MEETING AGENDA

Board of Library Trustees | Buena Park Library District

2nd Floor Board Room
7150 La Palma Avenue
Buena Park, CA 90620
March 4, 2025

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administration Office of the Buena Park Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at (714) 826-4100, Extension 120.*

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (714) 826-4100 Extension 120 at least 48 hours prior to the meeting so the Buena Park Library District may make reasonable arrangements to ensure accessibility to the meeting.

1. **CALL TO ORDER** (Library Board President)

2. **PLEDGE OF ALLEGIANCE** (Library Board President)

3. **ROLL CALL** (Library Board President)

4. **PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS**
   This is the opportunity for the President and Board Members to give reports about conferences/training and comments on items of general interest to the community.

5. **COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA** (3 MINUTES PER SPEAKER)
   Individuals may address the Board regarding any item of Library District business not on the agenda. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda.

CONSENT CALENDAR **ACTION (Items 6-10)**

The Consent Calendar adopting the printed Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove any item from the Consent Calendar for discussion and consideration.

6. Minutes of the Library Board of Trustees Regular Date Meeting on February 4, 2025 (Receive & File and Approve)

7. Payment Register for February 2025 (Receive & File and Approve)

8. Acceptance of California State Library Lunch at the Library Grant in the amount of $13,171 (Approve)

9. Repeal of Temporary Policy Relating to Face Coverings (Approve)

10. Personnel Report for February 2025 (Receive & File and Approve)

REPORTS FROM LIBRARY ADMINISTRATION

11. Monthly Statistical Reports
    a. Database Usage for January 2025
    b. Trend Analysis for January 2025
    c. Program Statistics Summary for February 2025 (will be provided at meeting)

12. Patron's suggestions – request for purchase of materials or proposing changes to library operations

13. Library Director's Report

NEW BUSINESS

14. Approval of National Library Week Proclamation

15. Approval of recommended changes to Fee Schedule

16. Review of Capital Improvement Plan Policy (Informational Only – No Action)

17. Presentations by Library Director Medina and LPA, Inc
    a. Consideration and approval of design solution for Design Development Phase of the Library Renovation Project
    b. Authorize the Library Director to pursue additional financing for the Library Renovation Project

18. Payroll and Human Resources Consulting with Regional Government Services (RGS)
    a. Authorize the Library Director to negotiate and execute an agreement with RGS for human resources consulting services for an amount not to exceed $85,000
    b. Authorize the Library Director to negotiate and execute an agreement with RGS for payroll consulting services for an amount not to exceed $10,000

19. Authorize Library Trustee(s) to attend Special Districts Legislative Days in Sacramento

20. Termination of Orange County Treasurer's Voluntary Pool Program
    a. Approval of deletion of references to Orange County Treasurer's Pool in the District's Investment Policy and allow staff to bring an updated investment policy to Board within 60 days
    b. Authorize the Investment of Monies in the California CLASS, Local Agency Investment Fund (LAIF), and/or California Asset Management Program (CAMP)

FUTURE AGENDA ITEMS

21. Agenda Preparation for the Regular Meeting which will be held on April 1, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees
    This is the time for board members to publicly request that items be placed on future agendas.

ADJOURNMENT

AGENDA ITEM 6

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 4, 2025

CALL TO ORDER: President Traut called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Ms. Brenda Estrada, Mrs. L. Carole Jensen, Dr. Christian Quintero, Dr. Richard Rams, and Mrs. Cheyenne Traut.

Staff Present: Helen Medina, Library Director; Patty Salas, Administrative Assistant; Ann Thompson, Library Services Manager; Caroline Wilkins, Circulation Services Supervisor; Brenda Gomez, Library Programs Coordinator; Randy Richter, Library Page; and Perlas Salazar, Library Clerk.

ACTION ON MINUTES

4. Regular Meeting of January 7, 2025

   MOTION by Trustee Estrada to approve the minutes as presented. SECONDED by Trustee Quintero.

   AYES: Estrada, Jensen, Quintero, Rams, and Traut.
   MOTION approved.

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

   No comments.

6. Board Members' Reports on Conferences Attended or Meetings Scheduled

   No comments.

7. BPLD Staff Milestones

   The Board recognized Library Clerks Yocelin Ruiz and Perlas Salazar for their 5 years of service. The Board also recognized Library Page Randy Richter who celebrated 10 years of service.

CORRESPONDENCE

8. Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

   No comments.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 4, 2025

9. Director's Report

   Library Director Medina gave a few reminders to the Board of Trustees.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

10. January 2025 Payment Register

    No comments.

11. CERBT Account Update Summary – as of December 31, 2024

    No comments.

12. Monthly Statistical Reports

    No comments.

NEW BUSINESS

13. Administration Update (no action required)

    Library Director Medina updated the Library Board of Trustees on the administrative and financial assessments conducted by Regional Government Services. She detailed the progress to-date and next steps Library Administrative staff will be taking to lay a good foundation using best practices.

14. Review and approval of proposal for the FY 2023/2024 annual audit for audit services provided by Chavan and Associates, LLP

    MOTION by Trustee Quintero to approve the proposal for audit services provided by Chavan and Associates, LLP. SECONDED by Trustee Estrada.

    AYES: Estrada, Jensen, Quintero, Rams, and Traut.
    MOTION approved.

15. Authorize the Library Director to negotiate and execute an agreement with Chavan and Associates for the amount of $19,500 and to make any necessary non-monetary changes to the attached agreement

    MOTION by Trustee Quintero to authorize the Library Director to negotiate and execute the agreement with Chavan and Associates. SECONDED by Trustee Estrada.

    AYES: Estrada, Jensen, Quintero, Rams, and Traut.
    MOTION approved.

16. Adoption of Resolution 2025-1 updating titles of officers authorized to make administrative changes related to Orange County Treasurer's Pool Account

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 4, 2025

MOTION by Trustee Rams to adopt Resolution 2025-1. SECONDED by Trustee Jensen.

AYES: Estrada, Jensen, Quintero, Rams, and Traut.
MOTION approved.

17. Approval of Conflict of Interest Code Amendment

MOTION by Trustee Jensen to approve the Conflict of Interest Code Amendment. SECONDED By Trustee Rams.

AYES: Estrada, Jensen, Quintero, Rams, and Traut.
MOTION approved.

CONSENT CALENDAR

18. Personnel Action
    a. Merit increase for PT Library Page, Monique Flores-Arvizu, to Step 5 on the Salary Scale effective February 7, 2025.

MOTION by Trustee Jensen to approve the Consent Calendar. SECONDED by Trustee Estrada.

AYES: Estrada, Jensen, Quintero, Rams, and Traut.
MOTION approved.

FUTURE AGENDA ITEMS

19. Agenda preparation for the Regular Meeting which will be held on March 4, 2025, at 5:30 p.m. unless rescheduled by the Library Board of Trustees.

ADJOURNMENT

20. Adjournment

MOTION by Trustee Rams to adjourn the meeting.
SECOND by Trustee Quintero.

AYES: Trustee Estrada, Trustee Jensen, Trustee Quintero, Trustee Rams, and Trustee Traut.

MOTION approved.
The meeting was adjourned at 6:11 p.m.

Submitted by,

_____
Richard Rams
Secretary

Date	Vendor	Note	Amount
2/3/2025	CalPERS	457 Plan	$1,378.58
2/3/2025	CalPERS	26899 PEPRA	$6,346.60
2/3/2025	CalPERS	15012 Classic	$442.43
2/5/2025	CalPERS	Health Premium	$26,991.51
2/5/2025	CalPERS	1329 Classic	$990.52
2/7/2025	Southern California Edison	12/09/24-01/08/25 Service	$4,446.31
2/7/2025	ADP	Payroll Processing	$248.40
2/10/2025	EarthCo Commercial Landscape	February 2025 Landscape	$1,238.00
2/10/2025	City of Buena Park	Police Appreciation Brunch	$280.00
2/10/2025	Kone	Elevator Maintenance	$853.59
2/10/2025	US Bank Corporate Payment System	January Purchases	$6,916.70
2/10/2025	Overdrive, Inc.	Content Credit-General	$12,000.00
2/10/2025	Overdrive, Inc.	Content Credit-CLSA Funds	$21,500.00
2/10/2025	Cintas Corp.	Restroom Supplies	$282.08
2/10/2025	Western Allied Corp	Februrary HVAC Maintenance	$678.00
2/10/2025	Park Disposal	January 2025 Waste Service	$522.90
2/10/2025	Allied Administrators for Delta Dental	Employee Dental Coverage	$888.58
2/10/2025	KC Digital Solutions	Admin Copier January 2025	$62.13
2/10/2025	KC Digital Solutions	Public Copier January 2025	$60.84
2/10/2025	Quadient Finance USA, Inc.	Postage	$2,723.25
2/10/2025	Townsend Public Affairs	February Consulting Services	$5,000.00
2/10/2025	Orange County Fire Protection	Monthy Fire Extinguisher Inspection	$100.00
2/13/2025	ADP	Employee Wages	$48,425.80
2/13/2025	ADP	Payroll Taxes	$11,914.62
2/18/2025	Johnson Controls Security Solutions	Service Call-02/05/245	$20.42
2/18/2025	Orange County Fire Protection	Fire Sprinkler Quarterly Inspection	$490.00
2/18/2025	So Cal Gas	01/03/25-01/31/25	$1,171.98
2/18/2025	Unum Life Insurance Company of America	March 2025 Employee Coverage	$661.11
2/18/2025	Griffin Structures, Inc.	January 2025 Services	$16,574.10
2/18/2025	Drivers License Guide Company	2025 ID Checking Guide	$36.92
2/18/2025	Amazon Capital Services, Inc.	Crayons	$42.00
2/18/2025	Amazon Capital Services, Inc.	Poly-Fil Craft Fiber	$12.90
2/18/2025	Amazon Capital Services, Inc.	Onyx Storm- Book	$22.61
2/18/2025	Amazon Capital Services, Inc.	Mini Flashlights	$19.38
2/18/2025	Amazon Capital Services, Inc.	Trash Bags	$141.28
2/18/2025	Amazon Capital Services, Inc.	No Smoking Signs	$31.93

2/18/2025	Amazon Capital Services, Inc.	Paper Towels-10 cases	$385.60
2/18/2025	Master Janitorial Service	February 2025 Service and Added Cleaning	$3,623.00
2/18/2025	CalPERS	457 Plan	$1,378.58
2/18/2025	CalPERS	26899 PEPRA	$6,346.60
2/18/2025	CalPERS	15012 Classic	$442.43
2/18/2025	CalPERS	1329 Classic	$1,085.25
2/21/2025	ADP	Payroll Processing	$248.40
2/26/2025	Baker and Taylor	Books	$3,980.96
2/26/2025	Midwest Tape, LLC	CDs, DVDs, and Audiobooks	$310.87
2/26/2025	Amazon Capital Services	ZipBooks	$163.30
2/26/2025	Baker & Taylor	Books	$998.01
2/26/2025	City of Buena Park	Water and Sewer	$879.40
2/26/2025	LPA, Inc.	January 2025 Services	$136,884.00
2/26/2025	Midwest Tape, LLC	CDs, DVDs, and Audiobooks	$398.27
2/26/2025	Regional Government Services	January 2025 Services	$15,734.32
2/26/2025	Vision Service Plan-CA	Employee Vision Coverage	$371.78
2/27/2025	ADP	Employee Wages	$48,355.27
2/27/2025	ADP	Payroll Taxes	$11,786.11
		Total	$406,887.62

Docusign Envelope ID: D3FB2169-2C2C-4847-84A2-2AB03AC3F37B

January 15, 2025

Helen Medina, Library Director
Buena Park Library District
7150 La Palma Ave
Buena Park, CA 90620

Dear Helen Medina,

We are pleased to approve the grant application for your Lunch at the Library Summer 2025 project for a total of $13,171 in state grant funds. Buena Park Library District will receive $13,171 of the award upon execution and approval of the grant agreement, certification, and claim forms.

