REGULAR MEETING AGENDA

Board of Library Trustees | Buena Park Library District

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

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

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

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

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

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

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

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

CONSENT CALENDAR ACTION (Items 6-11)

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 Regular Meeting on August 5, 2025 (Receive & File and Approve)
7. Personnel Report for August 2025 (Receive, File, and Approve)
8. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for July 2025 (Receive and File)

FINANCIAL REPORTS

9. Financial Reports from Library Administration
    a. Treasurer's Report as of June 2025
    b. Profit & Loss Budget vs. Actual – July 2024 through June 2025
    c. Profit & Loss Prev Year Comparison – July 2024 through June 2025
    d. Payment Register for August 2025

REPORTS FROM LIBRARY ADMINISTRATION

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

11. CERBT Account Summary Update as of June 30, 2025
12. Library Director's Report for August 2025
13. Library Renovation Project Update

NEW BUSINESS

14. Reschedule November 4, 2025, Board Meeting due to Vote Center for Statewide Election
15. Repeal Library Director job description dated May 2021, Revised February 2022
16. Approval of Library Director job description dated February 2025

FUTURE AGENDA ITEMS

17. Agenda Preparation for the Regular Meeting which will be held on October 7, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees
    This is the time for board members to publicly request that items be placed on future agendas.

ADJOURNMENT

CERTIFICATION OF POSTING

I, Patty Salas, Administrative Assistant of the Buena Park Library District, hereby certify that the Agenda for the September 2, 2025, Regular Meeting of the Library Board of Trustees of the Buena Park Library District was posted on August 28, 2025 at 7150 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.

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Patty Salas, Administrative Assistant

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 5, 2025

CALL TO ORDER: President Estrada called the meeting to order at 5:30 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.

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 - 11)

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

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

MOTION approved.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 5, 2025

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

MOTION by Trustee Quintero to enter closed session. SECOND by Trustee Jensen.
AYES: Estrada, Jensen, Quintero.
ABSENT: Trustee Rams.

MOTION approved. The Board entered closed session at 5:34 p.m.

MOTION by Trustee Jensen to return to open session at 7:55 p.m. SECOND by Trustee Quintero.
AYES: Estrada, Jensen, Quintero.
ABSENT: Trustee Rams.

MOTION approved.

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

NEW BUSINESS

14. Approval of changes to Employee Ancillary Benefits

Director Medina stated the ancillary benefits had not been evaluated in many years and has just been auto-renewed. The District utilized the services of the District's benefits broker, MNJ Insurance Services to evaluate employee ancillary benefits. Goals were to find enhancements, cost-savings, and administrative support for the full-time employee benefits package. After careful review of the proposals, the District recommends accepting a bundled option from Humana. The proposal provided substantially improved benefits at a modest increase of $313.77 annually, plus a $150 administrative fee for the section 125 document. This increase would fall within the budgeted amount already approved in the 2025-2026 fiscal year budget. The District pays for employee benefits, and employees may choose to purchase this coverage for their dependents. The new package offers the following benefits:

- DENTAL: The annual maximum Dental coverage would increase from $1,000 to $2,000, basic care covered 90%, the number of cleanings would increase from 2 per year to 3 per year.
- VISION: The vision insurance would no longer have a copay for eye exams or lenses. Frames allowance would be $200 - $250 (when using a plus provider)
- LIFE and AD&D: Life and Accidental Death and Dismemberment have a much lower monthly premium compared to what the District is currently paying for the same coverage.
- EMPLOYEE ASSISTANCE PROGRAM (EAP): Will be included (not currently offered)

- SHORT-TERM DISABILITY (STD): Will now be included for employees, not currently offered. This would provide employees with financial assistance during pregnancy leave, medical leave and accident/illnesses.
- District staff would also be able to purchase: Legal Shield and Identity Shield.
- A 125-plan document is included in the proposal. The District does not currently have this document. It is required to allow employees to pay benefits on a pre-tax basis. This would save the District and the employees money.

Overall, this would improve ancillary benefits for a small increase that may be off set with tax savings. The new plan would help the District be a little more competitive with other employers. The District is aware its benefits are not competitive with other agencies as was stated in the 2021 Compensation study performed by Koff & Associates.

MOTION to approve the recommended changes to the ancillary benefits for full-time employees by Trustee Quintero.

SECOND by Trustee Estrada.

Trustee Jensen stated the updates looked terrific. She said the cost of Short-term disability insurance was nominal and asked if employees could pay for it themselves. Trustee Jensen wasn't sure if it was a good idea for the District to assume the cost. Trustee Quintero thought supporting staff during short-term illnesses or disabilities was worth the cost. Trustee Quintero asked if it was possible to approve without the STD insurance. Director Medina advised it was a bundled plan and wasn't sure how removing one insurance would affect the rates. Trustee Jensen asked if this could be brought back at a later time. Director Medina stated that would require the rates to be renegotiated as it was set to go into effect at the new plan year date of September 1, 2025, as that is when new year begins for these benefits. The bundle was being recommended due to it being a cost-effective enhancement within the District's budgeted amount for ancillary benefits. The Director mentioned that the renegotiation of benefits may wind up costing the District more than the annual increase.

Trustee Jensen expressed concern about not being presented the information sooner. She would have liked to have had more time to ask questions. She wanted to know if it was possible for employees to pay for the STD instead of having the District assume the cost. Trustee Quintero stated the Board could approve it for this year and re-evaluate it in the future.

The vote was taken.

AYES: Estrada, Jensen, and Quintero.
Absent: Rams.

MOTION approved.

15. Community Partner Recognition Overview (Informational Only)

This information was requested at the last meeting. Director Medina gave a brief overview of the ways the District can recognize its community partners. Some partnerships have a contractual agreement that requires certain types of recognition. The District writes thank you letters to individuals who donate to the Library. Sometimes social media posts are required in the agreements. The Library Board of Trustees is able to request a thank you letter be written on their behalf.

16. SDRMA Board of Directors Election

After a brief discussion, there was a motion to vote for Robert Housley for the SDRMA Board of Directors.

MOTION by Trustee Jensen to vote for Robert Housley for the SDRMA Board of Directors election.
SECOND by Trustee Quintero.

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

MOTION approved.

17. Amendment Number 1 to Professional Services Agreement with Chavan & Associates, LLP

Chavan & Associates completed the District's audit for FY 2023-2024, and they will begin work on FY 2024-2025. This amendment is for FY 2024-2025 and FY 2025-2026. It is more cost effective to lock-in the rate for the additional two fiscal years. The amendment modifies the agreement from 1 year to 3 years.

MOTION by Trustee Quintero to approve Amendment No. 1 to the Professional Services Agreement with Chavan & Associates, LLP.
SECOND by Trustee Jensen.

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

MOTION approved.

18. OPEB Valuation Report (Receive and File)

Director Medina provided a brief report on the most recent OPEB Valuation Report. She explained the OPEB Trust is meant to prefund and manage the costs of health benefits provided to employees after they retire. The current valuation report shows the trust is over 100% funded. The District has requested a reimbursement from the trust for the past fiscal year's retiree health benefit premiums.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 5, 2025

19. Approval of SAAS Subscription Agreement for Cisco Meraki Renewal for 60-months for a total contract cost of $35,802.00

    In 2021, MGT (formerly known as AMS.net) assisted with re-cabling the library. A Cisco Meraki server supports the network. The current term is expiring and the District is requesting renewal for another 5 years.

    MOTION by Trustee Jensen to approve the 5-year agreement with MGT in the amount of $35,802.

    SECOND by Trustee Quintero.

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

    MOTION approved.

20. Approval of Cisco Webex Calling Proposal of 3-Year subscription in the amount of $10,262.16

    The cloud calling system is the main component of the phone structure. It has performed reliably for the last 5-years, and the District is recommending renewing the contract for another 3 years.

