions. Supervises staff participating in cataloging, classifying, and indexing library acquisitions and keeping records of items checked out. *(Alternate Job Titles: Senior Librarian, Subject Specialist)*

| Average Salary Range | | | | | | |
|--------------------------------------|-----------|----------------|----------------|----------------|--------------|---|
| | # or Orgs | Min | Mid | Max | MLS Required | Benefit Eligible Paid Leave Eligible |
| All Responses | 48 | \$29.17 | \$32.97 | \$37.10 | 33 | 48 48 |
| Region | | | | | | |
| Central | 4 | \$23.44 | \$26.82 | \$31.17 | 2 | 4 4 |
| Fox Valley Northeast | 7 | \$32.22 | \$37.18 | \$42.36 | 5 | 7 7 |
| Northern | 4 | \$23.86 | \$26.03 | \$28.21 | 0 | 4 4 |
| South Central | 7 | \$29.49 | \$34.28 | \$39.42 | 6 | 7 7 |
| Southeast | 17 | \$30.93 | \$34.96 | \$39.29 | 14 | 17 17 |
| Western | 9 | \$28.11 | \$30.70 | \$33.68 | 6 | 9 9 |
| Municipal/Resident Population | | | | | | |
| 1,000 – 3,000 | 2 | \$21.40 | \$21.40 | \$21.40 | 0 | 2 2 |
| 5,001 – 10,000 | 2 | \$22.02 | \$24.14 | \$27.27 | 0 | 2 2 |
| 10,001 – 20,000 | 14 | \$26.17 | \$28.90 | \$32.25 | 10 | 14 14 |
| 20,001 – 30,000 | 7 | \$29.27 | \$34.44 | \$39.37 | 6 | 7 7 |
| 30,001 – 40,000 | 6 | \$29.41 | \$32.15 | \$34.88 | 5 | 6 6 |
| 40,001 – 50,000 | 5 | \$31.00 | \$35.78 | \$41.12 | 3 | 5 5 |
| 50,001 – 100,000 | 8 | \$33.79 | \$39.31 | \$44.80 | 6 | 8 8 |
| Over 100,000 | 4 | \$34.99 | \$39.81 | \$45.83 | 3 | 4 4 |

Deputy/Associate/Assistant Library Director

Assists Director with planning and administering programs and major aspects of the library operation (e.g., technical services, public services, collection development, systems/automation). Second in command with commensurate duties.

| Average Salary Range | | | | | | | | | |
|-------------------------------|----------------------|---------|---------|---------|--------------|------------------|---------------------|----|----|
| All Responses | # or Orgs | Min | Mid | Max | MLS Required | Benefit Eligible | Paid Leave Eligible | | |
| | | 53 | \$28.05 | \$31.15 | | \$34.19 | 27 | 48 | 46 |
| | | | | | | | | | |
| Region | | | | | | | | | |
| | Central | 4 | \$21.87 | \$24.39 | \$26.24 | 1 | 3 | 3 | |
| | Fox Valley Northeast | 6 | \$36.92 | \$42.41 | \$47.91 | 5 | 6 | 6 | |
| | Northern | 7 | \$22.84 | \$23.88 | \$24.93 | 2 | 7 | 6 | |
| | South Central | 12 | \$27.30 | \$30.56 | \$33.69 | 5 | 10 | 9 | |
| | Southeast | 17 | \$30.31 | \$33.58 | \$36.84 | 12 | 16 | 16 | |
| | Western | 7 | \$24.96 | \$27.74 | \$30.65 | 2 | 6 | 6 | |
| Municipal/Resident Population | | | | | | | | | |
| | | | | | | | | | |
| | Less than 1,000 | 3 | \$14.33 | \$14.33 | \$14.33 | 3 | 3 | 3 | |
| | 1,000 – 3,000 | 9 | \$17.58 | \$17.58 | \$17.58 | 0 | 7 | 7 | |
| | 3,001 – 5,000 | 1 | \$21.97 | \$21.97 | \$21.97 | 0 | 1 | 1 | |
| | 5,001 – 10,000 | 7 | \$24.99 | \$26.49 | \$27.70 | 1 | 7 | 7 | |
| | 10,001 – 20,000 | 12 | \$26.31 | \$29.39 | \$32.42 | 9 | 11 | 10 | |
| | 20,001 – 30,000 | 4 | \$33.12 | \$37.29 | \$40.95 | 0 | 4 | 4 | |
| | 30,001 – 40,000 | 2 | \$33.23 | \$36.66 | \$38.52 | 2 | 2 | 2 | |
| | 40,001 – 50,000 | 4 | \$33.98 | \$39.09 | \$44.98 | 2 | 4 | 4 | |
| 50,001 – 100,000 | 7 | \$39.19 | \$45.98 | \$52.90 | 6 | 7 | 7 | | |
| Over 100,000 | 3 | \$43.43 | \$50.51 | \$57.98 | 3 | 3 | 3 | | |

Executive Assistant

Performs Administrative Assistant duties for the chief executive official in the organization. Processes information of a highly confidential and important nature. Composes correspondence, notices, memos, etc. Organizes and maintains confidential personal files and records. Manages the chief executive's calendar. May independently compile and prepare special reports, selecting congruent data from various sources. Duties require an extensive knowledge of the organization's functional areas and their interdependencies with outside agencies and officials and an excellent working knowledge of organizational policies/procedures. Position typically staffed by individuals with advanced secretarial training, considerable work experience, and broad knowledge of organizational policies.

| Average Salary Range | | | | | | | | |
|-------------------------------|-----------------|---------|---------|---------|--------------|------------------|---------------------|---|
| | # or Orgs | Min | Mid | Max | MLS Required | Benefit Eligible | Paid Leave Eligible | |
| All Responses | 8 | \$22.06 | \$24.70 | \$27.36 | 0 | 6 | 6 | |
| Region | | | | | | | | |
| | | | | | | | | |
| | Central | 1 | \$21.56 | \$25.37 | \$29.17 | 0 | 1 | 1 |
| | South Central | 3 | \$23.63 | \$26.31 | \$29.04 | 0 | 2 | 2 |
| | Southeast | 3 | \$21.52 | \$24.62 | \$27.72 | 0 | 3 | 3 |
| Western | 1 | \$19.48 | \$19.48 | \$19.48 | 0 | 0 | 0 | |
| Municipal/Resident Population | | | | | | | | |
| | | | | | | | | |
| | 1,000 – 3,000 | 1 | \$14.00 | \$14.50 | \$15.00 | 0 | 0 | 0 |
| | 5,001 – 10,000 | 1 | \$18.45 | \$22.14 | \$25.83 | 0 | 1 | 1 |
| | 10,001 – 20,000 | 2 | \$20.52 | \$22.43 | \$24.33 | 0 | 1 | 1 |
| | 20,001 – 30,000 | 1 | \$30.68 | \$35.28 | \$39.89 | 0 | 1 | 1 |
| | 40,001 – 50,000 | 1 | \$22.20 | \$26.08 | \$29.97 | 0 | 1 | 1 |
| | Over 100,000 | 2 | \$25.06 | \$27.39 | \$29.79 | 0 | 2 | 2 |

