SPECIAL MEETING AGENDA

Board of Library Trustees | Buena Park Library District

2nd Floor Board Room
7150 La Palma Avenue
Buena Park, CA 90620
Thursday, June 26, 2025 | 5:30 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 Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (714) 826-4100 Extension 120 at least 48 hours prior to the meeting so the Buena Park Library District may make reasonable arrangements to ensure accessibility to the meeting.

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

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

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

4. **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. Accept and File Annual Audit Report for Fiscal Year ending June 30, 2024

7. Public Hearing to Discuss the status of vacancies, recruitments, and retention efforts of the Buena Park Library District pursuant to Government Code Section 3502.3 subsection a paragraph 1

   7a. Receive and File a report on the Buena Park Library District's staffing vacancies and recruitment and retention efforts

8. Resolution 2025-5 Approving Amendment No. 2 to Agreement for Professional Services with Regional Government Services

9. Receive and file the Classification and Compensation Study of Library Director position

10. Declaration of Vacancy in Trustee Area 5 and Replacement Process
    a. Receive and file notification of vacancy
    b. Consideration of options for filling the vacancy

    If an appointment in lieu of an election is selected:
    c. Review and approve application for interested candidates
    d. Review and approve interview questions
    e. Select date for Special Meeting (July 22, July 23, or July 24 at 5:30 p.m.)

FUTURE AGENDA ITEMS

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

ADJOURNMENT

CERTIFICATION OF POSTING

I, Patty Salas, Administrative Assistant of the Buena Park Library District, hereby certify that the Agenda for the June 26, 2025, Special Meeting of the Library Board of Trustees of the Buena Park Library District was posted on June 25, 2025 at 7150 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 26, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Acceptance of FY 2023-2024 Audit Report

Recommended Action:
Agenda Item 6

Accept and File the FY 2023-2024 Audit Report as presented by the District's external auditors, Chavan & Associates, LLP.

Background:

On February 4, 2025, the Board authorized a professional services agreement with Chavan & Associates, LLP to conduct the annual independent audit of the District's financial statements for the fiscal year ending June 30, 2024, in compliance with Government Code Section 26909, which mandates such audits for special districts.

Following the departure of the District's Business Officer, the Board engaged Regional Government Services (RGS) to provide financial support and to assist with preparing complete and accurate financial records for the audit.

Over the past several weeks, RGS staff have collaborated closely with Chavan & Associates to complete the audit process. We are pleased to report that the District received an unmodified ("clean") opinion from the auditors on both its financial statements and internal control practices.

The findings and highlights of the audit will be formally presented by the auditors at the Special Board Meeting scheduled for June 26, 2025.

Presentation:
Sheldon Chavan, Chavan & Associates, LLP
Paul Pham, Chavan & Associates, LLP

Fiscal Impact:
None. Informational Only.

Attachments:

Exhibit 6A: Financial Statements and Independent Auditor's Report June 30, 2024
Exhibit 6B: June 30, 2024 Audit Results Board Presentation

EXHIBIT 6B

Buena Park Library District

JUNE 30, 2024

AUDIT RESULTS

Chavan and Associates, llp
Certified Public Accountants

Standards and Responsibilities



Generally Accepted Auditing Standards

Risk Based Audit

Issue an Opinion on the Financial Statements by Opinion Unit



Generally Accepted Governmental Auditing Standards

Internal Controls

Compliance



Objective

Express an Opinion on the Financial Statements



Responsibilities

Reasonable Assurance

Risk Based

Materiality

Internal Controls

	2024	2023	Change	Percentage Change
Assets				
Current Assets	$ 11,559,168	$ 10,448,299	$ 1,110,869	10.63%
Other Noncurrent Assets	441,942	33,190	408,752	1231.55%
Capital Assets	3,390,230	2,828,522	561,708	19.86%
Total Assets	$ 15,391,340	$ 13,310,011	$ 2,081,329	15.64%
Total Deferred Outflows of Resources	$ 1,654,589	$ 1,087,019	$ 567,570	52.21%
Liabilities				
Current Liabilities	$ 138,225	$ 114,939	$ 23,286	20.26%
Noncurrent Liabilities	818,091	554,112	263,979	47.64%
Total Liabilities	$ 956,316	$ 669,051	$ 287,265	42.94%
Total Deferred Inflows of Resources	$ 963,896	$ 461,405	$ 502,491	108.90%
Net Position				
Net Investment in Capital Assets	$ 3,390,228	$ 2,828,522	$ 561,706	19.86%
Unrestricted	11,735,489	10,438,052	1,297,437	12.43%
Total Net Position	$ 15,125,717	$ 13,266,574	$ 1,859,143	14.01%

Government Wide Statement of Net Position

	2024	2023	Change	Percentage Change
Revenues				
Program revenues	$ 2,428,991	$ 2,511,326	$ (82,335)	-3.28%
General revenues:				
Property taxes	2,340,180	2,275,404	64,776	2.85%
Investment earnings	257,258	99,696	157,562	158.04%
Miscellaneous	3,443	6,194	(2,751)	-44.41%
Total Revenues	5,029,872	4,892,620	137,252	2.81%
Program Expenses				
Library operations	3,170,729	3,775,356	(604,627)	-16.02%
Change in Net Position	1,859,143	1,117,264	741,879	66.40%
Beginning Net Position	13,266,574	12,149,310	1,117,264	9.20%
Ending Net Position	$ 15,125,717	$ 13,266,574	$ 1,859,143	14.01%

