**MEETING AGENDA**

Board of Library Trustees | Buena Park Library District

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

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

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

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

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

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

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

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

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

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

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

7. Payment Register for May 2025 (Receive, File, and Approve)

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

9. Personnel Report for June & July 2025 (Receive, File, and Approve)

10. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for April & May 2025 (Receive and File)

**REPORTS FROM LIBRARY ADMINISTRATION**

11. Monthly Statistical Reports
    a. Database Usage for April & May 2025
    b. Trend Analysis for April & May 2025
    c. Program Statistics Summary for May 2025

12. CERBT Account Update Summary as of March 31, 2025

13. Library Director's Report for June 2025

14. Library Director's Report for July 2025

**NEW BUSINESS**

15. Election of Officers

16. Milestones & Achievements for Fiscal Year 2024-2025 (Receive and File)

17. Plans & Priorities for Fiscal Year 2025-2026 (Receive and File)

18. Adoption of Resolution 2025-6 adopting the proposed annual budget for Fiscal Year 2025-2026 with $5,391,140 in revenues, $3,800,960 in operating expenses, and $4,506,170 in capital improvement expense, and Five-Year Capital Improvement Plan for FY 2025-2031 for capital improvement projects

19. Adoption of Resolution 2025-7 establishing the Buena Park Library District Salary Schedule for all positions effective July 11, 2025

20. Adoption of Resolution 2025-8 establishing Fiscal Year 2025-2026 Annual Appropriations Limit as provided by Article XIIIB of the Constitution of the State of California in the amount not to exceed $18,493,838

21. CSDA Board of Director Election

**FUTURE AGENDA ITEMS**

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

**CLOSED SESSION**

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

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

**ADJOURNMENT**

**CERTIFICATION OF POSTING**

I, Patty Salas, Administrative Assistant of the Buena Park Library District, hereby certify that the Agenda for the July 1, 2025, Regular Meeting of the Library Board of Trustees of the Buena Park Library District was posted on June 27, 2025 at 7150 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.

P S
_____
Patty Salas, Administrative Assistant

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
May 6, 2025

CALL TO ORDER: President Pro Tem Estrada called the meeting to order at 5:42 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

Others: Mia Atencio, Consultant from Regional Government Services (RGS).

**PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS**

There were no comments from the Board members.

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

There were no speaker requests.

**CONSENT CALENDAR** (ITEMS 6 - 9)

6. Minutes of the Library Board of Trustees Regular Date Meeting on April 1, 2025 (Received, filed, and approved)
7. Minutes of the Library Board of Trustees Special Meeting on April 1, 2025 (Received, filed, and approved)
8. Payment Register for April 2025 (Approved)
9. Personnel Report for May 2025 (Received, filed, and approved)

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

MOTION approved.

**REPORTS FROM LIBRARY ADMINISTRATION**

10. Monthly Statistical Reports
    a) Database Usage for March 2025
    b) Trend Analysis for March 2025

c) Program Statistics Summary for April 2025

11. Library Director's Report (Informational)

Library Director Medina provided the following updates:

- She would be attending a Santiago Library System meeting on May 13 at 1:00 p.m. and invited any interested Board members to attend the meeting.
- On May 15, a representative from Special District Risk Management Authority will be visiting the library to do a life and safety inspection.
- She noted that the funding from the Institute of Museum and Library Services had been eliminated, which will impact various online services offered at the Library including the New York Times.
- There have been complications with placing the new Multipurpose Room (MPR) on the 2nd floor and it is no longer a feasible option. The Library's Architects are working to provide alternative solutions for the location of the MPR as well as alternative options for fencing at the back of the Library.

**NEW BUSINESS**

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

Library Director Medina presented the Preliminary Operating Budget with Projected Revenues and Expenditures to the Board of Trustees. She explained that this is a completely revised budget and was done in collaboration with Mia Atencio from RGS. There are quite a few new categories, and some categories have been reassigned to better track expenditures.

The Board did not have any questions.

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

MOTION by Trustee Quintero to approve Resolution 2025-2.
SECONDED by Trustee Jensen.

Trustee Jensen asked if the recent complications will impact the contract amount. Director Medina stated the District is aware it has a lot of issues and with a building this age it is not unexpected for unforeseen circumstances to come up. Our architects are working with city building officials and fire officials to find a solution. The District's consultants have engaged with fire officials earlier on to determine what will be best course of action. Our team is working to find a compromise between what fits in our budget, works for code compliance and can achieve our desired design program. Our dream idea may not be what we end up with. Things have not been documented well here. The architectural contract amount is based on the scope of work approved by the Board at the March 2025 meeting.

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

MOTION approved.

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

    MOTION by Trustee Quintero to approve the $7,587.05 payment to Mars Environmental, Inc.
    SECOND by Trustee Jensen.

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

    MOTION approved.

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

    a. Approval of Changes to the Investment Policy

       MOTION by Trustee Jensen to approve the changes to the Investment Policy.
       SECONDED by Trustee Quintero.

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

       MOTION approved.

    b. Approval of Resolution 2025-3 authorizing the Buena Park Library District to invest in the California Asset Management Program and California Cooperative Liquid Assets Securities Program

       MOTION by Trustee Jensen to approve Resolution 2025-3.
       SECONDED by Trustee Quintero.

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

       MOTION approved

    c. Approval of Resolution 2025-4 authorizing the Buena Park Library District to invest in the Local Agency Investment Fund (LAIF)

       MOTION by Trustee Quintero to approve Resolution 2025-4.
       SECONDED by Trustee Jensen.

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

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
May 6, 2025

MOTION approved

**FUTURE AGENDA ITEMS**

16. Agenda preparation for the Regular Meeting which will be held on June 3, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees.

No agenda items were requested at this time.

**CLOSED SESSION**

17. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Gov. Code, Section 54956.9 subd. (d)(2): One case

18. Public Employee Evaluation (Gov. Code 54957(b)(1))
Employee: Library Director

19. Conference with Labor Negotiator (Gov. Code 54957.6(a))
Agency Representative: Jenell Van Bindsbergen
Employee: Library Director

MOTION to enter closed session at 6:13 p.m. by Trustee Jensen. SECONDED by Trustee Quintero.
AYES: Estrada, Jensen, Quintero.
ABSENT: Traut and Rams.

MOTION approved.

MOTION to return to open session made by Trustee Jensen, SECONDED by Trustee Quintero.
AYES: Estrada, Jensen, Quintero.

The Board returned to open session at 7:18 p.m.

President Pro Tem Estrada reported that there was no action taken during closed session.

**ADJOURNMENT**

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

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

MOTION approved.
The meeting was adjourned at 7:19 p.m.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
May 6, 2025

Submitted by,

_____
Brenda Estrada
President Pro Tem

**Buena Park Library District**

**May 2025 Payments**

| Date | Vendor | Note | Amount |
|---|---|---|---|
| 4/21/2025 | Baker and Taylor | Books | $4,690.45 |
| 4/21/2025 | BookMonster | Korean Books | $476.26 |
| 4/21/2025 | Midwest Tape | Media | $425.51 |
| 4/25/2025 | CalPERS | 457 Plan Employee Contribution | $1,886.58 |
| 5/2/2025 | ADP | Payroll Fees | $248.40 |
| 5/2/2025 | CalPERS | 26899 PEPRA | $6,341.58 |
| 5/2/2025 | CalPERS | 1329 Classic | $1,160.46 |
| 5/2/2025 | CalPERS | 15012 Classic | $442.43 |
| 5/7/2025 | Midwest Tape | Media | $251.22 |
| 5/7/2025 | City of Buena Park | Water and Sewer 2/12/25-4/8/25 | $951.34 |
| 5/7/2025 | City of Buena Park | Water and Fire 2/11/25-4/7/25 | $61.89 |
| 5/7/2025 | Seco Electric and Lighting | 4/10/25,4/14/25, 4/17/25 repair | $825.33 |
| 5/7/2025 | Dannis Woliver Kelley | Legal Services | $1,411.50 |
| 5/7/2025 | Dannis Woliver Kelley | Legal Services | $1,154.00 |
| 5/7/2025 | Dannis Woliver Kelley | Legal Services | $1,147.50 |
| 5/7/2025 | Dannis Woliver Kelley | Legal Services | $1,326.00 |
| 5/7/2025 | Park Disposal | April 2025 Waste Service | $507.90 |
| 5/7/2025 | KC Digital Solutions | Admin Copier April 2025 | $22.01 |
| 5/7/2025 | KC Digital Solutions | Public Copier April 2025 | $66.60 |
| 5/7/2025 | Townsend Public Affairs | Consulting Services-May 2025 | $5,000.00 |
| 5/7/2025 | Master Janitorial Service | May 2025 Service | $3,043.00 |
| 5/7/2025 | Orange County Fire Protection | Monthly Fire Extinguisher Inspection | $100.00 |
| 5/7/2025 | Ashley Parker | Mileage Reimbursement | $22.19 |
| 5/7/2025 | EarthCo Commercial Landscape | May Service | $1,238.00 |
| 5/7/2025 | Streamline | Website | $6,000.00 |
| 5/7/2025 | Overdrive, Inc. | Platform Fee | $7,500.00 |
| 5/7/2025 | Allied Administrators for Delta Dental | Employee Dental Coverage | $888.58 |
| 5/7/2025 | Quadient Finance USA, Inc. | Postage | $1,461.25 |
| 5/7/2025 | Cintas Corp. | Restroom Supplies | $283.86 |
| 5/7/2025 | Kone | Elevator Maintenance | $853.59 |
| 5/7/2025 | Regional Government Services | Reimbursable Expenses | $46.20 |
| 5/7/2025 | Amazon Capital Services | Building Supplies | $51.90 |
| 5/7/2025 | Amazon Capital Services | Building Supplies | $19.56 |
| 5/7/2025 | Amazon Capital Services | Teen Program | $112.13 |
| 5/7/2025 | Amazon Capital Services | Children's SRP Program | $295.20 |
| 5/7/2025 | So Cal Gas | 4/2/25-5/1/25 | $1,681.28 |
| 5/7/2025 | US Bank Corporate Payment Systems | Staff Development | $335.97 |

**Buena Park Library District**

**May 2025 Payments**

| | | | |
|---|---|---|---|
| 5/7/2025 | US Bank Corporate Payment Systems | Software | $123.84 |
| 5/7/2025 | Intelepeer Cloud Communications, LLC | Voice Service March 2025 | $397.08 |
| 5/7/2025 | Intelepeer Cloud Communications, LLC | Voice Service April 2025 | $382.27 |
| 5/8/2025 | ADP | Employee Wages | $48,057.50 |
| 5/8/2025 | ADP | Payroll Taxes | $11,725.36 |
| 5/9/2025 | CalPERS | Health Coverage | $23,475.44 |
| 5/12/2025 | CalPERS | 457 Plan Employee Contribution | $1,899.25 |
| 5/16/2025 | California Department of Tax and Fee Administration | Interest | $182.37 |
| 5/16/2025 | Regional Government Services | Consulting Services-Payroll | $246.25 |
| 5/16/2025 | Regional Government Services | Consulting Services-Finance | $29,146.65 |
| 5/16/2025 | Regional Government Services | Consulting Services-HR | $7,831.35 |
| 5/16/2025 | Griffin Structures, Inc. | April 2025 Services | $21,593.80 |
| 5/16/2025 | Gallagher Benefit Services, Inc. | 2025 Class and Comp Study | $420.00 |
| 5/16/2025 | Unum Life Insurance Company of America | June 2025 Employee Coverage | $661.11 |
| 5/16/2025 | Professional Pest Management | Pest Control | $150.00 |
| 5/16/2025 | Western Allied Corporation | May 2025 Maintenance | $678.00 |
| 5/16/2025 | Southern California Edison | 4/9/2025-5/8/2025 | $5,060.27 |
| 5/16/2025 | Amazon Capital Services | Risk Management | $19.48 |
| 5/16/2025 | Amazon Capital Services | Risk Management | $49.52 |
| 5/16/2025 | Amazon Capital Services | Circ Supplies | $29.24 |
| 5/16/2025 | CalPERS | 26899 PEPRA | $6,364.32 |
| 5/16/2025 | CalPERS | 1329 Classic | $1,140.12 |
| 5/16/2025 | CalPERS | 15012 Classic | $442.43 |
| 5/16/2025 | ADP | Payroll Fees | $248.40 |
| 5/22/2025 | ADP | Employee Wages | $47,890.52 |
| 5/22/2025 | ADP | Payroll Taxes | $11,678.12 |
| 5/23/2025 | Amazon Capital Services | Risk Management | $69.58 |
| 5/23/2025 | Midwest Tape, LLC. | Media | $10.66 |
| 5/27/2025 | CalPERS | 457 Plan Employee Contribution | $1,899.25 |
| | | Total | $274,201.85 |

**Buena Park Library District**

**June 2025 Payments**

| Date | Vendor | Note | Amount |
|---|---|---|---|
| 5/29/2025 | CalPERS | 26899 PEPRA | $6,417.44 |
| 5/29/2025 | CalPERS | 1329 Classic | $1,154.21 |
| 5/29/2025 | CalPERS | 15012 Classic | $442.43 |
| 5/30/2025 | ADP | Payroll Fees | $248.40 |
| 6/2/2025 | Amazon Capital Services | Circulation Supplies | $19.47 |
| 6/2/2025 | Amazon Capital Services | Paper Towels | $386.19 |
| 6/2/2025 | Orange County Fire Protection | Annual Sprinkler and Standpipe Inspection | $800.00 |
| 6/2/2025 | Park Disposal | May 2025 Waste Service | $507.90 |
| 6/2/2025 | Verne's Plumbing, Inc. | 5/23/25 Service Call- Toilet Clog | $655.55 |
| 6/2/2025 | Innovative Interfaces, Inc. | Polaris Hosting and Training Server | $21,853.44 |
| 6/2/2025 | Dannis Woliver Kelley | Legal Services | $2,261.50 |
| 6/2/2025 | Dannis Woliver Kelley | Legal Services | $585.00 |
| 6/2/2025 | Dannis Woliver Kelley | Legal Services | $81.00 |
| 6/2/2025 | Dannis Woliver Kelley | Legal Services | $1,254.00 |
| 6/2/2025 | Allied Administrators for Delta Dental | Employee Dental Coverage | $888.58 |
| 6/2/2025 | Master Janitorial Service | June 2025 Service | $3,043.00 |
| 6/2/2025 | Quadient Finance USA, Inc. | Postage | $1,076.25 |
| 6/2/2025 | KC Digital Solutions | Admin Copier May 2025 | $35.37 |
| 6/2/2025 | KC Digital Solutions | Public Copier May 2025 | $66.60 |
| 6/2/2025 | EarthCo Commercial Landscape | June 2025 Service | $1,238.00 |
| 6/2/2025 | Staples | Supplies | $877.44 |
| 6/2/2025 | Amazon Capital Services | Zip Books | $478.51 |
| 6/2/2025 | Baker and Taylor | Books | $463.95 |
| 6/2/2025 | US Bank Corporate Payment Systems | Purchasing Card May 2025 | $2,234.03 |
| 6/6/2025 | ADP | Employee Wages and Payroll Taxes | $57,502.34 |
| 6/6/2025 | Guy Taghavi | Custom Petting Zoo | $700.00 |
| 6/6/2025 | Ian Whitney | June 7th Event | $500.00 |
| 6/6/2025 | Adrian Merritt | June 7th Event | $300.00 |
| 6/6/2025 | Robert Trujillo | June 7th Event | $400.00 |
| 6/6/2025 | David Skale | June 9th Event | $470.00 |
| 6/6/2025 | NewsBank, Inc. | OC Register Online Access | $1,126.00 |
| 6/6/2025 | So Cal Gas | 05/01/2025-06/02/2025 | $378.92 |
| 6/6/2025 | Cintas Corp. | Restroom Supplies | $283.86 |
| 6/6/2025 | Orange County Fire Protection | Monthly Fire Extinguisher Inspection | $100.00 |
| 6/6/2025 | Midwest Tape LLC | Media | $29.34 |
| 6/6/2025 | Townsend Public Affairs | Consulting Services- June 2025 | $5,000.00 |

**Buena Park Library District**

**June 2025 Payments**

| | | | |
|---|---|---|---|
| 6/6/2025 | Western Allied Corp. | HVAC Maintenance- June 2025 | $678.00 |
| 6/6/2025 | Amazon Capital Services | Emergency Supplies | $197.80 |
| 6/6/2025 | LPA, Inc. | April 2025 Services | $117,360.00 |
| 6/11/2025 | CalPERS | July 2025 Health Coverage | $22,812.11 |
| 6/13/2025 | CalPERS | 26899 PEPRA | $6,417.44 |
| 6/13/2025 | CalPERS | 1329 Classic | $1,150.92 |
| 6/13/2025 | CalPERS | 15012 Classic | $442.43 |
| 6/13/2025 | CalPERS | 457 Plan | $1,899.25 |
| 6/13/2025 | ADP | Payroll Fees | $248.40 |
| 6/13/2025 | Intelepeer Cloud Communications, LLC | Voice Service May 2025 | $397.08 |
| 6/13/2025 | Southern California Edison | 5/9/25-6/9/25 | $6,873.38 |
| 6/13/2025 | Kone Inc. | 5/15/25 Elevator Repair | $691.69 |
| 6/13/2025 | Seco Electric and Lighting | 6/5/25 Service | $520.00 |
| 6/13/2025 | A-Tech Consulting, Inc. | Limited Mold Assessment | $2,095.00 |
| 6/13/2025 | Amazon Capital Services | Cleaning Wipes | $60.80 |
| 6/13/2025 | Amazon Capital Services | Teen Program Supplies | $185.41 |
| 6/16/2025 | Bank of America | Account Analysis Fee | $402.42 |
| 6/18/2025 | ADP | Employee Wages | $47,900.90 |
| 6/18/2025 | ADP | Payroll Taxes | $11,688.02 |
| 6/23/2025 | Quirkable | Juggler | $400.00 |
| 6/23/2025 | CalPERS | 457 Plan | $1,899.25 |
| 6/24/2025 | CalPERS | 26899 PEPRA | $6,329.85 |
| 6/24/2025 | CalPERS | 1329 Classic | $1,113.92 |
| 6/24/2025 | CalPERS | 15012 Classic | $442.43 |
| 6/24/2025 | Chavan & Associates LLP | Annual Audit | $18,000.00 |
| 6/24/2025 | Unum Life Insurance Company of America | July 2025 Employee Coverage | $661.11 |
| 6/24/2025 | LPA, Inc. | May 2025 Services | $55,600.00 |
| 6/24/2025 | Regional Government Services | Consulting Services-Finance | $16,042.60 |
| 6/24/2005 | Regional Government Services | Consulting Services-Payroll | $500.99 |
| 6/24/2025 | Regional Government Services | Consulting Services-HR | $2,264.45 |
| 6/24/2025 | City of Buena Park | Water and Sewer 4/8/25-6/10/25 | $1,049.31 |
| 6/24/2025 | City of Buena Park | Water and Fire 4/7/25-6/9/25 | $64.52 |
| 6/24/2025 | Amazon Capital Services | Books | $307.71 |
| 6/24/2025 | Amazon Capital Services | Teen Program Supplies | $4.34 |
| 6/24/2025 | Amazon Capital Services | Paper Towels | $324.60 |
| 6/24/2025 | Amazon Capital Services | Cleaning Supplies | $53.27 |
| 6/24/2025 | Amazon Capital Services | Books | $48.78 |