Facility Engineering Manager (Maintenance)

Responsible for grounds, buildings and building equipment. Supervises the installation, maintenance and repair of electrical, gas, air, and water installations; fire sprinklers; the operation of building equipment and facilities; janitorial services; and the maintenance of grounds. Works with outside contractors and architects on building construction as necessary. Plans, lays out and assigns work, involving diagnosing and remedying difficult problems. Reports defective equipment and recommends the replacement of obsolete or damaged equipment when estimates of repair costs are excessive. Expedites building repairs in construction to avoid production delays. Performs normal supervisory functions in a department with seldom more than 10 persons.

| Region | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|----------------|----------------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| All Responses | 15 | \$28.91 | \$32.36 | \$35.85 | 0 | 14 | 14 |
| Central | 1 | \$19.12 | \$23.75 | \$26.61 | 0 | 1 | 1 |
| Fox Valley Northeast | 4 | \$26.80 | \$30.95 | \$35.10 | 0 | 4 | 4 |
| Northern | 2 | \$30.52 | \$32.48 | \$34.44 | 0 | 2 | 2 |
| South Central | 2 | \$28.40 | \$34.02 | \$40.44 | 0 | 2 | 2 |
| Southeast | | \$30.50 | \$32.49 | \$34.49 | 0 | 4 | 4 |
| Western | 1 | \$36.98 | \$42.35 | \$48.50 | 0 | 1 | 1 |
| Municipal/Resident Population | | | | | | | |
| 1,000 – 3,000 | 1 | \$19.00 | \$19.00 | \$19.00 | 0 | 0 | 0 |
| 5,001 – 10,000 | 1 | \$36.06 | \$39.99 | \$43.91 | 0 | 1 | 1 |
| 10,001 – 20,000 | 2 | \$29.35 | \$29.35 | \$29.35 | 0 | 1 | 1 |
| 20,001 – 30,000 | 2 | \$21.97 | \$26.92 | \$30.98 | 0 | 2 | 2 |
| 30,001 – 40,000 | 1 | \$28.81 | \$32.92 | \$37.04 | 0 | 1 | 1 |
| 50,001 – 100,000 | 5 | \$28.50 | \$32.92 | \$37.48 | 0 | 5 | 5 |
| Over 100,000 | 3 | \$34.86 | \$38.78 | \$43.23 | 0 | 3 | 3 |

Graphic Artist/ Designer

Designs unique, original materials based on aesthetic trends. Plans layout and creates materials such as brochures, manuals, advertisements, reports, newsletters and forms using a variety of desktop publishing software. Researches and recommends the purchase of related software and hardware. Organizes and implements desktop publishing and operating methods and procedures.

| | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|----------------|----------------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| All Responses | 10 | \$20.74 | \$22.38 | \$24.01 | 0 | 5 | 8 |
| Region | | | | | | | |
| Fox Valley Northeast | 1 | \$26.30 | \$27.81 | \$29.31 | 0 | 1 | 1 |
| South Central | 2 | \$17.73 | \$20.66 | \$23.59 | 0 | 0 | 2 |
| Southeast | 4 | \$20.31 | \$22.18 | \$24.05 | 0 | 2 | 2 |
| Western | 3 | \$21.47 | \$21.97 | \$22.47 | 0 | 2 | 3 |
| Municipal/Resident Population | | | | | | | |
| Less than 1,000 | 1 | \$24.60 | \$24.60 | \$24.60 | 0 | 1 | 1 |
| 1,000 – 3,000 | 1 | \$18.27 | \$18.27 | \$18.27 | 0 | 1 | 1 |
| 5,001 – 10,000 | 1 | \$16.00 | \$16.50 | \$17.00 | 0 | 0 | 1 |
| 10,001 – 20,000 | 1 | \$19.00 | \$20.50 | \$22.00 | 0 | 0 | 1 |
| 50,001 – 100,000 | 4 | \$23.25 | \$26.84 | \$30.42 | 0 | 3 | 4 |

Human Resources Manager

General responsibility for all personnel activities, such as employment, training, wage and salary administration, safety and working conditions, employee counseling, and personnel records. Investigates, advises, and prepares policies affecting personnel, and consults and advises on interpretation and administration. Conducts union contract negotiations as required. Advises management on interpretation of policy.

| Average Salary Range | | | | | | |
|-------------------------------|-----------|---------|---------|---------|--------------|---|
| | # or Orgs | Min | Mid | Max | MLS Required | Benefit Eligible Paid Leave Eligible |
| All Responses | 5 | \$33.88 | \$36.89 | \$39.90 | 2 | 3 3 |
| Region | | | | | | |
| | | | | | | |
| | | | | | | |
| Southeast | 4 | \$34.85 | \$38.62 | \$42.38 | 1 | 3 3 |
| Western | 1 | \$30.00 | \$30.00 | \$30.00 | 1 | 0 0 |
| Municipal/Resident Population | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 1,000 – 3,000 | 1 | \$19.00 | \$19.00 | \$19.00 | 0 | 0 0 |
| 3,001 – 5,000 | 1 | \$30.00 | \$30.00 | \$30.00 | 1 | 0 0 |
| 50,001 – 100,000 | 2 | \$37.05 | \$42.94 | \$48.83 | 1 | 2 2 |
| Over 100,000 | 1 | \$46.31 | \$49.58 | \$52.85 | 0 | 1 1 |