Hard copies of this correspondence will not follow. Keep the entirety of the correspondence for your files and consider these award materials your original documents.

This grant is governed by the attached Grant Agreement and Certification of Compliance, which includes the project period, reporting requirements, and payment schedule. The approved budget and application can be found in our grant management system, AmpliFund. Login to AmpliFund here: www.gotomygrants.com

Please sign the claim and certification forms at the back of your award packet using the DocuSign system. Should you have any questions regarding the use of DocuSign please contact your grant monitor. Upon receipt of a completed claim form that is free of errors or inaccurate information, the State Library processes it for routing to the Office of the State Controller which ultimately issues the check. The total time for the claim form to be processed, routed, payment issued, and mailed can be up to eight weeks, but is often a shorter timeframe. If you still have not received payment after eight weeks, please contact your grant monitor.

The Grant Monitor assigned to your project is Robyn McCreight. She is available to assist you throughout the year and can be reached via email at robyn.mccreight@library.ca.gov. Please stay in touch with your Grant Monitor throughout the award period. Read the enclosed award packet thoroughly and contact your Grant Monitor if you have any questions.

Best wishes for a successful project.

Respectfully yours,

Signed by:
BDA50981C41C416...

Greg Lucas
California State Librarian

Library – Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov

BUENA PARK Library District

Staff Report – Agenda Item 9

Date: March 4, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Repeal of Temporary Policy relating to Face Coverings

---

Recommended Action(s):
Agenda Item 9

Repeal Buena Park Library District Temporary Policies/Procedures Face Coverings

Background:

The District first implemented the Face Coverings Policy as a Temporary Policy in 2020. The Policy is no longer applicable and was never repealed. The District is required by law to follow safety mandates implemented by the California Department of Public Health, Cal/OSHA, and our local health agency and will continue to do so.

Fiscal Impact:

None. This is a housekeeping item to remove a policy that is no longer applicable.

Attachments:

Exhibit A: Temporary Policies/Procedures Face Coverings

Buena Park Library District

Temporary Policy/Procedures

Face Coverings

In accordance with the California Department of Public Health mandate, the Buena Park Library District requires that all Library patrons and Library employees wear a face covering while inside of, or in line to enter the Library. The Library will provide a disposable face mask for those who do not have one. Refusing to follow the face covering requirement will be considered a violation of the Library's Code of Conduct and the patron will be asked to leave the Library premises.

A face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. The face covering should not have valves, vents, holes, or be made of a mesh material.

The following accommodations will be made for those with a medical condition, mental health condition, or disability that prevents wearing a face covering:

- Children younger than two years old are exempt from wearing a face covering.
- A full face shield, with a fabric drape enclosing the edges, may be worn in place of a face covering.
- Patrons who are hearing impaired, or communicate with a person who is hearing impaired may remove their mask as necessary for communication.
- A patron who is unable to wear a face covering will be asked to remain outside the Library while a staff member is called to assist them. If it is determined that the staff member can safely provide the patron with curbside assistance they will do so. Examples of curbside assistance include holds pick up, printing/copying a form, or answering a Reference question. The interaction must be less than 15 minutes and the staff member must be able to follow social distancing protocols while assisting the patron.
- Reference Services are available by telephone.
- eResources are available on our website.

Library patrons who request additional accommodations will be asked to submit their request to the Library Director in writing. The Library Director will review their request and provide a written response in a timely manner.

This policy may be revised as State and Local Orders change.

Approved 9/1/2020
Revised 10/6/20

BOARD OF LIBRARY TRUSTEES
PERSONNEL REPORT FOR
February 2025

Department: Administration Meeting Date: March 4, 2025

Personnel Action – Merit Increase

Name	Position	Step	Effective Date
Pedro, Pamela	Librarian I	5	April 4, 2025

Personnel Action – New Hire

Name	Position	Step	Effective Date
None			

Personnel Action – Separation

Name	Position		Effective Date
None			

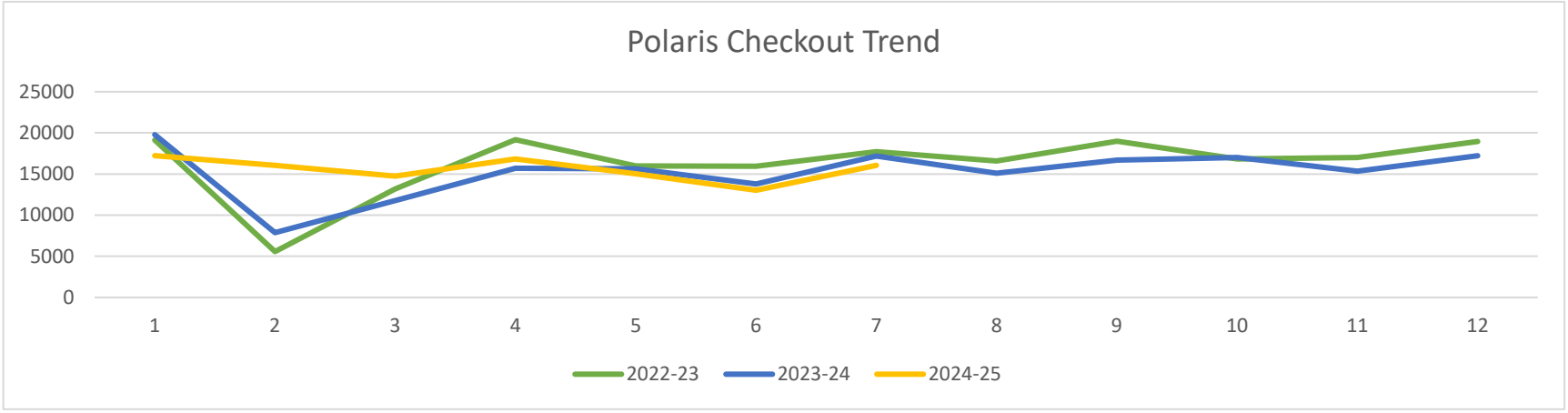
BUENA PARK LIBRARY DISTRICT
DATABASE USAGE
As of January 2025

MEETING DATE: March 4, 2025
Board of Library Trustees
AGENDA ITEM 11a

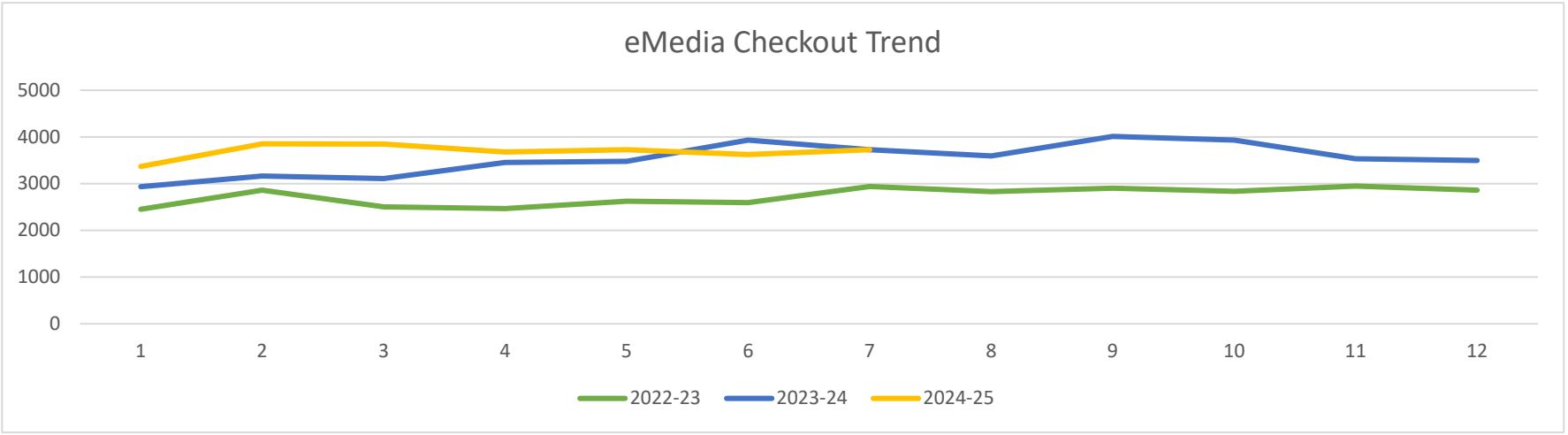
Electronic Resource Usage JULY 2024 - JUNE 2025	Jul-24	Jul-23	Aug-24	Aug-23	Sep-24	Sep-23	Oct-24	Oct-23	Nov-24	Nov-23	Dec-24	Dec-23	Jan-25	Jan-24	Feb-25	Feb-24	Mar-25	Mar-24	Apr-25	Apr-24	May-25	May-24	Jun-25	Jun-24	2024-25 YTD Totals	2023-24 Totals
Auto Repair Source	40	40	52	34	0	50	26	26	28	34	29	26	14	17		32		25		45		76		35	189	440
MAS Ultra - School Edition	0	0	0	0	0	0	0	0	0	9	0	0	1	0		4		0		1		2		0	1	16
MasterFILE Premier	2	7	2	0	8	0	8	9	6	0	5	0	25	17		7		3		12		9		0	56	64
Middle Search Plus	1	0	0	4	0	1	3	0	0	0	0	0	5	4		1		0		4		2		0	9	16
NoveList Plus	50	16	89	23	37	18	41	83	27	68	32	77	24	265		52		103		69		114		38	300	926
Primary Search	1	0	0	1	1	2	2	0	1	1	0	4	4	0		0		7		0		0		0	9	15
Points of View	1	0	2	0	0	1	11	3	0	9	0	0	0	0		25		0		1		0		0	14	39
Gale Virtual Reference Library	3	0	0	21	0	39	20	1	3	3	0	8	13	5		10		1		17		10		0	39	115
HelpNow!	91	292	381	211	737	481	2905	640	3009	176	3977	80	2853	132		151		150		3241		140		62	13953	5756
VetNow!/JobNow!	15	1	1	25	0	12		1		9		18		7		8		5		18		21		29	16	154
Mango Languages	124	74	122	81	87	71	77	60	153	56	134	62	188	44		144		197		126		109		97	885	1121
Newsbank	0	10	8	114	3	45	64	10	18	112	3	164	11	16		3		38		7		370			107	889
TumbleBooks	59	13	3	6	20	46	11	41	2	6	16	8	7	40		17		12		35		1		17	118	242
ProQuest	0	2	0	0	8	5	11	1	1	0	0	10	1	4		8		0		4		3		3	21	40
CultureGrams	1	0	0	0	1	0	11	0	4	7	4	32	4	9		0		0		0		0		0	25	48
Britannica	24	44	22	58	43	28	87	36	32	19	11	69	36	63		22		114		104		144		2	255	703
TeachingBooks	143	73	298	114	302	128	254	107	190	243	82	264	416	130		545		137		175		249		169	1685	2334
New York Times Newspaper	0	0	0	0	0	0	73	0	97	0	66	0	44	0		0		0		0		0			280	0
Learning Express	2	0	2	2	0	0		3		14		1		0		0		1		1		0		0	4	22
LinkedIn Learning	25	12	10	7	0	23		37		307		3		3		20		19		17		11		6	35	465
Coursera	18	25	15	29	0	30		8		3		3		9		4		7		3		0		1	33	122
Month Total:	600	609	1007	730	1247	980	3604	1066	3571	1076	4359	829	3646	765		1053		819		3880		1261		459	18034	13,527

*VetNow!, Learning Express, LinkedIn Learning, and Coursera were funded by the California State Library. The California State Library discontinued funding these databases on September 30, 2024.

Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	19125	5573	13178	19172	15976	15936	17699	16594	18974	16818	17014	18942
2023-24	19784	7877	11779	15714	15644	13802	17187	15083	16700	16999	15351	17222
2024-25	17234	16067	14729	16836	15018	13028	16043					



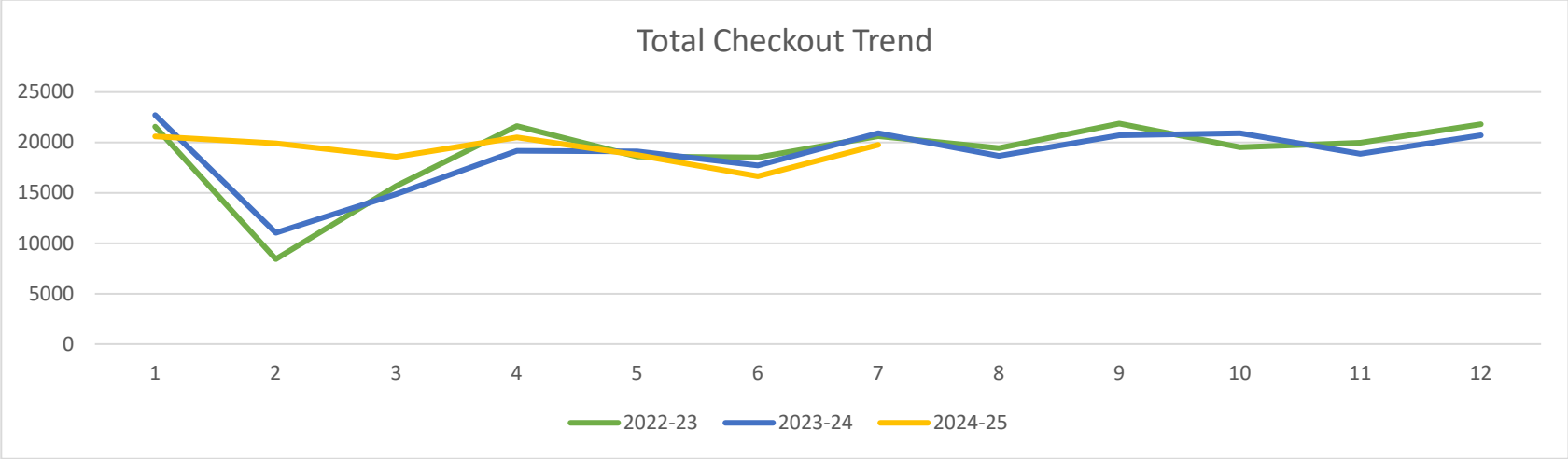
eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2024-25	3368	3852	3846	3679	3727	3622	3728					



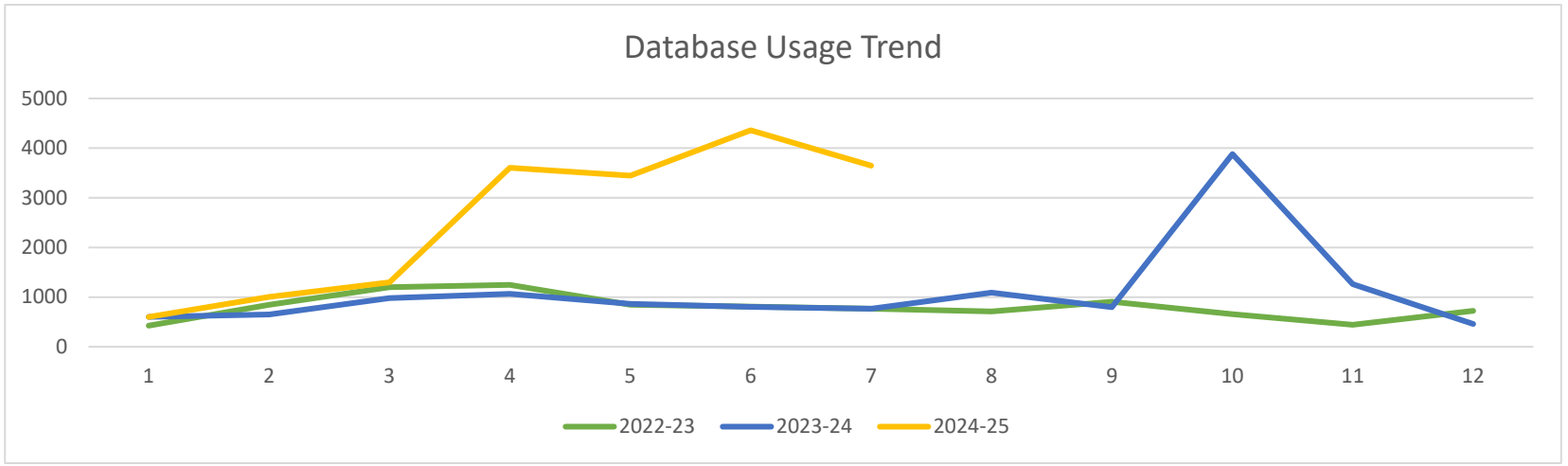
BUENA PARK LIBRARY DISTRICT **MEETING DATE: March 4, 2025**

Trend Analysis for January 2025 **Board of Library Trustees**

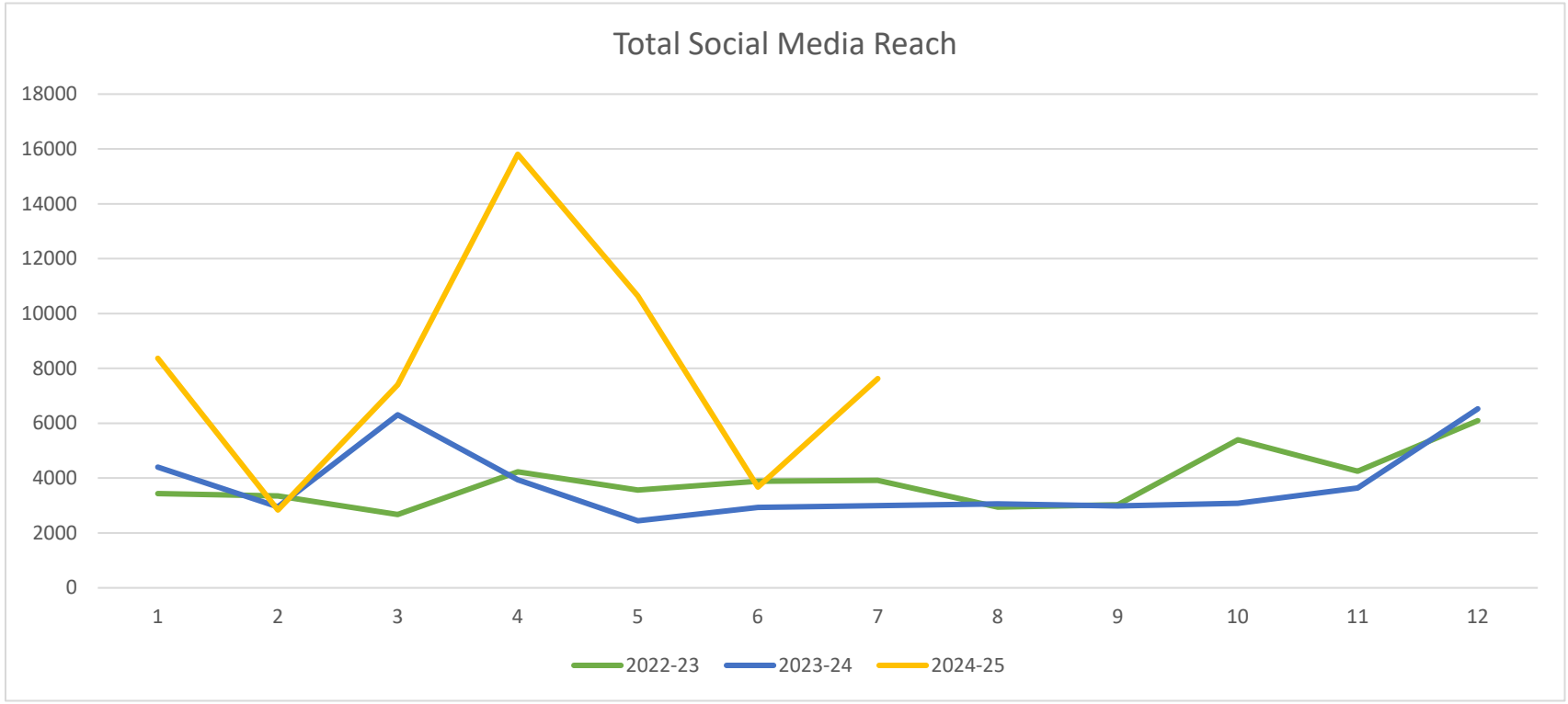
Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	20912	18678	20711	20929	18885	20719
2024-25	20602	19919	18575	20515	18745	16650	19771					



Total Database Usage	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	425	846	1202	1246	845	806	766	711	907	658	441	721
2023-24	601	650	980	1066	866	803	765	1089	794	3880	1261	459
2024-25	600	1007	1298	3604	3446	4359	3646					



Total Social Media Reac	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	3433	3352	2674	4230	3570	3887	3923	2949	3029	5399	4247	6095
2023-24	4405	2957	6309	3936	2445	2928	2992	3061	2990	3079	3637	6527
2024-25	8364	2838	7405	15807	10643	3668	7634					



BUENA PARK Library District

AGENDA ITEM 12

BOARD OF LIBRARY TRUSTEES
PATRON SUGGESTIONS – REQUEST FOR PURCHASE OF MATERIALS OR PROPOSING CHANGES TO LIBRARY OPERATIONS FOR
February 2025

Meeting Date: March 4, 2025

Adult Book requests

- *Maus I: A Survivor's Tale: My Father Bleeds History by Art Spiegelman*
- *Maus II: A Survivor's Tale: And Here My Troubles Began by Art Spiegelman*

Children's Book requests

- *Mallory and the Trouble with Twins* (Arley Nopra)
- *The Fire Within* (Chris D'Lacey)

