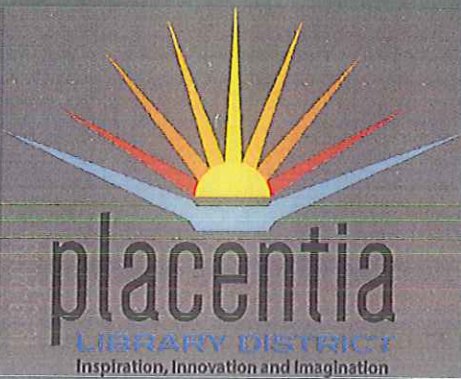


PROPOSED

BUDGET

2021-2023



100 YEARS OF EXCELLENCE



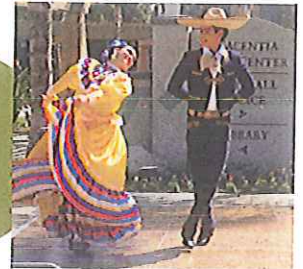
READING OPPORTUNITIES



INSPIRATION



OPEN MINDS

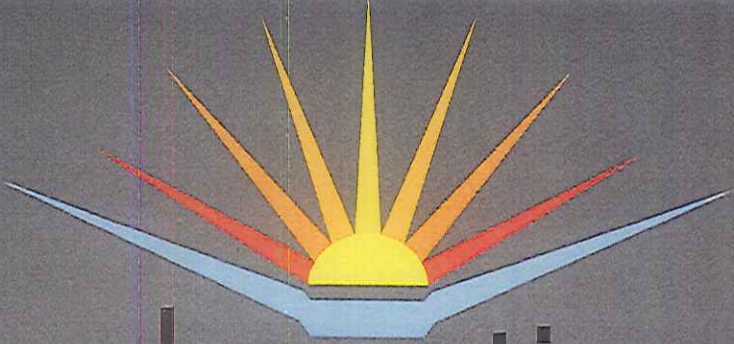


LIFELONG LEARNING



BRING COMMUNITY TOGETHER





1919-2019

placentia

LIBRARY DISTRICT

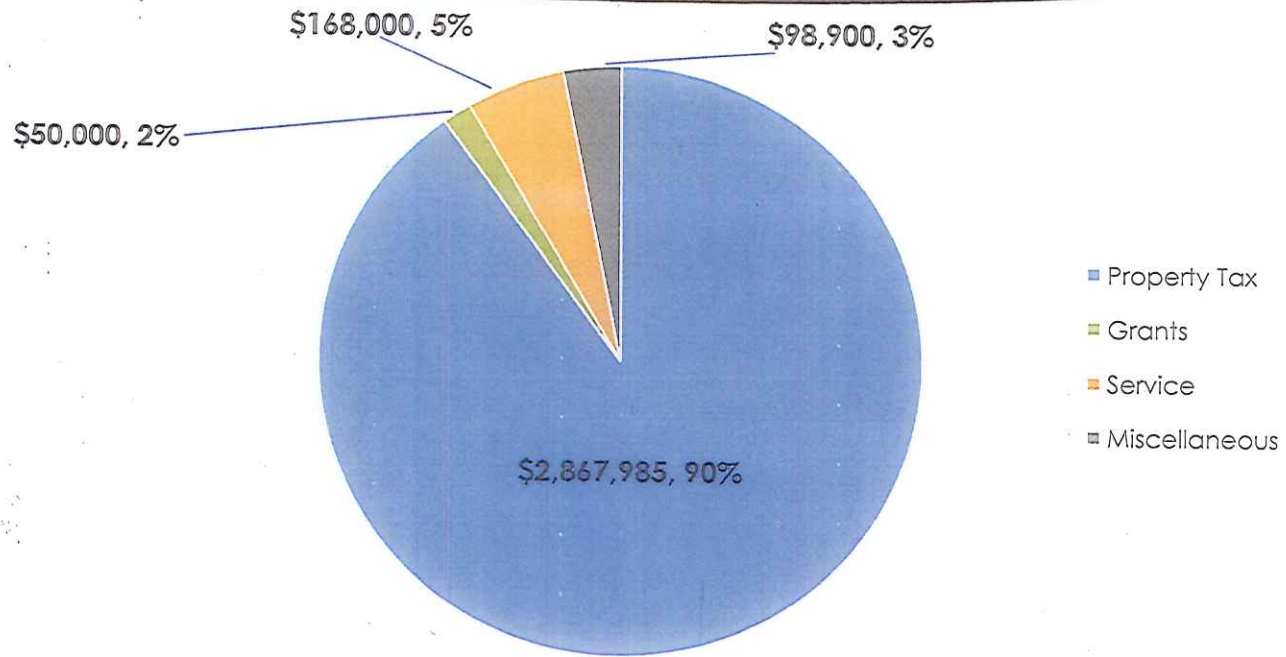
Inspiration, Innovation and Imagination

BUDGET WORK SESSION

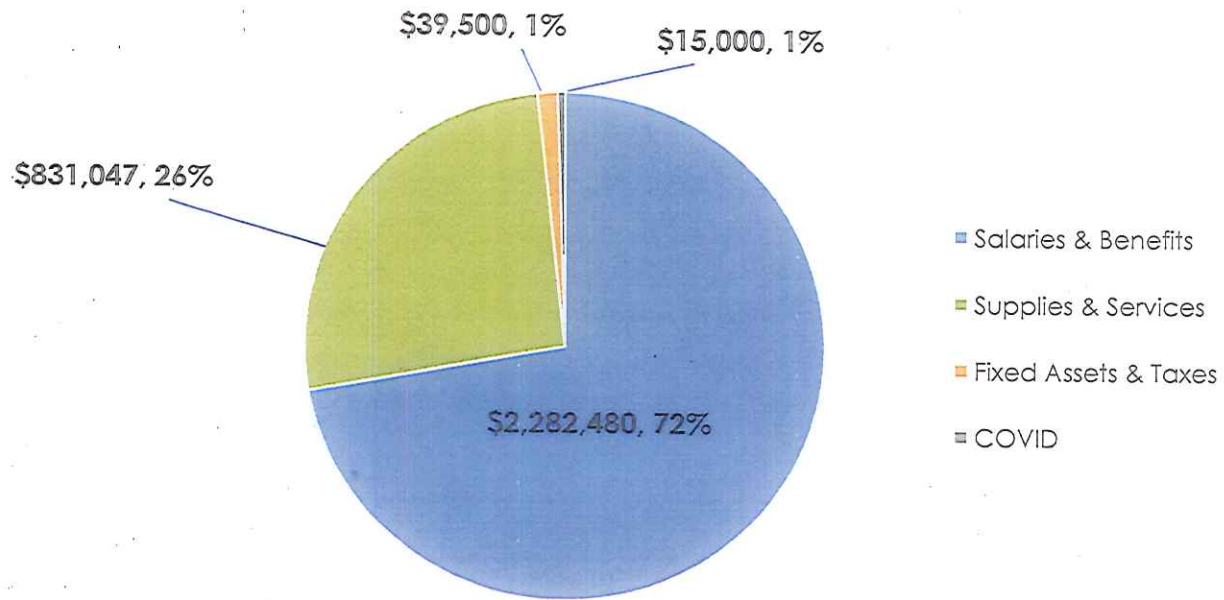
FISCAL YEARS 2021-2023

MARCH 15, 2021

Fiscal Year 2021-2022 - \$3,193,385 REVENUE



Fiscal Year 2021-2022 - \$3,168,027 EXPENDITURES



FISCAL YEAR 2021-2022 - \$2,282,480 SALARIES & BENEFITS

4

1. 1.5% COLA.
2. 10% increase, medical & ancillary premiums.
3. Unfreeze Children's Supervising Librarian position.
4. Reclassify one (1) PT Library Assistant position to Librarian.
5. Reclassify Administrative Assistant position to Executive Assistant (Confidential).
6. 5.5% salary increase for Library Aide classification in accordance to California \$15 minimum wage (effective January 2023).
7. 2.5% salary increase for Library Clerk classification.
8. 5% salary increase for Library Assistant classification.
9. 8% salary increase for Librarian I classification.
10. 7% salary increase for Supervising & Systems Librarian classifications.
11. 100% increase in worker's compensation premium.

