



21 W. Nicolet St.
Banning, CA 92220
(951) 849-3192 (tel.)
(951) 849-6355 (fax)
www.banninglibrarydistrict.org

STAFF REPORT

Meeting Date: December 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 11.3
Title: Authorize the Director to enter into an Agreement with for drywall or lath/plaster work services in the amount not to exceed \$4,350

RECOMMENDATION:

Authorize the Director to enter into an Agreement with for drywall or lath/paster work services in the amount not to exceed \$4,350

BACKGROUND/INFORMATION:

After removing all non-operating AC vents in the Children's Room, staff discovered that work needs to be done to fill the open space left by the vents.

Staff looked into two possible methods to do this and learned that either drywall or lath/plaster work will be sufficient. Latter has some advantages over the former, primarily because lath/plaster is dense, which means it provides some insulation, fire resistance, and soundproofing.

Options:

Option 1: LBC Construction Services.

Total cost \$4,350 for all labor and materials with one (1) year warranty.

Option 2: South Plastering and Lathing

Total cost \$4,000 for all labor and materials with one (1) year warranty.

Option 3: Drywall SD

Total cost \$2,895 for drywall project. No warranty. This option is the most economical out of three options, but drywall work lacks the advantages that lath/paster offers.

Staff recommends Option 2.

FISCAL IMPACT:

The cost will be between \$2,895 to \$4,350.



Pedro Garcia
 Cell: (951)575-0057
 E-mail: pedro@southplasteringlathing.com
 Lic. # 1056982

Estimate

ADDRESS

Kevin Lee
 Banning Library District
 21 West Nicolet Street
 Banning, CA 92220
 United States

SHIP TO

Kevin Lee
 Banning Library District
 21 West Nicolet Street
 Banning, CA 92220
 United States

ESTIMATE # 1149

DATE 12/03/2020

| ACTIVITY | QTY | RATE | AMOUNT |
|--|-----|----------|----------|
| <p>Smooth Finish 8 patches at the building approximately 2.5ft by 7ft large, for an approximate 15.5yards of Smooth Gypsum Finish. Labor consists of removing 2 pieces of wood on each patch, then reinforce existing lathing diamond mesh where needed with concrete nails and screws, followed by a Scratch Coat, Brown Coat and Smooth white gypsum finish.</p> <p>**South Plastering & Lathing warrants the finished project that was contracted for 1 (one) year. Beginning from the date of completion for 1 year following. This warrants the corrections of defects. All discovery of defects shall be notified to the contractor Pedro Garcia by text, e-mail, or letter listing the defects along with picture(s) for a record within the year of warranty. And the warranty corrections shall be fulfilled in a timely manner by the contractor.**</p> | 1 | 4,000.00 | 4,000.00 |

This estimate includes all materials, machinery, tools, and labor needed to complete the stucco work described above in a clean and safe manner upholding the professional builders standards standards.

TOTAL

\$4,000.00

Accepted By

Accepted Date

drywallsd.com

Proposal

FROM: California Quality Drywall Services **Proposal No.** R20-128
P.O. Box 1311, Imperial Beach, CA. 91933
Phone: (951) 565-0555
sam.calqualitydrywall@gmail.com
Lic. # 929361

PROPOSAL SUBMITTED TO:

Name: Banning Library District attn. Kevin Lee
Phone: 951-849-3192 **Date:** 12/1/2020
Email: kevin@banninglibrarydistrict.org
Street: 21 W Nicolet St.
City: Banning
State: California **Zip:** 92220

I propose to furnish all materials and perform all labor necessary to complete the following:

1. **West Wing Room** - Cover the area with plastic, repair patches from heater removal, hang new drywall, tape, mud and texture, clean up, no paint

Plumbing, framing, electrical, and baseboards are not included.

All the work is to be completed in a substantial and workmanlike manner for the sum of Two thousand eight hundred ninety-five dollars (\$2,895). The entire amount of the contract is to be paid upon completion.

ACCEPTANCE

You are hereby authorized to complete the work mentioned in the above proposal for which **Banning Library District attn. Kevin Lee** agrees to pay the amount mentioned in the said proposal and according to the terms thereof.

Signature (**Banning Library District attn. Kevin Lee**) _____ Date

Signature (**Sam Jim**) _____ Date

L.B.C.



CONSTRUCTION SERVICES

GENERAL CONTRACTOR #970940

BEN LOVERIDGE
826 Brookside Ave Suite G
Redlands CA 92373
(909) 335-0166
lbcconstructionservices@hotmail.com

To: **Banning Library c/o Fernando Morales & Kevin Lee**
21 W Nicolet St
Banning CA 92220
(951) 849-3192
Fernandom@banninglibrarydistrict.org
Kevin@banninglibrarydistrict.org

BID PROPOSAL

Interior Remodel:

LBC CONSTRUCTION proposes to: Patch (8) 3' x 7' holes in Children's room, mud tape and texture. Painting is not included. Relocation of plumbing/electrical/HVAC ducting or repair of defective plumbing/electrical/HVAC not included in this estimate unless specified above. Permits not included in this estimate. This estimate includes all labor and material. 1 year warranty included.

\$4,350.00

Authorized Agent for L.B.C.

Date _____

Owner/Agent for Owner

Date _____

Note: Estimated time of completion is 3-4 days. This bid proposal does not extend to other repairs or modifications to be made, whether by verbal agreement or implied, other than the items expressed in this bid. No changes may be made unless specified in writing. Estimates valid for 14 days due to fluctuations in materials cost.



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STAFF REPORT

Meeting Date: December 9, 2020
By: Kevin Lee, District Director
Agenda Item: 11.4
Title: Compensation Study Final Reports and Recommendation

RECOMMENDATION:

That the Board **approve** the salary step schedule to reflect new salary ranges for all classifications to pay all of our staff at the market rate for their position.

BACKGROUND/INFORMATION:

Koff & Associates were hired to complete a compensation study for the District. The goals of the compensation study are to assist the District in developing a competitive pay and benefit plan, which is based upon market data and standards of public agencies.

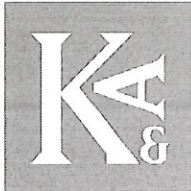
The study revealed Banning Library District's base salaries, overall, in comparison to the market median are on average of 30.0% below the market while District's benefit package is 19.9% below the market. Further, total compensation, overall, in comparison to the market median is an average of 49.9% below the market.

Option 1:

Koff & Associates highly recommends the Banning Library District strive to compensate its employees at the median of the labor market with no changes to medical, dental, and vision.

Option 2:

The Board may approve the salary schedule to reflect the 25th percentile and include full medical, dental, and vision for employees and a tier system for their families.



December 4, 2020

Total Compensation Study Final Report

Banning Library District

KOFF & ASSOCIATES

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December 4, 2020

Mr. Kevin Lee
District Director
Banning Library District
21 West Nicolet Street
Banning, CA 92220

Dear Mr. Lee:

Koff & Associates is pleased to present the Total Compensation Study Final Report to Banning Library District ("Banning"). This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with Banning Library District, and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

Mike Harary

Mike Harary
Project Manager



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Appendix I: Results Summary

Appendix II: Market Compensation Findings and Benefits Detail

Appendix III: Proposed Salary Range Structure

Appendix IV: Salary Range Placement Recommendations



EXECUTIVE SUMMARY

Background

Beginning in September 2020, Koff & Associates (“K&A”) conducted a comprehensive Total Compensation Study for Banning Library District (“Banning” or the “District”). All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

- The concern of the Board of Directors and District management that District employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows Banning to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of the District;
- The desire of management to present an updated salary structure to the Board of Directors; and
- The desire to ensure internal relationships of salaries are based upon objective, non-qualitative evaluation factors, resulting in equity across the District.

The goals of the compensation study are to assist Banning in developing a competitive pay and benefit plan, which is based upon market data, and to ensure the plan is fiscally responsible and meets the needs of Banning with regards to recruitment and retention of qualified staff.

Summary of Findings

This report summarizes the study methodology, analytical tools, and the total compensation (salary and benefits) survey findings. A summary of Total Compensation Study Results, presented in Appendix I, showed:

- Banning’s **base salaries, overall, in comparison to the market median are an average of 30.0% below the market.**
- Banning’s **total compensation, overall, in comparison to the market median is an average of 49.9% below the market.**
- Banning’s benefits package puts the District in a less competitive position (-19.9%) compared to base salaries only. Therefore, salary decisions should be based on base salary market results versus total compensation results and the District should address benefits separately.



STUDY PROCESS

Benchmark Classifications

The study included ten (10) classifications which were selected to collect salary and benefits data within the defined labor market. Classifications we would expect to provide a sufficient sample for analysis were selected as “benchmarks” to use as the basis to build the compensation plan. Benchmark classifications are those classifications that are compared to the market, and these classifications are used as a means of anchoring Banning’s overall compensation plan to the market. Other classifications not surveyed will be included in the compensation plan and aligned to the benchmark classifications using internal equity principles.

The benchmark classifications are listed in Table 1.

Table 1. Benchmark Classifications

| Classification Title |
|------------------------------------|
| 1. Administrative Services Manager |
| 2. Custodian |
| 3. District Director |
| 4. Historian |
| 5. Librarian |
| 6. Library Aide |
| 7. Library Assistant |
| 8. Library Clerk |
| 9. Library Manager |
| 10. Library Technician |

Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison.

- 1. Organizational type and structure** – It is generally recommended that agencies of a similar size and providing similar services to Banning be used as comparators.

When it comes to technical classes, the size of an organization is not as critical, as these classes perform fairly similar work. The difference in size of an organization becomes



more important when comparing classes at the management level. The scope of work and responsibility for management becomes much larger as an organization grows. When it is difficult to find agencies that are similarly sized, it is important to get a good balance of smaller and larger agencies.

2. **Similarity of population served, staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
3. **Scope of services provided** – For most of the classifications, it is important to select agencies providing similar services. Organizations providing the same services are ideal for comparators and most comparator agencies surveyed provide similar services to Banning. Services including local history, interlibrary loans, and operating as a special library district were factored into the comparator agency analysis.
4. **Labor market and geographic location** – In today’s labor market, many agencies are in competition for the same pool of qualified employees. Often, individuals do not live in the communities they serve. The geographic labor market area, where Banning may be recruiting from or losing employees to, was taken into consideration when selecting comparator organizations. Furthermore, by selecting employers within a geographic proximity to Banning, the resulting labor market data generally reflects the region’s cost of living, and other demographic characteristics to the same extent as competing employers to Banning.

All factors mentioned should be considered in selecting the group of comparator agencies.

K&A staff conducted an analysis of the factors noted above for a total of seventeen (17) potential agencies to consider for the market study. Per K&A’s discussion with Banning’s District Director and after approval by the District’s Board, these final twelve (12) comparator agencies were agreed upon for compensation survey purposes.

Table 2. Comparator Agencies

| Agency |
|---|
| 1. AK Smiley Library – City of Redlands |
| 2. Altadena Library District |
| 3. Beaumont Library District |
| 4. Corona Public Library |
| 5. Covina Public Library |
| 6. Hemet Public Library |



| Agency |
|-----------------------------------|
| 7. Palm Springs Public Library |
| 8. Placentia Library District |
| 9. Rancho Mirage Public Library |
| 10. Riverside City Public Library |
| 11. San Bernardino City Library |
| 12. Whittier Public Library |

Salary and Benefits Data

The last element requiring discussion prior to beginning a market survey is the specific benefit data to be collected and analyzed. The following salary and benefits data was collected for each benchmark classification (the cost of these benefits to each agency was converted into dollar amounts and can be found in Appendix II [Market Compensation Findings and Benefits Detail] of this report; these amounts were added to base salaries for total compensation purposes).

1. Monthly Base Salary

The top of the salary range and/or control point. All figures are presented on a monthly basis.

2. Employee Retirement

The retirement reflects the benefits offered to the majority of the employees:

- **PERS or other Pension Formula:** The service retirement formula for each agency's Classic (i.e., "Pre-PEPRA" pension plan).
- **Enhanced Formula Cost:** The baseline CalPERS formula is 2.0% @ age 62 for miscellaneous employees. There is typically a cost to the employer for offering a formula with a higher benefit than the baseline formula. For each enhanced formula, the cost to the employer is based on a percentage range calculated by CalPERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the enhanced formula. The percentage value for each enhanced formula is:
 - **Miscellaneous Employees**
 - 2.0% @ 60: midpoint of range = 1.5%
 - 2.0% @ 55: midpoint of range = 2.7%
 - 2.5% @ 55: midpoint of range = 4.9%
 - 2.7% @ 55: midpoint of range = 6.4%



- 3.0% @ 60: midpoint of range = 7.4%
- **Employee Cost-Sharing:** The amount employees are required to contribute toward the agency’s pension costs, reflected as a deduction to total compensation.
- **Employer Paid Member Contribution:** The amount of the employee’s contribution to PERS that is paid by the employer (aka “EPMC”). Also, whether the value of this EPMC is reported to CalPERS as “special compensation” for pension calculation purposes.
- **Single Highest Year:** The period for determining the average monthly pay rate when calculating retirement benefits. The base period is thirty-six (36) highest paid consecutive months. When final compensation is based on a shorter period, such as twelve (12) highest paid consecutive months, there is a cost to the employer. Like the enhanced formula, the cost to the employer is based on a percentage range calculated by CalPERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the single highest year benefit period.
- **Social Security:** If an employer participates in Social Security, then the employer contribution of 6.2% of the base salary up to the federally determined maximum contribution of \$11,475 per month was reported. The maximum contribution rate for 2020 was used to be consistent with the timeframe during which data was collected.
- **Other:** Any other retirement contributions made by the employer.

3. Deferred Compensation

Deferred compensation contributions provided by an agency to all employees of a classification, with or without requiring the employee to contribute, is reported.

4. Insurances

The employer paid premiums for an employee with family coverage was reported. The employer paid insurances included:

- Cafeteria/Flexible Benefit Plan
- Health
- Dental
- Vision

5. Leaves

Other than sick leave, which is usage-based, the number of hours off for which the employer is obligated. All hours have been translated into direct salary costs.

- **Vacation:** The number of paid time off (or vacation) hours available to all employees who have completed five (5) years of employment.
- **Holidays:** The number of holiday hours (including floating holiday hours) available to employees.



- **Administrative:** Administrative (or management) leave is normally the number of paid leave hours available to Fair Labor Standards Act (“FLSA”) Exempt personnel and/or management to reward for extraordinary effort (in lieu of overtime). This leave category may also include personal leave which may be available to augment vacation or other time off.

6. Auto Allowance

This category includes either the provision of an auto allowance or the provision of an auto for personal use only. If a vehicle is provided to any classification for commuting and other personal use, the average monthly rate is estimated at \$450. Mileage reimbursement is not included.

All the benefit elements include benefits provided to all employees in the classification. As such, they represent an ongoing cost for which an agency must budget. Other benefit costs, such as sick leave and reimbursable mileage are usage-based and cannot be quantified on an individual employee basis.

Data Collection

Data was collected during the months of September 2020 through October 2020 through comparator agency websites, conversations with human resources, accounting, and/or finance personnel at other agencies, discussions with Banning’s District Director, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

Matching Methodology

K&A believes the data collection step is the most critical for maintaining the overall credibility of any study and relied on Banning’s classification descriptions as the foundation for comparison.

When K&A researches and collects data from comparator agencies to identify possible matches for each benchmark classification, sometimes comparable matches are not 100% similar to the classifications at Banning. Therefore, K&A does not match positions from other agencies to Banning positions simply based upon job titles, which can often be misleading. Instead, K&A analyzes class descriptions from other agencies before a comparable match is determined.

K&A’s methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;



- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

In order for a match to be included, K&A requires that a classification's "likeness" be at approximately 70% or greater of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses "hybrids" which can be functional or represent a span in scope of responsibility. A functional hybrid means the job of one classification at Banning is performed by two (2) or more classifications at a comparator agency. A span in scope hybrid means the comparator agency has one class "bigger" in scope and responsibility and one class "smaller," where Banning's class falls in the middle.

If an appropriate match could not be found, then no match was reported as a Non-Comparable (N/C).

Data Spreadsheets

For each benchmark classification, there are three (3) information pages:

- Top Monthly Base Salary Data
- Benefit Detail (Monthly Equivalent Values)
- Total Compensation Data

K&A's reports for Top Monthly Salary and Total Compensation include the average and median of the comparator agencies. These reports also include how Banning compares to the average and median of the survey market, using the % above or below the average and median.

The average is the sum of the comparator agencies' salaries/total compensation divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

K&A staff required a minimum of four (4) comparator agencies with matching classifications to the benchmark classification for the survey data to be included in this study. The reason for requiring a minimum of four matches is to prevent one classification from having undue influence on the average and median calculations. Sufficient data (i.e., benchmarks with at least four (4) matches from other agencies) was collected from comparator agencies for 9 of the 10 benchmark classifications.



When using survey data to make salary range recommendations and adjustments, K&A recommends using the median, rather than the average, because the median is not skewed by extremely high or low salary values.

MARKET COMPENSATION FINDINGS

The following table represents a summary of the market top monthly (base) salary and total compensation (base salary plus benefits [retirement, insurance, leaves, and allowances]) findings. For each benchmark classification, the number of matches (agencies with a comparable position) and percent above or below the top monthly salary market median and total compensation market median is listed. The table is sorted by total compensation in descending order from the most positive percentile (above market) to the most negative (below market).