Information Technology Manager

Manages day-to-day IT operations including systems analysis, programming, and computer and auxiliary operations. Directs the development and maintenance of systems. Determines and recommends department budgets and analyzes controllable expenditures. May plan and coordinate the evaluation and effectiveness of existing data processing applications and the feasibility and potential value of new applications. May assist staff and patrons with troubleshooting equipment or software problems. *(Alternate Job Titles: Technical Services Lead Worker or Supervisor)*

| Average Salary Range | | | | | | |
|--------------------------------------|-----------|----------------|----------------|----------------|--------------|---|
| | # or Orgs | Min | Mid | Max | MLS Required | Benefit Eligible Paid Leave Eligible |
| All Responses | 18 | \$29.43 | \$33.93 | \$38.57 | 3 | 17 17 |
| Region | | | | | | |
| Central | 1 | \$27.70 | \$34.41 | \$38.56 | 0 | 1 1 |
| Fox Valley Northeast | 5 | \$27.79 | \$30.58 | \$33.36 | 1 | 5 5 |
| Northern | 1 | \$17.00 | \$19.50 | \$22.00 | 0 | 1 1 |
| South Central | 4 | \$30.09 | \$35.62 | \$41.44 | 1 | 4 4 |
| Southeast | 3 | \$32.12 | \$37.85 | \$43.57 | 0 | 3 3 |
| Western | 4 | \$32.32 | \$36.99 | \$42.60 | 1 | 3 3 |
| Municipal/Resident Population | | | | | | |
| 10,001 – 20,000 | 4 | \$25.52 | \$27.69 | \$30.61 | 1 | 3 3 |
| 20,001 – 30,000 | 3 | \$28.75 | \$32.62 | \$35.63 | 0 | 3 3 |
| 30,001 – 40,000 | 3 | \$26.44 | \$30.66 | \$35.07 | 0 | 3 3 |
| 40,001 – 50,000 | 1 | \$34.70 | \$39.67 | \$44.64 | 1 | 1 1 |
| 50,001 – 100,000 | 4 | \$33.58 | \$40.17 | \$46.96 | 0 | 4 4 |
| Over 100,000 | 3 | \$30.99 | \$36.61 | \$42.41 | 1 | 3 3 |

Inter-Library Loan Assistant

Coordinates materials loaned through the inter-library loan system for patrons, other libraries and institutions. Searches databases and the Internet for inter-library loan requests utilizing ISBN, ISSN and citation numbers. Determines best sources for materials.

| Average Salary Range | | | | | | | |
|-------------------------------|----------------------|---------|---------|---------|--------------|------------------|---------------------|
| | # or Orgs | Min | Mid | Max | MLS Required | Benefit Eligible | Paid Leave Eligible |
| All Responses | 24 | \$17.48 | \$18.84 | \$20.15 | 1 | 9 | 13 |
| Region | | | | | | | |
| | Central | | | | | | |
| | 4 | \$17.45 | \$19.05 | \$20.23 | 0 | 2 | 3 |
| | Fox Valley Northeast | | | | | | |
| | 1 | \$11.65 | \$13.31 | \$14.98 | 0 | 1 | 1 |
| | Northern | | | | | | |
| | 5 | \$17.30 | \$17.30 | \$17.30 | 0 | 2 | 2 |
| South Central | | | | | | | |
| 3 | \$19.84 | \$22.71 | \$25.76 | 1 | 1 | 2 | |
| Southeast | | | | | | | |
| 6 | \$18.84 | \$20.45 | \$22.44 | 0 | 2 | 4 | |
| Western | | | | | | | |
| 5 | \$15.78 | \$17.07 | \$17.86 | 0 | 1 | 1 | |
| | | | | | | | |
| Municipal/Resident Population | | | | | | | |
| | | | | | | | |
| Less than 1,000 | | | | | | | |
| 2 | \$11.00 | \$12.00 | \$13.00 | 0 | 0 | 0 | |
| 1,000 – 3,000 | | | | | | | |
| 6 | \$17.12 | \$17.62 | \$17.62 | 0 | 2 | 2 | |
| 3,001 – 5,000 | | | | | | | |
| 4 | \$14.63 | \$14.70 | \$14.76 | 0 | 0 | 0 | |
| 5,001 – 10,000 | | | | | | | |
| 3 | \$20.06 | \$20.92 | \$22.52 | 0 | 2 | 3 | |
| 20,001 – 30,000 | | | | | | | |
| 1 | \$18.21 | \$22.62 | \$25.35 | 0 | 1 | 1 | |
| 30,001 – 40,000 | | | | | | | |
| 3 | \$14.81 | \$16.20 | \$17.58 | 0 | 1 | 2 | |
| 50,001 – 100,000 | | | | | | | |
| 3 | \$18.85 | \$22.22 | \$25.75 | 0 | 1 | 3 | |
| Over 100,000 | | | | | | | |
| 2 | \$28.38 | \$31.54 | \$34.97 | 1 | 2 | 2 | |

Janitorial Cleaner

Cleans assigned areas using power equipment as needed. Cleans drinking fountains, offices partition windows and lavatories. Replenishes supplies.
(Alternate Job Titles: Cleaning Person, Housekeeper, Custodian, Janitor)

| All Responses | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|-------------------------------|-----------|----------------------|---------|---------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| | | \$14.85 | \$15.67 | \$16.47 | 0 | 13 | 18 |
| Region | | | | | | | |
| Central | 7 | \$12.58 | \$14.37 | \$15.98 | 0 | 1 | 0 |
| Fox Valley Northeast | 10 | \$13.02 | \$13.75 | \$14.45 | 0 | 1 | 1 |
| Northern | 15 | \$16.08 | \$16.64 | \$17.21 | 0 | 1 | 4 |
| South Central | 10 | \$16.69 | \$17.83 | \$18.98 | 0 | 4 | 4 |
| Southeast | 17 | \$15.04 | \$16.23 | \$17.36 | 0 | 5 | 6 |
| Western | 21 | \$14.56 | \$14.86 | \$15.17 | 0 | 1 | 3 |
| Municipal/Resident Population | | | | | | | |
| Less than 1,000 | 10 | \$16.98 | \$17.23 | \$17.48 | 0 | 0 | 0 |
| 1,000 – 3,000 | 25 | \$13.69 | \$14.11 | \$14.52 | 0 | 0 | 1 |
| 3,001 – 5,000 | 12 | \$12.39 | \$12.92 | \$13.44 | 0 | 1 | 1 |
| 5,001 – 10,000 | 11 | \$14.60 | \$15.55 | \$16.50 | 0 | 1 | 2 |
| 10,001 – 20,000 | 9 | \$17.06 | \$17.97 | \$18.73 | 0 | 3 | 4 |
| 20,001 – 30,000 | 3 | \$14.44 | \$16.17 | \$17.50 | 0 | 1 | 2 |
| 30,001 – 40,000 | 2 | \$14.04 | \$14.94 | \$15.84 | 0 | 0 | 1 |
| 40,001 – 50,000 | 1 | \$11.76 | \$13.44 | \$15.11 | 0 | 0 | 0 |
| 50,001 – 100,000 | 4 | \$17.73 | \$20.89 | \$24.17 | 0 | 4 | 4 |
| Over 100,000 | 3 | \$19.62 | \$21.92 | \$24.27 | 0 | 3 | 3 |

