MEETING AGENDA

Board of Library Trustees | Buena Park Library District

2nd Floor Board Room
7150 La Palma Avenue
Buena Park, CA 90620
May 6, 2025 | 5:30 P.M.

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 6-9)**

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 April 1, 2025 (Receive & File and Approve)

7. Minutes of the Library Board of Trustees Special Meeting on April 1, 2025 (Receive & File and Approve)

8. Payment Register for April 2025 (Receive, File, and Approve)

9. Personnel Report for April 2025 (Receive, File, and Approve)

REPORTS FROM LIBRARY ADMINISTRATION

10. Monthly Statistical Reports
    a. Database Usage for March 2025
    b. Trend Analysis for March 2025
    c. Program Statistics Summary for April 2025

11. Library Director's Report

NEW BUSINESS

12. Review of Fiscal Year 2025-2026 Preliminary Operating Budget with Projected Revenues and Expenditures (Review Only)

13. Approval of Resolution 2025-2 Approving Amendment No. 1 to Agreement for Architectural Services with LPA, Inc. for the Library Renovation Project revising total not-to-exceed contract amount from $711,000 to $1,121,000

14. Approval of payment to Mars Environmental, Inc. for waste removal for the amount of $7,587.05

15. Investment Policy and Resolutions 2025-3 and 2025-4

    a. Approval of Changes to the Investment Policy
    b. Approval of Resolution 2025-3 Authorizing the Buena Park Library District to Invest in the California Asset Management Program and California Cooperative Liquid Assets Securities Program
    c. Approval of Resolution 2025-4 Authorizing the Buena Park Library District to Invest in the Local Agency Investment Fund (LAIF)

FUTURE AGENDA ITEMS

16. Agenda Preparation for the Regular Meeting which will be held on June 3, 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.

CLOSED SESSION

17. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
    Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): One Case

18. PUBLIC EMPLOYEE EVALUATION (Gov. Code § 54957(b)(1))
    Employee: Library Director

19. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6 (a))
    Agency Representative: Jenell Van Bindsbergen
    Employee: Library Director

ADJOURNMENT

CERTIFICATION OF POSTING

I, Helen Medina, Library Director of the Buena Park Library District, hereby certify that the Agenda for the May 6, 2025, Regular Meeting of the Library Board of Trustees of the Buena Park Library District was posted on May 3, 2025 at 7150 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.

_____

Helen Medina, Library Director

AGENDA ITEM 6

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 1, 2025

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Mrs. L. Carole Jensen, Dr. Christian Quintero, Dr. Richard Rams, Mrs. Cheyenne Traut.
Ms. Brenda Estrada was absent (excused).

Staff Present: Helen Medina, Library Director; Patty Salas, Administrative Assistant; Ann Thompson, Library Services Manager; and Caroline Wilkins, Circulation Services Supervisor.

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

- Trustee Jensen stated she completed the City of Buena Park's Citizen's Academy and encouraged residents to participate.
- Trustee Quintero stated he completed an online webinar offered by CSDA.

PRESENTATION OF SAFETY SPECIALIST CERTIFICATES

- President Traut presented Safety Specialist Certificates to Briggetta Pierrot, Delaney Kavadoy, Pamela Rodriguez, Lauren Galvan and Helen Medina. The Safety Specialist Certificates were issued by the Special District Risk Management Authority to staff who have completed four individual OSHA Compliant Safety Track Courses.

COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA

There were no speaker requests.

CONSENT CALENDAR (ITEMS 7 – 10)

7. Minutes of the Library Board of Trustees Regular Date Meeting on March 4, 2025 (Received, filed and approved)
8. Payment Register for March 2025 (Received, filed and approved)
9. Payment Register for February 2025 (Corrected version) (Approved)
10. Personnel Report for April 2025 (Received, filed and approved)

MOTION by Trustee Quintero to approve the Consent Calendar.
SECONDED by Trustee Jensen.
AYES: Jensen, Quintero, Rams, Traut.
ABSENT: Estrada.

MOTION approved.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 1, 2025

REPORTS FROM LIBRARY ADMINISTRATION

11. Monthly Statistical Reports
    a) Database Usage for February 2025
    b) Trend Analysis for February 2025
    c) Program Statistics Summary for March 2025

12. Patron's Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations (Informational)

13. Library Director's Report (Informational)

    Director Medina stated National Library Week is approaching (April 6 – 12) and gave information about special events happening in the library that week.

NEW BUSINESS

14. Approval of an increase in compensation for the Library Services Manager Ann Thompson

    MOTION by Trustee Rams to approve an increase in compensation for Library Services Manager Ann Thompson to $55.47 per hour.
    SECONDED by Trustee Quintero.
    AYES: Jensen, Quintero, Rams, Traut.
    ABSENT: Estrada.

    Motion approved.

15. Library Trustee Onboarding Discussion

    Trustee Quintero requested a discussion on Library Trustee Onboarding. Staff believe that the onboarding process could use some restructuring to create a formal and defined process for trustees assuming their new role.

    Staff's Recommendation was:
    - Trustees complete the required AB1234 Ethics and Harassment Prevention Training (Required by law)
    - Initial comprehensive Brown Act Training, make Brown Act Training required as part of on-boarding training, Trustees take refresher training every two years
    - Board set a goal to revise the Board Policies and Procedures during Fiscal Year 25-26

    There was a MOTION to approve the recommendation by Trustee Quintero.
    SECONDED by Trustee Traut.

    AYES: Quintero, Traut.

NOES: Jensen, Rams.

MOTION FAILED.

MOTION by Trustee Rams to have trustees complete required Ethics and Harassment training, have an initial comprehensive Brown Act training by end of 2025, and continue discussions about Trustee training and workshops at a later time.

SECONDED by Trustee Jensen.

AYES: Jensen, Quintero, Rams, Traut.
ABSENT: Estrada.

MOTION approved.

16. Authorize one or more trustees to attend the CSDA Annual Conference in August 2025

MOTION by Trustee Jensen to authorize trustee(s) to attend the CSDA Annual Conference.
SECOND by Trustee Rams.

AYES: Jensen, Quintero, Rams, Traut.
ABSENT: Estrada.

MOTION approved.

17. Authorize the Library Director to execute an independent consultant agreement with MacLeod Watts, Inc. for OPEB actuarial services in an amount not to exceed $9,402 and make any necessary non-monetary changes

MOTION by Trustee Rams to authorize the Library Director to execute an independent consultant agreement with MacLeod Watts, Inc. for OPEB actuarial services in an amount not to exceed $9,402 and make any necessary non-monetary changes.

SECONDED by Trustee Quintero.
AYES: Estrada, Jensen, Quintero, Rams.
ABSENT: Traut.

MOTION approved.

FUTURE AGENDA ITEMS

18. Agenda preparation for the Regular Meeting which will be held on May 6, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 1, 2025

ADJOURNMENT

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

AYES: Jensen, Quintero, Rams, Traut.
ABSENT: Estrada.

MOTION approved.
The meeting was adjourned at 6:05 p.m.

Submitted by,

_____
Richard Rams
Secretary

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 1, 2025

AGENDA ITEM 7

CALL TO ORDER: President Traut called the special meeting to order at 6:06 p.m.

ROLL CALL

Board Members Present: Mrs. L. Carole Jensen, Dr. Christian Quintero, Dr. Richard Rams, Mrs. Cheyenne Traut.
Ms. Brenda Estrada was absent (excused).

Staff Present: Helen Medina, Library Director; Patty Salas, Administrative Assistant; Ann Thompson, Library Services Manager; and Caroline Wilkins, Circulation Services Supervisor.

COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA

There were no speaker requests.

NEW BUSINESS

4. Authorization to submit Federal Community Project Funding Requests for Code Compliance Improvement Project and Mechanical, Electrical, and Plumbing Improvements

MOTION by Trustee Jensen to authorize the funding requests.
SECONDED by Trustee Quintero.
AYES: Jensen, Quintero, Rams, Traut.
ABSENT: Estrada.

Motion approved.

5. Authorize the Board President to submit letters of support for Community Project Funding Requests

MOTION by Trustee Rams to authorize the Board President to submit letters of support.
SECONDED by Trustee Jensen.

AYES: Jensen, Quintero, Rams, Traut.
ABENT: Estrada.

MOTION approved.

ADJOURNMENT

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

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 1, 2025

AYES: Jensen, Quintero, Rams, Traut.
ABSENT: Estrada.

MOTION approved.
The meeting was adjourned at 6:09 p.m.

Submitted by,

_____
Richard Rams
Secretary

Buena Park Library District

April 2025 Payments

AGENDA ITEM 8

Date	Vendor	Note	Amount
4/2/2025	CalPERS	457 Plan Employee Contribution	$1,886.58
4/4/2025	ADP	Payroll Processing	$248.40
4/4/2025	Quadient Leasing USA, Inc.	Postage Machine	$622.46
4/4/2025	Superior Signs and Graphics	MPR Shelf Covers	$1,518.83
4/4/2025	Amazon Capital Services	Zip Books	$20.65
4/4/2025	Amazon Capital Services	Zip Books	$16.15
4/4/2025	Amazon Capital Services	Zip Books	$12.55
4/4/2025	Amazon Capital Services	Zip Books	$22.29
4/4/2025	Amazon Capital Services	Zip Books	$16.03
4/4/2025	Amazon Capital Services	Zip Books	$16.86
4/4/2025	Amazon Capital Services	Zip Books	$25.30
4/4/2025	Amazon Capital Services	Zip Books	$11.58
4/4/2025	Verne's Plumbing, Inc.	3/20/2025 Service	$535.24
4/4/2025	Western Allied Corporation	April 2025 Maintenance	$678.00
4/4/2025	CalPERS	26899 PEPRA	$6,341.58
4/4/2025	CalPERS	1329 Classic	$1,150.08
4/4/2025	CalPERS	15012 Classic	$442.43
4/8/2025	CalPERS	Health Coverage	$23,475.44
4/10/2025	ADP	Employee Wages	$48,520.43
4/10/2025	ADP	Payroll Taxes	$11,846.16
4/10/2025	So Cal Gas	3/4/25-4/2/25 Service	$1,103.31
4/10/2025	Mobile Beacon	Service-8 hotspots	$960.00
4/10/2025	EarthCo Commercial Landscape	April Service	$1,238.00
4/10/2025	Orange County Fire Protection	Monthy Fire Extinguisher Inspection	$100.00
4/10/2025	KC Digital Solutions	Admin Copier Mar 2025	$70.15
4/10/2025	KC Digital Solutions	Public Copier Mar 2025	$61.02
4/10/2025	Allied Administrators for Delta Dental	Employee Dental Coverage	$888.58
4/10/2025	Master Janitorial Service	April 2025 Service	$3,043.00
4/10/2025	Park Disposal	March 2025 Waste Disposal	$507.90
4/10/2025	Cintas Corp.	Restroom supplies	$282.08
4/10/2025	US Bank	March Purchases	$890.34
4/10/2025	Massive Gathering Productions	April 12 Anime Program	$400.00
4/10/2025	Gallagher Benefit Services, Inc.	2025 Class and Comp Study	$262.50
4/10/2025	Professional Pest Management	Pest Control	$150.00
4/10/2025	Townsend Public Affairs	Consulting Services	$5,000.00
4/10/2025	Regional Government Services	February 2025 Services	$11,401.90