Korean Book requests

- 결국 잘되는 사람의 태도 (앤드류 매코널): 650.1 (Personal success in business)
- 구슬쌤의 예의 바른 영어 표현에 더하여 (구슬): 428 (Standard English usage)
- 그의 운명에 대한 아주 개인적인 생각 (유시민): 320.9 (Political situation and conditions)
- 너를 미워할 시간에 나를 사랑하기로 했다 (윤서진): 158.2 (Interpersonal relations)
- 돈말고 무엇을 갖고 있는가 (정지우): 650.1 (Personal success in business)
- 벤 버냉키의 21세기 통화 정책 (벤 버냉키): 332.4 (Money)
- 부의 역설 (강범구): 650.1 (Personal success in business)
- 아주 세속적인 지혜 (발타자르 그라시안): 179 (Other ethical norms)
- 저속 노화 식사법 (정희원): 613.2 (Dietetics)
- 행동하지 않으면 인생은 바뀌지 않는다 (브라이언 트레이시): 650.1 (Personal success in business)

Zip Book Requests – *Zip Books is a grant program funded by the California State Library*

- Makers by Nature: Letters from a Master Painter on Faith, Hope, and Art
- Hardly Working: A Semi-Auto Fiction
- I'll Push You: A Journey of 500 Miles, Two Best Friends, and One Wheelchair
- Jesus Doesn't Care About Your Messy House: He Cares About Your Heart
- Sociopath: a Memoir
- New York by Edward Rutherford
- Anka's Treasures ANK327 Trendy Table 2 Book Featuring 15 Designs
- Still Life at Eighty by Abigail Thomas
- Communion: The Female Search for Love by Bell Hooks
- Consider This: Reflections for Finding Peace by Nedra Glover Tawwab

BUENA PARK Library District

Staff Report – Agenda Item 13

Date: March 4, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Director's Report- February 2025

Recommended Action:
Agenda Item 13

Informational Only

Administration Updates:

I chaired the Santiago Library System Executive Council meeting at the Huntington Beach Library. We received the Cooperative's independent auditor's report, updates from the Executive Director about the expectations for next year's California Library Services Act funds, updates from the State Library, and a presentation from consultants about building support for revenue enhancing ballot measures.

The District was notified that we received a grant in the amount of $13,171 from the California State Library for the Lunch at the Library program. Brenda Gomez is the grant manager for this grant and will coordinate the associated programs and complete the grant reports. I also met with Townsend Public Affairs to strategize and discuss current grant opportunities. We plan to apply for the State Library's Play for All grant. This grant requires a Unique Entity ID (UEI), which the District did not have. Patty Salas gathered all the necessary information, completed the submission, and obtained the UEI for the District.

Special District Risk Management Authority (SDRMA) has allocated a $1,000 risk management subsidy to the District as a reimbursement for the asbestos awareness and lead awareness training that staff completed in August 2024. The District has not been applying for these funds, which are available annually to offset costs for risk-management related costs including safety equipment, training, ergonomic equipment, or cybersecurity tools. I was made aware of the program by one of SDRMA's Board members and I completed the application.

The California Library Association (CLA), of which the District is an institutional member, is now paying for members' Amazon Business Prime memberships. The District enrolled using the Library Association's affiliation, received a rebate for the remainder of their paid membership, and is now receiving a higher level subscription that is being paid for by CLA,

a $1,299 value. We also reconfigured the Amazon account to pay by invoice instead of purchasing card. Previously only Zip Books Amazon purchases were paid by invoice, now all Amazon purchases will be paid by invoice. The Board will see an increase in the amount paid to Amazon Capital Services as a result. Amazon purchases were all previously made through purchasing cards.

I met with our purchasing card program representative to discuss restructuring our account in order to move toward our goal of establishing best practices. The provider already has many approval, accounting, and recordkeeping features available that have not been set up that can streamline processes. I will work with our financial consultants once the new accounting system is set up to take advantage of these features.

Trustee Quintero and several staff members attended the annual Police Appreciation Brunch. We sat with a reserve detective, a forensics officer, and the records supervisor and learned a lot about their operations. We thank the Police Department for their service to the Community and the Library.

Building/Equipment Updates:

Martin Lebria met with a managed IT service provider to discuss the District's IT needs. Lebria, Ann Thompson, and I also worked with the HVAC controls and mechanical teams to address issues with the HVAC system. We have experienced several HVAC-related issues over the past month. A leak from a reheating coil on the second floor required a service call to stop the leak and an additional visit to complete a repair. We also have been having some noise issues relating to duct pressure and temperature regulation issues. Finally, there was an additional issue involving the temperature sensor at the chiller that will require a repair.

The District's fire protection contractors also completed the quarterly fire sprinkler inspection. An irrigation connection in the front lawn was also broken this month. A repair has been completed. Additionally, there was an error with one of the burglar alarm sensors that required a service visit and repair this month.

The people-counter that provides our daily patron totals has been out of order since last month. Staff does not currently have a solution and has been attempting to resolve this issue with the vendor without success.

Library Staff and Outreach:

Brenda Gomez gave a presentation at San Marino Elementary School about the District's Help Now homework help electronic resource. She will be attending open houses at San

Marino, Raymond Temple, Danbrook, and Centralia Elementary Schools during March. Library Staff will participate in Read Across America Day and Career Day at Buena Terra, and Emery Schools, as well as Career Day at Beatty School.

Bailey Porras attended the SLS Teen Committee meeting and Ruth Cho attended the SLS Children's Committee meeting to discuss their past winter activities and share information about their upcoming spring programming.

Ann Thompson met with Streamline to discuss the Department of Justice's expanded ADA compliance for local government websites, including PDF accessibility and how Streamline is updating their platform to meet these new requirements.

Programs and Services:

The District hosted a Vote Center for the Special Election. Depending on the outcome of the election, the District may host another one in April.

The Children's room featured a Drop-in Crafternoon program for children aged 12 and under, where they had the opportunity to create Valentine heart buttons. This activity allowed the kids to craft heartfelt gifts for their loved ones. Approximately 65 patrons participated in the program.

Our Teen Advisory Board met in February to discuss ideas for spring programming, as well as finding more ways to make the teen space more teen friendly. Several TAB members volunteered to visit the teen space after school and encourage other teens to congregate in their space for studying, collaborating, and other activities.

During the Teen Valentine's Day party, attendees made cards while listening to classic rom-com soundtracks. They also made sachets filled with dried florals, crystals, and small scrolls with affirmations to themselves.

In February, we distributed 45 adult take-home craft kits. These kits allowed patrons to create their own min-paper accordion-style photo albums just in time for Valentine's Day.

February is Library Lovers Month, and we asked our young library patrons to tell us what they love about the library. We received more than 140 hearts telling us what they love most about our library.



As of publication, 413 children have signed up for the Panda Express Reading Challenge, which began on January 29, and 134 children have completed the challenge so far. The last day to submit completed reading logs will be March 8. The District is appreciative of Panda Express for their generosity in offering this program that encourages kids to read.

In celebration of Black History Month, we held a special Drop-in Crafternoon program focused on the renowned abstract artist Alma Thomas. As the first African American woman to have a solo exhibition at New York's Whitney Museum of American Art, Thomas' work and life were highlighted. We displayed a few examples of her paintings and provided information about her contributions to the art world. Children were invited to paint their own magnets using paint markers, inspired by Thomas' colorful, exuberant, and abstract style.

Veterinarian Dr. Sieun Kim, along with PAWS (Pawsitive Action for Wildlife and Strays), an organization led by a high school student, presented an informative session on pet care answering various questions about how we can be better animal helpers. As part of this program, children were encouraged to bring their own socks to create squeaky toys, which

were then donated to a local animal shelter. This program educated the participants about pet care but also instilled a sense of compassion and community service.



Our virtual Meet the Author event with Elle Kish was well attended. Attendees enjoyed asking Ms. Kish questions about her latest book and had a lively discussion about the trendy new “romantasy” genre.

Over 80 children and adults attended our Coloring with a Cop program. Library Board President Cheyenne Traut attended this successful event, along with members of City Council, Police Chief Nunes, numerous police officers and personnel, and the most popular attendee, K-9 Officer Adam. Drinks were generously provided by our friends at Black Bear Diner and America on Track distributed anti-tobacco coloring books and provided valuable information on living a healthy lifestyle. Our District employee, Kaylee Trapasso, designed the custom coloring sheets that were used for this event. This event was a great success, promoting health and safety in a fun and engaging way.



In March we will be celebrating Women's History Month with special storytimes featuring the works of women authors and illustrators: Sarah Hwang, Hyewon Yum, and Niña Mata. We will have three storytimes that will include a video message for the children from the author/illustrators and a chance to win a signed copy of one of the author/illustrator's books.

Our March Book Club will be discussing the book *LA Weather* by Maria Amparo Escandon.

WHEREAS, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can explore new ideas and be drawn to new possibilities;

WHEREAS, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and lifelong learning;

WHEREAS, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and thrive;

WHEREAS, libraries partner with schools, businesses, and organizations, connecting the dots to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community;

WHEREAS, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success;

WHEREAS, libraries nurture young minds through storytimes, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning that lasts a lifetime;

WHEREAS, libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression;

WHEREAS, dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all;

WHEREAS, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme **"Drawn to the Library"**;

NOW, THEREFORE, be it resolved that the Board of Trustees of the Buena Park Library District proclaims April 6–12, 2025, as National Library Week. During this week, we encourage all residents to visit their library, explore its resources, and celebrate all the ways that the library draws us together as a community.

Cheyenne Traut
President

Brenda Estrada
President Pro Tem

Richard Rams
Secretary

L. Carole Jensen
Trustee

Christian Quintero
Trustee

BUENA PARK Library District

Staff Report – Agenda Item 15

Date: March 4, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Proposed Changes to Fee Schedule- Effective July 1, 2025

Recommended Action:
Agenda Item 15

Approve proposed changes to Fee Schedule effective July 1, 2025

Background:

District staff reviewed the Fee Schedule (Exhibit A) and recommends that references to the Small Meeting Room and Community Room be removed entirely, as those rooms no longer are available.

Staff also recommends an adjustment to the Commercial Filming Cleaning Fee and Staff Time Fee to align with other fees on the schedule.

Fiscal Impact:

There is no anticipated fiscal impact for this item due to the low number of meeting room rentals and commercial filming requests.