Librarian (MLS)

Provides specialized library services and programs, such as work in reference, youth services, teen services, or local history/special collections. Provide leadership and training on available resources to customers. Conducts outreach to promote library services. Selects and weeds materials. Serves as subject experts in area of work. Requires a Masters Degree in Library Science from an American Library Association (ALA) accredited institution.

| | # of Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|----------------|----------------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| All Responses | 61 | \$24.93 | \$27.75 | \$30.87 | 58 | 56 | 57 |
| Region | | | | | | | |
| Central | 1 | \$28.22 | \$31.61 | \$39.51 | 1 | 1 | 1 |
| Fox Valley Northeast | 5 | \$29.72 | \$33.26 | \$36.79 | 5 | 5 | 5 |
| Northern | 4 | \$22.36 | \$24.01 | \$25.73 | 4 | 4 | 4 |
| South Central | 8 | \$24.45 | \$27.36 | \$30.37 | 7 | 6 | 7 |
| Southeast | 33 | \$24.56 | \$27.53 | \$30.85 | 33 | 31 | 31 |
| Western | 10 | \$24.83 | \$27.17 | \$29.56 | 8 | 9 | 9 |
| Municipal/Resident Population | | | | | | | |
| 1,000 – 3,000 | 4 | \$19.62 | \$19.87 | \$19.87 | 2 | 2 | 3 |
| 3,001 – 5,000 | 2 | \$21.73 | \$21.73 | \$21.73 | 1 | 2 | 2 |
| 5,001 – 10,000 | 11 | \$24.32 | \$26.17 | \$28.80 | 11 | 11 | 11 |
| 10,001 – 20,000 | 16 | \$23.93 | \$26.61 | \$29.52 | 16 | 13 | 13 |
| 20,001 – 30,000 | 9 | \$25.70 | \$28.89 | \$32.16 | 9 | 9 | 9 |
| 30,001 – 40,000 | 4 | \$25.80 | \$29.53 | \$32.64 | 4 | 4 | 4 |
| 40,001 – 50,000 | 4 | \$26.60 | \$30.51 | \$35.11 | 4 | 4 | 4 |
| 50,001 – 100,000 | 8 | \$27.23 | \$31.92 | \$36.61 | 8 | 8 | 8 |
| Over 100,000 | 3 | \$29.77 | \$33.64 | \$39.19 | 3 | 3 | 3 |

Library Assistant – Public Services

Performs entry-level professional library work by applying the full scope of basic library knowledge and techniques in the performance of duties. Answers reference questions and performs readers advisory services. Reviews assigned media and selects books and other library materials for purchase on the basis of selection criteria. Verifies book orders for bibliographic data to ensure proper ordering. Typically requires a Bachelors Degree. (Alternate Job Titles: Library Associate, Technical Assistant-Public Services)

| | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|------------|----------------------|----------------|----------------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| All Responses | 125 | \$15.29 | \$16.48 | \$17.72 | 1 | 39 | 51 |
| Region | | | | | | | |
| Central | 8 | \$13.72 | \$14.87 | \$16.02 | 0 | 3 | 2 |
| Fox Valley Northeast | 14 | \$17.46 | \$19.31 | \$21.34 | 0 | 9 | 9 |
| Northern | 17 | \$15.96 | \$16.49 | \$17.00 | 1 | 9 | 10 |
| South Central | 18 | \$15.60 | \$16.83 | \$18.25 | 0 | 4 | 8 |
| Southeast | 27 | \$16.06 | \$17.65 | \$19.52 | 0 | 7 | 10 |
| Western | 41 | \$13.94 | \$14.91 | \$15.69 | 0 | 7 | 12 |
| Municipal/Resident Population | | | | | | | |
| Less than 1,000 | 22 | \$13.02 | \$13.28 | \$13.58 | 0 | 2 | 3 |
| 1,000 – 3,000 | 36 | \$13.70 | \$14.39 | \$14.85 | 1 | 8 | 10 |
| 3,001 – 5,000 | 15 | \$14.68 | \$15.86 | \$17.08 | 0 | 5 | 4 |
| 5,001 – 10,000 | 16 | \$15.63 | \$16.94 | \$18.59 | 0 | 5 | 7 |
| 10,001 – 20,000 | 15 | \$16.95 | \$18.79 | \$20.78 | 0 | 8 | 11 |
| 20,001 – 30,000 | 5 | \$16.55 | \$18.63 | \$20.71 | 0 | 1 | 4 |
| 30,001 – 40,000 | 4 | \$17.61 | \$19.68 | \$22.42 | 0 | 1 | 2 |
| 40,001 – 50,000 | 2 | \$18.69 | \$21.35 | \$24.01 | 0 | 1 | 1 |
| 50,001 – 100,000 | 7 | \$21.14 | \$24.11 | \$27.09 | 0 | 5 | 6 |
| Over 100,000 | 3 | \$22.92 | \$25.45 | \$28.44 | 0 | 3 | 3 |

Library Assistant – Technical Services

Acquires, organizes (bibliographic control), physically processes and maintains library collections. Provides assistance to patrons including topical research and material location. Assists patrons with the use of library resources and equipment. Screens the collection for outdated or unused materials following established guidelines. May perform managerial and administrative duties. *(Alternate Job Titles: Library Associate, Assistant-Technical Services)*

