



SPECIAL MEETING AGENDA

Board of Library Trustees | Buena Park Library District

Please note new location:

**Walter Knott Education Center
7300 La Palma Ave. Buena Park, CA 90620
Building 10, Room 16**

June 23, 2026 | 4:30 P.M.

REPORTS AND DOCUMENTATION: *The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members at the meeting. Members of the public who wish to obtain a copy of any document may do so by completing a Public Records Request at <https://www.buenaparklibrary.org/public-records-request>.*

In compliance with the Americans with Disabilities 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.

NEW BUSINESS

6. Adoption of Resolution 2026-16 approving the annual budget for Fiscal Year 2026-2027
 - Recommended Action: 1) Adopt Resolution 2026-16 approving the Proposed Annual Budget for Fiscal Year 2026-2027 with \$6,264,970 in revenues, \$3,655,652 in operating expenses, and \$8,727,370 in capital improvement expenses, and the Five-Year Capital Improvement Plan for Fiscal Years 2026-2032 for capital improvement projects

7. Classification Study and Approval of New Classification Specifications
 - Recommended Action: 1) Receive and file June 2026 Classification Study Report from Regional Government Services; 2) Approve the classification specification for Administrative Specialist; and 3) Approve the classification specification for Senior Library Technician

8. Resolution 2026- 17 Establishing the Buena Park Library District Salary Schedule effective June 26, 2026
 - Recommended Action: 1) Receive and file Buena Park Library District Compensation Study Report 2026 prepared by Regional Government Services; and 2) Adopt Resolution 2026-17 establishing the Buena Park Library District Salary Schedule for all positions effective June 26, 2026, to coincide with the first pay period in the new Fiscal Year 2026-2027, superseding all and any prior salary plans and schedules

9. Adoption of Resolution 2026-18 establishing FY 2026-2027 Annual Appropriations Limit
 - Recommended Action: 1) Adopt Resolution 2026-16 establishing the Fiscal Year 2026-2027 Annual Appropriations Limit in accordance with Article XIII B of the Constitution of the State of California in the amount of \$19,323,883

10. Approval of agreement with Complete Office Cleaning, LLC (dba Smart Janitorial Office Cleaning Systems) janitorial services
 - Recommended Action: 1) Approve the agreement with Complete Office Cleaning, LLC (dba Smart Janitorial Office Cleaning Systems); 2) Authorize an expenditure not-to-exceed \$43,340.00; 3) Authorize the Library Director to make any necessary non-monetary changes to the agreement; and 4) Authorize the Library Director to execute the agreement

11. Approval of attendance of the Board President at the 2026 CSDA Conference
 - Recommended Action: 1) Approve attendance of the Board President at the 2026 California Special Districts Association Annual Conference and Exhibitor Showcase

including registration fees of \$999.00, hotel accommodations of approximately \$179.00 a night plus fees, and mileage and meal reimbursements

FUTURE AGENDA ITEMS

12. Agenda preparation for the Regular Meeting which will be held on July 7, 2026, at 6:00 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

CERTIFICATION OF POSTING

I, Patty Salas, Administrative Assistant of the Buena Park Library District, hereby certify that the Agenda for the June 23, 2026, Special Meeting of the Board of Library Trustees of the Buena Park Library District was posted on June 19, 2026, at 7300 La Palma Ave Buena Park, CA, and online at www.buenaparklibrary.org.

P S

Patty Salas, Administrative Assistant



BUENA PARK Library District

Staff Report- Agenda Item 6

Date: June 23, 2026
To: Board of Library of Trustees
From: Helen Medina, Library Director
Subject: Fiscal Year 2026-2027 Proposed Operating Budget with Projected Revenues and Expenses, and Five-Year Capital Improvement Plan

Recommended Action:

Agenda Item 6

Approve Resolution 2026-16 approving the Proposed Annual Budget for Fiscal Year 2026-2027 with \$6,264,970 in revenues, \$3,655,652 in operating expenses, and \$8,727,370 in capital improvement expenses, and the Five-Year Capital Improvement Plan for Fiscal Years 2026-2032 for capital improvement projects.

Director's Message:

The Buena Park Library District's FY 2026-2027 Proposed Budget, herein presented to the Board of Trustees as Exhibit B, reflects our commitment to providing free and equal access to information, programs and services to educate, entertain and enrich the lives of our diverse community.

Background:

The Buena Park Library District is mandated to adopt an annual budget by resolution 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. See Exhibit A. The process required the Library Director to present a preliminary budget to the Board of Trustees at their Board Meeting on May 5, 2026, and the adoption of the final budget at their Special Board Meeting on June 23, 2026. Attached is the budget resolution (Exhibit A) and proposed operating budget for the Fiscal Year 2026-2027 beginning July 1, 2026 through June 30, 2027, including a Five-Year Capital Improvement Plan for Fiscal Years 2026-2032 for capital projects (Exhibit B).

Financial Impact:

In summary, the FY 2026-2027 proposed revenue budget is \$6,264,970, and the proposed operating expense budget is \$3,655,652. The proposed capital improvement budget is \$8,727,370, with a projected draw from reserves in the amount of \$6,118,052. This is a proposed increase from the FY 2025-2026 budget of \$730,078 in revenues and \$3,992,742 in expenses, which includes both the District's operating budget and planned capital projects.

There is no structural deficit in the operating budget. The draw from reserves for capital projects is part of the of the Capital Improvement Plan and long-term financial strategy of the District. If the capital improvement expense is not counted, there would be an operating budget surplus of \$2,609,318.

The projected ending fund balance is sufficient to cover the projected draw and still meet the reserve requirements of the Buena Park Library District's Fund Balance and Reserve Policy. Upon completion of the Renovation Project in 2027, the reserves are anticipated to be replenished in future fiscal years through continuing strategic financial planning and sound budgeting practices.

Attachments:

Exhibit A: FY 2026-2027 Budget Resolution

Exhibit B: FY 2026-2027 Proposed Budget and Capital Improvement Plan

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2026-16

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT THE ANNUAL BUDGET FOR FISCAL YEAR 2026-2027,
BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027**

WHEREAS, the Library Director of the Buena Park Library District ("District") has prepared and submitted to the Board of Trustees of the Buena Park Library District ("Board") a preliminary budget for Fiscal Year 2026-2027 on May 5, 2026; and

WHEREAS, the Board has reviewed and considered the submitted preliminary budget submitted and received on May 5, 2026; and

WHEREAS, the Library Director of the District has prepared and submitted to the Board a proposed budget for Fiscal Year 2026-2027 on June 23, 2026, and has made revisions and/or modifications therein; and

WHEREAS, the Board has received and reviewed the proposed budget on June 23, 2026; and

WHEREAS, the Board has considered the adoption of the proposed budget at the June 23, 2026 Board Meeting, including any revisions and/or modifications, and where all interested persons were heard; and

WHEREAS, the Board has considered the proposed budget and comments thereon and has determined it is necessary for the efficient management of the District that certain sums of revenues and expenses be appropriated as set forth in said budget to constitute the "Adopted Annual Budget for Fiscal Year 2026-2027."

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Buena Park Library District finds and determines as follows:

Section 1. That the preceding recitals are true and correct, and are incorporated by reference set forth herein.

Section 2. That the Board of Trustees of the Buena Park Library District hereby adopts the annual budget of the Buena Park Library District for Fiscal Year 2026-2027, beginning July 1, 2026, and ending June 30, 2027, prepared and submitted to the Board of Trustees by the Library Director, on the basis of the totals set forth in each of the operating budgets therein by program and/or project within each department, and the totals set forth therein for capital improvements.

Section 3. That the Library Director is authorized to expend in accordance with the State of California and the policies of the Buena Park Library District on behalf of the

Board of Trustees new appropriations for departments, programs, and projects as stated in the "Adopted Annual Budget for Fiscal Year 2026-2027" attached hereto and incorporated herein by reference.

Section 4. That the Board of Trustees of the Buena Park Library District hereby approves the Five-Year Capital Improvement Plan for Fiscal Years 2026-2032 for capital improvement projects as part of the "Adopted Annual Budget for Fiscal Year 2026-2027," and hereby authorizes the Library Director to transfer funding between approved capital projects, and administer and manage the Five-Year Capital Improvement Plan.

Section 5. That the Library Director is authorized to validate, sign, and pay all legal and contractual obligations of the District with check warrants up to the amounts appropriated in this budget.

Section 6. That the Board of Trustees of the Buena Park Library District may during the fiscal year amend or supplement the budget by motion adopted by the majority affirmative votes so as to authorize the transfer of unused balances appropriated for one purpose to another purpose or to appropriate available funds not included in the budget.

Section 7. That at the conclusion of fiscal year ending June 30, 2026, certain contractual obligations of previously budgeted funds for certain items or projects in various stages of acquisition or development that have been previously approved or will be approved by the Board shall be carried forward to fiscal year 2026-2027 as continuing appropriations and shall be deemed to be reappropriated as an addition to the budget amounts previously set forth in this resolution.

PASSED AND DOPTED by the Board of Trustees of the Buena Park Library District on this 23rd day of June, 2026, by the following vote:

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

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada
President, Library Board of Trustees

ATTEST:

By: _____
Richard Rams
President Pro Tem, Library Board of Trustees

Exhibit B: FY 2026 – 2027 Proposed Budget and Capital Improvement Plan is attached as a separate document.



Agenda Item 7

Date: June 23, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Classification Study and Approval of New Classification Specifications

Recommended Action:

1) Receive and File June 2026 Classification Study Report from Regional Government Services; 2) Approve the classification specification for Administrative Specialist; 3) Approve the classification specification for Senior Library Technician

Background:

In early 2025, the District completed an organizational assessment that identified the agency's relatively flat organizational structure as a stress point. The District relies heavily on a limited number of positions to provide operational leadership, coordinate activities across departments, and support initiatives. The assessment recommended evaluating organizational capacity and considering additional levels of operational support to strengthen succession planning, improve continuity and internal controls, and reduce organizational risk.

Discussion:

Since the completion of the assessment, operational needs have continued to evolve and expand. Specific employees have assumed additional ongoing responsibilities, including higher-level operational coordination, project leadership, cross-departmental collaboration, and support of organization-wide initiatives. These responsibilities have become ongoing essential functions rather than temporary assignments. To assist with developing findings regarding the staff's expanding scope of work and to ensure their job classifications align with their ongoing essential functions, the District utilized Regional Government Services (RGS) to study the organization and the specific duties of the incumbents to make a determination about their classification and provide recommendations to management to ensure that classification specifications accurately reflect the complexity and scope of work being performed by the employees. The report provided by RGS is attached hereto as Exhibit A (2026 Classification Study Report).

The study found that while the incumbents in the positions were taking on additional duties after the vacancy of a position, the incumbents did not assume the duties of the vacant position and the duties of each incumbent were more complex and outside of the scope of their original job classifications. Additionally, the incumbents would be performing the duties on an ongoing basis, regardless of the current vacancies at the District, resulting in a need to reclassify the incumbents.

Recommendation:

RGS has developed new classifications developed based on the scope of duties being performed by the current incumbents and recommends that the Board of Library Trustees approve the new classification specifications. Attachment A to the report contains the two classifications that require approval. Administrative Specialist is a paraprofessional classification that performs more technical and financial work than the Administrative Assistant classification that the incumbent is currently assigned to. Senior Library Technician

is an advanced journey level role that exercises more technical and functional supervision than the journey level role that the incumbent currently is assigned to. The advanced journey level role also has more responsibilities relating to invoicing, accounts payable, and cash handling. Staff recommends that the Board approve the two new classification specifications. Upon approval and budget authorization for the new positions, and establishment of a salary schedule, the Library Director will complete the necessary personnel actions to reclassify the affected employees to their new positions and pay range.

Fiscal Impact:

This agenda item is the approval of the class specifications only and does not have a financial impact.

