

DOCUMENT RESUME

ED 428 779

IR 057 327

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TITLE A Study of Library Assistant Positions in Connecticut Libraries.
INSTITUTION Connecticut State Library, Hartford. Div. of Library Development.
PUB DATE 1998-11-00
NOTE 12p.
PUB TYPE Reports - Research (143) -- Tests/Questionnaires (160)
EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Academic Libraries; Comparative Analysis; Elementary Secondary Education; Fringe Benefits; Higher Education; Library Surveys; *Library Technicians; Occupational Information; *Paraprofessional Personnel; Public Libraries; Questionnaires; Salaries; School Libraries; Special Libraries; State Surveys; Supervision; Tables (Data); Unions; Wages
IDENTIFIERS Connecticut

ABSTRACT

In the fall of 1998, the Connecticut Library Association, in cooperation with the State Library, surveyed Connecticut's libraries to examine the number and status of library assistant (LA) staff positions in the state. A total of 249 surveys were returned--a response rate of 22%. This report concludes that: there is a wide range of LA positions in Connecticut libraries; positions are classified under at least 200 job titles; larger libraries have more positions; most positions are in public and school libraries; more than two-thirds of LA positions are paid hourly rather than salaried; salaried positions are paid on average more than hourly positions; academic libraries pay more on the high end than other types of libraries, and school libraries pay less on the low end; the majority of LAs receive some employee benefits with the highest percentage of benefits in academic libraries; labor union membership is a factor in wage scales; and LAs that supervise other staff are generally paid more than non-supervisors. Thirteen tables present data on: LA positions by library type (academic, corporate, public, school, special) and size; wages; and benefits, supervision, and union membership. Attachments include Bureau of Labor Statistics wage data, the questionnaire; and a list of Connecticut towns and geographical regions. (AEF)

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A STUDY OF LIBRARY ASSISTANT POSITIONS IN CONNECTICUT LIBRARIES

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Prepared by Leon Shatkin, State Library Data Coordinator
Connecticut State Library, Division of Library Development
November 1998

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BACKGROUND

In the fall of 1998, the Library Technical Assistant Section of the Connecticut Library Association, in cooperation with the State Library, surveyed Connecticut's libraries in order to examine the number and status of Library Assistant staff positions in the state. A two page survey form was designed and mailed in early September to 1,150 libraries. The due date for response was October 8, 1998.

RETURNS

A total of 249 survey forms were returned, a response rate of about 22%. Table I shows the number of responses by type of library.

Table I Response Rate

Type	Number sent	Number returned	Per Cent returned	Per Cent of all returns
Academic	49	12	24%	5%
Public	186	92	49%	37%
School	784	128	16%	51%
Special	131	17	13%	7%
TOTAL	1,150	249	22%	100%

An additional 17 survey forms were returned but not included in the tabulations because of missing data or data that was not comparable.

LIBRARY ASSISTANT POSITIONS

Using the definition in the survey form¹, 217 libraries reported a total of 822 Library Assistant positions. The balance, 32 libraries, reported that they have no Library Assistant positions. Table II shows the number of positions reported by type of library.

¹ A Library Assistant position is any one that requires broad training, knowledge and skills in library services and operations. It may or may not require a two-year LTA Associate's degree. A Library Assistant may work either independently or under the supervision of a professional librarian.

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Table II Library Assistant Positions by Library Type

Type	Libraries	LA positions
Academic	11	77
Corporate	2	2
Public	91	556
School	105	171
Special	8	16
TOTAL	217	822

Overall, the libraries that responded to the survey have an average of 3.3 Library Assistant positions. As might be expected, larger libraries have, on average, more Library Assistant positions than smaller libraries. Table III shows the total number of Library Assistant positions reported by libraries in each of 8 collection size groups and the average number of Library Assistant positions per library.