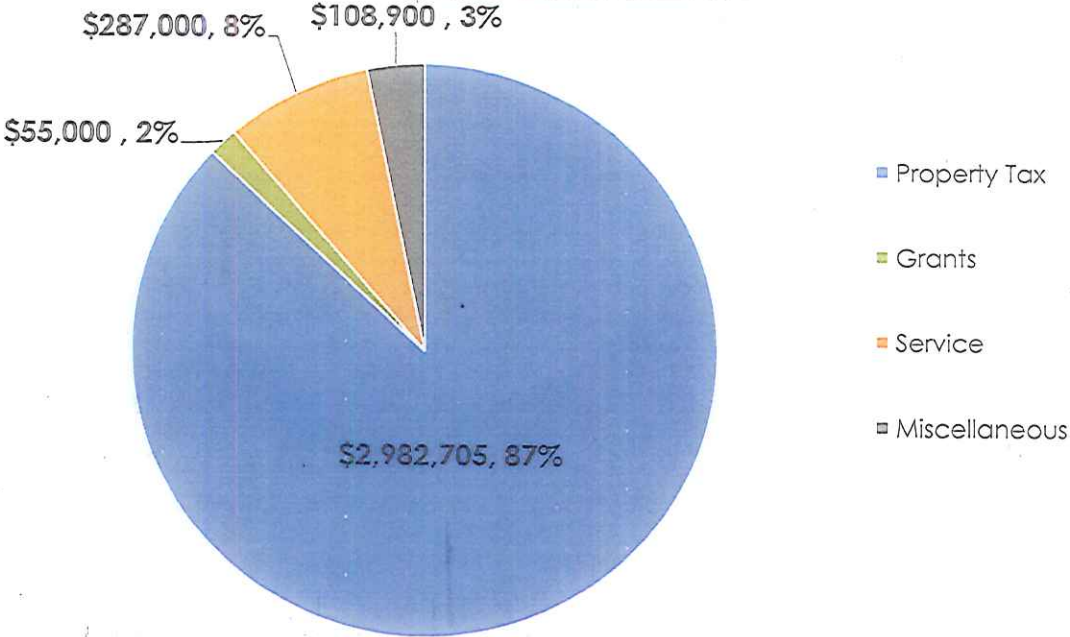


Fiscal Year 2021-2022 - \$831,047 SUPPLIES & SERVICES

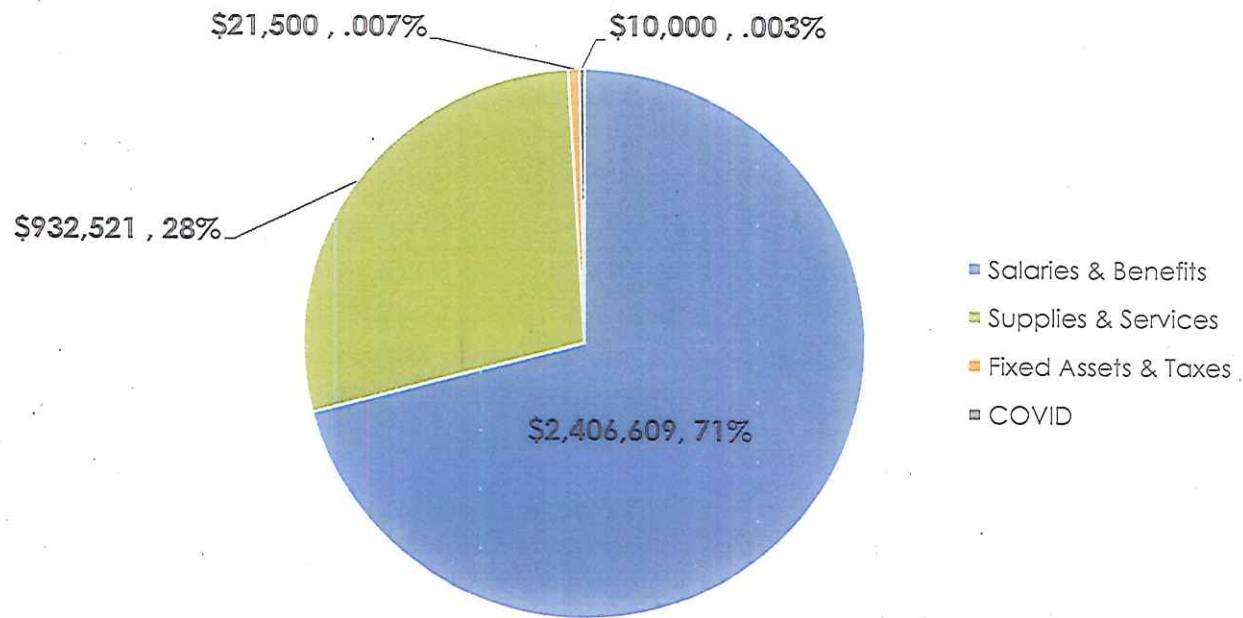
1. 100% increase in liability insurance premium.
2. Civic Center pergola improvement.
3. Loading dock improvement.
4. Ventilation system for the Hangar space.
5. Regular maintenance schedules – HVAC, plumbing, solar panels, security cameras.
6. Additional janitorial service hours during Phase 2.
7. 8% materials budget.



Fiscal Year 2022-2022 - \$3,442,105
REVENUE



Fiscal Year 2022-2023 - \$3,370,630 EXPENDITURES



FISCAL YEAR 2022-2023 - \$2,406,609 SALARIES & BENEFITS

1. 2% COLA.
2. 10% increase, medical premium.
3. 5% increase, ancillary premium.
4. Increase two hours for (2) part-time Librarian positions to full-time.
5. 50% increase in worker's compensation premium.



