REGULAR MEETING AGENDA

Board of Library Trustees | Buena Park Library District

2nd Floor Board Room
7150 La Palma Avenue
Buena Park, CA 90620
August 5, 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 <u>ACTION</u> (Items 6-11)

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 Special Meeting on June 26, 2025 (Receive & File and Approve)
7. Minutes of the Library Board of Trustees Regular Meeting on July 1, 2025 (Receive & File and Approve)
8. Minutes of the Library Board of Trustees Special Meeting on July 22, 2025 (Receive & File and Approve)
9. Payment Register for July 2025 (Receive, File, and Approve)
10. Personnel Report for August 2025 (Receive, File, and Approve)
11. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for July 2025 (Receive and File)

CLOSED SESSION

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

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

NEW BUSINESS

14. Approval of changes to Employee Ancillary Benefits
15. Community Partner Recognition Overview (Informational Only)
16. SDRMA Board of Directors Election
17. Amendment Number 1 to Professional Services Agreement with Chavan & Associates, LLP
18. OPEB Valuation Report (Receive and File)
19. Approval of SAAS Subscription Agreement for Cisco Meraki Renewal for 60 months for total contract cost of $35,802.00
20. Approval of Cisco Webex Calling Agreement for 3-year subscription in the amount of $10,262.16
21. Review and approve recommended changes to the Library Rules of Conduct
22. Approval of Library Director Employment Agreement

REPORTS FROM LIBRARY ADMINISTRATION

23. Monthly Statistical Reports
    a. Database Usage for June 2025
    b. Trend Analysis for June 2025
    c. Program Statistics Summary for June 2025

24. Library Director's Report for August 2025

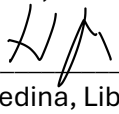
FUTURE AGENDA ITEMS

25. Agenda Preparation for the Regular Meeting which will be held on September 2, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees
    This is the time for board members to publicly request that items be placed on future agendas.

ADJOURNMENT

CERTIFICATION OF POSTING

I, Helen Medina, Library Director of the Buena Park Library District, hereby certify that the Agenda for the August 5, 2025, Regular Meeting of the Library Board of Trustees of the Buena Park Library District was posted on August 1, 2025 at 7150 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.



Helen Medina, Library Director

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 26, 2025

CALL TO ORDER: President Pro Tem Estrada called the meeting to order at 5:35 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

Others: Nazer Uddin, Consultant from Regional Government Services,
Mia Atencio, Consultant from Regional Government Services,
Paul Pham, Chavan & Associates, LLP.

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.

NEW BUSINESS

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

MOTION by Trustee Quintero to accept and file the Annual Audit Report for Fiscal Year ending June 30, 2024. SECOND by Trustee Jensen.

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

MOTION approved.

7. Public Hearing to Discuss the status of vacancies, recruitments, and retention efforts of the Buena Park Library District pursuant to Government Code Section 3502.03 subsection a paragraph 1

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

MOTION by Trustee Jensen to receive and file the report on the Buena Park Library District's staffing vacancies and recruitment and retention efforts.

SECOND by Trustee Quintero.

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

MOTION approved.

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

MOTION by Trustee Quintero to adopt Resolution 2025-5 approving amendment no. 2 to Agreement for Professional Services with Regional Government Services.
SECOND by Trustee Jensen.

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

MOTION approved.

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

MOTION by Trustee Quintero to receive and file the Classification and Compensation Study of the Library Director position.
SECOND by Trustee Jensen.

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

MOTION approved.

10. Declaration of Vacancy in Trustee Area 5 and Replacement Process
    a. Receive and file notification of vacancy

    MOTION by Trustee Jensen to receive and file the Notification of Vacancy.
    SECOND by Trustee Quintero.

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

    MOTION approved.

    b. Consideration of options for filling the vacancy
    MOTION by Trustee Jensen to appoint in lieu of an election.
    SECOND by Trustee Quintero.

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

MOTION approved.

If an appointment in lieu of an election is selected:

c. Review and approve application for interested candidates
MOTION by Trustee Quintero to approve the application as presented.
SECOND by Trustee Jensen.

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

MOTION approved.

d. Review and approve interview questions

MOTION by Trustee Jensen to approve the interview questions, with change to question number 4.
SECOND by Trustee Quintero.

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

MOTION approved.

e. Select date for Special Meeting (July 22, July 23, or July 24 at 5:30 p.m.)

MOTION by Trustee Jensen to select July 22, 2025 at 5:30 p.m. for the Special Meeting.
SECOND by Trustee Quintero.

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

MOTION approved.

FUTURE AGENDA ITEMS

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

No agenda items were requested at this time.

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 26, 2025

ADJOURNMENT

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

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

MOTION approved.
The meeting was adjourned at 6:21 p.m.

Submitted by,

_____
L. Carole Jensen
Secretary

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

CALL TO ORDER: President Pro Tem Estrada called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Ms. Brenda Estrada, Mrs. L. Carole Jensen, and Dr. Richard Rams.
Dr. Christian Quintero arrived at 6:42 p.m.

Staff Present: Helen Medina, Library Director; 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 - 10)

6. Minutes of the Library Board of Trustees Regular Date Meeting on May 6, 2025 (Received, filed, and approved)
7. Payment Register for May 2025 (Received, filed, and approved)
8. Payment Register for June 2025 (Received, filed, and approved)
9. Personnel Report for June & July 2025 (Received, filed, and approved)
10. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for April & May 2025 (Received and filed)

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

MOTION approved.

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

Director Medina provided a brief explanation about the CERBT Trust. She stated the District will be submitting a request for reimbursement of approximately $67,000 for the benefits paid in FY 24-25.

13 – 14. Library Director's Report (Informational)

Brenda Gomez worked with Townsend Public Affairs to apply for the Play it Forward Grant from Giving Children Hope. Our District was awarded 1,000 toys, which are being distributed as Summer Reading Program prizes. Trustee Rams requested to place an item on the agenda to discuss how these partnerships are recognized. Director Medina noted the Summer Reading Program Kickoff was a great success.

NEW BUSINESS

15. Election of Officers

On nominations duly made the following officers were elected through December 1, 2025:

Brenda Estrada, President
Richard Rams, President Pro Tem
L. Carole Jensen, Secretary

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

Director Medina gave a report about important accomplishments throughout the past fiscal year. The Board commended Library Director Medina and library staff on all their major achievements.

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

Director Medina provided a report about the District's Plans & Priorities for FY 2025-2026.

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 expenses, and Five-year Capital Improvement Plan for FY 2025-2031 for capital improvement projects

Director Medina provided a brief report on the proposed annual budget for FY 2025-2026. Director Medina explained why there is a sudden increase in revenue this year compared to previous years. RDA residual funds have been included as a revenue stream. Staff also looked at the county's predicted revenues and used their projection of 2% in property taxes.

RGS consultant, Mia Atencio, explained the 2% COLA will cause an increase in FICA and Medicare taxes. The Preliminary budget had a 1% COLA, but after looking at the county's estimate, it was elected to give a 2% COLA.

MOTION by Trustee Jensen to adopt Resolution 2025-6 adopting the budget for FY 2025-2026.

SECOND by Trustee Rams.

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

MOTION approved.

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

MOTION by Trustee Jensen to adopt Resolution 2025-7 establishing the Buena Park Library District Salary Schedule for all positions effective July 11, 2025.
SECOND by Trustee Rams.

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

MOTION approved.

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.

MOTION by Trustee Rams to adopt 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.

SECOND by Trustee Jensen.

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

MOTION approved.

21. CSDA Board of Directors Election

After a brief discussion, the Board of Trustees decided to not cast a vote in this 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.

- Recognition of community partners

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

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

MOTION to enter closed session at 6:43 p.m. by Trustee Jensen. SECOND by Trustee Rams.
AYES: Estrada, Jensen, Quintero, Rams.

MOTION approved.

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

The Board returned to open session at 8:14 p.m.

President Estrada reported that the Board had taken the following reportable action in closed session: Rescheduling of the time of the upcoming special board meeting.
MOTION by Trustee Jensen to reschedule the start time of the Special Meeting on July 22, 2025 to 6:30 p.m.
SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams.
MOTION approved.

ADJOURNMENT

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

AYES: Estrada, Jensen, Quintero, Rams.

MOTION approved.
The meeting was adjourned at 8:15 p.m.

Submitted by,

_____
L. Carole Jensen
Secretary

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 22, 2025

CALL TO ORDER: President Estrada called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Ms. Brenda Estrada, Mrs. L. Carole Jensen, Dr. Christian Quintero, and Dr. Richard Rams.

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

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

There were no comments from the Board members.

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

Mr. Robert Housley, of Fountain Valley, CA, was present to provide a public comment. Mr. Housley stated he is the General Manager at Midway City Sanitary District. He is also on the Board of Directors of the Special District Risk Management Authority (SDRMA). He provided a brief overview of the value SDRMA provides to Special Districts. He stated his seat is up for re-election and would like to ask the Board for their support. The Board thanked Mr. Housley for his comment.

NEW BUSINESS

6. Trustee Vacancy in Area 5

a. Determine if Board will continue with the recruitment to appoint a trustee, call an election or defer to the Board of Supervisors.

The Board discussed the possibility of finding a candidate to appoint to the vacant seat.

MOTION to defer to the Board of Supervisors by Trustee Quintero. SECOND by Trustee Jensen.

AYES: Estrada, Jensen, Quintero, Rams.

MOTION approved.

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 22, 2025

FUTURE AGENDA ITEMS

7. 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.

No agenda items were requested at this time.

CLOSED SESSION

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

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

MOTION to enter closed session at 6:53 p.m. by Trustee Rams. SECOND by Trustee Quintero.
AYES: Estrada, Jensen, Quintero, Rams.

MOTION approved.

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

The Board returned to open session at 7:51 p.m.

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

ADJOURNMENT

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

AYES: Estrada, Jensen, Quintero, Rams.

MOTION approved.
The meeting was adjourned at 7:51 p.m.

Submitted by,

_____
L. Carole Jensen
Secretary

		July 2025 Payments	
Bill Date	Vendor	Memo	payment
4/9/25	LPA Inc.	Architectural and Engineering Library Renovation Proje	$49,226.00
4/28/25	Helen Medina	Background Check Reimbursement	$109.00
6/11/25	Baker & Taylor	Books	$115.61
6/11/25	Baker & Taylor	Books	$70.16
6/11/25	LPA Inc.	Architectural and Engineering Library Renovation Proje	$55,600.00
6/20/25	Patricia Salas	Reimbursement	$34.23
6/23/25	Baker & Taylor	Books	$74.50
6/23/25	Baker & Taylor	Books	$16.82
6/30/25	Baker & Taylor	Books	$56.51
6/30/25	Baker & Taylor	Books	$56.45
6/30/25	Griffin Structures, Inc.	Library Renovation Project	$17,240.70
6/30/25	Regional Government Services	June 2025 Finance Consulting	$37,650.84
6/30/25	Regional Government Services	June 2025 Payroll Consulting	$439.11
6/30/25	Regional Government Services	June HR Consulting	$2,898.23
6/30/25	INTELEPEER Holdings, Inc	Cisco Voice Services Bundle	$397.08
7/1/25	Orange County Treasurer-Tax Collect	25/26 LAFCO Costs	$3,214.82
7/1/25	Santiago Library System	SLS and Califa Membership Dues 25/26	$624.60
7/2/25	Helen Medina	Mileage Reimbursement	$33.60
7/2/25	ADP	Wages	$48,470.00
7/2/25	ADP	Payroll Taxes	$11,863.29
7/4/25	Integrity Newspapers, Inc.	Trustee Vacancy Notice	$85.00
7/7/25	Baker & Taylor	Books	$58.45
7/7/25	Baker & Taylor	Books	$29.73
7/7/25	Mobile Beacon	Circulating Hotspot Data Service Fee- 4 Hotspots	$480.00
7/8/25	CalPERS	457 Plan	$1,899.25
7/8/25	CalPERS	July Medical Coverage	$23,143.73
7/9/25	CalPERS	26899 PEPRA	$6,329.85
7/9/25	CalPERS	1329 Classic	$1,122.65
7/9/25	CalPERS	15012 Classic	$442.43
7/10/25	Unum Life Insurance	Insurance- Aug 2025	$661.11
7/10/25	Amazon Capital Services	Pooper Scooper	$8.69
7/10/25	CalPERS	15012 Unfunded Liability	$64,849.00
7/10/25	CalPERS	1329 Unfunded Liability	$6,690.00
7/10/25	CalPERS	26899 Unfunded Liability	$2,045.00
7/11/25	So Cal Edison	6/10/25-7/10/25 Electricity	$9,346.46
7/11/25	ADP	Payroll Processing	$342.77
7/14/25	Dannis Woliver Kelley	1585-250001	$5,492.00
7/14/25	Dannis Woliver Kelley	Legal Services 1585-001106	$487.50
7/14/25	Dannis Woliver Kelley	Legal Services-1585-001101	$600.00
7/14/25	Baker & Taylor	Books	$76.42
7/14/25	Dannis Woliver Kelley	Legal Services-1585-001107	$2,432.50
7/14/25	Baker & Taylor	Books	$11.94
7/14/25	Amazon Capital Services	Scrapers	$4.34
7/14/25	Professional Pest Management	Pest Control	$150.00
7/14/25	Gallagher Benefit Services, Inc.	2025 Classification and Compensation Study	$105.00
7/15/25	Cengage Group	Large Print 2025-07	$141.32
7/15/25	BofA	Account Analysis Fee	$2,283.93
7/17/25	ADP	Wages	$45,335.95
7/17/25	ADP	Payroll Taxes	$10,854.69
7/19/25	Vision Service Plan - CA	August 2025 Vision Coverage	$258.63
7/22/25	Amazon Capital Services	Restroom Supplies and Cleaning Products	$939.05
7/23/25	Amazon Capital Services	Goo Gone	$4.87
7/24/25	Brainfuse, LLC	HelpNow Online Tutoring 8/25-8/26	$8,500.00
7/24/25	CalPERS	26899 PEPRA	$6,329.85
7/24/25	CalPERS	1329 Classic	$881.22
7/24/25	CalPERS	15012 Classic	$442.43
7/24/25	ADP	Payroll Processing	$377.77
7/25/25	Zoobean, Inc.	Beanstack Reading Tracker Year 3 of 3	$1,963.13
7/28/25	Allen Oshiro	Magician	$410.00
7/29/25	CalPERS	457 Plan	$1,899.25
		Total	$435,707.46

BUENA PARK Library District

BOARD OF LIBRARY TRUSTEES
PERSONNEL REPORT FOR
August 2025

Department: Administration **Meeting Date: August 5, 2025**

Personnel Action – Merit Increase

Name	Position	Step	Effective Date
Caroline Wilkins	Circulation Services Supervisor	6	August 8, 2025
Briggetta Pierrot	PT Library Page	2	August 22, 2025
Pamela Rodriguez	PT Library Assistant	2	August 22, 2025
Scarlett Perez	PT Library Clerk	2	August 22, 2025

Personnel Action – New Hire

Name	Position	Step	Effective Date
None			

Personnel Action – Separation

Name	Position		Effective Date
Tomas Moran	PT Library Clerk	Resignation	July 7, 2025

BUENA PARK Library District

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

Meeting Date: August 5, 2025

Adult Books:

Children's Books:

- *Double Luck* by Lu Chi Fa
- A Minecraft Movie (*DVD)*
- More books in Cupcake Diaries series (chapter books and graphic novels)
- More books in Imagination Station series
- More cute drawing books
- More soccer player biographies

Korean Requests:

- *내가 처음 뇌를 열었을 때*: 612.82 (Nervous system)
- *스베덴보리의 위대한 선물*: 236.24 (Eschatology)
- *야옹이 수영 교실*, #2-3: Juvenile picture book
- Korean books about playing the harmonica

Date: August 5, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Updates to Employee Ancillary Benefits for Full-Time Employees

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Recommended Action:
Agenda Item 14

Approve Changes to Employee Ancillary Benefits for Full-Time Employees

Background:

The District has not renegotiated or reviewed employee ancillary benefits for many years. Management utilized the services of the District's benefits broker, MNJ Insurance Solutions ("MNJ"), to evaluate employee ancillary benefits to achieve goals of employer cost savings and cost-effective enhancements to our full-time employee benefits package. Additionally, the District does not maintain necessary compliance documents to offer employees the opportunity to pay for their benefits through pre-tax deductions and sought a plan document to offer this important cost-saving benefit to employees in a tax-compliant manner, which also reduces the District's payroll taxes.

The District also had a goal of streamlining administrative processes for more effective workflows. MNJ provided the District with several options, and staff worked with MNJ and a benefits advisor from Regional Government Services to develop this competitive benefits plan at a reasonable cost to the District. After reviewing our current options and proposals from several providers, we are proposing a bundled option through Humana that includes enhanced benefits and an administrative support process.

Discussion:

The benefits proposal being presented provides substantially improved benefits at a very modest **annual** increase of $463.44. This increase has already been allocated within the annual budget. Additionally, the package we are presenting will offer compliance documents for the District that are required in order to allow benefits to be paid for on a pre-tax basis, resulting in additional value by way of tax savings to our employees and the District. Our current benefits package does not allow employees to pay for their deductions on a pretax basis.

Currently the District offers dental, vision, life insurance/AD&D, and long-term disability insurance coverage to active full-time employees only. The District pays for the employee portion. Employees can pay for dependent vision and/or dental coverage but cannot

purchase life or disability insurances for dependents. Dental coverage is through Delta, vision coverage is through VSP, life insurance and long-term disability coverage is through Unum. The District is billed separately through each vendor on a monthly basis and has been responsible for administering the plans, which includes updating employee census information, calculating payroll deductions, processing additions and terminations, and providing COBRA documentation. The District is a local agency that does not participate in state disability insurance and does not provide short-term disability coverage, paid family leave, or other special paid leaves that state and school employers may provide. Employees who have had illness, injury, or pregnancy typically wind up using any available paid leave and end up on unpaid status. Full-time employees receive 96 hours of sick leave per year. Additionally, the District does not have an Employee Assistance Program (EAP) which is now almost standard in benefits plans. The District also does not provide any optional-employee paid benefits.

The benefits proposal bundles our benefits with one provider, Humana, enhancing dental, vision, disability insurances, provides comparable life insurance, adds an employee assistance program, and offers employees the option to purchase at their own expense Legal Shield and/or Identity Shield. The proposal also includes the maintenance of a Section 125 Premium Only Plan document that is required for benefits to be paid for on a pretax basis for an annual fee of $150.00.

The enhanced dental plan offers a higher annual maximum and an additional cleaning at a lower cost. The proposed vision plan is a substantially lower cost, eliminates co-pays and offers a higher frame allowance if employees use a plus provider. The new life and accidental death and disability insurance offers a comparable benefit at a savings of over $283.00 a month. The combined savings of these changes allows the District to offer the new benefit of short-term disability insurance. It is unusual for long-term disability to be offered without short-term disability insurance, so this plan offering fills a benefit gap for our employees, especially considering they are not eligible for state programs. The long-term disability has an enhanced benefit at a slightly increased cost, from $231.00 a month to $265.46, but it provides a benefit that better aligns with employee wage replacement needs. This benefit did not appear to have been updated in approximately 25 years.

By bundling the benefits with one provider, the District will also have access to the Humana Employee Assistance Program, which will provide support for mental, physical, social, and financial health. Additionally, employees will have the option to, at their own expense, purchase memberships to Legal Shield, which can provide support for any number of routine legal matters like contract review and will preparation, and Identity Shield, which can provide fraud protection, reputation repair, and credit monitoring services.

Additionally, MNJ Insurance Solutions will provide support to our employees and assist the District with administration throughout the year. This includes additions, terminations, pay rate updates, COBRA notices, and other employer maintenance. MNJ insurance solutions

has an enrollment portal for employees and will have all the benefits information available and easily accessible to them. MNJ will visit the District for an onsite open enrollment process and provide ongoing support to the District and employees regarding their benefits. This support will assist staff with ensuring that employees are aware of their benefit options. This administrative support does not cost the District anything extra and is an included benefit in using MNJ as the broker of record. Additionally, bundling the benefits with one provider provides cost savings, extra benefits, and streamlines the accounts payable process, reducing the District's payments from 36 annual payments to 12, reducing some of the administrative weight in accounts payable and recording financial transactions. This also will reduce bank fees, as each transaction has fees associated with it.

Below is a summary of the current employee benefits and the proposed benefits with Humana.

	Current	Proposed- 09/01/2025
Dental	$888.58	$814.42
Vision	$288.36	$200.55
Life and AD&D	$430.07	$146.63
Short Term Disability	N/A	$437.07
Long Term Disability	$231.00	$265.46
Employee Assistance Program	N/A	$0.00
Legal Shield & Identity Shield	N/A	Voluntary- Employee Paid
Section 125 Premium Only Plan	N/A	$150.00/annual fee
Estimated Monthly Total	$1,838.01	$1,876.63
Estimated Annual Total	$22,056.12	$22,519.56

Fiscal Impact:

The fiscal impact will be an annual increase of $463.44, which is already allocated in the budget. By implementing a Section 125 Premium Only Plan that allows our employees to pay for their benefits on a pretax basis, the District will also receive tax savings, which will offset some of these costs. The amount of tax savings is unknown, as it depends on which plans employs enroll in and if they enroll dependents. The Section 125 Plan document will ensure tax compliance, with is an important legal requirement that reduces financial risk to our agency.

Attachments:

Exhibit A- MNJ Insurance Solutions Employee Benefits Presentation

Buena Park Library District

EMPLOYEE BENEFITS
September 1, 2025 - August 31, 2026



MNJ Insurance Solutions
Julie Mangrello-Jennings
CA License #0E59208

Dental

PPO Dental		Delta Dental Dental PPO		Humana Dental PPO Plan 6	
		In Network	Out of Network	In Network	Out of Network
Annual Dedutible		$25 / $75	$50 / $150	$25 / $75	$50 / $150
Annual Maximum		$1,000	$1,000	$2,000	$2,000
Preventive		100%	100%	100% - 3 basic cleanings/year	100% - 3 basic cleanings/year
Basic		80%	80%	90%	80%
Major		60%	50%	60%	50%
Endo & Periodontics		BASIC	BASIC	BASIC	BASIC
Orthodontia		50% up to $1,000 Lifetime Max - child only	50% up to $1,000 Lifetime Max - child only	50% up to $1,000 Lifetime Max - child only	50% up to $1,000 Lifetime Max - child only
Rate Guarantee			1 year		2 years
	Cov	Rates		Rates	
Employee Only	9	$48.12		$43.50	
Employee + spouse	3	$96.87		$87.00	
Employee + child	0	$96.87		$117.17	
Employee + children	0	$164.89		$117.17	
Employee + family	1	$164.89		$161.92	
Monthly Total		**$888.58**		**$814.42**	
		**out of network: Fee Schedule		**out of network: Fee Schedule	

Humana dental provider search: www.humana.com
Click on “find care” and follow the prompts.
Dental network: Traditional PPO

Vision

Vision		VSP Vision Care		Humana Vision PLUS 200	
		In Network	Out of Network	In Network	Out of Network
Eye Exam		$20 copay	up to $50	No copay	up to $30
Materials copay		$20 copay		No copay	
Lenses					
Single		$20 copay	up to $50	No copay	up to $25
Bifocal		$20 copay	up to $75	No copay	up to $40
Trifocal		$20 copay	up to $100	No copay	up to $60
Lenticular		$20 copay	up to $125	No copay	up to $100
Frames (in lieu of contacts)		$225 allowance	up to $70	$200 allowance + addtl $50 when using PLUS provider	up to $100
Contact Lenses (in lieu of frames)		$225 allowance	up to $105	$200 allowance	up to $160
Benefit Frequency		12/12/12		12/12/12	
	Cov	Current	Renewal	Rates	
Employee Only	9	$18.79	$17.88	$11.15	
Employee + spouse	3	$29.19	$27.79	$22.30	
Employee + child	0	$29.19	$27.79	$21.19	
Employee + children	0	$46.30	$44.07	$21.19	
Employee + family	1	$46.30	$44.07	$33.30	
Monthly Total		**$302.98**	**$288.36**	**$200.55**	

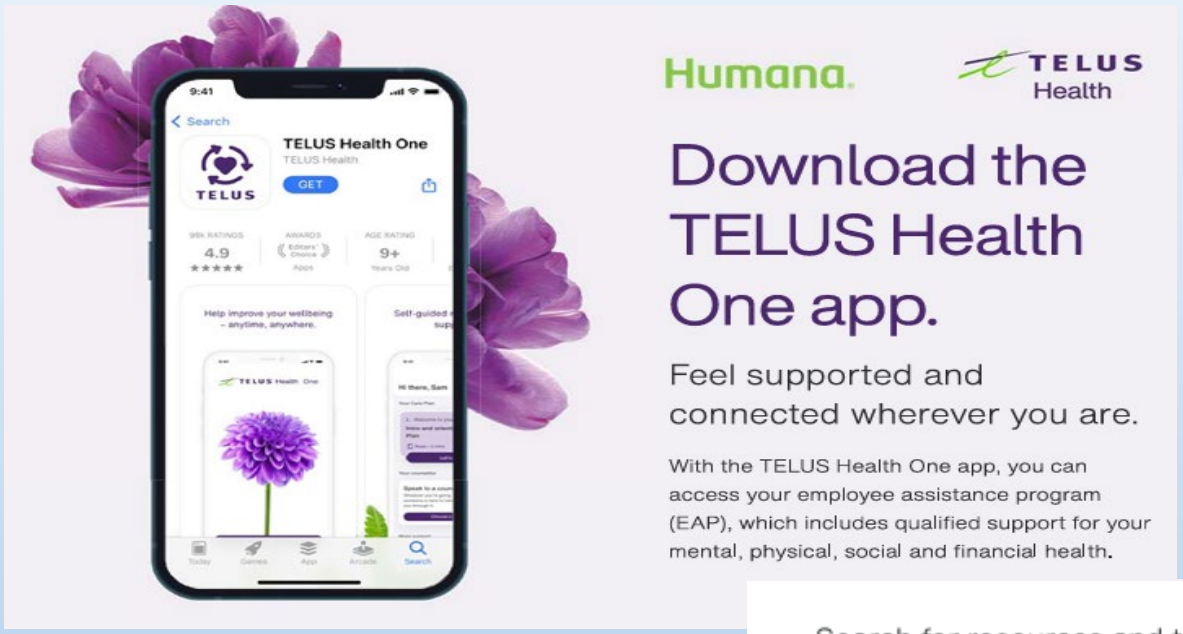
MNJ Insurance SOLUTIONS™

Life and AD&D: 1 x annual salary

Life and AD&D	UNUM	Humana
Life Insurance	**1 x annual salary**	**1 x annual salary**
AD&D	**1 x annual salary**	**1 x annual salary**
Maximum volume amount	**$100,000**	**$250,000**
Guarantee issue	**$100,000**	**$100,000 (EOI required above this amount)**
Waiver of premium	waiver to age 65	waiver to age 65
Age Reduction	reduced by 35% at age 65; additional 15% at age 70 - see proposal for details.	reduced by 35% at age 65; additional 15% at age 70 - see proposal for details.
Rate guarantee	1 year	2 years
	Rates per $1000	**Rates per $1000**
Life rate per $1000	0.338	$0.10
AD&D rates per $1000	0.035	$0.01
Volume	$1,153,000	$1,333,000
Estimated Monthly Premium	**$430.07**	**$146.63**

MNJ Insurance SOLUTIONS

Employee Assistance Program (EAP)



- Search for resources and tools on topics ranging from **family and life to health, money and work**
- Stay connected to your organization through the **news feed**
- Receive support on your own schedule with **CareNow**
- Access the **Total Wellbeing Assessment** to help identify your wellbeing strengths and opportunities for improvement

What's more, the app acts like your digital wallet card. You can call an EAP advisor with just one tap – toll-free, 24/7 – for expert advice, resources and referrals.