Attachments:

Exhibit A: Buena Park Library District-Fee Schedule

Buena Park Library District- Fee Schedule		
	Current Fees-Effective July 1, 2024	Proposed Fees- Effective July 1, 2025
Library Services		
Overdue Fines	None	No Change
Processing Fee	None	No Change
Lost or Damaged Library Items	Replacement cost of whole item or replaceable missing piece	No Change
Interlibrary Loan	$1.00 per request plus lending library fees	No Change
Computer Printing- Black and White	$.20/page	No Change
Computer Printing- Color	$.50/page	No Change
Photocopies- Black and White	$.20/Page	No Change
Fax Service	$1.00/Page	No Change
USB Drive	$5.00	No Change
Earbuds	$1.00	No Change
Tote Bags	$2.00	No Change
Collection Agency Fee	$15.00	No Change
Passport Services		
Passport Photos per set of two	$15.00	No change
Execution Fee	$35.00	Execution Fees are determined by the United States Department of State
Meeting Rooms		
2- hour minimum rental including set-up and clean-up	2-hour minimum	No Change
Library Sponsored or Library Co-Sponsored Events	None	No Change
Small Meeting Room - Non-profit Group	$25.00 per hour	Remove Service
Small Meeting Room Optional Setup/Teardown- Non-profit Group	$10.00	Remove Service
Board Room - Non-profit Group	$40.00 per hour	No Change
Board Room Optional Setup/Teardown- Non-profit Group	$15.00	No Change
Community Room - Non-profit Group	$60.00 per hour	Remove Service
Community Room Optional Setup/Teardown- Non-profit Group	$40.00	Remove Service
Library Staff in Attendance - Non-profit Group	$35.00 per hour, per staff member	No Change
Security Deposit/Cleaning Fee (Refundable) - Non-profit Group	$125.00	No Change
Small Meeting Room - Private Group or Organization	$45.00 per hour	Remove Service
Small Meeting Room Optional Setup/Teardown- Private Group or Organization	$20.00	Remove Service
Board Room - Private Group or Organization	$70.00 per hour	No Change
Board Room Optional Setup/Teardown- Private Group or Organization	$30.00	No Change
Community Room -Private Group or Organization	$100.00 per hour	Remove Service
Community Room Optional Setup/Teardown- Private Group or Organization	$50.00	Remove Service
Library Staff in Attendance - Private Group or Organization	$35.00 per hour, per staff member	No Change
Security Deposit/Cleaning Fee (Refundable) - Private Group or Organization	$125.00	No Change
Community Room- Microphone and Speaker-Private and Non-profit Groups	$10.00	No Change
Community Room-Projector and Screen- Private and Non-profit Groups	$10.00	No Change
Commercial Filming		
Filming Fee	$100.00/hr.	No Change
Cleaning Fee	$50.00	$125.00
Staff Time	$25.00/hr, per staff member	$35.00 per hour, per staff member
General Fees		
NSF Returned Check Fee	$25.00	No Change

Reviewed: 02/2024

BUENA PARK Library District

Staff Report – Agenda Items 16

Date: March 4, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Review of Capital Improvement Plan Policy (CIPP)

Recommended Action(s):

Agenda Item 16

Review Capital Improvement Plan Policy (CIPP) (No Action- Informational Only)

This item is informational only and intended to provide the Board with existing policy and background on the progress of the development of a new Capital Improvement Policy and Plan.

Background:

The District's Capital Improvement Plan Policy (CIPP) (Exhibit A) is scheduled to be updated as part of the revision of our financial policies with the assistance of our financial consultants. An existing policy is in effect and was last revised in 2012. This serves as a review of our existing CIPP and the background information regarding the context of the development of the current capital project being presented to the Board in Agenda Item 18.

In Spring 2023 during the review of the CIPP and Capital Improvement Plan Schedule, I explained to the Board of Trustees that I believed the District's CIP Schedule did not adequately address the needs of the District and required revision. The CIP Schedule had no accompanying documentation in the District's files or basis for the cost estimates. The CIP Schedule is attached as Exhibit B for reference. Please note, the budget figures listed at the bottom of this exhibit are not current and reflect the District's 2022 Capital Improvement Account Balance. The current balance is approximately $9 million dollars.

At the time, I recommended a facility assessment and presented plumbing updates, updated and ADA compliant restrooms, an ADA compliant elevator, updated security cameras and access control system, electrical upgrades, modernizations of the library including new shelving and furniture, relocation of the computer center, redesign of service desks, roofing updates, and updated employee work areas as priority projects.

The District had been experiencing an overwhelming number of building related issues including asbestos related remediation needs, leaks, repetitive plumbing backups, and other failures and began to investigate them and prioritize those needs going forward. By September 2023, a flood in the basement and the discovery of water intrusion required a new approach to updating the District's facility. The District decided to use professional services to develop and manage a construction project to address the District's aging and failing infrastructure. The Board of Trustees approved the release of an RFQ/P in November 2023 and by March 2024, the District had contracted with Griffin Structures, Inc. for construction management services.

Griffin Structures immediately began coordinating assessments including a facility condition assessment (FCA), hazardous materials building survey of lead and asbestos, and a Historical Resources Assessment Report (HRAR). Griffin Structures evaluated the District's needs and assisted the District with the development of an RFP for architectural and engineering services and with the procurement process. After evaluating all qualified respondents, the District contracted with LPA, Inc. in August 2024.

LPA, Inc. has completed numerous studies and assessments since commencing work to gain an understanding of the District's wishes, needs, priorities, and requirements while also planning for the District's future and developing a realistic Master Plan and a roadmap to reaching it. This included numerous meetings with library staff and their representatives, analysis of historical materials and reports provided by the District, field observations and site visits, code and accessibility analyses, geotechnical studies, surveying, a building scan, water intrusion assessment, plumbing, mechanical, and electrical assessments, cost estimating, and meetings with the City to understand Building Department requirements.

This information has been used to develop the projects that are being presented to the Board today by LPA, Inc.in Agenda Item 18, which asks the Board of Trustees to select and authorize a project to proceed into the design development phase. This will be key in the development of the District's new capital improvement plan and budget, as it will affirm the Board's priorities and goals and provide direction for us to create a capital plan and budget for the coming years. A capital improvement plan and budget, along with the completion of our audit, are all necessary in the financing process, should the District proceed with financing the portion of the project that will not be funded by the District's reserves.

Fiscal Impact:

This item is informational only and intended to provide the Board with existing policy and background on progress of the development of a new Capital Improvement Policy and Plan.

Attachments:
Exhibit A: Capital Improvement Plan Policy (CIPP)
Exhibit B: Capital Improvement Grid (last updated 2022)

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

FINANCIAL POLICIES/PROCEDURES

CAPITAL IMPROVEMENT PLAN

Purpose
This Capital Improvement Plan (CIP) is a plan for short and long-range development. It is intended to be an evolving plan, which will facilitate meeting the future capital needs of the District.

The Capital Improvement Plan Schedule
All Capital projects will be listed on a CIP schedule. The Library Director and management team will evaluate and prioritize the projects according to the District's needs and goals. The CIP schedule will project at least five years into the future and will be integrated into the District's overall financial plan.

Procedures for Submitting and Amending Projects
Capital projects will be designated as $5,000 or more in cost. The requests should take into account overall affordability in terms of both capital and operating costs, safety and ADA considerations, community concerns, available alternatives, coordination with other projects and impacts on services.

Evaluation and Approval by the Board of Trustees
The CIP schedule will be evaluated and discussed by the Board of Trustees during the annual budget process. Each project will be presented to the Board of Trustees at a regular meeting of the Board of Trustees for final approval before any project shall commence.

Capital Replacement and Improvement Financing
The Capital Replacement and Improvement Fund accumulates reserves for the purpose of replacement and improvement of capital assets The Fund is reviewed annually by the Board of Trustees to ensure adequate funds for future capital improvement and replacement projects. Based on information from the Library Director, the Board may transfer reserve funds to the Capital Replacement and Improvement Fund to provide a source of working capital for projects that evolve from the CIP. The Board has final authority to decide on how the capital projects will be funded. If any project should exceed the reserve available or cause a financial hardship to the District the Board may acquire additional financing as allowed by law.

Adopted 03/07/2006
Revised 07/03/12
Reviewed 04/05/16

SAF = Safety Improvement(s)
ST = Structural Improvement(s)
RG = Revenue Generator/Expense Reducer/Business Best Practice
TI = Technological Improvements
AI = Aesthetic Improvement(s)

Draft Revised April 2022

	Yr. Last Improved / renovated	Historical Costs	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Upgrade Parking Lot- ADA Ramp, LED Lighting, Garage, Asphault, Trees, Sign	2019	596,000					
Parking Lot Maintenance Resurfacing/Slurry	2021	12,000	20,000		20,000		20,000
HVAC - Replace Air Handler	2010	30,000					
HVAC Upgrades - Air Handlers, Chiller Tower, Digital Controls			In progress 1,800,000				
Men and Woman's Restroom Wasteline Replacement			30,000				
Solar Energy Production (Parking Structure with panels on top)				250,000			
Exterior painting of library (Supplies only in 2014)	2014	2,300					
Interior painting (Supplies only in 2014)	2014	2,600					
Interior Lighting Upgrade to LED	2018	18,200					
Replace carpet throughout the building	2014	190,000			220,000		
Upgrade 1st floor public restrooms	2016	238,455					
Upgrade Children's Restrooms	2017	87,000					
Upgrade 2nd floor restrooms							250,000
Upgrade Basement restrooms							250,000
Children's Room upgrades - shelving, tables, chairs	2014	44,000					
Furniture for Children's Area (Adding 2 tables and 8 chairs)	2018	7,000					
2nd floor upgrade - shelving/furniture/Quiet Study Area	2017	300,000					
Upgrade Security Surveillance - HD Digital Camera/Recorder	2014	24,000	35,000				
Upgrade Firewall	2021	23,000					
Upgrade Network Switches and Cabeling	2020	85,000					
Upgrade Main Server	2017		10,000				
Replace all staff PCs	2022	25,000					
New Staff Copier	2019	4,300					
Replace Public Computer Lab PCs / Printers	2019	65,000				70,000	
Replace ILS Servers with ILS Hosted Servers	2020	22,400					
Upgrade Telephone System (Hardware only in 2027)	2020	12,000					10,000
Upgrade Wireless	2018	18,000					
Create an outdoor reading garden				TBD			
Modernize first floor					TBD		
			$ 1,895,000	$ 250,000	$ 240,000	$ 70,000	$ 530,000	$ 2,985,000 *

* As of April 2022 the Capital Improvement Account Balance = $3,722,912

BUENA PARK Library District

Staff Report- Agenda Items 17a and 17b

Date: March 4, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Approval to Proceed to Design Development Phase of Library Renovation Project and Authorize Library Director to Pursue Capital Financing

---

Recommended Action(s):

Agenda Item 17a

Consider design solutions presented by LPA, Inc. and authorize one solution to proceed into the design development phase of the Library Renovation Project.

Agenda Item 17b

Authorize the Library Director to pursue additional financing for the Library Renovation Project.

Background:

In August 2024, a contract with LPA, Inc. was approved by the Board of Trustees to design the Library Renovation Project. The District originally allocated $5 million for construction costs for this project and intended to fund the project using cash reserves. Over the past several months, the District has held extensive meetings with LPA, Inc. to discuss project priorities and have worked together to provide LPA with broad project criteria and numerous problems for resolution. As LPA began to understand the upgrades that would be required, in addition to the original project goals, it became clear that the project cost would exceed the District's project allocation and the District will be required to seek additional capital financing to fund the project. Additionally, it became evident that restoring the basement to its previous use was not feasible and the District needed to consider new ways to deliver programs and services without using the basement. LPA responded by developing projects that build upon each other at different price points to provide the District with design options at different budget levels.

The District's primary concerns were to stabilize the water intrusion in the basement, eliminate repetitive sewer backups and plumbing failures, and reinvent a children's programming area and community gathering space elsewhere in the building, as well as to proactively address any further infrastructure-related critical failures.

Staff also provided feedback that they wished to address additional safety measures like surveillance and access control systems and longstanding accessibility issues. Accessibility challenges include employee restrooms, service desks, and the elevator, which is prohibitively small and problematic for patrons using wheelchairs, strollers, and for equipment. Both staff and the Board of Trustees indicated that they would like to see visible improvements to public spaces, which was communicated to the Design Team. Staff also communicated the need for improved workspaces, noting that many employees are still using desks and tables from the original 1969 library to perform their 21st century functions.