**Buena Park Library District**

**June 2025 Payments**

| | | | |
|---|---|---|---|
| 6/24/2025 | Amazon Capital Services | Books | $22.08 |
| 6/24/2025 | US Bank Corporate Payment Systems | May-June 2025 | $2,448.84 |
| 6/26/2025 | Amazon Capital Services | Pedestrian Crossing | $233.06 |
| 6/26/2025 | Dannis Woliver Kelley | Legal Services | $2,324.00 |
| 6/26/2025 | Dannis Woliver Kelley | Legal Services | $1,462.50 |
| 6/26/2025 | Dannis Woliver Kelley | Legal Services | $1,627.00 |
| 6/26/2025 | Dannis Woliver Kelley | Legal Services | $114.00 |
| 6/26/2025 | Dannis Woliver Kelley | Legal Services | $1,719.50 |
| 6/26/2025 | MacLeod Watts, Inc. | GASB 75 Report | $1,800.00 |
| 6/26/2025 | Vision Service Plan- CA | Employee Vision Coverage | $271.78 |
| 6/26/2025 | Staples | Toner | $152.35 |
| 6/26/2025 | EBSCO Information Services | Custom Database Packs | $11,205.00 |
| 6/26/2025 | Special District Risk Management Authority | Property/Liability Insurance | $69,982.52 |
| 6/26/2025 | Special District Risk Management Authority | Workers' Compensation Insurance | $48,479.98 |
| | | Total | $582,829.51 |

BUENA PARK Library District

**BOARD OF LIBRARY TRUSTEES**
**PERSONNEL REPORT FOR**
**June and July 2025**

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

Personnel Action – Merit Increase

| Name | Position | Step | Effective Date |
|---|---|---|---|
| **Paulina Garcia** | PT Library Assistant | 2 | 07/11/2025 |
| **Joshua Cantu** | PT Library Clerk | 3 | 07/25/2025 |
| **Liam Macdonald** | PT Library Clerk | 4 | 07/11/2025 |
| | | | |

Personnel Action – New Hire

| Name | Position | Step | Effective Date |
|---|---|---|---|
| **None** | | | |

Personnel Action – Separation

| Name | Position | | Effective Date |
|---|---|---|---|
| **Lauren Galvan** | PT Library Page | Resignation | June 30, 2025 |

BUENA PARK Library District

**BOARD OF LIBRARY TRUSTEES**
**PATRON SUGGESTIONS – REQUEST FOR PURCHASE OF MATERIALS OR PROPOSING CHANGES TO LIBRARY OPERATIONS FOR**
**April & May 2025**

**Meeting Date: July 1, 2025**

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**Adult Books:**

- *Badlands* by Douglas Preston and Lincoln Child (Large Print)

**Children's Books:**

- *InvestiGators: Class Action* by John Patrick Green
- *The Mixed-Up Truck* by Stephen Savage
- More books about heavy equipment
- More books about the Angels (MLB team)
- More books by Brandon Sanderson
- More books by Sherri Duskey Rinker
- *There Was an Old Lady Who Swallowed a Rainbow!* by Lucille Colandro

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

- The Neighbor by Caleb Caudell
- Say You'll Remember Me by Abby Jimenez
- Mystery in Rocky Mountain National Park by Aaron Johnson
- The Sunlit Man: A Cosmere Novel by Brandon Sanderson
- The Fix: How the Twelve Steps Offer a Surprising Path of Transformation for the Well-Adjusted, the Down-and-Out, and Everyone in Between by Ian Morgan Cron
- Yumi and the Nightmare Painter: A Cosmere Novel by Brandon Sanderson
- George and Martha Round and Round by James Marshall
- Us Dark New by Alexis Patton
- Vera Wong's Guide to Snooping (on a Dead Man) by Jesse Q. Sutanto
- Take that Nursing Home and Shove It!: How to Secure an Independent Future for Yourself and Your Loved Ones by Susan Be Geffen
- Wings of Starlight by Allison Saft
- The Widow's Comeback by Lisa Woolery
- The Frozen River by Ariel Lawhon
- Murder by Cheesecake: A Golden Girls Cozy Mystery by Rachel Ekstrom Courage
- Careless People: A Cautionary Tale of Power, Greed, and Lost Idealism by Sarah Wynn-Williams
- The Frugal Wizard's Handbook for Surviving Medieval England by Brandon Sanderson
- You are Fatally Invited by Ande Pliego
- Stan Weinsteins' Secrets for Profiting in Bull and Bear Markets by Stan Weinstein
- Everything I know About Love by Dolly Alderton
- Under Your Scars by Ariel Anderson

- The Gift: 14 Lessons to Save Your Life by Dr. Edith Eva Eger
- Apocalipsis: Que dice Biblia sobre las profecias del fin? By Jahaziel Rodriguez
- Great Big Beautiful Life by Emily Henry
- Califailure – Reversing the Ruin of America's Worst-Run State by Steve Hilton
- Let Us Dream: A Path to Better Future by Pope Francis
- Willard Gibbs: The Whole is Simple than its Parts by Muriel Rukeyser
- Twilight Warriors: The New Prophecy Book 5 by Erin Hunter
- The Keeper of Happy Endings by Barbara Davis
- The Elements of Marie Curie: How the Glow of Radium Lit a Path for Women in Science by Dava Sobel
- The Uprooted: The Epic Story of the Great Migrations that Made the American People by Oscar Handlin
- The Convoluted Universe by Dolores Cannon
- You Better Be Lightning by Andrea Gibson
- The Lost Book Shop by Evie Woods
- Where the Forest Meets the Stars by Glendy Vanderah
- The Amen Effect: Ancient Wisdom by Sharon Brous
- Multi-Family Millions: How Anyone Can Reposition Apartments for Big Profits by David Lindahl
- The Mysterious Bakery on Rue de Paris by Evie Gaughan
- El Hombre En Busca de Sentido by Viktor Emil Frankl
- Tress of the Emeral Seas by Brandon Sanderson
- How to Read a Book by Monica Wood
- I See You've Called in Dead by John Kenney
- All Ears by Stuart Gibbs
- 101 Best Excel Tips and Tricks by John Michaloudis and Bryan Hong
- How We Learn to Be Brave: Decisive Moments in Life and Faith by Mariann Edgar Budde
- Rich AF: The Wining Money Mindset that Will Change Your Life by Vivian Tu
- The Murder Next Door: A Graphic Memoir by Hugh D'Andrade
- Now You're One of Us by Asa Nonami
- Sweet Laurel Falls by Rae Ann Thayne
- Nightshade by Micael Connelly
- How We Know What Isn't So: The Fallibility of Human Reason in Everyday Life by Thomas Gilovich
- Earthing the Most Important Health Discovery Ever by Clint Ober and Stephen T. Sinatra
- No One Left Along by Liz Walker
- George and Martha Tons of Fun by James Marshall
- The Book Club for Troublesome Women: A Novel by Marie Bostick
- Check, Please! Book 2 by Ngozi Ukazu

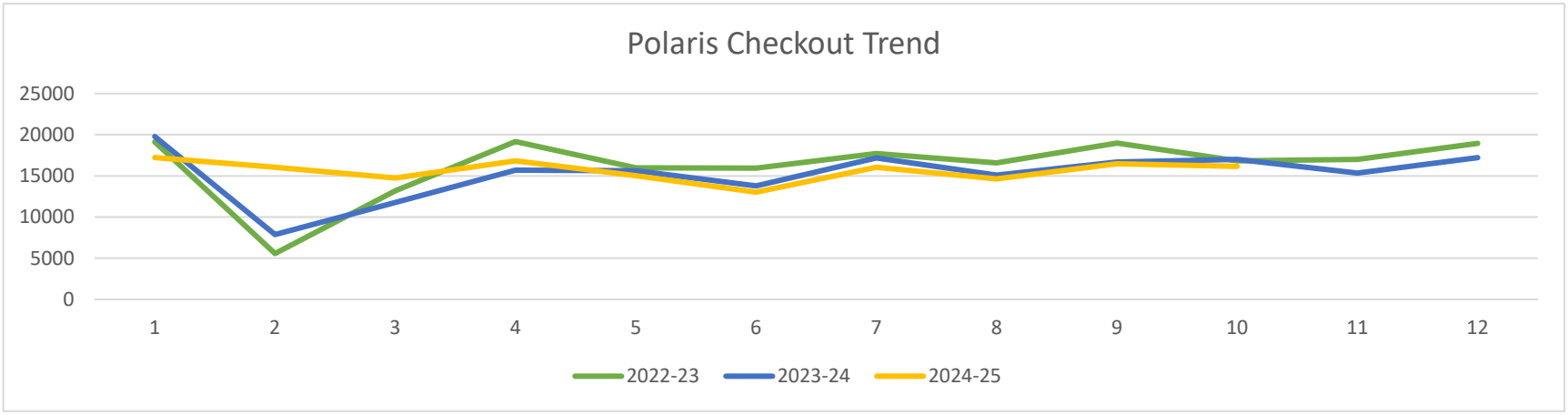
**BUENA PARK LIBRARY DISTRICT**
**DATABASE USAGE**
**As of April 2025**

**MEETING DATE: July 1, 2025**
**Board of Library Trustees**

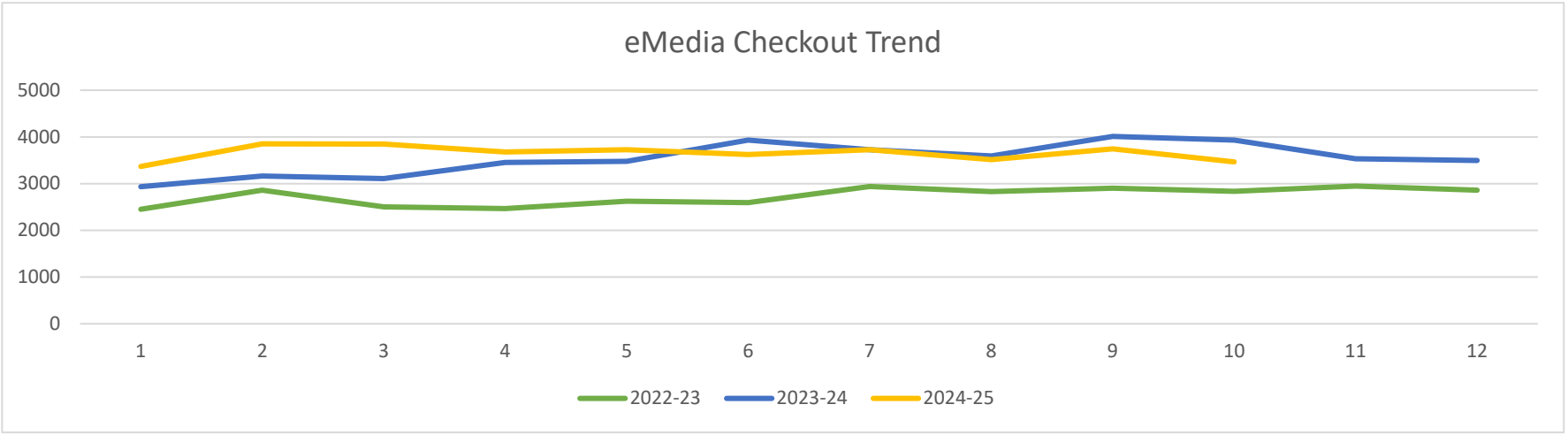
| Electronic Resource Usage JULY 2024 - JUNE 2025 | Jul-24 | Jul-23 | Aug-24 | Aug-23 | Sep-24 | Sep-23 | Oct-24 | Oct-23 | Nov-24 | Nov-23 | Dec-24 | Dec-23 | Jan-25 | Jan-24 | Feb-25 | Feb-24 | Mar-25 | Mar-24 | Apr-25 | Apr-24 | May-25 | May-24 | Jun-25 | Jun-24 | 2024-25 YTD Totals | 2023-24 Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Auto Repair Source | 40 | 40 | 52 | 34 | 0 | 50 | 26 | 26 | 28 | 34 | 29 | 26 | 14 | 17 | 64 | 32 | 62 | 25 | 95 | 45 | | 76 | | 35 | 410 | 440 |
| MAS Ultra - School Edition | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 0 | 0 | 1 | 0 | 2 | 4 | 0 | 0 | 2 | 1 | | 2 | | 0 | 5 | 16 |
| MasterFILE Premier | 2 | 7 | 2 | 0 | 8 | 0 | 8 | 9 | 6 | 0 | 5 | 0 | 25 | 17 | 6 | 7 | 4 | 3 | 6 | 12 | | 9 | | 0 | 72 | 64 |
| Middle Search Plus | 1 | 0 | 0 | 4 | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 5 | 4 | 0 | 1 | 4 | 0 | 1 | 4 | | 2 | | 0 | 14 | 16 |
| NoveList Plus | 50 | 16 | 89 | 23 | 37 | 18 | 41 | 83 | 27 | 68 | 32 | 77 | 24 | 265 | 14 | 52 | 25 | 103 | 20 | 69 | | 114 | | 38 | 359 | 926 |
| Primary Search | 1 | 0 | 0 | 1 | 1 | 2 | 2 | 0 | 1 | 1 | 0 | 4 | 4 | 0 | 0 | 0 | 1 | 7 | 2 | 0 | | 0 | | 0 | 12 | 15 |
| Points of View | 1 | 0 | 2 | 0 | 0 | 1 | 11 | 3 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 25 | 2 | 0 | 6 | 1 | | 0 | | 0 | 22 | 39 |
| Gale Virtual Reference Library | 3 | 0 | 0 | 21 | 0 | 39 | 20 | 1 | 3 | 3 | 0 | 8 | 13 | 5 | 3 | 10 | 43 | 1 | 0 | 17 | | 10 | | 0 | 85 | 115 |
| HelpNow! | 91 | 292 | 381 | 211 | 737 | 481 | 2905 | 640 | 3009 | 176 | 3977 | 80 | 2853 | 132 | 798 | 151 | 604 | 150 | 223 | 3241 | | 140 | | 62 | 15578 | 5756 |
| VetNow!/JobNow! | 15 | 1 | 1 | 25 | 0 | 12 | | 1 | | 9 | | 18 | | 7 | | 8 | | 5 | | 18 | | 21 | | 29 | 16 | 154 |
| Mango Languages | 124 | 74 | 122 | 81 | 87 | 71 | 77 | 60 | 153 | 56 | 134 | 62 | 188 | 44 | 93 | 144 | 92 | 197 | 61 | 126 | | 109 | | 97 | 1131 | 1121 |
| Newsbank | 0 | 10 | 8 | 114 | 3 | 45 | 64 | 10 | 18 | 112 | 3 | 164 | 11 | 16 | 40 | 3 | 56 | 38 | 115 | 7 | | 370 | | | 318 | 889 |
| TumbleBooks | 59 | 13 | 3 | 6 | 20 | 46 | 11 | 41 | 2 | 6 | 16 | 8 | 7 | 40 | 1 | 17 | 0 | 12 | 0 | 35 | | 1 | | 17 | 119 | 242 |
| ProQuest | 0 | 2 | 0 | 0 | 8 | 5 | 11 | 1 | 1 | 0 | 0 | 10 | 1 | 4 | 1 | 8 | 3 | 0 | 1 | 4 | | 3 | | 3 | 26 | 40 |
| CultureGrams | 1 | 0 | 0 | 0 | 1 | 0 | 11 | 0 | 4 | 7 | 4 | 32 | 4 | 9 | 9 | 0 | 7 | 0 | 2 | 0 | | 0 | | 0 | 43 | 48 |
| Britannica | 24 | 44 | 22 | 58 | 43 | 28 | 87 | 36 | 32 | 19 | 11 | 69 | 36 | 63 | 32 | 22 | 47 | 114 | 41 | 104 | | 144 | | 2 | 375 | 703 |
| TeachingBooks | 143 | 73 | 298 | 114 | 302 | 128 | 254 | 107 | 190 | 243 | 82 | 264 | 416 | 130 | 452 | 545 | 356 | 137 | 347 | 175 | | 249 | | 169 | 2840 | 2334 |
| New York Times Newspaper | 0 | 0 | 0 | 0 | 0 | 0 | 73 | 0 | 97 | 0 | 66 | 0 | 44 | 0 | 29 | 0 | 26 | 0 | 104 | 0 | | 0 | | | 439 | 0 |
| Learning Express | 2 | 0 | 2 | 2 | 0 | 0 | | 3 | | 14 | | 1 | | 0 | | 0 | | 1 | | 1 | | 0 | | 0 | 4 | 22 |
| LinkedIn Learning | 25 | 12 | 10 | 7 | 0 | 23 | | 37 | | 307 | | 3 | | 3 | | 20 | | 19 | | 17 | | 11 | | 6 | 35 | 465 |
| Coursera | 18 | 25 | 15 | 29 | 0 | 30 | | 8 | | 3 | | 3 | | 9 | | 4 | | 7 | | 3 | | 0 | | 1 | 33 | 122 |
| Month Total: | 600 | 609 | 1007 | 730 | 1247 | 980 | 3604 | 1066 | 3571 | 1076 | 4359 | 829 | 3646 | 765 | 1544 | 1053 | 1332 | 819 | 1026 | 3880 | | 1261 | | 459 | 21936 | 13,527 |