Short Term Disability – NEW OPTION

Benefit Details	Humana
Benefit Percentage	60.00%
Minimum weekly benefit	$25
Maximum weekly benefit	$1,500
Elimination Period: Accident / Sickness	8 days / 8 days
Maximum Benefit Duration	25 weeks
Limitations	
Pre-existing Limitation	3 Months/12 Months
Employer Contribution	Employer Paid
Participation	100%
	RATES
Estimated Covered Volume	$15,072
LTD Composite Rate Per $100	**$0.290**
Estimated Monthly Premium	$437.07
Estimated Annual Premium	$5,244.89
Carrier Notes:	Rate guarantee: 2 Years

Long Term Disability

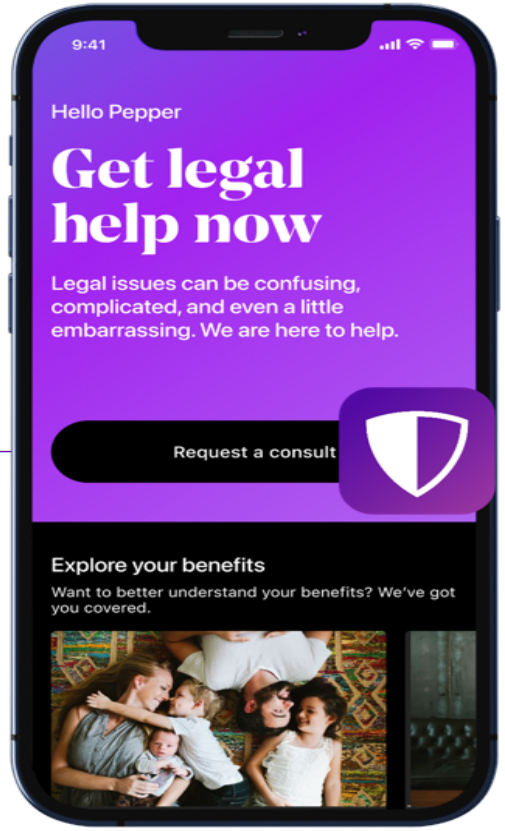
Benefit Details	Current/Renewal UNUM		Humana
Monthly Benefit Percentage	66.67%		60.00%
Monthly Minimum Benefit	$100		$50
Monthly Maximum Benefit	$2,500		$10,000
Elimination Period	180 Days		180 Days
Own Occupation Period	2 Years		2 Years
Maximum Benefit Duration	SSNRA		SSNRA
Limitations			
Pre-existing Limitation	6 months prior / 12 months treatment free / 24 months		3 Months/12 Months
Mental/Nervous Limitation	24 Months		24 Months
Substance Abuse Limitation	24 Months		24 Months
Employer Contribution	Employer Paid		Employer Paid
Participation	100%		100%
	Current	Renewal	2 Years
Estimated Enrollment			
Estimated Covered Volume	$52,500	$52,500	$110,610
LTD Composite Rate Per $100	**$0.440**	**$0.440**	**$0.240**
Estimated Monthly Premium	$231.00	$231.00	$265.46
Estimated Annual Premium	$2,772.00	$2,772.00	$3,185.56

Legal Shield – VOLUNTARY (employee paid)

LegalShield™

Tap. Call. Equal Access.

- **Personal Legal Advice**
  Unlimited number of issues
- **Letters/Calls Made On Your Behalf**
- **Contracts/Documents Reviewed**
  Up to 15 pages each for personal legal matters
- **Will Preparation**
  Will, Living Will, Healthcare/Financial Power of Attorney
- **Civil Trial Defense**
  For covered situations
- **IRS Audit Assistance**
- **Family/Domestic Services**
  (Uncontested: divorce, adoption, separation, name change)
- **Traffic Ticket Assistance**
- **Emergency Access**



25% Member's Only Discount
Every personal legal matter is covered by your membership. While over 80% of member usage is for services covered in the monthly fee, additional services are covered by our 25% Member's Only discount of the standard hourly rate, such as Pre-existing personal legal matters, Bankruptcy, Contested adoption, Contested divorce, DUI.

Trial defense and other benefits are not available in all states. See a legal plan contract for specific state of residence.

LegalShield

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MNJ Insurance SOLUTIONS™

Identity Shield – VOLUNTARY (employee paid)

IDShield®

Real-Time Monitoring of What Matters Most

- Full Name
- Date of Birth
- Social Security Number
- Driver's License
- Passport Number
- Mailing Address
- Phone Numbers
- Bank Account Numbers
- Credit/Debit Card Numbers
- Retail Card Numbers
- Medical ID Numbers
- Investment Account Numbers
- Username and Password Combinations
- Mother's Maiden Name
- National Provider Identifier Number
- Telecom Account Application Monitoring
- Rent-to-Own Monitoring
- Buy Here/Pay Here Auto Loans
- Auto Pawns/Title Pawns
- Enhanced Sub-Prime Loans

MNJ Insurance SOLUTIONS™

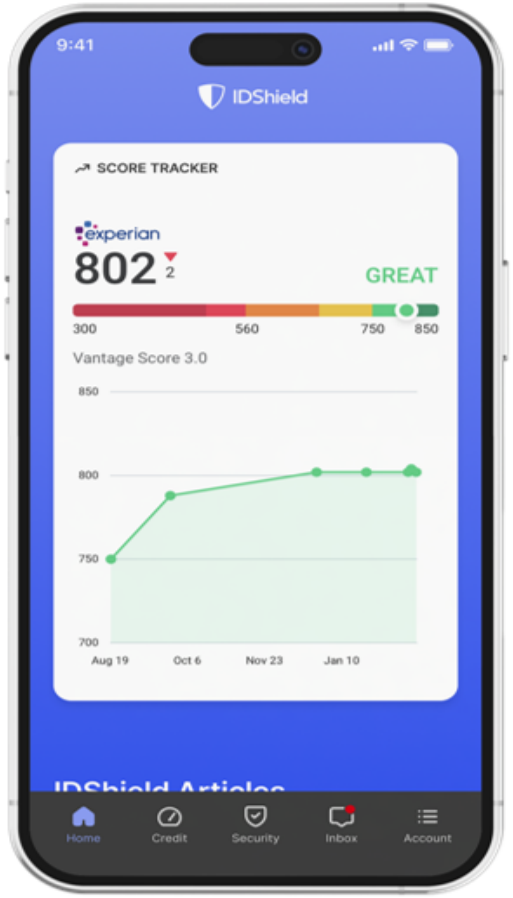
Identity Shield – VOLUNTARY (employee paid)

Reputation Management - Social Media Scan

Our Reputation Management feature scans participants' posts (written text & images) and alerts them if damaging content is found.

Social Media Platform	Content Types Reviewed	Posts Reviewed	Rescan
	• Images • Text	• Posts made by the member • Images uploaded by the member • Does not scan for images posted by another user • Does not include 3rd party-generated content posted to the members' walls.	• Automatically scans every 7 days or on demand • Member needs to reauthorize account connected after 60 days
	• Images • Text	• Posts made by the member • Does not include retweets made by the member of others' posts	• Automatically scans every 7 days or on demand
	• Thumbnail image in video	• Posts made by the member	• Automatically scans every 7 days or on demand

Identity Shield – VOLUNTARY (employee paid)



Comprehensive Restoration

$3 Million Identity Fraud Protection Plan

UNLIMITED SERVICE GUARANTEE

Licensed Private Investigators will:

- Do whatever it takes.
- Work as long as it takes.
- Restore identity to its pre-theft status.

MNJ Insurance SOLUTIONS

Summary

	Current	Proposed – September 1, 2025
Dental	$888.58	$814.42
Vision	$288.36	$200.55
Life and AD&D	$430.07	$146.63
Short Term Disability	N/A	$437.07
Long Term Disability	$231.00	$265.46
Employee Assistance Program	N/A	$0.00
Legal Shield & Identity Shield	N/A	Voluntary (100% employee paid through payroll deductions)
Section 125 Premium Only Plan	N/A	$150.00 / annual fee
Estimated Monthly Total	**$1,838.01**	**$1,876.63**
Estimated Annual Total	**$22,056.12**	**$22,519.56**

Next Steps

- Confirm benefits and employer contribution
- Schedule Open Enrollment/Educational meetings with eligible employees
- MNJ Insurance Solutions will create online enrollment portal: (REDACTED)
- Our team is here to help during Open Enrollment and throughout the year (newly eligible, benefit questions, claims/billing issues, terminations, and more)!

We are here to support YOU and your team!



Julie Mangrello-Jennings

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Kristin Decou

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kristin@mnjinsurance.com

Date: August 5, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Recognition of Community Partners

Recommended Action:
Agenda Item 15

Informational Only. Receive and File.

Background:

In July 2025, a Trustee requested information regarding the District's processes and procedures regarding recognition of community partners.

Discussion:

Depending on the relationship, there may be different methods of recognition. If the partnership is a grantor/grantee relationship, there are typically requirements that are contractually written into the grant agreement. The agreement may stipulate specific language acknowledging the partnership to be used in marketing materials and press releases. An example of this is the promotional materials relating to the Lunch at the Library program, which specifically indicate a partnership with the California State Library and funding through the State of California. Another current example of this is the Giving Children Hope/Toys for Tots grant, which requires specific language to be included in the District's marketing materials.

Other community partners are typically recognized in event marketing materials, on social media, and in our annual report, though they do not generally require specific language through a contract. At times, the partner agency does require that their agency create the marketing materials or flyers, or there is a dual approval process in which both agencies approve the flyer. Close partners are often school districts, county agencies, the city of Buena Park, special districts, local non-profits, and businesses that serve our region. Examples of this may be specific agencies within the County like the Registrar of Voters or Workforce Solutions, OC Sanitation District, or the American Red Cross.

For monetary donations directly to the library, the District can honor the donors with bookplates, gold "Honored Donor" library cards, and recognition in library newsletters or displays if appropriate and desired by the donor. Donations are also recognized with a thank you letter from the Library Director. Monetary donations exceeding $2,500 are approved by the Board of Library Trustees.

The District may also receive donations of goods and services from local businesses to be used as reading program incentives or program enhancements. The District acknowledges these with thank you letters on behalf of the library, through social media and other marketing materials, and in our annual report.

Community partnerships are a routine part of library operations and often involve intergovernmental cooperation, grant agreements, or non-profits fulfilling missions that they are grant-funded to fulfill. If the Board of Trustees wanted to recognize a specific organization for outstanding efforts in addition to or instead of the Library's recognition, the Board of Trustees would need to approve the recognition collectively at a public meeting.

Fiscal Impact:

There is no fiscal impact associated with this item.

Attachments:

None.

Date: August 5, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: SDRMA Board of Directors Election

Recommended Action:
Agenda Item 16

Select up to Four Candidates for the SDRMA Board of Directors

Background:

The Special District Risk Management Authority ("SDRMA") is a Joint Powers Authority risk pool. Members are primarily special districts and their services are tailored to respond to the unique needs and challenges that special districts experience. The District is a member and receives risk management services from SDRMA, workers compensation insurance, and liability/property insurance. SDRMA has many programs available to help special districts reduce risk, including a risk management subsidy program that provides a reimbursement for eligible activities, a credit incentive program that provides a reduction in cost in response to proactive risk reduction measures like training for employees and elected officials or establishment of risk reducing best practices, documentation and advisory related to safety plans, ergonomic assessments, site assessments, and many other activities. Their services relate to risk reduction with an overall goal of promoting safety, legal compliance, and reducing claims-related expenses and liability. When the District experiences specific types of claims, SDRMA will hire and lead the defense.

Discussion:

SDRMA is led by a seven-member Board of Directors that is made up of directors and staff members of member agencies that subscribe to SDRMA's workers' compensation and liability/property insurance programs. This Board of Directors establishes policy, provides oversight, and sets the direction and vision for SDRMA to provide a financially sound pool to public agencies and assure member awareness of the benefits of safe operations and proper claims procedures.

Four of the seven seats are up for election this year. As a member agency, the District is eligible to cast a ballot for the board members. There are five candidates running for the seats. The Board of Trustees may vote for up to four candidates in the election. The candidates include the following individuals:

Name	Agency	Title
Steven Ruettgers	Kern Mosquito & Vector Control District	Director
Tom Wright (Incumbent)	Clovis Veterans Memorial District	Chairman
Mike Scheafer (Incumbent)	Costa Mesa Sanitary District	Board President
Robert Housley, CSDM (Incumbent)	Midway City Sanitary District	General Manager
Virginia Chang Kiraly	San Mateo County Harbor District	Commissioner

Fiscal Impact:

There is no direct fiscal impact to the District associated with this item.

Attachments:

Exhibit A SDRMA Notification of Election Ballot and Instructions
Exhibit B Board of Directors Ballot
Exhibit C Nominee Qualifications-
Virginia Change Kiraly
Mike Scheafer
Tom Wright
Steven Ruettgers
Robert Housley

SDRMA
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

June 16, 2025

Helen Medina
Library Director
Buena Park Library District
7150 La Palma Avenue
Buena Park, California 90620-2547

RE: Notification of Election Ballot – 2025 SDRMA Board of Directors Election

Dear Helen:

The Special District Risk Management Authority (SDRMA) Board of Directors 2025 Election began in March, with the opening of nominations. On May 22, 2025, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2024-08 Establishing Guidelines for Director Elections. The Election Committee confirmed that (5) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

This year, SDRMA is using an electronic voting system in MemberPlus, allowing the Primary Contact of each member agency to easily vote online on behalf of their agency. A member may not vote unless the member was a member of SDRMA in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.

To vote, log in to MemberPlus and select the "Board Election" dropdown. The Primary Contact of each agency can electronically vote by selecting the "Submit Ballot" link. If you wish to submit a paper ballot, or designate an alternate contact to vote online, please contact Candice Richardson at crichardson@sdrma.org.

The Official Election Ballot Document Packet has been posted to MemberPlus and includes the following:

- *Election Ballot Instructions*
- *Official Election Ballot (Action Required in MemberPlus)*
- *Candidate's Statements of Qualifications (5)*

The Election Ballot **MUST** be submitted on or before 4:30 p.m. on Monday, September 22, 2025.

Important Balloting and Election Dates – The balloting and election dates are as follows:

- **September 22, 2025**: Deadline for members to submit your vote.
- **September 23-26, 2025**: Ballots are tabulated.
- **September 29, 2025**: Election results are announced, and candidates notified.
- **November 5-6, 2025**: Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
- **January 2026:** Newly elected Directors are seated, and Board officer elections are held.

If you have any questions or would like to request a printed copy of the election documents, please contact SDRMA's Management Analyst Candice Richardson at crichardson@sdrma.org or 800-537-7790.

Sincerely,
Special District Risk Management Authority

Candice Richardson
Management Analyst

SDRMA'S BOARD OF DIRECTORS
ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was announced to the membership in March 2025.

On May 22, 2025, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2024-08 Establishing Guidelines for Director Elections. The Election Committee confirmed that (5) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

The Official Election Ballot along with a Statement of Qualifications as submitted by each candidate are posted to the SDRMA MemberPlus portal along with these instructions. The election instructions are as follows:

1. Cast your vote in MemberPlus by clicking on the "Board Election" dropdown on the left hand side, and selecting the "Submit Ballot" link. You may choose up to four (4) candidates.
2. The Primary Contact assigned to each agency will have the authority to vote online. If you would like to assign an alternate to vote, the Primary Contact or General Manager assigned to your agency must email crichardson@sdrma.org and choose a Designated Voting Representative.
3. Please contact Candice Richardson at crichardson@sdrma.org if you wish to submit a paper ballot.
4. Votes must be submitted on or before 4:30 p.m. on Monday September 22, 2025.
5. The four-year terms for newly elected Directors will begin on January 1, 2026, and terminate on December 31, 2029.
6. Important balloting and election dates are:

    - **September 22, 2025**: Deadline for members to submit your vote.
    - **September 23-26, 2025**: Ballots are tabulated.
    - **September 29, 2025**: Election results are announced, and candidates notified.
    - **November 5-6, 2025**: Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
    - **January 2026:** Newly elected Directors are seated, and Board officer elections are held.

Please do not hesitate to contact SDRMA's Management Analyst Candice Richardson at crichardson@sdrma.org or 800-537-7790 if you have any questions regarding the election and balloting process.

SDRMA | MemberPlus

MEMBERS
PL 506 | WC 426 | HB 162

NEED HELP? CALL 800.537.7790

HELEN

Buena Park Library District

Home | Member Information | Submit Ballot

2025 Special District Risk Management Authority (SDRMA) Board of Directors Voting Page

There are 4 seats open for the 2025 election year. To view the statement of qualifications for each candidate, select the button to the right of each candidate. Only the primary contact of your agency will have the ability to vote. If you'd like to designate an alternative to vote, contact Candice Richardson at crichardson@sdrma.org. You may make up to 4 selections from the list of candidates. Once you have made your selection(s), click the submit ballot button below.

CURRENT NOMINEES

Selected	Name	Agency	Job Title	Statement of Qualifications
☐	Steven Ruettgers	Kern Mosquito & Vector Control District	Director	View
☐	Tom Wright (Incumbent)	Clovis Veterans Memorial District	Chairman	View
☐	Mike Scheafer (Incumbent)	Costa Mesa Sanitary District	Board President	View
☐	Robert Housley, CSDM (Incumbent)	Midway City Sanitary District	General Manager	View
☐	Virginia Chang Kiraly	San Mateo County Harbor District	Commissioner	View

Submit Ballot

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* **Virginia Chang Kiraly**
District/Agency San Mateo County Harbor District
Work Address P.O. Box 1449, El Granada Ca, 94018
Work Phone 650-583-4400 Cell Phone 650-868-8515

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I believe in SDRMA's mission to provide financially-sound pool resources for risk management, and risk financing for public agencies. Special districts throughout California provide services to tens of millions of Californians, and risk management becomes more crucial every year to safeguard against significant risk exposure.

I have personally seen the value that SDRMA has added for the San Mateo County Harbor District during the ten years I have been an elected Commissioner. Special districts like the Harbor District's commonly face challenges caused by specious claims or lawsuits, captious board governance, or providing affordable medical coverage for employees. SDRMA has been there for the Harbor District and the 780,000 San Mateo County residents to mitigate risk exposure and curb financial liability. I've seen firsthand the value SDRMA provided to the Harbor District, and want to ensure their services remain available.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

My extensive board experience on elected and appointed boards/committees and on nonprofit boards/committees have given me knowledge about board governance, parliamentary procedure, the public process, organizational integrity and ethical standards, transparency, and accountability.

Public Service & Elected Office

For more than two decades, I have served on various nonprofit boards and currently serve on two independent special district elected boards: the Menlo Park Fire Protection District Board of Directors (Fire Board) and the San Mateo County Harbor District Board of Commissioners (Harbor Board).

I also served for seven years as a Commissioner on the California Commission for Economic Development, appointed by Governor Schwarzenegger. On the California Commission for Economic Development, I was appointed by then-Lt. Governor Garamendi to chair the Biotech Advisory Committee and serve on the Goods Movement Committee and the Agriculture Committee. In 2014, the Commission for Economic Development became Go Biz, which is the California Governor's Office of Business and Economic Development created by Governor Brown.

I have served as President, Vice President, Treasurer, and Secretary on both the Harbor and Fire Boards, as well as chairing and serving on various Brown Act committees, such as finance and human resources. Overseeing tens of millions of tax dollars, my experience in finance and budgeting have greatly contributed to the fact that both the Harbor Board and Fire Board are debt-free, have consistently paid down unfunded pension liabilities, hired an investment advisor for cash management, capitalized on macroeconomic factors to earn interest income, and

improved the readability of both budgets so that the public can understand how their tax dollars are spent.

For the Harbor Board, I have also served, and currently serve, on the Oyster Point Marina Liaison Committee, which works with two South San Francisco councilmembers and meets at least once a year, to ensure that the terms of the Memorandum of Understanding are being honored as the manager of the marina, and that any updates are discussed for the benefit of the public, Oyster Point Marina tenants, and the Water Emergency Transportation Authority (WETA) that is San Mateo County's only public ferry transportation provider.

In San Mateo County, I have served on the San Mateo County Civil Grand Jury as a juror and foreperson. I currently serve on the San Mateo County LAFCO Board as one of two special district representatives, and on the San Mateo County Treasury Oversight Committee, which was established after the county pool lost $155 million from the Lehman Brothers bankruptcy. These two committees are important for good government, transparency, and accountability.

Serving as a public servant on elected and appointed boards carries a responsibility to ensure the public's work is done on policymaking, fiscal oversight, making recommendations for the benefit of all Californians, and ensuring that public services and revenue generation continue so that essential services are provided and local economies thrives.

Nonprofit Board Service
While I have served on various nonprofit boards locally, some of my more notable board service statewide and regionally include:

- Silicon Valley Chapter of the American Red Cross
- California State Parks Foundation
- The Tech Museum of Innovation in San Jose
- Cultural Initiatives Silicon Valley

For traditional nonprofits, I have primarily served on fundraising committees, finance committees, and nominating committees. From my community service, I have had the honor of being recognized by the Silicon Valley Business Journal as a "Woman of Influence" in 2015.

Currently, I serve on the board of the California Association of Local Agency Formation Commissions (CALAFCO). For CALAFCO's board, I was elected to represent special districts for the Coastal Region, which is comprised of 15 counties from Ventura County to Sonoma County and going as far east as Alameda County and Contra Costa County. As part of CALAFCO's Legislative Committee, I research state legislation and bills and discuss how they affect LAFCOs in California's 58 counties.

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

I have an extensive background in financial research, planning, investments, and the capital markets. I have been involved with stock compensation plans, cash management, and retirement planning, as well as selling insurance products when I had a Series 6 license to do so. Further, I traded options for hedging purposes and also traded stocks and bonds for middle-markets institutional investors and high-net worth retail investors. My experience with risk management and mitigation has afforded me critical skills to help my agencies plan for future capital projects, pay down unfunded pension liabilities, and invest tax dollars to capitalize on the current economic

conditions and fluctuations in the capital markets.

I have a BA in Government and a minor Economics from the University of Texas at Austin and a Masters of Public Administration from the University of Southern California's Sol Price School of Public Policy. With my educational background and experience in elected offices, I understand how government and public agencies work from the elected officials' and public administrators' perspectives.

I have been able to use my professional experience by developing investment policies for both the Harbor District and Fire District and followed these policies to ensure principle preservation and meeting cash-flow needs. Further, since being elected to both the Harbor Board and Fire Board, I am proud that both agencies are debt-free, have consistently paid down unfunded pension liabilities, hired an investment advisor for cash management, capitalized on macroeconomic factors to earn interest income, and improved the readability of both budgets so that the public can understand how their tax dollars are spent. I have also served on the Audit Committee of both districts, which have consistently had clean audits.

As a member of the San Mateo County Treasury Oversight Committee, overseeing approximately $4 billion, my financial expertise and background have been put to use to navigate market uncertainties and an inverted-yield curve environment that required more short-term investments to capture higher yields over the last couple of years. Also, having served on San Mateo County's Measure G Parcel Tax Committee for the San Mateo County Community College District, I understand the importance of the role of oversight of tax dollars. Financial transparency and accountability are crucial for public agencies to keep the public's trust as fiduciaries of tax dollars, and I will bring this experience to the SDRMA Board.

Working on nonprofit boards has given me an opportunity to advocate for organizations whose work I believe in. I have primarily been an advocate for disaster preparedness, state parks, mental health, senior services, and education. I have served on various boards and committees that have allowed me to plan an author's salon to raise money for senior services and San Mateo County' Meals on Wheels program, to lobby the state legislators to protect California state parks during Park Advocacy Day, to provide mental-health services for first responders and the Asian community after the farmworker shooting in Half Moon Bay, and to raise money for my local public schools, among many other causes. Because of my background in business development, advocacy, and sales, I have generally been involved with fundraising committees for the nonprofits, which has allowed me to build partnerships with corporate sponsors and donors and work well with board colleagues and staff.

What is your overall vision for SDRMA? (Response Required)

My overall vision for SDRMA is to increase its membership and educate prospective members about how SDRMA's pool is important for special districts' risk management and why being an SDRMA member is a great investment for special districts. California has approximately 3,400 special districts, so there is a tremendous opportunity to increase membership. There is also an opportunity to provide members with more education about SDRG and the benefits of reinsurance for customized coverage and long-term stability for risk management. In the end, a special district's bottom line could benefit with more members, and these benefits should be part of the communication narrative to the public as an excellent way of protecting public services and public assets.

My professional background in finance and the capital markets and my role in elected office and oversight committees give me a great understanding of risk management for special districts, which provide essential

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

services funded by tax dollars. I would be honored to have your vote to serve on the SDRMA Board of Directors. Thank you for your consideration.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date 5/13/2025

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* MIKE SCHEAFER
District/Agency COSTA MESA SANITARY DISTRICT
Work Address 290 PAULARINO AVE, COSTA MESA, CA92626
Work Phone 949-645-8400 Cell Phone 714-552-9858
*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As an incumbent of the SDRMA Board I wish to continue providing my expertise, decision making and ability to help Special Districts manage their insurance and risk management challenges and programs. I have dedicated many hours towards those efforts and feel I continue being a valuable asset to the member agencies.