Several key programmatic priorities were shared with the Design Team, including the desire for better sight lines to better monitor patron activity, an expanded and separated children's area for enhanced safety and educational play opportunities, and a dedicated community room or multipurpose room that was appealing and secure.

LPA accepted the District's input and created design solutions that would help the District work toward a Master Plan. They are presenting three options that build upon each other for the District to review and consider. After consideration, the Board will select one solution and authorize the project to proceed into design development.

The first solution, the "Foundation" plan, is an option that is estimated to be approximately $9.5 million, combined soft and hard costs. It provides the most economical choice that addresses required code updates and most critical needs including water mitigation in the basement, mechanical and plumbing upgrades, accessibility and code updates, a new elevator and front entry, security system, and public area finishes. This solution can be scaled back slightly to reduce costs to arrive at budget figures that are closer to the District's original budget. It is the most cost-effective solution that addresses the most urgent needs.

The second option, the "Enhanced" choice, builds on the foundation and addresses near-term high priorities like a roof repair, electrical panel replacement, and security fencing around the back-of-house areas. The roof and electrical panels are items that will require addressing soon and delaying the replacement may not be cost effective. The security fencing is an important design element that will protect District personnel, mechanical equipment, and reduce vandalism and trespassing. This design choice also refreshes the Children's area, provides additional furniture, and adds finishes to staff areas. The cost estimate is approximately $12 million. While the project does not offer as much staff office space, additional restrooms, or a first-floor community room, this solution provides a reasonable compromise, balancing the District's highest priorities with a cost estimate that staff feels is more likely to be attainable through grant funding and financing than the high cost "Restorative" option.

The third “Restorative” option leads us closest to the District’s Master Plan by building a new dedicated community room and restrooms on the first floor of the library, painting the exterior of the library, and adding additional architectural enhancements. This plan also turns the room that was formerly a bookstore and is currently being used as a multipurpose room, into a staff workroom, which was the original use of the room and a more logical use of the space due to the utility access and storage rooms. An advantage of this project is that it requires fewer intermediary steps to reach the “Master Plan” goal and presents. The project cost is estimated to be $14.5 million. While it is the option that provides the best solutions, staff does not have full confidence that the District will be able to achieve the funding level necessary for this design.

Fiscal Impact:

The project selection is not a construction bid, but to proceed with the continued design of the renovation project. Several things should be understood regarding the design of the project. Due to the expanded construction costs of each design option, the District should expect future amendments to contracts relating to design and construction management to account for the expanded project. This is factored in the soft costs. Additionally, should the District select a project and fail to achieve the necessary funding required and revise the scope of work, this would also create additional design fees. However, the District is seeking grant funds and is working closely with our consultants to lobby our legislative representatives for potential project funding

The District currently has approximately $12 million in reserves and $500,000 in its General Fund (estimates). Of the reserve funds, $3 million are restricted or assigned per our reserve policy and approximately $9 million are considered available for capital improvements. The District does not recommend using this entire portion on this project and recommends seeking financing. The District’s Capital Improvement Plan Policy, reviewed in Agenda Item 16, allows the Board to acquire additional financing as allowed by law. Potential funding options include infrastructure loans from the State of California or through private companies. The California Infrastructure and Development Bank is one potential financing source that assisted Placentia Library District with its 2019 renovation. The California Special Districts Association Finance Corporation is another option that can assist the District with securing financing. Staff recommends that the Board of Trustees provide direction to the Library Director to pursue capital financing for the Library Renovation Project for several reasons. All of the design options exceed the original project costs and project costs will continue to rise. Delaying critical updates may cause additional service disruptions and the District has already experienced multiple operational failures that require intervention. Finally, even at the “Foundation” level, the District will have to close the facility for construction, so it would be beneficial to include additional work if possible. It will be in the District’s best interest to finance a portion of the project so that the Community can gain the benefit of the outcome sooner.

Presentations:

Buena Park Library District
Helen Medina, Library Director

LPA, Inc.
Charles Williams, Managing Director and Principal- Architecture
Chris Lentz, Managing Director- Interior Design
Jessica Isler, Project Manager- Architecture

Attachments:
Exhibit A: Library Renovation Project Staff presentation
Exhibit B: Library Renovation Project presentation by LPA, Inc.

BUENA PARK Library District

Staff Report – Agenda Items18a and 18b

Date: March 4, 2025
To: Library Board of Trustees
From: Helen Medina, Library Director
Subject: Payroll and Human Resources Consulting with Regional Government Services (RGS)

Recommended Action(s):
Agenda Item 18a

Authorize the Library Director to negotiate and execute an agreement with Regional Government Services for human resources consulting services for an amount not to exceed $85,000.

Agenda Item 18b

Authorize the Library Director to negotiate and execute an agreement with Regional Government Services for payroll consulting services for an amount not to exceed $10,000.

Background:

In August 2024, the District engaged with Regional Government Services (RGS) to provide a high-level assessment of our financial, payroll, and human resources operations. In November 2024, the District proceeded to contract for additional finance related operational services after a staffing change. The high-level assessment report was completed in January 2025. As the District continues to work with the Regional Government Services Finance Team through budget preparation, daily tasks, and review of administrative functions, the District has identified various deficiencies that create ambiguity, elevate risk, and negatively affect our operational processes. We require clarity on policies in order to develop consistent administrative procedures to effectively manage resources. This will improve our budget development process, financial operations, workflows, personnel management, and the District's business operations, while advancing the District's goal of minimizing risk associated with policy and procedural gaps in favor of establishing best practices.

In order to begin the implementation of the human resources recommendations in the assessment report, the District requires human resources consulting services. Regional Government Services has given us an estimate of approximately $7,500.00 to conduct a comprehensive, in-depth review of the Employee handbook, which would include

restructuring, removal of inconsistent language, conflicting information, and addition of missing information. We also require on-call consulting services to assist with benefits administration, leave management, additional policy and procedure development and revisions, and other human resources related functions. The on-call rate for human resources consulting is $157 an hour for a Senior Advisor. Approximately 10 hours a week of consulting would cost $81,641 a year. Regional Government Services only bills for actual hours worked. We are providing an estimate of $85,000 for one year of service.

Additionally, the review of our financial systems identified a need to audit our payroll systems to ensure accuracy of payroll deductions with provider costs and employee selections and reconcile discrepancies. This requires the use of different staff services and a separate payroll consultant agreement. The payroll consulting scope of services may also include implementing any payroll-related policies including, but not limited to reimbursements, leave, or items that impact deductions. Currently the critical business need includes performing a reconciliation of health benefits, retirement contributions, and assistance with correction of any payroll deductions. We estimate these services will cost approximately $10,000. The District may consider updating their payroll system at a later point in time to increase effectiveness. That is not in the current scope of work being considered. That would require a contractual amendment.

Some policies that need to be revised affect our budget development, payroll, and finance practices, requiring an overlap in services. Human resources, payroll, and finance consulting services require separate consulting agreements.

Fiscal Impact:

The consulting services for FY 2024-2025 are not budgeted and will be taken out of the District's reserves. The carryover into FY 2025-2026 will be included in the FY 2025-2026 budget.

Attachments:

Exhibit A: Regional Government Services Proposal for HR Services and Key Staff Bios

Exhibit B: Scope of Services- Payroll Consulting Services

RGS REGIONAL GOVERNMENT SERVICES

PROPOSED

HR Services

for

Buena Park Library District

Our Organization

RGS is a California Joint Powers Authority (JPA) serving the needs of public agencies-cities, counties, special districts, and other governmental entities, since 2002.

RGS works collaboratively with public agencies, providing a ready source of skilled and effective administrative best practices and support for operational delivery. RGS currently serves approximately 125 public agencies.

www.rgs.ca.gov

Our Values

We aim to be

FLEXIBLE **SOLUTION-DRIVEN**

EMPOWERING **CARING**

RGS HR Experience

RGS Advisors have extensive human resources experience in public agencies in California, and provide a variety of HR consulting services. In addition to a core team of experienced HR generalists with outstanding communication, interpersonal, analysis and problem- solving skills, we have assembled a staff of subject-matter experts to offer "best practices" advice and HR deliverables in areas of:

- Recruitment, selection methods, and employee onboarding
- Job analysis, work classification and organizational structures
- Design and administration of pay and benefit models and systems
- Performance management, competency building and evaluative feedback
- Disability and medical leave management
- Policy and procedure development and implementation
- Employee dispute resolution
- Administration of discipline
- Labor relations

RGS also offers expert resources in the allied fields of occupational safety and health, risk management, and organizational development to supplement core HR services; as well as delivering a supervisory skill building training program designed to align with public sector employment practices.

Proposed HR Services

RGS recommends a phased approach to best support Buena Park Library District in ensuring compliance with employment regulations. Below are service options:

1. Comprehensive General HR Consultation and Administration Services

RGS consulting staff anticipate delivering comprehensive generalist HR consultation and administration services immediately upon commencement of service. This will include a high-level review of human resources management practices and systems to develop a prioritized work plan to ensure efficiency and compliance with mandated employment regulations.

Human Resources support can include the areas of services listed below:

- Recruitment and Selection/Employment Administration
- Classification and Compensation Administration
- Benefit Administration Services
- Disability and Leave Management
- HR Recordkeeping Internal Communication
- Performance Management
- Personnel Policy and Procedures Development
- Employee Relations Administration
- Selected Employment-Related Risk Management Functions

Estimate:

10 hours/week - $81,641/year
20 hours/week - $163,280/year

Or on-call - $157/hour

2. Revision of Employee Handbook and Policies

The Human Resources Personnel Rules Assessment prepared for the Buena Park Library District (District) in January 2025 included the following recommendations for the District's Employee Handbook:

- Conduct and in-depth, comprehensive review of the Employee Handbook which would include some restructuring, along with the removal of inconsistent language, conflicting information, and missing information.

- Develop certain personnel policies developed as appendixes to the Employee Handbook, as they can require more frequent updating, such as:
    - Harassment, Discrimination, and Retaliation
    - Drug and Alcohol-Free Workplace
    - Family Medical Leave as provided by FMLA and CFRA

    - Pregnancy Disability Leave
    - Benefits

- Consider additional personnel policies as appendixes to the Employee Handbook, such as:
    - Dress Code
    - Background Check
    - Other policies identified by the District during the project

Estimate: $7,500.00

Billing and Assumptions

- You will only be billed for actual hours worked and will receive an itemized invoice each month outlining the services performed.
- If any travel or onsite work is required is required, travel costs will be invoiced at cost with no markup.

RGS cost estimates, rates, and scope assume:

- Services contracted take place in 2025.
- General HR services included in this project estimate will be capped at agreed upon number of hours per week.
- The agency will make staff, documents, and records available as needed.
- RGS is also available and willing to perform additional on-call work at hourly rates on an as-needed basis upon request.

Hourly rates

Title	Hourly Rate
Agency Executive	$216
Strategic Services Consultant	$186
Senior Advisor	$157
Advisor	$135
Technical Specialist	$119
Administrative Specialist	$106

Project staffing approach

RGS staff prides itself on its ability to work collaboratively with appropriate stakeholders to deliver accurate, professional products and services within reasonable timelines, meet deadlines, and provide clear, honest, and effective communications, all of which help to promote good relations throughout our partnership.