Table III Library Assistant Positions by Library Size

Items held	Libraries	LA positions	Average LA positions per library
More than 150,000	13	158	12.2
100,000-150,000	18	120	6.7
50,000-100,000	28	184	6.6
25,000-50,000	39	158	4.1
10,000-25,000	105	163	1.6
5,000-10,000	36	31	0.9
1,000-5,000	6	6	1.0
Less than 1,000	4	2	.50
TOTAL	249	822	3.3

WAGES²

On average, Library Assistant positions tend to be less than full time. Only 334 positions (41%) work 35 hours or more per week. In addition, many positions, especially those in school libraries and media centers, work less than 12 months per year. Most Library Assistants are paid an hourly rate rather than a salary. Comparing their average annual earnings on an hourly basis suggests that salaried Library Assistants earn more than hourly Library Assistants. (Assuming both work 34 hours per week 12 months per year, the salaried Library Assistant would receive \$24,831 compared to the hourly Library Assistant's \$19,466.)

²For related wage data from the US Bureau of Labor Statistics, see Attachment A.

Table IV Annual Wage Projections by Wage Basis

Wage basis	Number of positions	% of all	Total hours per week	Average hours per week	Average wage (34 hrsx52 weeks)
Hourly	587	71%	13,331	22.7	\$19,466 annually (\$11.01/hr)
Salaried	235	29%	7,959	33.9	\$24,831 annually (\$14.04/hr)
TOTAL	822	100%	21,290	25.9	\$22,149 annually (\$12.17/hr)

Table V Wage Spread by Wage Basis

Wage basis	High	Median	Low
Hourly	\$23.16	\$10.78	\$5.15
Salaried	\$46,000	\$27,699	\$4,781

Table VI Average Wage by Wage Basis and Library Type

Wage Basis	Academic	Corporate	Public	School	Special
Hourly	\$11.79	\$14.50	\$10.19	\$10.79	\$12.78
Salaried	\$31,868	\$21,000	\$25,929	\$15,798 ⁴	\$23,880

Table VII Wage Spread by Wage Basis and Library Type

Type	High	Median	Low
Academic Hourly	\$18.07	\$13.28	\$7.50
Academic Salaried	\$46,000	\$32,220	\$11,211
Corporate Hourly ³	\$14.50	\$14.50	\$14.50
Corporate Salaried ³	\$21,000	\$21,000	\$21,000
Public Hourly	\$23.16	\$10.30	\$5.15
Public Salaried	\$45,374	\$27,750	\$7,803
School Hourly	\$16.00	\$11.22	\$6.15
School Salaried	\$45,000	\$15,800 ⁴	\$4,781 ⁴
Special Hourly	\$16.54	\$12.74	\$10.35
Special Salaried	\$28,000	\$22,259	\$21,000

³ Only 2 Library Assistant positions were reported by corporate library responders.

⁴ Most school positions are for 10 months or less.

Table VIII

Wage Spread by Wage Basis and Geographical Region⁵

	Wage Basis	
	Salaried	Hourly
<u>Region I (Northwest)</u>		
LA positions	16	91
High	\$46,000	\$13.90
Median	\$17,690	\$11.00
Low	\$9,000	\$6.00
Average	\$21,149	\$10.47
<u>Region II (North Central)</u>		
LA positions	54	157
High	\$41,600	\$18.62
Median	\$27,071	\$12.10
Low	\$8,816	\$6.70
Average	\$26,111	\$12.34
<u>Region III (Northeast)</u>		
LA positions	14	99
High	\$30,161	\$15.00
Median	\$18,015	\$9.15
Low	\$4,781	\$5.15
Average	\$16,980	\$9.46
<u>Region IV (Southwest)</u>		
LA positions	58	54
High	\$45,374	\$21.63
Median	\$21,750	\$11.46
Low	\$10,182	\$7.50
Average	\$22,500	\$12.14
<u>Region V (South Central)</u>		
LA positions	85	128
High	\$45,000	\$23.16
Median	\$28,301	\$9.90
Low	\$7,803	\$5.75
Average	\$27,369	\$10.26
<u>Region VI (Southeast)</u>		
LA positions	8	58
High	\$38,964	\$16.54
Median	\$28,000	\$11.78
Low	\$15,000	\$5.90
Average	\$27,306	\$11.45

⁵For a list of Connecticut towns by geographical region, see Attachment C.

