

**AGENDA**  
**BELVEDERE TIBURON LIBRARY AGENCY**  
**Meeting of Monday, May 20, 2024, Closed Session 5:30 pm**  
**Regular Meeting at 6:15pm**

Belvedere Tiburon Library  
 1501 Tiburon Blvd, Tiburon, California

**PUBLIC NOTICE**

This meeting will be held in person in the Library Founders Room.

**CALL TO ORDER AND ROLL CALL**

**OPEN FORUM**

This is an opportunity for any citizen to briefly address the Board of Trustees on any matter that does not appear on this agenda. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for further discussion at a later meeting.

**CLOSED SESSION**

Closed Session: (per Government Code Section 54957 and 54954.5 (e))

Public Employee Performance Review: Government Code Section 34957

Title: Library Director

**RETURN FROM CLOSED SESSION**

**ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**REGULAR MEETING 6:15pm**

**OPEN FORUM**

**STAFF BOARD AND COMMITTEE REPORTS**

1. Chair's Report - Roxanne Richards, Agency Chair (2 minutes)
2. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
3. Belvedere Tiburon Library Foundation Report – Brenda Bottum (5 minutes)
4. Financial Statements April 30, 2024 - Kristin Johnson, Board Clerk (5 minutes)
5. Committee Reports (5 minutes)

**CONSENT CALENDAR – 5-10 MINUTES**

The purpose of the Consent Calendar is to group items together which generally do not require discussion and which will probably be approved by one motion unless separate action is required on a particular item. Any member of the Agency may request removal of an item for discussion.

6. Approval of Agency Regular Meeting Minutes of April 15, 2024.
7. Approval of Agency Warrants for the Month of April, 2024

**AGENDA CONTINUES ON PAGE 2**

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**BELVEDERE TIBURON LIBRARY AGENCY**  
**Meeting of Monday, May 20, 2024, Closed Session 5:30 pm**  
**Regular Meeting at 6:15pm**

**TRUSTEE CONSIDERATIONS**

8. Presentation of Compensation Study and Consideration of Adopting findings, including Step and Track Pay Schedule. **(Pages 17-75)**
9. First Review of proposed Fiscal Year 2024-2025 Budget **(Pages 76-86)**
10. Consideration of **Resolution No. 298-2024** Authorizing the Closure of Mechanics Expansion Checking and Money Market Bank Accounts **(Pages 87-88)**
11. Consideration of **Resolution No. 299-2024** Authorizing the transfer of \$250,000 in Building Reserve Funds to the Insurance Reserve. **(Page 89)**

**COMMUNICATIONS & ANNOUNCEMENTS**

12. Schedule of 2024 Meeting Dates

**NOTICE: WHERE TO VIEW AGENDA MATERIALS**

*Meeting minutes and other Agenda items are available at <https://www.beltiblibrary.org/about-us/board-meetings>. Please note that packet items may not yet be posted at this location exactly at the same time as Agenda posting.*

**NOTICE: AMERICANS WITH DISABILITIES ACT**

*The following accommodations will be provided, upon request, to persons with a disability: agendas and/or agenda packet materials in alternate formats; special assistance needed to attend or participate in this meeting. Please make your request at the office of the Administrative Assistant or by calling (415) 789-2660. Whenever possible, please make your request three days in advance.*



DATE: May 20, 2024

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

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### **Library Programs and Services**

The Senior Expo hosted on April 26 was hugely successful and attracted upwards of 200 attendees. The event was co-hosted with The Ranch Recreational Department and sponsored locally by the Belvedere Community Foundation. During the event, attendees were invited to engage with various local agencies and providers to learn about transit options, first aid, congregate meals, and other resources. Participants could also attend demonstrations of local recreation offerings, including Zumba Gold and mat pilates. A boxed lunch was provided alongside an entertaining performance on the patio. Attendees overwhelmingly expressed compliments and gratitude for the event.

Similarly, the San Quentin exhibit opening and discussion panel were a welcome addition to the library's offerings. The seven-person discussion panel touched on the rehabilitative impact of art for each individual. The program included laughter and tears as the guests shared their tribulations. The Founders Room seated over 105 guests for the program. On May 22, the library will screen the film [26.2 to Life](#) to further explore rehabilitation opportunities.

Makerspace is expanding its offerings to include programs on textiles and crafts, with a new station launching in the coming weeks. [Creativebug](#) is a newly added digital resource that provides cardholders access to over 1,000 art and craft classes at all levels. Birgitta in the Makerspace is championing these programs and has already engaged teens in a sewing activity. Lastly, through the generosity of an individual donor, an updated laser cutter has been purchased for the Makerspace. The new cutter can fabricate items faster and more efficiently than our previously dated machine.

### **Personnel**

We currently have one full-time and one part-time position vacant. Recruitment for both positions will begin once the board reviews and adopts updated salary schedules. Recruitment takes a minimum of three months to fill.

### **Administration**

We will install a new assistive listening device system (ALS) in the Founders Room to support participants who are hard of hearing. Under the Americans with Disabilities Act Accessibility Guidelines and California Building Codes, public meeting or assembly spaces that accommodate over 50 guests must have an ALS. We are reviewing quotes from local vendors

and anticipate one-time costs of up to \$4,000 for equipment and installation. The ALS will better support our patrons, who have requested such support recently and meet CBC requirements.

A comprehensive Employee Handbook will be presented to the Board for review and adoption in June. The handbook includes additional policies and definitions and 2024 legislatively mandated updates. It was developed using a CalChamber handbook tool, and counsel will review it before the Board's adoption. Counsel has suggested the Board adopt the handbook annually.

### **Outreach and Community Connections**

Staff will represent the Library at two upcoming community events in June. On June 15, the library will host an outreach table at the Belvedere BBQ in the Park. The event focuses on raising awareness about local volunteering opportunities, and the Library will promote opportunities with Corner Books. Later that day, staff will attend the Juneteenth event on Main Street. Staff will highlight library resources and services and distribute giveaways for children.

### **In Other Library News**

The California governor released his May Revise FY24-25 budget. It includes several proposed cuts, including over \$47M in library support and services. If executed, reduced funds to our regional consortium may impact the Belvedere Tiburon Library. The California Library Association is actively distributing letters of appeal to critical legislators.



**BELVEDERE TIBURON LIBRARY AGENCY  
CONSOLIDATED EXPENDITURES  
10 MONTHS ENDED  
APRIL 30, 2024**

|                                    | FY 2023-24  |                                   |              | FY 2022-23          |                                   |              | FY 2018-2019        |                                   |              |
|------------------------------------|---|-----------------------------------|--------------|---------------------|-----------------------------------|--------------|---------------------|-----------------------------------|--------------|
|                                    | FY24 ANNUAL BUDGET  | April, 2024<br>83% OF BUDGET YEAR | % OF BUDGE T | FY23 ANNUAL BUDGET  | April, 2023<br>83% OF BUDGET YEAR | % OF BUDGE T | FY19 ANNUAL BUDGET  | April, 2019<br>83% OF BUDGET YEAR | % OF BUDGE T |
| <b>GENERAL FUND</b>                |   |                                   |              |                     |                                   |              |                     |                                   |              |
| Personnel (4)                      | \$ 2,301,880  | \$ 1,653,752                      | 72%          | \$ 2,236,509        | \$ 1,530,575                      | 68%          | \$ 1,831,488        | \$ 1,440,918                      | 79%          |
| Circulation Materials & Data (5)   | 295,000   | 255,034                           | 86%          | 267,000             | 227,380                           | 85%          | 285,528             | 218,180                           | 76%          |
| Technology Services (6)            | 121,424   | 74,389                            | 61%          | 121,424             | 109,940                           | 91%          | 87,582              | 59,566                            | 68%          |
| Program Services & Supplies (7)    | 156,834   | 102,927                           | 66%          | 132,584             | 74,265                            | 56%          | 102,100             | 90,483                            | 89%          |
| Building Expenses (8)              | 362,113   | 284,650                           | 79%          | 297,177             | 260,348                           | 88%          | 164,291             | 100,432                           | 61%          |
| Agency Administration              | 117,420   | 121,185                           | 103%         | 72,039              | 39,636                            | 55%          | 61,882              | 58,815                            | 95%          |
| <b>TOTAL GENERAL FUND</b>          | <b>\$ 3,354,671</b>   | <b>\$ 2,491,937</b>               | <b>74%</b>   | <b>\$ 3,126,733</b> | <b>\$ 2,242,144</b>               | <b>72%</b>   | <b>\$ 2,532,871</b> | <b>\$ 1,968,394</b>               | <b>78%</b>   |
| <b>NET OPERATING REVENUE</b>       | <b>\$ 4,581</b>   | <b>\$ (437,601)</b>               |              | <b>\$ 153</b>       | <b>\$ (438,396)</b>               |              | <b>\$ 101,834</b>   | <b>\$ 382,096</b>                 |              |
| <b>USES OF RESERVES</b>            |   |                                   |              |                     |                                   |              |                     |                                   |              |
| Transfer to Bldg Maintenance Res   |   |                                   |              |                     |                                   |              | 69,556              | 69,556                            | 100%         |
| Use Building Reserve Tech & Equip  | -   | 11,048                            |              | 35,750              | 35,753                            |              | 8,000               | -                                 | 0%           |
| Use Building Reserve Furn & Fixt   | -   | -                                 |              | 55,000              | 32,896                            |              | 20,000              | -                                 | 0%           |
| Expansion LOC Principal & Interest | 792,000   | 3,034,960                         | 383%         | 160,000             | 143,597                           | 90%          |                     |                                   |              |
| Use Operating Reserve Misc.        | -   | -                                 |              | 15,000              |                                   | 0%           |                     |                                   |              |
| <b>TOTAL USES OF RESERVES</b>      | <b>\$ 792,000</b>   | <b>\$ 3,046,008</b>               |              | <b>\$ 265,750</b>   | <b>\$ 212,246</b>                 |              | <b>\$ 97,556</b>    | <b>\$ 69,556</b>                  | <b>71%</b>   |
| <b>EXPANSION ACTIVITY</b>          |   |                                   |              |                     |                                   |              |                     |                                   |              |
| Expansion Grants & Contributions   | -   | 207,428                           |              |                     | 300,000                           |              | -                   | 651,707                           |              |
| Expansion Reserve from Operations  | -   |                                   |              |                     |                                   |              |                     | -                                 |              |
| Expansion Line of Credit Inflow    | -   |                                   |              | 2,200,000           | 2,000,000                         |              |                     |                                   |              |
| Total Expansion Inflows            | -   | 207,428                           |              | 2,200,000           | 2,300,000                         | 105%         | -                   | 651,707                           |              |
| Less: Expansion Expenditures       | -   | 72,251                            |              | 2,200,000           | 1,659,663                         | 75%          | -                   | 631,774                           |              |
| <b>NET EXPANSION ACTIVITY (9)</b>  | <b>\$ -</b>   | <b>\$ 135,177</b>                 |              | <b>\$ -</b>         | <b>\$ 640,337</b>                 |              | <b>\$ -</b>         | <b>\$ 19,933</b>                  |              |
| (4) Personnel                      | CalPERS Unfunded Accrued Liability Payment is made in July.                       |                                   |              |                     |                                   |              |                     |                                   |              |
| (5) Circulation Materials & Data   | Most of the Digital Resource and Platform Support Subscriptions are paid in July. |                                   |              |                     |                                   |              |                     |                                   |              |
| (6) Technology Services            | Annual MARINet charge is paid in July.  |                                   |              |                     |                                   |              |                     |                                   |              |
| (7) Program Services & Supplies    | Includes background infrastructure for Patron Support by Staff.                   |                                   |              |                     |                                   |              |                     |                                   |              |
|                                    | Marketing Costs and Supplies for Library Programs.                                |                                   |              |                     |                                   |              |                     |                                   |              |
|                                    | Includes Adult, Children's, Teen, Maker Space, and Technology Training.           |                                   |              |                     |                                   |              |                     |                                   |              |
| (8) Building Expenses              | Building and Liability insurance is paid in July.                                 |                                   |              |                     |                                   |              |                     |                                   |              |
|                                    | Includes Storage costs during Expansion.  |                                   |              |                     |                                   |              |                     |                                   |              |

**BELVEDERE TIBURON LIBRARY AGENCY  
 DETAIL BUDGET VS ACTUAL  
 10 MONTHS ENDED  
 APRIL 30, 2024**

|   |      |                     | FY 2023-24                      |             |                     |  | FY 2022-23          |                                 |             |
|---|------|---------------------|---------------------------------|-------------|---------------------|--|---------------------|---------------------------------|-------------|
|   |      | FY24 ANNUAL BUDGET  | April, 2024 83% OF YEAR TO DATE | % OF BUDGET | BUDGET REMAINING    |  | FY23 ANNUAL BUDGET  | April, 2023 83% OF YEAR TO DATE | % OF BUDGET |
| <b>GENERAL FUND REVENUE</b>                   |      |                     |                                 |             |                     |  |                     |                                 |             |
| <b>Revenue</b>                                |      |                     |                                 |             |                     |  |                     |                                 |             |
| Basic Library Tax (1)                         | 5010 | \$ 2,435,052        | \$ 1,360,131                    | 56%         | \$ 1,074,921        |  | \$ 2,300,639        | \$ 1,326,486                    | 58%         |
| Parcel Tax (1)                                | 5020 | 275,000             | 151,241                         | 55%         | 123,759             |  | 275,000             | 151,216                         | 55%         |
| ERAF (1)                                      | 5025 | 530,000             | 318,247                         | 60%         | 211,753             |  | 525,000             | 294,846                         | 56%         |
| BTLF Grants (2)                               | 5032 | 175,000             | 250,000                         | 143%        | (75,000)            |  | 125,000             | 54,000                          | 43%         |
| Program Grants (3)                            | 5033 | 15,000              | 8,850                           | 59%         | 6,150               |  | 20,000              | 60,888                          | 0%          |
| Book Fines and Reserves                       | 5040 | 500                 | 1,889                           | 378%        | (1,389)             |  | 500                 | 1,654                           | 331%        |
| Book Sales                                    | 5050 | 0                   | -                               |             | -                   |  | 0                   | 823                             | 0%          |
| Reference Desk Income                         | 5065 | 250                 | 89                              | 36%         | 161                 |  | 1,000               | 55                              | 6%          |
| Copier Fees                                   | 5070 | 500                 | 621                             | 124%        | (121)               |  | 1,000               | 269                             | 27%         |
| Other Revenue (includes EV)                   | 5090 | 7,200               | 7,106                           | 99%         | 94                  |  | 3,000               | 14                              | 0%          |
| Interest Income                               | 5099 | 50,000              | 83,504                          | 167%        | (33,504)            |  | 5,547               | 45,602                          | 822%        |
| <b>Total Revenue</b>                          |      | <b>\$ 3,488,502</b> | <b>\$ 2,181,678</b>             | <b>63%</b>  | <b>\$ 1,306,824</b> |  | <b>\$ 3,256,686</b> | <b>\$ 1,935,853</b>             | <b>59%</b>  |
| <b>Bond Debt Service via Parcel Tax</b>       |      |                     |                                 |             |                     |  |                     |                                 |             |
| Bond Debt Service - Interest                  | 8910 | (\$21,750)          | (\$21,750)                      | 100%        | \$0                 |  | (\$27,300)          | (\$27,300)                      | 100%        |
| Bond Debt Service - Principal                 | 8915 | (\$95,000)          | (\$95,000)                      | 100%        | \$0                 |  | (\$90,000)          | (\$90,000)                      | 100%        |
| Bond Fiscal Agent Fees                        | 8920 | (\$12,500)          | (\$10,592)                      | 85%         | (\$1,908)           |  | (\$12,500)          | (\$14,805)                      | 118%        |
| <b>Total Bond Debt Service</b>                |      | <b>(\$129,250)</b>  | <b>(\$127,342)</b>              | <b>99%</b>  | <b>(\$1,908)</b>    |  | <b>(\$129,800)</b>  | <b>(\$132,105)</b>              | <b>102%</b> |
| <b>Total Revenue after Bond Service</b>       |      | <b>\$3,359,252</b>  | <b>\$2,054,336</b>              | <b>61%</b>  | <b>\$1,304,916</b>  |  | <b>\$3,126,886</b>  | <b>\$1,803,748</b>              | <b>58%</b>  |
| <b>GENERAL FUND EXPENDITURES</b>              |      |                     |                                 |             |                     |  |                     |                                 |             |
| <b>Personnel (4) (5)</b>                      |      |                     |                                 |             |                     |  |                     |                                 |             |
| Salaries & Wages                              | 7010 | 1,364,051           | 1,045,184                       | 77%         | 318,867             |  | 1,382,477           | 1,038,465                       | 75%         |
| Medical Reimbursement                         | 7015 | 21,600              | 16,425                          | 76%         | 5,175               |  | 24,300              | 18,018                          | 74%         |
| Part Time Salaries & Wages                    | 7020 | 344,113             | 173,522                         | 50%         | 170,591             |  | 285,992             | 76,797                          | 27%         |
| PERS Retirement Benefits                      | 7100 | 240,299             | 189,622                         | 79%         | 50,677              |  | 240,118             | 203,894                         | 85%         |
| PERS Insurance Benefits                       | 7110 | 222,540             | 174,270                         | 78%         | 48,270              |  | 231,790             | 146,223                         | 63%         |
| PERS OPEB Benefits                            | 7115 | 34,060              | 8,298                           | 24%         | 25,762              |  | 0                   | 7,490                           | 0%          |
| Workers Comp Insurance                        | 7120 | 8,014               | 7,789                           | 97%         | 225                 |  | 7,508               | 6,141                           | 82%         |
| Employment Practice Insurance                 | 7125 | 5,400               | 5,400                           | 100%        | -                   |  | 5,400               | 5,400                           | 100%        |
| Payroll Tax Expense                           | 7130 | 46,103              | 30,871                          | 67%         | 15,232              |  | 41,924              | 21,142                          | 50%         |
| Professional Development                      | 7200 | 15,200              | 1,403                           | 9%          | 13,797              |  | 17,000              | 6,199                           | 36%         |
| Staffing Recruitment                          | 7210 | 500                 | 968                             | 194%        | (468)               |  | 0                   | 806                             |             |
| <b>Total Personnel</b>                        |      | <b>\$ 2,301,880</b> | <b>\$ 1,653,752</b>             | <b>72%</b>  | <b>\$ 648,128</b>   |  | <b>\$ 2,236,509</b> | <b>\$ 1,530,575</b>             | <b>68%</b>  |
| <b>Circulation Materials &amp; Data (6)</b>   |      |                     |                                 |             |                     |  |                     |                                 |             |
| Books and other Materials                     | 7601 | 125,000             | 83,356                          | 67%         | 41,644              |  | 100,000             | 90,722                          | 91%         |
| Vendor Processing Costs                       | 7602 | 7,000               | 8,570                           | 122%        | (1,570)             |  | 7,000               | 5,579                           | 80%         |
| Supplies for Processing                       | 7603 | 3,000               | 3,174                           | 106%        | (174)               |  | 3,000               | 1,176                           | 39%         |
| Digital Resources & Content                   | 7606 | 60,000              | 55,979                          | 93%         | 4,021               |  | 57,000              | 34,683                          | 61%         |
| MARINet                                       | 7607 | 100,000             | 103,955                         | 104%        | (3,955)             |  | 100,000             | 95,220                          | 95%         |
| <b>Total Circulation Materials &amp; Data</b> |      | <b>\$ 295,000</b>   | <b>\$ 255,034</b>               | <b>86%</b>  | <b>\$ 39,966</b>    |  | <b>\$ 267,000</b>   | <b>\$ 227,380</b>               | <b>85%</b>  |

**BELVEDERE TIBURON LIBRARY AGENCY  
 DETAIL BUDGET VS ACTUAL  
 10 MONTHS ENDED  
 APRIL 30, 2024**

|  |      | FY24<br>ANNUAL<br>BUDGET | April, 2024<br>83% OF YEAR<br>TO DATE | % OF<br>BUDGET | BUDGET<br>REMAINING | FY23<br>ANNUAL<br>BUDGET | April, 2023<br>83% OF<br>YEAR TO<br>DATE | % OF<br>BUDGET |
|--|------|--------------------------|---------------------------------------|----------------|---------------------|--------------------------|--|----------------|
| <b>Technology Services (7)</b>             |      |                          |                                       |                |                     |                          |  |                |
| Online Services                            | 8020 | 10,000                   | 4,194                                 | 42%            | 5,806               | 10,000                   | 12,207                                   | 122%           |
| Computers & Peripherals                    | 8035 | 5,000                    | 6,815                                 | 136%           | (1,815)             | 5,000                    | 2,904                                    | 58%            |
| Technical Support                          | 8040 | 66,924                   | 27,697                                | 41%            | 39,227              | 66,924                   | 42,295                                   | 63%            |
| IT Infrastructure                          | 8070 | 18,000                   | 30,594                                | 170%           | (12,594)            | 18,000                   | 31,212                                   | 173%           |
| Website Maintenance                        | 8071 | 21,500                   | 5,089                                 | 24%            | 16,411              | 21,500                   | 17,434                                   | 81%            |
| <b>Total Technology Services</b>           |      | <b>\$ 121,424</b>        | <b>\$ 74,389</b>                      | <b>61%</b>     | <b>\$ 47,035</b>    | <b>\$ 121,424</b>        | <b>\$ 106,052</b>                        | <b>87%</b>     |
| <b>Program Services &amp; Supplies (8)</b> |      |                          |                                       |                |                     |                          |  |                |
| Copier Expense                             | 8210 | 19,284                   | 13,525                                | 70%            | 5,759               | 19,284                   | 11,136                                   | 58%            |
| Postage Freight                            | 8220 | 7,000                    | 2,635                                 | 38%            | 4,365               | 7,000                    | 3,707                                    | 53%            |
| Public Relations                           | 8225 | 30,000                   | 17,391                                | 58%            | 12,609              | 25,000                   | 8,847                                    | 35%            |
| Office Supplies                            | 8230 | 10,000                   | 5,662                                 | 57%            | 4,338               | 10,000                   | 6,878                                    | 69%            |
| Adult Programs                             | 8240 | 17,000                   | 15,453                                | 91%            | 1,547               | 12,000                   | 10,925                                   | 91%            |
| Children's Program Supplies                | 8250 | 19,450                   | 11,871                                | 61%            | 7,579               | 16,000                   | 13,047                                   | 82%            |
| Young Adult Programs                       | 8251 | 9,500                    | 5,016                                 | 53%            | 4,484               | 12,000                   | 7,338                                    | 61%            |
| Telephone                                  | 8260 | 14,600                   | 11,312                                | 77%            | 3,288               | 12,500                   | 12,387                                   | 99%            |
| A/V Equipment & Peripherals                | 8270 | 5,000                    | 0                                     | 0%             | 5,000               | 5,000                    | 0  | 0%             |
| Maker Space Programs                       | 8280 | 18,000                   | 17,212                                | 96%            | 788                 | 9,000                    | 1,368                                    | 15%            |
| Technology Training Program                | 8290 | 7,000                    | 2,850                                 | 41%            | 4,150               | 4,800                    | 2,520                                    | 0%             |
| <b>Total Program Services &amp;</b>        |      | <b>\$ 156,834</b>        | <b>\$ 102,927</b>                     | <b>66%</b>     | <b>\$ 53,907</b>    | <b>\$ 132,584</b>        | <b>\$ 78,153</b>                         | <b>59%</b>     |
| <b>Building Expenses (9)</b>               |      |                          |                                       |                |                     |                          |  |                |
| Building & Contents Insur.                 | 8410 | 140,000                  | 112,975                               | 81%            | 27,025              | 95,980                   | 84,519                                   | 88%            |
| Building Maintenance                       | 8430 | 24,800                   | 36,687                                | 148%           | (11,887)            | 24,800                   | 30,674                                   | 124%           |
| Grounds Maintenance                        | 8440 | 11,100                   | 1,920                                 | 17%            | 9,180               | 11,100                   | 4,640                                    | 42%            |
| Janitorial Expense                         | 8450 | 60,000                   | 45,535                                | 76%            | 14,465              | 80,000                   | 60,212                                   | 75%            |
| Custodial Supplies                         | 8460 | 9,000                    | 3,405                                 | 38%            | 5,595               | 11,931                   | 3,422                                    | 29%            |
| Trash                                      | 8480 | 4,873                    | 2,777                                 | 57%            | 2,096               | 4,430                    | 3,232                                    | 73%            |
| Electricity & Gas                          | 8490 | 80,000                   | 52,218                                | 65%            | 27,782              | 36,996                   | 54,276                                   | 147%           |
| Parking                                    | 8491 | 11,040                   | 6,727                                 | 61%            | 4,313               | 11,040                   | 7,680                                    | 70%            |
| Maintenance Contracts                      | 8492 | 8,400                    | 7,297                                 | 87%            | 1,103               | 8,000                    | 7,130                                    | 89%            |
| EV Public Charging Stations                | 8493 | 3,000                    | 11,380                                | 379%           | (8,380)             | 3,000                    | 0  | 0%             |
| Water                                      | 8500 | 9,900                    | 3,729                                 | 38%            | 6,171               | 9,900                    | 4,563                                    | 46%            |
| <b>Total Building Expenses</b>             |      | <b>\$ 362,113</b>        | <b>\$ 284,650</b>                     | <b>79%</b>     | <b>\$ 77,463</b>    | <b>\$ 297,177</b>        | <b>\$ 260,348</b>                        | <b>88%</b>     |
| <b>Agency Administration (10)</b>          |      |                          |                                       |                |                     |                          |  |                |
| Bank Charges                               | 8810 | 1,000                    | 51                                    | 5%             | 949                 | 1,000                    | 23                                       | 2%             |
| Credit Card Fees                           | 8815 | 2,000                    | 675                                   | 34%            | 1,325               | 2,000                    | 581                                      | 29%            |
| Cash (over/under)                          | 8820 | 120                      | (5)                                   | -4%            | 125                 | 120                      | (9)                                      | -8%            |
| Accounting                                 | 8830 | 10,300                   | 6,543                                 | 64%            | 3,757               | 10,300                   | 5,581                                    | 54%            |
| Auditing                                   | 8835 | 34,000                   | 22,760                                | 67%            | 11,240              | 33,619                   | 10,435                                   | 31%            |
| Legal & Consulting Services                | 8840 | 65,000                   | 84,618                                | 130%           | (19,618)            | 20,000                   | 3,493                                    | 17%            |
| Office Expenses                            | 8850 | 5,000                    | 6,543                                 | 131%           | (1,543)             | 5,000                    | 2,483                                    | 50%            |
| Grand Opening                              | 8870 | 0                        | 0                                     |                | -                   | 0                        | 17,049                                   |                |
| <b>Total Agency Administration</b>         |      | <b>\$ 117,420</b>        | <b>\$ 121,185</b>                     | <b>103%</b>    | <b>\$ (3,765)</b>   | <b>\$ 72,039</b>         | <b>\$ 39,636</b>                         | <b>55%</b>     |
| <b>Total GENERAL FUND</b>                  |      | <b>\$ 3,354,671</b>      | <b>\$ 2,491,937</b>                   | <b>74%</b>     | <b>\$ 862,734</b>   | <b>\$ 3,126,733</b>      | <b>\$ 2,242,144</b>                      | <b>72%</b>     |
| <b>NET OPERATING REVENUE/(LOSS)</b>        |      | <b>\$ 4,581</b>          | <b>\$ (437,601)</b>                   |                | <b>\$ (442,182)</b> | <b>\$ 153</b>            | <b>\$ (438,396)</b>                      |                |



**BELVEDERE TIBURON LIBRARY AGENCY  
 DETAIL BUDGET VS ACTUAL  
 10 MONTHS ENDED  
 APRIL 30, 2024**

|   |                   | <b>FY24<br/>ANNUAL<br/>BUDGET</b> | <b>April, 2024<br/>83% OF YEAR<br/>TO DATE</b> | <b>% OF<br/>BUDGET</b> | <b>BUDGET<br/>REMAINING</b> | <b>FY23<br/>ANNUAL<br/>BUDGET</b> | <b>April, 2023<br/>83% OF<br/>YEAR TO<br/>DATE</b> | <b>% OF<br/>BUDGET</b> |
|---|-------------------|-----------------------------------|--|------------------------|-----------------------------|-----------------------------------|--|------------------------|
| <b>ACTUAL BEGINNING CASH - ALL FUNDS</b>  | 6/30/2023         | \$ 4,430,077                      | \$ 4,765,061                                   |                        | \$ 334,984                  |                                   |  |                        |
| <b>NET OPERATING REVENUE/(LOSS)</b>   |                   | \$ 4,581                          | \$ (437,601)                                   |                        | \$ (442,182)                |                                   |  |                        |
| <b>NON-OPERATING TRANSFERS &amp;<br/>USES OF RESERVES</b>                                   |                   |                                   |  |                        |                             |                                   |  |                        |
| Building Reserve - Technology & Equip   | 9010              | 0                                 | (11,048)                                       |                        | (11,048)                    |                                   |  |                        |
| Building Reserve - Furniture & Fixtures   | 9020              | 0                                 | 0  |                        | -                           |                                   |  |                        |
| Expansion Line of Credit Interest   | 8930              | (192,000)                         | (70,213)                                       | 37%                    | 121,787                     |                                   |  |                        |
| Expansion Line of Credit Principal  | 8935/2460         | (600,000)                         | (2,964,747)                                    | 494%                   | (2,364,747)                 |                                   |  |                        |
| Operating Reserve   |                   | 0                                 | 0  |                        | -                           |                                   |  |                        |
| <b>Total USES OF RESERVES</b>   |                   | \$ (792,000)                      | \$ (3,046,008)                                 |                        | \$ (2,254,008)              |                                   |  |                        |
| <b>EXPANSION ACTIVITY</b>   |                   |                                   |  |                        |                             |                                   |  |                        |
| Expansion Grants from Foundation  | 200-5978          | 0                                 | 195,275  |                        | 195,275                     |                                   |  |                        |
| Expansion Rebates MMWD & TAM  | 200-5978          | 0                                 | 12,153   |                        | 12,153                      |                                   |  |                        |
| Expansion Expenditures  | 9041-9051         | 0                                 | (72,251)                                       |                        | (72,251)                    |                                   |  |                        |
| <b>Total EXPANSION ACTIVITY</b>   |                   | \$ -                              | \$ 135,177                                     |                        | \$ 135,177                  |                                   |  |                        |
| <b>BALANCE SHEET ACTIVITY</b>   |                   | \$ (70,000)                       | \$ 469,522                                     |                        | \$ 539,522                  |                                   |  |                        |
| <b>DESIGNATED FUND ACTIVITY</b>   |                   |                                   |  |                        |                             |                                   |  |                        |
| Snelling and Epstein Receipts   |                   | 10,000                            | 4,088  | 41%                    | (5,912)                     |                                   |  |                        |
| Snelling and Epstein Expenditures   |                   | (20,000)                          | (1,678)  | 8%                     | 18,322                      |                                   |  |                        |
| <b>Net DESIGNATED FUND ACTIVITY</b>   |                   | \$ (10,000)                       | \$ 2,410                                       |                        | \$ 12,410                   |                                   |  |                        |
| <b>ENDING CASH - ALL FUNDS</b>  | 4/30/2024         | \$ 3,562,658                      | \$ 1,888,561                                   |                        | \$ (1,674,097)              |                                   |  |                        |
| <b>CASH BY FUND</b>   |                   |                                   |  |                        |                             |                                   |  |                        |
| Insurance and Building Reserves   |                   |                                   | 553,878  |                        |                             |                                   |  |                        |
| Expansion Funds - Restricted for Project Costs  |                   |                                   | 385,678  |                        |                             |                                   |  |                        |
| Cash with Fiscal Agent - Restricted for CFD 1995-1 Bond Service                             |                   |                                   | 109,851  |                        |                             |                                   |  |                        |
| Snelling and Epstein Restricted Funds   |                   |                                   | 31,832   |                        |                             |                                   |  |                        |
| <b>Operating Reserve</b>  |                   |                                   | 807,322 (1)                                    |                        |                             |                                   |  |                        |
| <b>TOTAL ENDING CASH - ALL FUNDS</b>  |                   | 4/30/2024                         | \$ 1,888,561 (2)                               |                        |                             |                                   |  |                        |
| <b>(1) Fiscal Year 2024 Low Point for Operating Reserve was \$331,609 in November 2023.</b> |                   |                                   |  |                        |                             |                                   |  |                        |
| <b>(2) Fiscal Year 2024 Low Point for Total Cash was \$1,247,437 in November 2023.</b>      |                   |                                   |  |                        |                             |                                   |  |                        |
| <b>CASH BY BANK ACCOUNT</b>   |                   |                                   |  |                        |                             |                                   |  |                        |
| Mechanics Operating Checking Plus Petty Cash  |                   |                                   | 135,838  |                        |                             |                                   |  |                        |
| Mechanics Expansion Checking  |                   |                                   | 356,678  |                        |                             |                                   |  |                        |
| Mechanics Money Market  |                   |                                   | 390,052  |                        |                             |                                   |  |                        |
| US Bank Fiscal Agent for CFD-1995-1 Bonds   |                   |                                   | 109,851  |                        |                             |                                   |  |                        |
| LAIF  |                   |                                   | 376,291  |                        |                             |                                   |  |                        |
| Mechanics Wealth Management   |                   |                                   | 519,851  |                        |                             |                                   |  |                        |
| <b>ACCOUNTS</b>   |                   | 4/30/2024                         | \$ 1,888,561                                   |                        |                             |                                   |  |                        |
| <b>EXPANSION LINE OF CREDIT HISTORY</b>   |                   |                                   |  |                        |                             |                                   |  |                        |
| Total Expansion LOC Borrowed and Paid in Full   | FY2022 to FY2024  |                                   | \$ 3,000,000                                   |                        |                             |                                   |  |                        |
| Total Expansion LOC Interest Cost   | FY2023 and FY2024 |                                   | \$ 203,328                                     |                        |                             |                                   |  |                        |

BELVEDERE TIBURON LIBRARY AGENCY  
APRIL 2024 NOTES TO DETAIL BUDGET VS ACTUAL



**Page 4-3** 83% of Budget Year

- (1) **5010, 5020, 5025**, the majority of Tax Revenue is normally received in December and April. April Taxes are arriving in May this year.
- (2) **5032** The Foundation has provided \$250,000 in Operating Grants this year. The Foundation has also given \$100,000 to Expansion this fiscal year (**see Page 5-5 #200-5978**)
- (3) **5033** Zip Books Grant continuance received
- (3A) **5090** Received \$ 7,100 from EV Connect in April and \$2,200 in May for a total of \$9,300 (compared to line **8493** EV cost-to-date of \$11,380, \$5K of which is for 3-year support)
- (3B) **5099** Interest Rates up. Earned \$15,000 on 6-month Treasury which matured 2/26  
Wealth Management account is now Money Market yielding 5.2%
- (4) **7000's - 7200's Personnel** slightly below budget  
**7200** Grant/Reimbursement of \$1,500 received and reduced costs
- (5) **7100-7115 Benefits** CalPERS UAL retirement payment front-loaded, health benefits 12% Jan increase
- (6) **7600's Circulation Materials** magazine and digital subscriptions and MARINet front loaded



**Page 4-4** 83% of Budget Year

- (7) **8000's Technology** Online Services, Computers, and IT Infrastructure partially front-loaded  
More spending expected to reach budget  
**8070** Communico for room reservations \$10K was not budgeted
- (8) **8200's Program Services** below budget  
Ambitious budgeting will be revised for FY2025
- (9) **8400-8500's Building** Insurance front-loaded, additional HVAC repair costs incurred  
On par overall
- (10) **8800's Administration** high due to legal/consulting services and most of audit paid  
**8840** Strategic Plan and Ben/Comp study included here



**Page 4-5** 83% of Budget Year

**1010/9020 Equipment and Furniture:** Sound/Mic System Purchased for Founder's Room Meetings

|   |                        |           |
|---|------------------------|-----------|
| <b>200-5978 Expansion Grants</b> Received | <b>Foundation</b>      | \$100,000 |
|   | <b>Town of Tiburon</b> | \$95,275  |
|   | <b>TAM &amp; MMWD</b>  | \$12,153  |



**BELVEDERE TIBURON LIBRARY AGENCY  
APRIL 2024 NOTES TO DETAIL BUDGET VS ACTUAL**

**Page 4-5 Cash by Fund**

**Expansion Funds include:**

|           |                              |
|-----------|------------------------------|
| \$356,678 | Mechanics Expansion Checking |
| \$29,000  | LAIF                         |

**TOTAL Cash: OPER Reserve:**

|                |                |  |
|----------------|----------------|--|
| \$4.77 million | \$3.42 million | at June 30, 2023                           |
| \$1.25 million | \$0.33 million | Low Point November 30, 2023                |
| \$1.89 million | \$0.80 million | at April 30, 2024                          |
|                |                |  |
| \$ 993,000     | \$ 390,000     | Projected Low Point November/December 2024 |

**Annual Expenditure Budget:**

|               |
|---------------|
| \$3.5 million |
|---------------|

**Monthly Average Operational Cost:**

|           |   |
|-----------|---|
| \$290,000 | Note: first quarter averages higher due to front-loaded insurance, UAL, and subscriptions |
|-----------|---|

**Page 4-5 Expansion LOC Balance and Funding:**

|                | <u>Prior Years</u> | <u>Current Year</u> | <u>Total To Date</u> |
|----------------|--------------------|---------------------|----------------------|
| Total Borrowed | \$ 3,000,000       | \$ -                | \$ 3,000,000         |
| Interest Paid  | \$ 133,115         | \$ 70,213           | \$ 203,328           |
| Principal Paid | \$ 35,253          | \$ 2,964,747        | \$ 3,000,000         |
| Total Paid     | \$ 168,368         | \$ 3,034,960        | \$ 3,203,328         |

**REGULAR Meeting**  
**BELVEDERE-TIBURON LIBRARY AGENCY**  
**Belvedere-Tiburon Library, Tiburon, California**  
**April 15, 2024**

**Roll Call, Present:** Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

**Members Absent:**

**Also Present:** Crystal Duran, Kristin Johnson, Jane Cooper, Naomi Friedman

**CALL TO ORDER:** Chair Richards called the meeting to order at 6:15 pm

**OPEN Forum:**

Chair Richards opened the floor to comments or questions from the public. There were none.