    MOTION by Trustee Jensen to approve the 3-year subscription in the amount of $10,262.16.
    SECOND by Trustee Quintero.

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

    MOTION approved.

21. Approval of recommended changes to the Library Rules of Conduct

    The recommended changes to the Library Rules of Conduct reflect feedback received from employees, patrons, and the community. The changes have been reviewed by the District's legal counsel. Community partners have been advised of the potential new changes that may be approved this evening. Staff are supportive and feel like the changes are needed to help them do their jobs.

    MOTION by Trustee Jensen to approve the recommended changes to the Library Rules of Conduct.
    SECOND by Trustee Quintero.

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

    MOTION approved.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 5, 2025

22. Approval of Library Director Employment Agreement

President Estrada stated the following, the Board is being asked to consider and approve an employment agreement for the Library Director with a compensation of $184,184 annually, a 5% increase as long as she receives a meets or better evaluation, a one-time $2,721 stipend, she will receive the same benefits as other full-time employees, she will be allowed to cash out up to 40 vacation hours per year, in 2025-2026 she can cash out 60 hours of vacation, she will receive 40 hours of management leave each year which will expire annually.

MOTION by Trustee Quintero, SECOND by Trustee Jensen for a 15-minute break to allow Director Medina to review the contract. MOTION passed.

After returning to open session, Director Medina advised the Board that the current Library Director job description on file will need to be repealed. The Library Board had a new job description written by Gallagher in January 2025, which needs to be approved. The job duties listed in the contract are from the new job description and accurately reflect Director Medina's current job duties. The Board asked for the repeal to be placed on the agenda in September 2025.

MOTION by Trustee Quintero to approve the Employment Agreement for the Library Director.
SECOND by Trustee Jensen.
AYES: Estrada, Jensen, Quintero.
ABSENT: Rams.

MOTION approved.

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 (Informational)

Director Medina provided a brief summary of upcoming programs during the month of August.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 5, 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.

Trustee Quintero requested Administration add the repeal of the old Library Director job description.

ADJOURNMENT

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

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

MOTION approved.
The meeting was adjourned at 9:42 p.m.

Submitted by,

_____
L. Carole Jensen
Secretary

BUENA PARK Library District

BOARD OF LIBRARY TRUSTEES
PERSONNEL REPORT FOR
September 2025

Department: Administration **Meeting Date: September 2, 2025**

Personnel Action – Merit Increase

Name	Position	Step	Effective Date
None			

Personnel Action – New Hire

Name	Position	Step	Effective Date
None			

Personnel Action – Separation

Name	Position		Effective Date
None			

Personnel Action – Leave of Absence Request

Name	Position	Start Date	Anticipated End Date
Paulina Garcia	PT Library Assistant	9/2/2025	11/24/2025

BUENA PARK Library District

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

Meeting Date: September 2, 2025

Adult Books:

- *Not My Type: One Woman Vs. a President* by E. Jean Carroll

Children's Books:

- *Allies* by Alan Gratz
- *Grenade* by Alan Gratz
- *Two Degrees* by Alan Gratz

Korean Requests:

- **None**

BUENA PARK LIBRARY DISTRICT

TREASURER'S REPORT

JUNE 2025

Bank of America Business Checking - Operating Account			
Beginning Balance 06/01/2025			**$11,772,765**
RECEIPTS/TRANSFERS:			
Property Tax Receipts	23,518		
Service Fee	11,162		
Transfer from BofA Revenue Account	400,000		
		434,680	
DISBURSEMENTS/TRANSFERS:			
Vendor Payments - Checks/ACH	355,451		
CALPERS	42,929		
ADP Payroll	117,671		
Bank fees	402		
Transfers to Investment Account - CLASS	11,000,000		
`			
		11,516,455	-$11,081,775
Balance Per Bank 06/30/2025			**$690,990**
Outstanding Checks			-$84,894
Deposit in Transit			
Balance Per Books 06/30/2025			**$606,096**

RECONCILEMENT:	**Book Balance**	**Bank Balance**
Bank of America Business Checking - Operating Account	$606,096	$690,990
Bank of America Public Funds Interest Account - Revenues Account	$1,608,362	$1,608,362
Bank of America Business Interest Maximizer	$0	$0
Bank of America Payroll Account	$0	$0
CLASS	$11,018,390	$11,018,390
Orange County Investment Account	$0	$0
Outstanding Transactions	$0	-$84,894
TOTAL LIQUIDY BALANCE	**$13,232,848**	**$13,232,848**

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity

Treasurer

Signed Date:

Secretary

Signed Date:

Buena Park Library District
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6000 · Property Tax Revenue				
6310. Prop Tax - BP Pass-Thru	879,012.43			
6312 . BP Residual	1,414,276.39			
6210 · Property Tax - Current Secured	2,345,923.74	2,221,100.00	124,823.74	105.62%
6220 · Property Tax- Current Unsecured	73,338.37	67,000.00	6,338.37	109.46%
6280 · Prop Tax - Current Supplemental	56,157.67			
6300 · Prop Tax - Prior Supplemental	1,169.35	48,000.00	-46,830.65	2.44%
6320 · Interest on Unapportioned Taxes	6,307.50	2,500.00	3,807.50	252.3%
Total 6000 · Property Tax Revenue	4,776,185.45	2,338,600.00	2,437,585.45	204.23%
6610 · Interest	215,593.36	120,000.00	95,593.36	179.66%
6611 · Interest Income-General Reserve	157.00	800.00	-643.00	19.63%
6700 · Intergovernmental Revenues				
6690 · State-Homeowners PR Tax Relief	8,641.91	810,000.00	-801,358.09	1.07%
Total 6700 · Intergovernmental Revenues	8,641.91	810,000.00	-801,358.09	1.07%
7500 · Service Revenue				
7570-00 · Library Services - Fines & Fees	20,739.98	15,000.00	5,739.98	138.27%
7570-10 · Passport Services				
7570-11 · Passport Pictures	79,093.00	70,000.00	9,093.00	112.99%
7570-10 · Passport Services - Other	248,618.80	250,000.00	-1,381.20	99.45%
Total 7570-10 · Passport Services	327,711.80	320,000.00	7,711.80	102.41%
Total 7500 · Service Revenue	348,451.78	335,000.00	13,451.78	104.02%
7600 · Miscellaneous Revenue				
7650-00 · Grants				
7650-03 · State Grants	13,171.00			
7650-10 · Special Grants	8,192.53			
7670-11 · Miscellaneous Donations				
7670-20 · Individual Donations	358.05	5,000.00	-4,641.95	7.16%
Total 7670-11 · Miscellaneous Donations	358.05	5,000.00	-4,641.95	7.16%
Total 7650-00 · Grants	21,721.58	5,000.00	16,721.58	434.43%
7675 · Misc-Other Revenue				
7675-01 · Other Revenue	38,030.12	3,500.00	34,530.12	1,086.58%
Total 7675 · Misc-Other Revenue	38,030.12	3,500.00	34,530.12	1,086.58%
Total 7600 · Miscellaneous Revenue	59,751.70	8,500.00	51,251.70	702.96%
Total Income	5,408,781.20	3,612,900.00	1,795,881.20	149.71%
Gross Profit	5,408,781.20	3,612,900.00	1,795,881.20	149.71%
Expense				
0010 · Salaries & Employee Benefits				
0100 · Salaries & Wages	1,703,043.50	1,800,000.00	-96,956.50	94.61%
0200 · Retirement				

