

**REPORT**  
**MAINE LIBRARY ASSOCIATION (MLA)**  
**WAGE STUDY**  
**OCTOBER 2023**

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## **REPORT**

### **MAINE LIBRARY ASSOCIATION (MLA)**

#### **WAGE STUDY**

**OCTOBER 2023**

#### **INTRODUCTION**

##### **Scope of Services**

The Maine Library Association (MLA) engaged Municipal Resources, Inc. (MRI) to develop a salary survey of key benchmark positions to be distributed to libraries throughout the state. Research will also be conducted into salaries in New England states of the benchmark positions in similar industries. Pay and Classification systems will be developed as guidelines that could be utilized in small and large library systems based on a variety of factors including size, qualifications, etc. These will be based on a review of market data and relevant information. Job descriptions for primary positions within libraries will be generated and can be utilized as models for libraries and will include information required to include essential functions, qualification requirements, and physical and work environment factors.

Internal equity relates to the fairness of an organization's compensation practices among its current employees. Specifically, by reviewing the skills, capabilities, and duties of each position, it can be determined whether similar positions are being compensated equitably and are properly aligned within the organizational structure.

External equity deals with the differences between how an organization's classifications are valued and what compensation is available in the marketplace for the same skills, capabilities, and duties.

## **CLASSIFICATION AND COMPENSATION**

A pay and classification plan is an essential and vital component of a comprehensive human resource administration system. The perception that the pay plan is objective and fair in its assignment of pay to individual positions lends credibility to the library's entire human resource system. The plan represents a systematic, formalized procedure for developing equitable job groupings and equitable compensation levels for all positions. The plan is based upon the underlying assumption that individuals should receive "equal pay for equal work."

However, the implementation of a pay and classification plan should not be viewed as the final step in achieving job equity. The plan must be reviewed on a regular basis to ensure that decisions regarding position requirements and compensation accurately reflect the library's current service needs while continuing to maintain the integrity and relevance of the plan.

MRI has reviewed the current job duties and compensation levels for the positions studied. Recommendations have been made that involve the development of a classification plan that includes benchmark position titles. Recommendations for placement of positions within the plan are made. Pay plans have also been developed as guidelines based on service populations. Model job descriptions have been developed that could be modified as necessary for each library. Various comparisons have been made that should be helpful to libraries to advocate for appropriate compensation for positions within their libraries.

### **Study Process**

This project included the following steps:

- Several *Organizational and Update Meetings* with several MLA Executive Board members to discuss the goals, objectives, and progress of the study.
- A thorough *Job Analysis Process* which involved reviewing position duties and responsibilities (essential functions) utilizing job descriptions and information gained in the Position Analysis Questionnaire (PAQ).
- Development of a *Classification Plan* for benchmark positions. Position assignment to grades based on a system of objective evaluation.
- Thorough *Market Analysis* using comparable libraries throughout the state. Additionally, data was collected from New England States of comparable positions.
- Development of possible pay plans based on Maine library populations.

- Preparation of New England States Library Wage Data Composite.
- Analysis of some similar positions with comparable responsibilities.
- Final preparation of *Report* to MLA with explanation of findings and methodology that may be used by libraries in support of positions and wages.

The following documents have been prepared for the Maine Library Association:

- New England states Wage Data Composite **(Appendix A)**
- Market Data Report and Proposed Pay Ranges **(Appendix B)**
- Proposed Classification Plan **(Appendix C)**
- Proposed Pay Plans by population **(Appendix D)**
- Model Library Job Descriptions **(Appendix E)**

***NOTE: The data collected is for FY23 and is a snapshot of that moment. We are already in FY24 and in a period of significant inflation. The dollar figures in this report must be adjusted for the yearly increase in the Consumer Price Index or the Maine minimum wage in order to continue as valid measures of wages.***

## **PROJECT REPORT**

### **Details of the Methodology**

Surveys were distributed to all Maine libraries seeking information on the following benchmark positions that are included in libraries:

Library Director  
Assistant Library Director  
Adult Reference Services Librarian  
Children's Librarian  
Circulation Supervisor  
Technical Services Librarian/Cataloger  
Technology Librarian  
Young Adult Services Librarian  
Library Assistant/Aide  
Page/Library Clerk

The surveys included information on wages, education requirements, service area population, years in position and also included Position Analysis Questionnaires (PAQs) that required information pertaining to the specific position's essential functions, percentage of time spent on duties, and educational, physical, and work environment requirements. This information was gathered to assist with developing classification and pay plans along with model job descriptions for the positions. An analysis of salaries and job descriptions along with PAQ information collected was then conducted.

Data was collected from over 60 libraries throughout the state that ranged in service area population from 419 to 66,803.

At the same time, data was collected from the resource of the Economic Research Institute (ERI) on similar library positions in different industries in the following New England states:

Connecticut  
Maine  
Massachusetts  
New Hampshire  
Rhode Island  
Vermont

The ERI receives data from public and private industries which includes wages, job descriptions, etc., and MRI was able to match comparable positions using this data as another source of information to be considered.

MRI additionally viewed data from a variety of municipalities in order to analyze the similarities of responsibilities and educational requirements with some comparable positions in towns and cities to those of positions within libraries. There are still some similarities; however, the scope of this project did not expand to an in-depth analysis of this segment. Still, some similarities are discussed in the findings of this report.

## **CLASSIFYING AND COMPENSATING POSITIONS**

### **The Classification Plan**

A classification plan is the foundation upon which a sound human resource management program is established. The classification plan is the basis for developing and implementing other human resource functions such as recruitment and selection, training, performance appraisal, succession management, etc. Classification is the process of grouping individual positions into broader groupings for personnel, budgeting, and other management purposes. Classification sorts the work of individual positions based on the type of work and then levels of responsibility and difficulty. As such, it is not an exact science but rather a reasonable arrangement of work efforts and activities. Beyond legal constraints, what is most reasonable is that which works best for a particular organization.

It is important to consider the objectives of (1) **Job Analysis** and (2) **Job Evaluation** when reviewing the proposed classification plan. Building the classification plan to incorporate it within the current plan involved both job analysis and job evaluation.

Of critical importance in the process of reviewing jobs are the inherent job factors and the particular skills or quality of work required for the position. A thorough **Job Analysis** produces, in general, five kinds of basic information to aid in this process:

1. Information about the *nature of work* (e.g., essential functions and purpose/objective of the position)
2. The *level of work* (e.g., degree of complexity and accountability)
3. *Job requirements* (e.g., the knowledge, skills, abilities, and other special requirements/characteristics needed to perform the job)
4. *Job qualifications* (e.g., minimum education, training, and experience needed to qualify)
5. *Working conditions* (e.g., the psychological, emotional, and physical demands placed on employees by the work environment)



**Job Evaluation** is a process that establishes the relative value of jobs within an organization. There may be several reasons for carrying out this process. The main ones are: (1) to establish the correct rank order or groupings of jobs, (2) to establish the relative distance between jobs within the ranking, and (3) to provide an objective measurement of job size for comparison with other jobs and enable salary comparisons to be made.

Job evaluation is the process whereby positions are analyzed, measured, and compared against a common set of criteria in a systematic and objective manner. Job evaluation does not produce a rate of pay. Rather, it produces a ranking of jobs in terms of “job content,” around which a salary structure can be established. Similarly, the evaluation process does not measure an individual’s performance. The evaluation looks at the job, not the job holder; it assumes that the job is being performed to a fully acceptable standard and that all the identified requirements of a job are being met.

Below are the summary definitions of criteria factors that were used to evaluate the various positions.

**1. APPLIED REASONING AND ANALYTICAL SKILLS**

Most jobs require employees to understand, collect, interpret, and analyze different kinds of information, and to identify and solve problems. This factor is used to measure the range and complexity of skills relating to the application of information and the degree of problem-solving that is required in the job. It measures six related skills: analysis, problem-solving, gathering/classifying/cataloging information, reading, writing, and computation.

**2. INTERPERSONAL SKILLS**

This factor measures the job requirement to deal effectively with people both within and outside of the organization. This factor considers the type, importance, and purpose of contacts, and the degree of interpersonal skills required to achieve job objectives. In rating this factor, consider how often the contacts are made, whether they involve furnishing or obtaining information only, or whether they involve influencing others. This factor also measures interpersonal skills required in work relationships and their importance to the success of the work.

**3. KNOWLEDGE, TRAINING, EDUCATION/BREADTH OF KNOWLEDGE**

The factor measures the knowledge or “scholastic content;” however, it may have been acquired, essential as background, or training to perform the job. This background may have been acquired through formal education, outside study, technical training, skills, and capabilities learned on jobs of a lesser degree, or by any combination of these approaches. This factor also measures the broader knowledge required such as familiarity with fields of study (e.g., departments, the entity as a whole, external organizations, etc.).

**4. EXPERIENCE**

Experience measures the length of time usually or typically required for the position, with the specified “basic knowledge, training, and education,” to perform the essential work functions effectively under normal supervision. The length of time required to become proficient at a job requires previous qualifying experience in a related or less responsible position either within the organization or outside the organization.

**5. RESPONSIBILITY FOR OTHERS**

This factor is used to measure the responsibility that the incumbent of the position assumes for the direction and/or supervision of employees. In rating the supervision, consider the number of persons in general supervised, direct, or indirect supervision of employees. Consider what the supervisory controls are with regard to assignments and direction.

**6. ACCOUNTABILITY**

In every position there inherently exists the possibility of error, whether through omission, commission, or direction. In rating this factor, consider the following: the likelihood of errors; the possibility of error detection; and the probable effect of errors based on the degree to which the work is checked, either by the procedures themselves, by supervision, or by succeeding operations. Results of error can be measured in damage to building and equipment, labor and material costs for correction, jeopardy to the entity’s programs, monetary loss, personal injury, danger to public health and safety, etc.

**7. PLANNING AND COORDINATION**

This factor measures the planning and coordinating responsibilities of the position. Planning and coordination may involve establishing priorities; scheduling tasks/activities; or designing/coordinating programs, events, conferences, meetings, and calendars. Planning and coordination may be for one’s own position, for a work team or department, or for the entity as a whole.

**8. CONFIDENTIALITY**

This factor measures the discretion and integrity required by those positions which have access to privileged information handled or obtained in the normal performance of duties. In rating this factor, consider the nature of the information, the full significance and meaning of the confidential information, and whether disclosure would compromise the entity or the public, or constitute a breach of security.

**9. PHYSICAL EFFORT**

This factor measures the frequency and intensity of the physical demands required by the job. This would include standing for long periods, walking, lifting, pushing, pulling, carrying, and fine hand movements. This factor also measures the amount of dexterity and coordination (physical skill) required to do the job. Consider hand-eye, eye-foot, ear-hand, etc., requirements to use tools to manipulate and/or operate equipment, and precision of movements required.

**10. MENTAL EFFORT**

This factor measures the duration and intensity of mental and sensory demands required to perform the job. Mental demands are those activities that use concentration (e.g., thinking, active and passive listening, interpreting, observing); sensory demands are those activities that use one or more of the five senses (sight, taste, smell, touch, and hearing) in the course of the job requirements.

Municipal Resources, Inc. conducted a thorough salary survey and market analysis to determine the market competitiveness for positions included in this study. To measure the pay rates among competitors for these positions, MRI distributed custom survey documents to comparable libraries throughout the State of Maine. The summary and results of the survey are provided in **Appendix B**. All of the comparative data is FY-23 information and detailed on the survey charts. Each position analyzed in the Market Data Survey is grouped by population and lists the salary ranges for positions. The chart also lists the proposed range along with the potential increase to be considered as a guideline to libraries based on population category. The hourly rates are displayed along with the average number of hours worked for positions at each library for comparison purposes.

MRI also reviewed data gathered from several New England states with comparable library positions from varied industries public and private through the Economic Research Institute (ERI). ERI is a national organization that collects data from public and private organizations which includes salaries and job descriptions. This data is included in **Appendix A**.

The New England States Wage Data Composite Chart in **Appendix A** displays the New England state composite ranges for each of the five states. It additionally displays a New England composite range and also the Maine full range proposed from this study for all populations covered. Libraries can utilize these resources to determine how competitive they desire to be both in the state of Maine as well as in New England states.

While this market analysis and information provides libraries with benchmark salary data to set the parameters for compensation decisions, they should also consider the “uniqueness” of certain positions in their organization as well as the economic regional impact depending on specific locations.

## **Review of Similar Municipal Positions**

During the course of this study, the MLA requested information pertaining to comparisons of municipal positions such as department head or manager positions that might be comparable to Library Director positions. The full scope of this study did not include gathering current data and doing such an analysis as it would be a much more extensive study to conduct. In some communities, cities and towns include Libraries as one of their departments. When this is the case, it includes a full evaluation to ensure appropriate internal equity.

## **Description of Pay and Classification Plans**

Setting the rates of pay for jobs on the position hierarchy results in what is called a “pay structure.” When reviewing or developing pay rates, a number of major policy decisions need to be made. For example: How should the library pay level relate to the market? For what does the library want to pay (i.e., job content, seniority, performance, cost of living, etc.)? How does the library currently pay its employees? The resulting compensation plan should reflect the library’s pay policies, the marketplace, internal job values, and the financial ability of the library to pay at a given level. These are all questions that libraries should consider.

The proposed Classification Plan is presented in **Appendix C** and the Proposed Pay Plan is presented in **Appendix D**. Pay ranges were set for groups of positions which the consultants determined should be paid equally and is a guideline based on service population areas. The Proposed Pay Plan has five Grade levels A - E. Each grade included proposed pay ranges based on population levels. Comparative data was considered to set the grade parameters, while the classification process assisted with the internal assignment of positions to compensation levels. Department head level positions were not classified due to the small number of similar positions as noted in the job description section. Based on varying responsibility levels of these positions, depending on the library, consideration should be given by the library to perhaps consider pay ranges for these positions between the B and C grade levels.

Pay ranges are in place in order to provide hiring officials with flexibility for hiring and placement levels based on education and experience and allow for flexibility for performance achievements if desired. In general, the pay ranges on the proposed salary schedule were developed utilizing the average market salaries based on the average minimum wage of respondents and the maximum range based on the 75<sup>th</sup> percentile of respondents’ maximum wage.

This is a base salary plan and does not include compensation for longevity, special pay, benefits, or other compensation.

It should also be noted that educational requirements for all positions vary throughout the state, and consideration should be given for additional compensation for individuals who possess preferred degrees of Bachelor’s or Master’s degrees in some positions.

## **JOB DESCRIPTIONS**

Information was provided from participating libraries regarding the ten positions included in the study. Position Analysis Questionnaires on positions were completed that provided information on essential functions, educational requirements, knowledge, and skills required, as well as the percentage of time spent on functions of the position. Some libraries additionally sent current job descriptions. This data was analyzed, and generic model job descriptions were developed to be a part of this study. The descriptions can serve as models and be modified as needed for specific libraries. They all contain the necessary components required to be in a valid job description. Job descriptions are critical and specific statements are incorporated into the model descriptions that should assist libraries greatly in having appropriate documentation for positions. Job descriptions should be provided to new employees when hired and be part of their official personnel file. Model job descriptions are included in **Appendix E**.

## **IMPLEMENTATION AND OTHER RECOMMENDATIONS**

The following sections are intended to assist and guide libraries in implementing the proposed pay and classification plans and assist with having current data to support budget requests within communities.

### **Initial Placements for Current Employees**

The placement of two or more positions on a certain grade represents a judgment that those positions should be compensated comparably within the range provided. The range is similar to a scale providing libraries with the opportunity to make distinctions between employees (not positions) based upon established criteria applied consistently. These criteria might include special abilities, experience, longevity, and/or any other factors determined by the library.

### **Salaries Below Pay Range**

If the salary of an employee is below the minimum of the grade range at the time of implementation, every effort should be made to bring it into the range. The library should move forth to establish a plan to bring this position to the minimum grade level proposed in order to properly compensate this employee.

### **Decompression of Salaries**

Salary compression is an internal problem initiated by external market conditions and exacerbated by other factors. It can occur when (1) there are differences in pay between employees with differing skill sets and/or experience levels; (2) current employee pay raises don't keep up with increases in the market; (3) new hires are hired in levels similar to employees with several years in the library; or (4) in order to meet the supply and demand of some positions,

individuals may be hired at a higher rate of pay than current employees. Any or all of these factors can be a part of the reason why compression may be experienced in a library.

