



Appendix A. Survey Questionnaire

2019 LIBRARIAN SALARY SURVEY

Questionnaire completed by: _____
 Phone (include area code) _____ Ext. _____
 E-Mail Address _____

Completed Survey due January 10, 2020

SUPPLEMENTAL QUESTIONS

For each question listed below, please indicate how many of your full-time professional library staff identifies with each category.

Gender – Which of the following best describes the gender identifies of your full-time professional librarians?

#

Male
 Female
 A different gender identity; Please specify as many as you are aware of:
 Unknown or prefer not to state

Age – What is the age range of your full-time professional librarians?

#

18 to 24
 25 to 34
 35 to 44
 45 to 54
 55 to 64
 65 to 74
 75 or older

Race/Ethnicity – With which racial or ethnic group(s) do your full-time professional librarians identify?

#

American Indian or Alaskan Native
 Asian
 Black or African American
 Hispanic/Latino

Middle Eastern/North African
Native Hawaiian or Other Pacific Islander
Black or African American
White

How many of your full-time professional librarians have multiple racial or ethnic identities?

How many of the above professional librarians have a race/ethnicity not listed above? Please specify if known.

Disability Status – Do any of your full-time professional librarians identify as an individual having a disability or disabilities?

#

Yes
No
Unsure or prefer not to state

Future Hiring – Do you anticipate hiring new staff within the next 12 – 18 months?

Yes
No

Future Hiring – If you responded ‘No’ to the previous question, please indicate reasons why you do not expect to hire.

No expected vacancies
No budget
Other, please specify
Please specify _____

Future Hiring – If you responded ‘Yes’ to the previous question, please indicate reasons why you expect to hire.

Retirements
Promotions
New positions
Staff leaving
Other, please specify
Please specify _____

Hiring for Diversity

Part A – Do you take steps to recruit candidates with underrepresented identities (including but not limited to gender, race, sexual orientation, ability)?

Yes
No
Unsure or prefer not to state

Part B – If you responded ‘Yes’ in Part A, what strategies do you use?

Post employment ads on targeted job boards	<input type="checkbox"/>
Contact community partners and/or affiliate organizations such as ethnic affinity groups	<input type="checkbox"/>
Construct hiring committees that reflect a diversity of identities	<input type="checkbox"/>
Work with agencies that focus on recruiting underrepresented groups	<input type="checkbox"/>
Other, please specify	<input type="checkbox"/>
Please specify	<input type="checkbox"/>

1. PARTICIPATE ONLINE

See the cover letter for your Username and Password and then login here:

<http://apa.countingopinions.com>

2. BEFORE STARTING, PLEASE READ THE INSTRUCTIONS AND JOB DESCRIPTION

3. THANK YOU FOR PARTICIPATING!

2019 LIBRARIAN SALARY SURVEY INSTRUCTIONS

MATCHING JOBS

This survey requests annual salaries paid to full-time professional librarians, i.e., persons who have master’s degrees from library and information studies programs accredited by the American Library Association. It is our expectation that each full-time professional librarian on your library’s staff will fit into one of the six categories in this survey. Therefore, salaries for all full-time professional librarians should be reported while salaries for part-time professional librarians should **NOT** be reported.

Read the position description carefully and compare them to jobs in your organization. If the responsibilities of a job in the survey align with the majority of duties of your position, report data for the matched position. If jobs do not coincide with the majority of the duties to those in the survey, or the position is not full-time, do not report data for that job.

REPORTING PAY

Use the following **2019 Librarian Salary Survey Pay Data Sheet** to provide us with data for each staff member who occupies a position in your organization that matches at least 50% to our job descriptions. Each row in the spreadsheet should represent one incumbent at your organization as we do not want averages, we want actual pay data. Report salaries paid by the library budget which are filled closest to October 1, 2019.