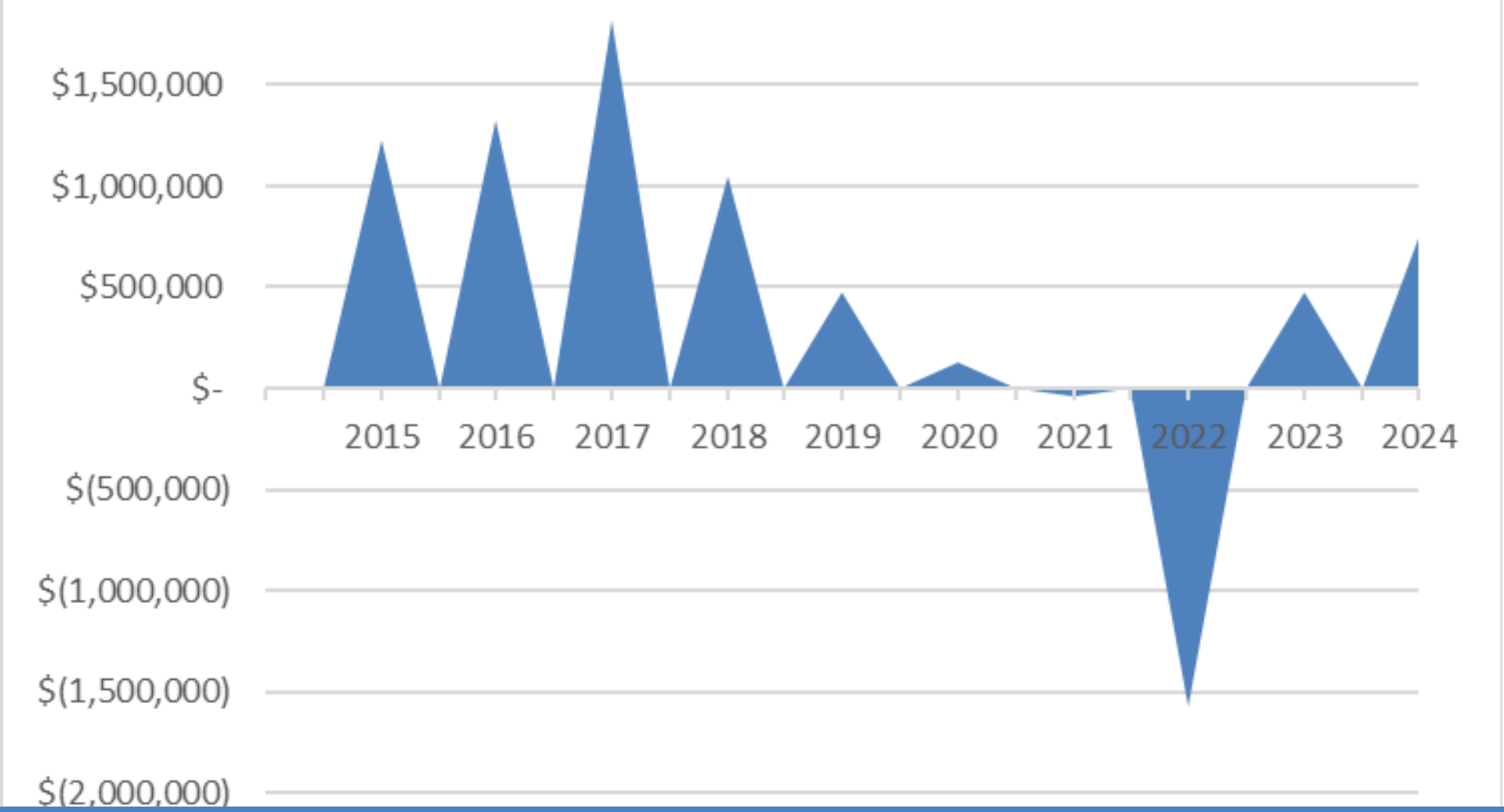
Government Wide Statement of Activities

	2024	2023	Percentage Change
Nonspendable for prepaid items	$ 60,387	$ 53,798	12%
Unassigned	11,360,555	10,279,562	11%
Total Fund Balance	$ 11,420,942	$ 10,333,360	11%

Fund Balance in the General Fund

	2024	2023	Change	Percentage Change
Land	$ 186,335	$ 186,335	$ -	0.00%
Construction-in-Progress	-	13,132	(13,132)	-100.00%
Improvements	3,047,021	2,423,446	623,575	25.73%
Equipment	153,181	180,996	(27,815)	-15.37%
Furniture and fixtures	3,693	24,613	(20,920)	-85.00%
Total Capital Assets - Net	$ 3,390,230	$ 2,828,522	$ 561,708	19.86%

Capital Assets



Net Pension Liability



Audit Results

- No Exceptions in Audit Opinions
- No Material Weaknesses
- No Disagreements with Management
- No Significant Passed on Adjustments

BUENA PARK Library District

Staff Report- Agenda Items 7 and 7a.

Date: June 3, 2025
To: Library Board of Trustees
From: Helen Medina, Library Director
Subject: Public Hearing to Discuss the Status of Vacancies, Recruitments, and Retention Efforts of the Buena Park Library District Pursuant to Assembly Bill 2561

Recommended Action(s):

Agenda Items 7 and 7a.

Hold a Public Hearing to Discuss the Status of Vacancies, Recruitments, and Retention Efforts of the Buena Park Library District Pursuant to Assembly Bill 2561

Receive and File Exhibit A: 2024 AB 2561 Data on Recruitment Trends and Insights

Background:

Assembly Bill 2561 (AB2561) imposes new obligations on public agencies related to tracking and presenting information on job vacancies. This report discusses the District's legal obligations under the new law, which took effect January 1, 2025.

AB 2561 was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year. The bill was enacted into law and is codified in Government Code section 3502.3.

In compliance with the new legal obligations, public agencies are required to do the following:

1. Public Hearing: At least once each fiscal year, at a public hearing before the Board, the District shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. (Gov. Code § 3502.3(b)).

3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the agency must provide additional information during the public hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c)).

Only Item 1 is applicable to Buena Park Library District.

The Regional Government Services Recruitment Team provided the Buena Park Library District (BPLD) staff support in compiling AB 2561 data and information for this report.

Discussion:

Each year beginning with this report BPLD will schedule and hold a hearing prior to budget adoption to comply with AB 2561.

The data that BPLD will report on to meet the compliance requirements of AB 2561 each year will be based on the previous calendar year, with a snapshot of the activity on December 31 of each year. The data that AB 2561 requires to be reported is on recruitment, vacancy, and retention efforts or activities. All BPLD positions are unrepresented and therefore BPLD will not need to meet the additional communication or data collection required for organization with recognized bargaining units.

The data for calendar year 2024 activity as of December 31, 2024, is:

Organizational Efforts
- Budgeted Positions – 16
- Hires – 0
- Open Positions – 1
- Retention – 94%
- Vacancy Rate – 6%

When analyzing the recruitment strategies, applicable policies, procedures, and recruitment activities this year, several potential challenges have been identified for the Buena Park Library District (BPLD). The first challenge that BPLD faces is its structure—BPLD is staffed by approximately 22 part-time individuals in addition to the 16 full-time staff employed. Part-time staff are hired to address operational peaks to address the library's need to provide services to the public. Specifically, the amount of available work is

not voluminous enough to warrant hiring full-time staff members and instead requires a larger workforce during limited hours with smaller time commitments, often outside of typical business hours. An additional challenge BPLD faces is the need for a more defined structure and formal requisition process when filling vacancies to support a consistent and effective hiring process. Third, the cost of living in the area has risen dramatically, which can impact attracting candidates. Lastly, when BPLD conducted a classification and compensation study, results yielded that the benefits provided by BPLD are not as competitive relative to competing organizations which can hamper recruitment efforts.
In addressing the above recruitment challenges, some opportunities have been identified. To address the opportunity of creating more structure when hiring, BPLD can seek the guidance of experts or consultants who can help identify optimal workflows and technology to meet BPLD needs. To address compensation concerns, BPLD can conduct studies to ensure the pay and benefits are competitive and attractive to both current and prospective employees.

Fiscal Impact:

There is no fiscal impact associated with this report.

Attachments:

Exhibit A: 2024 AB 2561 Data on Recruitment Trends and Insights

EXHIBIT A

May 2025

2024 AB 2561 Data

Data on Recruitment Trends and Insights

Presented to

Buena Park Library District

Prepared by

RGS STAFF

AB 2561 Data
BPLD

Activity and Data as of December 31, 2024



16

Budgeted Positions



0

Hires



1

Open Position



94%

Retention



0 days

Time to Hire



6%

Vacancy Rate

Hiring Timeline Overview

Phase one of the recruitment involves the creation of a vacancy. Vacancies can arise for a variety of reasons, including separation, retirement, internal movement, or the creation of a newly budgeted position.

Phase two is when the recruitment process begins in earnest and includes the creation of the requisition, type of recruitment, and posting of the role. During this phase, the expectations of the role and marketing approach are specified to target and engage the appropriate talent.

Phase three focuses on the selection process and includes an evaluation of applicant knowledge, skills, abilities, and experience. At the conclusion of this process, an offer is made to the top performing candidate.

During **phase four**, a conditional job offer is made to the selected candidate. The job offer specifies the pay, benefits, and anticipated start-date for the candidate.

Once the selected candidate accepts the conditional job offer, **phase five** ensues, which includes the background check and physical requirement (if needed).

The final step in hiring is **phase six**: job placement. After the selected candidate has passed their pre-employment evaluations, an official start-date is established, and the candidate begins employment on the agreed upon date.