Buena Park Library District
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	$ Over Budget	% of Budget
0200-01 · PERS	136,133.20	200,000.00	-63,866.80	68.07%
0200-02 · Deferred Comp	0.00			
Total 0200 · Retirement	136,133.20	200,000.00	-63,866.80	68.07%
0306 · Medical Insurance	178,569.27	255,000.00	-76,430.73	70.03%
0308 · Dental Insurance	8,543.76	9,000.00	-456.24	94.93%
0309 · Life/AD&D/LTD Insurance	8,690.10	9,500.00	-809.90	91.48%
0319 · Vision Insurance	2,997.36	4,000.00	-1,002.64	74.93%
0350 · Worker's Compensation	32,415.69	25,000.00	7,415.69	129.66%
0401 · Medicare/FICA	46,078.43	50,000.00	-3,921.57	92.16%
0402 · Calif Unemployment Claim Reimb.	0.00	10,000.00	-10,000.00	0.0%
460 · Leave expenses	6,135.49			
Total 0010 · Salaries & Employee Benefits	2,122,606.80	2,362,500.00	-239,893.20	89.85%
0600 · Services & Supplies				
0700 · Communication				
0700-01 · Telephone Services	115.28			
0700-02 · Internet Services	3,789.40			
0700-03 · Telecommunications Services	4,877.98	6,000.00	-1,122.02	81.3%
Total 0700 · Communication	8,782.66	6,000.00	2,782.66	146.38%
1000 · Household				
1000-01 · Janitorial Supplies	8,472.77	8,500.00	-27.23	99.68%
1000-02 · Refuse Disposal	13,696.85	6,000.00	7,696.85	228.28%
1000-03 · Custodial Contract	36,034.00	45,000.00	-8,966.00	80.08%
1000-04 · Pest Control	900.00	1,500.00	-600.00	60.0%
1000-05 · Other Cleaning Contracts	5,828.07	6,500.00	-671.93	89.66%
Total 1000 · Household	64,931.69	67,500.00	-2,568.31	96.2%
1100 · Liability Insurance	70,778.48	70,500.00	278.48	100.4%
1300 · Maintenance - Equipment				
1300-01 · Copiers	1,114.55	12,000.00	-10,885.45	9.29%
1300-04 · Theft/Fire Control System	17,225.69	8,500.00	8,725.69	202.66%
1300-07 · Service Agreement Expense	9,814.93	12,000.00	-2,185.07	81.79%
Total 1300 · Maintenance - Equipment	28,155.17	32,500.00	-4,344.83	86.63%
1400 · Maintenance - Structures				
1400-01 · Air Conditioning	23,348.65	12,000.00	11,348.65	194.57%
1400-02 · Building Maintenance Supplies	1,888.71	3,000.00	-1,111.29	62.96%
1400-03 · Door Maintenance	0.00	2,500.00	-2,500.00	0.0%
1400-04 · Electrical	1,344.33	10,000.00	-8,655.67	13.44%
1400-05 · Elevator	4,370.84	12,000.00	-7,629.16	36.42%
1400-06 · Landscape	15,491.92	30,000.00	-14,508.08	51.64%
1400-07 · Minor Building Repairs	0.00	13,000.00	-13,000.00	0.0%
1400-08 · Plumbing	3,481.84	25,000.00	-21,518.16	13.93%
1400-09 · Special Building Project	2,150.00	40,000.00	-37,850.00	5.38%

Buena Park Library District
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	$ Over Budget	% of Budget
1400-11 · Outreach Van Maintenance-Gas	53.83	500.00	-446.17	10.77%
Total 1400 · Maintenance - Structures	52,130.12	148,000.00	-95,869.88	35.22%
1500 · Bank Fees	1,817.24	200.00	1,617.24	908.62%
1600 · Memberships	15,650.02	12,000.00	3,650.02	130.42%
1800 · Office Expense				
1800-01 · Technical Services	901.31	2,000.00	-1,098.69	45.07%
1800-02 · Paper Products	1,279.99	2,000.00	-720.01	64.0%
1800-03 · Printer Supplies	12,327.13	8,000.00	4,327.13	154.09%
1800-04 · General Office Supplies	3,637.05	4,000.00	-362.95	90.93%
1800-05 · Furniture	894.26	8,000.00	-7,105.74	11.18%
1800-06 · Computers	0.00	8,000.00	-8,000.00	0.0%
1800-07 · Computer Peripherals	5,485.28	4,000.00	1,485.28	137.13%
1800-08 · Library Cards	1,130.00	1,000.00	130.00	113.0%
1800-09 · Risk Management	6,153.47	12,000.00	-5,846.53	51.28%
1800-10 · Circulation Supplies	701.53	2,000.00	-1,298.47	35.08%
1800-11 · Passport Supplies	4,646.36	4,000.00	646.36	116.16%
1800-12 · System Services Supplies	1,754.09	3,000.00	-1,245.91	58.47%
1800-14 · Marketing	0.00	2,000.00	-2,000.00	0.0%
1800-15 · Signage	74.77	1,500.00	-1,425.23	4.99%
1800-16 · Supplies Reference/Children	1,643.35	2,000.00	-356.65	82.17%
Total 1800 · Office Expense	40,628.59	63,500.00	-22,871.41	63.98%
1803 · Postage	4,627.96	16,000.00	-11,372.04	28.93%
1806 · Printing				
1806-04 · Printing-Other	0.00	4,000.00	-4,000.00	0.0%
Total 1806 · Printing	0.00	4,000.00	-4,000.00	0.0%
1900 · Professional & Specialized Serv				
1900-02 · Auditor	18,000.00	20,000.00	-2,000.00	90.0%
1900-06 · Consultant - General	178,977.16	140,000.00	38,977.16	127.84%
1900-07 · Legal Services	59,763.39	100,000.00	-40,236.61	59.76%
1900-11 · Software / WEB Site	19,811.67	35,000.00	-15,188.33	56.61%
1900-12 · Employee Physical/Background	1,056.00	3,000.00	-1,944.00	35.2%
1900-14 · LAFCO Fee	3,057.22	2,700.00	357.22	113.23%
1900-18 · P/R Processing	7,246.73	13,000.00	-5,753.27	55.74%
1900-19 · Polaris	96,101.42	65,000.00	31,101.42	147.85%
Total 1900 · Professional & Specialized Serv	384,013.59	378,700.00	5,313.59	101.4%
1901 · Programs				
1900-09 · Public Programs - Adult	660.30	3,500.00	-2,839.70	18.87%
1900-10 · Public Programs - Children	3,649.73	15,000.00	-11,350.27	24.33%
1900-15 · Children's Summer Reading Prgrm	6,014.50	12,000.00	-5,985.50	50.12%
1900-17 · Public Programs - Teens	3,050.53	3,500.00	-449.47	87.16%
1900-25 · Teen Summer Reading Program	350.00	2,500.00	-2,150.00	14.0%