Exhibit:

Exhibit A: 2026 Classification Study Report

Attachment A: Administrative Specialist Classification Specification June 2026;

Senior Library Technician Classification Specification June 2026

BUENA PARK LIBRARY DISTRICT CLASSIFICATION STUDY REPORT JUNE 2026

Prepared for:

 **BUENA PARK** Library District

7150 La Palma Ave
Buena Park, California 90620

Prepared By:

 **REGIONAL
GOVERNMENT
SERVICES**
SERVING PUBLIC AGENCIES SINCE 2002

P.O. Box 1350
Carmel Valley, CA 93924

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ATTACHMENTS

Attachment A – New Classification Specifications

EXECUTIVE SUMMARY

In March 2026, the Buena Park Library District (Library) requested that Regional Government Services (RGS) conduct classification studies for two of its classifications, Administrative Assistant and Library Technician. The purpose of the study was to determine whether the current classification specifications accurately reflect the level and scope of work performed by the incumbents.

SUMMARY OF RECOMMENDATIONS

Based on the study's findings, the following summarizes RGS's classification recommendations. A more detailed description can be found in the Findings, Analysis, and Recommendations section of this report.

- It is recommended that the following positions/incumbents be reclassified:

<u>Employee</u>	<u>Current Classification</u>	<u>Recommended Classification</u>
Patricia Salas	Administrative Assistant	Administrative Specialist
Ashley Parker	Library Technician	Senior Library Technician

METHODOLOGY

The methodology employed in conducting this study was as follows:

- Review and analyze the Position Description Questionnaire (PDQ) completed by the incumbents, the current classification specifications for the positions held by the incumbents, and other related classification information and documents.
- Interview incumbents of the various positions, respective managers, and department heads to clarify and confirm all submitted information and to review the duties and responsibilities of the position.
- Analyze the scope and complexity of the responsibilities and tasks performed, and the skills, knowledge, and abilities required.
- Develop recommendations based on the analysis of the above information.

FINDINGS, ANALYSIS, AND RECOMMENDATIONS

ADMINISTRATIVE ASSISTANT

Incumbent: Patricia Salas

Ms. Salas completed a Position Description Questionnaire (PDQ) provided by Regional Government Services (RGS), which was reviewed by the Library Director, Helen Medina.

The class specification defines the Administrative Assistant as a journey-level class that performs a variety of clerical and administrative duties in support of the Board of Trustees, the Library Director, and District staff; and participates in the preparation of Board of Trustees

agendas, minutes, actions, and resolutions. The class maintains official documents and records; composes, types, formats, and proofreads a variety of documents and correspondence; assists with the recruitment process and onboarding of new hires; maintains personnel records and files; prepares, calculates, and maintains payroll records; and provides varied technical, complex, specialized, and confidential office administrative support to the Library Director. This classification exercises no direct supervision over staff.

Ms. Salas has been employed with Buena Park Library for over ten years. In the position of Administrative Assistant, she provides complex, specialized, and confidential administrative and analytical support to the Library Director, Board of Trustees (Board), and District staff. She prepares, distributes, and posts agendas and packets for the Board. Ms. Salas assists with payroll, including wage increases, benefits, accruals, and deductions, and, upon review, submits it to ADP for processing. She maintains District records, manages filing systems, and assists the Library Director with special assignments and projects, as needed.

Ms. Salas has been instrumental in assisting in setting up the ADP timekeeping system, creating new forms such as a Personnel Action Form, assisting in streamlining the meeting process for Board meetings to ensure continuity, and reviewing, recommending, and implementing improvements to clerical and technical forms, procedures, policies, and/or processes.

In the absence of the Business Officer, Ms. Salas has taken on additional financial duties previously performed in the business office, including reviewing and approving ACH and wire transfers; preparing cash and check deposits; and recording and tracking revenue from cash register sales.

Ms. Salas performs many of the duties outlined in the job classification. However, the findings demonstrate Ms. Salas is performing more difficult and complex administrative and technical duties, which require a higher degree of skill, initiative, analysis, and consequence of error. She works independently, and work is reviewed on an as-needed basis.

Because Ms. Salas is performing more difficult duties requiring independent decision-making, access to confidential data, research, collection, and review of data for special projects, and exercising greater independence, the work being performed by Ms. Salas is not aligned with the classification of Administrative Assistant. Therefore, it is recommended that this classification be reclassified to Administrative Specialist.

LIBRARY TECHNICIAN

Incumbent: Ashley Parker

Ms. Parker completed a Position Description Questionnaire (PDQ) provided by RGS, which was reviewed by Library Services Manager Ann Thompson and Library Director Helen Medina.

The class specification defines the Library Technician as a journey-level classification responsible for independently performing a variety of technical and administrative duties in

support of the District's library collection and technical services. This classification orders, receives, catalogs, and processes new materials for the library, including, but not limited to, preparing materials for placement in the library collection; processing and reconciling invoices for payment; monitoring library materials and expenditures; participating in monthly and year-end closing processes; and organizing, mending, and repairing books and materials. The classification reports to the Library Services Manager and exercises no supervision of staff.

Ms. Parker has been employed with Buena Park Library for over 19 years. She coordinates and oversees the processing, cataloging, and maintenance of library collections, ensuring accuracy, accessibility, and compliance within established guidelines. Ms. Parker occasionally assists in planning, coordinating, and executing library programs and events. She serves as the lead resource for staff, providing training, guidance, and support on library procedures, systems, and customer service standards.

In the absence of the Business Officer, Ms. Parker has taken on additional duties previously performed in the business office, including assisting with cash handling, bank deposits, and processing checks and invoices. These duties require accuracy and attention to detail in tracking, reconciling, and updating collected fees and expenditures, and corresponding spreadsheets. According to the class specification, the Library Technician is responsible for assigning fund and account numbers and securing approval of invoices for payment, and forwarding payments to finance staff. There is no reference to cash handling, check processing, or assistance with bank deposits.

Ms. Parker does not directly supervise staff, but she provides functional supervision over Library Clerks and Pages by assisting with setting daily schedules, delegating tasks, and checking work in progress for accuracy and/or completeness, as needed. Ms. Parker also provides input and feedback regarding employee performance when requested by the relevant supervisor and/or manager.

Ms. Parker performs many of the duties outlined in the job classification. However, the findings show that Ms. Parker is performing more complex administrative and technical duties that require a higher degree of responsibility, skill, accountability, and technical assistance. She provides technical supervision to staff, works independently, and has her work reviewed only as needed. Her duties require accuracy, initiative, consistency, attention to detail, and adherence to policies and procedures.

Because Ms. Parker is performing more difficult paraprofessional duties with greater independence, a higher consequence of error, and functional supervision, the work performed by Ms. Parker does not align with that of the Library Technician. Therefore, it is recommended that this classification be reclassified to Senior Library Technician.

Other Classifications Reviewed

As each of the incumbents has been assigned duties previously performed by the Business Officer, the Business Officer classification was reviewed to determine whether it more accurately described the work performed by either incumbent.

The class specification defines the Business Officer as a professional-level position that independently performs a variety of complex professional, financial, administrative, and analytical work in support of District managerial functions; coordinates activities with other programs, departments, and outside agencies; ensures work quality and adherence to established policies and procedures; recommends action and participates in formulating policy and procedure and in budget development and administration; and provides technical and responsible assistance to the Library Director and/or department supervisors.

This is a journey-level classification responsible for performing professional-level work in administrative service areas and programs, such as budget development, financial administration and reporting, grants, database management, contract administration, benefits administration, and/or special staff projects. While each incumbent has been assigned certain duties of this classification, neither is performing the full scope of work assigned to the Business Officer.

RECOMMENDATIONS

It was found that the work performed by each incumbent is beyond the scope of their current classifications. To reflect the work more accurately being performed and to create a more equitable classification plan for the Library, RGS recommends the following actions:

- Approve the reclassification of the Administrative Assistant classification to Administrative Specialist, and the corresponding class specification.
- Approve the reclassification of the Library Technician classification to Senior Library Technician, and the corresponding class specification.
- Reclassify the positions and incumbents currently filling the Administrative Assistant position (Ms. Salas) and Library Technician position (Ms. Parker) and set the specific salaries for the incumbents in accordance with Library rules on compensation.

Attachment A

New Classification Specifications



ADMINISTRATIVE SPECIALIST

DEFINITION

Under direction, performs a variety of complex office and administrative duties in support of the Board of Trustees, the Library Director, and District staff; participates in the preparation of Board of Trustee agendas, minutes, actions, and resolutions; maintains official documents and records; composes, types, formats, and proofreads a variety of documents and correspondence; researches, compiles, and organizes information and data from various sources; provides varied technical, complex, specialized, and confidential office administrative support to the Library Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Library Director. May provide functional supervision to staff.

CLASS CHARACTERISTICS

This is a single-position paraprofessional classification responsible for independently performing the full scope of administrative and office support duties for the Library District and its staff. Positions at this level exercise independent judgment and initiative in their assigned tasks, receive only occasional instruction or assistance when new or unusual situations arise, and are fully aware of the Library's operating procedures and policies.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Performs complex administrative duties in support of the Board of Trustees (Board), the Library Director, and District staff.
- Prepares, distributes, posts, and/or uploads agendas, packets, policies, and other official documents for the Board; prepares and attends Board meetings; takes, transcribes, and edits meeting minutes and meeting recordings; prepares resolutions adopted by the Board.
- Maintains and distributes official records as required by law.
- Participates in the recruitment, testing, and selection of employees, including receiving and filing of applications, assisting in coordinating recruitment processes, and scheduling and coordinating written and performance examinations and interviews; prepares, receives, and reviews new hire onboarding documentation; maintains complete and legally compliant personnel records and files.
- Prepares, calculates, and maintains records in support of payroll functions, including calculation of leave accruals and balances, merit increases, and retirement deductions; verifies employee time reporting and processes payroll in ADP; prepares reports for CalPERS retirement reporting.
- Assists with check signing, reviews and approves ACH and wire transfers; reconciles cash register tills, collects money, and prepares cash and check deposits; and records and tracks revenue from cash register sales.

- Monitors and tracks annual employee performance evaluation schedules and merit increases; ensures supervisors complete required authorization for merit increases.
- Assists the Library Director with research, correspondence, and filing related to the filling of Board vacancies.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, and statistical reports, organization charts, program plans, and correspondence from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material using a computer; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of applications, records, and files.
- Communicates with officials, District staff, and other agencies to obtain and relay information and to coordinate activities.
- Receives and responds to inquiries, in oral or written form, from the public or other agencies concerning District operations.
- Updates the District website regarding job postings, trustee vacancies, elections, announcements, and public documents.
- Researches, compiles, and summarizes information and data from various sources on a variety of topics; checks and tabulates standard mathematical or statistical data; prepares and assembles a variety of reports and other informational materials.
- Reviews a variety of documents related to the operations of the unit for conformance to program regulations and procedures; reviews, researches, and updates as needed.
- Performs other clerical/administrative work as required, which may include but is not limited to copying documents, filing/retrieving files, reviewing and processing mail, faxing information, answering the telephone, scheduling appointments, and meetings, maintaining calendars, and balancing the cash register.
- Oversees, tracks, and maintains the District's inventory of employer-owned property, building keys, equipment, and other supplies and materials; establishes and maintains accurate inventory records; coordinates the distribution, assignment, recovery, and replacement of assets.
- Organizes, coordinates, and attends various meetings and training as required or appropriate; assigns trainings and ensures and documents completion.
- Completes special projects as assigned.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Business administrative policies and procedures.
- Organization and function of public agencies, including the role of an elected body.

- District-wide policies, procedures, and processes.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility, including, but not limited to, election laws, the Brown Act, Conflict of Interest Code, and the Public Records Act.
- Business letter writing and the standard format for reports and correspondence.
- Principles, practices, and procedures related to office administrative practices and procedures, including public agency records management and records retention.
- Methods of preparing and processing various records, reports, forms, and other documents particular to library operations.
- Business arithmetic and basic statistical techniques.
- Basic payroll processes and techniques.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform varied and responsible administrative and office support work, requiring the use of independent judgment, tact, and discretion, with speed and accuracy.
- Maintain confidentiality and ensure discreet handling of all patron, staff, and District information.
- Interpret, apply, and explain administrative and District policies, regulations, and procedures.
- Enter and retrieve data from a computer system and prepare written materials.
- Oversee and coordinate maintenance of the District's official records.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Review payroll and human resources documents for completeness and accuracy.
- Maintain confidentiality of information received.
- Make accurate arithmetic computations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade. College coursework in public or business administration or a closely related field is desirable.