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

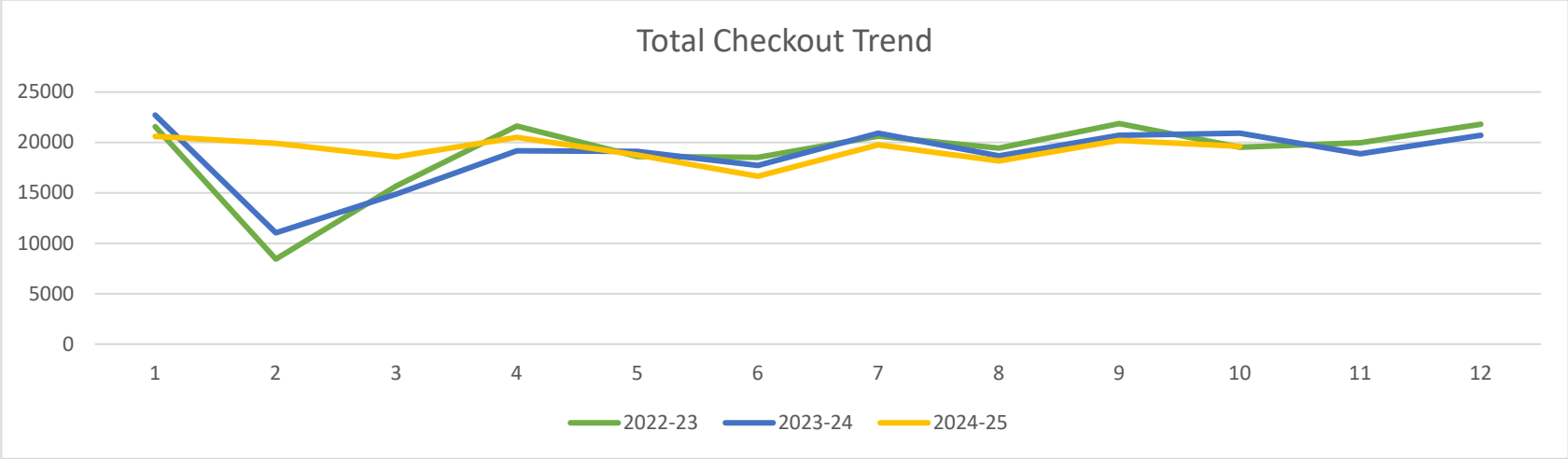
| Polaris Checkouts | July | August | September | October | November | December | January | February | March | April | May | June |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2022-23 | 19125 | 5573 | 13178 | 19172 | 15976 | 15936 | 17699 | 16594 | 18974 | 16818 | 17014 | 18942 |
| 2023-24 | 19784 | 7877 | 11779 | 15714 | 15644 | 13802 | 17187 | 15083 | 16700 | 16999 | 15351 | 17222 |
| 2024-25 | 17234 | 16067 | 14729 | 16836 | 15018 | 13028 | 16043 | 14644 | 16480 | 16147 | | |



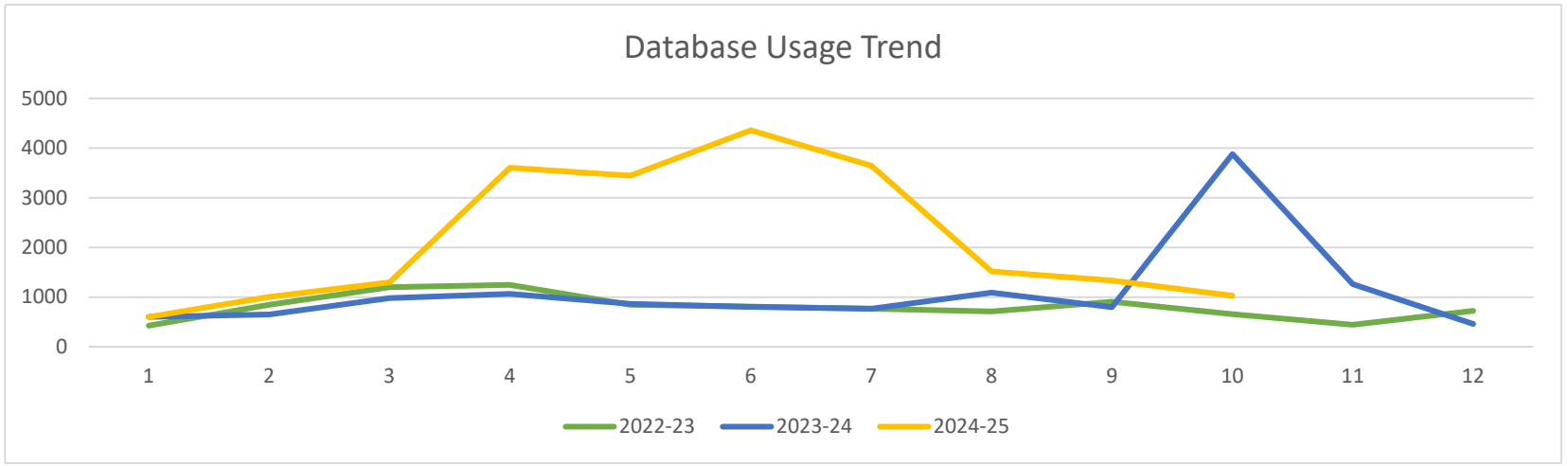

| eMedia Checkouts | July | August | September | October | November | December | January | February | March | April | May | June |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2022-23 | 2452 | 2861 | 2505 | 2468 | 2627 | 2592 | 2937 | 2832 | 2902 | 2835 | 2948 | 2863 |
| 2023-24 | 2935 | 3163 | 3110 | 3453 | 3480 | 3933 | 3725 | 3595 | 4011 | 3930 | 3534 | 3497 |
| 2024-25 | 3368 | 3852 | 3846 | 3679 | 3727 | 3622 | 3728 | 3516 | 3744 | 3463 | | |



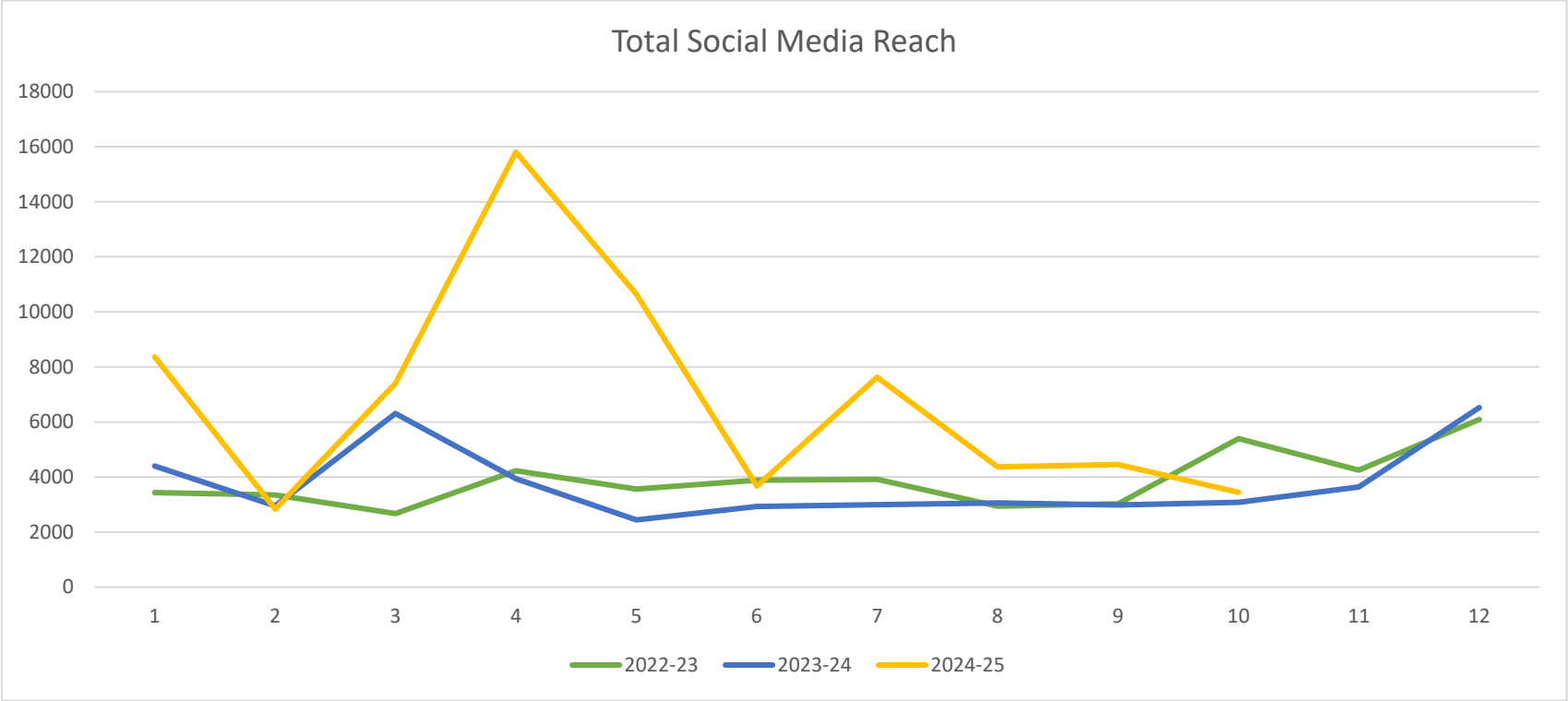
| Total Check outs | July | August | September | October | November | December | January | February | March | April | May | June |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2022-23 | 21577 | 8434 | 15683 | 21640 | 18603 | 18528 | 20636 | 19426 | 21876 | 19519 | 19962 | 21805 |
| 2023-24 | 22719 | 11040 | 14889 | 19167 | 19124 | 17735 | 20912 | 18678 | 20711 | 20929 | 18885 | 20719 |
| 2024-25 | 20602 | 19919 | 18575 | 20515 | 18745 | 16650 | 19771 | 18160 | 20224 | 19610 | | |




| Total Database Usage | July | August | September | October | November | December | January | February | March | April | May | June |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2022-23 | 425 | 846 | 1202 | 1246 | 845 | 806 | 766 | 711 | 907 | 658 | 441 | 721 |
| 2023-24 | 601 | 650 | 980 | 1066 | 866 | 803 | 765 | 1089 | 794 | 3880 | 1261 | 459 |
| 2024-25 | 600 | 1007 | 1298 | 3604 | 3446 | 4359 | 3646 | 1515 | 1332 | 1026 | | |



| Total Social Media Reac | July | August | September | October | November | December | January | February | March | April | May | June |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2022-23 | 3433 | 3352 | 2674 | 4230 | 3570 | 3887 | 3923 | 2949 | 3029 | 5399 | 4247 | 6095 |
| 2023-24 | 4405 | 2957 | 6309 | 3936 | 2445 | 2928 | 2992 | 3061 | 2990 | 3079 | 3637 | 6527 |
| 2024-25 | 8364 | 2838 | 7405 | 15807 | 10643 | 3668 | 7634 | 4368 | 4452 | 3446 | | |



## Children's Programs

| | May 2025 | | April 2025 | |
|---|---|---|---|---|
| | # of Events | Attendance | # of Events | Attendance |
| Family Storytime | 5 | 205 | 3 | 72 |
| Little Friends Storytime | 4 | 164 | 4 | 190 |
| Preschool Storytime | 4 | 103 | 4 | 127 |
| Read to a Bark Dog | 1 | 21 | 1 | 22 |
| Korean/English Storytime | 1 | 27 | 1 | 70 |
| Spanish/English Storytime | 2 | 36 | 1 | 18 |
| Pajama Storytime | 1 | 22 | x | x |
| Land of Melody Storytime | 1 | 8 | x | x |
| Library Tours | 2 | 79 | x | x |
| Mental Health Bingo | 1 | 54 | x | x |
| Off-site events | 1 | 145 | 2 | 330 |
| Total Volunteer Hours | 27.5 | | 100 | |
| Reference Questions | | 564 | | 578 |

## Young Adult Programs

| | May 2025 | | April 2025 | |
|---|---|---|---|---|
| | # of Events | Attendance | # of Events | Attendance |
| Café Study Sesh | 2 | 17 | 1 | 18 |

## Adult Programs

| | May 2025 | | April 2025 | |
|---|---|---|---|---|
| | # of Events | Attendance | # of Events | Attendance |
| Reference Questions | | 703 | | 676 |
| Computer Questions | | 1118 | | 1308 |
| Total Volunteer Hours | | 42 | | 66 |
| Ewok Kit Event | 1 | 8 | x | x |
| Adult DIY | 1 | 25 | x | x |
| Adult Book Club | 1 | 8 | 1 | 7 |

# CERBT Account Update Summary

## Buena Park Library District

as of March 31, 2025

CalPERS

# OPEB Valuation Report Summary

| OPEB Actuarial Valuation Report by MacLeod Watts, Inc. | |
|---|---|
| Valuation Date | 6/30/2023 |
| Measurement Date | 6/30/2023 |
| Total OPEB Liability (TOL) | $2,144,959 |
| Valuation Assets | $2,586,901 |
| Net OPEB Liability (NOL) | ($441,942) |
| Funded Status | 121% |
| Actuarially Determined Contribution (ADC) | $43,260 |
| CERBT Asset Allocation Strategy | Strategy 1 |
| Discount Rate | 6.15% |

# CERBT Account Summary

| As of March 31, 2025 | Strategy 1 |
|---|---|
| Initial contribution (02/07/2012) | $20,000 |
| Additional contributions | $1,654,069 |
| Disbursements | ($53,409) |
| CERBT expenses | ($18,695) |
| Investment earnings | $1,352,651 |
| Total assets | $2,954,617 |
| Annualized net rate of return* (02/07/2012-03/31/2025 = 13.15 years) | 6.72% |

**Net rate of return is unaudited and includes rounding variances.*

# Cash Flow Summary by Fiscal Year

| Fiscal Year | Contributions | Disbursements | Cumulative Investment Gains (Losses) | Cumulative Fees | Cumulative Ending Assets |
|---|---|---|---|---|---|
| 2006-07 | $0 | $0 | $0 | $0 | $0 |
| 2007-08 | $0 | $0 | $0 | $0 | $0 |
| 2008-09 | $0 | $0 | $0 | $0 | $0 |
| 2009-10 | $0 | $0 | $0 | $0 | $0 |
| 2010-11 | $0 | $0 | $0 | $0 | $0 |
| 2011-12 | $289,000 | $0 | $2,666 | ($32) | $291,633 |
| 2012-13 | $228,446 | $0 | $41,599 | ($616) | $558,429 |
| 2013-14 | $98,290 | $0 | $152,614 | ($1,524) | $766,827 |
| 2014-15 | $100,000 | $0 | $151,343 | ($2,330) | $864,749 |
| 2015-16 | $100,000 | $0 | $164,829 | ($3,082) | $977,484 |
| 2016-17 | $100,000 | $0 | $273,771 | ($3,990) | $1,185,516 |
| 2017-18 | $100,000 | $0 | $369,879 | ($5,098) | $1,380,518 |
| 2018-19 | $600,000 | $0 | $463,806 | ($6,319) | $2,073,224 |
| 2019-20 | $58,333 | $0 | $537,975 | ($8,135) | $2,203,909 |
| 2020-21 | $0 | $0 | $1,144,610 | ($10,283) | $2,808,397 |
| 2021-22 | $0 | $0 | $769,872 | ($12,645) | $2,431,296 |
| 2022-23 | $0 | $0 | $926,925 | ($14,747) | $2,586,248 |
| 2023-24 | $0 | ($53,409) | $1,211,864 | ($17,022) | $2,815,503 |
| as of 3/31/2025 | $0 | $0 | $1,352,651 | ($18,695) | $2,954,617 |

# CERBT/CEPPT Investment Returns

Periods ended February 28, 2025

| Fund | Assets | 1 Month | 3 Months | FYTD | 1 Year | 3 Years | 5 Years | 10 Years | ITD |
|---|---|---|---|---|---|---|---|---|---|
| CERBT Strategy 1 (Inception June 1, 2007) | $20,572,796,875 | 0.78% | -0.35% | 7.53% | 11.28% | 3.75% | 7.40% | 6.25% | 5.53% |
| Benchmark | | 0.72% | -0.41% | 7.33% | 10.98% | 3.50% | 7.15% | 5.91% | 5.15% |
| CERBT Strategy 2 (Inception October 1, 2011) | $2,174,711,239 | 1.35% | -0.10% | 6.95% | 9.91% | 2.03% | 5.02% | 5.01% | 6.44% |
| Benchmark | | 1.30% | -0.12% | 6.79% | 9.66% | 1.86% | 4.83% | 4.72% | 6.19% |
| CERBT Strategy 3 (Inception January 1, 2012) | $812,293,726 | 1.75% | 0.16% | 6.46% | 8.86% | 1.02% | 3.41% | 4.00% | 4.93% |
| Benchmark | | 1.70% | 0.16% | 6.33% | 8.67% | 0.89% | 3.27% | 3.76% | 4.68% |
| **CERBT Total** | **$23,559,801,840** | | | | | | | | |
| CEPPT Strategy 1 (Inception October 1, 2019) | $222,800,783 | 1.07% | -0.03% | 6.74% | 9.67% | 3.08% | 5.23% | - | 5.07% |
| Benchmark | | 1.05% | -0.04% | 6.65% | 9.57% | 2.90% | 5.10% | - | 4.96% |
| CEPPT Strategy 2 (Inception January 1, 2020) | $73,439,911 | 1.57% | 0.45% | 6.02% | 8.15% | 1.71% | 2.42% | - | 2.55% |
| Benchmark | | 1.54% | 0.44% | 5.88% | 8.03% | 1.61% | 2.31% | - | 2.44% |
| **CEPPT Total** | **$296,240,694** | | | | | | | | |

# CERBT Portfolios

| Portfolios | CERBT Strategy 1 | CERBT Strategy 2 | CERBT Strategy 3 |
|---|---|---|---|
| Expected Return | 6.4% | 6.1% | 5.8% |
| Standard Deviation | 11.5% | 9.5% | 8.1% |

# CERBT Portfolio Details

| Asset Classification | Benchmark | CERBT Strategy 1 | CERBT Strategy 2 | CERBT Strategy 3 |
|---|---|---|---|---|
| Global Equity | MSCI All Country World Index IMI (Net) | 49% ±5% | 34% ±5% | 23% ±5% |
| Fixed Income | Bloomberg Long Liability Index | 23% ±5% | 41% ±5% | 51% ±5% |
| Real Estate Investment Trusts (REITs) | FTSE EPRA/NAREIT Developed Index (Net) | 20% ±5% | 17% ±5% | 14% ±5% |
| Treasury Inflation Protected Securities (TIPS) | Bloomberg US TIPS Index, Series L | 5% ±3% | 5% ±3% | 9% ±3% |
| Commodities | S&P GSCI Total Return Index | 3% ±3% | 3% ±3% | 3% ±3% |
| Cash | 91-Day Treasury Bill | - +2% | - +2% | - +2% |

# Total Participation Cost Fee Rate

- Total all-inclusive cost of participation
  - Combines administrative, custodial, and investment fees
  - Separate trust funds
  - Self-funded, not-for-profit
  - Fee is applied daily to assets under management
    - 8.5 basis points - CERBT
    - 25 basis points - CEPPT

# Financial Reporting

- CERBT provides audited and compliant GASB 75 report in a Schedule of Changes in Fiduciary Net Position (FNP)
  - Published in January each year

| CERBT FNP Fiscal Year | Availability |
|---|---|
| 2021-22<br>2022-23<br>2023-24 | Available at https://www.calpers.ca.gov/cerbt |

# Questions?



Phone: (916) 795-8454



Email: CERBT4U@calpers.ca.gov



Website: https://www.calpers.ca.gov/CERBT

Date: June 3, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: **Director's Report – June 2025**

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**Recommended Action:**
Agenda Item 13

Informational Only

**Administration Updates:**

I attended the Santiago Library System Executive Council meeting at Mission Viejo Library. The Council approved an agreement with the Southern California Library Cooperative for Administrative and Fiscal Services for FY 25/26, the budget for the FY 25/26, and received legislative updates and updates from the California State Library. The California Library Services Board will be meeting on June 3 at 9 a.m. One of the agenda items is to approve membership of the newly formed Irvine Public Library into the Santiago Library System.

