MEETING AGENDA

Board of Library Trustees | Buena Park Library District

2nd Floor Board Room
7150 La Palma Avenue
Buena Park, CA 90620
April 1, 2025 | 5:30 P.M.

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

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

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

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

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

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

5. **PRESENTATION OF SAFETY SPECIALIST CERTIFICATES**

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

CONSENT CALENDAR **ACTION (Items 7-10)**

The Consent Calendar adopting the printed Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone

who wishes to remove any item from the Consent Calendar for discussion and consideration.

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

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

9. Payment Register for February 2025 (corrected version) (Receive, File, and Approve)

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

REPORTS FROM LIBRARY ADMINISTRATION

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

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

13. Library Director's Report

NEW BUSINESS

14. Approval of increase in compensation for Library Services Manager

15. Library Trustee Onboarding Discussion

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

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

FUTURE AGENDA ITEMS

18. Agenda Preparation for the Regular Meeting which will be held on April 6, 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

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

CALL TO ORDER: President Pro Tem Estrada called the meeting to order at 5:32 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Staff Present: Helen Medina, Library Director; Patty Salas, Administrative Assistant; Ann Thompson, Library Services Manager; Caroline Wilkins, Circulation Services Supervisor; Brenda Gomez, Library Programs Coordinator; Ashley Parker, Library Technician; and Mario Delgado, Library Clerk.

Others Present: Dustin Alamo, Griffin Structures; Charles Williams, LPA, Inc.; Jessica Isler, LPA, Inc.; Mia Atencio, RGS; Crystal Lynn, California CLASS; Ryan Tanaka, California Asset Management Program (CAMP).

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

- Trustee Jensen participated as a judge in the Buena Park Noon Lions speech contest.
- Trustee Quintero stated he participated in two training courses provided by CSDA. He provided a brief synopsis of what he learned from each training.

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

There were no speaker requests.

CONSENT CALENDAR (ITEMS 6 – 10)

6. Minutes of the Library Board of Trustees Regular Date Meeting on February 4, 2025 (Received, filed and approved)
7. Payment Register for February 2025 (Received, filed and approved)
8. Acceptance of California State Library Lunch at the Library Grant in the amount of $13,171 (Approved)
9. Repeal of Temporary Policy Relating to Face Coverings (Approved)
10. Personnel Report for February 2025 (Received, filed and approved)

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

MOTION approved.

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

REPORTS FROM LIBRARY ADMINISTRATION

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

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

13. Library Director's Report (Informational)

Director Medina provided the following brief updates:

- The District received a grant from the State Library in the amount of $13,171 for the Lunch at the Library Program.
- SDRMA reimbursed the District $1000 for Asbestos and Lead training.
- Our SCLC membership is now paying for our Amazon Business account, which is a $1,299 value.
- We've had a number of HVAC repairs.
- The Library's people counter is at end-of-life and will need to be replaced.
- The Coloring with a Cop event was one of the most successful events we've had in a long time. Employee Kaylee Trapasso designed coloring sheets for the event.

NEW BUSINESS

14. Approval of National Library Week Proclamation

MOTION by Trustee Jensen to approve the National Library Week Proclamation as presented.
SECONDED by Trustee Rams.
AYES: Estrada, Jensen, Quintero, Rams.
ABSENT: Traut.

Motion approved.

15. Approval of Recommended Changes to Fee Schedule

MOTION by Trustee Jensen to approve the recommended changes to the Fee Schedule.
SECONDED by Trustee Quintero.
AYES: Estrada, Jensen, Quintero, Rams.
ABSENT: Traut.
MOTION Approved.

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

16. Review of Capital Improvement Plan Policy (Informational only – not action)

The Board thanked Director Medina for the overview of the Capital Improvement Plan Policy.

17. Presentation by Library Director Medina and LPA, Inc.

Director Medina provided background information about the Library Renovation Project. She then introduced Charles Williams and Jessica Isler from LPA, Inc. They provided a detailed presentation to the board describing three options to proceed with for the Design Development phase of the Library Renovation Project.

17 a. Consideration and approval of a design solution for Design Development (DD) phase of the Library Renovation Project

MOTION by Trustee Rams to select the Enhanced plan to move forward into Design Development.
SECONDED by Trustee Quintero.
AYES: Estrada, Jensen, Quintero, Rams.
ABSENT: Traut.

MOTION approved.

17b. Authorize Library Director to pursue additional financing for the Library Renovation Project

MOTION by Trustee Quintero to authorize the Library Director to pursue additional financing for the Library Renovation Project.
SECONDED by Trustee Rams.
AYES: Estrada, Jensen, Quintero, Rams.
ABSENT: Traut.

MOTION approved.

MOTION by Trustee Rams for a 5-minute recess.
SECONDED by Trustee Jensen.
MOTION approved unanimously.

MOTION by Trustee Jensen to reconvene meeting at 6:34 p.m.
SECONDED by Trustee Quintero.
MOTION approved unanimously.

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

18. Payroll and Human Resources Consulting with Regional Government Services (RGS)

18a. Authorize the Library Director to negotiate and execute an agreement with RGS for human resources consulting services for an amount not to exceed $85,000

MOTION by Trustee Jensen to authorize the Library Director to negotiate and execute an agreement with RGS for human resources consulting services not to exceed $85,000.
SECONDED by Trustee Rams.
AYES: Estrada, Jensen, Quintero, Rams.
ABSENT: Traut.

Motion approved.

18b. Authorize the Library Director to negotiate and execute an agreement with RGS Payroll consulting services for an amount not to exceed $10,000

Motion by Trustee Jensen to authorize the Library Director to negotiate and execute an agreement with RGS Payroll consulting services not to exceed $10,000.
SECONDED by Trustee Rams.
AYES: Estrada, Jensen, Quintero, Rams.
ABSENT: Traut.

Motion approved.

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

MOTION by Trustee Rams to authorize any interested Trustee to attend Special Districts Legislative Days in Sacramento.
SECONDED by Trustee Jensen.
AYES: Estrada, Jensen, Quintero, Rams.
ABSENT: Traut.

Motion approved.

20. Termination of Orange County Treasurer's Voluntary Pool Program

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

MOTION by Trustee Jensen to approve the deletion of references to OCTP in the District's Investment Policy and allow staff to bring an updated investment policy to the Board within 60 days.
SECONDED by Trustee Quintero.
AYES: Estrada, Jensen, Quintero, Rams.

ABSENT: Traut.

Motion approved.

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

Crystal Lynn from California CLASS gave a brief presentation to the Board. Kyle Tanaka from California Asset Management Program (CAMP) gave a brief presentation.

MOTION by Trustee Rams to approve the investment of Monies in CLASS, LAIF and/or CAMP.
SECONDED by Trustee Quintero.
AYES: Estrada, Jensen, Quintero, Rams.
ABSENT: Traut.

Motion approved.

FUTURE AGENDA ITEMS

21. Agenda preparation for the Regular Meeting which will be held on April 1, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees.

    - Trustee Quintero requested a discussion regarding Board Member Onboarding and Training be added to the April 1, 2025 agenda.

ADJOURNMENT

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

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

MOTION approved.
The meeting was adjourned at 7:01 p.m.

Submitted by,

_____
Richard Rams
Secretary

Buena Park Library District

March 2025 Payments

AGENDA ITEM 8

Date	Vendor	Note	Amount
3/6/2025	Southern Californa Edison	01/09/25-02/07/25 Service	$4,813.39
3/6/2025	Gallagher Benefit Services, Inc.	2025 Class and Comp Study	$210.00
3/6/2025	Cintas Corp.	Restroom supplies	$282.08
3/6/2025	Park Disposal	February 2025 Waste Disposal	$507.90
3/6/2025	Master Janitorial Service	March 2025 Service	$3,043.00
3/6/2025	EarthCo Commercial Landscape	March 2025 Service	$1,238.00
3/6/2025	Allied Administrators for Delta Dental	Employee Dental Coverage	$888.58
3/6/2025	Townsend Public Affairs	Consulting Services	$5,000.00
3/6/2025	KC Digital Solutions	Admin Copier Feb 2025	$34.97
3/6/2025	KC Digital Solutions	Public Copier Feb 2025	$60.84
3/6/2025	Dannis Woliver Kelley	Legal Services	$792.00
3/6/2025	Dannis Woliver Kelley	Legal Services	$455.50
3/6/2025	Dannis Woliver Kelley	Legal Services	$100.00
3/6/2025	Dannis Woliver Kelley	Legal Services	$4,124.50
3/6/2025	Orange County Fire Protection	Monthy Fire Extinguisher Inspection	$100.00
3/6/2025	Rainbow Printing	Library Cards	$1,130.00
3/6/2025	Western Allied Corp	HVAC March Service	$678.00
3/6/2025	Western Allied Corp	Feb 13. Service Call- Cold Spots	$684.10
3/6/2025	Western Allied Corp	Feb. 3 Water Leak	$684.10
3/6/2025	Western Allied Corp	Feb. 21 Reheat Coil replacement	$4,585.00
3/6/2025	Western Allied Corp	Feb. 22 Chiller Failure	$1,098.00
3/6/2025	Western Allied Corp	Feb 26. Chiller Repair-Temp Sensors	$2,826.00
3/6/2025	Demco	Book Spine Genre Labels	$99.21
3/6/2025	Amazon Capital Services	Self Inking Stamps	$58.56
3/6/2025	Amazon Capital Services	Assorted Batteries	$77.37
3/6/2025	Staples	Toner	$267.65
3/6/2025	Staples	Toner	$373.63
3/6/2025	Chelenne Slaven	Mileage	$1.54
3/7/2025	ADP	Payroll Processing	$248.40
3/7/2025	CalPERS	Health Premiums	$23,475.44
3/7/2025	CalPERS	26899 PEPRA	$6,331.52
3/7/2025	CalPERS	15012 Classic	$442.43
3/7/2025	CalPERS	1329 Classic	$1,113.92
3/7/2025	CalPERS	457 Plan	$1,886.58
3/10/2025	Townsend Public Affairs	Consulting Services December 2024	$5,000.00
3/12/2025	Baker and Taylor	Lunch at the Library -2024-2025	$2,977.48
3/12/2025	Baker and Taylor	Lunch at the Library -2024-2025	$7,756.49

Buena Park Library District

March 2025 Payments

3/12/2025	Baker and Taylor	CREDIT	-$264.62
3/12/2025	Intelepeer Cloud Communications, LLC	Voice Service	$397.08
3/12/2025	Intelepeer Cloud Communications, LLC	Voice Service	$381.40
3/12/2025	Quadient Finance USA, Inc.	Postage	$936.25
3/12/2025	EarthCo Commercial Landscape	Irrigation Repair	$635.92
3/12/2025	Unum Life Insurance Company of America	April 2025 Employee Coverage	$661.11
3/12/2025	So Cal Gas	01/31/25-03/04/25 Service	$1,112.35
3/12/2025	Southern Californa Edison	02/08/25-03/11/25 Service	$5,361.66
3/12/2025	Imperial County Office of Education	MRC QTR 2 Billing Oct-Dec 2024	$257.89
3/12/2025	Griffin Structures, Inc.	February 2025 Services	$17,427.55
3/12/2025	Amazon Capital Services	Books	$31.59
3/12/2025	Amazon Capital Services	Gloves and Wipes	$103.63
3/12/2025	Amazon Capital Services	Circulation Supplies	$94.58
3/12/2025	Amazon Capital Services	Circulation Supplies	$47.40
3/13/2025	ADP	Employee Wages	$49,235.42
3/13/2025	ADP	Payroll Taxes	$12,097.61
3/13/2025	CalPERS	457 Plan	$1,886.58
3/20/2025	CalPERS	26899 PEPRA	$6,341.58
3/20/2025	CalPERS	15012 Classic	$442.43
3/20/2025	CalPERS	1329 Classic	$1,143.83
3/21/2025	ADP	Payroll Processing	$248.40
3/24/2025	Dannis Woliver Kelley	Legal Services	$152.00
3/24/2025	Dannis Woliver Kelley	Legal Services	$2,577.50
3/24/2025	Dannis Woliver Kelley	Legal Services	$2,219.00
3/24/2025	Dannis Woliver Kelley	Legal Services	$354.50
3/24/2025	Johnson Controls Security Solutions	04/01/25-06/30/25	$3,783.39
3/24/2025	Gallagher Benefit Services, Inc.	2025 Class and Comp Study	$3,045.00
3/24/2025	LPA, Inc.	February Services	$22,143.00
3/24/2025	Amazon Capital Services	General Office Supplies	$100.53
3/24/2025	Amazon Capital Services	Electronics Wipes	$53.86
3/24/2025	Amazon Capital Services	Cash Register Tape	$39.85
3/24/2025	Vision Service Plan- CA	Employee Vision Coverage	$271.78
3/24/2025	Brodart Co.	Book Jackets	$95.25
3/24/2025	WT Cox Information Services	Magazine Subscriptions	$210.00
3/24/2025	Orange County Treasurer-Tax Collector	Unfunded Liability	$11.17
3/28/2025	ADP	Employee Wages	$48,172.49
3/28/2025	ADP	Payroll Taxes	$11,836.72
			$277,091.86