**1. Chair's Report**

Chair Richards congratulated Director Duran, Assistant Director Della Santina, and the staff team on the latest In the Stacks newsletter. She thanked the Trustees for attending the joint Foundation-Agency Retreat on February 29<sup>th</sup>, and said that the financial prioritization of the Strategic Plan goals was helpful. She has invited several volunteer interior designers into the Library to review space challenges and opportunities. She said that the additional Compensation and Benefits studies are still in the works.

**2. Library Director's Report**

Director Duran noted several significant upcoming events: A Senior Expo co-hosted with The Ranch and sponsored by Belvedere Community Foundation on April 26<sup>th</sup>, and an Artists Reception for the current Library exhibit featuring art and presentations by formerly incarcerated artists and the Marin County Public Defender on April 21<sup>st</sup>.

A Library Patron was recently suspended for 8 weeks due to escalating behavior issues. The Tiburon Police assisted Library Staff in serving the notice to the patron according to Library Policy. If the patron appeals the suspension, the appeal will come to the Director, who will present it to the Agency Board. Treasurer Slavitz asked whether the Library Policies are sufficient for this type of event. Director Duran said that a clarification of parameters regarding suspension versus permanent ban is needed.

Director Duran is developing format to present Strategic Plan progress on a quarterly basis.

Director Duran plans to attend an autumn conference on the future of AI in government. This could be useful for administrative processes of documentation, such as meeting minutes. This will help Library Staff to be aware of available tools and copyright laws.

Vice Chair Hooker noted that there seem to be significantly more Library users using the various Library spaces as time goes on. Also, patron awareness of Library Programs is markedly improved.

### **3. Belvedere Tiburon Library Foundation Report**

Foundation Secretary Michelle Thomson reported that as of April 1, the Annual Campaign has raised \$94,000. The Teddy Bear Tea, held on March 27, netted a profit of \$11,000. The event was financially sponsored this year, and 300 tickets were sold. Raffle prizes were donated by local businesses. This Thursday evening, April 18, Science Friday host Ira Flatow will be at the Library in conversation with poet Jane Hirschfield.

The Del Mar School Art Show was popular with the community. The new exhibit features artists from San Quentin Prison, with an afternoon program to be presented by former inmates and the Marin Public Defender on Sunday, April 21.

### **4. Quarterly Treasurer's Report, March 31, 2024**

Clerk Johnson reported that, with 75% of the budget year passed, revenues are at about 62% of budget, slightly higher than normal for this time of year, due to grants and interest exceeding budget.

Expenditures are at 68% of budget, which is normal for this time of year when compared to prior years. Personnel is slightly below budget as we continue to hire. Circulation Materials are at 83% overall, due to front-loading of subscriptions and MARINet. Technology Services is at 57% due to savings in Technical Support and Website Maintenance. Program Services are at 57% due to ambitious budgeting. Programs are under review for a revised budget for Fiscal 2025. Building Expenses are on par, with some higher post-construction repairs tempered by savings in other areas. Agency Administration is high due to Board-approved additional expenditures for the Strategic Plan, Staffing, and Compensation consulting studies.

Cash projections for the near future include a low point in the fall of \$993,000, with a low point Operating Reserve at \$390,000.

### **5. Committee Reports**

The Finance Committee will meet tomorrow, April 16th.

Trustee Drew reiterated his continuing concern and a possible communication with the Town from the Agency about moving forward with safety for the intersection of Tiburon Boulevard and Mar West. It was noted that this concern should be addressed to Town of Tiburon by private citizens rather than the Library Agency. Director Duran will check in with Town Staff regarding other community comments. The solution would be a Caltrans issue and would require a traffic study.

**CONSENT CALENDAR****6/7. Motion to approve the Minutes of February 26, 2024, February 29, 2024, and the Warrants for the Months of February and March, 2024, made by Chair Richards, Seconded by Treasurer Slavitz.**

**Ayes: All in favor**

**Absent:**

**Noes:**

**All in Favor. Motion Passed.**

**TRUSTEE CONSIDERATIONS:****8. Informational Presentation on Sustainable Libraries Certification Program**

Director Duran explained that she had used an exciting new application, Gamma, to create slides for her presentation. This application can curate suggested content. Director Duran used her memo on Page 8-1 to create the slides, which she then edited for presentation. This will be a useful new tool for future presentations.

Director Duran and Staff took the opportunity last year to create a Library Green Team and join the Sustainable Libraries Certification Program, as Library Staff had indicated a high level of interest in sustainability. The Sustainable Libraries Certification program includes a goal of “Triple Bottom Line Sustainability: Reduce Waste – Attain Economic Sustainability – Create Opportunities for Social Equity.”

The Program includes a requirement to complete over 100 activities focused on saving resources, and creating collective resources. The approach is comprehensive, requiring staff to include and engage the community.

The Belvedere Tiburon Library and the San Diego County Library (already certified) are the only Agencies pursuing the Certification right now. Completing the program is an opportunity for the Library to be a leader in this field.

The Library received an inaugural grant of \$30,000 from State Library for this program. The grant was used to fund the launch of the Library’s certification program, last year’s Green Week event, the Green Book Club, and Library program speakers. Library Staff also internally updated the Collection Development Policy and Staff Job Descriptions to include sustainability features. The Library Staff have now completed approximately 24% of the action items toward the sustainability certificate. The completion of the Library’s Strategic Plan is a big part of the accomplishment, as will be equity in wages going forward.

Library Staff recently presented the Sustainability plan and to-date activities at a California Library Association conference.

Next steps include hosting community collaborative discussions, hosting safety preparation events, and an energy audit. The energy audit is an opportunity to address onsite issues and involve the community, and will include composting and water conservation-with a leak protection plan.

Financial Sustainability activities include the Compensation Study currently underway, financial forecasting and operational metrics, and placing dollar amounts on Strategic Plan goals.

Social Equity activities are integrated into Library Programs and Collections. The MARINet consortium has adopted a DEI (Diversity-Equity-Inclusion) tool to analyze Collection titles. The current Art Exhibit from San Quentin Prison is an example of this, and a way to start creating relationships with people in the community who don't yet utilize the Library. Other strategies include reaching out through schools for needs and opportunities, reconsidering the Library's physical layouts for ADA compliance and support, providing magnifying tools for reading, and accessible Digital resource education.

Director Duran submitted an additional grant application to the Sustainable Libraries Program for \$72,000. If the grant is received, it will be used to fund staff time to address these plans and opportunities.

The program is intended to build community resilience through connection and participation.

Treasurer Slavitz asked whether completion of the Sustainability Certificate would make it easier for the Library to pursue a solar installation. Director Duran affirmed, and added that the Library might partner with the Town of Tiburon in that endeavor.

Trustee Weill asked what information Director Duran included in the grant application. Director Duran said that she included the Library's program concept, budget, community development plan for social cohesion and collective impact and details of the Library's Strategic Plan meetings.

Trustee Poplawski asked how Staff would provide future reporting on Sustainability program progress. Director Duran said Staff would present a quarterly update. Trustee Poplawski encouraged Director Duran to set a timeframe for activities toward completion on a year-by-year basis.

## **9. Schedule of 2024 Meeting Dates**

The next Regular BTLA meeting is scheduled for May 20, 2024. A draft budget will be presented, hopefully with additional reports from Regional Government Services on the Staffing and Compensation Study. It was suggested that a change of date may be needed for the Agency's Regular June Meeting.

Chair Richards adjourned the meeting at 7:25 pm

Respectfully Submitted,

Kristin M. Johnson, Clerk of the Belvedere-Tiburon Library Agency Board

| Check Date                                | Check Number | Payee                                  | Fund Code | GL Code          | GL Title                              | Expenses             | Check Total          |
|---|--------------|--|-----------|------------------|---------------------------------------|----------------------|----------------------|
| <b>OPERATING EFT / ACH</b>                |              |  |           |                  |                                       |                      |                      |
| 4/1/2024                                  | EFT          | CalPERS Retirement CLASSIC MARCH       | 100       | 7100             | CalPERS Retirement Benefit            | 10,085.87            |                      |
|   | EFT          | CalPERS Retirement PEPPRA MARCH        | 100       | 7100             | CalPERS Retirement Benefit            | 7,586.58             | 17,672.45            |
|   | EFT          | CalPERS Health EMPLOYEE APRIL          | 100       | 7110             | CalPERS Insurance Benefit             | 19,045.14            |                      |
|   | EFT          | CalPERS Health OPEB APRIL              | 100       | 7115             | OPEB Insurance Benefit                | 785.00               | 19,830.14            |
| 4/1/2024                                  | ACH          | PG&E (Building)                        | 100       | 8490             | Electricity & Gas                     | 5,894.49             | 5,894.49             |
| 4/1/2024                                  | ACH          | Mechanics Credit Card                  | 100       | Various          | Library Programs, Supplies, Equipment | 5,474.13             | 5,474.13             |
| 4/1/2024                                  | ACH          | Lincoln Life                           | 100       | 7110             | Insurance Benefit                     | 170.38               | 170.38               |
| 4/1/2024                                  | ACH          | Lincoln LTD                            | 100       | 7110             | Insurance Benefit                     | 419.07               | 419.07               |
| 4/11/2024                                 | EFT          | Amazon Invoice Payment                 | 100       | Various          | Library Programs, Supplies, Equipment | 1,286.19             | 1,286.19             |
| 4/15/2024                                 | ACH          | ADP Payroll                            | 100       | Various          | Library Wages & Payroll Taxes         | 54,664.34            | 54,664.34            |
| 4/18/2024                                 | ACH          | ADP Payroll Tax Adjustment             | 100       | Various          | Library Wages & Payroll Taxes         | 95.60                | 95.60                |
| 4/18/2024                                 | ACH          | Connect Your Care (COBRA Marin County) | 100       | 7110             | Insurance Benefit                     | 4.81                 | 4.81                 |
| 4/19/2024                                 | ACH          | ADP Payroll Montly Fee                 | 100       | 8830             | Accounting                            | 300.00               | 300.00               |
| 4/19/2024                                 | ACH          | ADP Social Security Retro Adjustment   | 100       | 8830             | Accounting                            | 401.75               | 401.75               |
| 4/23/2024                                 | EFT          | Delta Dental MAY                       | 100       | 7110             | Insurance Benefit                     | 1,146.80             | 1,146.80             |
| 4/30/2024                                 | ACH          | ADP Payroll                            | 100       | Various          | Library Wages & Payroll Taxes         | 53,395.33            | 53,395.33            |
|   |              |  |           | <b>APRIL</b>     | <b>TOTAL EFT / ACH</b>                | <b>\$ 160,755.48</b> | <b>\$ 160,755.48</b> |
| <b>OPERATING HAND CHECKS</b>              |              |  |           |                  |                                       |                      |                      |
| 4/1/2024                                  | 000603       | PG&E (EV Stations)                     | 100       | 8493             | EV Charging Stations                  | 711.00               | 711.00               |
| 4/11/2024                                 | 000604       | Diana Marie Estey                      | 100       | 8240             | Adult Programs                        | 350.00               | 350.00               |
| 4/24/2024                                 | 000605       | Option Click Consulting                | 100       | 8290             | Technology Training Programs          | 400.00               | 400.00               |
| 4/25/2024                                 | 000606       | Janet Lee Benjamin                     | 100       | 8240             | Adult Programs                        | 200.00               | 200.00               |
|   |              |  |           | <b>APRIL</b>     | <b>TOTAL HAND CHECKS</b>              | <b>\$ 1,661.00</b>   | <b>\$ 1,661.00</b>   |
| <b>OPERATING ACCOUNTS PAYABLE BATCHES</b> |              |  |           |                  |                                       |                      |                      |
| 4/17/2024                                 | 102193       | A&P Moving                             | 100       | 8430             | Building Maintenance                  | 100.00               | 100.00               |
| 4/17/2024                                 | 102194       | Aramark                                | 100       | 8492             | Maintenance Contracts                 | 106.92               | 106.92               |
| 4/17/2024                                 | 102195       | Blackstone Publishing                  | 100       | 7601             | Books and other Materials             | 114.44               | 114.44               |
| 4/17/2024                                 | 102196       | Brodart Co.                            | 100       | 7601             | Books and other Materials             | 270.22               |                      |
|   | 102196       | Brodart Co.                            | 100       | 7602             | Vendor Processing Costs               | 36.07                | 306.29               |
| 4/17/2024                                 | 102197       | Califa Group                           | 100       | 7606             | Digital Resources & Content           | 157.50               | 157.50               |
| 4/17/2024                                 | 102198       | CINTAS                                 | 100       | 8230             | Office Supplies                       | 6.68                 | 6.68                 |
| 4/17/2024                                 | 102199       | Dynamite Digital                       | 100       | 8230             | Office Supplies                       | 364.00               | 364.00               |
| 4/17/2024                                 | 102200       | Ingram Library Services                | 100       | 7601             | Books and other Materials             | 8,272.13             |                      |
|   | 102200       | Ingram Library Services                | 100       | 7602             | Vendor Processing Costs               | 576.21               | 8,848.34             |
| 4/17/2024                                 | 102201       | Marin IT, Inc.                         | 100       | 8040             | Technical Support                     | 3,366.00             | 3,366.00             |
| 4/17/2024                                 | 102202       | Marin Water                            | 100       | 8500             | Water                                 | 756.09               | 756.09               |
| 4/17/2024                                 | 102203       | Midwest Tape (HOOPLA)                  | 100       | 1300             | Prepaid Expenses (FY25 Subscription)  | 8,000.00             | 8,000.00             |
| 4/17/2024                                 | 102204       | Milk Street Magazine                   | 100       | 7601             | Books and other Materials             | 39.95                | 39.95                |
| 4/17/2024                                 | 102205       | Mission Square Retirement              | 100       | 2040             | Deferred Comp Deductions              | 1,900.00             | 1,900.00             |
| 4/17/2024                                 | 102206       | Northstar Digital Literacy             | 100       | 7606             | Digital Resources & Content           | 500.00               | 500.00               |
| 4/17/2024                                 | 102207       | Overdrive                              | 100       | 7606             | Digital Resources & Content           | 657.82               | 657.82               |
| 4/17/2024                                 | 102208       | Purchase Power                         | 100       | 8220             | Postage                               | 201.00               | 201.00               |
| 4/17/2024                                 | 102209       | Redwood Building Maintenance           | 100       | 8460             | Custodial Supplies                    | 765.88               |                      |
|   | 102209       | Redwood Building Maintenance           | 100       | 8450             | Janitorial Expense                    | 4,437.00             | 5,202.88             |
| 4/17/2024                                 | 102210       | Regional Government Services           | 100       | 8840             | Legal Services                        | 1,836.30             | 1,836.30             |
| 4/17/2024                                 | 102211       | Suffolk Cooperative Library System     | 100       | 7200             | Professional Development              | 150.00               | 150.00               |
| 4/17/2024                                 | 102212       | The Ark Newspaper                      | 100       | 8225             | Public Relations                      | 313.00               | 313.00               |
| 4/17/2024                                 | 102213       | TPX Communications                     | 100       | 8260             | Telephone                             | 1,137.65             | 1,137.65             |
| 4/17/2024                                 | 102214       | USBank Equipment Finance               | 100       | 8210             | Copier Expense                        | 1,209.19             | 1,209.19             |
|   |              |  |           | <b>4/17/2024</b> | <b>ACCOUNTS PAYABLE BATCH</b>         | <b>\$ 35,274.05</b>  | <b>\$ 35,274.05</b>  |
| 4/30/2024                                 | 102215       | Belvedere-Tiburon Library Foundatoin   | 100       | 8035             | Computers & Peripherals               | 864.70               | 864.70               |
| 4/30/2024                                 | 102216       | California Chamber of Commerce         | 100       | 7200             | Professional Development              | 499.00               | 499.00               |
| 4/30/2024                                 | 102217       | GlowForge                              | 100       | 8280             | Maker Space Programs                  | 5,407.09             | 5,407.09             |
| 4/30/2024                                 | 102218       | Petty Cash - Kristin Johnson           | 100       | 8850             | Office Expenses                       | 80.05                |                      |
|   |              | Petty Cash - Kristin Johnson           | 100       | 8820             | Cash Over/(Short)                     | (0.10)               | 79.95                |
| 4/30/2024                                 | 102219       | Kyocera                                | 100       | 8210             | Copier Expense                        | 483.39               | 483.39               |
| 4/30/2024                                 | 102220       | Marin IT                               | 100       | 8070             | IT Infrastructure                     | 297.50               | 297.50               |
| 4/30/2024                                 | 102221       | Mike Brown Electric                    | 100       | 8430             | Building Maintenance                  | 364.00               | 364.00               |
| 4/30/2024                                 | 102222       | Mill Valley Refuse                     | 100       | 8480             | Trash                                 | 276.07               | 276.07               |
| 4/30/2024                                 | 102223       | Mission Square Retirement              | 100       | 2040             | Deferred Comp Deductions              | 1,900.00             | 1,900.00             |
| 4/30/2024                                 | 102224       | Pacific Gas & Electroc                 | 100       | 8493             | EV Public Charging Stations           | 666.88               | 666.88               |
|   |              |  |           | <b>4/30/2024</b> | <b>ACCOUNTS PAYABLE BATCH</b>         | <b>\$ 10,838.58</b>  | <b>\$ 10,838.58</b>  |
|   |              |  |           |                  | <b>TOTAL ACCOUNTS PAYABLE BATCH</b>   | <b>\$ 46,112.63</b>  | <b>\$ 46,112.63</b>  |
|   |              |  |           | <b>APRIL</b>     | <b>TOTAL WARRANTS</b>                 | <b>\$ 208,529.11</b> | <b>\$ 208,529.11</b> |





**DATE:** May 20, 2024

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Compensation Study Findings and Presentation

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In January 2024, BTLA solicited Regional Government Services (RGS) to conduct a compensation study and assess administrative staff needs. The study aimed to support succession planning for anticipated retirements and evaluate whether the Library's compensation was competitive with the industry and the geographic region to support recruitment and retention.

RGS interviewed administrative staff, held several meetings with the Library Director, reviewed compensation data for twelve agencies, and presented preliminary findings to the Executive Committee. RGS prepared the following reports and attachments for your review: Staffing Assessment Report, Total Compensation Study Report, Detailed Compensation Study Worksheets, and Salary Schedules. A draft organizational chart with recommended changes is also included for reference.

Overall, RGS found some classifications to be above the market median, some classifications below the market median, and some benefit offerings lacking compared to the region. For administrative functions, RGS recommends creating three distinct administrative positions to support the efficiency and integrity of operations best.

The following action is requested following a presentation and discussion with RGS:

- 1) Accept the reports and findings from RGS.
- 2) Adopt the recommended Salary Schedules.
- 3) Direct the Library Director to implement recommended salary actions.
- 4) Establish an ad-hoc committee to explore benefit offerings further.

Fiscal implications: The salary schedule recommendations and the funding of 1 FTE Accounting Technician have been incorporated into the draft FY24-25 budget. The Board may consider using FY24-25 net revenue to address benefit offerings or reserve funds for one-time costs.

# BELVEDERE-TIBURON LIBRARY STAFFING ASSESSMENT REPORT MAY 2024

Prepared For:



Belvedere  
Tiburon  
**Library**

1501 Tiburon Blvd. Tiburon, CA 94920

Prepared By:



P.O. Box 1350  
Carmel Valley, CA 93924

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**ATTACHMENTS**

Attachment A - Draft Classification Specifications

- Administrative Services Supervisor
- Administrative Assistant
- Accounting Technician

## **EXECUTIVE SUMMARY**

In January 2024, the Belvedere-Tiburon Library (Library) engaged Regional Government Services (RGS) to conduct a staffing assessment of the management/administrative positions followed by an agency-wide total compensation survey.

The goals and objectives of the staffing assessment were to:

- Conduct a thorough review and analysis of the management/administration staffing structure.
- Provide classification descriptions that accurately reflect the duties and responsibilities of each management/administrative position.
- Recommend job classifications and personnel allocations that support the structure and achieve more effective Library services.
- Establish a classification plan and structure that supports succession planning by providing classification descriptions that prepare staff of future roles to ensure the continuous Library services

## **METHODOLOGY**

### **KICK-OFF MEETING**

RGS met with the Library Director in January 2024 to initiate the studies. Organizational data was requested, and the scope of the project was discussed. Information regarding agency expectations, timelines, data collection methods, deliverables, and other pertinent information was shared.

### **ORGANIZATIONAL DATA**

RGS requested and reviewed key organizational materials and information to begin to understand the Library's current structure, policies, procedures, challenges, and practices related to staffing. Those materials included:

- Organizational Charts
- Existing classification specifications
- Applicable classification/organizational policies, procedures, and ordinances

### **CLASSIFICATION REVIEW**

- Reviewed and analyzed the Staffing Assessment Questionnaires (SAQs), current classifications within the Library, and other related specifications and documents.

- Interviewed the Library Director, Assistant Director, and Finance, HR, and Administrative Manager to confirm and clarify all submitted documentation and review the positions' duties and responsibilities.
- Analyzed the scope and complexity of the responsibilities and tasks performed and the skills, knowledge, and abilities required.
- Reviewed and analyzed the work required of the positions and compared it to the current staffing structure.
- Developed options and recommendations based on the analysis of the above information.

## **FINDINGS**

### **OVERALL FINDINGS**

The analysis indicated that management staff are performing work that should be assigned to and performed by subordinate classifications. This includes clerical duties in support of the Board meetings, and lower-level accounting work.

The Finance, HR, and Administrative Manager is a single position assigned to perform the full ranges of duties (basic to complex) in three separate functions. Without support staff or improved systems, various duties have not been able to be performed. Some of these duties include implementing and monitoring an employee performance evaluation system, developing a reference check process, routine human resources duties, and exploring ways to increase efficiencies and automate processes in the area of accounting and fiscal.

Existing resources, such as the risk JPA (SDRMA) are not being fully utilized to explore options for additional support and resources, and overall use of vendors is not being fully evaluated to assist with specialized or periodic activities. These include recruitments, disability management, and employee training and development.

The analysis indicated that not all positions have their own classification specification. These are important for recruitments, performance evaluation, and goal setting. It was also determined that select staff are not receiving regular performance evaluations or feedback, and not all supervisory staff have received performance management or supervisory training. Staff who do conduct performance evaluations and provide feedback do so utilizing their own methods and an organization-wide, consistent performance management system is needed.

In addition, backup, cross training, and overall job duty documentation does not appear to exist in all cases. This is extremely important when unplanned absences occur, for assistance with the development and training of staff, and to support succession planning.

## **SPECIFIC CLASSIFICATION FINDINGS**

### Library Director

The analysis indicated that the Director spends a significant amount of time preparing for Board meetings and performing other associated tasks. Many of these duties are administrative and clerical in nature and could be delegated to an Administrative Assistant.

The incumbent spends time on human resources activities that should be performed by or assigned to the Finance, HR, and Administrative Manager or lower-level staff. These include recruitment activities such as preparing notices, contacting candidates, scheduling interviews, and basic benefits and support activities in other areas of human resources.

### Assistant Library Director

The incumbent expressed interest in training in the area of supervisory skills and performance management and evaluation to be more effective. The incumbent noted that he and his subordinates may be performing administrative duties that fall outside their job classifications, but since there is no option to assign this work to others, they absorb these duties.

The Library Director noted that staff vacancies may be preventing the Assistant Director from devoting adequate time to program coordination and one-on-one meetings with his staff.

### Finance, HR, and Administrative Manager

The incumbent spends over 80% of their time performing finance and administrative related duties and less than 15% of their time performing human resources duties. While the Library utilizes the City of Belvedere's financial system, little additional staff support is provided for accounting and financial tasks.

Due to the current staffing structure, the incumbent performs duties that should be assigned to and performed by lower-level classifications. These include administrative and clerical duties in support of the Board and Library Director, and paraprofessional accounting duties. The incumbent has not fully explored options to increase efficiencies, such as automation of tasks, utilizing professional groups and existing business partners to learn best practices, and researching and suggesting alternative service delivery methods.

## **RECOMMENDATIONS**

### **SPECIFIC STAFFING RECOMMENDATIONS**

In all organizations, the job classifications should reflect the level of work assigned to and performed by the incumbents, and all work should be assigned at the most appropriate level. The analysis found that some higher-level management staff are performing duties that could more appropriately be done by lower-level staff. To ensure the most efficient and effective use of resources, RGS recommends the Library consider allocating two (2) full-time positions to

assist in the administration unit: an Accounting Technician and an Administrative Assistant. In addition, it is recommended that the Assistant Library Director classification be retitled to Library Services Manager, and the Finance, HR, and Administrative Manager classification be reclassified to an Administrative Services Supervisor. These titles/classifications align with industry standards for the work being performed by the incumbents. This alignment will provide consistency when future studies are conducted. It also ensures that, during the recruitment process, applicants are provided with a clear understanding of the duties and responsibilities of the positions.

#### Addition of Accounting Technician and Administrative Assistant Positions

The Accounting Technician would be assigned technical fiscal support duties. These duties may include- reviewing all time entered into ADP; running all associated reports and maintaining spreadsheets and files; preparing A/P documents for approval; entering approved A/P information into system for payment; receiving all income and deposits; maintaining register of all deposits/payments; reconciling to bank statements; coding and processing all invoices; inputting monthly bills for payments; maintaining vendor data; providing assistance to auditors as required; and compiling data, preparing reports, and assisting with budget monitoring and reporting.

The Administrative Assistant would provide immediate relief to the Library Director and others by the reassignment of administrative tasks. This position would serve as back up Clerk of the Board, assisting with agenda item and agenda packet preparation, posting and distribution of agendas, and set up of the Board meeting room including ensuring technology connections are functional. The Administrative Assistant could also perform the support tasks associated with recruitment activities and other administrative areas of human resources.

Both the Accounting Technician and Administrative Assistant could also be assigned administrative duties in support of the Library Foundation. Providing this support internally would mitigate the use of outside consultants and the possible duplication of effort. Since administrative support of this type has not previously been available, it may be beneficial to ask other managers and supervisors if they are performing any tasks that would be more appropriately assigned to the Administrative Assistant or the Accounting Technician. Draft class specifications for these positions can be found in Attachment A, *Draft Classification Specifications*.

#### Retitling of Assistant Library Director Classification to Library Services Manager

RGS recommends the current Assistant Library Director classification be retitled to Library Services Manager as it more closely reflects the focus and functions of the position. Through the study, RGS found that the libraries with Assistant Directors had multiple branches, a number of managers, and significantly more staff. In these library systems, branch managers

report to the Assistant Director who serves as “second in command” to the Director. This structure does not reflect that of the Library.

The Library consists of a single branch with multiple programs. The current Assistant Library Director oversees the Library’s largest program, Adult Services. This includes managing the assigned staff and functions as an expert resource for staff and the public. In addition to overseeing the above program, the incumbent conducts research, analysis, and provides recommendations for special projects. He also provides highly responsible and complex administrative support to the Library Director.

In addition to his current assignment, the Library Director plans to assign the oversight of the Access Services program to the incumbent as the Access Services Manager position recently became vacant. As the incumbent will be responsible for managing multiple library programs, Library Services Manager is a more appropriate classification title for the work being performed than Assistant Library Director.

#### Retitling of the Youth Services Manager to Supervising Librarian – Youth Services

Related to the above recommendation, RGS recommends the classification of Youth Services Manager be retitled to Supervising Librarian – Youth Services. This change will mitigate role confusion between the Library Services Manager and Youth Services Manager. The Library Services Manager will oversee multiple Library programs and assist the Library Director with strategic planning and issues with agency-wide effect. The focus of the Supervising Librarian – Youth Services will be program oversight of a single library program, including, but not limited to, the direct supervision of assigned staff.

In addition, when conducting the compensation study, it was found that while two of the comparator agencies utilized the “Manager” title, the majority used either a supervisory or advanced journey level title (depending on the specific supervisory responsibilities) for their comparable classifications. This title change will align this title with the work being performed, similar classifications found in the Library’s comparator agencies, and industry standards

#### Reclassification of Finance, HR, and Administrative Manager Position

RGS recommends the current Finance, HR, and Administrative Manager position be reclassified to an Administrative Services Supervisor to better reflect the level of duties and responsibilities currently being performed by this position. The classification Administrative Services Supervisor is primarily used for positions that have supervisory responsibility for staff performing duties related to the internal services (finance, administration, human resources, etc.) of an agency.

As the Administrative Services Supervisor, the incumbent’s responsibility will focus on the training and supervision of assigned staff as well as performing complex assignments and projects in support of the Library. These projects include exploring opportunities to enhance productivity and efficiency via automation or incorporation of best practices learned from



others; researching benefit options, such as wellness programs available through SDRMA or others; developing and recommending an implementation plan for a performance evaluation program; evaluating and recommending training for supervisory staff; developing staff surveys related to job satisfaction, and seeking ideas and recommendations for improvement; and documenting the major job processes in Administrative Services to assist others in serving as back up or providing support when needed. The Administrative Services Supervisor would also have direct supervisory responsibility for the Accounting Technician and Administrative Assistant. A draft class specification for these positions can be found in Attachment A, *Draft Classification Specifications*.

### **GENERAL ASSESSMENT RECOMMENDATIONS**

It is important that classification specifications exist for each position and that they are reflective of the body of work for the position. In addition, existing specifications should be reviewed for accuracy and updated if necessary. It is strongly recommended that all staff receive regular performance reviews, and performance coaching and mentoring. It is recommended that the Library Director work with the Administrative Services Supervisor and the Library Services Manager to clarify and communicate goals and objectives, and that regular follow-up discussions occur.

It is recommended that all critical tasks have trained back-up coverage, especially in administration since they often deal with employee and Board matters. The assigned back-up individual(s) should regularly perform these duties to ensure their skills and the documentation stay current.

It is suggested that the Library consider supervisory training for all management and supervisory staff and solicit input from all employees on training they feel would help them in their position.

It is recommended that the Library consider further utilization of outside consultants, including the external auditor, and for special projects, periodic activities, or ongoing support. These may include:

- Disability management – because these issues arise infrequently, and laws and regulations are complex, external support can be beneficial
- Performance management and coaching – this could include developing forms and processes, training for supervisory staff, or one-on-one coaching and mentoring.
- Recruitments, onboarding, employee handbook – a consultant could develop processes and forms, develop, and update existing material, or be retained to completely perform the function (such as recruitments).

The staffing recommendations provide for an optimum staffing plan to provide the management and administrative support for the Library and should be implemented as soon as possible to realize the maximum benefit to the agency and staff. This staffing structure is likely to effectively serve the needs of the Library and those it serves now and into the future.

# **Attachment A**

## **Draft Classification Specifications**



## ACCOUNTING TECHNICIAN

### DEFINITION

Under general supervision, performs a variety of difficult and complex paraprofessional, technical account and statistical record keeping work including accounts receivable, accounts payable, payroll processing, and contract administration; prepares and reviews financial documents and reports; performs a variety of specialized technical tasks relative to assigned area of responsibility; performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

This single incumbent position is responsible for overseeing the agency's accounting and fiscal activities and systems. Employees at this level receive only minimal instruction or assistance and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. No direct supervision of staff is exercised.