I met with a representative from the American Heart Association to discuss upcoming collaboration opportunities for the new fiscal year, including new items to be incorporated into our Library of Things and training opportunities for employees and the community. I also had numerous meetings with our finance consultants, investment pool representatives, and bank representatives to work on our budget, setting up new accounts, and continue working on audit requests and tax filings.

Special Districts Legislative Days was held this month and I teamed up with leaders from nearby Districts to meet with representatives from Senator Tony Strickland's office, Assemblymember Diane Dixon's office, and Senator Steven Choi. I also received general legislative updates from the California Special Districts Association (CSDA) Legislative Affairs Director and legislative representatives. The National Special Districts Association (NSDA) also provided an update about federal funding and grants and the kinds of projects that are being funded.

We received an additional $31,836 as a result of a grant amendment that I submitted for the Building Forward HVAC grant. The work was completed over a year ago, but the State finally approved the budget amendment and awarded the District contingency funds. The check has been received and deposited.

**Building/Equipment Updates:**

We have a new account representative from Johnson Controls and I met with him to go over our user access and settings. The District also completed its annual fire sprinkler inspection. Plumbers were also called to respond to a backed up and leaking toilet in the public restroom.

Additionally, Special District Risk Management Authority (SDRMA), the joint powers authority that provides the District's worker's compensation and liability insurance, conducted a fire/life safety facility inspection this month. SDRMA provided the District with helpful recommendations during our walkthrough and will be providing us with a formal report later.

**Library Staff and Outreach:**

Brenda Gomez attended the City of Buena Park's Education Committee meeting at City Hall. Caroline Wilkins attended the Santiago Library System Circulation Committee meeting. Ruth Cho attended the Reference and Local History Santiago Committee meeting and the Children's Committee meeting. The Teen Santiago Committee meeting was canceled due to a lack of quorum.

Ann Thompson submitted the quarterly Zip Books grant reports to the State Library and a request for funding next fiscal year.

Ruth Cho and Brenda Gomez teamed up to apply for use permits and provide the City and County Fire Authority plans regarding our outdoor programming activity. They were able to obtain a fee waiver and their plans were approved.

Gomez also worked with Townsend Public Affairs to apply for the *Play It Forward Toy Grant* through Giving Children Hope, a local non-profit. Gomez was able to secure an award of 1,000 toys provided by Toys for Tots to support children's reading incentives. We are very excited for this new partnership to help inspire children to read and play.

On Mondays, the Pop-Up Library will be partnering with the Centralia School District food truck to attend the Boys & Girls Club Summer Camp at Boisseranc Park during lunch time. This program will run until July 14th. On Wednesdays at 1:00 p.m., the Pop-Up Library will be at Bellis Park for the Read with Me with Mrs. Milch program beginning June 11th through July 9th.

Tuesday through Thursdays, the Lunch at the Library Program will be offered on site at the Library. The Centralia School District food truck will be providing free lunches to anyone under 18 years old to enjoy here on our front lawn from 10:45 a.m. to 11:30 a.m. Lunch at

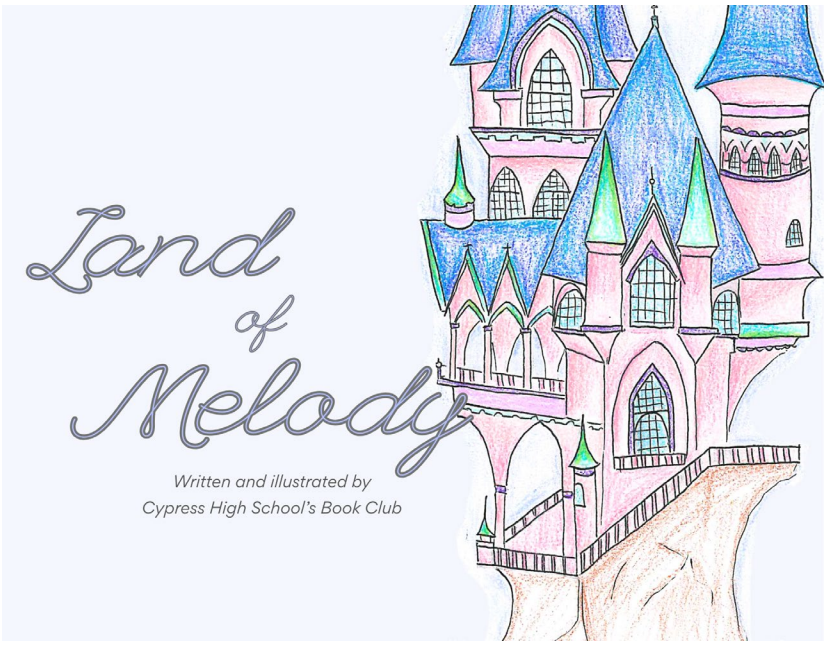
the Library is a project of the California State Library, supported with funds from the State of California. The Summer Food Service Program is a program of the United States Department of Agriculture, administered in California by the California Department of Education.

The Outreach Team will also have an informational booth at the City of Buena Park's Juneteenth Celebration of Freedom on Thursday, June 19th at 6:00 p.m. at Boisseranc Park. There will be live entertainment and activities for children.

**Programs and Services:**

Ruth Cho gave a tour to a group of Spanish speaking parents and caregivers from San Marino Elementary School, and San Marino staff provided translations. The caregivers were highly interested in our e-resources, including Hoopla, Libby, HelpNow, and Kanopy. Cho also visited Raymond Temple Elementary School to share information about the library and read stories to two combination classes.

Cypress High School's Book Club visited the library for a live reading of their original picture book *Land of Melody*. Club members wrote and illustrated the story about animals in a band who fight and break up but later reconcile and join together again. After reading the story out loud, club members distributed miniature copies of the book to attendees. Club members also prepared paper plate tambourines for attendees to decorate after the reading portion of the program. Patrons who attended seemed to really enjoy their time and asked the high schoolers questions about their creative process and inspiration for writing the book.



The Children's department has been hosting a month-long Bingo challenge on the Beanstack app in honor of Mental Health Awareness Month. Children who complete their Bingo card by completing all 16 activities by May 31st will have a chance to win a set of emotional support plushy fries. Bingo activities include taking a walk with their grownup, sharing with their grownup something about themselves they're proud of, and reflecting on what they learned from a past mistake.

Our Teen Study Café continues to provide support to our teens during AP testing and finals season. Over 35 teens participated in the Café. A representative from Orange County Asian and Pacific Islander Community Alliance (OCAPICA) attended on May 1st to promote their free services and mental health/stress management workshops for teens. 68 Exam Cram Kits were also distributed during the month of May.






**Summer Programs:**

The American Red Cross will be having a blood drive on June 2nd from 1:00 p.m. to 6:00 pm. The Orange County Mobile Unit will also be visiting on June 2nd to provide workforce development resources to library patrons. The Mobile Unit will be in the parking lot from 10:00 a.m. to 4:00 p.m.

Our Summer Reading Programs run from June 7th through August 2nd. This year's theme is *Level Up at Your Library,* which incorporates a gaming theme. Our all-ages reading challenge will utilize the Beanstack app to track reading participation. Many generous local sponsors are providing prizes this year including Knott's Berry Farm, Old Spaghetti Factory, Pirate's Dinner Adventure, Raising Cane's, and Rock & Brews. We will also have many story time events throughout the summer, including weekly bilingual Korean/English and Spanish/English story times. The Library will also have chess instruction and strategy building for children on Fridays at 1:00 p.m. Sessions will be taught by an instructor from Strategic Kids, an organization that offers STEAM enrichment programs for children.

Strategic Kids has worked with schools and school districts, including Irvine Unified School District and Capistrano Unified School District. A Strategic Kids representative was present at this year's OC Performers Showcase and presented an engaging and entertaining sample chess lesson. Various performers will appear throughout the summer on the Library Lawn, the Children's staff will present a special pajama storytime and a stuffed animal sleepover, and there will be a variety of drop-in crafts for kids throughout the summer.

Teens will enjoy monthly Game Cafés where they can meet up with friends to socialize, listen to music, and play games. Other monthly teen activities include Summer Crafternoons in the Teen Space, and a "Roll for Zines" activity where teens can use 12-sided dice to create their own adventure in the form of a zine. Adults will also have the opportunity to participate in this year's reading challenge by submitting short reviews of books that they have completed. For each review submitted, adults will receive a small incentive and be entered into an opportunity drawing for a prize from one of our sponsors, Aquarium of the Pacific and The Cheesecake Factory. Adult programming will include a monthly DIY craft program and a game night. There will be fun for all ages as we invite the community to join us to "*Level Up"* at the Buena Park Library this summer!

BUENA PARK Library District

Staff Report- Agenda Item 14

Date: July 1, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: **Director's Report – July 2025**

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**Recommended Action:**
Agenda Item 14

Informational Only

**Administration Updates:**

I worked with the finance team from Regional Government Services and with Patty Salas to complete the requests for the annual audit, to prepare the final budget for Fiscal Year 25-26, and to work on mapping the chart of accounts. I also met with our actuary to discuss the draft OPEB valuation report, with our benefits broker several times to review our options for ancillary benefits, and with our HR consultants on reviewing and making revisions to the personnel policies. I also worked with the Executive Director of the Santiago Library System to review the System's Plan of Service, which is submitted to the State annually.

The California Special Districts Association invited me to join our Southern California Public Affairs Field Coordinator in a meeting with our State Senator Tony Strickland's office, along with representatives from Midway City Sanitary District, Orange County Mosquito & Vector Control District, Capistrano Bay Community Services District, Municipal Water District of Orange County, and Orange County Water District. The meeting was a great opportunity to meet Senator Strickland's staff and introduce them to the great services our library provides to the community.

I also attended a training about Emergency Operations Plans for Special Districts, and end-of-year CalPERS reporting, and had several meetings and calls with the bank.

**Building/Equipment Updates:**

I met with LPA and Griffin Structures to review our cost estimates. Early estimates are tracking within budget, even with potential code requirement allowances. Discussions with the building department and fire authority will bring more clarity on requirements in the next few weeks. We also plan to conduct some concrete sampling to conduct testing of the slab in the basement and a roofing assessment in the upcoming month.

Library staff worked to shift collections as part of the planning process, which identified additional cost saving on shelving by creating available space on existing fixtures.

The District also worked with an electrician and fire equipment contractor to conduct testing of the emergency lighting systems in the building. During this testing, the District's historical cove lights were temporarily placed into operation, creating a warm glow throughout the building, enhancing brightness and visibility. They were previously thought to be non-functional. Restoring them for regular use may be an option in the renovation.

**Library Staff and Outreach:**

Caroline Wilkins and Ann Thompson attended a Student Success Cards meeting hosted by the California State Library. The meeting focused on the statewide implementation of AB 321, legislation aimed at ensuring that all California students receive a library card by the end of third grade. Attendees discussed strategies, timelines, and best practices for achieving compliance across library systems.

Brenda Gomez and the Library's Outreach Team attended the Juneteenth Celebration of Freedom Concert at Bellis Park presented by the City of Buena Park. The Team will continue to attend the City's Concerts in the Park this summer. The Summer Concerts in the Park will be held at Boisseranc Park at 6:00pm beginning Wednesday, July 2nd, and will conclude on Wednesday, August 6th.

On July 15th, the Orange County Fire Authority will be visiting the Library as part of the Lunch at the Library program. They plan to bring a fire truck and provide education about fire and summer safety to attendees.

The Lunch at the Library program continues to be held at the Library on Tuesdays, Wednesdays and Thursdays from 10:45 a.m. – 11:30 a.m. On Mondays, the Outreach Team also visits the Boys and Girls Club and Boiserranc Park in coordination with Centralia Elementary School District's lunch program. These programs will continue through July 17th. The Pop-Up Library visits Read with Me with Mrs. Milch at Bellis Park on Wednesdays at 1:00 p.m. through July 9th to distribute books and summer reading program information.

**Programs and Services:**

The Library kicked off the Summer Reading Program with a well-attended celebration on Saturday, June 7th. Families gathered for a festive morning featuring a micro cow and donkey meet-and-greet, a magic show, slot car racing, crafts, and treats from an ice cream truck, all designed to introduce the community to our summer offerings for all ages.





The children's summer reading challenge also launched on June 7th and has already seen impressive participation with 521 children registered through Beanstack, our web app that allows our participants to register and track their reading activity. So far, 175 children have completed the challenge in just over two weeks. We secured a generous toy grant from Giving Children Hope and Toys for Tots this year and children have taken home many exciting prizes including Squishmallows, LEGO sets, and My Little Pony toys. Additional community partners such as The Old Spaghetti Factory, Raising Cane's, Nobibi, Rock & Brews, Pirates Dinner Adventure, Kawaii Klaws, PlayPie, Knott's Berry Farm, and Six Flags provided support through donations of reading rewards and drawing prizes. The challenge continues through August 2nd.




This year's Summer Reading theme, *Level Up at Your Library*, celebrates the use of play and gaming as a way to connect, learn, and grow together. A standout example is our popular, game-themed Chess Club, led by Strategic Kids. This weekly program has

consistently reached full capacity with 16 participants. Chess Club meets every Friday (excluding July 4th) and will run through August 1st.

Our special outdoor performances included a magic show and a comedy juggling act. On June 17th, Adventures in Living Science brought an exciting hands-on animal encounter that allowed children to interact with beetles, a rabbit, a hedgehog, and a tortoise. The month also featured creative drop-in crafternoons, where children made Father's Day cards, rockets, and Pikachu bookmarks.

Our Adult Summer Reading Challenge also kicked off in June, and we've had a great response—181 registrants have submitted a total of 377 book reviews so far. In addition, we offered an Adult DIY program where participants brought in personal creative projects to work on and share. Projects included zines, scrapbooks, bookmarks, and mini wreaths.

As part of our summer programming for adults, the Library hosted Game Night for Adults on June 26th, with another session scheduled for July 31st. Attendees can bring their own games or enjoy a variety provided by the library. In addition, our Adult Book Club will meet on July 10th for a special Summer Reading edition featuring *Ready Player One* by Ernest Cline. This engaging sci-fi adventure ties in perfectly with this year's gaming-themed summer reading program.

The Teen Advisory Board (TAB) met in June to brainstorm future programming and discuss ways to adapt new activities for the Teen Space. Eleven teens attended and contributed ideas and feedback during the planning session. Our Teen Game Café welcomed nine participants who enjoyed a variety of board games, card games, and console play, with TAB members stepping in to help facilitate and teach games. At the Teen Summer Crafternoon, teens enjoyed creating their own hands-on projects such as bookmarks, friendship bracelets, decorated seashells, and artistic CDs. In the "Roll for Zines" workshop, teens engaged in a unique, gamified zine-making experience where dice rolls determined the theme and structure of their personal creations. The Teen Summer Reading Challenge is also off to a strong start, with 50 teens registered and actively working to track their reading progress through August. Game Café and Crafternoon sessions will continue throughout July, alongside a Paint-a-Pot Party scheduled for July 15th in the Teen Space.

Upcoming Events:

On July 3rd, children ages 6–12 are invited to a Public Speaking Workshop led by *Speak Up, Speak Out*, a high school club dedicated to helping kids build confidence and communication skills in a supportive setting. Our family evening programs continue with a Bubble Show by Bubblemania on July 7th. A magic show featuring Allen Oshiro on July 28th

promises to offer fun and interactive entertainment. Teen Game Café and Crafternoon sessions will continue throughout the month of July, with a special Paint-a-Pot Party scheduled for July 15th in the Teen Space.

On July 30th, the Orange County Registrar of Voters will be holding a community meeting at 6:00 p.m. in the Board Room to educate the public about the County's Election Administration Plan.

The Library will be closed on July 4th and 5th for the holiday.

# MILESTONES & ACHIEVEMENTS
2024-2025

BUENA PARK LIBRARY DISTRICT

## At a Glance

- **Historical Resources Assessment:** Completed a Historical Resources Assessment Report confirming that the Buena Park Library, designed by William Pereira & Associates, meets state and federal criteria for historical significance.
- **Library Renovation Planning:** Engaged LPA, Inc. to provide architectural and engineering services for a facilities master plan and to initiate design work for the Library Renovation Project, with a focus on improving resilience, accessibility, safety, and overall user experience.
- **Administrative Operations Assessment:** Partnered with Regional Government Services to complete an assessment of finance, human resources, and payroll operations, and began implementing policy and procedural improvements aligned with best practices.
- **Financial Management Enhancements:** Established new investment and banking accounts to maximize earnings and enhance the security of library assets.
- **Expanded Community Partnerships:** Collaborated with local government agencies and elected officials—including the City of Buena Park, Buena Park Police Department, Orange County Fire Authority, Orange County Registrar of Voters, Orange County Workforce Solutions, OC Sanitation District, and Supervisor Doug Chaffee (4th District)—to ensure broad community access to vital information and resources.
- **Secured Competitive Grant Funding:** Successfully received California State Library grants for the Zip Books and Lunch at the Library programs, increasing community access to library materials and supporting food security for youth.
- **Supported Youth Literacy Through Generous Donations:** Obtained a grant from Giving Children Hope in partnership with Toys for Tots, providing 1,000 toys used in the Summer Reading Program to promote early literacy and a love of reading among children under 14.
- **Offered Engaging Public Programs:** Delivered popular community programs including Zumba with Gabita Zumba, BARK (Reading with Therapy Dogs), and Baby Band, fostering wellness, literacy, and music education in a fun environment.
- **Built Strong Community and Business Partnerships:** Partnered with organizations such as American Red Cross, McDonald's of Buena Park, Raising Cane's, PlayPie, Kawaii Klaws, Old Spaghetti Factory, Pirates Dinner Adventure, Nobibi, Rock & Brews, Six Flags, Panda Express, Black Bear Diner, Knott's Berry Farm, OCAPICA, and Giving Children Hope to expand program reach and community engagement.
- **Strengthened Educational Outreach:** Conducted school tours and classroom visits with Buena Park School District, Centralia Elementary School District, and Buena Park High School, fostering relationships and encouraging early library use among students.
- **Modernized Library Technology and Operations**: Implemented an ADA-compliant website, enhanced patron communication through visually rich email notices, and upgraded payroll and accounting systems to improve operational efficiency and reduce administrative risk.