Buena Park Library District

April 2025 Payments

4/10/2025	Amazon Capital Services	Paper Products	$512.15
4/10/2025	Amazon Capital Services	Books	$59.05
4/10/2025	Amazon Capital Services	Books	$79.05
4/10/2025	Staples	Toner	$503.14
4/10/2025	Staples	Office Supplies	$60.55
4/10/2025	Unum Life Insurance Company of America	May 2025 Employee Coverage	$661.11
4/10/2025	Quadient Finance USA, Inc.	March Postage	$358.75
4/14/2025	CalPERS	457 Plan Employee Contribution	$1,886.58
4/15/2022	California Department of Tax and Fee Adm	Sales and Use Tax	$6,632.00
4/18/2025	ADP	Payroll Processing	$248.40
4/21/2025	CalPERS	15012 Classic	$442.43
4/21/2025	CalPERS	1329 Classic	$1,091.49
4/21/2025	CalPERS	26899 PEPRA	$6,341.58
4/21/2025	Regional Government Services	March 2025 Finance Contract	$18,414.85
4/21/2025	Regional Government Services	March 2025 Payroll Contract	$138.00
4/21/2025	Regional Government Services	March 2025 HR Contract	$1,351.25
4/21/2025	Griffin Structures, Inc.	March 2025 Services	$19,649.55
4/21/2025	Verne's Plumbing, Inc.	4/11/25 Service Call	$923.53
4/21/2025	Southern California Edision	3/11/25-04/08/25	$4,784.09
4/21/2025	Western Allied Corporation	April 2 Service Call	$966.10
4/21/2025	Amazon Capital Services	Supplies	$106.18
4/29/2025	Mars Environmental, Inc.	Hazardous Waste Cleanup	$7,587.05
4/24/2025	ADP	Employee Wages	$47,980.73
4/24/2025	ADP	Payroll Taxes	$11,670.03
		Total	$196,562.70

BUENA PARK Library District

BOARD OF LIBRARY TRUSTEES
PERSONNEL REPORT FOR
May 2025

AGENDA ITEM 9

Department: Administration **Meeting Date: May 6, 2025**

Personnel Action – Merit Increase

Name	Position	Step	Effective Date
Delgado, Mario	Library Clerk (PT)	6	5/16/2025
Diaz, Kaylee	Library Clerk (PT)	5	5/16/2025
Min, Joshua	Library Clerk (PT)	5	5/16/2025
Nguyen, Gloria	Librarian II	5	5/16/2025
Porras, Bailey	Library Assistant	6	5/16/2025
Ruiz, Yocelin	Library Clerk (PT)	5	5/30/2025

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 March 2025

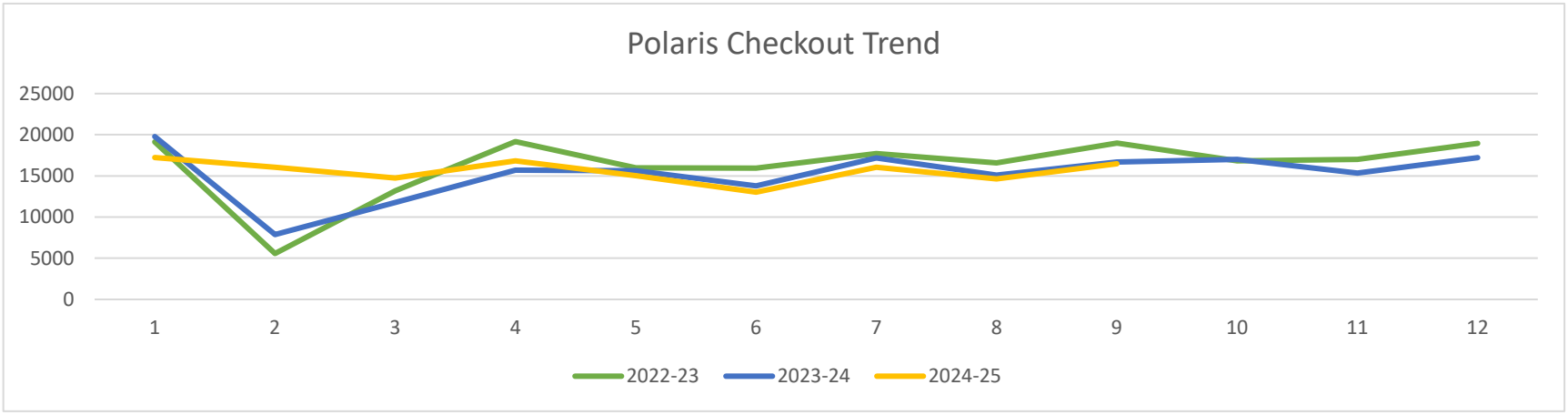
AGENDA ITEM 10a.

MEETING DATE: May 6, 2025
Board of Library Trustees

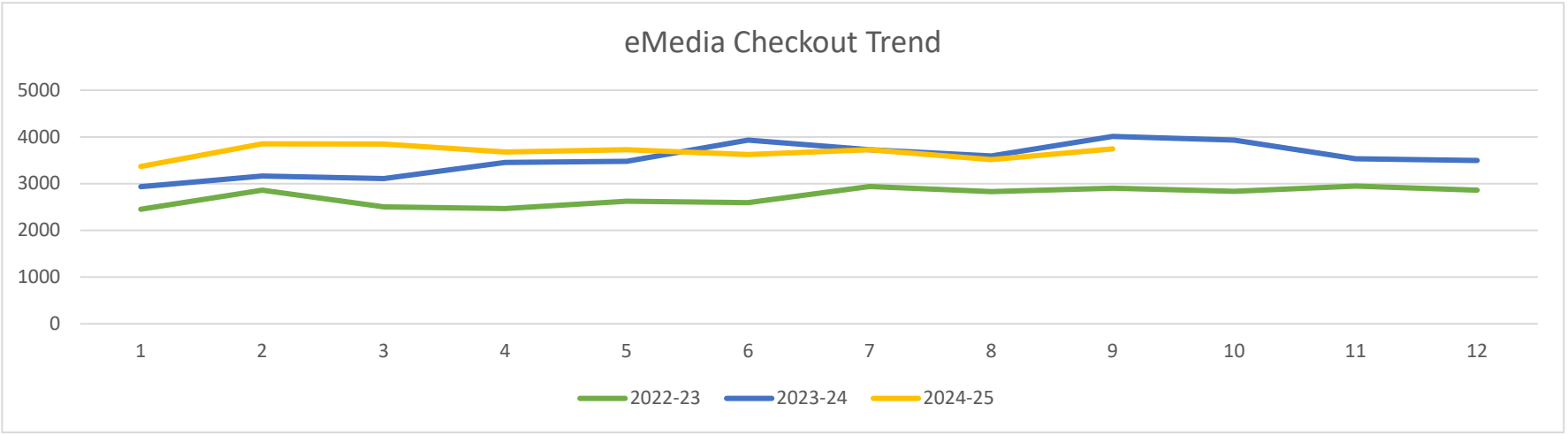
Electronic Resource Usage JULY 2024 - JUNE 2025	Jul-24	Jul-23	Aug-24	Aug-23	Sep-24	Sep-23	Oct-24	Oct-23	Nov-24	Nov-23	Dec-24	Dec-23	Jan-25	Jan-24	Feb-25	Feb-24	Mar-25	Mar-24	Apr-25	Apr-24	May-25	May-24	Jun-25	Jun-24	2024-25 YTD Totals	2023-24 Totals
Auto Repair Source	40	40	52	34	0	50	26	26	28	34	29	26	14	17	64	32	62	25		45		76		35	315	440
MAS Ultra - School Edition	0	0	0	0	0	0	0	0	0	9	0	0	1	0	2	4	0	0		1		2		0	3	16
MasterFILE Premier	2	7	2	0	8	0	8	9	6	0	5	0	25	17	6	7	4	3		12		9		0	66	64
Middle Search Plus	1	0	0	4	0	1	3	0	0	0	0	0	5	4	0	1	4	0		4		2		0	13	16
NoveList Plus	50	16	89	23	37	18	41	83	27	68	32	77	24	265	14	52	25	103		69		114		38	339	926
Primary Search	1	0	0	1	1	2	2	0	1	1	0	4	4	0	0	0	1	7		0		0		0	10	15
Points of View	1	0	2	0	0	1	11	3	0	9	0	0	0	0	0	25	2	0		1		0		0	16	39
Gale Virtual Reference Library	3	0	0	21	0	39	20	1	3	3	0	8	13	5	3	10	43	1		17		10		0	85	115
HelpNow!	91	292	381	211	737	481	2905	640	3009	176	3977	80	2853	132	798	151	604	150		3241		140		62	15355	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	93	144	92	197		126		109		97	1070	1121
Newsbank	0	10	8	114	3	45	64	10	18	112	3	164	11	16	40	3	56	38		7		370			203	889
TumbleBooks	59	13	3	6	20	46	11	41	2	6	16	8	7	40	1	17	0	12		35		1		17	119	242
ProQuest	0	2	0	0	8	5	11	1	1	0	0	10	1	4	1	8	3	0		4		3		3	25	40
CultureGrams	1	0	0	0	1	0	11	0	4	7	4	32	4	9	9	0	7	0		0		0		0	41	48
Britannica	24	44	22	58	43	28	87	36	32	19	11	69	36	63	32	22	47	114		104		144		2	334	703
TeachingBooks	143	73	298	114	302	128	254	107	190	243	82	264	416	130	452	545	356	137		175		249		169	2493	2334
New York Times Newspaper	0	0	0	0	0	0	73	0	97	0	66	0	44	0	29	0	26	0		0		0			335	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	1544	1053	1332	819		3880		1261		459	20910	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.

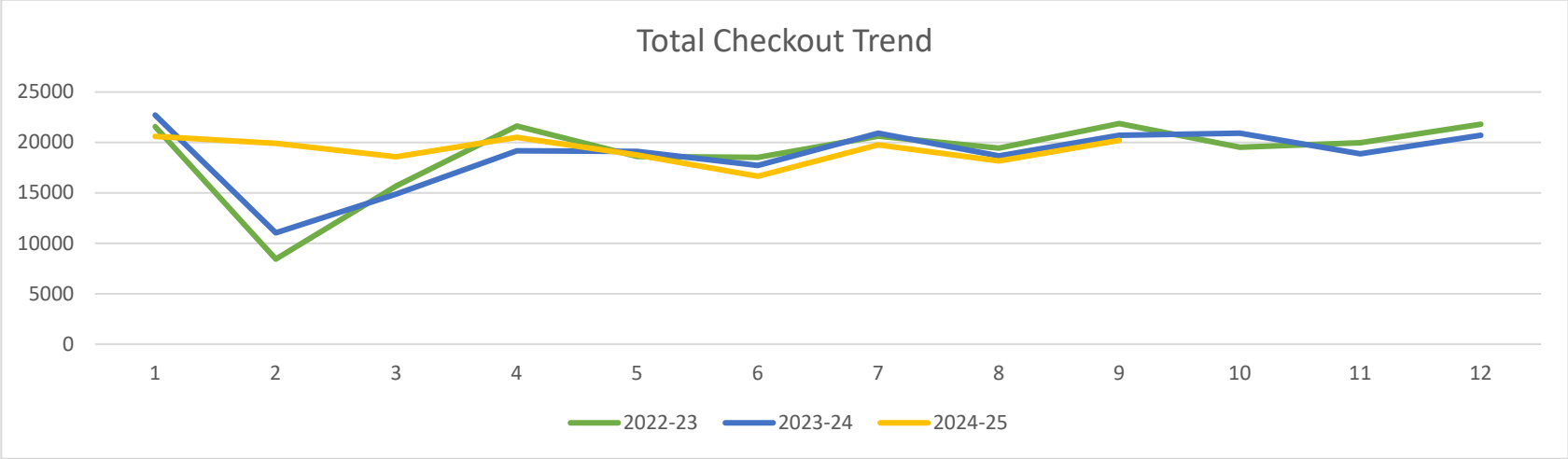
Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	19125	5573	13178	19172	15976	15936	17699	16594	18974	16818	17014	18942
2023-24	19784	7877	11779	15714	15644	13802	17187	15083	16700	16999	15351	17222
2024-25	17234	16067	14729	16836	15018	13028	16043	14644	16480			