### EXAMPLES OF DUTIES

*Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.*

1. Prepares a variety of detailed accounting transactions including accounts payable, accounts receivable, deposits, and journal entries; coordinates activities as appropriate with the City of Belvedere and others.
2. Reviews all time entered into ADP payroll system; reviews for necessary approvals; runs all associated reports and maintains related spreadsheets and files; processes all payroll related payables.
3. Coordinates activities with administrative staff to ensure all relevant employee data is updated in the payroll system.
4. Receives all income and deposits; maintains register of all deposits/payments; reconciles to bank statement.
5. Codes and processes all invoices; prepares accounts payable documents for approval; enters into system for payment; updates and maintains vendor data.
6. Provides support and assistance to external auditors in the production of the year end audit; makes corrections as appropriate.
7. Maintains and reconciles fixed asset records; tracks all inventory.
8. Assists in compiling data for and monitoring the agency's budget; prepares periodic reports as requested.
9. Prepares and monitors purchase orders.
10. Maintains accurate and complete records and files of all agency fiscal activities.
11. Performs other related duties as required.

## MINIMUM QUALIFICATIONS

### Education and Experience

*The knowledge, skills, and abilities listed above may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:*

#### Education

- Equivalent of an associate degree from an accredited college or university in accounting, business or similar area, or the equivalent in college semester hours/credits.

#### Experience

- Three (3) years of increasingly responsible experience in fiscal, payroll, and accounting work.

### Licenses and Certificates

For specific positions, possession and maintenance of a valid California driver's license and the ability to meet automobile insurability requirements of the agency or the ability to provide suitable transportation needs as a condition of continued employment.

### Knowledge of:

- Methods, practices, and terminology of financial and statistical record keeping.
- Generally accepted accounting principles and internal controls appropriate to accounting procedures.
- Principles and practices of accounting and payroll functions.
- Laws, rules, and regulations governing the maintenance of fiscal records in the area of assignment.
- Basic laws, policies and practices related to payroll processing.
- Agency employee benefits and pay policies.
- Maintenance of files and information retrieval systems.
- Applicable federal, state, and local laws, codes, regulations, and standards.
- Business systems, equipment, and applications relevant to the area of assignment.

### Ability to:

- Learn, interpret, and apply knowledge of the agency, its operations, programs, functions, and special terminology.
- Perform responsible and difficult account entry and recordkeeping work.
- Verify, reconcile, and balance a variety of records and information.
- Establish and maintain records and data files; prepare related reports.
- Assist in the preparation of financial statements, analyses, and budget reports.
- Effectively utilize various automated systems to perform assigned duties accurately and efficiently.
- Maintain confidentiality of payroll and personnel data.

- Plan, organize and prioritize work in order to meet schedules and timelines.
- Understand and apply the principles, laws and procedures involved in fiscal recordkeeping, payroll processing and accounting functions.
- Work with a minimum of supervision.
- Understand and carry out complex oral and written policies and procedures.
- Communicate effectively, clearly, and concisely.
- Establish and maintain effective working relationships with a diverse range of individuals, including but not limited to coworkers, professional agencies, and the general public.

## **PHYSICAL, ENVIRONMENTAL, AND WORKING CONDITIONS**

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to attend meetings and to visit various sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **Working Conditions**

May be required to work a varied schedule of hours, which may include evenings and weekends.



## ADMINISTRATIVE ASSISTANT

### DEFINITION

Under general supervision, performs a variety of highly responsible and complex clerical and administrative duties; supports a variety of human resources functions; serves as back up to the Clerk of the Board; provides administrative support to the Library Director and other staff; performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

Incumbents in this position are responsible for performing the full range of duties as assigned including providing administrative and technical support to the Library Director and others as assigned. Employees at this level receive minimal instruction or assistance and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. No direct supervision of staff is exercised.

### EXAMPLES OF DUTIES

*Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.*

1. Provides complex and responsible administrative support to management staff and others as assigned.
2. Coordinates meeting activities, including room, food, and technology arrangements.
3. Makes appointments and maintains appointment schedules and calendars.
4. Composes and types correspondence after receiving general direction as to content and purpose.
5. Assists with human resources activities including recruitments, onboarding, benefits administration, and maintenance of employee files.
6. Tracks and schedules required employee training; ensures compliance with posters and other notices.
7. Updates employee information into payroll system; prepares and distributes annual schedule for holidays, paydays, and pay periods.
8. Orders, receives, and distributes a variety of supplies and materials; maintains inventory levels as required.
9. Serves as back up to the clerk of the board; prepares and distributes meeting materials; takes and prepares meeting minutes; provides administrative support to other meetings as requested.
10. Coordinates timing and ensures completion and submittal of Form 700s and Conflict of Interest forms.
11. Creates and maintains a variety of files and records, including forms, reports, mailing lists, and correspondence.

12. Utilize various automated systems to perform assigned duties accurately and efficiently.
13. Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

*The knowledge, skills, and abilities listed above may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:*

#### Education

- Equivalent of the completion of the twelfth grade. Possession of an Associates of Arts degree from a business or community college in an appropriate curriculum may be substituted for two years of the required experience.

#### Experience

- Four (4) years of responsible administrative, clerical, or general office experience, which includes experience dealing with the public.

### **Licenses and Certificates**

For specific positions, possession and maintenance of a valid California driver's license and the ability to meet automobile insurability requirements of the agency or the ability to provide suitable transportation needs as a condition of continued employment.

### **Knowledge of:**

- Modern office methods, procedures, and computer equipment.
- Business letter writing and report writing.
- Principles and practices of office management.
- Basic understanding of human resources functions.
- Basic understanding of accounting and payroll functions.
- Laws, rules, and regulations governing the maintenance of agency records.
- Agency employee benefits and pay policies.
- Maintenance of files and information retrieval systems.
- English usage, spelling, grammar, and punctuation.
- Business systems, equipment, and applications relevant to the area of assignment.

### **Ability to:**

- Learn, interpret, and apply knowledge of the agency, its operations, programs, functions, and special terminology.
- Provide varied, confidential, and responsible administrative support requiring the use of independent judgment, tact, and discretion.
- Learn, understand, interpret, and apply rules, laws, regulations, and policies affecting public agency meetings and activities.

- Attend Board meetings and, as assigned, take notes rapidly and accurately; transcribe notes and draft meeting minutes; post and distribute approved minutes and agendas.
- Learn and provide administrative support to a variety of human resources activities related to recruitments, hiring, onboarding, and administration of benefits.
- Collaborate with outside vendors and organizations to stay current on best practices, trends, and opportunities; suggest opportunities for improvements.
- Establish and maintain records and files; prepare reports related to assigned activities.
- Utilize various automated systems to perform assigned duties accurately and efficiently.
- Maintain confidentiality of payroll and personnel data.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Work with a minimum of supervision.
- Understand and carry out complex oral and written instructions.
- Communicate effectively, clearly, and concisely.
- Establish and maintain effective working relationships with a diverse range of individuals, including but not limited to coworkers, professional agencies, and the general public.

## **PHYSICAL, ENVIRONMENTAL, AND WORKING CONDITIONS**

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to attend meetings and to visit various sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **Working Conditions**

May be required to work a varied schedule of hours, which may include evenings and weekends.





## ADMINISTRATIVE SERVICES SUPERVISOR

### DEFINITION

Under general supervision, oversees and coordinates the work of administrative staff; performs varied confidential, responsible, and complex administrative, clerical, human resources, fiscal and accounting duties; assists the Library Director and serves as clerk of the Board of Trustees; performs related work as required.

### DISTINGUISHING CHARACTERISTICS:

This is a fully experienced supervisory classification. Responsibilities require the frequent use of tact, discretion, independent judgment, and the interpretation and application of policies, procedures, and regulations. This class is distinguished from the Administrative Assistant classification by the wider variety and broader scope of tasks performed, and the greater degree of independence exercised.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Library Director or his/her designee. Exercises direct supervision over assigned administrative staff.

### EXAMPLES OF DUTIES

*Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.*

1. Coordinates and performs professional-level administrative and programmatic work in a variety of areas such as budget development, financial and human resources administration and reporting, and program evaluation.
2. Supervises assigned staff providing administrative support services; assigns and reviews work; evaluates work performance; participates in selection, training, and discipline of assigned staff.
3. Performs a wide variety of complex, responsible and confidential administrative support duties for the Library Director and others.
4. Serves as the Clerk of the Board of Trustees; attends Board and other meetings; prepares documents, notices, minutes, and agendas while ensuring procedural compliance with regulatory requirements; ensures follow up on meeting actions as required.
5. Prepares or oversees the preparation of a variety of detailed accounting transactions and activities.
6. Participates and assists Accounting Technician and external auditors with periodic audits.
7. Prepares and presents periodic financial reports to the Board as required.
8. Assists in the development and administration of the agency budget including revenue projections; monitors revenues and expenditures; identifies and recommends resolutions for budgetary issues.

9. Administers procurement processes and contracts; ensures compliance with applicable County, State and Federal procedures and regulations; may negotiate with vendors and prepare contracts; and records and tracks documentation and payments.
10. Prepares and coordinates proper completion of documents related to employment status including hiring, salary actions, and separation; conducts new employee orientations and ensures appropriate paperwork is completed.
11. Performs or assists with a variety of human resources activities including recruitments, onboarding, benefits administration, and employee satisfaction surveys.
12. Oversees and administers the employee performance evaluation process; notifies managers and supervisors of timelines and due dates and follows up to ensure completion of documents.
13. Works with the risk management JPA (SDRMA) to learn about benefit options, changes, and trends; explores other services available through SDRMA and other professional groups.
14. Serves as employees' first point of contact for building and equipment maintenance related issues; collaborates with vendors to arrange for inspections and repairs as appropriate.
15. Performs other related duties as required.

## MINIMUM QUALIFICATIONS

### Education and Experience

*The knowledge, skills, and abilities listed above may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:*

#### Education

- Equivalent of bachelor's degree in business or public administration, accounting, human resources, or closely related field.

#### Experience

- Two (2) years of professional level experience in finance, human resources and/or other administrative functions, at least one of which includes supervisory responsibilities.

Additional experience can substitute for education on a year-for-year basis for a maximum of two years.

### Licenses and Certificates

For specific positions, possession and maintenance of a valid California driver's license and the ability to meet automobile insurability requirements of the agency or the ability to provide suitable transportation needs as a condition of continued employment.

### Knowledge of:

- Generally accepted accounting principles: mathematics related to accounting processes; internal controls appropriate to accounting procedures.
- Methods, practices, and terminology of financial and statistical record keeping.

- Principles and practices of accounting and payroll functions.
- Laws, rules, and regulations governing the maintenance of fiscal records.
- Basic laws, policies and practices related to payroll processing.
- Agency employee benefits and pay policies.
- Pertinent Federal, State, and local laws, codes and regulations including the Brown Act, Fair Political Practices and Conflict of Interest.
- Principles of supervision, training, and performance evaluation.
- Principles of human resources and employee benefits.
- English usage, spelling, grammar, and punctuation.
- Business correspondence writing and report preparation.
- Principles of customer service.

#### **Ability to:**

- Organize, plan, schedule and implement administrative and accounting technical operations/activities and related special projects.
- Interpret, and apply knowledge of the agency, its operations, programs, functions, and special terminology.
- Provide varied, confidential, and responsible administrative support requiring the use of independent judgment, tact, and discretion.
- Prepare a variety of financial statements, analyses, and budget reports.
- Organize own work, coordinate projects, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Learn, understand, interpret, and apply rules, laws, regulations, and policies affecting public agency meetings and activities.
- Attend Board meetings; take notes rapidly and accurately; transcribe notes and draft meeting minutes; post and distribute approved minutes and agendas.
- Learn and provide administrative support to a variety of human resources activities related to recruitments, hiring, training, and administration of benefits.
- Collaborate with outside vendors and organizations to stay current on best practices, trends, and opportunities; suggest opportunities for improvements.
- Establish and maintain records and files; prepare reports related to assigned activities.
- Utilize various automated systems to perform assigned duties accurately and efficiently.
- Maintain confidentiality of payroll and personnel data.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Work with a minimum of supervision.
- Understand and carry out complex oral and written instructions.
- Communicate effectively, clearly, and concisely.
- Establish and maintain effective working relationships with a diverse range of individuals, including but not limited to coworkers, professional agencies, and the general public.

### **PHYSICAL, ENVIRONMENTAL, AND WORKING CONDITIONS**

#### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to attend meetings and to visit various

sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **Working Conditions**

May be required to work a varied schedule of hours, which may include evenings and weekends.

# BELVEDERE-TIBURON LIBRARY COMPENSATION STUDY REPORT MAY 2024

Prepared For:



Belvedere  
Tiburon  
**Library**

1501 Tiburon Blvd. Tiburon, CA 94920

Prepared By:



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## **ATTACHMENTS**

Attachment A – Detailed Compensation Data Worksheets

Attachment B – Recommended Salary Schedule

Attachment C – Recommended Salary Schedule w/3% COLA

## EXECUTIVE SUMMARY

In January 2024, the Belvedere-Tiburon Library (Library) engaged Regional Government Services (RGS) to conduct a staffing assessment of the management/administrative positions followed by an agency-wide total compensation survey.

The goals and objectives of the compensation study were to:

- Determine the compensation for similar classifications in the Library's identified comparable agencies.
- Determine the level of benefits provided by comparable agencies to similar classifications.
- Evaluate whether the Library's compensation and benefits are competitive with the job market utilizing the data obtained from the Library.

## METHODOLOGY

### ORGANIZATIONAL DATA

In addition to the documents obtained for the staffing assessment, RGS requested and reviewed the following documents to understand the Library's current compensation systems and administration. Those materials included:

- Benefit summaries and employer/employee cost data
- Salary schedules
- Applicable compensation policies, procedures, and ordinances

### MARKET COMPARATORS

The Library requested an analysis to determine the comparator agencies that would be surveyed for the study. Of the seventeen agencies reviewed, RGS recommended twelve agencies be included due to various factors such as shared labor market, and similarities in the cost of living, agency size, population served, and annual budget. These agencies are:

- City of Berkeley
- City of Burlingame
- City of Larkspur
- City of Mill Valley
- City of San Francisco
- City of San Rafael
- City of Santa Clara
- City of Sausalito
- City of St. Helena
- County of Marin
- County of Santa Clara Library District JPA
- Town of San Anselmo

### **SURVEYED CLASSIFICATIONS**

Thirteen current and proposed classifications were included in the study. Where a class series existed, the journey-level (II) was surveyed.

- Access Services Manager
- Accounting Technician\*
- Administrative Assistant\*
- Administrative Services Supervisor\*
- Assistant Library Director
- Finance, HR, Administrative Manager
- Librarian II
- Library Assistant II
- Library Director
- Library Page
- Library Services Manager
- Library Specialist
- Youth Services Manager

### **COMPENSATION COMPONENTS**

The initial compensation components for the study were provided to RGS by the Library and included the following:

**Monthly Base Salary:** The top of the salary range (excluding longevity salary steps). All figures are presented on a monthly basis.

#### **Insurance**

**Medical Insurance:** The maximum monthly amount the agency contributes to medical premiums for the employee and dependents. This amount is included in the total compensation calculation. The maximum monthly amount paid by the employee and the total cost is presented for informational purposes.

**Dental Insurance:** The maximum monthly amount the agency contributes to dental premiums for the employee and dependents. This amount is included in the total compensation calculation. The maximum monthly amount paid by the employee and the total cost is presented for informational purposes.

**Vision Insurance:** The maximum monthly amount the agency contributes to vision premiums for the employee and dependents. This amount is included in the total compensation calculation. The maximum monthly amount paid by the employee and the total cost is presented for informational purposes.



## Pension

**Employee Paid Member Contribution:** The amount the employee pays of the employee's statutory required contribution to the retirement system. This amount is presented for informational purposes.

**Employee Paid Employer Contribution:** The amount the employee agrees to pay of the statutorily required employer contribution to the retirement system. This amount is included in the total compensation calculation (shown as a negative number).

**Employer Paid Member Contribution:** The amount the agency agrees to pay of the statutorily required employee contribution to the retirement system. This amount is included in the total compensation calculation.

**Minimum Required Employer Contribution:** The annual cost of service accrual for the upcoming fiscal year for active employees (Normal Cost).

## Leaves

**Vacation Leave:** The number of vacation hours accrued per year by all employees in the classification after five years of employment. The number of days has been converted to a dollar amount based on the monthly base rate of pay for each classification and is included in the total compensation calculation.

**Sick Leave:** The number of sick hours accrued per year by all employees in the classification. The number of hours has been converted to a dollar amount based on the monthly base rate of pay for each classification and is included in the total compensation calculation.

**Holiday Leave:** The number of holiday hours accrued per year by employees in the classifications. The number of hours has been converted to a dollar amount based on the monthly base rate of pay for each classification and is included in the total compensation calculation.

**Administrative/Management/Personal Leave:** The number of hours normally available to management to reward employees for extraordinary effort in lieu of overtime. Personal leave may be available to other groups of employees to augment vacation or other time off. The number of hours has been converted to a dollar amount based on the monthly base rate of pay for each classification and is included in the total compensation calculation.

### **Additional Benefits**

**Deferred Compensation Match or Contribution:** This is the monthly amount the agency contributes to the agency-sponsored deferred compensation plan on behalf of the employee. This amount is included in the total compensation calculation.

**Other Compensation:** This category includes any additional compensation benefits available to the incumbents in a classification. These are described in the Notes section of the Compensation Data Worksheets. Those that apply to all employees in the classification are included in the total compensation calculation.

## **DATA COLLECTION PROCESS**

### **DETERMINING MATCH CLASSIFICATIONS**

One of the most critical factors in conducting a compensation study is ensuring the classifications selected from the comparator agencies match the Library's benchmark classifications as closely as possible. When comparing appropriate matches, the analysis must include more than job titles. Due to different titling conventions, job titles alone can be misleading. Therefore, a more extensive analysis is performed.

The Library's class specifications were analyzed, and RGS discussed specific aspects of various classifications with the Library to ensure the most up-to-date and accurate information was used in the analysis. Classifications at the comparable agencies were compared to those at the Library, and match classifications were determined using the following criteria.

- Education and experience requirements
- Scope and complexity of the work
- Knowledge, skills, and abilities required to perform the work.
- Supervision received and exercised.
- Consequence of error.
- Special certification or license requirements.
- Organizational structure of the division/department where the classification is found.

RGS considers fewer than four (4) comparison matches insufficient for analysis because fewer matches make salary variations more significant, and results may not accurately reflect the market.

### **COMPENSATION DATA COLLECTION**

Compensation data was collected from all of the designated comparator agencies through websites, direct contact with agency human resources, finance, and management staff, and an in-depth review of agency documents, including class specifications, memoranda of

understanding, organizational charts, personnel allocations, and budget documents. RGS verified salary and benefits data for the agencies, analyzed the data received, and compared it to data obtained from the Library.

The compensation charts provided include the median (midpoint) of the maximum monthly base pay and total compensation data including separate calculations for Classic PERS members and PEPRA PERS members for each surveyed classification. RGS recommends that the median be used in reviewing the data instead of the mean, which is the average of the data of all market data collected. The median is the exact midpoint with 50% of market data below and 50% of market data above. Unlike the mean, the median methodology eliminates distortion caused by exceptionally high or low salary values.

## **FINDINGS AND ANALYSIS**

Initially, we found that the salaries and benefits for the Library classifications were significantly below the market median. Attachment A, *Detailed Compensation Worksheets*, provides detailed salary and benefits data collected from each of the comparator agencies.

However, after collecting the external market data, RGS was informed that the salary schedule provided by the Library did not reflect the actual salaries of its employees. This was due to the practice of not providing Cost of Living Adjustments (COLAs) to employees receiving a step increase. This meant that our initial findings did not reflect the Library's actual placement in comparison to the surveyed agencies.

After discussions with the Library Director, it was agreed that the priority of the compensation study would be to establish a new salary schedule and develop recommendations for a total compensation plan.

### **ESTABLISHMENT OF NEW SALARY SCHEDULE**

In establishing a salary schedule it is critical that it 1) be based on human resources best practices, 2) establish an equitable internal salary alignment, and 3) take into consideration the market data.

When the median data was reviewed, it was found the base pay for the Library Director was within .05% of the market median. Therefore, the salary schedule developed uses the salary for the Library Director as the benchmark classification from which the other salaries have been developed based on the scope and responsibilities of each subsequent classification.

For the new administrative classifications, the market median for the Accounting Technician has been used as a benchmark from which the Administrative Services Supervisor and Administrative Assistant salaries are recommended.

### **Internal Salary Alignment**

For classifications that are related to each other by discipline, duties, or responsibilities but are separated by level of complexity or authority such as entry, journey, lead or senior, supervisor and manager should be separated by approximately 10-15% at the lower levels and 20% and higher at the supervisory and management levels. This practice provides a healthy separation between the levels for career development and to avoid compaction. Compaction occurs when classifications are within 5% or less of each other.

Standard practice is to consider the salary for any classification competitive with the market if it falls within 5% above or below the market. The differences between 5% above/below market allow for slight differences between job duties and assignments. The Library may choose to set a different standard.

The chart below shows each classification, the salary rationale, the percentage above or below the market median, and the recommended top step of the salary range. RGS has used the classification titles recommended in the staffing assessment portion of this report. The complete salary schedule can be found in Attachment B, *Recommended Salary Schedule*.

| <b>Classification</b>                  | <b>Internal Salary Alignment Rationale</b>  | <b>% of Market</b> | <b>Monthly Step 6</b> |
|--|---|--------------------|-----------------------|
| Library Director                       | Current Salary                              | No Change          | \$15,872.00           |
| Library Services Manager               | 30% Below Library Director                  | 2.34%              | \$11,110.40           |
| Supervising Librarian - Youth Services | 10% Below Library Services Mgr.             | -4.53%             | \$9,999.36            |
| Access Services Manager                | VACANT                                      | -                  | -                     |
| Experienced Librarian                  | 20% Below Supervising Librarian Youth Srvs. | 0.22%              | \$7,999.49            |
| Experienced Librarian                  | Same as above                               | 0.22%              | \$7,999.49            |
| Experienced Librarian                  | Same as above                               | 0.22%              | \$7,999.49            |
| Librarian                              | 15% Below Experienced Librarian             | 0.22%              | \$7,199.54            |
| Librarian                              | Same as above                               | 0.22%              | \$7,199.54            |
| Library Specialist                     | 15% Below Librarian                         | 1.47%              | \$6,119.61            |
| Lib Assistant 2                        | 10% Below Library Specialist                | -4.25%             | \$5,507.65            |
| Lib Assistant 1                        | 10% Below Library Assistant 2               | -4.25%             | \$4,956.88            |
| Library Page                           | Market                                      | N/A                | \$3,493.75            |

|                            |                           |        |            |
|----------------------------|---------------------------|--------|------------|
| Admin. Services Supervisor | 20% Above Accounting Tech | N/A    | \$9,164.57 |
| Accounting Tech.           | Market                    | 0.00%  | \$7,637.14 |
| Admin. Assistant           | 15% Below Accounting Tech | -0.05% | \$6,491.57 |

### **Recommended Salary Placement and Fiscal Impact**

Normally, whenever the salary range for a classification is revised, each employee in a position to which the revised salary schedule applies remains at the step held in the previous range.

However, in light of fiscal constraints, RGS recommends that employee salaries be set at the closest step in the new range that provides a five percent (5%) increase (not to exceed step 6 in the new range).

For those employees whose current salaries exceed the top step of the new range, RGS recommends these salaries be “Y-Rated,” by which those salaries are “frozen” until the employee’s salary falls within the salary range. Based on these recommendations, the following chart reflects the new salary rates and the cost to the Library (salary only).

| Classification                         | Current Monthly | New Top Step Monthly | Current to New Step (Monthly) <sup>1</sup> | Rec'd Salary Step | New Salary Rate | Additional Cost per Month |
|--|-----------------|----------------------|--|-------------------|-----------------|---------------------------|
| Library Director                       | \$15,880        | \$15,871             | \$9  | Y-Rate            | \$15,880        | \$0                       |
| Library Services Manager               | \$9,690         | \$11,110             | (\$1,420)                                  | Step 5            | \$10,580        | \$890                     |
| Admin. Services Supervisor             | \$11,417        | \$8,798              | \$2,619                                    | Y-Rate            | \$11,417        | \$0                       |
| Supervising Librarian - Youth Services | \$11,045        | \$9,999              | \$1,046                                    | Y-Rate            | \$11,045        | \$0                       |
| Experienced Librarian                  | \$9,776         | \$8,000              | \$1,776                                    | Y-Rate            | \$9,776         | \$0                       |
| Experienced Librarian                  | \$9,383         | \$8,000              | \$1,383                                    | Y-Rate            | \$9,383         | \$0                       |
| Experienced Librarian                  | \$7,638         | \$8,000              | (\$362)                                    | Step 6            | \$8,000         | \$362                     |
| Librarian                              | \$6,835         | \$7,199              | (\$364)                                    | Step 6            | \$7,199         | \$364                     |
| Librarian                              | \$6,034         | \$7,199              | (\$1,165)                                  | Step 4            | \$6,529         | \$495                     |
| Library Specialist <sup>2</sup>        | \$4,507         | \$3,264              | \$1,243                                    | Y-Rate            | \$4,507         | \$0                       |
| Library Assistant I                    | \$4,022         | \$4,956              | (\$934)                                    | Step 3            | \$4,284         | \$262                     |
| Library Assistant I                    | \$4,022         | \$4,956              | (\$934)                                    | Step 3            | \$4,284         | \$262                     |

<sup>1</sup> Where the current salary is below the new top step monthly, the difference is shown in red. Where the current salary is above the new top step monthly, the difference is shown in black.

<sup>2</sup> Part-time, benefited position

RGS calculated the costs for the costs for the part-time, non-benefitted positions. The monthly costs are calculated based on the hourly rate and the number of assigned weekly hours.

| Classification        | Current Hourly | Current Monthly | Rec'd Salary Step | New Hourly Rate | New Monthly Rate | Additional Cost per Month |
|-----------------------|----------------|-----------------|-------------------|-----------------|------------------|---------------------------|
| Experienced Librarian | \$55.85        | \$4,598         | Y-Rate            | \$55.85         | \$4,598          | \$0                       |
| Library Assistant II  | \$28.38        | \$2,337         | Step 4            | \$30.74         | \$2,531          | \$194                     |
| Library Assistant I   | \$25.80        | \$1,342         | Step 4            | \$27.68         | \$1,439          | \$98                      |
| Library Assistant I   | \$22.77        | \$1,875         | Step 2            | \$25.10         | \$2,067          | \$192                     |
| Library Assistant I   | \$22.77        | \$1,875         | Step 2            | \$25.10         | \$2,067          | \$192                     |
| Library Assistant I   | \$24.75        | \$2,038         | Step 3            | \$26.36         | \$2,170          | \$133                     |
| Librarian             | \$37.13        | \$3,057         | Step 3            | \$38.27         | \$3,151          | \$94                      |

|                    |         |         |        |         |         |      |
|--------------------|---------|---------|--------|---------|---------|------|
| Librarian          | \$34.16 | \$2,813 | Step 1 | \$34.71 | \$2,858 | \$45 |
| Library Page       | \$18.41 | \$279   | Step 4 | \$19.50 | \$296   | \$17 |
| Library Specialist | \$32.36 | \$982   | Step 4 | \$34.16 | \$1,036 | \$55 |

**Monthly Cost of Adjustment****\$3,654****Annual Cost of Adjustment (year one)****\$43,843****Implementation of Annual COLA**

Upon request of the Library Director, RGS also calculated the additional cost if a three percent (3%) COLA is subsequently approved. The chart below shows each classification, the salary rationale, the percentage above or below the market median, and the recommended top step of the salary range. RGS has used the classification titles recommended in the staffing assessment portion of this report. The complete salary schedule can be found in Attachment C, *Recommended Salary Schedule w/COLA*.

| Classification                         | Internal Salary Alignment Rationale           | % of Market | Monthly Step 6 After 3% COLA |
|--|---|-------------|------------------------------|
| Director                               | Current Salary                                | No Change   | \$16,348.16                  |
| Library Services Manager               | 30% Below Library Director                    | 5.41%       | \$11,443.71                  |
| Supervising Librarian - Youth Services | 10% Below Library Services Manager            | -1.67%      | \$10,299.34                  |
| Access Services Manager                | VACANT  | -           | -                            |
| Experienced Librarian                  | 20% Below Supervising Librarian – Youth Svcs. | 3.23%       | \$8,239.47                   |
| Experienced Librarian                  | Same as above                                 | 3.23%       | \$8,239.47                   |
| Experienced Librarian                  | Same as above                                 | 3.23%       | \$8,239.47                   |
| Librarian                              | 15% Below Experienced Librarian               | 3.23%       | \$7,415.53                   |
| Librarian                              | Same as above                                 | 3.23%       | \$7,415.53                   |
| Library Specialist                     | 15% Below Librarian                           | 4.51%       | \$6,303.20                   |
| Library Assistant II                   | 10% Below Library Specialist                  | -1.38%      | \$5,672.88                   |
| Library Assistant I                    | 10% Below Library Assistant 2                 | -1.38%      | \$5,105.59                   |
| Library Page                           | Market  | N/A         | \$3,598.56                   |

|                            |                           |       |            |
|----------------------------|---------------------------|-------|------------|
| Admin. Services Supervisor | 20% Above Accounting Tech | N/A   | \$9,722.69 |
| Accounting Technician      | Market                    | 3.00% | \$7,866.25 |
| Admin. Assistant           | 15% Below Accounting Tech | 2.95% | \$6,686.32 |

The following chart reflects the cost of the implementation of both the new salary plan and COLA.

| Classification                         | Current Monthly | New Top Step Monthly | Current to New Step (Monthly) <sup>1</sup> | Rec'd Salary Step | New Salary Rate | Additional Cost per Month |
|--|-----------------|----------------------|--|-------------------|-----------------|---------------------------|
| Library Director                       | \$15,880        | \$16,348             | (\$468)                                    | Step 6            | \$16,348        | \$468                     |
| Library Services Manager               | \$9,690         | \$11,443             | (\$863)                                    | Step 5            | \$10,899        | \$1,209                   |
| Admin Services Supervisor              | \$11,417        | \$9,722              | \$1,695                                    | Y-Rate            | \$11,417        | \$0                       |
| Supervising Librarian - Youth Services | \$11,045        | \$10,299             | \$746                                      | Y-Rate            | \$11,045        | \$0                       |
| Experienced Librarian                  | \$9,776         | \$8,239              | \$1,537                                    | Y-Rate            | \$9,776         | \$0                       |
| Experienced Librarian                  | \$9,383         | \$8,239              | \$1,144                                    | Y-Rate            | \$9,383         | \$0                       |
| Experienced Librarian                  | \$7,638         | \$8,239              | (\$239)                                    | Step 6            | \$8,239         | \$601                     |
| Librarian                              | \$6,835         | \$7,415              | (\$216)                                    | Step 6            | \$7,415         | \$580                     |
| Librarian                              | \$6,034         | \$7,415              | (\$886)                                    | Step 4            | \$6,726         | \$692                     |
| Library Specialist <sup>2</sup>        | \$4,507         | \$3,362              | \$1,145                                    | Y-Rate            | \$4,507         | \$0                       |
| Library Assistant I                    | \$4,022         | \$5,106              | (\$822)                                    | Step 3            | \$4,410         | \$388                     |
| Library Assistant I                    | \$4,022         | \$4,956              | (\$672)                                    | Step 3            | \$4,410         | \$388                     |

<sup>1</sup> Where the current salary is below the new top step monthly, the difference is shown in red. Where the current salary is above the new top step monthly, the difference is shown in black.

<sup>2</sup> Part-time, benefited position

RGS calculated the costs for the part-time, non-benefitted positions. The monthly costs are calculated based on the hourly rate and the number of assigned weekly hours.

| Classification        | Current Hourly | Current Monthly | Rec'd Salary Step | New Hourly Rate | New Monthly Rate | Additional Cost per Month |
|-----------------------|----------------|-----------------|-------------------|-----------------|------------------|---------------------------|
| Experienced Librarian | \$55.85        | \$4,598         | Y-Rate            | \$55.85         | \$4,598          | \$0                       |
| Library Assistant II  | \$28.38        | \$2,337         | Step 4            | \$31.67         | \$2,607          | \$271                     |
| Library Assistant I   | \$25.80        | \$1,342         | Step 4            | \$28.50         | \$1,482          | \$140                     |
| Library Assistant I   | \$22.77        | \$1,875         | Step 2            | \$25.85         | \$2,128          | \$254                     |
| Library Assistant I   | \$22.77        | \$1,875         | Step 2            | \$25.85         | \$2,128          | \$254                     |
| Library Assistant I   | \$24.75        | \$2,038         | Step 3            | \$27.14         | \$2,235          | \$197                     |
| Librarian             | \$37.13        | \$3,057         | Step 3            | \$39.42         | \$3,246          | \$189                     |
| Librarian             | \$34.16        | \$2,813         | Step 1            | \$35.75         | \$2,943          | \$131                     |
| Library Page          | \$18.41        | \$279           | Step 4            | \$20.48         | \$311            | \$31                      |
| Library Specialist    | \$32.36        | \$982           | Step 4            | \$35.18         | \$1,067          | \$86                      |

**Monthly Cost of Adjustment**

**\$5,878**

**Annual Cost of Adjustment (year one)**

**\$70,531**

**BENEFIT FINDINGS**

The following summarizes the comparison of benefits included in the total compensation calculations for the comparable agencies and the Library.

**Medical Insurance**

- All agencies contribute to medical insurance on behalf of their employees.
- The amount contributed to medical insurance by the comparator agencies ranges from \$1,769 – \$2,927/month.
- The Library contributes a total of \$1,687/month toward medical, dental, and vision insurance.

**Dental Insurance**

- All but one agency contributes a set monthly amount for dental benefits on behalf of their employees.
- The amount contributed to dental insurance by the comparator agencies ranges from \$22-\$182/month.
- One agency reimburses their employees for dental expenses to a maximum of \$3,000 for an employee and up to two dependents.
- The Library contributes a total of \$1,687/month toward medical, dental, and vision insurance.

**Vision Insurance**

- Seven agencies contribute a set amount to vision insurance on behalf of their employees.
- The amount contributed to vision insurance by the comparator agencies ranges from less than \$5 - \$27/month
- Two agencies reimburse their employees for vision expenses.
- One agency reimburses up to \$1,200 for the employee and up to \$600 for up to two dependents per year. The other reimburses up to \$250 per year.
- The Library contributes a total of \$1,687/month toward medical, dental, and vision insurance.

**Leaves****Vacation Leave (at five years of service):**

- All agencies provide vacation leave.
- The number of vacation days provided ranges from 10-17 days per year for employees.
- The Library provides 15 days of vacation for employees per year.



**Sick Leave:**

- All agencies provide 96 hours of sick leave to their employees
- The Library provides 105 hours of sick leave for employees per year.

**Holiday Leave:**

- All agencies provide holiday leave.
- The number of holidays provided ranges from 11-17 days per year.
- The Library provides 12 holidays per year.

**Personal Leave:**

- Ten agencies provide personal leave to their employees.
- The number of days of personal leave ranges from 2-10 days per year based on classification/bargaining unit.
- The Library provides 3 days of personal leave for its employees.