Phase 1
Vacancy Created

Phase 2
Recruitment Begins

Phase 3
Selection Process

Phase 4
Offer Provided

Phase 5
Background Check

Phase 6
Job Placement

Recruitment Strategies Analysis

Evaluating effectiveness and outcomes of our hiring process

When analyzing the recruitment strategies, applicable policies, procedures, and recruitment activities this year, several potential challenges have been identified for the Buena Park Library District (BPLD). The first challenge that BPLD faces is its structure—BPLD is staffed by approximately 22 part-time individuals in addition to the 16 full-time staff employed. Part-time staff are hired to address operational peaks to address the library's need to provide services to the public. Specifically, the amount of available work is not voluminous enough to warrant hiring full-time staff members and instead requires a larger workforce during limited hours with smaller time commitments, often outside of typical business hours. An additional challenge BPLD faces is the need for a more defined structure and formal requisition process when filling vacancies to support a consistent and effective hiring process. Third, the cost of living in the area has risen dramatically, which can impact attracting candidates. Lastly, when BPLD conducted a classification and compensation study, results yielded that the benefits provided by BPLD are not as competitive relative to competing organizations which can hamper recruitment efforts.



In addressing the above recruitment challenges, some opportunities have been identified. To address the opportunity of creating more structure when hiring, BPLD can seek the guidance of experts or consultants who can help identify optimal workflows and technology to meet BPLD needs. To address compensation concerns, BPLD can conduct studies to ensure the pay and benefits are competitive and attractive to both current and prospective employees.

BUENA PARK Library District

Staff Report- Agenda Item 8

Date: June 26, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Resolution 2025-5 Approving Amendment No. 2 to Agreement for Professional Services with Regional Government Services

---

Recommended Action:
Agenda Item 8

Approve Resolution 2025-5 Approving Amendment No. 2 to Agreement for Professional Services with Regional Government Services in the amount of $179,900.00.

Background:

In August 2024, the Board of Library Trustees authorized the District to enter into a professional services agreement with Regional Government Services (RGS) for consulting services for an amount not-to-exceed $22,000.00 for an assessment of financial, payroll, and personnel policies and procedures. With the departure of our former Business Officer, it evolved into operational support to continue critical business functions. The Board approved an amendment to the original agreement for ongoing support and remediation for a not-to-exceed fee of $130,000.00 intended to provide support through the end of the fiscal year, increasing the contract amount to $152,000.00.

Regional Government Services has assisted with numerous finance functions, including procurement and project management of the annual audit, evaluation and recommendations for internal controls, assistance with matters relating to the Department of Tax and Fee Administration and State Controller's Office, revision of the chart of accounts, reworking of the operating, revenue, personnel, and capital budgets, assistance with establishing investment and bank accounts, and other projects in support of District operations. RGS has also provided guidance on best practices and support in establishing procedures and policies to implement them.

Discussion

Going forward, the District requires continued support as we evaluate the needs of the organization. In addition to providing continued operational support through the year, RGS will continue to assist with establishing new policies and practices. Utilizing finance experts has revealed that the District has been operating with unmet needs and requires operational improvements. In FY 25-26, the District will need to explore financing a capital project, may receive federal and/or grant funding that requires expert accounting, and intends on recruiting and training a key staff member to perform some of the District's

financial operations. Many districts utilize consulting services in addition to in-house staff. It is reasonably anticipated that as we recruit and train a new employee toward the mid-point to second-half of the fiscal year, that we will also need to continue utilizing consulting support as a long-term operational strategy to maintain compliance and best practices.

Fiscal Impact:

This amendment increases the contract amount by $179,900.00 to provide finance support through the 2025-2026 fiscal year, increasing the total contract amount from $152,000.00 to $331,900.00. This is allocated in the final budget being presented to the Board in the July 1, 2025 proposal.

Attachments:

Resolution 2025-5

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2025-5

RESOLUTION OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY APPROVING AMENDMENT NO.2 TO AGREEMENT FOR PROFESSIONAL SERVICES WITH REGIONAL GOVERNMENT SERVICES

WHEREAS, on December 3, 2024, the Governing Board ("Board") of the Buena Park Library District ("District") approved Resolution 2024-13 ratifying the agreement with Regional Government Services ("RGS") dated August 9, 2024 and Amendment No. 1 to the Agreement dated November 14, 2024 for a total not-to exceed amount of One Hundred and Fifty-Two Thousand Dollars and 00/100 ($152,000.00); and

WHEREAS, the District and RGS now desire to amend and supplement the Agreement to further specify and provide for additional scope of services and to increase the not-to-exceed price by One Hundred Seventy-Nine Thousand and Nine Hundred Dollars and 00/100 ($179,900.00), establishing a revised not-to-exceed total fee for Project Services of Three Hundred Thirty One Thousand Nine Hundred Dollars and 00/100 ($331,900.00) attached hereto as Exhibit "A";

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

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

Section 2. That the Board hereby approves and ratifies Amendment No. 2 to the Agreement By and Between Buena Park Library District and Regional Government Services. attached hereto as Exhibit "A."

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

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District, this 26th day of June, 2025, by the following vote:

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

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada, President Pro Tem

ATTEST:

_____

For Approval

EXHIBIT "A"

Amendment No.2 to Agreement for Professional Services

For Approval

Docusign Envelope ID: 40572ECF-F835-42F6-86DC-7A95930C7197

EXHIBIT A

REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

AMENDMENT NO. 2 TO AGREEMENT FOR PROFESSIONAL SERVICES

This second amendment to the Agreement for Professional Services between the **BUENA PARK LIBRARY DISTRICT** ("Agency") and Regional Government Services Authority, hereinafter called "RGS" is made and entered into this 1st day of July, 2025.

RECITALS

The Agency and RGS entered into an Agreement for services dated August 6, 2024. This Amendment is entered into with reference to the following facts and circumstances:

A. **Section 2, Term of Agreement and Termination,** in Subsection 2.1, is amended to extend the anticipated date of completion to June 30, 2026.

B. **Section 3**, **Compensation**, is amended to increase the Not To Exceed (NTE) amount by $179,900, to a revised total of $331,900. For the avoidance of doubt, the added funding is to be allocated to the provision of Financial Services only.

C. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Additional Services Amendment to be executed on the date first above written by their respective officers duly authorized in that behalf.

Dated: _____	Dated: 6/20/2025
Agency	RGS
_____	Signed by: Sophia Selivanoff 3825XXXXXXXXXXX _____
Helen Medina Library Director E: hmedina@buenaparklibrary.org	Sophia Selivanoff, Executive Director

BUENA PARK Library District

Staff Report- Agenda Item 9

Date: June 26, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Classification and Compensation Study of Library Director Position

---

Recommended Action:
Agenda Item 9

Informational Only.

Receive and File Total Compensation Study for Library Director position and job classification description.

Background:

In January 2025, the Board of Library Trustees requested that Gallagher, formerly known as Koff & Associates, perform a classification and compensation study of the Library Director classification. This study looked at job titles, duties, and compensation from local agencies with similar budgets; it was not an evaluation of an individual person or their work performance.

The results of the study are included here in the form of a job classification description for the Library Director and a Total Compensation Study with a summary of findings. Gallagher utilized the same comparator agencies that were used in the 2021 and 2024 compensation studies performed for the District.

Fiscal Impact:

These items are informational only.