Buena Park Library District
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	$ Over Budget	% of Budget
1900-27 · Adult Summer Reading Program	-9.34	2,500.00	-2,509.34	-0.37%
1900-30 · Multicultural Programs	579.00	2,000.00	-1,421.00	28.95%
1900-31 · Community Outreach	13,884.76	10,000.00	3,884.76	138.85%
1901-36 · Lunch at the Library-P Supplies	2,329.36			
Total 1901 · Programs	30,508.84	51,000.00	-20,491.16	59.82%
1907 · Collection Agency	0.00	1,500.00	-1,500.00	0.0%
1912 · Investment Administrative Fee	0.00	2,500.00	-2,500.00	0.0%
1913 · Merchant Fees	4,121.69	5,500.00	-1,378.31	74.94%
2000 · Publications & Legal Notices	6.00			
2100 · Leases & Rents				
2100-01 · Alarm System	2,927.20	15,000.00	-12,072.80	19.52%
2100-04 · Postage Machine	2,499.56	3,500.00	-1,000.44	71.42%
Total 2100 · Leases & Rents	5,426.76	18,500.00	-13,073.24	29.33%
2400 · Books / Library Materials				
2400-01 · Books	38,367.39	65,000.00	-26,632.61	59.03%
2400-02 · Print Subscriptions	6,676.08	6,000.00	676.08	111.27%
2400-03 · Title Source III	1,852.45	2,000.00	-147.55	92.62%
2400-04 · Electronic Subscriptions	53,157.44	76,000.00	-22,842.56	69.94%
2400-05 · Media	2,839.72	8,000.00	-5,160.28	35.5%
2400-06 · Library of Things	6,297.71	10,000.00	-3,702.29	62.98%
2400-09 · OCLC Fees	709.68	2,500.00	-1,790.32	28.39%
2400-13 · Ebooks/Download Audio Books	36,650.00	45,000.00	-8,350.00	81.44%
Total 2400 · Books / Library Materials	146,550.47	214,500.00	-67,949.53	68.32%
2600 · Mileage / Parking	1,018.32	1,500.00	-481.68	67.89%
2700 · Meeting Expenses				
2700-01 · Special Districts Conference	5,707.00	8,000.00	-2,293.00	71.34%
2700-02 · Staff Development	1,909.96	14,500.00	-12,590.04	13.17%
2700-04 · CLA Conference	225.00	3,500.00	-3,275.00	6.43%
2700-06 · Polaris/Technology Training	0.00	2,500.00	-2,500.00	0.0%
2700-08 · Local Meeting Expenses	1,291.29	2,000.00	-708.71	64.57%
Total 2700 · Meeting Expenses	9,133.25	30,500.00	-21,366.75	29.95%
2800 · Utilities				
2800-01 · Electric	82,832.41	100,000.00	-17,167.59	82.83%
2800-02 · Gas	7,458.16	10,000.00	-2,541.84	74.58%
2800-03 · Water & Sewer	6,074.16	7,000.00	-925.84	86.77%
Total 2800 · Utilities	96,364.73	117,000.00	-20,635.27	82.36%
2900 · Taxes and Assessments	10,464.55	9,000.00	1,464.55	116.27%
2925 · Miscellaneous Expenses	9,595.75			
3000 · Fixed Assets & Contingency Fund				
4200 · Structures / Improvements	673,017.37			
Total 3000 · Fixed Assets & Contingency Fund	673,017.37			

Buena Park Library District
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	$ Over Budget	% of Budget
Total 0600 · Services & Supplies	1,657,723.25	1,250,400.00	407,323.25	132.58%
Total Expense	3,780,330.05	3,612,900.00	167,430.05	104.63%
Net Ordinary Income	1,628,451.15	0.00	1,628,451.15	100.0%
Other Income/Expense				
Other Expense				
4000-01 · Interest Expense Change in FV	-330,967.00			
Total Other Expense	-330,967.00			
Net Other Income	330,967.00	0.00	330,967.00	100.0%
Net Income	**1,959,418.15**	**0.00**	**1,959,418.15**	**100.0%**

Buena Park Library District
Profit & Loss Prev Year Comparison
July 2024 through June 2025

	Jul '24 - Jun 25	Jul '23 - Jun 24	$ Change	% Change
Ordinary Income/Expense				
Income				
6000 · Property Tax Revenue				
6310. Prop Tax - BP Pass-Thru	879,012.43	0.00	879,012.43	100.0%
6312 . BP Residual	1,414,276.39	0.00	1,414,276.39	100.0%
6210 · Property Tax - Current Secured	2,345,923.74	2,211,526.84	134,396.90	6.08%
6220 · Property Tax- Current Unsecured	73,338.37	65,688.64	7,649.73	11.65%
6280 · Prop Tax - Current Supplemental	56,157.67	0.00	56,157.67	100.0%
6300 · Prop Tax - Prior Supplemental	1,169.35	57,107.13	-55,937.78	-97.95%
6320 · Interest on Unapportioned Taxes	6,307.50	5,857.16	450.34	7.69%
Total 6000 · Property Tax Revenue	4,776,185.45	2,340,179.77	2,436,005.68	104.1%
6610 · Interest	215,593.36	255,822.54	-40,229.18	-15.73%
6611 · Interest Income-General Reserve	157.00	1,434.79	-1,277.79	-89.06%
6700 · Intergovernmental Revenues				
6680 · State Homeowner RDA	0.00	1,300,072.19	-1,300,072.19	-100.0%
6690 · State-Homeowners PR Tax Relief	8,641.91	800,205.81	-791,563.90	-98.92%
Total 6700 · Intergovernmental Revenues	8,641.91	2,100,278.00	-2,091,636.09	-99.59%
7500 · Service Revenue				
7570-00 · Library Services - Fines & Fees	20,739.98	17,211.44	3,528.54	20.5%
7570-10 · Passport Services				
7570-11 · Passport Pictures	79,093.00	59,095.00	19,998.00	33.84%
7570-10 · Passport Services - Other	248,618.80	191,275.00	57,343.80	29.98%
Total 7570-10 · Passport Services	327,711.80	250,370.00	77,341.80	30.89%
Total 7500 · Service Revenue	348,451.78	267,581.44	80,870.34	30.22%
7600 · Miscellaneous Revenue				
7650-00 · Grants				
7650-03 · State Grants	13,171.00	0.00	13,171.00	100.0%
7650-10 · Special Grants	8,192.53	57,165.00	-48,972.47	-85.67%
7670-11 · Miscellaneous Donations				
7670-20 · Individual Donations	358.05	3,967.26	-3,609.21	-90.98%
Total 7670-11 · Miscellaneous Donations	358.05	3,967.26	-3,609.21	-90.98%
Total 7650-00 · Grants	21,721.58	61,132.26	-39,410.68	-64.47%
7675 · Misc-Other Revenue				
7675-01 · Other Revenue	38,030.12	3,442.91	34,587.21	1,004.59%
Total 7675 · Misc-Other Revenue	38,030.12	3,442.91	34,587.21	1,004.59%
Total 7600 · Miscellaneous Revenue	59,751.70	64,575.17	-4,823.47	-7.47%
Total Income	5,408,781.20	5,029,871.71	378,909.49	7.53%
Gross Profit	5,408,781.20	5,029,871.71	378,909.49	7.53%
Expense				
0010 · Salaries & Employee Benefits				
0100 · Salaries & Wages	1,703,043.50	1,678,672.09	24,371.41	1.45%

Buena Park Library District
Profit & Loss Prev Year Comparison
July 2024 through June 2025