Buena Park Library District

February 2025 Payments

AGENDA ITEM 9

Date	Vendor	Note	Amount
2/3/2025	CalPERS	457 Plan	$1,378.58
2/3/2025	CalPERS	26899 PEPRA	$6,346.60
2/3/2025	CalPERS	15012 Classic	$442.43
2/5/2025	CalPERS	Health Premium	$26,991.51
2/5/2025	CalPERS	1329 Classic	$990.52
2/7/2025	Southern California Edison	12/09/24-01/08/25 Service	$4,446.31
2/7/2025	ADP	Payroll Processing	$248.40
2/10/2025	EarthCo Commercial Landscape	February 2025 Landscape	$1,238.00
2/10/2025	City of Buena Park	Police Appreciation Brunch	$280.00
2/10/2025	Kone	Elevator Maintenance	$853.59
2/10/2025	US Bank Corporate Payment System	January Purchases	$6,916.70
2/10/2025	Overdrive, Inc.	Content Credit-General	$12,000.00
2/10/2025	Overdrive, Inc.	Content Credit-CLSA Funds	$2,150.00
2/10/2025	Cintas Corp.	Restroom Supplies	$282.08
2/10/2025	Western Allied Corp	Februrary HVAC Maintenance	$678.00
2/10/2025	Park Disposal	January 2025 Waste Service	$522.90
2/10/2025	Allied Administrators for Delta Dental	Employee Dental Coverage	$888.58
2/10/2025	KC Digital Solutions	Admin Copier January 2025	$62.13
2/10/2025	KC Digital Solutions	Public Copier January 2025	$60.84
2/10/2025	Quadient Finance USA, Inc.	Postage	$2,723.25
2/10/2025	Townsend Public Affairs	February Consulting Services	$5,000.00
2/10/2025	Orange County Fire Protection	Monthy Fire Extinguisher Inspection	$100.00
2/13/2025	ADP	Employee Wages	$48,425.80
2/13/2025	ADP	Payroll Taxes	$11,914.62
2/18/2025	Johnson Controls Security Solutions	Service Call-02/05/245	$20.42
2/18/2025	Orange County Fire Protection	Fire Sprinkler Quarterly Inspection	$490.00
2/18/2025	So Cal Gas	01/03/25-01/31/25	$1,171.98
2/18/2025	Unum Life Insurance Company of America	March 2025 Employee Coverage	$661.11
2/18/2025	Griffin Structures, Inc.	January 2025 Services	$16,574.10
2/18/2025	Drivers License Guide Company	2025 ID Checking Guide	$36.92
2/18/2025	Amazon Capital Services, Inc.	Crayons	$42.00
2/18/2025	Amazon Capital Services, Inc.	Poly-Fil Craft Fiber	$12.90
2/18/2025	Amazon Capital Services, Inc.	Onyx Storm- Book	$22.61
2/18/2025	Amazon Capital Services, Inc.	Mini Flashlights	$19.38
2/18/2025	Amazon Capital Services, Inc.	Trash Bags	$141.28
2/18/2025	Amazon Capital Services, Inc.	No Smoking Signs	$31.93
2/18/2025	Amazon Capital Services, Inc.	Paper Towels-10 cases	$385.60

Buena Park Library District

February 2025 Payments

2/18/2025	Master Janitorial Service	February 2025 Service and Added Cleaning	$3,623.00
2/18/2025	CalPERS	457 Plan	$1,378.58
2/18/2025	CalPERS	26899 PEPRA	$6,346.60
2/18/2025	CalPERS	15012 Classic	$442.43
2/18/2025	CalPERS	1329 Classic	$1,085.25
2/21/2025	ADP	Payroll Processing	$248.40
2/26/2025	Baker and Taylor	Books	$3,980.96
2/26/2025	Midwest Tape, LLC	CDs, DVDs, and Audiobooks	$310.87
2/26/2025	Amazon Capital Services	ZipBooks	$163.30
2/26/2025	Baker & Taylor	Books	$998.01
2/26/2025	City of Buena Park	Water and Sewer	$879.40
2/26/2025	LPA, Inc.	January 2025 Services	$136,884.00
2/26/2025	Midwest Tape, LLC	CDs, DVDs, and Audiobooks	$398.27
2/26/2025	Regional Government Services	January 2025 Services	$15,734.32
2/26/2025	Vision Service Plan-CA	Employee Vision Coverage	$371.78
2/27/2025	ADP	Employee Wages	$48,355.27
2/27/2025	ADP	Payroll Taxes	$11,786.11
		Total	$387,537.62
		CORRECTED FROM PREVIOUS VERSION	

BUENA PARK Library District

BOARD OF LIBRARY TRUSTEES
PERSONNEL REPORT FOR
April 2025

AGENDA ITEM 10

Department: Administration **Meeting Date: April 1, 2025**

Personnel Action – Merit Increase

Name	Position	Step	Effective Date
Gomez, Brenda	Library Programs Coordinator	4	April 18, 2025
Salazar, Perla	Library Clerk I	5	April 18, 2025

Personnel Action – New Hire

Name	Position	Step	Effective Date
None			

Personnel Action – Separation

Name	Position		Effective Date
None			

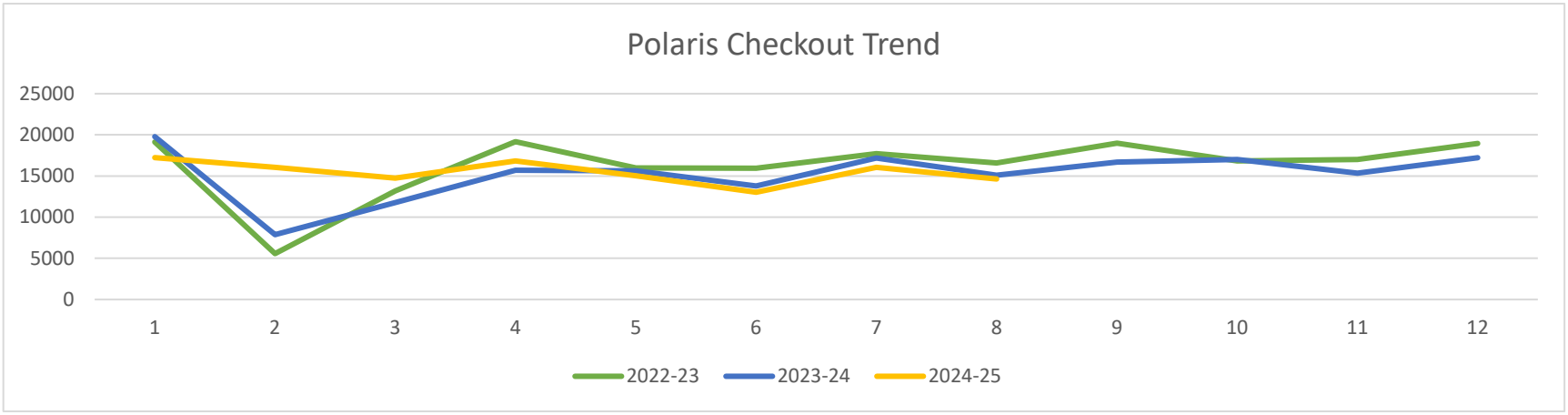
BUENA PARK LIBRARY DISTRICT
DATABASE USAGE
As of February 2025

MEETING DATE: April 1, 2025
Board of Library Trustees

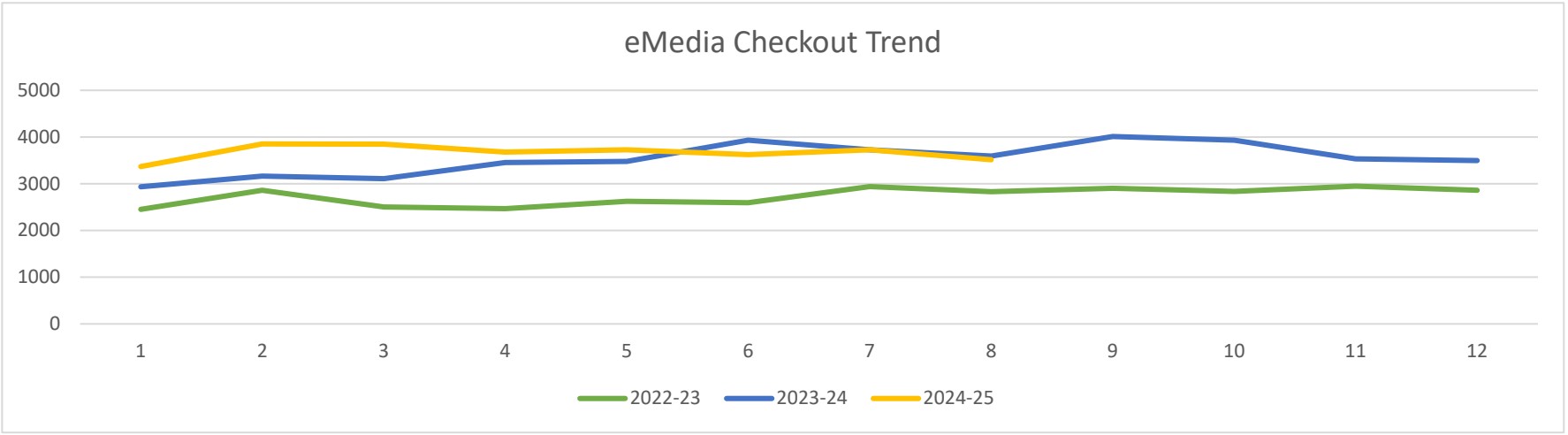
Electronic Resource Usage JULY 2024 - JUNE 2025	Jul-24	Jul-23	Aug-24	Aug-23	Sep-24	Sep-23	Oct-24	Oct-23	Nov-24	Nov-23	Dec-24	Dec-23	Jan-25	Jan-24	Feb-25	Feb-24	Mar-25	Mar-24	Apr-25	Apr-24	May-25	May-24	Jun-25	Jun-24	2024-25 YTD Totals	2023-24 Totals
Auto Repair Source	40	40	52	34	0	50	26	26	28	34	29	26	14	17	64	32		25		45		76		35	253	440
MAS Ultra - School Edition	0	0	0	0	0	0	0	0	0	9	0	0	1	0	2	4		0		1		2		0	3	16
MasterFILE Premier	2	7	2	0	8	0	8	9	6	0	5	0	25	17	6	7		3		12		9		0	62	64
Middle Search Plus	1	0	0	4	0	1	3	0	0	0	0	0	5	4	0	1		0		4		2		0	9	16
NoveList Plus	50	16	89	23	37	18	41	83	27	68	32	77	24	265	14	52		103		69		114		38	314	926
Primary Search	1	0	0	1	1	2	2	0	1	1	0	4	4	0	0	0		7		0		0		0	9	15
Points of View	1	0	2	0	0	1	11	3	0	9	0	0	0	0	0	25		0		1		0		0	14	39
Gale Virtual Reference Library	3	0	0	21	0	39	20	1	3	3	0	8	13	5	3	10		1		17		10		0	42	115
HelpNow!	91	292	381	211	737	481	2905	640	3009	176	3977	80	2853	132	798	151		150		3241		140		62	14751	5756
VetNow!/JobNow!	15	1	1	25	0	12		1		9		18		7		8		5		18		21		29	16	154
Mango Languages	124	74	122	81	87	71	77	60	153	56	134	62	188	44	93	144		197		126		109		97	978	1121
Newsbank	0	10	8	114	3	45	64	10	18	112	3	164	11	16	40	3		38		7		370			147	889
TumbleBooks	59	13	3	6	20	46	11	41	2	6	16	8	7	40	1	17		12		35		1		17	119	242
ProQuest	0	2	0	0	8	5	11	1	1	0	0	10	1	4	1	8		0		4		3		3	22	40
CultureGrams	1	0	0	0	1	0	11	0	4	7	4	32	4	9	9	0		0		0		0		0	34	48
Britannica	24	44	22	58	43	28	87	36	32	19	11	69	36	63	32	22		114		104		144		2	287	703
TeachingBooks	143	73	298	114	302	128	254	107	190	243	82	264	416	130	452	545		137		175		249		169	2137	2334
New York Times Newspaper	0	0	0	0	0	0	73	0	97	0	66	0	44	0		0		0		0		0			280	0
Learning Express	2	0	2	2	0	0		3		14		1		0		0		1		1		0		0	4	22
LinkedIn Learning	25	12	10	7	0	23		37		307		3		3		20		19		17		11		6	35	465
Coursera	18	25	15	29	0	30		8		3		3		9		4		7		3		0		1	33	122
Month Total:	600	609	1007	730	1247	980	3604	1066	3571	1076	4359	829	3646	765	1515	1053		819		3880		1261		459	19549	13,527