### **Impact of Salary Compression**

Turnover and low morale are two major results that may occur due to compression, and an organization would not function as effectively as it ought to if dissatisfaction, turnover, and low morale occur. Some of the factors that can be addressed to develop a decompression of salaries include performance, longevity, education, and experience. These were reviewed as possible options for consideration. Best practices indicate that the fairest system to address decompression is to provide additional compensation based on years of service in the employee's current position. The study has set a proposed salary range for each of the five grades. The library may desire to explore some options to address any compression issues. It is suggested that the library adopt a policy that would allow the Library Trustees or appropriate authority to grant an increase if compression issues warrant an adjustment. The amount of increase could be based on longevity only as it is the simplest and fairest system to begin implementation. Other options include items such as related credentials, experience, or performance if the library has a valid performance system in place.

### **Vacancies**

When a vacancy develops, it is a good time to automatically review the position. This may involve a job analysis and updating the job description and reviewing the market for the particular position.

### **Update and Maintain the Pay and Classification Plans**

The library should maintain and update the pay and classification plans. This would include the following tasks:

- Conduct regular position reviews to ensure positions have current functional job descriptions that are based on job content.
- Conduct job analysis of new positions to ensure these positions are properly assigned to a grade.
- Review positions to ensure internal equity in relationship to other classifications.
- Conduct periodic salary surveys (every three years) to ensure market competitiveness.

### **Cost-of-Living (COLA)**

If a cost-of-living percentage increase is granted annually, in the future it should be applied to the entire salary schedule and updated. This raises the compensation rates for the entire compensation schedule equal to changes to the cost of living. This COLA can be determined by the CPI (Consumer Price Index) or what surrounding communities are implementing for an annual cost of living.

### **Job Descriptions**

Model job descriptions have been provided in **Appendix E** that can be modified based on specific essential functions and differences individual libraries may have. Department Heads are not represented in the job descriptions as there are a comparatively small number of libraries with department heads who serve on the senior management team and supervise several part and/or full-time staff. In some cases, there may be hybrid positions such as the department head position that have responsibilities of a department head supervisor plus they include additional duties that are in other job descriptions. When developing a new job description for a hybrid position the essential functions should incorporate duties from both job descriptions. As indicated in the job descriptions, the information is representative of various types of work that may be performed, and the job descriptions should only be two to three pages in length. As descriptions are updated, employees in the classification as well as their department heads, should review the final updated job description for accuracy.

### **CONCLUSION**

This study provides MLA with materials and information that will assist organizations and member libraries with models of potential pay and classification plans, New England library wages, and job descriptions, as a result of MRI expertise and analysis of current data available. Pay models were developed based on current library service populations as a base; however, the information should be utilized for support based on individual library responsibilities which vary greatly.

Since both libraries and the labor market are active and subject to constant change, it should not be expected that this plan will provide solutions to all salary problems, nor will it eliminate the need for mature judgment in the administration of salaries. It does, however, provide a framework within which most salary matters can be handled.

The library profession continues to be an ever-evolving field that continues to require a review of the expansion of responsibilities and services it provides to the communities throughout the State of Maine. Results of this study indicate that the compensation for positions warrants significant improvement for most Maine libraries reviewed.

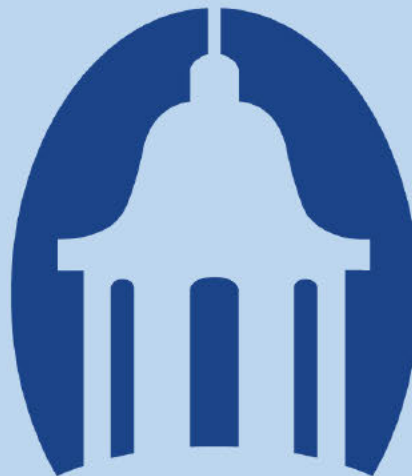
Please review the attached key documents to this report.

### **DISCLAIMER**

Although every effort has been made to ensure the accuracy and completeness of this report, Municipal Resources, Inc. cannot be responsible for any errors in the positions, salaries, and wages of other organizations; positions and salaries are always changing. Nor can we be responsible for the changes in any laws or regulations that may affect the positions studied.



# APPENDIX A



**Municipal  
Resources, Inc.**

## New England States Library Positions Wage Data Composite

|  | Connecticut  |       | Maine        |       | Massachusetts |       | New Hampshire |       | Rhode Island |       | Vermont      |       | ERI NE Composite |       | MLA 2023 Study        |       |
|--|--------------|-------|--------------|-------|---------------|-------|---------------|-------|--------------|-------|--------------|-------|------------------|-------|-----------------------|-------|
| Job Title                              | Hourly Range |       | Hourly Range |       | Hourly Range  |       | Hourly Range  |       | Hourly Range |       | Hourly Range |       | Hourly Range     |       | Proposed Hourly Range |       |
| Library Director                       | 37.47        | 51.65 | 30.73        | 42.37 | 37.14         | 51.06 | 32.57         | 45.87 | 35.46        | 49.26 | 30.50        | 42.17 | 33.98            | 47.06 | 23.40                 | 60.00 |
| Assistant Library Director             | 32.44        | 44.62 | 26.56        | 35.91 | 32.31         | 44.11 | 27.96         | 39.25 | 30.66        | 42.38 | 26.69        | 36.22 | 29.44            | 40.42 | 21.00                 | 48.40 |
| Librarian ; Circula ion Supervisor     | 28.11        | 37.74 | 23.44        | 30.62 | 28.13         | 37.40 | 24.03         | 32.83 | 26.55        | 35.72 | 23.45        | 30.72 | 25.62            | 34.17 | 20.00                 | 36.80 |
| Technical Services Librarian/Cataloger | 32.13        | 40.79 | 26.36        | 32.89 | 32.01         | 40.35 | 27.67         | 35.66 | 30.36        | 38.66 | 26.45        | 33.11 | 29.16            | 36.91 | 20.00                 | 36.30 |
| Library Assistant/Aide                 | 20.64        | 27.43 | 17.59        | 22.87 | 20.95         | 27.48 | 17.05         | 23.42 | 19.39        | 25.91 | 17.59        | 22.94 | 18.87            | 25.01 | 16.30                 | 27.00 |
| Page/Library Clerk                     | 19.17        | 23.75 | 17.20        | 20.97 | 19.62         | 23.89 | 16.98         | 21.78 | 18.56        | 23.11 | 17.77        | 21.75 | 18.22            | 22.54 | 14.15                 | 20.15 |

Note ;ERI Hourly Range data represents the 10th percentile hourly rate for the low end of the range and the 90th percentile for the high end of the range

Source : *Economic Research Institute (ERI)* - a data resource organization that collects data (wages/job descriptions) from public and private industries for comparable positions. <https://www.eri-ri.com>

# APPENDIX B



**Municipal  
Resources, Inc.**

**2023 Maine Library Association  
Market Data Survey and Proposed Pay Ranges**

| City/Town        | Library Name                    | Service Area Population (State ID 1.8) | Position Title (or comp)            | FY23 Current Hrly MIN | FY23 Current Hrly MAX | Ave # of Hrs worked per Week | Prop Grade | Proposed Range Hrly MIN | Proposed Range Hrly MAX | Inc in Range Min | Inc in Range Max |
|------------------|---------------------------------|--|-------------------------------------|-----------------------|-----------------------|------------------------------|------------|-------------------------|-------------------------|------------------|------------------|
| Weld             | Weld Free Public Library        | 419                                    | Executive Director/Library Director | 15.00                 | 15.00                 | 10                           | A          | 23.40                   | 27.00                   | 8.40             | 12.00            |
| Winter Harbor    | Winter Harbor Public Library    | 461                                    | Executive Director/Library Director | 20.00                 | 20.00                 | 19                           | A          | 23.40                   | 27.00                   | 3.40             | 7.00             |
| Mercer           | Mercer Shaw Public Library      | 709                                    | Executive Director/Library Director | 15.50                 | 23.00                 | 15                           | A          | 23.40                   | 27.00                   | 7.90             | 4.00             |
| New Portland     | New Portland Community Library  | 800                                    | Executive Director/Library Director | 13.80                 | 13.80                 |                              | A          | 23.40                   | 27.00                   | 9.60             | 13.20            |
| Patten           | Veterans Memorial Library       | 942                                    | Executive Director/Library Director | 23.00                 | 23.00                 | 25                           | A          | 23.40                   | 27.00                   | 0.40             | 4.00             |
|                  |                                 |  |                                     |                       |                       |                              |            |                         |                         |                  |                  |
| Waterford        | Waterford Library Association   | 1,602                                  | Executive Director/Library Director | 13.00                 | 13.00                 | 13                           | A          | 23.40                   | 27.00                   | 10.40            | 14.00            |
| Castine          | Witherie Memorial Library       | 1,703                                  | Executive Director/Library Director | 28.29                 | 30.13                 | 40                           | A          | 23.40                   | 27.00                   |                  |                  |
| Southwest Harbor | Southwest Harbor Public Library | 1,756                                  | Executive Director/Library Director | 33.59                 | 33.59                 | 40                           | A          | 23.40                   | 27.00                   |                  |                  |
| Rangeley         | Rangeley Public Library         | 1,804                                  | Executive Director/Library Director | 27.60                 | 27.60                 | 35                           | A          | 23.40                   | 27.00                   |                  |                  |
| Ashland          | Gladys Craig Memorial Library   | 2,032                                  | Executive Director/Library Director | 17.00                 | 17.00                 | 16                           | A          | 23.40                   | 27.00                   | 6.40             | 10.00            |
| Mount Desert     | Somesville Library Association  | 2,114                                  | Executive Director/Library Director | 27.00                 | 27.00                 | 32                           | A          | 23.40                   | 27.00                   |                  |                  |
| Northeast Harbor | Northeast Harbor Library        | 2,114                                  | Executive Director/Library Director | 36.06                 | 36.06                 | 40                           | A          | 23.40                   | 27.00                   |                  |                  |
| Rockport         | Rockport Public Library         | 2,300                                  | Executive Director/Library Director | 38.67                 | 38.67                 | 40                           | A          | 23.40                   | 27.00                   |                  |                  |
| Springvale       | Springvale Public Library       | 2,400                                  | Executive Director/Library Director | 25.08                 | 25.08                 | 40                           | A          | 23.40                   | 27.00                   |                  | 1.92             |
| West Paris       | West Paris Public Library       | 2,495                                  | Executive Director/Library Director | 16.53                 | 16.53                 | 28                           | A          | 23.40                   | 27.00                   | 6.87             | 10.47            |
|                  |                                 |  |                                     |                       |                       |                              |            |                         |                         |                  |                  |
| Searsport        | Carver Memorial Library         | 2,634                                  | Executive Director/Library Director | 20.38                 | 25.97                 | 35                           | A          | 23.40                   | 27.00                   | 3.02             | 1.03             |
| Acton            | Acton Public Library            | 2,671                                  | Executive Director/Library Director | 22.45                 | 22.45                 | 17                           | A          | 23.40                   | 27.00                   | 0.95             | 4.55             |
| Harrison         | Harrison Village Library        | 2,819                                  | Executive Director/Library Director | 21.70                 | 21.70                 | 23                           | A          | 23.40                   | 27.00                   | 1.70             | 5.30             |
| Livermore Falls  | Treat Memorial Library          | 3,179                                  | Executive Director/Library Director | 18.35                 | 18.35                 | 28                           | A          | 23.40                   | 27.00                   | 5.05             | 8.65             |
| Searsmont        | Searsmont Town Library          | 3,346                                  | Executive Director/Library Director | 15.00                 | 15.00                 | 23                           | A          | 23.40                   | 27.00                   | 8.40             | 12.00            |
| Kennebunkport    | Louis T Graves Memorial Library | 3,600                                  | Executive Director/Library Director | 35.00                 | 35.00                 | 40                           | A          | 23.40                   | 27.00                   |                  |                  |
| Pittsfield       | Pittsfield Public Library       | 3,900                                  | Executive Director/Library Director | 22.59                 | 22.59                 | 40                           | A          | 23.40                   | 27.00                   | 0.81             | 4.41             |
| Wilton           | Wilton Free Public Library      | 3,929                                  | Executive Director/Library Director | 26.00                 | 26.00                 | 40                           | A          | 23.40                   | 27.00                   |                  | 1.00             |
| Dover-Foxcroft   | Thompson Free Library           | 4,053                                  | Executive Director/Library Director | 25.75                 | 25.72                 | 36                           | A          | 23.40                   | 27.00                   |                  | 1.28             |
| Buckfield        | Zadoc Long Free Library         | 4,222                                  | Executive Director/Library Director | 17.50                 | 17.50                 | 22                           | A          | 23.40                   | 27.00                   | 5.90             | 9.50             |
| Millinocket      | Millinocket Memorial Library    | 4,244                                  | Executive Director/Library Director | 26.44                 | 26.44                 | 40                           | A          | 23.40                   | 27.00                   |                  | 0.56             |
| Hartland         | Hartland Public Library         | 4,686                                  | Executive Director/Library Director | 20.13                 | 20.13                 | 34                           | A          | 23.40                   | 27.00                   | 3.27             | 6.87             |
| North Berwick    | D A Hurd Library                | 4,745                                  | Executive Director/Library Director | 28.84                 | 28.84                 | 36                           | A          | 23.40                   | 27.00                   |                  |                  |
| Orr's Island     | Orr's Island Library            | 4,934                                  | Executive Director/Library Director | 20.00                 | 25.00                 | 35                           | A          | 23.40                   | 27.00                   | 3.40             | 2.00             |
|                  |                                 |  |                                     |                       |                       |                              |            |                         |                         |                  |                  |
| Waldoboro        | Waldoboro Public Library        | 5,075                                  | Executive Director/Library Director | 25.00                 | 25.00                 |                              | A          | 34.80                   | 44.50                   | 9.80             | 19.50            |
| Bar Harbor       | Jesup Memorial Library          | 5,089                                  | Executive Director/Library Director | 44.20                 | 44.20                 | 32                           | A          | 34.80                   | 44.50                   |                  | 0.30             |
| Camden           | Camden Public Library           | 5,200                                  | Executive Director/Library Director | 39.00                 | 51.00                 | 40                           | A          | 34.80                   | 44.50                   |                  |                  |
| Turner           | Turner Public Library           | 5,878                                  | Executive Director/Library Director | 17.00                 | 19.00                 | 40                           | A          | 34.80                   | 44.50                   | 17.80            | 25.50            |
| Winthrop         | Charles Bailey Public Library   | 6,029                                  | Executive Director/Library Director | 33.65                 | 36.80                 | 40                           | A          | 34.80                   | 44.50                   | 1.15             | 7.70             |
| Blue Hill        | Blue Hill Public Library        | 6,550                                  | Executive Director/Library Director | 45.43                 | 45.43                 | 40                           | A          | 34.80                   | 44.50                   |                  |                  |
| Belfast          | Belfast Free Library            | 6,706                                  | Executive Director/Library Director | 31.57                 | 41.39                 | 40                           | A          | 34.80                   | 44.50                   | 3.23             | 3.11             |