	Jul '24 - Jun 25	Jul '23 - Jun 24	$ Change	% Change
0200 · Retirement				
0200-01 · PERS	136,133.20	118,277.33	17,855.87	15.1%
0200-02 · Deferred Comp	0.00	-218,545.00	218,545.00	100.0%
0200-03 · OPEB Retirement Trust	0.00	4,936.00	-4,936.00	-100.0%
Total 0200 · Retirement	136,133.20	-95,331.67	231,464.87	242.8%
0306 · Medical Insurance	178,569.27	189,628.05	-11,058.78	-5.83%
0308 · Dental Insurance	8,543.76	8,059.32	484.44	6.01%
0309 · Life/AD&D/LTD Insurance	8,690.10	8,822.10	-132.00	-1.5%
0319 · Vision Insurance	2,997.36	3,600.84	-603.48	-16.76%
0350 · Worker's Compensation	32,415.69	6,669.81	25,745.88	386.01%
0401 · Medicare/FICA	46,078.43	41,838.78	4,239.65	10.13%
460 · Leave expenses	6,135.49	3,758.00	2,377.49	63.27%
Total 0010 · Salaries & Employee Benefits	2,122,606.80	1,845,717.32	276,889.48	15.0%
0600 · Services & Supplies				
0700 · Communication				
0700-01 · Telephone Services	115.28	0.00	115.28	100.0%
0700-02 · Internet Services	3,789.40	0.00	3,789.40	100.0%
0700-03 · Telecommunications Services	4,877.98	4,530.48	347.50	7.67%
Total 0700 · Communication	8,782.66	4,530.48	4,252.18	93.86%
1000 · Household				
1000-01 · Janitorial Supplies	8,472.77	7,045.59	1,427.18	20.26%
1000-02 · Refuse Disposal	13,696.85	5,907.84	7,789.01	131.84%
1000-03 · Custodial Contract	36,034.00	33,700.00	2,334.00	6.93%
1000-04 · Pest Control	900.00	975.00	-75.00	-7.69%
1000-05 · Other Cleaning Contracts	5,828.07	0.00	5,828.07	100.0%
Total 1000 · Household	64,931.69	47,628.43	17,303.26	36.33%
1100 · Liability Insurance	70,778.48	64,079.08	6,699.40	10.46%
1300 · Maintenance - Equipment				
1300-01 · Copiers	1,114.55	0.00	1,114.55	100.0%
1300-04 · Theft/Fire Control System	17,225.69	3,608.69	13,617.00	377.34%
1300-07 · Service Agreement Expense	9,814.93	6,134.03	3,680.90	60.01%
Total 1300 · Maintenance - Equipment	28,155.17	9,742.72	18,412.45	188.99%
1400 · Maintenance - Structures				
1400-01 · Air Conditioning	23,348.65	6,899.71	16,448.94	238.4%
1400-02 · Building Maintenance Supplies	1,888.71	2,485.34	-596.63	-24.01%
1400-03 · Door Maintenance	0.00	2,570.51	-2,570.51	-100.0%
1400-04 · Electrical	1,344.33	4,757.00	-3,412.67	-71.74%
1400-05 · Elevator	4,370.84	6,657.21	-2,286.37	-34.34%
1400-06 · Landscape	15,491.92	16,016.23	-524.31	-3.27%
1400-07 · Minor Building Repairs	0.00	112.50	-112.50	-100.0%
1400-08 · Plumbing	3,481.84	16,698.78	-13,216.94	-79.15%

Buena Park Library District
Profit & Loss Prev Year Comparison
July 2024 through June 2025

	Jul '24 - Jun 25	Jul '23 - Jun 24	$ Change	% Change
1400-09 · Special Building Project	2,150.00	28,212.78	-26,062.78	-92.38%
1400-11 · Outreach Van Maintenance-Gas	53.83	304.09	-250.26	-82.3%
Total 1400 · Maintenance - Structures	52,130.12	84,714.15	-32,584.03	-38.46%
1500 · Bank Fees	1,817.24	0.00	1,817.24	100.0%
1600 · Memberships	15,650.02	10,723.46	4,926.56	45.94%
1800 · Office Expense				
1800-01 · Technical Services	901.31	1,972.55	-1,071.24	-54.31%
1800-02 · Paper Products	1,279.99	1,048.32	231.67	22.1%
1800-03 · Printer Supplies	12,327.13	7,774.63	4,552.50	58.56%
1800-04 · General Office Supplies	3,637.05	4,434.31	-797.26	-17.98%
1800-05 · Furniture	894.26	0.00	894.26	100.0%
1800-07 · Computer Peripherals	5,485.28	3,345.66	2,139.62	63.95%
1800-08 · Library Cards	1,130.00	0.00	1,130.00	100.0%
1800-09 · Risk Management	6,153.47	7,456.83	-1,303.36	-17.48%
1800-10 · Circulation Supplies	701.53	1,361.88	-660.35	-48.49%
1800-11 · Passport Supplies	4,646.36	3,054.62	1,591.74	52.11%
1800-12 · System Services Supplies	1,754.09	817.39	936.70	114.6%
1800-14 · Marketing	0.00	1,130.23	-1,130.23	-100.0%
1800-15 · Signage	74.77	245.68	-170.91	-69.57%
1800-16 · Supplies Reference/Children	1,643.35	558.11	1,085.24	194.45%
Total 1800 · Office Expense	40,628.59	33,200.21	7,428.38	22.37%
1803 · Postage	4,627.96	11,360.33	-6,732.37	-59.26%
1900 · Professional & Specialized Serv				
1900-02 · Auditor	18,000.00	10,240.00	7,760.00	75.78%
1900-06 · Consultant - General	178,977.16	9,507.85	169,469.31	1,782.42%
1900-07 · Legal Services	59,763.39	63,192.06	-3,428.67	-5.43%
1900-11 · Software / WEB Site	19,811.67	10,946.76	8,864.91	80.98%
1900-12 · Employee Physical/Background	1,056.00	403.00	653.00	162.04%
1900-14 · LAFCO Fee	3,057.22	2,682.59	374.63	13.97%
1900-18 · P/R Processing	7,246.73	6,447.52	799.21	12.4%
1900-19 · Polaris	96,101.42	58,894.31	37,207.11	63.18%
Total 1900 · Professional & Specialized Serv	384,013.59	162,314.09	221,699.50	136.59%
1901 · Programs				
1900-09 · Public Programs - Adult	660.30	857.29	-196.99	-22.98%
1900-10 · Public Programs - Children	3,649.73	11,776.11	-8,126.38	-69.01%
1900-15 · Children's Summer Reading Prgrm	6,014.50	8,795.96	-2,781.46	-31.62%
1900-17 · Public Programs - Teens	3,050.53	2,284.91	765.62	33.51%
1900-25 · Teen Summer Reading Program	350.00	705.20	-355.20	-50.37%
1900-27 · Adult Summer Reading Program	-9.34	1,290.01	-1,299.35	-100.72%
1900-30 · Multicultural Programs	579.00	243.90	335.10	137.39%
1900-31 · Community Outreach	13,884.76	5,589.80	8,294.96	148.4%

Buena Park Library District
Profit & Loss Prev Year Comparison
July 2024 through June 2025

	Jul '24 - Jun 25	Jul '23 - Jun 24	$ Change	% Change
1901-36 · Lunch at the Library-P Supplies	2,329.36	0.00	2,329.36	100.0%
Total 1901 · Programs	30,508.84	31,543.18	-1,034.34	-3.28%
1912 · Investment Administrative Fee	0.00	1,676.11	-1,676.11	-100.0%
1913 · Merchant Fees	4,121.69	3,778.61	343.08	9.08%
2000 · Publications & Legal Notices	6.00	0.00	6.00	100.0%
2100 · Leases & Rents				
2100-01 · Alarm System	2,927.20	10,647.68	-7,720.48	-72.51%
2100-04 · Postage Machine	2,499.56	2,189.82	309.74	14.15%
Total 2100 · Leases & Rents	5,426.76	12,837.50	-7,410.74	-57.73%
2400 · Books / Library Materials				
2400-01 · Books	38,367.39	53,846.68	-15,479.29	-28.75%
2400-02 · Print Subscriptions	6,676.08	4,843.19	1,832.89	37.85%
2400-03 · Title Source III	1,852.45	1,798.50	53.95	3.0%
2400-04 · Electronic Subscriptions	53,157.44	56,360.02	-3,202.58	-5.68%
2400-05 · Media	2,839.72	5,885.67	-3,045.95	-51.75%
2400-06 · Library of Things	6,297.71	7,625.68	-1,327.97	-17.41%
2400-09 · OCLC Fees	709.68	1,235.47	-525.79	-42.56%
2400-13 · Ebooks/Download Audio Books	36,650.00	42,800.00	-6,150.00	-14.37%
Total 2400 · Books / Library Materials	146,550.47	174,395.21	-27,844.74	-15.97%
2600 · Mileage / Parking	1,018.32	925.41	92.91	10.04%
2700 · Meeting Expenses				
2700-01 · Special Districts Conference	5,707.00	3,630.61	2,076.39	57.19%
2700-02 · Staff Development	1,909.96	1,220.25	689.71	56.52%
2700-04 · CLA Conference	225.00	225.00	0.00	0.0%
2700-08 · Local Meeting Expenses	1,291.29	492.60	798.69	162.14%
Total 2700 · Meeting Expenses	9,133.25	5,568.46	3,564.79	64.02%
2800 · Utilities				
2800-01 · Electric	82,832.41	87,134.12	-4,301.71	-4.94%
2800-02 · Gas	7,458.16	5,605.26	1,852.90	33.06%
2800-03 · Water & Sewer	6,074.16	4,817.24	1,256.92	26.09%
Total 2800 · Utilities	96,364.73	97,556.62	-1,191.89	-1.22%
2900 · Taxes and Assessments	10,464.55	9,294.85	1,169.70	12.58%
2925 · Miscellaneous Expenses	9,595.75	0.00	9,595.75	100.0%
3000 · Fixed Assets & Contingency Fund				
4000 · Equipment	0.00	0.00	0.00	0.0%
4200 · Structures / Improvements	673,017.37	786,126.00	-113,108.63	-14.39%
Total 3000 · Fixed Assets & Contingency Fund	673,017.37	786,126.00	-113,108.63	-14.39%
Total 0600 · Services & Supplies	1,657,723.25	1,551,994.90	105,728.35	6.81%
2999 · Depreciation	0.00	224,419.71	-224,419.71	-100.0%
Total Expense	3,780,330.05	3,622,131.93	158,198.12	4.37%
Net Ordinary Income	1,628,451.15	1,407,739.78	220,711.37	15.68%