Experience:

- Five (5) years of higher-level administrative support experience, including experience working with an elected or appointed governmental body.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

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

ENVIRONMENTAL CONDITIONS

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

SPECIAL CONDITIONS

Public Employees Disaster Service Worker. In accordance with Government Code Section 3100, California public employees may be called upon to perform assigned disaster service worker duties in the event of an emergency or a disaster.



SENIOR LIBRARY TECHNICIAN

DEFINITION

Under direction, performs a variety of complex technical and administrative paraprofessional duties in support of the District's library collection and technical services; orders, receives, catalogs, and processes new materials for the District; prepares materials received for placement in the library collection; processes and reconciles invoices for payment; monitors library materials expenditures; organizes, mends, and repairs books and materials; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. May exercise technical and/or functional supervision over lower-level staff and volunteers.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Library Technician series. Positions at this level are distinguished from the Library Technician by performing the more complex and difficult clerical/technical duties related to acquisitions and may exercise technical and functional supervision over lower level staff and/or volunteers. Positions in this class receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Orders, receives, catalogs, and processes new books, DVDs, audiobooks, magazines, and other materials for the District's collection; researches and selects available books and materials for inclusion in the District's collection in a variety of formats through vendors and catalogs; consults with librarians regarding provisional bibliographic records, call number questions, back orders, and order cancellations.
- Receives and processes materials ordered from vendors; ensures timely acquisition of materials; verifies materials received against packing slips to check for damage, shortages, and processing errors; maintains records of materials received; contacts vendors to address any errors; returns damaged materials; performs monthly audits on received and canceled items.
- Organizes and catalogs new materials received; creates bibliographic records; adds information such as edition and subject headings to incomplete bibliographic records; uploads and modifies records for materials received into the Integrated Library System (ILS); selects and exports data from online catalog system into ILS; ensures catalog remains current and accurate for patrons and staff to locate items easily; creates item records, assigns classification numbers, and prints spine labels; edits or replaces bibliographic records as needed; affixes strips, stickers, bar codes, and tags on materials

received; processes and removes labels; prepares materials received for placement in the library collection.

Senior Library Technician
Page 2 of 4

- Processes invoices for shipments received; queries invoice data; assigns fund and account numbers and secures approval of invoices for payment; processes checks and invoices; forwards payments to finance staff; closes out each invoice processed; tracks expenditures; performs cash handling and reconciliation tasks; monitors expenditures.
- Repairs and mends books and other materials as needed; glues spines, tapes ripped pages, rewraps laminate on books, and prepares covers for materials; replaces damaged or unsightly DVD/CD/Audiobook cases; produces new spine labels to replace incorrect or faded labels.
- Participates in the monthly and year-end closing processes; reconciles and processes invoices within the ILS, ensures appropriate fund allocations and charges; balances funds and forwards processed invoices to Finance for vendor payment.
- Receives, processes, withdraws, and returns leased books in accordance with lease agreements; tracks and monitors leased items received from and returned to vendors.
- Oversees service desk; provides work direction and serves as a first point of contact to lower-level staff assigned to the service desk; serves as a lead resource, providing training, guidance, and support on library procedures, standards, and systems.
- Monitors and orders office and other related supplies for department activities; monitors and maintains inventory of supplies, and ensures spending remains within budget.
- Periodically assists with collection, weeding, and discarding.
- Observes and complies with District and mandated safety rules, regulations, and protocols; ensures proper procedures are followed to open and close the library.
- Assists in planning, coordinating, and executing library programs and events.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Best practices in library services.
- Principles, procedures, policies, methods, materials, and terminology of modern public library systems.
- The Dewey Decimal classification system.
- Cataloging and classification systems, practices, and related software applications.
- Library of Congress subject headings.
- Materials ordering using Electronic Data Interchange (EDI) methods and related systems.
- Various vendors available for procurement of library materials.
- Terminology and practices of accounts payable processing and record-keeping.
- Machine Readable Cataloging (MARC) fields and tags.
- Recordkeeping, filing, purchasing, accounting, and budgeting practices and procedures.
- Basic arithmetic.
- District and mandated safety rules, regulations, and protocols.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Senior Library Technician
Page 3 of 4

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform responsible and complex library procedures.
- Order, receive, catalog, and process requests for books and materials.
- Detect and correct errors in library cataloging functions.
- Repair and mend books and other materials.
- Read and create MARC records.
- Perform moderately difficult clerical and recordkeeping tasks.
- Follow detailed oral and written instructions.
- Learn new protocols, policies, and tasks.
- Learn and stay current with emerging technology.
- Demonstrate effective time-management and organizational skills and pay attention to detail.
- Allocate budget resources in a cost-effective manner.
- Make accurate mathematical and financial computations; accurately perform cash handling and reconciliation tasks.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Five (5) years of increasingly responsible technical, clerical, or paraprofessional support experience in a public library, including experience in cataloging, acquisitions, technical services, or a related field.

Licenses and Certifications:

- Possession of a Library Technician Certificate is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer vision to read printed materials and a computer screen; and hearing and speech to communicate
Senior Library Technician
Page 4 of 4

in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 pounds, or heavier weights with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

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

SPECIAL CONDITIONS

Public Employees Disaster Service Worker. In accordance with Government Code Section 3100, California public employees may be called upon to perform assigned disaster service worker duties in the event of an emergency or a disaster.

Staff Report- Agenda Item 8

Date: June 23, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Resolution 2026- 17 Establishing the Buena Park Library District Salary Schedule Effective June 26, 2026

Recommended Action:

Agenda Item 8

- 1) Receive and File Buena Park Library District Compensation Study Report 2026, prepared by Regional Government Services.
- 2) Approve Resolution 2026-17 establishing the Buena Park Library District Salary Schedule for all positions effective June 26, 2026, to coincide with the first pay period in the new Fiscal Year 2026-2027, superseding all and any prior salary plans and schedules.

Background:

On July 1, 2025, the Board of Library Trustees ("Board") approved the FY 2025-2026 Salary Schedule for all Buena Park Library District employees. In June 2026, a Classification and Compensation Study ("Study") was conducted by Regional Government Services ("RGS"), Human Resources consultants to the Buena Park Library District ("District"). The Compensation Study Report 2026 is attached as Exhibit A for your review. The results of the Study are reflected in the proposed Salary Schedule Resolution. See Exhibit B.

The proposed Salary Schedule is effective the first pay period in FY 2026-2027, which begins on June 26, 2026, for both full-time and part-time positions, excluding the Library Director position. See Exhibit B. The Library Director position's salary was established through an employment contract approved by the Board on August 5, 2025.

Discussion:

Upon completion of the Classification and Compensation Study, the results show that some positions are within, below, and above the market compensation of comparable agencies within the same geographical area of the District. The Study recommends an internal alignment of several positions to effectively bring all positions within 3.00% of the market compensation. These adjustments are in lieu of an across-the-board cost of living adjustment that the District has historically adopted in years when no Classification and Compensation Study were conducted. It is best practice to conduct such studies periodically to ensure that the District can competitively mitigate the challenges of attracting qualified candidates and retaining employees. This is essential for the District as an agency with a lean organizational structure.

The Salary Schedule includes the addition of two new positions, Administrative Specialist and Senior Administrative Technician, upon the analysis and determination of the Classification Study. The Salary Schedule also deletes one position, Facilities Maintenance Supervisor, an eliminated position effective March 19, 2026, as approved by the Board on February 3, 2026.

According to the Bureau of Labor Statistics, the annual increase in total compensation costs in Los Angeles-Long Beach was 3.5 percent for the year ended March 2026. The locality

compensation costs are part of the national Employment Cost Index (ECI), which measures the quarterly changes in compensation costs (wages and salaries and employer costs for employee benefits). In the Los Angeles-Long Beach area, which includes Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties, the ECI for wages and salaries, the largest component of compensation costs, was 3.1 percent for the 12-month period ended March 2026. The Consumer Price Index for All Urban Consumers (CPI-U) for Los Angeles-Long Beach-Anaheim area rose 3.6 percent for the 12 months ending in May 2026.

The recommended salary adjustments to bring the salaries within 3.0 percent of the market compensation partially offset the increasing consumer costs of our employees and help the District remain competitive in the local labor market against other local agencies by helping retain employees and attract qualified applicants. This also supports the District's efforts in complying with AB 2561, Recruitment and Retention Reporting.

Fiscal Impact:

The estimated financial impact of the recommended FY 2026-2027 salaries and benefits adjustments for both full-time and part-time employees from the internal realignment as a result of the Classification and Compensation Study alone is a net increase of \$54,220. Salaries increased by \$51,040 and benefits increased by \$3,180.

Overall, the aggregate financial impact due to all factors to full-time and part-time salaries and benefits is a net decrease of \$206,170 or -8.93% from the prior FY 2025/2026 Amended Budget.


The total net decrease is a result of the combination of the \$54,220 increases from step increases and the internal alignment as a result of the Classification and Compensation Study which is offset by a larger \$260,390 decrease from the strategic reduction of service levels, the full and partial unfunding of certain positions coupled with deferring some recruitments during the Renovation Project while the Library is operating from a smaller temporary location, the elimination of certain positions, and savings from current vacancies.

Attachments:

- Exhibit A: Buena Park Library District Compensation Study Report 2026, prepared by Regional Government Services
- Exhibit B: Salary Resolution and Salary Schedule

BUENA PARK LIBRARY DISTRICT COMPENSATION STUDY REPORT 2026

Prepared for:

 **BUENA PARK** Library District
7150 La Palma Ave
Buena Park, California 90620

Prepared By:

 **REGIONAL
GOVERNMENT
SERVICES**
SERVING PUBLIC AGENCIES SINCE 2002

P.O. Box 1350
Carmel Valley, CA 93924

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Attachment A – Detailed Salary Data Worksheets

EXECUTIVE SUMMARY

In March 2026, the Buena Park Library District (Library) engaged Regional Government Services (RGS) to conduct a District-wide total compensation study to develop an equitable, reliable, competitive compensation plan that supports the Library's mission. The goals of a compensation study are to assist the Library with:

- Attracting qualified applicants for employment with the Library in all categories of work.
- Retaining experienced and qualified employees in all categories of work for the Library.
- Ensuring a compensation plan that is both externally competitive and internally equitable.

METHODOLOGY

KICK-OFF MEETING

RGS met with the Library Director in March 2026 to initiate the study. Organizational data was requested, and the comparator agencies, classifications to be surveyed, and compensation components to be included in the study were discussed. In addition, information regarding Library expectations, timelines, data collection methods, deliverables, and other pertinent information was shared.

ORGANIZATIONAL DATA

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

- Organizational Charts
- Existing classification specifications
- Salary schedules
- Applicable policies, procedures, and ordinances

MARKET COMPARATORS

The Library had an established list of comparator agencies that were used for this study. These agencies included:

- Altadena Library District
- City of Alhambra Library
- City of Arcadia Library
- City of Commerce Library
- City of Downey Library
- City of Fullerton Library
- City of Mission Viejo Library
- City of Orange Library
- City of Redondo Beach Library
- City of Santa Ana Public Library
- City of Whittier Public Library
- Placentia Library District

SURVEYED CLASSIFICATIONS

Ten (10) full-time benchmark classifications were selected to be included in the study:

- Administrative Assistant
- Business Officer
- Circulation Services Supervisor
- IT Systems Specialist
- Librarian II
- Library Assistant
- Library Director
- Library Program Coordinator
- Library Services Manager
- Library Technician

In addition, salary data were collected for the following part-time positions:

- Library Clerk
- Library Page

DATA COLLECTION PROCESS

DETERMINING MATCH CLASSIFICATIONS

One of the most critical factors in conducting a compensation study is ensuring the classifications selected from the comparator agencies match the Library's benchmark classifications as closely as possible. When comparing potential matches, the analysis must go beyond job titles. Due to different titling conventions, job titles alone can be misleading. Therefore, a more extensive analysis is performed. The Library's class specifications were analyzed, and RGS discussed specific aspects of various classifications with the Library to ensure the most up-to-date and accurate information was used in the analysis. Classifications at the comparator agencies were compared to those at the Library, and matched classifications were determined using the following criteria.