BENEFITS, SUPERVISION, UNION MEMBERSHIP

Most Library Assistant positions include some employee benefits; they are generally not supervisory positions and not unionized. Among salaried Library Assistants, 68% are union members, while only 23% of hourly Library Assistants are unionized. That does appear to impact their relative wage levels in Table IX although the data do not include the number of hours worked annually by salaried Library Assistants. Only 26% of Library Assistants supervise other library staff; but for hourly supervisors, both their highest and median hourly rates are 24.4% higher than non-supervisors. The highest paid salaried supervisor, at \$46,000, earns only 2.2% more than the highest paid non-supervisor's \$45,000, but the median rate of supervisors who are on salary is 14.2% higher than salaried non-supervisors, \$28,000 compared to \$24,518.

Table IX Benefits, Supervisors, Unionized by Library Type

Type	Benefits?		Supervise?		Union?	
	Yes	No	Yes	No	Yes	No
Academic	69 (90%)	8 (10%)	22 (29%)	55 (71%)	47 (61%)	30 (39%)
Corporate	1 (50%)	1 (50%)	1 (50%)	1 (50%)	0 (0%)	2 (100%)
Public	280 (50%)	275 (50%)	157 (28%)	397 (72%)	132 (24%)	422 (76%)
School	132 (78%)	38 (22%)	33 (20%)	129 (80%)	112 (70%)	49 (30%)
Special	13 (81%)	3 (19%)	1 (6%)	15 (94%)	0 (0%)	16 (100%)
TOTAL	495 (60%)	325 (40%)	214 (26%)	597 (74%)	291 (36%)	519 (64%)

Table X Unionized by Wage Basis

Wage basis	Unionized?	
	Yes	No
Hourly	135 (23%)	444 (77%)
Salaried	156 (68%)	75 (32%)
TOTAL	291 (36%)	519 (64%)

Table XI Unionized Wage Spread by Wage Basis

Wage basis	Unionized			Non-Unionized		
	High	Median	Low	High	Median	Low
Hourly	\$23.16	\$12.00	\$7.19	\$18.62	\$10.00	\$5.15
Salaried	\$46,000	\$26,129	\$4,781	\$45,000	\$24,000	\$7,803

Table XII Supervisors by Wage Basis

Wage basis	Supervise?	
	Yes	No
Hourly	142 (25%)	436 (75%)
Salaried	72 (31%)	161 (69%)
TOTAL	214 (26%)	597 (74%)

Table XIII Supervisors Wage Spread by Wage Basis

Wage basis	Supervisors			Non-Supervisors		
	High	Median	Low	High	Median	Low
Hourly	\$23.17	\$12.52	\$6.00	\$18.62	\$10.06	\$5.15
Salaried	\$46,000	\$28,000	\$10,967	\$45,000	\$24,518	\$4,781

CONCLUSIONS

There is a wide range of library assistant positions in Connecticut Libraries. Holders of these positions are classified under at least 200 job titles. Only 34% of the positions reported for this study (276 of 822) were, in fact, called "Library Assistant" in the survey response. Larger libraries have more library assistant positions, and most positions are in public and school libraries. More than two-thirds of library assistant positions are paid hourly rather than salaried, and salaried library assistant positions appear to be paid on average more than hourly positions. Positions in academic libraries pay more on the high end than other types of libraries and school libraries pay less on the low end. The majority of library assistants receive some employee benefits with the highest percentage of benefits in academic libraries. Labor union membership is a definite factor in wage scales, and library assistants that supervise other staff are generally paid more than non-supervisors.