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| City/Town         | Library Name               | Service Area Population (State ID 1.8) | Position Title (or comp)            | FY23 Current Hrly MIN | FY23 Current Hrly MAX | Ave # of Hrs worked per Week | Prop Grade | Proposed Range Hrly MIN | Proposed Range Hrly MAX | Inc in Range Min | Inc in Range Max |
|-------------------|----------------------------|--|-------------------------------------|-----------------------|-----------------------|------------------------------|------------|-------------------------|-------------------------|------------------|------------------|
| Bucksport         | Buck Memorial Library      | 7,000                                  | Executive Director/Library Director | 26.00                 | 26.00                 | 40                           | A          | 34.80                   | 44.50                   | 8.80             | 18.50            |
| Rockland          | Rockland Public Library    | 7,183                                  | Executive Director/Library Director | 36.06                 | 36.06                 |                              | A          | 34.80                   | 44.50                   |                  | 8.44             |
| Farmington        | Farmington Public Library  | 7,632                                  | Executive Director/Library Director | 27.00                 | 27.00                 | 40                           | A          | 34.80                   | 44.50                   | 7.80             | 17.50            |
| Berwick           | Berwick Public Library     | 7,790                                  | Executive Director/Library Director | 24.00                 | 30.00                 | 38                           | A          | 34.80                   | 44.50                   | 10.80            | 14.50            |
| Yarmouth          | Merrill Memorial Library   | 8,602                                  | Executive Director/Library Director | 41.84                 | 41.84                 | 40                           | A          | 34.80                   | 44.50                   |                  | 2.66             |
| Freeport          | Freeport Community Library | 8,700                                  | Executive Director/Library Director | 32.37                 | 47.88                 | 38                           | A          | 34.80                   | 44.50                   | 2.43             |                  |
| Topsham           | Topsham Public Library     | 8,942                                  | Executive Director/Library Director | 44.47                 | 44.47                 | 40                           | A          | 34.80                   | 44.50                   |                  | 0.03             |
| Old Orchard Beach | Libby Memorial Library     | 9,000                                  | Executive Director/Library Director | 35.00                 | 35.00                 | 37                           | A          | 34.80                   | 44.50                   |                  | 9.50             |
| Cape Elizabeth    | Thomas Memorial Library    | 9,565                                  | Executive Director/Library Director | 37.36                 | 37.36                 | 70                           | A          | 34.80                   | 44.50                   |                  | 7.14             |
| Kittery           | Rice Public Library        | 9,876                                  | Executive Director/Library Director | 51.27                 | 51.27                 | 35.5                         | A          | 34.80                   | 44.50                   |                  |                  |
|                   |                            |  |                                     |                       |                       |                              |            |                         |                         |                  |                  |
| Old Town          | Old Town Public Library    | 10,377                                 | Executive Director/Library Director | 28.22                 | 28.22                 | 40                           | A          | 37.40                   | 46.20                   | 9.18             | 17.98            |
| Wells             | Wells Public Library       | 10,819                                 | Executive Director/Library Director | 35.86                 | 54.07                 | 40                           | A          | 37.40                   | 46.20                   | 1.54             |                  |
| Orono             | Orono Public Library       | 11,481                                 | Executive Director/Library Director | 39.47                 | 39.93                 | 40                           | A          | 37.40                   | 46.20                   |                  | 6.27             |
| Falmouth          | Falmouth Memorial Library  | 12,440                                 | Executive Director/Library Director | 39.72                 | 39.72                 | 40                           | A          | 37.40                   | 46.20                   |                  | 6.48             |
| Cumberland        | Prince Memorial Library    | 13,319                                 | Executive Director/Library Director | 44.75                 | 44.75                 | 40                           | A          | 37.40                   | 46.20                   |                  | 1.45             |
| York              | York Public Library        | 14,000                                 | Executive Director/Library Director | 37.98                 | 61.64                 | 40                           | A          | 37.40                   | 46.20                   |                  |                  |
| Kennebunk         | Kennebunk Free Library     | 16,163                                 | Executive Director/Library Director | 39.01                 | 39.01                 | 40                           | A          | 37.40                   | 46.20                   |                  | 7.19             |
| Windham           | Windham Public Library     | 18,915                                 | Executive Director/Library Director | 32.91                 | 43.34                 | 40                           | A          | 37.40                   | 46.20                   | 4.49             | 2.86             |
| Westbrook         | Walker Memorial Library    | 19,367                                 | Executive Director/Library Director | 38.53                 | 46.06                 | 40                           | A          | 37.40                   | 46.20                   |                  | 0.14             |
| Biddeford         | McArthur Library           | 22,491                                 | Executive Director/Library Director | 44.63                 | 44.63                 | 38                           | A          | 37.40                   | 46.20                   |                  | 1.57             |
| Scarborough       | Scarborough Public Library | 23,718                                 | Executive Director/Library Director | 47.49                 | 72.44                 | 40                           | A          | 37.40                   | 46.20                   |                  |                  |
|                   |                            |  |                                     |                       |                       |                              |            |                         |                         |                  |                  |
| Auburn            | Auburn Public Library      | 25,500                                 | Executive Director/Library Director | 36.96                 | 36.96                 | 40                           | A          | 45.30                   | 60.00                   | 8.34             | 23.04            |
| Bangor            | Bangor Public Library      | 31,998                                 | Executive Director/Library Director | 49.79                 | 49.79                 | 38                           | A          | 45.30                   | 60.00                   |                  | 10.21            |
| Ellsworth         | Ellsworth Public Library   | 56,192                                 | Executive Director/Library Director | 34.00                 | 34.00                 | 40                           | A          | 45.30                   | 60.00                   | 11.30            | 26.00            |
| Portland          | Portland Public Library    | 66,803                                 | Executive Director/Library Director | 58.59                 | 63.28                 | 40                           | A          | 45.30                   | 60.00                   |                  |                  |
|                   |                            |  |                                     |                       |                       |                              |            |                         |                         |                  |                  |
| Weld              | Weld Free Public Library   | 419                                    | Assistant Library Director          | 13.80                 | 13.80                 |                              | B          | 21.00                   | 25.30                   | 7.20             | 11.50            |
|                   |                            |  |                                     |                       |                       |                              |            |                         |                         |                  |                  |
| Rockport          | Rockport Public Library    | 2,300                                  | Assistant Library Director          | 27.99                 | 27.99                 | 40                           | B          | 21.00                   | 25.30                   |                  |                  |
| Springvale        | Springvale Public Library  | 2,400                                  | Assistant Library Director          | 25.23                 | 25.23                 | 17                           | B          | 21.00                   | 25.30                   |                  | 0.07             |
|                   |                            |  |                                     |                       |                       |                              |            |                         |                         |                  |                  |
| Livermore Falls   | Treat Memorial Library     | 3,179                                  | Assistant Library Director          | 17.00                 | 17.00                 | 28                           | B          | 21.00                   | 25.30                   | 4.00             | 8.30             |
| Buckfield         | Zadoc Long Free Library    | 4,222                                  | Assistant Library Director          | 15.00                 | 15.00                 | 12                           | B          | 21.00                   | 25.30                   | 6.00             | 10.30            |
|                   |                            |  |                                     |                       |                       |                              |            |                         |                         |                  |                  |
| Waldoboro         | Waldoboro Public Library   | 5,075                                  | Assistant Library Director          | 18.00                 | 18.50                 | 32                           | B          | 24.80                   | 30.00                   | 6.80             | 11.50            |
| Bar Harbor        | Jesup Memorial Library     | 5,089                                  | Assistant Library Director          | 28.87                 | 28.87                 | 40                           | B          | 24.80                   | 30.00                   |                  | 1.13             |
| Camden            | Camden Public Library      | 5,200                                  | Assistant Library Director          | 28.00                 | 33.00                 | 32                           | B          | 24.80                   | 30.00                   |                  |                  |



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|------------------|-------------------------------|--|------------------------------------|-----------------------|-----------------------|------------------------------|------------|-------------------------|-------------------------|------------------|------------------|
| Turner           | Turner Public Library         | 5,878                                  | Assistant Library Director         | 14.00                 | 14.85                 | 12                           | B          | 24.80                   | 30.00                   | 10.80            | 15.15            |
| Blue Hill        | Blue Hill Public Library      | 6,550                                  | Assistant Library Director         | 25.96                 | 25.96                 | 40                           | B          | 24.80                   | 30.00                   |                  | 4.04             |
| Belfast          | Belfast Free Library          | 6,706                                  | Assistant Library Director         | 22.47                 | 29.46                 | 40                           | B          | 24.80                   | 30.00                   | 2.33             | 0.54             |
| Rockland         | Rockland Public Library       | 7,183                                  | Assistant Library Director         | 25.82                 | 25.82                 |                              | B          | 24.80                   | 30.00                   |                  | 4.18             |
| Farmington       | Farmington Public Library     | 7,632                                  | Assistant Library Director         | 16.60                 | 16.60                 | 31                           | B          | 24.80                   | 30.00                   | 8.20             | 13.40            |
| Berwick          | Berwick Public Library        | 7,790                                  | Assistant Library Director         | 16.00                 | 23.00                 | 38                           | B          | 24.80                   | 30.00                   | 8.80             | 7.00             |
| Yarmouth         | Merrill Memorial Library      | 8,602                                  | Assistant Library Director         | 30.99                 | 30.99                 | 40                           | B          | 24.80                   | 30.00                   |                  |                  |
| Topsham          | Topsham Public Library        | 8,942                                  | Assistant Library Director         | 36.32                 | 36.32                 | 40                           | B          | 24.80                   | 30.00                   |                  |                  |
| Cape Elizabeth   | Thomas Memorial Library       | 9,565                                  | Assistant Library Director         | 28.35                 | 28.35                 |                              | B          | 24.80                   | 30.00                   |                  | 1.65             |
| Kittery          | Rice Public Library           | 9,876                                  | Assistant Library Director         | 29.99                 | 29.99                 | 35.5                         | B          | 24.80                   | 30.00                   |                  | 0.01             |
|                  |                               |  |                                    |                       |                       |                              |            |                         |                         |                  |                  |
| Wells            | Wells Public Library          | 10,819                                 | Assistant Library Director         | 26.47                 | 39.90                 | 40                           | B          | 30.40                   | 38.30                   | 3.93             |                  |
| Falmouth         | Falmouth Memorial Library     | 12,440                                 | Assistant Library Director         | 32.34                 | 32.34                 | 30                           | B          | 30.40                   | 38.30                   |                  | 5.96             |
| Cumberland       | Prince Memorial Library       | 13,319                                 | Assistant Library Director         | 32.21                 | 32.21                 | 40                           | B          | 30.40                   | 38.30                   |                  | 6.09             |
| York             | York Public Library           | 14,000                                 | Assistant Library Director         | 33.17                 | 53.84                 | 40                           | B          | 30.40                   | 38.30                   |                  |                  |
| Kennebunk        | Kennebunk Free Library        | 16,163                                 | Assistant Library Director         | 30.17                 | 31.38                 | 40                           | B          | 30.40                   | 38.30                   | 0.23             | 6.92             |
| Westbrook        | Walker Memorial Library       | 19,367                                 | Assistant Library Director         | 27.71                 | 33.14                 | 40                           | B          | 30.40                   | 38.30                   | 2.69             | 5.16             |
| Scarborough      | Scarborough Public Library    | 23,718                                 | Assistant Library Director         | 35.24                 | 53.78                 | 40                           | B          | 30.40                   | 38.30                   |                  |                  |
|                  |                               |  |                                    |                       |                       |                              |            |                         |                         |                  |                  |
| Auburn           | Auburn Public Library         | 25,500                                 | Assistant Library Director         | 31.04                 | 31.04                 | 40                           | B          | 31.70                   | 48.40                   | 0.66             | 17.36            |
| Brunswick        | Curtis Memorial Library       | 26,787                                 | Assistant Library Director         | 32.81                 | 49.21                 | 35                           | B          | 31.70                   | 48.40                   |                  |                  |
| Bangor           | Bangor Public Library         | 31,998                                 | Assistant Library Director         | 26.02                 | 34.87                 | 38                           | B          | 31.70                   | 48.40                   | 5.68             | 13.53            |
| Ellsworth        | Ellsworth Public Library      | 56,192                                 | Assistant Library Director         | 24.00                 | 24.00                 | 40                           | B          | 31.70                   | 48.40                   | 7.70             | 24.40            |
| Portland         | Portland Public Library       | 66,803                                 | Assistant Library Director         | 40.87                 | 45.67                 | 40                           | B          | 31.70                   | 48.40                   |                  | 2.73             |
|                  |                               |  |                                    |                       |                       |                              |            |                         |                         |                  |                  |
| Northeast Harbor | Northeast Harbor Library      | 2,114                                  | Adult Reference Services Librarian | 19.26                 | 19.26                 | 25                           | C          | 20.00                   | 22.00                   | 0.74             | 2.74             |
|                  |                               |  |                                    |                       |                       |                              |            |                         |                         |                  |                  |
| North Berwick    | D A Hurd Library              | 4,745                                  | Adult Reference Services Librarian | 20.00                 | 20.00                 | 36                           | C          | 20.00                   | 22.00                   | 0.00             | 2.00             |
|                  |                               |  |                                    |                       |                       |                              |            |                         |                         |                  |                  |
| Winthrop         | Charles Bailey Public Library | 6,029                                  | Adult Reference Services Librarian | 22.00                 | 24.80                 | 40                           | C          | 23.00                   | 27.10                   | 1.00             | 2.30             |
| Belfast          | Belfast Free Library          | 6,706                                  | Adult Reference Services Librarian | 22.47                 | 29.46                 | 40                           | C          | 23.00                   | 27.10                   | 0.53             |                  |
| Rockland         | Rockland Public Library       | 7,183                                  | Adult Reference Services Librarian | 22.76                 | 22.95                 |                              | C          | 23.00                   | 27.10                   | 0.24             | 4.15             |
| Yarmouth         | Merrill Memorial Library      | 8,602                                  | Adult Reference Services Librarian | 22.00                 | 22.00                 | 30                           | C          | 23.00                   | 27.10                   | 1.00             | 5.10             |
| Freeport         | Freeport Community Library    | 8,700                                  | Adult Reference Services Librarian | 20.88                 | 28.86                 | 38                           | C          | 23.00                   | 27.10                   | 2.12             |                  |
| Topsham          | Topsham Public Library        | 8,942                                  | Adult Reference Services Librarian | 33.79                 | 33.79                 | 40                           | C          | 23.00                   | 27.10                   |                  |                  |
| Cape Elizabeth   | Thomas Memorial Library       | 9,565                                  | Adult Reference Services Librarian | 21.00                 | 28.35                 |                              | C          | 23.00                   | 27.10                   | 2.00             |                  |
|                  |                               |  |                                    |                       |                       |                              |            |                         |                         |                  |                  |
| Old Town         | Old Town Public Library       | 10,377                                 | Adult Reference Services Librarian | 16.51                 | 16.51                 | 38                           | C          | 24.00                   | 30.40                   | 7.49             | 13.89            |
| Wells            | Wells Public Library          | 10,819                                 | Adult Reference Services Librarian | 21.75                 | 32.79                 | 40                           | C          | 24.00                   | 30.40                   | 2.25             |                  |