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

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

COMPENSATION DATA COLLECTION

Compensation data was collected for each benchmark from all designated comparator agencies through websites, direct contact with the agencies' human resources, finance, and

management staff, and an in-depth review of Library documents, including class specifications, organizational charts, personnel allocations, and budget documents. RGS verified the agencies' salary data, analyzed the data received, and compared it with data obtained from the Library.

FINDINGS AND ANALYSIS

EXTERNAL MARKET ANALYSIS

RGS collected salary data for eleven of the benchmark classifications. RGS found sufficient match classifications for all but the following classification:

- Library Program Coordinator

When analyzing compensation, it is customary to consider competitiveness in the relevant labor market. While the Library may consider a different adjustment standard, as an industry rule, if a classification falls within five percent (5%) above or below the market, it is considered competitive based on our experience, and adjustments are not typically recommended. The five percent (5%) above or below market differences allow for slight differences between job duties, assignments, and benefits packages.

The charts below and the following narrative summarize the survey results and compare the Library's compensation to that of the comparator agencies. The salary data listed is based on the top step (excluding longevity) of the respective salary range collected from the Library and the comparator agencies surveyed. These percentages indicate the difference between the Library's base salary and the median base pay of all market comparators.

The chart provided includes the median (midpoint) of the maximum monthly base pay. The median is the exact midpoint, with 50% of the market data below it and 50% above it. Unlike the mean, the median methodology eliminates distortion caused by exceptionally high or low salary values.

Base Pay Comparison

BENCHMARK CLASSIFICATION TITLE	# of Comps	Buena Park Base Salary	Market Median Salary	Buena Park to Market Median %	Top Step to the Median of Market
Library Director	11	\$15,349	\$17,846	-13.99%	Below
Library Assistant	8	\$5,689	\$6,182	-7.97%	Below
Business Officer	8	\$8,872	\$9,468	-6.30%	Below
Librarian II	12	\$7,841	\$8,350	-6.09%	Below
Library Services Manager	9	\$10,813	\$11,269	-4.05%	Competitive
Library Technician	8	\$5,689	\$5,804	-1.97%	Competitive
Administrative Assistant	11	\$6,931	\$7,056	-1.78%	Competitive

2026 COMPENSATION STUDY REPORT

Library Clerk*	8	\$26.94	\$26.93	0.04%	Competitive
Library Page*	11	\$21.57	\$21.25	1.51%	Competitive
IT Systems Specialist	9	\$8,872	\$7,879	12.60%	Above
Circulation Services Supervisor	5	\$9,321	\$7,311	27.50%	Above

*Part-time position

Top monthly salary market results show that:

- One classification is above the market by more than 20%.
- One classification is above the market by more than 10% and less than 15%.
- Five classifications are competitive with the market (within 5% +/-of the median).
- Three classifications are below the market by more than 5% and less than 10%.
- One classification is below the market by more than 10%.

INTERNAL SALARY ALIGNMENT

The market median data is only one factor in establishing a competitive and equitable compensation plan. As the external salary data is collected separately for each classification, the resulting data can be affected by several factors, such as whether positions are designated FLSA exempt or non-exempt, the number of match classes identified, the type of agency where they were found, and the overall staffing level/structure of those agencies. Because inconsistencies may arise from market data alone, it is critical to analyze how the data align with the Library's established compensation plan and industry standards. This includes considering the following factors:

Relationship to Classifications Within the Same Reporting Structure

Classifications related to each other by discipline, duties, or responsibilities but separated by level of complexity or authority, such as entry, journey, lead or senior, supervisor, and manager, should be separated by approximately 10-15%. This practice provides a healthy separation between classification levels and avoids salary compaction. Salary compaction occurs when classifications are within 5% or less of each other.

Relationship to Classifications Across the Class Plan

Classifications with similar authority, autonomy, and responsibilities but assigned to different sections or departments, such as department heads, division heads, and managers, are often compensated similarly. When reviewing internal equity in an organization, classifications are often evaluated for their impact across the class plan for positions with similar authority, autonomy, and core responsibilities.

Classifications with Insufficient External Market Data

To set salaries for non-benchmark classifications or those with insufficient external data, RGS recommends conducting an internal salary alignment analysis, as described above. They should be evaluated based on various classification factors, including education and experience; the scope and complexity of the work; the knowledge, skills, and abilities required to perform the work; and the supervision received and exercised.

Other Factors Related to Setting Compensation

While RGS has provided suggestions to address any compensation inequities between the Library and the market, this report is simply a tool for discussing how to set compensation. Other factors must also be considered, such as:

Impediments to recruitment—The labor market shifts at various times during an organization's life, and for various reasons, a position or positions may become extremely difficult to recruit for. When this occurs, compensation is one factor to consider.

Value to the Organization – Some classifications have a greater value to an organization than others. It is critical to consider the value of each classification when reviewing compensation.

Ripple Effect of an Increase – Depending on the differentials set between classifications within and across series, modifying all classifications within a series or related to a classification for which an organization is adjusting compensation may become appropriate. Therefore, it is crucial to understand the other classifications affected and the additional administrative and overhead costs associated with the compensation adjustment when implementing a compensation change.

SALARY CONSIDERATIONS

It is critical that both market standing and fiscal realities be considered when determining how an agency sets salaries and maintains its compensation plan. The Library has determined that setting benchmark salaries at 3.00% of the market rate meets both criteria. RGS recommends that salaries for all other classifications be set based on an internal salary alignment analysis, setting salaries for all other classes either above, below, or equal to a specific benchmark.

These salary differentials recognize the scope and complexity of work, supervisory responsibilities, and exempt/non-exempt status between classifications. The following chart shows the select benchmark classifications (market), the internal alignment rationale, and the resulting monthly salary.

2026 COMPENSATION STUDY REPORT

Classification	Internal Alignment Rationale	Market Median	Recommended Salaries/ Market & Internal Alignment (within 3%)
ADMINISTRATION			
Library Director	Market	\$17,846	\$17,311
Business Officer	Market	\$9,468	\$9,184
IT Systems Specialist	Internal - Equal to Administrative Specialist	\$7,879	\$7,871
Administrative Specialist	Internal - 15% above Administrative Assistant	-	\$7,871
Administrative Assistant	Market	\$7,056	\$6,844
LIBRARY SERVICES			
Library Services Manager	Market	\$11,269	\$10,931
Circulation Services Supervisor	Internal - 10% Above Senior Library Technician	\$7,311	\$7,256
Senior Librarian	Internal - 10% above Librarian II	-	\$8,909
Librarian II	Market	\$8,350	\$8,100
Librarian I	Internal - 10% below Librarian II	-	\$7,290
Library Program Coordinator	Internal - 15% above Library Assistant	-	\$6,896
Senior Library Technician	Internal - 10% above Library Technician	-	\$6,596
Library Technician	Internal - Equal to Library Assistant	\$5,804	\$5,997
Library Assistant	Market	\$6,182	\$5,997

Although the study shows that the current salary for the Library Director classification is significantly below the market (~14%), the recommended salary listed above is provided only for reference, as the salary for this position is set by contract.

In addition to creating the recommended salary differentials, RGS has calculated the estimated monthly costs of these adjustments. The following chart shows the recommended salary, the current salary, the percentage by which the current salary is above or below the recommended salary, and the flat-dollar difference between the current and recommended salaries.

Classification	Recommended Salaries/ Market & Internal Alignment (within 3%)	Current Top Step Salary	Percentage Current is Above/Below the Rec'd Salary	Flat Dollar Monthly Adjustment
ADMINISTRATION				
Library Director	\$17,311	\$15,349	-11.33%	\$1,962
Business Officer	\$9,184	\$8,872	-3.40%	\$312
IT Systems Specialist*	\$7,871	\$8,872	12.72%	-\$1,001
Administrative Specialist	\$7,871	New Class	-	
Administrative Assistant	\$6,844	\$6,931	1.27%	-\$87

2026 COMPENSATION REPORT

LIBRARY SERVICES				
Library Services Manager	\$10,931	\$10,813	-1.08%	\$118
Circulation Services Supervisor*	\$7,256	\$9,321	28.46%	-\$2,065
Senior Librarian	\$8,909	\$8,446	-5.20%	\$464
Librarian II	\$8,100	\$7,841	-3.19%	\$259
Librarian I	\$7,290	\$7,104	-2.55%	\$186
Library Program Coordinator	\$6,896	\$6,598	-4.32%	\$298
Senior Library Technician	\$6,596	New Class	-	
Library Technician	\$5,997	\$5,689	-5.13%	\$308
Library Assistant	\$5,997	\$5,689	-5.13%	\$308

RGS recommends that, where the current monthly rate of pay for a classification is above the top step of the new range, the incumbent's salary be "Y-rate" (frozen) until the range includes the incumbent's rate of pay through Cost-of-Living Adjustments (COLAs) and other salary increases. There are two classifications where the current salaries are recommended to be Y-rated.

- IT Systems Specialist
- Circulation Services Supervisor

COMPENSATION POLICY

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

RGS recommends that the policy include how the Library plans to set compensation compared to market data. For example, whether the Library will use the median as the salary set point, whether base pay or total compensation will be used, and whether salaries will be set equal to the median or at some percentage above or below it.

In addition to market placement, many other factors should be considered when setting salaries. The policy should address recruitment, retention, and promotion issues; salaries for similar positions within the same series or across the organization (internal parity); the value of the work performed to the organization; and fiscal sustainability. The Library's total compensation package value may also be a factor to consider when determining policy parameters.

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

Attachment

Detailed Salary Data Worksheets

Buena Park Library District
Overview of Competitiveness Within the Labor Market
Above, Below, Competitive
2026

	BENCHMARK CLASSIFICATION TITLE	# of Comps	Buena Park Base Salary	Market Median Salary	Buena Park to Market Median %	Top Step to the Median of Market
1	Circulation Services Supervisor	5	\$9,321	\$7,311	27.50%	Above
2	IT Systems Specialist	9	\$8,872	\$7,879	12.60%	Above
3	Administrative Assistant	11	\$6,931	\$7,056	-1.78%	Competitive
4	Library Technician	8	\$5,689	\$5,804	-1.97%	Competitive
5	Library Services Manager	9	\$10,813	\$11,269	-4.05%	Competitive
6	Librarian II	12	\$7,841	\$8,350	-6.09%	Below
7	Business Officer	8	\$8,872	\$9,468	-6.30%	Below
8	Library Assistant	8	\$5,689	\$6,182	-7.97%	Below
9	Library Director	11	\$15,349	\$17,846	-13.99%	Below

Part Time Classifications

	Library Clerk	8	\$26.94	\$26.93	0.04%	Competitive
	Library Page	11	\$21.57	\$21.25	1.51%	Competitive

Salaries are considered competitive if less than 5% +/- from market median

INSUFFICIENT DATA (less than 4 match classes)

1	Library Program Coordinator	2	\$6,598			
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BUENA PARK LIBRARY DISTRICT

ADMINISTRATIVE ASSISTANT

	Agency	Class Title	Max Monthly Salary
0	Buena Park Library District	Administrative Assistant	\$6,931
1	Altadena Library District	Administrative Assistant	\$7,772
2	City of Alhambra Library	Executive Assistant	\$6,635
3	City of Arcadia Library	Office Coordinator	\$7,720
4	City of Commerce Library	Administrative Assistant	\$7,057
5	City of Downey Library	NCC	-
6	City of Fullerton Library	Administrative Assistant I	\$5,976
7	City of Mission Viejo Library	Administrative Assistant II	\$7,056
8	City of Orange Library	Administrative Assistant	\$6,272
9	City of Redondo Beach Library	Administrative Specialist	\$5,637
10	City of Santa Ana Public Library	Executive Secretary	\$7,575
11	City of Whittier Public Library	Administrative Assistant	\$7,308
12	Placentia Library District	Executive Assistant	\$6,404
		Number of Matches	11
		Median of Comparators	\$7,056
		% Above/Below	-1.78%
		Average Percentile of Comparators	\$6,856
		% Above/Below	1.09%

