



**SALARY SURVEY
OCTOBER 2021**

**NORTHERN LIGHTS
LIBRARY SYSTEM**

© NLLS
5615 48 Street
Elk Point AB
T0A 1A0
Phone:780.724.2596

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Notes About this Survey

- This survey was conducted in October of 2021, during COVID restrictions. Normal staffing numbers may not be reflected in this survey.
- We invited all managers to fill out this survey and received 39 responses for an 80% participation rate.
- This survey will next be conducted in 2023, and every two years following.

Populations 0 – 999

Salary and Hours

Position	Salary Range (per hour)	Average Salary (per hour) ----- Median Salary (per hour)	Hours/Week Range	Average Hours/Week ----- Median Hours/Week	Number in Grouping
Library Manager	\$15.00 – \$21.20	\$18.55 ----- \$18.85	6 – 27	18.4 ----- 19	18 staff in 18 libraries
Assistant Manager	\$15.00 - \$16.00	\$15.50 ----- \$15.50	12	12 ----- 12	1 staff member in 1 library
Library Assistant	\$15.00 - \$17.00	\$15.75 ----- \$15.50	13-15	14 ----- 14	2 staff members in 2 libraries
Library Clerk I	\$15.00 - \$18.00	\$15.60 ----- \$15.00	4.5 – 8	6 ----- 7	4 staff members in 3 libraries
Library Clerk II	N/A	N/A	N/A	N/A	N/A
Programmer	\$15.00 - \$17.00	\$16.00 ----- \$16.00	6 – 11	8.5 ----- 8.5	1 staff member in 1 library
Makerspace Assistant	0	0	0	0	0 staff members in 0 libraries
Page	0	0	0	0	0 staff members in 0 libraries
Student Assistant	\$15.00	\$15.00 ----- \$15.00	2 – 6	4 ----- 4	2 staff members in 1 library
Seasonal Staff: Summer Student	\$15.00 - \$15.40	\$15.13 ----- \$15.00	N/A	N/A	4 staff members in 4 libraries
Other: Back up worker	\$15.00	\$15.00 ----- \$15.00	N/A	N/A	1 staff member in 1 library
Casual	\$15.00	\$15.00 ----- \$15.00	N/A	N/A	1 staff member in 1 library

Manager Education

- 8 people declared “Other College”
- 5 people declared “Library Operations Certificate”, 1 declared “Library Technical Diploma”
- 3 people declared “High School” or other courses

Manager Overtime

- 7 people declared “no”; 6 people declared “occasionally”; 5 people declared “yes”
- Average hours per week: 3; Median hours per week: 2
- Range of hours (per week): 1 – 6
- Overtime Compensation:
 - Additional Hours Paid: 1 Library
 - Some Additional Hours are paid but not all: 2
 - Employer provides time off in lieu for some, but not all, additional hours worked: 1
 - Additional hours are not compensated: 1

Does the Manager have a written employee contract?

- Maybe: 2; No: 10; Yes: 6

Does Your Library use Volunteers?

- No: 9; Occasionally: 5; Yes: 4

Number of Hours/Week that the Manager Devotes to Administrative Tasks

- Range: 1 – 30 hours
- Average: 7; Median 5

Vacation

- Does your Library Board offer paid vacation?
 - No: 13
 - Yes – to all employees: 5
- How is it compensated:
 - Staff receive vacation pay (e.g. 4% or 6% vacation pay on each paycheque): 15
 - Staff do not receive anything: 2
 - In accordance to employee preference: 1
- When time is taken:
 - Based/Calculated on monthly hours: 2
 - Unpaid/“When school is off, so am I”: 6
- Factors that impact how vacation is determined at your library:
 - Everyone gets the same amount: 7
 - Length of service: 2
 - Full time vs. part time: 1
 - Other mentions: “Vacations are usually afforded when there is sufficient coverage for the library”, “if it can work out between workers”, coverage, upon request, the manager covers for employees on vacation
- How vacation is determined:
 - Based on monthly hours: 2
 - “I’m not compensated for it so I take it when I need it”: 2
 - “I’m off when the school is closed/the students are off”: 2

Benefits

- Pension plan: 0 libraries
- Health Care Plan: 0 libraries, but 2 school-housed libraries access a health care plan via the school
- Other benefits: funds towards conferences (includes fees and mileage, not manager wages/salary)

Summary of other information offered

- Wages are too low to attract high quality staff
- The managers are paid quite low and do all the same positions as a full staff in a bigger library