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|-------------------|---------------------------------|--|------------------------------------|-----------------------|-----------------------|------------------------------|------------|-------------------------|-------------------------|------------------|------------------|
| Falmouth          | Falmouth Memorial Library       | 12,440                                 | Adult Reference Services Librarian | 24.00                 | 24.00                 | 40                           | C          | 24.00                   | 30.40                   | 0.00             | 6.40             |
| York              | York Public Library             | 14,000                                 | Adult Reference Services Librarian | 25.00                 | 40.57                 | 40                           | C          | 24.00                   | 30.40                   |                  |                  |
| Windham           | Windham Public Library          | 18,915                                 | Adult Reference Services Librarian | 22.77                 | 30.60                 | 40                           | C          | 24.00                   | 30.40                   | 1.23             |                  |
| Biddeford         | McArthur Library                | 22,491                                 | Adult Reference Services Librarian | 29.58                 | 29.58                 | 38                           | C          | 24.00                   | 30.40                   |                  | 0.82             |
|                   |                                 |  |                                    |                       |                       |                              |            |                         |                         |                  |                  |
| Auburn            | Auburn Public Library           | 25,500                                 | Adult Reference Services Librarian | 24.48                 | 24.48                 | 40                           | C          | 25.00                   | 36.80                   | 0.52             | 12.32            |
| Brunswick         | Curtis Memorial Library         | 26,787                                 | Adult Reference Services Librarian | 25.24                 | 37.85                 | 35                           | C          | 25.00                   | 36.80                   |                  |                  |
| Bangor            | Bangor Public Library           | 31,998                                 | Adult Reference Services Librarian | 23.68                 | 31.73                 | 38                           | C          | 25.00                   | 36.80                   | 1.32             | 5.07             |
| Ellsworth         | Ellsworth Public Library        | 56,192                                 | Adult Reference Services Librarian | 20.00                 | 20.00                 | 38                           | C          | 25.00                   | 36.80                   | 5.00             | 16.80            |
| Portland          | Portland Public Library         | 66,803                                 | Adult Reference Services Librarian | 29.95                 | 42.77                 | 37.5                         | C          | 25.00                   | 36.80                   |                  |                  |
|                   |                                 |  |                                    |                       |                       |                              |            |                         |                         |                  |                  |
| Castine           | Wetherie Memorial Library       | 1,703                                  | Childrens Librarian                | 21.52                 | 22.92                 | 33                           | C          | 20.00                   | 22.00                   |                  |                  |
| Southwest Harbor  | Southwest Harbor Public Library | 1,756                                  | Childrens Librarian                | 29.15                 | 29.15                 | 40                           | C          | 20.00                   | 22.00                   |                  |                  |
| Rangeley          | Rangeley Public Library         | 1,804                                  | Childrens Librarian                | 16.70                 | 16.70                 | 16                           | C          | 20.00                   | 22.00                   | 3.30             | 5.30             |
| Northeast Harbor  | Northeast Harbor Library        | 2,114                                  | Childrens Librarian                | 19.26                 | 19.26                 | 39                           | C          | 20.00                   | 22.00                   | 0.74             | 2.74             |
| Springvale        | Springvale Public Library       | 2,400                                  | Childrens Librarian                | 21.74                 | 21.74                 | 35                           | C          | 20.00                   | 22.00                   |                  | 0.26             |
|                   |                                 |  |                                    |                       |                       |                              |            |                         |                         |                  |                  |
| Searsport         | Carver Memorial Library         | 2,634                                  | Childrens Librarian                | 15.92                 | 18.03                 | 30                           | C          | 20.00                   | 22.00                   | 4.08             | 3.97             |
| Harrison          | Harrison Village Library        | 2,819                                  | Childrens Librarian                | 19.00                 | 19.00                 | 18                           | C          | 20.00                   | 22.00                   | 1.00             | 3.00             |
| Kennebunkport     | Louis T Graves Memorial Library | 3,600                                  | Childrens Librarian                | 25.00                 | 25.00                 | 38                           | C          | 20.00                   | 22.00                   |                  |                  |
| Pittsfield        | Pittsfield Public Library       | 3,900                                  | Childrens Librarian                | 16.00                 | 16.00                 | 18                           | C          | 20.00                   | 22.00                   | 4.00             | 6.00             |
| Wilton            | Wilton Free Public Library      | 3,929                                  | Childrens Librarian                | 18.72                 | 18.72                 | 40                           | C          | 20.00                   | 22.00                   | 1.28             | 3.28             |
| Dover-Foxcroft    | Thompson Free Library           | 4,053                                  | Childrens Librarian                | 20.79                 | 20.79                 | 36                           | C          | 20.00                   | 22.00                   |                  | 1.21             |
| North Berwick     | D A Hurd Library                | 4,745                                  | Childrens Librarian                | 20.00                 | 20.00                 | 36                           | C          | 20.00                   | 22.00                   | 0.00             | 2.00             |
|                   |                                 |  |                                    |                       |                       |                              |            |                         |                         |                  |                  |
| Camden            | Camden Public Library           | 5,200                                  | Childrens Librarian                | 28.00                 | 33.00                 | 40                           | C          | 23.00                   | 27.10                   |                  |                  |
| Winthrop          | Charles Bailey Public Library   | 6,029                                  | Childrens Librarian                | 20.00                 | 22.75                 | 40                           | C          | 23.00                   | 27.10                   | 3.00             | 4.35             |
| Blue Hill         | Blue Hill Public Library        | 6,550                                  | Childrens Librarian                | 23.55                 | 23.55                 | 40                           | C          | 23.00                   | 27.10                   |                  | 3.55             |
| Belfast           | Belfast Free Library            | 6,706                                  | Childrens Librarian                | 22.47                 | 29.46                 | 40                           | C          | 23.00                   | 27.10                   | 0.53             |                  |
| Rockland          | Rockland Public Library         | 7,183                                  | Childrens Librarian                | 22.76                 | 22.95                 |                              | C          | 23.00                   | 27.10                   | 0.24             | 4.15             |
| Farmington        | Farmington Public Library       | 7,632                                  | Childrens Librarian                | 20.60                 | 20.60                 | 32                           | C          | 23.00                   | 27.10                   | 2.40             | 6.50             |
| Berwick           | Berwick Public Library          | 7,790                                  | Childrens Librarian                | 17.00                 | 20.00                 | 38                           | C          | 23.00                   | 27.10                   | 6.00             | 7.10             |
| Yarmouth          | Merrill Memorial Library        | 8,602                                  | Childrens Librarian                | 26.00                 | 26.00                 | 40                           | C          | 23.00                   | 27.10                   |                  | 1.10             |
| Freeport          | Freeport Community Library      | 8,700                                  | Childrens Librarian                | 20.88                 | 28.86                 | 38                           | C          | 23.00                   | 27.10                   | 2.12             |                  |
| Topsham           | Topsham Public Library          | 8,942                                  | Childrens Librarian                | 33.78                 | 33.78                 | 40                           | C          | 23.00                   | 27.10                   |                  |                  |
| Old Orchard Beach | Libby Memorial Library          | 9,000                                  | Childrens Librarian                | 23.75                 | 23.75                 | 37                           | C          | 23.00                   | 27.10                   |                  | 3.35             |
| Kittery           | Rice Public Library             | 9,876                                  | Childrens Librarian                | 28.21                 | 28.21                 | 35.5                         | C          | 23.00                   | 27.10                   |                  |                  |
|                   |                                 |  |                                    |                       |                       |                              |            |                         |                         |                  |                  |
| Old Town          | Old Town Public Library         | 10,377                                 | Childrens Librarian                | 25.18                 | 25.18                 | 38                           | C          | 24.00                   | 30.40                   |                  | 5.22             |

**2023 Maine Library Association  
Market Data Survey and Proposed Pay Ranges**

| City/Town         | Library Name                    | Service Area Population (State ID 1.8) | Position Title (or comp) | FY23 Current Hrly MIN | FY23 Current Hrly MAX | Ave # of Hrs worked per Week | Prop Grade | Proposed Range Hrly MIN | Proposed Range Hrly MAX | Inc in Range Min | Inc in Range Max |
|-------------------|---------------------------------|--|--------------------------|-----------------------|-----------------------|------------------------------|------------|-------------------------|-------------------------|------------------|------------------|
| Orono             | Orono Public Library            | 11,481                                 | Childrens Librarian      | 20.12                 | 21.71                 | 40                           | C          | 24.00                   | 30.40                   | 3.88             | 8.69             |
| Falmouth          | Falmouth Memorial Library       | 12,440                                 | Childrens Librarian      | 24.00                 | 24.51                 | 40                           | C          | 24.00                   | 30.40                   | 0.00             | 5.89             |
| Cumberland        | Prince Memorial Library         | 13,319                                 | Childrens Librarian      | 25.97                 | 25.97                 | 30                           | C          | 24.00                   | 30.40                   |                  | 4.43             |
| York              | York Public Library             | 14,000                                 | Childrens Librarian      | 26.92                 | 43.69                 | 40                           | C          | 24.00                   | 30.40                   |                  |                  |
| Kennebunk         | Kennebunk Free Library          | 16,163                                 | Childrens Librarian      | 26.54                 | 27.47                 | 40                           | C          | 24.00                   | 30.40                   |                  | 2.93             |
| Windham           | Windham Public Library          | 18,915                                 | Childrens Librarian      | 22.77                 | 30.60                 | 40                           | C          | 24.00                   | 30.40                   | 1.23             |                  |
| Biddeford         | McArthur Library                | 22,491                                 | Childrens Librarian      | 23.08                 | 23.08                 | 38                           | C          | 24.00                   | 30.40                   | 0.92             | 7.32             |
| Scarborough       | Scarborough Public Library      | 23,718                                 | Childrens Librarian      | 28.90                 | 44.08                 | 40                           | C          | 24.00                   | 30.40                   |                  |                  |
|                   |                                 |  |                          |                       |                       |                              |            |                         |                         |                  |                  |
| Auburn            | Auburn Public Library           | 25,500                                 | Childrens Librarian      | 21.63                 | 21.63                 | 40                           | C          | 25.00                   | 36.80                   | 3.37             | 15.17            |
| Brunswick         | Curtis Memorial Library         | 26,787                                 | Childrens Librarian      | 25.24                 | 37.85                 | 28                           | C          | 25.00                   | 36.80                   |                  |                  |
| Bangor            | Bangor Public Library           | 31,998                                 | Childrens Librarian      | 21.23                 | 28.44                 | 38                           | C          | 25.00                   | 36.80                   | 3.77             | 8.36             |
| Ellsworth         | Ellsworth Public Library        | 56,192                                 | Childrens Librarian      | 20.00                 | 20.00                 | 40                           | C          | 25.00                   | 36.80                   | 5.00             | 16.80            |
| Portland          | Portland Public Library         | 66,803                                 | Childrens Librarian      | 24.63                 | 35.18                 | 37.5                         | C          | 25.00                   | 36.80                   | 0.37             | 1.62             |
|                   |                                 |  |                          |                       |                       |                              |            |                         |                         |                  |                  |
| Southwest Harbor  | Southwest Harbor Public Library | 1,756                                  | Circulation Supervisor   | 21.00                 | 21.00                 | 30                           | C          | 20.00                   | 22.00                   |                  | 1.00             |
| Springvale        | Springvale Public Library       | 2,400                                  | Circulation Supervisor   | 18.39                 | 18.39                 | 31                           | C          | 20.00                   | 22.00                   | 1.61             | 3.61             |
|                   |                                 |  |                          |                       |                       |                              |            |                         |                         |                  |                  |
| Pittsfield        | Pittsfield Public Library       | 3,900                                  | Circulation Supervisor   | 17.22                 | 17.22                 | 40                           | C          | 20.00                   | 22.00                   | 2.78             | 4.78             |
| Millinocket       | Millinocket Memorial Library    | 4,244                                  | Circulation Supervisor   | 21.60                 | 21.60                 | 35                           | C          | 20.00                   | 22.00                   |                  | 0.40             |
|                   |                                 |  |                          |                       |                       |                              |            |                         |                         |                  |                  |
| Bar Harbor        | Jesup Memorial Library          | 5,089                                  | Circulation Supervisor   | 24.01                 | 24.01                 | 40                           | C          | 23.00                   | 27.10                   |                  | 3.09             |
| Camden            | Camden Public Library           | 5,200                                  | Circulation Supervisor   | 24.00                 | 28.00                 | 32                           | C          | 23.00                   | 27.10                   |                  |                  |
| Blue Hill         | Blue Hill Public Library        | 6,550                                  | Circulation Supervisor   | 18.54                 | 18.54                 | 32                           | C          | 23.00                   | 27.10                   | 4.46             | 8.56             |
| Freeport          | Freeport Community Library      | 8,700                                  | Circulation Supervisor   | 20.88                 | 28.86                 | 38                           | C          | 23.00                   | 27.10                   | 2.12             |                  |
| Topsham           | Topsham Public Library          | 8,942                                  | Circulation Supervisor   | 23.58                 | 23.58                 | 40                           | C          | 23.00                   | 27.10                   |                  | 3.52             |
| Old Orchard Beach | Libby Memorial Library          | 9,000                                  | Circulation Supervisor   | 25.60                 | 25.60                 | 37                           | C          | 23.00                   | 27.10                   |                  | 1.50             |
| Cape Elizabeth    | Thomas Memorial Library         | 9,565                                  | Circulation Supervisor   | 26.25                 | 26.25                 |                              | C          | 23.00                   | 27.10                   |                  | 0.85             |
| Kittery           | Rice Public Library             | 9,876                                  | Circulation Supervisor   | 26.78                 | 26.78                 | 35.5                         | C          | 23.00                   | 27.10                   |                  | 0.32             |
|                   |                                 |  |                          |                       |                       |                              |            |                         |                         |                  |                  |
| Old Town          | Old Town Public Library         | 10,377                                 | Circulation Supervisor   | 18.50                 | 18.50                 | 38                           | C          | 24.00                   | 30.40                   | 5.50             | 11.90            |
| Wells             | Wells Public Library            | 10,819                                 | Circulation Supervisor   | 21.75                 | 32.79                 | 30                           | C          | 24.00                   | 30.40                   | 2.25             |                  |
| Orono             | Orono Public Library            | 11,481                                 | Circulation Supervisor   | 23.81                 | 24.65                 | 40                           | C          | 24.00                   | 30.40                   | 0.19             | 5.75             |
| Falmouth          | Falmouth Memorial Library       | 12,440                                 | Circulation Supervisor   | 22.08                 | 22.08                 | 40                           | C          | 24.00                   | 30.40                   | 1.92             | 8.32             |
| Cumberland        | Prince Memorial Library         | 13,319                                 | Circulation Supervisor   | 25.97                 | 25.97                 | 15                           | C          | 24.00                   | 30.40                   |                  | 4.43             |
| Kennebunk         | Kennebunk Free Library          | 16,163                                 | Circulation Supervisor   | 19.23                 | 19.90                 | 40                           | C          | 24.00                   | 30.40                   | 4.77             | 10.50            |
| Windham           | Windham Public Library          | 18,915                                 | Circulation Supervisor   | 20.65                 | 27.75                 | 40                           | C          | 24.00                   | 30.40                   | 3.35             | 2.65             |
| Biddeford         | McArthur Library                | 22,491                                 | Circulation Supervisor   | 28.47                 | 28.47                 | 38                           | C          | 24.00                   | 30.40                   |                  | 1.93             |
| Scarborough       | Scarborough Public Library      | 23,718                                 | Circulation Supervisor   | 26.15                 | 39.91                 | 40                           | C          | 24.00                   | 30.40                   |                  |                  |