NCC - No Comparable Classification

CLASSIFICATION NOTES

Altadena Library District	HS Diploma + 3 yrs exp
City of Alhambra Library	HS Diploma + 3 yrs exp + 1 yr supervisory exp
City of Arcadia Library	HS Diploma + 5 yrs office exp
City of Commerce Library	Req. 4 yrs exp.; no reference to payroll
City of Downey Library	
City of Fullerton Library	
City of Mission Viejo Library	HS + 4 yrs exp.
City of Orange Library	
City of Redondo Beach Library	HS + 2 yrs exp.
City of Santa Ana Public Library	
City of Whittier Public Library	HS + 4 ys exp
Placentia Library District	Minimally comparable-does not assist w/recruitment or payroll. AA + 4 yrs exp

BUENA PARK LIBRARY DISTRICT			
BUSINESS OFFICER			
	Agency	Class Title	Max Monthly Salary
0	Buena Park Library District	Business Officer	\$8,872
1	Altadena Library District	Administrative Specialist	\$9,241
2	City of Alhambra Library	NCC	-
3	City of Arcadia Library	NCC	-
4	City of Commerce Library	Management Analyst	\$9,971
5	City of Downey Library	NCC	-
6	City of Fullerton Library	NCC	-
7	City of Mission Viejo Library	Management Analyst	\$10,334
8	City of Orange Library	Administrative Analyst II	\$8,760
9	City of Redondo Beach Library	Administrative Analyst	\$8,923
10	City of Santa Ana Public Library	Management Analyst	\$9,576
11	City of Whittier Public Library	Management Analyst II	\$9,430
12	Placentia Library District	Business Manager	\$9,506
		Number of Matches	8
		Median of Comparators	\$9,468
		% Above/Below	-6.30%
		Average Percentile of Comparators	\$9,468
		% Above/Below	-6.29%

NCC - No Comparable Classification

CLASSIFICATION NOTES

Altadena Library District	BA in business or public admin, accounting, finance, or related + 3 years para-professional experience in administration, finance, accounting, or related
City of Alhambra Library	NCC
City of Arcadia Library	NCC
City of Commerce Library	N/A
City of Downey Library	NCC
City of Fullerton Library	NCC
City of Mission Viejo Library	N/A
City of Orange Library	N/A
City of Redondo Beach Library	BA + 2 yrs.
City of Santa Ana Public Library	BA + 2 yrs.
City of Whittier Public Library	BA + 2 yrs exp
Placentia Library District	Minimally comparable - Also assigned HR recruitments and EE records, purchasing, and responsible for Risk Management

**BUENA PARK LIBRARY DISTRICT
CIRCULATION SERVICES SUPERVISOR**

	Agency	Class Title	Max Monthly Salary
0	Buena Park Library District	Circulation Services Supervisor	\$9,321
1	Altadena Library District	NCC	-
2	City of Alhambra Library	NCC	-
3	City of Arcadia Library	Circulation Services Supervisor	\$7,346
4	City of Commerce Library	Library Circulation Supervisor	\$8,599
5	City of Downey Library	NCC	-
6	City of Fullerton Library	Library Circulation Manager	\$7,024
7	City of Mission Viejo Library	NCC	-
8	City of Orange Library	NCC	-
9	City of Redondo Beach Library	Library Circulation Supervisor	\$7,275
10	City of Santa Ana Public Library	NCC	-
11	City of Whittier Public Library	NCC	-
12	Placentia Library District	NCC	-
		Number of Matches	5
		Median of Comparators	\$7,311
		% Above/Below	27.50%
		Average Percentile of Comparators	\$7,561
		% Above/Below	23.28%

NCC - No Comparable Classification

CLASSIFICATION NOTES

Altadena Library District	NCC
City of Alhambra Library	NCC
City of Arcadia Library	4 yr degree + 2 yrs exp
City of Commerce Library	BA + 4 yrs, including 1 yr supervisory
City of Downey Library	NCC
City of Fullerton Library	4 yr degree + 3 yrs Library Tech Asst II exp incl 1 year supervisory/lead exp. No passport duties.
City of Mission Viejo Library	NCC: Library and Cultural Srvs Supv does not have duties related to Circulation Srvs. Library Mgr oversees Circulation.
City of Orange Library	NCC
City of Redondo Beach Library	AA + 3 yrs, including 1 yr. supervisory
City of Santa Ana Public Library	NCC
City of Whittier Public Library	NCC
Placentia Library District	NCC - Circulation Supv performs similar duties but only requires H.S. diploma and five yrs library clerical exp.

BUENA PARK LIBRARY DISTRICT

IT SYSTEMS SPECIALIST

	Agency	Class Title	Max Monthly Salary
0	Buena Park Library District	IT Systems Specialist	\$8,872
1	Altadena Library District	Information Technology Specialist	\$9,241
2	City of Alhambra Library	NCC	-
3	City of Arcadia Library	Information Systems Specialist	\$7,720
4	City of Commerce Library	Information Technology Technician	\$7,985
5	City of Downey Library	NCC	-
6	City of Fullerton Library	Information Systems Assistant	\$5,909
7	City of Mission Viejo Library	Information Technology Technician	\$8,547
8	City of Orange Library	Library Technology Specialist	\$6,793
9	City of Redondo Beach Library	Information Systems Specialist	\$8,904
10	City of Santa Ana Public Library	Info. Technology Support Technician II	\$7,879
11	City of Whittier Public Library	Information Services Technician	\$7,836
12	Placentia Library District	NCC	-
		Number of Matches	9
		Median of Comparators	\$7,879
		% Above/Below	12.60%
		Average Percentile of Comparators	\$7,868
		% Above/Below	12.76%

NCC - No Comparable Classification

CLASSIFICATION NOTES

Altadena Library District	BA + 3 yrs exp
City of Alhambra Library	NCC
City of Arcadia Library	AA + 2 yrs exp.
City of Commerce Library	HS + 2 yrs exp
City of Downey Library	NCC
City of Fullerton Library	Requires 2 yrs computer related exp, incl 1 yr in library
City of Mission Viejo Library	AA + 2 yrs exp.
City of Orange Library	BA + 2 yrs exp.
City of Redondo Beach Library	HS + 3 yrs exp
City of Santa Ana Public Library	AA + 3 yrs exp.
City of Whittier Public Library	2 yrs professional level exp
Placentia Library District	NCC

BUENA PARK LIBRARY DISTRICT			
LIBRARIAN II			
	Agency	Class Title	Max Monthly Salary
0	Buena Park Library District	Librarian II	\$7,841
1	Altadena Library District	Librarian	\$9,241
2	City of Alhambra Library	Lilbrarian II	\$8,345
3	City of Arcadia Library	Librarian II	\$8,733
4	City of Commerce Library	Librarian	\$9,034
5	City of Downey Library	Librarian	\$7,434
6	City of Fullerton Library	Librarian	\$6,546
7	City of Mission Viejo Library	Librarian II	\$8,355
8	City of Orange Library	Librarian II	\$7,505
9	City of Redondo Beach Library	Senior Librarian	\$8,923
10	City of Santa Ana Public Library	Librarian	\$8,434
11	City of Whittier Public Library	Librarian II	\$7,759
12	Placentia Library District	Librarian I	\$7,803
		Number of Matches	12
		Median of Comparators	\$8,350
		% Above/Below	-6.09%
		Average Percentile of Comparators	\$8,176
		% Above/Below	-4.10%

NCC - No Comparable Classification

CLASSIFICATION NOTES

Altadena Library District	MA + 2 yrs exp
City of Alhambra Library	MA + 2 yrs exp
City of Arcadia Library	MA + 3 yrs exp
City of Commerce Library	MA (at hire or within 6 mo. of appointment + 2 yrs.
City of Downey Library	MA. No experience requirements.
City of Fullerton Library	Only requires 1 yr exp.
City of Mission Viejo Library	N/A
City of Orange Library	N/A
City of Redondo Beach Library	N/A
City of Santa Ana Public Library	MA + some experience
City of Whittier Public Library	same MQs
Placentia Library District	(Librarian II is full supervisory class) MA only, exp is desirable.

BUENA PARK LIBRARY DISTRICT			
LIBRARY ASSISTANT			
	Agency	Class Title	Max Monthly Salary
0	Buena Park Library District	Library Assistant	\$5,689
1	Altadena Library District	Library Assistant	\$6,870
2	City of Alhambra Library	Library Assistant	\$6,182
3	City of Arcadia Library	NCC	-
4	City of Commerce Library	NCC	-
5	City of Downey Library	Senior Library Assistant	\$5,053
6	City of Fullerton Library	NCC	-
7	City of Mission Viejo Library	Library Assistant	\$6,601
8	City of Orange Library	Library Assistant	\$5,565
9	City of Redondo Beach Library	NCC	-
10	City of Santa Ana Public Library	NCC	-
11	City of Whittier Public Library	Library Assistant II	\$5,337
12	Placentia Library District	Library Assistant	\$6,497
		Number of Matches	8
		Median of Comparators	\$6,182
		% Above/Below	-7.97%
		Average Percentile of Comparators	\$6,015
		% Above/Below	-5.41%

NCC - No Comparable Classification

CLASSIFICATION NOTES

Altadena Library District	BA + 2 yrs exp
City of Alhambra Library	2 yrs of general college coursework + exp in library
City of Arcadia Library	NCC
City of Commerce Library	NCC - Library Asst perform lower level clerical/technical duties.
City of Downey Library	2-4 yrs post-secondary education
City of Fullerton Library	NCC - no comparable position
City of Mission Viejo Library	HS supplemented with college coursework + 2 yrs.
City of Orange Library	HS + 1 yr.
City of Redondo Beach Library	NCC - no comparable position
City of Santa Ana Public Library	BA + concurrent enrollment in grad program in library science.
City of Whittier Public Library	2 yrs exp + 'Library Tech' courses
Placentia Library District	Minimally comparable - BA + exp in adult/family lit programs - is responsible for literacy services.

BUENA PARK LIBRARY DISTRICT			
LIBRARY DIRECTOR			
	Agency	Class Title	Max Monthly Salary
0	Buena Park Library District	Library Director	\$15,349
1	Altadena Library District	District Director	\$20,106
2	City of Alhambra Library	Library Director	\$17,229
3	City of Arcadia Library	Director of Library & Museum Services	\$19,787
4	City of Commerce Library	Director of Library Services	\$17,352
5	City of Downey Library	NCC	-
6	City of Fullerton Library	Library Director	\$16,065
7	City of Mission Viejo Library	Director of Library and Cultural Services	\$17,969
8	City of Orange Library	Library Services Director	\$16,018
9	City of Redondo Beach Library	Library Director	\$18,344
10	City of Santa Ana Public Library	Library Services Director	\$21,667
11	City of Whittier Public Library	Director of Library Services	\$17,846
12	Placentia Library District	Library Director	\$17,465
		Number of Matches	11
		Median of Comparators	\$17,846
		% Above/Below	-13.99%
		Average Percentile of Comparators	\$18,168
		% Above/Below	-15.52%

NCC - No Comparable Classification

CLASSIFICATION NOTES

Altadena Library District	MA + 7 yrs exp + 4 yrs supervisor exp
City of Alhambra Library	BA + MA + 8 yrs exp + 3 yrs supervisory exp
City of Arcadia Library	MA + 6 yrs exp + 3 yrs supervisory exp
City of Commerce Library	MA + 5 yrs. management/supervisory exp.
City of Downey Library	NCC: Duties handled by Exec Dir of the Columbia Memorial Space Center
City of Fullerton Library	MA + 8yrs exp incl 3 yrs mgmt/supervisory
City of Mission Viejo Library	MA + 6 yrs. including 2 yrs. administrative
City of Orange Library	N/A
City of Redondo Beach Library	MA + 6 yrs.
City of Santa Ana Public Library	MA + 8 yrs. including 3 yrs supervisory
City of Whittier Public Library	MA + 5 yrs exp w/2 yrs in mngt or supv
Placentia Library District	MA + 5 yrs exp w/extensive supv exp

**BUENA PARK LIBRARY DISTRICT
LIBRARY PROGRAMS COORDINATOR**

	Agency	Class Title	Max Monthly Salary
0	Buena Park Library District	Library Programs Coordinator	\$6,598
1	Altadena Library District	NCC	-
2	City of Alhambra Library	NCC	-
3	City of Arcadia Library	NCC	-
4	City of Commerce Library	NCC	-
5	City of Downey Library	NCC	-
6	City of Fullerton Library	Library Services Supervisor	\$6,976
7	City of Mission Viejo Library	Library and Cultural Services Coordinator	\$7,339
8	City of Orange Library	NCC	-
9	City of Redondo Beach Library	NCC	-
10	City of Santa Ana Public Library	NCC	-
11	City of Whittier Public Library	NCC	-
12	Placentia Library District	NCC	-
		Number of Matches	2
		Median of Comparators	\$7,157
		% Above/Below	-7.81%
		Average Percentile of Comparators	\$7,157
		% Above/Below	-7.81%