ATTACHMENT A

Occupational Employment and Wage Data 1996, published by the US Bureau of Labor Statistics, <<http://stats.bls.gov/oes/oes%5Fdata.htm>> , gives national and state wage information for two positions comparable to the Library Assistant positions in this study. They are #31505 Library Technical Assistants and #53902 Library Assistants and Bookmobile Drivers.

The duties of Library Technical Assistants are to “assist librarians by furnishing information on library sciences, facilities, and rules; by assisting readers in the use of card catalogs and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. May catalog books or train and supervise clerical staff.”

BLS reports the following 1996 wage levels for Library Technical Assistants.

	<u>Number employed</u>	<u>Mean wage</u>	<u>Median wage</u>
Connecticut	1,520	\$12.32	\$11.86
National	71,450	\$10.07	\$9.64

The BLS defined duties of Library Assistants and Bookmobile Drivers are: “Library Assistants: Compile records; sort and shelve books; issue and receive library materials, such as books, pictures, cards, slides, audio and video recordings, and microfilm. Locate library materials for loan and replace materials in shelving area (stacks) or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials. Bookmobile Drivers: Operate a bookmobile or light truck that pulls a book trailer to specific locations on a predetermined schedule and assist with providing services in mobile library.”

For Library Assistants and Bookmobile Drivers BLS reports the following 1996 wage levels:

	<u>Number employed</u>	<u>Mean wage</u>	<u>Median wage</u>
Connecticut	2,620	\$8.45	\$7.40
National	150,060	\$8.40	\$8.00

LIBRARY ASSISTANT SALARY SURVEY

TOWN/INSTITUTION/CORPORATE NAME

LIBRARY NAME

SURVEY COMPLETED BY
YOUR TITLE
TELEPHONE NUMBER
TODAY'S DATE

Please check the category that best fits your library:

- Academic Corporate Public
- School Special Other

Population served:

(Public libraries, please use town population; school and academics, use student, faculty and staff numbers; other libraries, use appropriate population.)

Library collection size, number of items held:

- | | | | |
|-------------------|--------------------------|------------------|--------------------------|
| More than 150,000 | <input type="checkbox"/> | 10,000 - 25,000 | <input type="checkbox"/> |
| 100,000 - 150,000 | <input type="checkbox"/> | 5,000 - 10,000 | <input type="checkbox"/> |
| 50,000 - 100,000 | <input type="checkbox"/> | 1,000 - 5,000 | <input type="checkbox"/> |
| 25,000 - 50,000 | <input type="checkbox"/> | Fewer than 1,000 | <input type="checkbox"/> |

What was the library's total annual operating expenditures for the fiscal year 1997/1998?

What was the library's total staff expenditures, including salaries, hourly wages and benefits, for all paid staff for the fiscal year 1997/1998?

How many total hours per week does the paid staff of the library work?
(If the number of hours varies, select a typical week.)

Of the total hours worked by paid staff per week:
How many are worked by staff with MLS (Master of Library Science) degrees?
How many are worked by other than MLS staff?

Over Please ⇌⇌



ATTACHMENT B

Please provide the following information for each Library Assistant library position:

(A Library Assistant position is any one that requires broad training, knowledge and skills in library services and operations. It may or may not require a two-year LTA Associate's degree.

A Library Assistant may work either independently or under the supervision of a professional librarian.)