Attachments:

Exhibit 9A: Buena Park Library Director Total Compensation Study Final Report
Exhibit 9B: Buena Park Library Director Classification Description

EXHIBIT 9A

4/25/2025

TOTAL COMPENSATION STUDY FINAL REPORT

Buena Park Library District



Gallagher

Insurance | Risk Management | Consulting

Formerly Koff & Associates

Gallagher

Insurance | Risk Management | Consulting

4/25/2025

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

Dear Ms. Medina:

Gallagher is pleased to present the Total Compensation Study Final Report to the Buena Park Library District (The District). This report documents the market compensation survey methodology, findings, and recommendations for implementation.

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

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

Very truly yours,

Mike Harary

Mike Harary
Project Manager

Gallagher
ajg.com/ps-class-comp

Contents

Executive Summary 3
Background 3
Summary of Findings....3
Study Process....3
Benchmark Classifications....3
Comparator Agencies....4
Salary and Benefits Data....4
Data Collection....5
Matching Methodology 6
Data Spreadsheets....7
Market Compensation Findings....7
Recommendations....7

List of Tables

Table 1. Comparator Agencies....4
Table 2. Market Compensation Results Summary 7

Appendices

Appendix I - Library Director Total Compensation Survey Results

Appendix II - Library Director Vacation Cash-out Practices

Executive Summary

Background

In April 2025, Gallagher conducted a comprehensive Total Compensation Study for the Buena Park Library District Library Director position. All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

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

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

Summary of Findings

This report summarizes the study methodology, analytical tools, and the total compensation (salary and benefits) survey findings. The results of the total compensation study showed:

- The District's Library Director ***base salary, overall, in comparison to the market median is 12.43% below the market.***
- The District's Library Director ***total compensation, overall, in comparison to the market median is 26.4% below the market.***
- The Buena Park Library Districts's ***benefits package*** puts the Library Director in a less competitive position compared to the market and, therefore, salary decisions should be based on total compensation versus base salary market results.
- Gallagher considers a classification falling within 5% of the median to be competitive.

Study Process

Benchmark Classifications

The study included just 1 "benchmark" classification, The Library Director, to collect salary and benefits data within the defined labor market.

Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. In developing the list of potential comparator agencies, Gallagher utilized the same agencies included in the 2024 Compensation Study as reflected in this list of twelve (12) agencies.

Table 1. Comparator Agencies

Agency
1. Altadena Library District
2. City of Alhambra Library
3. City of Arcadia Library
4. City of Commerce Library
5. City of Downey Library
6. City of Fullerton Library
7. City of Mission Viejo Library
8. City of Orange Library
9. City of Redondo Beach Library
10. City of Santa Ana Public Library
11. City of Whittier Public Library
12. Placentia Library District

Salary and Benefits Data

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

1. **Monthly Base Salary**

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

2. **Deferred Compensation**

   Deferred compensation contributions provided to all employees of a classification with or without requiring the employee to make a contribution is reported.

3. **Insurances**

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

   - Cafeteria/Flexible Benefit Plan

- Medical
- Dental
- Vision
- Other

4. **Leaves**

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

   - **Vacation**: The number of paid time off (or vacation) hours available to all employees who have completed five years of employment.
   - **Holidays**: The number of holiday hours (including floating hours) available to employees.
   - **Administrative:** Administrative (or management) leave is normally the number of paid leave hours available to Fair Labor Standards Act ("FLSA") Exempt and/or management to reward for extraordinary effort (in lieu of overtime). This leave category may also include personal leave which may be available to augment vacation or other time off.

5. **Auto Allowance**

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

7. **Other**

   - **Technology Allowance**- This category captures the monthly cash value of any agency paid allowance or reimbursement for cell phones and/or internet services.
   - **Education Pay**- This category includes the cash value of any educational incentive pay for employees who possess a Master's degree.

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

Data Collection

Data was collected during the months of March and April 2025, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

Matching Methodology

Gallagher believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on the District's classification descriptions as the foundation for comparison.

When Gallagher researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at the District. Therefore, Gallagher does not match based upon job titles, which can often be misleading, but rather analyzes class descriptions before a comparable match is determined.

Gallagher's methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

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

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

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

Data Spreadsheets

The Top Monthly Base Salary is reported for the benchmark classification. The average (mean) and median (midpoint) of the comparator agencies are reported; the % above or below that the District is compared to the average and median is also reported.

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

In order to calculate the mean and median, Gallagher requires that there be a minimum of four (4) comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for all three (3) benchmark classifications.

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

Market Compensation Findings

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

Table 2. Market Compensation Results Summary

Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
Library Director	10	-12.43%	-26.4%

Recommendations

Pay Philosophy

The District has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the District's pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation

programs, and how great the competition is with other agencies over recruitment of a highly qualified workforce.

Proposed Salary Structure

Currently, the District has a salary structure with ranges that are approximately 2.5% apart from one another. Each salary range has six (6) steps with 5.0% between each step. The Consultant recommends the District maintain the same structure, which has been updated to reflect the most recent (i.e., July 2024) salary rates.

Options for Implementation

While the District may be interested in bringing salaries to the market median for the surveyed classification, in most cases this goal may not be reached with a single adjustment. In this case, one option is to move employees into the salary range that is recommended for their class based on this market study, and to the step within the new range that is either closest to their current compensation rate or reflects close to a 5.0% increase from their current rate. If employees' current salaries are significantly below market so their current compensation falls below the bottom of the newly recommended range, then larger adjustments would be needed to move those employees at least to the bottom of the new salary range.

Using the Market Data as a Tool

Gallagher would like to reiterate that this report and the findings are meant to be a tool for the District to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and the District's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give the District an instrument to make future compensation decisions.

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

Respectfully submitted by,
Gallagher, Formerly Koff & Associates

Mike Harary

Mike Harary
Project Manager

Appendix I - Buena Park Library District - Library Director Total Compensation Survey - April 16, 2025

Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Deferred Comp	Family Medical, Dental, Vision	Monthly Value of Holidays	Monthly Value of Vacation	Monthly Value of Admin Leave	Monthly Auto Allowance	Monthly Tech Allowance - Reimb	Education Incentive for Master's	Total Monthly Value of Benefits	Total Compensation
1	Altadena Library District	Library District Director	$19,520	11/4/2024	$0	$1,675	$901	$1,351	$938	$600	$0	$0	$5,466	$24,986
2	Placentia Library District	Library Director	$17,466	9/8/2024	$0	$3,573	$1,595	$1,478	$0	$600	$50	$0	$7,296	$24,762
3	City of Santa Ana	Library Services Director	$18,315	1/14/2024	$0	$2,180	$986	$1,057	$881	$500	$100	$0	$5,703	$24,018
4	City of Commerce	Director of Library Services	$17,352	7/1/2024	$521	$2,599	$801	$1,001	$667	$500	$80	$0	$6,169	$23,521
5	City of Redondo Beach	Library Director	$17,810	1/11/2025	$89	$2,300	$822	$822	$1,062	$375	$0	$0	$5,470	$23,280
6	City of Whittier	Director of Library Services	$17,160	7/1/2024	$257	$2,998	$891	$792	$495	$310	$0	$0	$5,743	$22,903
7	City of Mission Viejo	Director of Library and Cultural Services	$17,085	7/1/2024	$150	$2,437	$723	$1,971	$0	$300	$0	$0	$5,581	$22,667
8	City of Alhambra	Library Director	$16,254	8/26/2024	$0	$2,019	$1,000	$813	$1,313	$0	$0	$300	$5,444	$21,698
9	City of Orange	Library Services Director	$15,702	8/25/2024	$0	$2,440	$1,238	$781	$604	$0	$50	$600	$5,713	$21,415
10	City of Fullerton	Library Director	$15,447	7/6/2024	$0	$1,767	$735	$891	$601	$485	$0	$0	$4,480	$19,927
11	**Buena Park Library District**	**Library Director**	**$15,348**	**7/12/2024**	**$0**	**$1,261**	**$767**	**$885**	**$0**	**$0**	**$0**	**$0**	**$2,914**	**$18,262**
12	City of Arcadia	N/C												
13	City of Downey	N/C												