Fiscal Year 2022-2023 - \$1,020,938 SUPPLIES & SERVICES

1. Civic Center lighting improvement project.
2. Mobile application.
3. Firewall renewal.
4. Library material processing supplies.
5. Election expense.
6. Equipment & furniture for staff.
7. 9% materials budget



RESERVES & LIBRARY IMPACT FEES

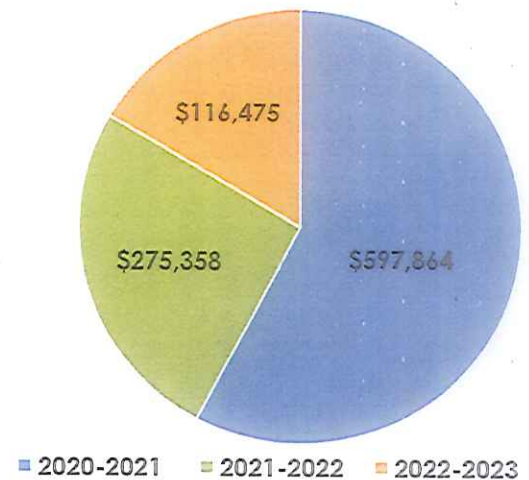
▶ RESERVE PROJECTIONS

▶ 2020-2021	\$562,543	.188%
▶ 2021-2022	\$ 25,358	.008%
▶ 2022-2023	\$ 71,475	.021%
▶ TOTAL 3-YEAR RESERVES	\$659,376	.069%

▶ LIBRARY IMPACT FEE PROJECTIONS

▶ 2020-2021	\$ 35,321	.012%
▶ 2021-2022	\$250,000	.078%
▶ 2022-2023	\$ 45,000	.013%
▶ TOTAL 3-YEAR LIBRARY IMPACT FEES	\$330,321	.034%

RESERVES + LIBRARY IMPACT FEES
2020-2023 Fiscal Years
\$989,697 – 10%



FISCAL YEAR 2021-2022 Summary

1. 1.5% COLA.
2. 10% increase, medical & ancillary premiums.
3. Unfreeze Children's Supervising Librarian position.
4. Reclassify one (1) PT Library Assistant position to Librarian.
5. Reclassify Administrative Assistant position to Executive Assistant (Confidential).
6. 5.5% salary increase for Library Aide classification in accordance to California \$15 minimum wage (effective January 2023).
7. 2.5% salary increase for Library Clerk classification.
8. 5% salary increase for Library Assistant classification.
9. 8% salary increase for Librarian I classification.
10. 7% salary increase for Supervising & Systems Librarian classifications.
11. 100% increase in worker's compensation premium.
12. 100% increase in liability insurance premium.
13. Civic Center pergola improvement project.
14. Loading dock improvement project.
15. Ventilation system for the Hangar space.
16. Regular maintenance schedules – HVAC, plumbing, solar panels, security cameras.
17. Additional janitorial service hours during Phase 2.
18. 8% materials budget.

FISCAL YEAR 2022-2023 Summary

1. 2% COLA.
2. 10% increase, medical premium.
3. 5% increase, ancillary premium.
4. Increase hours for two (2) part-time Librarian positions to full-time.
5. 50% increase in worker's compensation premium.
6. Civic Center light improvement project.
7. Mobile application.
8. Firewall renewal.
9. Library material processing supplies.
10. Election expense.
11. Equipment & furniture for staff.
12. 9% materials budget.

CELEBRATING
OVER 100 YEARS
OF EXCELLENCE



Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2021-2023

Assumption: 4% property tax increase 2021-2023

Object Code	Category	2019-2020	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023
		ADOPTED	ACTUAL	AMENDED	PROJECTED	PROPOSED	PROPOSED
4010	Current Secured	2,332,967	2,649,146	2,426,286	2,611,087	2,715,530	2,824,152
4030	Prior Secured						
	SUB-TOTAL CURRENT SECURED	2,332,967	2,649,146	2,426,286	2,611,087	2,715,530	2,824,152
4020	Current Unsecured	74,931	55,758	77,928	76,554	79,616	82,801
4040	Prior Unsecured	0	0	0	662	0	0
	SUB-TOTAL UNSECURED	74,931	55,758	77,928	77,216	80,305	83,517
4050	SUPPLEMENTAL -- CURRENT	65,157	46,883	67,763	44,776	46,567	48,430
4060	SUPPLEMENTAL -- PRIOR	0	0	0	0	0	0
4070	INTEREST ON UNNAPORT. TAX	0	3,219	0	2,831	0	0
4080	PENALTIES & COST ON DELIQ. TAX	16,703	18,736	17,371	0	0	0
4090	TAXES SPECIAL DIST. AUGMENTATION	94,271	4,729	98,042	8,756	9,106	9,470
4190	STATE - HOMEOWNERS PR TAX RELIEF	13,548	12,724	14,090	15,843	16,477	17,136
	TOTAL PROPERTY TAX REVENUE	2,597,577	2,791,195	2,701,480	2,760,509	2,867,985	2,982,705
4210	State Grants	15,000	55,000	40,000	50,455	40,000	45,000
4220	Federal Grants				0		
4230	Other Grants	20,000		20,000	0	10,000	10,000
	TOTAL GRANTS REVENUE	35,000	55,000	60,000	50,455	50,000	55,000
4310	Fines & Fees	20,000	29,000	20,000	5,777	15,000	20,000
4320	Passports/Passport Photos	290,000	150,000	320,000	63,282	150,000	260,000
4340	Meeting Room	3,000	800	3,000	0	0	2,000
4350	Test Proctor	9,500	2,550	10,000	825	3,000	5,000
	TOTAL SERVICE REVENUE	322,500	182,350	353,000	69,884	168,000	287,000
4410	PLFF Grants	250,000	244,000	55,000	20,000	25,000	35,000
4420	Newsletter Ads	700	1,600	700	0	0	0
4430	Misc. Revenue	0		0	0	0	0
4435	Centennial				73,900	73,900	73,900
4440	Reserves	2,000,000	1,967,260	0	562,543	25,904	62,349
4500	IMPACT FEES	50,000	228,769	20,000	35,321	250,000	45,000
4600	INTEREST	8,500	51,436	8,500	10,137	8,500	8,500
	TOTAL REVENUE (does not include impact fees & reserves)	3,214,277	3,325,581	3,178,680	2,984,885	3,193,385	3,442,105

PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for Fiscal Year 2021-2023

1.5% COLA 2021-2022 FY; 2% COLA 2022-2023 FY

OBJECT		2019-2020	2020-2021	2020-2021	2020-2021	2021-2022	2022-2023
CODE	DESCRIPTION	ACTUAL	AMENDED	Actual as of 01/01/21	PROJECTED	PROPOSED	PROPOSED
5010	Salaries & Wages	1,222,498	1,349,981	447,810	827,204	1,508,627	1,608,316
5020	Payroll Taxes (SS & MEDICARE)	434,187	120,831	215,370	382,309	391,309	400,309
5030	Retirement (PARS)	60,365	64,143	30,120	55,938	60,365	60,365
5040	Unemployment Insurance	4,158	2,500	0	0	3,000	3,000
5050	Health Insurance	268,230	289,038	158,727	272,104	268,230	268,230
5060	Life Insurance	4,383	9,420	2,788	4,779	4,383	4,383
5064	Dental Insurance	11,388	17,796	7,628	13,077	11,388	11,388
5066	Long Term Disability Insurance	6,676	6,172	3,674	6,299	6,676	6,676
5068	Vision Insurance	2,733	3,541	1,601	2,744	3,279	3,607
5070	Workers Compensation	11,657	16,252	7,357	12,612	25,224	37,836
5090	Education Assistance	1,422	5,000	0	0	0	2,500
TOTAL SALARIES & EMPLOYEE BENEFITS		2,027,695	1,884,674	875,076	1,577,066	2,282,480	2,406,609
5100	Communications	29,272	11,000	5,812	21,958	26,900	29,500
5150	Household Expense	43,889	25,000	27,192	46,614	44,000	48,000
5099	Liability Insurance	20,808	22,000	23,440	40,182	41,000	42,000
5160	Refuse Disposal	3,272	0	1,119	1,918	3,272	3,272
5205	Maintenance - Equipment	12,921	20,000	7,371	12,636	12,921	12,921
5220-5280	Maintenance - Building & Grounds	105,367	90,000	37,377	66,824	145,000	125,000
5290	Memberships	7,469	11,000	6,104	10,463	7,469	7,469
5295	Miscellaneous Expense	0	0	0	0	300	400
5300	Office Supply & Postage	84,941	45,000	38,576	71,131	77,544	88,498
5405	Library Automated Library System	31,321	12,605	6,501	12,145	15,000	17,000
5410	Library Board Consultants & Legal	19,422	12,605	3,639	10,605	11,667	12,833
5415	HR/Finance Services	53	8,175	0	0	350	500
5420	Audit & Accounting Services	18,945	25,895	4,265	10,312	20,000	24,000
5425	Studies and Surveys	0	0	0	0	0	0
5430	Computer Services	0	3,746	0	0	1,000	1,000
5435	Unique Fee Collection	555	0	0	0	500	550
5440	LAFCO & Tax Collection	2,000	1,088	1,290	2,211	2,300	2,400
5445	Payroll Preparation	6,856	10,833	4,294	7,360	8,096	8,906
5450	Bank Fees	1,402	202	299	512	550	610
5455	Election Expenses	0	17,035	0	3,500	0	18,000
5460	CC Processing Fees	12,150	10,833	2,044	3,504	3,854	4,239
5465	Staff Training	2,445	3,746	0	550	1,000	1,200
5470	Employee Screening	1,755	202	0	50	100	125
5475	Other Prof. and Spec. Svcs.	3,221	0	0	0	2,000	2,500
5480	Marketing	28,572	17,035	750	1,286	2,500	5,000
5490	Loan Obligation (ibank)	18,739	78,000	74,087	127,007	73,968	73,844
5495	Programs	11,142	50,000	0	24,000	24,000	35,000
5500	Book/Library Materials	298,672	223,213	99,951	223,213	257,455	308,403
5600	Travel & Meetings	31,825	25,000	4,501	7,716	30,000	35,000
5700	Mileage/Parking	377	1,000	74	126	300	350
5800	Utilities	11,828	35,000	4,877	8,361	18,000	24,000
TOTAL SUPPLIES & SERVICES		809,219	760,213	353,563	714,186	831,047	932,521

PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for Fiscal Year 2021-2023

1.5% COLA 2021-2022 FY; 2% COLA 2022-2023 FY

3JECT		2019-2020	2020-2021	2020-2021	2020-2021	2021-2022	2022-2023
CODE	DESCRIPTION	ACTUAL	AMENDED	Actual as of 01/01/21	PROJECTED	PROPOSED	PROPOSED
1310	Building & Improvements	0	40,000	0	7,000	20,000	0
1320	Equipment & Furniture	36,541	10,000	0	10,000	3,000	5,000
6100	Taxes & Assessments	10,449	20,000	9,386	16,090	16,500	16,500
5211	Renovation	1,638,292	0	0	58,000	-	-
7000	COVID-19	28,993	20,000	5,785	40,000	15,000	10,000
TOTAL EXPENSES		4,551,189	2,734,887	1,243,810	2,422,342	3,168,027	3,370,630

March 15, 2021

Needs Fulfilled for 2020-2021 Fiscal Year

1. Wifi
2. MS Defender cybersecurity
3. Increase janitorial service cost
4. Addition of one security camera over adult computer area
5. Purchase \$4,800 technical services supplies
6. Interior wayfinding signage
7. PC monitor replacement
8. Furniture & equipment for passport and staff
9. Permanent curbside signage

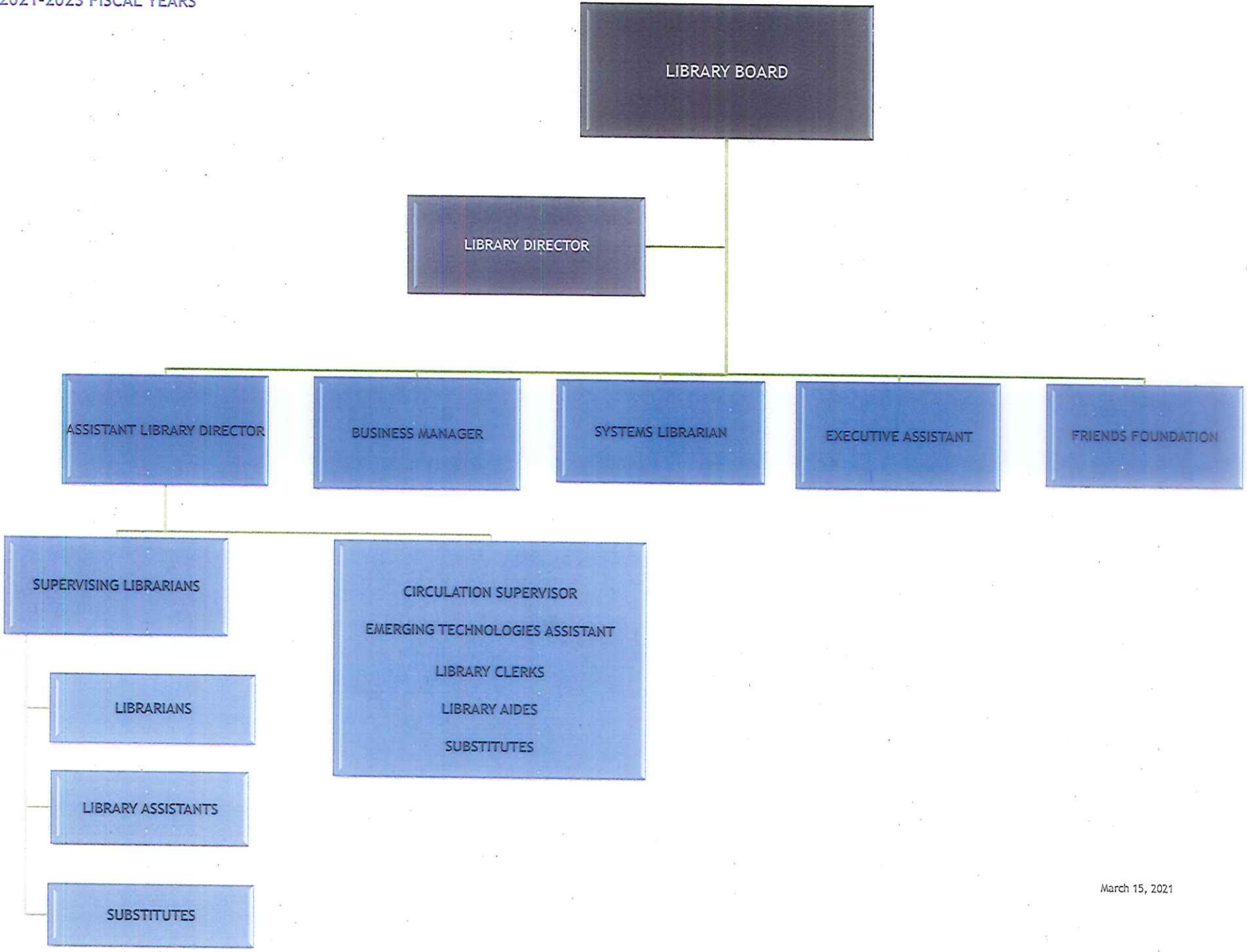
2021-2022 Fiscal Year Assumptions & Needs