I am uniquely qualified to continue serving on the SDRMA Board as I have over 50 years of experience in the private insurance field.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have served on the the SDRMA Board since 2014, with 3+ years as Board President. I have continued to work for policies that provide exceptional protection at rates that are reasonable. I am always mindful that public agencies need to protect their constituents at the most affordable rates.

I have been an insurance professional in my private career for over 50 years. I have been awarded numerous insurance industry awards and recognitions for service and dedication to my customers.

I currently hold a Community College teaching credential in insurance education. Additionally I have provided training course instruction for new insurance professionals.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

I am the current Board President for the Costa Mesa Sanitary District, serving on that Board for 16 years. I am a former City Councilmember for the City of Costa Mesa, a former Parks and Recreation Commissioner and past President of the Costa Mesa Senior Center.

I have been a dedicated member of the Lions Club, serving as District Governor in 1997-1998.

I founded the Costa Mesa Little League, served as President and coached. I served as a Little League Assistant District Administrator. Served as President of the local Boys and Girls Club Boardof Directors.

What is your overall vision for SDRMA? (Response Required)

My vision is to continue helping Special Districts have the very best, most comprehensive risk protection at the most affordable rates. To continue helping Districts and agencies with outstanding, innovative, and comprehensive programs that give them peace of mind knowing that unforseen contingencies will not disrupt or destroy the services they provide.

Insurance can be very difficult, especially now with the state of issues in California. Districts need the experienced hand that I will continue to provide. I will work to make it less difficult and more affordable.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date 5/12/25

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Thomas B. Wright
District/Agency Clovis Veterans Memorial District
Work Address 808 4th St. Clovis, CA 93612
Work Phone 559-299-0473 Cell Phone 559-341-2857
*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I was honored to be elected to the SDRMA Board for the first time four years ago. During my time on the Board I have come to appreciate the role of this organization and its extreme importance to Special Districts throughout the state. I believe SDRMA to be the finest example of "government" doing its job in the best possible manner. I would be honored to continues serving with this organization.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have been active in California Special Districts for decades. I am currently serving as Chairman of the Clovis Veterans Memorial District. Four years ago I was elected to the SDRMA Board of Directors, and subsequently appointed to the Special Districts Leadership Foundation board.

I have been involved in community and regional leadership activities all of my adult life; ranging from service clubs like Rotary and Lions Clubs, Chambers of Commerce, city and school district bond and tax elections, and local service organizations like the Clovis Rodeo Association. During my term with the SDRMA Board I have come to understand and appreciate the professionalism, extremely high standards, and effectiveness of the SDRMA in serving Special Districts.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

I have served in leadership positions for many community organizations, local governments, educational boards and committees at all levels, and grassroots movements to assist with emergencies and special needs. Beyond local and state matters, I've been privileged to work with national and even international services in which people working together for the betterment of communities in need and make amazing things happen.

What is your overall vision for SDRMA? (Response Required)

My vision for the SDRMA is to continue to build upon the services it offers its members, always with an eye upon the quality of what we offer and to keep its costs at fair and minimal levels. We have endured some excruciating challenges at SDRMA over the past four years, from wildfires to the abandonment of California by many of its traditional insurance companies. The sound financial condition of SDRMA and its determination to maintain its high standards has served our membership well.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Thomas B Wyllt Date MARCH 24, 2025

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Steven Ruettgers
District/Agency Kern Mosquito & Vector Control District
Work Address 4705 Allen Road, Bakersfield, CA 93314
Work Phone (661) 589-2744 Cell Phone (661) 332-8287

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

To serve the needs of the SDRMA members consistent with SDRMA's mission statement: to provide excellent risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner.

I recently retired from the Kern County Water Agency, and desire to continue to contribute to the needs of special districts as I have in the past. This opportunity matches well with my experience, education, and dedication.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Served 22 years on the Audit-Finance Committee of the ACWA JPIA* (see below), which provided financial oversight to the organization and it's programs (Liability, Property, Workers Compensation, Health Insurance, and pass through insurance).

Served 1 year on the Property Committee of the ACWA JPIA* (see below) before I was asked to serve on the Audit-Finance Committee.

Kern Mosquito & Vector Control District (current Board Member)

North of the River Sanitary District (current Board Member with 17 years experience)

North of the River Recreation & Park District (past Board Member with 22 years experience)

* ACWA JPIA (Association of California Water Agencies Joint Powers Insurance Authority) is a collection of risk pools similar to SDRMA serving nearly 400 California water districts, which has similar member services available and a captive insurance entity.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

Oregon State University, BS Finance, Minor Economics

California State University, Bakersfield, MBA

Business Manager, Kern County Water Agency, 33 years

What is your overall vision for SDRMA? (Response Required)

To remain consistent with the vision of the SDRMA as outlined in its mission statement. The goals of cost-effectiveness, stability, and reliability in the current insurance/risk market is difficult, though worth pursuing in ernest for all SDRMA members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Stewart Reed Date May 14, 2025

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Robert Housley, CSDM
District/Agency Midway City Sanitary District
Work Address 14451 Cedarwood Street, Westminster, CA 92683
Work Phone 714-893-3553 Cell Phone 562-239-7557

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am seeking to continue my service on the SDRMA Board of Directors, to share my experience and insights, stay actively engaged, and continue learning from others in the industry. With 25 years of experience working in a variety of special districts, including those with very limited financial resources, I understand the challenges many agencies face in balancing fiscal responsibility with providing essential services.

Serving in this capacity would allow me to give back to other agencies by sharing my perspective, helping to shape policies, and supporting collaborative solutions that benefit members. I see this as an opportunity to strengthen risk management practices, advocate for special districts, and ensure that all agencies, regardless of size or resources, have access to the support they need to succeed and serve their communities.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I currently serve on the SDRMA Board of Directors and have additional board and committee experience as a member of the Alliance Executive Council (AEC), the CSDA Professional Development Committee, and, as a staff member at Midway City Sanitary District, I actively participate in the Legislative & Public Affairs Outreach Committee and the Franchise Committee.

With 26 years of experience in special districts, as a General Manager and previously as a Director of Finance & Human Resources, I have regularly collaborated with many governing bodies at many different levels and statewide associations, gaining practical experience in policy development, risk management, and member services, all of which directly support the responsibilities of an effective SDRMA Board Member.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

I have an MBA from the Univesity of La Verne with an empasis in accounting and I am also a Certified Special District Manager (CSDM).

My other special skills and experience include being a forward-thinking, community-focused leader and a problem solver with have more than 26 years of experience working in various special districts. I value collaboration, active listening, and service to others.

I have volunteered as an assistant coach for both Up & Running Again at the Orange County Rescue Mission and as a coach for Back on My Feet at the Long Beach Rescue Mission, both are programs that support individuals experiencing homelessness through community and goal setting. I have also volunteered with the food pantry at church, and I have coached and refereed for many years in AYSO soccer. These experiences reflect my long-standing commitment to public service and community involvement.

What is your overall vision for SDRMA? (Response Required)

I am eager to help advance the outstanding work currently being done by SDRMA. As a General Manager, I understand the critical importance of effective risk management for all Special Districts, as well as the fiscal constraints and limited access to resources that many districts face, particularly those with smaller operations or minimal staffing.

It is my vision to continue building on SDRMA's solid foundation by broadening awareness of its services and ensuring that all Special Districts recognize and benefit from the valuable support it provides. I believe SDRMA should serve as both a partner and an extension of every member district, delivering not only services but also the dependable support districts need to operate safely, efficiently, and confidently in service to their communities.

I am also committed to identifying and pursuing value-added services and new opportunities that enhance the benefits of membership while keeping costs manageable for all members. By expanding outreach and engagement, we can grow SDRMA's reach and deepen its impact across the state.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date 5/1/2025

Date: August 5, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Amendment No. 1 to Independent Consultant Agreement for Audit Services By and Between Buena Park Library District and Chavan & Associates, LLP for a Total Fee Not-to-Exceed $57,000.

Recommended Action:
Agenda Item 17

Authorize Library Director to execute Amendment No. 1 to Independent Consultant Agreement for audit services by and between Buena Park Library District and Chavan & Associates, LLP for a total fee not-to-exceed $57,000.

Background:

In February 2025, the District approved an agreement with Chavan & Associates, LLP for auditing services for one year for a not-to-exceed cost of $19,500. The original proposal received by the District provided options for three years. The District would like to extend the agreement to all three years and is recommending that the Board approve a contract amendment for the extension.

Discussion:

Chavan & Associates, LLP completed the Fiscal Year 24 audit and presented the findings to the Board of Trustees on June 26, 2025, concluding our contractual agreement with them. At the time of the original proposal, Chavan & Associates presented the District with option for two additional years. The District would like to exercise the option and contract with Chavan & Associates for the additional years. Continuing to work with Chavan & Associates would eliminate duplicative work on the part of the auditing firm and staff that is necessary in establishing a preliminary relationship with an auditing firm, resulting in cost saving. Chavan & Associates would complete their fieldwork in September 2025, which would allow the District to complete the audit by the end of the calendar year.

Fiscal Impact:

Chavan & Associates fees are listed by Fiscal Year Audit in the table. Contract year 2024/2025 has already been completed. Contract year 2025/2026 is factored into this year's approved budget, so no adjustments will be necessary. The 2026/2027 fee would be considered when developing next year's budget.

Contract Year	Fiscal Year Audited	Not To Exceed Cost Per Annual Engagement
2024/2025	2023/2024	$19,500 (already expended)
2025/2026	2024/2025	$18,500 (in approved budget)
2026/2027	2025/2026	$19,000 (next year's budget)
Total 3 Years		**$57,000**

Attachments:

Exhibit A- Amendment No. 1 to Independent Consultant Agreement for Audit Services by and between Buena Park Library District and Chavan & Associates, LLP

AMENDMENT NO. 1
TO INDEPENDENT CONSULTANT AGREEMENT FOR AUDIT SERVICES
BY AND BETWEEN BUENA PARK LIBRARY DISTRICT
AND CHAVAN & ASSOCIATES, LLP

This Amendment No. 1 to the Independent Consultant Agreement for Audit Services ("Amendment No. 1") is made and entered into this 5 day of August 2025, by and between Buena Park Library District ("District") and Chavan & Associates, LLP ("Consultant") (collectively, the "Parties") as follows:

RECITALS

WHEREAS, the Parties previously entered into an Independent Consultant Agreement for Audit Services ("Agreement"), dated February 4, 2025; and

WHEREAS, the Agreement originally established a term for the performance of Services which expires on December 31, 2025; and

WHEREAS, the Parties wish to amend and revise the Agreement to (1) extend the term of the Agreement and periods of performance and (2) increase the total contract price in accordance with the extended term.

NOW, THEREFORE, the Parties agree as follows:

TERMS

Section I. Amendment to Agreement.

1. Section 1 of the Agreement is amended and replaced in its entirety with the following:

> "**Services**. Consultant shall provide professional audit services for the District for a three-year term, beginning with the fiscal year ending June 30, 2024, and continuing through the fiscal years ending June 30, 2025, and June 30, 2026. The Services shall include auditing the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District and the related notes to the financial statements, as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services")."

2. Section 2 of the Agreement is amended and replaced in its entirety with the following:

> "**Term**. This Agreement shall commence on the Effective Date and shall remain in effect through December 31, 2027, unless terminated earlier and in accordance with the provisions of this Agreement.
>
> **2.1. Period of Performance**. The Services shall be in accordance with the following schedule:
>
> **Year 1.** For the fiscal year ending June 30, 2024.
>
> **Year 2.** For the fiscal year ending June 30, 2025.
>
> **Year 3.** For the fiscal year ending June 30, 2026.

2.2. Renewal. This Agreement shall not automatically renew. Any extension beyond the stated Term must be made in writing and executed by the Parties."

3. To reflect the additional work associated with the extended term and correlating periods of performance, Section 5 of the Agreement is amended and replaced in its entirety with the following:

> "**Compensation.** District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Fifty-Seven Thousand, and 00/100 Dollars ($57,000.00)**, as follows:
>
> **Year 1. Nineteen Thousand, Five Hundred, and 00/100 Dollars ($19,500.00)**
>
> **Year 2. Eighteen Thousand, Five Hundred, and 00/100 Dollars ($18,500.00)**
>
> **Year 3. Nineteen Thousand, and 00/100 Dollars ($19,000.00)."**

4. The sentence beginning with the words "We are pleased to confirm our understanding of the services…" in **Exhibit A** is hereby amended to read as follows:

> "We are pleased to confirm our understanding of the services we are to provide for the Buena Park Library District Audit (the "District") for the fiscal years ending June 30, 2024, June 30, 2025, and June 30, 2026."

All other provisions of **Exhibit A** remain unchanged and in full force and effect.

Section II. All Other Provisions Reaffirmed.

All other provisions of the Agreement shall remain in full force and effect and are hereby reaffirmed. If there is any conflict between this Amendment No. 1 and any provision of the Agreement, the provisions of this Amendment shall control.

This Amendment shall not be a valid contract until it is executed by both Parties and approved or ratified by District's Governing Board ("Board").

IN WITNESS WHEREOF, the Parties have caused this Amendment No. 1 to the Agreement to be executed by their respective officers who are duly authorized, as of the Effective Date.

[SIGNATURE PAGE FOLLOWS]

DRAFT

ACCEPTED AND AGREED on the dates indicated below:

Dated: _____, 2025

BUENA PARK LIBRARY DISTRICT

Sign: _____

Name: _____

Title: _____

Dated: _____, 2025

CHAVAN & ASSOCIATES, LLP

Sign: _____

Name: _____

Title: _____

DRAFT

BUENA PARK Library District

Staff Report- Agenda Item 18

Date: August 5, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: GASB 75 Actuarial Report For Fiscal Year End June 30, 2025

Recommended Action:
Agenda Item 18

Informational Only. Receive and File.

Background:

The Buena Park Library District contracts with the California Public Employees Retirement System ("CalPERS") for medical benefits under the Public Employees Medical and Hospital Care Act ("PEMHCA"). As a provision of this act, benefits must be provided to retired annuitants at the same level as active employees. This creates a long-term financial liability for the District. The Government Accounting Standards Board ("GASB") requires the liability associated with the retiree other post-employment benefits (OPEB) to be reported on the District's financial statement (GASB 75). The District has a retiree medical benefits trust fund to pre-fund these benefits, the California Employers' Retiree Benefits Trust ("CERBT"), which is also managed by CalPERS.

Discussion:

MacLeod and Watts was contracted by the District to prepare the attached report for to be used to assist with disclosures in the financial statements for fiscal year ending June 30, 2025 to fulfill the requirements of GASB 75. The report is based on actuarial assumptions and uses a valuation date of June 30, 2023 and a measurement date of June 30, 2024. It is not a guarantee of funding availability, but considers current conditions and projections based upon reasonable expectations. The assumptions were updated from the last report based on CalPERS updated discount rate of 6.55%, and increase in the value of 6.15% previously used to calculate the rate of return.

The District's plan is currently funded at over 100%. The District made the required contribution to the plan in FY 24-25 through direct payments of retiree health benefits to the provider and took a reimbursement from the OPEB trust of $67,826 for the excess contributions. The District expects to take a reimbursement for FY 26 as well.

MacLeod and Watts will prepare a new report using an updated valuation date next year.

Fiscal Impact:

There is no fiscal impact associated with this item, however, the information used in the report is used to determine the District's actuarially determined contributions to the plan.

Attachments:

Exhibit A

Buena Park Library District GASB 75 Actuarial Report Measured as of June 30, 2024 for Fiscal Year End June 30, 2025 Financial Reporting Prepared by MacLeod Watts

July 7, 2025

Ms. Helen Medina
Library Director
Buena Park Library District
7150 La Palma Avenue
Buena Park, CA 90620

Re: Buena Park Library District Other Post-Employment Benefits
GASB 75 Actuarial Report for the Fiscal Year Ending June 30, 2025

Dear Ms. Medina:

We are pleased to enclose our actuarial report providing financial information about the other post-employment benefit (OPEB) liabilities of the Buena Park Library District. The report's text describes our analysis and assumptions in detail.

The primary purpose of this report is to provide information required by GASB 75 ("Accounting and Financial Reporting for Postemployment Benefits Other Than Pension") to be reported in the District's financial statements for the fiscal year ending June 30, 2025. The information included in this report reflects the District's established OPEB funding policy to contribute, on average, 100% or more of the Actuarially Determined Contribution.

The exhibits presented are based on a roll forward of the results of the June 30, 2023 actuarial valuation, and on the employee and plan data provided to us for that valuation. The District also provided information on retiree benefit payments and trust contributions/reimbursements for the current fiscal year. As with any analysis, the soundness of the report is dependent on the inputs. Please review the information shown in the report to be comfortable that it matches your records.

We appreciate the opportunity to work on this analysis and acknowledge the efforts of District employees who provided valuable time and information to enable us to prepare this report. Please let us know if we can be of further assistance.

Sincerely,

Catherine L. MacLeod

Catherine L. MacLeod, FSA, FCA, EA, MAAA
Principal & Consulting Actuary

Enclosure

Buena Park Library District

GASB 75 Actuarial Report
Measured as of June 30,2024
For Fiscal Year End June 30, 2025 Financial Reporting

Submitted July 2025

MacLeod Watts

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A. Executive Summary

This report presents actuarial information regarding the other post-employment benefit (OPEB) program of the Buena Park Library District (the District). The purpose of this valuation is to assess the OPEB liabilities and provide disclosure information as required by Statement No. 75 of the Governmental Accounting Standards Board (GASB 75) for the fiscal year ending June 30, 2025.

Important background information regarding the valuation process can be found in the Appendices. We recommend users of the report read this information to familiarize themselves with the process and context of actuarial valuations, including the requirements of GASB 75. The pages following this executive summary present various exhibits and other relevant information appropriate for disclosures under GASB 75.

This report is based on a roll forward of the results of the June 30, 2023, valuation. A new biennial valuation will need to be prepared as of June 30, 2025. Results of that valuation will first be applied to prepare the GASB 75 report for the District's fiscal year ending June 30, 2026.

OPEB Obligations of the District

The District provides continuation of medical and vision coverage to its retiring employees. This coverage may create one or more of the following types of OPEB liabilities:

- **Explicit subsidy liabilities**: An "explicit subsidy" exists when the employer contributes directly toward the cost of retiree healthcare. In this program, the District pays a portion of medical premiums for qualifying retirees. Details are provided in Supporting Information Section 2.
- **Implicit subsidy liabilities**: An "implicit subsidy" exists when premiums are developed using blended active and retiree claims experience. In this situation, premiums charged for retirees may not be sufficient to cover expected medical claims[1] and the premiums charged for active employees are said to "implicitly subsidize" retirees. This OPEB program includes implicit subsidy liabilities for retiree coverage prior to coverage under Medicare.
- **Other subsidy liabilities**: Pooled plans that do not blend active and retiree premiums likely generate subsidies between employers and retirees within the pool. In the CalPERS medical program, the premium rates for Medicare-covered retirees are based only on retiree claims experience of the pool. An actuarial practice note indicates these subsidies should be included in plan liabilities to the extent they are paid by the employer.[2] We believe there is no other subsidy liability for Medicare retirees required to be valued for this plan.

We determine explicit subsidy liabilities using the expected direct payments promised by the plan toward retiree coverage. We determine the implicit and other subsidy liabilities as the projected difference between (a) estimated retiree medical claim costs by age and (b) premiums charged for retiree coverage. For more information on MacLeod Watts' age rating methodology, see Appendix 2.

[1] In rare situations, premiums for retiree coverage may be high enough that they subsidize active employees' claims.

[2] Exceptions exist for 1) Medicare Advantage Plans, treated as if their premiums are age-based due to the nature of the Federal subsidies paid to these plans, and 2) when employer explicit subsidies to Medicare-covered retirees are low and no part of any potential pool subsidy is expected to be paid by the employer.

Executive Summary
(Continued)

OPEB Funding Policy

The District's OPEB funding policy affects the calculation of liabilities by impacting the discount rate used to develop the plan liability and expense. "Prefunding" is the term used when an agency consistently contributes an amount based on an actuarially determined contribution (ADC) each year. GASB 75 allows prefunded plans to use a discount rate that reflects the expected earnings on trust assets. Pay-as-you-go, or "PAYGO", is the term used when an agency only contributes the required retiree benefits when due. When an agency finances retiree benefits on a pay-as-you-go basis, GASB 75 requires the use of a discount rate equal to a 20-year high grade municipal bond rate.

The District continues to prefund its OPEB liability, consistently contributing 100% or more of the Actuarially Determined Contributions each year. With the District's approval, the discount rate used in this valuation is 6.55%, reflecting the District's expectation of the long-term return on trust assets as of the measurement date. Information on how this rate was determined is provided on page 7, Expected Return on Trust Assets.

Actuarial Assumptions

The actuarial "demographic" assumptions (i.e., rates of retirement, death, disability or other termination of employment) used in this report were chosen, for the most part, to be the same as the actuarial demographic assumptions used for the most recent valuation of the retirement plan(s) covering District employees. Other assumptions, such as age-related healthcare claims, healthcare trend, retiree participation rates and spouse coverage, were selected based on demonstrated plan experience and/or our best estimate of expected future experience. All these assumptions, and more, impact expected future benefits.

Please note that this valuation has been prepared on a closed group basis. This means that only employees and retirees present as of the valuation date are considered. We do not consider replacement employees for those we project to leave the current population of plan participants until the valuation date following their employment.

We emphasize that this actuarial valuation provides a projection of future results based on many assumptions. Actual results are likely to vary to some extent and we will continue to monitor these assumptions in future valuations. See Section 3 for a description of assumptions used in this valuation.

Important Dates Used in the Valuation

GASB 75 allows reporting liabilities as of any fiscal year end based on: (1) a *valuation date* no more than 30 months plus 1 day prior to the close of the fiscal year end; and (2) a *measurement date* up to one year prior to the close of the fiscal year. The following dates were used for this report:

Fiscal Year End	June 30, 2025
Measurement Date	June 30, 2024
Measurement Period	June 30, 2023, to June 30, 2024
Valuation Date	June 30, 2023

Executive Summary
(Concluded)

Updates Since the Prior Report

This report is based on a roll forward of the June 2023 valuation results. No benefit changes and no material changes in plan members were reported to MacLeod Watts from those provided to us for the 2023 valuation. Accordingly, no new census data was collected, and no plan experience was determined other than to reflect actual 2025 premium rates in places of the prior assumed increases over 2024 rates. The only assumption changes were updates to the expected trust return and discount rate, reflecting new information provided by CalPERS for funds invested with CERBT. Investment experience (the difference between actual and expected trust earnings) was also determined.

Impact on Statement of Net Position and OPEB Expense for Fiscal Year Ending 2025

The plan's impact on Net Position will be the sum of difference between assets and liabilities as of the measurement date plus the unrecognized net outflows and inflows of resources. Different recognition periods apply to deferred resources depending on their origin. The plan's impact on Net Position on the measurement date can be summarized as follows:

Items		For Reporting At Fiscal Year Ending June 30, 2025
Total OPEB Liability	$	2,360,585
Fiduciary Net Position		(2,816,620)
Net OPEB Liability (Asset)	**$**	**(456,035)**
Adjustment for Deferred Resources:		
Deferred (Outflows)		(614,844)
Deferred Inflows		635,781
Impact on Statement of Net Position	**$**	**(435,098)**
OPEB Expense, FYE 6/30/2025	**$**	**8,211**

Important Notices

This report is intended to be used only to present the actuarial information relating to other postemployment benefits for the District's financial statements. The results of this report may not be appropriate for other purposes, where other assumptions, methodology and/or actuarial standards of practice may be required or more suitable. We note that various issues in this report may involve legal analysis of applicable law or regulations. The District should consult counsel on these matters; MacLeod Watts does not practice law and does not intend anything in this report to constitute legal advice. In addition, we recommend the District consult with their internal accounting staff or external auditor or accounting firm about the accounting treatment of OPEB liabilities.

B. Results Measured as of June 30, 2024

The District's OPEB liability measured as of June 30, 2024, was determined based on a "roll-forward" of the June 30, 2023, valuation. A roll-forward valuation moves the plan liability forward based on expected changes. For this type of valuation, we do not collect new plan data, and we generally do not change any actuarial assumptions. One exception is that changes in the liability discount rate reflecting changes in the municipal bond index or updated trust earnings expectations are reflected as of the new measurement date. Updated trust assets as of the measurement date are also reflected in the roll-forward valuation.

GASB allows roll-forward valuations to be performed in the year following the full biennial valuation if no material changes to the plan or the plan's members have occurred. Examples of material changes would include significantly different terminations or retirements during the year than were assumed, or a change in the retirement plan provisions. The only such change we identified and reflected in this report were the known increases in the 2025 premium rates (and by extension, estimated retiree claims costs) which exceeded the increases we assumed in the 2023 valuation.

The chart below reconciles the liability reported last year to that obtained by the roll-forward valuation as of the end of the current fiscal year.

Reconciliation of Changes During Measurement Period	Total OPEB Liability (a)	Fiduciary Net Position (b)	Net OPEB Liability (Asset) (c) = (a) - (b)
Balance at Fiscal Year Ending 6/30/2024 *Measurement Date 6/30/2023*	$ 2,144,959	$ 2,586,901	$ (441,942)
Expected Changes During the Period:			
Service Cost	72,770		72,770
Interest Cost	133,376		133,376
Expected Investment Income		157,426	(157,426)
District Contributions		44,622	(44,622)
Administrative Expenses		(843)	843
Benefit Payments	(98,031)	(98,031)	-
Total Expected Changes During the Period	108,115	103,174	4,941
Expected at Fiscal Year Ending 6/30/2025 *Measurement Date 6/30/2024*	$ 2,253,074	$ 2,690,075	$ (437,001)
Unexpected Changes During the Period:			
Change Due to Investment Experience		126,545	(126,545)
Plan Experience:			
2025 Premiums and Estimated Claims Other Than Expected	104,502		
Added Surviving Spouse and New Retiree in 2024	130,157		
Change Due to Plan Experience			234,659
Change Due to Change in Trust Return/Discount Rate	(127,148)		(127,148)
Total Unexpected Changes During the Period	107,511	126,545	(19,034)
Balance at Fiscal Year Ending 6/30/2025 *Measurement Date 6/30/2024*	$ 2,360,585	$ 2,816,620	$ (456,035)

C. Accounting Information (GASB 75)

The following exhibits are designed to satisfy the reporting and disclosure requirements of GASB 75 for the fiscal year ending June 30, 2025. The District is classified for GASB 75 purposes as a single employer.

Components of Net Position and Expense

The exhibit below shows the development of Net Position and Expense as of the Measurement Date.