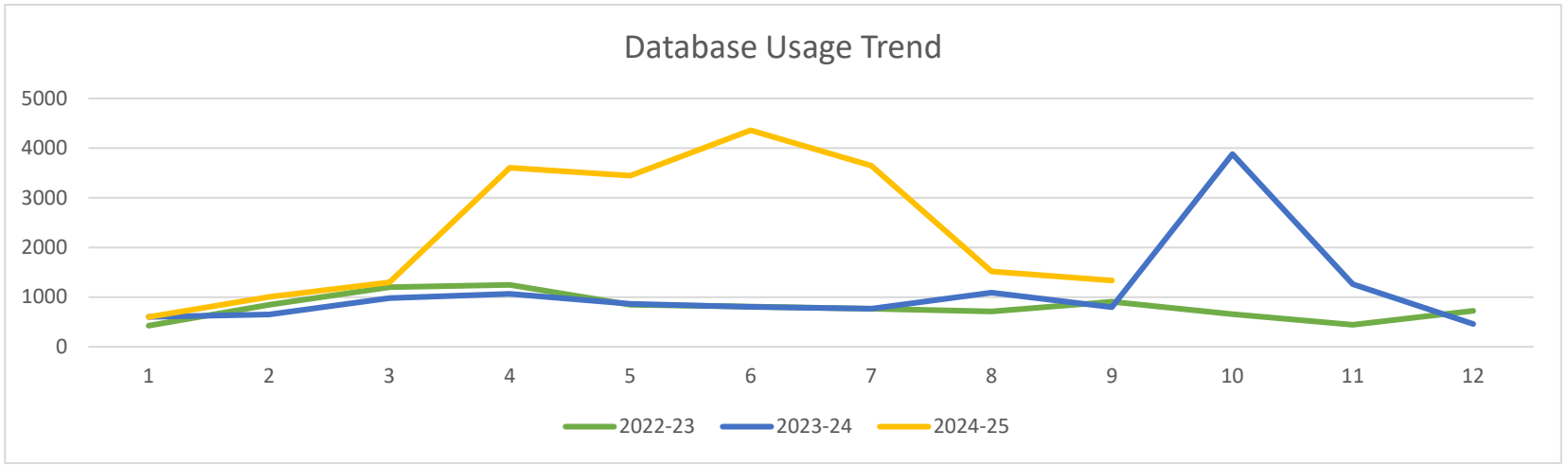
eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2024-25	3368	3852	3846	3679	3727	3622	3728	3516	3744			



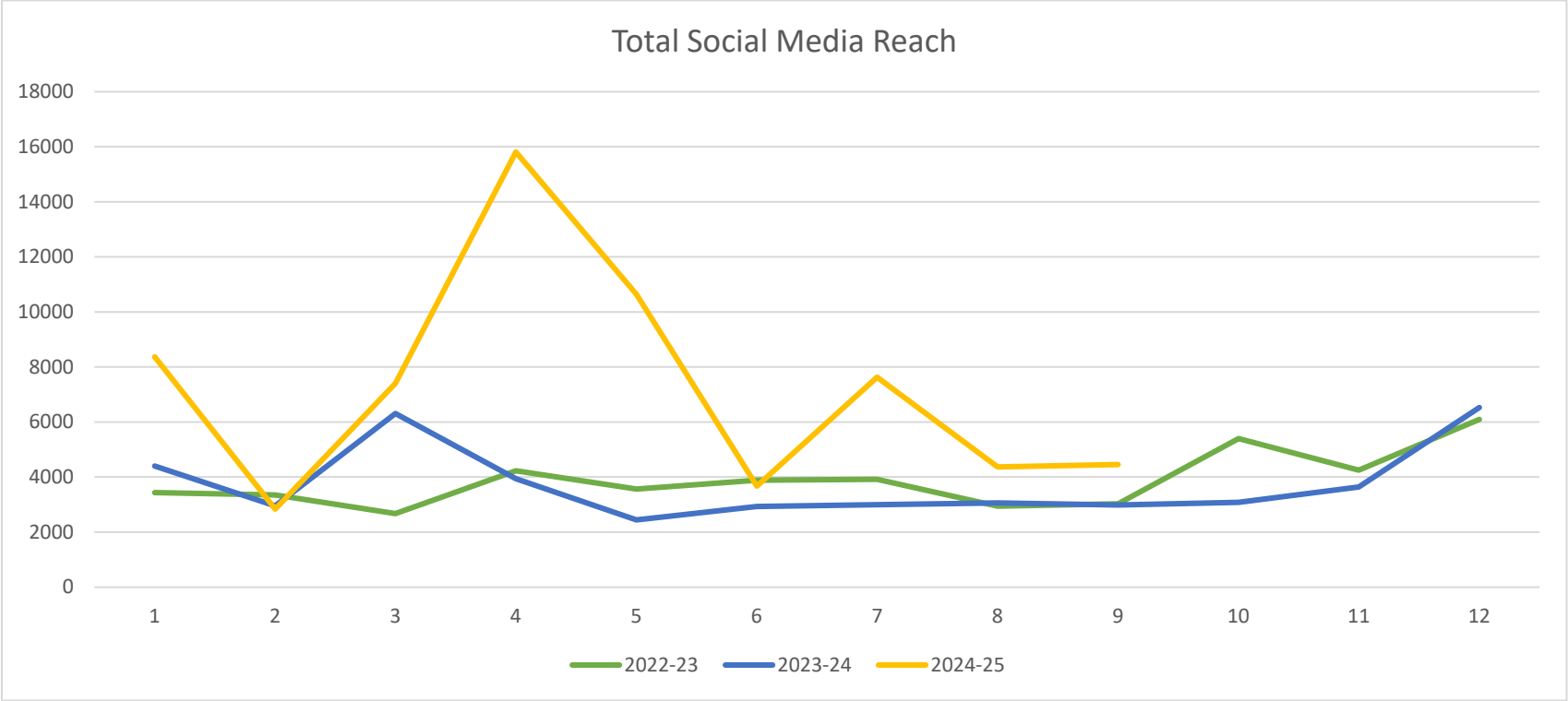
Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	20912	18678	20711	20929	18885	20719
2024-25	20602	19919	18575	20515	18745	16650	19771	18160	20224			



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	1515	1332			



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	4368	4452			



Children's Programs

	April 2025		March 2025	
	# of Events	Attendance	# of Events	Attendance
Family Storytime	3	72	5	136
Little Friends Storytime	4	190	4	202
Preschool Storytime	4	127	4	143
Read to a Bark Dog	1	22	1	36
Korean/English Storytime	1	70	1	55
Spanish/English Storytime	1	18	2	18
Toffee the Bunny Storytime	5	230	x	x
Baby Band	1	17	x	x
Reading Buddies	2	5	x	x
Sci-Fri	1	30	1	23
Anime Your Way	1	34	x	x
Vote for your Favorite Book Series	1	54	x	x
Draw "A Day at the Library"	1	19	x	x
Off-site events	2	330	5	370
Total Volunteer Hours	100		91.5	
Reference Questions		578		711

Young Adult Programs

	April 2025		March 2025	
	# of Events	Attendance	# of Events	Attendance
TAB	1	12	1	11
Café Study Sesh	1	18	1	7
Teen Art Night	1	8	x	x

Adult Programs

	April 2025		March 2025	
	# of Events	Attendance	# of Events	Attendance
Reference Questions		676		716
Computer Questions		1308		1261
Total Volunteer Hours		66		63.5
Book Pictionary	1	7	x	x
Adult Book Club	1	7	1	6

Date: May 6, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Director's Report

Recommended Action:
Agenda Item 11

Informational Only

Administration Updates:

The District celebrated National Library Week in April with Proclamations from our Board of Library Trustees and the Buena Park City Council. The Library also received certificates of recognition from Congressman Derek Tran, Senator Tom Umberg, and Assemblymember Sharon Quirk-Silva.



I met with the special district Directors to discuss the activities at each of their libraries. The Directors are busy with budget planning and working on capital projects. Additionally, I met with the Santiago Library System Executive Director to discuss the Cooperative's budget and the next Executive Council meeting, which will be held on May 13th in Mission Viejo. I also attended an informational meeting about federal grant funding and the outlook

for different funding categories. Patty Salas and I attended a CalPERS compliance update presented by the California Special District's Association.

I have been meeting with the finance and human resources teams from Regional Government Services extensively as we make updates to our processes. Included in those activities are providing information for our audit, preparing reports for the State Controller, the Department of Tax and Fee Administration, and working to develop our budget. We are also concurrently developing our new accounting system and working with our team to update our grant reporting processes. Additionally, Patty Salas and I have been working with the payroll consultants to review benefits, deductions, and payroll setup. Salas and I also met with and provided information to human resource consultants to assist with our report for AB 2561 compliance, which requires specific reporting about agency vacancies. I also completed an evaluation of our existing personnel policies with our human resources consultant and have been working on updates.

I also had several meetings with the bank and have also included our finance consultants in some of the meetings to discuss updates to our accounts.

We received notification from the California State Library that several grant programs are officially terminated due to the cuts to the Institute of the Museum and Library Services (IMLS) and associated federal funding. One of the grants we had applied for was the Play for All grant, which provided educational play for children in libraries. This grant will not be funded.

A fire inspector visited the library and I had a discussion with him about our District's operations and practices. He notified me that we can expect a comprehensive fire and life safety inspection in the near future. I also spoke with Special District Risk Management Authority, our risk pool JPA, about our first aid supplies, emergency operations, and fire safety. They will be visiting our site in May for an inspection and consultation.

Building/Equipment Updates:

We continue to have extensive meetings to plan for our building renovation project. Our architects are engaging with the City Building Department and the Orange County Fire Authority to ensure that their plans comply with the necessary standards. After discussions with the City, it does not appear that placing the new Multi-Purpose Room on the second floor will be feasible due to additional code requirements that it would trigger. The architects are working on other options. There has also been discussion about possible requirements for a waste enclosure that complicates our fencing plans.

I met with a security, A/V, and technology consultant to discuss the needs for our project. Conversations included ways to update our surveillance system, incorporate air quality sensors and access control, and update our infrastructure to support our needs. LPA's plumbing engineer and waterproofing consultant also conducted a site visit to review the conditions in the basement and develop the plans for the new pump system.

The District also arranged for a haul away and disposal of un-used accumulated items that were considered hazardous waste. The items needed to be removed from storage in a timely manner. The District registered for a waste generator number and obtained a manifest for the items.

The District is also working with our design consultants to arrange for some slab testing to be completed in the basement to evaluate conditions. This is a proactive step intended to assist with developing appropriate engineering solutions to reduce the risk of future change orders or construction delays due to unforeseen conditions.

Library Staff and Outreach:

The Library attended the City of Buena Park's Spring Eggstravaganza events at Boisseranc Park on April 19th to distribute spring crafts to children. The team also attended the Family School Readiness Fair at Walter Knott Elementary on April 25th. The Outreach Team will attend the Raymond Temple Elementary School Carnival on May 2nd and the Buena Park Police Department Open House on May 3rd.