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| City/Town        | Library Name                    | Service Area Population (State ID 1.8) | Position Title (or comp)               | FY23 Current Hrly MIN | FY23 Current Hrly MAX | Ave # of Hrs worked per Week | Prop Grade | Proposed Range Hrly MIN | Proposed Range Hrly MAX | Inc in Range Min | Inc in Range Max |
|------------------|---------------------------------|--|--|-----------------------|-----------------------|------------------------------|------------|-------------------------|-------------------------|------------------|------------------|
| Auburn           | Auburn Public Library           | 25,500                                 | Circulation Supervisor                 | 15.76                 | 15.76                 | 40                           | C          | 25.00                   | 36.80                   | 9.24             | 21.04            |
| Brunswick        | Curtis Memorial Library         | 26,787                                 | Circulation Supervisor                 | 32.81                 | 49.21                 | 35                           | C          | 25.00                   | 36.80                   |                  |                  |
| Bangor           | Bangor Public Library           | 31,998                                 | Circulation Supervisor                 | 26.02                 | 34.87                 | 38                           | C          | 25.00                   | 36.80                   |                  | 1.93             |
| Ellsworth        | Ellsworth Public Library        | 56,192                                 | Circulation Supervisor                 | 18.90                 | 18.90                 | 38                           | C          | 25.00                   | 36.80                   | 6.10             | 17.90            |
| Portland         | Portland Public Library         | 66,803                                 | Circulation Supervisor                 | 23.46                 | 33.51                 | 37.5                         | C          | 25.00                   | 36.80                   | 1.54             | 3.29             |
| Castine          | Witherie Memorial Library       | 1,703                                  | Technical Services Librarian/Cataloger | 19.26                 | 20.51                 | 28                           | C          | 20.00                   | 22.00                   | 0.74             | 1.49             |
| Southwest Harbor | Southwest Harbor Public Library | 1,756                                  | Technical Services Librarian/Cataloger | 21.00                 | 21.00                 | 25                           | C          | 20.00                   | 22.00                   |                  | 1.00             |
| Rangeley         | Rangeley Public Library         | 1,804                                  | Technical Services Librarian/Cataloger | 17.18                 | 17.18                 | 30                           | C          | 20.00                   | 22.00                   | 2.82             | 4.82             |
| Northeast Harbor | Northeast Harbor Library        | 2,114                                  | Technical Services Librarian/Cataloger | 20.06                 | 20.06                 | 35                           | C          | 20.00                   | 22.00                   |                  | 1.94             |
| Rockport         | Rockport Public Library         | 2,300                                  | Technical Services Librarian/Cataloger | 25.92                 | 25.92                 | 40                           | C          | 20.00                   | 22.00                   |                  |                  |
| Springvale       | Springvale Public Library       | 2,400                                  | Technical Services Librarian/Cataloger | 25.23                 | 25.23                 | 17                           | C          | 20.00                   | 22.00                   |                  |                  |
| Dover-Foxcroft   | Thompson Free Library           | 4,053                                  | Technical Services Librarian/Cataloger | 14.97                 | 14.97                 | 25                           | C          | 20.00                   | 22.00                   | 5.03             | 7.03             |
| Bar Harbor       | Jesup Memorial Library          | 5,089                                  | Technical Services Librarian/Cataloger | 23.85                 | 23.85                 | 15                           | C          | 23.00                   | 27.10                   |                  | 3.25             |
| Camden           | Camden Public Library           | 5,200                                  | Technical Services Librarian/Cataloger | 21.00                 | 26.00                 | 40                           | C          | 23.00                   | 27.10                   | 2.00             | 1.10             |
| Winthrop         | Charles Bailey Public Library   | 6,029                                  | Technical Services Librarian/Cataloger | 18.00                 | 20.47                 | 16                           | C          | 23.00                   | 27.10                   | 5.00             | 6.63             |
| Blue Hill        | Blue Hill Public Library        | 6,550                                  | Technical Services Librarian/Cataloger | 21.77                 | 21.77                 | 29                           | C          | 23.00                   | 27.10                   | 1.23             | 5.33             |
| Belfast          | Belfast Free Library            | 6,706                                  | Technical Services Librarian/Cataloger | 17.91                 | 23.49                 | 40                           | C          | 23.00                   | 27.10                   | 5.09             | 3.61             |
| Rockland         | Rockland Public Library         | 7,183                                  | Technical Services Librarian/Cataloger | 22.76                 | 22.95                 |                              | C          | 23.00                   | 27.10                   | 0.24             | 4.15             |
| Yarmouth         | Merrill Memorial Library        | 8,602                                  | Technical Services Librarian/Cataloger | 26.50                 | 26.50                 | 40                           | C          | 23.00                   | 27.10                   |                  | 0.60             |
| Freeport         | Freeport Community Library      | 8,700                                  | Technical Services Librarian/Cataloger | 24.16                 | 34.13                 | 38                           | C          | 23.00                   | 27.10                   |                  |                  |
| Cape Elizabeth   | Thomas Memorial Library         | 9,565                                  | Technical Services Librarian/Cataloger | 23.16                 | 23.16                 |                              | C          | 23.00                   | 27.10                   |                  | 3.94             |
| Kittery          | Rice Public Library             | 9,876                                  | Technical Services Librarian/Cataloger | 25.03                 | 25.03                 | 35.5                         | C          | 23.00                   | 27.10                   |                  | 2.07             |
| Old Town         | Old Town Public Library         | 10,377                                 | Technical Services Librarian/Cataloger | 16.51                 | 16.51                 | 21                           | C          | 24.00                   | 30.40                   | 7.49             | 13.89            |
| Wells            | Wells Public Library            | 10,819                                 | Technical Services Librarian/Cataloger | 21.75                 | 32.79                 | 40                           | C          | 24.00                   | 30.40                   | 2.25             |                  |
| Cumberland       | Prince Memorial Library         | 13,319                                 | Technical Services Librarian/Cataloger | 24.38                 | 24.38                 | 30                           | C          | 24.00                   | 30.40                   |                  | 6.02             |
| York             | York Public Library             | 14,000                                 | Technical Services Librarian/Cataloger | 22.12                 | 35.88                 | 40                           | C          | 24.00                   | 30.40                   | 1.88             |                  |
| Kennebunk        | Kennebunk Free Library          | 16,163                                 | Technical Services Librarian/Cataloger | 26.01                 | 27.05                 | 40                           | C          | 24.00                   | 30.40                   |                  | 3.35             |
| Windham          | Windham Public Library          | 18,915                                 | Technical Services Librarian/Cataloger | 22.77                 | 30.60                 | 40                           | C          | 24.00                   | 30.40                   | 1.23             |                  |
| Biddeford        | McArthur Library                | 22,491                                 | Technical Services Librarian/Cataloger | 28.27                 | 28.27                 | 38                           | C          | 24.00                   | 30.40                   |                  | 2.13             |
| Scarborough      | Scarborough Public Library      | 23,718                                 | Technical Services Librarian/Cataloger | 27.49                 | 41.95                 | 40                           | C          | 24.00                   | 30.40                   |                  |                  |
| Auburn           | Auburn Public Library           | 25,500                                 | Technical Services Librarian/Cataloger | 20.60                 | 20.60                 | 40                           | C          | 25.00                   | 36.80                   | 4.40             | 16.20            |
| Brunswick        | Curtis Memorial Library         | 26,787                                 | Technical Services Librarian/Cataloger | 25.24                 | 37.85                 | 35                           | C          | 25.00                   | 36.80                   |                  |                  |
| Bangor           | Bangor Public Library           | 31,998                                 | Technical Services Librarian/Cataloger | 21.23                 | 28.44                 | 38                           | C          | 25.00                   | 36.80                   | 3.77             | 8.36             |

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|------------------|---------------------------------|--|--|-----------------------|-----------------------|------------------------------|------------|-------------------------|-------------------------|------------------|------------------|
| Ellsworth        | Ellsworth Public Library        | 56,192                                 | Technical Services Librarian/Cataloger | 20.70                 | 20.70                 | 24                           | C          | 25.00                   | 36.80                   | 4.30             | 16.10            |
| Portland         | Portland Public Library         | 66,803                                 | Technical Services Librarian/Cataloger | 24.63                 | 35.18                 | 37.5                         | C          | 25.00                   | 36.80                   | 0.37             | 1.62             |
|                  |                                 |  |  |                       |                       |                              |            |                         |                         |                  |                  |
| Southwest Harbor | Southwest Harbor Public Library | 1,756                                  | Technology Librarian                   | 23.63                 | 23.63                 | 40                           | C          | 20.00                   | 22.00                   |                  |                  |
|                  |                                 |  |  |                       |                       |                              |            |                         |                         |                  |                  |
| Kennebunkport    | Louis T Graves Memorial Library | 3,600                                  | Technology Librarian                   | 23.00                 | 23.00                 | 40                           | C          | 20.00                   | 22.00                   |                  |                  |
|                  |                                 |  |  |                       |                       |                              |            |                         |                         |                  |                  |
| Bar Harbor       | Jesup Memorial Library          | 5,089                                  | Technology Librarian                   | 18.00                 | 18.00                 | 8                            | C          | 23.00                   | 27.10                   | 5.00             | 9.10             |
| Yarmouth         | Merrill Memorial Library        | 8,602                                  | Technology Librarian                   | 27.10                 | 27.10                 | 40                           | C          | 23.00                   | 27.10                   |                  | 0.00             |
| Topsham          | Topsham Public Library          | 8,942                                  | Technology Librarian                   | 25.90                 | 25.90                 | 40                           | C          | 23.00                   | 27.10                   |                  | 1.20             |
|                  |                                 |  |  |                       |                       |                              |            |                         |                         |                  |                  |
| Kennebunk        | Kennebunk Free Library          | 16,163                                 | Technology Librarian                   | 23.30                 | 24.23                 | 40                           | C          | 24.00                   | 30.40                   | 0.70             | 6.17             |
| Scarborough      | Scarborough Public Library      | 23,718                                 | Technology Librarian                   | 28.90                 | 44.08                 | 40                           | C          | 24.00                   | 30.40                   |                  |                  |
|                  |                                 |  |  |                       |                       |                              |            |                         |                         |                  |                  |
| Auburn           | Auburn Public Library           | 25,500                                 | Technology Librarian                   | 29.82                 | 29.82                 | 40                           | C          | 25.00                   | 36.80                   |                  | 6.98             |
| Brunswick        | Curtis Memorial Library         | 26,787                                 | Technology Librarian                   | 25.24                 | 37.85                 | 35                           | C          | 25.00                   | 36.80                   |                  |                  |
| Portland         | Portland Public Library         | 66,803                                 | Technology Librarian                   | 23.46                 | 33.51                 | 18.8                         | C          | 25.00                   | 36.80                   | 1.54             | 3.29             |
|                  |                                 |  |  |                       |                       |                              |            |                         |                         |                  |                  |
| Rockport         | Rockport Public Library         | 2,300                                  | Young Adult Services Librarian         | 25.92                 | 25.92                 | 40                           | C          | 20.00                   | 22.00                   |                  |                  |
|                  |                                 |  |  |                       |                       |                              |            |                         |                         |                  |                  |
| Searsport        | Carver Memorial Library         | 2,634                                  | Young Adult Services Librarian         | 15.92                 | 17.25                 | 25                           | C          | 20.00                   | 22.00                   | 4.08             | 4.75             |
| North Berwick    | D A Hurd Library                | 4,745                                  | Young Adult Services Librarian         | 16.00                 | 16.00                 | 28                           | C          | 20.00                   | 22.00                   | 4.00             | 6.00             |
|                  |                                 |  |  |                       |                       |                              |            |                         |                         |                  |                  |
| Bar Harbor       | Jesup Memorial Library          | 5,089                                  | Young Adult Services Librarian         | 24.00                 | 24.00                 | 40                           | C          | 23.00                   | 27.10                   |                  | 3.10             |
| Winthrop         | Charles Bailey Public Library   | 6,029                                  | Young Adult Services Librarian         | 20.00                 | 22.75                 | 25                           | C          | 23.00                   | 27.10                   | 3.00             | 4.35             |
| Blue Hill        | Blue Hill Public Library        | 6,550                                  | Young Adult Services Librarian         | 20.00                 | 20.00                 | 30                           | C          | 23.00                   | 27.10                   | 3.00             | 7.10             |
| Belfast          | Belfast Free Library            | 6,706                                  | Young Adult Services Librarian         | 15.99                 | 20.97                 | 40                           | C          | 23.00                   | 27.10                   | 7.01             | 6.13             |
| Yarmouth         | Merrill Memorial Library        | 8,602                                  | Young Adult Services Librarian         | 25.50                 | 25.50                 | 40                           | C          | 23.00                   | 27.10                   |                  | 1.60             |
|                  |                                 |  |  |                       |                       |                              |            |                         |                         |                  |                  |
| Wells            | Wells Public Library            | 10,819                                 | Young Adult Services Librarian         | 19.81                 | 27.83                 | 34                           | C          | 24.00                   | 30.40                   | 4.19             | 2.57             |
| Cumberland       | Prince Memorial Library         | 13,319                                 | Young Adult Services Librarian         | 25.97                 | 25.97                 | 30                           | C          | 24.00                   | 30.40                   |                  | 4.43             |
| York             | York Public Library             | 14,000                                 | Young Adult Services Librarian         | 22.00                 | 32.46                 | 25                           | C          | 24.00                   | 30.40                   | 2.00             |                  |
| Windham          | Windham Public Library          | 18,915                                 | Young Adult Services Librarian         | 22.77                 | 30.60                 | 40                           | C          | 24.00                   | 30.40                   | 1.23             |                  |
| Biddeford        | McArthur Library                | 22,491                                 | Young Adult Services Librarian         | 27.00                 | 27.00                 | 38                           | C          | 24.00                   | 30.40                   |                  | 3.40             |
| Scarborough      | Scarborough Public Library      | 23,718                                 | Young Adult Services Librarian         | 20.01                 | 31.13                 | 30                           | C          | 24.00                   | 30.40                   | 3.99             |                  |
|                  |                                 |  |  |                       |                       |                              |            |                         |                         |                  |                  |
| Auburn           | Auburn Public Library           | 25,500                                 | Young Adult Services Librarian         | 16.83                 | 16.83                 | 40                           | C          | 25.00                   | 36.80                   | 8.17             | 19.97            |
| Brunswick        | Curtis Memorial Library         | 26,787                                 | Young Adult Services Librarian         | 25.24                 | 37.85                 | 35                           | C          | 25.00                   | 36.80                   |                  |                  |
| Bangor           | Bangor Public Library           | 31,998                                 | Young Adult Services Librarian         | 15.50                 | 20.77                 | 38                           | C          | 25.00                   | 36.80                   | 9.50             | 16.03            |

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|-------------------|---------------------------------|--|--------------------------------|-----------------------|-----------------------|------------------------------|------------|-------------------------|-------------------------|------------------|------------------|
| Portland          | Portland Public Library         | 66,803                                 | Young Adult Services Librarian | 24.63                 | 35.18                 | 37.5                         | C          | 25.00                   | 36.80                   | 0.37             | 1.62             |
| Castine           | Wetherie Memorial Library       | 1,703                                  | Library Assistant/Aide         | 18.00                 | 19.00                 | 5                            | D          | 16.30                   | 17.50                   |                  |                  |
| Southwest Harbor  | Southwest Harbor Public Library | 1,756                                  | Library Assistant/Aide         | 17.00                 | 17.00                 |                              | D          | 16.30                   | 17.50                   |                  | 0.50             |
| Southwest Harbor  | Southwest Harbor Public Library | 1,756                                  | Library Assistant/Aide         | 18.50                 | 18.50                 | 17                           | D          | 16.30                   | 17.50                   |                  |                  |
| Southwest Harbor  | Southwest Harbor Public Library | 1,756                                  | Library Assistant/Aide         | 19.43                 | 19.43                 | 17                           | D          | 16.30                   | 17.50                   |                  |                  |
| Rangeley          | Rangeley Public Library         | 1,804                                  | Library Assistant/Aide         | 17.28                 | 17.28                 | 1                            | D          | 16.30                   | 17.50                   |                  | 0.22             |
| Ashland           | Gladys Craig Memorial Library   | 2,032                                  | Library Assistant/Aide         | 14.00                 | 14.00                 | 16                           | D          | 16.30                   | 17.50                   | 2.30             | 3.50             |
| Northeast Harbor  | Northeast Harbor Library        | 2,114                                  | Library Assistant/Aide         | 17.00                 | 19.00                 | 21                           | D          | 16.30                   | 17.50                   |                  |                  |
| Rockport          | Rockport Public Library         | 2,300                                  | Library Assistant/Aide         | 17.45                 | 17.45                 | 40                           | D          | 16.30                   | 17.50                   |                  | 0.05             |
| Springvale        | Springvale Public Library       | 2,400                                  | Library Assistant/Aide         | 13.80                 | 14.33                 | 11                           | D          | 16.30                   | 17.50                   | 2.50             | 3.17             |
| West Paris        | West Paris Public Library       | 2,495                                  | Library Assistant/Aide         | 14.53                 | 14.53                 | 5                            | D          | 16.30                   | 17.50                   | 1.77             | 2.97             |
| Acton             | Acton Public Library            | 2,671                                  | Library Assistant/Aide         | 16.00                 | 16.00                 | 4                            | D          | 16.30                   | 17.50                   | 0.30             | 1.50             |
| Livermore Falls   | Treat Memorial Library          | 3,179                                  | Library Assistant/Aide         | 14.35                 | 14.35                 | 21                           | D          | 16.30                   | 17.50                   | 1.95             | 3.15             |
| Kennebunkport     | Louis T Graves Memorial Library | 3,600                                  | Library Assistant/Aide         | 16.50                 | 16.50                 | 15                           | D          | 16.30                   | 17.50                   |                  | 1.00             |
| Pittsfield        | Pittsfield Public Library       | 3,900                                  | Library Assistant/Aide         | 16.00                 | 16.00                 | 18                           | D          | 16.30                   | 17.50                   | 0.30             | 1.50             |
| Wilton            | Wilton Free Public Library      | 3,929                                  | Library Assistant/Aide         | 15.00                 | 15.00                 | 12                           | D          | 16.30                   | 17.50                   | 1.30             | 2.50             |
| Dover-Foxcroft    | Thompson Free Library           | 4,053                                  | Library Assistant/Aide         | 14.70                 | 15.69                 | 20                           | D          | 16.30                   | 17.50                   | 1.60             | 1.81             |
| Millinocket       | Millinocket Memorial Library    | 4,244                                  | Library Assistant/Aide         | 17.50                 | 17.50                 | 20                           | D          | 16.30                   | 17.50                   |                  | 0.00             |
| North Berwick     | D A Hurd Library                | 4,745                                  | Library Assistant/Aide         | 16.00                 | 16.00                 | 7                            | D          | 16.30                   | 17.50                   | 0.30             | 1.50             |
| Waldoboro         | Waldoboro Public Library        | 5,075                                  | Library Assistant/Aide         | 16.00                 | 16.50                 | 32                           | D          | 17.20                   | 20.70                   | 1.20             | 4.20             |
| Bar Harbor        | Jesup Memorial Library          | 5,089                                  | Library Assistant/Aide         | 16.00                 | 21.00                 | 40                           | D          | 17.20                   | 20.70                   | 1.20             |                  |
| Camden            | Camden Public Library           | 5,200                                  | Library Assistant/Aide         | 17.00                 | 20.00                 | 15                           | D          | 17.20                   | 20.70                   | 0.20             | 0.70             |
| Turner            | Turner Public Library           | 5,878                                  | Library Assistant/Aide         | 14.00                 | 14.85                 | 5                            | D          | 17.20                   | 20.70                   | 3.20             | 5.85             |
| Winthrop          | Charles Bailey Public Library   | 6,029                                  | Library Assistant/Aide         | 18.00                 | 20.47                 | 16                           | D          | 17.20                   | 20.70                   |                  | 0.23             |
| Blue Hill         | Blue Hill Public Library        | 6,550                                  | Library Assistant/Aide         | 17.00                 | 18.00                 | 15                           | D          | 17.20                   | 20.70                   | 0.20             | 2.70             |
| Belfast           | Belfast Free Library            | 6,706                                  | Library Assistant/Aide         | 15.99                 | 20.97                 |                              | D          | 17.20                   | 20.70                   | 1.21             |                  |
| Rockland          | Rockland Public Library         | 7,183                                  | Library Assistant/Aide         | 14.00                 | 16.88                 |                              | D          | 17.20                   | 20.70                   | 3.20             | 3.82             |
| Farmington        | Farmington Public Library       | 7,632                                  | Library Assistant/Aide         | 15.00                 | 16.00                 | 20                           | D          | 17.20                   | 20.70                   | 2.20             | 4.70             |
| Berwick           | Berwick Public Library          | 7,790                                  | Library Assistant/Aide         | 15.00                 | 18.00                 | 22                           | D          | 17.20                   | 20.70                   | 2.20             | 2.70             |
| Yarmouth          | Merrill Memorial Library        | 8,602                                  | Library Assistant/Aide         | 19.00                 | 19.00                 | 20                           | D          | 17.20                   | 20.70                   |                  | 1.70             |
| Freeport          | Freeport Community Library      | 8,700                                  | Library Assistant/Aide         | 18.94                 | 25.73                 | 34                           | D          | 17.20                   | 20.70                   |                  |                  |
| Topsham           | Topsham Public Library          | 8,942                                  | Library Assistant/Aide         | 18.22                 | 20.36                 |                              | D          | 17.20                   | 20.70                   |                  | 0.34             |
| Old Orchard Beach | Libby Memorial Library          | 9,000                                  | Library Assistant/Aide         | 17.24                 | 17.24                 | 21                           | D          | 17.20                   | 20.70                   |                  | 3.46             |
| Cape Elizabeth    | Thomas Memorial Library         | 9,565                                  | Library Assistant/Aide         | 20.50                 | 20.50                 |                              | D          | 17.20                   | 20.70                   |                  | 0.20             |
| Kittery           | Rice Public Library             | 9,876                                  | Library Assistant/Aide         | 22.15                 | 22.15                 | 35.5                         | D          | 17.20                   | 20.70                   |                  |                  |