| | Average Salary Range | | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|----------------------|----------------|----------------|----------------|--------------|------------------|---------------------|
| | # or Orgs | Min | Mid | Max | | | |
| All Responses | 68 | \$16.15 | \$17.63 | \$18.93 | 0 | 33 | 39 |
| Region | | | | | | | |
| Central | 8 | \$13.95 | \$16.16 | \$17.02 | 0 | 2 | 4 |
| Fox Valley Northeast | 6 | \$17.39 | \$18.60 | \$19.82 | 0 | 3 | 3 |
| Northern | 17 | \$16.63 | \$17.39 | \$18.14 | 0 | 11 | 12 |
| South Central | 7 | \$15.52 | \$18.29 | \$21.05 | 0 | 4 | 4 |
| Southeast | 16 | \$16.93 | \$18.35 | \$19.77 | 0 | 7 | 8 |
| Western | 14 | \$15.74 | \$17.21 | \$18.56 | 0 | 6 | 8 |
| Municipal/Resident Population | | | | | | | |
| Less than 1,000 | 13 | \$15.35 | \$15.92 | \$16.22 | 0 | 3 | 4 |
| 1,000 – 3,000 | 18 | \$14.55 | \$15.42 | \$15.80 | 0 | 7 | 7 |
| 3,001 – 5,000 | 10 | \$15.86 | \$17.30 | \$18.82 | 0 | 5 | 7 |
| 5,001 – 10,000 | 6 | \$15.65 | \$17.72 | \$19.61 | 0 | 4 | 4 |
| 10,001 – 20,000 | 7 | \$15.60 | \$17.91 | \$20.21 | 0 | 5 | 5 |
| 20,001 – 30,000 | 3 | \$15.79 | \$16.81 | \$17.43 | 0 | 0 | 2 |
| 30,001 – 40,000 | 3 | \$16.85 | \$18.88 | \$20.91 | 0 | 1 | 2 |
| 40,001 – 50,000 | 2 | \$21.48 | \$24.42 | \$27.49 | 0 | 2 | 2 |
| 50,001 – 100,000 | 5 | \$23.09 | \$26.48 | \$29.96 | 0 | 5 | 5 |
| Over 100,000 | 1 | \$18.90 | \$21.74 | \$24.58 | 0 | 1 | 1 |

Library Director/Chief Officer

Chief officer of the library. Submits recommendations on library policies and service to governing body and implements policy decisions. Analyzes, selects and executes recommendations of personnel, such as division directors or branch supervisors. Coordinates activities of branch or division libraries. Analyzes and coordinates departmental budget estimates and controls expenditures. Administers personnel regulations, interviews and appoints job applicants, rates staff performance, and promotes and disciplines staff.

| | Average Salary Range | | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|----------------------|----------------|----------------|----------------|--------------|------------------|---------------------|
| | # or Orgs | Min | Mid | Max | | | |
| All Responses | 273 | \$27.56 | \$29.40 | \$31.37 | 115 | 230 | 229 |
| Region | | | | | | | |
| Central | 30 | \$24.04 | \$25.65 | \$27.12 | 7 | 20 | 24 |
| Fox Valley Northeast | 26 | \$33.91 | \$36.92 | \$40.44 | 12 | 25 | 22 |
| Northern | 44 | \$23.54 | \$24.18 | \$24.81 | 12 | 35 | 38 |
| South Central | 31 | \$29.42 | \$32.02 | \$34.58 | 15 | 27 | 25 |
| Southeast | 62 | \$33.82 | \$36.70 | \$39.77 | 45 | 58 | 55 |
| Western | 80 | \$23.45 | \$24.56 | \$25.88 | 24 | 65 | 65 |
| Municipal/Resident Population | | | | | | | |
| Less than 1,000 | 59 | \$18.57 | \$19.07 | \$19.38 | 4 | 31 | 34 |
| 1,000 – 3,000 | 86 | \$21.73 | \$22.19 | \$22.69 | 14 | 74 | 75 |
| 3,001 – 5,000 | 32 | \$25.94 | \$27.04 | \$28.11 | 8 | 31 | 28 |
| 5,001 – 10,000 | 28 | \$31.91 | \$33.99 | \$36.74 | 21 | 27 | 26 |
| 10,001 – 20,000 | 30 | \$37.64 | \$40.80 | \$44.53 | 30 | 29 | 28 |
| 20,001 – 30,000 | 12 | \$40.80 | \$46.05 | \$51.07 | 12 | 12 | 12 |
| 30,001 – 40,000 | 7 | \$43.50 | \$48.88 | \$53.29 | 7 | 7 | 7 |
| 40,001 – 50,000 | 6 | \$44.14 | \$50.66 | \$57.86 | 6 | 6 | 6 |
| 50,001 – 100,000 | 9 | \$49.73 | \$57.73 | \$66.73 | 9 | 9 | 9 |
| Over 100,000 | 4 | \$49.97 | \$58.33 | \$67.86 | 4 | 4 | 4 |

Manager/Supervisor of Support Staff

Persons who supervise support staff in any part of the library but do not supervise professional librarians. (Alternate Job Titles: Circulation Lead Worker or Supervisor)

| All Responses | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|----------------|----------------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| Region | 46 | \$23.95 | \$26.50 | \$29.22 | 7 | 43 | 43 |
| Central | 2 | \$20.32 | \$24.63 | \$27.92 | 0 | 2 | 2 |
| Fox Valley Northeast | 5 | \$30.99 | \$34.64 | \$38.23 | 1 | 5 | 5 |
| South Central | 5 | \$27.11 | \$30.53 | \$34.13 | 0 | 5 | 5 |
| Southeast | 27 | \$22.63 | \$25.08 | \$27.82 | 4 | 24 | 24 |
| Western | 7 | \$22.78 | \$23.81 | \$25.03 | 2 | 7 | 7 |
| Municipal/Resident Population | | | | | | | |
| 1,000 – 3,000 | 4 | \$20.18 | \$20.68 | \$21.37 | 1 | 4 | 4 |
| 5,001 – 10,000 | 9 | \$23.01 | \$24.84 | \$27.71 | 4 | 9 | 9 |
| 10,001 – 20,000 | 14 | \$21.58 | \$23.53 | \$25.50 | 1 | 11 | 11 |
| 20,001 – 30,000 | 7 | \$25.82 | \$29.03 | \$32.07 | 1 | 7 | 7 |
| 30,001 – 40,000 | 3 | \$28.38 | \$31.99 | \$34.61 | 0 | 3 | 3 |
| 40,001 – 50,000 | 1 | \$30.87 | \$35.50 | \$40.13 | 0 | 1 | 1 |
| 50,001 – 100,000 | 5 | \$25.61 | \$30.45 | \$35.40 | 0 | 5 | 5 |
| Over 100,000 | 2 | \$33.62 | \$38.42 | \$43.61 | 0 | 2 | 2 |