# PLANS & PRIORITIES
## 2025-2026

BUENA PARK LIBRARY DISTRICT

### Vision

The Buena Park Library is our community's center for discovery, lifelong learning, enjoyment, and connection with others.

### Mission

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.

### Commitment to Access

- Renovate the Library building to upgrade facilities with modern infrastructure and improve accessibility for all users.
- Advance our mission of equitable access by expanding services beyond the library building through targeted outreach and collaborative community partnerships.
- Use innovative technology to improve the reach and effectiveness of library services.

### Commitment to Community

- Collaborate with the City, local schools, and community organizations to amplify access to resources and strengthen connections between residents and Library services.
- Pursue and strengthen strategic partnerships to broaden the Library's capacity to serve, engage, and connect with the diverse needs of the community.
- Identify and implement creative solutions to ensure continued access to library resources during the Library Renovation Project.

### Commitment to Education

- Strengthen relationships with local schools to enhance student access to library resources and formalize procedures for school tours and classroom visits, expanding the Library's role as an educational partner.
- Provide a dynamic array of programs, services, and library materials that advance educational achievement, foster lifelong learning, and enrich the community through diverse opportunities for intellectual growth and recreational engagement.

### Commitment to Compliance

- Invest in ongoing staff training and professional development initiatives to promote best practices, refine service delivery, and strengthen overall District operations.
- Maintain full compliance with all applicable regulatory requirements and safety standards, including adherence to local, state, and federal laws governing public institutions, and internal policies designed to ensure a safe and legally compliant operational environment.

Date: July 1, 2025
To: Board of Library of Trustees
From: Helen Medina, Library Director
Subject: Fiscal Year 2025-2026 Proposed Operating Budget with Projected Revenues and Expenditures, and Five-Year Capital Improvement Plan

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**Recommended Action:**
Agenda Item 18

Approve Resolution 2025-6 resolution approving the Proposed Annual Budget for Fiscal Year 2025-2026 with $5,391,140 in revenues, $3,800,960 in operating expenses, and $4,506,170 in capital improvement expenses, and the Five-Year Capital Improvement Plan for Fiscal Years 2025-2031 for capital improvement projects.

**Director's Message:**

The Buena Park Library District's FY 2025-2026 Proposed Budget, herein presented to the Board of Trustees, reflects our commitment to providing free and equal access to information, programs and services to educate, entertain and enrich the lives of our diverse community.

This year, our budget development process carefully considered our 2025-2026 Plans and Priorities to continue to align with our commitments to:

- *Access:* We have big plans to improve our facility. A proposed Five-Year Capital Improvement Plan has a building renovation project to modernize our library facilities, improve accessibility, and create a safe environment for our patrons to learn and enjoy our library services, achieving aesthetic appeal and functionality. We also plan to upgrade our technological infrastructure to digitally extend our services beyond the walls of our library building.

- *Community:* Our proposed program services will explore and expand our community collaboration and partnerships with the City of Buena Park, schools, and local and non-profit organizations. We plan to enhance our outreach to continue our community engagement and connection to understand the diverse needs of our community. We also plan to ensure continued access to library resources during the Library Renovation Project that will begin in April 2026 through February 2027.

- *Education:* We carefully reviewed our program services and library materials to ensure that it supports learning for formal education and for recreational enjoyment for our adult, teens, children, and family patrons. In the coming fiscal year, we plan to monitor and track expenses in various library programs.

- *Compliance:* This year we will continue to leverage the expertise of various consulting and legal services to implement administrative, financial, and personnel best practices, internal controls, and industry standards to ensure compliance with federal, state, and local laws, regulatory requirements, and improve business operations. We aim to prepare meaningful and transparent reports for data-driven decision-making for short and long-term strategic planning. The key to delivering quality library services is our employees; therefore, this budget also reflects our commitment to the professional growth and learning of our employees so that, in turn, they are well equipped to provide top-notch services for our community.

**Background:**

The Buena Park Library District is mandated to adopt an annual budget by resolution that provides the plan for the general operations of the District by allocating the financial resources and giving the Library Director the authority to execute the budget within the approved spending limits. The process required the Library Director to present a preliminary budget to the Board of Trustees at their Board Meeting on May 6, 2025, and the adoption of the final budget at their Board meeting on July 1, 2025. Attached is the proposed operating budget for the Fiscal Year 2025-2026 beginning July 1, 2025 through June 30, 2026, including a Five-Year Capital Improvement Plan for Fiscal Years 2025-2031 for capital projects. The FY 2025-2026 proposed revenue budget is $5,391,140, and the proposed operating expenditure budget is $3,800,960. The proposed capital improvement budget is $4,503,010, with a projected draw from reserves of $2,915,990. This is a proposed increase from the FY 2024-2025 budget of $1,778,240 in revenues and $2,876,857 in expenditures, which includes both the District's operating budget and planned capital projects.

**Revenues**

We are conservative in our projections for property taxes and other revenue streams. Overall, the proposed FY 2025-226 revenue is $5,391,140, of which $4,716,640 or 87.50% is from property taxes and $674,500 or 12.50% is revenue from library services and other sources. **See Exhibit A**.

This is a projected increase of $1,778,240 or 49.22% from the $3,612,900 FY 2024-2025 adopted revenue budget. This increase is due to exclusion of some of the Pass-Thru and Residual Property Taxes in the prior fiscal year's budget, resulting to an understated FY 2024-2025 revenue budget.

The actual revenues received from Property Taxes are $4,691,306 as of June 17, 2025, which is the basis for the FY 2025-2026 proposed revenue budget. The proposed revenue budget includes a 2.00% projected increase in property taxes, aligning with the Orange County proposed property taxes projected increase in FY 2025-2026 and as governed by Proposition 13, the People's Initiative to Limit Property Taxation enacted in 1978.

**Expenses**

**Operating Expense Budget**

The FY 2025-2026 Operating Budget has been purposefully reviewed and developed in order to carefully plan for the future. To achieve that goal, the proposed FY 2025-2026 operating expense budget is $3,800,960, a projected increase of $235,560 or 6.61% from the $3,565,400 FY 2024-2025 adopted budget. **See Exhibit B.**

The $235,560 increase is from the combination of the proposed 2.00% cost of living adjustment for full-time and part-time salaries for $34,580, as well as increases in professional service contracts, risk and liability insurance, and sales and use taxes, which are offset with decreases in general administration services, facilities operations and maintenance, and program supplies and materials. These adjustments reflect the current restructuring of our administrative and finance functions, reclassifications of expenses in all departments and programs, and implementation of cost efficiency measures in library programs towards our goal of improving the quality of our library services by being more responsive to patron demands and interests through leveraging technology and operational efficiencies.

**Capital Improvement Plan Budget**

A Five-Year Capital Improvement Plan (CIP) budget is also proposed from Fiscal Years 2025-2026 through 2030-2031. This is a multi-year financial plan for capital improvements which includes the Building Improvement Project and other planned annual facility repairs and improvements, vehicle replacement, and information technology equipment replacement and upgrades. **See Exhibit C.**

The Capital Improvement Plan (CIP) provides a strategic and long-term plan to align capital improvement needs with available financial resources. The proposed capital improvement expense budget in FY 2025-2026 is $4,506,170, which shows a 100% increase from the FY 2024-2025 adopted budget due to recategorizing capital improvement expenses from the operating budget to the capital improvement budget for more accuracy and transparency in presenting the capital improvement budget.

The $4,506,170 capital improvement budget is for the Building Improvement Project (BIP) approved by the Board in August 2024, to address the critical needs of the Buena Park Library's building, mechanical and utility systems, equipment, and other related facility

improvements. This capital expense budget is based on the Project's current schedule and milestones from the contracted architect and project manager. The Project is currently in the design phase and is scheduled to begin construction in April 2026, and with a Project completion date of February 2027. While the District currently has sufficient reserves to cover the capital improvements in FY 2025-2026, staff is exploring alternative funding sources for design and construction such as competitive and non-competitive grants, loans, bonds, and other measures to leverage funding.

**Reserves**

The current FY 2024-2025 projected ending reserve balance is $12,751,429. Inclusive of both the Operating and Capital expense budgets, the FY 2025-2026 budget proposes a $2,915,990 draw from the Capital Replacement and Improvement Reserve to fund the Building Improvement Project. This brings the proposed FY 2025-2026 ending reserve balance to $9,835,439, which is still sufficient to meet the policy reserve requirements of the Buena Park Library District while still covering the deficit. **See Exhibit D.**

**Authorized Positions and Personnel Organization:**

The FY 2025-2026 Proposed Budget includes an Authorized Positions Report that lists all the authorized and budgeted positions in the coming fiscal year. **See Exhibit E**. The total proposed positions are 25.90 full-time equivalent (FTE) positions, with 16.00 full-time positions and 9.90 part-time positions. There is no change from the FY 2024-2025 authorized positions. These positions are assigned to various Library Departments as shown in the attached organizational chart. **See Exhibit F.** The Library has three (3) departments to provide services to the community: Library Services, Circulation Services, and Administrative Services. The Library and Circulation Services departments mainly provide direct services to the community and Administrative Services provide support in administration, finance, and information technology. **See Exhibit G.**

**Financial Impact:**

In summary, the proposed FY 2025-2026 revenue budget is $5,391,140 and the expense budget, inclusive of the operating and capital proposed expenses, totals $8,307,130. There is a projected draw from reserves of $2,915,990 to cover this projected deficit, which is due to the $4,503,010 capital improvement expense for the Building Improvement Project. There is no structural deficit in the operating budget. If the capital improvement expense is not counted, there would be an operating surplus of $1,590,180.

The projected reserves are sufficient to cover the projected deficit and still meet the reserve requirements of the Buena Park Library District's Reserve Policy. Upon completion of the Building Improvement Project, the reserves are anticipated to be replenished in

future fiscal years with continuing strategic financial planning and sound budgeting practices.

**Attachments:**

Exhibit A: Fiscal Year 2025-2026 Proposed Revenue Budget
Exhibit B: Fiscal Year 2025-2026 Proposed Operating Expense Budget
Exhibit C: Fiscal Year 2025-2026 Proposed Capital Improvement Plan Budget
Exhibit D: Fiscal Year 2025-2026 Proposed Budget Summary
Exhibit E: Authorized Positions
Exhibit F: Organizational Chart

**BUENA PARK LIBRARY DISTRICT**

**RESOLUTION NO. 2025-6**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE ANNUAL BUDGET FOR FISCAL YEAR 2025-2026, BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026**

**WHEREAS,** the Library Director of the Buena Park Library District ("District") has prepared and submitted to the Board of Trustees of the Buena Park Library District ("Board") a preliminary budget for Fiscal Year 2025-2026 on May 6, 2025; and

**WHEREAS**, the Board has reviewed and considered the submitted preliminary budget submitted and received on May 6, 2025; and

**WHEREAS**, the Library Director of the District has prepared and submitted to the Board a proposed budget for Fiscal Year 2025-2026 on July 1, 2025, and has made revisions and/or modifications therein; and

**WHEREAS**, the Board has received and reviewed the proposed budget on July 1, 2025; and

**WHEREAS**, the Board has considered the adoption of the proposed budget at the July 1, 2025 Board Meeting, including any revisions and/or modifications, and where all interested persons were heard; and

**WHEREAS**, the Board has considered the proposed budget and comments thereon and has determined it is necessary for the efficient management of the District that certain sums of revenues and expenses be appropriated as set forth in said budget to constitute the "Adopted Annual Budget for Fiscal Year 2025-2026."

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

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

**Section 2.** That the Board of Trustees of the Buena Park Library District hereby adopts the annual budget of the Buena Park Library District for Fiscal Year 2025-2026, beginning July 1, 2025, and ending June 30, 2026, prepared and submitted to the Board of Trustees by the Library Director, on the basis of the totals set forth in each of the budgets therein by program and/or project within each department, and the totals set forth therein for capital improvements.

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

Board of Trustees new appropriations for departments, programs, and projects as stated in the "Adopted Annual Budget for Fiscal Year 2025-2026" attached hereto and incorporated herein by reference.

**Section 4.** That the Board of Trustees of the Buena Park Library District hereby approves the Five-Year Capital Improvement Plan for Fiscal Years 2025-2031 for capital improvement projects as part of the "Adopted Annual Budget for Fiscal Year 2025-2026," and hereby authorizes the Library Director to transfer funding between approved capital projects, and administer and manage the Five-Year Capital Improvement Plan.

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

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

**Section 7.** That at the conclusion of fiscal year ending June 30, 2025, certain contractual obligations of previously budgeted funds for certain items or projects in various stages of acquisition or development that have been previously approved or will be approved by the Board shall be carried forward to fiscal year 2025-2026 as continuing appropriations and shall be deemed to be reappropriated as an addition to the budget amounts previously set forth in this resolution.

**PASSED AND DOPTED** by the Board of Trustees of the Buena Park Library District on this 1st day of July, 2025, by the following vote:

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

**BUENA PARK LIBRARY DISTRICT**

By: _____
Name:
President, Library Board of Trustees

ATTEST:

By: _____
Name and Title

Attachments:
Exhibit A: Fiscal Year 2025-2026 Proposed Revenue Budget
Exhibit B: Fiscal Year 2025-2026 Proposed Operating Expense Budget
Exhibit C: Fiscal Year 2025-2026 Proposed Capital Improvement Plan Budget
Exhibit D: Fiscal Year 2025-2026 Proposed Budget Summary
Exhibit E: Authorized Positions
Exhibit F: Organizational Chart

DRAFT

# Buena Park Library District
## FY 2025-2026 Proposed Revenue Budget

| Description | 2022-2023 Actual | 2023-2024 Actual | 2024-2025 Budget | 2024-2025 CY Actual As of 6/17/25 | 2025-2026 Proposed Budget | $ Budget Variance | % Budget Variance |
|---|---|---|---|---|---|---|---|
| **REVENUE FROM PROPERTY TAX** | | | | | | | |
| **Property Tax Revenue** | | | | | | | |
| Property Tax - Secured | 2,134,220 | 2,221,210 | 2,221,100 | 2,255,501 | 2,265,520 | 44,420 | 2.00% |
| Property Tax - Unsecured | 61,610 | 65,689 | 67,000 | 72,399 | 68,340 | 1,340 | 2.00% |
| Property Tax - Prior Year Unsecured | 0 | 0 | 0 | 939 | 0 | 0 | #DIV/0! |
| Property Tax - Supplemental | 76,760 | 47,424 | 48,000 | 50,181 | 48,960 | 960 | 2.00% |
| Property Tax - Interest on Unapportioned Taxes | 2,814 | 5,857 | 2,500 | 6,308 | 2,550 | 50 | 2.00% |
| Property Tax - Penalties & Delinquencies | 0 | 0 | 0 | 20,417 | 0 | 0 | #DIV/0! |
| **Property Tax Revenue Total** | **2,275,404** | **2,340,180** | **2,338,600** | **2,405,745** | **2,385,370** | **46,770** | **2.00%** |
| **Property Tax Pass-Through & Residual Revenue** | | | | | | | |
| Property Tax - Buena Park Residual 34188 | 1,164,492 | 1,361,204 | 0 | 1,406,548 | 1,434,680 | 1,434,680 | #DIV/0! |
| Property Tax - Buena Park Pass-Thru 34183 | 0 | 0 | 0 | 879,012 | 896,590 | 896,590 | #DIV/0! |
| State Homeowners PR Tax Relief | 724,141 | 800,206 | 810,000 | 0 | 0 | (810,000) | -100.00% |
| **Property Tax Pass-Through & Residual Revenue Total** | **1,888,632** | **2,161,410** | **810,000** | **2,285,561** | **2,331,270** | **1,521,270** | **187.81%** |
| **REVENUE FROM PROPERTY TAX TOTAL** | **4,164,036** | **4,501,590** | **3,148,600** | **4,691,306** | **4,716,640** | **1,568,040** | **49.80%** |
| **REVENUE FROM OTHER SOURCES** | | | | | | | |
| **Charges for Services** | | | | | | | |
| Library Services Fines & Fees | 16,577 | 16,914 | 15,000 | 2,000 | 2,000 | (13,000) | -86.67% |
| Library Services Printing & Copying | 0 | 0 | 0 | 13,000 | 13,000 | 13,000 | #DIV/0! |
| Passport Services | 253,378 | 188,073 | 250,000 | 250,000 | 250,000 | 0 | 0.00% |
| Passport Printing and Copying | 0 | 0 | 0 | 871 | 1,000 | 1,000 | #DIV/0! |
| Passport Photos | 51,445 | 58,270 | 70,000 | 70,000 | 70,000 | 0 | 0.00% |
| **Charges for Services Total** | **321,400** | **263,257** | **335,000** | **335,871** | **336,000** | **1,000** | **0.30%** |
| **Investment Income & Interest** | | | | | | | |
| Investment Income | 98,672 | 255,975 | 120,000 | 120,000 | 330,000 | 210,000 | 175.00% |
| Interest Income - Savings Account | 1,025 | 1,283 | 800 | 7,500 | 5,000 | 4,200 | 525.00% |
| **Investment Income & Interest Total** | **99,696** | **257,258** | **120,800** | **127,500** | **335,000** | **214,200** | **177.32%** |
| **Grants** | | | | | | | |
| Special Grants | 294,190 | 358 | 0 | 0 | 0 | 0 | #DIV/0! |
| Lunch At The Library (CASL) | 0 | 0 | 0 | 13,171 | 0 | 0 | #DIV/0! |
| Zip Books (CASL) | 0 | 0 | 0 | 1,638 | 0 | 0 | #DIV/0! |
| **Grants Total** | **294,190** | **358** | **0** | **14,809** | **0** | **0** | **#DIV/0!** |
| **Donations** | | | | | | | |
| Individual Donations - General | 7,104 | 3,967 | 5,000 | 0 | 0 | (5,000) | -100.00% |
| Miscellaneous Donations | 0 | 0 | 0 | 0 | | | |
| **Donations Total** | **7,104** | **3,967** | **5,000** | **0** | **0** | **(5,000)** | **-100.00%** |
| **Miscellaneous Revenue** | | | | | | | |
| Refunds & Reimbursements | 6,194 | 3,443 | 3,500 | 3,500 | 3,500 | 0 | 0.00% |
| **Miscellaneous Revenue Total** | **6,194** | **3,443** | **3,500** | **3,500** | **3,500** | **0** | **0.00%** |
| **REVENUE FROM OTHER SOURCES TOTAL** | **728,584** | **528,282** | **464,300** | **481,680** | **674,500** | **210,200** | **45.27%** |
| **TOTAL REVENUE BUDGET** | **4,892,620** | **5,029,872** | **3,612,900** | **5,172,986** | **5,391,140** | **1,778,240** | **49.22%** |