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

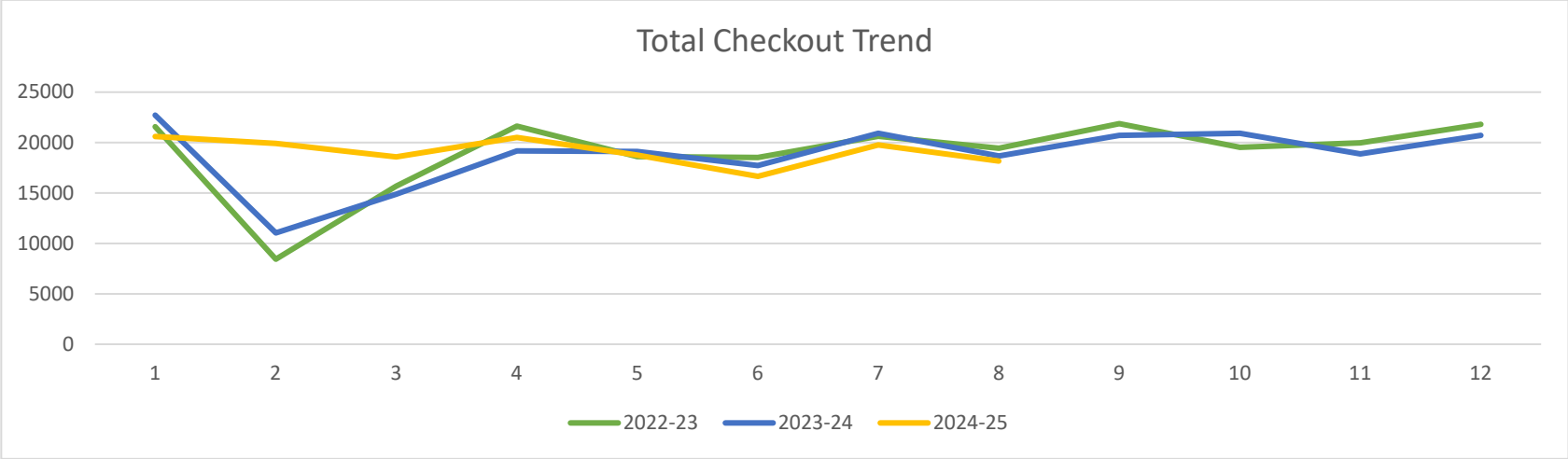
Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	19125	5573	13178	19172	15976	15936	17699	16594	18974	16818	17014	18942
2023-24	19784	7877	11779	15714	15644	13802	17187	15083	16700	16999	15351	17222
2024-25	17234	16067	14729	16836	15018	13028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



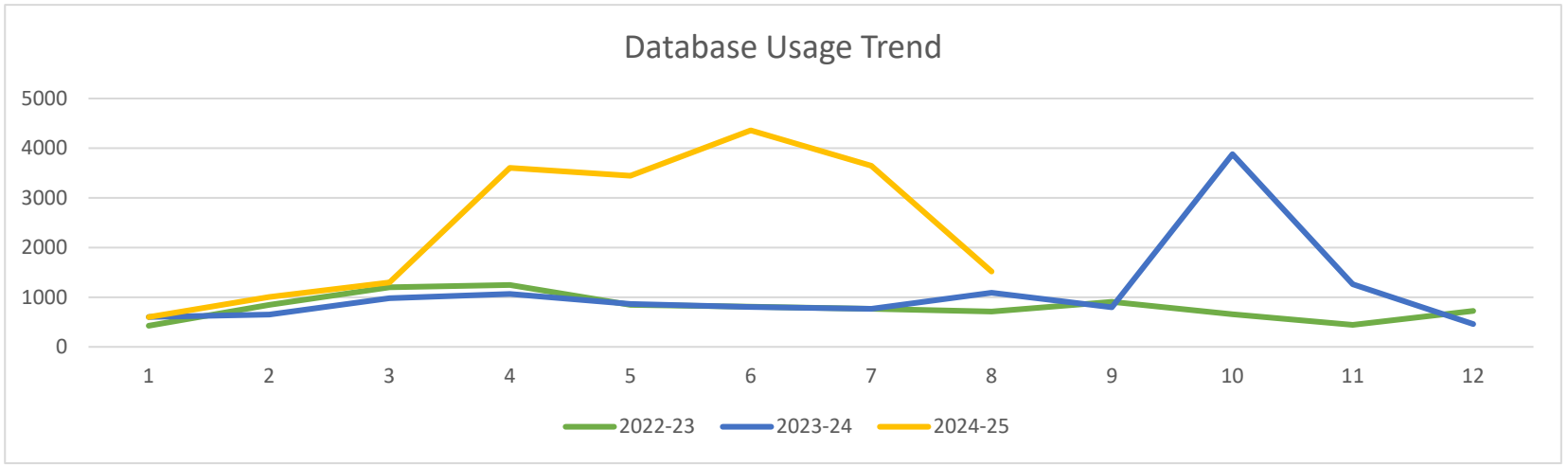
eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2024-25	3368	3852	3846	3679	3727	3622	3728	3516				



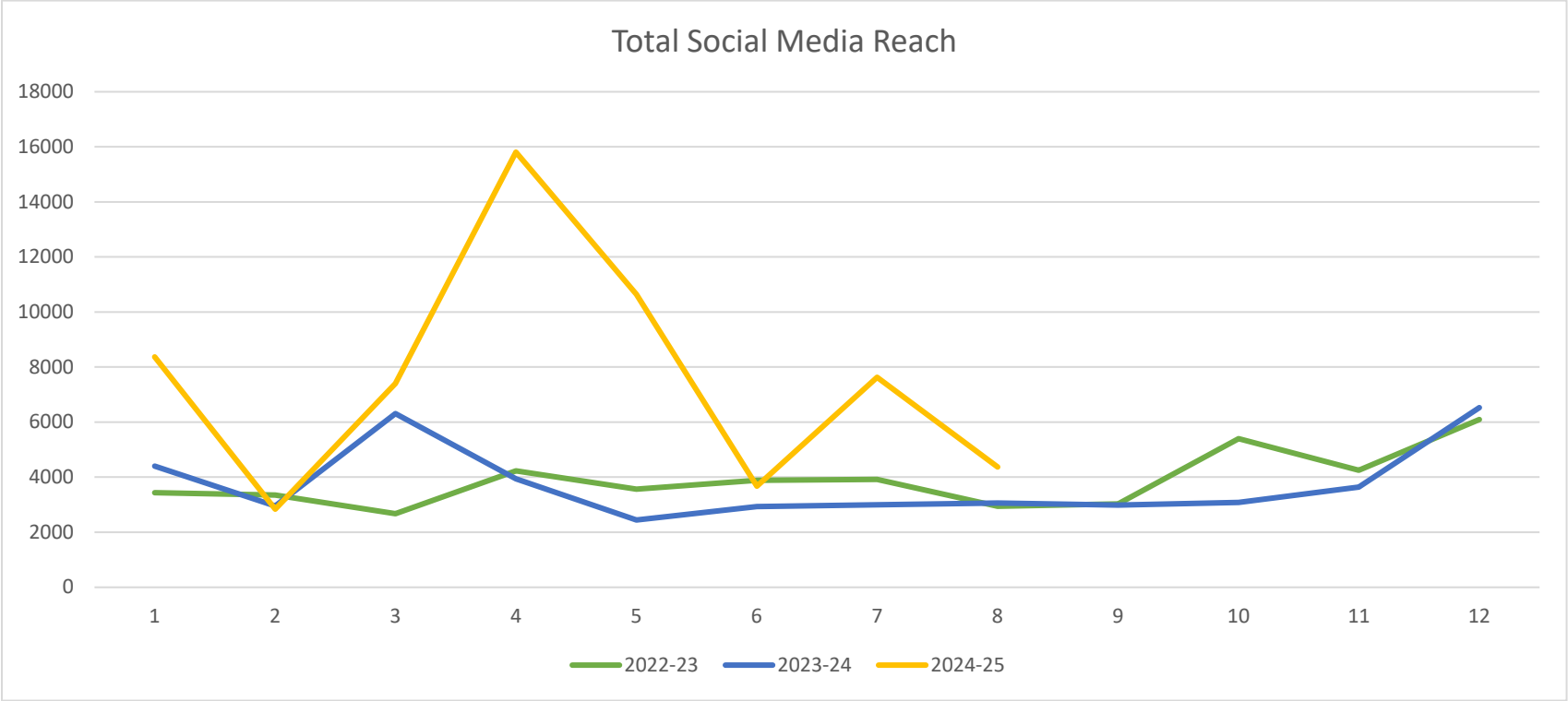
Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	20912	18678	20711	20929	18885	20719
2024-25	20602	19919	18575	20515	18745	16650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



Total Database Usage	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	425	846	1202	1246	845	806	766	711	907	658	441	721
2023-24	601	650	980	1066	866	803	765	1089	794	3880	1261	459
2024-25	600	1007	1298	3604	3446	4359	3646	1515				



Total Social Media Reac	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	3433	3352	2674	4230	3570	3887	3923	2949	3029	5399	4247	6095
2023-24	4405	2957	6309	3936	2445	2928	2992	3061	2990	3079	3637	6527
2024-25	8364	2838	7405	15807	10643	3668	7634	4368				



BUENA PARK Library District

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

Meeting Date: April 1, 2025

Korean Book Requests

- Remaining volumes in *토지* series (박경리): 895.724 (Korean literature)
- Remaining volumes in *코믹 메이플 스토리 오프라인 RPG* series (송도수): 741.5 (Comic books, graphic novels)

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

- The God of Story: Discovering the Narrative of Scripture Through the Language of Storytelling
- Novelty: and other stories
- Phonics Reading Program (Pokémon) by Quinlan B. Lee
- *One Woman's Army* by Charity Adams Erley
- *Macho* by Victor Villasenor
- *The Let Them Theory* by Mel Robbins
- *Have you Eaten Yet: Stories from Chinese Restaurants Around the World* by Cheuk Kwan
- *Cortherstone* by Janessa Burt

BUENA PARK Library District

Staff Report- Agenda Item 13

Date: April 1, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Director's Report- March 2025

Recommended Action:
Agenda Item 13

Informational Only

Administration Updates:

In early March, I worked with Townsend Public Affairs to submit a grant application for funding to encourage play activities in our children's area. This is a grant through the State Library, but funded through the Institute of Museum and Library Services ("IMLS"). On Friday, March 14, 2025, the President signed an executive order affecting the IMLS. Approximately $15 million in grant funding is distributed to California through IMLS. This funding may be affected due to this executive action.

Our project team continues to work with Regional Government Services on the District's finances. We prepared, reviewed, and submitted multiple reports to the State Controller and have been preparing and reviewing tax filings and requirements.

There was also quite a bit of required training due this month and designated staff completed their driving safety, ethics, and harassment prevention for supervisors training.

Upon completion of the training, I reviewed records in our insurance portal with Special District Risk Management Authority ("SDRMA") and noticed that some of our qualifying training was missing from the credit incentive program that offers a discount on our liability and workers' compensation insurances. I was able to secure several additional credit points. In addition, SDRMA informed me that I and four other staff members qualified for their General Safety Specialist Certificate. The certificates are being presented at the April Board meeting.

Building/Equipment Updates:

The District required a plumbing service call due to a clogged urinal and a broken faucet this month. We also completed our semi-annual fire alarm testing this month.

Our biweekly meetings with Griffin Structures and LPA, Inc. continue as we develop plans for updating the library. Due to the increased design scope approved at the last Board meeting, we can expect to have contractual adjustments to the consultant fees. Additionally, as we have discussions with the City regarding the site work, we are being made aware of requirements that could be triggered relating to storm water quality, trash enclosures, and fire department access that could impact the project.

Library Staff and Outreach:

Brenda Gomez participated in Read Across America Week by reading to classrooms at Whitaker Elementary School. Throughout the month, the Outreach Team also attended several Open House events at schools. In the Centralia Elementary School District, they visited Danbrook Elementary, San Marino Elementary and Centralia Elementary Schools. In the Anaheim Union High School District, they visited Orangeview Jr. High's Open House, which was held at Western High School.

Reference staff visited Corey School and Emery School to present at their Career Day events. Ruth Cho attended Corey School's Reader's Day event and Chelenne Slaven participated in Buena Terra Elementary School's Read Across America Week event.

Supervisor Doug Chaffee's Fourth District Kids Fishing Derby was held Saturday, March 29th at Ralph B. Clark Regional Park. The Outreach Team provided information about library programs and services and registered patrons for library cards.