Plan Summary Information for FYE June 30, 2025 *Measurement Date is June 30, 2024*	**Buena Park Library District**
Items Impacting Net Position:	
Total OPEB Liability	$ 2,360,585
Fiduciary Net Position	(2,816,620)
Net OPEB Liability (Asset)	(456,035)
Deferred (Outflows) Due to:	
Assumption Changes	(136,737)
Plan Experience	(203,496)
Investment Experience	(227,270)
Deferred Contributions	(47,341)
Deferred Inflows Due to:	
Assumption Changes	129,702
Plan Experience	309,917
Investment Experience	196,162
Impact on Statement of Net Position, FYE 6/30/2025	**$ (435,098)**
Items Impacting OPEB Expense:	
Service Cost	$ 72,770
Cost of Plan Changes	-
Interest Cost	133,376
Expected Earnings on Assets	(157,426)
Administrative Expenses	843
Recognition of Deferred Outflows:	
Assumption Changes	39,438
Plan Experience	31,163
Investment Experience	127,765
Recognition of Deferred (Inflows):	
Assumption Changes	(28,199)
Plan Experience	(93,934)
Investment Experience	(117,585)
OPEB Expense, FYE 6/30/2025	**$ 8,211**

Accounting Information
(Continued)

Change in Net Position During the Fiscal Year

The exhibit below shows the year-to-year changes in the components of Net Position.

For Reporting at Fiscal Year End *Measurement Date*	6/30/2024 *6/30/2023*	6/30/2025 *6/30/2024*	Change During Period
Total OPEB Liability	$ 2,144,959	$ 2,360,585	$ 215,626
Fiduciary Net Position	(2,586,901)	(2,816,620)	(229,719)
Net OPEB Liability (Asset)	(441,942)	(456,035)	(14,093)
Deferred (Outflows) Due to:			
Assumption Changes	(176,175)	(136,737)	39,438
Plan Experience	-	(203,496)	(203,496)
Investment Experience	(355,035)	(227,270)	127,765
Deferred Contributions	(44,622)	(47,341)	(2,719)
Deferred Inflows Due to:			
Assumption Changes	30,753	129,702	98,949
Plan Experience	403,851	309,917	(93,934)
Investment Experience	187,202	196,162	8,960
Impact on Statement of Net Position	$ (395,968)	$ (435,098)	$ (39,130)

Change in Net Position During the Fiscal Year	
Impact on Statement of Net Position, FYE 6/30/2024	$ (395,968)
OPEB Expense (Income)	8,211
District Contributions During Fiscal Year	(47,341)
Impact on Statement of Net Position, FYE 6/30/2025	$ (435,098)

OPEB Expense	
District Contributions During Fiscal Year	$ 47,341
Deterioration (Improvement) in Net Position	(39,130)
OPEB Expense (Income), FYE 6/30/2025	$ 8,211

Accounting Information
(Continued)

Change in Fiduciary Net Position During the Measurement Period

	Buena Park Library District
Fiduciary Net Position at Fiscal Year Ending 6/30/2024 *Measurement Date 6/30/2023*	**$ 2,586,901**
Changes During the Period:	
Investment Income	283,971
District Contributions	44,622
Administrative Expenses	(843)
Benefit Payments	(98,031)
Net Changes During the Period	229,719
Fiduciary Net Position at Fiscal Year Ending 6/30/2025 *Measurement Date 6/30/2024*	**$ 2,816,620**

Expected Long-term Return on Trust Assets

CalPERS last updated the projected future investment returns for CERBT Strategy 1 in June 2024. The returns were determined using a building-block method and best-estimate ranges of expected future real rates of return for each major asset class (expected returns, net of OPEB plan investment expense and inflation). The target allocation and best estimates of geometric real rates of return published by CalPERS for each major class are split for years 1-5 and years 6 -20. We assumed that the returns for years 6 through 20 would continue in later years.

CERBT Strategy 1		Years 1-5			Years 6-20		
Major Asset Classification	**Target Allocation**	**General Inflation Rate Assumption**	**1-5 Year Expected Real Rate of Return**	**Compound Return Yrs 1-5**	**General Inflation Rate Assumption**	**6-20 Year Expected Real Rate of Return**	**Compound Return Years 6-20**
Global Equity	49%	2.40%	3.90%	6.30%	2.40%	4.70%	7.10%
Fixed Income	23%	2.40%	2.70%	5.10%	2.40%	2.60%	5.00%
Global Real Estate (REITs)	20%	2.40%	3.70%	6.10%	2.40%	4.00%	6.40%
Treasury Inflation Protected Securities	5%	2.40%	1.70%	4.10%	2.40%	1.40%	3.80%
Commodities	3%	2.40%	2.90%	5.30%	2.40%	2.00%	4.40%
Volatility	11.5%		Portfolio	6.1%		Portfolio	6.6%

Portfolio compound return is time-weighted and net of administrative fees.

To derive the expected future trust return specifically for the District, we first adjusted CalPERS' future return expectations to align with the 2.5% general inflation assumption used in this report. We assumed that the returns for years 6 through 20 would continue in later years. Then applying the plan specific benefit payments to CalPERS' bifurcated return expectations, we determined the single equivalent long-term rate of return to be 6.55%.

Accounting Information
(Continued)

Recognition Period for Deferred Resources

Liability changes due to plan experience which differs from what was assumed in the prior measurement period and/or from assumption changes during the period are recognized over the plan's Expected Average Remaining Service Life ("EARSL"). The EARSL of 7.53 years is the period used to recognize such changes in the OPEB Liability arising during the current measurement period.

When applicable, changes in the Fiduciary Net Position due to investment performance different from the assumed earnings rate are always recognized over 5 years.

Liability changes attributable to benefit changes occurring during the period, if any, are recognized immediately.

Deferred Resources as of Fiscal Year End and Expected Future Recognition

The exhibit below shows deferred resources as of the fiscal year end June 30, 2025.

Buena Park Library District	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of Assumptions	$ 136,737	$ 129,702
Differences Between Expected and Actual Experience	203,496	309,917
Net Difference Between Projected and Actual Earnings on Investments	31,108	-
Deferred Contributions	47,341	-
Total	$ 418,682	$ 439,619

The District will recognize the Deferred Contributions in the next fiscal year. In addition, future recognition of these deferred resources is shown below.

For the Fiscal Year Ending June 30	Recognized Net Deferred Outflows (Inflows) of Resources
2026	$ (22,112)
2027	68,844
2028	(40,082)
2029	(37,779)
2030	(33,616)
Thereafter	(3,533)

Accounting Information
(Continued)

Sensitivity of Liabilities to Changes in the Discount Rate and Healthcare Cost Trend Rate

The discount rate used for accounting purposes for the fiscal year end 2025 is 6.55%. Healthcare Cost Trend Rate was assumed to start at 6.0% (increase effective January 1, 2026) and grade down to 3.9% for years 2075 and later. The impact of a 1% increase or decrease in these assumptions is shown in the chart below.

Sensitivity to:			
Change in Discount Rate	**Current - 1% 5.55%**	**Current 6.55%**	**Current + 1% 7.55%**
Total OPEB Liability	2,699,520	2,360,585	2,084,914
Increase (Decrease)	338,935		(275,671)
% Increase (Decrease)	14.4%		-11.7%
Net OPEB Liability (Asset)	(117,100)	(456,035)	(731,706)
Increase (Decrease)	338,935		(275,671)
% Increase (Decrease)	74.3%		-60.4%
Change in Healthcare Cost Trend Rate	**Current Trend - 1%**	**Current Trend**	**Current Trend + 1%**
Total OPEB Liability	2,044,374	2,360,585	2,760,045
Increase (Decrease)	(316,211)		399,460
% Increase (Decrease)	-13.4%		16.9%
Net OPEB Liability (Asset)	(772,246)	(456,035)	(56,575)
Increase (Decrease)	(316,211)		399,460
% Increase (Decrease)	-69.3%		87.6%

Accounting Information
(Continued)

Schedule of Changes in the District's Net OPEB Liability and Related Ratios

Fiscal Year Ending June 30	2025	2024	2023	2022	2021	2020	2019	2018
Measurement Date	*6/30/2024*	*6/30/2023*	*6/30/2022*	*6/30/2021*	*6/30/2020*	*6/30/2019*	*6/30/2018*	*6/30/2017*
Discount Rate on Measurement Date	*6.55%*	*6.15%*	6.15%	*6.85%*	*6.85%*	*6.85%*	*6.85%*	*7.00%*
Total OPEB liability								
Service Cost	$ 72,770	$ 78,588	$ 64,855	$ 88,886	$ 86,088	$ 80,760	$ 76,031	$ 73,638
Interest	133,376	148,640	144,667	145,479	137,798	143,940	135,593	126,778
Changes of benefit terms	-	-	-	-	-	-	-	-
Differences between expected and actual experience	234,659	(334,161)	-	(160,434)	-	(164,581)	-	-
Changes of assumptions	(127,148)	(26,472)	205,010	58,835	-	(50,182)	32,905	-
Benefit payments	(98,031)	(119,919)	(126,628)	(114,572)	(114,529)	(95,333)	(74,644)	(79,113)
Net change in total OPEB liability	215,626	(253,324)	287,904	18,194	109,357	(85,396)	169,885	
Total OPEB liability - beginning	2,144,959	2,398,283	2,110,379	2,092,185	1,982,828	2,068,224	1,898,339	1,777,036
Total OPEB liability - ending (a)	$ 2,360,585	$ 2,144,959	$ 2,398,283	$ 2,110,379	$ 2,092,185	$ 1,982,828	$ 2,068,224	$ 1,898,339
Plan fiduciary net position								
Contributions - employer	$ 44,622	$ 119,919	$ 126,628	$ 114,572	$ 172,862	$ 695,333	$ 174,644	$ 179,113
Net investment income	283,971	156,134	(375,846)	605,653	73,279	93,243	95,716	108,597
Benefit payments	(98,031)	(119,919)	(126,628)	(114,572)	(114,529)	(95,333)	(74,644)	(79,113)
Admin (& other) Expenses	(843)	(706)	(711)	(834)	(1,031)	(307)	(2,225)	(548)
Net change in plan fiduciary net position	229,719	155,428	(376,557)	604,819	130,581	692,936	193,491	208,049
Plan fiduciary net position - beginning	2,586,901	2,431,473	2,808,030	2,203,211	2,072,630	1,379,694	1,186,203	978,154
Plan fiduciary net position - ending (b)	$ 2,816,620	$ 2,586,901	$ 2,431,473	$ 2,808,030	$ 2,203,211	$ 2,072,630	$ 1,379,694	$ 1,186,203
Net OPEB liability - ending (a) - (b)	$ (456,035)	$ (441,942)	$ (33,190)	$ (697,651)	$ (111,026)	$ (89,802)	$ 688,530	$ 712,136
Covered payroll (measurement period)	$ 1,363,550	$ 1,109,224	$ 1,305,157	$ 1,201,175	$ 1,217,361	$ 1,197,730	$ 1,045,846	$ 1,009,425
Net OPEB liability as a % of covered payroll	-33.44%	-39.84%	-2.54%	-58.08%	-9.12%	-7.50%	65.83%	70.55%

Accounting Information
(Continued)

Schedule of Changes in the District's Net OPEB Liability and Related Ratios
(concluded)

Fiscal Year Ending June 30	2025	2024	2023	2022	2021	2020	2019	2018
Measurement Date	*6/30/2024*	*6/30/2023*	*6/30/2022*	*6/30/2021*	*6/30/2020*	*6/30/2019*	*6/30/2018*	*6/30/2017*
Discount Rate on Measurement Date	*6.55%*	*6.15%*	*6.15%*	*6.85%*	*6.85%*	*6.85%*	*6.85%*	*7.00%*

Notes to Schedule:

Valuation Date	6/30/2023		6/30/2021		6/30/2019		7/1/2017	
Asset valuation method	Market Value		Market Value		Market Value		Market Value	
Inflation	2.50%		2.75%		2.75%		2.75%	
Healthcare cost trend rates	6.0% in 2026, decreases to 3.9% in 2075	6.5% in 2025, decreases to 3.9% in 2075	6.50% in 2021, stepping down 0.5% each yr to 5.0% in 2024		6.50% in 2021, stepping down 0.5% each yr to 5.0% in 2024		7.50% in 2019, stepping down 0.5% each year to 5.0% in 2024	
Salary increases	3.00%		3.00%		3.25%		3.25%	
Investment rate of return	6.55%	6.15%	6.15%	6.85%	6.85%		6.85%	7.00%
Retirement age	From 50 to 75		From 50 to 75		From 50 to 75		From 50 to 75	
Mortality	CalPERS 2021 Experience Study		CalPERS 2017 Experience Study		CalPERS 2017 Experience Study		CalPERS 2014 Experience Study	
Mortality Improvement	Projected with MacLeod Watts Scale 2022		Projected with MacLeod Watts Scale 2020		Projected with MacLeod Watts Scale 2018		Projected with MacLeod Watts Scale 2017	

Accounting Information
(Continued)

Schedule of Contributions

Fiscal Year Ending June 30	2025	2024	2023	2022	2021	2020	2019	2018
Actuarially Determined Contribution (ADC)	$ 47,341	$ 44,622	$ 10,792	$ 90,619	$ 87,693	$ 84,857	$ 152,509	$ 152,767
Contributions in relation to the ADC	47,341	44,622	119,919	126,628	114,572	172,862	695,333	174,644
Contribution deficiency (excess)	$ -	$ -	$ (109,127)	$ (36,009)	$ (26,879)	$ (88,005)	$ (542,824)	$ (21,877)
Covered payroll during the fiscal year	$ 1,295,190	$ 1,363,550	$ 1,344,312	$ 1,305,157	$ 1,201,175	$ 1,217,361	$ 1,197,730	$ 1,045,846
Contributions as % of covered payroll	3.66%	3.27%	8.92%	9.70%	9.54%	14.20%	58.05%	16.70%
Percent of ADC contributed	100.00%	100.00%	1111.18%	139.74%	130.65%	203.71%	455.93%	114.32%

Notes to Schedule: assumptions applied to develp Actuarially Determined Contributions

Valuation Date	6/30/2023		6/30/2021	6/30/2019			7/1/2017	
Actuarial cost method	Entry Age		Entry Age	Entry Age Normal Level % of Pay			Entry Age Normal Level % of	
Amortization method	Level Dollar Open 30 yr period		Level $, Open 30 yr period	Level Dollar Open 30 yr period			Level % of Pay Closed 30 yr period	
Amortization period	30 years	30 years	30 years	30 years	30 years	30 years	21 Years	22 Years
Asset valuation method	Market Value		Market Value	Market Value			Market Value	
Inflation	2.50%		2.75%	2.75%			2.75%	
Healthcare cost trend rates	6.50% in 2025, decreases to 3.9% in 2075		6.50% in 2021, down 0.5% per yr to 5.0% in 2024	6.50% in 2021, stepping down 0.5% each yr to 5.0% in 2024			7.50% in 2019, stepping down 0.5% each year to 5.0% in 2024	
Salary increases	3.00%		3.00%	3.25%			3.25%	
Investment rate of return	6.15%		6.85%	6.85%			6.85%	7.00%
Retirement age	From 50 to 75		From 50 to 75	From 50 to 75			From 50 to 75	
Mortality	CalPERS 2021 Experience Study		CalPERS 2017 Exper Study	CalPERS 2017 Experience Study			CalPERS 2014 Experience Study	
Mortality Improvement (Generational)	MacLeod Watts Scale 2022		MacLeod Watts Scale 2020	MacLeod Watts Scale 2018			MacLeod Watts Scale 2018	

Accounting Information
(Continued)

Detail of Changes to Net Position

The chart below details changes to all components of Net Position.

Buena Park Library District	Total OPEB Liability (a)	Fiduciary Net Position (b)	Net OPEB Liability (Asset) (c) = (a) - (b)	(d) Deferred Outflows:				(e) Deferred Inflows:			Impact on Statement of Net Position (f) = (c) - (d) + (e)
				Assumption Changes	Plan Experience	Investment Experience	Deferred Contributions	Assumption Changes	Plan Experience	Investment Experience	
Balance at Fiscal Year Ending 6/30/2024 *Measurement Date 6/30/2023*	$ 2,144,959	$ 2,586,901	$ (441,942)	$ 176,175	$ -	$ 355,035	$ 44,622	$ 30,753	$ 403,851	$ 187,202	$ (395,968)
Changes During the Period:											
Service Cost	72,770		72,770								72,770
Interest Cost	133,376		133,376								133,376
Expected Investment Income		157,426	(157,426)								(157,426)
District Contributions		44,622	(44,622)								(44,622)
Changes of Benefit Terms	-		-								-
Administrative Expenses		(843)	843								843
Benefit Payments	(98,031)	(98,031)	-								-
Assumption Changes	(127,148)		(127,148)					127,148			-
Plan Experience	234,659		234,659		234,659						-
Investment Experience		126,545	(126,545)							126,545	-
Recognized Deferred Resources				(39,438)	(31,163)	(127,765)	(44,622)	(28,199)	(93,934)	(117,585)	3,270
Contributions After Measurement Date							47,341				(47,341)
Net Changes in Fiscal Year 2024-2025	215,626	229,719	(14,093)	(39,438)	203,496	(127,765)	2,719	98,949	(93,934)	8,960	(39,130)
Balance at Fiscal Year Ending 6/30/2025 *Measurement Date 6/30/2024*	$ 2,360,585	$ 2,816,620	$ (456,035)	$ 136,737	$ 203,496	$ 227,270	$ 47,341	$ 129,702	$ 309,917	$ 196,162	$ (435,098)

Accounting Information
(Continued)

Schedule of Deferred Outflows and Inflows of Resources

A listing of all deferred resource bases used to develop the Net Position and Pension Expense is shown below. Deferred Contributions are not shown.

Measurement Date: June 30, 2024

Deferred Outflow or (Inflow)						Scheduled Recognition in Expense						
Source	Date Created	Initial Amount	Period (Yrs)	Annual Recognition	Balance as of Jun 30, 2024	2023-24 (FYE 2025)	2024-25 (FYE 2026)	2025-26 (FYE 2027)	2026-27 (FYE 2028)	2027-28 (FYE 2029)	2028-29 (FYE 2030)	Thereafter
Assumption Changes	6/30/2019	(50,182)	5.92	(8,477)	-	(7,797)	-	-	-	-	-	-
	6/30/2021	58,835	6.69	8,794	23,659	8,794	8,794	8,794	6,071	-	-	-
	6/30/2022	205,010	6.69	30,644	113,078	30,644	30,644	30,644	30,644	21,146	-	-
	6/30/2023	(26,472)	7.53	(3,516)	(19,440)	(3,516)	(3,516)	(3,516)	(3,516)	(3,516)	(3,516)	(1,860)
	6/30/2024	(127,148)	7.53	(16,886)	(110,262)	(16,886)	(16,886)	(16,886)	(16,886)	(16,886)	(16,886)	(25,832)
Investment Earnings	6/30/2020	70,659	5.00	14,132	-	14,131	-	-	-	-	-	-
	6/30/2021	(454,762)	5.00	(90,952)	(90,954)	(90,952)	(90,954)	-	-	-	-	-
	6/30/2022	568,172	5.00	113,634	227,270	113,634	113,634	113,636	-	-	-	-
	6/30/2023	(6,620)	5.00	(1,324)	(3,972)	(1,324)	(1,324)	(1,324)	(1,324)	-	-	-
	6/30/2024	(126,545)	5.00	(25,309)	(101,236)	(25,309)	(25,309)	(25,309)	(25,309)	(25,309)	-	-
Plan Experience	6/30/2019	$ (164,581)	5.92	$ (27,801)	$ -	$ (25,576)	$ -	$ -	$ -	$ -	$ -	$ -
	6/30/2021	(160,434)	6.69	(23,981)	(64,510)	(23,981)	(23,981)	(23,981)	(16,548)	-	-	-
	6/30/2023	(334,161)	7.53	(44,377)	(245,407)	(44,377)	(44,377)	(44,377)	(44,377)	(44,377)	(44,377)	(23,522)
	6/30/2024	234,659	7.53	31,163	203,496	31,163	31,163	31,163	31,163	31,163	31,163	47,681

Accounting Information
(Continued)

District Contributions to the Plan

District contributions to the Plan occur as benefits are paid to or on behalf of retirees and/or as contributions are made to the OPEB trust. Benefit payments may occur in the form of direct payments for premiums ("explicit subsidies") and/or indirect payments to retirees in the form of higher premiums for active employees ("implicit subsidies"). For details on Important Background Information, see Appendices.

The District reported the following OPEB contributions paid during the measurement period.

For the Measurement Period, Jul 1, 2023 through Jun 30, 2024	Buena Park Library District
District	
(a) Contribution To CERBT	$ -
(b) Benefits Paid Directly To or On Behalf of Retirees	89,555
(c) Implicit Subsidy Payment	8,476
CERBT	
(d) Benefits Paid Directly To or On Behalf of Retirees	-
(e) Reimbursements to District	53,409
Total Benefits Paid During the MP, (b)+(c)+(d)	98,031
District Contribution During the MP, (a)+(b)+(c)-(e)	44,622

The District's OPEB benefits payments made after the measurement date but prior to the current fiscal year end in the chart below.

For the Fiscal Year, Jul 1, 2024 through Jun 30, 2025	Buena Park Library District
District	
(f) Contribution To CERBT	$ -
(g) Benefits Paid Directly To or On Behalf of Retirees	104,169
(h) Implicit Subsidy Payment	10,998
CERBT	
(i) Benefits Paid Directly To or On Behalf of Retirees	-
(j) Reimbursements to District	67,826
Total Benefits Paid During the Current FY, (g)+(h)+(i)	115,167
District Contribution During the Current FY, (f)+(g)+(h)-(j)	47,341

Accounting Information
(Continued)

Projected Benefit Payments (15-year projection)

The following is an estimate of other post-employment benefits to be paid on behalf of current retirees and current employees expected to retire from the District. Expected annual benefits have been projected on the basis of the actuarial assumptions outlined in Section 3.

These projections do not include any benefits expected to be paid on behalf of current active employees *prior to* retirement, nor do they include any benefits for potential *future employees* (i.e., those who might be hired in future years).

Projected Annual Benefit Payments							
Fiscal Year Ending June 30	Explicit Subsidy			Implicit Subsidy			Total
	Current Retirees	Future Retirees	Total	Current Retirees	Future Retirees	Total	
2025	$ 104,169	$ -	$ 104,169	$ 10,998	$ -	$ 10,998	$ 115,167
2026	90,065	11,594	101,659	8,519	6,732	15,251	116,910
2027	84,213	16,115	100,328	-	10,582	10,582	110,910
2028	85,187	18,186	103,373	-	5,982	5,982	109,355
2029	86,033	23,200	109,233	-	8,826	8,826	118,059
2030	86,724	27,918	114,642	-	12,170	12,170	126,812
2031	87,243	25,644	112,887	-	6,928	6,928	119,815
2032	87,565	31,085	118,650	-	10,865	10,865	129,515
2033	87,689	37,569	125,258	-	12,402	12,402	137,660
2034	87,599	45,131	132,730	-	14,298	14,298	147,028
2035	87,253	54,272	141,525	-	21,123	21,123	162,648
2036	86,631	58,330	144,961	-	20,314	20,314	165,275
2037	85,687	60,425	146,112	-	18,158	18,158	164,270
2038	84,340	71,058	155,398	-	26,556	26,556	181,954
2039	82,487	82,399	164,886	-	37,435	37,435	202,321

The amounts shown in the Explicit Subsidy table reflect the expected payment by the District toward retiree medical premiums in each of the years shown. The amounts are shown separately, and in total, for those retired on the valuation date ("current retirees") and those expected to retire after the valuation date ("future retirees").

The amounts shown in the Implicit Subsidy table reflect the estimated excess of retiree medical and prescription drug claims over the premiums expected to be charged during the year for retirees' coverage. These amounts are also shown separately and in total for those currently retired on the valuation date and for those expected to retire in the future.

Accounting Information
(Concluded)

Sample Journal Entries

OPEB Accounts at Beginning of Fiscal Year	*By Source* Debit	*By Source* Credit	*Sources Combined* Debit	*Sources Combined* Credit
Net OPEB Liability	441,942		441,942	
Deferred Outflow:				
Assumption Changes	176,175			
Plan Experience	-			
Investment Experience	355,035			
Contribution Subsequent to MD	44,622			
Deferred Outflows			575,832	
Deferred Inflow:				
Assumption Changes		30,753		
Plan Experience		403,851		
Investment Experience		187,202		
Deferred Inflows				621,806

Record Benefits Paid to Retirees	Debit	Credit
Net OPEB Liability	104,169	
Cash		104,169

Record Reimbursements from the Trust	Debit	Credit
Cash	67,826	
Net OPEB Liability		67,826

Record Implicit Subsidy Payment	Debit	Credit
Net OPEB Liability	10,998	
Premium Expense		10,998

Record End of Year Updates to OPEB Accounts	*By Source* Debit	*By Source* Credit	*Sources Combined* Debit	*Sources Combined* Credit
Net OPEB Liability		33,248		33,248
Deferred Outflow:				
Assumption Changes		39,438		
Plan Experience	203,496			
Investment Experience		127,765		
Contribution Subsequent to MD	2,719			
Deferred Outflows			39,012	
Deferred Inflow:				
Assumption Changes		98,949		
Plan Experience	93,934			
Investment Experience		8,960		
Deferred Inflows				13,975
OPEB Expense	8,211		8,211	

D. Funding Information

Prefunding (setting aside funds to accumulate in an irrevocable OPEB trust) has certain advantages, one of which is the ability to (potentially) use a higher discount rate in the determination of liabilities for GASB 75 reporting purposes. The District has been prefunding its OPEB liability by contributing 100% or more of the Actuarially Determined Contribution (ADC) each year.

Different terminology is sometimes used by actuaries and accountants when referring to key liability and expense components. Here are some of these terms which are often interchangeable:

Actuarial Funding Terminology	GASB 75 Terminology
Present Value of Projected Benefits (PVPB)	N/A; typically not reported for accounting purposes
Actuarially Accrued Liability (AAL)	Total OPEB Liability (TOL)
Market Value of Assets	Fiduciary Net Position
Unfunded Actuarially Accrued Liability (UAAL)	Net OPEB Liability
Normal Cost	Service Cost

The District approved development of Actuarially Determined Contributions (ADC) based on the following two components, which are then adjusted with interest to the District's fiscal year end:

- The amounts attributed to service performed in the current fiscal year (the normal cost) and
- Amortization of the unfunded actuarial accrued liability (UAAL).