Buena Park Library District
Profit & Loss Prev Year Comparison
July 2024 through June 2025

	Jul '24 - Jun 25	Jul '23 - Jun 24	$ Change	% Change
Other Income/Expense				
Other Expense				
4000-01 · Interest Expense Change in FV	-330,967.00	330,967.00	-661,934.00	-200.0%
Total Other Expense	-330,967.00	330,967.00	-661,934.00	-200.0%
Net Other Income	330,967.00	-330,967.00	661,934.00	200.0%
Net Income	**1,959,418.15**	**1,076,772.78**	**882,645.37**	**81.97%**

Buena Park Library District

August 2025 Payments

Date	Vendor	Note	Amount
07/31/25	Strategic Kids	Chess Program	$1,050.00
07/31/25	ADP	Employee Wages	$46,228.40
07/31/25	ADP	Payroll Taxes	$11,374.46
08/08/25	ADP	Payroll Processing	$331.98
08/08/25	CalPERS	15012 Classic	$443.46
08/08/25	CalPERS	1329 Classic	$1,068.70
08/08/25	CalPERS	26899 PEPRA	$6,366.24
08/08/25	Western Allied Corporation	Monthly HVAC Service	$678.00
08/08/25	Secretary of State	Roster of Public Agencies Update SF-405	$6.00
08/08/25	KC Digital Solutions, Inc.	Copier Fees	$103.55
08/08/25	Concrete Coring Company	Basement Foundation Core Samples	$1,185.00
08/08/25	Orange County Fire Protection	Monthly Fire Extinguisher Inspection	$100.00
08/08/25	SoCalGas	Monthly Gas Usage	$220.79
08/08/25	Kone, Inc	Quarterly Maintenance	$853.59
08/08/25	Cengage Group	Ebook Hosting	$300.00
08/08/25	Staples Business Credit	Toner	$380.91
08/08/25	Park Disposal	Waste Disposal	$524.69
08/08/25	Cintas Corp.	Restroom Supplies	$277.09
08/08/25	LPA Inc.	June/July 2025 Billing	$20,016.00
08/08/25	Quadient Finance USA, Inc.	Postage	$2,049.70
08/08/25	Master Janitorial Service, Inc	Janitorial Service	$3,043.00
08/08/25	Townsend Public Affairs, Inc.	Consulting Services	$5,000.00
08/08/25	INTELEPEER Holdings, Inc	Phone Services	$794.16
08/08/25	US Bank Corp Payment Systems	July Payments	$542.98
08/08/25	EarthCo Landscape	Landscape Service and Repair	$1,769.65
08/11/25	CalPERS	Health Benefits	$23,100.65
08/13/25	CalPERS	457 Plan	$1,897.79
08/13/25	CalPERS	457 Plan	$1,904.58
08/14/25	ADP	Employee Wages	$45,590.96
08/14/25	ADP	Payroll Taxes	$11,268.34
08/15/25	BofA	Account Analysis Fee	$1,166.31
08/21/25	CalPERS	15012 Classic	$452.27
08/21/25	CalPERS	1329 Classic	$1,146.50
08/21/25	CalPERS	26899 PEPRA	$6,240.62
08/22/25	ADP	Payroll Processing	$331.98
08/22/25	LPA Inc.	Credit due to payment error last month	-$55,600.00
08/26/25	Empathy Studios, LLC	Staff Training Platform	$749.00

Buena Park Library District

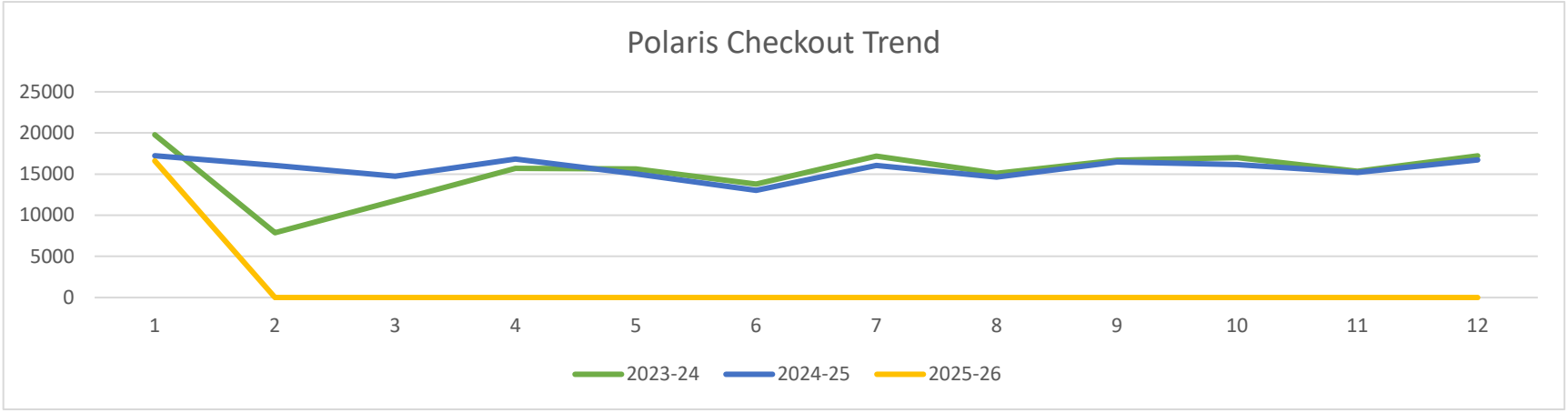
August 2025 Payments

08/26/25	So Cal Edison	Electric Usage	$10,039.38
08/26/25	Imperial County Office of Education	Internet Service	$807.03
08/26/25	Orange County Fire Protection	Quarterly Fire Sprinkler and Standpipe Inspection	$490.00
08/26/25	Cengage Group	Large Print Standing Order Annual Plan	$2,588.36
08/26/25	Amazon Capital Services	Books and Office Supplies	$357.24
08/26/25	Staples Business Credit	Toner and Office Supplies	$683.36
08/26/25	Griffin Structures, Inc.	Consulting Services	$26,138.80
		Total	$184,061.52