**2023 Maine Library Association  
Market Data Survey and Proposed Pay Ranges**

| City/Town         | Library Name                 | Service Area Population (State ID 1.8) | Position Title (or comp) | FY23 Current Hrly MIN | FY23 Current Hrly MAX | Ave # of Hrs worked per Week | Prop Grade | Proposed Range Hrly MIN | Proposed Range Hrly MAX | Inc in Range Min | Inc in Range Max |
|-------------------|------------------------------|--|--------------------------|-----------------------|-----------------------|------------------------------|------------|-------------------------|-------------------------|------------------|------------------|
| Old Town          | Old Town Public Library      | 10,377                                 | Library Assistant/Aide   | 16.51                 | 16.51                 | 22                           | D          | 18.00                   | 26.00                   | 1.49             | 9.49             |
| Wells             | Wells Public Library         | 10,819                                 | Library Assistant/Aide   | 19.81                 | 27.83                 | 27                           | D          | 18.00                   | 26.00                   |                  |                  |
| Orono             | Orono Public Library         | 11,481                                 | Library Assistant/Aide   | 18.58                 | 18.88                 | 16                           | D          | 18.00                   | 26.00                   |                  | 7.12             |
| Falmouth          | Falmouth Memorial Library    | 12,440                                 | Library Assistant/Aide   | 18.00                 | 19.76                 | 16                           | D          | 18.00                   | 26.00                   | 0.00             | 6.24             |
| Cumberland        | Prince Memorial Library      | 13,319                                 | Library Assistant/Aide   | 21.20                 | 22.79                 | 20                           | D          | 18.00                   | 26.00                   |                  | 3.21             |
| York              | York Public Library          | 14,000                                 | Library Assistant/Aide   | 18.00                 | 29.21                 | 20                           | D          | 18.00                   | 26.00                   | 0.00             |                  |
| Kennebunk         | Kennebunk Free Library       | 16,163                                 | Library Assistant/Aide   | 18.78                 | 19.54                 | 30                           | D          | 18.00                   | 26.00                   |                  | 6.46             |
| Windham           | Windham Public Library       | 18,915                                 | Library Assistant/Aide   | 16.18                 | 21.75                 | 20                           | D          | 18.00                   | 26.00                   | 1.82             | 4.25             |
| Westbrook         | Walker Memorial Library      | 19,367                                 | Library Assistant/Aide   | 18.09                 | 26.57                 | 25                           | D          | 18.00                   | 26.00                   |                  |                  |
| Biddeford         | McArthur Library             | 22,491                                 | Library Assistant/Aide   | 16.54                 | 18.20                 | 20                           | D          | 18.00                   | 26.00                   | 1.46             | 7.80             |
| Scarborough       | Scarborough Public Library   | 23,718                                 | Library Assistant/Aide   | 15.92                 | 24.30                 | 22                           | D          | 18.00                   | 26.00                   | 2.08             | 1.70             |
|                   |                              |  |                          |                       |                       |                              |            |                         |                         |                  |                  |
| Auburn            | Auburn Public Library        | 25,500                                 | Library Assistant/Aide   | 15.67                 | 15.67                 | 19                           | D          | 19.00                   | 27.00                   | 3.33             | 11.33            |
| Brunswick         | Curtis Memorial Library      | 26,787                                 | Library Assistant/Aide   | 19.41                 | 27.17                 |                              | D          | 19.00                   | 27.00                   |                  |                  |
| Bangor            | Bangor Public Library        | 31,998                                 | Library Assistant/Aide   | 14.49                 | 19.41                 | 38                           | D          | 19.00                   | 27.00                   | 4.51             | 7.59             |
| Ellsworth         | Ellsworth Public Library     | 56,192                                 | Library Assistant/Aide   | 16.00                 | 16.00                 | 27                           | D          | 19.00                   | 27.00                   | 3.00             | 11.00            |
| Portland          | Portland Public Library      | 66,803                                 | Library Assistant/Aide   | 24.63                 | 35.18                 | 37.5                         | D          | 19.00                   | 27.00                   |                  |                  |
|                   |                              |  |                          |                       |                       |                              |            |                         |                         |                  |                  |
| Millinocket       | Millinocket Memorial Library | 4,244                                  | Page/Library Clerk       | 15.50                 | 15.50                 | 10                           | E          | 14.15                   | 14.30                   |                  |                  |
|                   |                              |  |                          |                       |                       |                              |            |                         |                         |                  |                  |
| Blue Hill         | Blue Hill Public Library     | 6,550                                  | Page/Library Clerk       | 13.80                 | 13.80                 | 5                            | E          | 14.35                   | 14.55                   | 0.55             | 0.75             |
| Freeport          | Freeport Community Library   | 8,700                                  | Page/Library Clerk       | 15.00                 | 15.00                 | 19                           | E          | 14.35                   | 14.55                   |                  |                  |
| Old Orchard Beach | Libby Memorial Library       | 9,000                                  | Page/Library Clerk       | 13.80                 | 13.80                 | 12                           | E          | 14.35                   | 14.45                   | 0.55             | 0.65             |
|                   |                              |  |                          |                       |                       |                              |            |                         |                         |                  |                  |
| York              | York Public Library          | 14,000                                 | Page/Library Clerk       | 14.00                 | 22.72                 | 10                           | E          | 14.85                   | 19.15                   | 0.85             |                  |
| Kennebunk         | Kennebunk Free Library       | 16,163                                 | Page/Library Clerk       | 15.30                 | 15.76                 | 15                           | E          | 14.85                   | 19.15                   |                  | 3.39             |
| Scarborough       | Scarborough Public Library   | 23,718                                 | Page/Library Clerk       | 13.25                 | 16.06                 | 16                           | E          | 14.85                   | 19.15                   | 1.60             | 3.09             |
|                   |                              |  |                          |                       |                       |                              |            |                         |                         |                  |                  |
| Auburn            | Auburn Public Library        | 25,500                                 | Page/Library Clerk       | 12.75                 | 12.75                 | 10                           | E          | 15.55                   | 20.15                   | 2.80             | 7.40             |
| Brunswick         | Curtis Memorial Library      | 26,787                                 | Page/Library Clerk       | 16.90                 | 16.90                 |                              | E          | 15.55                   | 20.15                   |                  | 3.25             |
| Portland          | Portland Public Library      | 66,803                                 | Page/Library Clerk       | 18.38                 | 26.25                 | 20                           | E          | 15.55                   | 20.15                   |                  |                  |
|                   |                              |  |                          |                       |                       |                              |            |                         |                         |                  |                  |

# APPENDIX C



**Municipal  
Resources, Inc.**

| MAINE LIBRARY ASSOCIATION               |  |
|---|--|
| CLASSIFICATIONS (GRADES) and JOB TITLES |  |
| A                                       |  |
|   | Executive Director/Library Director    |
| B                                       |  |
|   | Assistant Library Director             |
| C                                       |  |
|   | Adult Reference Services Librarian     |
|   | Childrens Librarian                    |
|   | Circulation Supervisor                 |
|   | Technical Services Librarian/Cataloger |
|   | Technology Librarian                   |
|   | Young Adult Services Librarian         |
| D                                       |  |
|   | Library Assistant/Aide                 |
| E                                       |  |
|   | Page/Library Clerk                     |

# APPENDIX D



**Municipal  
Resources, Inc.**

## MAINE LIBRARY ASSOCIATION PROPOSED RANGE (FY23 DATA)

|       | Population <1,000 |         | Population 1,000-2,499 |         | Population 2,500-4,999 |         | Population 5,000-9,999 |         | Population 10,000-24,999 |         | Population >24,999 |         |
|-------|-------------------|---------|------------------------|---------|------------------------|---------|------------------------|---------|--------------------------|---------|--------------------|---------|
| GRADE | Range             |         | Range                  |         | Range                  |         | Range                  |         | Range                    |         | Range              |         |
| A     | \$23.40           | \$27.00 | \$23.40                | \$27.00 | \$23.40                | \$27.00 | \$34.80                | \$44.50 | \$37.40                  | \$46.20 | \$45.30            | \$60.00 |
| B     | \$21.00           | \$25.30 | \$21.00                | \$25.30 | \$21.00                | \$25.30 | \$24.80                | \$30.00 | \$30.40                  | \$38.30 | \$31.70            | \$48.40 |
| C     | \$20.00           | \$22.00 | \$20.00                | \$22.00 | \$20.00                | \$22.00 | \$23.00                | \$27.10 | \$24.00                  | \$30.40 | \$25.00            | \$36.80 |
| D     | \$16.30           | \$17.50 | \$16.30                | \$17.50 | \$16.30                | \$17.50 | \$17.20                | \$20.70 | \$18.00                  | \$26.00 | \$19.00            | \$27.00 |
| E     | \$14.15           | \$14.30 | \$14.15                | \$14.30 | \$14.15                | \$14.30 | \$14.35                | \$14.55 | \$14.85                  | \$19.15 | \$15.55            | \$20.15 |

### Notes

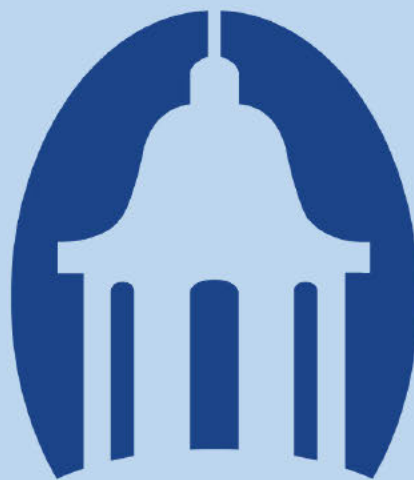
Pay plans are based upon results of Maine Library Association 2023 wage study

Minimum range wage based upon the average minimum wage of respondents by population size

Maximum range wage based upon the 75th percentile of respondents maximum wage by population size



# APPENDIX E



**Municipal  
Resources, Inc.**

## NAME OF LIBRARY

|   |  |
|---|--|
| <b>Job Title:</b> Executive Director/Library Director | <b>Department:</b>                           |
| <b>Classification (Grade):</b> A                      | <b>Reports to:</b> Board of Library Trustees |
| <b>Effective Date:</b>                                | <b>Date Updated:</b>                         |

### Summary

Performs supervisory, administrative, and professional work in planning, organizing, managing, and directing all library services and activities, responsible for the daily operations of the library; responsible for the development and administration of financial resources for the development, management, and enhancement of the library; responsible for facility oversight, personnel, programs, and overall library services; and develops and implements policies in conformance with regulations. Performs all other related work as required.

### Essential Functions

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Works with the Board of Trustees and library staff to provide efficient and effective library services for the community.
- Plans, organizes, manages, and oversees the implementation of library services and operations for the Library.
- Develops and administers the annual budget; monitors expenditures, including payroll; prepares financial and statistical reports, and provides support information to assist the Board of Trustees in the budgeting process.
- Establishes goals and measures accomplishments against recognized standards.
- Enforces library rules and safety rules for the protection of patrons, library staff and library property.
- Maintains a positive relationship with the library staff in order to foster an effective working environment.
- Maintains a collection that satisfies the wants and needs of library patrons; orders new books and media for the collection; catalogues new arrivals and donations.
- Fosters and maintains positive community relations and a positive relationship with the Trustees. Networks with community leaders and nonprofits to encourage library usage.
- Assists the Trustees in formulating overall library procedures, policies, budgets, and goals, and maintaining appropriate and timely policies.
- Prepares reports and documents as required by state, town, and Board of Trustees.

## NAME OF LIBRARY

- Administers all aspects of library operation including personnel selection and supervision; budgeting and expenditure; book and materials selection; collection development and maintenance; building and grounds maintenance; programming and community relations.
- Investigates and recommends upgrades to library automation and appropriate library technologies.
- Responsible for the personnel management of the Library. Recruits, selects, and trains new personnel. Evaluates the performance of employees.
- Maintains involvement in professional organizations and attends professional meetings and seminars to stay abreast of current trends in library services.
- Promotes the ongoing professional development of all members of the staff.
- Maintains current knowledge of Maine laws and regulations governing or impacting the activities of libraries.
- Maintains regular, predictable, and reliable attendance.
- Places emphasis on safety, efficiency, quality, and productivity.
- Follows all Library policies.
- This position is based in the library building.
- Performs related work as required.

### **Minimum Qualifications (Training, Education, Experience)**

Bachelor's Degree required; Master's Degree from an ALA accredited program is preferred; 5 - 10 years' of progressively responsible experience in library management including personnel supervision, budget management and policy development; or any equivalent combination of education and experience.

### **Knowledge, Ability, Skill**

*Knowledge:* Thorough knowledge of the principles, practices, and ethics of professional library work; knowledge of facilities management and operations including administration, finance, and personnel. Working knowledge of computerization and appropriate library applications and technology.

*Ability:* Ability to supervise staff and volunteers in an effective and supportive manner. Ability to establish and maintain working relationships with organizations, departments, and officials. Ability of leadership, independent judgment, initiative, and decision-making. Ability to work under pressure. Ability to plan, implement, and evaluate effective library services, strategies, facilities, and staff. Ability to communicate effectively. Ability to keep current with the pace of technology and available resources that may be offered to the public.