**Other Benefits****Deferred Compensation Match or Contribution:**

- Four agencies contribute to a deferred compensation plan for their employees.
- The amount contributed on behalf of employees ranges from \$25-\$97.50/month.
- The Library does not contribute to a deferred compensation plan on behalf of its employees.

**Other Benefits/Compensation**

A number of agencies provide various benefits/compensation to their employees. These include:

- Transit subsidy
- Contributions to supplemental retirement accounts
- Longevity pay
- Contributions to health retirement plan

**OTHER COMPENSATION PLAN CONSIDERATIONS****BENEFITS**

With the implementation of the recommended salary schedule, the base pay for the various Library classifications will be considered competitive with the market. However, a number of comparator agencies offer benefits that the Library may want to consider.

**Health Plan Contribution**

As the Library's contribution to their health plan (medical, dental, vision) is the lowest among the comparator agencies, the Library may consider increasing this contribution.

**Deferred Compensation Plan**

The Library may consider offering a deferred compensation to their employees to which the Library provides a contribution on behalf of the employees either on a matching or non-matching basis.

**Wellness Stipend**

In the interest of encouraging a work/life balance for its employees, the Library may consider offering a wellness stipend. This stipend could be used for various expenses such as gym memberships, classes, fitness equipment, massage/chiropractic treatments, acupuncture, etc.

**Longevity Pay**

As the recommended salary schedule does not recognize the tenure of individual employees, the Library may consider establishing a longevity pay policy wherein employees are provided additional compensation when they have reached a specific number of years of service.

**POLICIES****Cost of Living Adjustments (COLAs)**

RGS recommends the Library consider establishing a policy regarding the provision of COLAs. To ensure the maintenance of the salary schedule and the established differentials between classifications, these adjustments should be provided to the salary ranges and not the salaries of individual employees. They should also be considered separate and apart from the salary step increases provided on an employee's anniversary date.

**Compensation Policy**

RGS recommends the Library adopt a compensation policy to establish and codify a strategy for setting compensation. This policy should identify the comparator agencies to be surveyed (or, at minimum, the type of agencies to be surveyed), the benefit components to be used, the method of collecting information, the criteria for determining when compensation studies will be conducted, how the comparable data will be determined, and how the data will be implemented.

RGS recommends the policy include how the Library plans to set compensation in relation to the market data. For example, using the median as the set point for salaries, using either base pay or total compensation, and setting salaries equal to the median or some percentage above or below the median.

In addition to market placement, there are many other factors to consider when setting salaries. The policy should include recruitment, retention, and promotion issues, salaries of

other similar positions within the same series or across the organization (internal parity), the value of the work performed to the organization, and fiscal sustainability. The Library's total compensation package value may also be a factor to consider in determining policy parameters.

Adopting a compensation policy that includes compensation-setting guidance based on these factors will provide a fact-based and analytical foundation and give the Library the tools needed to resist short-term pressures in favor of long-term equity and fiscal sustainability.

## **Attachment A**

### **Detailed Compensation Worksheets**

**Belvedere Tiburon Library**  
**Overview of Competitiveness Within the Labor Market**  
**Above, Below, Competitive**  
**May 2024**

| CLASSIFICATION             | # of Comps | BASE PAY                    |                                   |                                    |                                  | CLASSIC EMPLOYEES          |                          |   |                                    | PEPRA EMPLOYEES            |                          |                                    |                                    |
|----------------------------|------------|-----------------------------|-----------------------------------|------------------------------------|----------------------------------|----------------------------|--------------------------|---|------------------------------------|----------------------------|--------------------------|------------------------------------|------------------------------------|
|                            |            | Bel Tib Library Base Salary | Market Median Salary <sup>1</sup> | Bel Tib Library to Market Median % | Top Step to the Median of Market | Bel Tib Library Total Comp | Market Median Total Comp | Bel Tib Library to Market Median Total Comp | Total Comp to the Median of market | Bel Tib Library Total Comp | Market Median Total Comp | Bel Tib Library to Market Median % | Total Comp to the Median of market |
| Access Services Manager    | 6          | \$8,408                     | \$10,474                          | -19.73%                            | Below                            | \$12,740                   | \$15,872                 | -19.73%                                     | Below                              | \$12,390                   | \$15,663                 | -20.90%                            | Below                              |
| Assistant Library Director | 7          | \$9,406                     | \$13,802                          | -31.85%                            | Below                            | \$13,799                   | \$19,718                 | -30.02%                                     | Below                              | \$13,408                   | \$19,293                 | -30.51%                            | Below                              |
| Finance, HR, Admin Manager | 4          | \$9,406                     | \$11,142                          | -15.57%                            | Below                            | \$13,799                   | \$16,619                 | -16.97%                                     | Below                              | \$13,408                   | \$16,619                 | -19.32%                            | Below                              |
| Librarian II               | 12         | \$7,962                     | \$7,982                           | -0.26%                             | Competitive                      | \$11,939                   | \$12,939                 | -7.73%                                      | Below                              | \$11,608                   | \$12,769                 | -9.10%                             | Below                              |
| Library Assistant II       | 10         | \$5,224                     | \$5,752                           | -9.17%                             | Below                            | \$8,414                    | \$9,894                  | -14.95%                                     | Below                              | \$8,197                    | \$9,649                  | -15.05%                            | Below                              |
| Library Director           | 11         | \$15,417                    | \$15,872                          | -2.87%                             | Competitive                      | \$21,538                   | \$23,393                 | -7.93%                                      | Below                              | \$20,897                   | \$23,179                 | -9.85%                             | Below                              |
| Library Page               | 7          | \$3,252                     | \$3,494                           | -6.94%                             | Below                            | \$5,874                    | \$6,687                  | -12.16%                                     | Below                              | \$5,739                    | \$6,687                  | -14.18%                            | Below                              |
| Library Specialist         | 5          | \$6,475                     | \$6,031                           | 7.36%                              | Above                            | \$10,024                   | \$10,353                 | -3.17%                                      | Competitive                        | \$9,755                    | \$10,353                 | -5.77%                             | Below                              |
| Youth Services Manager     | 8          | \$8,408                     | \$10,040                          | -16.26%                            | Below                            | \$12,513                   | \$15,930                 | -21.45%                                     | Below                              | \$12,164                   | \$15,930                 | -23.65%                            | Below                              |

| NEW CLASSIFICATIONS      | # of Comps | BASE PAY                    |                    | CLASSIC EMPLOYEES          |                        | PEPRA EMPLOYEES            |                        |
|--------------------------|------------|-----------------------------|--------------------|----------------------------|------------------------|----------------------------|------------------------|
|                          |            | Bel Tib Library Base Salary | Market Mean Salary | Bel Tib Library Total Comp | Market Mean Total Comp | Bel Tib Library Total Comp | Market Mean Total Comp |
| Accounting Technician    | 10         | -                           | \$7,637            | -                          | \$12,485               | -                          | \$12,218               |
| Administrative Assistant | 8          | -                           | \$6,495            | -                          | \$11,017               | -                          | \$10,960               |
| Library Services Manager | 5          | -                           | \$10,856           | -                          | \$16,450               | -                          | \$16,524               |

| CLASSIFICATIONS WITH INSUFFICIENT DATA |                                    |
|--|------------------------------------|
| Administrative Srvs Supervisor         | 1 INSUFFICIENT DATA FOR COMPARISON |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

| ACCESS SERVICES MANAGER        |                         | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO  | X*                                   | X-C                                     | X-C  | INFO  | X*                                  | X-P  | X                                    | X          | X                      | X                             | X                             | X                           | X                                 |   |                                 |   |          |
|--------------------------------|-------------------------|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|---|--------------------------------------|---|--|---|-------------------------------------|--|--------------------------------------|------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|----------|
| Agency                         | Title                   | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                           |                                      |   |  | PENSION (PEPRA)                             |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |            |                        |                               |                               | TOTAL COMPENSATION          |                                   |   |                                 |   |          |
|                                |                         |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contributions | EPMC Employer Paid Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Classic Retirement | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |          |
| Berkeley, City                 | Library Service Manager | \$10,929.38                     | \$0.00                        | \$2,926.85                    | \$2,926.85                       | \$17.03                      | \$153.29                     | \$170.32                        | \$0.00                       | \$0.00                       | \$0.00                          | \$874.35                                    | \$0.00                               | \$0.00                                  | \$1,390.22                                     | \$901.67                                    | \$109.29                            | \$1,390.22                                     | \$672.58                             | \$538.06   | \$717.42               | \$280.24                      | \$0.00                        | \$523.90                    | \$7,202.55                        | \$18,131.93                                 | \$7,093.26                      | \$18,022.63                               |          |
| Burlingame, City               | NCC                     | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |
| Larkspur, City                 | NCC                     | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |
| Marin, County                  | Library Service Manager | \$11,460.94                     | \$225.03                      | \$2,289.97                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$1,229.76                                  | \$0.00                               | \$0.00                                  | \$1,413.13                                     | \$1,229.76                                  | \$0.00                              | \$1,413.13                                     | \$705.29                             | \$564.23   | \$564.23               | \$470.19                      | \$0.00                        | \$0.00                      | \$6,175.38                        | \$17,636.31                                 | \$6,175.38                      | \$17,636.31                               |          |
| Mill Valley, City              | Supervising Librarian   | \$8,395.31                      | \$0.00                        | \$2,632.84                    | \$2,632.84                       | \$0.00                       | \$143.10                     | \$143.10                        | \$0.00                       | \$0.00                       | \$0.00                          | \$671.63                                    | \$0.00                               | \$0.00                                  | \$1,252.58                                     | \$692.61                                    | \$0.00                              | \$671.63                                       | \$516.63                             | \$413.31   | \$516.63               | \$172.21                      | \$50.00                       | \$0.00                      | \$5,697.31                        | \$14,092.62                                 | \$5,116.35                      | \$13,511.67                               |          |
| San Anselmo, Town              | NCC                     | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |
| San Francisco, City            | Librarian III           | \$11,142.35                     | \$401.12                      | \$1,958.34                    | \$2,359.46                       | \$14.99                      | \$143.80                     | \$158.80                        | \$0.00                       | \$0.00                       | \$0.00                          | \$835.68                                    | \$278.56                             | \$0.00                                  | \$1,753.81                                     | \$835.68                                    | \$278.56                            | \$1,753.81                                     | \$642.83                             | \$496.58   | \$685.68               | \$0.00                        | \$0.00                        | \$0.00                      | \$5,402.49                        | \$16,544.83                                 | \$5,402.49                      | \$16,544.83                               |          |
| San Rafael, City               | Supervising Librarian   | \$10,019.00                     | \$742.43                      | \$1,913.24                    | \$2,655.67                       | \$0.00                       | \$113.00                     | \$113.00                        | \$0.00                       | \$12.67                      | \$12.67                         | \$1,172.22                                  | \$300.57                             | \$0.00                                  | \$1,475.80                                     | \$942.79                                    | \$100.19                            | \$858.63                                       | \$616.55                             | \$462.42   | \$500.95               | \$385.35                      | \$0.00                        | \$0.00                      | \$5,179.40                        | \$15,198.40                                 | \$4,762.61                      | \$14,781.61                               |          |
| Santa Clara, City              | NCC                     | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |
| Santa Clara Co Lib Dist JPA    | NCC                     | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |
| Sausalito, City                | NCC                     | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |
| St Helena, City                | Senior Librarian        | \$7,381.64                      | \$0.00                        | \$2,246.01                    | \$2,246.01                       | \$0.00                       | \$143.20                     | \$143.20                        | \$0.00                       | \$18.20                      | \$18.20                         | \$516.71                                    | \$73.82                              | \$0.00                                  | \$756.62                                       | \$572.08                                    | \$0.00                              | \$580.94                                       | \$454.25                             | \$363.40   | \$423.97               | \$0.00                        | \$50.00                       | \$0.00                      | \$4,381.84                        | \$11,763.48                                 | \$4,279.97                      | \$11,661.62                               |          |
| Belvedere Tiburon Library      | Access Services Manager | \$8,407.94                      | \$819.79                      | \$1,687.00                    | \$2,506.79                       | included in medical          | \$164.00                     | \$164.00                        | \$0.00                       | \$164.00                     | \$164.00                        | \$588.56                                    | \$0.00                               | \$0.00                                  | \$995.50                                       | \$630.60                                    | \$0.00                              | \$645.73                                       | \$485.07                             | \$452.74   | \$388.06               | \$323.38                      | \$0.00                        | \$0.00                      | \$4,331.75                        | \$12,739.69                                 | \$3,981.98                      | \$12,389.92                               |          |
| Median of Comparator Agencies  |                         | \$10,474                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | \$15,872                                    |                                 | \$15,663                                  |          |
| % Above/Below Median           |                         | -19.73%                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | -19.73%                         |   | -20.90%  |
| Average of Comparator Agencies |                         | \$9,888                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | \$15,561                        |   | \$15,360 |
| % Above/Below Average          |                         | -14.97%                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | -18.13%                         |   | -19.34%  |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

NCC - No Comparable Classification

X - Included in the total compensation study

X\* - Included in the total compensation study as a negative number

Info - For informational purposes only. Not included in the total compensation calculation

X-C - included in Classic Retirement Total

X-P - included in PEPRA Retirement Total

**Classification Notes**

|                             |  |
|-----------------------------|--|
| Berkeley, City              | ee supervision.  |
| Burlingame, City            | NCC  |
| Larkspur, City              | NCC  |
| Marin, County               | Under Library Director, day to day administration, supervision & evaluation of major system-wide library program/services; MA-ALA accredited + 4 yrs inc. resp with 2 yrs as supervisor. |
| Mill Valley, City           | In addition to MA degree, requires 3 yrs experience, 2 of which are supervisory. Vision Insurance is not available.  |
| San Anselmo, Town           | NCC - no comparable position exists.   |
| San Francisco, City         | In addition to MA degree, requires 4 yrs experience, 2 of which are supervisory. Vision insurance is included with medical.  |
| San Rafael, City            | M.A. degree is preferred. Monthly salary is based on a 37.5 hour work week.  |
| Santa Clara, City           | NCC  |
| Santa Clara Co Lib Dist JPA | NCC-Library Circuplation Supervisor is supervisory vs manager. Only requires 2 year degree, 2 years professional library experience.   |
| Sausalito, City             | NCC-Senior Library Assistant is supervisory vs manager. Only requires 2 year degree, 5 years professional library experience, 1 year lead or supervisory experience.                     |

| ACCOUNTING TECHNICIAN - New Classifications |                               | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO  | X*                                   | X-C                                     | X-C  | INFO  | X*                                  | X-P  | X                                    | X          | X                      | X                             | X                             | X                           | X                                 | X   |                                 |   |          |          |
|---|-------------------------------|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|---|--------------------------------------|---|--|---|-------------------------------------|--|--------------------------------------|------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|----------|----------|
| Agency                                      | Title                         | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                           |                                      |   |  | PENSION (PEPRA)                             |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |            |                        |                               |                               | TOTAL COMPENSATION          |                                   |   |                                 |   |          |          |
|   |                               |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contributions | EPMC Employer Paid Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Classic Retirement | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |          |          |
| Berkeley, City                              | Accounting Technician         | \$7,385.63                      | \$0.00                        | \$2,926.85                    | \$2,926.85                       | \$15.06                      | \$135.50                     | \$150.56                        | \$0.00                       | \$0.00                       | \$0.00                          | \$590.85                                    | \$0.00                               | \$0.00                                  | \$939.45                                       | \$609.31                                    | \$369.28                            | \$939.40                                       | \$454.50                             | \$363.60   | \$484.80               | \$0.00                        | \$0.00                        | \$463.90                    | \$5,768.60                        | \$13,154.23                                 | \$5,399.27                      | \$12,784.90                               |          |          |
| Burlingame, City                            | Accounting Technician         | \$7,819.69                      | \$0.00                        | \$2,655.67                    | \$2,655.67                       | see notes                    | \$0.00                       | \$0.00                          | see notes                    | \$0.00                       | \$0.00                          | \$625.58                                    | \$117.30                             | \$0.00                                  | \$973.55                                       | \$566.93                                    | \$973.55                            | \$481.21                                       | \$384.97                             | \$513.29   | \$0.00                 | \$97.50                       | \$465.20                      | \$5,454.10                  | \$13,273.78                       | \$5,571.39                                  | \$13,391.08                     |   |          |          |
| Larkspur, City                              | Accounting Technician         | \$8,176.88                      | \$531.13                      | \$2,124.54                    | \$2,655.67                       | \$0.00                       | \$181.93                     | \$181.93                        | see notes                    | \$0.00                       | \$0.00                          | \$654.15                                    | \$163.54                             | \$0.00                                  | \$1,149.67                                     | \$633.71                                    | \$0.00                              | \$627.98                                       | \$335.46                             | \$402.55   | \$369.01               | \$134.18                      | \$60.00                       | \$33.33                     | \$4,627.14                        | \$12,804.01                                 | \$4,268.99                      | \$12,445.87                               |          |          |
| Marin, County                               | Accounting Technician         | \$6,380.63                      | \$225.03                      | \$2,289.97                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$684.64                                    | \$0.00                               | \$0.00                                  | \$786.73                                       | \$684.64                                    | \$0.00                              | \$786.73                                       | \$392.65                             | \$314.12   | \$314.12               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,265.93                        | \$10,646.56                                 | \$4,265.93                      | \$10,646.56                               |          |          |
| Mill Valley, City                           | NCC                           | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |          |
| San Anselmo, Town                           | Accounting - Benefits Tech II | \$8,096.00                      | \$655.67                      | \$2,000.00                    | \$2,655.67                       | \$0.00                       | \$150.08                     | \$150.08                        | \$0.00                       | \$26.90                      | \$26.90                         | \$647.68                                    | \$0.00                               | \$0.00                                  | \$1,291.31                                     | \$627.44                                    | \$0.00                              | \$621.77                                       | \$467.08                             | \$373.66   | \$482.65               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,791.68                        | \$12,887.68                                 | \$4,122.14                      | \$12,218.14                               |          |          |
| San Francisco, City                         | NCC                           | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |          |
| San Rafael, City                            | Accounting Technician         | \$7,782.00                      | \$886.86                      | \$1,768.81                    | \$2,655.67                       | \$0.00                       | \$113.00                     | \$113.00                        | \$7.39                       | \$5.28                       | \$12.67                         | \$910.49                                    | \$0.00                               | \$0.00                                  | \$1,146.29                                     | \$732.29                                    | \$0.00                              | \$666.92                                       | \$491.80                             | \$359.17   | \$389.10               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,273.45                        | \$12,055.45                                 | \$3,794.08                      | \$11,576.08                               |          |          |
| Santa Clara, City                           | Accounting Technician II      | \$7,637.14                      | \$265.57                      | \$2,390.10                    | \$2,655.67                       | \$182.08                     | \$22.22                      | \$204.30                        | \$13.20                      | \$9.00                       | \$22.20                         | \$534.60                                    | \$0.00                               | \$0.00                                  | \$903.47                                       | \$534.60                                    | \$0.00                              | \$903.47                                       | \$469.98                             | \$375.98   | \$532.64               | \$94.00                       | \$0.00                        | \$50.00                     | \$4,847.39                        | \$12,484.53                                 | \$4,847.39                      | \$12,484.53                               |          |          |
| Santa Clara Co Lib Dist JPA                 | NCC                           | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |          |
| Sausalito, City                             | Senior Accounting Technician  | \$7,117.03                      | \$265.57                      | \$2,390.10                    | \$2,655.67                       | \$0.00                       | \$0.00                       | \$0.00                          | \$0.00                       | \$0.00                       | \$0.00                          | \$498.19                                    | \$0.00                               | \$0.00                                  | \$901.73                                       | \$587.16                                    | \$0.00                              | \$582.17                                       | \$465.34                             | \$350.38   | \$350.38               | \$0.00                        | \$0.00                        | \$26.69                     | \$4,484.61                        | \$11,601.65                                 | \$4,165.06                      | \$11,282.09                               |          |          |
| St Helena, City                             | Accounting Technician II      | \$6,356.02                      | \$0.00                        | \$2,246.01                    | \$2,246.01                       | \$0.00                       | \$143.20                     | \$143.20                        | \$0.00                       | \$18.20                      | \$18.20                         | \$444.92                                    | \$63.56                              | \$0.00                                  | \$651.49                                       | \$492.59                                    | \$0.00                              | \$500.22                                       | \$391.14                             | \$312.91   | \$365.06               | \$0.00                        | \$50.00                       | \$0.00                      | \$4,114.46                        | \$10,470.47                                 | \$4,026.74                      | \$10,382.76                               |          |          |
| Belvedere Tiburon Library                   | Accounting Technician         | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |          |
| Median of Comparator Agencies               |                               | \$7,637                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 | \$12,485                                  | \$12,218 |          |
| % Above/Below Median                        |                               | -100.00%                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   | -100.00% | -100.00% |
| Average of Comparator Agencies              |                               | \$7,417                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   | \$12,153 | \$11,912 |
| % Above/Below Average                       |                               | -100.00%                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   | -100.00% | -100.00% |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

NCC - No Comparable Classification

X - Included in the total compensation study

X\* - Included in the total compensation study as a negative number

Info - For informational purposes only. Not included in the total compensation calculation

X-C - included in Classic Retirement Total

X-P - included in PEPRA Retirement Total

**Classification Notes**

|                             |   |
|-----------------------------|---|
| Berkeley, City              | Req. 9 semester u. in accounting coursework + 4 yrs prog. Resp accounting support work.   |
| Burlingame, City            | H.S.+ 5 yrs. Accounting, budgeting, payroll, cash handling or investment exp.   |
| Larkspur, City              | AA in accounting or related field + 3 yrs prog. Responsible exp. In financial recordkeeping, payroll & benefits admin.  |
| Marin, County               | Equiv. to 2 yrs college with major coursework in accounting, bookkeeping or related field + 2 yrs accounting/financila office support exp; Exp may be substituted for education on year for year basis. |
| Mill Valley, City           | In addition to MA degree, requires 3 yrs experience, 2 of which are supervisory. Vision Insurance is not available.   |
| San Anselmo, Town           | NCC - no comparable position exists.  |
| San Francisco, City         | In addition to MA degree, requires 4 yrs experience, 2 of which are supervisory   |
| San Rafael, City            | M.A. degree is preferred. Munthly salary is based on a 37.5 hour work week.   |
| Santa Clara, City           | Mostly Comparable-Accounting Technician II. Requires some college and only 2 years related experience. 1 person does not perform the full range of duties. Will be assigned to a specific area.         |
| Santa Clara Co Lib Dist JPA | HS or equivalent and 3 years related experience.  |
| Sausalito, City             | College level coursework in accounting, finance, or related field + three years experience.   |
| St Helena, City             | Requires HS or equivalent and two years of experience.  |

| ADMINISTRATIVE ASSISTANT - New Classification |                                  | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO  | X*                                   | X-C                       | X-C  | INFO  | X*                                  | X-P  | X                                    | X          | X                      | X                             | X                             | X                           | X                                 |   |                                 |   |          |          |          |          |
|---|----------------------------------|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|---|--------------------------------------|---------------------------|--|---|-------------------------------------|--|--------------------------------------|------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|----------|----------|----------|----------|
| Agency  | Title                            | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                           |                                      |                           |  | PENSION (PEPRA)                             |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |            |                        |                               |                               | TOTAL COMPENSATION          |                                   |   |                                 |   |          |          |          |          |
|   |                                  |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contributions | EPMC Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Classic Retirement | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |          |          |          |          |
| Berkeley, City                                | Administrative Assistant         | \$7,463.44                      | \$0.00                        | \$2,926.85                    | \$2,926.85                       | \$15.06                      | \$135.50                     | \$150.56                        | \$0.00                       | \$0.00                       | \$0.00                          | \$597.08                                    | \$0.00                               | \$0.00                    | \$949.35                                       | \$615.73                                    | \$373.17                            | \$949.35                                       | \$459.29                             | \$367.43   | \$489.91               | \$0.00                        | \$0.00                        | \$463.80                    | \$5,792.13                        | \$13,255.56                                 | \$5,418.95                      | \$12,882.39                               |          |          |          |          |
| Burlingame, City                              | Administrative Assistant I       | \$6,758.44                      | \$0.00                        | \$2,655.67                    | \$2,655.67                       | see note                     | \$0.00                       | \$0.00                          | see note                     | \$0.00                       | \$0.00                          | \$540.68                                    | \$101.38                             | \$0.00                    | \$841.43                                       | \$489.99                                    | \$0.00                              | \$841.43                                       | \$415.90                             | \$332.72   | \$443.63               | \$0.00                        | \$97.50                       | \$454.58                    | \$5,140.06                        | \$11,898.50                                 | \$5,241.44                      | \$11,999.88                               |          |          |          |          |
| Larkspur, City                                | Administrative Assistant         | \$7,540.31                      | \$531.13                      | \$2,124.54                    | \$2,655.67                       | \$0.00                       | \$181.93                     | \$181.93                        | see notes                    | \$0.00                       | \$0.00                          | \$603.23                                    | \$150.81                             | \$0.00                    | \$1,060.17                                     | \$584.37                                    | \$0.00                              | \$579.10                                       | \$309.35                             | \$371.22   | \$340.28               | \$123.74                      | \$60.00                       | \$33.33                     | \$4,453.74                        | \$11,994.05                                 | \$4,123.48                      | \$11,663.79                               |          |          |          |          |
| Marin, County                                 | Administrative Assistant III     | \$6,669.38                      | \$225.03                      | \$2,289.97                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$715.62                                    | \$0.00                               | \$0.00                    | \$822.33                                       | \$715.62                                    | \$0.00                              | \$822.33                                       | \$410.42                             | \$328.34   | \$328.34               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,347.73                        | \$11,017.11                                 | \$4,347.73                      | \$11,017.11                               |          |          |          |          |
| Mill Valley, City                             | Administrative Aide              | \$6,495.00                      | \$0.00                        | \$2,632.84                    | \$2,632.84                       | \$0.00                       | \$143.10                     | \$143.10                        | \$0.00                       | \$0.00                       | \$0.00                          | \$519.60                                    | \$0.00                               | \$0.00                    | \$969.05                                       | \$535.84                                    | \$0.00                              | \$519.60                                       | \$399.69                             | \$319.75   | \$399.69               | \$0.00                        | \$50.00                       | \$0.00                      | \$4,914.13                        | \$11,409.13                                 | \$4,464.68                      | \$10,959.68                               |          |          |          |          |
| San Anselmo, Town                             | Administrative Srvs Assistant II | \$6,393.00                      | \$655.67                      | \$2,000.00                    | \$2,655.67                       | \$0.00                       | \$150.08                     | \$150.08                        | \$0.00                       | \$26.90                      | \$26.90                         | \$511.44                                    | \$0.00                               | \$0.00                    | \$1,019.68                                     | \$495.46                                    | \$0.00                              | \$490.98                                       | \$368.83                             | \$295.06   | \$381.12               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,241.67                        | \$10,634.67                                 | \$3,712.97                      | \$10,105.97                               |          |          |          |          |
| San Francisco, City                           | NCC                              | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |          |          |          |
| San Rafael, City                              | Administrative Assistant II      | \$6,475.00                      | \$886.86                      | \$1,768.81                    | \$2,655.67                       | \$0.00                       | \$113.00                     | \$113.00                        | \$7.39                       | \$5.28                       | \$12.67                         | \$757.58                                    | \$0.00                               | \$0.00                    | \$953.77                                       | \$609.30                                    | \$0.00                              | \$554.91                                       | \$409.20                             | \$298.85   | \$323.75               | \$0.00                        | \$0.00                        | \$0.00                      | \$3,872.65                        | \$10,347.65                                 | \$3,473.79                      | \$9,948.79                                |          |          |          |          |
| Santa Clara, City                             | NCC                              | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |          |          |          |
| Santa Clara Co Lib Dist JPA                   | Administrative Assistant II      | \$5,983.25                      | \$17.98                       | \$2,377.30                    | \$2,395.28                       | \$0.00                       | \$108.46                     | \$108.46                        | \$0.00                       | \$8.08                       | \$8.08                          | \$478.66                                    | \$180.16                             | \$0.00                    | \$594.14                                       | \$448.74                                    | \$0.00                              | \$594.14                                       | \$417.29                             | \$294.56   | \$319.11               | \$98.19                       | \$0.00                        | \$0.00                      | \$4,036.97                        | \$10,020.21                                 | \$4,217.12                      | \$10,200.37                               |          |          |          |          |
| Sausalito, City                               | Administrative Aide              | \$6,493.50                      | \$655.67                      | \$2,000.00                    | \$2,655.67                       | \$0.00                       | \$150.08                     | \$150.08                        | \$0.00                       | \$26.90                      | \$26.90                         | \$519.48                                    | \$0.00                               | \$0.00                    | \$1,035.71                                     | \$503.25                                    | \$0.00                              | \$498.70                                       | \$374.63                             | \$299.70   | \$387.11               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,274.13                        | \$10,767.63                                 | \$3,737.12                      | \$10,230.62                               |          |          |          |          |
| St Helena, City                               | NCC                              | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |          |          |          |
| Belvedere Tiburon Library                     | Administrative Assistant         | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |          |          |          |
| Median of Comparator Agencies                 |                                  | \$6,495                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |                           |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   | \$11,017 | \$10,960 |          |          |
| % Above/Below Median                          |                                  | -100.00%                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |                           |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |          | -100.00% | -100.00% |          |
| Average of Comparator Agencies                |                                  | \$6,697                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |                           |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |          | \$11,261 | \$11,001 |          |
| % Above/Below Average                         |                                  | -100.00%                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |                           |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |          |          | -100.00% | -100.00% |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

NCC - No Comparable Classification

X - Included in the total compensation study

X\* - Included in the total compensation study as a negative number

Info - For informational purposes only. Not included in the total compensation calculation

X-C - included in Classic Retirement Total

X-P - included in PEPRA Retirement Total

**Classification Notes**

|                             |  |
|-----------------------------|--|
| Berkeley, City              | prior to end of probation; 9 semester u. completed prior to appt. satisfies req.   |
| Burlingame, City            | Performs variety of complex admin support functions; H.S. + 4 yrs responsible admin & clerical exp. Prior public sector exp. Pref.   |
| Larkspur, City              | Performs variety of responsible, confidential secretarial, clerical & admin support; H.S. + 3 yrs. Responsible clerical exp.   |
| Marin, County               | Relieves mgmt. of clerical/admin duties; provides full range secretarial & office admin. Services; 4 yrs. Substantial & inc. responsible admin exp. Exp. In public sector desirable. |
| Mill Valley, City           |  |
| San Anselmo, Town           | Monthly salary is based on a 37.5 hour work week.  |
| San Francisco, City         | NCC - Clerk position requires only 1 yr. experience.   |
| San Rafael, City            | Monthly salary is based on a 37.5 hour work week.  |
| Santa Clara, City           | NCC  |
| Santa Clara Co Lib Dist JPA | NCC  |
| Sausalito, City             |  |
| St Helena, City             | NCC-The Admin Assistant does not perform same types of duties.   |



| ADMINISTRATIVE SERVICES SUPERVISOR - New Classification |                                 | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO  | X*                                   | X-C                                     | X-C  | INFO  | X*                                  | X-P  | X                                    | X          | X                      | X                             | X                             | X                           |                                   |   |                                 |   |   |          |          |          |
|---|---------------------------------|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|---|--------------------------------------|---|--|---|-------------------------------------|--|--------------------------------------|------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|---|----------|----------|----------|
| Agency  | Title                           | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                           |                                      |   |  | PENSION (PEPRA)                             |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |            |                        |                               |                               | TOTAL COMPENSATION          |                                   |   |                                 |   |   |          |          |          |
|   |                                 |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contributions | EPMC Employer Paid Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Classic Retirement | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |   |          |          |          |
| Berkeley, City  | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | - |          |          |          |
| Burlingame, City  | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | - |          |          |          |
| Larkspur, City  | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | - |          |          |          |
| Marin, County   | Administrative Services Officer | \$9,309.38                      | \$225.03                      | \$2,289.97                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$998.90                                    | \$0.00                               | \$0.00                                  | \$1,147.85                                     | \$998.90                                    | \$0.00                              | \$1,147.85                                     | \$572.88                             | \$458.31   | \$458.31               | \$381.92                      | \$0.00                        | \$0.00                      | \$5,477.57                        | \$14,786.94                                 | \$5,477.57                      | \$14,786.94                               |   |          |          |          |
| Mill Valley, City                                       | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | - |          |          |          |
| San Anselmo, Town                                       | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | - |          |          |          |
| San Francisco, City                                     | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | - |          |          |          |
| San Rafael, City  | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | - |          |          |          |
| Santa Clara, City                                       | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | - |          |          |          |
| Santa Clara Co Lib Dist JPA                             | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | - |          |          |          |
| Sausalito, City   | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | - |          |          |          |
| St Helena, City   | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | - |          |          |          |
| Belvedere Tiburon Library                               | Administrative Services Supv    |                                 |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |   |          |          |          |
| Median of Comparator Agencies                           | INSUFFICIENT DATA               | \$9,309                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |   | \$14,787 | \$14,787 |          |
| % Above/Below Median                                    |                                 | -100.00%                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |   |          | -100.00% | -100.00% |
| Average of Comparator Agencies                          |                                 | \$9,309                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |   |          | \$14,787 | \$14,787 |
| % Above/Below Average                                   |                                 | -100.00%                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |   |          | -100.00% | -100.00% |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

NCC - No Comparable Classification

X - Included in the total compensation study

X\* - Included in the total compensation study as a negative number

Info - For informational purposes only. Not included in the total compensation calculation