Base Salaries	
Average of Comparators	$17,211
% Buena Park Library Agency Above/Below	-12.14%
Median of Comparators	$17,256
% Buena Park Library Above/Below	**-12.43%**
Number of Matches	10

Total Compensation	
Average of Comparators	$22,918
% Buena Park Library Agency Above/Below	-25.49%
Median of Comparators	$23,091
% Buena Park Library Above/Below	**-26.44%**

Gallagher

Insurance | Risk Management | Consulting

Buena Park Library District - Library Director - Vacation Cashout Practices

Comparator Agency	Class Title	Vacation Cashout Practice
Altadena Library District	Library District Director	May cash out up to 80 hours of vacation, as long as they have at least 40 hours remaining
Buena Park Library District	**Library Director**	**None**
City of Alahambra	Library Director	Up to 40 hours per year; may also cash out up to 40 hours amin leave
City of Arcadia	N/C	
City of Commerce	Director of Library Services	May cash out up to 60 hours of vacation leave per year.
City of Downey	N/C	
City of Fullerton	Library Director	If employee reaches max accrual of 240 hours, may cash out up to 40 hours of vacation once per year.
City of Mission Viejo	Director of Library and Cultural Services	Employees may request Comprehensive Annual Leave buy-back in December of each calendar year. Employee must have used 80 hours of leave during the election year, must have a remaining balance of 180 hours after the election, and the buy back cannot exceed their maximum annual accrual amount.
City of Orange	Library Services Director	May convert up to 50% of their annual vacation accrual into pay in lieu of time off.
City of Redondo Beach	Library Director	Employees may cash out up to 80 hours of vacation per year
City of Santa Ana	Library Services Director	May cash out up to 80 hours per year of vacation
City of Whittier	Director of Library Services	May cash in up to 100 hours of accrued vacation per year. Part or all of the Executive Leave may be converted to deferred compensation (no additional match from the city).
Placentia Library District	Library Director	May cash out 100 hours if there are at least 10 accrued days of vacation remaining.

www.ajg.com/ps-class-comp

©2024 Arthur J. Gallagher & Co. All rights reserved.



Insurance | Risk Management | Consulting

EXHIBIT 9B

LIBRARY DIRECTOR

DEFINITION

Under policy direction, this class, which serves as the chief executive officer for the Library District, plans, organizes, coordinates, and administers all District functions and activities ensuring District operations continue without interruption; assumes responsibility for implementing policies and directives of the Board of Trustees; provides policy guidance and leadership to all District staff to facilitate the achievement of short- and long-term goals and objectives; ensures quality services provision to the community; serves as the District's liaison and maintains effective working relationships with intergovernmental agencies and various public and private groups; provides highly responsible and complex professional assistance to the Board of Trustees; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Trustees. Exercises direct supervision over supervisory, professional, para-professional, technical, and administrative staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

Under policy direction of the Board of Trustees, this class is the chief executive officer and has the overall responsibility for policy development, program planning, fiscal management, administration, and operation of the District's services, programs, and activities. This class provides assistance to the Board of Trustees in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the Board of Trustees, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is responsible for accomplishing Board of Trustees and District goals and objectives and for ensuring the community is provided with services in an effective, cost-efficient manner.

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 typical functions of the job.

- Plans, organizes, and administers all operations of the District either directly or through subordinate supervisory staff; ensures critical District operations and services continue without interruption; coordinates and evaluates the work of the District in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the Board of Trustees (Board).
- Directs and coordinates the development and implementation of annual plans, goals, objectives, programs, and policies for the District and Board including financial and investment policies, personnel, benefits, retirement, capital improvement, procurement, and library services; recommends and develops administrative policies, procedures, and work standards to ensure strategic plans, goals, and objectives are met, and that programs and services meet the needs of the community, align with the District's mission, and are provided in an effective, efficient, and economical manner.
- Oversees the preparation of the District's annual budget and periodic budget adjustments for Board consideration and approval; conducts studies and makes oral and written budget presentations; authorizes directly or through staff, budget transfers, expenditures, and purchases; explores potential

revenue sources; seeks and applies for grants; provides information regarding the financial condition and needs to the Board of Trustees.

- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Prepares Board meeting packets including agenda and reports; attends all Board meetings and advises the Board on issues, programs, and financial status; prepares and recommends long- and short-term plans for District service provision, capital improvements, projects, and funding; and directs the development of specific proposals for action regarding current and future District needs.
- Develops and standardizes policies, procedures, and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, projects, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies best practices and opportunities for improvement and recommends to the Board of Trustees.
- Reviews and approves invoices and payments for all District services and oversees and approves District financial transactions and reconciliations; makes bank and investment account transfers; oversees the payroll function and related health care, retirement, and deferred compensation payments.
- Recruits, selects, trains, motivates, and evaluates assigned staff; oversees human resources administration functions; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; directs and coordinates the work plan and work flow for assigned staff; assigns work activities, projects, and programs; oversees the administration of payroll and employee benefits functions; reviews and evaluates work products, methods, and procedures; oversees personnel actions and addresses personnel issues.
- Develops the annual capital improvement plan; oversees the administration, development, use, and maintenance of all District buildings, grounds, and equipment; works closely with staff, contractors, and consultants on maintenance efforts to ensure safety and security of staff and the public throughout the District.
- Represents the District and the Board in meetings with governmental agencies, other libraries, community groups, and various business, professional, educational, regulatory, and legislative organizations; directs and coordinates the public relations activities of the library; conducts community outreach, networking, community relations, and advocacy efforts for the Library including attending meetings with City of Buena Park and California Special Districts Association (CSDA); attends special events; makes presentations to community groups and encourages citizen participation in the affairs of the District.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials; prepares and submits reports of library activities to the Board, state, and other governmental agencies as required.
- Attends training, conferences, seminars, and reviews various publications to remain in compliance in all areas of responsibility including human resources and employment law, budgeting and finance, construction, contracts, board procedures, public records requests, CalPERS health and retirement law, procurement, building maintenance and safety, library operations, and special district operations.
- Monitors changes in laws, regulations, technology, and trends that may affect District operations; implements policy and procedural changes as required; maintains memberships in professional associations; attends conferences, workshops, and training opportunities.