RGS Advisors will be reasonably available to perform services during the normal work week and within the agreed upon schedule. Advisors work through various remote access technologies and, when needed, onsite to deliver services to partner agencies, reducing overhead and expanding our ability to provide high-quality services throughout the state.

RGS delivers HR Management Services through a team of Advisors. The core team assigned will consist of a lead advisor who will carry out day to day activities, resolve HR issues, and ensure timely delivery of HR functions. This HR Advisor will serve as the primary service provider and point of contact, and will identify, prioritize, and resolve or recommend resolutions actions regarding employment-related issues.

Kris Humphries

Senior Advisor

Kris Humphries joined RGS as an Advisor in the Human Resources Service Group in 2010. During Kris' tenure with the Joint Powers Authority (JPA) , she has served many RGS partner agencies, for example, by conducting classification and compensation studies, providing HR guidance regarding EEO compliance, and leading recruitments, as well as by serving in transitional HR professional roles.

Kris has over thirty-six years of experience in local government agencies, including over thirty years in human resources management and consulting. Throughout her career, Kris has managed numerous projects, including union negotiations, labor relations, benefits administration, payroll, risk management, and workers' compensation.

Kris has a master's degree in public administration and a certificate in human resource development.

PROFESSIONAL EXPERIENCE

REGIONAL GOVERNMENT SERVICES, JPA

Senior Advisor

Project Consultant for Regional Government Services (RGS) performing classification and compensation studies, job specifications for a new agency, writing policies, full range of HR duties for Ventura County Transportation Commission (8/2010 – present); on-demand HR advisor to Santa Barbara Metropolitan Transit District. Principal Analyst duties for the City of Ventura including surveys/costing for negotiations, meet & confer for multiple units, compensation, and classification studies; benefits, leave and contract administration; budget/financial monitoring. (50% FTE from 5/08 - 12/2012). Classification/compensation study & job description revisions for City of Grass Valley (9/07); compensation/classification surveys for Sutter County (12/07). Full range of HR Manager duties for Yuba City (25% FTE in CY 2005/06) including surveys, costing for meet and confer, job descriptions, writing policies and training catalogue, revising the City's Personnel Code, job audits. Interim analyst duties for Washoe County, Nevada (12/04 – 3/05). Consulting projects for Bryce Consulting including work for the City of Citrus Heights in establishing a new police force & a compensation survey for an association of governments (2005/06). Salary, benefits, and policies surveys for the newly incorporated City of Rancho Cordova (2005).

CPS HUMAN RESOURCE SERVICES

Project Consultant

Recruitment, classification, compensation, and policy revision projects for local government agencies; administration of the Merit System Services (MSS) process, including classification studies, recruitment, and testing, chairing oral board panels; statewide compliance audits (LAPS) for Child Support and Health and Human Services Departments; special assignments and studies for the Local Government section.

COUNTY OF NEVADA

Senior Personnel Analyst/ Interim Director of Human Resources

Generalist senior level duties including recruitment and testing, benefits development, cost analysis and plan administration; negotiations (including Interest Based Bargaining with 7 units at the same table); labor relations and multiple MOU and agreement implementations, leave management and coordination of benefits, classification and compensation studies, investigations, organizational development, training to County personnel, department budgets and contracts for services, and supervision of staff.

CITY OF SACRAMENTO

Senior Personnel Analyst

Responsible for all Classified and Management recruitments for major departments for the City's 5,000 employees. Job analysis, compensation and classification studies, job specification development. Interpretation of Civil Service Board (CSB) rules, union contracts, Personnel Rules. Write and present monthly agenda items to the CSB including representing the City in employee grievances. Work closely with staff from Labor Relations, department managerial and line staff, union representatives.

SACRAMENTO AREA COUNCIL OF GOVERNMENTS (SACOG)

Administrative Services Coordinator

Personnel: All HR responsibilities including: interpretation of agency policies and procedures to staff and general public; wage, benefit and classification studies; staff training; recruitments; revisions to the Position Plan and Personnel Rules; maintain accuracy and confidentiality of personnel records including the conception and development of a personnel database on Paradox; monitor the affirmative action program; establish and monitor the annual DBE goals; insure compliance with state and federal regulations; administered a 30 person, $3,000,000 contract employee program.

Finance/Administration: Prepared and analyzed financial documents including agency's annual budget, monthly income and expenditure budget reports, financial forecasts, revenue monitoring, overhead charges, monthly and annual reports to state and federal agencies. Through Timberline accounting software, established and revised account information, compiled and corrected staff time sheets for budget issues and code errors, produced and interpreted reports for staff. Researched and implemented upgrades to financial reporting and billing procedures. Initiated committees of Administrative Procedures; Safety and Emergency Preparedness; Staff Recognition Awards. Directed the Annual Awards Program. Administered the Regional Clearinghouse review process for federal funding in the region. Supervised the Rideshare programs, end products, reports and staff. Oversaw building maintenance (including the original construction of the building), tenants, contracts, and bids for service. Researched new funding sources and monitored legislation affecting the agency.

CENTRAL CITY CONCERN / HOOPER DETOXIFICATION CENTER

Support Services Manager

Prepared and analyzed agency's annual budget. Oversaw the facility's repair, maintenance, and renovation. Compiled and monitored agency grants, bids, contracts, and licenses. Agency liaison to area organizations and governments.

INDEPENDENT CONTRACTOR, PORTLAND, OREGON
Metropolitan Service District (METRO), City of Portland, Oregon Research Institute, Center for Population Research at Portland State University

Susanne St. Clair

Advisor

Ms. St. Clair joined Regional Government Services (RGS) as an Advisor in the Human Resources service group in 2015. During her tenure with RGS, she has provided a variety of Human Resources management services in partner agencies.

Prior to joining RGS, Ms. St. Clair had over thirty-four years of experience in Human Resources management and consulting. She has knowledge and experience in the following areas:

- Classification
- Compensation
- Human Resources Operations and Management
- Labor Relations
- Policies and Procedures
- Recruitment and Selection
- Training and Development

Ms. St Clair holds a Juris Doctorate and a bachelor's degree in psychology.

PROFESSIONAL EXPERIENCE

REGIONAL GOVERNMENT SERVICES

Human Resources Advisor

As an Advisor, Ms. St. Clair has served RGS partner agencies by conducting classification and compensation studies and an HR audit as well as creating and revising personnel rules and policies and job descriptions. She has also conducted public outreach.

ST. CLAIR HR CONSULTING

President

As a consultant, Ms. St. Clair provides a wide range of Human Resources services to non-profit organizations, and small businesses such as recruitment, HR assessments, employee handbooks, training, and compensation studies.

DELTA HEALTH CARE

Human Resource Director

Ms. St. Clair designed and implemented the agency's first Human Resources Department. Her responsibilities included staffing and recruitment, training and development, salary administration, as well as safety and facilities management for several sites.

KMART APPAREL
Human Resources Director
As a Human Resources Generalist, Ms. St. Clair managed the Human Resources Department for a distribution center employing 450 union and non-union employees. With an HR staff, she was responsible for recruitment and staffing, labor relations, health and safety, and employee relations.

Scope of Services

Subject to the terms and conditions of this Agreement, RGS shall assign RGS employee(s) to serve as Advisors to Buena Park Library District hereafter "Agency", which may require performing any or all of the functions described below:

1. Provide immediate ongoing payroll consulting services to the Agency. Consulting services include implementation of work on identified priority projects, and also include the following activities as needed:

   1.1 Provide reconciliation of Health Benefits.
   1.2 Provide assistance with correction of benefit deductions in payroll.
   1.3 Provide reconciliation of CalPERS retirement contributions.

2. Be reasonably available to perform the services during the normal work week. Meet as often as necessary for the purpose of consulting about the scope of work performed with the appropriate Agency project manager and with the RGS Lead Advisor or Advisors.
3. RGS will maintain open communication lines with Agency staff through written documentation, video conference calls, phone, and e-mail.
4. The work will be done remotely or onsite. RGS Advisors may only work onsite with the authority of the RGS Human Resources Services Director.

5. Projects and activities may be modified on request of the Agency. Agency will only be invoiced for the actual hours worked.

6. The RGS team assigned will be led by a Lead Advisor, who will both perform work and direct projects to other RGS staff as needed. RGS staff, with equal or lower bill rates, will be assigned to projects or tasks at Lead Advisor's discretion.

BUENA PARK Library District

Staff Report – Agenda Item 19

Date: March 4, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Special Districts Legislative Days

Recommended Action:
Agenda Item 19

Authorize one or more Trustees to attend Special Districts Legislative Days in Sacramento on May 20-21, 2025.

Background:

Some of the Board's advocacy priorities include ensuring adequate funding for special districts and supporting opportunities that allow the District to compete for regional, state, and federal funding. The California Special Districts Association (CSDA) sponsors Special Districts Legislative Days, which allow staff and board members to unite to be the voice of special districts and voice our District priorities to our legislators. CSDA arranges briefings and office visits with our local legislators during this event.

Fiscal Impact:
Early bird pricing:
Register on or before April 23, 2025
CSDA Member – $395 (early)
Regular pricing (after April 24, 2025)
CSDA Member –$495 (regular)

CSDA room reservations in the CSDA room block start at the rate of $222 plus tax and fees per day. The room reservation cut-off is April 23, 2025; however, space is limited and may sell out before this date. Information regarding hotel reservations and links to book in the CSDA room block will be emailed to the attendee only (not the individual registering the attendee) within 24 hours of registration.

Airfare and surface transportation anticipated to be less than $500

Attachments:

Exhibit A: 2025 Special Districts Legislative Days Program

California Special Districts Association
Districts Stronger Together

May 20-21, 2025
SHERATON GRAND SACRAMENTO HOTEL

2025 SPECIAL DISTRICTS LEGISLATIVE DAYS

With about 30 percent of the State Legislature turning over in the 2024 General Election, this year's Special Districts Legislative Days is a must-attend event where special districts will come together to educate our newly-elected lawmakers on special districts and the communities and constituents we mutually serve.

The new legislative session promises to be another impactful year with a tenuous State Budget and ever-growing concern over challenging issues like housing, infrastructure, labor, governance, revenues, natural resources, and more that matter to all special districts whether they provide water, sewer, fire protection, parks, cemeteries, healthcare, mosquito abatement, ports, harbors, airports, libraries, or other essential services.

Agenda at a Glance

SUBJECT TO CHANGE

Tuesday, May 20, 2025
8:00 A.M. – 6:30 P.M.

8:00–8:30 A.M.
Registration and Breakfast Buffet Line Opens

8:30–9:30 A.M.
Breakfast with Legislator of the Year

9:30–11:00 A.M.
State Legislative Update

11:00–11:30 A.M.
Advocacy Briefing

11:30 A.M.–12:30 P.M.
Lunch and Group Preparations

12:30–1:00 P.M.
Shuttles Depart to Capitol Annex Swing Space

1:00–5:00 P.M.
Legislative Office Visits
- CSDA-arranged group visits in Legislative Offices

5:00–6:30 P.M.
Private Legislative Reception

Wednesday, May 21, 2025
8:00 A.M. – 11:30 A.M.