Marketing Specialist

Oversees the creation, implementation, and execution of a library marketing plan. Coordinates marketing efforts, planning, creating, and directing print and electronic marketing strategies for all ages. *(Alternate Job Titles: Marketing Coordinator, Social Media Coordinator)*

| Average Salary Range | | | | | | | | |
|-------------------------------|----------------------|---------|---------|---------|--------------|------------------|---------------------|---|
| | # or Orgs | Min | Mid | Max | MLS Required | Benefit Eligible | Paid Leave Eligible | |
| All Responses | 24 | \$21.52 | \$23.61 | \$25.72 | 1 | 16 | 20 | |
| Region | | | | | | | | |
| | | | | | | | | |
| | Central | 1 | \$18.21 | \$22.62 | \$25.35 | 0 | 0 | 1 |
| | Fox Valley Northeast | 7 | \$21.03 | \$22.73 | \$24.56 | 0 | 5 | 6 |
| | South Central | 4 | \$22.29 | \$24.51 | \$27.00 | 0 | 3 | 4 |
| Southeast | 7 | \$22.98 | \$25.53 | \$28.09 | 1 | 5 | 5 | |
| Western | 5 | \$20.24 | \$21.64 | \$23.07 | 0 | 3 | 4 | |
| Municipal/Resident Population | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | Less than 1,000 | 1 | \$15.00 | \$15.00 | \$15.00 | 0 | 0 | 0 |
| | 1,000 – 3,000 | 4 | \$18.45 | \$18.95 | \$19.70 | 0 | 2 | 2 |
| | 5,001 – 10,000 | 2 | \$17.55 | \$17.55 | \$17.55 | 0 | 1 | 1 |
| | 10,001 – 20,000 | 1 | \$20.35 | \$20.35 | \$20.35 | 0 | 2 | 2 |
| | 20,001 – 30,000 | 1 | \$19.41 | \$21.61 | \$22.98 | 0 | 1 | 2 |
| | 30,001 – 40,000 | 2 | \$19.01 | \$20.48 | \$21.94 | 0 | 2 | 2 |
| | 50,001 – 100,000 | 7 | \$25.58 | \$29.50 | \$33.43 | 1 | 5 | 7 |
| | Over 100,000 | 3 | \$26.30 | \$30.76 | \$35.56 | 0 | 3 | 3 |

Office Manager

Assumes direct responsibility for filing, mail, communications, and printing departments. Implements and follows through on general office policies. Confers with other departments regarding the purchasing of office equipment, systems, and procedures affecting more than one department, and the hiring and transferring of employees and office salary structure. Prepares payroll tax returns and performs payroll accounting for the organization as required. Maintains retention schedule for library records. *(Alternate Job Title: Business Manager)*

| Average Salary Range | | | | | | |
|--------------------------------------|-----------|----------------|----------------|----------------|--------------|---|
| | # or Orgs | Min | Mid | Max | MLS Required | Benefit Eligible Paid Leave Eligible |
| All Responses | 6 | \$26.32 | \$29.52 | \$33.14 | 0 | 4 5 |
| Region | | | | | | |
| | | | | | | |
| | 1 | \$27.27 | \$30.10 | \$36.69 | 0 | 1 1 |
| | 3 | \$28.02 | \$31.15 | \$34.26 | 0 | 2 2 |
| Southeast | 2 | \$23.28 | \$26.79 | \$29.67 | 0 | 1 2 |
| | | | | | | |
| Western | | | | | | |
| Municipal/Resident Population | | | | | | |
| | 2 | \$15.50 | \$16.50 | \$16.50 | 0 | 0 1 |
| | 1 | \$27.27 | \$30.10 | \$36.69 | 0 | 1 1 |
| | 1 | \$26.10 | \$30.15 | \$34.19 | 0 | 1 1 |
| | 1 | \$34.56 | \$39.58 | \$45.33 | 0 | 1 1 |
| | 1 | \$38.97 | \$44.29 | \$49.60 | 0 | 1 1 |

Office Support (Entry)

This is an entry-level clerical position performing various routine secretarial and clerical duties, including typing letters, reports, and other correspondence. May perform other clerical duties such as filing, mail distribution, and answering telephones. May be in receipt of fees and other monies. *(Alternate Job Titles: Clerk Typist, Office Assistant)*

| | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|----------------|----------------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| All Responses | 14 | \$13.59 | \$14.59 | \$15.59 | 0 | 4 | 6 |
| Region | | | | | | | |
| Fox Valley Northeast | 3 | \$13.16 | \$15.19 | \$17.25 | 0 | 3 | 3 |
| Northern | 1 | \$12.00 | \$13.00 | \$14.00 | 0 | 0 | 0 |
| South Central | 1 | \$15.44 | \$15.44 | \$15.44 | 0 | 0 | 1 |
| Southeast | 6 | \$14.53 | \$15.50 | \$16.48 | 0 | 1 | 2 |
| Western | 3 | \$12.07 | \$12.40 | \$12.74 | 0 | 0 | 0 |
| Municipal/Resident Population | | | | | | | |
| Less than 1,000 | 2 | \$10.50 | \$11.00 | \$11.50 | 0 | 0 | 0 |
| 1,000 – 3,000 | 4 | \$13.66 | \$13.66 | \$13.66 | 0 | 0 | 1 |
| 3,001 – 5,000 | 1 | \$14.01 | \$16.81 | \$19.61 | 0 | 1 | 1 |
| 5,001 – 10,000 | 1 | \$18.00 | \$19.00 | \$20.00 | 0 | 0 | 0 |
| 10,001 – 20,000 | 2 | \$13.67 | \$15.48 | \$17.29 | 0 | 0 | 0 |
| 30,001 – 40,000 | 2 | \$12.93 | \$14.29 | \$15.65 | 0 | 1 | 2 |
| Over 100,000 | 2 | \$14.72 | \$16.13 | \$17.56 | 0 | 2 | 2 |

Office Support (Intermediate)

Under moderate supervision, performs more complex or diverse clerical duties for one or more staff. Typical functions include word-processing, typing, managing appointments, screening mail, and handling special projects as required by the supervisor. May prepare reports with minimal supervision. Position typically requires a higher-level proficiency in office software and several years of experience.