- Investigates and responds to the most complex, difficult, and sensitive public and staff inquiries and complaints regarding the administration and services provided by the District; assists with resolutions and alternative recommendations; maintains cordial relations with all persons entitled to the services of the District.
- Ensures staff observe and comply with all mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to library programs, services, and functions.
- Functions, authority, and responsibilities of a governing board.
- Principles, practices, methods, and procedures of budget development, administration, and accountability.
- Principles and practices of strategic plan development.
- Human resources and personnel management practices.
- Principles and practices of health and retirement plan administration including CalPERS.
- General principles of risk management.
- Principles and practices of complex negotiation, contract administration, and management.
- Principles, practices, and procedures of public agency finance, procurement, and payroll.
- Current library principles, administration, organization, procedures, and best practices.
- Theory, principles, and practices of modern library management including collection development and technical services.
- Information technology in public libraries.
- Functions, services, and funding sources of a government entity including grant administration and implementation.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of a library district.
- Current social, political, and economic trends affecting library programs and service provision.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- 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:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the District.
- Provide administrative, management, and professional leadership and direction for the District.
- Oversee District financial activities, including the development and implementation of large and complex budgets and the control of all expenditures and purchases.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Board.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Direct the preparation of and prepare, verify, analyze, and reconcile clear and concise reports, records, correspondence, policies, procedures, and other written material.
- Make financial forecasts and projections; analyze and interpret fiscal and accounting records and data.
- Audit, analyze, and utilize financial information and accounting systems and procedures; ensure systems comply with applicable laws, regulations, and policies.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Prepare and deliver effective presentations before community groups, the Board, commissions, committees, and District staff.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- 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.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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 a master's degree from an accredited college or university in library science, information science, or a closely related field.

Experience:
- Seven (7) years of increasingly responsible experience in library program delivery and/or library technology and support services, including four (4) years of experience in a supervisory capacity.

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

District employees are expected to work weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

BUENA PARK Library District

Staff Report - Agenda Item 10

Date: June 26, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Trustee Vacancy and Replacement Process

Recommended Action:

Agenda Item 10

a) Declare Vacancy (Receive and File Notification of Vacancy)
b) Appoint, hold election, or take no action
c) Review and approve application for interested candidates
d) Determine interview questions and process of selecting candidate, if appointing
e) Determine Special Meeting date for interview, if appointing

Background:

On June 3, 2025, Cheyenne Traut submitted her resignation via email to the entire Board of Library Trustees, effective immediately.

The District must fill the resulting vacancy in accordance with California Government Code Section 1780, which stipulates three methods to fill the vacancy:

1. The Board may appoint a Trustee within 60 days of the notice of resignation (August 2nd, 2025); or
2. The Board may decline to make an appointment and call for a special election within the same 60-day time period; or
3. If no action is taken by the District within the 60 days, the issue is turned over to the Orange County Board of Supervisors who may appoint a person to fill the vacancy within 90 days of the date the District Board was notified of the resignation.

If none of the above actions occur, the District will be required to call an election to be held on the next established election date.

Historically, the District has filled vacancies by recommending a candidate for appointment in lieu of election to the OC Board of Supervisors. The procedure for filling the vacancy by appointment is as follows:

- The District first must post a Notice of Vacancy in three or more conspicuous places in the District at least 15 days before the appointment is made.
- The Board will set a date to hold a Special Meeting to interview interested candidates (prior to the August 2 deadline).
- The Board shall provide the public with the procedure by which the appointment will be made, including selection criteria, process, timeline, and voting. This is a public

process and must be compliant with the Brown Act. All discussions, deliberations and selection of a candidate will take place during the open session.
- District staff will notify the Orange County Board of Supervisors of the Board's selection to approve at their next meeting (August 12 or 26, 2025).
- District staff will coordinate communications with the OC Board of Supervisor's office and Registrar of Voters.
- The selected Trustee will fill the seat until the next general election in November 2026, at which time they will have to run for election should they desire to continue serving on the Board. (Government Code §1780(d)(2))

Discussion

The Board must decide which action they will take to fill the vacancy in Trustee Area 5. The Board may choose to fill the vacancy by appointment or by calling a special election. The Board must make a decision within 60 days of being notified of the vacancy or the effective date of the vacancy (August 2, 2025).

If the Board calls an election, the District is financially responsible for the election. The most recent election cost estimate the District received from the OC Registrar of Voters was between $111,422-$131,237, for a general election. An election will fill the seat for the full balance of the unexpired term, until December 2028.

Action Items:

The Board must take the following action(s):

a. Declare a vacancy as of June 3, 2025 in Trustee Area 5

b. Determine if it wants to Appoint, call for a special election, or take no action.

If selecting to make an appointment:

c. Review and approve application for release on June 28, 2025. The application is attached for your review, which is based on the Registrar of Voters application.
d. Review and approve interview questions. Staff has prepared interview questions for the Board's consideration and approval. The Board may utilize this meeting to make modifications to the questions.
e. Selection of date for Special Meeting to hold interview of candidates. Staff recommends either: Tuesday, July 22, Wednesday, July 23, or Thursday, July 24 at 5:30 p.m.

Fiscal Impact:

No fiscal impact, if selecting to make an appointment.

If calling a special election, estimated costs are approximately $111,000 - $131,000.

Attachments:

Cheyenne Traut's Resignation Letter
Guide to Filling a Vacancy (excerpt from Registrar of Voter's Guide pp. 25-29)
Timeline for filling the Vacancy
Notice of Vacancy
Map of Trustee Areas
Application
Interview Questions

From: Cheyenne Traut
To: Richard Rams; Brenda Estrada; Christian Quintero; Carole Jensen
Cc: Helen Medina
Subject: Resignation
Date: Tuesday, June 3, 2025 4:44:15 PM

June 3, 2025

Board of Trustees
Buena Park Library District
7150 La Palma Avenue
Buena Park, CA 90620

CC: Helen Medina, Library Director

Dear colleagues on the Board of Trustees,

Please accept this letter as my formal resignation from the Buena Park Library District Board of Trustees, effective immediately.

Due to changes in my doctoral program's academic schedule, I will no longer be able to reliably attend board meetings for at least the next year. While this decision was not made lightly, I believe it is in the best interest of the Board and our Library to have a trustee who can fully commit to the responsibilities of the role.

It has been a privilege to serve on our Board and support the important work of the Buena Park Library District. I remain optimistic for the upcoming improvements to our Library building and programs, and am excited that my husband and I will raise our young son as an active beneficiary to all our Library has to offer.

Thank you for the opportunity to serve, and I wish the Buena Park Library District continued success in its service to the people of Buena Park.

Sincerely,
Cheyenne Traut

Guide to Filling a Vacancy in Elective Office

Orange County
Registrar of Voters
1300 S. Grand Avenue, Bldg. C
Santa Ana, CA 92705
714-567-7600

THIS GUIDE TO FILLING A VACANCY IN ELECTIVE OFFICE IS INTENDED TO PROVIDE GENERAL INFORMATION, AND DOES NOT HAVE THE FORCE AND EFFECT OF LAW. IT IS DISTRIBUTED WITH THE UNDERSTANDING THAT THE REGISTRAR OF VOTERS OF THE COUNTY OF ORANGE IS NOT RENDERING LEGAL ADVICE AND, THEREFORE, THE HANDBOOK IS NOT TO BE A SUBSTITUTE FOR LEGAL COUNSEL FOR THE INDIVIDUAL OR ORGANIZATION USING IT. IT IS THE RESPONSIBILITY OF PERSONS USING THIS GUIDE TO OBTAIN THE MOST UP-TO-DATE INFORMATION AVAILABLE, REFLECTING CHANGES IN LAWS OR PROCEDURE SUBSEQUENT TO THE PUBLICATION OF THIS GUIDE.

REGISTRAR OF VOTERS

1300 South Grand Avenue, Bldg. C
Santa Ana, California 92705
(714) 567-7600
TDD (714) 567-7608
FAX (714) 567-7627
ocvote.gov

NEAL KELLEY
Registrar of Voters

Mailing Address:
P.O. Box 11298
Santa Ana, California 92711

Dear Orange County Voter:

Thank you for your interest in our Guide to Filling a Vacancy in Elective Office. This guide has been designed to assist you in understanding the process for filling a vacancy in various elective offices in California.