Populations 1,000 – 3,999

Salary and Hours

Position	Salary Range (per hour)	Average Salary (per hour) ----- Median Salary (per hour)	Hours/Week Range	Average Hours/Week ----- Median Hours/Week	Number in Grouping
Library Manager	\$17.80 – 27.68	\$22.84 ----- \$24.00	7 – 32	24 ----- 30	12 staff members in 12 libraries
Assistant Manager	\$16.50	\$16.50 ----- \$16.50	14	14 ----- 14	1 staff member in 1 library
Library Assistant	\$15.00 - \$19.43	\$17.22 ----- \$17.50	14 – 26	19.5 ----- 19	6 staff in 3 libraries
Library Clerk I	\$15.00 - \$18.51	\$16.21 ----- \$15.66	6 – 30	18 ----- 18	2 staff members in 2 libraries
Library Clerk II	0	0	0	0	
Programmer	\$13.00 - \$18.51	\$16.45 ----- \$15.76	17 – 24	20.5 ----- 20.5	2 staff members in 2 libraries
Makerspace Assistant	0	0	0	0	
Page	0	0	0	0	
Student Assistant	\$13.00 - \$15.75	\$14.69 ----- \$15.00	3 – 6	4.5 ----- 4.5	1 staff member in 1 library
Seasonal Staff: Summer Position	N/A	N/A	N/A	N/A	N/A
Other: Casual Fill-in Staff	N/A	N/A	N/A	N/A	N/A

Manager Education

- 1 person declared “High School”
- 3 people declared “Other College”
- 1 people declared “Library Operations Certificate”
- 5 people declared “University Degree”
- 2 people declared “MLIS”
- Other education options mentioned: “Library specific courses”, “Management”, “Library Operations certificate”, “Office Manager & Administration Diploma”, “Marketing Certificate”, “Simply Accounting”, “Bibliographic Services Certificate”

Manager Overtime

- 4 people declared “no”; 5 people declared “occasionally”; 3 people declared “yes”
- Average hours per week: 3.38; Median hours per week: 3
- Range of hours (per week): 1 – 10
- Overtime Compensation:
 - Additional hours are not compensated: 2
 - Additional hours paid: 1
 - Some additional hours are paid but not all: 2
 - Employer provides time off in lieu for some, but not all, additional hours worked: 1
 - Additional hours are not compensated: 1
 - Other information offered: “Courses are paid for, but no overtime is paid”, “some are paid, some are time off in lieu”

Does the Manager have a written employee contract?

- Maybe: 2; No: 4; Yes: 6

Does Your Library use Volunteers?

- Yes: 5
- Range: 0.4 – 10 hours per week
- Average: 3.9, Median: 2

Number of Hours/Week that the Manager Devotes to Administrative Tasks

- Range: 5 – 30
- Average: 15; Median: 15

Vacation

- Does your Library Board offer paid vacation?
 - To all employees: 2
 - To all full-time employees: 2
 - To library manager only: 1
- How is it compensated?
 - Staff receive vacation pay (e.g. 4% or 6% vacation pay on each paycheque): 7
 - Staff do not receive anything: 2
- Factors that impact vacations:
 - Everyone gets the same amount: 2
 - Full time vs part time: 2
 - Length of service: 4
 - Job level: 2
- How vacation is determined:
 - “Take holidays as needed”
 - “length of time requested off”
 - “based on length of service and labor standards”
 - “budget”

Benefits

- Pension plan: 2 libraries
 - To all employees: 1
 - To manager only: 1
- Health Care Plan: 2 libraries
 - To all employees: 1
 - To manager only: 1
- Other benefits: funds towards conferences (includes fees and mileage, not manager wages/salary)

Summary of other information offered

- Some staff are working under a title that is lower than their duties call for
- Travel and phone payments would be advisable for training and management purposes
- Some staff are not remunerated for their education levels

Population 4,000 – 6,999

Salary and Hours

Position	Salary Range (per hour)	Average Salary (per hour) ----- Median Salary (per hour)	Hours/Week Range	Average Hours/Week ----- Median Hours/Week	Number in Grouping
Library Manager	\$23.69 - \$35.43	\$30.78 ----- \$32.00	35 – 37.5	35.63 ----- 35	4 staff members in 4 libraries
Assistant Manager	\$24.75 - \$26.00	\$25.38 ----- \$25.38	28	28 ----- 28	1 staff member in 1 library
Library Assistant	\$18.24 - \$28.60	\$21.54 ----- \$23.42	30 – 35	32.5 ----- 32.5	4 staff members in 3 libraries
Library Clerk I	\$16.25 - \$23.65	\$18.89 ----- \$18.30	19 – 35	26 ----- 25	4 staff members in 3 libraries
Library Clerk II	\$15.50 - \$25.55	\$18.90 ----- \$17.72	24 – 35	27.67 ----- 24	3 staff members in 3 libraries
Programmer	\$17.94 – \$25.55	\$21.71 ----- \$19.55	22 – 28	23 ----- 21.14	5 staff members in 4 libraries
Makerspace Assistant	0	0	0	0	
Page	\$13.31 – \$16.76	\$15.26 ----- \$15.00	0 - 12	6 ----- 5	4 staff member in 3 libraries
Student Assistant	0	0	0	0	
Seasonal Staff: Summer Programmer	\$16.00	\$16.00 ----- \$16.00	30	30 ----- 30	1 staff member in 1 library
Other: Janitorial	\$20.00	\$20.00 ----- \$20.00	N/A	N/A	1 staff member in 1 library
Casual	\$15.00	\$15.00 ----- \$15.00	N/A	N/A	1 staff member in 1 library