X-C - included in Classic Retirement Total

X-P - included in PEPRA Retirement Total

**Classification Notes**

|                             |  |
|-----------------------------|--|
| Berkeley, City              | NCC  |
| Burlingame, City            | NCC  |
| Larkspur, City              | NCC  |
| Marin, County               | Manages all admin. Support or business functions for assigned dept. inc. personnel/payroll, admin. Support & financial admin; 4 yr. degree in Bus/Public Admin in acctg, budgeting/fiscal mgmt., inc. 1 yr. lead exp; education may be substituted on yr for yr basis up to 2 yrs. |
| Mill Valley, City           | NCC- no comparable position exists.  |
| San Anselmo, Town           | NCC- no comparable position exists.  |
| San Francisco, City         | NCC- no comparable position exists.  |
| San Rafael, City            | NCC- no comparable position exists.  |
| Santa Clara, City           | NCC  |
| Santa Clara Co Lib Dist JPA | NCC  |
| Sausalito, City             | NCC  |
| St Helena, City             | NCC  |

| ASSISTANT LIBRARY DIRECTOR     |                                      | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO  | X*                                   | X-C                                | X-C  | INFO  | X*                                  | X-P  | X                                    | X          | X                      | X                             | X                             | X                           |                                   |   |                                 |   |          |        |
|--------------------------------|--------------------------------------|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|---|--------------------------------------|------------------------------------|--|---|-------------------------------------|--|--------------------------------------|------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|----------|--------|
| Agency                         | Title                                | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                           |                                      |                                    |  | PENSION (PEPRA)                             |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |            |                        |                               |                               | TOTAL COMPENSATION          |                                   |   |                                 |   |          |        |
|                                |                                      |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contributions | Employer Paid Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Classic Retirement | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |          |        |
| Berkeley, City                 | Deputy Director of Library Svcs      | \$14,305.02                     | \$0.00                        | \$2,926.85                    | \$2,926.85                       | \$17.03                      | \$153.29                     | \$170.32                        | \$0.00                       | \$0.00                       | \$0.00                          | \$1,144.40                                  | \$0.00                               | \$0.00                             | \$1,819.60                                     | \$1,180.16                                  | \$143.05                            | \$1,819.60                                     | \$880.31                             | \$704.25   | \$939.00               | \$366.80                      | \$0.00                        | \$523.90                    | \$8,313.99                        | \$22,619.01                                 | \$8,170.94                      | \$22,475.96                               |          |        |
| Burlingame, City               | NCC                                  | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                  | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |        |
| Larkspur, City                 | NCC                                  | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                  | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |        |
| Marin, County                  | Asst Director of Library Public Svcs | \$13,737.73                     | \$225.03                      | \$2,289.97                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$1,474.06                                  | \$0.00                               | \$0.00                             | \$1,693.86                                     | \$1,474.06                                  | \$0.00                              | \$1,693.86                                     | \$845.40                             | \$676.32   | \$676.32               | \$563.60                      | \$0.00                        | \$0.00                      | \$6,913.80                        | \$20,651.53                                 | \$6,913.80                      | \$20,651.53                               |          |        |
| Mill Valley, City              | NCC                                  | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                  | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | \$0.00                            | \$0.00                                      | \$0.00                          | \$0.00                                    |          |        |
| San Anselmo, Town              | NCC                                  | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                  | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | \$0.00                            | \$0.00                                      | \$0.00                          | \$0.00                                    |          |        |
| San Francisco, City            | Deputy Director I                    | \$12,774.53                     | \$401.12                      | \$1,958.34                    | \$2,359.46                       | \$14.99                      | \$143.80                     | \$158.80                        | \$0.00                       | \$0.00                       | \$0.00                          | \$958.09                                    | \$319.36                             | \$0.00                             | \$2,010.71                                     | \$958.09                                    | \$319.36                            | \$2,010.71                                     | \$737.09                             | \$607.28   | \$835.26               | \$245.66                      | \$0.00                        | \$0.00                      | \$6,218.79                        | \$18,993.32                                 | \$6,218.79                      | \$18,993.32                               |          |        |
| San Rafael, City               | Assistant Library and Rec Dir        | \$13,802.00                     | \$742.43                      | \$1,913.24                    | \$2,655.67                       | \$0.00                       | \$113.00                     | \$113.00                        | \$0.00                       | \$12.67                      | \$12.67                         | \$1,614.83                                  | \$138.02                             | \$0.00                             | \$2,033.03                                     | \$1,298.77                                  | \$138.02                            | \$1,182.83                                     | \$849.35                             | \$637.02   | \$690.10               | \$530.85                      | \$0.00                        | \$0.00                      | \$6,641.24                        | \$20,443.24                                 | \$5,791.04                      | \$19,593.04                               |          |        |
| Santa Clara, City              | Asst City Librarian                  | \$18,780.43                     | \$265.57                      | \$2,390.10                    | \$2,655.67                       | \$182.08                     | \$22.22                      | \$204.30                        | \$13.20                      | \$9.00                       | \$22.20                         | \$1,314.63                                  | \$0.00                               | \$0.00                             | \$2,221.73                                     | \$1,314.63                                  | \$0.00                              | \$2,221.73                                     | \$1,155.72                           | \$924.58   | \$1,309.81             | \$231.14                      | \$0.00                        | \$50.00                     | \$8,314.30                        | \$27,094.73                                 | \$8,314.30                      | \$27,094.73                               |          |        |
| Santa Clara Co Lib Dist JPA    | NCC                                  | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                  | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | \$0.00                            | \$0.00                                      | \$0.00                          | \$0.00                                    |          |        |
| Sausalito, City                | NCC                                  | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                  | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |        |
| St Helena, City                | NCC                                  | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                  | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |          |        |
| Belvedere Tiburon Library      | Assistant Library Director           | \$9,406.47                      | \$819.79                      | \$1,687.00                    | \$2,506.79                       | included in medical          | \$164.00                     | \$164.00                        | \$0.00                       | \$0.00                       | \$0.00                          | \$658.45                                    | \$0.00                               | \$0.00                             | \$1,113.73                                     | \$705.49                                    | \$0.00                              | \$722.42                                       | \$542.68                             | \$506.50   | \$434.14               | \$108.54                      | \$0.00                        | \$0.00                      | \$4,392.59                        | \$13,799.06                                 | \$4,001.28                      | \$13,407.75                               |          |        |
| Median of Comparator Agencies  |                                      | \$13,802                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |                                    |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | \$19,718                                    |                                 | \$19,293                                  |          |        |
| % Above/Below Median           |                                      | -31.85%                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |                                    |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | -30.02%                         |   | -30.51%  |        |
| Average of Comparator Agencies |                                      | \$14,680                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |                                    |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | \$13,725                        |   | \$13,601 |        |
| % Above/Below Average          |                                      | -35.92%                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |                                    |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 | 0.54%                                     |          | -1.42% |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

NCC - No Comparable Classification

X - Included in the total compensation study

X\* - Included in the total compensation study as a negative number

Info - For informational purposes only. Not included in the total compensation calculation

X-C - included in Classic Retirement Total

X-P - included in PEPRA Retirement Total

**Classification Notes**

|                             |  |
|-----------------------------|--|
| Berkeley, City              | MLIS + 6 yrs. Management or administrative exp which includes 3 yrs. As professional librarian; 3 yrs supervisory exp.   |
| Burlingame, City            | NCC  |
| Larkspur, City              | NCC  |
| Marin, County               | MLIS from ALA accred. Prog; + 5 yrs as professional librarian; 3 yrs at supervisory level equiv to Sr. Librarian.  |
| Mill Valley, City           | NCC - Library Operations Manager position does not require Librarian's education and experience.   |
| San Anselmo, Town           | NCC- no comparable position exists.  |
| San Francisco, City         | Deputy Director I does not require specified number of years of experience or level of education. Special qualifications may be established for individual positions. Vision insurance is included with medical. |
| San Rafael, City            | Monthly salary is based on a 37.5 hour work week.  |
| Santa Clara, City           | Masters + 4 years professional library experience at least of 2 managing major library division.   |
| Santa Clara Co Lib Dist JPA | NCC - the Deputy County Librarian has a broader scope of responsibility.   |
| Sausalito, City             | NCC - Position not currently funded, no salary information available. Masters + 5 years professional library experience.   |
| St Helena, City             | Sr Librarian serves as Asst Director, but doesn't have the same scope as BTLA position.  |

| FINANCE, HR, ADMINISTRATIVE SERVICES MANAGER |   | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO  | X*                                   | X-C                                     | X-C  | INFO  | X*                                  | X-P  | X                                    | X               | X                      | X                             | X                             | X                           |                                   |   |                                 |   |  |
|--|---|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|---|--------------------------------------|---|--|---|-------------------------------------|--|--------------------------------------|-----------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|--|
| Agency                                       | Title   | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                           |                                      |   |  | PENSION (PEPRA)                             |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |                 |                        |                               |                               | TOTAL COMPENSATION          |                                   |   |                                 |   |  |
|  |   |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contributions | EPMC Employer Paid Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave      | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Retirement Classic | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |  |
| Berkeley, City                               | Administrative & Fiscal Svcs Mgr                    | \$11,628.39                     | \$0.00                        | \$2,926.85                    | \$2,926.85                       | \$17.03                      | \$153.29                     | \$170.32                        | \$0.00                       | \$0.00                       | \$0.00                          | \$930.27                                    | \$0.00                               | \$0.00                                  | \$1,479.13                                     | \$959.34                                    | \$116.28                            | \$1,479.13                                     | \$715.59                             | \$572.47        | \$763.30               | \$298.16                      | \$0.00                        | \$523.90                    | \$7,432.70                        | \$19,061.10                                 | \$7,316.42                      | \$18,944.81                               |  |
| Burlingame, City                             | NCC   | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -               | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |  |
| Larkspur, City                               | NCC   | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -               | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |  |
| Marin, County                                | Administrative Svcs Mgr                             | \$10,655.13                     | \$225.03                      | \$2,289.97                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$1,143.30                                  | \$0.00                               | \$0.00                                  | \$1,313.78                                     | \$1,143.30                                  | \$0.00                              | \$1,313.78                                     | \$655.70                             | \$524.56        | \$524.56               | \$437.13                      | \$50.00                       | \$0.00                      | \$5,964.03                        | \$16,619.16                                 | \$5,964.03                      | \$16,619.16                               |  |
| Mill Valley, City                            | Library Operations Manager                          | \$10,050.00                     | \$0.00                        | \$2,632.84                    | \$2,632.84                       | \$0.00                       | \$143.10                     | \$143.10                        | \$0.00                       | \$0.00                       | \$0.00                          | \$804.00                                    | \$0.00                               | \$0.00                                  | \$1,499.46                                     | \$829.13                                    | \$0.00                              | \$804.00                                       | \$618.46                             | \$494.77        | \$618.46               | \$329.85                      | \$50.00                       | \$0.00                      | \$6,386.94                        | \$16,436.94                                 | \$5,691.48                      | \$15,741.48                               |  |
| San Anselmo, Town                            | NCC   | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -               | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |  |
| San Francisco, City                          | Manager I   | \$12,774.53                     | \$401.12                      | \$1,958.34                    | \$2,359.46                       | \$14.99                      | \$143.80                     | \$158.80                        | \$0.00                       | \$0.00                       | \$0.00                          | \$958.09                                    | \$319.36                             | \$0.00                                  | \$2,010.71                                     | \$958.09                                    | \$319.36                            | \$2,010.71                                     | \$786.23                             | \$649.86        | \$890.94               | \$262.04                      | \$0.00                        | \$0.00                      | \$6,382.57                        | \$19,157.10                                 | \$6,382.57                      | \$19,157.10                               |  |
| San Rafael, City                             | NCC   | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -               | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |  |
| Santa Clara, City                            | NCC   | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -               | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |  |
| Santa Clara Co Lib Dist JPA                  | NCC   | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -               | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |  |
| Sausalito, City                              | NCC   | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -               | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |  |
| St Helena, City                              | NCC   | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -               | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |  |
| <b>Belvedere Tiburon Library</b>             | <b>Finance, HR, Administrative Services Manager</b> | <b>\$9,406.47</b>               | <b>\$819.79</b>               | <b>\$1,687.00</b>             | <b>\$2,506.79</b>                | <b>included in medical</b>   | <b>\$164.00</b>              | <b>\$0.00</b>                   | <b>\$0.00</b>                | <b>\$0.00</b>                | <b>\$658.45</b>                 | <b>\$0.00</b>                               | <b>\$0.00</b>                        | <b>\$1,113.73</b>                       | <b>\$705.49</b>                                | <b>\$0.00</b>                               | <b>\$722.42</b>                     | <b>\$542.68</b>                                | <b>\$506.50</b>                      | <b>\$434.14</b> | <b>\$108.54</b>        | <b>\$0.00</b>                 | <b>\$0.00</b>                 | <b>\$4,392.59</b>           | <b>\$13,799.06</b>                | <b>\$4,001.28</b>                           | <b>\$13,407.75</b>              |   |  |
| <b>Median of Comparator Agencies</b>         |   | <b>\$11,142</b>                 |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |                 |                        |                               |                               |                             |                                   |   |                                 |   |  |
| <b>% Above/Below Median</b>                  |   | <b>-15.57%</b>                  |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |                 |                        |                               |                               |                             |                                   |   |                                 |   |  |
| <b>Average of Comparator Agencies</b>        |   | <b>\$11,277</b>                 |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |                 |                        |                               |                               |                             |                                   |   |                                 |   |  |
| <b>% Above/Below Average</b>                 |   | <b>-16.59%</b>                  |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |                 |                        |                               |                               |                             |                                   |   |                                 |   |  |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

- NCC - No Comparable Classification
- X - Included in the total compensation study
- X\* - Included in the total compensation study as a negative number
- Info - For informational purposes only. Not included in the total compensation calculation
- X-C - included in Classic Retirement Total
- X-P - included in PEPRA Retirement Total

| Classification Notes        |  |
|-----------------------------|--|
| Berkeley, City              | related + 5 yrs exp with at least 2 yrs at supervisory level.  |
| Burlingame, City            | NCC  |
| Larkspur, City              | NCC  |
| Marin, County               | Under direction, manages admin support and business functions for assigned dept.; budget, fiscal admin, contract admin, mgmt analysis, personnel and payroll admin.; BS in business/public admin in accounting, econ or related + 3 yrs. Of acctg, budgetary, fiscal reporting and related mgmt support inc. 1 yr. in lead/supv capacity. Add'l exp may sub for exp on yr. for yr. basis |
| Mill Valley, City           | Library Operations Manager requires college degree.  |
| San Anselmo, Town           | NCC- no comparable position exists.  |
| San Francisco, City         | Manager I does not require specified number of years of experience or level of education. Special qualifications may be established for individual positions. Vision insurance is included with medical.   |
| San Rafael, City            | NCC- no comparable position exists.  |
| Santa Clara, City           | NCC-Handled by multiple positions at the City level.   |
| Santa Clara Co Lib Dist JPA | NCC-Handled by multiple positions at the County level.   |
| Sausalito, City             | NCC-Separate Finance & HR Managers   |
| St Helena, City             | NCC-Duties handled by Administrative Services Director which is a department head position for the City.   |

| LIBRARIAN II                   |                          | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO  | X*                                   | X-C                                     | X-C  | INFO  | X*                                  | X-P  | X                                    | X          | X                      | X                             | X                             | X                           | X                                 |   |                                 |   |          |
|--------------------------------|--------------------------|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|---|--------------------------------------|---|--|---|-------------------------------------|--|--------------------------------------|------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|----------|
| Agency                         | Title                    | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                           |                                      |   |  | PENSION (PEPRA)                             |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |            |                        |                               |                               | TOTAL COMPENSATION          |                                   |   |                                 |   |          |
|                                |                          |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contributions | EPMC Employer Paid Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Classic Retirement | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |          |
| Berkeley, City                 | Librarian II             | \$8,151.80                      | \$0.00                        | \$2,926.85                    | \$2,926.85                       | \$15.06                      | \$135.50                     | \$150.56                        | \$0.00                       | \$0.00                       | \$0.00                          | \$652.14                                    | \$0.00                               | \$0.00                                  | \$1,036.91                                     | \$672.52                                    | \$81.52                             | \$1,036.91                                     | \$501.65                             | \$401.32   | \$535.09               | \$0.00                        | \$0.00                        | \$463.90                    | \$6,001.22                        | \$14,153.02                                 | \$5,919.70                      | \$14,071.50                               |          |
| Burlingame, City               | Librarian II             | \$7,878.17                      | \$0.00                        | \$2,655.67                    | \$2,655.67                       | see note                     | \$0.00                       | \$0.00                          | see note                     | \$0.00                       | \$0.00                          | \$630.25                                    | \$118.17                             | \$0.00                                  | \$980.83                                       | \$571.17                                    | \$0.00                              | \$980.83                                       | \$484.81                             | \$387.85   | \$517.13               | \$0.00                        | \$97.50                       | \$465.78                    | \$5,471.40                        | \$13,349.57                                 | \$5,589.57                      | \$13,467.74                               |          |
| Larkspur, City                 | Librarian II             | \$8,503.62                      | \$531.13                      | \$2,124.54                    | \$2,655.67                       | \$0.00                       | \$181.93                     | \$181.93                        | see notes                    | \$0.00                       | \$0.00                          | \$680.29                                    | \$170.07                             | \$0.00                                  | \$1,195.61                                     | \$659.03                                    | \$0.00                              | \$653.08                                       | \$348.87                             | \$418.64   | \$383.75               | \$139.55                      | \$60.00                       | \$33.33                     | \$4,716.14                        | \$13,219.76                                 | \$4,343.68                      | \$12,847.31                               |          |
| Marin, County                  | Librarian II             | \$7,466.41                      | \$225.03                      | \$2,289.97                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$801.15                                    | \$0.00                               | \$0.00                                  | \$920.61                                       | \$801.15                                    | \$0.00                              | \$920.61                                       | \$459.47                             | \$367.58   | \$367.58               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,573.53                        | \$12,039.94                                 | \$4,573.53                      | \$12,039.94                               |          |
| Mill Valley, City              | Librarian II             | \$6,931.88                      | \$0.00                        | \$2,632.84                    | \$2,632.84                       | \$0.00                       | \$143.10                     | \$143.10                        | \$0.00                       | \$0.00                       | \$0.00                          | \$554.55                                    | \$0.00                               | \$0.00                                  | \$1,034.24                                     | \$571.88                                    | \$0.00                              | \$554.55                                       | \$426.58                             | \$341.26   | \$426.58               | \$0.00                        | \$25.00                       | \$0.00                      | \$5,029.59                        | \$11,961.47                                 | \$4,549.91                      | \$11,481.78                               |          |
| San Anselmo, Town              | Librarian II             | \$7,922.00                      | \$655.67                      | \$2,000.00                    | \$2,655.67                       | \$0.00                       | \$150.08                     | \$150.08                        | \$0.00                       | \$26.90                      | \$26.90                         | \$633.76                                    | \$0.00                               | \$0.00                                  | \$1,263.56                                     | \$613.96                                    | \$0.00                              | \$608.41                                       | \$457.04                             | \$365.63   | \$472.27               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,735.48                        | \$12,657.48                                 | \$4,080.33                      | \$12,002.33                               |          |
| San Francisco, City            | Librarian II             | \$10,105.47                     | \$401.12                      | \$1,958.34                    | \$2,359.46                       | \$14.99                      | \$143.80                     | \$158.80                        | \$0.00                       | \$0.00                       | \$0.00                          | \$757.91                                    | \$202.11                             | \$0.00                                  | \$1,641.13                                     | \$757.91                                    | \$202.11                            | \$1,641.13                                     | \$621.88                             | \$480.40   | \$663.33               | \$0.00                        | \$0.00                        | \$0.00                      | \$5,306.77                        | \$15,412.24                                 | \$5,306.77                      | \$15,412.24                               |          |
| San Rafael, City               | Librarian II             | \$7,656.00                      | \$886.86                      | \$1,768.81                    | \$2,655.67                       | \$0.00                       | \$113.00                     | \$113.00                        | \$7.39                       | \$5.28                       | \$12.67                         | \$895.75                                    | \$0.00                               | \$0.00                                  | \$1,127.73                                     | \$720.43                                    | \$0.00                              | \$656.12                                       | \$483.84                             | \$353.35   | \$382.80               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,234.81                        | \$11,890.81                                 | \$3,763.20                      | \$11,419.20                               |          |
| Santa Clara, City              | Librarian II             | \$9,712.49                      | \$265.57                      | \$2,390.10                    | \$2,655.67                       | \$182.08                     | \$22.22                      | \$204.30                        | \$13.20                      | \$9.00                       | \$22.20                         | \$679.87                                    | \$0.00                               | \$0.00                                  | \$1,148.99                                     | \$679.87                                    | \$0.00                              | \$1,148.99                                     | \$597.69                             | \$478.15   | \$677.38               | \$119.54                      | \$0.00                        | \$50.00                     | \$5,493.08                        | \$15,205.57                                 | \$5,493.08                      | \$15,205.57                               |          |
| Santa Clara Co Lib Dist JPA    | Librarian II             | \$8,042.93                      | \$17.98                       | \$2,377.30                    | \$2,395.28                       | \$0.00                       | \$108.46                     | \$108.46                        | \$0.00                       | \$8.08                       | \$8.08                          | \$643.43                                    | \$242.17                             | \$0.00                                  | \$798.66                                       | \$603.22                                    | \$0.00                              | \$798.66                                       | \$560.94                             | \$395.96   | \$428.96               | \$131.99                      | \$0.00                        | \$0.00                      | \$4,568.18                        | \$12,611.11                                 | \$4,810.35                      | \$12,853.28                               |          |
| Sausalito, City                | Librarian II             | \$8,477.63                      | \$655.67                      | \$2,000.00                    | \$2,655.67                       | \$0.00                       | \$150.08                     | \$150.08                        | \$0.00                       | \$26.90                      | \$26.90                         | \$678.21                                    | \$0.00                               | \$0.00                                  | \$1,352.18                                     | \$657.02                                    | \$0.00                              | \$651.08                                       | \$489.09                             | \$391.28   | \$505.40               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,914.93                        | \$13,392.55                                 | \$4,213.83                      | \$12,691.45                               |          |
| St Helena, City                | Librarian II             | \$6,710.93                      | \$0.00                        | \$2,246.01                    | \$2,246.01                       | \$0.00                       | \$143.20                     | \$143.20                        | \$0.00                       | \$18.20                      | \$18.20                         | \$469.77                                    | \$67.11                              | \$0.00                                  | \$687.87                                       | \$520.10                                    | \$0.00                              | \$528.15                                       | \$412.98                             | \$330.38   | \$385.45               | \$0.00                        | \$50.00                       | \$0.00                      | \$4,206.99                        | \$10,917.92                                 | \$4,114.37                      | \$10,825.31                               |          |
| Belvedere Tiburon Library      | Adult Services Librarian | \$7,961.73                      | \$819.79                      | \$1,687.00                    | \$2,506.79                       | included in medical          | \$164.00                     | \$0.00                          | \$0.00                       | \$0.00                       | \$0.00                          | \$557.32                                    | \$0.00                               | \$0.00                                  | \$942.67                                       | \$597.13                                    | \$0.00                              | \$611.46                                       | \$459.33                             | \$428.71   | \$367.46               | \$91.87                       | \$0.00                        | \$0.00                      | \$3,977.04                        | \$11,938.77                                 | \$3,645.83                      | \$11,607.56                               |          |
| Median of Comparator Agencies  |                          | \$7,982                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | \$12,939                                    |                                 | \$12,769                                  |          |
| % Above/Below Median           |                          | -0.26%                          |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | -7.73%                          |   | -9.10%   |
| Average of Comparator Agencies |                          | \$8,130                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | \$13,068                        |   | \$12,860 |
| % Above/Below Average          |                          | -2.07%                          |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | -8.64%                          |   | -9.74%   |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

NCC - No Comparable Classification

X - Included in the total compensation study

X\* - Included in the total compensation study as a negative number

Info - For informational purposes only. Not included in the total compensation calculation

X-C - included in Classic Retirement Total

X-P - included in PEPRA Retirement Total

**Classification Notes**

|                             |   |
|-----------------------------|---|
| Berkeley, City              | MLIS + 2 yrs exp as a professional librarian; specialty subject knowledge desirable.  |
| Burlingame, City            | MLIS + 1 yr exp equivalent to a Librarian I (req. MLIS)   |
| Larkspur, City              | MLIS = 4 yrs prof exp in library setting.   |
| Marin, County               | MLIS or similar + 2 yrs of prof exp in public or academic library setting.  |
| Mill Valley, City           | Requires 2 yrs experience. Does not require additional 3 years experience planning/implementing programs for children/youth.  |
| San Anselmo, Town           | Requires 2 yrs experience. Does not require additional 3 years experience planning/implementing programs for children/youth Monthly salary is based on a 37.5 hour work week.                           |
| San Francisco, City         | Requires 2 yrs experience. Does not require additional 3 years experience planning/implementing programs for children/youth. Vision insurance is included with medical.                                 |
| San Rafael, City            | M.A. degree is preferred. Requires three years experience total, with two years experience in technical services, adult services or children services Monthly salary is based on a 37.5 hour work week. |
| Santa Clara, City           | Masters + 2 years professional library experience which must include reference service.   |
| Santa Clara Co Lib Dist JPA | Masters + nine months professional library experience.  |
| Sausalito, City             | Masters + Two years professional library experience.  |
| St Helena, City             | Masters + Two years professional library experience.  |

|                                |                      | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO  | X*                                   | X-C                                     | X-C  | INFO  | X*                                  | X-P  | X                                    | X          | X                      | X                             | X                             | X                           |                                   |   |                                 |   |         |
|--------------------------------|----------------------|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|---|--------------------------------------|---|--|---|-------------------------------------|--|--------------------------------------|------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|---------|
| LIBRARY ASSISTANT II           |                      |                                 |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |         |
| Agency                         | Title                | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                           |                                      |   |  | PENSION (PEPRA)                             |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |            |                        |                               |                               |                             | TOTAL COMPENSATION                |   |                                 |   |         |
|                                |                      |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contributions | EPMC Employer Paid Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Classic Retirement | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |         |
| Berkeley, City                 | NCC                  | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | -       |
| Burlingame, City               | Library Assistant II | \$6,075.97                      | \$0.00                        | \$2,655.67                    | \$2,655.67                       | see note                     | \$0.00                       | \$0.00                          | see note                     | \$0.00                       | \$0.00                          | \$486.08                                    | \$91.14                              | \$0.00                                  | \$756.46                                       | \$440.51                                    | \$0.00                              | \$756.46                                       | \$373.91                             | \$299.12   | \$398.83               | \$0.00                        | \$97.50                       | \$447.76                    | \$4,938.11                        | \$11,014.08                                 | \$5,029.25                      | \$11,105.22                               |         |
| Larkspur, City                 | NCC                  | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | -       |
| Marin, County                  | Library Assistant II | \$5,577.35                      | \$70.74                       | \$2,444.26                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$598.45                                    | \$0.00                               | \$0.00                                  | \$687.69                                       | \$598.45                                    | \$0.00                              | \$687.69                                       | \$343.22                             | \$274.58   | \$274.58               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,192.65                        | \$9,770.00                                  | \$4,192.65                      | \$9,770.00                                |         |
| Mill Valley, City              | Library Assistant I  | \$4,576.88                      | \$0.00                        | \$2,632.84                    | \$2,632.84                       | \$0.00                       | \$143.10                     | \$143.10                        | \$0.00                       | \$0.00                       | \$0.00                          | \$366.15                                    | \$0.00                               | \$0.00                                  | \$682.87                                       | \$377.59                                    | \$0.00                              | \$366.15                                       | \$281.65                             | \$225.32   | \$281.65               | \$0.00                        | \$25.00                       | \$0.00                      | \$4,272.44                        | \$8,849.32                                  | \$3,955.72                      | \$8,532.60                                |         |
| San Anselmo, Town              | Library Assistant    | \$5,505.00                      | \$655.67                      | \$2,000.00                    | \$2,655.67                       | \$0.00                       | \$150.08                     | \$150.08                        | \$0.00                       | \$26.90                      | \$26.90                         | \$440.40                                    | \$0.00                               | \$0.00                                  | \$878.05                                       | \$426.64                                    | \$0.00                              | \$422.78                                       | \$317.60                             | \$254.08   | \$328.18               | \$0.00                        | \$0.00                        | \$0.00                      | \$3,954.88                        | \$9,459.88                                  | \$3,499.62                      | \$9,004.62                                |         |
| San Francisco, City            | Library Assistant    | \$6,658.44                      | \$401.12                      | \$1,958.34                    | \$2,359.46                       | \$14.99                      | \$143.80                     | \$158.80                        | \$0.00                       | \$0.00                       | \$0.00                          | \$499.38                                    | \$133.17                             | \$0.00                                  | \$1,081.33                                     | \$499.38                                    | \$133.17                            | \$1,081.33                                     | \$409.75                             | \$316.53   | \$437.07               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,213.65                        | \$10,872.09                                 | \$4,213.65                      | \$10,872.09                               |         |
| San Rafael, City               | Library Assistant II | \$5,427.00                      | \$886.86                      | \$1,768.81                    | \$2,655.67                       | \$0.00                       | \$113.00                     | \$113.00                        | \$7.39                       | \$5.28                       | \$12.67                         | \$634.96                                    | \$0.00                               | \$0.00                                  | \$799.40                                       | \$510.68                                    | \$0.00                              | \$465.09                                       | \$342.97                             | \$250.48   | \$271.35               | \$0.00                        | \$0.00                        | \$0.00                      | \$3,551.28                        | \$8,978.28                                  | \$3,216.98                      | \$8,643.98                                |         |
| Santa Clara, City              | Library Assistant II | \$7,637.14                      | \$265.57                      | \$2,390.10                    | \$2,655.67                       | \$182.08                     | \$22.22                      | \$204.30                        | \$13.20                      | \$9.00                       | \$22.20                         | \$534.60                                    | \$0.00                               | \$0.00                                  | \$903.47                                       | \$534.60                                    | \$0.00                              | \$903.47                                       | \$469.98                             | \$375.98   | \$532.64               | \$94.00                       | \$0.00                        | \$50.00                     | \$4,847.39                        | \$12,484.53                                 | \$4,847.39                      | \$12,484.53                               |         |
| Santa Clara Co Lib Dist JPA    | Library Assistant II | \$6,446.37                      | \$17.98                       | \$2,377.30                    | \$2,395.28                       | \$0.00                       | \$108.46                     | \$108.46                        | \$0.00                       | \$8.08                       | \$8.08                          | \$515.71                                    | \$194.10                             | \$0.00                                  | \$640.12                                       | \$483.48                                    | \$0.00                              | \$640.12                                       | \$449.59                             | \$317.36   | \$343.81               | \$105.79                      | \$0.00                        | \$0.00                      | \$4,156.41                        | \$10,602.78                                 | \$4,350.51                      | \$10,796.88                               |         |
| Sausalito, City                | Library Assistant II | \$5,926.38                      | \$655.67                      | \$2,000.00                    | \$2,655.67                       | \$0.00                       | \$150.08                     | \$150.08                        | \$0.00                       | \$26.90                      | \$26.90                         | \$474.11                                    | \$0.00                               | \$0.00                                  | \$945.26                                       | \$459.29                                    | \$0.00                              | \$455.15                                       | \$341.91                             | \$273.53   | \$353.30               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,090.97                        | \$10,017.35                                 | \$3,600.86                      | \$9,527.23                                |         |
| St Helena, City                | Library Assistant II | \$3,536.00                      | \$0.00                        | \$2,246.01                    | \$2,246.01                       | \$0.00                       | \$143.20                     | \$143.20                        | \$0.00                       | \$18.20                      | \$18.20                         | \$247.52                                    | \$35.36                              | \$0.00                                  | \$362.44                                       | \$274.04                                    | \$0.00                              | \$278.28                                       | \$217.60                             | \$174.08   | \$203.09               | \$0.00                        | \$50.00                       | \$0.00                      | \$3,379.26                        | \$6,915.26                                  | \$3,330.47                      | \$6,866.46                                |         |
| Belvedere Tiburon Library      | Library Assistant II | \$5,224.45                      | \$819.79                      | \$1,687.00                    | \$2,506.79                       | included in medical          | \$164.00                     | \$0.00                          | \$0.00                       | \$0.00                       | \$365.71                        | \$0.00                                      | \$0.00                               | \$618.57                                | \$391.83                                       | \$0.00                                      | \$401.24                            | \$301.41                                       | \$281.32                             | \$241.13   | \$60.28                | \$0.00                        | \$0.00                        | \$3,189.71                  | \$8,414.16                        | \$2,972.38                                  | \$8,196.83                      |   |         |
| Median of Comparator Agencies  |                      | \$5,752                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | \$9,894                                     |                                 | \$9,649                                   |         |
| % Above/Below Median           |                      | -9.17%                          |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | -14.95%                         |   | -15.05% |
| Average of Comparator Agencies |                      | \$5,737                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | \$9,896                         |   | \$9,760 |
| % Above/Below Average          |                      | -8.93%                          |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | -14.98%                         |   | -16.02% |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

NCC - No Comparable Classification

X - Included in the total compensation study

X\* - Included in the total compensation study as a negative number

Info - For informational purposes only. Not included in the total compensation calculation