	Position title	Hours worked typical week	Annual salary/ hourly rate	Y or N Receives benefits?	Y or N Supervises others?	Y or N Union position?
1						
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Connecticut Towns and Geographical Regions					
TOWN	REGION	TOWN	REGION	TOWN	REGION
1 Andover	3	57 Greenwich	4	113 Portland	5
2 Ansonia	5	58 Griswold	6	114 Preston	6
3 Ashford	3	59 Groton	6	115 Prospect	1
4 Avon	2	60 Guilford	5	116 Putnam	3
5 Barkhamstead	1	61 Haddam	5	117 Redding	4
6 Beacon Falls	1	62 Hamden	5	118 Ridgefield	4
7 Berlin	2	63 Hampton	3	119 Rocky Hill	2
8 Bethany	5	64 Hartford	2	120 Roxbury	1
9 Bethel	1	65 Hartland	2	121 Salem	6
10 Bethlehem	1	66 Harwinton	4	122 Sallsbury	1
11 Bloomfield	2	67 Hebron	3	123 Scotland	3
12 Bolton	3	68 Kent	1	124 Seymour	5
13 Bozrah	6	69 Killingly	3	125 Sharon	1
14 Branford	5	70 Killingworth	5	126 Shelton	5
15 Bridgeport	4	71 Lebanon	6	127 Sherman	1
16 Bridgewater	1	72 Ledyard	6	128 Simsbury	2
17 Bristol	2	73 Lisbon	6	129 Somers	3
18 Brookfield	1	74 Litchfield	1	130 South Windsor	2
19 Brooklyn	3	75 Lyme	6	131 Southbury	1
20 Burlington	2	76 Madison	5	132 Southington	2
21 Canaan	1	77 Manchester	2	133 Sprague	6
22 Canterbury	3	78 Mansfield	3	134 Stafford	3
23 Canton	2	79 Marlborough	2	135 Stamford	4
24 Chaplin	3	80 Meriden	5	136 Sterling	3
25 Cheshire	5	81 Middlebury	1	137 Stonington	6
26 Chester	5	82 Middlefield	5	138 Stratford	4
27 Clinton	5	83 Middletown	5	139 Suffield	2
28 Colchester	3	84 Milford	5	140 Thomaston	1
29 Colebrook	1	85 Monroe	4	141 Thompson	3
30 Columbia	3	86 Montville	6	142 Tolland	3
31 Cornwall	1	87 Morris	1	143 Torrington	1
32 Coventry	3	88 Naugatuck	1	144 Trumbull	4
33 Cromwell	5	89 New Britain	2	145 Union	3
34 Danbury	4	90 New Canaan	4	146 Vernon	3
35 Darlen	4	91 New Fairfield	4	147 Voluntown	6
36 Deep River	5	92 New Hartford	1	148 Wallingford	5
37 Derby	5	93 New Haven	5	149 Warren	1
38 Durham	5	94 New London	6	150 Washington	1
39 East Haven	5	95 New Milford	1	151 Waterbury	1
40 East Granby	2	96 Newington	2	152 Waterford	6
41 East Haddam	5	97 Newtown	4	153 Watertown	1
42 East Hampton	5	98 Norfolk	1	154 West Hartford	2
43 East Hartford	2	99 North Branford	5	155 West Haven	5
44 East Lyme	6	100 North Canaan	1	156 Westbrook	5
45 East Windsor	2	101 North Haven	5	157 Weston	4
46 Eastford	3	102 North Stonington	6	158 Westport	4
47 Easton	4	103 Norwalk	4	159 Wethersfield	2
48 Ellington	3	104 Norwich	6	160 Willington	3
49 Enfield	2	105 Old Lyme	6	161 Wilton	4
50 Essex	5	106 Old Saybrook	5	162 Winchester	1
51 Fairfield	4	107 Orange	5	163 Windham	3
52 Farmington	2	108 Oxford	1	164 Windsor	2
53 Franklin	3	109 Plainfield	3	165 Windsor Locks	2
54 Glastonbury	2	110 Plainville	2	166 Wolcott	1
55 Goshen	1	111 Plymouth	1	167 Woodbridge	5
56 Granby	2	112 Pomfret	3	168 Woodbury	1
				169 Woodstock	3

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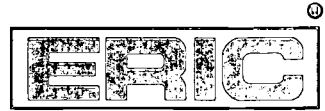
ATTACHMENT C