# Buena Park Library District
## FY 2025-2026 Proposed Expense Budget

| Description | 2022-2023 Actual | 2023-2024 Actual | 2024-2025 Budget | 2024-2025 CY Projection To 6/30/25 | 2025-2026 Proposed Budget | $ Budget Variance | % Budget Variance |
|---|---|---|---|---|---|---|---|
| **SALARIES & BENEFITS** | | | | | | | |
| **Full-Time Salaries** | | | | | | | |
| Salaries & Wages Full-Time | 1,684,459 | 1,693,620 | 1,800,000 | 1,682,600 | 1,422,290 | (377,710) | -20.98% |
| **Full-Time Salaries Total** | **1,684,459** | **1,693,620** | **1,800,000** | **1,682,600** | **1,422,290** | **(377,710)** | **-20.98%** |
| **Full-Time Benefits** | | | | | | | |
| Health Insurance | 249,300 | 243,037 | 255,000 | 246,600 | 181,610 | (73,390) | -28.78% |
| Dental Insurance | 8,634 | 8,059 | 9,000 | 8,700 | 9,210 | 210 | 2.33% |
| Life Insurance/AD&D/LTD | 8,590 | 8,822 | 9,500 | 8,700 | 9,790 | 290 | 3.05% |
| Vision Insurance | 3,701 | 3,601 | 4,000 | 3,700 | 3,600 | (400) | -10.00% |
| Medicare/FICA (Full-Time) | 44,517 | 41,839 | 50,000 | 43,600 | 20,620 | (29,380) | -58.76% |
| Retirement Full-Time (CalPERS) | 118,299 | 113,757 | 200,000 | 115,900 | 121,300 | (78,700) | -39.35% |
| OPEB Retirement Trust (Prefund) | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| OPEB CERBT Disbursement | 0 | (53,409) | 0 | (67,830) | (70,000) | (70,000) | #DIV/0! |
| CalPERS (Unfunded Accrued Liability) | 0 | 0 | 0 | 0 | 73,580 | 73,580 | #DIV/0! |
| **Full-Time Benefits Total** | **433,041** | **365,706** | **527,500** | **359,370** | **349,710** | **(177,790)** | **-33.70%** |
| **Full-Time Salaries & Benefits Total** | **2,117,501** | **2,059,326** | **2,327,500** | **2,041,970** | **1,772,000** | **(555,500)** | **-23.87%** |
| **Part-Time Salaries** | | | | | | | |
| Salaries & Wages Part-Time | 0 | 0 | 0 | 0 | 500,210 | 500,210 | #DIV/0! |
| **Part-Time Salaries Total** | **0** | **0** | **0** | **0** | **500,210** | **500,210** | **#DIV/0!** |
| **Part-Time Benefits** | | | | | | | |
| Retirement Part-Time (CalPERS) | 0 | 0 | 0 | 0 | 6,020 | 6,020 | #DIV/0! |
| Medicare/FICA (Part-Time) | 0 | 0 | 0 | 0 | 35,140 | 35,140 | #DIV/0! |
| **Part-Time Benefits Total** | **0** | **0** | **0** | **0** | **41,160** | **41,160** | **#DIV/0!** |
| **Part-Time Salaries & Benefits Total** | **0** | **0** | **0** | **0** | **541,370** | **541,370** | **#DIV/0!** |
| **Retiree Benefits** | | | | | | | |
| Retiree Health Benefits | 0 | 0 | 0 | 104,169 | 122,160 | 122,160 | #DIV/0! |
| **Retiree Benefits Total** | **0** | **0** | **0** | **104,169** | **122,160** | **122,160** | **#DIV/0!** |
| **SALARIES & EMPLOYEE BENEFITS TOTAL** | **2,117,501** | **2,059,326** | **2,327,500** | **2,146,139** | **2,435,530** | **108,030** | **4.64%** |
| **GENERAL ADMINISTRATION SERVICES & SUPPLIES** | | | | | | | |
| **Training, Memberships, Conferences, & Travel** | | | | | | | |
| Travel & Transportation | 338 | 925 | 1,500 | 6,220 | 9,300 | 7,800 | 520.00% |
| Professional Development & Training | 4,306 | 1,445 | 20,500 | 2,630 | 12,710 | (7,790) | -38.00% |
| Professional Memberships | 10,423 | 10,723 | 12,000 | 10,500 | 14,000 | 2,000 | 16.67% |
| Special District Conferences | 1,163 | 3,631 | 8,000 | 2,100 | 0 | (8,000) | -100.00% |
| **Training, Memberships, Conferences, & Travel Total** | **16,230** | **16,725** | **42,000** | **21,450** | **36,010** | **(5,990)** | **-14.26%** |
| **Office Supplies** | | | | | | | |
| General Office Supplies | 3,880 | 4,455 | 4,000 | 5,000 | 4,000 | 0 | 0.00% |
| Paper Products | 1,660 | 1,048 | 2,000 | 1,300 | 2,000 | 0 | 0.00% |
| Paper Products-Library Services | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Furniture (Non-Capital) | 2,501 | 0 | 8,000 | 1,000 | 1,000 | (7,000) | -87.50% |
| Library Cards | 945 | 0 | 1,000 | 1,100 | 1,000 | 0 | 0.00% |
| Circulation Supplies | 1,648 | 1,362 | 2,000 | 1,600 | 2,000 | 0 | 0.00% |
| Marketing | 415 | 1,130 | 2,000 | 900 | 3,500 | 1,500 | 75.00% |
| Signage | 1,189 | 333 | 1,500 | 900 | 2,500 | 1,000 | 66.67% |
| Postage-Administrative Services/Support | 0 | 0 | 0 | 0 | 2,000 | 2,000 | #DIV/0! |
| Printer Supplies | 9,255 | 7,775 | 8,000 | 7,700 | 8,000 | 0 | 0.00% |
| Printer Supplies-Library Services | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| **Office Supplies Total** | **21,492** | **16,102** | **28,500** | **19,500** | **26,000** | **(2,500)** | **-8.77%** |
| **Office Equipment & Supplies** | | | | | | | |
| Service Agreements | 6,728 | 6,075 | 12,000 | 7,100 | 8,000 | (4,000) | -33.33% |

# Buena Park Library District
## FY 2025-2026 Proposed Expense Budget

| Description | 2022-2023 Actual | 2023-2024 Actual | 2024-2025 Budget | 2024-2025 CY Projection To 6/30/25 | 2025-2026 Proposed Budget | $ Budget Variance | % Budget Variance |
|---|---|---|---|---|---|---|---|
| Postage Machine Lease | 1,890 | 2,190 | 3,500 | 2,490 | 2,800 | (700) | -20.00% |
| Equipment - Non-IT/Computer (<$5,000) | 0 | 6,249 | 0 | 13,500 | 0 | 0 | #DIV/0! |
| Equipment - Non-IT/Computer (=>$5,000) | 0 | 0 | 12,000 | 5,000 | 0 | (12,000) | -100.00% |
| **Office Equipment Total** | **8,618** | **14,514** | **27,500** | **28,090** | **10,800** | **(16,700)** | **-60.73%** |
| | | | | | | | |
| | | | | | | | |
| **Professional & Specialized Fees & Services** | | | | | | | |
| Auditor Services | 9,846 | 30,240 | 20,000 | 19,500 | 18,500 | (1,500) | -7.50% |
| Legal Services | 88,494 | 37,841 | 100,000 | 56,600 | 100,000 | 0 | 0.00% |
| Professional Services | 11,770 | 25,005 | 140,000 | 204,000 | 345,300 | 205,300 | 146.64% |
| County of Orange Elections | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| LAFCO Fee | 2,374 | 2,683 | 2,700 | 2,700 | 3,220 | 520 | 19.26% |
| Employment Background | 1,000 | 403 | 3,000 | 1,000 | 7,000 | 4,000 | 133.33% |
| Payroll & Timekeeping Services | 7,201 | 6,205 | 13,000 | 7,000 | 8,000 | (5,000) | -38.46% |
| Publications & Legal Notices | 0 | 0 | 4,000 | 0 | 2,000 | (2,000) | -50.00% |
| Permits and Fees | 0 | 0 | 0 | 0 | 1,000 | 1,000 | #DIV/0! |
| Investment Administrative Fees | 2,416 | 1,621 | 2,500 | 2,100 | 0 | (2,500) | -100.00% |
| Merchant Fees | 3,800 | 3,346 | 5,500 | 3,800 | 4,000 | (1,500) | -27.27% |
| Bank Fees | 0 | 0 | 200 | 100 | 3,100 | 2,900 | 1450.00% |
| **Professional & Specialized Services Total** | **126,901** | **107,344** | **290,900** | **296,800** | **492,120** | **201,220** | **69.17%** |
| | | | | | | | |
| | | | | | | | |
| **Risk Management & Insurance** | | | | | | | |
| Workers Compensation | 6,976 | 18,212 | 25,000 | 25,000 | 48,480 | 23,480 | 93.92% |
| Property/Liability Insurance | 47,267 | 64,079 | 70,500 | 50,000 | 69,990 | (510) | -0.72% |
| Unemployment Insurance | | 0 | 10,000 | 0 | 10,000 | 0 | 0.00% |
| Risk Management | 2,282 | 7,319 | 12,000 | 4,500 | 7,000 | (5,000) | -41.67% |
| **Risk Management & Insurance Total** | **56,525** | **89,610** | **117,500** | **79,500** | **135,470** | **17,970** | **15.29%** |
| | | | | | | | |
| | | | | | | | |
| **Taxes & Assessments** | | | | | | | |
| Taxes and Assessments | 5,191 | 9,295 | 9,000 | 6,500 | 9,300 | 300 | 3.33% |
| Sales and Use Tax | 0 | 0 | 0 | 6,632 | 7,000 | 7,000 | #DIV/0! |
| **Taxes & Assessments Total** | **5,191** | **9,295** | **9,000** | **13,132** | **16,300** | **7,300** | **81.11%** |
| | | | | | | | |
| | | | | | | | |
| **Taxes & Assessments** | | | | | | | |
| Depreciation | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Loss on Investments | 0 | 330,967 | 0 | 0 | 0 | 0 | #DIV/0! |
| **Taxes & Assessments Total** | **0** | **330,967** | **0** | **0** | **0** | **0** | **#DIV/0!** |
| | | | | | | | |
| | | | | | | | |
| **GENERAL ADMINISTRATION SERVICES & SUPPLIES TOTAL** | **234,956** | **584,557** | **515,400** | **458,472** | **716,700** | **201,300** | **39.06%** |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| **FACILITY OPERATIONS & MAINTENANCE** | | | | | | | |
| | | | | | | | |
| **Facility Operations & Maintenance** | | | | | | | |
| Building Maintenance Supplies | 1,866 | 2,426 | 3,000 | 2,000 | 500 | (2,500) | -83.33% |
| Janitorial Supplies | 5,342 | 7,230 | 8,500 | 8,500 | 10,000 | 1,500 | 17.65% |
| Custodial Services | 32,884 | 33,700 | 45,000 | 32,600 | 45,000 | 0 | 0.00% |
| Electrical Services | 0 | 4,757 | 10,000 | 1,600 | 5,000 | (5,000) | -50.00% |
| Alarm System Services | 14,234 | 10,648 | 15,000 | 15,000 | 16,000 | 1,000 | 6.67% |
| HVAC Services | 9,854 | 6,900 | 12,000 | 18,000 | 25,000 | 13,000 | 108.33% |
| Elevator Services | 3,552 | 6,657 | 12,000 | 9,600 | 10,000 | (2,000) | -16.67% |
| Plumbing Services | 37,997 | 16,699 | 25,000 | 5,000 | 8,000 | (17,000) | -68.00% |
| Landscape Services | 18,892 | 16,016 | 30,000 | 18,200 | 30,000 | 0 | 0.00% |
| Door Maintenance Services | 47 | 1,688 | 2,500 | 800 | 2,500 | 0 | 0.00% |
| Pest Control Services | 900 | 975 | 1,500 | 900 | 1,500 | 0 | 0.00% |
| Other Facility Maintenance | 4,379 | 0 | 6,500 | 2,200 | 8,000 | 1,500 | 23.08% |
| Minor Building Repairs | 16,343 | 113 | 13,000 | 0 | 5,000 | (8,000) | -61.54% |
| Fire & Safety Inspections & Services | 4,214 | 3,609 | 8,500 | 2,900 | 3,000 | (5,500) | -64.71% |
| Health & Safety Materials & Supplies | 0 | 0 | 0 | 0 | 2,000 | 2,000 | #DIV/0! |
| Telecommunication Services | 7,055 | 4,530 | 6,000 | 5,100 | 6,000 | 0 | 0.00% |
| **Facility Operations & Maintenance Total** | **157,559** | **115,947** | **198,500** | **122,400** | **177,500** | **(21,000)** | **-10.58%** |
| | | | | | | | |
| | | | | | | | |
| **Utilities** | | | | | | | |

# Buena Park Library District
# FY 2025-2026 Proposed Expense Budget

| Description | 2022-2023 Actual | 2023-2024 Actual | 2024-2025 Budget | 2024-2025 CY Projection To 6/30/25 | 2025-2026 Proposed Budget | $ Budget Variance | % Budget Variance |
|---|---|---|---|---|---|---|---|
| Electric | 104,335 | 79,762 | 100,000 | 92,200 | 100,000 | 0 | 0.00% |
| Gas | 17,663 | 5,605 | 10,000 | 8,900 | 10,000 | 0 | 0.00% |
| Water & Sewage | 5,036 | 4,817 | 7,000 | 5,500 | 7,000 | 0 | 0.00% |
| Refuse Disposal Services | 5,427 | 5,417 | 6,000 | 16,000 | 7,500 | 1,500 | 25.00% |
| **Utilities Total** | **132,461** | **95,602** | **123,000** | **122,600** | **124,500** | **1,500** | **1.22%** |
| | | | | | | | |
| | | | | | | | |
| **Fleet/Vehicle Services** | | | | | | | |
| Vehicle Maintenance & Repairs | 0 | 0 | 0 | 0 | 1,500 | 1,500 | #DIV/0! |
| Outreach Van - Gasoline | 487 | 304 | 500 | 400 | 500 | 0 | 0.00% |
| Vehicle Supplies & Materials | 0 | 0 | 0 | 0 | 200 | 200 | #DIV/0! |
| **Fleet Services Total** | **487** | **304** | **500** | **400** | **2,200** | **1,700** | **340.00%** |
| | | | | | | | |
| | | | | | | | |
| **FACILITY OPERATIONS & MAINTENANCE TOTAL** | **290,506** | **211,853** | **322,000** | **245,400** | **304,200** | **(17,800)** | **-5.53%** |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| **LIBRARY PROGRAMS & SERVICES** | | | | | | | |
| | | | | | | | |
| **Library Programs** | | | | | | | |
| Public Programs - Adult | 2,028 | 857 | 3,500 | 2,000 | 2,000 | (1,500) | -42.86% |
| Adult SRP | 1,987 | 1,317 | 2,500 | 1,700 | 2,000 | (500) | -20.00% |
| Public Programs - Teens | 1,663 | 2,285 | 3,500 | 1,700 | 3,500 | 0 | 0.00% |
| Teen SRP | 995 | 291 | 2,500 | 900 | 2,500 | 0 | 0.00% |
| Public Programs - Children & Family | 13,212 | 11,776 | 15,000 | 12,300 | 8,000 | (7,000) | -46.67% |
| Children SRP | 11,399 | 8,796 | 12,000 | 11,200 | 10,000 | (2,000) | -16.67% |
| Community Outreach | 4,131 | 5,358 | 10,000 | 10,000 | 3,000 | (7,000) | -70.00% |
| Community Outreach (Lunch At The Library Grant) | 0 | 0 | 0 | 5,001 | 8,170 | 8,170 | #DIV/0! |
| **Library Programs Total** | **35,414** | **30,680** | **49,000** | **44,801** | **39,170** | **(9,830)** | **-20.06%** |
| | | | | | | | |
| | | | | | | | |
| **Library Materials** | | | | | | | |
| Books | 62,306 | 59,273 | 65,000 | 64,600 | 55,000 | (10,000) | -15.38% |
| Books (Zip Books Grant/Program (CASL)) | 0 | 0 | 0 | 1,638 | 0 | 0 | #DIV/0! |
| Print Subscriptions | 5,391 | 4,843 | 6,000 | 6,500 | 6,800 | 800 | 13.33% |
| Media | 6,793 | 5,886 | 8,000 | 7,800 | 6,000 | (2,000) | -25.00% |
| Library of Things | 10,412 | 7,599 | 10,000 | 6,100 | 15,000 | 5,000 | 50.00% |
| Electronic Subscriptions | 49,177 | 56,360 | 76,000 | 53,400 | 34,000 | (42,000) | -55.26% |
| Downloadable/Streaming Content | 22,861 | 42,800 | 45,000 | 33,400 | 71,000 | 26,000 | 57.78% |
| Technical Services | 4,501 | 4,934 | 6,500 | 4,600 | 4,650 | (1,850) | -28.46% |
| **Library Materials Total** | **161,442** | **181,694** | **216,500** | **178,038** | **192,450** | **(24,050)** | **-11.11%** |
| | | | | | | | |
| | | | | | | | |
| **Technology & Support Services** | | | | | | | |
| Computer Equipment (=>$5,000) (Non-CIP) | 2,440 | 0 | 8,000 | 1,300 | 0 | (8,000) | -100.00% |
| Computer Equipment & Peripherals (<$5,000) | 4,536 | 3,346 | 4,000 | 5,200 | 3,000 | (1,000) | -25.00% |
| System Services Supplies | 2,801 | 1,273 | 3,000 | 1,900 | 2,500 | (500) | -16.67% |
| Software Licenses (Various) | 70,787 | 69,932 | 100,000 | 68,300 | 89,410 | (10,590) | -10.59% |
| **Technology & Support Services Total** | **80,563** | **74,551** | **115,000** | **76,700** | **94,910** | **(20,090)** | **-17.47%** |
| | | | | | | | |
| | | | | | | | |
| **Passport Services** | | | | | | | |
| Passport Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Passport Supplies | 6,579 | 3,055 | 4,000 | 4,000 | 4,000 | 0 | 0.00% |
| Passport Postage | 14,420 | 10,444 | 16,000 | 13,500 | 14,000 | (2,000) | -12.50% |
| **Passport Services Total** | **20,999** | **13,499** | **20,000** | **17,500** | **18,000** | **(2,000)** | **-10.00%** |
| | | | | | | | |
| | | | | | | | |
| **LIBRARY PROGRAMS & SERVICES TOTAL** | **298,418** | **300,424** | **400,500** | **317,039** | **344,530** | **(55,970)** | **-13.98%** |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| **TOTAL OPERATING EXPENSE BUDGET** | **2,941,381** | **3,156,159** | **3,565,400** | **3,167,050** | **3,800,960** | **235,560** | **6.61%** |