Upcoming events for our Outreach Team include Buena Park's Spring Eggstravaganza, which will be held on Saturday, April 19th at Boisseranc Park and the School Readiness Fair on April 25th from 4pm -7pm at the Walter Knott Education Center.

Paulina Garcia and Martin Lebria attended a 6-week online course Foundations of Library Services to gain a deeper understanding of libraries, their mission, and role.

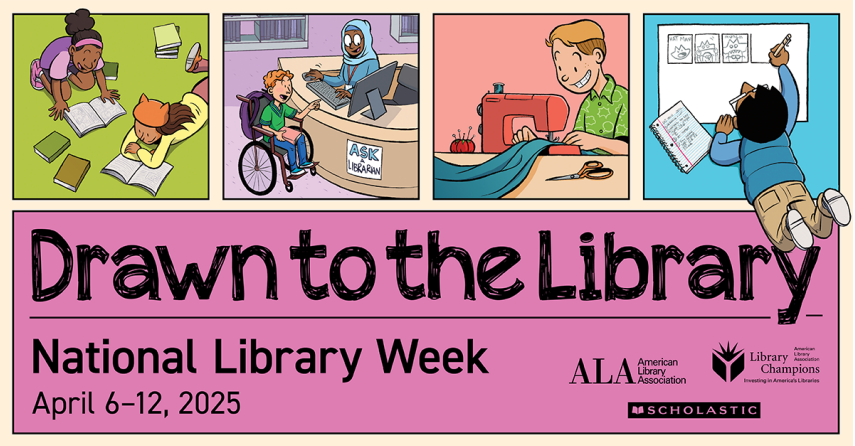
Programs and Services:

March Programs:

In March we saw the return of playtime at our Preschool Storytime, Little Friends Storytime, and Family Storytime programs. We also celebrated Women's History Month by hosting three special afternoon and evening story time events featuring women authors and illustrators: Sarah Hwang, Hyewon Yum, and Niña Mata. Children and their adults were treated to special video messages from the authors, followed by readings of their books and an opportunity to win autographed copies of their books.

April Programs:

National Library Week is April 6-12, 2025, and we have a variety of special events planned throughout the week. This year's theme, "Drawn to the Library," highlights not only what attracts people to the library, but also the creative and imaginative activities that can be enjoyed there.



Monday, April 7: We kick off National Library Week with a Baby Band program designed to inspire music and movement. Children aged 0-2 and their caregivers will sing songs, play instruments, and dance.

Tuesday, April 8: Teens will gather in the library's Teen Space to sketch, doodle, and explore their creativity.



Wednesday and Thursday, April 9-10: In partnership with the Buena Park High School National Honor Society, we are excited to offer the Reading Buddies program. This initiative

provides children aged 4-12 the opportunity to read aloud to a buddy who will support and encourage them.

Friday, April 10: Our Adult Book Club will meet to discuss the New York Times bestselling novel *Here One Moment* by Liane Moriarty.

Throughout the week, drawing stations will be available on the 1st floor. Visitors of all ages are invited to stop by and illustrate what "A Day at the Library" means to them. These drawings will be displayed in our gallery, and participants will receive a special National Library Day bookmark.

Saturday, April 12: We will conclude National Library Week with a Family Storytime and an anime drawing program. The Anime Your Way program features former Simpsons artist Carlos Nieto III, who will teach attendees how to create their own anime characters.



Toffee the Bunny will be helping us celebrate spring by making appearances at all story time events between April 15th and April 19th. We will be reading bunny stories and singing bunny songs at all story times this week. Children will have an opportunity to take a photo with Toffee and will receive a special goodie to take home with them.

Our Science Friday program on April 25th will feature fossils and how they form.

BUENA PARK Library District

Staff Report- Agenda Item 14

Date: April 1, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Approval of Increase in Compensation for Library Services Manager

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Recommended Action:
Agenda Item 14

Approval of increase in compensation for Library Services Manager Ann Thompson to step four on the salary scale, $55.47 an hour effective April 18, 2025.

Background:

The Library Director recommends an increase in compensation for Library Services Manager Ann Thompson to step four on the salary scale, a rate of $55.47 an hour effective April 18, 2025.

Fiscal Impact:

This wage increase results in an increase of monthly expenditures of approximately $458 for the District, which is already included in our overall compensation plan and will be allocated in FY 25-26 Budget.

BUENA PARK Library District

Staff Report- Agenda Item 15

Date: April 1, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Trustee Onboarding

Recommended Action:
Agenda Item 15

Staff recommends that all Trustees complete their required AB1234 Ethics and harassment prevention training. (THIS IS ALREADY A REQUIREMENT)

Additionally, Staff recommends an initial comprehensive Brown Act training, that it be a required on-boarding process, and that Trustees take a refresher training every two years.

Discussion about Board member training options, including those available through and recommended by California Special Districts Association and/or training at a Board meeting in the form of a workshop.

Staff also recommends that the Board set a Goal to Revise Board Policies and Procedures during Fiscal Year 25-26.

Background:

At the last Board meeting, Trustee Quintero requested an item be placed on the agenda to discuss Trustee Onboarding.

Staff believes that the Trustee onboarding process could use some restructuring to create a more formal, defined process for new Trustees assuming their role and refresher training for seasoned Trustees. This would ensure a common understanding of governance principles, Board and Staff roles, special districts, meeting procedures, Board policies, legal requirements and potential pitfalls. A common understanding would facilitate more effective meetings and assist with priority and policy development.

The current Board policies only require AB 1234 Ethics training and harassment prevention training every two years. Staff recommends that this training be completed by all Trustees who are currently due.

Additionally, comprehensive Brown Act training is currently only recommended and not required other than what is covered as a result of AB 1234. More comprehensive initial training and refresher training for all Trustees in the Brown Act would ensure that Trustees are not inadvertently creating serial meetings or violating the Brown Act in other ways. This

training would help the District reduce risk and assist with the facilitation of more effective public meetings. Staff recommends that all Trustees complete an initial Brown Act training, that it be a required on-boarding process, and that Trustees take a refresher training every two years.

In addition to requiring ethics and harassment prevention training upon assuming a Board Member role, California Special Districts Association (CSDA) recommends training in the following areas to Board members and provides them free, on-demand to our District:

Brown Act
General Manager Evaluations
Governance
Board/Staff Roles
Board Member and District Liability Issues
LAFCO Matters for Special Districts
How to Build a Better Multi-Year Strategic Plan
Parliamentary Procedure
Public Agency Communications

Board Policies and Procedures also could use revision. After consulting the Board policies for reorganization procedures this past cycle, Staff noticed references to the incorrect section of the education code, an incorrect reference to Trustee eligibility, as well as a problematic policy relating to election of officers. The policies would benefit from corrections as well as a reorganization year meeting procedure. It is unclear where the Board policies originated from or if they underwent legal review. Staff recommends that they be reviewed and updated with the assistance of our attorneys and consultants to ensure that they align with legal requirements and best practices. The updates can address the reorganization, onboarding, and training requirements, among other things. It may be easier to come to an understanding about appropriate roles, responsibilities, and policies relating to Board members if Trustees complete the additional recommended training to develop a common understanding of organizational roles.

Fiscal Impact:

While attending conferences and academies carry an extra expense, many of the above-referenced trainings are already included and readily available as part of our CSDA Membership and/or sponsored by Special District Risk Management Authority (SDRMA). The trainings are designed to provide readily accessible tools to District Board members to gain the information needed for effective governance and to reduce exposure to risk. While some trainings are only available live, many are on-demand. Upon completion of the entire training, the training record is sent to the District. There is no cost associated with many trainings, but they would require a Trustee time commitment to completing them.

If Trustees desire a more interactive training experience, travel is prohibitive, and schedules are inflexible, it is possible to have an attorney conduct training in the form of a workshop during our regularly scheduled board meeting. We could try to coordinate this virtually with the presenter to reduce travel expenses, though there would still be a financial impact for the attorney fees.

Review of policies and procedures by attorneys will also result in legal fees, but the expense is necessary to ensure compliance and good governance. We currently have a legal services contract with Dannis Woliver Kelley and legal services fees would be billed in accordance with our existing contract.

Attachments:

Exhibit A: Board Policies and Procedures

Library Board of Trustees Policies and Procedures

Est. 1919

BUENA PARK
Library District

Approved October 7, 2021
Reviewed November 1, 2022
Updated October 1, 2024

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Buena Park Library District
Board of Trustees
Policies and Procedures

I. About the Buena Park Library District

The Buena Park Library District is an independent special district organized in 1919 under the Education Code of California, Sections 19600-19734. Special districts are a form of local government that were created by their constituents to meet specific service needs for their community. This free public library, governed by a five-member elected library board, provides equal access to library services for all community residents. No effort is spared to maximize services at the best value to the taxpayers of the District.

Basic library services are always provided free of charge and costs of selected peripheral programs are held to a minimum. Well-trained library professionals are employed to bring people and the resources of the Library together. The Library presents and makes its facilities available for a variety of children and adult programming, and prioritizes the materials and services based on the needs of the Buena Park community. Residents and students from the surrounding cities also enjoy the various library services offered.

II. Buena Park Library District Mission Statement

Our Mission -- Why we're here
The Buena Park Library is committed to providing free and equal access to information, programs and services to educate, entertain and enrich the lives of our diverse community.

Our Vision -- What we want to achieve
The Buena Park Library is our community's center for discovery, lifelong learning, enjoyment and connection with others.

III. About the Library Board of Trustees

The Library Board of Trustees is composed of individuals representing the highest standards of the community. An ideal Board member is an able and dedicated person with integrity, intelligence, common sense, enthusiasm, a sense of humor, and respect for learning. Additional qualities which will ensure the value of an individual as a Library Trustee are:

1. Understanding of cultural, social, and economic conditions in the community.
2. Appreciation of the role of the Library as an education center for the whole community.
3. Ability to help make the Library appreciated and respected in the community.
4. Availability to give the time and effort required for Board and committee meetings.
5. Willingness to keep informed of library trends, developments, and progress so that the library will constantly grow and change with modern requirements.
6. Willingness to present the Library's fiscal, facility, and program needs to appropriate bodies, government officials, and the community.

IV. Guidelines for Library Board of Trustees

1. A Trustee's basic duty is to attend Library Board meetings regularly and carry a full share of responsibility.
2. All authority rests with the majority of the Board. It must never be assumed by the President or any other member or group of members.
3. All business of the Board shall be processed at a regular or special meeting of the Board. Library business or decisions shall not be undertaken by individual members.
4. After a policy or regulation has been adopted by a majority vote of the Board, its implementation should receive the unanimous support of Board members. To maximize chance of unanimous cooperation, every effort should be made by all Board members to achieve at least consensus in any controversial decision by making sure that every different point of view is fairly heard and understood by all Board members before a vote is taken.
5. The Board will have authority and discretion when disseminating substantive news releases and other releases of information on behalf of the Library District.
6. Directions and recommendations to the Library Director shall emanate from a majority of the Board at a regular or special meeting.
7. Trustees will observe the Library's management structure. All matters concerning management functions and day-to-day operation of the Library are responsibilities of the Library Director and the supervisory staff.
8. Attendance at library conferences and workshops is encouraged.

1. Library Board of Trustees Roles and Responsibilities

The Board of Trustees of the Buena Park Library District is an elected, administrative board of five trustees residing and registered to vote within the District, as formed under CA Ed. Code §§19600-19734. Their primary task is defining the mission and vision of the Buena Park Library District, and guiding and advising the Library Director in the execution of same.

The Board of Trustees determines the strategic direction and operating policies that govern the Buena Park Library District. It provides financial oversight and ensures a sustainable financial future for the Buena Park Library District. It hires the District Director, to whom it delegates management authority. The Board of Trustees holds the Director accountable through a formal evaluation process.

The Board of Trustees represents and advocates for the Buena Park Library District in the community.

The Board of Trustees holds authority only as an aggregate body, not as individual trustees, and works to maintain a unity of purpose among its members as they work in the best interests of the Buena Park Library District and the Buena Park community.

As a publicly elected body administering a special district, the Board of Trustees complies with and ensures that the Buena Park Library District complies with all legal requirements and ethical standards, and strives to ensure an open and transparent process of governance.

2. Election of Library Board of Trustees

The Board of Trustees consists of five members who are qualified voters and reside in the City of Buena Park. They are elected by voting districts and serve without pay for four-year staggered terms. Elections are held biennially in even numbered years on the same day as state general elections, the first Tuesday after the first Monday in November. Pursuant to Education Code §19700, Trustees take office the first Friday in December succeeding their election.

2.1. Official Tabulation of Votes

The official tabulation of votes in a Trustee election, furnished by the Registrar-Recorder of Orange County, shall be recorded in the minutes of the next Board meeting following an election (or upon receipt).