Table 3. Market Compensation Results Summary

| Classification Title | # of Matches | Top Monthly Salary % Above or Below Median | Total Compensation % Above or Below Median |
|---------------------------------|--------------|--|--|
| Custodian | 7 | +29.2% | +3.5% |
| Library Clerk | 9 | -8.4% | -15.1% |
| Library Aide | 12 | -25.3% | -36.4% |
| Administrative Services Manager | 11 | -19.1% | -37.1% |
| Library Technician | 9 | -48.2% | -42.9% |
| Librarian | 10 | -20.1% | -54.0% |
| Library Manager | 10 | -55.1% | -64.7% |
| District Director | 9 | -50.2% | -72.9% |
| Library Assistant | 10 | -72.3% | -129.1% |

The following Banning classifications were also surveyed for this study, but yielded less than four (4) matches in the labor market:

- Historian (2 matches)

Base Salary

Market results show that eight (8) of the nine (9) classifications are paid below the market median based on **top monthly base salary**.



Table 4. Base Salary Market Results

| # of Classifications | <5% | 5-10% | 10-15% | 15-20% | >20% | Total |
|-------------------------|-----|-------|--------|--------|------|-------|
| Below the Market Median | 0 | 1 | 0 | 1 | 6 | 8 |
| Above the Market Median | 0 | 0 | 0 | 0 | 1 | 1 |

Total Compensation

Market results show that eight (8) classifications are paid below the market median and one (1) classification is paid above the market median on **total compensation**.

Table 5. Total Compensation Market Results

| # of Classifications | <5% | 5-10% | 10-15% | 15-20% | >20% | Total |
|-------------------------|-----|-------|--------|--------|------|-------|
| Below the Market Median | 0 | 0 | 0 | 1 | 7 | 8 |
| Above the Market Median | 1 | 0 | 0 | 0 | 0 | 1 |

Benefits

The market benefits data revealed the District’s benefits place the District’s Total Compensation values at a position further from the market median compared to base salaries alone. Therefore, K&A has proposed salary range recommendations based upon Base Salary market median results rather than Total Compensation market median values.

The District’s placement in the market regarding benefits is explained in more detail below:

Retirement:

- Banning Library District is the only agency covered in this study which does not participate in CalPERS or another employee pension program.
- The lack of participation in CalPERS or another pension program places Banning Library District at a competitive disadvantage in the labor market.
- Banning is one of only 4 agencies that participates in Social Security which does assist in Banning becoming more competitive from a retirement perspective since 8 other comparator agencies do not participate in Social Security.

Insurances:

- Banning’s medical, dental, and vision insurance contribution equates to \$343 per month for employee plus family coverage. The average medical, dental, and vision contribution from the comparator agencies is \$1,322 per month for employee plus family coverage.
- Banning contributes \$979 per month *less per month* compared to the average comparator agency in terms of medical, dental, and vision insurance. This \$979 differential represents



roughly a 15% to 25% loss of competitiveness in the market based on Banning's current salaries.

Leaves:

- The aggregate cash value of the District's leave contributions (i.e., vacation, holiday, and administrative leave) for full-time employees is equal to or greater than 4 of the 12 comparator agencies but less than the remaining 8 agencies.
- The cash value of the District's leave contributions for full time employees represents an 11.15% value in total compensation. The average value in the market for these leave contributions is 13.5% for some positions. The District loses around 2.35% in competitiveness due to its leave contributions.

INTERNAL SALARY RELATIONSHIPS

Building from the salary levels established for identified benchmark classes, internal salary relationships were developed and consistently applied in order to develop specific salary recommendations for all non-benchmarked classifications.

In the future, Banning may need to utilize internal alignment practices if the number of staff grows and additional classifications are added or classifications change. While analyzing internal relationships, the same factors analyzed when comparing Banning's classifications to the labor market are used when making internal salary alignment recommendations.

In addition, the following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- Certain internal percentages are often applied. Those that are the most common are:
 - The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%.
 - A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
 - A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration should be given to these alignments because they represent internal value of classifications within job families, as well as across the organization.



For the purposes of this study, K&A:

- Utilized Banning’s percent above or below the Top Step Salary to recommend new salary ranges for each Banning position based on this market data (as described in more detail below) where sufficient market data was collected; and
- Utilized internal equity principles to make the salary recommendations for the non-benchmarked classifications, classifications that were surveyed but did not yield a sufficient number of matches, and to maintain internal alignment based on past Banning practices where those were identified. Where it was difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance has been placed on past internal relationships.

Banning may want to make internal equity adjustments or alignments in the future, as it implements this compensation strategy and creates new classifications. The market survey is only a tool to be used by Banning to determine market indexing and salary determination.

RECOMMENDATIONS

Pay Philosophy

Banning has many options regarding what type of compensation plan it wants to implement. This decision will be based on Banning’s pay philosophy, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly qualified workforce.

Proposed Salary Range Structure

Currently, Banning has a published Salary Schedule with only one (1) salary step per position.

We recommend Banning adopt a salary structure that reflects best practices and common industry standards. Appendix III contains the Proposed Salary Range Structure referenced above which consists of ranges that are 2.5% apart from each other, with 5 salary steps per range at 5.0% apart, for a total range of roughly 21.55% from bottom (step 1) to top (step 5). This range structure will allow Banning to consistently hire new talent at competitive market rates at the lower end of the salary range, and to move employees through the range based on a combination of service and performance. In most public agencies, salaries are based upon a salary step structure where employees who meet their performance expectations typically receive up to a 5.0% merit increase annually and reach the top of their salary range within four (4) to five (5) years of employment, if they were placed at the minimum step of the salary range upon hire.



Proposed Salary Range Placements

Appendix IV illustrates the Proposed Salary Range Placement for each classification based on market data as well as the internal relationship analysis. The recommendations are based on total compensation market results. The following calculation was used:

1. K&A created a Minimum and Maximum Salary Range Structure referenced as the “Proposed Salary Schedule” with an approximate 21.55% spread between the minimum and maximum salary steps in any given range, a 2.5% differential between each range, and 5 salary steps per range at 5.0% in between each step. Banning’s current lowest base salary is tied to the 2021 California State Minimum wage for employers with less than 26 employees, at \$13.00 per hour.
2. K&A then captured Banning’s percent above or below the top monthly market median for each benchmark classification surveyed, multiplied Banning’s maximum salary times the percent above or below median and arrived at a “Market Placement” recommendation. For example, Banning’s “Library Clerk” salary was found to be compensated at 8.43% below the Top Monthly Market Median. We then took Banning’s current salary rate for Library Clerk (\$3,416 per month) and multiplied it by 1.0843 (8.43%) to arrive at a market placement recommendation of \$3,704 per month. This \$3,704 represents the salary for Library Clerk in the market.
3. The classification’s salary was then placed within the proposed Salary Range Structure with a maximum top monthly salary that was closest to the Market Placement Salary. In this example, we placed the salary range for Library Clerk at the Top Salary Step in the Salary Range Table developed by K&A (described in more detail below) which was closest to \$3,704 per month (in this case salary range 21, top step of \$3,692 per month was closest).

The salary range structure connects all agency-wide salary ranges, and their steps, by formula, thereby allowing for COLAs to be applied to only one dollar figure in the table/matrix, which then automatically updates the entire table. Due to the formula that connects each range to the next (with 2.5% differentials between each range), there is a compounding effect when drawing relationships that span several ranges. For example, with 2.5% differentials between ranges, ten (10) ranges should represent a 25% differential. However, because the compounding effect of 2.5%, on top of 2.5%, on top of 2.5%, and so on, the differential between Range 1 and Range 11 is not exactly 25%, but it is slightly greater.

USING THE MARKET DATA AS A TOOL

K&A would like to reiterate this report and the findings are meant to be a tool for Banning to create and implement an equitable compensation plan. **K&A highly recommends the Banning**



Library District strive to compensate its employees at the median of the labor market, which is a compensation strategy many public agencies implement to attract and retain excellent staff. Having said this, we recognize financial realities and Banning’s expectations may also come into play when determining appropriate compensation philosophies and strategies. We also recognize there are other options available for the District to consider to enhance its overall competitive stance within its labor market.

The collected data presented herein represents a market survey that will give Banning an instrument to make future compensation decisions.

It has been a pleasure working with Banning on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

Mike Harary

Mike Harary
Project Manager

**Banning Library District
Appendix I: Results Summary
October 2020**

| Classification | Top Monthly Salary Data | | | | Total Monthly Compensation Data | | | | # of Matches | |
|---------------------------------|-------------------------|------------------------|------------------|-----------------------|---------------------------------|------------------------|------------------|-----------------------|--------------|------------------|
| | Top Monthly Salary | Average of Comparators | % above or below | Median of Comparators | Total Monthly Comp | Average of Comparators | % above or below | Median of Comparators | | % above or below |
| Administrative Services Manager | \$ 4,959 | \$ 5,928 | -19.5% | \$ 5,904 | \$ 6,411 | \$ 8,427 | -31.4% | \$ 8,786 | -37.1% | 11 |
| Custodian | \$ 4,592 | \$ 3,666 | 20.2% | \$ 3,250 | \$ 4,885 | \$ 4,845 | 0.8% | \$ 4,716 | 3.5% | 7 |
| District Director | \$ 8,554 | \$ 13,514 | -58.0% | \$ 12,850 | \$ 10,973 | \$ 18,427 | -67.9% | \$ 18,978 | -72.9% | 9 |
| Historian | \$ 4,040 | Insuff. Data | Insuff. Data | Insuff. Data | \$ 4,299 | Insuff. Data | Insuff. Data | Insuff. Data | Insuff. Data | 2 |
| Librarian | \$ 5,460 | \$ 6,164 | -12.9% | \$ 6,559 | \$ 5,809 | \$ 8,482 | -46.0% | \$ 8,944 | -54.0% | 10 |
| Library Aide | \$ 2,203 | \$ 2,828 | -28.4% | \$ 2,761 | \$ 2,344 | \$ 3,482 | -48.6% | \$ 3,197 | -36.4% | 12 |
| Library Assistant | \$ 2,687 | \$ 4,625 | -72.1% | \$ 4,630 | \$ 2,858 | \$ 6,310 | -120.8% | \$ 6,549 | -129.1% | 10 |
| Library Clerk | \$ 3,416 | \$ 3,744 | -9.6% | \$ 3,704 | \$ 4,523 | \$ 5,062 | -11.9% | \$ 5,208 | -15.1% | 9 |
| Library Manager | \$ 4,959 | \$ 8,239 | -66.1% | \$ 7,692 | \$ 6,411 | \$ 11,008 | -71.7% | \$ 10,555 | -64.7% | 10 |
| Library Technician | \$ 2,870 | \$ 4,119 | -43.5% | \$ 4,254 | \$ 3,855 | \$ 5,423 | -40.7% | \$ 5,509 | -42.9% | 9 |
| | | AVERAGE: | -32.2% | AVERAGE: | | AVERAGE: | -48.7% | AVERAGE: | -49.9% | |
| | | MEDIAN: | -28.4% | MEDIAN: | | MEDIAN: | -46.0% | MEDIAN: | -42.9% | |

Appendix II

Market Compensation Findings & Benefits Detail

**Banning Library District
Appendix IIa: Market Compensation Findings (Sorted by Top Monthly Salary)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|---|---|----------|-----------------------|----------------------|--------------------------|
| 1 | Rancho Mirage Public Library ⁶ | [Accounting Technician II / Human Resources Specialist] | \$ 7,621 | 6/18/2020 | 7/1/2021 | .50% |
| 2 | Placentia Library District ⁵ | [Business Manager / Administrative Assistant] | \$ 7,147 | 7/1/2020 | unknown | unknown |
| 3 | AK Smiley Library City of Redlands ¹ | [Accounting Technician II / Human Resources Specialist] | \$ 6,134 | 7/1/2020 | unknown | unknown |
| 4 | Beaumont Library District | Administrative Associate | \$ 6,070 | 1/1/2020 | unknown | unknown |
| 5 | Palm Springs Public Library ⁴ | [Account Specialist II / Human Resources Technician] | \$ 5,953 | 7/1/2020 | unknown | unknown |
| 6 | Hemet Public Library ³ | [Payroll Specialist / HR Technician] | \$ 5,904 | 7/1/2020 | unknown | unknown |
| 7 | Riverside City Public Library ⁷ | [Human Resources Administrative Technician / Accounting Technician] | \$ 5,809 | 8/18/2020 | unknown | unknown |
| 8 | Whittier Public Library ⁹ | [Account Specialist II / Human Resources Assistant] | \$ 5,731 | 7/1/2018 | unknown | unknown |
| 9 | Corona Public Library ² | [Accounting Technician II / Human Resources Technician II] | \$ 5,246 | 6/17/2020 | unknown | unknown |
| 10 | Covina Public Library | Administrative Technician | \$ 4,990 | 7/4/2020 | unknown | unknown |
| 11 | Banning Library District | Administrative Services Manager | \$ 4,959 | 7/1/2020 | unknown | unknown |
| 12 | San Bernardino City Library ⁸ | [Accounting Technician / Human Resources Technician] | \$ 4,607 | 7/1/2020 | unknown | unknown |
| 13 | Altadena Library District | N/C | | | | |

| Summary Results | | Top Monthly |
|------------------------|--|--------------------|
| Average of Comparators | % Banning Library District Above/Below | \$ 5,928 -19.5% |
| Median of Comparators | % Banning Library District Above/Below | \$ 5,904 -19.1% |
| Number of Matches | | 11 |

N/C - Non Comparator

- 1 - AK Smiley Library City of Redlands: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 2 - Corona Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 3 - Hemet Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 4 - Palm Springs Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 5 - Placentia Library District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.
- 6 - Rancho Mirage Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 7 - Riverside City Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 8 - San Bernardino City Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 9 - Whittier Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

**Banning Library District
Appendix IIb: Market Compensation Findings (Benefit Detail)
October 2020**

| Agency | Banning Library District | AK Smiley Library/City of Redlands | Alhambra Library District | Beaumont Library District | Corona Public Library | Covina Public Library | Bernet Public Library | Palm Springs Public Library | Placenta Library District | Rancho Mirage Public Library | Revere Side City Public Library | San Bernardino City Library | Whittier Public Library |
|---|---------------------------------|---|---------------------------|---------------------------|---|---------------------------|------------------------------------|--|---|---|---|--|---|
| Benchmark/ Comparator Agency Match | Administrative Services Manager | Accounting Technician II / Human Resources Specialist | N/C | Administrative Associate | Accounting Technician II / Human Resources Technician III | Administrative Technician | Payroll Specialist / HR Technician | Account Specialist II / Human Resources Technician | Business Manager / Administrative Assistant | Accounting Technician II / Human Resources Specialist | Human Resources Administrative Technician / Accounting Technician | Accounting Technician / Human Resources Technician | Account Specialist II / Human Resources Assistant |
| Top Step | \$ 4,359 | \$ 6,134 | | \$ 6,070 | \$ 5,246 | \$ 4,990 | \$ 5,904 | \$ 5,958 | \$ 7,147 | \$ 7,821 | \$ 5,809 | \$ 4,607 | \$ 5,731 |
| Classic | | 2% @ 55 | | 2.5% @ 55 | 2.7% @ 55 | 2.5% @ 55 | 2.5% @ 55 | 2% @ 60 | | 2% @ 60 | 2.7% @ 55 | 2% @ 55 | 2.5% @ 55 |
| Enhanced Formula Cost | | \$ 178 | | \$ 316 | \$ 367 | \$ 259 | \$ 307 | \$ 71 | | \$ 91 | \$ 407 | \$ 134 | \$ 298 |
| Classic Other Retirement Contrib | | | | \$ 486 | | | | | | | | \$ -64 | \$ -229 |
| ER Paid Member Contrib | | | | | | | | | | | | | |
| Calc Classic EPMIC as Spec Comp | | \$ 31 | | | \$ 37 | \$ 30 | \$ 35 | | | | \$ 41 | \$ 23 | \$ 34 |
| Single Highest Year | | \$ 380 | | \$ 376 | \$ 208 | | \$ 268 | | \$ 443 | | \$ 75 | | \$ 86 |
| Social Security | \$ 307 | \$ 72 | | | \$ 76 | | | | \$ 286 | \$ 108 | | | |
| Deferred Compensation ¹ | \$ 248 | | | | | | | | \$ 1,000 | | | | |
| Other Ret: | | | | | | \$ 1,249 | \$ 1,029 | \$ 2,020 | | | | \$ 880 | |
| Insurance | | | | | | | | | | | | | |
| Health | \$ 314 | \$ 900 | | \$ 931 | \$ 1,564 | | | | | \$ 1,847 | \$ 1,419 | | |
| Dental | \$ 26 | \$ 127 | | | | | | | | \$ 171 | \$ 45 | | |
| Vision | \$ 3 | | | | | | | | | \$ 40 | | | \$ 24 |
| Vacation ^{2,3} | \$ 286 | \$ 354 | | \$ 350 | \$ 585 | \$ 393 | \$ 341 | \$ 481 | \$ 412 | \$ 440 | \$ 357 | \$ 266 | \$ 331 |
| Holidays | \$ 267 | \$ 330 | | \$ 257 | \$ 242 | \$ 264 | \$ 295 | \$ 343 | \$ 385 | \$ 381 | \$ 268 | \$ 279 | \$ 298 |
| Admin Leave ^{4,5,6,7,8} | | \$ 354 | | | \$ 272 | \$ 130 | \$ 136 | | | | | | \$ 110 |
| Auto | | | | | \$ 350 | | | | | | | | |
| Allow | | | | | | | | | | | | | |

| Agency | Banning Library District | AK Smiley Library/City of Redlands | Alhambra Library District | Beaumont Library District | Corona Public Library | Covina Public Library | Bernet Public Library | Palm Springs Public Library | Placenta Library District | Rancho Mirage Public Library | Revere Side City Public Library | San Bernardino City Library | Whittier Public Library |
|------------------------------|--------------------------|------------------------------------|---------------------------|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------------|---------------------------|------------------------------|---------------------------------|-----------------------------|-------------------------|
| Benefit Package Total | \$ 1,459 | \$ 4,726 | \$ 0 | \$ 3,116 | \$ 4,901 | \$ 3,425 | \$ 2,417 | \$ 2,918 | \$ 3,595 | \$ 4,079 | \$ 3,812 | \$ 1,817 | \$ 3,957 |