1. 1.5% COLA
2. 1,040 sub hours for Support Services - \$17,315
3. 780 sub hours for Public Services - \$23,518
4. Eliminate two (2) 20hr. PT Library Aide positions - \$55,290 savings
5. Unfreeze Children's Services Supervising Librarian position - \$96,540
6. Reclassify 20hr. PT Children's Library Assistant to Librarian - \$1,752
7. Increase 20hr. PT Adult Services Librarian to 30hrs. - \$18,598
8. Reclassify Administrative Assistant to Executive Assistant (Confidential) - \$1,478
9. 10% increase in medical costs - \$27,210 increase (\$257,017)
10. 10% increase in dental costs - \$1,308 increase (\$17,058)
11. 100% increase in workers compensation - \$12,612 increase (\$25,224)
12. Unemployment - \$3,000
13. Courtyard pergola - \$63,000
14. Dell monitors - \$900 - FY 20-21
- 15. VOIP phone system - \$14,300**
16. Mobile Application - \$6,500
17. Scheduled maintenance for restroom, carpet cleaning, front doors, and security cameras.
18. Ventilation system for the Hangar - \$10,000
19. Loading dock improvement - \$15,000

2022-2023 Fiscal Year Assumptions & Needs

1. 2% COLA
2. 780 sub hours for Support Services - \$14,279
3. 780 sub hours for Public Services - \$23,260
4. One (1) 20hr. PT Children's Library Assistant to a 40hr. FT position - \$29,013
5. One (1) 30hr. PT Adult Services Librarian to a 40hr. FT position - \$21,239
6. 10% increase in medical costs - \$22,407 (\$269,219)
7. 5% increase in dental costs - \$775 (\$16,283)
8. 50% increase in workers compensation - \$12,612 increase (\$37,836)
9. Education Assistance - \$2,500
10. Civic Center lighting - \$35,000
11. Wi-Fi access points replacement - \$2,550 - FY 20-21
12. Firewall license renewal - \$5,000 (for 2 years)
13. Furniture/Equipment - \$3,800
14. Technical Services Supplies - \$3,200
- 15. Outdoor space shading - \$200,000**
- 16. Awning for bookdrop - \$10,000**

PLACENTIA LIBRARY DISTRICT
2021-2023 FISCAL YEARS



March 15, 2021

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2021-2023
NON-EXEMPT**

		1	2	3	4	5	6	7	8	9	10
LIBRARY AIDE	HR	15.02	15.40	15.78	16.18	16.58	17.00	17.42	17.86	18.30	19.22
	AN	31,247.84	32,029.04	32,829.76	33,650.51	34,491.77	35,354.06	36,237.91	37,143.86	38,072.46	39,976.08
	MO	2,603.99	2,669.09	2,735.81	2,804.21	2,874.31	2,946.17	3,019.83	3,095.32	3,172.70	3,331.34
LIBRARY CLERK	HR	17.60	18.04	18.49	18.95	19.43	19.91	20.41	20.92	21.44	22.52
	AN	36,608.00	37,523.20	38,461.28	39,422.81	40,408.38	41,418.59	42,454.06	43,515.41	44,603.29	46,833.46
	MO	3,050.67	1,875.47	1,922.27	1,970.80	2,019.33	3,451.55	3,537.84	3,626.28	3,716.94	3,902.79
EMERGING TECHNOLOGIES ASS' HR	HR	18.04	18.49	18.95	19.43	19.91	20.41	20.92	21.44	21.98	23.08
	AN	37,523.20	38,461.28	39,422.81	40,408.38	41,418.59	42,454.06	43,515.41	44,603.29	45,718.38	48,004.29
	MO	3,126.93	3,205.11	3,285.23	3,367.37	3,451.55	3,537.84	3,626.28	3,716.94	3,809.86	4,000.36
CIRCULATION SUPERVISOR	HR	20.01	20.51	21.02	21.55	22.09	22.64	23.21	23.79	24.38	25.60
	AN	41,620.80	42,661.32	43,727.85	44,821.05	45,941.58	47,090.11	48,267.37	49,474.05	50,710.90	53,246.45
	MO	3,468.40	3,555.11	3,643.99	3,735.09	3,828.46	3,924.18	4,022.28	4,122.84	4,225.91	4,437.20
EXECUTIVE ASSISTANT (CONFIDENTIAL)	HR	25.44	26.08	26.73	27.40	28.08	28.78	29.50	30.24	31.00	32.55
	AN	52,915.20	54,238.08	55,594.03	56,983.88	58,408.48	59,868.69	61,365.41	62,899.54	64,472.03	67,695.63
	MO	4,409.60	4,519.84	4,632.84	4,748.66	4,867.37	4,989.06	5,113.78	5,241.63	5,372.67	5,641.30
LIBRARY ASSISTANT	HR	23.75	24.34	24.95	25.58	26.22	26.87	27.54	28.23	28.94	30.38
	AN	49,400.00	50,635.00	51,900.88	53,198.40	54,528.36	55,891.57	57,288.85	58,721.08	60,189.10	63,198.56
	MO	4,116.67	4,219.58	4,325.07	4,433.20	4,544.03	4,657.63	4,774.07	4,893.42	5,015.76	5,266.55
LIBRARIAN I	HR	30.00	30.75	31.52	32.31	33.11	33.94	34.79	35.66	36.55	38.38
	AN	62,400.00	63,960.00	65,559.00	67,197.98	68,877.92	70,599.87	72,364.87	74,173.99	76,028.34	79,829.76
	MO	5,200.00	5,330.00	5,463.25	5,599.83	5,739.83	5,883.32	6,030.41	6,181.17	6,335.70	6,652.48
SUPERVISING LIBRARIAN SYSTEMS LIBRARIAN	HR	34.97	35.84	36.74	37.66	38.60	39.57	40.55	41.57	42.61	44.74
	AN	72,737.60	74,556.04	76,419.94	78,330.44	80,288.70	82,295.92	84,353.32	86,462.15	88,623.70	93,054.89
	MO	6,061.47	6,213.00	6,368.33	6,527.54	6,690.73	6,857.99	7,029.44	7,205.18	7,385.31	7,754.57

Signature _____ : Approved _____ Effective: July 1, 2021

Jo-Anne W. Martin, Board President

PLACENTIA LIBRARY DISTRICT
 PROPOSED SALARY SCALE FOR
 FISCAL YEAR 2021-2023
 EXEMPT

		1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR	HR	85.90									
	AN	178,672									
	MO	14,889.33									
ASSISTANT LIBRARY DIRECTOR	HR	46.20	47.36	48.54	49.75	51.00	52.27	53.58	54.92	56.29	59.10
	AN	96,096.00	98,498.40	100,960.86	103,484.88	106,072.00	108,723.80	111,441.90	114,227.95	117,083.64	122,937.83
	MO	8,008.00	8,208.20	8,413.41	8,623.74	8,839.33	9,060.32	9,286.82	9,519.00	9,756.97	10,244.82
BUSINESS MANAGER	HR	35.94	36.84	37.76	38.70	39.67	40.66	41.68	42.72	43.79	45.98
	AN	74,755.20	76,624.08	78,539.68	80,503.17	82,515.75	84,578.65	86,693.11	88,860.44	91,081.95	95,636.05
	MO	6,229.60	6,385.34	6,544.97	6,708.60	6,876.31	7,048.22	7,224.43	7,405.04	7,590.16	7,969.67