2.2. Vacancies on the Library Board of Trustees

If a vacancy should occur on the Library Board of Trustees based on any of the prescribed events contemplated by Gov. Code §1770 occurring before the expiration of a term of office, the District shall notify the county elections official 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. The remaining Trustees shall fill that vacancy by appointment within 60 days of the date on which the district board is notified of the vacancy, or the effective date of the vacancy whichever is later (Gov. Code §1780(d)(1)-(e)(1)), or by calling an election at the next established election date. Any individual appointed to a vacancy on the Library Board of Trustees by any means shall assume his or her office at the next regular meeting of the Board.

2.3. Appointment to a Vacancy

If the Board of Trustees decided to appoint someone to fill the vacancy, a notice of said vacancy must be posted in three or more conspicuous places in the district, as well as on the District's website, at least 15 days before the appointment is made.

At the public meeting at which the vacancy appointment is considered by the Board of Trustees, and in advance of any Board action, the Board shall provide the public with the procedure by which the appointment will be made, including selection criteria, process, timeline, and voting. The Board shall endeavor to make the appointment in line with general principles of transparency and open-government best practices.

Once the Board has selected an individual to fill the vacancy, the Orange County Board of Supervisors shall be notified to approve the official appointment to fill the vacancy. The District must then notify the county elections official of the appointment no later than 15 days after the official appointment is made, and that appointee shall fill the vacancy under whichever of the following two scenarios applies (Gov. Code §1780(d)(2)):

A. 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 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.

B. 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 a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

2.4. Calling an Election to Fill a Vacancy

In lieu of making an appointment, the remaining members of the Board may within 60 days of the date they are notified of the vacancy or the effective date of the vacancy (whichever is later), call an election to fill the vacancy. 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 (Gov. Code §1780(e)(2)). Established election dates are defined by Elections Code §1000.

2.5. Failure to Act

If the vacancy is not filled by the Board either via making an appointment or calling a special election within 60 days, then between 60 and 90 days, the Orange County Board of Supervisors may fill the vacancy either by appointing a new Library Trustee or by ordering the District to call an election. The election shall be held on the next established election date that is 130 or more days after the date the Board of Supervisors orders the election.

If the number of remaining members of the Board falls below a quorum, then at the request of the district secretary or a remaining Board Member, the Board of Supervisors may waive the 60 day period during which the Board is allowed to take action (but would be unable to act due to the lack of quorum), and the Board may either appoint immediately to fill the vacancy, or may call an election to fill the vacancy. The election shall be held on the next established election date that is 130 or more days after the date the Board of Supervisors calls the election. The Board of Supervisors shall fill only enough vacancies to provide the Board of Trustees with a quorum.

If within 90 days of the date the Board of Trustees is notified of the vacancy or the effective date of the vacancy (whichever is later), no action has been taken by any governing body to fill the vacancy either by appointment or by calling for a special election, the Buena Park Library District must call an election to fill the vacancy (Gov. Code §1780(g)(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.

2.6. Election

A person elected at a regular board member 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 or until his or her successor qualifies and takes office (Elec. Code §§10554, 10507). A special election, should it be required, ordered, or necessary, shall be held in accordance with CA Election Code §1000.

2.7. Candidate Statement for District Elections

A candidate running for the Board of Trustees may prepare a candidate's statement that will be filed at the same time that the Declaration of Candidacy is filed. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate themselves. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations and

shall not make reference to other candidates running for that office. (Elec. Code §§ 13307, 13308).

The Registrar of Voters will require each candidate filing a Candidate's Statement to pay in advance as a condition of having his/her statement included in the Voter Information Guide. The cost is calculated to recover expenses for translation into the required languages, typesetting, printing and labor in the processing of candidate's statements. Elec. Code §§ 13307

2.8. Seating of New Members on the Board of Trustees

The presiding officer (or his/her designee) will conduct a brief ceremony at the first meeting of the Library Board of Trustees at which newly elected or newly appointed members of the Board assume office. The ceremony will consist of the newly elected or newly appointed Trustee affirming an oath of allegiance, as written below:

I,_____[name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States, and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

3. Officers

At the Board's first regular meeting called after the last Friday in November, the Board shall elect its President, President Pro-Tempore, and Secretary for one-year terms (Ed. Code §19424).

3.1. Election of Officers

The Library Board of Trustees elects its officers (President, President Pro-Tempore, and Secretary) at its regular board meeting called after the last Friday in November from among its members, effective immediately. The officers remain in office for a term of one year or until their successors are duly elected.

3.2. Vacancies

A resignation, death, or other cause creating a vacancy in one of the offices shall be filled by a majority vote of the Board at the next regular meeting. The term of office shall be for the unexpired term.

3.3. Duties of Officers

A. President

1. Chairs all Library Board of Trustees meetings;
2. Carries out necessary duties as prescribed by law;
3. Works closely with the Director (or his or her designee(s)) to facilitate effective communication among the Board of Trustees and the community;
4. Works closely with the Director in preparing the agenda for all Board of Trustees meetings;
5. Shall sign, with the Secretary, all official documents implementing Board action;

6. Appoints Standing Committees (including a chair of each committee), Board Liaisons, and may create Special Committees or Ad-Hoc Committees to perform a specific task; with all appointees requiring an approval by a majority of the Board of Trustees;
7. Shall be an ex-officio member of all Standing Committees;
8. Represents the District in official functions, or designates a representative; and
9. Shall be (or shall designate) the official spokesperson for Board of Trustees actions.

B. President Pro Tempore

1. Assumes the duties of the President in absence of the President or in the event that the President must vacate the chair during the course of a meeting; and
2. Carries out necessary duties as prescribed by law.

C. Secretary

1. Certifies all District documents as may be required by law, and signs, with the President, all official documents implementing Board action.
2. Assumes the duties of the President in the absence of the President and President Tempore; and
3. Carries out other duties as prescribed by law.

3.4. Personal and Individual Liability of Trustees

The District includes in its standard insurance policy with SDRMA a Directors & Officers Liability insurance policy, such that Board members are not at risk of joint and several liability for actions taken in the proper exercise of their official duties to the extent permitted by law.

4. Library Board of Trustees Committees

Board Committees may be constituted in order to facilitate the effectiveness of the Library Board of Trustees within the powers and authority delegated by the Board as a whole. The creation of committees is discretionary, and the President, subject to a majority vote of the Board, may appoint a committee at any time, and shall designate the chair of each committee.

In establishing committees, the Board will comply with all relevant legislation, including the Ralph M. Brown Act.

4.1. Committees Subject to the Brown Act

A. *Standing Committees*. Standing committees may be appointed by the Board to deal with a continuing area of interest for an unspecified duration. No more than two members of the Board shall sit on any standing committee. Standing committees may or may not include other members, including staff or members of the public, and shall have a continuing subject matter and a fixed meeting schedule. All standing committees must operate within the confines of the Ralph M. Brown Act, which dictates that meetings shall be held in a suitable location, be open to the public, have an agenda posted at least 72 hours prior to the meeting, and that items from the public will be heard if they are within the subject-matter jurisdiction of that committee.

B. *Special Committees*. Special committees may be created at any time to perform a specific task for a specified duration. Membership of a special committee may be composed exclusively of trustees (provided that it is more than a quorum; i.e., three or more trustees), or may be composed of trustees, staff, members of the community, or any combination of the aforementioned, and shall have a special area of interest. They may meet on a fixed schedule or on an as-needed basis, but that shall be determined and set forth by the Board when the special committee is composed by the Board. All special committees must operate within the confines of the Ralph M. Brown Act, which dictates that meetings shall be held in a suitable location, be open to the public, have an agenda posted at least 72 hours prior to the meeting, and that items from the public will be heard if they are within the subject-matter jurisdiction of that committee.

4.2. Committees Not Subject to the Brown Act

A. *Ad-hoc Committees*. Ad-hoc Committees, otherwise known as temporary advisory committees, may be created by the Board at any time to perform a specific task. Membership of an ad-hoc committee is limited to less than a quorum, *i.e.*, two members of the Board, and shall be comprised exclusively of Board members (no additional members are permitted). Thus composed, a less than quorum ad-hoc committee is not subject to the constraints of the Brown Act (although it is perfectly free to operate according to them should it wish) (Gov. Code §54952(b)). At its creation, the committee shall be given a specific charge, a timeframe for completion of that charge, a designation of the composition of membership (either less than quorum ad-hoc or special), a full description of the functions to be discharged, and the authority that the committee will have. Ad-hoc committees are automatically dissolved once their specific tasks are completed but no later than twelve months following their creation.

4.3. Reporting of Committees

The Chair of each committee shall provide a comprehensive (written or oral) report to the Library Board of Trustees at the regular meeting following each committee meeting. A written report is recommended.

4.4. Committee Recommendations

The Committee may make recommendations to the Board who will have ultimate authority over such recommendations.

5. Library Board of Trustees Liaisons

The Board President may appoint designated liaisons between the Board and appropriate Library support groups and/or governing bodies as applicable. Appointments shall be made by the Board President with concurrence of a majority of the Board.

Each liaison will provide the Board with a comprehensive (written or oral) report of activities at the regular Board meeting immediately following any relevant activity, including recommendations for Board actions when appropriate.

6. Library Board of Trustees and Relationship with the District Director

The Board of Trustees determines the strategic direction and operating policies of the Buena Park Library District, and delegates their implementation to the District Director. Moreover, the Board appropriates all monies to be expended via the approved budget, and works closely with the Director to ensure a well-run library district which fulfills the needs of the community.

While the Board retains authority under the law to conduct all library business, it shall be Board policy to delegate responsibility for the operation of the library to the District Director, and to endorse his/her policies and practices, as long as they continue in the library's best interest.

It is the District Director's responsibility to keep the Board informed of library activities, and to make recommendations for Board action in all matters as required by law.

6.1. Administration Leeway in Absence of Board Policy

In situations arising where there are no policies or guidelines for administrative action, the Director shall have the power to act in compliance with State law and in consultation with General Counsel, as necessary; however, the Director's actions shall be subject to review and action by the Board of Trustees at its next regular meeting. It shall be the duty of the Director to immediately inform the Board of such situations, and of the need for policy.

6.2. Library Board of Trustees Requests of Staff or Legal Counsel

The Director shall be the line of official communication between the Board and all District personnel, including contractors, vendors, legal counsel, and volunteers. Except for the purpose of inquiry and unless there is reasonable cause to do otherwise, the Board of Trustees shall provide direction to District personnel through the District Director, in compliance with all applicable open meeting and transparency State laws. Neither the Board nor its members shall attempt to influence or to direct any subordinates of the Director.

The Director may, from time to time, assign specific members of the staff or request legal counsel to work directly with a Board member, a Board committee, or on a Board project.

6.3. Evaluation of the District Director

The District Director is hired on an at-will basis. Only the Library Board of Trustees of the Buena Park Library District has the authority to hire and terminate the employment of the Library Director and will make any such agreement binding only if it is in writing.

The Board shall undertake a formal evaluation of the Director bi-annually, and may, at their discretion, undertake a special evaluation, if such a special evaluation is approved with the vote of a majority of the Board. All formal evaluation processes must be conducted in compliance with the Ralph M. Brown Act and state law requirements, including the general rule of confidentiality regarding personnel records (Gov. Code §6254(c)) and the closed session procedure set forth for the performance evaluation of District employees (Gov. Code §54957).

7. Library Board of Trustees Expense Reimbursement Policy

The purpose of this policy is to (1) define the types of meetings, conferences, and other activities for which a Library Trustee may receive reimbursement from the District for actual and necessary expenses incurred in attending such meetings, conferences, or activities; and (2) to provide the rate or rates of reimbursement for travel, meals, lodging, and other actual or necessary expenses incurred by Library Trustees in attending those meetings, conferences, and activities; and (3) to provide the procedures and other requirements for seeking reimbursement from the District for those expenses.

This policy is intended to comply with the requirements of Government Code §§53232-53232.4.

7.1. Applicability

This policy applies only to members of the Board of Trustees. Reimbursement for expenses to the District Director and to employees of the Buena Park Library District shall be governed by the District's personnel rules and policies.

7.2. Authorized Expenses

A Library Trustee is eligible to receive reimbursement for travel, meals, lodging and other necessary expenses incurred in attending the following meetings, events and activities, provided the attendance is approved by the Board of Trustees, and includes (but is not limited to) the following categories:

A. **Conferences, Meetings and Workshops**

Attendance at conferences, meetings and workshops of regional, state and national organizations whose activities benefit or affect the District's activities or interests;

B. **Special Projects**

Attendance at conferences and meetings regarding special library projects;

C. **Community Activity or Visibility**

Attendance at community sponsored functions, where the presence of a representative is requested or important;

D. **Legislative Activity and Meetings with Local, Regional, State or National Officials**

Attendance at meetings with local, regional, state or national officials on legislative issues or District policy or program issues;

E. **Ethics, Harassment, Brown Act, or Special District Training**

Attendance at a conference, meeting, workshop or organized educational activity conducted in compliance with Government Code §54952.2(c), including but not limited to ethics training required by Government Code §53234;

F. **Educational Conferences and Professional Meetings (as outlined in §8 of this policy).**

Event categories not subject to reimbursement, and which will not receive Board approval, include social events, District-sponsored employee events, festival and holiday events, and meetings of political organizations.