X-C - included in Classic Retirement Total

X-P - included in PEPRA Retirement Total

**Classification Notes**

|                             |  |
|-----------------------------|--|
| Berkeley, City              | Library Assistant req H.S. + 780 hrs library exp. NCC - Entry level  |
| Burlingame, City            | H.S. + 3 yrs exp (includes 1 yr. at Library Assistant I level)   |
| Larkspur, City              | Library Assistant re H.SL + 1 yr exp in customer service NCC - Entry level   |
| Marin, County               | H.S. + 2 yrs exp assisting parton in public or academic library; College coursework in LS may sub up to one yr of req exp. |
| Mill Valley, City           |  |
| San Anselmo, Town           | Requires 1 year of experience. Monthly salary is based on a 37.5 hour work week.   |
| San Francisco, City         | Requires 9 semester units or 12 quarter units in library studies. Vision insurance is included with medical.               |
| San Rafael, City            | Requires 3 years of experience. Monthly salary is based on a 37.5 hour work week.  |
| Santa Clara, City           | Requires AA/AS or equivalent and 2 years recent FT paraprofessional library experience                                     |
| Santa Clara Co Lib Dist JPA | Mostly comparable. Only requires 2 years...  |
| Sausalito, City             | NCC Agency only has Sr. Library Assistant  |
| St Helena, City             | Requires AA/AS and 1 year experience as a Library Assistant I  |

| LIBRARY DIRECTOR               |                                     | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO  | X*                                   | X-C                                     | X-C  | INFO  | X*                                  | X-P  | X                                    | X          | X                      | X                             | X                             | X                           | X                                 | X   |                                 |   |          |
|--------------------------------|-------------------------------------|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|---|--------------------------------------|---|--|---|-------------------------------------|--|--------------------------------------|------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|----------|
| Agency                         | Title                               | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                           |                                      |   |  | PENSION (PEPRA)                             |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |            |                        |                               |                               |                             | TOTAL COMPENSATION                |   |                                 |   |          |
|                                |                                     |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contributions | EPMC Employer Paid Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Classic Retirement | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |          |
| Berkeley, City                 | Director of Library Services        | \$18,853.24                     | \$0.00                        | \$2,926.85                    | \$2,926.85                       | \$15.06                      | \$135.50                     | \$150.56                        | \$0.00                       | \$0.00                       | \$0.00                          | \$1,508.26                                  | \$0.00                               | \$0.00                                  | \$2,398.13                                     | \$1,555.39                                  | \$942.66                            | \$2,398.13                                     | \$1,160.20                           | \$928.16   | \$1,237.55             | \$483.42                      | \$0.00                        | \$463.90                    | \$9,733.70                        | \$28,586.94                                 | \$8,791.04                      | \$27,644.28                               |          |
| Burlingame, City               | City Librarian                      | \$17,740.13                     | \$0.00                        | \$2,655.67                    | \$2,655.67                       | see note                     | \$0.00                       | \$0.00                          | see note                     | \$0.00                       | \$0.00                          | \$1,419.21                                  | \$266.10                             | \$0.00                                  | \$2,208.65                                     | \$1,286.16                                  | \$0.00                              | \$2,208.65                                     | \$1,455.60                           | \$873.36   | \$1,164.48             | \$727.80                      | \$97.50                       | \$634.40                    | \$9,551.35                        | \$27,291.48                                 | \$9,817.46                      | \$27,557.58                               |          |
| Larkspur, City                 | Library Director                    | \$12,769.61                     | \$531.13                      | \$2,124.54                    | \$2,655.67                       | \$0.00                       | \$181.93                     | \$181.93                        | see notes                    | \$0.00                       | \$0.00                          | \$1,021.57                                  | \$255.39                             | \$0.00                                  | \$1,795.41                                     | \$989.64                                    | \$0.00                              | \$980.71                                       | \$523.88                             | \$628.66   | \$576.27               | \$995.37                      | \$127.70                      | \$443.33                    | \$7,141.69                        | \$19,911.31                                 | \$6,582.39                      | \$19,352.00                               |          |
| Marin, County                  | Director of County Library Services | \$17,244.50                     | \$225.03                      | \$2,289.97                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$1,850.33                                  | \$0.00                               | \$0.00                                  | \$2,126.25                                     | \$1,850.33                                  | \$0.00                              | \$2,126.25                                     | \$1,061.20                           | \$848.96   | \$848.96               | \$707.47                      | \$0.00                        | \$0.00                      | \$8,051.13                        | \$25,295.63                                 | \$8,051.13                      | \$25,295.63                               |          |
| Mill Valley, City              | City Librarian                      | \$14,729.06                     | \$0.00                        | \$2,632.84                    | \$2,632.84                       | \$0.00                       | \$143.10                     | \$143.10                        | \$0.00                       | \$0.00                       | \$0.00                          | \$1,178.33                                  | \$0.00                               | \$0.00                                  | \$2,197.58                                     | \$1,215.15                                  | \$0.00                              | \$1,178.33                                     | \$906.40                             | \$725.12   | \$906.40               | \$604.27                      | \$148.65                      | \$400.00                    | \$8,664.36                        | \$23,393.42                                 | \$7,645.11                      | \$22,374.17                               |          |
| San Anselmo, Town              | Town Librarian                      | \$12,937.00                     | \$655.67                      | \$2,000.00                    | \$2,655.67                       | \$0.00                       | \$150.08                     | \$150.08                        | \$0.00                       | \$26.90                      | \$26.90                         | \$1,034.96                                  | \$0.00                               | \$0.00                                  | \$2,063.45                                     | \$1,002.62                                  | \$0.00                              | \$993.56                                       | \$746.37                             | \$597.09   | \$771.24               | \$531.01                      | \$0.00                        | \$0.00                      | \$6,886.15                        | \$19,823.15                                 | \$5,816.26                      | \$18,753.26                               |          |
| San Francisco, City            | Department Head I                   | \$15,872.19                     | \$401.12                      | \$1,958.34                    | \$2,359.46                       | \$14.99                      | \$143.80                     | \$158.80                        | \$0.00                       | \$0.00                       | \$0.00                          | \$1,190.41                                  | \$396.80                             | \$0.00                                  | \$2,498.28                                     | \$1,190.41                                  | \$396.80                            | \$2,498.28                                     | \$915.83                             | \$754.54   | \$1,106.98             | \$325.58                      | \$0.00                        | \$0.00                      | \$7,306.55                        | \$23,178.74                                 | \$7,306.55                      | \$23,178.74                               |          |
| San Rafael, City               | NCC                                 | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | -        |
| Santa Clara, City              | City Librarian                      | \$23,472.94                     | \$265.57                      | \$2,390.10                    | \$2,655.67                       | \$182.08                     | \$22.22                      | \$204.30                        | \$13.20                      | \$9.00                       | \$22.20                         | \$1,643.11                                  | \$0.00                               | \$0.00                                  | \$2,776.85                                     | \$1,643.11                                  | \$0.00                              | \$2,776.85                                     | \$1,444.49                           | \$1,155.59 | \$1,637.09             | \$288.90                      | \$0.00                        | \$50.00                     | \$9,774.23                        | \$33,247.17                                 | \$9,774.23                      | \$33,247.17                               |          |
| Santa Clara Co Lib Dist JPA    | County Librarian                    | \$20,661.65                     | \$71.86                       | \$2,323.42                    | \$2,395.28                       | \$0.00                       | \$108.46                     | \$108.46                        | \$0.00                       | \$8.08                       | \$8.08                          | \$1,652.93                                  | \$605.59                             | \$0.00                                  | \$2,051.70                                     | \$1,549.62                                  | \$0.00                              | \$2,051.70                                     | \$3,305.86                           | \$0.00     | \$1,101.95             | \$0.00                        | \$0.00                        | \$0.00                      | \$8,293.89                        | \$28,955.53                                 | \$8,899.48                      | \$29,561.13                               |          |
| Sausalito, City                | City Librarian                      | \$12,321.38                     | \$655.67                      | \$2,000.00                    | \$2,655.67                       | \$0.00                       | \$150.08                     | \$150.08                        | \$0.00                       | \$26.90                      | \$26.90                         | \$985.71                                    | \$0.00                               | \$0.00                                  | \$1,965.26                                     | \$954.91                                    | \$0.00                              | \$946.28                                       | \$710.85                             | \$568.68   | \$734.54               | \$505.75                      | \$0.00                        | \$0.00                      | \$6,662.06                        | \$18,983.43                                 | \$5,643.08                      | \$17,964.45                               |          |
| St Helena, City                | Library Director                    | \$13,939.45                     | \$0.00                        | \$2,246.01                    | \$2,246.01                       | \$0.00                       | \$143.20                     | \$143.20                        | \$0.00                       | \$18.20                      | \$18.20                         | \$975.76                                    | \$139.39                             | \$0.00                                  | \$1,428.79                                     | \$1,080.31                                  | \$0.00                              | \$1,097.03                                     | \$857.81                             | \$686.25   | \$800.63               | \$285.94                      | \$50.00                       | \$0.00                      | \$6,377.43                        | \$20,316.89                                 | \$6,185.07                      | \$20,124.52                               |          |
| Belvedere Tiburon Library      | Library Director                    | \$15,416.73                     | \$819.79                      | \$1,687.00                    | \$2,506.79                       | included in medical          | \$164.00                     | \$0.00                          | \$0.00                       | \$0.00                       | \$0.00                          | \$1,079.17                                  | \$0.00                               | \$0.00                                  | \$1,825.34                                     | \$1,156.25                                  | \$0.00                              | \$1,184.00                                     | \$889.43                             | \$830.13   | \$711.54               | \$177.89                      | \$0.00                        | \$0.00                      | \$6,121.33                        | \$21,538.06                                 | \$5,479.99                      | \$20,896.72                               |          |
| Median of Comparator Agencies  |                                     | \$15,872                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | \$23,393                                    |                                 | \$23,179                                  |          |
| % Above/Below Median           |                                     | -2.87%                          |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | -7.93%                          |   | -9.85%   |
| Average of Comparator Agencies |                                     | \$16,413                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | \$24,453                        |   | \$24,096 |
| % Above/Below Average          |                                     | -6.07%                          |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | -11.92%                         |   | -13.28%  |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

NCC - No Comparable Classification

X - Included in the total compensation study

X\* - Included in the total compensation study as a negative number

Info - For informational purposes only. Not included in the total compensation calculation

X-C - included in Classic Retirement Total

X-P - included in PEPRA Retirement Total

**Classification Notes**

|                             |  |
|-----------------------------|--|
| Berkeley, City              | supervising prof staff.  |
| Burlingame, City            | Reports to Library Board of Trustees and City Manager; directs activities and svcs of city's library; MLIS + 5 yrs mgmt exp in medium sized library.   |
| Larkspur, City              | Reports to City Manager and serves as staff member to Library Board; MLIS + 6 yrs professional library exp with 2 yrs in supervisorial/administrative capacity.  |
| Marin, County               | At-Will: Under direction of BOS and advised by Library Commission plan, org., directs and review all prog & svcs for library; MLIS + 6 yrs. Managerial/admin exp in library programs/svcs.                       |
| Mill Valley, City           | City Librarian receives \$400 monthly car allowance.   |
| San Anselmo, Town           | Monthly salary is based on a 37.5 hour work week.  |
| San Francisco, City         | Department Head I does not require specified number of years of experience or level of education. Special qualifications may be established for individual positions. Vision insurance is included with medical. |
| San Rafael, City            | NCC - The Library and Recreation Director has a greater scope. This position directs the City's library, recreation, arts, and childcare programs and facilities.  |
| Santa Clara, City           | Requires Bachelors + 5 years professional library experience with at least 4 years as assistant director or division manager   |
| Santa Clara Co Lib Dist JPA | Requires Masters + five years management and/or library administration experience.   |
| Sausalito, City             | Requires Masters + seven years management and/or library administration experience.  |
| St Helena, City             | Requires Masters + six years related professional library experience and 2 years experience supervising library staff.   |

| LIBRARY PAGE                   |              | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO  | X*                                   | X-C                                     | X-C  | INFO  | X*                                  | X-P  | X                                    | X          | X                      | X                             | X                             | X                           |                                   |   |                                 |   |  |
|--------------------------------|--------------|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|---|--------------------------------------|---|--|---|-------------------------------------|--|--------------------------------------|------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|--|
| Agency                         | Title        | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                           |                                      |   |  | PENSION (PEPRA)                             |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |            |                        |                               |                               |                             | TOTAL COMPENSATION                |   |                                 |   |  |
|                                |              |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contributions | EPMC Employer Paid Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Classic Retirement | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |  |
| Berkeley, City                 | Library Page | \$3,517.20                      | \$0.00                        | \$2,926.85                    | \$2,926.85                       | \$15.06                      | \$135.50                     | \$150.56                        | \$0.00                       | \$0.00                       | \$0.00                          | \$281.38                                    | \$0.00                               | \$0.00                                  | \$447.39                                       | \$290.17                                    | \$35.17                             | \$447.39                                       | \$216.44                             | \$173.15   | \$230.87               | \$0.00                        | \$0.00                        | \$463.90                    | \$4,594.11                        | \$8,111.31                                  | \$4,558.94                      | \$8,076.14                                |  |
| Burlingame, City               | NCC          |                                 |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |  |
| Larkspur, City                 | Library Page | \$3,250.00                      | \$531.13                      | \$2,124.54                    | \$2,655.67                       | \$0.00                       | \$181.93                     | \$181.93                        | see notes                    | \$0.00                       | \$0.00                          | \$260.00                                    | \$65.00                              | \$0.00                                  | \$456.95                                       | \$251.88                                    | \$0.00                              | \$249.60                                       | \$133.33                             | \$160.00   | \$146.67               | \$53.33                       | \$60.00                       | \$33.33                     | \$3,285.08                        | \$6,535.09                                  | \$3,142.73                      | \$6,392.74                                |  |
| Marin, County                  | Library Aide | \$3,174.84                      | \$70.74                       | \$2,444.26                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$340.66                                    | \$0.00                               | \$0.00                                  | \$391.46                                       | \$340.66                                    | \$0.00                              | \$391.46                                       | \$195.38                             | \$156.30   | \$156.30               | \$0.00                        | \$0.00                        | \$0.00                      | \$3,512.02                        | \$6,686.87                                  | \$3,512.02                      | \$6,686.87                                |  |
| Mill Valley, City              | NCC          |                                 |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |  |
| San Anselmo, Town              | NCC          |                                 |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |  |
| San Francisco, City            | Library Page | \$5,425.47                      | \$401.12                      | \$1,958.34                    | \$2,359.46                       | \$14.99                      | \$143.80                     | \$158.80                        | \$0.00                       | \$0.00                       | \$0.00                          | \$406.91                                    | \$108.51                             | \$0.00                                  | \$881.10                                       | \$406.91                                    | \$108.51                            | \$881.10                                       | \$333.88                             | \$257.92   | \$356.13               | \$0.00                        | \$0.00                        | \$0.00                      | \$3,822.66                        | \$9,248.13                                  | \$3,822.66                      | \$9,248.13                                |  |
| San Rafael, City               | Library Aide | \$3,494.00                      | \$886.86                      | \$1,768.81                    | \$2,655.67                       | \$0.00                       | \$113.00                     | \$113.00                        | \$7.39                       | \$5.28                       | \$12.67                         | \$408.80                                    | \$0.00                               | \$0.00                                  | \$514.67                                       | \$328.79                                    | \$0.00                              | \$299.44                                       | \$220.81                             | \$161.26   | \$174.70               | \$0.00                        | \$0.00                        | \$0.00                      | \$2,958.53                        | \$6,452.53                                  | \$2,743.30                      | \$6,237.30                                |  |
| Santa Clara, City              | Library Page | \$2,795.00                      | \$265.57                      | \$2,390.10                    | \$2,655.67                       | \$182.08                     | \$22.22                      | \$204.30                        | \$13.20                      | \$9.00                       | \$22.20                         | \$195.65                                    | \$0.00                               | \$0.00                                  | \$330.65                                       | \$195.65                                    | \$0.00                              | \$330.65                                       | \$172.00                             | \$137.60   | \$194.93               | \$34.40                       | \$0.00                        | \$50.00                     | \$3,340.90                        | \$6,135.90                                  | \$3,340.90                      | \$6,135.90                                |  |
| Santa Clara Co Lib Dist JPA    | Library Page | \$4,463.88                      | \$17.98                       | \$2,377.30                    | \$2,395.28                       | \$0.00                       | \$108.46                     | \$108.46                        | \$0.00                       | \$8.08                       | \$8.08                          | \$357.11                                    | \$134.41                             | \$0.00                                  | \$443.26                                       | \$334.79                                    | \$0.00                              | \$443.26                                       | \$311.33                             | \$219.76   | \$238.07               | \$73.25                       | \$0.00                        | \$0.00                      | \$3,645.11                        | \$8,108.99                                  | \$3,779.52                      | \$8,243.40                                |  |
| Sausalito, City                | NCC          |                                 |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |  |
| St Helena, City                | NCC          |                                 |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |  |
| Belvedere Tiburon Library      | Library Page | \$3,251.63                      | \$819.79                      | \$1,687.00                    | \$2,506.79                       | included in medical          | \$164.00                     |                                 | \$0.00                       | \$0.00                       | \$0.00                          | \$227.61                                    | \$0.00                               | \$0.00                                  | \$384.99                                       | \$243.87                                    | \$0.00                              | \$249.72                                       | \$187.59                             | \$175.09   | \$150.08               | \$37.52                       | \$0.00                        | \$0.00                      | \$2,622.27                        | \$5,873.89                                  | \$2,487.00                      | \$5,738.62                                |  |
| Median of Comparator Agencies  |              | \$3,494                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | \$6,687                                     |                                 | \$6,687                                   |  |
| % Above/Below Median           |              | -6.94%                          |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | -12.16%                                     |                                 | -14.18%                                   |  |
| Average of Comparator Agencies |              | \$3,731                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | \$7,326                                     |                                 | \$7,289                                   |  |
| % Above/Below Average          |              | -12.86%                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | -19.82%                                     |                                 | -21.27%                                   |  |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

NCC - No Comparable Classification

X - Included in the total compensation study

X\* - Included in the total compensation study as a negative number

Info - For informational purposes only. Not included in the total compensation calculation

X-C - included in Classic Retirement Total

X-P - included in PEPRA Retirement Total

**Classification Notes**

|                             |  |
|-----------------------------|--|
| Berkeley, City              | Entry level performing manual tasks; no exp req                            |
| Burlingame, City            | NCC  |
| Larkspur, City              | Perf variety of manual tasks; no exp req - entry level                     |
| Marin, County               | Perf routine manual tasks - entry level                                    |
| Mill Valley, City           | NCC - Library Aide (Part-time Page) is a part time, non-benefited position |
| San Anselmo, Town           | NCC - Library Page s a part time, non-benefited position                   |
| San Francisco, City         | Vision insurance is included with medical.                                 |
| San Rafael, City            | Monthly salary is based on a 37.5 hour work week.                          |
| Santa Clara, City           | Minimum 10th grade and 16 years of age.                                    |
| Santa Clara Co Lib Dist JPA | Requires minimum of 8th grade or equivalent education.                     |
| Sausalito, City             | NCC-Duties performed by Library Assistants.                                |
| St Helena, City             | NCC-Duties performed by Library Assistants.                                |

| LIBRARY SERVICES MANAGER       |                                    | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO  | X*                                   | X-C                       | X-C  | INFO  | X*                                  | X-P  | X                                    | X          | X                      | X                             | X                             | X                           |                                   |   |                                 |   |
|--------------------------------|------------------------------------|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|---|--------------------------------------|---------------------------|--|---|-------------------------------------|--|--------------------------------------|------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|
| Agency                         | Title                              | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                           |                                      |                           |  | PENSION (PEPRA)                             |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |            |                        |                               |                               | TOTAL COMPENSATION          |                                   |   |                                 |   |
|                                |                                    |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contributions | EPMC Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Classic Retirement | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |
| Berkeley, City                 | NCC                                | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 |   |                                 |   |
| Burlingame, City               | Library Technical Services Manager | \$9,936.88                      | \$0.00                        | \$2,655.67                    | \$2,655.67                       | see note                     | \$0.00                       | \$0.00                          | see note                     | \$0.00                       | \$0.00                          | \$794.95                                    | \$149.05                             | \$0.00                    | \$1,237.14                                     | \$720.42                                    | \$0.00                              | \$1,237.14                                     | \$611.50                             | \$489.20   | \$652.27               | \$0.00                        | \$97.50                       | \$486.37                    | \$6,080.59                        | \$16,017.47                                 | \$6,229.65                      | \$16,166.52                               |
| Larkspur, City                 | NCC                                | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 |   |                                 |   |
| Marin, County                  | Library Services Manager           | \$11,461.13                     | \$225.03                      | \$2,289.97                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$1,229.78                                  | \$0.00                               | \$0.00                    | \$1,413.16                                     | \$1,229.78                                  | \$0.00                              | \$1,413.16                                     | \$705.30                             | \$564.24   | \$564.24               | \$0.00                        | \$0.00                        | \$0.00                      | \$5,705.24                        | \$17,166.36                                 | \$5,705.24                      | \$17,166.36                               |
| Mill Valley, City              | NCC                                | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 |   |                                 |   |
| San Anselmo, Town              | NCC                                | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 |   |                                 |   |
| San Francisco, City            | NCC                                | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 |   |                                 |   |
| San Rafael, City               | Supervising Librarian              | \$10,720.00                     | \$886.86                      | \$1,768.81                    | \$2,655.67                       | \$0.00                       | \$113.00                     | \$113.00                        | \$7.39                       | \$5.28                       | \$12.67                         | \$1,254.24                                  | \$0.00                               | \$0.00                    | \$1,579.06                                     | \$1,008.75                                  | \$0.00                              | \$918.70                                       | \$677.47                             | \$494.77   | \$536.00               | \$0.00                        | \$0.00                        | \$0.00                      | \$5,174.39                        | \$15,894.39                                 | \$4,514.03                      | \$15,234.03                               |
| Santa Clara, City              | Library Division Manager           | \$10,991.09                     | \$265.57                      | \$2,390.10                    | \$2,655.67                       | \$182.08                     | \$22.22                      | \$204.30                        | \$13.20                      | \$9.00                       | \$22.20                         | \$769.38                                    | \$0.00                               | \$0.00                    | \$1,300.25                                     | \$769.38                                    | \$0.00                              | \$1,300.25                                     | \$676.38                             | \$541.10   | \$766.56               | \$135.28                      | \$0.00                        | \$50.00                     | \$5,890.87                        | \$16,881.97                                 | \$5,890.87                      | \$16,881.97                               |
| Santa Clara Co Lib Dist JPA    | NCC                                | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 |   |                                 |   |
| Sausalito, City                | NCC                                | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 |   |                                 |   |
| St Helena, City                | NCC                                | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 |   |                                 |   |
| Belvedere Tiburon Library      | Library Services Manager           | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                         | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 |   |                                 |   |
| Median of Comparator Agencies  |                                    | \$10,856                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |                           |  |   |                                     |  |                                      |            |                        |                               |                               |                             | \$16,450                          |   | \$16,524                        |   |
| % Above/Below Median           |                                    | -100.00%                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |                           |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | -100.00%                                    |                                 | -100.00%                                  |
| Average of Comparator Agencies |                                    | \$10,777                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |                           |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | \$16,490                                    |                                 | \$16,362                                  |
| % Above/Below Average          |                                    | -100.00%                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |                           |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | -100.00%                                    |                                 | -100.00%                                  |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

NCC - No Comparable Classification

X - Included in the total compensation study

X\* - Included in the total compensation study as a negative number

Info - For informational purposes only. Not included in the total compensation calculation

X-C - included in Classic Retirement Total

X-P - included in PEPRA Retirement Total

**Classification Notes**

|                             |  |
|-----------------------------|--|
| Berkeley, City              | NCC  |
| Burlingame, City            | M.A. degree desirable. Three yrs experience as high-level Librarian for the City                       |
| Larkspur, City              | NCC  |
| Marin, County               | M.A. degree, four yrs as a professional Librarian, including two yrs supervisory or administrative exp |
| Mill Valley, City           | NCC  |
| San Anselmo, Town           | NCC  |
| San Francisco, City         | NCC  |
| San Rafael, City            | M.A. degree is preferred. Supervising Library is considered a mid management classification.           |
| Santa Clara, City           | M.A. degree, four yrs of progressively responsible library exp; including one yr supervisory exp       |
| Santa Clara Co Lib Dist JPA | NCC  |
| Sausalito, City             | NCC  |
| St Helena, City             | NCC  |



| LIBRARY SPECIALIST             |                                 | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO  | X*                                   | X-C                                     | X-C  | INFO  | X*                                  | X-P  | X                                    | X          | X                      | X                             | X                             | X                           |                                   |   |                                 |   |          |        |
|--------------------------------|---------------------------------|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|---|--------------------------------------|---|--|---|-------------------------------------|--|--------------------------------------|------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|----------|--------|
| Agency                         | Title                           | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                           |                                      |   |  | PENSION (PEPRA)                             |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |            |                        |                               |                               | TOTAL COMPENSATION          |                                   |   |                                 |   |          |        |
|                                |                                 |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contributions | EPMC Employer Paid Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Employee Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Classic Retirement | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |          |        |
| Berkeley, City                 | Library Specialist I            | \$6,120.04                      | \$0.00                        | \$2,926.85                    | \$2,926.85                       | \$15.06                      | \$135.50                     | \$150.56                        | \$0.00                       | \$0.00                       | \$0.00                          | \$489.60                                    | \$0.00                               | \$0.00                                  | \$778.47                                       | \$504.90                                    | \$61.20                             | \$778.47                                       | \$376.62                             | \$301.29   | \$401.73               | \$0.00                        | \$0.00                        | \$463.90                    | \$5,384.36                        | \$11,504.39                                 | \$5,323.16                      | \$11,443.19                               |          |        |
| Burlingame, City               | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | -        |        |
| Larkspur, City                 | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | -        |        |
| Marin, County                  | Community Library Specialist    | \$6,031.29                      | \$70.74                       | \$2,444.26                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$647.16                                    | \$0.00                               | \$0.00                                  | \$743.66                                       | \$647.16                                    | \$0.00                              | \$743.66                                       | \$371.16                             | \$296.93   | \$296.93               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,321.26                        | \$10,352.55                                 | \$4,321.26                      | \$10,352.55                               |          |        |
| Mill Valley, City              | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | -        |        |
| San Anselmo, Town              | Lead Library Assistant          | \$5,921.00                      | \$655.67                      | \$2,000.00                    | \$2,655.67                       | \$0.00                       | \$150.08                     | \$150.08                        | \$0.00                       | \$26.90                      | \$26.90                         | \$473.68                                    | \$0.00                               | \$0.00                                  | \$944.40                                       | \$458.88                                    | \$0.00                              | \$454.73                                       | \$341.60                             | \$273.28   | \$352.98               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,089.24                        | \$10,010.24                                 | \$3,599.57                      | \$9,520.57                                |          |        |
| San Francisco, City            | Library Technical Assistant I   | \$7,840.63                      | \$401.12                      | \$1,958.34                    | \$2,359.46                       | \$14.99                      | \$143.80                     | \$158.80                        | \$0.00                       | \$0.00                       | \$0.00                          | \$588.05                                    | \$156.81                             | \$0.00                                  | \$1,273.32                                     | \$588.05                                    | \$156.81                            | \$1,273.32                                     | \$482.50                             | \$372.73   | \$514.67               | \$0.00                        | \$0.00                        | \$0.00                      | \$4,588.55                        | \$12,429.17                                 | \$4,588.55                      | \$12,429.17                               |          |        |
| San Rafael, City               | Sr. Library Assistant           | \$5,700.00                      | \$886.86                      | \$1,768.81                    | \$2,655.67                       | \$0.00                       | \$113.00                     | \$113.00                        | \$7.39                       | \$5.28                       | \$12.67                         | \$666.90                                    | \$0.00                               | \$0.00                                  | \$839.61                                       | \$536.37                                    | \$0.00                              | \$488.49                                       | \$360.22                             | \$263.08   | \$285.00               | \$0.00                        | \$0.00                        | \$0.00                      | \$3,635.00                        | \$9,335.00                                  | \$3,283.88                      | \$8,983.88                                |          |        |
| Santa Clara, City              | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | -        |        |
| Santa Clara Co Lib Dist JPA    | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | -        |        |
| Sausalito, City                | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | -        |        |
| St Helena, City                | NCC                             | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -   | -                                    | -                                       | -  | -   | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   | -        |        |
| Belvedere Tiburon Library      | Library Specialist - Children's | \$6,475.04                      | \$819.79                      | \$1,687.00                    | \$2,506.79                       | included in medical          | \$164.00                     | \$164.00                        | \$0.00                       | \$0.00                       | \$0.00                          | \$453.25                                    | \$0.00                               | \$0.00                                  | \$766.64                                       | \$485.63                                    | \$0.00                              | \$497.28                                       | \$373.56                             | \$348.66   | \$298.85               | \$74.71                       | \$0.00                        | \$0.00                      | \$3,549.42                        | \$10,024.46                                 | \$3,280.06                      | \$9,755.10                                |          |        |
| Median of Comparator Agencies  |                                 | \$6,031                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   | \$10,353                                    |                                 | \$10,353                                  |          |        |
| % Above/Below Median           |                                 | 7.36%                           |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | -3.17%                          |   | -5.77%   |        |
| Average of Comparator Agencies |                                 | \$6,323                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   | \$10,726                        |   | \$10,546 |        |
| % Above/Below Average          |                                 | 2.41%                           |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |   |                                      |   |  |   |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 | -6.54%                                    |          | -7.50% |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

NCC - No Comparable Classification

X - Included in the total compensation study

X\* - Included in the total compensation study as a negative number

Info - For informational purposes only. Not included in the total compensation calculation

X-C - included in Classic Retirement Total

X-P - included in PEPRA Retirement Total

**Classification Notes**

|                             |   |
|-----------------------------|---|
| Berkeley, City              | Tech/speciality level; H.S. + 2 yrs exp, college level library coursework may be sub up to one yr or req exp.                             |
| Burlingame, City            | NCC   |
| Larkspur, City              | NCC   |
| Marin, County               | Perf adv journey level library tasks; 3 yrs exp, college coursework may sub exp yr for yr for max of 2 yrs.                               |
| Mill Valley, City           | NCC - No comparable position exists.  |
| San Anselmo, Town           | Monthly salary is based on a 37.5 hour work week.   |
| San Francisco, City         | Vision insurance is included with medical.  |
| San Rafael, City            | Monthly salary is based on a 37.5 hour work week.   |
| Santa Clara, City           | NCC   |
| Santa Clara Co Lib Dist JPA | NCC-Duties performed by Library Assistants.   |
| Sausalito, City             | NCC-Duties performed by Library Assistants.   |
| St Helena, City             | NCC-Duties performed by Library Associate II requires 4 years of experience and performs a broad ranged of duties throughout the library. |

|                                |                          | X                               | INFO                          | X                             | INFO                             | INFO                         | X                            | INFO                            | INFO                         | X                            | INFO                            | INFO                               | X*                                   | X-C                                | X-C  | INFO                               | X*                                  | X-P  | X                                    | X          | X                      | X                             | X                             | X                           |                                   |   |                                 |   |
|--------------------------------|--------------------------|---------------------------------|-------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------------|--------------------------------------|------------------------------------|--|------------------------------------|-------------------------------------|--|--------------------------------------|------------|------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|---------------------------------|---|
| YOUTH SERVICES MANAGER         |                          |                                 |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |                                    |                                      |                                    |  |                                    |                                     |  |                                      |            |                        |                               |                               |                             |                                   |   |                                 |   |
| Agency                         | Title                    | Top Monthly Salary <sup>1</sup> | MEDICAL INSURANCE             |                               |                                  | DENTAL INSURANCE             |                              |                                 | VISION INSURANCE             |                              |                                 | PENSION (CLASSIC)                  |                                      |                                    |  | PENSION (PEPRA)                    |                                     |  | ADDITIONAL BENEFIT COMPONENTS        |            |                        |                               |                               |                             | TOTAL COMPENSATION                |   |                                 |   |
|                                |                          |                                 | EE Paid Medical (Full Family) | ER Paid Medical (Full Family) | Total Cost Medical (Full Family) | EE Paid Dental (Full Family) | ER Paid Dental (Full Family) | Total Cost Dental (Full Family) | EE Paid Vision (Full Family) | ER Paid Vision (Full Family) | Total Cost Vision (Full Family) | Employee Paid Portion Contribution | Employee Paid Employer Contributions | Employer Paid Member Contributions | Employer Retirement Contribution (Normal Rate) | Employee Paid Portion Contribution | Employee Paid Employer Contribution | Employer Retirement Contribution (Normal Rate) | Vacation Leave (completion of 5 yrs) | Sick Leave | Holiday (Inc Floating) | Personal/Administrative Leave | Deferred Comp ER Contribution | Other Forms of Compensation | Total Benefits Classic Retirement | Total Pay and Benefits - Classic Retirement | Total Benefits PEPRA Retirement | Total Pay and Benefits - PEPRA Retirement |
| Berkeley, City                 | Library Services Manager | \$10,929.64                     | \$0.00                        | \$2,926.85                    | \$2,926.85                       | \$17.03                      | \$153.29                     | \$170.32                        | \$0.00                       | \$0.00                       | \$0.00                          | \$874.37                           | \$0.00                               | \$0.00                             | \$1,390.25                                     | \$901.70                           | \$109.30                            | \$1,390.25                                     | \$672.59                             | \$538.07   | \$717.43               | \$280.25                      | \$0.00                        | \$523.90                    | \$7,202.64                        | \$18,132.27                                 | \$7,093.34                      | \$18,022.98                               |
| Burlingame, City               | Librarian III            | \$9,936.52                      | \$0.00                        | \$2,655.67                    | \$2,655.67                       | see note                     | \$0.00                       | \$0.00                          | see note                     | \$0.00                       | \$0.00                          | \$794.92                           | \$149.05                             | \$0.00                             | \$1,237.10                                     | \$720.40                           | \$0.00                              | \$1,237.10                                     | \$611.48                             | \$489.18   | \$652.24               | \$407.65                      | \$486.37                      | \$6,488.14                  | \$16,424.65                       | \$6,637.19                                  | \$16,573.70                     |   |
| Larkspur, City                 | NCC                      | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -                                  | -                                    | -                                  | -  | -                                  | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |
| Marin, County                  | Library Services Manager | \$11,461.13                     | \$225.03                      | \$2,289.97                    | \$2,515.00                       | \$0.00                       | \$152.73                     | \$152.73                        | \$0.00                       | \$15.60                      | \$15.60                         | \$1,229.78                         | \$0.00                               | \$0.00                             | \$1,413.16                                     | \$1,229.78                         | \$0.00                              | \$1,413.16                                     | \$705.30                             | \$564.24   | \$564.24               | \$470.20                      | \$0.00                        | \$0.00                      | \$6,175.44                        | \$17,636.56                                 | \$6,175.44                      | \$17,636.56                               |
| Mill Valley, City              | Supervising Librarian    | \$8,395.31                      | \$0.00                        | \$2,632.84                    | \$2,632.84                       | \$0.00                       | \$143.10                     | \$143.10                        | \$0.00                       | \$0.00                       | \$0.00                          | \$671.63                           | \$0.00                               | \$0.00                             | \$1,252.58                                     | \$692.61                           | \$0.00                              | \$671.63                                       | \$516.63                             | \$413.31   | \$516.63               | \$172.21                      | \$50.00                       | \$0.00                      | \$5,697.31                        | \$14,092.62                                 | \$5,116.35                      | \$13,511.67                               |
| San Anselmo, Town              | NCC                      | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -                                  | -                                    | -                                  | -  | -                                  | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |
| San Francisco, City            | Librarian III            | \$11,142.34                     | \$401.12                      | \$1,958.34                    | \$2,359.46                       | \$14.99                      | \$143.80                     | \$158.80                        | \$0.00                       | \$0.00                       | \$0.00                          | \$835.68                           | \$278.56                             | \$0.00                             | \$1,753.80                                     | \$835.68                           | \$278.56                            | \$1,753.80                                     | \$685.68                             | \$529.69   | \$731.39               | \$0.00                        | \$0.00                        | \$5,524.16                  | \$16,666.50                       | \$5,524.16                                  | \$16,666.50                     |   |
| San Rafael, City               | Supervising Librarian    | \$10,019.00                     | \$742.43                      | \$1,913.24                    | \$2,655.67                       | \$0.00                       | \$113.00                     | \$113.00                        | \$0.00                       | \$12.67                      | \$12.67                         | \$1,172.22                         | \$100.19                             | \$0.00                             | \$1,475.80                                     | \$942.79                           | \$100.19                            | \$858.63                                       | \$616.55                             | \$462.42   | \$500.95               | \$385.35                      | \$0.00                        | \$0.00                      | \$5,379.78                        | \$15,398.78                                 | \$4,762.61                      | \$14,781.61                               |
| Santa Clara, City              | Services                 | \$9,499.69                      | \$265.57                      | \$2,390.10                    | \$2,655.67                       | \$182.08                     | \$22.22                      | \$204.30                        | \$13.20                      | \$9.00                       | \$22.20                         | \$664.98                           | \$0.00                               | \$0.00                             | \$1,123.81                                     | \$664.98                           | \$0.00                              | \$1,123.81                                     | \$584.60                             | \$467.68   | \$662.54               | \$116.92                      | \$0.00                        | \$50.00                     | \$5,426.87                        | \$14,926.56                                 | \$5,426.87                      | \$14,926.56                               |
| Santa Clara Co Lib Dist JPA    | Supervising Librarian    | \$10,061.82                     | \$19.52                       | \$2,375.76                    | \$2,395.28                       | \$0.00                       | \$108.46                     | \$108.46                        | \$0.00                       | \$8.08                       | \$8.08                          | \$804.95                           | \$605.92                             | \$753.63                           | \$999.14                                       | \$754.64                           | \$0.00                              | \$999.14                                       | \$701.75                             | \$330.23   | \$536.63               | \$165.12                      | \$0.00                        | \$0.00                      | \$5,372.88                        | \$15,434.70                                 | \$5,225.17                      | \$15,286.99                               |
| Sausalito, City                | NCC                      | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -                                  | -                                    | -                                  | -  | -                                  | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |
| St Helena, City                | NCC                      | -                               | -                             | -                             | -                                | -                            | -                            | -                               | -                            | -                            | -                               | -                                  | -                                    | -                                  | -  | -                                  | -                                   | -  | -                                    | -          | -                      | -                             | -                             | -                           | -                                 | -   | -                               | -   |
| Belvedere Tiburon Library      | Youth Services Manager   | \$8,407.94                      | \$819.79                      | \$1,687.00                    | \$2,506.79                       | included in medical          | \$164.00                     | \$164.00                        | \$0.00                       | \$0.00                       | \$0.00                          | \$588.56                           | \$0.00                               | \$0.00                             | \$995.50                                       | \$630.60                           | \$0.00                              | \$645.73                                       | \$485.07                             | \$452.74   | \$388.06               | \$97.01                       | \$0.00                        | \$0.00                      | \$4,105.38                        | \$12,513.32                                 | \$3,755.61                      | \$12,163.55                               |
| Median of Comparator Agencies  |                          | \$10,040                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |                                    |                                      |                                    |  |                                    |                                     |  |                                      |            |                        |                               |                               |                             | \$15,930                          |   | \$15,930                        |   |
| % Above/Below Median           |                          | -16.26%                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |                                    |                                      |                                    |  |                                    |                                     |  |                                      |            |                        |                               |                               |                             |                                   | -21.45%                                     |                                 | -23.65%                                   |
| Average of Comparator Agencies |                          | \$10,181                        |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |                                    |                                      |                                    |  |                                    |                                     |  |                                      |            |                        |                               |                               |                             |                                   | \$16,089                                    |                                 | \$15,926                                  |
| % Above/Below Average          |                          | -17.41%                         |                               |                               |                                  |                              |                              |                                 |                              |                              |                                 |                                    |                                      |                                    |  |                                    |                                     |  |                                      |            |                        |                               |                               |                             |                                   | -22.22%                                     |                                 | -23.62%                                   |

<sup>1</sup> All Salaries have been adjusted to represent a 37.5-hour workweek (1950 hours per year) equivalent.