NIC - Non Comparator
 1 - Riverside City Public Library: EE's must contribute at least \$12.50 biweekly to receive City paid Deferred Comp
 2 - Corona Public Library: Annual Leave
 3 - Palm Springs Public Library: General Leave
 4 - AK Smiley Library/City of Redlands: Executive Leave
 5 - Banning Library District: Administrative Leave
 6 - Corona Public Library: Executive Leave
 7 - Covina Public Library: Administrative Leave
 8 - Whittier Public Library: Executive Leave

**Banning Library District
Appendix IIc: Market Compensation Findings (Sorted by Total Compensation)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Benefits Package | Total Monthly Comp | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|---|---|-----------------|------------------|--------------------|-----------------------|----------------------|--------------------------|
| 1 | Rancho Mirage Public Library ⁶ | [Accounting Technician II / Human Resources Specialist] | \$ 7,621 | \$ 3,078 | \$ 10,700 | 6/18/2020 | 7/1/2021 | .50% |
| 2 | Placentia Library District ⁵ | [Business Manager / Administrative Assistant] | \$ 7,147 | \$ 2,526 | \$ 9,673 | 7/1/2020 | unknown | unknown |
| 3 | Corona Public Library ² | [Accounting Technician II / Human Resources Technician II] | \$ 5,246 | \$ 3,701 | \$ 8,947 | 6/17/2020 | unknown | unknown |
| 4 | Palm Springs Public Library ⁴ | [Account Specialist II / Human Resources Technician] | \$ 5,953 | \$ 2,916 | \$ 8,869 | 7/1/2020 | unknown | unknown |
| 5 | AK Smiley Library City of Redlands ¹ | [Accounting Technician II / Human Resources Specialist] | \$ 6,134 | \$ 2,726 | \$ 8,860 | 7/1/2020 | unknown | unknown |
| 6 | Beaumont Library District | Administrative Associate | \$ 6,070 | \$ 2,716 | \$ 8,786 | 1/1/2020 | unknown | unknown |
| 7 | Riverside City Public Library ⁷ | [Human Resources Administrative Technician / Accounting Technician] | \$ 5,809 | \$ 2,612 | \$ 8,421 | 8/18/2020 | unknown | unknown |
| 8 | Hemet Public Library ³ | [Payroll Specialist / HR Technician] | \$ 5,904 | \$ 2,411 | \$ 8,315 | 7/1/2020 | unknown | unknown |
| 9 | Covina Public Library | Administrative Technician | \$ 4,990 | \$ 2,325 | \$ 7,315 | 7/4/2020 | unknown | unknown |
| 10 | Whittier Public Library ⁹ | [Account Specialist II / Human Resources Assistant] | \$ 5,731 | \$ 952 | \$ 6,683 | 7/1/2018 | unknown | unknown |
| 11 | Banning Library District | Administrative Services Manager | \$ 4,959 | \$ 1,452 | \$ 6,411 | 7/1/2020 | unknown | unknown |
| 12 | San Bernardino City Library ⁸ | [Accounting Technician / Human Resources Technician] | \$ 4,607 | \$ 1,517 | \$ 6,124 | 7/1/2020 | unknown | unknown |
| 13 | Altadena Library District | N/C | | | | | | |

| Summary Results | Top Monthly | Total Monthly |
|--|-------------|---------------|
| Average of Comparators | \$ 5,928 | \$ 8,427 |
| % Banning Library District Above/Below | -19.5% | -31.4% |
| Median of Comparators | \$ 5,904 | \$ 8,786 |
| % Banning Library District Above/Below | -19.1% | -37.1% |
| Number of Matches | 11 | 11 |

N/C - Non Comparator

- 1 - AK Smiley Library City of Redlands: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 2 - Corona Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 3 - Hemet Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 4 - Palm Springs Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 5 - Placentia Library District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.
- 6 - Rancho Mirage Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 7 - Riverside City Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 8 - San Bernardino City Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 9 - Whittier Public Library: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

**Banning Library District
Appendix IIa: Market Compensation Findings (Sorted by Top Monthly Salary)
October 2020**

| Custodian | | | | | | |
|------------------|------------------------------------|------------------------|----------|-----------------------|----------------------|--------------------------|
| Rank | Comparator Agency | Classification Title | Top Step | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
| 1 | Beaumont Library District | Facilities Associate | \$ 4,857 | 1/1/2020 | unknown | unknown |
| 2 | Banning Library District | Custodian | \$ 4,592 | 7/1/2020 | unknown | unknown |
| 3 | Palm Springs Public Library | Maintenance Worker I | \$ 4,536 | 7/1/2020 | unknown | unknown |
| 4 | Riverside City Public Library | Custodian | \$ 3,827 | 8/18/2020 | unknown | unknown |
| 5 | San Bernardino City Library | Custodian | \$ 3,250 | 7/1/2020 | unknown | unknown |
| 6 | Hemet Public Library | Facility Services Aide | \$ 3,163 | 7/1/2020 | unknown | unknown |
| 7 | Corona Public Library | Janitor | \$ 3,154 | 6/17/2020 | unknown | unknown |
| 8 | Covina Public Library | Custodian | \$ 2,874 | 12/21/2019 | unknown | unknown |
| 9 | Whittier Public Library | N/C | | | | |
| 10 | Rancho Mirage Public Library | N/C | | | | |
| 11 | Placentia Library District | N/C | | | | |
| 12 | AK Smiley Library City of Redlands | N/C | | | | |
| 13 | Altadena Library District | N/C | | | | |

| Summary Results | Top Monthly |
|--|-------------|
| Average of Comparators | \$ 3,666 |
| % Banning Library District Above/Below | 20.2% |
| Median of Comparators | \$ 3,250 |
| % Banning Library District Above/Below | 29.2% |
| Number of Matches | 7 |

N/C - Non Comparator

**Banning Library District
Appendix IIb: Market Compensation Findings (Benefit Detail)
October 2020**

| Agency | Banning Library District | McCormick Library City of Redlands | Altadena Library District | Beaumont Library District | Corona Public Library | Covina Public Library | Hemet Public Library | Palm Springs Public Library | Plasencia Library District | Rancho Mirage Public Library | Riverside City Public Library | San Bernardino City Library | Winter Public Library |
|--|--------------------------|------------------------------------|---------------------------|---------------------------|-----------------------|-----------------------|------------------------|-----------------------------|----------------------------|------------------------------|-------------------------------|-----------------------------|-----------------------|
| Benchmark/Comparator Agency Match | Custodian | N/C | N/C | Facilities Associate | Janitor | Custodian | Facility Services Aide | Maintenance Worker I | N/C | N/C | Custodian | Custodian | N/C |
| Top Stop | \$ 4,592 | | | \$ 4,857 | \$ 3,154 | \$ 2,874 | \$ 3,163 | \$ 4,536 | | | \$ 3,827 | \$ 3,250 | |
| Classic | | | | | | | 2.5% @ 55 | 2% @ 60 | | | 2.7% @ 55 | 2% @ 55 | |
| Enhanced Formula Cost | | | | | | | \$ 164 | \$ 54 | | | \$ 268 | \$ 94 | |
| Classic Other Retirement Contrib | | | | | | | | | | | | \$ 45 | |
| ER Paid Member Contrib | | | | | | | | | | | | | |
| Calc Classic EPMC as Spec Comp | | | | | | | | | | | | | |
| Single Highest Year | | | | | | | \$ 19 | | | | \$ 27 | \$ 16 | |
| Social Security | \$ 285 | | | \$ 301 | | | | | | | | | |
| Deferred Compensation | | | | | | | | | | | | | |
| Other Ret. | | | | | \$ 41 | | | | | | | | |
| Cafeteria | | | | | | | | | | | | | |
| Health | | | | | | | \$ 1,029 | \$ 2,020 | | | \$ 1,348 | \$ 880 | |
| Dental | | | | | | | | | | | \$ 45 | | |
| Vision | | | | | | | | | | | | | |
| Vacation ¹ | | | | \$ 140 | | | \$ 182 | \$ 366 | | | \$ 221 | \$ 188 | |
| Holidays | \$ 9 | | | \$ 103 | | | \$ 158 | \$ 262 | | | \$ 177 | \$ 197 | |
| Admin Leave | | | | | | | | | | | | | |
| Auto | | | | | | | | | | | | | |
| Allow | | | | | | | | | | | | | |

Banning Package Total: \$ 284 \$ 0 \$ 0 \$ 340 \$ 300 \$ 202 \$ 204 \$ 160 \$ 160 \$ 0 \$ 0 \$ 204 \$ 160 \$ 0

N/C - Non Comparator
1 - Palm Springs Public Library: General Leave

**Banning Library District
Appendix IIc: Market Compensation Findings (Sorted by Total Compensation)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Benefits Package | Total Monthly Comp | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|------------------------------------|------------------------|-----------------|------------------|--------------------|-----------------------|----------------------|--------------------------|
| 1 | Palm Springs Public Library | Maintenance Worker I | \$ 4,536 | \$ 2,702 | \$ 7,238 | 7/1/2020 | unknown | unknown |
| 2 | Riverside City Public Library | Custodian | \$ 3,827 | \$ 2,085 | \$ 5,912 | 8/18/2020 | unknown | unknown |
| 3 | Beaumont Library District | Facilities Associate | \$ 4,857 | \$ 544 | \$ 5,401 | 1/1/2020 | unknown | unknown |
| 4 | Banning Library District | Custodian | \$ 4,592 | \$ 294 | \$ 4,885 | 7/1/2020 | unknown | unknown |
| 5 | Hemet Public Library | Facility Services Aide | \$ 3,163 | \$ 1,553 | \$ 4,716 | 7/1/2020 | unknown | unknown |
| 6 | San Bernardino City Library | Custodian | \$ 3,250 | \$ 1,330 | \$ 4,580 | 7/1/2020 | unknown | unknown |
| 7 | Corona Public Library | Janitor | \$ 3,154 | \$ 41 | \$ 3,195 | 6/17/2020 | unknown | unknown |
| 8 | Covina Public Library | Custodian | \$ 2,874 | \$ 0 | \$ 2,874 | 12/21/2019 | unknown | unknown |
| 9 | Whittier Public Library | N/C | | | | | | |
| 10 | Placentia Library District | N/C | | | | | | |
| 11 | Rancho Mirage Public Library | N/C | | | | | | |
| 12 | AK Smiley Library City of Redlands | N/C | | | | | | |
| 13 | Altadena Library District | N/C | | | | | | |

| Summary Results | Top Monthly | Total Monthly |
|--|-------------|---------------|
| Average of Comparators | \$ 3,666 | \$ 4,845 |
| % Banning Library District Above/Below | 20.2% | 0.8% |
| Median of Comparators | \$ 3,250 | \$ 4,716 |
| % Banning Library District Above/Below | 29.2% | 3.5% |
| Number of Matches | 7 | 7 |

N/C - Non Comparator

**Banning Library District
Appendix IIa: Market Compensation Findings (Sorted by Top Monthly Salary)
October 2020**

| District Director | | | | | | | | | |
|--------------------------|------------------------------------|-----------------------------------|-----------|-----------------------|----------------------|--------------------------|--|--|--|
| Rank | Comparator Agency | Classification Title | Top Step | Salary Effective Date | Next Salary Increase | Next Percentage Increase | | | |
| 1 | Riverside City Public Library | Library Director | \$ 15,928 | 8/18/2020 | unknown | unknown | | | |
| 2 | Placentia Library District | Library Director | \$ 15,118 | 7/1/2020 | unknown | unknown | | | |
| 3 | Altadena Library District | District Director | \$ 14,598 | 7/1/2020 | unknown | unknown | | | |
| 4 | Rancho Mirage Public Library | Director of Library & Observatory | \$ 14,584 | 6/18/2020 | unknown | unknown | | | |
| 5 | Whittier Public Library | Director of Library Services | \$ 12,850 | 7/1/2020 | unknown | unknown | | | |
| 6 | Palm Springs Public Library | Director of Library Services | \$ 12,612 | 7/1/2020 | unknown | unknown | | | |
| 7 | San Bernardino City Library | Library Director | \$ 12,493 | 7/1/2020 | unknown | unknown | | | |
| 8 | AK Smiley Library City of Redlands | Library Director | \$ 12,000 | 7/1/2020 | unknown | unknown | | | |
| 9 | Beaumont Library District | Library Director | \$ 11,443 | 1/1/2020 | unknown | unknown | | | |
| 10 | Banning Library District | District Director | \$ 8,564 | 7/1/2020 | unknown | unknown | | | |
| 11 | Corona Public Library | N/C | | | | | | | |
| 12 | Covina Public Library | N/C | | | | | | | |
| 13 | Hemet Public Library | N/C | | | | | | | |

| Summary Results | Top Monthly |
|--|-------------|
| Average of Comparators | \$ 13,514 |
| % Banning Library District Above/Below | -58.0% |
| Median of Comparators | \$ 12,850 |
| % Banning Library District Above/Below | -50.2% |
| Number of Matches | 9 |

N/C - Non Comparator

**Banning Library District
Appendix IIb: Market Compensation Findings (Benefit Detail)
October 2020**

| Agency | Banning Library District | AK Smiley Library City of Redlands | Altadena Library District | Beaumont Library District | Corona Public Library | Covina Public Library | Kernes Public Library | Palm Springs Public Library | Placentia Library District | Rancho Mirage Public Library | Riverside City Public Library | San Bernardino City Library | Whittier Public Library |
|---|--------------------------|------------------------------------|---------------------------|---------------------------|-----------------------|-----------------------|-----------------------|------------------------------|----------------------------|-----------------------------------|-------------------------------|-----------------------------|------------------------------|
| Benchmark/ Comparator Agency Match | District Director | Library Director | District Director | Library Director | N/C | N/C | N/C | Director of Library Services | Library Director | Director of Library & Observatory | Library Director | Library Director | Director of Library Services |
| Top Step | \$ 8,654 | \$ 12,000 | \$ 14,598 | \$ 11,443 | | | | \$ 12,612 | \$ 15,118 | \$ 14,584 | \$ 15,928 | \$ 12,493 | \$ 12,850 |
| Classic | | 2%@55 | 2%@60 | 2.5%@55 | | | | 2%@60 | | 2%@60 | 2.7% @ 55 | 2%@55 | 2.5% @ 55 |
| Enhanced Formula Cost | | \$ 348 | \$ 175 | \$ 595 | | | | \$ 151 | | \$ 175 | \$ 1,115 | \$ 362 | \$ 668 |
| Classic Other Retirement Contrib | | | | | | | | | | | | | |
| ER Paid Member Contrib | | | | \$ 915 | | | | | | | | | |
| Calc Classic EPIC as Spec Comp | | | | | | | | | | | | | |
| Single Highest Year | | \$ 60 | \$ 73 | | | | | | | | \$ 112 | \$ 62 | \$ 77 |
| Social Security | \$ 630 | \$ 711 | \$ 711 | \$ 709 | | | | | \$ 711 | | | | |
| Deferred Compensation ¹ | \$ 428 | \$ 334 | | | | | | | \$ 1,663 | \$ 542 | \$ 75 | | |
| Other Ret. | | | | | | | | | | | | | |
| Calfeferia | | | | | | | | | | | | | |
| Health | \$ 314 | \$ 2,421 | \$ 500 | \$ 436 | | | | \$ 2,020 | | | | \$ 1,250 | |
| Dental | \$ 26 | \$ 127 | \$ 50 | | | | | | \$ 2,278 | \$ 1,847 | \$ 1,419 | | |
| Vision | \$ 3 | \$ 19 | \$ 15 | | | | | | \$ 115 | \$ 171 | \$ 45 | | |
| Vacation ² | \$ 658 | \$ 2,262 | \$ 1,011 | \$ 660 | | | | \$ 1,310 | \$ 24 | \$ 40 | \$ 1,532 | \$ 721 | \$ 24 |
| Holidays | \$ 451 | \$ 554 | \$ 842 | \$ 484 | | | | \$ 582 | \$ 1,163 | \$ 841 | \$ 735 | \$ 757 | \$ 741 |
| Admin Leave ^{3, 4, 5, 6, 7} | | | \$ 702 | \$ 484 | | | | | \$ 814 | \$ 729 | \$ 968 | \$ 481 | \$ 667 |
| Auto | | \$ 150 | \$ 300 | | | | | | \$ 250 | \$ 500 | \$ 350 | | \$ 371 |
| Allow | | | | | | | | | | | | | \$ 310 |

NIC - Non Comparator
 1 - Riverside City Public Library: EE's must contribute at least \$12.50 biweekly to receive City paid Deferred Comp
 2 - Palm Springs Public Library: General Leave
 3 - AK Smiley Library City of Redlands: Annual Leave
 4 - Altadena Library District: Administrative Leave
 5 - Rancho Mirage Public Library: 80 hours Admin Leave + 120 hours Management Leave
 6 - Riverside City Public Library: Administrative Leave
 7 - Whittier Public Library: Executive Leave.