Do not:

- Report data for vacant positions
- Split salaries between job codes
- Report the same incumbent in more than one position
- Report data for graduate students who are working as part of an assistantship
- Provide data for a position with less than 50% match to the job description
- Include benefits
- Include part-time staff

JOB CODE

Please provide the job code from the survey job descriptions for which you are reporting data.

JOB TITLE

Please provide the job title from the survey job descriptions for which you are reporting data.

2019 LIBRARIAN SALARY SURVEY INSTRUCTIONS – *continued*

ACTUAL BASE SALARY

Salaries are defined as actual **straight time** pay. Do not provide averages. Do not include benefits, overtime premiums, shift differentials, bonuses, or any other incentives or variable pay components.

NUMBER OF EMPLOYEES AT RATE

If your library has more than one incumbent for a position and they are being paid different annual salaries, please enter each annual salary separately and indicate the number of employees at each rate.

For example:

JOB CODE	JOB TITLE	ACTUAL ANNUAL BASE SALARY: (No averages)	# OF EMPLOYEES AT RATE
1	Beginning Librarian	23000	1
1	Beginning Librarian	25000	2
6	Librarians who do not supervise	35000	3
6	Librarians who do not supervise	40000	3

SPECIAL NOTES FOR ACADEMIC LIBRARIES

Salaries for staff working less than 12 months in a year should be reported as the actual salary without making adjustments for the reduced work year.

If services are contributed (i.e., the institution pays some expenses or an honorarium but not a true salary), please do not list the incumbent.

QUESTIONS?

If you have any questions or problems completing this questionnaire, please contact Karen Kupiec at (866) 321-1991 apasupport@countingopinions.com, or Lindsay Thompson at (800) 521-4930.

**FOR YOUR RECORDS: KEEP A COPY OF ALL REPORTED DATA
(Select "Print" on the online form to generate a PDF file)**

2019 LIBRARIAN SALARY SURVEY JOB DESCRIPTIONS

1. Beginning Librarian

List annual salaries of staff hired in the last six months for full-time work with a master's degree from programs in library and information studies accredited by the ALA, but no professional experience after receiving the degree.

2. Director / Dean / Chief Officer

List the annual salary of the chief officer of the library or library system. Report only full-time staff with master's degrees from programs in library and information studies accredited by the ALA. Do not repeat salaries reported for position 1.

3. Deputy / Associate / Assistant Director

List annual salaries of employees who report to the Director and manage major aspects of the library operation (e.g., technical services, public services, collection development, systems/automation). Report only full-time staff with master's degrees from programs in library and information studies accredited by the ALA. Do not repeat salaries reported for position 1.

4. Department Head / Branch Manager / Coordinator / Senior Manager

List annual salaries of full-time employees who supervise one or more professional librarians. Report only full-time staff with master’s degrees from programs in library and information studies accredited by the ALA. Do not repeat salaries reported for position 1.

5. Manager / Supervisor of Support Staff

List annual salaries of full-time employees who supervise support staff in any part of the library but do *not* supervise professional librarians. Report only full-time staff with master’s degrees from programs in library and information studies accredited by the ALA. Do not repeat salaries reported for position 1.

6. Librarians Who Do Not Supervise

List annual salaries of full-time staff who were not reported earlier and who do not have supervisory responsibilities. Report only full-time staff with master’s degrees from programs in library and information studies accredited by the ALA. Do not repeat salaries reported for position 1.

2019 LIBRARIAN SALARY SURVEY PAY DATA SHEET

Due: January 10, 2020

Please only include data for those with an ALA-accredited MLS degree. If your incumbent does not have an ALA-accredited MLS degree, or you are unsure, do not include their data. If none of your staff has an ALA-accredited MLS degree, please do not participate in the survey as it will skew the data.

When reporting multiple incumbents in the same Job Code, “Job Title” need only be entered once *if* it is the same for all incumbents.

JOB CODE (use from survey)	JOB TITLE (use from survey)	ACTUAL BASE SALARY (no averages)	# OF EMPLOYEES AT RATE