NCC - No Comparable Classification

X - Included in the total compensation study

X\* - Included in the total compensation study as a negative number

Info - For informational purposes only. Not included in the total compensation calculation

X-C - included in Classic Retirement Total

X-P - included in PEPRA Retirement Total

**Classification Notes**

|                             |  |
|-----------------------------|--|
| Berkeley, City              | Serves as division head over specific program/services inc Young People's Service Area; MLIS + 5 yrs exp in supv library prog/svcs inc. 2 yrs supervising employees. |
| Burlingame, City            | Functions as a manager of one or more primary library programs; MLIS + 3 yrs prof library exp inc supervisory exp.   |
| Larkspur, City              | NCC  |
| Marin, County               | Directs day to day admin system wide library programs; mid-mgmt; MLIS- + 4 yrs exp as prof. librarian inc 2 yrs mgmt/supv exp.                                       |
| Mill Valley, City           | In addition to MA degree, requires 3 yrs experience, 2 of which are supervisory  |
| San Anselmo, Town           | NCC - No comparable position exists.   |
| San Francisco, City         | In addition to MA degree, requires 4 yrs experience, 2 of which are supervisory. Vision insurance is included with medical.  |
| San Rafael, City            | M.A. degree is preferred. Monthly salary is based on a 37.5 hour work week.  |
| Santa Clara, City           | Masters + 3 years profesional library experience serving children, young adults, families.   |
| Santa Clara Co Lib Dist JPA | Masters + 1 year experience as a Librarian II. Supervisory or lead experience desirable.   |
| Sausalito, City             | NCC-Duties covered by Librarians.  |
| St Helena, City             | NCC-Duties covered by Librarians.  |

## Employer Paid Health Benefits

|                             |   |
|-----------------------------|---|
| Berkeley, City              | Kaiser FF: ER: \$2,926.85 EE: \$0; Dental FF: \$170.32 ER: \$153.29 EE: \$17.03 (Local 1) FF: \$150.56 ER: \$135.50 EE: \$15.06; Vision: N/A  |
| Burlingame, City            | CalPERS Kaiser FF: ER: \$2655.67 EE: \$0; Dental is a reimbursement program- employee can be reimbursed up to \$2500 yr & \$3,000 yr for max 2 dependents; Vision is a reimbursement for exam and eyeglasses up to \$1200 yr for EE, \$600 yr for max 2 dependents. |
| Larkspur, City              | CalPERS Kaiser FF: \$2655.67/mo., ER: \$2124.54 (80%) EE: \$531.13 (20%); Dental FF: ER: \$181.93/mo, EE: \$0; Vision is reimbursement for EE only up to \$250/yr.  |
| Marin, County               | Kaiser FF: \$2,515/mo., ER: \$2,444.26 EE: \$70.74 (EE's earning < \$79,000/yr), ER: \$2,289.97 EE: \$225.03 (EE's earning > \$79,000/yr.); Dental FF: ER: \$152.72 EE: \$0; Vision FF: ER: \$15.60 EE: \$0   |
| Mill Valley, City           | City pays 100% family coverage for medical and dental. Vision coverage is not available.  |
| San Anselmo, Town           | Town contributes maximum of \$2,000/mo toward PERS full family plan. Town pays for full family dental and vision.   |
| San Francisco, City         | City contributes 83% of premium for full family. Management receives a Management Cafeteria Plan that provides flexible credits.  |
| San Rafael, City            | City contributes \$1,614.17 for Kaiser full family plan for SEIU and \$1,913.24 for Exec and Mid-Mgmt. City pays for full family dental for SEIU, Exec and Mid-Mgmt. City pays for Vision for EE only for SEI and for full family for Exec and Mid-Mgmt.            |
| Santa Clara, City           | City pays 90% of Kaiser family coverage for medical, plus employee only for dental, and vision.   |
| Santa Clara Co Lib Dist JPA | Employee Pays: Exec: \$71.86; Mgmt: \$19.52; SEIU: \$17.98  |
| Sausalito, City             | City pays 90% of Kaiser family coverage for medical.  |
| St Helena, City             | City pays 100% family coverage for medical, dental, and vision.   |

## Employer Paid Retirement Benefits

|                             |   |
|-----------------------------|---|
| Berkeley, City              | Managers PEPRA members contribute addtl 1% & Local 1021 Paraprofessional/Unrepresented PEPRA members contribute addtl 5% toward City's req. cont in exchange for City granting salary increase.   |
| Burlingame, City            | <b>PERS: Classic 2.5% @ 55</b> ER: 12.45%, EE: 8%, EE paid ER contribution: 1.5%; <b>PEPRA: 2%@62</b> ER: 12.45%; EE: 7.25%.  |
| Larkspur, City              | <b>PERS: Classic 2.5 @ 55</b> ER: 14.06%, EE: 8%, EE paid ER contribution: 2%; <b>PEPRA: 2%@62</b> ER: 7.68%; EE: 7.75%   |
| Marin, County               | <b>MCERA:</b> ER: 12.33%, EE: 10.73%  |
| Mill Valley, City           | Classic: 2.5% at 55 PEPRA: 2% at 62   |
| San Anselmo, Town           | Classic: 2.7% at 55 PEPRA: 2% at 62   |
| San Francisco, City         | SFERS Classic: Age 50 with 20 or more yrs., Age 60 with 10 or more yrs, Age 65 regardless of yrs. Benefits range from 1% at 50 up to 2.3% at 62. PEPRA: Age 53 with 20 or more yrs., Age 60 with 10 or more yrs, Age 65 regardless of yrs. Benefits from 1% at 53 up to 2.3% at 65. |
| San Rafael, City            | MCERA Classic: 2% at 55 PEPRA 2% at 62  |
| Santa Clara, City           | Classic: 2% @ 60  |
| Santa Clara Co Lib Dist JPA | Classic: 2% @ 55  |
| Sausalito, City             | Classic: 2% @ 55  |
| St Helena, City             | Classic: 2% @ 60  |

## Vacation Leave (at completion of year 5)

|                             |   |
|-----------------------------|---|
| Berkeley, City              | 15 days/120 hrs. yr   |
| Burlingame, City            | 15 days/120 hrs. yr   |
| Larkspur, City              | 10 days/80 hrs. yr  |
| Marin, County               | 15 days/120 hrs. yr   |
| Mill Valley, City           | 3 weeks/yr.   |
| San Anselmo, Town           | SEIU: 15 days/yr. Management: 18 days/yr.   |
| San Francisco, City         | Vacation allowance earned at .0577 of an hour for each hour of paid service.                        |
| San Rafael, City            | SEIU: 10.2695 hrs./mo Mid-Mgmt/Exec: 16 days/yr.  |
| Santa Clara, City           | 120 hours/year  |
| Santa Clara Co Lib Dist JPA | Exec: 312 hours Annual Leave; Mgmt: 7.692 hours/ppd Scheduled Time Off; SEIU: 16 days/year Vacation |
| Sausalito, City             | Exec/Mgmt: 136 hours/year for 10 years; SEIU: 127.5 hours/year after completing 5 years             |
| St Helena, City             | 15 days/year  |

## Sick Leave

|                             |   |
|-----------------------------|---|
| Berkeley, City              | 12 days/96 hrs. yr  |
| Burlingame, City            | 12 days/96 hrs. yr  |
| Larkspur, City              | 12 days/96 hrs. yr  |
| Marin, County               | 12 days/96 hrs. yr  |
| Mill Valley, City           | 1 day/mo.   |
| San Anselmo, Town           | 1 day/mo  |
| San Francisco, City         | Earned at a rate of .05 hours for each hour of regularly scheduled paid service excluding overtime and holiday pay. |
| San Rafael, City            | 1 day/mo.   |
| Santa Clara, City           | 12 days/year  |
| Santa Clara Co Lib Dist JPA | Exec: 0 hours included w/Annual Leave; Mgmt: 64 hours/year; SEIU: 12 days/year                                      |
| Sausalito, City             | 12 days/year  |
| St Helena, City             | 12 days/year  |

## Holiday (Including Floating Holidays)

|                             |  |
|-----------------------------|--|
| Berkeley, City              | 13 days + 3 floating holidays/128 hrs  |
| Burlingame, City            | 14+ 2 floating holidays/128 hrs  |
| Larkspur, City              | 11 days/88 hrs   |
| Marin, County               | 12 days/96 hrs   |
| Mill Valley, City           | 11 holidays + 4 floating holidays.   |
| San Anselmo, Town           | 12 full day holidays and 1 1/2 day holiday + 3 floating holidays.                |
| San Francisco, City         | SEIU: 12 holidays + 4 floating holidays; MEA: 12 holidays + 5 floating holidays. |
| San Rafael, City            | 12 holidays + 1 floating holiday   |
| Santa Clara, City           | 13 holidays + 32 hours additional holiday time                                   |
| Santa Clara Co Lib Dist JPA | SEIU: 13+ Birthday holiday credited as 8 extra hours of vacation/year            |
| Sausalito, City             | Exec/Mgmt & SEIU: 9 holidays + 16 hours/year if working 5/40 schedule.           |
| St Helena, City             | 14 days/year   |

**Personal/Administrative Leave**

|                             |   |
|-----------------------------|---|
| Berkeley, City              | Management and Unrepresented EE's: 50 hrs/yr  |
| Burlingame, City            | Middle Management and Unrepresented EE's: 80 hrs/yr.  |
| Larkspur, City              | Miscellaneous EE's: 4 days/32 hrs personal leave; Management EE's: 9days/72 hrs personal leave, 10 days/80 hrs/yr admin. leave. |
| Marin, County               | Management EE's: 5 days/40 hrs professional leave, 40 hrs management leave  |
| Mill Valley, City           | City Librarian 10 days/yr.; Library Operations Manager 8 days/yr.; Supervising Librarian 5 days/yr.                             |
| San Anselmo, Town           | Management leave: 6.67 hrs/mo.  |
| San Francisco, City         | MEA: Management Leave: 5 days/yr.   |
| San Rafael, City            | SEIU: 2 days/yr. for supervisors: Mid-Mgmt/Exec: 10 days/yr.  |
| Santa Clara, City           | 24 hours/year non-supervisory leave   |
| Santa Clara Co Lib Dist JPA | SEIU: 4 days Personal Business/Belief Day   |
| Sausalito, City             | N/A   |
| St Helena, City             | N/A   |

**Employer Contribution to Deferred Compensation**

|                             |   |
|-----------------------------|---|
| Berkeley, City              | N/A   |
| Burlingame, City            | \$45 pp/\$97.50 mo.   |
| Larkspur, City              | Miscellaneous EE's: \$60/mo.; Management EE's: 1% of base pay.  |
| Marin, County               | N/A   |
| Mill Valley, City           | AFSCME: ER matches up to \$300/yr. Non-represented: ER matches up to \$600 yr. Dept. Managers: City contributes .5% and matches up to \$900/yr. |
| San Anselmo, Town           | N/A   |
| San Francisco, City         | N/A   |
| San Rafael, City            | N/A   |
| Santa Clara, City           | N/A   |
| Santa Clara Co Lib Dist JPA | N/A   |
| Sausalito, City             | N/A   |
| St Helena, City             | The City will equally match an employee's deferred compensation contribution, not-to-exceed Fifty Dollars (\$50.00) per month.                  |

**Other Forms of Compensation**

|                             |  |
|-----------------------------|--|
| 71                          |  |
| Berkeley, City              | Public Transit Subsidy: \$235/mo; YMCA ER: \$48/mo; Bilingual Pay: Local 1 Mgmt: \$60/mo.; In lieu of Social Security (EEs negotiated to withdraw for SS), ER contributes 6.7% of 1st \$32,400 of EE earnings into a Supplement Retirement & Income Plan II (SRIP II) $\$32,400 * 6.7\% = \$2,170.80 / 12 = \$180.90 / \text{mo.}$ |
| Burlingame, City            | Transit Subsidy: \$280/mo, Librarian has an auto allowance of \$350/mo.; Bilingual pay \$107/mo.; HRA 0-5 yrs.: 1% of base pay.  |
| Larkspur, City              | All EE's: Employee Wellness: \$400/yr; Management: Auto Allowance: \$350/mo, Cell phone allowance: \$60/mo.  |
| Marin, County               | N/A  |
| Mill Valley, City           | City Librarian receives \$400 monthly car allowance.   |
| San Anselmo, Town           | N/A  |
| San Francisco, City         | N/A  |
| San Rafael, City            | N/A  |
| Santa Clara, City           | \$50/month to VEBA account   |
| Santa Clara Co Lib Dist JPA | N/A  |
| Sausalito, City             | Exec/Mgmt & SEIU: .375% of salary/ppd after 5 years of service   |
| St Helena, City             | N/A  |

## **Attachment B**

### **Draft Recommended Salary Survey**



**BELVEDERE-TIBURON LIBRARY  
RECOMMENDED SALARY SCHEDULE  
(Without 3% COLA)**

| CLASSIFICATIONS                                   | SALARY STEPS |              |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
|   | Step 1       | Step 2       | Step 3       | Step 4       | Step 5       | Step 6       |
| <b>ADMINISTRATION CLASSIFICATIONS</b>             |              |              |              |              |              |              |
| Library Director                                  | \$76.52      | \$80.35      | \$84.37      | \$88.59      | \$93.02      | \$97.67      |
| Library Director (monthly)                        | \$12,434.50  | \$13,056.88  | \$13,710.13  | \$14,395.88  | \$15,115.75  | \$15,871.38  |
| Library Director (annual)                         | \$149,214.00 | \$156,682.50 | \$164,521.50 | \$172,750.50 | \$181,389.00 | \$190,456.50 |
| <b>Library Services Manager</b>                   | \$53.57      | \$56.25      | \$59.06      | \$62.01      | \$65.11      | \$68.37      |
| <b>Library Services Manager (monthly)</b>         | \$8,705.13   | \$9,140.63   | \$9,597.25   | \$10,076.63  | \$10,580.38  | \$11,110.13  |
| <b>Library Services Manager (annual)</b>          | \$104,461.50 | \$109,687.50 | \$115,167.00 | \$120,919.50 | \$126,964.50 | \$133,321.50 |
| <b>Administrative Services Supv</b>               | \$42.41      | \$44.53      | \$46.76      | \$49.10      | \$51.56      | \$54.14      |
| <b>Administrative Services Supv (monthly)</b>     | \$6,891.63   | \$7,236.13   | \$7,598.50   | \$7,978.75   | \$8,378.50   | \$8,797.75   |
| <b>Administrative Services Supv (annual)</b>      | \$82,699.50  | \$86,833.50  | \$91,182.00  | \$95,745.00  | \$100,542.00 | \$105,573.00 |
| <b>Accounting Technician</b>                      | \$35.34      | \$37.11      | \$38.97      | \$40.92      | \$42.97      | \$45.12      |
| <b>Accounting Technician (monthly)</b>            | \$5,742.75   | \$6,030.38   | \$6,332.63   | \$6,649.50   | \$6,982.63   | \$7,332.00   |
| <b>Accounting Technician (annual)</b>             | \$68,913.00  | \$72,364.50  | \$75,991.50  | \$79,794.00  | \$83,791.50  | \$87,984.00  |
| <b>Administrative Assistant</b>                   | \$30.04      | \$31.54      | \$33.12      | \$34.78      | \$36.52      | \$38.35      |
| <b>Administrative Assistant (monthly)</b>         | \$4,881.50   | \$5,125.25   | \$5,382.00   | \$5,651.75   | \$5,934.50   | \$6,231.88   |
| <b>Administrative Assistant (annual)</b>          | \$58,578.00  | \$61,503.00  | \$64,584.00  | \$67,821.00  | \$71,214.00  | \$74,782.50  |
| <b>LIBRARY CLASSIFICATIONS</b>                    |              |              |              |              |              |              |
| <b>Supervising Librarian-Youth Srvs</b>           | \$48.21      | \$50.61      | \$53.15      | \$55.81      | \$58.60      | \$61.53      |
| <b>Supervising Librarian-Youth Srvs (monthly)</b> | \$7,834.13   | \$8,224.13   | \$8,636.88   | \$9,069.13   | \$9,522.50   | \$9,998.63   |
| <b>Supervising Librarian-Youth Srvs (annual)</b>  | \$94,009.50  | \$98,689.50  | \$103,642.50 | \$108,829.50 | \$114,270.00 | \$119,983.50 |
| Experienced Librarian                             | \$38.57      | \$40.50      | \$42.53      | \$44.66      | \$46.89      | \$49.23      |
| Experienced Librarian (monthly)                   | \$6,267.63   | \$6,581.25   | \$6,911.13   | \$7,257.25   | \$7,619.63   | \$7,999.88   |
| Experienced Librarian (annual)                    | \$75,211.50  | \$78,975.00  | \$82,933.50  | \$87,087.00  | \$91,435.50  | \$95,998.50  |
| Librarian   | \$34.71      | \$36.45      | \$38.27      | \$40.18      | \$42.19      | \$44.30      |
| Librarian (monthly)                               | \$5,640.38   | \$5,923.13   | \$6,218.88   | \$6,529.25   | \$6,855.88   | \$7,198.75   |
| Librarian (annual)                                | \$67,684.50  | \$71,077.50  | \$74,626.50  | \$78,351.00  | \$82,270.50  | \$86,385.00  |
| Library Specialist                                | \$29.50      | \$30.98      | \$32.53      | \$34.16      | \$35.87      | \$37.66      |
| Library Specialist (monthly)                      | \$4,793.75   | \$5,034.25   | \$5,286.13   | \$5,551.00   | \$5,828.88   | \$6,119.75   |
| Library Specialist (annual)                       | \$57,525.00  | \$60,411.00  | \$63,433.50  | \$66,612.00  | \$69,946.50  | \$73,437.00  |
| Library Assistant II                              | \$26.56      | \$27.89      | \$29.28      | \$30.74      | \$32.28      | \$33.89      |
| Library Assistant II (monthly)                    | \$4,316.00   | \$4,532.13   | \$4,758.00   | \$4,995.25   | \$5,245.50   | \$5,507.13   |
| Library Assistant II (annual)                     | \$51,792.00  | \$54,385.50  | \$57,096.00  | \$59,943.00  | \$62,946.00  | \$66,085.50  |
| Library Assistant I                               | \$23.90      | \$25.10      | \$26.36      | \$27.68      | \$29.06      | \$30.50      |
| Library Assistant I (monthly)                     | \$3,883.75   | \$4,078.75   | \$4,283.50   | \$4,498.00   | \$4,722.25   | \$4,956.25   |
| Library Assistant I (annual)                      | \$46,605.00  | \$48,945.00  | \$51,402.00  | \$53,976.00  | \$56,667.00  | \$59,475.00  |
| Library Page (Step 1-min. wage)                   | \$16.00      | \$16.80      | \$17.64      | \$18.52      | \$19.45      | \$20.42      |
| Library Page (Step 6-market)                      | \$16.85      | \$17.69      | \$18.57      | \$19.50      | \$20.48      | \$21.50      |

New classifications/titles shown in Red

## **Attachment C**

### **Draft Recommended Salary Survey w/COLA**

**BELVEDERE-TIBURON LIBRARY  
RECOMMENDED SALARY SCHEDULE  
(With 3% COLA)**

| CLASSIFICATIONS                            | SALARY STEPS |              |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|--------------|
|  | Step 1       | Step 2       | Step 3       | Step 4       | Step 5       | Step 6       |
| <b>ADMINISTRATION CLASSIFICATIONS</b>      |              |              |              |              |              |              |
| Library Director                           | \$78.81      | \$82.76      | \$86.90      | \$91.25      | \$95.81      | \$100.60     |
| Library Director (monthly)                 | \$12,806.63  | \$13,448.50  | \$14,121.25  | \$14,828.13  | \$15,569.13  | \$16,347.52  |
| Library Director (annual)                  | \$153,679.50 | \$161,382.00 | \$169,455.00 | \$177,937.50 | \$186,829.50 | \$196,170.20 |
|  |              |              |              |              |              |              |
| Library Services Manager                   | \$55.18      | \$57.94      | \$60.84      | \$63.88      | \$67.07      | \$70.42      |
| Library Services Manager (monthly)         | \$8,966.75   | \$9,415.25   | \$9,886.50   | \$10,380.50  | \$10,898.88  | \$11,443.25  |
| Library Services Manager (annual)          | \$107,601.00 | \$112,983.00 | \$118,638.00 | \$124,566.00 | \$130,786.50 | \$137,319.00 |
|  |              |              |              |              |              |              |
| Administrative Services Supv               | \$46.89      | \$49.23      | \$51.69      | \$54.27      | \$56.98      | \$59.83      |
| Administrative Services Supv (monthly)     | \$7,619.63   | \$7,999.88   | \$8,399.63   | \$8,818.88   | \$9,259.25   | \$9,722.38   |
| Administrative Services Supv (annual)      | \$91,435.50  | \$95,998.50  | \$100,795.50 | \$105,826.50 | \$111,111.00 | \$116,668.50 |
|  |              |              |              |              |              |              |
| Accounting Technician                      | \$37.92      | \$39.82      | \$41.81      | \$43.90      | \$46.10      | \$48.41      |
| Accounting Technician (monthly)            | \$6,162.00   | \$6,470.75   | \$6,794.13   | \$7,133.75   | \$7,491.25   | \$7,866.63   |
| Accounting Technician (annual)             | \$73,944.00  | \$77,649.00  | \$81,529.50  | \$85,605.00  | \$89,895.00  | \$94,399.50  |
|  |              |              |              |              |              |              |
| Administrative Assistant                   | \$32.24      | \$33.85      | \$35.54      | \$37.32      | \$39.19      | \$41.15      |
| Administrative Assistant (monthly)         | \$5,239.00   | \$5,500.63   | \$5,775.25   | \$6,064.50   | \$6,368.38   | \$6,686.88   |
| Administrative Assistant (annual)          | \$62,868.00  | \$66,007.50  | \$69,303.00  | \$72,774.00  | \$76,420.50  | \$80,242.50  |
|  |              |              |              |              |              |              |
| <b>LIBRARY CLASSIFICATIONS</b>             |              |              |              |              |              |              |
| Supervising Librarian-Youth Srvs           | \$49.66      | \$52.14      | \$54.75      | \$57.49      | \$60.36      | \$63.38      |
| Supervising Librarian-Youth Srvs (monthly) | \$8,069.75   | \$8,472.75   | \$8,896.88   | \$9,342.13   | \$9,808.50   | \$10,299.25  |
| Supervising Librarian-Youth Srvs (annual)  | \$96,837.00  | \$101,673.00 | \$106,762.50 | \$112,105.50 | \$117,702.00 | \$123,591.00 |
|  |              |              |              |              |              |              |
| Experienced Librarian                      | \$39.72      | \$41.71      | \$43.80      | \$45.99      | \$48.29      | \$50.70      |
| Experienced Librarian (monthly)            | \$6,454.50   | \$6,777.88   | \$7,117.50   | \$7,473.38   | \$7,847.13   | \$8,238.75   |
| Experienced Librarian (annual)             | \$77,454.00  | \$81,334.50  | \$85,410.00  | \$89,680.50  | \$94,165.50  | \$98,865.00  |
|  |              |              |              |              |              |              |
| Librarian                                  | \$35.75      | \$37.54      | \$39.42      | \$41.39      | \$43.46      | \$45.63      |
| Librarian (monthly)                        | \$5,809.38   | \$6,100.25   | \$6,405.75   | \$6,725.88   | \$7,062.25   | \$7,414.88   |
| Librarian (annual)                         | \$69,712.50  | \$73,203.00  | \$76,869.00  | \$80,710.50  | \$84,747.00  | \$88,978.50  |
|  |              |              |              |              |              |              |
| Library Specialist                         | \$30.38      | \$31.90      | \$33.50      | \$35.18      | \$36.94      | \$38.79      |
| Library Specialist (monthly)               | \$4,936.75   | \$5,183.75   | \$5,443.75   | \$5,716.75   | \$6,002.75   | \$6,303.38   |
| Library Specialist (annual)                | \$59,241.00  | \$62,205.00  | \$65,325.00  | \$68,601.00  | \$72,033.00  | \$75,640.50  |
|  |              |              |              |              |              |              |
| Library Assistant II                       | \$27.35      | \$28.72      | \$30.16      | \$31.67      | \$33.25      | \$34.91      |
| Library Assistant II (monthly)             | \$4,444.38   | \$4,667.00   | \$4,901.00   | \$5,146.38   | \$5,403.13   | \$5,672.88   |
| Library Assistant II (annual)              | \$53,332.50  | \$56,004.00  | \$58,812.00  | \$61,756.50  | \$64,837.50  | \$68,074.50  |
|  |              |              |              |              |              |              |
| Library Assistant I                        | \$24.62      | \$25.85      | \$27.14      | \$28.50      | \$29.93      | \$31.42      |
| Library Assistant I (monthly)              | \$4,000.75   | \$4,200.63   | \$4,410.25   | \$4,631.25   | \$4,863.63   | \$5,105.75   |
| Library Assistant I (annual)               | \$48,009.00  | \$50,407.50  | \$52,923.00  | \$55,575.00  | \$58,363.50  | \$61,269.00  |
|  |              |              |              |              |              |              |
| Library Page (Step 1-min. wage)            | \$16.00      | \$16.80      | \$17.64      | \$18.52      | \$19.45      | \$20.42      |
| Library Page (Step 6-market)               | \$16.85      | \$17.69      | \$18.57      | \$19.50      | \$20.48      | \$22.15      |

New classifications/titles shown in Red



**DATE:** May 20, 2024  
**TO:** Library Board of Trustees  
**FROM:** Crystal Duran, Library Director  
**SUBJECT:** Proposed FY24-25 Budget

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FY23-24 was a successful year for the Library, marked by completing two significant milestones: adopting a three-year strategic plan and retiring the debt obligation from the library expansion. Over the last year, the library expanded its program offerings; it hosted well-known authors, including Mark Bittman, Obi Kauffman, and Alka Joshi, and broadened its Library of Things to include ukuleles and chess sets. The Library also conducted a compensation study to ensure competitive pay with local industry standards and support succession planning.

FY24-25 builds on the success of the previous year. The proposed budget assumes revenues at a conservative value based on estimates from the County and previous FY trends. Expenses were evaluated based on previous years' spending and consideration of any new activities. The draft budget includes a new narrative section that outlines strategic plan activities in the FY.

#### FY24-25 Highlights

- Property tax estimates provided by the County in March 2024 represent a 4.7% projected increase from FY23-24.
- The estimated ERAF excess is based on a proposal in the Governor's FY24-25 Budget to allocate additional ERAF to Charter Schools, thereby reducing the library's anticipated ERAF amount.
- Total Revenue of \$3,492,005 and **\$3,362,105** operating revenue after bond repayment obligations. Total Operating Expenditures of **\$3,346,376**.
- An additional Unfunded Accrued Liability (UAL) payment of \$25K, similar to FY23-24.
- New for FY24-25 is a 1% contribution to reserves based on operating revenue (budget key 8890).
- Personnel expenditures account for 18.2 FTE, including a new full-time accounting technician.

Draft budget attachments include the Summary Detail Budget, Salary Schedule, and organizational chart.



## DRAFT FY 2024-2025 BUDGET

The Belvedere Tiburon Library was established in 1997 through a Joint Powers Agreement between the City of Belvedere and the Town of Tiburon. The Library Agency Board comprises seven trustees appointed by the City and Town, with one trustee representing the Reed Union School District. The Library's mission is to nurture curiosity, spark connections, and foster lifelong learning.

The Library serves approximately 11,000 residents across Tiburon and Belvedere. A recent renovation and expansion in 2022 increased the library to approximately 20,000 sq. ft. with dedicated meeting rooms, a teen library, a makerspace, an onsite used book store, and a more extensive program space. The Library holds approximately 51,000 physical items, including books, DVDs, audiobooks, magazines, laptops, and hotspots for lending. Its Library of Things circulates museum passes, ukuleles, hiking kits, chess sets, and repair kits. Cardholders enjoy shared access to physical and digital materials from seven public libraries and two academic libraries in Marin County through MARINet, a regional consortium. The Library is supported primarily through property taxes, a parcel tax, excess Educational Revenue Augmentation Funds (ERAF), and grants from public and private entities.

In 2024, the Library adopted a three-year strategic plan responsive to community needs and interests and reaffirmed its commitment to providing quality service. The proposed budget maintains open business hours seven days a week, access to print and digital materials, programs for all ages, and dedicated 18.2 FTE staffing of librarians and paraprofessionals. In alignment with the 2024-2026 Strategic Plan, the following activities will be addressed in the fiscal year:

### FY24-25 Goals and Major Activities

**Strategic Plan Cornerstone: Each Other**

**Impact: The Library is a warm, welcoming space for neighbors to connect.**

- A. Expand the breadth, depth, and diversity of programs for all ages
  - a. Resume children and youth library programs to 85% of pre-closure levels and include programs for parents
  - b. Present two new stakeholder-suggested programs for adults
  - c. Host Family Code weekend events and Open Studio programs for local artists in the Makerspace
- B. Promote skill and leadership development for teens by hosting quarterly teen skill-building workshops.
- C. Improve usability and wayfinding throughout the building by installing new signage, moving segments of the collection, relocating furniture, and displaying community information.

- D. Work with partners to leverage resources and create large-scale community events, including a Mini Maker Fair and cultural activities.
- E. Host and livestream two performances on the Library's plaza.

#### Strategic Plan Cornerstone: **Your Library**

**Impact: The Library delivers responsive services to the community.**

- A. Empower patrons to be tech-savvy by increasing digital literacy workshops, hosting drop-in tech help, and implementing a Maker Badges curriculum.
- B. Promote reading recommendations and research assistance by distributing monthly reading lists and improving the appointment process.
- C. Leverage evaluation tools to create responsive, quality programs and evaluate 5% of all programs.
- D. Promote the library with community events, including at Juneteenth, local safety preparedness, and other holiday and cultural events.
- E. Partner with various organizations to host activities outside the Library, including a Story Walk and pop-up Makerspaces.
- F. Build community awareness of Library resources and successes through all-resident mailers, monthly digital newsletters, and video tutorials.
- G. Improve the Library's organizational health by updating the Employee Handbook and relevant policies, establishing departmental goals, increasing professional development opportunities, and implementing an improved performance management system.

#### Strategic Plan Cornerstone: **Community**

**Impact: The Library partners with organizations to leverage resources.**

- A. Partner with organizations that support the Library's mission, such as the Audubon, Hilarita, Landmarks, and Ranch recreational services.
- B. Continue progress toward Sustainable Library Certification by addressing building and operations through a sustainability lens and establishing relevant procedures.
- C. Facilitate relationship-building with the Rotary Club and other organizations by hosting collaborative sessions on local issues.