The City of Buena Park held their annual "Love Buena Park" event on April 26th. Brenda Gomez, Patty Salas, Ann Thompson, and I volunteered for the event. At the beginning of the event, Police Chief Nunes made remarks about service to your community and community connections. It was inspiring to see so many people dedicate their morning to making our community a better place. There were even people from surrounding communities, like Cerritos and Artesia, there to help. We assisted with parking lot and grounds cleanup of the historic First Congregational Church (across from City Hall) and worked to clean, dust, and polish the wood of the interior.

Programs and Services:

National Library Week was April 6-12th. We kicked off the week with a Baby Band program for children 0 to 2 years old. The program consisted of songs, lap bounces, movement, playing simple percussion instruments, parachute activities, and bubble time. Also, in honor of National Library Week, students from the Buena Park High School National Honor Society served as reading buddies on two afternoons. The reading buddies listened to the children read, helped them sound out words, and even played tic tac toe with them.

National Library Week wrapped up with a book reading by President Cheyenne Traut during our Saturday storytime, and an anime drawing lesson for all ages with animator Carlos Nieto. Our April science program focused on fossils. Several families from Raymond Temple Elementary were given a tour of the Library and for many it was their first visit to a library.





The Teen Advisory Board (TAB) met April 4th with 12 teens in attendance. TAB presented ideas for the remainder of spring and summer, including ways to support fellow teens amidst testing season. Adult Book Club had 7 attendees to discuss *Here One Moment* by Liane Moriarty.

May Programs:

May is Mental Health Awareness Month and we will be offering a month-long mental health bingo challenge for children on Beanstack. We will also host students from Cypress High School's Book Club for a live reading of their original picture book entitled *Land of Melody*. High School AP Exam time is approaching and we will have two Teen Study Cafes in May to help provide a quiet space for teens to study in preparation for their exams. Our May 1st, Study Cafe will include a visit from the Orange County Asian and Pacific Islander Community Alliance (OCAPICA). Members from OCAPICA will be here to provide information about upcoming workshops, free therapy access, and to provide teens with everyday tools to manage life stressors and anxieties.

Our Adult Book Club will meet again on May 8th to discuss *Severance* by Ling Ma. Adults and teens will have two take-home craft kits in May. Beginning May 5th, we will offer felt Ewok kits to celebrate Star Wars Day. A spring themed accordion-style album kit will also be available throughout the month of May.

Date: May 6, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Fiscal Year 2025-2026 Preliminary Operating Budget with Projected Revenues and Expenditures

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Recommended Action:
Agenda Item 12

This FY 2025-2026 preliminary budget is for the Board's review only. Staff asks that each Board Member provide feedback to the Director during the month of May 2025 to get their high-level goals, plans, and priorities. We will incorporate these goals, plans, and priorities in the final draft of the Operating Budget for the Board's approval at the July 2025 Board meeting.

Background:

The Buena Park Library District is mandated to adopt an annual budget that provides the plan for the general operations of the District by allocating the financial resources and giving the Library Director the authority to execute the budget within the approved spending limits. The process requires the Library Director to present a preliminary budget to the Board of Trustees at the May Board meeting and the adoption of the final budget at the July Board meeting. Attached is the preliminary operating budget for the Fiscal Year 2025-2026 beginning July 1, 2025, through June 30, 2026. The proposed revenue is $3,634,850 and the proposed expenditure is $3,602,030, with a projected surplus of $32,820. There is a proposed increase from the FY 2024-2025 budget of $21,950 in revenues and $80,530 in expenditures.

Revenue

We are conservative in our projections for property taxes and other revenue streams. Overall, the proposed FY 2025-226 revenue is projected to increase by $21,950 or 0.61% from the $3,612,900 FY 2024-2025 adopted budget to the $3,634,850 FY 2025-2026 proposed budget. See Exhibit A. This modest increase is due to slightly higher apportionments from Property and State Homeowners Taxes. Revenues from these sources are expected to increase from rising property values and increases in the number of properties within the service area of the District.

The District has received $1,290,206 passthrough and RDA dissolution funds in FY 2024-2025. FY 2025-2026 projects to receive $833,590. Adjustment to this revenue source will be adjusted in the final proposed budget in July.

Revenues from interest income from cash and investments are projected to increase by $4,200 or 3.48% due to optimizing our banking services. The District's investment had to be moved from the Orange County Investment Pool to other public investment pools in March 2025. Since we do not have any historical knowledge of these new investment pools, the projected income from interest will remain flat.

Revenues from charges for library services are projected to increase by $1,000 or 0.30% because passport services and copying services, fees, and fines are expected to remain flat. There are no grants expected for FY 2025-2026 at this time. However, we will remain vigilant in looking for grant opportunities. Donations are projected to have a $5,000 or 100.00% decrease since we cannot predict these donations. Other revenues from refunds and reimbursements from various sources are projected to remain flat at $3,500 from FY 2024-2025 to FY 2025-2026 as we cannot predict receiving these adjustments.

Expenses

The FY 2025-2026 Operating Budget has been purposefully reviewed and developed in order to carefully plan for the future, which includes the Library Renovation Project and the restructuring of our administrative and finance functions and responsibilities. To that goal, there is a $36,630 or 1.03% projected increase from the $3,565,400 FY 2024-2025 adopted budget to the $3,602,030 FY 2025-2026 proposed budget. See Exhibit B. This is due to an increase in the amount of $142,370 in full-time and part-time salaries, which proposes a 1.00% cost of living adjustment, as well as increases in the cost of employee benefits, risk management, and insurance. This increase is offset with a decrease in the amount of $49,770 in general administration services & supplies and $55,970 in programs due to the reclassification of expenses in all departments and programs and cost-efficiency measures in library services in order to make library services more responsive to patron demands and interests.

Salaries and Benefits and Staff Development

Salaries, employee benefits, and retirement costs comprise a significant portion of the District's budget. An overall increase of $142,370 or 5.82% in salaries, benefits, and risk management & insurance costs is due to a combination of full-time and part-time salary adjustments from step increases and proposed 1% COLA in the amount of $106,810 or 5.93% and an increase in risk management and insurance costs in the amount of $36,500 or 31.06%.

Currently, there is only one vacant position in the District. This position will remain vacant for the first six months of FY 2025-2026 as we continue to restructure the finance functions and responsibilities of the District. We propose to decrease training, memberships, conferences, and travel by $5,990 or 14.26% due to a combination of $15,790 decrease in

professional development and training, $8,000 reclassification of special district conference, and $9,800 increase in travel & transportation, and memberships. In the coming fiscal year, we plan to focus on internal improvements, such as increasing efficiencies in our business processes and workflows and preparing our facility for the Library Renovation Project in the second half of FY 2025-2026.

General Administration Services and Supplies

An overall decrease of $49,770 or 6.91% is projected in General Administration Services and Supplies due to a combination of $60,270 decrease in facility operations & maintenance, office equipment, office supplies, professional & specialized services, and training & memberships and $10,500 increase in utilities, fleet services, and taxes & assessments.

Library Programs and Services

There is a projected overall decrease of $55,970 or 13.98% in Library Programs and Services from $400,500 in FY 2024-2025 to $344,530 in FY 2025-2026 due to the reclassification of expenditures to the appropriate department and program, increasing the budget of digital and streaming media and decreasing the budget in books and hard copy materials to respond to the shift in patron interests and demand. We have also carefully reviewed current and previous fiscal years expenses to identify efficiencies, eliminate and/or consolidate duplicate funding, and reclassify library activities and programs to add more details and information.

Library Programs projects a decrease of $9,830 or 20.06% from $49,000 in FY 2024-2025 to $39,170 in FY 2025-2026 due to a combination of a $18,000 decrease in adult, teens, and children and family programs to readjustment and reclassification of expenses and an $8,170 increase in community outreach from the Lunch at the Library Grant.

Library Materials projects an overall decrease of $24,060 or 11.11% from $216,500 in FY 2024-2025 to $192,450 in FY 2025-2026 due to a $54,000 decrease in books, media, and electronic subscriptions because of decreasing demand for these types of library materials, and a $31,800 increase in downloadable/streaming content, library of things, and print subscriptions. This is a significant trend of shifting the demand from hard copy library materials to more digital and downloadable and/or streaming content.

Technology and Support Services projects an overall decrease of $20,090 or 17.47% from $115,000 in FY 2024-2025 to $94,910 which is attributed to planned decreases in purchasing computer equipment, system services supplies, and software licenses after careful review of current and previous expenditures. After the completion of the building improvements, the technology requirements of the District will be reevaluated and

budgeted accordingly at that time. For now, the current equipment, system services and supplies, and software subscriptions are sufficient for the needs of our patrons and for the operations of the District.

For the first time, the Passport Services is budgeted as its own Program. This way, all the costs of providing this service can be quantified and can be measured against the mandated administrative fee from the U.S. State Department. By reclassifying and identifying the expenses attributed to this Program, we will be able to show whether the District Passport Services program is self-sustaining. There is a projected decrease of $2,000 or 10.00% from reclassifying a portion postage expenses to General Administration Services, for the purpose of separating the passport postage from administration and library services postage. This reclassification of expenditures will capture the costs of each department and program to better plan for future years.

Maintenance, Capital Expenses, and Reserves

While the District anticipates routine maintenance, necessary repairs, and required inspections and has allocated funds accordingly, specialized projects are being deferred and planned as part of the Library Renovation Project, resulting in the reduction of building maintenance supply and minor building repair budgets.

Fees associated with construction management and architectural and engineering services are capitalized. We currently have sufficient reserves to cover these expenses.

The FY 2024-2025 projected ending reserve balance is $13,520,482. The FY 2025-2026 proposed revenue is $3,634,850 and proposed expenditure of $3,602,030, with a proposed budget surplus of $32,820. The proposed Reserve Cash total is $6,490,592 and the proposed Unreserved Cash Total is $7,062,711, which brings the proposed total Projected Cash Reserves to $13,553,302. See Exhibit C.

Currently, the reserves are held in the District's banking institution. In March 2025, the Orange County Investment Pool voluntary account was dissolved. The District was to transfer the funds held in the investment account to another qualified public investment pool. We are currently in the process of transferring the investment funds to qualified public investment pools.

Fiscal Impact:

This FY 2025-2026 Preliminary Budget has no fiscal impact.