## NAME OF LIBRARY

**Skill:** Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills and budgetary skills. Excellent interpersonal and problem-solving skills. Skilled in utilizing library networks and state resources.

### **Supervision**

**Received:** Works under the direction of the Library Board of Trustees.

**Exercised:** Supervises all full and part-time staff and volunteers.

**Responsibility:** Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

### **Job Environment**

- Work is performed under typical office and library conditions; the noise level is moderate.
- Operates computers and peripherals, barcode reader, dollies/hand trucks, electronic smart devices, tablets and readers, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Makes frequent contact with the public, other library agencies, Board of Trustees, town officials and employees, vendors, Friends Association, local business owners and varied organizations. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to all department-related confidential information, including personnel files and patron records.
- Errors could result in adverse public relations, delays of department service, reduction in the level of library service and have financial repercussions for the town.

### **Physical Requirements**

***(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)***

This position is frequently required to sit, communicate, or hear and walk; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

**NAME OF LIBRARY**

***(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)***

I have read and understand the job duties and expectations as outlined in this job description.

Employee\_\_\_\_\_ Date\_\_\_\_\_

***Equal Opportunity/Americans with Disabilities Act Employer***

## NAME OF LIBRARY

|  |                                     |
|--|-------------------------------------|
| <b>Job Title:</b> Assistant Library Director | <b>Department:</b>                  |
| <b>Classification (Grade):</b> B             | <b>Reports to:</b> Library Director |
| <b>Effective Date:</b>                       | <b>Date Updated:</b>                |

### Summary

Performs supervisory, administrative, and professional work responsible for department level management of the Library within the scope of policies established by the Library Director and Board of Library Trustees; assists the Director in with daily operations of the Library including programming, collection development, outreach, marketing, and circulation; performs all other related work as required.

### Essential Functions

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Acts as the Library Director during his/her absence.
- Responsible for the day-to-day operations management of Library as designated by the Director; provides first level responses to staffing, building problems and patron complaints.
- Works with the Director, Board of Trustees, and library staff to provide efficient and effective library services for the community.
- Participates in the development and implementation of library goals, objectives, policies, and priorities.
- Assists in managing and participates in the development and administration of the Library's annual budget and grants.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Assesses and monitors workload, administrative and support systems, and identifies opportunities for improvement and reviews with the Director.
- Conducts a variety of organizational and operational studies for the library.
- Participates in meetings with and makes presentations to various library boards and committees.
- Assist with the preparation of budget.
- Prepares reports and documents as required by state, town, and Board of Trustees.
- Assists with administering all aspects of library operation including personnel selection and supervision; budgeting and expenditure; book and materials selection; collection development and maintenance; building and grounds maintenance; programming and community relations.

## NAME OF LIBRARY

- Assists with the personnel management of the Library. Recruits, selects, and trains new personnel. Evaluates the performance of employees.
- Maintains involvement in professional organizations and attends professional meetings and seminars to stay abreast of current trends in library services.
- Promotes the ongoing professional development of all members of the staff.
- Maintains current knowledge of Maine laws and regulations governing or impacting the activities of libraries.
- Maintains regular, predictable, and reliable attendance.
- Places emphasis on safety, efficiency, quality, and productivity.
- Follows all Library policies.
- This position is based in the library building.
- Performs related work as required.

### **Minimum Qualifications (Training, Education, Experience)**

Bachelor's Degree required; Master's Degree from an ALA accredited program is preferred; three to five years of progressively responsible professional library experience, with at least two (2) years in a supervisory role. Demonstrated competence in technologies used by libraries, or any equivalent combination of education and experience.

### **Knowledge, Ability, Skill**

**Knowledge:** Thorough knowledge of the principles and practices of professional library work; and thorough knowledge of the management and organization of library operations including collection development and administration. Working knowledge of computerization and appropriate library applications.

**Ability:** Ability to work with library patrons and staff in a friendly, efficient manner. Ability to establish and maintain working relationships with organizations, departments, and officials. Ability of leadership, independent judgment, initiative, and decision-making. Ability to plan, implement, and evaluate effective library services and strategies and ability to coordinate and prioritize tasks to meet deadlines. Ability to supervise staff in an effective and supportive manner. Ability to listen and communicate effectively.

**Skill:** Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills and interpersonal and problem-solving skills. Strong supervisory and mentoring skills.

### **Supervision**

*Received:* Works under the direction of the Library Director.

*Exercised:* May supervise some staff and volunteers.

## NAME OF LIBRARY

*Responsibility:* Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

### Job Environment

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Has frequent contact with the general public, other libraries, schools, town departments, vendors, and varied organizations.
- Has access to some department-related confidential information, including patron records.
- Errors could result in a reduction in the level of library service and have legal and/or financial repercussions for the library.

### Physical Requirements

***(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)***

This position is frequently required to sit, communicate, or hear and walk; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

***(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)***

I have read and understand the job duties and expectations as outlined in this job description.

Employee \_\_\_\_\_ Date \_\_\_\_\_

***Equal Opportunity/Americans with Disabilities Act Employer***



## NAME OF LIBRARY

|  |                                     |
|--|-------------------------------------|
| <b>Job Title:</b> Adult Reference Services Librarian | <b>Department:</b>                  |
| <b>Classification (Grade):</b> C                     | <b>Reports to:</b> Library Director |
| <b>Effective Date:</b>                               | <b>Date Updated:</b>                |

### Summary

Performs responsible supervisory, administrative, and professional work in planning, organizing, and coordinating adult and reference services and activities and manages the adult collection development for the library. Performs all other related work as required.

### Essential Functions

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Evaluates and purchases physical and digital materials for adult collections, to included: fiction, nonfiction, periodicals, DVDs, music CDs, E-books, other digital and non-print materials.
- Provides reference services at the Reference Desk. Answers reference questions from patrons and assists them to find resources to fulfill their information needs using the online catalog, electronic databases, the Internet, and other resources.
- Maintains and weeds collection; makes decisions regarding repair or replacement of damaged items.
- Responsible for the maintenance of digital collections, such as digital subscriptions and other materials.
- Provides scheduled one-on-one instruction to patrons on computers, digital collections, and other technology such as E-Readers.
- Seeks out new outreach opportunities in the community on a regular basis.
- Collaborates with colleagues to select materials and run library book discussion groups.
- Provides information to patrons on library policies, services, activities, facilities, and regulations.
- Provides adult reader's advisory services and troubleshoots computer and equipment problems for staff and patrons, in person, by phone or electronically.
- Attends regular librarian and staff meetings.
- Maintains involvement in professional organizations and attends professional meetings and seminars to stay abreast of current trends in library services.

## NAME OF LIBRARY

- Promotes the ongoing professional development of all members of the staff.
- Maintains current knowledge of Maine laws and regulations governing or impacting the activities of libraries.
- Maintains regular, predictable, and reliable attendance.
- Places emphasis on safety, efficiency, quality, and productivity.
- Follows all Library policies.
- This position is based in the library building.
- Performs related work as required.

### **Minimum Qualifications (Training, Education, Experience)**

Bachelor's Degree required; Master's Degree from an ALA accredited program is preferred; one to three years of library experience. Experience in Adult Services desirable. Demonstrated competence in technologies used by libraries, or any equivalent combination of education and experience.

### **Knowledge, Ability, Skill**

*Knowledge:* Thorough working knowledge of library principles and procedures. Working knowledge of automated library systems, including automated acquisition systems. Thorough working knowledge of all major reference tools, print, non-print and online and research and interviewing techniques. Knowledge of standard concepts, practices, and procedures.

*Ability:* Ability to deal effectively with the public in a courteous and tactful manner. Ability to establish and maintain good working relationships with other library staff and volunteers. Ability to use online database searches, word processing, and spreadsheets. Ability to prioritize multiple tasks and work independently. Ability to enforce library policies fairly and tactfully. Ability to communicate effectively both verbally and in writing.

*Skill:* Excellent customer service and problem-solving skills. Excellent supervisory, planning, and organizational skills. Excellent oral and written communication skills. Proficient computer and interpersonal skills and some troubleshooting skills.

### **Supervision**

*Received:* Works under the direction of the Library Director.

*Exercised:* May supervise some staff and volunteers.

*Responsibility:* Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

## NAME OF LIBRARY

### Job Environment

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- The employee has access to department-related confidential information, including library patron records.
- Has frequent contact with the general public, other libraries, coworkers, town organizations, vendors, and professional organizations.
- Errors could result in a reduction in the level of library service and have legal and/or financial repercussions for the library.

### Physical Requirements

***(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)***

This position is frequently required to sit, communicate, or hear and walk; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

***(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)***

I have read and understand the job duties and expectations as outlined in this job description.

Employee \_\_\_\_\_ Date \_\_\_\_\_

***Equal Opportunity/Americans with Disabilities Act Employer***

## NAME OF LIBRARY

|  |                                     |
|--|-------------------------------------|
| <b>Job Title:</b> Children's Librarian | <b>Department:</b>                  |
| <b>Classification (Grade):</b> C       | <b>Reports to:</b> Library Director |
| <b>Effective Date:</b>                 | <b>Date Updated:</b>                |

### Summary

Performs responsible supervisory, administrative, and professional work in planning, organizing, and coordinating all activities of the Library Children's department relating to programming, collection management, reference and reader's advisory services for children and their care providers/families. Performs all other related work as required.

### Essential Functions

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Supervises the Children's Room, which includes being aware of and involved in all aspects of the department, including the activities of the staff, customer services and any activities and routines throughout the day.
- Serves and corresponds with library patrons in circulations. This also includes answering reference questions, doing reader's advisory and assisting with technology issues.
- Develops and implements all children's programs including story times, craft activities, and special events.
- Consults and meets with other staff members over issues related to the Children's Department and the library as a whole.
- Improves the library's collection through strategic purchasing. Evaluates the current collection for quality and currency, and discards materials as needed.
- Disseminates information about Children's events and materials via flyers, and e-newsletter, online event calendar, social media, and word of mouth.
- Collaborates and communicates with other organizations such as local schools and other organizations.
- Creates displays to showcase materials and supervises the decorations in the Children's Room.
- Maintains involvement in professional organizations and attends professional meetings and seminars to stay abreast of current trends in library services.
- Promotes the ongoing professional development of all members of the staff.
- Maintains current knowledge of Maine laws and regulations governing or impacting the activities of libraries.

## **NAME OF LIBRARY**

- Maintains regular, predictable, and reliable attendance.
- Places emphasis on safety, efficiency, quality, and productivity.
- This position is based in the library building.
- Performs related work as required.

### **Minimum Qualifications (Training, Education, Experience)**

Bachelor's Degree required; Master's Degree from an ALA accredited program is preferred; one to three years of library experience. Experience in Children's Services desirable; or any equivalent combination of education and experience.

### **Knowledge, Ability, Skill**

*Knowledge:* Thorough knowledge of the principles and practices of professional library work; thorough knowledge of children's literature and early childhood development. Working knowledge of technology and appropriate library applications.

*Ability:* Ability to work with library patrons and staff in a friendly, efficient manner and provide stellar customer service. Ability to listen and communicate effectively. Ability to plan, implement and evaluate effective library services; ability to coordinate and prioritize tasks to meet deadlines. Ability to engage with small children and their caregivers. Ability to understand, instruct and use technology and standard office and library equipment.

*Skill:* Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills and budgetary skills. Excellent interpersonal and problem-solving skills.

### **Supervision**

*Received:* Works under the direction of the Library Director.

*Exercised:* May supervise some staff and volunteers.

*Responsibility:* Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

### **Job Environment**

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.

## NAME OF LIBRARY

- The employee has access to department-related confidential information, including library patron records.
- Has frequent contact with the general public, other libraries, coworkers, town organizations, vendors, and professional organizations.
- Has access to some department-related confidential information, including patron records.
- Errors could result in a reduction in the level of library service and have legal and/or financial repercussions for the library.

### Physical Requirements

***(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)***

This position is frequently required to sit, communicate, or hear and walk; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

***(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)***

I have read and understand the job duties and expectations as outlined in this job description.

Employee \_\_\_\_\_ Date \_\_\_\_\_

***Equal Opportunity/Americans with Disabilities Act Employer***

## NAME OF LIBRARY

|  |                                     |
|--|-------------------------------------|
| <b>Job Title:</b> Circulation Supervisor | <b>Department:</b>                  |
| <b>Classification (Grade):</b> C         | <b>Reports to:</b> Library Director |
| <b>Effective Date:</b>                   | <b>Date Updated:</b>                |

### Summary

Performs responsible supervisory and administrative work in connection with supervising the daily operation of the Circulation Department and oversees circulation of all materials. Maintains and manages the Library collection. Performs all other related work as required.

### Essential Functions

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Supervises the daily operation of the Circulation Desk, including circulation of all library materials, collecting fines and fees, printing and mailing overdue and bill notices, reserving items, scheduling, and training.
- Manages the flow of circulation tasks and projects to maximize patron and staff satisfaction, while minimizing financial risk (loss of materials, revenue, cash)
- Trains, coaches, and supervises circulation staff and volunteers. Verifies accuracy of work, being alerted to changes in the system that would result in changes.
- Seeks ways to improve the patron experience. Keeps up with software changes and advocates for enhancements that would be of benefit.
- Manages patron disputes to reach resolution. This can include authorizing a replacement, waiving a fee, or reducing a bill.
- Schedules circulation staff to ensure sufficient and consistent coverage within budget frameworks.
- Maintains familiarity with all relevant library and regional policies and procedures. Communicates changes and topical issues to circulation staff and volunteers.
- Identifies issues and collaborates with regional staff at other libraries and internal staff to address them in a timely and consistent manner.
- Develops and maintains updates on processes and procedures to benefit patrons and staff and minimize financial loss.
- Assists patrons in selecting materials, placing holds on items not available and checks out and discharging items.
- Registers patrons for new accounts, and verifies information presented.
- Works with other departments and outside organizations for programs, collections, and new ideas.

## NAME OF LIBRARY

- Attends meetings, webinars, and workshops about current library issues. Networks with outside organizations and individuals to promote library use.
- Maintains regular, predictable, and reliable attendance.
- Places emphasis on safety, efficiency, quality, and productivity.
- Follows all Library policies.
- This position is based in the library building.
- Performs related work as required.

### **Minimum Qualifications (Training, Education, Experience)**

Bachelor's Degree required; Master's Degree from an ALA accredited program is preferred; one to three years of library experience. Experience in Young Adult Services desirable; or any equivalent combination of education and experience.

### **Knowledge, Ability, Skill**

*Knowledge:* Thorough knowledge of library principles and practices of public library operations. Complete familiarity with automated library systems and related applications. Knowledge of popular reading trends.

*Ability:* Ability to establish and maintain good working relationships with co-workers and other libraries. Ability to communicate effectively both verbally and in writing. Ability to use automated library systems, to perform data entry and to use word processing, spreadsheet, and database software applications. Ability to use the internet. Interest in reading. Ability to work with a high level of detail. Ability to enforce library policies fairly and tactfully.

*Skill:* Flexibility in order to adapt to constantly changing technology. Strong interpersonal skills and oral communications. Excellent customer service skills, time management, and proficient computer skills. Must be flexible and possess attention to detail skills.

### **Supervision**

*Received:* Works under the direction of the Library Director.

*Exercised:* May supervise some staff and volunteers.

*Responsibility:* Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.



## NAME OF LIBRARY

### Job Environment

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- The employee has access to department-related confidential information, including library patron records.
- Has frequent contact with the general public, other libraries, coworkers, town organizations, vendors, and professional organizations.
- Errors could result in a reduction in the level of library service and have legal and/or financial repercussions for the library.

### Physical Requirements

***(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)***

This position is frequently required to sit, communicate, or hear and walk; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

***(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)***

I have read and understand the job duties and expectations as outlined in this job description.

Employee \_\_\_\_\_ Date \_\_\_\_\_

***Equal Opportunity/Americans with Disabilities Act Employer***

## NAME OF LIBRARY

|  |                                     |
|--|-------------------------------------|
| <b>Job Title:</b> Technology Librarian | <b>Department:</b>                  |
| <b>Classification (Grade):</b> C       | <b>Reports to:</b> Library Director |
| <b>Effective Date:</b>                 | <b>Date Updated:</b>                |

### Summary

Performs administrative and professional work responsible for managing all library technology, including hardware and software. Coordinates, troubleshoots, and maintains computer technology in the library. Performs all other related work as required.