The ADC determined for the District's fiscal year ending June 30, 2025 was developed based on the June 30, 2023 actuarial valuation using a 6.15% discount rate. A summary is shown below:

Discount Rate	**6.15%**
Actuarial Accrued Liability (projected)	$ 2,253,075
Actuarial Value of Assets (projected)	2,689,572
Unfunded Actuarial Accrued Liability (UAAL)	(436,497)
Amortization Factor*	14.3798
Actuarially Determined Contribution for FYE 2025	
Normal Cost	74,953
Amortization of UAAL	(30,355)
Interest to Fiscal Year End	2,743
Total ADC	**$ 47,341**

*Determined on a level dollar basis over an open 30 year period

The ADC determined on this basis should provide for trust sufficiency, based on the current plan provisions and employee data, if all assumptions are exactly realized and providing that the District contribute 100% or more of the total ADC each year. When an agency commits to funding the trust at or above the ADC, GASB 75 allows use of the expected long term trust return to be used as the discount rate in determining the plan liability. Even so, the ADC developed on this basis does not guarantee trust sufficiency due to the non-trivial risk that the assumptions used to determine plan contributions may not be realized.

E. Certification

The purpose of this report is to provide actuarial information in compliance with Statement 75 of the Governmental Accounting Standards Board (GASB 75) for other postemployment benefits provided by the Buena Park Library District (the District). We summarized the benefits in this report and our calculations were based on our understanding of the benefits described herein.

In preparing this report we relied without audit on information provided by the District. This information includes, but is not limited to, plan provisions, census data, and financial information. We performed a limited review of this data and found the information to be reasonably consistent. The accuracy of this report is dependent on this information and if any of the information we relied on is incomplete or inaccurate, then the results reported herein will be different from any report relying on more accurate information.

We consider the actuarial assumptions and methods used in this report to be individually reasonable under the requirements imposed by GASB 75 and taking into consideration reasonable expectations of plan experience. The results provide an estimate of the plan's financial condition at one point in time. Future actuarial results may be significantly different due to a variety of reasons including, but not limited to, demographic and economic assumptions differing from future plan experience, changes in plan provisions, changes in applicable law, or changes in the value of plan benefits relative to other alternatives available to plan members.

Alternative assumptions may also be reasonable; however, demonstrating the range of potential plan results based on alternative assumptions was beyond the scope of our assignment except to the limited extent required by GASB 75. Plan results for accounting purposes may be materially different than results obtained for other purposes such as plan termination, liability settlement, or underlying economic value of the promises made by the plan.

This report is prepared solely for the use and benefit of the District and may not be provided to third parties without prior written consent of MacLeod Watts. Exceptions are: The District may provide copies of this report to their professional accounting and legal advisors who are subject to a duty of confidentiality, and the District may provide this work to any party if required by law or court order. No part of this report should be used as the basis for any representations or warranties in any contract or agreement without the written consent of MacLeod Watts.

The undersigned actuaries are unaware of any relationship that might impair the objectivity of this work. Nothing within this report is intended to be a substitute for qualified legal or accounting counsel. The signing actuaries are members of the American Academy of Actuaries and meet the qualification standards for rendering this opinion.

Signed: July 7, 2025

Catherine L. MacLeod, FSA, FCA, MAAA

Michael J. Papendieck, EA, ACA, MAAA

F. Supporting Information

Section 1 - Summary of Employee Data

Active employees: The District reported 19 active members in the data provided to us for the June 2023 valuation. Of these, 14 were enrolled in the medical program, with 5 waiving coverage.

Distribution of Benefits-Eligible Active Employees								
	Years of Service							
Current Age	Under 1	1 to 4	5 to 9	10 to 14	15 to 19	20 & Up	Total	Percent
Under 25							0	0%
25 to 29		1	1				2	11%
30 to 34							0	0%
35 to 39	1	1	3		1		6	32%
40 to 44		1	1		1	1	4	21%
45 to 49		1	1				2	11%
50 to 54			2				2	11%
55 to 59						1	1	5%
60 to 64				1			1	5%
65 to 69					1		1	5%
70 & Up							0	0%
Total	1	4	8	1	3	2	**19**	**100%**
Percent	5%	21%	42%	5%	16%	11%	**100%**	

Valuation	June 2021	June 2023
Average Attained Age for Actives	44.2	44.1
Average Years of Service	10.3	9.7

Retirees: There were also 14 retirees receiving benefits under this program on the valuation date. Their ages are summarized in the chart below.

Retirees by Age		
Current Age	Number	Percent
Below 50	0	0%
50 to 54	0	0%
55 to 59	0	0%
60 to 64	2	14%
65 to 69	1	7%
70 to 74	7	50%
75 to 79	3	21%
80 & up	1	7%
Total	**14**	**100%**
Average Age:		
On 6/30/2023	73.2	
At retirement	60.5	

Supporting Information
(Continued)

Section 1 - Summary of Employee Data
(continued)

Summary of Plan Member Counts: The numbers of those members currently or potentially eligible to receive benefits under the OPEB plan are required to be reported in the notes to the financial statements.

Summary of Plan Member Counts	
Number of active plan members	19
Number of inactive plan members currently receiving benefits	14
Number of inactive plan members entitled to but not receiving benefits	4

Supporting Information
(Continued)

Section 2 - Summary of Retiree Benefit Provisions

OPEB provided: The District reported that the only coverage provided is retiree medical coverage[3].

Benefits excluded from this valuation: If vision coverage is selected, the retiree must pay 100% of the premiums. No OPEB liability is created for retiree vision coverage, so it is not considered in this report.

Access to coverage: Medical coverage is currently provided through CalPERS as permitted under the Public Employees' Medical and Hospital Care Act (PEMHCA). This coverage requires the employee to satisfy the requirements for retirement under CalPERS: either (a) attainment of age 50 (if Classic) or age 52 (if PEPRA) with 5 years of State or public agency service or (b) an approved disability retirement.

The employee must begin his or her retirement (pension) benefit within 120 days of ending their employment with the District to be eligible to continue medical coverage through the agency and be entitled to the benefits described below. It is the timing of initiating retirement benefits and not enrollment in the medical program which determines whether a District retiree qualifies for lifetime medical coverage and any benefits defined in the PEMHCA resolution.

Once eligible, coverage may be continued at the retiree's option for his or her lifetime. A surviving spouse and other eligible dependents may also continue coverage. If an eligible retiree is not already enrolled in the medical plan, he or she may enroll within 60 days of retirement or during any future open enrollment period.

District-Paid Benefits: The current PEMHCA resolution defines the District's contribution toward the medical plan premiums for both active and retired employees to be 100% of single coverage premium, not to exceed the Kaiser Basic or Supplemental premium in Region 2, plus (up to) $250 per month toward dependent premiums. Benefits continue to an enrolled surviving spouse if eligible for survivor pension benefits.

Current premium rates: The 2025 CalPERS monthly medical plan rates for Region 2 are shown in the table below. The additional CalPERS administration fee is assumed to be separately expensed each year and has not been projected as an OPEB liability in this valuation.

Region 2 2025 Health Plan Rates						
	Actives and Pre-Med Retirees			Medicare Eligible Retirees		
Plan	Ee Only	Ee & 1	Ee & 2+	Ee Only	Ee & 1	Ee & 2+
Kaiser*	944.34	1,888.68	2,455.28	408.31	816.62	1,383.22
PERS Gold	864.75	1,729.50	2,248.35	546.13	1,092.26	1,611.11
PERS Platinum	1,258.76	2,517.52	3,272.78	584.70	1,169.40	1,924.66

**Medicare rates shown are for Kaiser Senior Advantage Summit*

[3] The District does not provide vision coverage to retirees, except when they elect a CalPERS Medicare plan that includes vision benefits.

Supporting Information
(Continued)

Section 3 - Actuarial Methods and Assumptions

The ultimate real cost of an employee benefit plan is the value of all benefits and other expenses of the plan over its lifetime. These payments depend only on the terms of the plan and the administrative arrangements adopted. The actuarial assumptions are used to estimate the cost of these benefits; the funding method spreads the expected costs on a level basis over the life of the plan.

Important Dates

Fiscal Year End	June 30, 2025
GASB 75 Measurement Date	June 30, 2024 (last day of the prior fiscal year)
Valuation Date	June 30, 2023

Valuation Methods

Funding Method	Entry Age Normal Cost, level percent of pay
Asset Valuation Method	Market value of assets
Participants Valued	Only current active employees and retired participants and covered dependents are valued. No future entrants are considered in this valuation.
Development of Age-related Medical Premiums	Actual premium rates for retirees and their spouses were adjusted to an age-related basis by applying medical claim cost factors developed from the data presented in the report, "Health Care Costs – From Birth to Death", sponsored by the Society of Actuaries. A description of the use of claims cost curves can be found in MacLeod Watts's Age Rating Methodology (Appendix 2 to this report). Pre-Medicare retiree premiums are blended with premiums for active members. Medicare-eligible retirees are covered by plans which are rated solely on the experience of Medicare retirees with no subsidy by active employee premiums. Monthly baseline premium costs were set equal to the single premiums shown in the chart in Section 2. Representative claim costs derived from the dataset provided by CalPERS are shown in the chart on the following page. Estimated age-based claims were applied (a) for all retirees not yet eligible for Medicare and (b) for Medicare retirees covered by Medicare Supplement plans.

Supporting Information
(Continued)

Section 3 - Actuarial Methods and Assumptions

Development of Age-related
Medical Premiums (continued)

Region	Medical Plan	Expected Monthly Claims by Medical Plan for Selected Ages - Male											
		Non-Medicare Retirees					Medicare Retirees						
		50	53	56	59	62	65	70	75	80	85	90	95
Region 2	Kaiser	853	1,006	1,169	1,340	1,523	*Claims not developed for Medicare Advantage plans*						
	PERS Gold	906	1,069	1,241	1,422	1,617	469	526	571	598	590	564	559
	PERS Platinum	1,248	1,472	1,710	1,960	2,228	497	557	605	634	626	598	593
Region 3	Anthem Select HMO	$ 893	$ 1,053	$ 1,223	$ 1,401	$ 1,593	*Claims not developed for Medicare Advantage plans*						
	Kaiser	846	997	1,159	1,328	1,510	*Claims not developed for Medicare Advantage plans*						
	PERS Gold	908	1,071	1,244	1,426	1,621	469	526	571	598	590	564	559
Out of State	PERS Platinum	938	1,106	1,285	1,473	1,674	497	557	605	634	626	598	593

Region	Medical Plan	Expected Monthly Claims by Medical Plan for Selected Ages - Female											
		Non-Medicare Retirees					Medicare Retirees						
		50	53	56	59	62	65	70	75	80	85	90	95
Region 2	Kaiser	1,058	1,161	1,250	1,351	1,489	*Claims not developed for Medicare Advantage plans*						
	PERS Gold	1,123	1,233	1,327	1,434	1,581	449	508	550	575	580	568	559
	PERS Platinum	1,547	1,699	1,828	1,976	2,178	476	539	583	609	615	602	592
Region 3	Anthem Select HMO	$ 1,106	$ 1,215	$ 1,307	$ 1,413	$ 1,557	*Claims not developed for Medicare Advantage plans*						
	Kaiser	1,048	1,151	1,239	1,339	1,476	*Claims not developed for Medicare Advantage plans*						
	PERS Gold	1,126	1,236	1,330	1,438	1,585	449	508	550	575	580	568	559
Out of State	PERS Platinum	1,163	1,277	1,374	1,485	1,637	476	539	583	609	615	602	592

Supporting Information
(Continued)

Section 3 - Actuarial Methods and Assumptions

Economic Assumptions

Long Term Return on Assets	6.55% as of June 30, 2024 and 6.15% as of June 30, 2023
Discount Rate	6.55% as of June 30, 2024 and 6.15% as of June 30, 2023
General Inflation Rate	2.5% per year
Salary Increase	3.0% per year. Since benefits do not depend on salary, this is used to allocate the cost of benefits between service years.
Healthcare Trend	Medical plan premiums and estimated claims costs by age are assumed to increase once each year. The increases over the prior year's levels are assumed to be effective on the dates shown below:

Effective January 1	Premium Increase	Effective January 1	Premium Increase
2025	Actual	2044-2049	4.7%
2026	6.0%	2050-2059	4.6%
2027	5.5%	2060-2065	4.5%
2028	5.4%	2066-2067	4.4%
2029	5.3%	2068-2069	4.3%
2030	5.2%	2070	4.2%
2031	5.1%	2071-2072	4.1%
2032-2037	5.0%	2073-2074	4.0%
2038-2039	4.9%	2075	3.9%
2040-2043	4.8%	& Later	3.9%

The healthcare trend shown above was developed using the Getzen Model 2023 published by the Society of Actuaries using the following settings: CPI 2.5%; Real GDP Growth 1.4%; Excess Medical Growth 1.0%; Expected Health Share of GDP in 2032 20%; Resistance Point 21%; Year after which medical growth is limited to growth in GDP 2075.

Assumed increases on Benefits for dependents	Based on observed prior history and the District's stated intent, we assumed no increases to the current $250 per month benefit provided to one eligible dependent of each retiree.

Supporting Information
(Continued)

Section 3 - Actuarial Methods and Assumptions

Participant Election Assumptions

Participation Rate	*Currently enrolled active employees*: 100% of all active employees are assumed to continue their current plan election in retirement. *Active employees currently waiving coverage:* 75% are assumed to elect coverage in the Kaiser HMO plan in Region 2 at or prior to retirement. *Retired participants*: Existing medical plan elections are assumed to continue until the retiree's death.
Spouse Coverage	*Active employees:* 75% are assumed to be married when they retire and to elect coverage for their spouse. Surviving spouses are assumed to continue coverage until their death. Husbands are assumed to be 3 years older than their wives. *Retired participants*: Existing elections for spouse coverage are assumed to continue until the spouse's death. Actual spouse ages are used, where known; if not, husbands are assumed to be 3 years older than their wives.
Medicare Eligibility	Absent contrary data, all individuals are assumed to be eligible for Medicare Parts A and B at age 65.

Demographic Assumptions

Demographic actuarial assumptions used in this valuation are based on the 2021 experience study of the California Public Employees Retirement System using data from 1997 to 2019, except for a different basis used to project future mortality improvements.

Mortality Improvement: MacLeod Watts Scale 2022 applied generationally from 2017 (see Appendices)

Service Retirement Rates

Enrollment Level	CalPERS
Classic, hired prior to 1/1/2011	2.0% @ 55
Classic, hired on or after 1/1/2011	2.0% @ 60
PEPRA	2.0% @ 62

For sample rates of assumed mortality, service and disability retirement and separation (termination) prior to retirement at selected ages, please refer to our June 30, 2023, valuation report and/or the CalPERS experience study referenced above.

Supporting Information
(Concluded)

Section 3 - Actuarial Methods and Assumptions

Software and Models Used in the Valuation

ProVal - MacLeod Watts utilizes ProVal, a licensed actuarial valuation software product from Winklevoss Technologies (WinTech) to project future retiree benefit payments and develop the OPEB liabilities presented in this report. ProVal is widely used by the actuarial community. We review results at the plan level and for individual sample lives and find them to be reasonable and consistent with the results we expect. We are not aware of any material inconsistencies or limitations in the software that would affect this actuarial valuation.

Age-based premiums model – developed internally and reviewed by an external consultant at the time it was developed. See discussion on Development of Age-Related Medical Premiums and Appendices.

Getzen model – published by the Society of Actuaries; used to derive medical trend assumptions described earlier in this section.

Changes in assumptions or methods as of the Measurement Date

Trust rate of return and discount rate	Increased from 6.15% to 6.55%, reflecting updated long-term rates of return provided by CalPERS in June 2024

Plan Experience Reflected on the Measurement Date

Medical Premiums	Actual 2025 premium rates were higher than expected; we reflected the actual increases for each plan in this report in place of an assumed 6.5% increase over the 2024 premium rates.

Appendix 1: Important Background Information

General Types of Other Post-Employment Benefits (OPEB)

Post-employment benefits other than pensions (OPEB) comprise a part of compensation that employers offer for services received. The most common OPEB are medical, prescription drug, dental, vision, and/or life insurance coverage. Other OPEB may include outside group legal, long-term care, or disability benefits outside of a pension plan. OPEB does not generally include COBRA, vacation, sick leave (unless converted to defined benefit OPEB), or other direct retiree payments.

A direct employer payment toward the cost of OPEB benefits is referred to as an "explicit subsidy". In addition, if claims experience of employees and retirees are pooled when determining premiums, retiree premiums are based on a pool of members which, on average, are younger and healthier. For certain types of coverage such as medical insurance, this results in an "implicit subsidy" of retiree premiums by active employee premiums since the retiree premiums are lower than they would have been if retirees were insured separately. GASB 75 and Actuarial Standards of Practice generally require that an implicit subsidy of retiree premium rates be valued as an OPEB liability.

<table>
<tr><td colspan="3">Expected retiree claims</td></tr>
<tr><td colspan="2">Premium charged for retiree coverage</td><td>Covered by higher active premiums</td></tr>
<tr><td>Retiree portion of premium</td><td>Agency portion of premium
Explicit subsidy</td><td>Implicit subsidy</td></tr>
</table>

This chart shows the sources of funds needed to cover expected medical claims for pre-Medicare retirees. The portion of the premium paid by the Agency does not impact the amount of the implicit subsidy.

Under GASB 45, for actuarial valuations dated prior to March 31, 2015, an exception allowed plan employers with a very small membership in a large "community-rated" healthcare program to avoid reporting of implicit subsidy liability. Following a change in Actuarial Standards of Practice and in accordance with GASB 75 requirements, this exception is no longer available.

Valuation Process

The valuation was based on employee census data and benefits provided by the District. A summary of the employee data is provided in Section 1 and a summary of the benefits provided under the Plan is provided in Section 2. While individual employee records were reviewed to verify that they are reasonable in various respects, the data has not been audited, and we have otherwise relied on the District as to its accuracy. The valuation was based on the actuarial methods and assumptions described in Section 3.

In developing the projected benefit values and liabilities, we first determine an expected premium or benefit stream over the employee's future retirement. Benefits may include both direct employer payments (explicit subsidies) and/or an implicit subsidy, arising when retiree premiums are expected to be subsidized by active employee premiums. The projected benefit streams reflect assumed trends

Important Background Information
(Continued)

in the cost of those benefits and assumptions as to the expected date(s) when benefits will end. We then apply assumptions regarding:

- The probability that each individual employee will or will not continue in service to receive benefits.
- The probability of when such retirement will occur for each retiree, based on current age, service and employee type; and
- The likelihood that future retirees will or will not elect retiree coverage (and benefits) for themselves and/or their dependents.

We then calculate the present value of these benefits by discounting the value of each future expected benefit payment, multiplied by the assumed expectation that it will be paid, back to the valuation date using the discount rate. These benefit projections and liabilities have a very long time horizon. The final payments for currently active employees may not be made for many decades.

The resulting present value for each employee is allocated as a level percent of payroll each year over the employee's career using the entry age normal cost method and the amounts for each individual are then summed to get the results for the entire plan. This creates a cost expected to increase each year as payroll increases. Amounts attributed to prior fiscal years form the "Total OPEB Liability". The OPEB cost allocated for active employees in the current year is referred to as "Service Cost".

Where contributions have been made to an irrevocable OPEB trust, the accumulated value of trust assets ("Fiduciary Net Position") is applied to offset the "Total OPEB Liability", resulting in the "Net OPEB Liability". If a plan is not being funded, then the Net OPEB Liability is equal to the Total OPEB Liability.

It is important to remember that an actuarial valuation is, by its nature, a projection of one possible future outcome based on many assumptions. To the extent that actual experience is not what we assumed, future results will differ. Some possible sources of future differences may include:

- A significant change in the number of covered or eligible plan members;
- A significant increase or decrease in the future premium rates;
- A change in the subsidy provided by the Agency toward retiree premiums;
- Longer life expectancies of retirees;
- Significant changes in estimated retiree healthcare claims by age, relative to healthcare claims for active employees and their dependents;
- Higher or lower returns on plan assets or contribution levels other than were assumed; and/or
- Changes in the discount rate used to value the OPEB liability

Important Background Information
(Continued)

Requirements of GASB 75

The Governmental Accounting Standards Board (GASB) issued GASB Statement No. 75, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. This Statement establishes standards for the measurement, recognition, and disclosure of OPEB expense and related liabilities (assets), note disclosures, and required supplementary information (RSI) in the financial reports of state and local governmental employers.

Important Dates

GASB 75 requires that the information used for financial reporting falls within prescribed timeframes. Actuarial valuations of the total OPEB liability are generally required at least every two years. If a valuation is not performed as of the Measurement Date, then liabilities are required to be based on roll forward procedures from a prior valuation performed no more than 30 months and 1 day prior to the most recent year-end. In addition, the net OPEB liability is required to be measured as of a date no earlier than the end of the prior fiscal year (the "Measurement Date").

Recognition of Plan Changes and Gains and Losses

Under GASB 75, gains and losses related to changes in Total OPEB Liability and Fiduciary Net Position are recognized in OPEB expense systematically over time.

- *Timing of recognition*: Changes in the Total OPEB Liability relating to changes in plan benefits are recognized immediately (fully expensed) in the year in which the change occurs. Gains and Losses are amortized, with the applicable period based on the type of gain or loss. The first amortized amounts are recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense.

- *Deferred recognition periods:* These periods differ depending on the source of the gain or loss.

Difference between projected and actual trust earnings:	5-year straight-line recognition
All other amounts:	Straight-line recognition over the expected average remaining service lifetime (EARSL) of all members that are provided with benefits, determined as of the beginning of the Measurement Period. In determining the EARSL, all active, retired and inactive (vested) members are counted, with the latter two groups having 0 remaining service years.

Important Background Information
(Continued)

Implicit Subsidy Plan Contributions

An implicit subsidy occurs when estimated retiree claims exceed the premiums charged for retiree coverage. When this occurs, we expect part of the premiums paid for active employees to cover a portion of retiree claims. This transfer represents the current year's "implicit subsidy". Because GASB 75 treats payments to an irrevocable trust *or directly to the insurer* as employer contributions, each year's implicit subsidy is treated as a contribution toward the payment of retiree benefits.

The following hypothetical example illustrates this treatment:

Hypothetical Illustration of Implicit Subsidy Recognition	For Active Employees	For Retired Employees
Prior to Implicit Subsidy Adjustment		
Premiums Paid by Agency During Fiscal Year	$ 411,000	$ 48,000
Accounting Treatment	Compensation Cost for Active Employees	Contribution to Plan & Benefits Paid from Plan
After Implicit Subsidy Adjustment		
Premiums Paid by Agency During Fiscal Year	$ 411,000	$ 48,000
Implicit Subsidy Adjustment	(23,000)	23,000
Accounting Cost of Premiums Paid	$ 388,000	$ 71,000
Accounting Treatment Impact	Reduces Compensation Cost for Active Employees	Increases Contributions to Plan & Benefits Paid from Plan

The example above shows that total payments toward active and retired employee healthcare premiums is the same, but for accounting purposes part of the total is shifted from actives to retirees. This shifted amount is recognized as an OPEB contribution and reduces the current year's premium expense for active employees.

Discount Rate

When the financing of OPEB liabilities is on a pay-as-you-go basis, GASB 75 requires that the discount rate used for valuing liabilities be based on the yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher (or equivalent quality on another rating scale). When a plan sponsor makes regular, sufficient contributions to a trust in order to prefund the OPEB liabilities, GASB 75 allows use of a rate up to the expected rate of return of the trust. Therefore, prefunding has an advantage of potentially being able to report overall lower liabilities due to future expected benefits being discounted at a higher rate.

Important Background Information
(Concluded)

Actuarial Funding Method and Assumptions

The "ultimate real cost" of an employee benefit plan is the value of all benefits and other expenses of the plan over its lifetime. These expenditures are dependent only on the terms of the plan and the administrative arrangements adopted, and as such are not affected by the actuarial funding method.

The actuarial funding method attempts to spread recognition of these expected costs on a level basis over the life of the plan, and as such sets the "incidence of cost". GASB 75 specifically requires that the actuarial present value of projected benefit payments be attributed to periods of employee service using the Entry Age Actuarial Cost Method, with each period's service cost determined as a level percentage of pay.

The results of this report may not be appropriate for other purposes, where other assumptions, methodology and/or actuarial standards of practice may be required or more suitable.

Appendix 2: MacLeod Watts Age Rating Methodology

Both accounting standards (e.g., GASB 75) and actuarial standards (e.g., ASOP 6) require that expected retiree claims, not just premiums paid, be reflected in most situations where an actuary is calculating retiree healthcare liabilities. Unfortunately, the actuary is often required to perform these calculations without any underlying claims information. In most situations, the information is not available, but even when available, the information may not be credible due to the size of the group being considered.

Actuaries have developed methodologies to approximate healthcare claims from the premiums being paid by the plan sponsor. Any methodology requires adopting certain assumptions and using general studies of healthcare costs as substitutes when there is a lack of credible claims information for the specific plan being reviewed.

Premiums paid by sponsors are often uniform for all employee and retiree ages and genders, with a drop in premiums for those participants who are Medicare-eligible. While the total premiums are expected to pay for the total claims for the insured group, on average, the premiums charged would not be sufficient to pay for the claims of older insureds and would be expected to exceed the expected claims of younger insureds. An age-rating methodology takes the typically uniform premiums paid by plan sponsors and spreads the total premium dollars to each age and gender intended to better approximate what the insurer might be expecting in actual claims costs at each age and gender.

The process of translating premiums into expected claims by age and gender generally follows the steps below.

1. *Obtain or Develop Relative Medical Claims Costs by Age, Gender, or other categories that are deemed significant*. For example, a claims cost curve might show that, if a 50-year-old male has $1 in claims, then on average a 50-year-old female has claims of $1.25, a 30-year male has claims of $0.40, and an 8-year-old female has claims of $0.20. The claims cost curve provides such relative costs for each age, gender, or any other significant factor the curve might have been developed to reflect. Section 3 provides the source of information used to develop such a curve and shows sample relative claims costs developed for the plan under consideration.
2. *Obtain a census of participants, their chosen medical coverage, and the premium charged for their coverage.* An attempt is made to find the group of participants that the insurer considered in setting the premiums they charge for coverage. That group includes the participant and any covered spouses and children. When information about dependents is unavailable, assumptions must be made about spouse age and the number and age of children represented in the population. These assumptions are provided in Section 3.
3. *Spread the total premium paid by the group to each covered participant or dependent based on expected claims.* The medical claims cost curve is used to spread the total premium dollars paid by the group to each participant reflecting their age, gender, or other relevant category. After this step, the actuary has a schedule of expected claims costs for each age and gender for the current premium year. It is these claims costs that are projected into the future by medical cost inflation assumptions when valuing expected future retiree claims.