Attachments:

Exhibit A, Exhibit B, and Exhibit C

EXHIBIT A

Buena Park Library District
FY 2025-2026 Preliminary Revenue Budget

Description	2022-2023 Actual	2023-2024 Actual	2024-2025 Budget	2024-2025 CY Projection To 6/30/25	2025-2026 Proposed Budget	$ Budget Variance	% Budget Variance
REVENUE & CASH RESERVES							
Property Tax Revenue							
Current Secured	2,134,220	2,177,587	2,221,100	2,182,074	2,214,810	(6,290)	-0.28%
Current Unsecured	61,610	65,689	67,000	69,806	70,850	3,850	5.75%
Prior Supplemental	76,760	47,424	48,000	44,255	44,920	(3,080)	-6.42%
Interest on Unapportioned Taxes	2,814	5,857	2,500	6,090	6,180	3,680	147.20%
Penalties and Costs on Delinquent Taxes	0	0	0	20,417	0	0	#DIV/0!
Property Tax Revenue Total	**2,275,404**	**2,296,557**	**2,338,600**	**2,322,641**	**2,336,760**	**(1,840)**	**-0.08%**
Intergovernmental Revenue							
State Homeowners PR Tax Relief	724,141	800,206	810,000	821,271	833,590	23,590	2.91%
State Homeowners RDA	1,151,492	1,300,072	0	832,589	0	0	#DIV/0!
LSTA Award	0	0	0	0	0	0	#DIV/0!
State-Other	0	0	0	0	0	0	#DIV/0!
Intergovernmental Revenue Total	**1,875,633**	**2,100,278**	**810,000**	**1,653,861**	**833,590**	**23,590**	**2.91%**
Use of Money & Property							
Interest	98,672	232,308	120,000	120,000	120,000	0	0.00%
Interest Income-General Reserves	1,025	1,283	800	7,500	5,000	4,200	525.00%
Use of Money & Property Total	**99,696**	**233,591**	**120,800**	**127,500**	**125,000**	**4,200**	**3.48%**
Charges for Services							
Library Services {Fines & Fees}	16,577	16,914	15,000	2,000	2,000	(13,000)	-86.67%
Printing & Copying	0	0	0	13,000	13,000	13,000	#DIV/0!
Passport Services	253,378	188,073	250,000	250,000	250,000	0	0.00%
Passport Copies	0	0	0	871	1,000	1,000	#DIV/0!
Passport Photos	51,445	58,270	70,000	70,000	70,000	0	0.00%
Charges for Services Total	**321,400**	**263,257**	**335,000**	**335,871**	**336,000**	**1,000**	**0.30%**
Grants							
Special Grants	294,190	25,329	0	0	0	0	#DIV/0!
Lunch At The Library (CASL)	0	0	0	13,171	0	0	#DIV/0!
Zip Books (CASL)	0	0	0	1,638	0	0	#DIV/0!
Grants Total	**294,190**	**25,329**	**0**	**14,809**	**0**	**0**	**#DIV/0!**
Donations							
Individual Donations - General	7,104	3,967	5,000	0	0	(5,000)	-100.00%
Donations Total	**7,104**	**3,967**	**5,000**	**0**	**0**	**(5,000)**	**-100.00%**
Other Revenue (Refunds & Reimbursements)							
Other Revenue (Refunds & Reimbursements)	6,194	3,443	3,500	3,500	3,500	0	0.00%
Other Revenue (Refunds & Reimbursements)	**6,194**	**3,443**	**3,500**	**3,500**	**3,500**	**0**	**0.00%**
TOTAL REVENUE BUDGET	**4,879,620**	**4,926,421**	**3,612,900**	**4,458,182**	**3,634,850**	**21,950**	**0.61%**

Buena Park Library District
FY 2025-2026 Preliminary Expense Budget

EXHIBIT B

Description	2022-2023 Actual	2023-2024 Actual	2024-2025 Budget	2024-2025 CY Projection	2025-2026 Proposed Budget	$ Budget Variance	% Budget Variance
SALARIES & BENEFITS							
Full-Time Salaries							
Salaries & Wages Full-Time	1,684,459	1,601,659	1,800,000	1,651,900	1,411,500	(388,500)	-21.58%
Full-Time Salaries Total	**1,684,459**	**1,601,659**	**1,800,000**	**1,651,900**	**1,411,500**	**(388,500)**	**-21.58%**
Full-Time Benefits							
Retirement Full-Time (PERS Annual Employer Cost)	118,299	113,757	200,000	115,900	120,360	(79,640)	-39.82%
OPEB Retirement Trust (Prefund)	0	0	0	0	0	0	#DIV/0!
OPEB CERBT Disbursement	0	0	0	0	(55,000)	(55,000)	#DIV/0!
CalPERS (Unfunded Accrued Liability)	0	0	0	0	73,580	73,580	#DIV/0!
Health Insurance	249,300	243,037	255,000	246,600	181,620	(73,380)	-28.78%
Dental Insurance	8,634	8,059	9,000	8,700	9,220	220	2.44%
Life Insurance/AD&D/LTD	8,590	8,822	9,500	8,700	9,800	300	3.16%
Vision Insurance	3,701	3,601	4,000	3,700	3,600	(400)	-10.00%
Medicare/FICA (Full-Time)	44,517	41,839	50,000	43,600	20,470	(29,530)	-59.06%
Full-Time Benefits Total	**433,041**	**419,115**	**527,500**	**427,200**	**363,650**	**(163,850)**	**-31.06%**
Full-Time Salaries & Benefits Total	**2,117,501**	**2,020,774**	**2,327,500**	**2,079,100**	**1,775,150**	**(552,350)**	**-23.73%**
Part-Time Salaries							
Salaries & Wages Part-Time	0	0	0	0	495,310	495,310	#DIV/0!
Part-Time Salaries Total	**0**	**0**	**0**	**0**	**495,310**	**495,310**	**#DIV/0!**
Part-Time Benefits							
Retirement Part-Time (PERS Annual Employer Cost)	0	0	0	0	5,960	5,960	#DIV/0!
Medicare/FICA (Part-Time)	0	0	0	0	34,790	34,790	#DIV/0!
Part-Time Benefits Total	**0**	**0**	**0**	**0**	**40,750**	**40,750**	**#DIV/0!**
Part-Time Salaries & Benefits Total	**0**	**0**	**0**	**0**	**536,060**	**536,060**	**#DIV/0!**
						0	#DIV/0!
						0	#DIV/0!
Retiree Benefits						0	#DIV/0!
Retiree Health Benefits	0	0	0	0	122,160	122,160	#DIV/0!
Retiree Benefits Total	**0**	**0**	**0**	**0**	**122,160**	**122,160**	**#DIV/0!**
Risk Management & Insurance							
Workers Compensation	6,976	6,670	25,000	6,700	55,020	30,020	120.08%
Property/Liability Insurance	47,267	64,079	70,500	50,000	81,980	11,480	16.28%
Unemployment Insurance		0	10,000	0	10,000	0	0.00%
Risk Management	2,282	7,319	12,000	4,500	7,000	(5,000)	-41.67%
Risk Management & Insurance Total	**56,525**	**78,068**	**117,500**	**61,200**	**154,000**	**36,500**	**31.06%**
SALARIES & EMPLOYEE BENEFITS TOTAL	**2,174,025**	**2,098,842**	**2,445,000**	**2,140,300**	**2,587,370**	**142,370**	**5.82%**
GENERAL ADMINISTRATION SERVICES & SUPPLIES							
Facility Operations & Maintenance							
Building Maintenance Supplies	1,866	2,426	3,000	2,000	500	(2,500)	-83.33%
Janitorial Supplies	5,342	7,230	8,500	8,500	10,000	1,500	17.65%
Custodial Services	32,884	33,700	45,000	32,600	45,000	0	0.00%
Electrical Services		4,757	10,000	2,400	5,000	(5,000)	-50.00%
Alarm System Services	14,234	10,648	15,000	15,000	16,000	1,000	6.67%
HVAC Services	9,854	6,900	12,000	18,000	25,000	13,000	108.33%
Elevator Services	3,552	6,657	12,000	9,600	10,000	(2,000)	-16.67%
Plumbing Services	37,997	16,699	25,000	5,000	8,000	(17,000)	-68.00%
Landscape Services	18,892	16,016	30,000	18,200	30,000	0	0.00%
Door Maintenance Services	47	1,688	2,500	800	2,500	0	0.00%
Pest Control Services	900	975	1,500	900	1,500	0	0.00%
Other Facility Maintenance	4,379	0	6,500	2,200	8,000	1,500	23.08%
Minor Building Repairs	16,343	113	13,000	0	0	(13,000)	-100.00%
Fire & Safety Inspections & Services	4,214	3,609	8,500	2,900	3,000	(5,500)	-64.71%
Health & Safety Materials & Supplies	0	0	0	0	2,000	2,000	#DIV/0!
Telecommunication Services	7,055	4,530	6,000	5,100	6,000	0	0.00%
Facility Operations & Maintenance Total	**157,559**	**115,947**	**198,500**	**123,200**	**172,500**	**(26,000)**	**-13.10%**
Utilities						0	#DIV/0!
Electric	104,335	79,762	100,000	92,200	100,000	0	0.00%
Gas	17,663	5,605	10,000	8,900	10,000	0	0.00%
Water & Sewage	5,036	4,817	7,000	5,500	7,000	0	0.00%
Refuse Disposal Services	5,427	5,417	6,000	16,000	7,500	1,500	25.00%
Utilities Total	**132,461**	**95,602**	**123,000**	**122,600**	**124,500**	**1,500**	**1.22%**
Fleet/Vehicle Services							
Vehicle Maintenance & Repairs	0	0	0	0	1,500	1,500	#DIV/0!
Outreach Van - Gasoline	487	304	500	400	500	0	0.00%
Vehicle Supplies & Materials	0	0	0	0	200	200	#DIV/0!
Fleet Services Total	**487**	**304**	**500**	**400**	**2,200**	**1,700**	**340.00%**

Description	2022-2023 Actual	2023-2024 Actual	2024-2025 Budget	2024-2025 CY Projection	2025-2026 Proposed Budget	$ Budget Variance	% Budget Variance
Office Equipment & Supplies							
Service Agreements	6,728	6,075	12,000	7,100	8,000	(4,000)	-33.33%
Postage Machine Lease	1,890	2,190	3,500	2,490	2,800	(700)	-20.00%
Equipment - Non-IT/Computer (<$5,000)	0	6,249	0	13,500	0	0	#DIV/0!
Equipment - Non-IT/Computer (=>$5,000)	0	0	12,000	5,000	0	(12,000)	-100.00%
Office Equipment Total	**8,618**	**14,514**	**27,500**	**28,090**	**10,800**	**(16,700)**	**-60.73%**
Office Supplies							
General Office Supplies	3,880	4,455	4,000	5,000	4,000	0	0.00%
Paper Products	1,660	1,048	2,000	1,300	2,000	0	0.00%
Paper Products-Library Services	0	0	0	0	0	0	#DIV/0!
Furniture	2,501	0	8,000	1,000	1,000	(7,000)	-87.50%
Library Cards	945	0	1,000	1,100	1,000	0	0.00%
Circulation Supplies	1,648	1,362	2,000	1,600	2,000	0	0.00%
Marketing	415	1,130	2,000	900	3,500	1,500	75.00%
Signage	1,189	333	1,500	900	2,500	1,000	66.67%
Postage-Administrative Services/Support	0	0	0	0	2,000	2,000	#DIV/0!
Printer Supplies	9,255	7,775	8,000	7,700	8,000	0	0.00%
Printer Supplies-Library Services	0	0	0	0	0	0	#DIV/0!
Office Supplies Total	**21,492**	**16,102**	**28,500**	**19,500**	**26,000**	**(2,500)**	**-8.77%**
Professional & Specialized Fees & Services							
Auditor Services	9,846	10,240	20,000	19,500	18,500	(1,500)	-7.50%
Legal Services	88,494	57,841	100,000	63,300	100,000	0	0.00%
Professional Services	0	71,201	140,000	215,500	135,000	(5,000)	-3.57%
County of Orange Elections	0	0	0	0	0	0	#DIV/0!
LAFCO Fee	2,374	2,683	2,700	2,700	3,220	520	19.26%
Employment Background	1,000	403	3,000	1,000	7,000	4,000	133.33%
Payroll & Timekeeping Services	7,201	6,205	13,000	7,000	8,000	(5,000)	-38.46%
Publications & Legal Notices	0	0	4,000	0	2,000	(2,000)	-50.00%
Permits and Fees	0	0	0	0	1,000	1,000	#DIV/0!
Investment Administrative Fees	2,416	1,621	2,500	2,100	0	(2,500)	-100.00%
Merchant Fees	3,800	3,346	5,500	3,800	4,000	(1,500)	-27.27%
Bank Fees	0	0	200	100	3,100	2,900	1450.00%
Professional & Specialized Services Total	**115,131**	**153,540**	**290,900**	**315,000**	**281,820**	**(9,080)**	**-3.12%**
Taxes & Assessments							
Taxes and Assessments	5,191	9,295	9,000	6,500	9,300	300	3.33%
Sales and Use Tax	0	0	0	6,632	7,000	7,000	#DIV/0!
Taxes & Assessments Total	**5,191**	**9,295**	**9,000**	**13,132**	**16,300**	**7,300**	**81.11%**
Training, Memberships, Conferences, & Travel							
Travel & Transportation	338	925	1,500	6,220	9,300	7,800	520.00%
Professional Development & Training	4,306	1,445	20,500	2,630	12,710	(7,790)	-38.00%
Professional Memberships	10,423	10,723	12,000	10,500	14,000	2,000	16.67%
Special District Conferences	1,163	3,631	8,000	2,100	0	(8,000)	-100.00%
Training, Memberships, Conferences, & Travel Total	**16,230**	**16,725**	**42,000**	**21,450**	**36,010**	**(5,990)**	**-14.26%**
GENERAL ADMINISTRATION SERVICES & SUPPLIES TOTAL	**457,167**	**422,028**	**719,900**	**643,372**	**670,130**	**(49,770)**	**-6.91%**