7.3. Library Board of Trustees Budget Approval for Activity

A budget for attendance by a member of the Board at eligible meetings or events as described in Section 7.2 of this policy will be established as a line item in the District's budget. Adoption of the budget by the Board of Trustees will constitute prior approval of such expenses provided the total expenditures do not exceed the approved budget. Expenses which exceed the approved budget must be approved by the Board before they are incurred.

7.4. Reimbursement Rates and Amounts

A. Transportation

Travel arrangements will be made using the most economical mode and class of transportation reasonably consistent with scheduling needs, the most direct and time-efficient route, the Trustee's time constraints, and cargo space requirements. Automobile mileage shall be reimbursed at Internal Revenue Service rates presently in effect (see http://www.irs.gov/). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed. Mileage for travel to meetings, conferences, and activities with a ten-mile radius shall not be reimbursed by the District.

Taxi, ride-sharing, or shuttle fares may be reimbursed, including a 15% gratuity per fare, when the cost of such fare is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

B. Lodging

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

Conferences/Meetings. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.

Other Lodging. Travelers must request government lodging rates, when available. Lodging rates that are equal or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like www.hotels.com, www.expedia.com, or an equivalent service shall be considered reasonable and hence reimbursable if, given the circumstances of the travel, such comparable rates can be found. In unique circumstances, the District

Director may approve the reimbursement of reasonable lodging costs that exceed the two standards above, if necessary, under the particular circumstances.

C. Meals

Trustees shall, when available, take meals that are provided as part of a seminar or conference registration fee. Reimbursable meal expenses and associated gratuities shall not exceed $60 per day

D. Telephone/Fax/Cellular

Trustees will be reimbursed for all actual telephone and fax expenses incurred for Buena Park Library District business. Telephone bills should identify which calls were made on Buena Park Library District business.

E. Internet

On out-of-town trips, Trustees will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed $15 per day, if Internet access is necessary for Buena Park Library District related business.

F. Airport and Other Parking Charges

The Buena Park Library District will reimburse parking costs based on actual costs or the equivalent of long-term parking rates used for travel exceeding 24 hours.

G. Other

Baggage handling fees and reasonable gratuities will be reimbursed. Expenses for which Trustees receive reimbursement from another agency are not reimbursable. Any and all expenses that do not fall within the adopted reimbursement policy are required to be approved by the Library Board of Trustees in a public meeting prior to the expense(s) being incurred.

7.5. Non-reimbursable Expenses

Examples of personal expenses for which the Buena Park Library District will not reimburse a Trustee include, but are not limited to:

- The personal portion of any trip;
- Political or charitable contributions;
- Family expenses, including partner's expenses when accompanying an official on agency-related business, as well as children or pet-related expenses;
- Entertainment expenses, including theater, movies (either in-room or at the theater), recreational events not related to Buena Park Library District business (including gym or massage expenses), cultural events not related to Buena Park Library District business;
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;
- Personal losses incurred while on Buena Park Library District business; and
- Personal alcohol or bar expenses.

7.6. Expense Report Content and Submission Deadline

All expense reimbursement requests must be submitted on an expense report form provided by the Buena Park Library District. This form shall include the following advisory:

"All expenses reported on this form must comply with the Buena Park Library District's policies relating to expenses and use of public resources. The information submitted on this form is a public record.
Penalties for misusing public resources and violating the Buena Park Library District's policies may include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability."

Expense reports must document that the expense in question met the requirements of this policy. Except as required sooner by this policy, Trustees must submit their expense reports within 30 calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. The inability to provide such documentation in a timely fashion may result in the expense being borne by the Trustee.

7.7. Verification of Expense Reports

Trustees shall submit their reimbursement forms to the District Director for review, final approval and payment. Included on the reimbursement form will be an explanation of the Buena Park Library District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

The District Director and Business Officer shall review and approve all reimbursement requests. The District Director or the Business Officer may request additional documentation or explanation of individual expenditures for which reimbursement is requested by the Trustee. Expenses that do not adhere to the adopted reimbursement policy and that do not receive approval from the Board of Trustees in accordance with the above policies prior to the expense being incurred shall not be eligible for reimbursement.

7.8. Reports to the Public

At the next subsequent regular Board meeting, each member shall briefly report, orally or in writing, on all meetings attended at District expense. If multiple members of the Board of Trustees attended an event, a joint report or individual report on behalf of all attendees may be made.

7.9. Compliance with Laws

Trustees should keep in mind that some expenditures could be subject to reporting under the Political Reform Act and other laws. Records of all District expenditures and documentation regarding expense reimbursements are public records subject to disclosure under the Public Records Act, subject to any applicable exemptions.

7.10. Violation of this Policy

Failure of District officials to abide by this Policy, following its adoption, may result in disciplinary action, up to and including censure, removal from office (including for designated events constituting a vacancy before expiration of term under Gov. Code §1770) or referral for criminal prosecution.

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: (1) loss of reimbursement privileges, (2) a demand for restitution to the Buena Park

Library District, (3) the Buena Park Library District reporting the expenses as income to the Trustee to state and federal tax authorities, (4) civil penalties pursuant with California state law, or (5) prosecution for misuse of public resources (Penal Code §424).

8. Training, Education, and Conferences

Trustees are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve Board and/or District operations. Attendance at such educational conference and professional meetings are considered a part of an official's performance of their official duties for the Buena Park Library District. There is no limit as to the number of Trustees attending a particular conference or seminar when it is apparent that their attendance is beneficial to the Library District. "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

It is the policy of Buena Park Library District to encourage board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with interests of the Buena Park Library District. Cash advances are not permitted. All reimbursement of actual and necessary expenses shall be pursuant to the policies outlined in previous sections.

A Trustee shall not attend a conference or training event for which there is an expense to the Library District if it occurs after they have announced their pending resignation, or if it occurs after the election in which it has been determined that they will not retain their seat on the Board. A Trustee shall not attend a conference or training event at the expense of the Library District when it is apparent that there is no significant benefit to the Buena Park Library District.

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the Buena Park Library District, the Trustees shall either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District Director to be included in the library for the future use of other staff.

8.1. Ethics Training

All Trustees and the District Director shall receive two hours of training in general ethics principles and ethic laws relevant to public service within 1 year of election or appointment to the Library Board of Trustees, and at least once every two years thereafter, pursuant to Government Code §§53234-53235.2.

This policy shall also apply to all staff members that the Board of Trustees designates and to members of all commissions, committees and other bodies operating subject to the Ralph M. Brown Act who receive any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

Trustees and the District Director shall obtain proof of participation after completing the ethics training. Buena Park Library District Administrative staff shall maintain records indicating both the dates that the District Director and Trustees completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after the District Director and the Board of Trustees receive training, and are public records subject to disclosure under the California Public Records Act.

Buena Park Library District Administration staff shall provide the District Director and Board of Trustees with information on available training that meets the ethics training requirements of this policy at least once every year.

Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken from home, in person or online. Any Trustee that serves on the board of another agency is only required to take the training once every two years.

8.2. Brown Act & Special District Training

Trustees are encouraged within their first six months of tenure on the Board to take advantage of training from the California Special District Association (CSDA), or other similar agencies, on board member best practices, the Brown Act, and other issues and concerns applicable to the Buena Park Library District.

8.3. Sexual Harassment Prevention Training

Government Code §§53237-53237.5 requires each local agency official to receive sexual harassment prevention training if the local agency provides any type of compensation, salary, or stipend to any local agency official. Trustees shall receive at least two hours of sexual harassment prevention training and education within the first six months of taking office, and every two years thereafter. Any entity which provides training must also provide the participants with proof of participation, and the Buena Park Library District Administrative staff shall maintain records for at least five years detailing the dates on which Trustees fulfilled said training, as well as the name of the entity that provided it.

8.4. Conflict of Interest Compliance

Trustees are required to file annually a Fair Political Practices Commission (FPPC) Form 700 with the County Clerk in compliance with the Political Reform Act.

9. Board Meeting Policies

9.1. Regular Meetings

Regular meetings of the Buena Park Library District Board of Trustees shall be held monthly in the Library Board room on the 2nd floor of the Library. The schedule and location may be modified by Board action, if appropriate.

All meetings are subject to the Ralph M. Brown Act. The Buena Park Library District shall post the agenda inside the Library and on the Library's website for its regular meeting at least 72 hours prior to the meeting.

9.2. Special Meetings

Pursuant to the provisions of Government Code §54956, Special Meetings of the Board of Trustees may be called by or at the direction of the President, or by a majority of Board members, with at least 24-hours' notice before the meeting, as required by the Brown Act. Although the Education Code specifies that a special meeting may also be called by a majority of Board members, by written notices served upon each member of the Board at least 12 hours before the time specified for the meeting (Ed. Code §19429), it shall be the policy of this Board to require at least 24-hours' notice in line with Brown Act provisions. Once such a special meeting is called by a majority of Board members, written notice must also be delivered to any newspaper, radio station, or television station

that has requested such notice (Gov. Code§54956(a)). The call and notice shall specify the time and place of the special meeting and the business to be transacted. Non-agenda items shall not be considered or discussed at such meetings. Special Meetings must be open to the public.

9.3. Emergency Situations

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of Library District facilities, the Board may hold an emergency meeting without complying with the 24-hour notice requirement of this section.

For the purposes of this situation, "emergency situation" can be understood to mean any of the following:

A. Any activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board;

B. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both, as determined by a majority of members of the Board (Gov. Code §54956(a)(2)).

However, any local newspaper of general circulation and radio or television station which has requested notice of special meetings pursuant to Government Code §54956 shall be notified by the presiding officer of the Board, or designee thereof, one hour prior to the emergency meeting by telephone.

In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and all reasonable efforts shall be made to notify those media outlets of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

Should a closed session be necessary under the closed session provisions set forth in Gov. Code §54957, notwithstanding emergency closed session provisions as set forth in Government Code §54957, the Board shall not meet in closed session during a meeting called pursuant to this section.

All special meeting requirements, as prescribed above, shall be applicable to a meeting called pursuant to this section, save for the 24-hour notice requirement. The minutes of a meeting called pursuant to this section, a list of persons whom the presiding officer (or designee of the Board) notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

9.4. Teleconferencing

As per Gov. Code §54953, teleconferencing - meaning the connection of members of the Board of Trustees by electronic means, either through audio or video or both - may be used for the benefit of the public and the District in connection with any meeting or proceeding authorized by law. It may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the Board of Trustees. All votes taken during a teleconferenced meeting shall be by roll call. The following practices must be observed:

A. No action shall be taken by secret ballot, whether preliminary or final.

B. The Board shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

C. At least a quorum of Trustees must be within the District at the time of the teleconferenced meeting (although they may teleconference from locations within the District).

D. Agendas shall be posted at all teleconference locations, and each teleconference location shall be identified in the notice and agenda of the meeting, and shall be accessible to the public. The agenda shall provide an opportunity for members of the public to address the Board of Trustees directly at each teleconference location.

In the case of a Declared State of Emergency, an Executive Order issued from the Governor, or Legislative Statute may modify the teleconferencing requirements as set by Gov. Code 54953.

9.5. Closed or Executive Sessions

The Ralph M. Brown Act allows private executive sessions, or closed sessions, for discussion of anticipated and initiated litigation, certain personnel matters and public employment, and labor and real estate negotiations. The Brown Act also allows executive sessions for discussion of matters related to recognized employee organizations. A member of the Board of Trustees may participate in the discussion via telephone and may vote (by roll call) if needed under the provisions set forth above for teleconferencing. If he/she is within the territorial limits of the agency, that member may be counted toward the quorum, but if he/she is outside the territorial limits of the agency, that member may participate in discussion and vote (by roll call), but may not be counted as part of the quorum. These sessions require the same notice as Special Meetings. The content of any Closed Session shall not be released except by a majority vote of the Board as required by Government Code section 54957.1 which governs public reporting requirements of action taken in closed session.

9.6. Parliamentary Procedure

Robert's Rules of Order (most current edition) shall govern the parliamentary procedures of the Board of Trustees, with two exceptions:

A. A Trustee proposing a motion may speak briefly on behalf of the proposal prior to making the formal motion. However, there shall be no further debate or discussion until the motion is properly made and seconded.

B. While the president must vacate the chair prior to making or seconding a motion (e.g. shall pass the gavel to the Secretary), in all other matters the officers shall be considered equal in privilege and responsibility to one another. They shall be encouraged to participate in debate and discussion and to vote on all matters brought before the Board.