**Banning Library District
Appendix IIc: Market Compensation Findings (Sorted by Total Compensation)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Benefits Package | Total Monthly Comp | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|------------------------------------|-----------------------------------|-----------------|------------------|--------------------|-----------------------|----------------------|--------------------------|
| 1 | Placentia Library District | Library Director | \$ 15,118 | \$ 7,019 | \$ 22,137 | 7/1/2020 | unknown | unknown |
| 2 | Riverside City Public Library | Library Director | \$ 15,928 | \$ 5,750 | \$ 21,678 | 8/18/2020 | unknown | unknown |
| 3 | Rancho Mirage Public Library | Director of Library & Observatory | \$ 14,584 | \$ 6,247 | \$ 20,832 | 6/18/2020 | unknown | unknown |
| 4 | AK Smiley Library City of Redlands | Library Director | \$ 12,000 | \$ 6,986 | \$ 18,986 | 7/1/2020 | unknown | unknown |
| 5 | Altadena Library District | District Director | \$ 14,598 | \$ 4,380 | \$ 18,978 | 7/1/2020 | unknown | unknown |
| 6 | Palm Springs Public Library | Director of Library Services | \$ 12,612 | \$ 4,063 | \$ 16,675 | 7/1/2020 | unknown | unknown |
| 7 | Whittier Public Library | Director of Library Services | \$ 12,850 | \$ 3,373 | \$ 16,223 | 7/1/2020 | unknown | unknown |
| 8 | Beaumont Library District | Library Director | \$ 11,443 | \$ 3,800 | \$ 15,244 | 1/1/2020 | unknown | unknown |
| 9 | San Bernardino City Library | Library Director | \$ 12,493 | \$ 2,595 | \$ 15,088 | 7/1/2020 | unknown | unknown |
| 10 | Banning Library District | District Director | \$ 8,554 | \$ 2,420 | \$ 10,973 | 7/1/2020 | unknown | unknown |
| 11 | Corona Public Library | N/C | | | | | | |
| 12 | Covina Public Library | N/C | | | | | | |
| 13 | Hemet Public Library | N/C | | | | | | |

| Summary Results | Top Monthly | Total Monthly |
|--|-------------|---------------|
| Average of Comparators | \$ 13,514 | \$ 18,427 |
| % Banning Library District Above/Below | -58.0% | -67.9% |
| Median of Comparators | \$ 12,850 | \$ 18,978 |
| % Banning Library District Above/Below | -50.2% | -72.9% |
| Number of Matches | 9 | 9 |

N/C - Non Comparator

**Banning Library District
Appendix IIa: Market Compensation Findings (Sorted by Top Monthly Salary)
October 2020**

| Historian | | | | | | |
|------------------|------------------------------------|----------------------|-----------------|-----------------------|----------------------|--------------------------|
| Rank | Comparator Agency | Classification Title | Top Step | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
| 1 | Riverside City Public Library | Archivist | \$ 7,196 | 8/18/2020 | unknown | unknown |
| 2 | AK Smiley Library City of Redlands | Associate Archivist | \$ 6,257 | 7/1/2020 | unknown | unknown |
| 3 | Banning Library District | Historian | \$ 4,040 | 7/1/2020 | unknown | unknown |
| 4 | Palm Springs Public Library | N/C | | | | |
| 5 | Altadena Library District | N/C | | | | |
| 6 | San Bernardino City Library | N/C | | | | |
| 7 | Rancho Mirage Public Library | N/C | | | | |
| 8 | Hemet Public Library | N/C | | | | |
| 9 | Corona Public Library | N/C | | | | |
| 10 | Beaumont Library District | N/C | | | | |
| 11 | Whittier Public Library | N/C | | | | |
| 12 | Placentia Library District | N/C | | | | |
| 13 | Covina Public Library | N/C | | | | |

| Summary Results | Top Monthly |
|--|--------------|
| Average of Comparators | Insuff. Data |
| % Banning Library District Above/Below | Insuff. Data |
| Median of Comparators | Insuff. Data |
| % Banning Library District Above/Below | Insuff. Data |
| Number of Matches | 2 |

N/C - Non Comparator

**Banning Library District
Appendix IIb: Market Compensation Findings (Benefit Detail)
October 2020**

| Agency | Banning Library District | AK Smiley Library City of Redlands, etc. | Alhambra Library District | Beaumont Library District | Corona Public Library | Covina Public Library | Hemet Public Library | Palmd Springs Public Library | Placentia Library District | Rancho Mirage Public Library | Riverside City Public Library | San Bernardino City Library | Whittier Public Library |
|--|--------------------------|--|---------------------------|---------------------------|-----------------------|-----------------------|----------------------|------------------------------|----------------------------|------------------------------|-------------------------------|-----------------------------|-------------------------|
| Benchmark/Comparator Agency Match | Historian \$ 4,040 | Associate Archivist \$ 6,257 | N/C | N/C | N/C | N/C | N/C | N/C | N/C | N/C | Archivist \$ 7,196 | N/C | N/C |
| Top Step | | | | | | | | | | | | | |
| Classic | | 2% @ 55 \$ 181 | | | | | | | | | 2.7% @ 55 \$ 504 | | |
| Enhanced Formula Cost | | | | | | | | | | | | | |
| Classic Other Retirement Contrib | | | | | | | | | | | | | |
| ER Paid Member Contrib | | | | | | | | | | | | | |
| Calc Classic EPVC as Spec Comp | | | | | | | | | | | | | |
| Single Highest Year | | \$ 31 | | | | | | | | | \$ 50 | | |
| Social Security | \$ 251 | \$ 388 | | | | | | | | | | | |
| Deferred Compensation | | \$ 72 | | | | | | | | | | | |
| Other Ret. | | | | | | | | | | | | | |
| Insurance | | | | | | | | | | | | | |
| Cafeteria | | | | | | | | | | | | | |
| Health | | \$ 900 | | | | | | | | | \$ 1,348 | | |
| Dental | | \$ 127 | | | | | | | | | \$ 45 | | |
| Vision | | | | | | | | | | | | | |
| Vacation | | \$ 361 | | | | | | | | | \$ 415 | | |
| Holidays | \$ 8 | \$ 337 | | | | | | | | | \$ 332 | | |
| Admin Leave ¹ | | \$ 361 | | | | | | | | | | | |
| Auto | | | | | | | | | | | | | |
| Allow | | | | | | | | | | | | | |
| Benchmark Package Total | \$ 258 | \$ 2,751 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 2,894 | \$ 0 | \$ 0 |

N/C - Non Comparator
1 - AK Smiley Library City of Redlands: Executive Leave

**Banning Library District
Appendix IIc: Market Compensation Findings (Sorted by Total Compensation)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Benefits Package | Total Monthly Comp | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|------------------------------------|----------------------|----------|------------------|--------------------|-----------------------|----------------------|--------------------------|
| 1 | Riverside City Public Library | Archivist | \$ 7,196 | \$ 2,694 | \$ 9,890 | 8/18/2020 | unknown | unknown |
| 2 | AK Smiley Library City of Redlands | Associate Archivist | \$ 6,257 | \$ 2,759 | \$ 9,016 | 7/1/2020 | unknown | unknown |
| 3 | Banning Library District | Historian | \$ 4,040 | \$ 258 | \$ 4,299 | 7/1/2020 | unknown | unknown |
| 4 | Palm Springs Public Library | N/C | | | | | | |
| 5 | Altadena Library District | N/C | | | | | | |
| 6 | San Bernardino City Library | N/C | | | | | | |
| 7 | Rancho Mirage Public Library | N/C | | | | | | |
| 8 | Hemet Public Library | N/C | | | | | | |
| 9 | Corona Public Library | N/C | | | | | | |
| 10 | Beaumont Library District | N/C | | | | | | |
| 11 | Whittier Public Library | N/C | | | | | | |
| 12 | Placentia Library District | N/C | | | | | | |
| 13 | Covina Public Library | N/C | | | | | | |

| Summary Results | Top Monthly | Total Monthly |
|--|--------------|---------------|
| Average of Comparators | Insuff. Data | Insuff. Data |
| % Banning Library District Above/Below | Insuff. Data | Insuff. Data |
| Median of Comparators | Insuff. Data | Insuff. Data |
| % Banning Library District Above/Below | Insuff. Data | Insuff. Data |
| Number of Matches | 2 | 2 |

N/C - Non Comparator

**Banning Library District
Appendix IIa: Market Compensation Findings (Sorted by Top Monthly Salary)
October 2020**

| Rank | Comparator Agency | Classification on Title | Top Step | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|------------------------------------|-------------------------|-----------------|-----------------------|----------------------|--------------------------|
| 1 | Palm Springs Public Library | Librarian | \$ 6,971 | 7/1/2020 | unknown | unknown |
| 2 | Altadena Library District | Librarian | \$ 6,959 | 7/1/2020 | unknown | unknown |
| 3 | Riverside City Public Library | Librarian | \$ 6,860 | 8/18/2020 | unknown | unknown |
| 4 | Beaumont Library District | Librarian | \$ 6,796 | 1/1/2020 | unknown | unknown |
| 5 | Rancho Mirage Public Library | Librarian | \$ 6,584 | 6/18/2020 | 7/1/2021 | 50% |
| 6 | Placentia Library District | Librarian I | \$ 6,535 | 7/1/2020 | unknown | unknown |
| 7 | Whittier Public Library | Librarian I | \$ 5,800 | 7/1/2018 | unknown | unknown |
| 8 | Banning Library District | Librarian | \$ 5,460 | 7/1/2020 | unknown | unknown |
| 9 | Corona Public Library | Librarian II | \$ 5,194 | 6/17/2020 | unknown | unknown |
| 10 | Hemet Public Library | Librarian | \$ 5,094 | 7/1/2020 | unknown | unknown |
| 11 | San Bernardino City Library | Librarian I | \$ 4,843 | 7/1/2020 | unknown | unknown |
| 12 | Covina Public Library | N/C | | | | |
| 13 | AK Smiley Library City of Redlands | N/C | | | | |

| Summary Results | Top Monthly |
|--|-------------|
| Average of Comparators | \$ 6,164 |
| % Banning Library District Above/Below | -12.9% |
| Median of Comparators | \$ 6,559 |
| % Banning Library District Above/Below | -20.1% |
| Number of Matches | 10 |

N/C - Non Comparator

**Banning Library District
Appendix IIb: Market Compensation Findings (Benefit Detail)
October 2020**

| Agency | Banning Library District | AK Smiley Library City of Redlands | Allardene Library District | Beaumont Library District | Corona Public Library | Corona Public Library | Costa Public Library | Henet Public Library | Palm Springs Public Library | Placentia Library District | Rancho Mirage Public Library | Riverside City Public Library | San Bernardino City Library | Whittier Public Library |
|---|--------------------------|------------------------------------|----------------------------|---------------------------|-----------------------|-----------------------|----------------------|----------------------|-----------------------------|----------------------------|------------------------------|-------------------------------|-----------------------------|-------------------------|
| Benchmark/ Comparator Agency Match | Librarian | N/C | Librarian | Librarian | Librarian II | N/C | Librarian | Librarian | Librarian | Librarian I | Librarian | Librarian | Librarian I | Librarian I |
| Top Step | \$ 5,460 | | \$ 6,959 | \$ 6,796 | \$ 5,194 | | \$ 5,094 | \$ 6,971 | \$ 6,535 | \$ 6,584 | \$ 6,860 | \$ 4,843 | \$ 5,800 | |
| Classic | | | 2%@60 | 2.5%@55 | 2.7%@55 | | 2.5%@55 | 2%@60 | | 2%@60 | 2.7%@55 | 2%@55 | 2.5%@55 | |
| Enhanced Formula Cost | | | \$ 84 | \$ 353 | \$ 364 | | \$ 265 | \$ 84 | | \$ 79 | \$ 480 | \$ 140 | \$ 302 | |
| Classic Other Retirement Contrib | | | | | | | | | | | | | | |
| ER Paid Member Contrib | | | | | | | | | | | | | | |
| Calc Classic EPMC as Spec Comp | | | | \$ 544 | | | | | | | | | | |
| Single Highest Year | | | | | | | | | | | | | | |
| Social Security | \$ 369 | | \$ 35 | \$ 421 | \$ 36 | | \$ 31 | | \$ 405 | | | \$ 48 | \$ 24 | \$ 35 |
| Deferred Compensation | | | \$ 431 | | \$ 92 | | \$ 102 | | \$ 261 | | \$ 108 | | | |
| Other Ret. | | | | | \$ 75 | | | | | | | | | |
| Cafeteria | | | | | | | \$ 1,029 | \$ 2,020 | \$ 1,000 | | | | \$ 880 | |
| Health | | | \$ 500 | \$ 931 | \$ 1,564 | | | | | | \$ 1,847 | \$ 1,348 | | |
| Dental | | | \$ 50 | | | | | | | | \$ 171 | \$ 45 | | |
| Vision | | | \$ 15 | | | | | | | | \$ 40 | | | |
| Vacation ^{1,2} | | | \$ 482 | \$ 392 | \$ 459 | | \$ 294 | \$ 724 | \$ 377 | | \$ 380 | \$ 396 | \$ 279 | \$ 24 |
| Holidays | \$ 11 | | \$ 402 | \$ 288 | \$ 240 | | \$ 255 | \$ 322 | \$ 352 | | \$ 329 | \$ 317 | \$ 293 | \$ 335 |
| Admin Leave | | | | | | | | | | | | | | \$ 301 |
| Auto | | | | | | | | | | | | | | |
| Allow | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------|
| Banning Library District | \$ 5,460 | \$ 5,194 | \$ 6,959 | \$ 6,796 | \$ 5,194 | \$ 5,094 | \$ 6,971 | \$ 6,535 | \$ 6,584 | \$ 6,860 | \$ 4,843 | \$ 5,800 | |
| Benefit Package Total | \$ 664 | \$ 51 | \$ 1,169 | \$ 1,298 | \$ 2,600 | \$ 2 | \$ 1,876 | \$ 5,149 | \$ 2,886 | \$ 2,954 | \$ 1,454 | \$ 1,500 | \$ 785 |

N/C - Non Comparator
 1 - Corona Public Library: Annual Leave
 2 - Palm Springs Public Library: General Leave

**Banning Library District
Appendix IIc: Market Compensation Findings (Sorted by Total Compensation)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Benefits Package | Total Monthly Comp. | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|------------------------------------|----------------------|----------|------------------|---------------------|-----------------------|----------------------|--------------------------|
| 1 | Palm Springs Public Library | Librarian | \$ 6,971 | \$ 3,149 | \$ 10,120 | 7/1/2020 | unknown | unknown |
| 2 | Beaumont Library District | Librarian | \$ 6,796 | \$ 2,929 | \$ 9,726 | 1/1/2020 | unknown | unknown |
| 3 | Rancho Mirage Public Library | Librarian | \$ 6,584 | \$ 2,954 | \$ 9,538 | 6/18/2020 | 7/1/2021 | 50% |
| 4 | Riverside City Public Library | Librarian | \$ 6,860 | \$ 2,634 | \$ 9,494 | 8/18/2020 | unknown | unknown |
| 5 | Altadena Library District | Librarian | \$ 6,959 | \$ 1,999 | \$ 8,958 | 7/1/2020 | unknown | unknown |
| 6 | Placentia Library District | Librarian I | \$ 6,535 | \$ 2,396 | \$ 8,931 | 7/1/2020 | unknown | unknown |
| 7 | Corona Public Library | Librarian II | \$ 5,194 | \$ 2,830 | \$ 8,024 | 6/17/2020 | unknown | unknown |
| 8 | Hemet Public Library | Librarian | \$ 5,094 | \$ 1,975 | \$ 7,069 | 7/1/2020 | unknown | unknown |
| 9 | Whittier Public Library | Librarian I | \$ 5,800 | \$ 765 | \$ 6,565 | 7/1/2018 | unknown | unknown |
| 10 | San Bernardino City Library | Librarian I | \$ 4,843 | \$ 1,550 | \$ 6,393 | 7/1/2020 | unknown | unknown |
| 11 | Banning Library District | Librarian | \$ 5,460 | \$ 349 | \$ 5,809 | 7/1/2020 | unknown | unknown |
| 12 | Covina Public Library | N/C | | | | | | |
| 13 | AK Smiley Library City of Redlands | N/C | | | | | | |

| Summary Results | Top Monthly | Total Monthly |
|--|-------------|---------------|
| Average of Comparators | \$ 6,164 | \$ 8,482 |
| % Banning Library District Above/Below | -12.9% | -46.0% |
| Median of Comparators | \$ 6,559 | \$ 8,944 |
| % Banning Library District Above/Below | -20.1% | -54.0% |
| Number of Matches | 10 | 10 |

N/C - Non Comparator

**Banning Library District
Appendix IIa: Market Compensation Findings (Sorted by Top Monthly Salary)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|------------------------------------|----------------------|----------|-----------------------|----------------------|--------------------------|
| 1 | Placentia Library District | Library Aide | \$ 3,350 | 7/1/2020 | unknown | unknown |
| 2 | Altadena Library District | Library Aide | \$ 3,318 | 7/1/2020 | unknown | unknown |
| 3 | San Bernardino City Library | Library Assistant | \$ 3,250 | 1/1/2020 | unknown | unknown |
| 4 | Rancho Mirage Public Library | Library Page | \$ 3,087 | 6/18/2020 | unknown | unknown |
| 5 | Beaumont Library District | Library Shelver | \$ 2,766 | 1/1/2020 | unknown | unknown |
| 6 | Palm Springs Public Library | Library Page | \$ 2,765 | 7/1/2020 | unknown | unknown |
| 7 | Corona Public Library | Library Page | \$ 2,757 | 6/17/2020 | unknown | unknown |
| 8 | Hemet Public Library | Library Page | \$ 2,739 | 7/1/2020 | unknown | unknown |
| 9 | Covina Public Library | Library Page/Shelver | \$ 2,739 | 12/21/2019 | unknown | unknown |
| 10 | Riverside City Public Library | Library Page | \$ 2,484 | 8/18/2020 | unknown | unknown |
| 11 | AK Smiley Library City of Redlands | Library Page | \$ 2,427 | 7/1/2020 | unknown | unknown |
| 12 | Whittier Public Library | Library Page | \$ 2,253 | 1/1/2020 | 1/1/2021 | 7.7% |
| 13 | Banning Library District | Library Aide | \$ 2,203 | 7/1/2020 | unknown | unknown |

| Summary Results | Top Monthly |
|--|-------------|
| Average of Comparators | \$ 2,828 |
| % Banning Library District Above/Below | -28.4% |
| Median of Comparators | \$ 2,761 |
| % Banning Library District Above/Below | -25.3% |
| Number of Matches | 12 |