The methodology described above is dependent on the data and methodologies used in whatever study might be used to develop claims cost curves for any given plan sponsor. These methodologies and assumptions can be found in the referenced paper cited as a source in the valuation report.

Appendix 3: MacLeod Watts Mortality Projection Methodology

Actuarial standards of practice (e.g., ASOP 35, Selection of Demographic and Other Noneconomic Assumptions for Measuring Pension Obligations, and ASOP 6, Measuring Retiree Group Benefits Obligations) indicate that the actuary should reflect the effect of mortality improvement (i.e., longer life expectancies in the future), both before and after the measurement date. The development of credible mortality improvement rates requires the analysis of large quantities of data over long periods of time. Because it would be extremely difficult for an individual actuary or firm to acquire and process such extensive amounts of data, actuaries typically rely on large studies published periodically by organizations such as the Society of Actuaries or Social Security Administration.

As noted in a recent actuarial study on mortality improvement, key principles in developing a credible mortality improvement model would include the following:

(1) Short-term mortality improvement rates should be based on recent experience.
(2) Long-term mortality improvement rates should be based on expert opinion.
(3) Short-term mortality improvement rates should blend smoothly into the assumed long-term rates over an appropriate transition period.

The **MacLeod Watts Scale 2022** was developed from a blending of data and methodologies found in two published sources: (1) the Society of Actuaries Mortality Improvement Scale MP-2021 Report, published in October 2021 and (2) the demographic assumptions used in the 2021 Annual Report of the Board of Trustees of the Federal Old-Age and Survivors Insurance and Federal Disability Insurance Trust Funds, published August 2021.

MacLeod Watts Scale 2022 is a two-dimensional mortality improvement scale reflecting both age and year of mortality improvement. The underlying base scale is Scale MP-2021 which has two segments – (1) historical improvement rates for the period 1951-2017 and (2) an estimate of future mortality improvement for years 2018-2020 using the Scale MP-2021 methodology but utilizing the assumptions obtained from Scale MP-2015. The MacLeod Watts scale then transitions from the 2020 improvement rate to the Social Security Administration (SSA) Intermediate Scale linearly over the 10-year period 2021-2030. After this transition period, the MacLeod Watts Scale uses the constant mortality improvement rate from the SSA Intermediate Scale from 2030-2044. The SSA's Intermediate Scale has a final step down in 2045 which is reflected in the MacLeod Watts scale for years 2045 and thereafter. Over the ages 95 to 118, the SSA improvement rate is graded to zero.

Scale MP-2021 can be found at the SOA website and the projection scales used in the 2021 Social Security Administrations Trustees Report at the Social Security Administration website.

Glossary

Actuarial Funding Method – A procedure which calculates the actuarial present value of plan benefits and expenses, and allocates these expenses to time periods, typically as a normal cost and an actuarial accrued liability

Actuarial Present Value of Projected Benefits (APVPB) – The amount presently required to fund all projected plan benefits in the future. This value is determined by discounting the future payments by an appropriate interest rate and the probability of nonpayment.

CalPERS – Many state governments maintain a public employee retirement system; CalPERS is the California program, covering all eligible state government employees as well as other employees of other governments within California who have elected to join the system

Defined Benefit (DB) – A pension or OPEB plan which defines the monthly income or other benefit which the plan member receives at or after separation from employment

Defined Contribution (DC) – A pension or OPEB plan which establishes an individual account for each member and specifies how contributions to each active member's account are determined and the terms of distribution of the account after separation from employment

Discount Rate - Interest rate used to discount future potential benefit payments to the valuation date. Under GASB 75, if a plan is prefunded, then the discount rate is equal to the expected trust return. If a plan is not prefunded (pay-as-you-go), then the rate of return is based on a yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

Expected Average Remaining Service Lifetime (EARSL) – Average of the expected remaining service lives of all employees that are provided with benefits through the OPEB plan (active employees and inactive employees), beginning in the current period

Entry Age Actuarial Cost Method – An actuarial funding method where, for each individual, the actuarial present value of benefits is levelly spread over the individual's projected earnings or service from entry age to the last age at which benefits can be paid

Excise Tax – The Affordable Care Act created an excise tax on the value of employer sponsored coverage which exceeds certain thresholds ("Cadillac Plans"). The tax was repealed in December 2019.

Explicit Subsidy – The projected dollar value of future retiree healthcare costs expected to be paid directly by the Employer, e.g., the Employer's payment of all or a portion of the monthly retiree premium billed by the insurer for the retiree's coverage

Fiduciary Net Position –The value of trust assets used to offset the Total OPEB Liability to determine the Net OPEB Liability.

Government Accounting Standards Board (GASB) – A private, not-for-profit organization which develops generally accepted accounting principles (GAAP) for U.S. state and local governments.

Health Care Trend – The assumed rate(s) of increase in future dollar values of premiums or healthcare claims, attributable to increases in the cost of healthcare; contributing factors include medical inflation, frequency or extent of utilization of services and technological developments.

Implicit Subsidy – The projected difference between future retiree claims and the premiums to be charged for retiree coverage; this difference results when the claims experience of active and retired employees are pooled together, and a 'blended' group premium rate is charged for both actives and retirees; a portion of the active employee premiums subsidizes the retiree premiums.



Glossary
(Continued)

Net OPEB Liability (NOL) – The liability to employees for benefits provided through a defined benefit OPEB. Only assets administered through a trust that meet certain criteria may be used to reduce the Total OPEB Liability.

Net Position – The Impact on Statement of Net Position is the Net OPEB Liability adjusted for deferred resource items

OPEB Expense – The OPEB expense reported in the Agency's financial statement. OPEB expense is the annual cost of the plan recognized in the financial statements.

Other Post-Employment Benefits (OPEB) – Post-employment benefits other than pension benefits, most commonly healthcare benefits but also including life insurance if provided separately from a pension plan

Pay-As-You-Go (PAYGO) – Contributions to the plan are made at about the same time and in about the same amount as benefit payments and expenses coming due

PEMHCA – The Public Employees' Medical and Hospital Care Act, established by the California legislature in 1961, provides community-rated medical benefits to participating public employers. Among its extensive regulations are the requirements that a contracting Agency contribute toward medical insurance premiums for retired annuitants and that a contracting Agency file a resolution, adopted by its governing body, with the CalPERS Board establishing any new contribution.

Plan Assets – The value of cash and investments considered as 'belonging' to the plan and permitted to be used to offset the AAL for valuation purposes. To be considered a plan asset, GASB 75 requires (a) contributions to the OPEB plan be irrevocable, (b) OPEB assets to dedicated to providing OPEB benefit to plan members in accordance with the benefit terms of the plan, and (c) plan assets be legally protected from creditors, the OPEB plan administrator and the plan members.

Public Agency Miscellaneous (PAM) – Non-safety public employees.

Select and Ultimate – Actuarial assumptions which contemplate rates which differ by year initially (the select period) and then stabilize at a constant long-term rate (the ultimate rate)

Service Cost – Total dollar value of benefits expected to be earned by plan members in the current year, as assigned by the actuarial funding method; also called normal cost

Total OPEB Liability (TOL) – Total dollars required to fund all plan benefits attributable to service rendered as of the valuation date for current plan members and vested prior plan members; a subset of "Actuarial Present Value"

Vesting – As defined by the plan, requirements which when met make a plan benefit nonforfeitable on separation of service before retirement eligibility

Date: August 5, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Ann Thompson, Library Services Manager
Martin Lebria, IT System Specialist
Subject: Cisco Meraki Network Cloud Management System

Recommended Action:
Agenda Item 19

Approve a 5-year renewal agreement with MGT Impact Solutions (formerly AMS.NET, LLC) for the Cisco Meraki Network Cloud Management System in the amount of $35,802.00, billed annually at $7,160.40.

Background:

In FY 2020–2021, the Buena Park Library District contracted with AMS.NET, LLC (now doing business as MGT Impact Solutions) to upgrade the District's internal network infrastructure. As part of this project, a cloud-managed Cisco Meraki subscription license and support package was procured to manage our new Meraki network switches and firewall. These licenses are part of Meraki's MS Series Software as a Service (SaaS) cloud management system that supports all internal and public network functions, including staff and public Wi-Fi, hardwired connections for public and staff computers, and the firewall that secures the District's internal network. Procurement was secured through the use of the FOCUS (Fast Open Contracts Utilization Services) program under State of California procurement guidelines (Gov. Code 25330-25338), a competitively bid procurement vehicle for counties, cities, schools, and special districts to use in the direct purchase of their technology needs through established public entity (County) contracts. The original 5-year contract is now expiring and requires renewal to maintain uninterrupted service.

Discussion:

The proposed 5-year renewal agreement ensures continued access to the Cisco Meraki cloud-managed network system. This system is essential for the daily operations of the

Library, supporting both public and staff connectivity, secure internet access, and protection against cybersecurity threats.

The annual cost of $7,160.40 will be billed by MGT Impact Solutions. This amount is necessary to maintain a critical infrastructure system that underpins nearly all digital services provided by the Library.

Failure to renew the Cisco Meraki network management subscription would result in loss of network management capabilities, increased cybersecurity vulnerabilities, disruption of public and staff Internet access and higher emergency costs. Without the cloud-based dashboard, IT staff would lose the ability to monitor, troubleshoot, and manage the network remotely and efficiently. Firewall and security features provided by Meraki are essential for protecting the District's sensitive data and preventing unauthorized access. Wi-Fi and wired connections for both patrons and staff could be compromised, affecting service and productivity. Finally, a lapse in service could potentially require emergency IT intervention to reestablish services and result in hours of downtime.

Fiscal Impact:

The annual cost of $7,160.40 for Year 1 is included in the approved FY 2025–2026 budget. Funding for subsequent years will be included in the corresponding fiscal year budgets.

Attachments:

Exhibit A
Quote #Q-0091785: Saas Subscription Agreement – Annual: Cisco Meraki Renewal 60 Months – Annual Billing





Technology Solution **Quotation**

SAAS SUBSCRIPTION AGREEMENT- ANNUAL:
Cisco Meraki Renewal - 60 Months - ANNUAL BILLING

Buena Park Library District
Quote #Q-00091785







MGT
AMS.NET, LLC. D/B/A
MGT Impact Solutions

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00091785

Introduction

At AMS.NET, LLC. D/B/A MGT Impact Solutions, we are trusted advisors driven by social impact. Our specialized technology and advisory solutions address the mission-critical problems that live at the top of our client's leadership agenda. From aging technology and cybersecurity threats to budgetary constraints, we take on the toughest challenges – and succeed together.

Our suite of comprehensive technology solutions, spanning **cybersecurity**, **managed services**, **SaaS**, **physical security**, **network infrastructure**, **cloud and data**, **communications**, and more empower you to effortlessly conquer your toughest technology obstacles. Please refer to our customer price quote for specific manufacturers, parts, pricing and professional services proposed as a part of this solution.

A Social Impact Commitment

DEFINED BY IMPACT

We understand how important flexibility and scalability is to Buena Park Library District, and for this reason we are providing a predictable subscription technology solution that supports your organizations goals and helps you improve the communities you serve.

MGT's Expertise

MGT brings **50 years** of experience and more than 900 professionals driving positive social change with technology and advisory solutions for education, government, and enterprise companies. We have a national presence with local engineering and cabling resources.

Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.

IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.

Cybersecurity & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.

Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00091785

Billing Information

AMS.NET, LLC. will invoice against the contract once a purchase order is received and processed by AMS.NET, LLC. Failure to pay invoices may lead to cancellation of manufacturer subscription.

SaaS Contract Cost Summary:

Contract Term	5 Year	**Annual Total**	$7,160.40
Billing Term	Annual	**Total Contract**	$35,802.00

Each contract has an annual adjustment period process to calculate and bill for overconsumption. At the end of each contract year, any additional licenses added during the prior year will be calculated and added to the contract. Your invoice will reflect the additional usage. At the end of the initial term, current agreement/subscription can be renewed by emailing a new purchase order to Renewals, at renewals@mgt.us. To cancel your subscription at the end of the initial term, please notify Renewals by email, no later than 45-days prior to end-of term. If we do not hear from you by 45-days prior to end-of term, your subscription will be automatically cancelled. We are required to give the manufacturer partner a 30-day cancellation notice.

AMS.NET, LLC. will invoice against the original contract once a purchase order is received and processed by the AMS.NET, LLC. internal team. Failure to pay invoices may lead to cancellation of the manufacturer subscription. In order to renew the subscription, please email a purchase order for the renewal term to Renewals at renewals@mgt.us, in writing 45-days prior to the end-of-term. AMS.NET, LLC. will send out customer reminders notifying them of the impending renewal and the customer must provide purchase order for the renewal term to AMS.NET, LLC., Renewals at renewals@mgt.us, in writing 45-days prior to the end-of-term to avoid cancellation.

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502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00091785

Customer
Buena Park Library District
7150 La Palma Ave
Buena Park CA, 90620
ATTN: Ann Thompson

Quote Description
Cisco Meraki Renewal - 60 Months - ANNUAL BILLING

Estimated Contract Start	10/1/2025
Estimated Contract Expiration	9/30/2030
Contract Term	5 Year
Billing Term	Annual
Modified	7/16/2025
Account Mgr.	Drew Stark (925) 245-4771 dstark@mgt.us
Inside Account Mgr.	Mike Bruington (925) 245-6165 mbruington@mgt.us

Line	Item Description	Qty	Service Term	Monthly Unit Price	Qty Years	Extended Price
1	**LIC-MS-200-M-E** Meraki MS200 Medium Essentials Subscription LIC and Support	2	5 Year	$10.80	5	$1,296.00
2	**LIC-MS-200-L-E** Meraki MS200 Large Essentials Subscription LIC and Support	3	5 Year	$16.20	5	$2,916.00
3	**LIC-MR-E** Meraki MR Essentials Subscription LIC and Support	15	5 Year	$5.85	5	$5,265.00
4	**LIC-MX-XL-A** Meraki MX X-Large Advantage Subscription LIC and Support	1	5 Year	$438.75	5	$26,325.00

Order Summary

Annual Total	**$7,160.40**
Contract Total	**$35,802.00**

Impacting communities **for good.** 800.893.3660 | www.mgt.us

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00091785

Sign and return this page to your account manager to accept this proposal for SaaS Subscription- Annual.

I, the undersigned ("Customer"), hereby accept this proposal for SaaS Services(s) as detailed in the quote number **Q-00091785.** I also agree to the following:

Terms and Conditions

Payment Conditions	
☐	**Yes,** Customer chooses to purchase SaaS services from AMS.NET, LLC. Customer understands that Customer will be responsible to pay the full costs of the services until contract has expired. Fees are non-refundable and payment obligations are non-cancelable, except as provided in your purchase terms or where prohibited by law.

Term: 5 Year
Customer has the option to renew after this contract expires using the terms of the Master Services Agreement. If this is a Cisco SaaS agreement, the Cisco Systems Universal Cloud Agreement applies. The Cisco Systems Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). Both the terms in this Agreement and the Agreement between you and Cisco Systems for the Cloud Service(s) must be accepted.

Year 5 Cost - Quote Total	Qty	Service Term	Monthly Unit Price	Qty Years	Extended Price
LIC-MS-200-M-E Meraki MS200 Medium Essentials Subscription LIC and Support	2	5 Year	$10.80	5	$1,296.00
LIC-MS-200-L-E Meraki MS200 Large Essentials Subscription LIC and Support	3	5 Year	$16.20	5	$2,916.00
LIC-MR-E Meraki MR Essentials Subscription LIC and Support	15	5 Year	$5.85	5	$5,265.00
LIC-MX-XL-A Meraki MX X-Large Advantage Subscription LIC and Support	1	5 Year	$438.75	5	$26,325.00

Annual Total	**$7,160.40**
Contract Total	**$35,802.00**

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00091785

This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. Delivery of an executed counterpart of a signature page to this Agreement by facsimile, .pdf or other electronic means will be as binding and effective as delivery of a manually executed counterpart to the Agreement.

By signing below, each of the Parties, intending to be legally bound thereby, agrees to the terms of this Agreement.

Submitted by	Acknowledged and Agreed
AMS.NET, LLC.	Buena Park Library District
Signature	Signature
Name	Name
Title	Title
Date	Date

Payment Terms and Conditions

1. AMS.NET, LLC. will require a purchase order referencing this Quote # and an authorized representative must sign this proposal.

2. Payment Terms are NET 30. Payments made beyond 30 days are subject to a finance charge of 1.5% per month. Customer agrees to pay all collection costs and attorney fees or late payments if applicable. . In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect services already received.

3. Shipping charges and sales tax will not be added to this order as these services on non-taxable.

4. The laws of the state where the item is shipped will apply to this sale.

5. The term "start date" means the first business day on which the service starts. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the start date. Seller shall use its best efforts to make timely delivery of start date. HOWEVER, ALL STATED DELIVERY AND START DATES ARE APPROXIMATE AND EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, SELLER SHALL, UNDER NO CIRCUMSTANCE, BE DEEMED TO BE IN DEFAULT HEREUNDER OR BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL OR SPECIAL DAMAGES OR COMMERCIAL LOSS RESULTING FROM DELAYS IN DELIVERY OF START DATE.

6. Cisco Cloud services purchased from AMS.NET, LLC. D/B/A MGT Impact Solutions requires the customer to accept Cisco's Universal Cloud Agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) You purchase from Cisco or an Approved Source and is between You and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms

(collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, You agree to the terms of this Agreement. If You do not have authority to enter into this Agreement, or if You do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If You determine that You cannot comply with the terms of this Agreement after You have paid for the Cloud Service, You may terminate Your access to the Cloud Service for a full refund provided You do so within thirty (30) days of Your purchase.

7. AMS.NET, LLC. will invoice against the original contract once a purchase order is received and processed by the AMS.NET, LLC. Impact Solutions internal team. Failure to pay invoices may lead to cancellation of the manufacturer subscription. Each contract has an annual adjustment period process to calculate and bill for overconsumption. At the end of each contract year, any additional licenses added during the prior year will be calculated and added to the contract. In order to renew the subscription, please email a purchase order for the renewal term to Renewals at renewals@mgt.us, within 45-days of the end of the initial term. AMS.NET, LLC. will send out customer reminders notifying them of the impending renewal and the customer must provide purchase order for the renewal term to AMS.NET, LLC., Renewals at renewals@mgt.us, in writing 45-days prior to the end-of-term to avoid cancellation.

AMS.NET, LLC.
Tax ID: 94-3291626
C7 License: 763508

Purchase Order

Please make your purchase order to AMS.NET, LLC. and email it to Drew Stark at dstark@mgt.us. You may also return it by mail to 502 Commerce Way, Livermore, CA 94551.

Date: August 5, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Ann Thompson, Library Services Manager
Martin Lebria, IT Systems Specialist
Subject: Cisco Webex Cloud Calling Renewal

Recommended Action:
Agenda Item 20

Approve a 3-year renewal agreement with MGT Impact Solutions (formerly AMS.NET, LLC) for the Cisco Webex Cloud Calling System in the amount of $10,262.16, billed annually at $3,421.72.

Background:

In FY 2020–2021, the Buena Park Library District entered into a 5-year agreement with AMS.NET, LLC (now operating as MGT Impact Solutions) to modernize the District's phone system. With the assistance of AMS.NET, the District entered into a procurement agreement with Merced County using the FOCUS (Fast Open Contracts Utilization Services) program under State of California procurement guidelines (Gov. Code 25330-25338). FOCUS is a competitively bid procurement vehicle for counties, cities, schools, and special districts to use in the direct purchase of their technology needs through established public entity (County) contracts.
This allowed the District to transition away from an outdated on-premises server to a cloud-based Cisco Webex VoIP (Voice over IP) system. The upgrade enabled centralized management of the phone infrastructure through a web-based dashboard and introduced advanced features such as mobile access, voicemail, auto attendant, and emergency calling.

The current hardware system remains in good working order; however, the original service contract is set to expire on 9/10/2025. To ensure uninterrupted service, a renewal of the subscription is required.

Discussion:

The proposed 3-year renewal agreement will maintain the District's access to the Cisco Webex Cloud Calling System, which supports essential communication functions including standard and conference calling, faxing, voicemail, mobile integration, and emergency services. Failure to renew the Cisco Webex Cloud Calling subscription will result in phone service disruptions and emergency communications failure. Without a

reliable phone service, staff may face delays in communication, impacting daily operations and library services.

The cost of $3,421.72 will be billed annually by MGT Impact Solutions and is necessary to sustain a critical operational system. The total amount of the contract is $10,262.16 over three years.

Fiscal Impact:

The annual subscription cost of $3,421.72 for Year 1 is included in the approved FY 2025–2026 budget. Funding for Years 2 and 3 will be incorporated into their respective future fiscal year budgets.

Attachments:

Exhibit A
Cisco Webex Calling Proposal

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Cisco Webex Calling Proposal



Prepared for

Buena Park Library District

July 22, 2025

Prepared by

Drew Stark
(925) 245-4771
dstark@mgt.us

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About MGT ..... Pg. 13-16

Cisco Collaboration Flex Plan Offer Details ..... Appendix

AMS.NET, LLC. D/B/A MGT Impact Solutions
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Introduction

At AMS.NET, LLC. D/B/A MGT Impact Solutions, we are trusted advisors driven by social impact. Our specialized technology and advisory solutions address the mission-critical problems that live at the top of our client's leadership agenda. From aging technology and cybersecurity threats to budgetary constraints, we take on the toughest challenges – and succeed together.

Our suite of comprehensive technology solutions, spanning **cybersecurity**, **managed services**, **SaaS**, **physical security**, **network infrastructure**, **cloud and data**, **communications**, **cabling,** and more empower you to effortlessly conquer your toughest technology obstacles. Please refer to our customer price quote for specific manufacturers, parts, pricing and professional services proposed as a part of this solution.

A Social Impact Commitment

DEFINED BY IMPACT

AMS.NET, LLC. recognizes that a reliable voice solution is crucial for Buena Park Library District's operations. That's why we offer Cisco Webex Calling, a cloud-based phone platform designed for all organizations. Cisco Webex Calling allows you to cut costs and simplify management, while providing users with a comprehensive communications suite that helps them better serve the communities they support.

MGT's Expertise

MGT brings **50 years** of experience and more than 900 professionals driving positive social change with technology and advisory solutions for education, government, and enterprise companies. We have a national presence with local engineering and cabling resources.

Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.

IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.

Cybersecurity & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.

Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.

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Proposal & Cost Summary

Customer
Buena Park Library District
7150 La Palma Ave
Buena Park CA, 90620

Quote # #Q-00083361
Project # 91942
Service Term 3 YEAR
Quote Exp. 8/31/2025

ATTN: Ann Thompson

One-Time Charges	Labor	Total Price
Hardware/Software/Labor/Maintenance*		

**Please refer to quote for line item details.*

Cisco Webex Calling Subscription	Qty	Service Term	Unit Prices	Qty Months	Extended Price
A-FLEX-NUCL-E NU Webex Calling Workspace for Common Area	9	3 Year	$6.00	36	$1,944.00
A-FLEX-NUCL-P NU Webex Calling Professional	23	3 Year	$10.00	36	$8,280.00
A-FLEX-ERC Emergency Response Center Call fee per location search US	1	3 Year	$1.06	36	$38.16

*Cisco Collaboration Flex Subscription is included in the above Monthly Cisco Webex Calling Subscription. Any charges related to PSTN (i.e., taxes, DID, calling plan) may be adjusted monthly. Each contract has an annual adjustment period process to calculate and bill for overconsumption. At the end of each contract year, any additional licenses added during the prior year will be calculated and added to the contract. Full Terms and Conditions are located on pages 11-13.

Subscription Monthly Total**	$285.06
Subscription Annual Total	$3,420.72
Subscription Total	$10,262.16
One-Time Charge	
Grand Total**	$10,262.16

One-Time Charges	Subscription Monthly Charges**	Estimated Subscription Monthly Cost Per Phone
	$285.06	

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Cisco Webex Calling Features

Cisco Webex Calling is a cloud-based phone system that has all the essential business calling capabilities you are likely to need without the expense and complexity of managing a phone system infrastructure on your premises. In order to enable the Cisco Webex Calling features, the customer must purchase the Cisco Collaboration Flex Plan which is included in the quote. PSTN costs are provided for estimates only. PSTN services is provided from Cisco. Please see Appendix for Collaboration Flex Plan details.

Calling - Voice

Cisco Webex Calling provides the core call-control features of Cisco Unified CM.

- HD audio and video calling
- Directory-based dialing
- Shared lines
- Conference calling
- Speed dials
- Caller ID
- Virtual receptionist
- Single number reach
- Resume
- Call paging
- Favorite personal contacts
- Do not disturb
- Call forward and transfer

Messaging - Voicemail and Integrated Messaging

Cisco Webex Calling allows users to access and manage messages from their email inbox, web browser, Cisco endpoint, smartphone, or tablet.

Cisco Webex Meetings *(if purchased)*

Webex Meetings allows users to share documents, presentations, and applications with integrated audio and video anytime, on any mobile device or your own video device.

Cisco Webex Teams

The Webex Teams app is a collaboration tool in one simple interface to conduct video meetings, group messaging, file sharing, and white boarding.

Instant Messaging and Presence

Instant messaging provides personal and group chat capabilities so you can quickly connect with individuals or groups to conduct ongoing conversations.

Mobility

Webex Teams provide a mobile experience from anywhere across platforms, devices, and browsers.

Mobile and Remote Access

Cisco Webex Calling supports Mobile and Remote Access for user endpoints to securely connect to the service from outside a customer network without the need to establish a secure direct connection (e.g., VPN, etc.).

Emergency Call Handling/911 Notification

When a 911 call is initiated, Cisco Webex Calling will contact emergency services provided by the PSTN service provider.

PSTN Connectivity

Cisco Webex Calling includes PSTN services. PSTN is being provided by Cisco and is included with this proposal. Please see Cisco PSTN line item for details, please note any additional PSTN subscription above quoted will be billed by AMS.NET, LLC. to customer. Cisco Webex calling enables customers to connect their Cisco PSTN service to Cisco Webex Calling using a local gateway or via a certified SIP trunk.

3rd Party Integrations

Integration support with 3rd party applications including Singlewire InformaCast paging and mass notification solution.

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Why Webex Calling in the Cloud?