Description	2022-2023 Actual	2023-2024 Actual	2024-2025 Budget	2024-2025 CY Projection	2025-2026 Proposed Budget	$ Budget Variance	% Budget Variance
LIBRARY PROGRAMS & SERVICES							
Library Programs							
Public Programs - Adult	2,028	857	3,500	2,000	2,000	(1,500)	-42.86%
Adult SRP	1,987	1,317	2,500	1,700	2,000	(500)	-20.00%
Public Programs - Teens	1,663	2,285	3,500	1,700	3,500	0	0.00%
Teen SRP	995	291	2,500	900	2,500	0	0.00%
Public Programs - Children & Family	13,212	11,776	15,000	12,300	8,000	(7,000)	-46.67%
Children SRP	11,399	8,796	12,000	11,200	10,000	(2,000)	-16.67%
Community Outreach	4,131	5,358	10,000	10,000	3,000	(7,000)	-70.00%
Community Outreach (Lunch At The Library Grant)	0	0	0	5,001	8,170	8,170	#DIV/0!
Library Programs Total	**35,414**	**30,680**	**49,000**	**44,801**	**39,170**	**(9,830)**	**-20.06%**
Library Materials							
Books	62,306	59,273	65,000	64,600	55,000	(10,000)	-15.38%
Books (Zip Books Grant/Program (CASL))	0	0	0	1,638	0	0	#DIV/0!
Print Subscriptions	5,391	4,843	6,000	6,500	6,800	800	13.33%
Media	6,793	5,886	8,000	7,800	6,000	(2,000)	-25.00%
Library of Things	10,412	7,599	10,000	6,100	15,000	5,000	50.00%
Electronic Subscriptions	49,177	56,360	76,000	53,400	34,000	(42,000)	-55.26%
Downloadable/Streaming Content	22,861	42,800	45,000	33,400	71,000	26,000	57.78%
Technical Services	4,501	4,934	6,500	4,600	4,650	(1,850)	-28.46%
Library Materials Total	**161,442**	**181,694**	**216,500**	**178,038**	**192,450**	**(24,050)**	**-11.11%**
Technology & Support Services							
Computer Equipment (=>$5,000)	2,440	0	8,000	1,300	0	(8,000)	-100.00%
Computer Equipment & Peripherals (<$5,000)	4,536	3,346	4,000	5,200	3,000	(1,000)	-25.00%
System Services Supplies	2,801	1,273	3,000	1,900	2,500	(500)	-16.67%
Software Licenses (Various)	70,787	69,932	100,000	68,300	89,410	(10,590)	-10.59%
Technology & Support Services Total	**80,563**	**74,551**	**115,000**	**76,700**	**94,910**	**(20,090)**	**-17.47%**
Passport Services							
Passport Office Equipment	0	0	0	0	0	0	#DIV/0!
Passport Supplies	6,579	3,055	4,000	4,000	4,000	0	0.00%
Postage	14,420	10,444	16,000	13,500	14,000	(2,000)	-12.50%
Passport Services Total	**20,999**	**13,499**	**20,000**	**17,500**	**18,000**	**(2,000)**	**-10.00%**
LIBRARY PROGRAMS & SERVICES TOTAL	**298,418**	**300,424**	**400,500**	**317,039**	**344,530**	**(55,970)**	**-13.98%**
TOTAL OPERATING EXPENSE BUDGET	**2,929,611**	**2,821,294**	**3,565,400**	**3,100,711**	**3,602,030**	**36,630**	**1.03%**

Buena Park Library District
FY 2025-2026 Revenue, Expense, and Reserves Preliminary Budget Summary

Description	2022-2023 Actual	2023-2024 Actual	2024-2025 Budget	2024-2025 CY Projection To 6/30/25	2025-2026 Proposed Budge	$ Budget Variance	% Budget Variance
Beginning Cash Reserve Balance	**8,107,875**	**10,057,885**	**12,163,012**	**12,163,012**	**13,520,482**	**1,357,471**	**11.16%**
REVENUE & CASH RESERVES							
Revenue from Apportionment							
Property Tax Revenue	2,275,404	2,296,557	2,338,600	2,322,641	2,336,760	(1,840)	-0.08%
Intergovernmental Revenue	1,875,633	2,100,278	810,000	1,653,861	833,590	23,590	2.91%
						0	#DIV/0!
Other Revenue						0	#DIV/0!
Use of Money & Property	99,696	233,591	120,800	127,500	125,000	4,200	3.48%
Charges for Services	321,400	263,257	335,000	335,871	336,000	1,000	0.30%
Grants	294,190	25,329	0	14,809	0	0	#DIV/0!
Donations	7,104	3,967	5,000	0	0	(5,000)	-100.00%
Other Revenue (Refunds & Reimbursements)	6,194	3,443	3,500	3,500	3,500	0	0.00%
REVENUE & CASH RESERVES TOTAL	**4,879,620**	**4,926,421**	**3,612,900**	**4,458,182**	**3,634,850**	**21,950**	**0.61%**
EXPENSE							
Salaries	1,684,459	1,601,659	1,800,000	1,651,900	1,906,810	106,810	5.93%
Employee Benefits	433,041	419,115	527,500	427,200	526,560	(940)	-0.18%
Insurance & Risk Management	56,525	78,068	117,500	61,200	154,000	36,500	31.06%
Services & Supplies (General Administration)	457,167	422,028	719,900	643,372	670,130	(49,770)	-6.91%
Programs	298,418	300,424	400,500	317,039	344,530	(55,970)	-13.98%
EXPENSE TOTAL	**2,929,611**	**2,821,294**	**3,565,400**	**3,100,711**	**3,602,030**	**36,630**	**1.03%**
Revenue & Expense Net Surplus / [Deficit]	**1,950,010**	**2,105,127**	**47,500**	**1,357,471**	**32,820**		
Reserved Cash							
Operating Reserve (50% of Expense Budget)	1,464,805	1,410,647	1,782,700	1,550,356	1,801,015	18,315	1.03%
Capital Replacement and Improvement Reserves	3,557,832	3,557,832	3,557,832	3,557,832	3,557,832	0	0.00%
General Contingency Reserve (3 Months Operating Expense Budget)	732,403	705,324	884,250	775,178	900,508	16,258	1.84%
Trustee Election Reserves	60,000	60,000	60,000	131,237	131,237	71,237	118.73%
Accrued Vacation Leave Reserves	92,600	92,600	92,600	92,600	100,000	7,400	7.99%
RESERVED CASH TOTAL	**5,907,640**	**5,826,403**	**6,377,382**	**6,107,202**	**6,490,592**	**113,210**	**1.78%**
Unreserved Cash							
Unreserved Cash at the Beginning of the FY	2,200,235	6,336,609	5,833,130	7,413,280	7,062,711	1,229,581	21.08%
Addition / (Drawdown) To/From Unreserved Cash	0	0	0	0	0	0	#DIV/0!
UNRESERVED CASH TOTAL	**2,200,235**	**6,336,609**	**5,833,130**	**7,413,280**	**7,062,711**	**1,229,581**	**21.08%**
Total Projected Cash Reserves	**10,057,885**	**12,163,012**	**12,210,512**	**13,520,482**	**13,553,302**	**1,342,791**	**-11.69%**

Date: May 6, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Resolution 2025-2 Approving Amendment No. 1 to Agreement for Architectural Services with LPA, Inc.

Recommended Action:
Agenda Item 13

Approve Resolution 2025-2 Approving Amendment No. 1 to Agreement for Architectural Services with LPA, Inc. for the Library Renovation Project revising total not-to exceed contract amount from $711,000.00 to $1,121,000.00

Background:

In August 2024, the District entered into a professional services agreement with LPA, Inc. to provide architectural and engineering design services for the renovation and modernization of the Library. The original contract amount of $711,000.00 was based on an initial project budget of $7 million reflecting the District's preliminary goals and facility needs.

At the conclusion of the schematic design phase, and in response to the challenge of delivering a meaningful project within the initial $7 million budget, LPA presented a comprehensive Master Plan along with three refined design options for the Board's consideration:

- **Foundation Option** – Prioritized critical infrastructure needs, including deferred maintenance, water intrusion mitigation, essential building system upgrades, and ADA compliance improvements. This baseline option carried a projected cost of approximately $9.5 million.

- **Enhanced Option** – Built upon the Foundation Option by integrating key programmatic improvements such as enhancements to the Children's Area, upgraded interior finishes and furnishings, and targeted spatial reconfigurations to improve overall functionality and user experience. This project included additional safety and security enhancements, as well as infrastructure improvements that would require updating in the near future. The estimated cost for this option was approximately $12 million.

- **Restorative Option** – Reflected the most comprehensive vision, advancing closer to the full Master Plan. This option incorporated all elements of the Enhanced

Option, while adding a new community meeting room and restroom, along with broader modernization and renovation efforts throughout the facility. The projected cost was approximately $14.5 million.

These options were formally presented to the Board of Trustees at the public meeting held on March 4, 2025. After review and discussion, the Board directed staff to proceed with the Enhanced Option and approved a corresponding increase in the total project budget to approximately $12 million.

Discussion

The additional services are necessary to support the revised Enhanced Option scope. These services include expanded architectural and engineering design efforts, updated construction documentation, coordination with cost estimators and consultants, and additional stakeholder engagement to reflect the Board's approved direction.

LPA has submitted a detailed scope and fee proposal totaling $410,000.00. The proposal has been thoroughly reviewed by both Library District staff and the District's Owner Advisor Griffin Structures and is deemed appropriate and consistent with the increased level of effort necessary to support the Enhanced Option and its expanded project scope.
With this amendment, the total not-to-exceed contract amount with LPA, Inc. will be revised from $711,000.00 to $1,121,000.00.

The contract amendment reflects the increased level of service needed to successfully implement the Board-approved Enhanced Option. The amendment is necessary to ensure continued progress on the Buena Park Library District's facility improvement project.

Fiscal Impact:

Funds for this contract amendment were factored in as soft costs in the revised total project budget of $12 million previously approved by the Board of Trustees on March 4, 2025. The amendment reflects an increase of $410,000.00 from the original agreement.