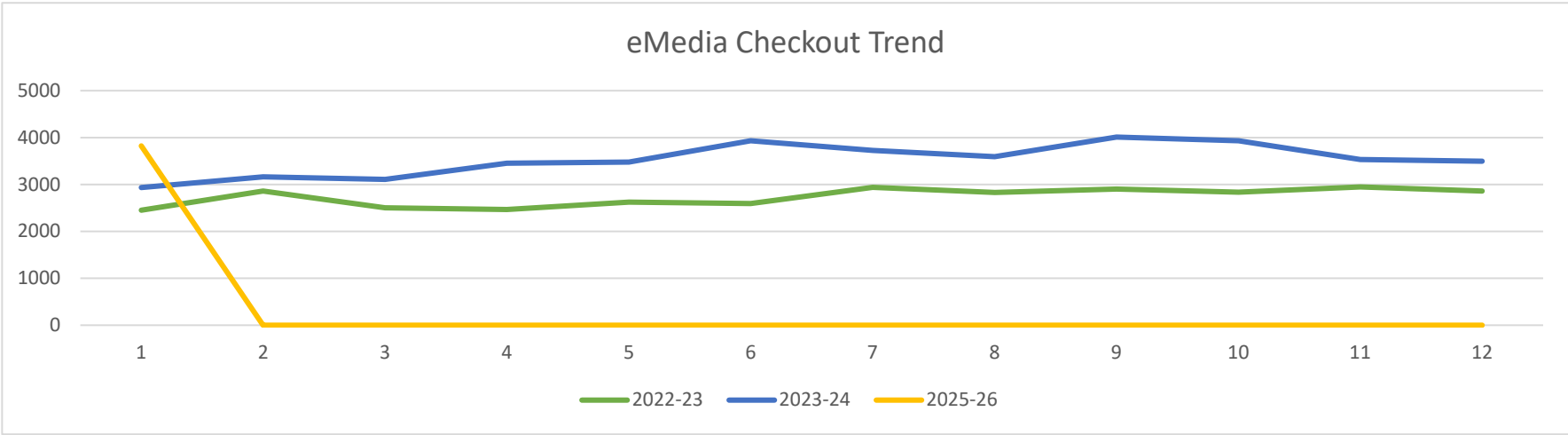
Electronic Resource Usage
July 2025 - June 2026

	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	This Year Total to Date
Auto Repair Source	48												48
NoveList Plus	22												22
Gale Virtual Reference Library	9												9
HelpNow!	402												402
Mango Languages	155												155
Newsbank	423												423
AtoZ Maps Online	0												0
TumbleBooks	2												2
ProQuest	1												1
CultureGrams	3												3
Britannica	4												4
TeachingBooks	482												482
Month Total:	1551	0	0	0	0	0	0	0	0	0	0	0	1551

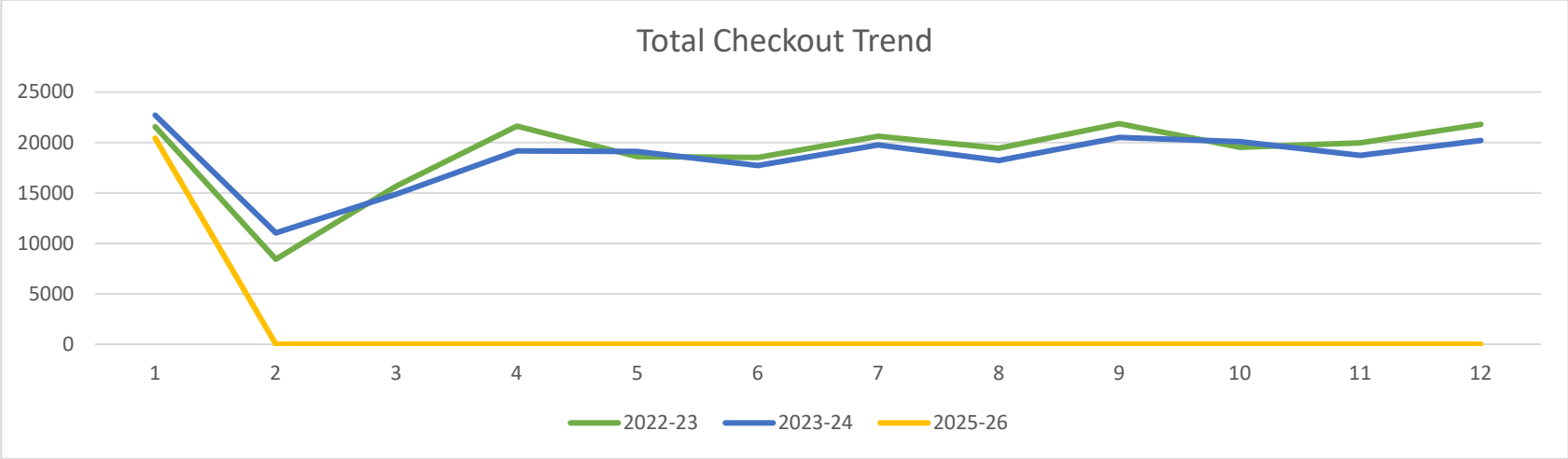
Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2023-24	19784	7877	11779	15714	15644	13802	17187	15083	16700	16999	15351	17222
2024-25	17234	16067	14729	16836	15018	13028	16043	14644	16480	16147	15190	16711
2025-26	16612	0	0	0	0	0	0	0	0	0	0	0



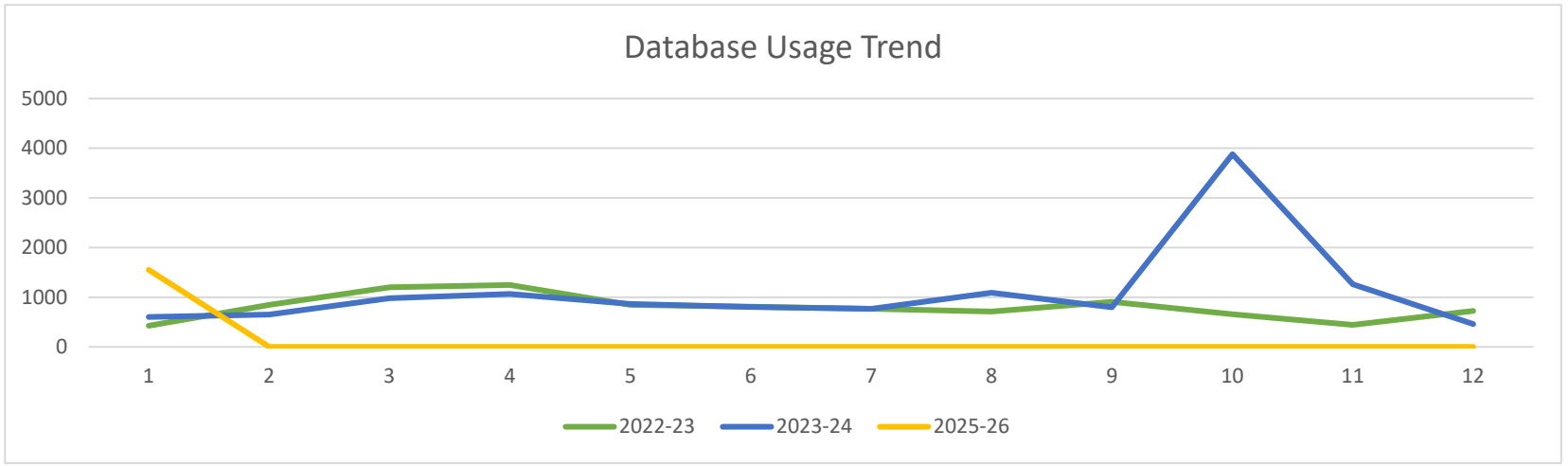
eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2025-26	3823	0	0	0	0	0	0	0	0	0	0	0