The Cisco Webex Calling enable you to maximize voice investment by delivering on your expected business outcomes. Powered by Cisco's Unified Communications Manager collaboration technology, the Cisco Webex Calling is hosted in Cisco's Webex data centers across the globe. Cisco Webex Calling provides enterprise-class call control, session management, voice, video, messaging, mobility, and conferencing in a single subscription. Webex Calling ideal for customers with 5 or more users and organizations who want to migrate to the cloud with flexible and predictable OpEx subscription service.

Cisco Webex Calling and Webex Applications

Cisco Webex Calling and Applications hosted and operated in the Cisco cloud provide:

- Availability and performance issue resolution- *call availability* ***SLA 99.995%***
- Calling, voicemail, IM issue resolution not the result of a Webex Calling failure
- Capacity management
- Release and lifecycle management
- Defect management and patching
- Application DNS Management
- Webex Teams/Meetings interop issues
- Certificate management for UC Apps

Webex Calling Infrastructure

Cisco Webex Calling Infrastructure provides:

- Capacity management
- Infrastructure issue resolution
- Defect management and patching
- Application DNS Management
- Webex vulnerability management

Device Issue Resolution

- Soft client and phone
- Firmware management on Webex Calling
- UC Application configuration troubleshooting

Configuration and Issue Resolution

Cisco Webex Calling supports configuration and issue resolution:

- Webex Calling dial-plan troubleshooting
- Unity dial-plan and auto attendant troubleshooting
- Customer config troubleshooting
- UC Application configuration troubleshooting
- MRA troubleshooting for End User issues
- Pro- and re-active monitoring for your UC integrations and customer premises connections to the core
- LDAP integration
- PSTN Calling SBC Management

Cisco Responsibilities

- Create the private instance
- Hosts and operates cloud calling services
- Enhances and upgrades service
- Manages updates
- Ensures compatibility
- Provides service assurance and availability
- Provides backup and restore capabilities
- Maintains analytics and assurance portals

AMS.NET, LLC. Responsibilities

- Ensure solution integration of PSTN services and routers
- Provides Tier 1 support and works with Cisco support for troubleshooting and issue resolution

Cisco IP Phones

AMS.NET, LLC. offers a complete portfolio of Cisco IP phones that are compatible with the Cisco Webex Calling solution. These devices may be added to any contract for an additional cost.

7821



The Cisco IP Phone 7821 meets the needs of both information workers and managers who have occasional-to-light voice communications requirements.

- Two-lines deliver more efficient call handling
- High-resolution, graphical grayscale display makes viewing easier
- Dedicated fixed keys ease communications for increased productivity
- Built-in speakerphone supports hands-free communications
- Wideband audio enhances clarity with the handset, speaker, or a headset
- Power over Ethernet (PoE) Class 1 and Cisco EnergyWise lowers energy costs
- Integrated IEEE 10/100 switch reduces installation costs and footprint at the desk

7841



The Cisco IP Phone 7841 is an ideal endpoint for moderately active voice communications needs of workers, administrative staff, and managers.

- Four line and programmable feature keys enable quick access to telephony features and staff
- High-resolution, graphical grayscale display makes viewing easier
- Dedicated fixed keys ease communications for increased productivity
- Built-in speakerphone supports hands-free communications
- Wideband audio enhances clarity with the handset, speaker, or a headset
- Power over Ethernet (PoE) Class 1 and Cisco EnergyWise lowers energy costs
- Integrated IEEE 10/100 switch reduces installation costs and footprint at the desk

8811



The Cisco IP Phone 8811 is ideal for knowledge workers and remote workers across industries and businesses of all sizes.

- High-quality, full duplex wideband audio and superior echo cancellation for exceptional clarity
- High-resolution, five-inch, widescreen grayscale display makes it easier to recognize calls and see status information
- Five-way navigation cluster and four context-sensitive soft keys make interactions more efficient
- Choice of headsets from Cisco third-party vendor partners offer flexibility
- Gigabit Ethernet and 802.3af/at Power over Ethernet.

8841



The Cisco IP Phone 8841 is ideal for knowledge workers and remote workers across in

- High-quality, full duplex wideband audio and superior echo cancellation for exceptional clarity
- High-resolution, five-inch, widescreen color display
- Five-way navigation cluster and four context-sensitive soft keys make interactions more efficient
- Choice of headsets from Cisco third-party vendor partners offer flexibility
- Gigabit Ethernet and 802.3af/at Power over Ethernet

8851



The Cisco IP Phone 8851 is easy-to-use, highly secure, and a powerful VoIP communications endpoint that meets your mission-critical needs.

- High-quality, full duplex wideband audio and superior echo cancellation for exceptional clarity
- Integration with personal mobile devices using Cisco Intelligent Proximity for Mobile Voice
- High-resolution, five-inch, widescreen color display
- Five-way navigation cluster and four context-sensitive soft keys make interactions more efficient
- Simplified dialing and expanded status detail with the optional Cisco IP Phone 8800 Key Expansion Module
- Choice of headsets from Cisco third-party vendor partners offer flexibility
- Gigabit Ethernet and 802.3af/at Power over Ethernet

8861



The Cisco IP Phone 8861 delivers highly secure, easy-to-use, mission-critical, comprehensive VoIP communications and telephony feature integration with your personal mobile devices for your entire organization.

- Exceptional clarity in VoIP communications with wideband audio
- Integration with personal mobile devices using Cisco Intelligent Proximity for Mobile Voice
- High-resolution, widescreen color display
- Five-way navigation cluster and four context-sensitive soft keys make interactions more efficient
- Choice of wired, Bluetooth, and USB headsets from third-party vendors
- Gigabit Ethernet and 802.3af/at Power over Ethernet

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502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00083361

Billing Information

AMS.NET, LLC. will invoice against the contract once a purchase order is received and processed by AMS.NET, LLC. Failure to pay invoices may lead to cancellation of manufacturer subscription and early termination penalty.

Any charges related to PSTN (i.e., taxes, DID, calling plan) may be adjusted monthly. Each contract has an annual adjustment period process to calculate and bill for overconsumption. At the end of each contract year, any additional licenses added during the prior year will be calculated and added to the contract. At the end of the initial term, current agreement/subscription can be renewed by emailing a new purchase order to Mike Bruington, at mbruington@mgt.us. To cancel your subscription at the end of the initial term, please notify Mike Bruington by email, no later than 45-days prior to end-of term. If we do not hear from you by 45-days prior to end-of term, your subscription will be automatically cancelled. We are required to give the manufacturer partner a 30-day cancellation notice.

AMS.NET, LLC. will invoice against the original contract once a purchase order is received and processed by the AMS.NET, LLC. internal team. Failure to pay invoices may lead to cancellation of the manufacturer subscription and early termination penalties may apply. In order to renew the subscription, please email a purchase order for the renewal term to Mike Bruington at mbruington@mgt.us, in writing 45-days prior to the end-of-term. AMS.NET, LLC. will send out customer reminders notifying them of the impending renewal and the customer must provide purchase order for the renewal term to Mike Bruington at mbruington@mgt.us, in writing 45-days prior to the end-of-term to avoid cancellation. Customer is subject to early termination fees for the remaining value on the contract if contract is terminated before the contract end date.

Customer Responsibilities

- Customer must provide minimum 10MB internet connection, with access to Cisco Webex Calling
- Customer must allow Cisco Webex Calling traffic through firewall
- Customer is responsible for PSTN access
  - Cloud deployments must use one of Cisco Preferred Partners
  - On-premise PSTN access supports SIP, PRI and Analog Integrations
- Customer responsible for updating E911 information
- Customer responsible for proper network configuration to support VoIP including but not limited to: QoS, VLAN, routing, etc.
- Customer responsible for any certificates that may be required

AMS.NET, LLC. is not responsible for service or SLA agreement degradation delays due to lack of customer compliance with the above items.

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Quote# Q-00083361

Customer
Buena Park Library District
7150 La Palma Ave
Buena Park CA, 90620
ATTN: Ann Thompson

Quote Description
Cisco Cloud Calling - 36 Months - ANNUAL BILLING

Contract Start	8/3/2025
Contract Expiration	8/2/2028
Contract Term	3 Year
Billing Term	Annual
Modified	7/22/2025
Account Mgr.	Drew Stark
AM Phone	(925) 245-4771
AM Email	dstark@mgt.us
Inside Account Mgr.	Mike Bruington (925) 245-6165 mbruington@mgt.us

Line	Item Description	Qty	Service Term	Unit Price	Qty Months	Extended Price
1	**A-FLEX-NUCL-E** NU Webex Calling Workspace for Common Area	9	3 Year	$6.00	36	$1,944.00
2	**A-FLEX-NUCL-P** NU Webex Calling Professional	23	3 Year	$10.00	36	$8,280.00
3	**A-FLEX-ERC** Emergency Response Center Call fee per location search US	1	3 Year	$1.06	36	$38.16

Order Summary

Monthly Subscription Total	**$285.06**
Annual Subscription Total	**$3,420.72**
Total Contract Price	**$10,262.16**

Impacting communities **for good.** 800.893.3660 | www.mgt.us

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www.mgt.us

Quote# Q-00083361

Sign and return this page to your account manager to accept this proposal for Cisco Webex Calling Proposal.

I, the undersigned ("Customer"), hereby accept this proposal for SaaS Services(s) as detailed in the quote number **Q-00083361.** I also agree to the following:

Terms and Conditions

Payment Conditions	
☐	**Yes,** Customer chooses to purchase SaaS services from AMS.NET, LLC. Customer understands that Customer will be responsible to pay the full costs of the services until contract has expired. Fees are non-refundable and payment obligations are non-cancelable, except as provided in your purchase terms or where prohibited by law.

Term: 3 Year
Customer has the option to renew after this contract expires using the terms of the Master Services Agreement. The Cisco Systems Universal Cloud Agreement includes the applicable Offer Description(s) for the Cisco Collaboration Flex Plan located at www.cisco.com/go/cloudterms (collectively "Agreement"). Both the terms in this Agreement and the Agreement between you and Cisco Systems for the Cloud Service(s) must be accepted.

Year 3 Cost - Quote Total	Qty	Service Term	Unit Price	Qty Months	Extended Price
A-FLEX-NUCL-E NU Webex Calling Workspace for Common Area	9	3 Year	$6.00	36	$1,944.00
A-FLEX-NUCL-P NU Webex Calling Professional	23	3 Year	$10.00	36	$8,280.00
A-FLEX-ERC Emergency Response Center Call fee per location search US	1	3 Year	$1.06	36	$38.16

Monthly Total	**$285.06**
Annual Total	**$3,420.72**
Total	**$10,262.16**

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Quote# Q-00083361

This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. Delivery of an executed counterpart of a signature page to this Agreement by facsimile, .pdf or other electronic means will be as binding and effective as delivery of a manually executed counterpart to the Agreement.

By signing below, each of the Parties, intending to be legally bound thereby, agrees to the terms of this Agreement.

Submitted by	Acknowledged and Agreed
AMS.NET, LLC.	Buena Park Library District
Signature	Signature
Name	Name
Title	Title
Date	Date

Payment Terms and Conditions

1. AMS.NET, LLC. will require a purchase order referencing this Quote # and an authorized representative must sign this proposal.

2. Payment Terms are NET 30. Payments made beyond 30 days are subject to a finance charge of 1.5% per month. Customer agrees to pay all collection costs and attorney fees or late payments if applicable. In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect services already received.

3. Shipping charges and sales tax will not be added to this order as these services on non-taxable.

4. The laws of the state where the item is shipped will apply to this sale.

5. The term "start date" means the first business day on which the service starts. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the start date. Seller shall use its best efforts to make timely delivery of start date. HOWEVER, ALL STATED DELIVERY AND START DATES ARE APPROXIMATE AND EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, SELLER SHALL, UNDER NO CIRCUMSTANCE, BE DEEMED TO BE IN DEFAULT HEREUNDER OR BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL OR SPECIAL DAMAGES OR COMMERCIAL LOSS RESULTING FROM DELAYS IN DELIVERY OF START DATE.

6. Early Terminate Fee (ETF): Customer is subject to Early Termination fees for the remaining value on contract if contract is terminated before the contract end date. AMS.NET, LLC. D/B/A MGT Impact Solutions will deduct contract total minus total paid by customer to calculate value of the ETF. ETF Payment terms are subject to same payment terms listed above.

7. Cisco Cloud services purchased from AMS.NET, LLC. D/B/A MGT Impact Solutions requires the customer to accept Cisco's Universal Cloud Agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) You purchase from Cisco or an Approved Source and is between You and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) for the Cisco Collaboration Flex Plan located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, You agree to the terms of this Agreement. If You do not have authority to enter into this Agreement, or if You do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If You determine that You cannot comply with the terms of this Agreement after You have paid for the Cloud Service, You may terminate Your access to the Cloud Service for a full refund provided You do so within fifteen (15) days of Your purchase.

8. AMS.NET, LLC. will invoice against the original contract once a purchase order is received and processed by the AMS.NET, LLC. internal team. Failure to pay invoices may lead to cancellation of the manufacturer subscription and early termination penalties may apply. Each contract has an annual adjustment period process to calculate and bill for overconsumption. At the end of each contract year, any additional licenses added during the prior year will be calculated and added to the contract. In order to renew the subscription, please email a purchase order for the renewal term to Mike Bruington at mbruington@mgt.us, within 45-days of the end of the initial term. AMS.NET, LLC. will send out customer reminders notifying them of the impending renewal and the customer must provide purchase order for the renewal term to AMS.NET, LLC., Mike Bruington at mbruington@mgt.us, in writing 45-days prior to the end-of-term to avoid cancellation. Customer is subject to early termination fees for the remaining value on the contract if contract is terminated before the contract end date.

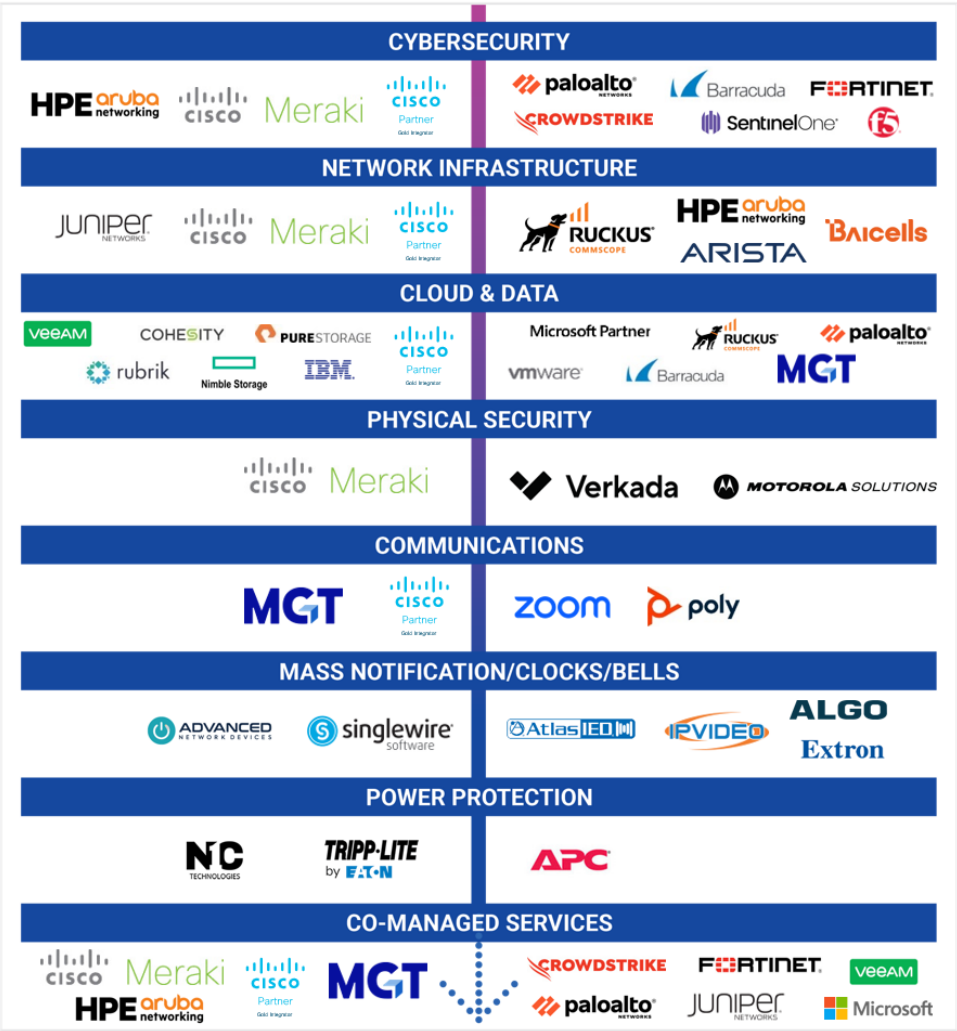
AMS.NET, LLC.
Tax ID: 94-3291626
C7 License: 763508

Purchase Order

Please make your purchase order to AMS.NET, LLC. and email it to Drew Stark at dstark@mgt.us. You may also return it by mail to 502 Commerce Way, Livermore, CA 94551.

AMS.NET, LLC. versus the Competition

- Established proven partner in your vertical
- 180+ employees throughout the U.S – national coverage with a regional presence
- Multi-vendor network support
- Complete architecture solutions
- Elite manufacturer partnerships– Cisco, Fortinet,
  Palo Alto Networks, Juniper, Aruba, Verkada
- Advanced manufacturer technology specializations
- Skilled and Certified Engineers- CCIE's and other top tier manufacturer certifications in networking, security, voice
- Cabling- C-7 Contractor and RCCD Certified
- Certified project management – PMP Certification
- Executive management accessibility regardless of the customer size



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AMS.NET, LLC. Customers

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Jose Tagle
(818) 339-2195
jtagle@buckley.org
3900 Stansbury Avenue
Sherman Oaks, CA 91423

City of Hercules
Faye Flores
(510) 245-4802
fflores@ci.hercules.ca.us
111 Civic Drive
Hercules, CA 94547

Foothill-De Anza Community College
Sharon Luciw
(650) 949-6161
luciwsharon@fhda.edu
12345 S El Monte Rd.
Los Altos, CA 94022

Oro Grande Elementary School District
Andrew Mercado
(760) 243-5884 ext 221
andrew_mercado@orogrande.org
PO Box 286
Oro Grande, CA 92368

City of Sunnyvale
Ai-Chan Thai
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athai@sunnyvale.ca.gov
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Other AMS.NET, LLC. Customers (Partial List)

How to Reach Us

Sales:
For sales based inquiries, please contact our Support Contract Specialist, Michael Bruington.
mbruington@mgt.us
(925) 245-6165

TAC:
To open a TAC case against an existing Managed Communications UCM Cloud Agreement, please contact our TAC team.

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(925) 245-6100, Option 2, 2

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Web
https://ams.my.site.com/s/login/

Appendix

Date: August 5, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Updates to the Library Rules of Conduct

Recommended Action:
Agenda Item 21

Approve Updates to the Library Rules of Conduct.

Background:

The District has received feedback from library patrons and employees that there are improvements to library policies that can be made to create a more positive experience for library visitors and employees. The proposed rules better align with surrounding libraries and will help create consistent behavioral expectations for library visitors in the region.

Discussion:

In late 2024-early 2025, library staff provided management with suggestions for modifications to the Library Rules of Conduct to improve the patron and staff experience in our facility. This project was an outgrowth of increasing patron incidents and complaints about library conditions. To consider the needs of our community, the mission of our organization, and the intended purpose of our facility, as well as the health and safety of all, these Rules of Conduct have been updated and are being presented to the Board of Trustees for consideration and approval.

As part of the project, staff included extensive justification for their updates explaining why the modified rules are necessary. They demonstrated that surrounding libraries have similar rules, provided examples of interactions or incidents that could be prevented or resolved with more robust policy guidance, and gave examples of how they believed the changes would improve working conditions and the overall safety and comfort in the building.

Management reviewed staff suggestions and policies from surrounding libraries, updated the policy document, and brought it to legal counsel for review and revision. With support from legal counsel, additional updates to the Rules of Conduct were made to provide clarification and increased guidance surrounding the suspension and appeals process were included.

Most notably there are changes to what library patrons can bring into the library and use in the library. This includes implementing a restriction on the size of objects, type of objects,

and number of bags that can be brought inside the building. This is standard in many libraries and public buildings for safety, security, and hygiene issues. The library has experienced damage to our stairs, elevator, carpet, and upholstery due to large and dirty items being brought into the building. Excessive amounts of belongings also monopolize areas intended for use by multiple people and blocks walkways, which prevents access to library resources and causes safety concerns. In addition, the large nature of the packages and items being brought into the library pose a concern due to the ability to conceal items within them.

Library employees have had to intervene to prohibit the use of appliances such as crock pots, hot plates, hair irons, and other items not intended to be used at the library. There have been instances of patrons wanting to bring in and charge large batteries related to e-bikes and electric scooters, which pose a safety risk to our facility and patrons. Patrons have been argumentative about these issues, citing that there is not an explicit policy prohibiting it. They have also been argumentative about wanting to bring their bikes, e-bikes, and scooters inside the building, again creating concerns. While the District believes they have grounds to enforce common sense safe conduct, having more clearly defined rules to point to will assist our staff members in performing their duties and help maintain a safe and orderly environment inside the library.

We recognize that initial enforcement will be difficult considering the number of changes. We intend to have more staff support at the door during the initial rollout to educate people before they enter the building and provide people with brief assistance at the door who may not be prepared to comply with the rules. We also have informed our community partners of the proposed changes and are working with them to ensure that library patrons will be offered resources to assist with challenges that prevent them from complying with the library's requirements. Additionally, the library will post signage to make patrons aware of these rules and proactively inform patrons of the rules.

Staff recommends that the updated policy go into effect immediately and provide library patrons with guidance and education to support the efforts rather than making exceptions to the rules. The rules we propose to implement are not significantly different from those in surrounding libraries and our intent is to align our practices with those in surrounding communities. Patrons who cannot abide by the rules will be educated and invited to return another time or day.

Fiscal Impact:

There is no fiscal impact associated with this item.

Attachments:

Exhibit A- Proposed Updates to the Library Rules of Conduct
Exhibit B- Redlined Proposed Rules of Conduct showing Tracked Changes

BUENA PARK Library District

LIBRARY RULES OF CONDUCT

Welcome to the Buena Park Library District. It is our intention to provide library visitors with excellent service in a pleasant atmosphere. Each person is responsible for regulating his or her own conduct in a positive, productive, and mature manner. Each of you can help by observing the following rules of conduct. These rules are not intended to be a complete list of violations, but are intended for guidance only.

THE FOLLOWING ARE PROHIBITED ON THE BUENA PARK LIBRARY DISTRICT PREMISES:

- Engaging in any activity prohibited by law.
- Damage, destruction, or theft of library property.
- Smoking in the library or on library property. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, vape products, and e-cigarettes.
- Possessing or consuming alcohol and/or illicit drugs or exhibiting signs of being under the influence of alcohol or controlled substances.
- Panhandling, soliciting, selling drugs, or conducting other unauthorized business on library property.
- Defecating and/or urinating on library property, other than in a toilet in a restroom.
- Making any loud or unreasonable noise or other disturbance.
- Running, jumping, climbing, yelling, throwing objects, fighting, or rough-housing.
- Verbal abuse or harassment of patrons or library employees, including but not limited to, staring, stalking, lurking, repeated unwanted personal and/or embarrassing questions or attention in person or via digital or telephone communications.
- Unattended children under the age of 10 or dependent adults without a caregiver. Children under the age of 10 and dependent adults must be accompanied by and in the immediate presence of a responsible caregiver over the age of 18.
- Bringing in personal items larger than 24" x 12" x 12" or more than 2 small bags per person. Personal property may not be left unattended in the library building or library grounds at any time.
- Using appliances or electronics that are inconsistent with the intended purpose of the library, including but not limited to, curling irons, hot plates, toasters, and other personal items.
- Charging and bringing inside the library batteries that pose a safety hazard to the library or its infrastructure, including but not limited to, batteries that power e-bikes, e-scooters, generators, vehicle jump starters, or similar devices.

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- Presenting offensive and pervasive odors which constitute a nuisance to others, including but not limited to, body odors, perfumes, air fresheners, cleaning solutions, and food.
- Entering the library with hygiene conditions, including but not limited to, clothing odor, body odor, insects or pests, open sores, or with unsanitary belongings that interfere with the use of the library by other library patrons or library employees.
- Obstructing aisles and walkways with belongings, furniture, or using body movements to block the path of travel of a patron or library employees.
- Moving furniture.
- Lying on floors, tables or chairs.
- Monopolizing library space to the exclusion of other patrons or employees.
- Sleeping or giving the appearance of sleeping.
- Loitering on library property.
- Unreasonable use of rest rooms, including laundering, bathing, shampooing, shaving, changing clothes, using drugs, or engaging in sexual acts.
- Trespassing on library grounds and/or using library property in a manner inconsistent with its intended use of selecting materials, reading, researching, studying, writing, and attending programs and/or meetings held during business hours and/or within library buildings.
- Bringing any animal into library facilities, except for service animals. Animals may be allowed inside with the permission of library employees as part of official library programs.
- Using roller skates, scooters, skateboards, bicycles, or other similar devices on library property. Skates, skateboards, collapsible scooters, hover boards, and other similar devices must be carried while on library property. Bicycles must be stored in designated bicycle racks and may not be blocking walkways or affixed to handrails, railings, window trim or other undesignated storage locations.
- Bringing bicycles, electric scooters and e-bikes, shopping carts, or other wheeled conveyances inside the library with the exception of wheelchairs, strollers, or mobility devices being used by a person.
- Distribution or posting of unauthorized material.
- Fraudulent use of another's Library card and/or number for any purpose including checking out library materials and reserving or using library computers.
- Eating or drinking in the Computer Center. Non-alcoholic beverages with secure lids and small packaged snacks may be consumed in other areas provided they are consumed neatly, quietly, and in a manner that does not disturb others.
- Using or setting speakers, earphones, cell phones, computers, or other electronic devices at an audible level that can be heard by others. Electronic devices should be set to silent or vibrate and earphones should be set to a level where the audio cannot be heard by others. Phone calls should be taken outside of the library building.

- Modifying, altering, defacing, or damaging library computer systems or property including, but not limited to, unplugging cables, powering down equipment, installing unauthorized software or hardware and/or removing components.
- Interfering with the duties of library employees, obstructing or intimidating library patrons and employees, and failing to follow the reasonable direction of library employees, including but not limited to, leaving library property at library closing, leaving the library restrooms at library closing, ceasing any behaviors that violate the Rules of Conduct, and leaving library property when directed to do so.