# Buena Park Library District
## FY 2025-2031 Proposed Five-Year Capital Improvement Plan (CIP)

| DESCRIPTION | 2022-2023 Actual | 2023-2024 Actual | 2024-2025 Budget | 2024-2025 CY Projection To 6/30/25 | 2025-2026 Proposed Budget | 2026-2027 Out Year 1 | 2027-2028 Out Year 2 | 2028-2029 Out Year 3 | 2029-2030 Out Year 4 | 2030-2031 Out Year 5 | 2025-2031 Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |
| **Capital Improvement Plan** | | | | | | | | | | | |
| Annual Facility Repairs | 1,030,700 | 691,003 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| | | | | | | | | | | | |
| Annual Facility Improvement Projects | 9,540 | 0 | 40,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| | | | | | | | | | | | |
| Building Improvement Project (BIP) (2024) - Design | | | | | | | | | | | |
| * Architectural Consultant | 0 | 0 | 1,121,000 | 474,660 | 432,980 | 213,370 | 0 | 0 | 0 | 0 | **646,350** |
| * Project Management (Pre-construction & Construction) | 0 | 95,127 | 703,873 | 200,790 | 301,850 | 201,230 | 0 | 0 | 0 | 0 | **503,080** |
| Building Improvement Project (BIP) (2024) - Construction | 0 | 0 | 0 | 0 | 3,771,340 | 8,799,800 | 0 | 0 | 0 | 0 | **12,571,140** |
| | | | | | | | | | | | |
| Furniture, Fixtures, and Equipment (FF&E) | 0 | 0 | 0 | 0 | 0 | 20,000 | 0 | 0 | 0 | 0 | **20,000** |
| | | | | | | | | | | | |
| Vehicle Replacement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,000 | 0 | 0 | **25,000** |
| | | | | | | | | | | | |
| IT Equipment Replacement & Upgrade | 0 | 0 | 0 | 0 | 0 | 0 | 20,000 | 20,000 | 20,000 | 20,000 | **80,000** |
| | | | | | | | | | | | |
| **Capital Improvement Plan Total** | **1,040,240** | **786,130** | **1,864,873** | **675,450** | **4,506,170** | **9,234,400** | **20,000** | **45,000** | **20,000** | **20,000** | 13,845,570 |

# Buena Park Library District
## FY 2025-2026 Proposed Budget Summary

| Description | 2022-2023 Actual | 2023-2024 Actual | 2024-2025 Budget | 2024-2025 CY Projection To 6/30/25 | 2025-2026 Proposed Budge | $ Budget Variance | % Budget Variance |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| **BEGINNING CASH RESERVE** | **9,422,361** | **10,333,360** | **11,420,943** | **11,420,943** | **12,751,429** | **1,330,486** | **11.65%** |
| | | | | | | | |
| | | | | | | | |
| **REVENUE** | | | | | | | |
| | | | | | | | |
| **Revenue from Property Tax** | | | | | | | |
| Property Tax Revenue | 2,275,404 | 2,340,180 | 2,338,600 | 2,405,745 | 2,385,370 | 46,770 | 2.00% |
| Property Tax Pass-Through & Residual Revenue | 1,888,632 | 2,161,410 | 810,000 | 2,285,561 | 2,331,270 | 1,521,270 | 187.81% |
| **Total Revenue from Property Tax** | **4,164,036** | **4,501,590** | **3,148,600** | **4,691,306** | **4,716,640** | **1,568,040** | **49.80%** |
| | | | | | | | |
| **Revenue from Other Sources** | | | | | | 0 | #DIV/0! |
| Charges for Services | 321,400 | 263,257 | 335,000 | 335,871 | 336,000 | 1,000 | 0.30% |
| Investment Income & Interest | 99,696 | 257,258 | 120,800 | 127,500 | 335,000 | 214,200 | 177.32% |
| Grants | 294,190 | 358 | 0 | 14,809 | 0 | 0 | #DIV/0! |
| Donations | 7,104 | 3,967 | 5,000 | 0 | 0 | (5,000) | -100.00% |
| Miscellaneous Revenue | 6,194 | 3,443 | 3,500 | 3,500 | 3,500 | 0 | 0.00% |
| **Total Revenue from Other Sources** | **728,584** | **528,282** | **464,300** | **481,680** | **674,500** | **210,200** | **45.27%** |
| | | | | | | | |
| **TOTAL REVENUES** | **4,892,620** | **5,029,872** | **3,612,900** | **5,172,986** | **5,391,140** | **1,778,240** | **49.22%** |
| | | | | | | | |
| | | | | | | | |
| **EXPENSE** | | | | | | | |
| | | | | | | | |
| **Operating Expenses** | | | | | | | |
| Salaries | 1,684,459 | 1,693,620 | 1,800,000 | 1,682,600 | 1,922,500 | 122,500 | 6.81% |
| Employee Benefits | 433,041 | 365,706 | 527,500 | 463,539 | 513,030 | (14,470) | -2.74% |
| General Administration Services & Supplies | 234,956 | 584,557 | 515,400 | 458,472 | 716,700 | 201,300 | 39.06% |
| Facilities Operations & Maintenance | 290,506 | 211,853 | 322,000 | 245,400 | 304,200 | (17,800) | -5.53% |
| Programs Services & Supplies | 298,418 | 300,424 | 400,500 | 317,039 | 344,530 | (55,970) | -13.98% |
| **Total Operating Expenses** | **2,941,381** | **3,156,159** | **3,565,400** | **3,167,050** | **3,800,960** | **235,560** | **6.61%** |
| | | | | | | | |
| **Capital Improvement Expenses** | | | | | | | |
| Building Improvement Project (BIP) | 0 | 95,127 | 1,824,873 | 675,450 | 4,506,170 | 2,681,297 | 146.93% |
| Other Capital Expenses | 1,040,240 | 691,003 | 40,000 | 0 | 0 | (40,000) | -100.00% |
| **Total Capital Improvement Expenses** | **1,040,240** | **786,130** | **1,864,873** | **675,450** | **4,506,170** | **2,641,297** | **141.63%** |
| | | | | | | | |
| **TOTAL EXPENSES** | **3,981,621** | **3,942,289** | **5,430,273** | **3,842,500** | **8,307,130** | **2,876,857** | **52.98%** |
| | | | | | | | |
| | | | | | | | |
| **REVENUE & EXPENSE NET SURPLUS / [DEFICIT]** | **910,999** | **1,087,583** | **(1,817,373)** | **1,330,486** | **(2,915,990)** | **(1,098,617)** | **60.45%** |
| | | | | | | | |
| | | | | | | | |
| **CASH RESERVE** | | | | | | | |
| | | | | | | | |
| **Reserved Cash** | | | | | | | |
| Operating Reserve (50% of Expense Budget) | 1,470,691 | 1,578,080 | 1,782,700 | 1,583,525 | 1,900,480 | 117,780 | 6.61% |
| Capital Replacement and Improvement Reserves | 3,557,832 | 3,557,832 | 3,557,832 | 3,557,832 | 3,557,832 | 0 | 0.00% |
| General Contingency Reserve (3 Months Operating Expense Budget) | 735,345 | 789,040 | 891,350 | 791,763 | 950,240 | 58,890 | 6.61% |
| Trustee Election Reserves | 60,000 | 60,000 | 60,000 | 131,237 | 131,237 | 71,237 | 118.73% |
| Accrued Vacation Leave Reserves | 92,600 | 92,600 | 92,600 | 92,600 | 100,000 | 7,400 | 7.99% |
| **TOTAL RESERVED CASH** | **5,916,468** | **6,077,551** | **6,384,482** | **6,156,957** | **6,639,789** | **255,307** | **4.00%** |
| | | | | | | | |
| **Unreserved Cash** | | | | | | | |
| Unreserved Cash at the Beginning of the FY | 3,505,893 | 5,343,392 | 3,219,088 | 6,594,472 | 3,195,650 | (23,438) | -0.73% |
| Addition / (Drawdown) To/From Unreserved Cash | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| **TOTAL UNRESERVED CASH** | **3,505,893** | **5,343,392** | **3,219,088** | **6,594,472** | **3,195,650** | **(23,438)** | **-0.73%** |
| | | | | | | | |
| | | | | | | | |
| **ENDING CASH RESERVE (Actual or Projected)** | **10,333,360** | **11,420,943** | **9,603,570** | **12,751,429** | **9,835,439** | **231,869** | **68.83%** |

# Buena Park Library District
# FY 2025-2026 Authorized Positions

| | *Full Time Equivalent (FTE)* | | |
|---|---|---|---|
| **Full-Time Positions**<br>**Job Title** | **Authorized**<br>**2023-2024** | **Authorized**<br>**2024-2025** | **Proposed**<br>**2025-2026** |
| Administrative Assistant | 1.00 | 1.00 | 1.00 |
| Business Officer | 1.00 | 1.00 | 1.00 |
| Circulation Services Supervisor | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Supervisor | 1.00 | 1.00 | 1.00 |
| IT Systems Specialist | 1.00 | 1.00 | 1.00 |
| Librarian I | 1.00 | 1.00 | 1.00 |
| Librarian II | 2.00 | 2.00 | 2.00 |
| Library Assistant | 3.00 | 3.00 | 3.00 |
| Library Director | 1.00 | 1.00 | 1.00 |
| Library Services Coordinator | 1.00 | 1.00 | 1.00 |
| Library Services Manager | 1.00 | 1.00 | 1.00 |
| Library Technician | 1.00 | 1.00 | 1.00 |
| Senior Librarian | 1.00 | 1.00 | 1.00 |
| **Total Full-Time FTE** | **16.00** | **16.00** | **16.00** |

| | *Full Time Equivalent (FTE)* | | |
|---|---|---|---|
| **Part-Time Positions**<br>**Job Title** | **Authorized**<br>**2023/24** | **Authorized**<br>**2024/25** | **Proposed**<br>**2025/26** |
| Library Assistant | 0.90 | 0.90 | 0.90 |
| Library Clerk | 7.20 | 7.20 | 7.20 |
| Library Page | 1.80 | 1.80 | 1.80 |
| **Total Part-Time FTE** | **9.90** | **9.90** | **9.90** |
| **Total Full-Time and Part-Time FTE** | **25.90** | **25.90** | **25.90** |

BUENA PARK Library District

# Organization and Functional Charts

## FY 2025-2026

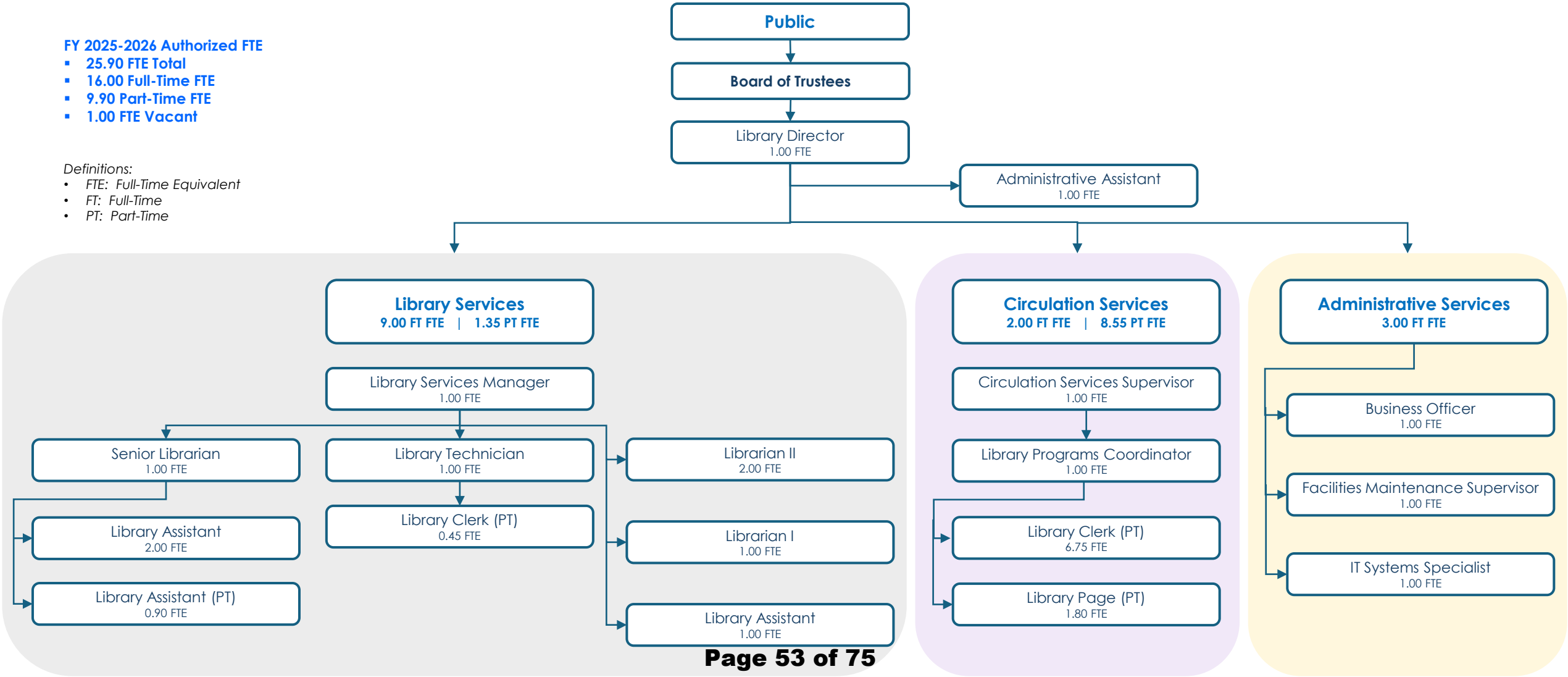
As of July 1, 2025

BUENA PARK Library District

# Organization Chart
## As of July 1, 2025

**FY 2025-2026 Authorized FTE**
- **25.90 FTE Total**
- **16.00 Full-Time FTE**
- **9.90 Part-Time FTE**
- **1.00 FTE Vacant**

*Definitions:*
- *FTE: Full-Time Equivalent*
- *FT: Full-Time*
- *PT: Part-Time*



BUENA PARK Library District

# Functional Chart
## As of July 1, 2025

**Library Services to the Public**

### Library Services
**9.00 FT FTE | 1.35 PT FTE**

- Reference Assistance
- Library Collections Management
- Adult, Teens, and Children & Family Programs
- Events & Outreach
- School Library Tours

### Circulation Services
**2.00 FT FTE | 8.55 PT FTE**

- Public Circulation Desk
- Patron Account Management
- Events & Outreach
- Passport Services
- School Site Events

### Administrative Services
**5.00 FT FTE**

- Library Administration
- Leadership and Management
- Regulatory Compliance Reporting
- Board Meetings
- Elections Management
- Records Management
- Risk Management
- Human Resources
- Agency Partnerships and Collaboration
- Policy Development
- Financial and Business Services
- Information Technology Services
- Facilities Management



*Definitions: ■ FTE: Full-Time Equivalent ■ FT: Full-Time ■ PT: Part-Time*

Date: July 1, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Resolution 2025-7 Establishing the Buena Park Library District Salary Schedule Effective July 11, 2025

---

**Recommended Action:**
Agenda Item 19

Approve Resolution 2025-7 establishing the Buena Park Library District Salary Schedule for all positions effective July 11, 2025, to coincide with the first full pay period in the new Fiscal Year 2025-2026, superseding all and any prior salary plans and schedules.

**Background:**

On July 2, 2024, the Board of Trustees approved the FY 2024-2025 Salary Schedule for all Buena Park Library District employees. In FY 2025-2026, staff recommends a 2.0% cost of living adjustment for all employees, both full-time and part-time positions, excluding the Library Director position, effective the first pay period in FY 2025-2026, which begins on July 11, 2025. See attached Exhibit A, Salary Schedule. The Library Director position's salary schedule was established at the rate approved by the Board by resolution on July 2, 2024.

**Discussion:**

According to the Bureau of Labor Statistics, the annual increase in total compensation costs in Los Angeles was 4.1 percent for the year ended March 2025. The locality compensation costs are part of the national Employment Cost Index (ECI), which measures the quarterly changes in compensation costs (wages and salaries and employer costs for employee benefits). In the Los Angeles-Long Beach area, which includes Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties, the ECI for wages and salaries was 4.4 percent for the 12-month period ended March 2025.

The Consumer Price Index for All Urban Consumers (CPI-U) for Los Angeles-Long Beach-Anaheim area rose 3.0 percent for the 12 months ending in May 2025.

The recommended 2.0% cost of living adjustment in salaries is below the current ECI and CPI-U. The adjustment partially offsets the increasing consumer costs of our employees. The adjustment will also help the District remain competitive in the local labor market against other local agencies by helping retain employees and attract qualified applicants. This, in turn, also supports the District's efforts in complying with the newly implemented AB 2561, Recruitment and Retention Reporting. The recommended cost of living

adjustment is comparable to other library districts within our service area with similar organizational size and structure and service demographics.

**Fiscal Impact:**

The salaries of full-time and part-time employees are estimated to increase by $37,880, which will be offset by projected increases in property tax revenues in FY 2025-2026.

**Attachments:**

Exhibit A

**BUENA PARK LIBRARY DISTRICT**

**RESOLUTION NO. 2025-7**

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH A SALARY SCHEDULE FOR EMPLOYEES OF THE
BUENA PARK LIBRARY DISTRICT
EFFECTIVE JULY 11, 2025**

**WHEREAS,** on July 2, 2024, Resolution No. 2024-6 was adopted by the Board of Trustees of the Buena Park Library District thereby adopting the Salary Schedule (Schedule); and

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

**WHEREAS**, the Salary Schedule is compliant with the 2025 State of California mandated minimum wage.

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

**Section 1.** The Board of Trustees of the Buena Park Library District hereby repeals Resolution No. 2024-6 by approving this Resolution with salary adjustments for all Buena Park Library District employees as set forth in Exhibit A, Salary Schedule, attached hereto and incorporated herein by reference.

**Section 2.** The Salary Schedule reflects a 2% cost of living adjustment from the prior Salary Schedule, for both full-time and part-time positions, excluding the Library Director position, effective the first pay period in FY 2025-26, which begins on July 11, 2025.

**Section 3.** The effective date of this Resolution shall be July 11, 2025, and supersedes all prior Salary Schedules.

**Section 4.** The Board of Trustees of the Buena Park Library District authorizes the Library Director, or his/her designee, to make minor, non-substantive changes to the Master Salary Schedule and any related policies, procedures, or documents necessary to implement these provisions.