The steps based on *Robert's* for a motion presented to the Board of Trustees are as follows:

- A member is recognized by the President;
- That member makes a motion;
- The motion is seconded by another member;
- The motion may be restated by the President at his/her discretion or at the request of any

member;

- Discussion of the motion
- A vote is taken, and ayes, nays, and abstentions are recorded; and
- The President announces the results of the vote and what action shall be taken.

9.7. Quorum

A quorum consists of three members of the Board of Trustees. An affirmative vote by a majority of the members present and voting is required to approve any action. The President shall, after calling the meeting to order, recognize the arrival or departure of any member of the Board of Trustees before adjournment. This information shall be included in the minutes of that meeting.

9.8. Attendance at Meetings

Library Trustees are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence. To be counted as present for any meeting, Trustees must be present for the majority of the meeting. It is recommended that Trustees notify the Board President or the Library Director of an absence in advance.

A Trustees position may be declared vacant if that individual violates the criteria set forth in California Government Code 1770.

9.9. Voting

All measures shall be passed by a majority of those present and voting. Voting shall be by voice and hand vote unless a member specifically requests a roll call vote, or when a roll call vote is mandated by State law.

9.10. Censure and Disciplinary Procedure

Failure by any member of the Board of Trustees to abide by the requirements set forth in this Policy may result in disciplinary action, up to and including censure, removal from office (including for designated events that constitute a vacancy before expiration of term under Gov. Code §1770 - e.g., failure to perform official duties for three consecutive months) or referral for criminal prosecution.

A. *Censure Requirements.* To censure any Board member for offending conduct that may violate this policy, any offended Board member may prepare, or may request that legal counsel prepare, a resolution to be brought back to the full Board of Trustees, to be voted upon at the next regularly scheduled Board meeting. The censure resolution shall be placed on the agenda for the next regularly scheduled Board meeting with the same notice otherwise required under the Brown Act, and the item must be considered in open session. The Board member(s) preparing or requesting censure shall include (or direct legal counsel to include) all actions allegedly taken by the offending Board member that are contrary to the legitimate interests of the District, and which were taken without authorization, approval, or ratification by the Board.

B. *Notice to Board member subject.* The Board member subject of the censure resolution shall receive individualized notice of the resolution by mail in advance of the scheduled Board meeting at which the censure resolution is set to be heard. That notice is effective at the date of mailing. At the time the censure resolution is considered, the

Board member proposed for censure shall be afforded an opportunity to be heard. For the alleged offending Board member(s) to be censured, the resolution would need to be adopted by a majority of the Board, excluding the alleged offending Board member(s).

10. Presenting Matter to the Board of Trustees

10.1. Agendas

A. Every staff member and committee member of the Buena Park Library District, and every citizen, individual, corporation, committee, or civic group having reports, communications, proclamations, resolutions or any other matter of business to be presented at a regular meeting, shall notify the District Director of the fact in writing at least 10 business days prior to the date of that meeting. The District Director and the President of the Board of Trustees shall determine which of such items are to be placed on a future agenda as matter directly related to Buena Park Library District business.

B. All items requested to be placed on an agenda by a member of the Board of Trustees shall appear on the agenda, with a brief general description of the item for inclusion in the agenda.

C. The District Director shall work closely with the Board President to prepare the agenda. The District Director shall deliver to members of the Board a complete copy of such agenda not later than 72 hours preceding a regular meeting, and 24 hours preceding a special meeting. The agenda shall be prominently displayed at the Board of Trustees meeting, and shall be made publicly available on the District's website in compliance with the Brown Act. The agenda shall contain a brief, general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and a copy thereof shall be posted on a business day at least 72 hours before any regular meeting in a location that is freely accessible to members of the public and designated by the Board of Trustees.

C. No matters other than those on the agenda shall be acted upon by the Board of Trustees; provided, however, that the Board of Trustees may take action on a matter not appearing on the posted agenda upon a determination by a majority vote that an emergency situation exists, as defined in Government Code §54956.5.

D. No action will be taken on agenda items for which there are District-generated or District-provided review attachments unless the attachments have been provided to each member of the Board of Trustees at least 24 hours prior to the Board of Trustees meeting. Documents which are public records, and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the Buena Park Library District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.

E. Any Trustee may add an item at the time of the Board of Trustees meeting for inclusion on a future agenda. No action shall be taken on these future agenda items at the meeting at which they are added.

10.2. Order of Business

The order of business as set forth in the agenda may be adjusted during the meeting with the approval of the Board of Trustees. As a permanent agenda item, there will be an opportunity for communication and comments from the public concerning items not on the agenda.

10.3. Minutes

Minutes of Board of Trustees meetings are a matter of public record. The official written Minutes are filed in the Administrative Office and on the Buena Park Library District's website and are available for public inspection and review during normal business hours.

10.4. Adequate Information to Precede Action

Except in emergencies, the Board of Trustees shall not attempt to decide upon any question before examining and evaluating information any person requests the Board of Trustees to consider. The District Director shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board of Trustees attempts to make a decision. All budget considerations shall be presented with adequate financial context from the budget, so the Board of Trustees can give each item adequate consideration.

10.5. Trustee Suggestions

Trustees may individually make suggestions for library services and operations to the District Director for evaluation.

10.6. Official Reports

Whenever a member of the Board of Trustees attends a meeting as an official representative of the Board or of the Buena Park Library District, a written or oral report should be made available to the other members of the Board of Trustees. A written report is recommended.

10.7. Guidelines for Addressing the Board of Trustees by Members of the Public

At each regular meeting, time is set aside for oral communications from the public. The Board President will announce that members of the audience may speak on any District-related subject which is not included on the agenda under the agenda item "Oral Communication from the Public Concerning Non-Agenda items."

Later, when each agenda item comes before the Board of Trustees, the President will invite those who have filled out request forms to speak on that item before comments from staff and the Board of Trustees.

The Board of Trustees recognizes its responsibility to openness in governing and the importance of public input. However, in order to conduct its business in an orderly and efficient manner, the Board of Trustees will require reasonable policies regarding public presentations to the Board of Trustees.

A. Those wishing to address the Board of Trustees are requested to fill out a request form for each agenda item or topic they wish to speak on and hand it to an appropriate staff member.

B. When called to speak, speakers should go to the podium and are requested to identify themselves by name.

C. Remarks shall be limited to three minutes per person. This applies to both non-agenda and agenda items.

D. All remarks are to be directed to the President. Dialogue between members of the public and between the public and Trustees is not permitted in a manner that would violate Brown Act principles. Trustees may briefly respond to comments or questions from the public at their discretion. It shall be within the President's discretion to ensure that Board members do not engage in dialogue that would impede the orderly conduct of agendized business.

E. Remarks by any person addressing the President which reflect adversely upon the political or religious views, or character of any person, are not permitted. Derogatory, insulting or abusive remarks directed toward any employee of the Buena Park Library District shall not be permitted. The Board of Trustees cannot prohibit public criticism of policies, procedures, programs or services of Buena Park Library District or the acts or omissions of the Board of Trustees itself. (Gov. Code §54954.3(c)). (The law provides no immunity for defamatory statements.)

F. The President shall rule on the appropriateness of the subject being presented and whether presentation is within the time limits specified.

G. Violations of these rules that severely disrupt the meeting may lead to removal of the individual from the meeting. Severe disruption will be categorized as action that renders the meeting proceedings unfeasible, at the President's discretion. When an individual or group of persons render the orderly conduct of the meeting unfeasible and order cannot be restored by removal of those individuals willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session in line with the Brown Act procedure laid out in Gov. Code §54957.9.

10.8. Agenda Attachments

All items indicated as attachments to the agenda for any items to be considered by the Board of Trustees will be available in print at least 72 hours prior to the commencement of the meeting at which Board of Trustees deliberation is required, and when possible, at the time of agenda distribution. Documents which are public records, and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.

11. Awards and Honors

The Board of Trustees may honor and recognize the service of Library staff. Recognition of staff five-year milestones (beginning at five years, and every five years thereafter) should be organized in close concert with the District Director.

The Board of Trustees may, from time to time of its own accord, honor and recognize individuals from the community who have distinguished themselves by service to the Buena Park Library District.

Such recognition may be in the form of a Certificate of Recognition to be presented, if possible, at a Board of Trustees meeting.

The Board of Trustees may also, from time to time of its own accord, honor and recognize individuals from the community who have distinguished themselves in a manner not directly related to service to the Buena Park Library District but that nonetheless supports the District's mission. Such recognition may be in the form of a Certificate of Recognition to be presented, if possible, at a Board of Trustees meeting.

Acting upon recommendations submitted by the District Director, the Board of Trustees will recognize volunteers who have contributed significant hours of service or value to the Buena Park Library District. Such recognition may be in the form of a Certificate of Recognition to be presented, if possible, at a Board of Trustees meeting.

Acting upon recommendations submitted by the District Director, or a Board Member, the Board of Trustees may approve recognition of a group or member of the community who has made outstanding contributions to the Library. Such recognition may be in the form of a special presentation of a Star on the *Jerry Guthrie Wall of Stars.*

12. Legislative Advocacy Procedures

The Library District will proactively monitor and advocate for legislation as directed by the Advocacy Priorities listed in section 13.1 and by the specific direction of the Board of Trustees. This process may involve interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the Library District.

Monitoring legislation is a shared function of the Board of Trustees and the Library Director or designated staff. The Legislative Advocacy procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The Library Director, or other designee, will act on legislation utilizing the following procedures:

A. The Library Director or other designee shall review requests that the Library District take a position on legislative issues to determine if the legislation aligns with the Library District's current Advocacy Priorities.

B. The Library Director or other designee shall review positions and analysis completed by the California Special Districts Association, California Library Association, American Library Association and other local government associations when formulating positions.

C. If the matter aligns with the Advocacy Priorities, the Library District's response shall be supplied in the form of a letter, email, or prepared form to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the Library District will be communicated through the Library Director or designee on behalf of the Board of Trustees.

D. All draft legislative position letters initiated by the Library Director or designee shall state whether the district is requesting "support", "support if amended", "oppose", or "oppose unless amended" action on the issue, and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the Library District, e.g. "the funding the District will lose due to this bill could pay for X capital improvements."

1. Support – legislation in this area advances the Library District's goals and priorities.
2. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the Library District, or does not advance the Library District's goals and priorities.

E. The Library District may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation.

F. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the Library District shall be included as a copy or "cc" on the letter.

G. A position may be adopted by the Library Director or designee if any of the following criteria is met:
   1. The position is consistent with the Advocacy Priorities listed in section 12.1;
   2. The position is approved by the Board of Trustees.

All legislative positions adopted outside of a regularly scheduled Board Meeting shall be communicated to the Board of Trustees at the next regularly scheduled Board Meeting.

12.1. Advocacy Priorities

A. Revenue, Finances, and Taxation

Ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.

Support opportunities that allow the Library District to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the Library District to maximize local revenues, offset and leverage capital expenditures, and maintain Library District goals and standards.

B. Governance and Accountability

Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, and redundant or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

C. Human Resources and Personnel

Promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive

relationships between management and employees.

Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements. Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

D. Infrastructure, Innovation, and Investment

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet California's changing demands. Promote the efficient, effective, and sustainable delivery of core local services.

Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.

E. Library Services

Ensure the Library Districts ability to provide free and equal access to Library programs and services, in accordance with Library District policies.

Oppose legislation that conflicts with the Library Bill of Rights as adopted by the American Library Association.

13. Communications

13.1. Media

A. Responsibility

1. The District Director shall coordinate the release of information concerning the Buena Park Library District and the actions of the Board of Trustees.
2. The President of the Board of Trustees or his/her designee shall be the official spokesperson for Board of Trustees actions. Individual Board members who speak to media representatives should clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent a consensus of or position taken by the Board of Trustees unless such position was passed by a motion of the Board of Trustees. In such a case, the motion should be quoted exactly.
3. Individual Board members should report all relevant media contacts to the District Director, and, in turn, the District Director will keep the Board informed of media activity in the District.
4. Buena Park Library District employees shall refer media inquiries to the District Director. Buena Park Library District employees and/or volunteers shall clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent the official position of the Buena Park Library District. Employees should report all media contact to the District Director.

B. Cooperation with Media

1. The Buena Park Library District shall cooperate with media representatives in an effort to provide accurate information in response to media interests and for dissemination to the public through the media.
2. Media representatives are encouraged to attend meetings of the Board of Trustees and will receive meeting announcements, agendas, and agenda packets upon request.

C. Visits to Buena Park Library District Facility

1. When visiting the Buena Park Library District in an official capacity, media representatives are requested to notify staff of their presence and activity. Staff shall inform the District Director of the presence of media representatives.
2. Media wishing to photograph at the Buena Park Library District shall adhere to any applicable policy regarding video, media, or still photography on District property that is compliant with State or Federal law.