| Average Salary Range | | | | | | | |
|-------------------------------|-----------------|---------|---------|---------|--------------|------------------|---------------------|
| | # or Orgs | Min | Mid | Max | MLS Required | Benefit Eligible | Paid Leave Eligible |
| All Responses | 19 | \$18.06 | \$20.01 | \$22.00 | 0 | 8 | 12 |
| Region | | | | | | | |
| | | | | | | | |
| | Central | | | | | | |
| | 2 | \$14.00 | \$14.13 | \$14.25 | 0 | 0 | 0 |
| | 3 | \$16.93 | \$20.00 | \$23.07 | 0 | 1 | 2 |
| Fox Valley Northeast | | | | | | | |
| 2 | \$19.41 | \$23.20 | \$27.11 | 0 | 1 | 2 | |
| South Central | | | | | | | |
| 7 | \$19.55 | \$21.70 | \$23.85 | 0 | 5 | 6 | |
| Southeast | | | | | | | |
| 5 | \$17.73 | \$18.72 | \$19.81 | 0 | 1 | 2 | |
| Western | | | | | | | |
| | | | | | | | |
| Municipal/Resident Population | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | 2 | \$15.50 | \$15.50 | \$15.50 | 0 | 0 | 0 |
| | 4 | \$15.50 | \$15.56 | \$15.62 | 0 | 0 | 0 |
| | 1,000 – 3,000 | | | | | | |
| | 4 | \$15.50 | \$15.56 | \$15.62 | 0 | 0 | 0 |
| | 3,001 – 5,000 | | | | | | |
| | 1 | \$11.22 | \$13.21 | \$15.20 | 0 | 0 | 0 |
| | 10,001 – 20,000 | | | | | | |
| 3 | \$17.91 | \$20.76 | \$23.68 | 0 | 1 | 3 | |
| 20,001 – 30,000 | | | | | | | |
| 2 | \$20.11 | \$23.69 | \$27.28 | 0 | 1 | 2 | |
| 30,001 – 40,000 | | | | | | | |
| 1 | \$19.79 | \$19.79 | \$19.79 | 0 | 0 | 1 | |
| 50,001 – 100,000 | | | | | | | |
| 4 | \$22.23 | \$26.07 | \$30.03 | 0 | 4 | 4 | |
| Over 100,000 | | | | | | | |
| 2 | \$18.14 | \$20.02 | \$21.90 | 0 | 2 | 2 | |

Office Support (Top)

Provides advanced level clerical and administrative support to a major administrative program or function within a department that requires the exercise of an advanced level of technical expertise and job knowledge. May coordinate services such as personnel record keeping, budget coordination, housekeeping and inventory, records management, and office systems improvements. May coordinate collection and preparation of operating reports, including preparing preliminary conclusions. May interview job applicants, orient new employees, or plan training programs. *(Alternate Job Title: Office Supervisor)*

| | | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|----------------|----------------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| All Responses | 23 | \$22.93 | \$25.51 | \$28.45 | 0 | 20 | 21 |
| Region | | | | | | | |
| Central | 3 | \$18.75 | \$21.22 | \$24.37 | 0 | 2 | 2 |
| Fox Valley Northeast | 65 | \$23.80 | \$26.55 | \$30.06 | 0 | 5 | 5 |
| Northern | 1 | \$21.99 | \$25.13 | \$28.27 | 0 | 1 | 1 |
| South Central | 3 | \$24.54 | \$27.15 | \$29.81 | 0 | 3 | 3 |
| Southeast | 10 | \$23.25 | \$25.49 | \$27.95 | 0 | 8 | 9 |
| Western | 1 | \$24.09 | \$28.91 | \$33.72 | 0 | 1 | 1 |
| Municipal/Resident Population | | | | | | | |
| Less than 1,000 | 2 | * | * | * | 0 | 0 | 0 |
| 1,000 – 3,000 | 2 | \$17.00 | \$17.13 | \$17.25 | 0 | 0 | 0 |
| 10,001 – 20,000 | 6 | \$23.28 | \$24.30 | \$25.94 | 0 | 5 | 6 |
| 20,001 – 30,000 | 4 | \$22.93 | \$26.87 | \$30.50 | 0 | 4 | 4 |
| 30,001 – 40,000 | 2 | \$26.23 | \$30.42 | \$34.60 | 0 | 2 | 2 |
| 40,001 – 50,000 | 3 | \$22.32 | \$24.95 | \$28.19 | 0 | 3 | 3 |
| 50,001 – 100,000 | 3 | \$24.91 | \$29.65 | \$34.37 | 0 | 3 | 3 |
| Over 100,000 | 3 | \$22.65 | \$24.89 | \$28.42 | 0 | 3 | 3 |

Page/Shelfer

Moves and unloads carts. Shelves materials in appropriate locations. Shelf-reads assigned areas and straightens collection as needed. Removes out-of-place materials for reshelving. *(Alternate Job Titles: Library Page, Materials Shelfer)*

| All Responses | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|---------|---------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| | 116 | \$10.60 | \$11.60 | \$12.55 | 0 | 5 | 15 |
| Region | | | | | | | |
| Central | 12 | \$10.35 | \$11.18 | \$12.09 | 0 | 0 | 4 |
| Fox Valley Northeast | 11 | \$11.17 | \$12.25 | \$13.22 | 0 | 1 | 2 |
| Northern | 10 | \$11.71 | \$12.21 | \$12.55 | 0 | 0 | 2 |
| South Central | 18 | \$10.68 | \$11.33 | \$11.97 | 0 | 1 | 1 |
| Southeast | 40 | \$10.03 | \$11.57 | \$13.11 | 0 | 2 | 4 |
| Western | 25 | \$10.87 | \$11.50 | \$12.02 | 0 | 1 | 2 |
| Municipal/Resident Population | | | | | | | |
| Less than 1,000 | 5 | \$9.95 | \$10.20 | \$10.25 | 0 | 0 | 0 |
| 1,000 – 3,000 | 26 | \$10.81 | \$11.14 | \$11.35 | 0 | 0 | 2 |
| 3,001 – 5,000 | 9 | \$9.70 | \$10.02 | \$10.35 | 0 | 0 | 0 |
| 5,001 – 10,000 | 17 | \$9.86 | \$12.21 | \$14.64 | 0 | 1 | 2 |
| 10,001 – 20,000 | 24 | \$10.31 | \$11.32 | \$12.24 | 0 | 0 | 0 |
| 20,001 – 30,000 | 11 | \$10.22 | \$11.05 | \$11.77 | 0 | 0 | 2 |
| 30,001 – 40,000 | 7 | \$9.52 | \$10.43 | \$11.26 | 0 | 0 | 0 |
| 40,001 – 50,000 | 4 | \$10.66 | \$11.91 | \$12.95 | 0 | 0 | 2 |
| 50,001 – 100,000 | 9 | \$13.16 | \$14.86 | \$16.61 | 0 | 3 | 5 |
| Over 100,000 | 4 | \$13.99 | \$14.76 | \$16.08 | 0 | 1 | 2 |