N/C - Non Comparator

**Banning Library District
Appendix IIb: Market Compensation Findings (Benefit Detail)
October 2020**

| Agency | Banning Library District Library Aide | AK Smiley Library City of Escondido Library Page | Alhambra Library District Library Aide | Beaumont Library District Library Shelver | Corona Public Library Library Page | Devina Public Library Library Page/Shelver | Hemet Public Library Library Page | Palm Springs Public Library Library Page | Placencia Library District Library Aide | Rancho Utrique Public Library Library Page | Reverade City Public Library Library Page | San Bernardino City Library Library Assistant | Whittier Public Library Library Page |
|--|--|---|---|--|---------------------------------------|---|--------------------------------------|---|--|---|--|--|---|
| Benchmark/Comparator Agency Match | | | | | | | | | | | | | |
| Top Step | \$ 2,203 | \$ 2,427 | \$ 3,318 | \$ 2,766 | \$ 2,757 | \$ 2,739 | \$ 2,739 | \$ 2,765 | \$ 3,350 | \$ 3,087 | \$ 2,484 | \$ 3,250 | \$ 2,253 |
| Classic | | | 2%@60 \$ 40 | | | | 2.5% @ 55 \$ 142 | 2%@60 \$ 33 | | | | | |
| Enhanced Formula Cost | | | | | | | | | | | | | |
| Classic Other Retirement Contrib | | | | | | | | | | | | | |
| ER Paid Member Contrib | | | | | | | | | | | | | |
| Calc Classic EPMC as Spec Comp | | | \$ 17 | | | | \$ 16 | | | | | | |
| Single Highest Year | | | \$ 206 | \$ 172 | | | | | \$ 208 | | | | |
| Social Security | \$ 137 | \$ 150 | | | \$ 36 | | | | \$ 134 | \$ 232 | | \$ 244 | |
| Deferred Compensation | | | | | | | | | | | | | |
| Other Ret. | | | | | | | | | | | | | |
| Cafeteria | | | | | | | \$ 1,029 | \$ 2,020 | \$ 1,000 | | | | |
| Health | | | \$ 500 | | | | | | | | | | |
| Dental | | | \$ 50 | | | | | | | | | | |
| Vision | | | \$ 15 | | | | | | | | | | |
| Vacation ¹ | | | \$ 230 | \$ 80 | | | \$ 158 | \$ 223 | \$ 193 | | | | |
| Holidays | | | \$ 191 | \$ 59 | | | \$ 137 | \$ 160 | \$ 180 | | | | |
| Admin Leave | \$ 4 | | | | | | | | | | | | |
| Auto | | | | | | | | | | | | | |
| Allow | | | | | | | | | | | | | |
| Benchmark Package Total | \$ 161 | \$ 150 | \$ 1,249 | \$ 370 | \$ 365 | \$ 1,483 | \$ 1,616 | \$ 2,435 | \$ 1,716 | \$ 822 | \$ 0 | \$ 3,244 | \$ 0 |

N/C - Non Comparator
1 - Palm Springs Public Library: General Leave

**Banning Library District
Appendix IIc: Market Compensation Findings (Sorted by Total Compensation)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Benefits Package | Total Monthly Comp | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|------------------------------------|----------------------|----------|------------------|--------------------|-----------------------|----------------------|--------------------------|
| 1 | Palm Springs Public Library | Library Page | \$ 2,765 | \$ 2,436 | \$ 5,201 | 7/1/2020 | unknown | unknown |
| 2 | Placentia Library District | Library Aide | \$ 3,350 | \$ 1,715 | \$ 5,065 | 7/1/2020 | unknown | unknown |
| 3 | Altadena Library District | Library Aide | \$ 3,318 | \$ 1,249 | \$ 4,566 | 7/1/2020 | unknown | unknown |
| 4 | Hemet Public Library | Library Page | \$ 2,739 | \$ 1,483 | \$ 4,222 | 7/1/2020 | unknown | unknown |
| 5 | San Bernardino City Library | Library Assistant | \$ 3,250 | \$ 244 | \$ 3,494 | 1/1/2020 | unknown | unknown |
| 6 | Rancho Mirage Public Library | Library Page | \$ 3,087 | \$ 232 | \$ 3,318 | 6/18/2020 | unknown | unknown |
| 7 | Beaumont Library District | Library Shelver | \$ 2,766 | \$ 310 | \$ 3,076 | 1/1/2020 | unknown | unknown |
| 8 | Corona Public Library | Library Page | \$ 2,757 | \$ 36 | \$ 2,793 | 6/17/2020 | unknown | unknown |
| 9 | Covina Public Library | Library Page/Shelver | \$ 2,739 | \$ 0 | \$ 2,739 | 12/21/2019 | unknown | unknown |
| 10 | AK Smiley Library City of Redlands | Library Page | \$ 2,427 | \$ 150 | \$ 2,577 | 7/1/2020 | unknown | unknown |
| 11 | Riverside City Public Library | Library Page | \$ 2,484 | \$ 0 | \$ 2,484 | 8/18/2020 | unknown | unknown |
| 12 | Banning Library District | Library Aide | \$ 2,203 | \$ 141 | \$ 2,344 | 7/1/2020 | unknown | unknown |
| 13 | Whittier Public Library | Library Page | \$ 2,253 | \$ 0 | \$ 2,253 | 1/1/2020 | 1/1/2021 | 7.7% |

| Summary Results | Top Monthly | Total Monthly |
|--|-------------|---------------|
| Average of Comparators | \$ 2,828 | \$ 3,482 |
| % Banning Library District Above/Below | -28.4% | -48.6% |
| Median of Comparators | \$ 2,761 | \$ 3,197 |
| % Banning Library District Above/Below | -25.3% | -36.4% |
| Number of Matches | 12 | 12 |

N/C - Non Comparator

**Banning Library District
Appendix IIa: Market Compensation Findings (Sorted by Top Monthly Salary)
October 2020**

| Library Assistant | | | | | | | | | |
|--------------------------|------------------------------------|--------------------------|-----------------|-----------------------|----------------------|--------------------------|--|--|--|
| Rank | Comparator Agency | Classification Title | Top Step | Salary Effective Date | Next Salary Increase | Next Percentage Increase | | | |
| 1 | Riverside City Public Library | Library Associate | \$ 5,376 | 8/18/2020 | unknown | unknown | | | |
| 2 | Placentia Library District | Library Assistant | \$ 5,321 | 7/1/2020 | unknown | unknown | | | |
| 3 | Altadena Library District | Library Assistant | \$ 5,175 | 7/1/2020 | unknown | unknown | | | |
| 4 | Rancho Mirage Public Library | Library Assistant | \$ 4,733 | 6/18/2020 | unknown | unknown | | | |
| 5 | Corona Public Library | Library Associate | \$ 4,725 | 6/17/2020 | unknown | unknown | | | |
| 6 | Covina Public Library | Library Assistant | \$ 4,535 | 7/4/2020 | unknown | unknown | | | |
| 7 | AK Smiley Library City of Redlands | Library Specialist II | \$ 4,494 | 7/1/2020 | unknown | unknown | | | |
| 8 | Hemet Public Library | Library Associate II | \$ 4,254 | 7/1/2020 | unknown | unknown | | | |
| 9 | San Bernardino City Library | Library Technician II | \$ 3,967 | 7/1/2020 | unknown | unknown | | | |
| 10 | Beaumont Library District | Library Associate | \$ 3,666 | 1/1/2020 | unknown | unknown | | | |
| 11 | Banning Library District | Library Assistant | \$ 2,687 | 7/1/2020 | unknown | unknown | | | |
| 12 | Palm Springs Public Library | N/C | | | | | | | |
| 13 | Whittier Public Library | N/C | | | | | | | |

| Summary Results | Top Monthly |
|--|-------------|
| Average of Comparators | \$ 4,625 |
| % Banning Library District Above/Below | -72.1% |
| Median of Comparators | \$ 4,630 |
| % Banning Library District Above/Below | -72.3% |
| Number of Matches | 10 |

N/C - Non Comparator

**Banning Library District
Appendix IIb: Market Compensation Findings (Benefit Detail)
October 2020**

| Agency | Banning Library District | Alc Smiley Library City of Redlands | Alfredena Library District | Beaumont Library District | Corona Public Library | Donna Public Library | Hemet Public Library | Palm Springs Public Library | Placencia Library District | Rancho Mirage Public Library | Riverside City Public Library | San Bernardino City Library | Whittier Public Library |
|------------------------------------|--------------------------|-------------------------------------|----------------------------|---------------------------|-----------------------|----------------------|----------------------|-----------------------------|----------------------------|------------------------------|-------------------------------|-----------------------------|-------------------------|
| Benchmark/ Comparator Agency Match | Library Assistant | Library Specialist II | Library Assistant | Library Associate | Library Associate | Library Assistant | Library Associate II | N/C | Library Assistant | Library Assistant | Library Associate | Library Technician II | N/C |
| Top Step | \$ 2,687 | \$ 4,494 | \$ 5,175 | \$ 3,666 | \$ 4,725 | \$ 4,535 | \$ 4,254 | N/C | \$ 5,321 | \$ 4,733 | \$ 5,376 | \$ 3,967 | |
| Classic | | 2%@55 | 2%@60 | | 2.7%@55 | 2.5%@55 | 2.5% @ 55 | | | | 2.7% @ 55 | 2%@55 | |
| Enhanced Formula Cost | | \$ 130 | \$ 62 | | \$ 331 | \$ 236 | \$ 221 | | | | \$ 376 | \$ 115 | |
| Classic Other Retirement Contrib | | | | | | | | | | | | \$ 55 | |
| ER Paid Member Contrib | | | | | | | | | | | | \$ 55 | |
| Calc Classic EPVIC as Spec Comp | | \$ 22 | \$ 26 | | \$ 33 | \$ 27 | \$ 26 | | | | \$ 38 | \$ 20 | |
| Single Highest Year | \$ 167 | \$ 279 | \$ 321 | \$ 227 | \$ 92 | | | | \$ 330 | | | | |
| Social Security | | | | | \$ 69 | | | | \$ 213 | \$ 355 | | | |
| Deferred Compensation | | | | | | | | | | | | | |
| Other Ret. | | | | | | \$ 1,249 | \$ 1,029 | | \$ 1,000 | | | \$ 880 | |
| Cafeteria | | | | | \$ 1,564 | | | | | | \$ 1,348 | | |
| Health | | \$ 900 | \$ 500 | | | | | | | | \$ 45 | | |
| Dental | | \$ 127 | \$ 50 | | | | | | | | | | |
| Vision | | \$ 15 | \$ 15 | | | | | | | | | | |
| Vacation ¹ | | \$ 259 | \$ 358 | \$ 106 | \$ 418 | \$ 314 | \$ 245 | | \$ 307 | | \$ 310 | \$ 229 | |
| Holidays | \$ 5 | \$ 285 | \$ 299 | \$ 78 | \$ 218 | \$ 240 | \$ 213 | | \$ 287 | | \$ 248 | \$ 240 | |
| Admin Leave | | | | | | | | | | | | | |
| Auto | | | | | | | | | | | | | |
| Allow | | | | | | | | | | | | | |
| Benefit Package Total | \$ 173 | \$ 2,406 | \$ 1,831 | \$ 401 | \$ 4,724 | \$ 4,816 | \$ 4,734 | \$ 0 | \$ 4,435 | \$ 385 | \$ 2,868 | \$ 1,238 | \$ 0 |

N/C - Non Comparator
1 - Corona Public Library: Annual Leave

**Banning Library District
Appendix IIc: Market Compensation Findings (Sorted by Total Compensation)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Benefits Package | Total Monthly Comp | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|------------------------------------|-----------------------|----------|------------------|--------------------|-----------------------|----------------------|--------------------------|
| 1 | Riverside City Public Library | Library Associate | \$ 5,376 | \$ 2,365 | \$ 7,741 | 8/18/2020 | unknown | unknown |
| 2 | Placentia Library District | Library Assistant | \$ 5,321 | \$ 2,136 | \$ 7,458 | 7/1/2020 | unknown | unknown |
| 3 | Corona Public Library | Library Associate | \$ 4,725 | \$ 2,724 | \$ 7,449 | 6/17/2020 | unknown | unknown |
| 4 | Altadena Library District | Library Assistant | \$ 5,175 | \$ 1,631 | \$ 6,806 | 7/1/2020 | unknown | unknown |
| 5 | Covina Public Library | Library Assistant | \$ 4,535 | \$ 2,066 | \$ 6,601 | 7/4/2020 | unknown | unknown |
| 6 | AK Smiley Library City of Redlands | Library Specialist II | \$ 4,494 | \$ 2,003 | \$ 6,497 | 7/1/2020 | unknown | unknown |
| 7 | Hemet Public Library | Library Associate II | \$ 4,254 | \$ 1,734 | \$ 5,988 | 7/1/2020 | unknown | unknown |
| 8 | San Bernardino City Library | Library Technician II | \$ 3,967 | \$ 1,429 | \$ 5,396 | 7/1/2020 | unknown | unknown |
| 9 | Rancho Mirage Public Library | Library Assistant | \$ 4,733 | \$ 355 | \$ 5,088 | 6/18/2020 | unknown | unknown |
| 10 | Beaumont Library District | Library Associate | \$ 3,666 | \$ 411 | \$ 4,077 | 1/1/2020 | unknown | unknown |
| 11 | Banning Library District | Library Assistant | \$ 2,687 | \$ 172 | \$ 2,858 | 7/1/2020 | unknown | unknown |
| 12 | Palm Springs Public Library | N/C | | | | | | |
| 13 | Whittier Public Library | N/C | | | | | | |

| Summary Results | Top Monthly | Total Monthly |
|--|-------------|---------------|
| Average of Comparators | \$ 4,625 | \$ 6,310 |
| % Banning Library District Above/Below | -72.1% | -120.8% |
| Median of Comparators | \$ 4,630 | \$ 6,549 |
| % Banning Library District Above/Below | -72.3% | -129.1% |
| Number of Matches | 10 | 10 |

N/C - Non Comparator

**Banning Library District
Appendix IIa: Market Compensation Findings (Sorted by Top Monthly Salary)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|------------------------------------|-----------------------------|-----------------|-----------------------|----------------------|--------------------------|
| 1 | Riverside City Public Library | Library Assistant | \$ 4,420 | 8/18/2020 | unknown | unknown |
| 2 | Altadena Library District | Library Clerk | \$ 4,247 | 7/1/2020 | unknown | unknown |
| 3 | Palm Springs Public Library | Library Assistant | \$ 4,211 | 7/1/2020 | unknown | unknown |
| 4 | Placentia Library District | Library Clerk | \$ 4,039 | 7/1/2020 | unknown | unknown |
| 5 | Rancho Mirage Public Library | Library Clerk I | \$ 3,704 | 6/18/2020 | unknown | unknown |
| 6 | Hemet Public Library | Library Assistant II | \$ 3,579 | 7/1/2020 | unknown | unknown |
| 7 | AK Smiley Library City of Redlands | Library Clerk | \$ 3,435 | 7/1/2020 | unknown | unknown |
| 8 | Banning Library District | Library Clerk | \$ 3,416 | 7/1/2020 | unknown | unknown |
| 9 | Corona Public Library | Library Technical Assistant | \$ 3,046 | 6/17/2020 | unknown | unknown |
| 10 | Covina Public Library | Library Clerk | \$ 3,013 | 12/21/2019 | unknown | unknown |
| 11 | Beaumont Library District | N/C | | | | |
| 12 | Whittier Public Library | N/C | | | | |
| 13 | San Bernardino City Library | N/C | | | | |

| Summary Results | Top Monthly |
|--|-------------|
| Average of Comparators | \$ 3,744 |
| % Banning Library District Above/Below | -9.6% |
| Median of Comparators | \$ 3,704 |
| % Banning Library District Above/Below | -8.4% |
| Number of Matches | 9 |