### Essential Functions

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Installs and maintains all software and hardware used for both staff and public workstation computing. Keeps workstations operational and secure at all times.
- Maintains computers for the daily operation of the library including but not limited to resolving and troubleshooting problems with computer hardware, software, peripherals, networks, and connectivity for the public and staff.
- Performs computer system diagnostics, maintenance, updates, and backup routines.
- Promotes library services and technologies through online tutorials and programs.
- Serves as liaison to external IT support and vendors.
- Maintains a schedule of technology replacements and inventory.
- Provides professional library support at public desks, as well as provide direct support for library user technology as needed to access library services.
- Trains staff, volunteers, and patrons of all ages in technology use.
- Stays informed on best practices in technology and library services.
- Troubleshoots information technology issues, including hardware and software problems. Performs or coordinates repairs as necessary.
- Writes technical documentation for staff and users.
- Assists in planning and budgeting for Library technology needs.
- Maintains Library website.
- Provides professional library support to create and help present public programming.
- Maintains regular, predictable, and reliable attendance.
- Places emphasis on safety, efficiency, quality, and productivity.
- Follows all Library policies.

## NAME OF LIBRARY

- This position is based in the library building.
- Performs related work as required.

### **Minimum Qualifications (Training, Education, Experience)**

Bachelor's Degree required; Master's Degree from an ALA accredited program is preferred; one to three years of experience supporting computer hardware and software systems; or any equivalent combination of education and experience.

### **Knowledge, Ability, Skill**

*Knowledge:* Comprehensive knowledge of operating systems, communications, Internet environments and software applications. Thorough knowledge of the computer industry and technology, evolving products, and services. Working knowledge library operations.

*Ability:* Ability to effectively communicate changing technical information, verbally and in writing, to non-technical staff. Ability to work independently and exercise judgment and to resolve problems. Ability to develop policies and recommend system improvements. Ability to handle multiple problems and projects simultaneously.

*Skill:* Strong organizational, communication and problem-solving skills. Excellent technical skills in software and hardware management. Excellent customer service skills. Proficient computer skills.

### **Supervision**

*Received:* Works under the direction of the Library Director.

*Exercised:* May supervise some staff.

*Responsibility:* Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

### **Job Environment**

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- The employee has access to department-related confidential information, including library patron records.
- Has frequent contact with other libraries, coworkers, vendors, and professional organizations.

## NAME OF LIBRARY

- Errors could result in a reduction in the level of library service and have legal and/or financial repercussions for the library.

### Physical Requirements

***(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)***

This position is frequently required to sit, communicate, or hear and walk; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 60 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

***(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)***

I have read and understand the job duties and expectations as outlined in this job description.

Employee \_\_\_\_\_ Date \_\_\_\_\_

***Equal Opportunity/Americans with Disabilities Act Employer***

## NAME OF LIBRARY

|  |                                     |
|--|-------------------------------------|
| <b>Job Title:</b> Technical Services Librarian/Cataloger | <b>Department:</b>                  |
| <b>Classification (Grade):</b> C                         | <b>Reports to:</b> Library Director |
| <b>Effective Date:</b>                                   | <b>Date Updated:</b>                |

### Summary

Performs supervisory, administrative, and professional work responsible for the acquisition, processing and cataloging of library materials; maintains accurate on-line records of all materials in the collection, manages the repair of all library materials and prepares books to be sent to the bindery. Performs all other related work as required.

### Essential Functions

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Acts as Minerva system administrator and supervises all technical aspects of the library's participation in Minerva. Verifies and edits database for pre-cataloged, MARC formatted records for new library materials. Verifies author, title, edition, publication information, physical description, series, and ISBN classification number on materials against bibliographic records in database.
- Creates original bibliographic records using MARC format for all formats if no pre-cataloged records are found.
- Serves as a primary resource for the library on cataloging rules and local practice and in other areas of subject and language expertise, solving complex bibliographic and procedural problems.
- Resolves call numbers and other bibliographic issues with library staff and assigns Dewey classification numbers.
- Re-catalogs materials as necessary including applicable library database changes.
- Catalogs new materials through both copy and original cataloging, processes new items, amends, and updates legacy records, delete records as needed.
- Acts as subject specialist collection development liaison for one or more content areas. Makes selections in appropriate formats and makes de-selection decisions as appropriate.
- Performs collection maintenance tasks including finding replacement copies of materials.
- Selects audio books, music CDs, and DVDs for the adult collection as well as non-fiction and biography books.
- Completes collection inventories and weeding projects annually, using industry-approved standards.

## NAME OF LIBRARY

- Provides assistance to patrons in the use of library materials and technology.
- Advises the Library Director on policy and procedural issues regarding Technical Services.
- Attends meetings, webinars, and workshops about current library issues. Networks with outside organizations and individuals to promote library use.
- Maintains regular, predictable, and reliable attendance.
- Places emphasis on safety, efficiency, quality, and productivity.
- Follows all Library policies.
- This position is based in the library building.
- Performs related work as required.

### **Minimum Qualifications (Training, Education, Experience)**

Bachelor's Degree required; Master's Degree from an ALA accredited program is preferred ; one to three years of library experience; or any equivalent combination of education and experience.

### **Knowledge, Ability, Skill**

*Knowledge:* Knowledge of library principles, practices, policies, and procedures. Complete familiarity with automated library systems and related applications. Knowledge of RDA and MARC standards and library best practices. Knowledge of current trends in professional cataloging and classification rules and standards. Knowledge of standard office procedures, practices, forms, and equipment. Knowledge of constantly changing technologies.

*Ability:* Ability to establish and maintain effective working relationships with library personnel, patrons, and the general public. Ability to learn new skills and increase professional knowledge. Ability to work well in a team situation and flexibility in emergency staffing situations. Ability to operate standard office equipment.

*Skill:* Strong verbal communication skills. Flexibility in order to adapt to constantly changing technology. Skills related to cataloging, acquisitions, and integrated library systems. Skill in the performance of technical library tasks. Proficient computer skills.

### **Supervision**

*Received:* Works under the direction of the Library Director.

*Exercised:* May supervise some staff and volunteers.

*Responsibility:* Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

## NAME OF LIBRARY

### Job Environment

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- The employee has access to department-related confidential information, including library patron records.
- Has frequent contact with the general public, other libraries, coworkers, town organizations, vendors, and professional organizations.
- Has access to some department-related confidential information, including patron records.
- Errors could result in a reduction in the level of library service and have legal and/or financial repercussions for the library.

### Physical Requirements

***(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)***

This position is frequently required to sit, communicate, or hear and walk; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

***(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)***

I have read and understand the job duties and expectations as outlined in this job description.

Employee \_\_\_\_\_ Date \_\_\_\_\_

***Equal Opportunity/Americans with Disabilities Act Employer***

## NAME OF LIBRARY

|  |                                     |
|--|-------------------------------------|
| <b>Job Title:</b> Young Adult Services Librarian | <b>Department:</b>                  |
| <b>Classification (Grade):</b> C                 | <b>Reports to:</b> Library Director |
| <b>Effective Date:</b>                           | <b>Date Updated:</b>                |

### Summary

Performs responsible supervisory, administrative, and professional work responsible for directing the Young Adult library program to include planning, organizing, and coordinating all activities, programming, collection management and reference services. Performs all other related work as required.

### Essential Functions

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Provides services to teens including programming, collections, volunteer opportunities, coordinating with public schools and marketing.
- Works with other departments and outside organizations for programs, collections, and new ideas.
- Attends meetings, webinars, and workshops about current library issues. Networks with outside organizations and individuals to promote library use.
- Plans, coordinates, and implements programming for young adults such as science programs, summer reading programs, and having outside presenters. These programs consist of music and movement, crafts, educational activities, and resources.
- Enhances the programs of local schools by providing complementary services.
- Provides collection management for young adults which includes weeding, using book review resources and purchasing materials. Catalogs and processes materials for young adults.
- Creates book displays, promotes reading, performs book repairs as needed, keeps up to date on new formats and trends in publishing.
- Improves the library's collection through strategic purchasing. Evaluates the current collection for quality and currency, and discards materials as needed.
- Disseminates information about Children's events and materials via flyers, and e-newsletter, online event calendar, social media, and word of mouth.
- Collaborates and communicates with other organizations such as local schools and other organizations.



## NAME OF LIBRARY

- Maintains involvement in professional organizations and attends professional meetings and seminars to stay abreast of current trends in library services.
- Promotes the ongoing professional development of all members of the staff.
- Maintains current knowledge of Maine laws and regulations governing or impacting the activities of libraries.
- Maintains regular, predictable, and reliable attendance.
- Places emphasis on safety, efficiency, quality, and productivity.
- Follows all Library policies.
- This position is based in the library building.
- Performs related work as required.

### **Minimum Qualifications (Training, Education, Experience)**

Bachelor's Degree required; Master's Degree from an ALA accredited program is preferred; one to three years of library experience. Experience in Young Adult Services desirable; or any equivalent combination of education and experience.

### **Knowledge, Ability, Skill**

**Knowledge:** Thorough knowledge of the principles and practices of professional library work; and thorough knowledge of the management and organization of library operations including collection development and administration. Working knowledge of computerization and appropriate library applications.

**Ability:** Ability to work with library patrons and staff in a friendly, efficient manner. Ability to establish and maintain working relationships with organizations, departments, and officials. Ability of leadership, independent judgment, initiative, and decision-making. Ability to plan, implement, and evaluate effective library services and strategies and ability to coordinate and prioritize tasks to meet deadlines. Ability to supervise staff in an effective and supportive manner. Ability to listen and communicate effectively.

**Skill:** Excellent planning and organizational skills. Excellent written and verbal communication skills. Strong computer skills, interpersonal and problem-solving skills.

### **Supervision**

*Received:* Works under the direction of the Library Director.

*Exercised:* May supervise some staff and volunteers.

*Responsibility:* Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

## NAME OF LIBRARY

### Job Environment

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- The employee has access to department-related confidential information, including library patron records.
- Has frequent contact with the general public, other libraries, coworkers, town organizations, vendors, and professional organizations.
- Errors could result in a reduction in the level of library service and have legal and/or financial repercussions for the library.

### Physical Requirements

***(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)***

This position is frequently required to sit, communicate, or hear and walk; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

***(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)***

I have read and understand the job duties and expectations as outlined in this job description.

Employee \_\_\_\_\_ Date \_\_\_\_\_

***Equal Opportunity/Americans with Disabilities Act Employer***

## NAME OF LIBRARY

|  |                                     |
|--|-------------------------------------|
| <b>Job Title:</b> Library Assistant/Aide | <b>Department:</b>                  |
| <b>Classification (Grade):</b> D         | <b>Reports to:</b> Library Director |
| <b>Effective Date:</b>                   | <b>Date Updated:</b>                |

### Summary

Performs patron assistance work and assists with operations of the library. Performs all other related work as required.

### Essential Functions

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Performs all circulation desk tasks including check in, check out and renewing library materials; issue new cards; aid patrons on how to use the online catalog; assist and instruct patrons on how to use the library's computers, printers, and other machines; provide reader advisory information to patrons when requested.
- Searches database and prints sources for verification of interlibrary loan requests; submits verified requests to appropriate library or agency and notifies patrons of arrival of materials.
- Provides assistance in locating information via all reference techniques available at the library; assists patrons in the selection of materials; searches sources; provides referrals.
- Assists with operations of Children's Area; shelves books; aids in creating displays; demonstrates use of library and operation of equipment.
- Registers new patrons; answers telephone; assists patrons with reserves and overdue materials and with any other request they may have; assesses and collects fines.
- Assists patrons with basic readers advisory, computer troubleshooting and ready reference assistance. Assists in preparing promotional or directional posters and signs.
- Replaces books in their proper position on shelves; reads shelves and shifts collection to create space. Assists in the taking of the inventory of library materials as required.
- Maintains regular, predictable, and reliable attendance.
- Places emphasis on safety, efficiency, quality, and productivity.
- Follows all Library policies.
- This position is based in the library building.
- Performs related work as required.

## NAME OF LIBRARY

### **Minimum Qualifications (Training, Education, Experience)**

High School Diploma or equivalent, customer service experience desirable, some college preferred, or any equivalent combination of education and experience.

### **Knowledge, Ability, Skill**

*Knowledge:* Knowledge of professional library functions, online services and databases used in a library setting.

*Ability:* Ability to interact in a positive and effective manner with employees and the public and to work independently. Ability to execute oral and written instructions in a precise manner. Ability to operate a variety of office equipment and to understand and use office computer software, hardware, and online services. Ability to manage multiple tasks in a prompt, efficient manner.

*Skill:* Excellent oral communication and customer service skills. Proficient computer skills in the operations Microsoft Word, Excel email, internet, data entry, and report generation.

### **Supervision**

*Received:* Works under the direction of the Library Director or Library Supervisor.

*Exercised:* None.

*Responsibility:* Performs varied and responsible duties requiring knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

### **Job Environment**

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Has access to some department-related confidential information, including patron records.
- Has frequent contact with the public and library staff.
- Errors could result in a reduction in the level of library service and adverse public relations.

### **Physical Requirements**

***(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable***

## NAME OF LIBRARY

***accommodations may be made to enable individuals with disabilities to perform the essential functions.)***

This position is frequently required to sit, communicate, or hear and walk; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

***(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)***

I have read and understand the job duties and expectations as outlined in this job description.

Employee \_\_\_\_\_ Date \_\_\_\_\_

***Equal Opportunity/Americans with Disabilities Act Employer***

## NAME OF LIBRARY

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| <b>Job Title:</b> Page/Library Clerk | <b>Department:</b>                  |
| <b>Classification (Grade):</b> E     | <b>Reports to:</b> Library Director |
| <b>Effective Date:</b>               | <b>Date Updated:</b>                |

### Summary

Performs basic library services and clerical work in the Library. Performs all other related work as required.

### Essential Functions

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Reshelves books returned to the library by patrons or through the inter-library loan system.
- Uses the Dewey Decimal system for non-fiction items and an alphabetical system for fiction, and books on video, etc. Keeps things in proper order.
- When re-shelving is completed, reads, and reorganizes the bookshelves if necessary.
- Helps maintain the organization of the collections.
- Working with a “pull holds request” system, collects items to be sent in transit to other libraries.
- Responsible for organizing the materials in bins and preparing them for shipment.
- Prepares signage, arranges displays and reports any areas of the library that may require repair or upkeep to the Library Director.
- Covers the front desk at times to check out patrons, place holds, orders and issues library cards.
- Maintains regular, predictable, and reliable attendance.
- Places emphasis on safety, efficiency, quality, and productivity.
- Follows all Library policies.
- This position is based in the library building.
- Performs related work as required.

### Minimum Qualifications (Training, Education, Experience)

High School Diploma or equivalent, customer service experience desirable; or any equivalent combination of education and experience.

## NAME OF LIBRARY

### **Knowledge, Ability, Skill**

*Knowledge:* Knowledge of modern library procedures. Knowledge of catalogue and shelving practices and the Dewey Decimal system.

*Ability:* Ability to interact in a positive and effective manner with employees and the public and to work independently. Ability to alphabetize and perform inventory control. Ability to execute oral and written instructions in a precise manner. Ability to operate a variety of office equipment and to understand and use office computer software, hardware, and online services. Ability to do repetitive work.

*Skill:* Excellent oral communication and customer service skills. Proficient Computer skills.

### **Supervision**

*Received:* Works under the direction of the Library Director or Library Supervisor.

*Exercised:* None.

*Responsibility:* Performs varied and responsible duties requiring knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

### **Job Environment**

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Has access to some department-related confidential information, including patron records.
- Has frequent contact with the public and library staff.
- Errors could result in a reduction in the level of library service and adverse public relations.

### **Physical Requirements**

***(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)***



## NAME OF LIBRARY

This position is frequently required to sit, communicate, or hear and walk; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

***(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)***

I have read and understand the job duties and expectations as outlined in this job description.

Employee \_\_\_\_\_ Date \_\_\_\_\_

***Equal Opportunity/Americans with Disabilities Act Employer***