**PASSED AND ADOPTED** by the Board of Trustees of the Buena Park Library District on this 1st day of July, 2025, by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____

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ABSENT: _____

**BUENA PARK LIBRARY DISTRICT**

By: _____
Name
President, Library Board of Trustees

ATTEST:

By: _____
Name
Title

DRAFT

**EXHIBIT "A"**

**Buena Park Library District Salary Schedule**
**Effective July 11, 2025**

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# Buena Park Library District
## Salary Schedule
## Effective July 11, 2025

| JOB CODE | CLASSIFICATION | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|---|
| **207** | **Administrative Assistant** | | | | | | |
| | Hourly Rate: | 31.33 | 32.90 | 34.55 | 36.27 | 38.09 | 39.98 |
| | Monthly Rate: | 5,431.30 | 5,701.80 | 5,988.22 | 6,287.01 | 6,601.71 | 6,930.56 |
| | Annual Pay: | 65,175.55 | 68,421.60 | 71,858.59 | 75,444.10 | 79,220.54 | 83,166.72 |
| **106** | **Business Officer** | | | | | | |
| | Hourly Rate: | 40.11 | 42.12 | 44.22 | 46.43 | 48.75 | 51.18 |
| | Monthly Rate: | 6,951.78 | 7,300.07 | 7,664.28 | 8,047.94 | 8,449.27 | 8,871.82 |
| | Annual Pay: | 83,421.31 | 87,600.86 | 91,971.36 | 96,575.23 | 101,391.26 | 106,461.89 |
| **104** | **Circulation Services Supervisor** | | | | | | |
| | Hourly Rate: | 42.1362 | 44.2476 | 46.461 | 48.7764 | 51.2142 | 53.7744 |
| | Monthly Rate: | 7,303.61 | 7,669.58 | 8,053.24 | 8,454.58 | 8,877.13 | 9,320.90 |
| | Annual Pay: | 87,643.30 | 92,035.01 | 96,638.88 | 101,454.91 | 106,525.54 | 111,850.75 |
| **202** | **Facilities Maintenance Supervisor** | | | | | | |
| | Hourly Rate: | 38.1786 | 40.086 | 42.0852 | 44.1864 | 46.3998 | 48.7254 |
| | Monthly Rate: | 6,617.62 | 6,948.24 | 7,294.77 | 7,658.98 | 8,042.63 | 8,445.74 |
| | Annual Pay: | 79,411.49 | 83,378.88 | 87,537.22 | 91,907.71 | 96,511.58 | 101,348.83 |
| **201** | **IT Systems Specialist** | | | | | | |
| | Hourly Rate: | 40.1064 | 42.1158 | 44.217 | 46.4304 | 48.7458 | 51.1836 |
| | Monthly Rate: | 6,951.78 | 7,300.07 | 7,664.28 | 8,047.94 | 8,449.27 | 8,871.82 |
| | Annual Pay: | 83,421.31 | 87,600.86 | 91,971.36 | 96,575.23 | 101,391.26 | 106,461.89 |
| **206** | **Librarian I** | | | | | | |
| | Hourly Rate: | 32.1096 | 33.7212 | 35.4042 | 37.179 | 39.0354 | 40.9836 |
| | Monthly Rate: | 5,565.66 | 5,845.01 | 6,136.73 | 6,444.36 | 6,766.14 | 7,103.82 |
| | Annual Pay: | 66,787.97 | 70,140.10 | 73,640.74 | 77,332.32 | 81,193.63 | 85,245.89 |
| **205** | **Librarian II** | | | | | | |
| | Hourly Rate: | 35.445 | 37.2198 | 39.0864 | 41.0346 | 43.0848 | 45.237 |
| | Monthly Rate: | 6,143.80 | 6,451.43 | 6,774.98 | 7,112.66 | 7,468.03 | 7,841.08 |
| | Annual Pay: | 73,725.60 | 77,417.18 | 81,299.71 | 85,351.97 | 89,616.38 | 94,092.96 |
| **210** | **Library Assistant** | | | | | | |
| | Hourly Rate: | 25.7142 | 26.9994 | 28.3458 | 29.7636 | 31.2528 | 32.8236 |
| | Monthly Rate: | 4,457.13 | 4,679.90 | 4,913.27 | 5,159.02 | 5,417.15 | 5,689.42 |
| | Annual Pay: | 53,485.54 | 56,158.75 | 58,959.26 | 61,908.29 | 65,005.82 | 68,273.09 |
| **101** | **Library Director** | | | | | | |
| | Hourly Rate: | 69.38 | 72.85 | 76.5 | 80.32 | 84.34 | 88.55 |
| | Monthly Rate: | 12,025.87 | 12,627.33 | 13,260.00 | 13,922.13 | 14,618.93 | 15,348.67 |
| | Annual Pay: | 144,310.40 | 151,528.00 | 159,120.00 | 167,065.60 | 175,427.20 | 184,184.00 |
| **208** | **Library Programs Coordinator** | | | | | | |
| | Hourly Rate: | 29.8248 | 31.314 | 32.8848 | 34.527 | 36.2508 | 38.0664 |
| | Monthly Rate: | 5,169.63 | 5,427.76 | 5,700.03 | 5,984.68 | 6,283.47 | 6,598.18 |
| | Annual Pay: | 62,035.58 | 65,133.12 | 68,400.38 | 71,816.16 | 75,401.66 | 79,178.11 |
| **102** | **Library Services Manager** | | | | | | |
| | Hourly Rate: | 48.8784 | 51.3162 | 53.8866 | 56.5794 | 59.4048 | 62.3832 |
| | Monthly Rate: | 8,472.26 | 8,894.81 | 9,340.34 | 9,807.10 | 10,296.83 | 10,813.09 |
| | Annual Pay: | 101,667.07 | 106,737.70 | 112,084.13 | 117,685.15 | 123,561.98 | 129,757.06 |

# Buena Park Library District
## Salary Schedule
## Effective July 11, 2025

| JOB CODE | CLASSIFICATION | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|---|
| **209** | **Library Technician** | | | | | | |
| | Hourly Rate: | 25.7142 | 26.9994 | 28.3458 | 29.7636 | 31.2528 | 32.8236 |
| | Monthly Rate: | 4,457.13 | 4,679.90 | 4,913.27 | 5,159.02 | 5,417.15 | 5,689.42 |
| | Annual Pay: | 53,485.54 | 56,158.75 | 58,959.26 | 61,908.29 | 65,005.82 | 68,273.09 |
| **204** | **Senior Librarian** | | | | | | |
| | Hourly Rate: | 38.1786 | 40.086 | 42.0852 | 44.1864 | 46.3998 | 48.7254 |
| | Monthly Rate: | 6,617.62 | 6,948.24 | 7,294.77 | 7,658.98 | 8,042.63 | 8,445.74 |
| | Annual Pay: | 79,411.49 | 83,378.88 | 87,537.22 | 91,907.71 | 96,511.58 | 101,348.83 |
| **105** | **Technology & Support Services Supervisor** | | | | | | |
| | Hourly Rate: | 42.1362 | 44.2476 | 46.461 | 48.7764 | 51.2142 | 53.7744 |
| | Monthly Rate: | 7,303.61 | 7,669.58 | 8,053.24 | 8,454.58 | 8,877.13 | 9,320.90 |
| | Annual Pay: | 87,643.30 | 92,035.01 | 96,638.88 | 101,454.91 | 106,525.54 | 111,850.75 |
| **212** | **Library Clerk - PT** | | | | | | |
| | Hourly Rate: | 21.1038 | 22.1646 | 23.2662 | 24.429 | 25.653 | 26.9382 |
| | Monthly Rate: | 3,657.99 | 3,841.86 | 4,032.81 | 4,234.36 | 4,446.52 | 4,669.29 |
| | Annual Pay: | 43,895.90 | 46,102.37 | 48,393.70 | 50,812.32 | 53,358.24 | 56,031.46 |
| **213** | **Library Page - PT** | | | | | | |
| | Hourly Rate: | 16.9014 | 17.748 | 18.6354 | 19.5636 | 20.5428 | 21.573 |
| | Monthly Rate: | 2,929.58 | 3,076.32 | 3,230.14 | 3,391.02 | 3,560.75 | 3,739.32 |
| | Annual Pay: | 35,154.91 | 36,915.84 | 38,761.63 | 40,692.29 | 42,729.02 | 44,871.84 |

Date: July 1, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Resolution 2025-8 Establishing the Fiscal Year 2025-2026 Annual Appropriations Limit for the Buena Park Library District

---

**Recommended Action:**
Agenda Item 20

Approve Resolution 2025-8 Establishing the Fiscal Year 2025-2026 Annual Appropriations Limit in accordance with Article XIIIB of the Constitution of the State of California in the amount of $18,493,838.

**Background:**

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

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

**Discussion**

Based on the current calculation provided by the State of California Department of Finance, the District's FY 2025-2026 Appropriations Limit is $18,493,838. Documentation showing the calculations of the Appropriations Limit (Exhibit A) has been made available at the Buena Park Library District, Administration Office, for review by the public for at least fifteen (15) days prior to July 1, 2025. The FY 2025-2026 Proposed Operating and Capital Budget appropriations financed by tax proceeds presented to the Board at their July 1,

2025, meeting are $8,307,130, which is $10,186,708 or 55.08% less than the FY 2025-2026 Appropriations Limit.

**Fiscal Impact:**

There is no fiscal impact associated with the adoption of the Appropriations Limit of $18,493,838.

**Attachment:**

Exhibit A: FY 2025-2026 Appropriations Limit Calculation

**BUENA PARK LIBRARY DISTRICT**

**RESOLUTION NO. 2025-8**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026 FOR THE BUENA PARK LIBRARY DISTRICT IN ACCORDANCE WITH THE PROVISIONS OF DIVISION 9 OF TITLE 1 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

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

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

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

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

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

**WHEREAS**, the Board of Trustees of the Buena Park Library District wishes to establish the Appropriations Limit for Fiscal Year 2025-2026 for the Buena Park Library District in accordance with the provisions of Article XIII B of the Constitution and Sections 7900, *et seq*., of the Government Code. Section 7902(b) of the Government Code.

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

**Section 1.** The Board of Trustees of the Buena Park Library District elects to use the change in California per capita income as the cost-of-living adjustment factor and

DRAFT

the annual population change for the City of Buena Park as the population adjustment factor provided by the State of California Department of Finance.

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

**Section 3.** The Board of Trustees of the Buena Park Library District establishes the upper limit of appropriations for the fiscal years 2025-2026, to be Eighteen Million, Four Hundred Ninety-Three Thousand, Eight Hundred Thirty-Eight Dollars ($18,493,838).

**PASSED AND ADOPTED** by the Board of Trustees of the Buena Park Library District on this 1st day of July, 2025, by the following vote:

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

**BUENA PARK LIBRARY DISTRICT**

By: _____
Name
President, Library Board of Trustees

ATTEST:

By: _____
Name
Title

DRAFT

# Buena Park Library District
# Appropriations Limit Calculation
# FY 2025-2026

| | | | |
|---|---|---|---|
| A. LAST YEAR'S 2024-2025 APPROPRIATIONS LIMIT | | $ 17,397,512 | |
| B. ADJUSTMENT FACTORS | | | |
| **1.** Price Factor -Percentage Change Over Prior Year Per Capita Personal Income 2024-2025 | 6.44 | 1.0644 | (Per Capita Cost of Living Converted to a Ratio) |
| **2.** Buena Park Population Change by Percentage | (0.13) | 0.9987 | (Population Converted to a Ratio) |
| Total Adjustment % | | 1.06301628 | |
| C. ANNUAL ADJUSTMENT $ | | $ 18,493,838 | |
| D. OTHER ADJUSTMENTS: Population inflation and inflation % adjustment | | $ - | |
| Sub-total | | $ - | |
| E. TOTAL ADJUSTMENTS | | $ - | |
| F. CURRENT YEAR 2025-2026 APPROPRIATIONS LIMIT | | $ 18,493,838 | |

## CSDA Board of Directors Election Ballot - Term 2026 - 2028; Seat B - Southern Network

### Please vote for your choice

Choose **one** of the following candidates:

- Don Bartz, General Manager, Phelan Pinon Hills Community Services District (Incumbent)
- Jason Dafforn, General Manager, Valley Sanitary District
- John Skerbelis, Director, Rubidoux Community Services District

☐ **Don Bartz** [view details]

☐ **Jason Dafforn** [view details]

☐ **John Skerbelis** [view details]

Continue Cancel

California Special
Districts Association
*Districts Stronger Together*

## 2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

**The following information MUST accompany your nomination form and Resolution/minute order:**

**Name:** Don Bartz

**District/Company:** Phelan Pinon Hills CSD

**Title:** General Manager

**Elected/Appointed/Staff:** Staff

**Length of Service with District:** 17 years

1. **Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I am currently on the Executive Committee as Treasurer for CSDA, attend the Annual Conference, Governance Academy and the General Managers Summit.

2. **Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

I have been involved with ACWA, AWWA for the past 30 years.

3. **List local government involvement (such as LAFCo, Association of Governments, etc.):**

Local government involvement includes Local City Planning Commissioner, Techical Advisory Committee for local water agency and Sub-Area Committee for local water basins.

4. **List civic organization involvement:**

I

I work with youth archery programs for Mojave Archers, provide assistance for a local Homeless Shelter and participate in Local Government within my community

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

## Candidate Statement Don Bartz CSDA Board

I kindly seek your support for my candidacy for the CSDA Board Member in the Southern section. I have been the General Manager of the Phelan Pinon Hills Community Services District since its inception 17 years ago. Currently, I am in my second term on the CSDA Board, where I also hold the position of Board Treasurer and have also been Board Secretary. My commitment to CSDA is strong, as I regularly participate in its events and have contributed to various committees in recent years. I am prepared to invest the necessary time to fulfill the responsibilities of Board Member. I believe my experience equips me well for this role, enabling me to assist in establishing and reviewing budgets and expenses while collaborating with others to ensure CSDA's financial stability. CSDA is an outstanding organization, and I am eager to contribute to its ongoing success. Thank you for considering my application for the Board Member position. Please feel free to contact me if you have any questions.

Don Bartz

California Special
Districts Association
*Districts Stronger Together*

## 2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

**The following information MUST accompany your nomination form and Resolution/minute order:**

**Name:** Jason Dafforn

**District/Company:** Valley Sanitary District

**Title:** General Manager

**Elected/Appointed/Staff:** Staff

**Length of Service with District:** 2 years

1. **Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Attend CSDA Conference and Leadership Academy

2. **Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

ACWA, CASA, NACWA

3. **List local government involvement (such as LAFCo, Association of Governments, etc.):**

N/A

4. **List civic organization involvement:**

Desert Recreation Foundation Board of Directors

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

JASON DAFFORN
for CSDA Board of Directors – Southern Network

My name is Jason Dafforn, and I am honored to be a candidate for the CSDA Board of Directors, representing the Southern Network, which includes Los Angeles, Orange, San Diego, San Bernardino, Riverside, and Imperial counties.

As a Licensed Civil Engineer with more than 30 years of experience in the water and wastewater industry, I bring a deep understanding of the vital services special districts provide. I have spent 18 years as a utility manager for California local governments, including over eight years with a special district, and I currently serve as General Manager at Valley Sanitary District in Indio, California.

Throughout my career, I have remained committed to improving water and wastewater systems, building safe and reliable infrastructure, and leading teams to find innovative, effective solutions to complex challenges. I am passionate about the essential roles our diverse special districts play, including water, wastewater, irrigation, parks and recreation, cemeteries, fire protection, libraries, harbors, healthcare, and community services.

In my spare time, I also serve on the Board of Directors of the Desert Recreation Foundation, a non-profit organization that collaborates with the Desert Recreation District, California's largest park and recreation district. There, I work behind the scenes to ensure all residents in the Coachella Valley have access to quality recreational resources, facilities, parks, and programs that serve today's needs and those of generations to come.

If elected, I will bring a strategic and forward-thinking perspective to the Board. I will advocate for our collective interests and help CSDA remain a strong resource for its members. Together, we can strengthen California's special districts and continue to enhance the quality of life for the communities we serve.

Thank you for your support and your vote!

Jason Dafforn, PE
General Manager, Valley Sanitary District, Indio, California

California Special
Districts Association
*Districts Stronger Together*

## 2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

**The following information MUST accompany your nomination form and Resolution/minute order:**

**Name:** JOHN SKERBELIS

**District/Company:** RUBIDOUX COMMUNITY SERVICES DISTRICT

**Title:** DIRECTOR

**Elected/Appointed/Staff:** ELECTED

**Length of Service with District:** 12 YEARS

1. **Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

NONE.

2. **Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

CALIFORNIA ASSOCIATION OF REALTORS.

3. **List local government involvement (such as LAFCo, Association of Governments, etc.):**

RIVERSIDE COUNTY SOLID WASTE ADVISORY COMMITTEE - MAP OUT AND INSPECT FOR APPROVED STREET SWEEPING ROUTES FOR NEW DEVELOPMENTS.

4. **List civic organization involvement:**

RIVERSIDE COUNTY COMMUNITY CLEAN UPS FOR ALL COUNTY-WIDE DISTRICTS/STAKEHOLDER IN COUNTY-WIDE ILLEGAL DUMPING PROGRAM.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



**CANDIDATE STATEMENT**

**JOHN SKERBELIS**

**Elect John Skerbelis to the CSDA Board of Directors – Southern Network**
Rubidoux Community Services District (Rubidoux) holds a unique place in history as California's first community services district, established in 1952. Today, Rubidoux serves 40,000 residents with essential services, including water, sewer, fire protection, trash collection, weed abatement, and street lighting. These services helped enable regional growth, ultimately leading to the incorporation of Jurupa Valley in 2011. As a CSDA Member, Rubidoux values CSDA's advocacy, education, and resources that support special districts statewide.

**Experienced Leadership, Proven Results**
Director John Skerbelis, a committed public servant and business owner, is seeking election to the CSDA Board of Directors – Southern Network. His extensive experience in local government, environmental health, and infrastructure funding makes him a strong advocate for special districts.

**A Record of Service**
✓ Rubidoux CSD Board of Directors – Elected in 2007; Board President four times.
✓ Riverside County Solid Waste Management Advisory Council – Served seven years shaping waste policies.
✓ Environmental & Public Health Leadership – Eight years with Riverside County Environmental Health.
✓ Illegal Dumping Prevention Champion – Recognized by Riverside County Board of Supervisors for efforts supporting AB 1822 and AB 1924.
✓ Advocate for Federal Funding – Worked with Congressmen Calvert & Takano to secure FEMA funds for Rubidoux.
✓ Local Business Owner – Brings strong fiscal oversight and economic development experience.

**Priorities on the CSDA Board**
✅ Stronger Advocacy for Special Districts – Protecting funding & resources.
✅ Fiscal Responsibility – Promoting sound financial management.
✅ Emergency Preparedness & Resilience – Enhancing response & funding support.
✅ Collaboration & Innovation – Modernizing operations & integrating technology.

**Your Vote Matters – Support John Skerbelis**
With proven leadership and a results-driven approach, John Skerbelis is the right choice for CSDA Board of Directors – Seat B, Southern Network. Vote for a dedicated advocate for special districts and the communities they serve!

Thank you for your support!

**FUTURE AGENDA ITEMS**

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

**CLOSED SESSION**

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

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

# Adjournment