N/C - Non Comparator

**Banning Library District
Appendix IIb: Market Compensation Findings (Benefit Detail)
October 2020**

| Agency | Banning Library District | AK Smiley Library City of Redlands | Alhambra Library District | Bascom Library District | Corona Public Library | Corvina Public Library | Hemet Public Library | Paint Springs Public Library | Placentia Library District | Rancho Mirage Public Library | Riverside City Public Library | San Bernardino City Library | Whittier Public Library |
|--|--------------------------|------------------------------------|---------------------------|-------------------------|-----------------------------|------------------------|----------------------|------------------------------|----------------------------|------------------------------|-------------------------------|-----------------------------|-------------------------|
| Benchmark/Comparator Agency Match | Library Clerk | Library Clerk | Library Clerk | N/C | Library Technical Assistant | Library Clerk | Library Assistant II | Library Assistant | Library Clerk | Library Clerk I | Library Assistant | N/C | N/C |
| Top Step | \$ 3,416 | \$ 3,435 | \$ 4,247 | | \$ 3,046 | \$ 3,013 | \$ 3,579 | \$ 4,211 | \$ 4,039 | \$ 3,704 | \$ 4,420 | | |
| Classic | | 2%@55 | 2%@60 | | | | 2.5% @ 55 | 2%@60 | | | 2.7% @ 55 | | |
| Enhanced Formula Cost | | \$ 100 | \$ 51 | | | | \$ 186 | \$ 51 | | | \$ 309 | | |
| Classic Other Retirement Contrib | | | | | | | | | | | | | |
| ER Paid Member Contrib | | | | | | | | | | | | | |
| Calc Classic EPMC as Spec Comp | | | | | | | | | | | | | |
| Single Highest Year | | \$ 17 | \$ 21 | | | | \$ 21 | | | | \$ 31 | | |
| Social Security | \$ 212 | \$ 213 | \$ 263 | | | | | | \$ 250 | | | | |
| Deferred Compensation | \$ 171 | | | | \$ 40 | | | | \$ 162 | \$ 278 | | | |
| Other Ret. | | | | | | | | | | | | | |
| Cafeteria | | | | | | | | | | | | | |
| Health | \$ 314 | \$ 900 | \$ 500 | | | | \$ 1,029 | \$ 2,020 | \$ 1,000 | | \$ 1,348 | | |
| Dental | \$ 26 | \$ 127 | \$ 50 | | | | | | | | \$ 45 | | |
| Vision | \$ 3 | | \$ 15 | | | | | | | | | | |
| Vacation ¹ | \$ 137 | \$ 198 | \$ 294 | | | | \$ 206 | \$ 340 | \$ 233 | | \$ 255 | | |
| Holidays | \$ 184 | \$ 218 | \$ 245 | | | | \$ 179 | \$ 243 | \$ 218 | | \$ 204 | | |
| Admin Leave | | | | | | | | | | | | | |
| Auto | | | | | | | | | | | | | |
| Allow | | | | | | | | | | | | | |
| | \$ 1,407 | \$ 1,713 | \$ 1,440 | \$ 0 | \$ 40 | \$ 0 | \$ 1,029 | \$ 2,354 | \$ 1,468 | \$ 278 | \$ 2,192 | \$ 0 | \$ 0 |

NIC - Non Comparator
1 - Palm Springs Public Library, General Leave

**Banning Library District
Appendix IIc: Market Compensation Findings (Sorted by Total Compensation)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Benefits Package | Total Monthly Comp | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|------------------------------------|-----------------------------|-----------------|------------------|--------------------|-----------------------|----------------------|--------------------------|
| 1 | Palm Springs Public Library | Library Assistant | \$ 4,211 | \$ 2,654 | \$ 6,865 | 7/1/2020 | unknown | unknown |
| 2 | Riverside City Public Library | Library Assistant | \$ 4,420 | \$ 2,192 | \$ 6,612 | 8/18/2020 | unknown | unknown |
| 3 | Placentia Library District | Library Clerk | \$ 4,039 | \$ 1,863 | \$ 5,902 | 7/1/2020 | unknown | unknown |
| 4 | Altadena Library District | Library Clerk | \$ 4,247 | \$ 1,440 | \$ 5,687 | 7/1/2020 | unknown | unknown |
| 5 | AK Smiley Library City of Redlands | Library Clerk | \$ 3,435 | \$ 1,773 | \$ 5,208 | 7/1/2020 | unknown | unknown |
| 6 | Hemet Public Library | Library Assistant II | \$ 3,579 | \$ 1,622 | \$ 5,201 | 7/1/2020 | unknown | unknown |
| 7 | Banning Library District | Library Clerk | \$ 3,416 | \$ 1,107 | \$ 4,523 | 7/1/2020 | unknown | unknown |
| 8 | Rancho Mirage Public Library | Library Clerk I | \$ 3,704 | \$ 278 | \$ 3,982 | 6/18/2020 | unknown | unknown |
| 9 | Corona Public Library | Library Technical Assistant | \$ 3,046 | \$ 40 | \$ 3,086 | 6/17/2020 | unknown | unknown |
| 10 | Covina Public Library | Library Clerk | \$ 3,013 | \$ 0 | \$ 3,013 | 12/21/2019 | unknown | unknown |
| 11 | Beaumont Library District | N/C | | | | | | |
| 12 | Whittier Public Library | N/C | | | | | | |
| 13 | San Bernardino City Library | N/C | | | | | | |

| Summary Results | Top Monthly | Total Monthly |
|--|-------------|---------------|
| Average of Comparators | \$ 3,744 | \$ 5,062 |
| % Banning Library District Above/Below | -9.6% | -11.9% |
| Median of Comparators | \$ 3,704 | \$ 5,208 |
| % Banning Library District Above/Below | -8.4% | -15.1% |
| Number of Matches | 9 | 9 |

N/C - Non Comparator

**Banning Library District
Appendix IIa: Market Compensation Findings (Sorted by Top Monthly Salary)
October 2020**

| Library Manager | | | | | | |
|------------------------|------------------------------------|---|-----------|-----------------------|----------------------|--------------------------|
| Rank | Comparator Agency | Classification Title | Top Step | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
| 1 | Whittier Public Library | Information Technology/Records Manager | \$ 10,698 | 7/1/2019 | unknown | unknown |
| 2 | Rancho Mirage Public Library | Library Operations Manager | \$ 10,213 | 6/18/2020 | 7/1/2021 | 50% |
| 3 | Altadena Library District | Information Technology Manager | \$ 10,079 | 7/1/2020 | unknown | unknown |
| 4 | Covina Public Library | Library Services Supervisor | \$ 7,841 | 11/5/2019 | unknown | unknown |
| 5 | Palm Springs Public Library | Library Operations & Collections Manager | \$ 7,696 | 7/1/2020 | unknown | unknown |
| 6 | Placentia Library District | Systems Librarian | \$ 7,688 | 7/1/2020 | unknown | unknown |
| 7 | Riverside City Public Library | Library Digital System Specialist | \$ 7,559 | 8/18/2020 | unknown | unknown |
| 8 | AK Smiley Library City of Redlands | Systems Administrator | \$ 7,193 | 7/1/2020 | unknown | unknown |
| 9 | Beaumont Library District | IT/Network Associate | \$ 6,796 | 1/1/2020 | unknown | unknown |
| 10 | Hemet Public Library ¹ | [IT Operations Supervisor / IT Specialist II] | \$ 6,627 | 7/1/2020 | unknown | unknown |
| 11 | Banning Library District | Library Manager | \$ 4,959 | 7/1/2020 | unknown | unknown |
| 12 | San Bernardino City Library | N/C | | | | |
| 13 | Corona Public Library | N/C | | | | |

| Summary Results | | Top Monthly |
|------------------------|--|--------------------|
| Average of Comparators | % Banning Library District Above/Below | \$ 8,239 -66.1% |
| Median of Comparators | % Banning Library District Above/Below | \$ 7,692 -55.1% |
| Number of Matches | | 10 |

N/C - Non Comparator

1 - Hemet Public Library: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

**Banning Library District
Appendix IIb: Market Compensation Findings (Benefit Detail)
October 2020**

| Agency | Banning Library District | AK Smiley Library City of Redlands | Altadena Library District | Beaumont Library District | Corona Public Library | Covina Public Library | Hemet Public Library | Palm Springs Public Library | Placentia Library District | Rancho Mirage Public Library | Riverside City Public Library | San Bernardino City Library | Whittier Public Library |
|--|--------------------------|------------------------------------|--------------------------------|---------------------------|-----------------------|-----------------------------|---|--|----------------------------|------------------------------|-----------------------------------|-----------------------------|--|
| Benchmark/Comparator Agency Match | Library Manager | Systems Administrator | Information Technology Manager | IT/Network Associate | N/C | Library Services Supervisor | [IT Operations Supervisor / IT Specialist II] | Library Operations & Collections Manager | Systems Librarian | Library Operations Manager | Library Digital System Specialist | N/C | Information Technology/Records Manager |
| Top Step | \$ 4,959 | \$ 7,493 | \$ 10,079 | \$ 6,796 | | \$ 7,841 | \$ 6,627 | \$ 7,696 | \$ 7,688 | \$ 10,213 | \$ 7,559 | | \$ 10,698 |
| Classic | | 2%@55 | 2%@60 | 2.5%@55 | | 2.5%@55 | 2.5% @ 55 | 2%@60 | | 2%@60 | 2.7% @ 55 | | 2.5% @ 55 |
| Enhanced Formula Cost | | \$ 209 | \$ 121 | \$ 353 | | \$ 408 | \$ 345 | \$ 92 | | \$ 123 | \$ 529 | | \$ 556 |
| Classic Other Retirement Contrib | | | | | | | | | | | | | |
| ER Paid Member Contrib | | | | \$ 544 | | | | | | | | | \$ -428 |
| Calc Classic EPMC as Spec Comp | | | | | | | | | | | | | |
| Single Highest Year | | \$ 36 | \$ 50 | | | \$ 47 | \$ 40 | | | | \$ 59 | | \$ 64 |
| Social Security | \$ 307 | \$ 446 | \$ 625 | \$ 421 | | | | | \$ 477 | | | | |
| Deferred Compensation | \$ 248 | \$ 72 | | | | | \$ 133 | | \$ 308 | \$ 108 | | | \$ 160 |
| Other Ret. | | | | | | | | | | | | | |
| Cafeteria | | | | | | \$ 1,249 | \$ 1,029 | \$ 2,020 | \$ 1,000 | | | | |
| Health | \$ 314 | \$ 900 | \$ 500 | \$ 931 | | | | | | \$ 1,847 | \$ 1,348 | | |
| Dental | \$ 26 | \$ 127 | \$ 50 | | | | | | | \$ 171 | \$ 45 | | |
| Vision | \$ 3 | | \$ 15 | | | | | | | \$ 40 | | | \$ 24 |
| Vacation ¹ | \$ 286 | \$ 415 | \$ 688 | \$ 392 | | \$ 618 | \$ 382 | \$ 799 | \$ 444 | \$ 589 | \$ 436 | | \$ 617 |
| Holidays | \$ 267 | \$ 387 | \$ 582 | \$ 288 | | \$ 415 | \$ 331 | \$ 355 | \$ 414 | \$ 511 | \$ 349 | | \$ 555 |
| Admin Leave ^{2,3,4} | | \$ 415 | | | | \$ 204 | | | | | | | \$ 309 |
| Auto | | | | | | | | | | | | | |

Benefit Package Total: \$ 1,432 \$ 2,641 \$ 2,249 \$ 2,249 \$ 0 \$ 2,249 \$ 2,249 \$ 2,249 \$ 2,249 \$ 2,249 \$ 2,249 \$ 2,249 \$ 0 \$ 1,852

N/C - Non Comparator
 1 - Palm Springs Public Library: General Leave
 2 - AK Smiley Library City of Redlands: Executive Leave
 3 - Covina Public Library: Administrative Leave
 4 - Whittier Public Library: Executive Leave.

**Banning Library District
Appendix IIc: Market Compensation Findings (Sorted by Total Compensation)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Benefits Package | Total Monthly Comp | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|------------------------------------|---|-----------|------------------|--------------------|-----------------------|----------------------|--------------------------|
| 1 | Rancho Mirage Public Library | Library Operations Manager | \$ 10,213 | \$ 3,389 | \$ 13,602 | 6/18/2020 | 7/1/2021 | 50% |
| 2 | Altadena Library District | Information Technology Manager | \$ 10,079 | \$ 2,641 | \$ 12,720 | 7/1/2020 | unknown | unknown |
| 3 | Whittier Public Library | Information Technology/Records Manager | \$ 10,698 | \$ 1,859 | \$ 12,557 | 7/1/2019 | unknown | unknown |
| 4 | Palm Springs Public Library | Library Operations & Collections Manager | \$ 7,696 | \$ 3,267 | \$ 10,963 | 7/1/2020 | unknown | unknown |
| 5 | Covina Public Library | Library Services Supervisor | \$ 7,841 | \$ 2,940 | \$ 10,781 | 11/5/2019 | unknown | unknown |
| 6 | Placentia Library District | Systems Librarian | \$ 7,688 | \$ 2,642 | \$ 10,330 | 7/1/2020 | unknown | unknown |
| 7 | Riverside City Public Library | Library Digital System Specialist | \$ 7,559 | \$ 2,760 | \$ 10,319 | 8/18/2020 | unknown | unknown |
| 8 | AK Smiley Library City of Redlands | Systems Administrator | \$ 7,193 | \$ 3,007 | \$ 10,200 | 7/1/2020 | unknown | unknown |
| 9 | Beaumont Library District | IT/Network Associate | \$ 6,796 | \$ 2,929 | \$ 9,726 | 1/1/2020 | unknown | unknown |
| 10 | Hemet Public Library ¹ | [IT Operations Supervisor / IT Specialist II] | \$ 6,627 | \$ 2,259 | \$ 8,886 | 7/1/2020 | unknown | unknown |
| 11 | Banning Library District | Library Manager | \$ 4,959 | \$ 1,452 | \$ 6,411 | 7/1/2020 | unknown | unknown |
| 12 | San Bernardino City Library | N/C | | | | | | |
| 13 | Corona Public Library | N/C | | | | | | |

| Summary Results | Top Monthly | Total Monthly |
|--|-------------|---------------|
| Average of Comparators | \$ 8,239 | \$ 11,008 |
| % Banning Library District Above/Below | -66.1% | -71.7% |
| Median of Comparators | \$ 7,692 | \$ 10,555 |
| % Banning Library District Above/Below | -55.1% | -64.7% |
| Number of Matches | 10 | 10 |

N/C - Non Comparator

1 - Hemet Public Library: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

**Banning Library District
Appendix IIa: Market Compensation Findings (Sorted by Top Monthly Salary)
October 2020**

| Library Technician | | | | | | | | | |
|--------------------|------------------------------------|-----------------------------|----------|-----------------------|----------------------|--------------------------|--|--|--|
| Rank | Comparator Agency | Classification Title | Top Step | Salary Effective Date | Next Salary Increase | Next Percentage Increase | | | |
| 1 | Riverside City Public Library | Library Technician | \$ 4,874 | 8/18/2020 | unknown | unknown | | | |
| 2 | Altadena Library District | Library Technician | \$ 4,688 | 7/1/2020 | unknown | unknown | | | |
| 3 | Covina Public Library | Library Assistant | \$ 4,535 | 7/4/2020 | unknown | unknown | | | |
| 4 | Whittier Public Library | Library Assistant II | \$ 4,387 | 7/1/2018 | unknown | unknown | | | |
| 5 | Hemet Public Library | Library Associate II | \$ 4,254 | 7/1/2020 | unknown | unknown | | | |
| 6 | Rancho Mirage Public Library | Library Clerk II | \$ 4,016 | 6/18/2020 | unknown | unknown | | | |
| 7 | AK Smiley Library City of Redlands | Technical Services Clerk | \$ 3,682 | 7/1/2020 | unknown | unknown | | | |
| 8 | San Bernardino City Library | Library Technician I | \$ 3,591 | 7/1/2020 | unknown | unknown | | | |
| 9 | Corona Public Library | Library Technical Assistant | \$ 3,046 | 6/17/2020 | unknown | unknown | | | |
| 10 | Banning Library District | Library Technician | \$ 2,870 | 7/1/2020 | unknown | unknown | | | |
| 11 | Beaumont Library District | N/C | | | | | | | |
| 12 | Palm Springs Public Library | N/C | | | | | | | |
| 13 | Placentia Library District | N/C | | | | | | | |

| Summary Results | Top Monthly |
|--|-------------|
| Average of Comparators | \$ 4,119 |
| % Banning Library District Above/Below | -43.5% |
| Median of Comparators | \$ 4,254 |
| % Banning Library District Above/Below | -48.2% |
| Number of Matches | 9 |

N/C - Non Comparator

**Banning Library District
Appendix IIc: Market Compensation Findings (Sorted by Total Compensation)
October 2020**

| Rank | Comparator Agency | Classification Title | Top Step | Benefits Package | Total Monthly Comp | Salary Effective Date | Next Salary Increase | Next Percentage Increase |
|------|------------------------------------|-----------------------------|-----------------|------------------|--------------------|-----------------------|----------------------|--------------------------|
| 1 | Riverside City Public Library | Library Technician | \$ 4,874 | \$ 2,274 | \$ 7,148 | 8/18/2020 | unknown | unknown |
| 2 | Covina Public Library | Library Assistant | \$ 4,535 | \$ 2,066 | \$ 6,601 | 7/4/2020 | unknown | unknown |
| 3 | Altadena Library District | Library Technician | \$ 4,688 | \$ 1,531 | \$ 6,219 | 7/1/2020 | unknown | unknown |
| 4 | Hemet Public Library | Library Associate II | \$ 4,254 | \$ 1,734 | \$ 5,988 | 7/1/2020 | unknown | unknown |
| 5 | AK Smiley Library City of Redlands | Technical Services Clerk | \$ 3,682 | \$ 1,827 | \$ 5,509 | 7/1/2020 | unknown | unknown |
| 6 | Whittier Public Library | Library Assistant II | \$ 4,387 | \$ 584 | \$ 4,971 | 7/1/2018 | unknown | unknown |
| 7 | San Bernardino City Library | Library Technician I | \$ 3,591 | \$ 1,377 | \$ 4,968 | 7/1/2020 | unknown | unknown |
| 8 | Rancho Mirage Public Library | Library Clerk II | \$ 4,016 | \$ 301 | \$ 4,317 | 6/18/2020 | unknown | unknown |
| 9 | Banning Library District | Library Technician | \$ 2,870 | \$ 985 | \$ 3,855 | 7/1/2020 | unknown | unknown |
| 10 | Corona Public Library | Library Technical Assistant | \$ 3,046 | \$ 40 | \$ 3,086 | 6/17/2020 | unknown | unknown |
| 11 | Beaumont Library District | N/C | | | | | | |
| 12 | Palm Springs Public Library | N/C | | | | | | |
| 13 | Placentia Library District | N/C | | | | | | |

| Summary Results | Top Monthly | Total Monthly |
|--|-------------|---------------|
| Average of Comparators | \$ 4,119 | \$ 5,423 |
| % Banning Library District Above/Below | -43.5% | -40.7% |
| Median of Comparators | \$ 4,254 | \$ 5,509 |
| % Banning Library District Above/Below | -48.2% | -42.9% |
| Number of Matches | 9 | 9 |