In addition:

- Patrons shall respect the rights of other patrons and shall not engage in activities in a manner which reasonably can be expected to disturb other persons and would unduly interfere with the common use and purpose of the library.
- The Library is not responsible for children who are left unattended in or on the grounds of the library.
- Proper clothing, including shoes and clothing that covers the upper and lower torso, must be worn in the Library.
- Employees may restrict adult use of the children's areas, including the children's restroom, in order to ensure adequate protection of persons and property therein.
- The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the library.

ENFORCEMENT:

The Buena Park Library District reserves the right to restrict the use of its facility and premises to persons who do not abide by the Library's Rules of Conduct. Library personnel may ask persons who are exhibiting inappropriate behavior to leave the premises.

Library employees and/or local law enforcement officers are authorized to expel persons who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to library patrons and employees.

At the discretion of Library employees, following a violation of Library's Rules of Conduct, an individual may be suspended from access to library property and services. An initial suspension will be for 30 days. If an individual commits further violation of the Library's Rules of Conduct, the following suspensions will increase as follows: three months, six months, one year, lifetime. The Library Director has the discretion to increase or decrease any such suspension.

The Library employees will make a reasonable effort to provide the customer with written notification of suspension of privileges or exclusion, including the reason for the action, the time period, and the appeal process. It is not necessary that this notification be accepted or received for the restriction or exclusion to take effect.

The actions of Library employees under this policy may be appealed in writing to the Library Director within seven (7) days.

Following an appeal to the Library Director, the Director's decision may be appealed to the Library Board of Trustees within seven (7) days. Upon completion of the review, the Board shall issue a written decision. This decision shall be final.

The restriction or exclusion will remain in effect throughout the appeal process.

Approved: 10/2003
Revised: 09/25/13
Revised: 11/2017
Revised: 06/2018
Revised: 10/03/2023
Revised: 08/05/2025

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- Verbal abuse or harassment of patrons or ~~Library Staff~~library employees, including but not limited to, staring, stalking, lurking, repeated unwanted personal and/or embarrassing questions or attention in person or via digital or telephone communications~~.~~.
- Unattended children under the age of 10 or dependent adults without a caregiver. Children under the age of 10 and dependent adults must be accompanied by and in the immediate presence of a responsible caregiver over the age of 18. ~~Children age 7 and under must be in the immediate presence of a parent or responsible caregiver.~~
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In addition:

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Revised: 08/05/2025

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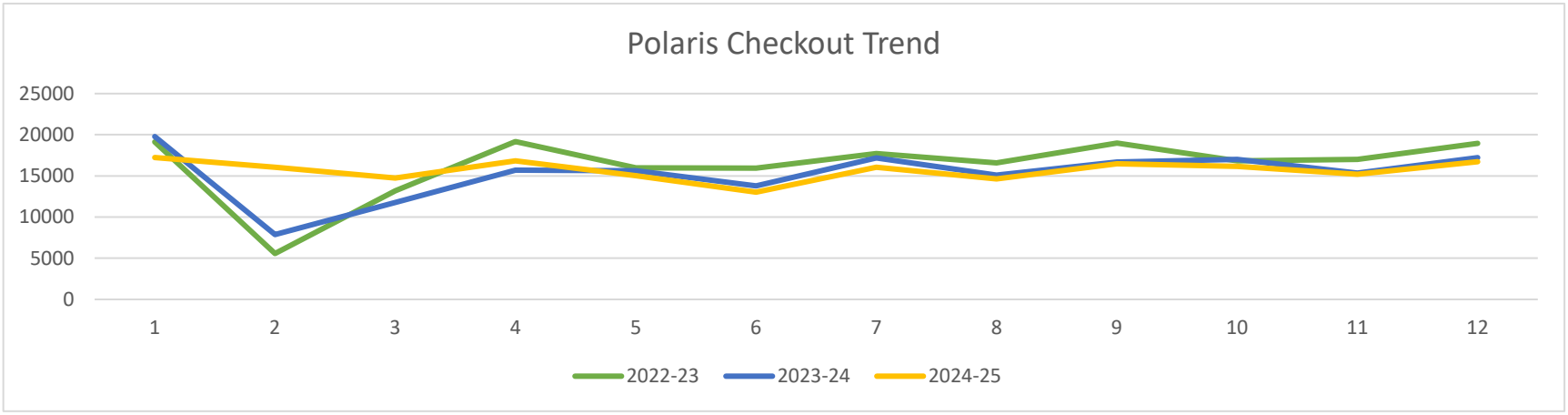
BUENA PARK LIBRARY DISTRICT
DATABASE USAGE
As of June 2025

MEETING DATE: August 5, 2025
Board of Library Trustees

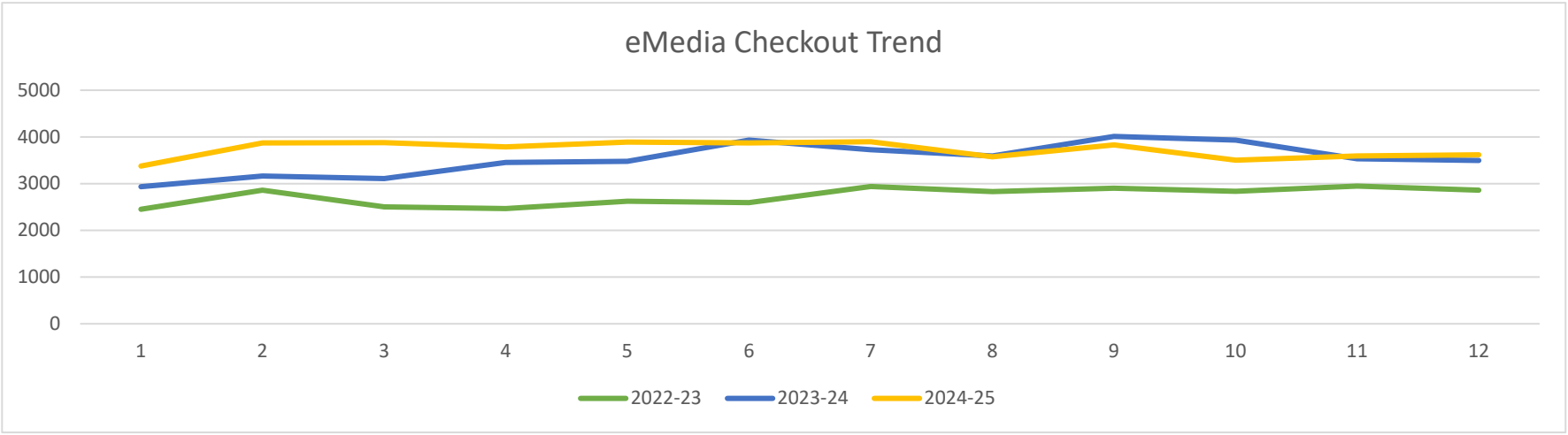
Electronic Resource Usage JULY 2024 - JUNE 2025	Jul-24	Jul-23	Aug-24	Aug-23	Sep-24	Sep-23	Oct-24	Oct-23	Nov-24	Nov-23	Dec-24	Dec-23	Jan-25	Jan-24	Feb-25	Feb-24	Mar-25	Mar-24	Apr-25	Apr-24	May-25	May-24	Jun-25	Jun-24	2024-25 YTD Totals	2023-24 Totals
Auto Repair Source	40	40	52	34	51	50	26	26	28	34	29	26	14	17	64	32	62	25	95	45	96	76	0	35	557	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	0	2	0	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	4	9	0	0	76	64
Middle Search Plus	1	0	0	4	0	1	3	0	0	0	0	0	5	4	0	1	4	0	1	4	1	2	0	0	15	16
NoveList Plus	50	16	89	23	37	18	41	83	27	68	32	77	24	265	14	52	25	103	20	69	2	114	61	38	422	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	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	2	0	24	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	0	10	52	0	137	115
HelpNow!	91	292	381	211	737	481	2905	640	3009	176	3977	80	2853	132	798	151	604	150	223	3241	822	140	214	62	16614	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	117	109	118	97	1366	1121
Newsbank	0	10	8	114	3	45	64	10	18	112	3	164	11	16	40	3	56	38	115	7	62	370	246		626	889
TumbleBooks	59	13	3	6	20	46	11	41	2	6	16	8	7	40	1	17	0	12	0	35	0	1	1	17	120	242
ProQuest	0	2	0	0	8	5	11	1	1	0	0	10	1	4	1	8	3	0	1	4	0	3	0	3	26	40
CultureGrams	1	0	0	0	1	0	11	0	4	7	4	32	4	9	9	0	7	0	2	0	6	0	3	0	52	48
Britannica	24	44	22	58	43	28	87	36	32	19	11	69	36	63	32	22	47	114	41	104	103	144	38	2	516	703
TeachingBooks	95	73	124	114	153	128	125	107	190	243	82	264	416	130	452	545	356	137	195	175	120	249	617	169	2925	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	133	0			572	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:	552	609	833	730	1149	980	3475	1066	3571	1076	4359	829	3646	765	1544	1053	1332	819	874	3880	1466	1261	1352	459	24153	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.

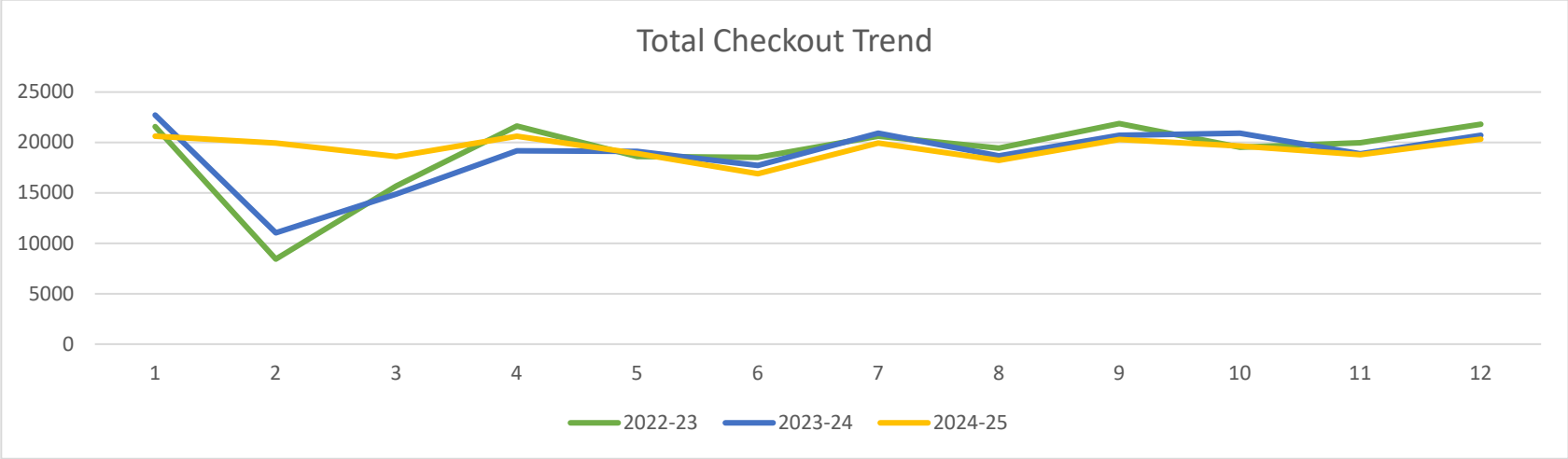
Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	19125	5573	13178	19172	15976	15936	17699	16594	18974	16818	17014	18942
2023-24	19784	7877	11779	15714	15644	13802	17187	15083	16700	16999	15351	17222
2024-25	17234	16067	14729	16836	15018	13028	16043	14644	16480	16147	15190	16711



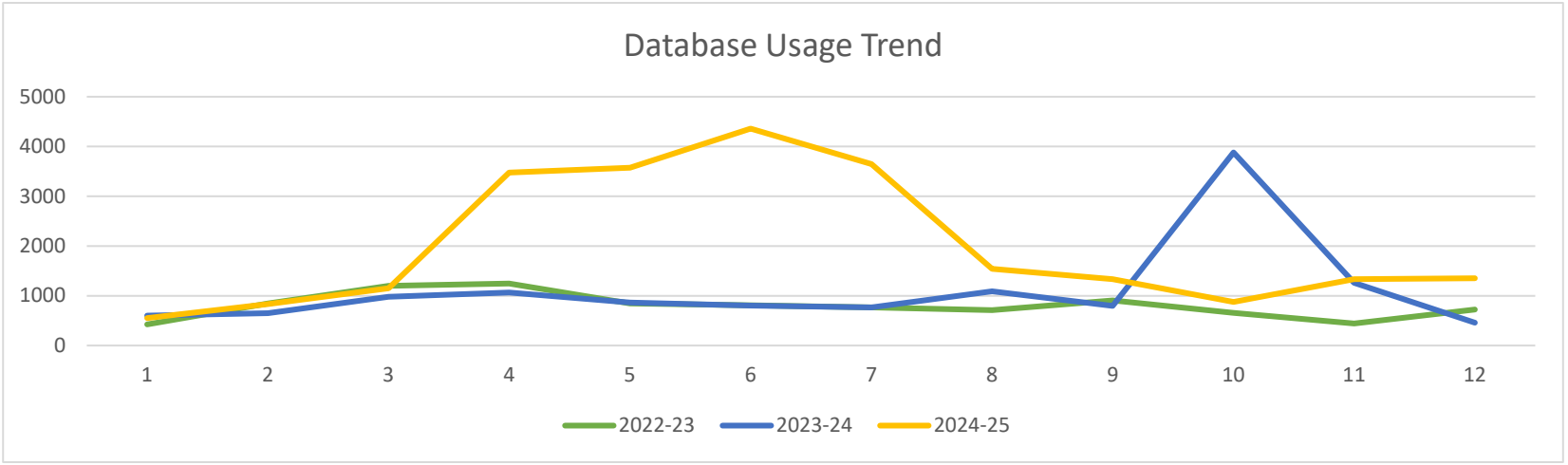
eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2024-25	3377	3873	3879	3784	3891	3873	3897	3575	3832	3502	3591	3616



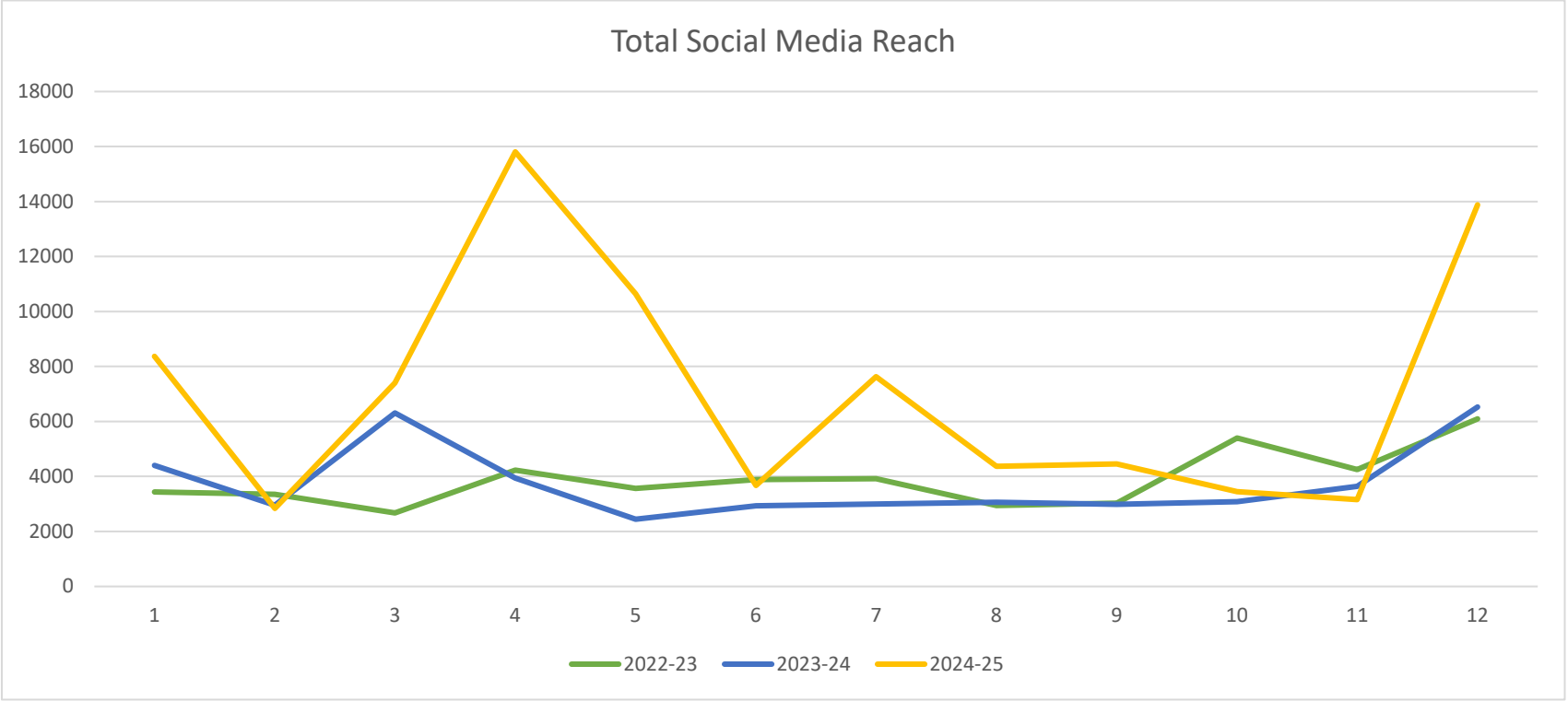
Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	20912	18678	20711	20929	18885	20719
2024-25	20611	19940	18608	20620	18909	16901	19940	18219	20312	19649	18781	20327



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	552	833	1149	3475	3571	4359	3646	1544	1332	874	1333	1352



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	3161	13883



Children's Programs

	June 2025		May 2025	
	# of Events	Attendance	# of Events	Attendance
Family Storytime	11	572	5	205
Read to a Bark Dog	1	24	1	21
Korean/English Storytime	1	40	1	27
Spanish/English Storytime	2	51	2	36
Pajama Storytime	2	50	1	22
Micro Cow and Donkey Meet & Greet	1	200	x	x
Chess Club	3	72	x	x
Animal Touch Table	1	57	x	x
Magic Show	1	140	x	x
Comedy Juggling Show	1	99	x	x
Drop in Crafternoon	5	328	x	x
Summer Reading Challenge Completions	1	274	x	x
Lunch at the Library	9	535	x	x
Off-site events	8	488	1	145
Total Volunteer Hours	236		27.5	
Reference Questions		794		564

Teen Programs

	June 2025		May 2025	
	# of Events	Attendance	# of Events	Attendance
TAB	1	11	x	x
Teens Game Café	1	9	x	x
Summer Crafternoon	1	7	x	x
Roll for Zines	1	6	x	x
SRP Completions	1	15	x	x

Adult Programs

	June 2025		May 2025	
	# of Events	Attendance	# of Events	Attendance
Reference Questions		873		703
Computer Questions		1138		1118
Total Volunteer Hours	44		42	
Game Night	1	2	x	x
Adult DIY	1	2	1	25
Adult Book Club	1	7	1	8
SRP Completions	1	25	x	x

Date: August 5, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Director's Report

Recommended Action:
Agenda Item 24

Informational Only

Administration Updates:

Our new accounting system is now online, allowing improved workflows and document management. We are able to upload and approve invoices directly to the system, allowing better records management. We can also maintain better vendor records by uploading W9s and we have created approval workflows that eliminate the need to print documents and use old fashioned rubber stamp and hand coding. In addition to coding expenses by the general ledger account, we have assigned classes to track departmental expenses. We also added a workflow to track encumbrances and create purchase orders. We also added classes to our payroll system to track labor expenses by department. Overall, we expect much more valuable financial reporting to allow for informed decision making and optimized operations.

The supervisory team cleaned out most of the remaining abandoned property left behind by the former support group in the District's storage area. Most of the remaining items were exceptionally dirty and were disposed of. The former support group has changed their name and updated their articles of incorporation to remove the District as the beneficiary upon dissolution.

Ann Thompson and I met with a representative from the Northeast Document Conservation Center for a half-day "Ready or Not" consultation to assess the disaster preparedness level of our facility and the current risk to our culturally and historically relevant library collections. The representative asked us about safety, security, fire suppression, shelving, environmental controls, maintenance, emergency plans, and other relevant questions to formulate a report that will be generated in the coming days. The assessment was done at no-cost to District, is a requirement of certain grant funding, and will be used to apply for upcoming opportunities.

I attended a workshop with the California State Library and Library Directors from across the State to help guide the direction of library services in the future. The State gathered input about funding priorities, local needs, and visions of ideal library services. I also attended a California Library Association workshop about advocacy at the ballot box that discussed Pasadena Library's ballot initiative to gain support for funding their library and a California Special District Association presentation about capital financing.

I also attended several meetings with Regional Government Services, Townsend Public Affairs, Griffin Structures, and LPA, Inc. to work on ongoing projects. Townsend Public Affairs is working with us on a collection preservation grant to assist with obtaining new code-compliant shelving. Additionally, I met with representatives from the California Asset Management Program, the City Manager's Office, the Centralia Elementary School District, and the District's insurance broker.

Building/Equipment Updates:

The District completed cutting concrete core samples of the slab in the basement so the architect's waterproofing consultant could conduct testing. The contractor cut a 6-inch diameter hole that was 4 inches deep. Ground water filled up the hole, confirming the extremely high water table. Other core samples provided extremely saturated soil.



The District also conducted a roof inspection and received a report. The architects are reviewing it and will update us with recommendations.

The City confirmed that the District will be required to comply with requirements for a trash enclosure. The District's original conditional use permit required this and the current conditions are noncompliant. As such, we will be required to include one as part of our project.

Library Staff and Outreach:

In July, the Outreach Team finished up their summer outreach events.
Staff worked with the City to coordinate visits to the Buena Park Summer Camp at Boiserranc Park, and Read with Me with Mrs. Milch at Bellis Park. The Library also provided books, crafts and summer reading program information weekly to the Boys & Girls Club. The Outreach team also attended the Summer Concerts in the Park each Wednesday evening to provide information to the community about the library. The last concert is on August 6th, with is National Night Out with Buena Park Police Department.

The Lunch at the Library Program continued to be well attended. The Library hosted a Picasso painting class on July 8th as part of this program, and 40 children took advantage of this after their meal. On July 15th, Orange County Fire Authority visited and provided demonstrations and fire helmets to children. 186 lunches were served that day, which is more than double the daily average.

Upcoming activities:
My Way Fellowship backpack giveaway this Saturday, August 2nd.
Super Senior Saturday, August 16th.
TK-Kindergarten Health Fair, Buena Park School District, August 4th & 5th at Beatty Intermediate School.

Programs and Services:

July was a busy month at the library. In the Children's Department our Summer Reading Challenge has seen remarkable participation. By the end of the month, 824 children had registered, and 466 had completed the challenge of reading 21 books, surpassing last year's numbers at the same point.

A key factor in this success has been the toy grant we received this year. We are deeply grateful to Giving Children Hope and Toys for Tots for providing such high-quality toys. The joy on the children's faces as they clutch their new toys in the library has been truly heartwarming.

In addition to the reading challenge, the Library offered a variety of enriching programs. The weekly Chess Club, with Strategic Kids, has been a standout. The engaging style has captivated the children, and we have even seen caregivers actively participating—watching and supporting their kids throughout the session. The Library is looking forward to having Strategic Kids back for future programming.



On July 7, we hosted Bubblemania, a bubble show that filled the library with excitement and laughter. A great time was had by children and adults alike.



Our Lunch at the Library program concluded on July 17. This program was run collaboratively with staff members from all departments assisting. Many parents expressed sincere appreciation for the food, space, and time this program provided.

Throughout the month, we hosted several Crafternoons, where children dropped in to create paper bag houses, bookworm pencil holders, and coffee filter butterflies—simple crafts that sparked creativity amongst our young library patrons.

We also hosted a Stuffed Animal Sleepover, where children dropped off their stuffed animals at the library. Those children will receive a slideshow of their stuffed animals' overnight adventures. On July 28 we hosted an outdoor magic show with magician Allen Oshiro on our front lawn with 125 people in attendance. This was a great event to wrap up our summer program series.

Storytimes have continued strong, with weekly family sessions and biweekly Spanish/English storytimes, which will become weekly in August. We also offered a Pajama-Rama Storytime, continued our BARK partnership, and hosted a Korean/English storytime on July 24.

Turning to our teens, July was a month of connection and creativity, although our Teen Advisory Board took a break in July to accommodate summer schedules.

We opened the Teen Space all day for teen use, and the response has been overwhelmingly positive. Teens are spending more time in the library than in recent years, and this dedicated space has allowed staff to build relationships, share crafts, and provide a safe, welcoming environment.

We hosted several engaging teen programs in July. At our Game Café on July 1, teens played board and card games, including the STEM strategy game *Gravity Maze*. During our Summer Crafternoon, teens created seashell gifts, decorated tote bags, and made summer memory journals. At the Paint a Pot Party, teens decorated flower pots and selected crystals and miniatures for their future plant homes. One teen shared that their succulent from last year's program had grown so much that it was ready for the large pot they received at this year's program.

Our Teen Summer Reading Challenge has also grown significantly. By the end of July, we had a total of 73 new teen registrations, up from 52 last year at this time. We are thrilled to see more teens engaging with the program and reading and earning prizes.

Our Adult Summer Reading Challenge also continues to thrive. We have had 289 registrants submit 844 book reviews, and 42 adults have already completed the challenge.

On July 10, we hosted a gaming themed book club meeting to discuss *Ready Player One* by Ernest Cline. The attendees had a great time discussing the book with many giving it a perfect score, praising the nostalgic references and immersive world-building.

We also hosted two DIY programs on July 17 and 24, offering adults a chance to relax, create, and connect with each other will working on their individual craft projects.

Overall, July was a month of growth and engagement across all age groups. We are proud of the work our staff has done and grateful for the support from our community partners that make these programs possible.

The Summer Reading Program will conclude on August 2, with the final Chess Club meeting held on August 1. In the following weeks, we will return to our regular programming with a focus on Back-to-School activities. On August 4, children ages 4 and up are invited to participate in a Drop-In Crafternoon, where they can create their own gummy bear backpack charm. After a summer hiatus, the Teen Advisory Board (TAB) will resume its monthly meetings beginning August 5. Additionally, the Orange County Soccer Club (OCSC) will return on August 18 to demonstrate their soccer skills and engage young readers at a special storytime event.