Attachments:

Exhibit A

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2025-2

RESOLUTION OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY APPROVING AMENDMENT NO.1 TO AGREEMENT FOR ARCHITECTURAL SERVICES WITH LPA, INC. FOR THE BUENA PARK LIBRARY RENOVATION PROJECT

WHEREAS, on August 6, 2024, the Governing Board ("Board") approved Resolution 2024-8 authorizing the Library Director to execute an architectural services agreement with Architect not-to-exceed $711,000; and

WHEREAS, said Agreement was executed by both parties on August 16, 2024; and

WHEREAS, on March 4, 2025, the Board approved proceeding with an enhanced design option that requires additional services beyond the scope of the original agreement; and

WHEREAS, the District and the Architect now desire to amend and supplement the Agreement to further specify and provide for additional scope of services and to increase the not-to-exceed price for Architect's Services by Four Hundred Ten Thousand Dollars and 00/100 ($410,00.000), establishing a revised not-to-exceed total fee for Architect's Project Services of One Million, One Hundred Twenty-One Thousand Dollars and 00/100 ($1,121000.00) attached hereto as Exhibit "A";

NOW, **THEREFORE**, the District's Board hereby resolves, determines, and finds the following:

Section 1. That the foregoing recitals are true and correct.

Section 2. That the Board hereby approves and ratifies Amendment No. 1 to the Agreement By and Between Buena Park Library District and LPA, Inc. attached hereto as Exhibit "A."

Section 3. That the District's Library Director is authorized to take all steps and any other action that is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution, and to protect the interests of the District.

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District, this 6th day of May, 2025, by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

BUENA PARK LIBRARY DISTRICT

By: _____
Cheyenne Traut, Board President

ATTEST:

_____
Richard Rams, Board Secretary

EXHIBIT "A"

Amendment No.1 to Agreement for Architectural Services

AMENDMENT NO. 1 TO AGREEMENT FOR ARCHITECTURAL SERVICES

BY AND BETWEEN

BUENA PARK LIBRARY DISTRICT AND LPA, INC.

FOR THE BUENA PARK LIBRARY RENOVATION PROJECT

This Amendment No. 1 to the Agreement for Architectural Services ("Amendment") is made and entered into this [_] day of _____ 2025 ("Effective Date") by and between the Buena Park Library District ("District") and LPA, Inc. ("Architect") (collectively, the "Parties") as follows:

I. RECITALS

WHEREAS, the Parties entered into an Agreement for Architectural Services, dated August 16, 2024 ("Agreement"), pertaining to the Buena Park Library Renovation Project ("Project"), located at 7150 La Palma Avenue, Buena Park, California 90620;

WHEREAS, Article 17 of the Agreement provides that it cannot be changed or supplemented orally and may be modified or superseded only by written instrument executed by all Parties; and

WHEREAS, the Parties now desire to amend and supplement the Agreement to further specify and provide for additional scope of services and to increase the not-to-exceed price for Architect's Services by **Four Hundred Ten Thousand Dollars and 00/100 ($410,00.000)**, establishing a revised not-to-exceed total fee for Architect's Project Services of **One Million, One Hundred Twenty-One Thousand Dollars and 00/100 ($1,121,000.00).**

NOW, THEREFORE, the Parties do hereby mutually agree as follows:

TERMS

Section I. Amendments of Agreement.

1. Agreement, **Exhibit "A"** is hereby amended and supplemented for Architect to provide the Project Services, as defined in the Agreement and as supplemented in **Attachment A** attached hereto to this Amendment No. 1. The scope of services specified in **Attachment "A"** are hereby incorporated into the Agreement, **Exhibit "A."**

2. Article 6 of the Agreement is hereby amended and supplemented by increasing Architect's fees for Project Services by **Four Hundred Ten Thousand Dollars and 00/100 ($410,00.000), and** to specify that the total fees for all Architect's Services shall not exceed **One Million, One Hundred Twenty-One Thousand Dollars and 00/100 ($1,121,000.00).**

Section II. All Other Provisions Reaffirmed.

All other provisions of the Agreement shall remain in full force and effect and are hereby reaffirmed. If there is any conflict between this Amendment and any provision of the Agreement or any prior amendment thereto, the provisions of this Amendment shall control. All capitalized terms used in this Amendment, but not defined herein (including the recitals), shall have the respective meanings given to them in the Agreement.

IN WITNESS WHEREOF, the Parties have caused this Amendment to the Agreement to be executed by their respective officers who are duly authorized, as of the Effective Date.

ACCEPTED AND AGREED on the date indicated below:

Dated: _____ __, 2025

Buena Park Library District

By: _____

Name: Helen Medina

Title: Library Director

Dated: _____ __, 2025

LPA, Inc.

By: _____

Name: _____

Title: _____

AMENDMENT NO. 1 - ATTACHMENT "A"

IRVINE • SACRAMENTO • SAN DIEGO • SAN JOSE • DALLAS • SAN ANTONIO

April 14, 2025

Helen Medina
Library Director
BUENA PARK LIBRARY DISTRICT
7150 La Palma Avenue
Buena Park, CA 90620

Re: Buena Park Library District Renovation
Additional Service Request – IPSA 01
LPA Project No. 32217

Dear Ms. Medina,

In response to the Board of Library Trustee meeting on March 4, 2025, LPA has prepared the following proposed additional services request for Buena Park Library District Renovation project.

Per Article 5.3.2 of the Agreement, LPA is asking for written approval to adjust the Construction Cost Budget from $5,000,000 to $7,717,000 (Hard Construction Cost + $475,000 FF&E + $513,000 Technology Systems. The additional budget and scope of work approved by the Board necessitates additional effort by the design team, including:

- Refreshed Children's Area
- Relocated Passport and Teen Areas.
- Remodeled Meeting Room (includes minor AV/Technology upgrades).
- New Staff Area Finishes (includes paint, wall base, flooring, and partial ceiling replacement).
- Minor Roof Repair
- New Site Security Fencing for Staff (Pedestrian and/or Vehicular).
- New Electrical Panelboards

The above listed scope excludes the following:

- Client-Driven Design Changes to Value Engineer below Approved Construction Cost Budget
- Offsite Improvements
- Preparation of Multiple Bid Packages
- Phased Construction Document Packages
- Additional Renderings

In addition, as we review the work completed to date, we want to acknowledge the additional services our team has provided beyond the original contract scope to support the project's evolving requirements. These services have contributed significant value but have also required additional time, resources, and expertise beyond what was originally planned. Specifically, our team has:

1. Provided Additional Cost Estimating Services
   While our initial agreement did not include cost estimating for the two added scopes (Enhanced and Restorative), we dedicated time and effort to provide additional pricing analyses to help inform key decisions. This ensured that design choices aligned with budget considerations and allowed for a more financially strategic approach to the project.

2. Developed Multiple Floor Plan Options Beyond the Original Scope
   To offer greater flexibility and refine the project's design, our team went above and beyond the contracted requirements by developing multiple floor plan variations. This additional work provided valuable options and helped shape a more customized solution tailored to your needs and ultimately culminated in a more robust budget to achieve your project goals.

3. Accommodated an Extended Project Schedule and Additional Meetings
   The project timeline for Conceptual Design was extended from 7 weeks to 14 weeks resulting in four additional meetings beyond what was initially planned. These meetings required added preparation

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time, coordination efforts, and adjustments to our internal scheduling to ensure continued alignment with project goals.

Per Article 1.1.8 of the Agreement, the Construction Cost Budget is the total cost to the District of all elements on the Project designed or specified by the Architect. In reviewing the additional scope of work, the additional requested fee results in an overall contract fee of 12.9% of the revised Construction Cost Budget ($8,705,000). Note that the original contract fee was 14.2% of the Construction Cost Budget ($5,000,000). These additional fees will accommodate the additional drawings, specifications, coordination amongst all disciplines and time needed to incorporate the additional scope associated with the increased Construction Cost Budget.

Schedule:

The additional scope outlined above is expected to extend the Design Development Phase by approximately two weeks and the Construction Documentation Phase by three weeks. Any impacts on the construction schedule will need to be verified by the General Contractor.

Fee Summary:

LPA proposes the following additional compensation for the identified Scope of Services. To finalize the project scope, phasing, and construction budget, LPA suggests proceeding with the Design Development phase. Once this phase concludes, LPA and the District can negotiate the remaining scope and fee based on the approved plan. The anticipated fee for future phases beyond Design Development is included for consideration.

The total design fee is based on the assumed Construction Cost Budget(s) noted above and a construction duration of 11 months. If there is an adjustment in the schedule, scope, or budget an additional fee may apply.

Additional SD Services	$18,000
Design Development	$109,400
Construction Documentation	$150,450
Plan Check / Permitting	$27,225
Bidding	$4,560
Contract Administration	$100,365
Total Additional Requested Fee (PSA 01)	$410,000

The fee for the work listed above is to be billed as incurred per LPA's existing contract. All exclusions to the scope of services remain per existing contract, except as noted herein.

We truly appreciate the opportunity to work with you on this project and remain committed to delivering a successful outcome that meets your needs and expectations.

Sincerely,

LPA, Inc.

Jessica Isler, Architect

Project Manager

cc: Charles Williams, LPA, Inc.

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PSA 01: Fee Matrix

LPA, Inc.

Buena Park Library District
A&E Services for the Library Renovation Project

April 14, 2025

ARCHITECTURE AND ENGINEERING SERVICES								
Discipline	Conceptual Design	Schematic Design	Design Development	Construction Documents	Regulatory Permitting	Bid Support	Construction Administration	TOTAL
Base Services								
Architecture (inc Signage/Graphics)		$ 7,283.00	$ 26,486.00	$ 37,105.00	$ 6,806.00	$ 1,138.00	$ 25,092.00	$ 103,910.00
Interiors (inc Furniture)		$ 6,217.00	$ 24,367.00	$ 34,137.00	$ 6,262.00	$ 1,047.00	$ 23,085.00	$ 95,115.00
Civil Engineering		$ -	$ 15,892.00	$ 22,263.00	$ 4,084.00	$ 683.00	$ 15,055.00	$ 57,977.00
Landscape Architecture		$ -	$ 14,832.00	$ 20,779.00	$ 3,811.00	$ 637.00	$ 14,052.00	$ 54,111.00
Structural Engineering			$ 5,303.00	$ 7,425.00	$ 1,363.00	$ 235.00	$ 5,018.00	$ 19,344.00
Mechanical Engineering			$ 3,178.00	$ 4,453.00	$ 816.00	$ 137.00	$ 3,009.00	$ 11,593.00
Plumbing Design (inc Fire Sprinkler)			$ 2,119.00	$ 2,968.00	$ 544.00	$ 91.00	$ 2,007.00	$ 7,729.00
Electrical Engineering (inc Fire Alarm)			$ 8,476.00	$ 11,874.00	$ 2,178.00	$ 364.00	$ 8,029.00	$ 30,921.00
Lighting Design			$ 5,297.00	$ 7,421.00	$ 1,361.00	$ 228.00	$ 5,018.00	$ 19,325.00
Specifications								$ -
Low Voltage, AV and Security			$ 2,050.00	$ 1,000.00				$ 3,050.00
Cost Estimating		$ 4,500.00	$ 1,400.00	$ 1,025.00				$ 6,925.00
Irrigation								$ -
Waterproofing								$ -
SUBTOTALS	$ -	$ 18,000.00	$ 109,400.00	$ 160,450.00	$ 27,225.00	$ 4,680.00	$ 100,386.00	$ 410,000.00
Additional Services								
Record Drawings					$ -	$ -	$ -	$ -
Historical								$ -
Geotechnical					$ -	$ -	$ -	$ -
Surveyor					$ -	$ -	$ -	$ -
Commissioning					$ -	$ -		$ -
Contingency					$ -	$ -		$ -
SUBTOTALS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
REIMBURSABLE EXPENSES								
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
SUBTOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL PROPOSED FIRM FIXED PRICE								$ 410,000.00