NCC - No Comparable Classification

CLASSIFICATION NOTES

Altadena Library District	NCC
City of Alhambra Library	NCC
City of Arcadia Library	NCC
City of Commerce Library	NCC
City of Downey Library	NCC
City of Fullerton Library	3 yrs exp as Lib Tech Asst II + 1 yr supervisory
City of Mission Viejo Library	N/A
City of Orange Library	NCC - There are 3 coordinator positions (volunteer, literacy, and
City of Redondo Beach Library	NCC - Duties performed by Library Manager as part of a broader
City of Santa Ana Public Library	NCC - Sr Library Technician does not perform the full range of
City of Whittier Public Library	NCC
Placentia Library District	NCC

BUENA PARK LIBRARY DISTRICT

LIBRARY SERVICES MANAGER

	Agency	Class Title	Max Monthly Salary
0	Buena Park Library District	Library Services Manager	\$10,813
1	Altadena Library District	Library Manager	\$10,713
2	City of Alhambra Library	Deputy Director of Library Services	\$12,562
3	City of Arcadia Library	Library Services Manager	\$12,687
4	City of Commerce Library	NCC	-
5	City of Downey Library	NCC	-
6	City of Fullerton Library	Library Division Manager	\$9,180
7	City of Mission Viejo Library	Library Services Manager	\$14,506
8	City of Orange Library	Library Manager II	\$10,023
9	City of Redondo Beach Library	Library Manager	\$9,357
10	City of Santa Ana Public Library	Library Operations Manager	\$14,850
11	City of Whittier Public Library	Library Services Manager	\$11,269
12	Placentia Library District	NCC	-
		Number of Matches	9
		Median of Comparators	\$11,269
		% Above/Below	-4.05%
		Average Percentile of Comparators	\$11,683
		% Above/Below	-7.45%

NCC - No Comparable Classification

CLASSIFICATION NOTES

Altadena Library District	MA + 4 yrs exp + 2 yrs supervisory exp
City of Alhambra Library	MA + 5 yrs exp
City of Arcadia Library	MA + 5 yrs exp
City of Commerce Library	NCC
City of Downey Library	NCC
City of Fullerton Library	MA + 4 yrs librarianship exp, incl 1 yr supervisory
City of Mission Viejo Library	MA + 5 yrs, including 3 yrs supervisory. When assigned to Circulation Services, BA + 4 yrs.
City of Orange Library	MA + 4 yrs, including 1 yr. supervisory.
City of Redondo Beach Library	MA + 3 yrs, including 2 yrs supervisory.
City of Santa Ana Public Library	N/A
City of Whittier Public Library	MA + 4 yrs exp
Placentia Library District	NCC

BUENA PARK LIBRARY DISTRICT			
LIBRARY TECHNICIAN			
	Agency	Class Title	Max Monthly Salary
0	Buena Park Library District	Library Technician	\$5,689
1	Altadena Library District	Library Technician	\$6,224
2	City of Alhambra Library	NCC	-
3	City of Arcadia Library	Library Technician II	\$5,884
4	City of Commerce Library	Senior Library Assistant	\$6,717
5	City of Downey Library	NCC	-
6	City of Fullerton Library	NCC	-
7	City of Mission Viejo Library	Library Specialist	\$5,611
8	City of Orange Library	Library Support Services Assistant	\$5,565
9	City of Redondo Beach Library	Library Technician	\$5,279
10	City of Santa Ana Public Library	Bibliographic Technician	\$6,610
11	City of Whittier Public Library	Library Assistant III	\$5,724
12	Placentia Library District	NCC	-
		Number of Matches	8
		Median of Comparators	\$5,804
		% Above/Below	-1.97%
		Average Percentile of Comparators	\$5,952
		% Above/Below	-4.41%

NCC - No Comparable Classification

CLASSIFICATION NOTES

Altadena Library District	HS Diploma + 2 yrs exp
City of Alhambra Library	NCC
City of Arcadia Library	AA + 3 yrs exp at Library Tech I level or equivalent
City of Commerce Library	AA + 2 yrs exp.
City of Downey Library	NCC
City of Fullerton Library	NCC
City of Mission Viejo Library	HS w/college coursework + 3 yrs exp.
City of Orange Library	BA
City of Redondo Beach Library	AA + 1 yr. library clerical or 3 yrs.complex and technical library experience.
City of Santa Ana Public Library	2 yrs. clerical experience supplemented by specialized library science training.
City of Whittier Public Library	Minimally comparable - may provide lead supv over lower staff - HS + 2 yrs exp as Library Asst II
Placentia Library District	NCC

BUENA PARK LIBRARY DISTRICT			
LIBRARY CLERK			
	Agency	Class Title	Max Hourly Rate
0	Buena Park Library District	Library Clerk	\$26.94
1	Altadena Library District	Library Clerk	\$32.52
2	City of Alhambra Library	NCC	-
3	City of Arcadia Library	NCC	-
4	City of Commerce Library	Library Assistant	\$32.16
5	City of Downey Library	Library Assistant	\$26.89
6	City of Fullerton Library	Library Clerical Assistant	\$25.41
7	City of Mission Viejo Library	Library Clerk	\$29.72
8	City of Orange Library	Library Clerk	\$25.52
9	City of Redondo Beach Library	Library Clerk	\$27.70
10	City of Santa Ana Public Library	Library Clerk II	\$24.37
11	City of Whittier Public Library	NCC	-
12	Placentia Library District	Library Clerk	\$26.93
		Number of Matches	9
		Median of Comparators	\$26.93
		% Above/Below	0.04%
		Average Percentile of Comparators	\$27.91
		% Above/Below	-3.49%

NCC - No Comparable Classification

BUENA PARK LIBRARY DISTRICT			
LIBRARY PAGE			
	Agency	Class Title	Max Monthly Salary
0	Buena Park Library District	Library Page	\$21.57
1	Altadena Library District	Library Aide	\$25.41
2	City of Alhambra Library	Page	\$20.73
3	City of Arcadia Library	NCC	-
4	City of Commerce Library	Library Page	\$21.95
5	City of Downey Library	Library Aide	\$17.90
6	City of Fullerton Library	Library Page	\$17.44
7	City of Mission Viejo Library	Library Page II	\$21.61
8	City of Orange Library	Library Page	\$22.08
9	City of Redondo Beach Library	Library Page	\$23.06
10	City of Santa Ana Public Library	Page	\$20.58
11	City of Whittier Public Library	Library Aide	\$18.00
12	Placentia Library District	Library Page	\$21.25
		Number of Matches	11
		Median of Comparators	\$21.25
		% Above/Below	1.51%
		Average Percentile of Comparators	\$20.91
		% Above/Below	3.16%

NCC - No Comparable Classification

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2026-17

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH A SALARY SCHEDULE FOR EMPLOYEES OF THE
BUENA PARK LIBRARY DISTRICT
EFFECTIVE JUNE 26, 2026**

WHEREAS, on July 1, 2025, Resolution No. 2025-7 was adopted by the Board of Library Trustees ("Board") of the Buena Park Library District ("District") thereby adopting the Salary Schedule ("Schedule"); and

WHEREAS, the Salary Schedule includes the salary ranges for all District employees, both full-time and part-time positions; and

WHEREAS, the Salary Schedule is compliant with the 2026 State of California mandated minimum wage.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Buena Park Library District as follows:

Section 1. The Board of Trustees of the Buena Park Library District hereby repeals Resolution No. 2025-7 by approving this Salary Schedule Resolution with job titles and salary schedules for Buena Park Library District employees as set forth in Exhibit A, Salary Schedule, attached hereto and incorporated herein by reference.

Section 2. The Salary Schedule reflects internal realignment adjustments from the prior Salary Schedule for both full-time and part-time positions, excluding the Library Director position, based on the Classification and Compensation Study report completed in June 2026.

Section 3. The effective date of the Salary Schedule shall be the first pay period in FY 2026-2027, which begins on June 26, 2026.

Section 4. The effective date of this Resolution shall be June 26, 2026, and supersedes all prior Salary Schedules.

Section 5. The Board of Trustees of the Buena Park Library District authorizes the Library Director, or his/her designee, to make minor, non-substantive changes to the Master Salary Schedule and any related policies, procedures, or documents necessary to implement these provisions.

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District on this 23rd day of June, 2026, by the following vote:

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

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada
President, Library Board of Trustees

ATTEST:

By: _____
Richard Rams
President Pro Tem

DRAFT

Buena Park Library District

Salary Schedule

Effective June 26, 2026

JOB CODE CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
207 Administrative Assistant						
Hourly Rate:	31.33	32.90	34.55	36.27	38.09	39.98
Monthly Rate:	5,431.30	5,701.80	5,988.22	6,287.01	6,601.71	6,930.56
Annual Pay:	65,175.55	68,421.60	71,858.59	75,444.10	79,220.54	83,166.72
214 Administrative Specialist						
Hourly Rate:	35.58	37.36	39.23	41.19	43.25	45.41
Monthly Rate:	6,167.11	6,475.46	6,799.24	7,139.20	7,496.16	7,870.97
Annual Pay:	74,005.31	77,705.58	81,590.86	85,670.40	89,953.92	94,451.62
106 Business Officer						
Hourly Rate:	41.51	43.59	45.77	48.06	50.46	52.98
Monthly Rate:	7,195.87	7,555.67	7,933.45	8,330.12	8,746.63	9,183.96
Annual Pay:	86,350.48	90,668.00	95,201.40	99,961.47	104,959.54	110,207.52
104 Circulation Services Supervisor						
Hourly Rate:	32.80	34.44	36.16	37.97	39.87	41.86
Monthly Rate:	5,685.12	5,969.38	6,267.84	6,581.24	6,910.30	7,255.81
Annual Pay:	68,221.44	71,632.51	75,214.13	78,974.84	82,923.58	87,069.76
201 IT Systems Specialist						
Hourly Rate:	35.58	37.36	39.23	41.19	43.25	45.41
Monthly Rate:	6,167.13	6,475.49	6,799.27	7,139.23	7,496.19	7,871.00
Annual Pay:	74,005.61	77,705.89	81,591.19	85,670.75	89,954.29	94,452.00
201 IT Systems Specialist (Y-Rate)						
Hourly Rate:	40.11	42.12	44.22	46.43	48.75	51.18
Monthly Rate:	6,951.78	7,300.07	7,664.28	8,047.94	8,449.27	8,871.82
Annual Pay:	83,421.31	87,600.86	91,971.36	96,575.23	101,391.26	106,461.89
206 Librarian I						
Hourly Rate:	32.95	34.60	36.33	38.15	40.05	42.06
Monthly Rate:	5,711.55	5,997.13	6,296.99	6,611.84	6,942.43	7,289.55
Annual Pay:	68,538.64	71,965.57	75,563.85	79,342.04	83,309.14	87,474.60
205 Librarian II						
Hourly Rate:	36.61	38.44	40.37	42.38	44.50	46.73
Monthly Rate:	6,346.17	6,663.48	6,996.65	7,346.49	7,713.81	8,099.50
Annual Pay:	76,154.04	79,961.74	83,959.83	88,157.82	92,565.71	97,194.00
210 Library Assistant						
Hourly Rate:	27.11	28.46	29.88	31.38	32.95	34.60
Monthly Rate:	4,698.45	4,933.37	5,180.04	5,439.04	5,710.99	5,996.54
Annual Pay:	56,381.35	59,200.42	62,160.44	65,268.46	68,531.89	71,958.48
101 Library Director (Employment Contract)						
Hourly Rate:						88.55
Monthly Rate:						15,348.67
Annual Pay:						184,184.00
208 Library Programs Coordinator						
Hourly Rate:	31.17	32.73	34.37	36.09	37.89	39.78
Monthly Rate:	5,403.21	5,673.37	5,957.04	6,254.89	6,567.64	6,896.02
Annual Pay:	64,838.55	68,080.48	71,484.51	75,058.73	78,811.67	82,752.25
102 Library Services Manager						
Hourly Rate:	49.41	51.88	54.48	57.20	60.06	63.06
Monthly Rate:	8,564.67	8,992.90	9,442.55	9,914.68	10,410.41	10,930.93
Annual Pay:	102,776.04	107,914.84	113,310.58	118,976.11	124,924.91	131,171.16