Signature _____ : Approved
 Jo-Anne W. Martin, Board President

Effective: July 1, 2021

March 2021

APPENDIX II

Alladena Library District - Market Compensation Data (sorted by Top Monthly Salary)
April 2020

Administrative Assistant						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Buena Park Library District	Administrative Assistant	\$ 6,025	12/20/19	unknown	unknown
2	Whittier Public Library	Administrative Assistant	\$ 6,008	7/1/18	unknown	unknown
3	Monrovia Public Library	Office Administrator	\$ 5,938	9/17/19	unknown	unknown
4	Commerce Public Library	Administrative Assistant	\$ 5,894	7/1/19	7/1/20	3.00%
5	Crowell (San Marino) Public Library	Administrative Assistant	\$ 5,600	7/1/19	7/1/20	2.00%
6	Alhambra Library	Executive Assistant	\$ 5,506	3/9/20	6/25/20	2.00%
7	Placentia Library District	Administrative Assistant	\$ 5,504	12/20/19	unknown	unknown
8	Alladena Library District	Administrative Assistant	\$ 5,498	7/1/20	unknown	unknown
9	Arcadia Public Library	Senior Administrative Assistant	\$ 5,452	12/17/19	unknown	unknown
10	Monterey Park Library	Administrative Secretary	\$ 5,315	7/1/18	unknown	unknown
11	Covina Public Library	Administrative Technician	\$ 4,892	11/5/19	7/4/20	2.00%
12	Glendora Public Library	Administrative Assistant	\$ 4,791	7/1/19	7/1/20	3.00%
13	Sierra Madre Public Library	Administrative Aide	\$ 3,952	7/23/19	unknown	unknown

Summary Results	Top Monthly
Average of Comparators	\$ 5,406
% Altadena Library District Above/Below	1.6%
Median of Comparators	\$ 5,505
% Altadena Library District Above/Below	-0.2%
Number of Matches	12

N/C - Non Comparator

APPENDIX II

Altadena Library District - Market Compensation Data (sorted by Top Monthly Salary)
April 2020

Administrative Services Manager						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Commerce Public Library ³	[Human Resources Analyst II / Accountant II]	\$ 8,749	7/1/19	7/1/20	3.00%
2	Monrovia Public Library ⁷	[Accountant / Human Resources Supervisor]	\$ 8,581	9/17/19	unknown	unknown
3	Placentia Library District	Business Manager	\$ 7,970	12/20/19	unknown	unknown
4	Alhambra Library ¹	[Accounting Supervisor / Human Resources Analyst]	\$ 7,895	3/9/20	6/25/20	2.00%
5	Monterey Park Library ⁸	[Accountant / Human Resources Analyst]	\$ 7,785	7/1/18	unknown	unknown
6	Whittier Public Library ⁹	[Accountant / Management Analyst II]	\$ 7,752	7/1/18	unknown	unknown
7	Arcadia Public Library ²	[Accountant / Human Resources Analyst]	\$ 7,727	12/17/19	unknown	unknown
8	Buena Park Library District	Business Officer	\$ 7,516	12/20/19	unknown	unknown
9	Sierra Madre Public Library	Administrative Services Manager	\$ 7,348	11/22/19	unknown	unknown
10	Crowell (San Marino) Public Library ⁵	[Accountant / Administrative Analyst]	\$ 6,881	7/1/19	7/1/20	2.00%
11	Covina Public Library ⁴	[Accountant / Human Resources Analyst]	\$ 6,641	11/5/19	7/4/20	2.00%
12	Glendora Public Library ⁶	[Accountant / Human Resources & Risk Management Analyst]	\$ 6,322	7/1/19	7/1/20	3.00%
13	Altadena Library District	Administrative Services Manager	\$ 6,208	1/1/20	unknown	unknown

Summary Results	Top Monthly
Average of Comparators	\$ 7,597
% Altadena Library District Above/Below	-22.4%
Median of Comparators	\$ 7,740
% Altadena Library District Above/Below	-24.7%
Number of Matches	12

N/C - Non Comparator

- 1 - Alhambra Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 2 - Arcadia Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 3 - Commerce Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 4 - Covina Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 5 - Crowell (San Marino) Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 6 - Glendora Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 7 - Monrovia Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 8 - Monterey Park Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 9 - Whittier Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

APPENDIX II

Altadena Library District - Market Compensation Data (sorted by Top Monthly Salary)
April 2020

Assistant Library Director						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Monrovia Public Library	Library Manager	\$ 11,916	9/17/19	unknown	unknown
2	Placentia Library District	Assistant Library Director	\$ 10,245	12/20/19	unknown	unknown
3	Arcadia Public Library	Library Services Manager	\$ 10,139	12/17/19	unknown	unknown
4	Crowell (San Marino) Public Library	City Librarian	\$ 10,022	7/1/19	7/1/20	2.00%
5	Covina Public Library	Library Manager	\$ 9,899	11/5/19	7/4/20	2.00%
6	Whittier Public Library	Assistant Director of Library Services	\$ 9,727	7/1/18	unknown	unknown
7	Alhambra Library	Library Services Manager	\$ 9,564	3/9/20	6/25/20	2.00%
8	Altadena Library District	Assistant Library Director	\$ 9,560	11/1/20	unknown	unknown
9	Glendora Public Library	Library Services Manager	\$ 8,673	7/1/19	7/1/20	3.00%
10	Sierra Madre Public Library	Library Services Manager/City Librarian	\$ 7,348	11/22/19	unknown	unknown
11	Monterey Park Library	N/C				
12	Commerce Public Library	N/C				
13	Buena Park Library District	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 9,726
% Altadena Library District Above/Below	-1.7%
Median of Comparators	\$ 9,899
% Altadena Library District Above/Below	-3.5%
Number of Matches	9

N/C - Non Comparator

APPENDIX II

Altadena Library District - Market Compensation Data (sorted by Top Monthly Salary)
April 2020

District Director						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Commerce Public Library	Director of Library Services	\$ 15,390	7/1/19	unknown	unknown
2	Placentia Library District	Library Director	\$ 14,250	12/20/19	unknown	unknown
3	Alhambra Library	Library Director	\$ 13,887	3/9/20	6/25/20	2.00%
4	Altadena Library District	District Director	\$ 13,675	1/1/20	unknown	unknown
5	Covina Public Library	Director of Parks, Recreation, and Library Services	\$ 13,663	8/20/19	7/4/20	2.00%
6	Glendora Public Library	Library Director	\$ 13,402	7/1/19	unknown	unknown
7	Arcadia Public Library	Director of Library & Museum Services	\$ 13,303	12/17/19	unknown	unknown
8	Whittier Public Library	Director of Library Services	\$ 12,850	7/1/18	unknown	unknown
9	Crowell (San Marino) Public Library	Director of Community Services	\$ 12,787	7/1/19	7/1/20	2.00%
10	Buena Park Library District	Library Director	\$ 12,716	12/20/19	unknown	unknown
11	Monterey Park Library	City Librarian	\$ 10,924	1/1/19	unknown	unknown
12	Sierra Madre Public Library	N/C				
13	Monrovia Public Library	N/C				

Summary/Results	Top Monthly
Average of Comparators	\$ 13,317
% Altadena Library District Above/Below	4.0%
Median of Comparators	\$ 13,352
% Altadena Library District Above/Below	3.8%
Number of Matches	10