Connecticut Towns and Geographical Regions					
TOWN	REGION	TOWN	REGION	TOWN	REGION
1 Barkhamstead	1	57 Rocky Hill	2	113 Weston	4
2 Beacon Falls	1	58 Simsbury	2	114 Westport	4
3 Bethel	1	59 South Windsor	2	115 Wilton	4
4 Bethlehem	1	60 Southington	2	116 Ansonia	5
5 Bridgewater	1	61 Suffield	2	117 Bethany	5
6 Brookfield	1	62 West Hartford	2	118 Branford	5
7 Canaan	1	63 Wethersfield	2	119 Cheshire	5
8 Colebrook	1	64 Windsor	2	120 Chester	5
9 Cornwall	1	65 Windsor Locks	2	121 Clinton	5
10 Goshen	1	66 Andover	3	122 Cromwell	5
11 Kent	1	67 Ashford	3	123 Deep River	5
12 Litchfield	1	68 Bolton	3	124 Derby	5
13 Middlebury	1	69 Brooklyn	3	125 Durham	5
14 Morris	1	70 Canterbury	3	126 East Haven	5
15 Naugatuck	1	71 Chaplin	3	127 East Haddam	5
16 New Hartford	1	72 Colchester	3	128 East Hampton	5
17 New Milford	1	73 Columbia	3	129 Essex	5
18 Norfolk	1	74 Coventry	3	130 Gullford	5
19 North Canaan	1	75 Eastford	3	131 Haddam	5
20 Oxford	1	76 Ellington	3	132 Hamden	5
21 Plymouth	1	77 Franklin	3	133 Killingworth	5
22 Prospect	1	78 Hampton	3	134 Madison	5
23 Roxbury	1	79 Hebron	3	135 Meriden	5
24 Salisbury	1	80 Killingly	3	136 Middlefield	5
25 Sharon	1	81 Mansfield	3	137 Middletown	5
26 Sherman	1	82 Plainfield	3	138 Milford	5
27 Southbury	1	83 Pomfret	3	139 New Haven	5
28 Thomaston	1	84 Putnam	3	140 North Branford	5
29 Torrington	1	85 Scotland	3	141 North Haven	5
30 Warren	1	86 Somers	3	142 Old Saybrook	5
31 Washington	1	87 Stafford	3	143 Orange	5
32 Waterbury	1	88 Sterling	3	144 Portland	5
33 Watertown	1	89 Thompson	3	145 Seymour	5
34 Winchester	1	90 Tolland	3	146 Shelton	5
35 Wolcott	1	91 Union	3	147 Wallingford	5
36 Woodbury	1	92 Vernon	3	148 West Haven	5
37 Avon	2	93 Willington	3	149 Westbrook	5
38 Berlin	2	94 Windham	3	150 Woodbridge	5
39 Bloomfield	2	95 Woodstock	3	151 Bozrah	6
40 Bristol	2	96 Bridgeport	4	152 East Lyme	6
41 Burlington	2	97 Danbury	4	153 Griswold	6
42 Canton	2	98 Darien	4	154 Groton	6
43 East Granby	2	99 Easton	4	155 Lebanon	6
44 East Hartford	2	100 Fairfield	4	156 Ledyard	6
45 East Windsor	2	101 Greenwich	4	157 Lisbon	6
46 Enfield	2	102 Harwinton	4	158 Lyme	6
47 Farmington	2	103 Monroe	4	159 Montville	6
48 Glastonbury	2	104 New Canaan	4	160 New London	6
49 Granby	2	105 New Fairfield	4	161 North Stonington	6
50 Hartford	2	106 Newtown	4	162 Norwich	6
51 Hartland	2	107 Norwalk	4	163 Old Lyme	6
52 Manchester	2	108 Redding	4	164 Preston	6
53 Marlborough	2	109 Ridgefield	4	165 Salem	6
54 New Britain	2	110 Stamford	4	166 Sprague	6
55 Newington	2	111 Stratford	4	167 Stonington	6
56 Plainville	2	112 Trumbull	4	168 Voluntown	6
				169 Waterford	6

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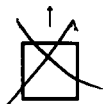
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