N/C - Non Comparator

**Banning Library District
Appendix III: Proposed Salary Range Schedule
November 2020**

| FACTORS | |
|-------------------------|-------------|
| Range 1, Step 5, Annual | \$27,040.00 |
| Step Increase | 5.00% |
| Range Increase | 2.50% |
| Pay Periods per Year | 26 |
| Hours per Year | 2,080 |

Lowest salary tied to California Minimum wage of \$13.00 per hour effective 1/1/2021.
Shaded areas reflect salary rates below the new 1/1/2021 minimum wage and will not be available for use.

| Salary Range | Annually | | | | | Monthly | | | | | Per Pay Period | | | | | Hourly | | | | |
|--------------|----------|--------|--------|--------|--------|---------|--------|--------|--------|--------|----------------|----------|----------|----------|----------|--------|--------|--------|--------|--------|
| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| 1 | 22,246 | 23,358 | 24,526 | 25,752 | 27,040 | 1,854 | 1,947 | 2,044 | 2,146 | 2,253 | 855.61 | 898.39 | 943.31 | 990.48 | 1,040.00 | 10.70 | 11.23 | 11.79 | 12.38 | 13.00 |
| 2 | 22,802 | 23,942 | 25,139 | 26,396 | 27,716 | 1,900 | 1,995 | 2,095 | 2,200 | 2,310 | 877.00 | 920.85 | 966.89 | 1,015.24 | 1,066.00 | 10.96 | 11.51 | 12.09 | 12.69 | 13.33 |
| 3 | 23,372 | 24,541 | 25,768 | 27,056 | 28,409 | 1,948 | 2,045 | 2,147 | 2,255 | 2,367 | 898.93 | 943.87 | 991.07 | 1,040.62 | 1,092.65 | 11.24 | 11.80 | 12.39 | 13.01 | 13.66 |
| 4 | 23,956 | 25,154 | 26,412 | 27,732 | 29,119 | 1,996 | 2,096 | 2,201 | 2,311 | 2,427 | 921.40 | 967.47 | 1,015.84 | 1,066.63 | 1,119.97 | 11.52 | 12.09 | 12.70 | 13.33 | 14.00 |
| 5 | 24,555 | 25,783 | 27,072 | 28,426 | 29,847 | 2,046 | 2,149 | 2,256 | 2,369 | 2,487 | 944.43 | 991.66 | 1,041.24 | 1,093.30 | 1,147.97 | 11.81 | 12.40 | 13.02 | 13.67 | 14.35 |
| 6 | 25,169 | 26,428 | 27,749 | 29,136 | 30,593 | 2,097 | 2,202 | 2,312 | 2,428 | 2,549 | 968.04 | 1,016.45 | 1,067.27 | 1,120.63 | 1,176.66 | 12.10 | 12.71 | 13.34 | 14.01 | 14.71 |
| 7 | 25,798 | 27,088 | 28,443 | 29,865 | 31,358 | 2,150 | 2,257 | 2,370 | 2,489 | 2,613 | 992.25 | 1,041.86 | 1,093.95 | 1,148.65 | 1,206.08 | 12.40 | 13.02 | 13.67 | 14.36 | 15.08 |
| 8 | 26,443 | 27,766 | 29,154 | 30,611 | 32,142 | 2,204 | 2,314 | 2,429 | 2,551 | 2,679 | 1,017.05 | 1,067.90 | 1,121.30 | 1,177.36 | 1,236.23 | 12.71 | 13.35 | 14.02 | 14.72 | 15.45 |
| 9 | 27,104 | 28,460 | 29,883 | 31,377 | 32,946 | 2,259 | 2,372 | 2,490 | 2,615 | 2,745 | 1,042.48 | 1,094.60 | 1,149.33 | 1,206.60 | 1,267.14 | 13.03 | 13.68 | 14.37 | 15.08 | 15.84 |
| 10 | 27,782 | 29,171 | 30,648 | 32,161 | 33,769 | 2,315 | 2,431 | 2,552 | 2,680 | 2,814 | 1,068.54 | 1,121.97 | 1,178.07 | 1,237.57 | 1,298.82 | 13.36 | 14.02 | 14.73 | 15.46 | 16.24 |
| 11 | 28,477 | 29,900 | 31,395 | 32,965 | 34,613 | 2,373 | 2,492 | 2,616 | 2,747 | 2,884 | 1,095.25 | 1,150.02 | 1,207.52 | 1,267.89 | 1,331.29 | 13.69 | 14.38 | 15.09 | 15.85 | 16.64 |
| 12 | 29,198 | 30,648 | 32,180 | 33,789 | 35,479 | 2,432 | 2,554 | 2,682 | 2,816 | 2,957 | 1,122.64 | 1,178.77 | 1,237.71 | 1,299.59 | 1,364.57 | 14.03 | 14.73 | 15.47 | 16.24 | 17.06 |
| 13 | 29,918 | 31,414 | 32,985 | 34,634 | 36,366 | 2,493 | 2,618 | 2,749 | 2,886 | 3,030 | 1,150.70 | 1,208.24 | 1,268.65 | 1,332.08 | 1,398.68 | 14.38 | 15.10 | 15.86 | 16.65 | 17.48 |
| 14 | 30,666 | 32,199 | 33,809 | 35,500 | 37,275 | 2,556 | 2,683 | 2,817 | 2,958 | 3,106 | 1,179.47 | 1,238.44 | 1,300.36 | 1,365.38 | 1,433.65 | 15.11 | 15.87 | 16.66 | 17.49 | 18.37 |
| 15 | 31,433 | 33,004 | 34,655 | 36,387 | 38,207 | 2,619 | 2,750 | 2,888 | 3,032 | 3,184 | 1,208.96 | 1,269.40 | 1,332.87 | 1,399.52 | 1,469.49 | 15.49 | 16.26 | 17.07 | 17.92 | 18.83 |
| 16 | 32,219 | 33,830 | 35,521 | 37,297 | 39,162 | 2,685 | 2,819 | 2,960 | 3,108 | 3,263 | 1,239.18 | 1,301.14 | 1,366.20 | 1,434.50 | 1,506.23 | 15.84 | 16.62 | 17.46 | 18.34 | 19.28 |
| 17 | 33,024 | 34,675 | 36,409 | 38,230 | 40,141 | 2,752 | 2,890 | 3,034 | 3,186 | 3,345 | 1,270.16 | 1,333.67 | 1,400.35 | 1,470.37 | 1,543.89 | 16.27 | 17.09 | 17.94 | 18.84 | 19.80 |
| 18 | 33,850 | 35,542 | 37,319 | 39,185 | 41,145 | 2,821 | 2,962 | 3,110 | 3,265 | 3,429 | 1,301.91 | 1,367.01 | 1,435.36 | 1,507.13 | 1,582.48 | 17.10 | 17.95 | 18.85 | 19.79 | 20.78 |
| 19 | 34,686 | 36,431 | 38,252 | 40,165 | 42,173 | 2,891 | 3,036 | 3,188 | 3,347 | 3,514 | 1,334.46 | 1,401.18 | 1,471.24 | 1,544.80 | 1,622.05 | 18.41 | 19.33 | 20.30 | 21.31 | 22.38 |
| 20 | 35,563 | 37,342 | 39,209 | 41,169 | 43,228 | 2,964 | 3,112 | 3,267 | 3,431 | 3,602 | 1,367.82 | 1,436.21 | 1,508.02 | 1,583.42 | 1,662.60 | 19.34 | 20.32 | 21.35 | 22.41 | 23.53 |
| 21 | 36,482 | 38,275 | 40,189 | 42,198 | 44,308 | 3,038 | 3,190 | 3,349 | 3,517 | 3,692 | 1,402.02 | 1,472.12 | 1,545.72 | 1,623.01 | 1,704.16 | 20.32 | 21.34 | 22.41 | 23.53 | 24.70 |
| 22 | 37,364 | 39,292 | 41,194 | 43,253 | 45,416 | 3,114 | 3,269 | 3,433 | 3,604 | 3,785 | 1,437.07 | 1,508.92 | 1,584.37 | 1,663.59 | 1,747.80 | 21.35 | 22.42 | 23.57 | 24.74 | 25.95 |
| 23 | 38,288 | 40,213 | 42,223 | 44,335 | 46,551 | 3,191 | 3,351 | 3,519 | 3,695 | 3,879 | 1,472.99 | 1,546.64 | 1,623.98 | 1,705.18 | 1,790.43 | 22.42 | 23.59 | 24.81 | 26.03 | 27.29 |
| 24 | 39,255 | 41,218 | 43,279 | 45,443 | 47,715 | 3,271 | 3,435 | 3,607 | 3,787 | 3,976 | 1,509.82 | 1,581.57 | 1,664.58 | 1,749.80 | 1,835.20 | 23.57 | 24.82 | 26.13 | 27.48 | 28.87 |
| 25 | 40,267 | 42,249 | 44,361 | 46,543 | 48,908 | 3,353 | 3,521 | 3,697 | 3,882 | 4,076 | 1,549.77 | 1,624.94 | 1,706.19 | 1,791.50 | 1,881.07 | 24.81 | 26.16 | 27.55 | 28.95 | 30.40 |
| 26 | 41,283 | 43,305 | 45,470 | 47,743 | 50,131 | 3,437 | 3,609 | 3,789 | 3,979 | 4,178 | 1,586.25 | 1,665.57 | 1,748.85 | 1,836.29 | 1,928.10 | 26.13 | 27.53 | 28.98 | 30.47 | 32.00 |
| 27 | 42,274 | 44,387 | 46,607 | 48,937 | 51,384 | 3,523 | 3,699 | 3,884 | 4,078 | 4,282 | 1,625.91 | 1,707.21 | 1,792.57 | 1,882.19 | 1,976.30 | 27.48 | 28.98 | 30.53 | 32.05 | 33.64 |
| 28 | 43,331 | 45,497 | 47,772 | 50,165 | 52,669 | 3,611 | 3,791 | 3,981 | 4,180 | 4,389 | 1,665.66 | 1,749.89 | 1,837.38 | 1,929.25 | 2,025.71 | 29.00 | 30.56 | 32.17 | 33.73 | 35.35 |
| 29 | 44,414 | 46,634 | 48,966 | 51,415 | 53,985 | 3,701 | 3,886 | 4,081 | 4,285 | 4,499 | 1,708.82 | 1,793.63 | 1,884.44 | 1,978.66 | 2,076.35 | 30.56 | 32.17 | 33.83 | 35.44 | 37.11 |
| 30 | 45,524 | 47,800 | 50,190 | 52,700 | 55,335 | 3,794 | 3,983 | 4,183 | 4,392 | 4,611 | 1,750.93 | 1,838.47 | 1,930.40 | 2,026.92 | 2,128.26 | 32.17 | 33.84 | 35.56 | 37.23 | 38.95 |
| 31 | 46,662 | 48,995 | 51,445 | 54,017 | 56,718 | 3,889 | 4,083 | 4,287 | 4,501 | 4,727 | 1,794.70 | 1,884.44 | 1,978.66 | 2,076.92 | 2,182.77 | 33.84 | 35.56 | 37.33 | 39.04 | 40.81 |
| 32 | 47,829 | 50,220 | 52,735 | 55,368 | 58,136 | 3,986 | 4,185 | 4,394 | 4,614 | 4,845 | 1,839.57 | 1,931.55 | 1,999.82 | 2,098.83 | 2,207.59 | 35.56 | 37.33 | 39.06 | 40.81 | 42.63 |
| 33 | 49,025 | 51,476 | 54,050 | 56,752 | 59,599 | 4,085 | 4,290 | 4,504 | 4,729 | 4,966 | 1,885.56 | 1,979.84 | 2,078.83 | 2,182.77 | 2,293.34 | 37.33 | 39.06 | 40.84 | 42.63 | 44.50 |
| 34 | 50,250 | 52,763 | 55,401 | 58,171 | 61,079 | 4,188 | 4,397 | 4,617 | 4,848 | 5,090 | 1,932.70 | 2,029.33 | 2,130.80 | 2,237.34 | 2,349.20 | 39.06 | 40.84 | 42.67 | 44.50 | 46.43 |
| 35 | 51,506 | 54,082 | 56,786 | 59,625 | 62,606 | 4,292 | 4,507 | 4,732 | 4,969 | 5,217 | 1,981.01 | 2,080.06 | 2,184.07 | 2,293.27 | 2,407.94 | 40.84 | 42.67 | 44.54 | 46.43 | 48.41 |
| 36 | 52,794 | 55,434 | 58,205 | 61,116 | 64,171 | 4,400 | 4,619 | 4,850 | 5,093 | 5,348 | 2,030.54 | 2,132.07 | 2,238.67 | 2,350.60 | 2,468.13 | 42.67 | 44.54 | 46.47 | 48.41 | 50.43 |
| 37 | 54,114 | 56,820 | 59,661 | 62,644 | 65,776 | 4,509 | 4,735 | 4,972 | 5,220 | 5,481 | 2,081.30 | 2,185.37 | 2,294.64 | 2,409.37 | 2,529.84 | 44.54 | 46.47 | 48.44 | 50.43 | 52.50 |