You will find detailed information on options, timelines, and more throughout this handbook. This guide is intended to provide general information and does not have the force and effect of law. It is distributed with the understanding that the Registrar of Voters of the County of Orange is not rendering legal advice and, therefore, the handbook is not to be a substitute for legal counsel for the individual or organization using it.

We strongly recommend that any interested party obtain legal advice, to assist in complying with applicable California laws, including the California Elections Code, California Education Code, and the California Government Code.

Our mission is to serve the registered voters of Orange County in a uniform, consistent and accessible manner with the highest level of integrity.

Sincerely,



Neal Kelley
Registrar of Voters

VACANCIES IN SPECIAL DISTRICT BOARDS OF DIRECTORS

ACTION REQUIRED BY THE SPECIAL DISTRICT BOARD OF DIRECTORS

The district shall notify the Orange County Registrar of Voters' office of the vacancy no later than **15 days** following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.
Government Code § 1780(b)

The remaining district board members have **60 days** immediately subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, to either fill the vacancy by appointment or by calling a special election. **Government Code § 1780(c)(d)(1)**

Appointment to Fill Vacancies:

If the Board decides to appoint someone to fill the vacancy, the Board first must post a notice of the vacancy in **three or more** conspicuous places in the district at least **15 days** before the appointment is made. **(See Exhibits G and H for application to serve on the board and sample notice)** **Government Code § 1780(d)(1)**

The Board must notify the Orange County Registrar of Voters' office of the appointment no later than **15 days** after the appointment is made. **Government Code § 1780(d)(1)**

If the vacancy occurs in the first half of a term of office and at least **130 days** prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled **130 or more days** after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.
Government Code § 1780(d)(2)

If the vacancy occurs in the first half of a term of office, but less than **130 days** prior to the next general district election, or if the vacancy occurs in the second half of the term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. **Government Code § 1780(d)(3)**

Election to Fill Vacancies:

In lieu of making an appointment, the remaining members of the board may within **60 days** of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.
Government Code § 1780(e)(1)

The election shall be held on the next established election date that is **130 or more days** after the date the district board calls the election. **(See Exhibit B for established election dates)** **Elections Code § 1000, Government Code § 1780(e)(2)**

Nomination Period:

Consolidated Special District Election: Notwithstanding any other provision of law, whenever other elections are consolidated with a regularly scheduled election, the period for the filing of nomination documents by candidates in elections consolidated with the regularly scheduled election shall commence on the **113th day** prior to the election. The nomination documents shall be filed no later than the close of business on the **88th day** prior to the regularly scheduled election in the office of the Orange County Registrar of Voters, during regular office hours.
Elections Code § 10407(a)

Non-Consolidated Special District Election: Forms for declarations of candidacy for all district offices shall be obtained from the office of the county elections official. The county elections official, may for convenience or necessity, authorize the district secretary to issue declarations of candidacy. The forms shall first be available on the **113th day** prior to the general district election and shall be filed not later than **5:00 p.m.** on the **88th day** prior to the general district election in the office of the county elections official during regular office hours or may be filed by certified mail so that the forms reach the office of the county election official no later than the deadline for filing in that office. **Elections Code § 10510**

IF THE DISTRICT BOARD FAILS TO ACT

If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within **60 days** of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within **90 days** of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.
Government Code § 1780(f)(1)

The election shall be held on the next established election date **(See Exhibit B for established election dates)** that is **130 or more days** after the date the city council or board of supervisors calls the election. **Government Code § 1780(f)(2)**

Nomination Period:

Consolidated Special Election: Notwithstanding any other provision of law, whenever other elections are consolidated with a regularly scheduled election, the period for the filing of nomination documents by candidates in elections consolidated with the regularly scheduled election shall commence on the **113th day** prior to the election. The nomination documents shall be filed no later than the close of business on the **88th day**

prior to the regularly scheduled election in the office of the Orange County Registrar of Voters, during regular office hours. **Elections Code § 10407(a)**

Non-Consolidated Special Election: Forms for declarations of candidacy for all district offices shall be obtained from the office of the county elections official. The county elections official, may for convenience or necessity, authorize the district secretary to issue declarations of candidacy. The forms shall first be available on the **113th day** prior to the general district election and shall be filed not later than **5:00 p.m.** on the **88th day** prior to the general district election in the office of the county elections official during regular office hours or may be filed by certified mail so that the forms reach the office of the county election official no later than the deadline for filing in that office. **Elections Code § 10510**

IF THE CITY COUNCIL OR BOARD OF SUPERVISORS FAILS TO ACT

If within **90 days** of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district shall call an election to fill the vacancy.
Government Code § 1780(g)(1)

The election shall be held on the next established election **(See Exhibit B for established election dates)** that is **130 or more days** after the date the district board calls the election.
Government Code § 1780(g)(2)

Nomination Period:

Consolidated Special Election: Notwithstanding any other provision of law, whenever other elections are consolidated with a regularly scheduled election, the period for the filing of nomination documents by candidates in elections consolidated with the regularly scheduled election shall commence on the **113th day** prior to the election. The nomination documents shall be filed no later than the close of business on the **88th day** prior to the regularly scheduled election in the office of the Orange County Registrar of Voters, during regular office hours. **Elections Code § 10407(a)**

Non-Consolidated Special Election: Forms for declarations of candidacy for all district offices shall be obtained from the office of the county elections official. The county elections official, may for convenience or necessity, authorize the district secretary to issue declarations of candidacy. The forms shall first be available on the **113th day** prior to the general district election and shall be filed not later than **5:00 p.m.** on the **88th day** prior to the general district election in the office of the county elections official during regular office hours or may be filed by certified mail so that the forms reach the office of the county election official no later than the deadline for filing in that office. **Elections Code § 10510**

IF THE DISTRICT BOARD LACKS A QUORUM TO ACT WITHIN 60 DAYS

Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or

a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy. **Government Code § 1780(h)(1)**

The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.
Government Code § 1780(h)(2)

If the vacancy occurs in the first half of a term of office and at least **130 days** prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled **130 or more days** after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.
Government Code § 1780(d)(2)

If the vacancy occurs in the first half of a term of office, but less than **130 days** prior to the next general district election, or if the vacancy occurs in the second half of the term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. **Government Code § 1780(d)(3)**

The election shall be held on the next established election **(See Exhibit B for established election dates)** that is **130 or more days** after the date the city council or board of supervisors calls the election. **Government Code § 1780(h)(5)**

Nomination Period:

Consolidated Special Election: Notwithstanding any other provision of law, whenever other elections are consolidated with a regularly scheduled election, the period for the filing of nomination documents by candidates in elections consolidated with the regularly scheduled election shall commence on the **113th day** prior to the election. The nomination documents shall be filed no later than the close of business on the **88th day** prior to the regularly scheduled election in the office of the Orange County Registrar of Voters, during regular office hours. **Elections Code § 10407(a)**

Non-Consolidated Special Election: Forms for declarations of candidacy for all district offices shall be obtained from the office of the county elections official. The county elections official, may for convenience or necessity, authorize the district secretary to issue declarations of candidacy. The forms shall first be available on the **113th day** prior to the general district election and shall be filed not later than **5:00 p.m.** on the **88th day** prior to the general district election in the office of the county elections official during regular office hours or may be filed by certified mail so that the forms reach the office of the county election official no later than the deadline for filing in that office. **Elections Code § 10510**

TERM OF OFFICE

If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled **130 or more days** after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

Government Code § 1780(d)(2)

If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general election, or if the vacancy occurs in the second half of the term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. **Government Code § 1780(d)(3)**

A person elected at a regularly-scheduled board of directors election or appointed in-lieu of election takes office at noon on the first Friday in December following his or her election in November and shall serve for four years.