Public Relations Officer

Promotes and administers public relations policies and programs such as special events, news articles, and audio and visual communication media. Maintains relations with newspaper, radio and TV media, community groups and agencies, school districts and the Board of Trustees. *(Alternate Job Titles: Public Information Coordinator, Public Relations Person)*

| | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|----------------|----------------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| All Responses | 11 | \$24.27 | \$27.45 | \$30.77 | 1 | 8 | 9 |
| Region | | | | | | | |
| Fox Valley Northeast | 3 | \$20.72 | \$23.63 | \$26.70 | 0 | 2 | 3 |
| South Central | 3 | \$25.67 | \$30.34 | \$35.34 | 1 | 3 | 2 |
| Southeast | 3 | \$26.76 | \$29.82 | \$32.89 | 0 | 2 | 3 |
| Western | 1 | \$20.80 | \$20.80 | \$20.80 | 0 | 1 | 1 |
| Municipal/Resident Population | | | | | | | |
| 1,000 – 3,000 | 2 | \$19.90 | \$19.90 | \$19.90 | 0 | 1 | 1 |
| 10,001 – 20,000 | 2 | \$12.06 | \$13.20 | \$14.60 | 0 | 1 | 1 |
| 20,001 – 30,000 | 1 | \$16.66 | \$18.96 | \$21.27 | 0 | 1 | 1 |
| 30,001 – 40,000 | 1 | \$24.66 | \$28.18 | \$31.70 | 0 | 0 | 1 |
| 40,001 – 50,000 | 1 | \$27.37 | \$31.30 | \$35.19 | 0 | 1 | 1 |
| 50,001 – 100,000 | 2 | \$30.88 | \$37.23 | \$43.57 | 0 | 2 | 2 |
| Over 100,000 | 2 | \$36.30 | \$41.45 | \$47.09 | 1 | 2 | 2 |

Security (Discipline Monitor)

Makes regular watch rounds of premises outside of scheduled working hours, where frequency of trips and stations is prescribed. Checks buildings, equipment and materials for leaks, fires, unauthorized individuals and other conditions. Ensures that all entrances and windows are secured, and that elevator and fire doors are closed. Makes written report of all irregularities or unusual circumstances. (Alternate Job Titles: Security Guard, Library Monitor, Security Officer, Watchguard)

| Average Salary Range | | | | | | | |
|--------------------------------------|-----------|---------------|----------------|----------------|--------------|------------------|---------------------|
| | # or Orgs | Min | Mid | Max | MLS Required | Benefit Eligible | Paid Leave Eligible |
| All Responses | 5 | %22.20 | \$24.02 | \$25.83 | 0 | 2 | 4 |
| Region | | | | | | | |
| Fox Valley Northeast | 1 | \$25.65 | \$30.96 | \$36.21 | 0 | 1 | 1 |
| South Central | 1 | \$18.02 | \$18.02 | \$18.02 | 0 | 0 | 1 |
| Southwest | 3 | \$22.44 | \$23.70 | \$24.97 | 0 | 1 | 2 |
| | | | | | | | |
| Municipal/Resident Population | | | | | | | |
| 40,001 – 50,000 | 1 | \$15.45 | \$15.45 | \$15.45 | 0 | 0 | 0 |
| 50,001 – 100,000 | 1 | \$16.36 | \$18.70 | \$21.03 | 0 | 0 | 1 |
| Over 100,000 | 3 | \$26.39 | \$28.65 | \$30.88 | 0 | 2 | 3 |

Technical Support/Computer Technician

Installs, maintains, repairs computers, peripheral devices, and software. May conduct training. Troubleshoots and resolves problems associated with local and wide area network environments. Has responsibilities for dealing with hardware and software vendors and technical support issues. Troubleshoots PC software, coordinates with help desk and sets connections to broadband/baseband networks. May conduct training.

| | | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|--------------------------------------|-----------|----------------------|----------------|----------------|----------------|------------------|---------------------|
| | | # or Orgs | Min | Mid | Max | | |
| All Responses | 10 | | \$23.58 | \$26.29 | \$29.48 | 0 | 8 |
| Region | | | | | | | |
| Central | 1 | | \$24.65 | \$27.61 | \$34.51 | 0 | 1 |
| Northern | 2 | | \$18.14 | \$19.31 | \$20.48 | 0 | 1 |
| South Central | 1 | | \$25.61 | \$28.52 | \$31.81 | 0 | 1 |
| Southeast | 4 | | \$25.10 | \$28.79 | \$32.47 | 0 | 3 |
| Western | 2 | | \$24.44 | \$26.49 | \$28.83 | 0 | 2 |
| Municipal/Resident Population | | | | | | | |
| 3,001 – 5,000 | 1 | | \$15.00 | \$15.00 | \$15.00 | 0 | 0 |
| 5,001 – 10,000 | 1 | | \$21.28 | \$23.62 | \$25.96 | 0 | 1 |
| 30,001 – 40,000 | 1 | | \$20.66 | \$20.66 | \$20.66 | 0 | 1 |
| 50,001 – 100,000 | 4 | | \$25.81 | \$29.73 | \$33.79 | 0 | 3 |
| Over 100,000 | 3 | | \$25.21 | \$28.23 | \$32.68 | 0 | 3 |

Web Content Administrator

Develops, provides, and authorizes website content to increase track, support and promote services, and gain content visibility. Manages and performs website editorial activities including gathering and researching information that enhances the value of the site. May oversee data control technicians and writers dedicated to website.

| | # or Orgs | Average Salary Range | | | MLS Required | Benefit Eligible | Paid Leave Eligible |
|-------------------------------|-----------|----------------------|---------|---------|--------------|------------------|---------------------|
| | | Min | Mid | Max | | | |
| | | \$21.77 | \$23.22 | \$25.52 | 0 | 3 | 3 |
| All Responses | 5 | | | | | | |
| Region | | | | | | | |
| Central | 1 | \$23.04 | \$25.80 | \$32.26 | 0 | 1 | 1 |
| Northern | 1 | \$13.52 | \$13.52 | \$13.52 | 0 | 0 | 0 |
| South Central | 1 | \$32.50 | \$36.98 | \$42.02 | 0 | 1 | 1 |
| Southeast | 1 | \$19.00 | \$19.00 | \$19.00 | 0 | 0 | 0 |
| Western | 1 | \$20.80 | \$20.80 | \$20.80 | 0 | 1 | 1 |
| | | | | | | | |
| Municipal/Resident Population | | | | | | | |
| 1,000 – 3,000 | 2 | \$19.90 | \$19.90 | \$19.90 | 0 | 1 | 1 |
| 3,001 – 5,000 | 1 | \$13.52 | \$13.52 | \$13.52 | 0 | 0 | 0 |
| Over 100,000 | 2 | \$27.77 | \$31.39 | \$37.14 | 0 | 2 | 2 |