**Banning Library District
Appendix III: Proposed Salary Range Schedule
November 2020**

| Salary Range | Annually | | | | | Monthly | | | | | Per Pay Period | | | | | Hourly | | | | |
|--------------|----------|---------|---------|---------|---------|---------|--------|--------|--------|--------|----------------|----------|----------|----------|----------|----------|--------|--------|--------|--------|
| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| 38 | 55,467 | 58,240 | 61,152 | 64,210 | 67,420 | 4,632 | 4,853 | 5,096 | 5,351 | 5,618 | 2,133.34 | 2,186.67 | 2,240.00 | 2,352.00 | 2,469.60 | 2,667 | 28.00 | 29.40 | 30.87 | 32.41 |
| 39 | 56,855 | 59,628 | 62,681 | 65,815 | 69,106 | 4,738 | 4,975 | 5,223 | 5,485 | 5,759 | 2,186.67 | 2,240.00 | 2,296.00 | 2,352.00 | 2,469.60 | 2,667 | 28.00 | 29.40 | 30.87 | 32.41 |
| 40 | 58,243 | 61,188 | 64,246 | 67,460 | 70,833 | 4,856 | 5,099 | 5,354 | 5,622 | 5,903 | 2,241.34 | 2,293.37 | 2,353.40 | 2,410.80 | 2,531.64 | 2,733 | 28.72 | 30.14 | 31.64 | 33.22 |
| 41 | 59,732 | 62,718 | 65,854 | 69,147 | 72,604 | 4,978 | 5,227 | 5,488 | 5,762 | 6,050 | 2,297.37 | 2,347.37 | 2,412.24 | 2,532.85 | 2,659.49 | 2,792.47 | 28.72 | 30.15 | 31.66 | 33.24 |
| 42 | 61,225 | 64,286 | 67,500 | 70,875 | 74,419 | 5,102 | 5,357 | 5,625 | 5,906 | 6,202 | 2,354.80 | 2,402.54 | 2,472.54 | 2,596.17 | 2,725.98 | 2,862.28 | 29.44 | 30.91 | 32.45 | 34.91 |
| 43 | 62,726 | 65,893 | 69,188 | 72,647 | 76,280 | 5,230 | 5,491 | 5,766 | 6,054 | 6,357 | 2,413.67 | 2,463.67 | 2,534.56 | 2,661.07 | 2,794.13 | 2,933.84 | 30.17 | 31.68 | 33.26 | 34.93 |
| 44 | 64,324 | 67,541 | 70,918 | 74,464 | 78,187 | 5,360 | 5,621 | 5,910 | 6,205 | 6,516 | 2,474.02 | 2,524.02 | 2,597.72 | 2,727.60 | 2,863.98 | 3,007.18 | 30.93 | 32.47 | 34.10 | 36.57 |
| 45 | 65,933 | 69,229 | 72,691 | 76,325 | 80,141 | 5,494 | 5,769 | 6,058 | 6,360 | 6,678 | 2,535.87 | 2,585.87 | 2,662.66 | 2,795.79 | 2,935.58 | 3,082.36 | 31.70 | 33.28 | 34.95 | 36.69 |
| 46 | 67,581 | 70,960 | 74,508 | 78,233 | 82,145 | 5,632 | 5,913 | 6,209 | 6,519 | 6,845 | 2,599.26 | 2,649.26 | 2,729.23 | 2,865.69 | 3,008.97 | 3,159.42 | 32.49 | 34.12 | 35.82 | 37.61 |
| 47 | 69,270 | 72,734 | 76,371 | 80,189 | 84,199 | 5,773 | 6,061 | 6,364 | 6,682 | 7,017 | 2,664.24 | 2,714.24 | 2,797.46 | 2,937.33 | 3,084.20 | 3,238.40 | 33.30 | 34.97 | 36.72 | 38.55 |
| 48 | 71,002 | 74,552 | 78,280 | 82,194 | 86,303 | 5,917 | 6,213 | 6,523 | 6,849 | 7,192 | 2,730.85 | 2,780.85 | 2,867.39 | 3,010.76 | 3,161.30 | 3,319.37 | 34.14 | 35.84 | 37.63 | 39.52 |
| 49 | 72,777 | 76,416 | 80,237 | 84,249 | 88,461 | 6,065 | 6,368 | 6,686 | 7,021 | 7,372 | 2,799.12 | 2,849.12 | 2,939.08 | 3,086.03 | 3,240.33 | 3,402.35 | 34.99 | 36.74 | 38.58 | 40.50 |
| 50 | 74,597 | 78,326 | 82,243 | 86,355 | 90,673 | 6,216 | 6,527 | 6,854 | 7,196 | 7,566 | 2,869.10 | 2,919.10 | 3,012.55 | 3,163.18 | 3,321.34 | 3,487.41 | 35.86 | 37.66 | 39.54 | 41.52 |
| 51 | 76,461 | 80,285 | 84,299 | 88,514 | 92,939 | 6,372 | 6,690 | 7,025 | 7,376 | 7,745 | 2,940.83 | 3,014.35 | 3,165.06 | 3,323.32 | 3,489.48 | 3,663.96 | 37.68 | 39.56 | 41.54 | 43.62 |
| 52 | 78,373 | 82,292 | 86,406 | 90,727 | 95,263 | 6,531 | 6,858 | 7,201 | 7,561 | 7,939 | 3,014.35 | 3,165.06 | 3,325.30 | 3,487.87 | 3,666.14 | 3,849.45 | 39.59 | 41.57 | 43.64 | 45.83 |
| 53 | 80,332 | 84,349 | 88,566 | 92,995 | 97,644 | 6,694 | 7,029 | 7,381 | 7,750 | 8,137 | 3,089.71 | 3,244.19 | 3,406.40 | 3,578.85 | 3,757.79 | 3,945.68 | 40.58 | 42.61 | 44.74 | 46.97 |
| 54 | 82,341 | 86,458 | 90,781 | 95,376 | 100,086 | 6,862 | 7,205 | 7,565 | 7,943 | 8,340 | 3,166.95 | 3,326.12 | 3,493.64 | 3,668.32 | 3,851.74 | 4,044.32 | 41.59 | 43.67 | 45.85 | 48.15 |
| 55 | 84,399 | 88,619 | 93,050 | 97,703 | 102,588 | 7,033 | 7,385 | 7,754 | 8,147 | 8,549 | 3,246.12 | 3,410.46 | 3,580.98 | 3,760.03 | 3,948.03 | 4,145.43 | 42.63 | 44.76 | 47.00 | 49.35 |
| 56 | 86,509 | 90,835 | 95,376 | 100,145 | 105,152 | 7,209 | 7,570 | 7,948 | 8,345 | 8,763 | 3,327.28 | 3,493.64 | 3,670.50 | 3,854.03 | 4,046.73 | 4,249.07 | 44.79 | 46.93 | 49.38 | 51.82 |
| 57 | 88,672 | 93,105 | 97,761 | 102,649 | 107,781 | 7,389 | 7,759 | 8,147 | 8,554 | 8,982 | 3,409.72 | 3,583.11 | 3,762.27 | 3,950.38 | 4,147.90 | 4,355.29 | 44.79 | 47.03 | 49.38 | 51.82 |
| 58 | 90,889 | 95,433 | 100,205 | 105,215 | 110,476 | 7,574 | 7,953 | 8,350 | 8,768 | 9,206 | 3,495.72 | 3,672.69 | 3,856.32 | 4,049.14 | 4,251.60 | 4,464.18 | 45.91 | 48.20 | 50.61 | 53.14 |
| 59 | 93,161 | 97,819 | 102,710 | 107,845 | 113,238 | 7,763 | 8,152 | 8,559 | 8,987 | 9,436 | 3,583.11 | 3,762.27 | 3,952.73 | 4,150.37 | 4,357.89 | 4,575.78 | 47.06 | 49.41 | 51.88 | 54.47 |
| 60 | 95,490 | 100,264 | 105,278 | 110,542 | 116,069 | 7,957 | 8,355 | 8,773 | 9,212 | 9,672 | 3,672.69 | 3,856.32 | 4,049.14 | 4,254.13 | 4,466.83 | 4,690.18 | 48.23 | 50.64 | 53.18 | 55.84 |
| 61 | 97,877 | 102,771 | 107,910 | 113,305 | 118,970 | 8,156 | 8,564 | 8,992 | 9,442 | 9,914 | 3,764.51 | 3,952.73 | 4,150.37 | 4,357.89 | 4,578.51 | 4,807.43 | 49.44 | 51.91 | 54.51 | 57.23 |
| 62 | 100,324 | 105,340 | 110,607 | 116,138 | 121,945 | 8,360 | 8,778 | 9,217 | 9,678 | 10,162 | 3,858.62 | 4,051.55 | 4,254.13 | 4,469.49 | 4,692.97 | 4,927.62 | 50.67 | 53.21 | 55.87 | 58.66 |
| 63 | 102,832 | 107,974 | 113,373 | 119,041 | 124,993 | 8,569 | 8,998 | 9,448 | 9,920 | 10,416 | 3,955.08 | 4,152.84 | 4,360.48 | 4,581.23 | 4,810.29 | 5,050.81 | 51.94 | 54.54 | 57.27 | 60.13 |
| 64 | 105,403 | 110,673 | 116,207 | 122,017 | 128,118 | 8,784 | 9,223 | 9,684 | 10,168 | 10,677 | 4,053.96 | 4,256.66 | 4,469.49 | 4,692.97 | 4,927.62 | 5,171.93 | 53.24 | 55.90 | 58.70 | 61.63 |
| 65 | 108,038 | 113,440 | 119,112 | 125,068 | 131,321 | 9,003 | 9,453 | 9,926 | 10,422 | 10,943 | 4,155.31 | 4,363.08 | 4,581.23 | 4,813.16 | 5,053.81 | 5,296.50 | 55.94 | 58.73 | 61.67 | 64.75 |
| 66 | 110,739 | 116,276 | 122,090 | 128,194 | 134,604 | 9,228 | 9,690 | 10,174 | 10,683 | 11,224 | 4,259.19 | 4,474.82 | 4,698.56 | 4,933.48 | 5,180.16 | 5,439.17 | 57.33 | 60.20 | 63.21 | 66.37 |
| 67 | 113,508 | 119,183 | 125,142 | 131,399 | 137,969 | 9,459 | 9,932 | 10,429 | 10,950 | 11,497 | 4,365.67 | 4,583.96 | 4,813.16 | 5,056.82 | 5,298.46 | 5,571.52 | 58.77 | 61.71 | 64.79 | 67.99 |
| 68 | 116,345 | 122,162 | 128,271 | 134,684 | 141,418 | 9,695 | 10,180 | 10,689 | 11,224 | 11,785 | 4,474.82 | 4,698.56 | 4,936.42 | 5,183.24 | 5,442.60 | 5,714.52 | 60.24 | 63.25 | 66.37 | 69.69 |
| 69 | 119,254 | 125,217 | 131,477 | 138,051 | 144,954 | 9,938 | 10,435 | 10,956 | 11,504 | 12,079 | 4,586.69 | 4,816.02 | 5,056.82 | 5,312.82 | 5,578.46 | 5,857.39 | 61.74 | 64.83 | 68.03 | 71.43 |
| 70 | 122,235 | 128,347 | 134,764 | 141,502 | 148,578 | 10,186 | 10,696 | 11,230 | 11,792 | 12,381 | 4,701.35 | 4,939.36 | 5,186.33 | 5,445.64 | 5,717.93 | 6,003.82 | 63.29 | 66.45 | 69.77 | 73.22 |
| 71 | 125,291 | 131,556 | 138,133 | 145,040 | 152,292 | 10,441 | 10,963 | 11,511 | 12,087 | 12,691 | 4,818.89 | 5,059.83 | 5,312.82 | 5,581.78 | 5,860.87 | 6,153.92 | 64.87 | 68.11 | 71.47 | 75.05 |
| 72 | 128,423 | 134,844 | 141,587 | 148,666 | 156,099 | 10,699 | 11,237 | 11,799 | 12,389 | 13,008 | 4,939.36 | 5,186.33 | 5,445.64 | 5,721.33 | 6,007.40 | 6,307.77 | 66.49 | 69.81 | 73.30 | 76.92 |
| 73 | 131,634 | 138,216 | 145,126 | 152,383 | 160,002 | 10,969 | 11,518 | 12,094 | 12,699 | 13,333 | 5,062.84 | 5,298.46 | 5,548.88 | 5,824.38 | 6,115.50 | 6,435.46 | 68.11 | 71.52 | 75.09 | 78.85 |
| 74 | 134,925 | 141,671 | 148,755 | 156,192 | 164,002 | 11,244 | 11,806 | 12,396 | 13,016 | 13,667 | 5,189.41 | 5,418.81 | 5,658.88 | 5,924.36 | 6,207.58 | 6,538.46 | 69.81 | 73.30 | 76.97 | 80.82 |
| 75 | 138,298 | 145,213 | 152,473 | 160,097 | 168,102 | 11,525 | 12,101 | 12,706 | 13,341 | 14,008 | 5,319.15 | 5,555.11 | 5,804.36 | 6,074.36 | 6,357.50 | 6,697.46 | 71.52 | 75.30 | 79.32 | 83.45 |

Salary Range Placement Recommendations

Appendix IV

**Banning Library District
Appendix IV: Salary Range Placement Recommendations
November 2020**

| Class Title | Banning Library District Current Maximum Monthly Salary | % from Top Monthly Market Median | Market Placement | Proposed Salary Range | Proposed Maximum Monthly Salary (per new 5-step Salary Schedule) | Percent Difference | Study Benchmark | Rationale |
|---------------------------------|---|----------------------------------|------------------|-----------------------|--|--------------------|-----------------|--|
| Administrative Services Manager | \$ 4,959 | -19.05% | \$5,904 | 46 | \$6,845 | 38.04% | X | Internal alignment: anchor to 5.0% above Librarian. |
| Custodian | \$ 4,592 | 29.22% | \$3,250 | 16 | \$3,263 | -28.92% | X | Market and Range placement; y-rating recommended. |
| District Director | \$ 8,554 | -50.23% | \$12,850 | 72 | \$13,008 | 52.08% | X | Market and Range placement |
| Historian | \$ 4,040 | Insuff. Data | N/A | 40 | \$5,903 | 46.09% | No | Internal alignment: anchor to 10.0% below Librarian. |
| Librarian | \$ 5,460 | -20.14% | \$6,559 | 44 | \$6,516 | 19.33% | X | Market and Range placement |
| Library Aide | \$ 2,203 | -25.33% | \$2,761 | 9 | \$2,745 | 24.62% | X | Market and Range placement |
| Library Assistant | \$ 2,687 | -72.34% | \$4,630 | 30 | \$4,611 | 71.63% | X | Market and Range placement |
| Library Clerk | \$ 3,416 | -8.43% | \$3,704 | 21 | \$3,692 | 8.08% | X | Market and Range placement |
| Library Manager | \$ 4,959 | -55.11% | \$7,692 | 46 | \$6,845 | 38.04% | X | Internal alignment: anchor to 5.0% above Librarian. |
| Library Technician | \$ 2,870 | -48.20% | \$4,254 | 27 | \$4,282 | 49.18% | X | Market and Range placement |

Legend for columns:

- Column A - Banning Library District's Classification Title.
- Column B - Banning's current monthly maximum salary.
- Column C - Shows Banning's Maximum Monthly Salary for this classification as a percentage above or below the Median of the Top Monthly Salary in the Market.
- Column D - Market placement shows the monthly market values derived from the salary survey results (i.e., column B multiplied by column C)
- Column E - Salary range number of the consultant's newly proposed 5-step salary range schedule.
- Column F - Monthly maximum salary of the consultant's newly proposed salary ranges.
- Column G - This percentage expresses the difference between the client's current salaries and the consultant's proposed salaries.
- Column H - Indicates if this classification was considered a benchmark for the compensation survey.
- Column I - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).



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STAFF REPORT

Meeting Date: December 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 11.5
Title: Amendments to Policy No. 5220 Internet, E-mail, and Electronics
Communication Ethics, Usage and Security

RECOMMENDATION:

That the Board **approve and adopt** amendments to Policy No. 5220 Internet, E-mail, and Electronics Communication Ethics, Usage and Security

BACKGROUND/INFORMATION:

Title changes are corrected. Current policy restricts employees to use only Firefox browser, however, in the past some websites required other browsers in order for webpages to properly display. Thus, the proposed policy allows discretion to the District Director and Library Manager.

Banning Library District

POLICY MANUAL

POLICY TITLE: ~~Internet, E-mail, and Electronics Communication Ethics, Usage and Security~~
POLICY NUMBER: 5220

5220.1 Banning Library District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources can benefit the District and make it a more successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

5220.2 The District has established this ethics, usage, and security policy to ensure that all District employees use the computer and other electronic resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy establishes what is acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

5220.3 Use of personal electronic devices while on district time is discouraged except in case of emergency. All policies also apply to personal electronic usage.

5220.4 This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

5220.4.1 Employees will not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

5220.4.1.1 Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

5220.4.1.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

5220.4.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

5220.4.1.4 Internet access is to be used for District business purposes only (unless the employee is on break). Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not

interfere with the timely and efficient performance of job duties. Internet Access for personal use is not a benefit of employment with the District.

5220.4.2 Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to staff computers is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District may maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

5220.4.3 Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

5220.4.4 The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

5220.4.5 Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District may retain backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

5220.4.6 E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

5220.4.7 Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

5220.4.8 E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

5220.4.9 Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

5220.4.10 Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

5220.4.11 Use of electronic mail or the Internet to send offensive messages of any kind, including jokes, is prohibited.

5220.4.12 Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

5220.4.13 When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

5220.4.14 Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the ~~Systems Administrator~~ *Library Manager* is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses. Wireless capabilities offer lower security.

5220.4.15 Use of another user's name/account, without express permission of the ~~Library Director and/or Systems Administrator~~ *District Director*, to access the Internet is strictly prohibited.

5220..16 Use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

5220.4.17 It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail.

5220.4.18 The District will not be responsible for maintaining or payment of personal Internet accounts or related software.

5220.4.19 E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users will not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

5220.4.20 Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the ~~Manager of Computer Services or Library Director~~ *Library Manager or District Director*.

5220.4.21 Employees will only access the Internet using the approved Internet browser, *which are installed on the District computers (Mozilla Firefox)*. Any other browser being used on a workstation will be promptly removed.

5220.4.22 Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses. The employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication which is downloaded onto District computer resources becomes the sole property of the District.

5220.4.23 Employees will only download information and/or publications for official business purposes.

5220.4.24 Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

5220.4.25 All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

5220.5 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

Date

Signature

Print name here



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STAFF REPORT

Meeting Date: December 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 11.6
Title: Amendments to Policy No. 5330 Separation from District Employment

RECOMMENDATION:

That the Board **approve and adopt** amendments to Policy No. 5330 Separation from District Employment

BACKGROUND/INFORMATION:

1. Current policy does not have any language in regard to issued property. Revised policy clearly states that employees must return all supplies, keys, and other Banning Library District property, if issued, before leaving the District under proposed Subsection 52330.1.1.
2. While there is a layoffs policy (Section 5330.2) there is no language that indicates how layoff selection procedure works. Proposed Subsection 53320.2.1 explains that selection procedure.
3. Job abandonment (Section 5330.3) considers two consecutive absences as job abandonment. The proposed policy recommended that to be changed to three consecutive absences. In addition, the proposed policy recommends that charge be removed from employee's record upon presentation of justification for absence. Employees should also have the right to appeal (Subsection 5330.3.1).

Banning Library District

POLICY MANUAL

POLICY TITLE: Separation from District Employment
POLICY NUMBER: 5330

5330.1 Resignation. To leave Banning Library District service in good standing, an employee must file a written notice of ~~termination~~ *separation from District employment* with the ~~Library District~~ Director at least two (2) weeks before the *employee's final date on District payroll effective date*. The ~~Library District~~ Director may, however, grant good standing with less notice if he/she determines the circumstances *are warranted*. Resignations may not be withdrawn without the ~~Library District~~ Director's approval.

5330.1.1 When an employee leaves the Banning Library District, the employee must return all supplies, keys, and other Banning Library District property, if it was issued.

5330.2 Layoffs. Whenever, in the judgment of the ~~Library District~~ Director and/or the District Board of Trustees, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Trustees may abolish any position of employment, and the employee holding such position may be laid off or demoted.

5330.2.1 Employees shall be selected for layoff based on (1) The needs of the Banning Library District for retrained skills and capabilities and (2) The demonstrated ability of each employee to contribute to the Banning Library District's effectiveness, as may be evidenced by performance evaluations and other supervisory evaluations of job performance.

5330.2.12 Employees to be laid off will be given notice at least fourteen (14) calendar days in advance of the layoff date.

5330.2.3 An employee laid off or demoted in lieu of lay off may not appeal the layoff.

5330.3 Job Abandonment. An employee is considered to have voluntarily terminated his/her employment with the Library District if he/she fails to report for or call into work for his/her absence for two ~~three~~ (3) consecutively scheduled work shifts. ~~Upon request of the employee and proof of special extenuating circumstance, the Library District Director or Board of Trustees may revoke the termination.~~ *Employees separated from employment for job abandonment will be reinstated with such charge removed from employee's record upon presentation of justification for absence such as a severe accident, severe illness, false arrest, or other circumstances which may have the employee's notification to the District.*

5330.3.1 *Employees have the right to appeal if deemed to have been terminated from employment as a result of job abandonment.*