

Library Staff Positions/Scheduled Hours Per Week

Note: Hours vary per week based on need. The library is open 40 hours per week and a minimum of 2 staff members must be scheduled at all times. This covers the public hours, but additional hours are needed to accomplish the work not related to the public – i.e. program coverage, set up/take down, projects, cataloging, Interlibrary Loan management, marketing, etc.

The following is based on an average number of hours:

Library Director – 40 hours (exempt) includes benefit eligibility and earned time

*Current Director does not take insurance benefit (receives \$2,000 per year in lieu of insurance), and receives 21 days off per year (based on 5-14 years in current role)

Assistant Director/Youth Librarian – 40 hours (exempt)

*Current Asst. Director/Youth Librarian does not take insurance benefit (receives \$2,000 per year in lieu of insurance), and receives 15 days off per year (based on up to 4 years in current role)

Library Assistant #1 – 20 hours – earns 7.5 days earned time per year (classified as “regular part time”)

Library Assistant #2 – 20 hours - earns 7.5 days earned time per year (classified as “regular part time”)

Library Assistant #3 – 20 hours - earns 7.5 days earned time per year (classified as “regular part time”)

Library Assistant #4 – 13 hours (classified as “part-time”)

Library Page (Youth Position) – 4 hours