N/C - Non Comparator

APPENDIX II Altadena Library District - Market Compensation Data (sorted by Top Monthly Salary)
April 2020

Librarian						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Commerce Public Library	Librarian	\$ 7,179	7/1/19	7/1/20	3.00%
2	Monrovia Public Library	Librarian	\$ 7,032	9/17/19	unknown	unknown
3	Arcadia Public Library	Librarian II	\$ 6,979	12/17/19	unknown	unknown
4	Crowell (San Marino) Public Library	Librarian II	\$ 6,954	7/1/19	7/1/20	2.00%
5	Monterey Park Library	Librarian	\$ 6,631	1/1/20	7/1/20	1.00%
6	Buena Park Library District	Librarian I	\$ 6,464	12/20/19	unknown	unknown
7	Whittier Public Library	Librarian II	\$ 6,377	7/1/18	unknown	unknown
8	Alhambra Library	Librarian I	\$ 6,267	3/9/20	6/25/20	2.00%
9	Placentia Library District	Librarian I	\$ 6,160	12/20/19	unknown	unknown
10	Altadena Library District	Librarian	\$ 5,776	1/1/20	unknown	unknown
11	Glendora Public Library	Librarian II	\$ 5,468	7/1/19	7/1/20	3.00%
12	Sierra Madre Public Library	N/C				
13	Covina Public Library	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 6,551
% Altadena Library District Above/Below	-13.4%
Median of Comparators	\$ 6,547
% Altadena Library District Above/Below	-13.4%
Number of Matches	10

N/C - Non Comparator

APPENDIX II Altadena Library District - Market Compensation Data (sorted by Top Monthly Salary)
April 2020

Library Aide						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Placentia Library District	Library Aide	\$ 3,158	12/20/19	unknown	unknown
2	Buena Park Library District	Library Page	\$ 3,084	12/20/19	unknown	unknown
3	Monrovia Public Library	Library Aide	\$ 3,049	11/9/19	unknown	unknown
4	Alhambra Library	Page	\$ 2,993	3/9/20	6/25/20	2.00%
5	Monterey Park Library	Library Page	\$ 2,883	1/1/20	unknown	unknown
6	Altadena Library District	Library Aide	\$ 2,808	1/1/20	unknown	unknown
7	Commerce Public Library	Library Page	\$ 2,805	7/1/19	7/1/20	3.00%
8	Glendora Public Library	Library Aide I	\$ 2,742	7/1/19	unknown	unknown
9	Covina Public Library	Library Page/Shelver	\$ 2,739	12/21/19	unknown	unknown
10	Arcadia Public Library	Library Aide	\$ 2,487	1/1/20	unknown	unknown
11	Crowell (San Marino) Public Library	Library Page	\$ 2,253	1/1/20	unknown	unknown
12	Sierra Madre Public Library	Library Page	\$ 2,253	1/1/20	unknown	unknown
13	Whittier Public Library	Library Page	\$ 2,253	1/1/20	unknown	unknown

Summary Results	Top Monthly
Average of Comparators	\$ 2,725
% Altadena Library District Above/Below	3.0%
Median of Comparators	\$ 2,773
% Altadena Library District Above/Below	1.2%
Number of Matches	12

N/C - Non Comparator

APPENDIX II

Altadena Library District - Market Compensation Data (sorted by Top Monthly Salary)
April 2020

Library Assistant						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Sierra Madre Public Library	Associate Librarian	\$ 5,398	7/23/19	unknown	unknown
2	Alhambra Library	Library Assistant	\$ 5,130	3/9/20	6/25/20	2.00%
3	Commerce Public Library	Senior Library Assistant	\$ 5,082	7/1/19	7/1/20	3.00%
4	Placentia Library District	Library Assistant	\$ 5,016	12/20/19	unknown	unknown
5	Glendora Public Library	Librarian I	\$ 4,971	7/1/19	7/1/20	3.00%
6	Buena Park Library District	Library Assistant	\$ 4,897	12/20/19	unknown	unknown
7	Altadena Library District	Library Assistant	\$ 4,858	1/1/20	unknown	unknown
8	Arcadia Public Library	Library Technician II	\$ 4,475	12/17/19	unknown	unknown
9	Covina Public Library	Library Assistant	\$ 4,446	7/6/19	7/4/20	2.00%
10	Whittier Public Library	Library Assistant II	\$ 4,387	7/1/18	unknown	unknown
11	Crowell (San Marino) Public Library	N/C				
12	Monterey Park Library	N/C				
13	Monrovia Public Library	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 4,867
% Altadena Library District Above/Below	-0.2%
Median of Comparators	\$ 4,971
% Altadena Library District Above/Below	-2.3%
Number of Matches	9

N/C - Non Comparator

APPENDIX II Altadena Library District - Market Compensation Data (sorted by Top Monthly Salary)
April 2020

Library Clerk / Monitor						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Alhambra Library	Clerical Assistant II	\$ 4,606	3/9/20	6/25/20	2.00%
2	Monterey Park Library	Library Clerk	\$ 4,465	1/1/20	7/1/20	1.00%
3	Commerce Public Library	Library Assistant	\$ 4,384	7/1/19	7/1/20	3.00%
4	Crowell (San Marino) Public Library	Library Clerk II	\$ 4,227	7/1/19	7/1/20	2.00%
5	Altadena Library District	Library Clerk	\$ 3,992	1/1/20	unknown	unknown
6	Buena Park Library District	Library Clerk I	\$ 3,990	12/20/19	unknown	unknown
7	Glendora Public Library	Library Technician	\$ 3,820	7/1/19	7/1/20	3.00%
8	Placentia Library District	Library Clerk	\$ 3,807	12/20/19	unknown	unknown
9	Monrovia Public Library	Library Clerk	\$ 3,401	11/9/19	unknown	unknown
10	Covina Public Library	Library Clerk	\$ 3,013	12/21/19	unknown	unknown
11	Arcadia Public Library	N/C				
12	Sierra Madre Public Library	N/C				
13	Whittier Public Library	N/C				

Summary Results	Top Monthly
Average of Comparators	\$ 3,968
% Altadena Library District Above/Below	0.6%
Median of Comparators	\$ 3,990
% Altadena Library District Above/Below	0.1%
Number of Matches	9

N/C - Non Comparator

APPENDIX II

Altadena Library District - Market Compensation Data (sorted by Top Monthly Salary)
April 2020

Library Manager						
Rank	Comparator Agency	Classification Title	Top Step	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Arcadia Public Library	Principal Librarian	\$ 8,716	12/17/19	unknown	unknown
2	Monrovia Public Library	Library Supervisor	\$ 8,581	9/17/19	unknown	unknown
3	Alhambra Library ¹	[Librarian II / Library Services Manager]	\$ 8,244	3/9/20	6/25/20	2.00%
4	Commerce Public Library	Senior Librarian	\$ 7,928	7/1/19	7/1/20	3.00%
5	Monterey Park Library	Senior Librarian	\$ 7,725	7/14/18	unknown	unknown
6	Covina Public Library	Library Services Supervisor	\$ 7,687	11/5/19	7/4/20	2.00%
7	Buena Park Library District	Public Services Supervisor	\$ 7,569	12/20/19	unknown	unknown
8	Placentia Library District	Supervising Librarian	\$ 7,247	12/20/19	unknown	unknown
9	Crowell (San Marino) Public Library	Librarian III	\$ 7,116	7/1/19	7/1/20	2.00%
10	Altadena Library District	Library Manager	\$ 6,681	1/1/20	unknown	unknown
11	Glendora Public Library	Senior Librarian	\$ 6,322	7/1/19	7/1/20	3.00%
12	Sierra Madre Public Library	N/C				
13	Whittier Public Library	N/C				