Manager Education

- University Degree: 2
- Library Technician Diploma: 2
- MLIS: 1

Manager Overtime

- 3 people declared “occasionally”; 1 person declared “yes”
- Average hours per week: 4; Median hours per week: 2
- Range of hours (per week): 1 – 10
- Overtime compensation:
 - Additional Hours Paid: 0
 - Some Additional Hours are paid but not all: 3
 - Employer provides time off in lieu for some, but not all, additional hours worked: 1

Does the Manager have a written employee contract?

- No: 3; Yes: 1

Does Your Library use Volunteers?

- Yes: 1

Number of Hours/Week that the Manager Devotes to Administrative Tasks

- Range 1 – 30
- Average: 15.25; Median 15

Vacation

- Does your Library Board offer paid vacation?
 - To all employees: 3
 - To all full time employees: 1
- How is it compensated?
 - Staff receive vacation pay (e.g. 4% or 6% vacation pay on each paycheque): 3
 - Staff choose vacation pay or paid vacation: 1
- Factors that impact vacations:
 - Full time vs Part time: 3
 - Length of service: 3
- How vacation is determined:
 - FT: 1-2 years: 2 weeks, 2-4 years: 3 weeks, 5+ years: 4 weeks, PT: 1-4 years: 2 weeks, 5+ years: 3 weeks
 - First 5 years = 2 wks, 5-10 years = 3 wks, 10+ years = 4 wks.
 - based on service after 1 year = 10 days, 2 years = 15 days, 9 years = 20 days, 14 years = 25 days, 19 years = 30 days. Manager is given an extra 5 days in lieu of overtime or in lieu time.

Benefits

- Pension plan
 - Yes: 2; No: 2
 - Which Plan: LAPP (Local Authorities Pension Plan)
- Health Care Plan:
 - Yes - to all full time employees: 2
 - Yes - to all employees: 1
 - No: 0
 - Which provider? Sunlife: 2; AMSC (uses Sunlife): 1
- Other benefits mentioned: Employee Assistance Program, STD, LTD, Employee Assistance Program, 50% of contributions to RRSP for employees 20 hours/week or higher, some staff are covered through their municipalities and therefore have to pay higher rates for WCB.

Summary of other information offered

Population 7,000 – 9,999

Salary and Hours

Position	Salary Range (per hour)	Average Salary (per hour) ----- Median Salary (per hour)	Hours/Week Range	Average Hours/Week ----- Median Hours/Week	Number in Grouping
Library Manager	\$24.12 - \$53.34	\$38.73 ----- \$38.73	27 – 37.5	32.25 ----- 32.25	2 staff members in 2 libraries
Assistant Manager	\$15.00 - \$25.45	\$20.45 ----- \$20.67	27 – 37.5	32.25 ----- 32.25	1 staff member in 1 library
Library Assistant	0	0	0	0	
Library Clerk I	\$17.93 - \$22.04	\$19.99 ----- \$19.99	37.5	37.5 ----- 37.5	4 staff members in 1 library
Library Clerk II	0	0	0	0	
Programmer	\$20.00 - \$33.44	\$26.88 ----- \$27.21	20	20	2 staff in 2 libraries
Makerspace Assistant	0	0	0	0	
Page	0	0	0	0	
Student Assistant	\$15.00 - \$17.00	\$16.00 ----- \$16.00	10	10 ----- 10	1 staff in 1 library
Seasonal Staff: Summer Reading Coordinator	N/A	N/A	N/A	N/A	
Other: Financial Assistant	N/A	N/A	N/A	N/A	

Manager Education

- 1 person declared “University Degree”
- 1 person declared “MLIS”

Manager Overtime

- One person declared “3 hours”
- Employer provides time off in lieu for some, but not all, additional hours worked: 1

Does the Manager have a written employee contract?

- No: 1; Yes: 1

Does Your Library use Volunteers?