8:00–8:30 A.M.
Breakfast Buffet Line Opens

8:30–9:30 A.M.
National Special Districts Association Grant Services and Resources for CSDA Members

9:30–10:30 A.M.
Panel: Why and How to Win with Grassroots

10:30–11:30 A.M.
Beyond Legislative Days: Developing a Grassroots Strategy – Identifying, Recruiting, and Activating Stakeholders

11:30 A.M.
Closing

Legislative Office Visits

CSDA will pre-arrange legislative office visits for attendees to meet with Legislators and Capitol staff in the new Capitol Annex Swing Space. Attendees will be grouped with special districts by region to advocate for special districts and the communities collectively served in the area. Make sure you indicate your participation on the registration form.

SPECIAL DISTRICTS LEGISLATIVE DAYS

May 20-21, 2025
SHERATON GRAND SACRAMENTO HOTEL

look Early Bird Discount! ends 4.23.25

EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 23, 2025

- **CSDA Member - $395 Early Registration / $495 Regular Registration**
- **Non-Member - $790 Early Registration / $990 Regular Registration**

Three Ways to Register

- *Online:* Visit legislativedays.csda.net
- *Fax number:* 916.520.2465. All faxed forms must include credit card payment.
- *Mail:* CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?
Contact Member Services at membership@csda.net or call toll-free at 877-924-2732.
It's not too late to become a CSDA member!

Full registration includes the evening reception and meals as indicated in the agenda.
Payment must accompany registration in order to process.

☐ CSDA Member: $395/EARLY BIRD ☐ Non-Member: $790/EARLY BIRD
☐ CSDA Member: $495/AFTER APRIL 23 ☐ Non-Member: $990/AFTER APRIL 23 Total $:

Name/Title:		
District:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
Email:		
Emergency Contact Name/Phone Number:		

LEGISLATIVE OFFICE VISITS

CSDA will make every attempt to schedule meetings, for you and other attendees from your region, with your region's legislative representatives or staff. You will advocate as a group on the top issues facing special districts.

☐ Yes-I want CSDA to pre-arrange Legislative Office Visits for me together with a group of attendees from my region to advocate for special districts during day one of the conference.
☐ No-I will not be participating in the pre-arranged Legislative Office Visits in the Capitol Annex Swing Space during day one of the conference..

PAYMENT

Payment type: ☐ Check ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Acct. name:			Acct. Number:
Expiration date:	CVC:	Zip:	Authorized Signature:

SPECIAL NEEDS

☐ Vegetarian ☐ Other:

Cancellations must be made in writing and received via fax, mail, or email no later than April 23, 2025, at 5:00 p.m. All cancellations made within the specified time will be refunded less a $75 processing fee. There will be no refunds for cancellations made after April 23, 2025. Substitutions are acceptable and must be done in writing no later than May 14, 2025 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.

Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

A proud California Special Districts Alliance partner.

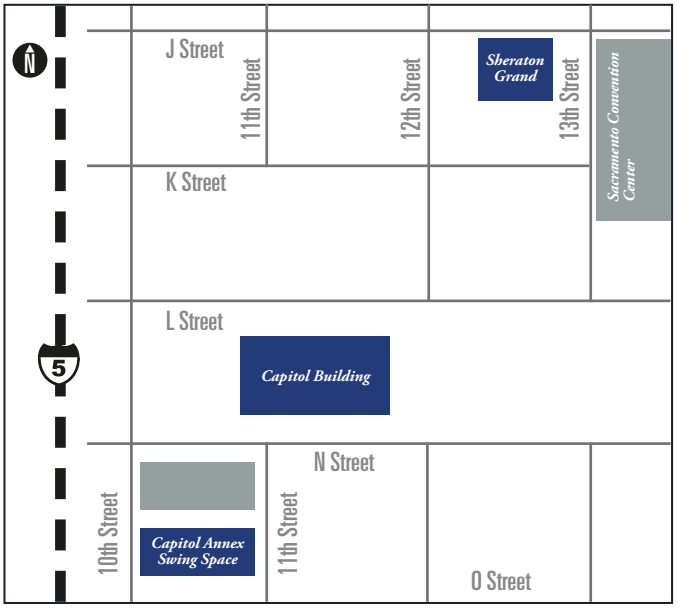
PRSRT STD
U.S. Postage
PAID
Permit No. 316
Sacramento, CA

SPECIAL DISTRICTS LEGISLATIVE DAYS

May 20-21, 2025

SHERATON GRAND SACRAMENTO HOTEL

Event Map



Map is not to scale



Hotel Information
Sheraton Grand Sacramento Hotel
1230 J Street, Sacramento, CA 95814

CSDA room reservations in the CSDA room block start at the rate of $222 plus tax and fees per day. The room reservation cut-off is April 23, 2025; however, space is limited and may sell out before this date. The link for reservations will be emailed following registration.

BUENA PARK Library District

Staff Report – Agenda Item 20a and 20b

Date: March 4, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Termination of Orange County Treasurer's Voluntary Pool Program

---

Recommended Action(s):

Agenda Item 20a Approval of deletion of references to Orange County Treasurer's Pool in the District's Investment Policy and allow staff to bring an updated investment policy to the Board within 60 days.

Agenda Item 20b Authorize the Investment of Monies in the California CLASS, Local Agency Investment Fund (LAIF), and/or California Asset Management Program (CAMP)

Background:

The District has been investing reserve funds in the Orange County Treasurer's Pool. On Tuesday, February 25, 2025, the Orange County Board of Supervisors voted to adopt a resolution rescinding Resolution Nos. 88-134 and 17-135, terminating the Voluntary Pool Participation program, as defined in Government Code Section 53684 by June 30, 2025. The District was informed on Thursday, February 27, 2025 that all funds on deposit were to be returned to agencies on Friday February 28, 2025 and final interest amounts are scheduled to be calculated and wired to agencies the first week of March. As a result of this action, the District's reserves are no longer being invested and the District can no longer comply with the current investment policy.

The Policy delegates authority to the Director to invest the funds but does not have specific investment criteria, though it specifies that funds are held in the Orange County Treasurer's Pool. Staff requests that the Board approve deletion of the portions of the Investment Policy that reference the Orange County Treasurer's Pool, bring an updated investment policy at a future meeting, and invest funds in another program.

Fiscal Impact:

The District's reserve funds are no longer being invested and are currently being held in the bank account intended for operational expenses. It is in the best interest of the District to move funds into one or more investment options that are in compliance with California

Government Code as soon as possible to protect funds and avoid losing investment earnings, which may be up to $1,300 a day.

Exhibit:

Current Investment Policy

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

FINANCIAL POLICIES/PROCEDURES

INVESTMENT POLICY

This Investment Policy applies to District funds as identified in the District's Independent Auditor's Report and General Purpose Financial Statements and held by the Orange County Treasurer, CalPERS and Bank of America. The following is a list of the funds included:

- Orange County Investment Pool
- CalPERS California Employers Retiree Benefit Trust (CERBT) Fund
- Business Interest Maximizer
- General Fund
- Payroll Account

Investment Authority

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. It is the policy of the District for the Library Director to direct the investment activity of District funds and establish written procedures for the operation of the investment program consistent with this Investment Policy. The Board of Trustees shall supervise the activities and have ultimate responsibility for the District's investments.

Pursuant to Education Code Section 19658, the Orange County Treasurer is the investment authority for, and holder of, the District's investment funds held in the Orange County Investment Pool. The District is a voluntary participant in the Money Market Fund held by the Orange County Treasurer. While the funds are pooled with County and voluntary participant funds, both statutory (Government Code Section 27100.0) and case law are clear that local agency monies deposited into the County Treasury constitute trust funds and such funds are not considered funds or assets of the County. All interest earned shall be deposited into the same account. The District's funds must remain sufficiently liquid to enable the District to meet all operating requirements and obligations that might be reasonably anticipated.

District Funds

<u>The Orange County Investment Pool:</u> The following District reserves are held in this account to ensure the District has sufficient cash on hand in case of an economic downturn and for projected capital replacement/improvement needs:

General Fund Balance Reserve (50% of operating budget) as required by California Government Code Section 53646(b)(3).
General Contingency Reserves (three months of operating expenses)
Capital Replacement and Improvement Funds.
Trustee Election Reserves
Uncompensated Absences

FINANCIAL POLICIES/PROCEDURES

The CERBT Fund: Pursuant to GASB regulations, the District maintains funds for other post-employment benefits (OPEB). CalPERS is the investment authority for, and holder of, the District's CERBT Fund. All gains and losses are recorded daily in the fund's activity.

The CERBT Fund is an irrevocable trust fund set up for the purpose of receiving employer contributions that will prefund health and other post-employment benefit (OPEB) costs for retirees and their beneficiaries. CalPERS offers three asset allocation investment strategies for the CERBT fund. The Board of Trustees is responsible for selecting one of the three asset allocation investment strategy options.

The funding for the CERBT Fund is maintained with regular monthly payments from the General Fund that are deposited into the CERBT Fund to meet the District's liability concerning the difference between the OPEB liability and the assets accumulated in the Trust. This is recognized as an expense account until it is funded. The Board of Trustees will monitor the performance of the CERBT Fund and may change the asset allocation strategy as deemed necessary.

Local Financial Institution: Pursuant to California Code Section 26990, the District is permitted to maintain its own funds with a financial institution.

> Business Interest Maximizer An interest bearing account which holds a portion of the General Fund revenue. Funds may be transferred between the General Fund and the Business Interest Maximizer account.
>
> The General Fund The Revenue derived from property taxes, shall be deposited by electronic transfer to the District's General Fund. Revenue acquired by gift, donation, bequest, grants, or derived from the District's services (fines, fees and passport services) for the purpose of the District shall also be deposited into the General Fund.
>
> The Payroll Account To meet District's payroll obligations, funds are transferred from the General Fund to the Payroll account.

The General Fund and Payroll Accounts are currently in non-interest bearing accounts.

District's Authority

The District may withdraw funds from the Orange County Investment Pool to use for general and special operations of the District. In order to disburse funds related to these obligations, transfers from the Orange County Treasury shall be made to District-maintained financial accounts. These transfers shall be made on the order of the Board of Trustees or the Library Director on an as-needed basis to cover anticipated expenses of the District.

All District-maintained financial accounts must be held in California or federally chartered banks or other financial institutions that are members of, and insured by,

FDIC or FSLIC. These financial institutions shall be selected by the Library Director and approved by the Board of Trustees.

Ethics and Conflicts of Interest

Pursuant to California Government Code Sections 1090 et seq. and Sections 87100 et seq, no District officer or employee shall make, participate in making, or use his or her official position to influence a decision regarding District investments in which he or she has a financial interest in the outcome of that decision.

Reporting

In accordance with California Government Code Section 53647(b)(1), the Library Director will submit to the Board of Trustees quarterly investment reports or fund statements for all funds. The earned interest will be reported in the financial reports presented at the monthly Board meetings.

Investment Policy Review

Annually, this Investment Policy shall be reviewed and revised as necessary by the District's Director. The Board of Trustees shall approve revisions.

Approved: 06/01/10
Revised: 06/05/12
Revised: 04/02/13
Reviewed: 06/03/14
Reviewed: 06/02/15
Revised: 06/07/16
Revised: 06/06/17

ADJOURNMENT