D. Crisis Communications

During crisis situations, all media inquiries shall be routed to the office of the District Director or his/her designee, who shall prepare and update an official statement responding to the situation as events unfold. The Director will keep the Board of Trustees informed.

E. Confidentiality

The Buena Park Library District shall not release information which is private or confidential as identified by law.

13.2. Email and Personal Devices

Existing and emerging electronic communications technologies have become an integral part of the way Library Administration may communicate with Library Trustees to keep them informed of Library activities. Trustees should refrain from using electronic communication in a way that may result in a serial meeting under the Brown Act. The Library District must also ensure it continues to meet its legal obligations with respect to transparency in the conduct of the people's business, including in the area of public records disclosure.

Trustees must keep in mind that local agency employees and officials communications related to the conduct of public business do not cease to be public records under the California Public Act (CPRA) simply because they were sent or received using a personal email account or personal electronic device.

14. Social Media and Online Activity

14.1. District Officials' Use of Social Media

A. District officials may maintain social media accounts in their capacity as elected or appointed officials ("official sites"), which can be used to encourage public participation, disseminate information, and expand transparency; however, District officials should be aware that a personal social media site that is used for District business can result in that social media site being made public to all, and its postings

subject to public records and record retention laws. District officials should keep their personal social media presence ("personal sites") separate from that of the District and should, to the greatest extent feasible, refrain from using personal social media sites to discuss District business.

B. The District is not responsible for the contents or accuracy of material posted on District officials' personal or official social media sites, or for any comments made on District's social media pages posted independently and without the District's consent or approval. Publication of such content does not constitute an endorsement by the District.

C. District officials cannot use electronic communications to respond to or deliberate with other District officials serving on the same District legislative body, as doing so with a majority of members would constitute an unlawful serial meeting under the Brown Act.

D. During an emergency, District officials should share only confirmed information on personal or official social media sites to avoid confusion, and should refer constituents to the official Buena Park Library District website or District social media sites for up-to-date information.

15. Regular Policy Reviews & Amendments

The Board of Trustees shall review the Library Board Policies and Procedures manual annually.

Amendments to these policies may be made at any time. A Trustee shall introduce a suggested amendment at a regular Board meeting by written resolution, and such an amendment shall require a majority vote of the Board, at either a regular or a special meeting to pass.

Addendum A – Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939.
Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

BUENA PARK Library District

Staff Report- Agenda Item 16

Date: April 1, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: California Special Districts Association Annual Conference and Exhibitor Showcase in Monterey, CA on August 25-28, 2025

Recommended Action:
Agenda Item 16

Authorize one or more Trustees to attend California Special Districts Association Annual Conference in Monterey on August 25-28, 2025.

Background:

The California Special Districts Association ("CSDA") Annual Conference and Exhibitor Showcase will take place August 25-28, 2025, in Monterey, 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 District would like confirmation of Trustee attendance in order to budget for expenditures in the new fiscal year.

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 for Trustees 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.

Special District Risk Management Authority ("SDRMA"), our joint powers authority that provides the District's liability and workers compensation insurance, provides a credit incentive program that offers a reduction in our insurance rates when up to two Trustees attend this conference or the leadership academy.

Fiscal Impact:

$890 Early / $990 after 7/25/25 CSDA Member
$1,780Early / $1,980 after 7/25/25 Non-member
Early bird registration is available through July 25, 2025.

HOTEL ROOM RESERVATIONS: Room reservations at the Marriott and Portola Hotel & Spa are available starting at the rate of $249 plus tax. The room reservation cut-off is August 4,

2025; however, space is limited and may sell out before this date.

Airfare and surface transportation anticipated to be approximately $500

In the past, Trustees have followed Board Policy by simply authorizing attendance. However, the District requires more information from Board members and needs to budget for these expenditures. If any attendees are authorized to attend, please also confirm with the District by mid-April so we can incorporate it in our preliminary budget that will be presented to the Board at the May meeting.

Scholarship funds are available from the Special District Leadership Foundation (SDLF). If Trustees are eligible to apply for the scholarship, District staff requests that Trustees apply to assist with offsetting costs.

BUENA PARK Library District

Staff Report- Agenda Item 17

Date: April 1, 2025
To: Library Board of Trustees
From: Helen Medina, Library Director
Subject: Independent Consultant Agreement for OPEB Actuarial Services with MacLeod Watts, Inc.

Recommended Action(s):
Agenda Item 17

Authorize the Library Director to execute an independent consultant agreement with MacLeod Watts, Inc. for OPEB actuarial services in an amount not to exceed $9,402.00 and make any necessary non-monetary changes to the attached agreement.

Background:

GASB 75 requires the District to obtain actuarial valuations of other postemployment benefits (OPEB) liabilities. Calculations are required at the close of every fiscal year and valuations may be used for two years in the development of the plan accounting. MacLeod Watts, Inc. has provided the District with a fee proposal for the following projects:

1. Prepare a new biennial actuarial valuation and report as of June 30, 2025.
2. Develop Actuarially Determined Contributions (ADCs) for plan funding through June 30, 2028
3. Prepare the FYE 2026 GASB 75 information/report (measurement date June 30, 2025)
4. Prepare required CERBT valuation renewal forms
5. Prepare the FYE 2027 GASB 75 information/report (measurement date June 30, 2026)

Project	Fee
June 30, 2025, Biennial Actuarial Valuation, Development of ADCs, and FYE 2026 GASB 75 Report (Measurement Date 6/30/2025)	$6,175
FYE June 30, 2027, GASB 75 Report (Measurement Date 6/30/2026; Valuation Date 6/30/2025)	$2,000

Should out-of-scope services be required, fees are as follows:

Hourly Rates for Consultants	2025 Hourly Rate
Senior Actuarial Consultants	$480
Actuarial Consultants	$380-445
Actuarial Analysts	$205-345
Administrative Staff	$135-170

The District recommends contracting with MacLeod Watts, Inc. for the GASB 75 required projects and including an additional 15% allowance for out-of-scope services, which may include consulting or projections relating plan redesign, for a total contract amount not-to-exceed $9,402.00.

Fiscal Impact:

$9,402.00, of which the FYE June 30, 2027, GASB 75 Report may be billed in FY 25-26 or 26-27.

Attachments:

Exhibit A: Independent Consultant Agreement for OPEB Actuarial Services with MacLeod Watts, Inc.

INDEPENDENT CONSULTANT AGREEMENT FOR OPEB ACTUARIAL SERVICES

This Independent Consultant Agreement ("Agreement") is made and entered into as of the _____ day of _____, 2025, ("Effective Date"), by and between Buena Park Library District ("District") and MacLeod Watts Inc. ("Consultant"), (District and Consultant together, "Parties").

1. **Services**. Consultant shall provide professional other postemployment benefits ("OPEB") actuarial valuation services for the District, including preparation of an updated actuarial valuation of OPEB liabilities, 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 _____, 20__, 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, renew the Agreement for an extended 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:

   ___X___ Signed Agreement
   ___X___ Workers' Compensation Certification
   ___X___ Insurance Certificates and Endorsements
   ___X___ W-9 Form
   _____ Other: _____

5. **Compensation**. District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Nine Thousand Four Hundred Two and 00/100 Dollars ($9,402.00)** ("NTE Amount"). The Parties agree that the NTE Amount includes the total project fees of Eight Thousand One Hundred Seventy-Five Dollars ($8,175.00) as set forth in Exhibit A plus a fifteen percent (15%) District-controlled allowance, which shall not be used without the District's prior written approval. Any unbilled amounts within the NTE Amount shall be retained by the District. District shall pay Consultant according to the following terms and conditions:

   5.1. District shall pay the amounts for the Services as set forth in **Exhibit B**. Consultant shall perform any out-of-scope services requested by the District at the hourly billing rates set forth in **Exhibit B**. If Consultant undertakes any hourly billing under this Agreement, Consultant's itemized invoice shall reflect the hours spent by Consultant in performing such out-of-scope services. District shall not be responsible for any hourly and/or out-of-scope services performed by Consultant without prior written approval of District.

   5.2. Payment for the Services 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**. District shall not be liable to Consultant for any 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 <u>not</u> 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 to ascertain from District the rules and regulations pertaining to safety, security, and driving on library grounds, particularly when children are present.

10.4. **Meetings**. Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

10.5. **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).

10.6. **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:

10.6.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.

10.6.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

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. **Work Product**. Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of District.

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 to the Agreement. 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 Governing 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 Article 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	$1,000,000
General Aggregate	$2,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$1,000,000
General Aggregate	$2,000,000
Professional Liability Insurance	$1,000,000
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 performing 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.

17.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus two (2) years thereafter.

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, Professional Liability, 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 Professional Liability, 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; Executive Order 11246; 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:	**Consultant**:
Buena Park Library District ATTN: Helen Medina, Library Director 7150 La Palma Ave. Buena Park, CA 90620 hmedina@buenaparklibrary.org	MacLeod Watts Inc. ATTN: Catherine L. MacLeod, FSA, FCA, EA, MAAA 1331 NW Lovejoy Street Portland, Oregon 97209 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 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 office is 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 to the Agreement 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 Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2025	Dated: _____, 2025
Buena Park Library District	**MacLeod Watts Inc.**
By: _____	By: _____
Print Name: _____	Print Name: _____
Print Title: _____	Print Title: _____

Information regarding Consultant:

License No.: _____

Registration No.: _____

Address: _____

_____

Telephone: _____

Facsimile: _____

E-Mail: _____

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
_____ Corporation, State: _____
_____ Limited Liability Company
_____ Other: _____

_____:
Employer Identification and/or
Social Security Number

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.

DRAFT

EXHIBIT A
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire proposal is not made part of this Agreement. In the event of any inconsistent terms between the proposal and this Agreement, the Parties agree the terms of this Agreement shall control.

Specific components of each of the projects Consultant shall complete under this Agreement are set forth below along with anticipated invoice timing.

1. June 30, 2025, Biennial Actuarial Valuation, Development of ADCs, and FYE 2026 GASB 75 Report (Measurement Date 6/30/2025)

A new biennial valuation will be prepared to remeasure plan liabilities as of June 30, 2025, with results reconciled to the prior valuation. A single report will include the GASB 75 accounting information for fiscal year end June 30, 2026, and provide Actuarially Determined Contribution levels (ADCs) through the District's fiscal year end June 30, 2028.

This fee includes calls/online meetings to review the valuation results, up to 2 hours of audit assistance, and completion of the CERBT renewal forms. *Please let us know if there have been changes to benefits*

An updated (final) GASB 75) report will be issued after June 30, 2026, when actual contribution and payroll information for this year is available.

Invoice timing: This report is likely to be completed and billed during fiscal year 25/26.

2. FYE June 30, 2027, GASB 75 Report (Measurement Date 6/30/2026; Valuation Date 6/30/2025)

The report will be issued after June 30, 2027, when all the necessary information will be available. If there are material changes in plan population or benefits prior to June 30, 2026, then a new valuation may be required in lieu of a roll forward of results from the 2025 valuation.

Invoice timing: A completed draft of this report is likely to be completed prior to June 30, 2027, but final information may not be available until July or August 2027. We can invoice the District for this report in either fiscal year. Please let us know your preference at that time.

EXHIBIT B
FEES AND HOURLY RATES FOR OUT-OF-SCOPE SERVICES

The Parties agree to the fees as set forth below for Consultant's performance of the Services set forth in Exhibit A.

Project	Fee
June 30, 2025, Biennial Actuarial Valuation, Development of ADCs, and FYE 2026 GASB 75 Report (Measurement Date 6/30/2025)	$6,175
FYE June 30, 2027, GASB 75 Report (Measurement Date 6/30/2026; Valuation Date 6/30/2025)	$2,000

The hourly rates set forth below shall apply for any out-of-scope services undertaken by the Consultant.

Out-of-Scope Services: The following are examples of work beyond the actuarial valuation and GASB 75 reports that we would consider out-of-scope and may result in additional fees:

1) breakout of results by subgroups; 2) required data analysis in excess of 5 hours; 3) material changes to benefits or eligible members; 4) in person meetings; 5) auditor assistance in excess of 2 hours; 6) consulting or actuarial projections relating to possible plan redesign, experience studies or long-term forecasting.

Should they be needed, our hourly rates for out-of-scope services are:

Consultant	2025 Hourly Rate
Senior Actuarial Consultants	$ 480
Actuarial Consultants	380-445
Actuarial Analysts	205-345
Administrative Staff	135-170

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides:

> Every employer except the State shall secure the payment of compensation in one or more of the following ways:
>
> - By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
>
> - By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Services of this Agreement.

Date: _____

Name of Consultant: _____

Signature: _____

Print Name and Title: _____

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with District prior to performing any Services under this Agreement.)

DRAFT