Elections Code §§ 10404(b), 10554, 10507

Timeline for filling the vacancy on the Board of Trustees
Trustee Area 5 Vacancy

June 3, 2025	Board of Trustees notified of resignation via email.
June 26, 2025	Special Meeting to declare a vacancy and decide how to fill the vacancy.
June 27 – July 17, 2025	Publication of vacancy as required by law (minimum 15 days). Receive applications* assuming appointment in lieu of election.
July 18, 2025	Announcement of names of applicants and distribution of application materials to trustees.
July 22, 23, or 24, 2025	Board meeting to interview candidates and select candidate to be appointed by OC Board of Supervisors. (DATE TBD)
August 12 or August 26, 2025	Appointment in lieu of election approved by OC Board of Supervisors.
September 2, 2025	New trustee sworn into office – first official meeting.

NOTICE OF VACANCY

BUENA PARK LIBRARY DISTRICT
BOARD OF TRUSTEES

Interested persons are hereby notified that
Pursuant to Government Code § 1780

There is a vacancy on the
Buena Park Library District
Board of Trustees for **Trustee Area 5**

The seat became vacant on June 3, 2025, due to the resignation of Board member Cheyenne Traut.

The position to be filled is a four-year term ending
December 1, 2028.

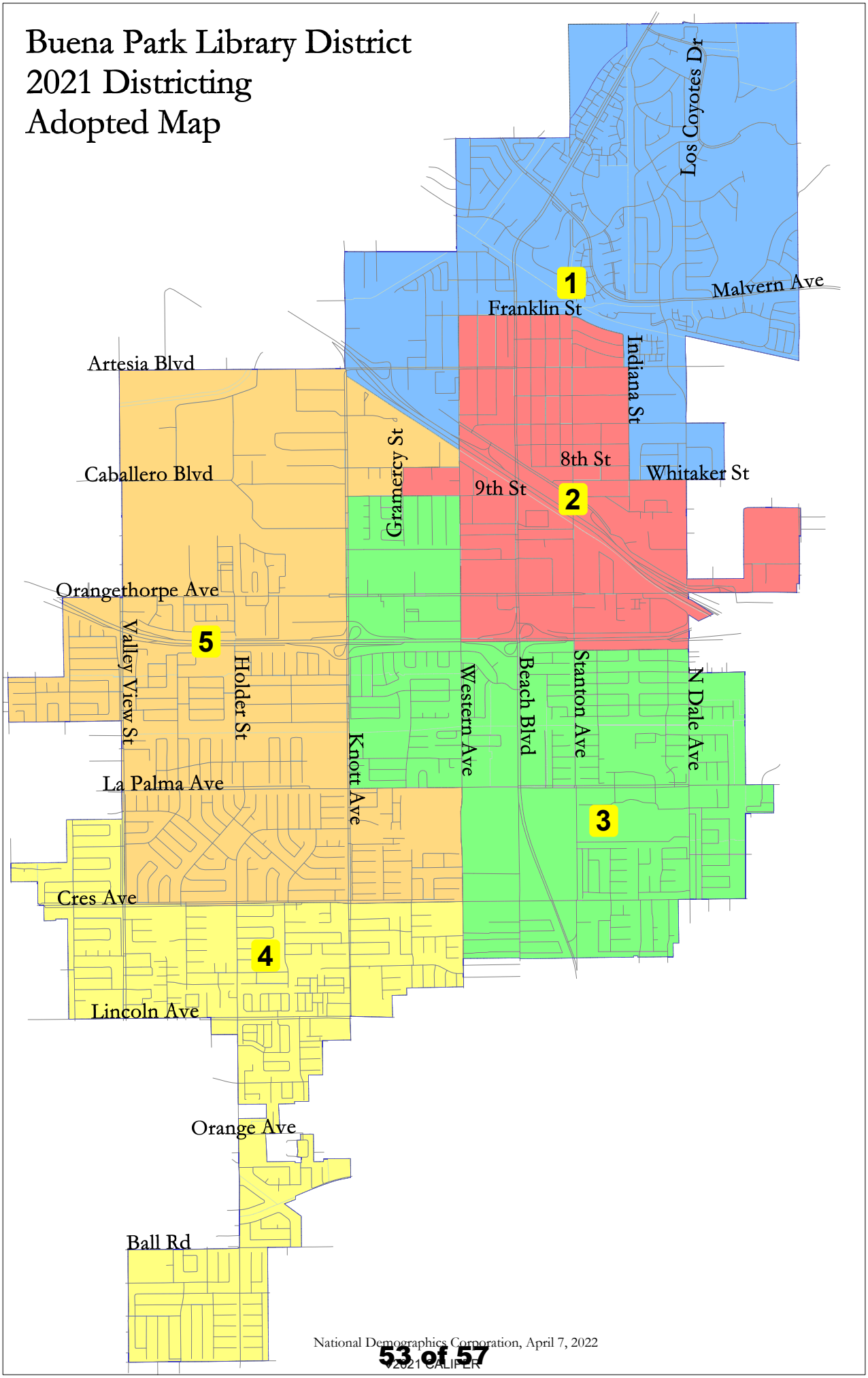
The seat will go to election on
November 3, 2026
For the unexpired portion of the term.

Anyone interested in applying for the vacancy must be 18 years or older, a registered voter in Trustee Area 5 (see map), and should submit a letter of interest and application to the District at
7150 La Palma Avenue Buena Park, CA 90620

Applications are available on the Library District's website:
www.buenaparklibrary.org

The District board plans to appoint someone to the vacancy on July ___, 2025. Applications are due July 17, 2025.

Buena Park Library District
2021 Districting
Adopted Map



National Demographics Corporation, April 7, 2022

©2021 CALIPER

BUENA PARK LIBRARY DISTRICT

APPLICATION FOR APPOINTMENT
TO A SPECIAL DISTRICT VACANCY

If you are interested in serving on the Buena Park Library District Board of Trustees, please complete this application and return it to: Library Administration, 7150 La Palma Ave Buena Park, CA 90620 or via email: psalas@buenaparklibrary.org
Applications due by: July 17, 2025

Finalists will be invited to discuss their qualifications at a public Board Meeting. Thank you for your interest.

VOTING DISTRICT:_____ DATE: _____

NAME: _____ AGE (optional): _____

RESIDENCE ADDRESS: _____

MAILING ADDRESS, If different than above:_____

PHONE (DAYTIME): _____ PHONE (EVENING): _____

EMAIL: _____

EDUCATION			
Institution	**Major**	**Degree**	**Year**

WORK/VOLUNTEER EXPERIENCE				
Organization	**City**	**Position**	**From**	**To**

BUENA PARK LIBRARY DISTRICT

APPLICATION FOR APPOINTMENT TO A SPECIAL DISTRICT VACANCY

STATEMENT OF QUALIFICATIONS:

Please briefly describe your qualifications and why you are interested in serving on the Board of Trustees.

CERTIFICATION:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

_____ _____

Signature Date

1. Please explain why you are interested in becoming a Library Trustee. What do you see as the role of a trustee?

2. What do you think the Library's most important roles are for the community?

3. Please discuss how your former and current activities and accomplishments in the community will support your ability to serve effectively as a trustee?

4. If a patron came to the Board objecting about the inclusion of a book or a class of books in the collection, how would you proceed?

5. What do you believe are the most pressing challenges facing libraries?

Adjournment