

Youth Programs and Outreach Librarian– Benefits Summary

Schedule: This position is 35 hours per week, primarily to be completed at the library. This position requires some evening and Saturday hours.

Library staff are expected to read weekly staff email updates, attend monthly staff meetings (typically the first Thursday of the month at 5:45 pm) and attend the annual staff in-service day in October (on Indigenous Peoples' Day).

Pay grade: Grade 2, New Hire rate: current \$23.20/hr. Staff are paid bi-weekly on Thursdays.

Position is a bargaining unit position. At time of hire, monthly union dues are \$50.15/month or \$23.15/pay period.

Sub shifts: Bargaining Unit employees have first opportunity (based on seniority) to pick up open circulation desk sub shifts, up to 40 hours/wk (cannot go into overtime).

Benefits available:

- **Retirement:** KHL contributes 5.5% of pay, after earning \$600, to a SEP-IRA.
- **Health:** KHL offers a health plan through BCBS of VT. The library pays 80% of the cost for single-person coverage, 60% for two-person coverage and 50% of family coverage. A health bonus is offered to eligible employees who have health insurance elsewhere.
- **Dental:** KHL offers dental coverage through Delta Dental after 90 days. KHL pays 50% of the monthly cost for a single plan and the same amount toward the couple/family plan options.
- **Vision:** KHL offers vision insurance through VSP after 90 days. KHL pays 100% of the cost for eligible employees.
- **Disability:** KHL pays 100% of the cost for short-term and long-term disability coverage.
- **Sick leave:** Employees accrue one sick day per month. Sick leave can be used immediately (no probation wait).
- **Paid Time Off (PTO):** Employees get 13 days of PTO annually to start, accrued monthly at the end of each month. PTO cannot be used during the initial 3-month probationary period.
- **Holidays:** The library is closed for 12 holidays each year. Employees are paid for these holidays; the amount of holiday pay varies based on your work schedule.

About the Library: The Kellogg-Hubbard Library is a 501c3 nonprofit that serves as the public library for six towns in central Vermont. We have operated continuously as a library since 1895. We have the highest circulation of any library in the state and offer hundreds of programs annually. Our historic building serves as the community's second living room, and recent and upcoming facility improvements ensure that it serves the needs of our community. Our staff is the heart of our organization, and we work together to create a culture of growth, excellence, and joy! Our dedicated staff of 13 (plus lots of amazing Substitutes, Pages, and Volunteers!)

oversees a collection of 70,000 physical items, annual circulation of nearly 400,000, and an annual budget of \$1.1 million.