Buena Park Library District

Salary Schedule

Effective June 26, 2026

JOB CODE CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
209 Library Technician						
Hourly Rate:	27.11	28.46	29.88	31.38	32.95	34.60
Monthly Rate:	4,698.45	4,933.37	5,180.04	5,439.04	5,710.99	5,996.54
Annual Pay:	56,381.35	59,200.42	62,160.44	65,268.46	68,531.89	71,958.48
204 Senior Librarian						
Hourly Rate:	40.27	42.29	44.40	46.62	48.95	51.40
Monthly Rate:	6,980.79	7,329.83	7,696.32	8,081.13	8,485.19	8,909.45
Annual Pay:	83,769.45	87,957.92	92,355.81	96,973.61	101,822.29	106,913.40
215 Senior Library Technician						
Hourly Rate:	29.82	31.31	32.87	34.52	36.24	38.05
Monthly Rate:	5,168.29	5,426.71	5,698.04	5,982.94	6,282.09	6,596.19
Annual Pay:	62,019.49	65,120.46	68,376.48	71,795.31	75,385.07	79,154.33
105 Technology & Support Services Supervisor						
Hourly Rate:	42.14	44.25	46.46	48.78	51.21	53.77
Monthly Rate:	7,303.61	7,669.58	8,053.24	8,454.58	8,877.13	9,320.90
Annual Pay:	87,643.30	92,035.01	96,638.88	101,454.91	106,525.54	111,850.75
212 Library Clerk - PT						
Hourly Rate:	21.10	22.16	23.27	24.43	25.65	26.94
Monthly Rate:	3,657.99	3,841.86	4,032.81	4,234.36	4,446.52	4,669.29
Annual Pay:	43,895.90	46,102.37	48,393.70	50,812.32	53,358.24	56,031.46
213 Library Page - PT						
Hourly Rate:	16.90	17.75	18.64	19.56	20.54	21.57
Monthly Rate:	2,929.58	3,076.32	3,230.14	3,391.02	3,560.75	3,739.32
Annual Pay:	35,154.91	36,915.84	38,761.63	40,692.29	42,729.02	44,871.84



BUENA PARK Library District

Staff Report- Agenda Item 9

Date: June 23, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Resolution 2026-18 Establishing the Fiscal Year 2026-2027 Annual Appropriations Limit for the Buena Park Library District

Recommended Action:

Agenda Item 9

Approve Resolution 2026-18 Establishing the Fiscal Year 2026-2027 Annual Appropriations Limit in accordance with Article XIIIB of the Constitution of the State of California in the amount of \$19,323,883.

Background:

Article XIIIB of the Constitution of the State of California was passed into law on November 6, 1979, with voter approval of the Gann Initiative. For State and local governments, including special districts, this legislation mandated that the total annual appropriations subject to the limit shall not exceed the prior year's Appropriations Limit, adjusted for the change in the cost of living and population, except as otherwise provided in that Article. The Gann Initiative is implemented by Section 7900 et. seq. of the California Government Code. Section 7910 provides that the governing body of each jurisdiction shall annually establish its Appropriations Limit by Resolution.

The Appropriations Limit is calculated by determining appropriations financed by tax proceeds in the Fiscal Year 1978-1979 base year and adjusting the limit each subsequent year for changes in the cost of living and population. This Appropriations Limit is the maximum limit of proceeds from taxes the District may collect or spend each year. Appropriations financed by tax proceeds are limited to actual revenues collected if they are lower than the limit. The Appropriations Limit may be amended at any time during the fiscal year to reflect new data from the State of California Department of Finance.

Discussion

Based on the current calculation provided by the State of California Department of Finance, the District's FY 2026-2027 Appropriations Limit is \$19,323,883. Documentation showing the calculations of the Appropriations Limit (Exhibit A) has been made available at the Buena Park Library District, Administration Office, for review by the public for at least fifteen (15) days prior to June 23, 2026. The FY 2026-2027 Proposed Operating and Capital Budget appropriations financed by tax proceeds presented to the Board at their June 23, 2026, meeting is \$12,383,022, which is \$6,940,861 or 35.92% less than the FY 2026-2027 Appropriations Limit.

Fiscal Impact:

There is no fiscal impact associated with the adoption of the Appropriations Limit of \$19,323,883.

Attachment:

Exhibit A: Resolution 2026-18 and FY 2026-2027 Appropriations Limit Calculation

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2026-18

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2026-2027 FOR THE BUENA PARK LIBRARY DISTRICT
IN ACCORDANCE WITH THE PROVISIONS OF DIVISION 9 OF TITLE 1 OF
THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

WHEREAS, Article XIII B of the Constitution of the State of California as proposed by the Initiative Measure approved by the people at the special statewide election held on November 6, 1979, as implemented by SB1352 of 1980, as amended by Proposition 111 approved on June 5, 1990, and operative July 1, 1990, provides that the total annual appropriations subject to limitation of each local government shall not exceed the Appropriations Limit of such entity for the prior year adjusted for the change in the cost of living and the change in population except as otherwise specially provided for in said Article; and

WHEREAS, the State Legislature added Division 9 (commencing with Section 7900) to Title 1 of the Government Code of the State of California to implement Article XIII B of the California Constitution; and

WHEREAS, Section 7902(b) of the Government Code sets forth the method for determining the Appropriations Limit for each local jurisdiction; and

WHEREAS, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution, establish its Appropriations Limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or a noticed special meeting; and

WHEREAS, Section 7910 also requires that for fifteen (15) days prior to such adoption of the resolution, the records and documentation used to determine the appropriations limit and other necessary determinations shall be made available to the public for viewing; and

WHEREAS, the Board of Trustees of the Buena Park Library District wishes to establish the Appropriations Limit for Fiscal Year 2026-2027 for the Buena Park Library District in accordance with the provisions of Article XIII B of the Constitution and Sections 7900, *et seq.*, of the Government Code. Section 7902(b) of the Government Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Buena Park Library District as follows:

Section 1. The Board of Trustees of the Buena Park Library District elects to use the change in California per capita income as the cost-of-living adjustment factor and the annual population change for the City of Buena Park as the population adjustment factor provided by the State of California Department of Finance.

Section 2. The Board of Trustees of the Buena Park Library District reserves the right to adjust or amend the Appropriations Limit based upon the use of alternative growth factors as authorized by Proposition 111 if such changes or revisions would result in a more advantageous Appropriations Limit, now or in the future.

Section 3. The Board of Trustees of the Buena Park Library District establishes the upper limit of appropriations for the fiscal year 2026-2027, to be Nineteen Million, Three Hundred Twenty-Three Thousand, Eight Hundred Eighty-Three Dollars (\$19,323,883).

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District on this 23rd day of June, 2026, by the following vote:

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

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada
President, Library Board of Trustees

ATTEST:

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of Trustees of the Buena Park Library District of Orange County, California, adopted by said Board at its meeting on June 23, 2026

By: _____
Richard Rams
President Pro Tem

Buena Park Library District Appropriations Limit Calculation FY 2026-2027

A. LAST YEAR'S 2025-2026 APPROPRIATIONS LIMIT		\$ 18,493,838	
B. ADJUSTMENT FACTORS			
1. Price Factor - Percentage Change Over Prior Year Per Capita Personal Income 2025-2026	4.95	1.0495	(Per Capita Cost of Living Converted to a Ratio)
2. Buena Park Population Change by Percentage	(0.44)	0.9956	(Population Converted to a Ratio)
Total Adjustment Factor of FY 2026-2027 (%)		1.0448822	
C. ANNUAL ADJUSTMENT \$			
		\$ 19,323,883	
D. OTHER ADJUSTMENTS:			
Population inflation and inflation % adjustment		\$ -	
Sub-total		\$ -	
E. TOTAL ADJUSTMENTS			
		\$ -	
F. CURRENT YEAR 2026-2027 APPROPRIATIONS LIMIT			
		\$ 19,323,883	



Date: June 23, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Approval of Agreement with Complete Office Cleaning, LLC. for Janitorial Services

Recommended Action:

1) Approve the agreement with Complete Office Cleaning, LLC (dba Smart Janitorial Office Cleaning Systems); 2) Authorize an expenditure not-to-exceed \$43,340.00; 3) Authorize the Library Director to make any necessary non-monetary changes to the agreement; and 4) Authorize the Library Director to execute the agreement

Background:

The Buena Park Library District has relocated to a temporary facility where the property owner is maintaining the cleanliness of the restrooms, but the District is responsible for the cleanliness of the other occupied spaces. The District's prior external cleaning contractor was being utilized on a month-to-month basis and the relocation allowed an opportunity to invite proposals catered specifically for the relocation period and property.

Discussion:

Three janitorial companies responded to a request for qualifications and mandatory job walk, and two provided a responsive quote for one-time cleaning services. Only one out of the three provided a responsive quote for ongoing cleaning services. After a trial deep cleaning of the new temporary facilities, the District is recommending the award of the agreement to Complete Office Cleaning, LLC, dba Smart Janitorial Office Cleaning. The not-to-exceed amount allows for twice weekly cleanings, with periodic deep cleanings and additional add-on services as needed, if required, such as additional carpet cleanings, for a period of two years, but allows the District to terminate the agreement without penalty. This is important because the District does plan to return to its main facility but does not have a clear return date. The District will need a different scope of services upon return to the main library.

Recommendation:

Staff recommends that the Board approve the agreement with Complete Office Cleaning, LLC (dba Smart Janitorial Office Cleaning Systems) for janitorial services, authorize the expenditure not-to-exceed \$43,340.00 for janitorial services, authorize the Library Director to make any necessary non-monetary changes to the agreement and authorize the Library Director to execute the agreement.

Fiscal Impact:

The overall fiscal impact for janitorial services from Complete Office Cleaning, LLC over a two-year period is not-to-exceed \$43,340.00.

Exhibit:

Exhibit: Independent Consultant Agreement for Non-Construction Services (Janitorial) By and Between Buena Park Library District and Complete Office Cleaning, LLC

**INDEPENDENT CONSULTANT AGREEMENT FOR
NON-CONSTRUCTION SERVICES (JANITORIAL) BY AND BETWEEN BUENA PARK
LIBRARY DISTRICT AND COMPLETE OFFICE CLEANING, LLC**

This Independent Consultant Agreement for Non-Construction Services (Janitorial) ("Agreement") is made and entered into as of the [] day of [], 2026, ("Effective Date"), by and between Buena Park Library District ("District") and Complete Office Cleaning, LLC, dba Smart Janitorial Office Cleaning Systems ("Consultant") (each a "Party," and, together, the "Parties").

WHEREAS, the District is in need of the Services (as hereinafter defined) on a limited basis; and

WHEREAS, Consultant is specially trained, experienced and competent to perform the Services (as hereinafter defined) required by the District;

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** Consultant shall provide janitorial services, as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").
2. **Term.** This Agreement shall begin on the Effective Date, and terminate on [], 2028 ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.
 - 2.1. Under no circumstance shall this Agreement renew automatically. The Parties may, by mutual written agreement executed by both Parties, extend the Term.
3. **Board Approval Required.** This Agreement shall not be a valid contract until it is executed by both Parties and approved or ratified by District's governing board ("Board"). Should Consultant begin performing Services in advance of Board approval, any Services so performed in advance of the approval date will be provided at Consultant's risk.
4. **Submittal of Documents.** Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

<u> X </u>	Signed Agreement
<u> X </u>	Workers' Compensation Certification
<u> X </u>	Insurance Certificates and Endorsements
<u> X </u>	W-9 Form
<u> </u>	Other: _____

5. **Compensation.** District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Forty-Two Thousand, Three Hundred and Forty and 00/100 Dollars (\$42,340.00)** ("Fee"), inclusive of any and all costs or expenses paid or incurred by Consultant pursuant to Section 6. District shall pay Consultant according to the following terms and conditions:
 - 5.1. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit A**. If hourly billing applies, the itemized invoice shall reflect the hours spent by Consultant in performing its Services pursuant to this Agreement.
 - 5.2. Payment of the Fee shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made

within thirty (30) days after Consultant submits an invoice to District for Services actually completed and after District's written approval of the Services, or the portion of the Services for which payment is to be made.