- Yes: 2
- Range 3 – 4 hours
- Average: 3.5; Median: 3.5

Number of Hours/Week that the Manager Devotes to Administrative Tasks

- Various – 27
- Other information offered: one library has a programmer who works from home, so the manager does more work on the front desk

Vacation

- Does your Library Board offer paid vacation?
 - To all full time employees: 1
- How is it compensated:
 - Staff receive paid vacation: 1
 - Some staff receive paid vacation, others receive vacation pay: 1
 - Staff do not receive anything: 2
- When time is taken:
 - “3 weeks to start and then increases after 7 years of service”
 - “dependent on length of service between 2 and 4 weeks”
- Factors that impact vacations:
 - Length of service: 2
 - Full time vs part time: 1

Benefits

- Pension plan:
 - No: 1; Yes: 1
 - For the one that said yes: It is offered “to all full time employees”, offered using LAPP (Local Authorities Pension Plan)
- Health Care Plan: 2 libraries
 - Sun Life: 1, Manulife: 1
- Other benefits:
 - “Health & Wellness benefit for all full time staff”

Summary of other information offered

- “This survey only provide titles and numbers not the information to ensure that libraries are matching positions to the correct salary.”

Population 10,000+

Salary and Hours

Position	Salary Range (per hour)	Average Salary (per hour) ----- Median Salary (per hour)	Hours/Week Range	Average Hours/Week ----- Median Hours/Week	Number in Grouping
Library Manager	\$35.04 - \$43.05	\$38.50 ----- \$37.40	35	35 ----- 35	3 staff members in 3 libraries
Assistant Manager	\$25.60 – \$35.42	\$30.68 ----- \$29.40	35	35 ----- 35	3 staff members in 3 libraries
Library Assistant	\$18.00 - \$23.86	\$21.05 ----- \$20.77	28 – 35	32.67 -----35	4 staff members in 3 libraries
Library Clerk I	\$15.00 - \$21.00	\$17.11 ----- \$16.50	11 – 28	19 -----17	6 staff members in 1 library
Library Clerk II	0	0	0	0	
Programmer	\$19.19 - \$22.09	\$20.64 ----- \$20.64	28	28 ----- 28	1 staff member in 1 library
Makerspace Assistant	0	0	0	0	
Page	\$12.00 - \$16.00	\$18.00 ----- \$18.00	12	12 ----- 12	1 staff member in 1 library
Student Assistant	0	0	0	0	
Seasonal Staff					
Other: ILL Clerk	\$19.00 - \$23.00	\$21.00 ----- \$21.00	N/A	N/A	1 staff member in 1 library
Other: ILL Manager	N/A	N/A	N/A	N/A	1 staff member in 1 library
Other: Public Service Librarian	\$23.00 - \$30.00	\$26.50 ----- \$26.50	N/A	N/A	1 staff member in 1 library

Manager Education

- 1 person declared “Other College”
- 1 person declared “University Degree”

Manager Overtime

- 3 libraries declared “Yes” to working overtime
- Average hours per week: 3.33; Median hours per week: 4
- Range of hours (per week): 1 – 5
- Overtime Compensation:
 - Employer provides time off in lieu for additional hours worked: 2
 - Employer provides time off in lieu for some, but not all, additional hours worked: 1

Does the Manager have a written employee contract?

- Yes: 3

Does Your Library use Volunteers?

- Yes: 1
- 10 hours per week

Number of Hours/Week that the Manager Devotes to Administrative Tasks

- Range: 25 to 35 hours per week
- Average: 30; Median: 30

Vacation

- Does your Library Board offer paid vacation?
 - To all full-time employees: 2
 - To all employees: 1
- How it is compensated:
 - Some staff receive paid vacation, others receive vacation pay: 2
 - Staff receive paid vacation (paid time off): 1
- Factors that impact how vacation is determined at your library:
 - Length of Service: 3
 - Full time vs part time: 1
 - Job level: 2
 - Salary versus hourly (for paid vacation or vacation pay): 1
 - We do not limit part time: 1
- How vacation is determined:
 - “Year 1/10 days, Years 2-6/15 days, Year 7-9/ 20 days, 10 years and more/20 days plus 1 extra day for each additional year after 10, to a max of 30 days.”
 - “Manager is by contract: 25 days; all other staff on length of service: from 15 days (1 to 4 years of service) to 30 days (20 years of service and more)”

Benefits

- Pension plan: 3 libraries, all three use LAPP (Local Authorities Pension Plan)
- Health Care Plan: 3 libraries
 - To all full time employees: 3
 - Sun Life: 2
 - Via local Chamber of Commerce group plan: 1
- Other benefits: “For full time staff: flex spending in the amount of \$500 per year (for health, medical, sports, education)”

Summary of other information offered

- “Have MOU with Town to provide payroll and benefits for small admin fee of 100.00. Board is in process of reworking wage grid.”