SCHEDULE FOR ADDITIONAL TASKS/SPECIAL PROJECTS	
Labor Position/Job Title	Hourly Rate
Principal	$ 295.00
Project Director	$ 250.00
Project Leader	$ 200.00
Design Coordinator II	$ 170.00
Design Coordinator I	$ 145.00
Designer III	$ 135.00
Designer II	$ 120.00
Designer I	$ 110.00

Fee Assumptions
Structural fee includes a ASE 41 Tier I assessment of building and record documentation and a meeting to provide overview of assessment.
Excludes a ASE 41 Tier II and Tier III analysis and full seismic retrofit
Construction cost budget of $8,705,000
Schedule submitted with original proposal (14 mo Concept - Bidding and 11 mo Construction)
Remediation focused on waterproofing basement, dewatering system, sanitary sewer (all other systems contingent of available funding)
Includes architectural/interiors conceptual phase master plan
Additional fees shall not exceed 13% of additional construction budget over $5,000,000

BUENA PARK Library District

Staff Report- Agenda Items 14

Date: May 6, 2025
To: Library Board of Trustees
From: Helen Medina, Library Director
Subject: Approval of Payment to Mars Environmental, Inc. for Waste Removal

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Recommended Action(s):
Agenda Item 14

Approve payment to Mars Environmental, Inc. for waste removal for the amount of $7,587.05.

Background:

The District has recently become aware of a time-sensitive need to remove and properly dispose of items and chemicals that were being stored on the premises. The District located a qualified hazardous material and waste management firm, Mars Environmental, Inc. that is licensed to inventory and safely package the chemicals and materials and subcontract a licensed waste hauler to transport and dispose of the items. Mars Environmental, Inc. properly reuses and recycles when appropriate, and coordinates hazardous waste hauling and legal disposal for remaining items.

Due to the time-sensitive need to remove chemicals and hazardous waste from our facility, the Director authorized the expenditure, which exceeded $5,000, and is reporting it to the Board at this meeting, per our purchasing policy. The payment has already been approved and released by the District for these services.

Fiscal Impact:

Payment for $7587.05 has been billed to the refuse disposal account for these necessary services.

Attachments:

Exhibit A: Mars Environmental, Inc. invoice dated 04/29/2025

Mars Environmental, Inc.
send payments to:
PO Box 220
Stanley, WI 54768
(714) 692-2358

Invoice

DATE	INVOICE #
4/29/2025	25123

BILL TO	SHIP TO
Buena Park Library District Helen Medina 7150 La Palma Avenue Buena Park, CA 92620	

P.O. NUMBER	SHIP	TERMS	*DUE DATE*
	4/29/2025	COD	*4/29/2025*

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
7	SUPERVISOR	Labor, Working Supervisor, $98.00 per hour, may be billed actual, estimated hours.	98.00	686.00
7	TECHNICIAN	Labor, Technicians(s), $85.00 per hour, may be billed actual, estimated hours.	85.00	595.00
2	PPE	tyveks, gloves, masks, etc.	40.00	80.00
4	Box 5	5 gallon size box for commodity packs/solids with 4 mil liner	22.00	88.00T
1	Box CY	Cubic Yard Box HCS Haz box with lid, 6 mil liner, straps. 2200 lb. capacity	133.00	133.00T
1	Box 55	55 gallon size box for commodity packs/solids with 4 mil liner	65.00	65.00T
1	VERMICULITE	Vermiculite, extra course	45.85	45.85T
1	Hand Sanitizer, Fl...	Flammable Hand Sanitizer and mixed flammables.	1,995.00	1,995.00
1	Aerosols 10	Commodity Pack Flammable Aerosols, No Pesticides, No halogens. Aerosol Cans,	320.00	320.00
1	NR CP cyb	Mixed paints, toners, cartridge. Non RCRA commodity pack, cyb. Includes hard to handle liquid containing items: Paints, inks, resins, epoxies, polymers	485.00	485.00
1	Acid 1-30%, 5	Acids with conc. of 1-30%, Commodity pack	295.00	295.00
1	stop fee 17-20	Stop fee to pick up drums/boxes/totes. Up to 20 drums (cyb = 4 drums)	846.00	846.00
3	Manifest Fee	Mandatory EPA Manifest fee	55.00	165.00
1	E-WASTE BILL ...	Documention, bill of lading	25.00	25.00T
700	E-WASTE DISPO...	Monitors, terminals, printer, faxes, photocopiers, cell phones, etc.	1.10	770.00
2	LI-ION	LI-ION Batteries, Will be billed actual at 6.40 per pound. $100.00 minimum	50.00	100.00

Please remit payment to Mars Environmental, Inc.
P.O. Box 220, Stanley, WI 54768

Total

Mars Environmental, Inc.
send payments to:
PO Box 220
Stanley, WI 54768
(714) 692-2358

Invoice

DATE	INVOICE #
4/29/2025	25123

BILL TO	SHIP TO
Buena Park Library District Helen Medina 7150 La Palma Avenue Buena Park, CA 92620	

P.O. NUMBER	SHIP	TERMS	*DUE DATE*
	4/29/2025	COD	*4/29/2025*

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
40	LEAD ACID, SU...	Lead acid batteries, Sulfuric and Gel type. No Abolite type accepted. Will be billed actual @ $.90 per pound. $150.00 minimum charge.	0.90	36.00
50	ALKALINE	Alkaline batteries for disposal; will be billed actual @ $1.80 per pound. $150.00 minimum stop charge.	1.80	90.00
1	STOP FEE, EWA...	Stop fee for EWASTE, OC area. Includes computer equipment and monitors, batteries, electronics and office equipment.	245.00	245.00
		subtotal		7,064.85
	SURCHARGE (F...	7% Energy, Insurance, Homeland Security and Fuel surcharge	7.00%	494.54
		Sales Tax	7.75%	27.66

Please remit payment to Mars Environmental, Inc.
P.O. Box 220, Stanley, WI 54768

Total $7,587.05

Please inspect all material upon delivery. No claims will be accepted after 5 days. Past Due invoices will accrue a 1.5% finance charge per month, $25.00 minimum, plus any attorney and/or collection fees.

BUENA PARK Library District

Staff Report- Agenda Items 15a-c

Date: May 6, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Investment Policy and Resolutions 2025-3 and 2025-4

Recommended Action:
Agenda Items 15a – 15c

15a. Approve Changes to Investment Policy as Presented

15b. Approve Resolution 2025-3 Authorizing Buena Park Library District to Invest in the California Asset Management Program and California Cooperative Liquid Assets Securities Program

15c. Approve Resolution 2025-4 Authorizing the Buena Park Library District to Invest in the Local Agency Investment Fund (LAIF)

Background:

In March 2025, the Orange County Treasurer-Tax Collector returned all funds to the District after the Orange County Board of Supervisors voted to discontinue the Voluntary Participant Pool that the District invested funds in. The District requested authorization to invest funds in the California Asset Management Program ("CAMP"), California Cooperative Liquid Securities System ("CLASS") and Local Agency Investment Fund ("LAIF"). Resolutions 2025-3 (Exhibit C) and 2025-4 (Exhibit D) reflect those decisions.

The District has presented an updated Investment Policy (Exhibit A) to include these investment funds, as well as additional language related to bank accounts. The outdated reference to the FSLIC, which became defunct in 1989, was removed and replaced with language ensuring that bank accounts holding District funds are 100% collateralized. The District recently was required to make changes to its bank accounts and changes to the Investment Policy are necessary in order to maintain compliance. Additional conflicting language found in the policy was also removed.

We anticipate making additional improvements to the Investment Policy at a later point in time, however, we wanted to present the board with a policy that aligned with the current authorized investments and District practices and present resolutions to formally document the Board's actions and to maintain compliance.

Fiscal Impact:

While the Board of Library Trustees already authorized investment, the resolutions and policy adjustments are necessary to maintain compliance, which will allow the District to complete the transactions. The amount of investment earnings is currently unknown, but this will allow the District to resume earning investment income.

Attachments:

Exhibit A: Investment Policy with Redlined Changes
Exhibit B: Revised Investment Policy
Exhibit C: Resolution 2025-3
Exhibit D: Resolution 2025-4

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 CalPERS and Bank of America~~. The following is a list of the funds included:

- ~~-~~Investment ~~Pool~~Funds
- CalPERS California Employers Retiree Benefit Trust (CERBT) Fund
- ~~Business Interest Maximizer~~Operating Checking Account
- ~~General Fund~~
- ~~Payroll Account~~Analyzed Bank 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.

~~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

Investment ~~Pool~~Funds:

The District may invest in the Local Agency Investment Fund pursuant to Government Gode Section 16429.1.

The District may invest in shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (q), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

(1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.

(2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive.

(3) The adviser has assets under management in excess of five hundred million dollars ($500,000,000).”

The following District reserves are held in ~~this~~ these accounts 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

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 (“Bank”): Pursuant to California Code Section 26990, the District is permitted to maintain its own funds with a financial institution. These accounts must be held in California or federally chartered banks or other financial institutions that are members of, and insured by Federal Deposit Insurance Corporation (FDIC) and all funds must be fully collateralized. These financial institutions shall be selected by the Library Director and approved by the Board of Trustees.

~~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 Investment ~~Pool~~ Funds to use for general and special operations of the District. In order to disburse funds related to these obligations, transfers shall be made to ~~District-maintained~~the District's operating bank ~~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~~The Library Director will submit to the Board of Trustee~~ss 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~~District's financial statements.

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.

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

FINANCIAL POLICIES/PROCEDURES

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
Revised: 03/04/2025
Revised:05/06/2025

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

FINANCIAL POLICIES/PROCEDURES

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The District's funds must remain sufficiently liquid to enable the District to meet all operating requirements and obligations that might be reasonably anticipated.

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(1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.

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District's Authority

The District may withdraw funds from the Investment Funds to use for general and special operations of the District. In order to disburse funds related to these obligations, transfers shall be made to the District's operating bank 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.

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Approved: 06/01/10
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Revised: 04/02/13
Reviewed: 06/03/14
Reviewed: 06/02/15
Revised: 06/07/16
Revised: 06/06/17
Revised: 03/04/2025
Revised:05/06/2025

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2025-4

Agency Address:
7150 La Palma Ave.
Buena Park, CA 90620

Agency Phone:
(714) 826-4100

RESOLUTION OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Library Trustees hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of Buena Park Library District;

NOW THEREFORE, BE IT RESOLVED, that Board of Library Trustees hereby authorizes the deposit and withdrawal of Buena Park Library District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Buena Park Library District officers holding the title(s) specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Helen Medina (Name)	Patricia Salas (Name)	Ann Thompson (Name)
Library Director (Title)	Administrative Assistant (Title)	Library Services Manager (Title)
_____ (Signature)	_____ (Signature)	_____ (Signature)

Section 2. This resolution shall remain in full force and effect until rescinded by the Board of Library Trustees by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED by the Board of Library Trustees of the Buena Park Library District, this 6th day of May, 2025, by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

BUENA PARK LIBRARY DISTRICT

By: _____
Cheyenne Traut, Board President

ATTEST:

_____
Richard Rams, Board Secretary