6. **Expenses.** In addition to the Fee, there shall be no reimbursable costs or expenses paid or incurred by Consultant in performing services for District.
7. **Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any equipment used by Consultant or Consultant's agents, personnel, employee(s), and/or subcontractor(s), even if such equipment is furnished, rented or loaned to Consultant by District.
8. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.
9. **Independent Contractor.** Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

By checking the applicable box below, Consultant hereby represents and warrants to District the following:

- Consultant is and shall be a resident of the State of California or is otherwise exempt from withholding. To the extent an exemption is sought, Consultant will provide District with appropriate evidence including, without limitation, FTB Form 590. Consultant shall still be responsible for payment of all state and federal taxes.
- Consultant is not a resident of the State of California or otherwise not exempt from withholding, and Consultant authorizes District to withhold from all payments made to Consultant under this Agreement all taxes required to be withheld by law. (See, e.g., California Revenue & Taxation Code section 18661 et seq.)

10. Performance of Services.

- 10.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California library districts.
- 10.2. **Certificates/Permits/Licenses/Registration.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses and registration as are required by law in connection with the furnishing of Services pursuant to this Agreement.
- 10.3. **Safety and Security.** Consultant is responsible for maintaining safety in the performance of this Agreement. Consultant shall be responsible for ascertaining from District the rules and regulations pertaining to safety, security, and driving on District grounds, particularly when children are present.
- 10.4. **District Approval.** The Services provided herein must meet the approval of District. District may evaluate Consultant in any way District is entitled pursuant to applicable law, including, without limitation, announced and unannounced observance of Consultant, Consultant's employee(s), and/or subconsultant(s).
- 10.5. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:
 - 10.5.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.
 - 10.5.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
- 10.6. **Confidentiality.** Consultant shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the expiration or earlier termination of this Agreement.

11. **Originality of Services.** Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

12. [Reserved.]

13. Termination.

- 13.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be

deemed given when received by Consultant or no later than three (3) calendar days after the day of mailing, whichever is sooner.

13.2. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

13.2.1. material violation of this Agreement by Consultant; or

13.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, District may secure the required services from another Consultant. If the expense, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expense, fees, and/or costs to District upon the receipt of District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

13.3. Upon termination, Consultant shall provide District with all documents produced, maintained or collected by Consultant pursuant to this Agreement, whether or not such documents are final or draft documents.

14. **Disputes.** In the event of a dispute between the Parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the Parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other Party. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other Party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District.

15. **Attorney's Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each Party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

16. **Indemnification.**

16.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own

expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties.

16.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim. Consultant's obligation pursuant to this Section includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.

16.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

17. Insurance.

17.1. Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	 \$1,000,000 \$2,000,000
Automobile Liability Insurance - Any Auto Each Occurrence General Aggregate	 \$1,000,000 \$2,000,000
Workers' Compensation Insurance	Statutory Limits
Employer's Liability Insurance	\$1,000,000

17.1.1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising from the performance of any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

17.1.2. **Workers' Compensation and Employer's Liability Insurance.** Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services in accordance with provisions of section 3700 of the California Labor Code. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services. That policy shall provide employer's liability coverage per accident for bodily injury or disease.

17.2. **Proof of Insurance.** Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

17.2.1. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

17.2.2. An endorsement for each policy stating that coverage shall not be canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to District.

17.2.3. An endorsement stating that District and its Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance and Employer's Liability Insurance. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insureds.

17.2.4. An endorsement stating that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District.

17.2.5. An endorsement stating that there shall be a waiver of any subrogation against District and its respective elected officials, officers, employees, agents, representatives, contractors, trustees, and volunteers.

17.2.6. All policies except the Workers' Compensation and Employer's Liability Insurance Policies shall be written on an occurrence form.

17.2.7. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

17.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to District.

18. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

19. **Compliance with Laws.** Consultant shall observe and comply with all rules and regulations of the Board and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Agreement are at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any work that is in violation of any laws, ordinances, rules

or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

20. **Employment with Public Agency.** Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.
21. **Non-Discrimination.** Consultant herein agrees to comply with the provisions of the California Fair Employment and Housing Act as set forth in part 2.8 of division 3 of the California Government Code, commencing at section 12900; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; and all administrative rules and regulations found to be applicable to Consultant and all of its subconsultants. In addition, Consultant agrees to require like compliance by all its subconsultant(s).
22. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or electronic mail, addressed as follows:

District:

Buena Park Library District
ATTN: Helen Medina
7150 La Palma Ave.
Buena Park, CA 90620
hmedina@buenaparklibrary.org

Consultant:

Complete Office Cleaning, LLC
ATTN:
645 N. Eckhoff St.
Orange, CA 92868
[EMAIL]

Any notice personally given or sent by electronic mail shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective on the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) calendar days after deposit in the United States mail.

23. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
24. **Amendments, Changes and Modifications.** This Agreement may not be amended, changed, modified, altered or terminated without the written agreement of both Parties hereto.
25. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
26. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California and venue of any action shall be in the county in which District's administrative offices are located.
27. **Waiver.** The waiver by either Party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition,

or any subsequent breach of the same or any other term, covenant, or condition herein contained.

28. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
29. **Assignment.** The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant.
30. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
31. **Authority to Bind Parties.** Neither Party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
32. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
33. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
34. **Signature Authority.** Each Party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
35. **Execution of Other Documents.** The Parties shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.
36. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.
37. **Incorporation of Recitals and Exhibit.** The Recitals and any exhibits and attachments attached hereto are hereby incorporated herein by reference.
38. **Order of Precedence.** The Parties agree that any conflict or inconsistency among the terms contained in this Agreement and any document attached hereto, or referenced herein, shall be resolved in the following order of precedence: (1) the body of this Agreement, (2) any exhibit or addendum to this Agreement, (3) any purchase order issued by the District to Consultant, and (4) any quote, bid, proposal, order or service form or any other document issued by Consultant to District and that is expressly referenced and incorporated into this Agreement. Consultant's terms and conditions are not incorporated into this Agreement.

[Signature page follows.]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

Dated: _____, 2026

Dated: _____, 2026

Buena Park Library District

Complete Office Cleaning, LLC

By: _____

By: _____

Print Name: _____

Print Name: _____

Print Title: _____

Print Title: _____

Information regarding Consultant:

License No.: _____

_____ :

Registration No.: _____

Employer Identification and/or
Social Security Number

Address: _____

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.

Telephone: _____

Facsimile: _____

E-Mail: _____

Type of Business Entity:

- ___ Individual
- ___ Sole Proprietorship
- ___ Partnership
- ___ Limited Partnership
- ___ Corporation, State: _____
- ___ Limited Liability Company
- ___ Other: _____

**EXHIBIT A
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT
AND HOURLY BILLING RATES AND/OR UNIT PRICES**

Consultant's entire proposal is **not** made part of this Agreement.

[Exhibit begins on following page.]

DRAFT

Janitorial Cleaning – 10 rooms

Admin spaces (classrooms) and library space (classrooms)

- Clean interior/ exterior entry doors.
- Wipe down and disinfect all phones. If applicable
- Wipe down all common areas and personal desks.
- Dust and wipe down door jams, doors plates. (as needed)
- Wipe down all window sills.
- Low and high dust for hard-to-reach areas.
- Vacuum to remove most soils from floors.
- Take out and replace trash liners at every station. (Customer to provide trash liners)

Carpet cleaning - Van-Mounted System

The service will include:

- Pre-inspection of all carpeted areas to identify stains, traffic patterns, and material type.
- Pre-treatment using industry-standard cleaning solutions to loosen soil and debris.
- Agitation of high-traffic areas to ensure deeper penetration of cleaning agents.
- Hot Water Extraction (Van-Mounted System):
 - High-pressure heated water injection
 - Powerful vacuum extraction for soil removal
 - Significantly reduced drying time compared to portable units
- Spot Treatment for stubborn stains (as needed).
- Final Grooming to restore carpet appearance and uniformity.
- Post-inspection to ensure all areas meet Smart Janitorial's quality standards.

Equipment Used – Van-Mounted Extraction System

Our van setup includes:

- Commercial-grade truck-mount extraction machine
- High-temperature water heating system for deeper sanitization
- High-pressure solution lines and vacuum hoses
- On-board clean water and recovery tanks
- Professional carpet wands and specialty tools
- Integrated power and waste management system

This setup allows for stronger suction, hotter water, and more efficient cleaning than portable units, resulting in a noticeably cleaner and fresher carpet.



Service Option #	Service	Monthly cost
Option 1	1x a week – janitorial services	\$830.00
Option 2	2x a week – janitorial services	\$1,410.00
Option 3	3x a week – janitorial services	\$1,992.00
Option 4	4x a week – janitorial services	\$2,496.00
Option 5	5x a week – janitorial services	\$2,990.00
Option 6	6x a week – janitorial services	\$3,584.00

Service Option #	Service	Per requested (one time cost)
Option 7	Initial Deep cleaning – move in ready (this will be a much deeper clean inside cabinets and hard t reach sections – storage rooms with attention to a move in ready)	\$2,117.00
Option 8	1 st time Carpet cleaning / extraction with Vehicle set up.	\$1,757.70
Option 9	Window cleaning (interior & exterior)	\$710.00
Option 10	Exterior of building de-cobwebbing (won't need any washing of walls- ill personally make sure all the webs and bird residue are removed)	\$320.00
Option 11	Washing of walls on both buildings	\$2,120.00
Option 12	Pressure washing of fence – removal of bird droppings	\$520.00
Special option we will honor when time reached	6 months in Deep cleaning (we will do a complimentary 6 months in deep cleaning in classrooms (10 units)	\$1,900.00 this will be rewarded when 6 months is reached .

Option 7, 8,9,10,12	This is all the options listed as a one time service – what I recommend for the best results and the best cost efficient plan (Discount added as a bulk deal) I will also add the blowing of the leaves and removal of them with this as well.	\$5,424.00 \$4,500.00
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This includes all cost of general Cleaning of your facility, wages, taxes and insurance to fulfill the specifications above. Smart Janitorial is fully licensed, bonded, and insured. We are dedicated to your 100% satisfaction; we look forward to doing business with you. Thank you for your time and consideration.



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Date: June 23, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Approval of Attendance of the Board President at the 2026 CSDA Conference

Recommended Action:

1) Approve attendance of Board President at the 2026 California Special Districts Association Annual Conference and Exhibitor Showcase including registration fees of \$990.00, hotel accommodations of approximately \$179.00 a night plus fees, and mileage and meal reimbursements.

Background:

The California Special Districts Association (CSDA) Annual Conference and Exhibitor Showcase will take place August 24-27, 2026, in Palm Desert, California. The conference is an opportunity to learn about policies, issues, and legislative updates that affect Special Districts and to engage with professionals and Board Members from throughout California. The annual conference schedule is now available here: <https://www.csdanet.org/viewdocument/annual-conference-exhibitor-showc>

Discussion:

Trustees are encouraged to attend educational conferences and meetings that will improve District and Board operations. The District is authorized to reimburse Trustees for the expenses pursuant to the policies outlined in the Library Board of Trustees Policies and Procedures ("Trustee Handbook").

Attendance of Trustees at conferences must be approved by the Board of Trustees. Upon return from the conference, Trustees are to provide a written or verbal report on their activities.

The Library Director will attend with the Board President. The Library Director's attendance approval is part of the annual budget package.

Recommendation:

Staff recommends that the Board approve attendance of the Board President at the California Special Districts Association Conference for 2026, including registration, hotel accommodations, and reimbursements.

Fiscal Impact:

Conference Registration:

- Up to \$990.00

Hotel Accommodations:

- Approximately \$179.00 plus tax. Rooms may not be available at the conference block and may exceed the rate.

Reimbursements: mileage and meals according to District policy.



FUTURE AGENDA ITEMS

Agenda preparation for the Regular Meeting which will be held on July 7, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees.

ADJOURNMENT