Summary Results		Top Monthly
Average of Comparators		\$ 7,713
% Altadena Library District Above/Below		-15.3%
Median of Comparators		\$ 7,706
% Altadena Library District Above/Below		-15.2%
Number of Matches		10

N/C - Non Comparator

1 - Alhambra Library Span of Responsibility Match this hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency the salary displayed is an average of the matches

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Executive Assistant

POLICY NUMBER: 2309

2309.1 The Executive Assistant is a confidential classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, the Library Board of Trustees and the Library Services Manager. Performs a wide variety of highly responsible, confidential, complex, and varied administrative support to the Library Board of Trustees, Library Director, Assistant Library Director, Business Manager, and overall administration of District operations.

The primary responsibility of the Executive Assistant is to manage the administrative work of the Administration Office and to ensure efficient service for the Administration Office, Library Board of Trustees, and the public. Responsibilities require tact, discretion, diplomacy, initiative and independent judgement, as well as knowledge of District activities and a strong ability to implement District administrative procedures.

Typical Tasks

- 2309.1.1** Oversees and ensures that the administrative functions of the Administration Office are effectively carried out.
- 2309.1.2** Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director, the Library Services Manager and the Business Manager.
- 2309.1.3** Presents the image of the Placentia Library District to the public by being welcoming, pleasant, courteous and professional.
- 2309.1.4** Maintains District files, materials and information of a confidential nature; maintains the record keeping and information retrieval systems required for the efficient maintenance of records and documents.
- 2309.1.5** Manages the Library Director's calendar; functions as the liaison between the Administration Office and the Library Board of Trustees.
- 2309.1.6** Prepares monthly and annual reports on the administrative activities of the Library.
- 2309.1.7** Composes letters, memos, reports and other written confidential communications on routine matters.

- 2309.1.8 Coordinates, designs, revises and maintains overall office systems for records and documents related to District operations.
- 2309.1.9 Responsible for the maintenance and retention of the District's files.
- 2309.1.10 Attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.
- 2309.1.11 Maintains official records and executes administrative policies in conjunction with other officials.
- 2309.1.12 Reviews and verifies material in connection with the paying of District bills. May prepare payroll and claim requests.
- 2309.1.13 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.
- 2309.1.14 Responds to questions from the Library Board of Trustees, District staff and the public involving an understanding of District policies, procedures and regulations.
- 2309.1.15 Performs routine but specialized administrative duties related to District operations including report writing and coordination of special events; edits, proofreads and corrects written materials to ensure correct format, spelling, punctuation and grammar.
- 2309.1.16 Coordinates, refers, and respond to various inquiries and complaints from patrons and officials; prepares draft letters for signature in response to the inquiries/complaints.
- 2309.1.17 Screens and distributes incoming correspondence to the Library Director and staff members.
- 2309.1.18 Records proceedings of the District Library Board; transcribes, edits, and proofreads notes into the approved style of minutes used by the District following established guidelines and in accordance with general instructions.
- 2309.1.19 Responsible for ordering, receiving and confirming purchases for the Administration Office.

2309.2 Required Qualifications. Possession of Associate of Arts degree from a business or community college. Four years of progressively more responsible office administrative and secretarial experience – working with management-level staff in dealing with the public. Experience working with elected and appointed officials is highly desirable. A valid California driver's license.

2309.3 Skills and Abilities:

- 2309.3.1 Proficiency in Word, Excel, Publisher, Powerpoint and Quickbooks.
- 2309.3.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.
- 2309.3.3 Knowledge of personal computer hardware and software operations.
- 2309.3.4 Ability to use word processing software accurately by typing from clear copy at a speed of not less than fifty (50) words per minute, and to create and use labels, data and formulas on an electronic spreadsheet.
- 2309.3.5 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.
- 2309.3.6 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.
- 2309.3.7 Ability to respond to common inquiries or complaints that may be of sensitive nature from Library customers.
- 2309.3.8 Ability to interpret and communicate effectively the District's policies, procedures, and regulations.
- 2309.3.9 Ability to analyze difficult problems and recommend solutions.
- 2309.3.10 Ability to prepare and present reports that conform to prescribed style and format.
- 2309.3.11 Ability to communicate easily and rapidly in English with the Library Board of Trustees, the Library Director, the Library Services Manager, library staff and customers orally, via telephone and in writing.
- 2309.3.12 Ability to understand and execute both oral and written instructions in English independently.
- 2309.3.13 Ability to establish and maintain effective relations with co-workers, the public and community organizations.
- 2309.3.14 Ability to perform mathematical computations rapidly and accurately.

2309.4 Physical Demands:

- 2309.4.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- 2309.4.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2309.4.1.2 Must possess mobility to operate a motor vehicle.
- 2309.4.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2309.4.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
- 2309.4.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.
- 2309.4.1.6 The employee must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.
- 2309.4.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- 2309.4.1.8 Attendance at off-hours meetings and occasional travel are required.

2309.5 Work Environment:

2309.5.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2609.5.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Vacations
POLICY NUMBER: 2020

2020.1 This policy will apply to regular full-time and part-time employees in all classifications.

2020.2 Paid vacations will be accrued according to the following schedule on an annual basis:

- (a) During the first four years of continuous work, eighty (80) hours.
- (b) Five through nine years of service, one hundred twenty (120) hours.
- (c) Ten through fourteen years of service, one hundred sixty (160) hours.
- (d) Fifteen through nineteen years of service, one hundred seventy-six (176) hours.
- (e) After twenty years of service, two hundred (200) hours.
- (f) Vacation accrual is based on a forty (40) hour work week. Employees working less than forty (40) hours per week, but working twenty (20) or more regularly scheduled hours per week, will receive a pro-rata allocation of vacation hours.

2020.3 Employees who have completed **probationary** status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six months in regular employee status.

2020.4 Vacation time is accrued at the second pay period of each month.

2020.5 Vacation time may be accumulated or postponed. The total accumulated vacation time will not exceed 200 hours. The Library Director will require staff members with excessive vacation balances to use them immediately.

2020.6 At termination of employment for any reason, the District will compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.7 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

2020.8 If a holiday falls on a workday during an employee's vacation period, that day will be considered as a paid holiday and not vacation time.

2020.9 Vacations may be scheduled at any time during the year upon approval of the employee's immediate supervisor and the Library Director.

2020.10 Probationary employees will not accrue vacation time during the probationary period. Once regular status has been granted at the completion of the probationary period, vacation time is calculated from the date of employment. No vacation may be taken until the employee has completed **probationary** status.

2020.11 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee.

2020.12 Employees who have taken seventy-five per cent (75%) of the vacation hours that they accrued in the previous twelve months have the option of requesting payment for the remaining twenty-five percent (25%) or any portion thereof.

2020.12.1 These requests may be submitted to the Library Director on November 1 and May 1 of each year with payment to be made with the first pay period of December and June.

2020.12.2 The number of hours paid may not reduce the vacation balance to less than eighty (80) hours at the time of the request.