#### Strategic Plan Cornerstone: **Culture**

**Impact: The Library connects community members to resources, expertise, and opportunities.**

- A. Improve the discoverability of the collection with displays, recommendations, and themed lists and increase circulation to 85% of pre-closure levels.
- B. Explore strategies to meet the demand for digital titles at the local and regional levels.
- C. Launch a new Arts & Crafts station and increase Makerspace use by 10%.
- D. Spotlight local talent through the art gallery, Meet a Maker program series, and other informative programs.

|                               |                                      | 2023/2024        | 03/20/24         | 2024/2025        | % Change    |  |
|-------------------------------|--------------------------------------|------------------|------------------|------------------|-------------|--|
|                               |                                      | Approved         | FY2023/2024      | Proposed         | over FY24   |  |
|                               |                                      | Budget           | Projection       | Budget           | Budget      | Account Description Detail:  |
|                               |                                      |                  |                  |                  |             | Needs Review   |
| <b>OPERATING REVENUES</b>     |                                      |                  |                  |                  |             |  |
| 5010                          | Basic Library Tax*                   | 2,435,052        | 2,468,500        | 2,550,649        | 4.7%        | Based on County Estimates  |
| 5020                          | Parcel Tax                           | 275,000          | 275,000          | 275,000          | 0.0%        | Library Original 1996 Bond Tax of \$66 per Parcel  |
| 5025                          | ERAF                                 | 530,000          | 565,773          | 530,000          | 0.0%        | ERAF - Estimate based on County Letter to Cities   |
| 5032                          | BTLF Grants                          | 175,000          | 250,000          | 70,000           | -60.0%      | Per Foundation Letter of 3/20/2024   |
| 5033                          | Program Grants                       | 15,000           | 8,170            | 8,000            | -46.7%      | Grants for specific projects - TPF, State Library, NorthNet                                  |
| 5040                          | Book Fines & Reserves                | 500              | 1,889            | 500              | 0.0%        | Hold/Damages Fees and Lost Books   |
| 5050                          | Book Sales                           | -                | 0                | -                |             | In-Library sales of donated books  |
| 5065                          | Reference Desk Income                | 250              | 109              | 250              | 0.0%        | Misc. supplies   |
| 5070                          | Commission on Copier                 | 500              | 771              | 500              | 0.0%        | Funds from Public Copiers  |
| 5090                          | Other Revenue                        | 7,200            | 7,106            | 7,106            | -1.3%       | EV Charging Stations   |
| 5099                          | Interest Income                      | 50,000           | 83,502           | 50,000           | 0.0%        | LAIF and Mechanics Savings Cash Projection   |
|                               | <b>Total Operating Revenue</b>       | <b>3,488,502</b> | <b>3,660,820</b> | <b>3,492,005</b> | <b>0.1%</b> |  |
| 8915                          | Principal Repayment                  | (95,000)         | (95,000)         | (100,000)        | 5.3%        | From Bond Amortization Schedule  |
| 8910                          | Bond Interest                        | (21,750)         | (21,750)         | (15,900)         | -26.9%      | From Bond Amortization Schedule  |
| 8920                          | Fiscal Agent Fees                    | (12,500)         | (13,268)         | (14,000)         | 12.0%       | Four NBS Payments of approx \$2.5K plus One USBank Payment of \$2.5K                         |
|                               | <b>Total Operating Debt Service</b>  | <b>(129,250)</b> | <b>(130,018)</b> | <b>(129,900)</b> | <b>0.5%</b> |  |
|                               | <b>Total Revenue after Debt Serv</b> | <b>3,359,252</b> | <b>3,530,802</b> | <b>3,362,105</b> | <b>0.1%</b> |  |
| <b>OPERATING EXPENDITURES</b> |                                      |                  |                  |                  |             |  |
| <b>Personnel</b>              |                                      |                  |                  |                  |             |  |
| 7010                          | Salaries & Wages                     | 1,364,051        | 1,265,184        | 1,409,856        | 3.4%        | 13.5 FTE   |
| 7015                          | Medical Reimbursement                | 21,600           | 19,826           | 21,600           | 0.0%        | Up to \$225 per month for CalPERS employees if maximum Health Premium Allowance is not used  |
| 7020                          | Part-Time Wages                      | 344,113          | 214,211          | 303,396          | -11.8%      | 4.7 FTE  |
|                               | <b>Subtotal Salaries &amp; Wages</b> | <b>1,729,764</b> | <b>1,499,221</b> | <b>1,734,851</b> | <b>0.3%</b> | <b>18.2 FTE</b>  |
| 7100                          | PERS Retirement Benefits             | 240,299          | 211,821          | 277,377          | 15.4%       | CalPERS FY25 normal %'s + required Unfunded Accrued Liability pymt of \$138,980              |
| 7105                          | 115 Trust                            |                  |                  | 25,000           |             | OPEB UAL additional payment (in line 7115 in previous FY)                                    |
| 7110                          | PERS Health Benefits                 | 222,540          | 210,270          | 244,716          | 10.0%       | Health, Dental, LTD, Life for Active Employees   |
| 7115                          | OPEB Health Obligation               | 34,060           | 35,334           | 10,200           | -70.1%      | \$159/month for 5 Retirees plus \$65/month former director contract                          |
| 7120                          | Worker's Comp Insurance              | 8,014            | 7,789            | 8,036            | 0.3%        | Based on all Clerical Salaries   |
| 7125                          | Employment Practices Insurance       | 5,400            | 5,400            | 5,400            | 0.0%        | Insurance Coverage through SDRMA included in total package                                   |
| 7130                          | Payroll Tax Expense                  | 46,103           | 39,415           | 43,653           | -5.3%       | Medicare (All EE's) and Social Security (Part-Time EE's), Based on Salaries & Wages Subtotal |
| 7140                          | Unemployment                         | -                | 0                | -                |             |  |
| 7200                          | Professional Development             | 15,200           | 4,402            | 8,000            | -47.4%      | Approx. three conferences, memberships, local and virtual workshops                          |
| 7210                          | Staffing Recruitment                 | 500              | 1,168            | 500              |             | Ads for Staffing   |
|                               | <b>Total Personnel</b>               | <b>2,301,880</b> | <b>2,014,820</b> | <b>2,357,733</b> | <b>2.4%</b> |  |
|                               |                                      | <b>66%</b>       | <b>55%</b>       | <b>68%</b>       |             | <b>Personnel % of Total Revenue</b>  |

|   |   | 2023/2024      | 03/20/24       | 2024/2025      | % Change      |  |
|---|---|----------------|----------------|----------------|---------------|--|
|   |   | Approved       | FY2023/2024    | Proposed       | over FY24     |  |
|   |   | Budget         | Projection     | Budget         | Budget        | Account Description Detail:  |
|   |   |                |                |                |               | Needs Review   |
| <b>Circulation Materials &amp; Data</b> |   |                |                |                |               |  |
| 7601                                    | Books & Other Materials                       | 125,000        | 98,956         | 90,000         | -28.0%        | Print and other Physical Media   |
| 7602                                    | Processing Costs & Fees                       | 7,000          | 9,370          | 7,000          | 0.0%          | Book and Media covering, labeling, taping  |
| 7603                                    | Supplies-Processing                           | 3,000          | 3,974          | 3,000          | 0.0%          | Tape, Cases, Covers for processing and repair in library   |
| 7606                                    | Digital content                               | 60,000         | 64,080         | 70,000         | 16.7%         | e-Book purchases, Database subscriptions, and Platform subscriptions for Patron Use                  |
| 7607                                    | Consortium Costs                              | 100,000        | 111,955        | 112,000        | 12.0%         | Marinet + Northnet   |
|   |   |                |                |                |               |  |
|   | <b>Total Circulation Materials &amp; Data</b> | <b>295,000</b> | <b>288,335</b> | <b>282,000</b> | <b>-4.4%</b>  |  |
|   |   | 8%             | 8%             | 8%             |               | Circulation Materials & Data % of Total Revenue  |
| <b>Technology Infrastructure</b>        |   |                |                |                |               |  |
| 8020                                    | Online Services                               | 10,000         | 10,783         | 11,000         | 10.0%         | Marin IT monthly backups , Movie Licensing, OCLC Cataloging + ILL, IT Software for Staff Support Use |
| 8035                                    | Computers & Equipment                         | 5,000          | 8,215          | 5,000          | 0.0%          | Updated self-check system  |
| 8040                                    | Technical Support                             | 66,924         | 34,299         | 39,732         | -40.6%        | Marin IT Contract \$3,311 monthly  |
| 8070                                    | IT Infrastructure                             | 18,000         | 30,180         | 31,200         | 73.3%         | Back Office Technology Support (Separated from 7606 and 8020)  |
| 8071                                    | Website maintenance                           | 21,500         | 7,087          | 10,000         | -53.5%        | Project 6 Website Updates and Support Plus Domain  |
|   |   |                |                |                |               |  |
|   | <b>Total Technology Infrastructure</b>        | <b>121,424</b> | <b>90,564</b>  | <b>96,932</b>  | <b>-20.2%</b> |  |
|   |   | 3%             | 2%             | 3%             |               | Technology Infrastructure % of Total Revenue   |
| <b>Program Services &amp; Supplies</b>  |   |                |                |                |               |  |
| 8210                                    | Copier Expenses                               | 19,284         | 16,925         | 15,520         | -19.5%        | Monthly Lease \$1,210 plus annual copy overage allowance of \$1,000                                  |
| 8220                                    | Postage & Freight                             | 7,000          | 3,135          | 3,500          | -50.0%        | Postage Meter Lease, Inter-Library Loan and Misc Postage   |
| 8225                                    | Public Relations                              | 30,000         | 20,591         | 30,000         | 0.0%          | Marketing materials, advertisements, collateral  |
| 8230                                    | Office Supplies                               | 10,000         | 6,661          | 7,000          | -30.0%        | Toner, paper, and general office supplies  |
| 8240                                    | Adult Programs and Supplies                   | 17,000         | 16,914         | 18,500         | 8.8%          | Program supplies, speaker/vendor fees, premier programming   |
| 8250                                    | Children's Programs                           | 19,450         | 14,071         | 18,500         | -4.9%         | Program supplies, performers, summer reading program   |
| 8251                                    | Young Adult Programs                          | 9,500          | 6,014          | 4,500          | -52.6%        | Teen Arts, Reading, Programs   |
| 8260                                    | Telephone                                     | 14,600         | 13,712         | 14,600         | 0.0%          | TPX Services   |
| 8270                                    | AV Equipment & Peripherals                    | 5,000          | 0              | 5,000          | 0.0%          | Conference Rooms Audio Visual Updates & Maintenance  |
| 8280                                    | Maker Space Programs                          | 18,000         | 18,712         | 11,000         | -38.9%        | Robotics, Virtual Reality, 3D printing, presenters and program supplies                              |
| 8290                                    | Technology Training Programs                  | 7,000          | 3,650          | 4,000          | -42.9%        | Digital literacy presenters and program supplies   |
|   |   |                |                |                |               |  |
|   | <b>Total Program Services &amp; Supplies</b>  | <b>156,834</b> | <b>120,385</b> | <b>132,120</b> | <b>-15.8%</b> |  |
|   |   | 4%             | 3%             | 4%             |               | Program Services & Supplies % of Total Revenue   |



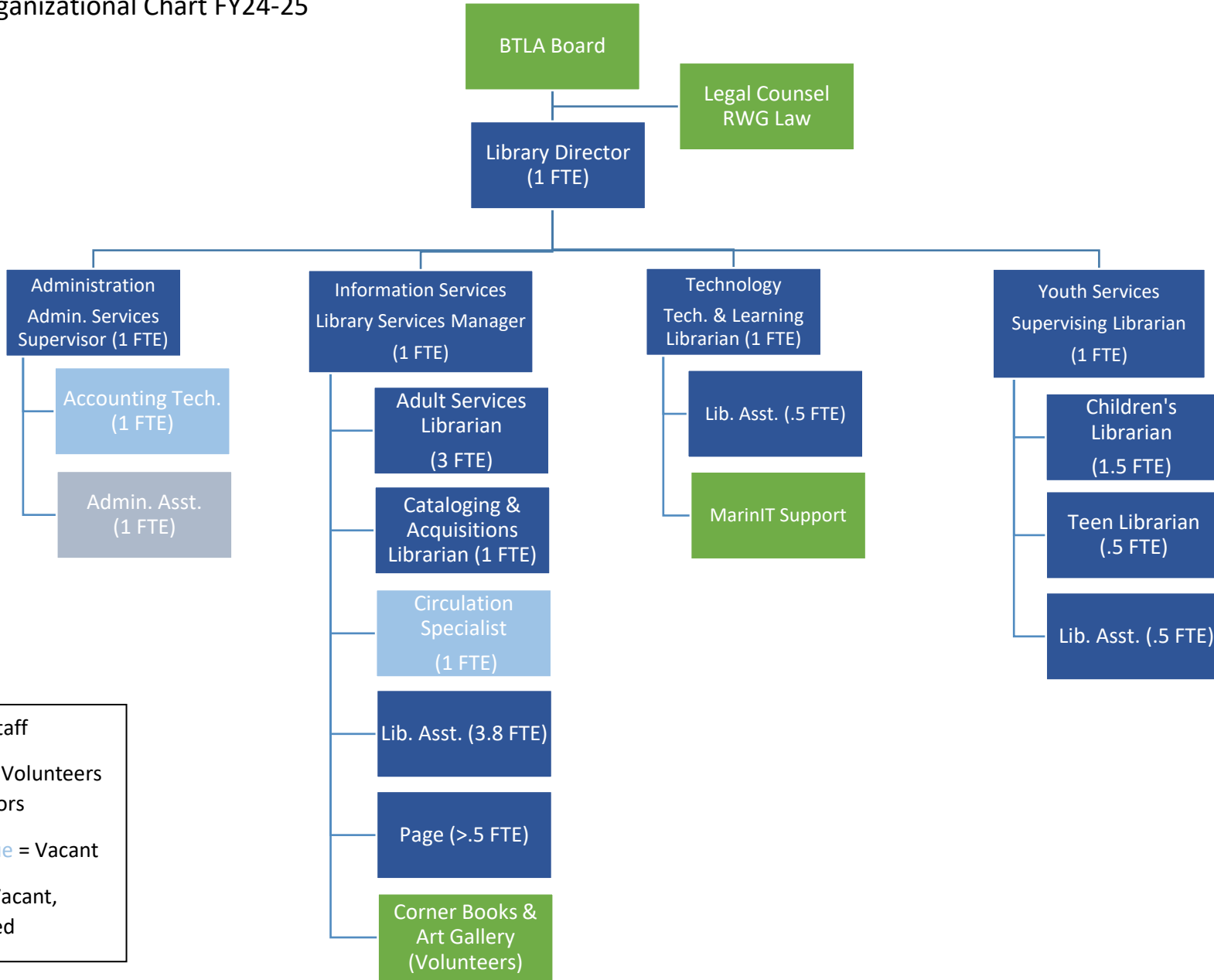
|                                     |                                      | 2023/2024        | 03/20/24         | 2024/2025        | % Change     |  |
|-------------------------------------|--------------------------------------|------------------|------------------|------------------|--------------|--|
|                                     |                                      | Approved         | FY2023/2024      | Proposed         | over FY24    |  |
|                                     |                                      | Budget           | Projection       | Budget           | Budget       | Account Description Detail:  |
|                                     |                                      |                  |                  |                  |              | Needs Review   |
| <b>Building Expenses</b>            |                                      |                  |                  |                  |              |  |
| 8410                                | Insurance                            | 140,000          | 112,975          | 125,000          | -10.7%       | Property and Liability: Including Earthquake   |
| 8430                                | Building Maintenance Incidental      | 24,800           | 44,086           | 17,500           | -29.4%       | Incidental Maintenance and Repair (Regular Maintenance Contracts on Line 8492), Holiday Lighting       |
| 8440                                | Grounds Maintenance                  | 11,100           | 11,792           | 18,000           | 62.2%        | Town of Tiburon Agreement  |
| 8450                                | Janitorial Expense                   | 60,000           | 54,409           | 60,000           | 0.0%         | Contract \$4,437 monthly plus special requests   |
| 8460                                | Custodial Supplies                   | 9,000            | 4,005            | 9,000            | 0.0%         | Janitorial Supplies  |
| 8480                                | Trash                                | 4,873            | 3,376            | 5,360            | 10.0%        | Mill Valley Refuse   |
| 8490                                | Electricity/Gas                      | 80,000           | 69,617           | 80,000           | 0.0%         | PG&E - Building  |
| 8491                                | Parking                              | 11,040           | 8,287            | 6,240            | -43.5%       | Staff Parking \$1,560 per Quarter  |
| 8492                                | Building Maintenance Contracts       | 8,400            | 9,297            | 13,000           | 54.8%        | Mat Service, Security, HVAC maint, Pest Control, Fire Extg & First Aid, Backflow Testing, Gutter Maint |
| 8493                                | EV Public Charging Stations          | 3,000            | 13,780           | 9,600            | 220.0%       | PG&E Cost for EV plus EV subscription (Prior year included \$5,000 3-year subscription)                |
| 8500                                | Water                                | 9,900            | 4,528            | 7,500            | -24.2%       | MMWD   |
| 8501                                | Furniture & Fixtures                 | -                | 0                | 10,000           |              | Storage/filing cabinets, shelving, work table/desk, misc.  |
| <b>Total Building Expense</b>       |                                      | <b>362,113</b>   | <b>336,152</b>   | <b>361,200</b>   | <b>-0.3%</b> |  |
|                                     |                                      | <b>10%</b>       | <b>9%</b>        | <b>10%</b>       |              | <b>Building Expense % of Total Revenue</b>   |
| <b>Agency Administration</b>        |                                      |                  |                  |                  |              |  |
| 8810                                | Bank Charges                         | 1,000            | 71               | 500              | -50.0%       | LAIF Wire Fees, Bank Charge for Audit Confirms   |
| 8815                                | Credit Card Charges                  | 2,000            | 683              | 800              | -60.0%       | Visa and AMEX and Square use and discount fees for patron fees paid by credit card                     |
| 8820                                | Cash Short/(Over)                    | 120              | (5)              | 120              | 0.0%         | Weekly Cash Register Count Variance  |
| 8830                                | Accounting                           | 10,300           | 7,843            | 8,000            | -22.3%       | City of Belvedere Contract, ADP Payroll  |
| 8835                                | Auditing                             | 34,000           | 31,760           | 33,350           | -1.9%        | Maze Associates Audit; Bartel & Co. OPEB Actuarial, CalPERS Pension Actuarial                          |
| 8840                                | Consulting and Legal Services        | 65,000           | 94,620           | 35,000           | -46.2%       | Consultant services for legal, HR, policy issues   |
| 8850                                | Staff, Volunteer & Board Recognition | 5,000            | 7,942            | 5,000            | 0.0%         | Agency, Staff, and Volunteer appreciation activities and supplies                                      |
| 8890                                | Contribution to Reserves             | -                | -                | 33,621           | n/a          | Reserves for Insurance, Building, and Pension/OPEB Funding (1% of Revenue after Debt Service)          |
| <b>Total Agency Administration</b>  |                                      | <b>117,420</b>   | <b>142,914</b>   | <b>116,391</b>   | <b>-0.9%</b> |  |
|                                     |                                      | <b>3%</b>        | <b>4%</b>        | <b>3%</b>        |              | <b>Agency Administration % of Total Revenue</b>  |
| <b>Total Operating Expenses</b>     |                                      | <b>3,354,671</b> | <b>2,993,170</b> | <b>3,346,376</b> | <b>-0.2%</b> |  |
|                                     |                                      | <b>96%</b>       | <b>82%</b>       | <b>96%</b>       |              | <b>Total Operating Expenses % of Total Revenue</b>   |
| <b>Net Operating Revenue (Loss)</b> |                                      | <b>4,581</b>     | <b>537,632</b>   | <b>15,729</b>    |              |  |

|   |  | 2023/2024        | 03/20/24           | 2024/2025    | % Change  |  |
|---|--|------------------|--------------------|--------------|-----------|--|
|   |  | Approved         | FY2023/2024        | Proposed     | over FY24 |  |
|   |  | Budget           | Projection         | Budget       | Budget    | Account Description Detail:  |
|   |  |                  |                    |              |           | Needs Review   |
| <b>Beginning Cash Balance - All Funds</b>             |  | \$ 4,765,061     | \$ 4,765,061       | \$ 2,840,076 |           | Projected & Budgeted / Actual / Projected  |
| <b>Net Operating Revenue (Loss) from above</b>        |  | 4,581            | 537,632            | 15,729       |           | Net Inflow (outflow): Outflow will use Operating Reserve   |
| <b>Non-Operating Transfers &amp; Expenses</b>         |  |                  |                    |              |           |  |
| <b>Transfer from General Fund to Building Reserve</b> |  |                  |                    |              |           |  |
| Res   | Transfer from Oper to Bldg Res           | 0                |                    | 0            |           |  |
|   | Transfer from OPER to Insurance Res      | 0                |                    | 0            |           |  |
| <b>Uses of Reserves</b>                               |  |                  |                    |              |           |  |
| 9010  | Bldg Res - Technology & Equipment        |                  | (11,048)           |              |           |  |
| 9020  | Bldg Res - Furniture & Fixtures          |                  | 0                  |              |           |  |
| 8930/5  | Oper Res -Expansion LOC Prin & Int       | (192,000)        | (3,034,961)        |              |           |  |
| 8935  | Expansion Funds - LOC Prin               | (600,000)        |                    |              |           |  |
|   | <b>Total use of Reserves</b>             | <b>(792,000)</b> | <b>(3,046,009)</b> | <b>-</b>     |           | <b>Net Outflow</b>   |
| <b>Expansion Activity</b>                             |  |                  |                    |              |           |  |
|   | Projected Grants                         |                  | 207,428            |              |           |  |
|   | Use of Agency Reserve                    |                  |                    | -            |           |  |
|   | Projected Borrowing                      |                  | 0                  |              |           |  |
|   | Expansion Expenditures                   |                  | (102,251)          |              |           | Includes projected additional \$30,000   |
|   | <b>Total Expansion Activity</b>          | <b>0</b>         | <b>105,177</b>     | <b>0</b>     |           |  |
| <b>NOTE</b>   | <b>Balance Sheet Activity (for cash)</b> | (70,000)         | 474,146            |              |           | <b>Year End Accruals which change the timing of the effect of expenses on cash</b>   |
| <b>Designated Fund Activity</b>                       |  |                  |                    |              |           |  |
|   | Receipts                                 | 26,314           | 7,182              | 8,176        |           | Snelling and Epstein Only  |
|   | Expenditures                             | (30,278)         | (3,113)            | (5,000)      |           | Snelling and Epstein Only  |
|   | <b>Net Designated Fund In(Out)Flow</b>   | <b>(3,964)</b>   | <b>4,069</b>       | <b>3,176</b> |           |  |
| <b>Rounding</b>                                       |  |                  |                    |              |           |  |
| <b>Projected Ending Cash Balance - All Funds</b>      |  | \$ 3,903,678     | \$ 2,840,076       | \$ 2,858,981 |           | <b>Note: These are June 30 All Funds Cash Balances. Some restricted, and funds drop much lower in Nov. Low point FY24 (Dec 2023) without Expansion funds was \$2,569,292, with \$1,971,025 unrestricted.</b> |

**BELVEDERE-TIBURON LIBRARY**  
**RECOMMENDED SALARY SCHEDULE w/3% COLA**

| CLASSIFICATIONS                               | SALARY STEPS |              |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
|   | Step 1       | Step 2       | Step 3       | Step 4       | Step 5       | Step 6       |
| <b>ADMINISTRATION CLASSIFICATIONS</b>         |              |              |              |              |              |              |
| Library Director                              | \$78.81      | \$82.76      | \$86.90      | \$91.25      | \$95.81      | \$100.60     |
| Library Director (monthly)                    | \$12,806.63  | \$13,448.50  | \$14,121.25  | \$14,828.13  | \$15,569.13  | \$16,347.52  |
| Library Director (annual)                     | \$153,679.50 | \$161,382.00 | \$169,455.00 | \$177,937.50 | \$186,829.50 | \$196,170.20 |
| <b>Library Services Manager</b>               | \$55.18      | \$57.94      | \$60.84      | \$63.88      | \$67.07      | \$70.42      |
| <b>Library Services Manager (monthly)</b>     | \$8,966.75   | \$9,415.25   | \$9,886.50   | \$10,380.50  | \$10,898.88  | \$11,443.25  |
| <b>Library Services Manager (annual)</b>      | \$107,601.00 | \$112,983.00 | \$118,638.00 | \$124,566.00 | \$130,786.50 | \$137,319.00 |
| <b>Administrative Services Supv</b>           | \$46.89      | \$49.23      | \$51.69      | \$54.27      | \$56.98      | \$59.83      |
| <b>Administrative Services Supv (monthly)</b> | \$7,619.63   | \$7,999.88   | \$8,399.63   | \$8,818.88   | \$9,259.25   | \$9,722.38   |
| <b>Administrative Services Supv (annual)</b>  | \$91,435.50  | \$95,998.50  | \$100,795.50 | \$105,826.50 | \$111,111.00 | \$116,668.50 |
| <b>Accounting Technician</b>                  | \$37.92      | \$39.82      | \$41.81      | \$43.90      | \$46.10      | \$48.41      |
| <b>Accounting Technician (monthly)</b>        | \$6,162.00   | \$6,470.75   | \$6,794.13   | \$7,133.75   | \$7,491.25   | \$7,866.63   |
| <b>Accounting Technician (annual)</b>         | \$73,944.00  | \$77,649.00  | \$81,529.50  | \$85,605.00  | \$89,895.00  | \$94,399.50  |
| <b>Administrative Assistant</b>               | \$32.24      | \$33.85      | \$35.54      | \$37.32      | \$39.19      | \$41.15      |
| <b>Administrative Assistant (monthly)</b>     | \$5,239.00   | \$5,500.63   | \$5,775.25   | \$6,064.50   | \$6,368.38   | \$6,686.88   |
| <b>Administrative Assistant (annual)</b>      | \$62,868.00  | \$66,007.50  | \$69,303.00  | \$72,774.00  | \$76,420.50  | \$80,242.50  |
| <b>LIBRARY CLASSIFICATIONS</b>                |              |              |              |              |              |              |
| <b>Supervising Librarian - Youth Services</b> | \$49.66      | \$52.14      | \$54.75      | \$57.49      | \$60.36      | \$63.38      |
| <b>Supervising Librarian (monthly)</b>        | \$8,069.75   | \$8,472.75   | \$8,896.88   | \$9,342.13   | \$9,808.50   | \$10,299.25  |
| <b>Supervising Librarian (annual)</b>         | \$96,837.00  | \$101,673.00 | \$106,762.50 | \$112,105.50 | \$117,702.00 | \$123,591.00 |
| <b>Experienced Librarian</b>                  | \$39.72      | \$41.71      | \$43.80      | \$45.99      | \$48.29      | \$50.70      |
| <b>Experienced Librarian (monthly)</b>        | \$6,454.50   | \$6,777.88   | \$7,117.50   | \$7,473.38   | \$7,847.13   | \$8,238.75   |
| <b>Experienced Librarian (annual)</b>         | \$77,454.00  | \$81,334.50  | \$85,410.00  | \$89,680.50  | \$94,165.50  | \$98,865.00  |
| <b>Librarian</b>                              | \$35.75      | \$37.54      | \$39.42      | \$41.39      | \$43.46      | \$45.63      |
| <b>Librarian (monthly)</b>                    | \$5,809.38   | \$6,100.25   | \$6,405.75   | \$6,725.88   | \$7,062.25   | \$7,414.88   |
| <b>Librarian (annual)</b>                     | \$69,712.50  | \$73,203.00  | \$76,869.00  | \$80,710.50  | \$84,747.00  | \$88,978.50  |
| <b>Library Specialist</b>                     | \$30.38      | \$31.90      | \$33.50      | \$35.18      | \$36.94      | \$38.79      |
| <b>Library Specialist (monthly)</b>           | \$4,936.75   | \$5,183.75   | \$5,443.75   | \$5,716.75   | \$6,002.75   | \$6,303.38   |
| <b>Library Specialist (annual)</b>            | \$59,241.00  | \$62,205.00  | \$65,325.00  | \$68,601.00  | \$72,033.00  | \$75,640.50  |
| <b>Library Assistant II</b>                   | \$27.35      | \$28.72      | \$30.16      | \$31.67      | \$33.25      | \$34.91      |
| <b>Library Assistant II (monthly)</b>         | \$4,444.38   | \$4,667.00   | \$4,901.00   | \$5,146.38   | \$5,403.13   | \$5,672.88   |
| <b>Library Assistant II (annual)</b>          | \$53,332.50  | \$56,004.00  | \$58,812.00  | \$61,756.50  | \$64,837.50  | \$68,074.50  |
| <b>Library Assistant I</b>                    | \$24.62      | \$25.85      | \$27.14      | \$28.50      | \$29.93      | \$31.42      |
| <b>Library Assistant I (monthly)</b>          | \$4,000.75   | \$4,200.63   | \$4,410.25   | \$4,631.25   | \$4,863.63   | \$5,105.75   |
| <b>Library Assistant I (annual)</b>           | \$48,009.00  | \$50,407.50  | \$52,923.00  | \$55,575.00  | \$58,363.50  | \$61,269.00  |
| <b>Library Page</b>                           | \$16.85      | \$17.69      | \$18.57      | \$19.50      | \$20.48      | \$22.15      |

New classifications/titles shown in Red



Blue = Staff  
 Green = Volunteers or Vendors  
 Light blue = Vacant  
 Grey = Vacant, Unfunded

**BTLA Board** – Sets policy, develops and oversees budget and expenditures, oversees Library Director. Appointed by and reports to Town and City Councils.

**Legal Counsel** – Represents BTLA and provides legal counsel to BTLA and Library Director on issues of governance, HR and personnel issues, contracts, etc. Retained by BTLA.

**Library Director** – Oversight and administration of the library and public services, including developing long-range plans and policies, overseeing personnel, budget expenditures, programming, collection development, and customer services. Reports to BTLA Board.

**Administrative Services Supervisor\*** – Formerly Finance, HR, and Administrative Manager – Oversees and coordinates the work of admin. staff, including fiscal and accounting functions, human resources, and complex administrative functions. Serves as Board clerk and assists the Library Director. Reports to the Library Director.

**Accounting Technician\*** – Responsible for accounting and fiscal activities and systems including payroll, accounts payable, and contract administration. Reports to the Admin. Services Supervisor.

**Administrative Assistant\*** – Provides administrative and technical support to the Library Director and others. Supports functions of human resources and serves as back up to the Clerk. Reports to the Admin. Services Supervisor.

**Library Services Manager\*** - Formerly Assistant Library Director – Assists in the daily management of the library, including staffing for service points, adult programming, digital resources, and facility operations. Oversees collection development and maintenance. Assists with special projects and grants. Provides oversight to volunteer operations of the Art Gallery and Corner Books. Reports to the Library Director.

**Adult Services Librarian** — Plan educational and recreational activities and programs for adults. Support the functions of the Information Desk, including providing one-on-one patron assistance, readers' advisory, and technical support. Assist with developing reading lists, topic guides, displays, and collection development as assigned. Acts as Librarian-in-Charge during weekend and evening hours. Reports to Library Services Manager.

**Circulation Specialist** – Responsible for daily operation and personnel management of circulation staff. Assigns tasks in support of access services, troubleshoots problems, and manages meeting room usage. Reports to the Library Services Manager.

**Cataloging and Acquisitions Librarian** — Selects, orders, catalogs, and processes library materials. Liaises with other departments to ensure the collection is current and relevant. Supports the functions of the Information Desk and plans and implements programs as assigned. Reports to the Library Services Manager.

**Library Assistant**– Supports the operation and activities of a service point, including staffing the Circulation Desk, preparing materials for circulation, and providing customer support. Reports to the Circulation Specialist.

**Page** – Sorts, shelves, and retrieves library materials. Assists with materials processing and functions of the Circulation Desk, as assigned. Supports special programs and activities as assigned. Reports to the Circulation Specialist.

**Supervising Librarian for Youth Services\*** – Formerly Youth Services Manager – Oversees the daily operations and personnel for the children's and teens' service areas, including materials selection, programming, and outreach. Reports to the Library Director.

**Children's Librarian** – Provides reference, readers' advisory, programming, and materials selection for children ages 0-12. Staffs the Children's Library and supervises volunteers and interns, as assigned. Reports to the Supervising Librarian for Youth Services.

**Teen Librarian** – Provides reference, readers' advisory, programming, and materials selection for children 12-18. Staffs the Teen Library and supervises volunteers and interns as assigned. Reports to the Supervising Librarian for Youth Services.

**Library Assistant for Youth Services** – Supports the operations of the Children's and Teen Libraries, including preparing program materials, sorting and organizing materials, and staffing service desks. Reports to the Supervising Librarian for Youth Services.

**Technology and Learning Librarian** – Oversees the Makerspace and related resources and programming. Leads the development and deployment of library-wide technologies, including external IT support. Reports to the Library Director.

**Library Assistant for Technology** - Supports the operations of the Makerspace, including preparing program materials, sorting and organizing materials, and instructing patrons in equipment use. Reports to the Technology and Learning Librarian.

**RESOLUTION NO. 298-2024**

**A RESOLUTION OF THE BELVEDERE-TIBURON LIBRARY AGENCY  
AUTHORIZING THE CLOSURE OF MECHANICS BANK EXPANSION CHECKING  
AND MONEY MARKET BANK ACCOUNTS**

**WHEREAS**, The Library Agency's Investment policy allows for:

Up to 100% of investments with a maximum maturity of 5 years in **U.S. Treasury Securities.**

Up to 50% of investments with a maximum maturity of 2 years in **Certificates of Deposit.**

Up to 100% of investments in the **California Local Agency Investment Fund (LAIF).**

**WHEREAS**, The Agency Maintains a **Mechanics Bank Operating Checking Account.**

**WHEREAS**, The Agency opened a **Wealth Management Account** with Mechanics Bank in August of 2023, the balance of which is currently invested in a Federal Funds Treasury Money Market Account, earning a higher interest rate than the **Mechanics Bank Money Market Account.**

**WHEREAS**, The Library Expansion is substantially complete, with minimal follow-up expenses remaining, and the **Mechanics Bank Expansion Checking** account is no longer necessary for Project receipts and disbursements.

**WHEREAS**, The Agency wishes to maintain its **LAIF Account** for diversity of investments, FDIC limit protection, and convenience.

**WHEREAS**, The Agency wishes to simplify Banking and Accounting Procedures.

**NOW, THEREFORE**, be it resolved by the Belvedere-Tiburon Library Agency that the Library Director is hereby authorized to **close the Mechanics Money Market and the Mechanics Expansion Checking** and **transfer the respective funds to either Mechanics Wealth Management or LAIF** as appropriate.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere Tiburon Library Agency on the 20th day of May, 2024.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

\_\_\_\_\_  
Roxanne Richards, Library Agency Chair

ATTEST:

\_\_\_\_\_  
Kristin Johnson, Clerk of the Board

May 20, 2024





**RESOLUTION NO. 299-2024**  
**A RESOLUTION OF THE BELVEDERE-TIBURON LIBRARY AGENCY**  
**AUTHORIZING THE TRANSFER OF \$250,000 IN BUILDING RESERVE FUNDS TO**  
**THE INSURANCE RESERVE**

**WHEREAS,** The Agency’s Property and Liability Insurance with SDRMA has a deductible of \$500,000 for both Flood and Catastrophic Loss.

**WHEREAS,** The Agency now has a relatively new building as of September 2022.

**WHEREAS,** The Agency book balances as of April 30, 2024 are:

|                   |           |
|-------------------|-----------|
| Building Reserve  | \$303,878 |
| Insurance Reserve | \$250,000 |

**NOW, THEREFORE,** be it resolved by the Belvedere-Tiburon Library Agency that the Library Finance Manager is hereby authorized transfer by general ledger entry \$250,000 from the Building Reserve to the Insurance Reserve, which will leave current book balances at:

|                   |           |
|-------------------|-----------|
| Building Reserve  | \$ 53,878 |
| Insurance Reserve | \$500,000 |

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Belvedere Tiburon Library Agency on the 20th day of May, 2024.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

\_\_\_\_\_  
Roxanne Richards, Library Agency Chair

ATTEST:

\_\_\_\_\_  
Kristin Johnson, Clerk of the Board      May 20, 2024

## **Belvedere-Tiburon Library Agency Future Meeting Dates**

**June 17, 2024**

**July 15, 2024**

**No Meeting in August unless necessary (August 19, 2024)**

**September 16, 2024**

**October 21, 2024**

**November 18, 2024**

**No Meeting in December unless necessary (December 16, 2024)**

**January 27, 2025**

**February 24, 2025**

**March 17, 2025**

**April 21, 2025**

**May 19, 2025**

**All meetings are held on Mondays at 6:15 pm IN PERSON in the Library  
Founder's Room.**