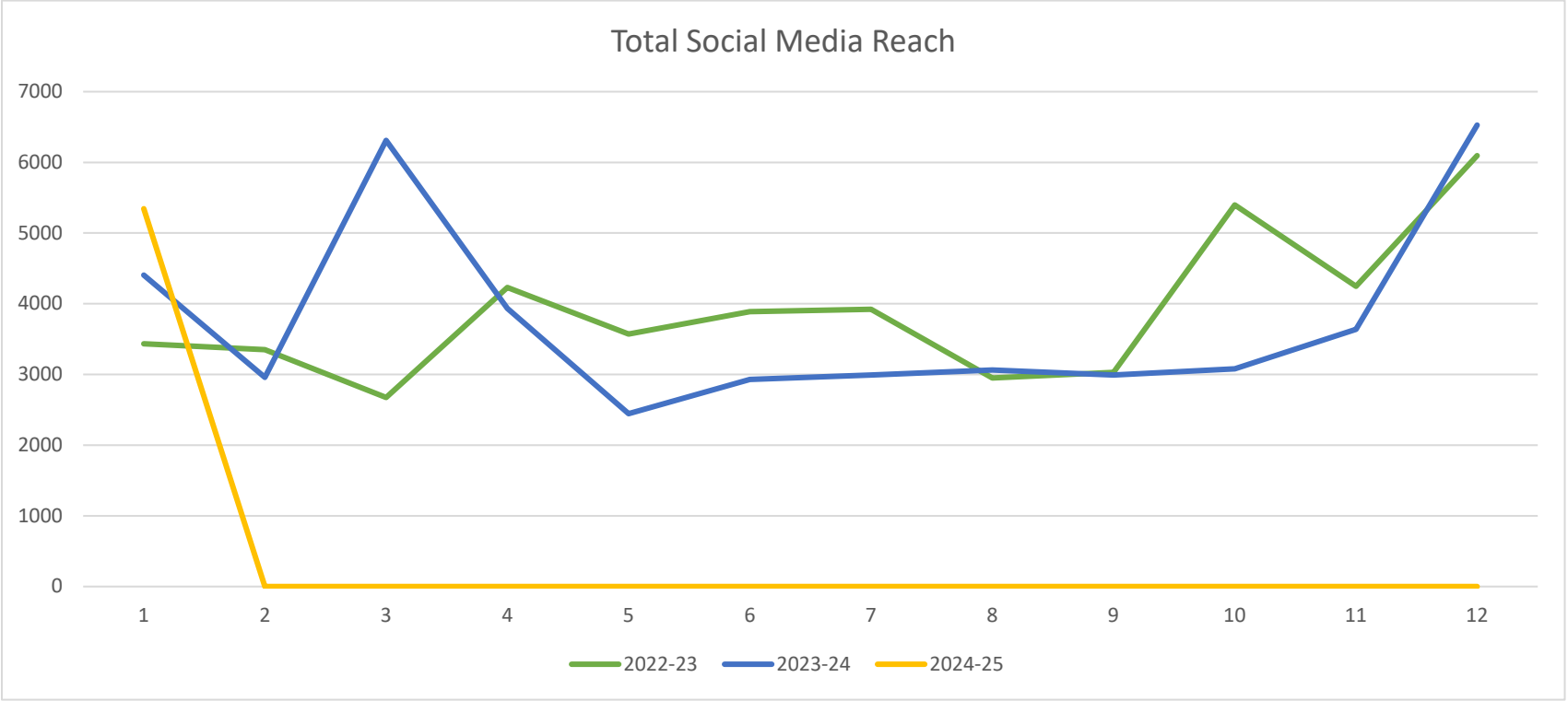
Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	19768	18239	20491	20077	18724	20208
2025-26	20435	0	0	0	0	0	0	0	0	0	0	0



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
2025-26	1551	0	0	0	0	0	0	0	0	0	0	0



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	5344	0	0	0	0	0	0	0	0	0	0	0



Children's Programs

	July 2025		June 2025	
	# of Events	Attendance	# of Events	Attendance
Family Storytime	13	624	11	572
Read to a Bark Dog	1	22	1	24
Korean/English Storytime	1	40	1	40
Spanish/English Storytime	2	46	2	51
Pajama Storytime	2	30	2	50
Bubble Show	1	115	x	x
Put Waste in Its Place	1	50	x	x
Meet & Greet w/ OC Firefighters	1	190	x	x
Donuts and Dropoff Sleepover	1	80	x	x
Magic Show	1	125	x	x
Public Speaking Workshop	1	5	x	x
Painter's Space	1	40	x	x
Drop in Crafternoon	5	406	5	328
Chess Club	4	97	3	72
Summer Reading Challenge Completions	1	275	1	274
Lunch at the Library	6	440	9	535
Off-site events	6	299	8	488
Total Volunteer Hours	336.5		236	
Reference Questions		711		794

Teen Programs

	July 2025		June 2025	
	# of Events	Attendance	# of Events	Attendance
TAB	1	11	1	11
Teens Game Café	1	5	1	9
Summer Crafternoon	1	8	1	7
Teen Paint a Pot	1	9	x	x
SRP Completions	1	21	1	15

Adult Programs

	July 2025		June 2025	
	# of Events	Attendance	# of Events	Attendance
Reference Questions		866		873
Computer Questions		1353		1138
Total Volunteer Hours	58		44	
Game Night	1	3	1	2

Adult DIY	2	5	1	2
Adult Book Club	1	6	1	7
SRP Completions	1	43	1	25

CERBT Account Update Summary

Buena Park Library District

as of June 30, 2025

CalPERS

OPEB Valuation Report Summary

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

CERBT Account Summary

As of June 30, 2025	Strategy 1
Initial contribution (02/07/2012)	$20,000
Additional contributions	$1,654,069
Disbursements	($121,235)
CERBT expenses	($19,218)
Investment earnings	$1,559,457
Total assets	$3,093,073
Annualized net rate of return* (02/07/2012-06/30/2025 = 13.40 years)	7.27%

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

Cash Flow Summary by Fiscal Year

Fiscal Year	Contributions	Disbursements	Cumulative Investment Gains (Losses)	Cumulative Fees	Cumulative Ending Assets
2006-07	$0	$0	$0	$0	$0
2007-08	$0	$0	$0	$0	$0
2008-09	$0	$0	$0	$0	$0
2009-10	$0	$0	$0	$0	$0
2010-11	$0	$0	$0	$0	$0
2011-12	$289,000	$0	$2,666	($32)	$291,633
2012-13	$228,446	$0	$41,599	($616)	$558,429
2013-14	$98,290	$0	$152,614	($1,524)	$766,827
2014-15	$100,000	$0	$151,343	($2,330)	$864,749
2015-16	$100,000	$0	$164,829	($3,082)	$977,484
2016-17	$100,000	$0	$273,771	($3,990)	$1,185,516
2017-18	$100,000	$0	$369,879	($5,098)	$1,380,518
2018-19	$600,000	$0	$463,806	($6,319)	$2,073,224
2019-20	$58,333	$0	$537,975	($8,135)	$2,203,909
2020-21	$0	$0	$1,144,610	($10,283)	$2,808,397
2021-22	$0	$0	$769,872	($12,645)	$2,431,296
2022-23	$0	$0	$926,925	($14,747)	$2,586,248
2023-24	$0	($53,409)	$1,211,864	($17,022)	$2,815,503
as of 6/30/2025	$0	($67,826)	$1,559,457	($19,218)	$3,093,073

CERBT/CEPPT Investment Returns

Periods ended June 30, 2025

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	$22,009,428,766	3.17%	7.00%	12.35%	12.35%	9.92%	7.97%	6.90%	5.68%
Benchmark		3.13%	6.87%	11.97%	11.97%	9.65%	7.73%	6.57%	5.30%
CERBT Strategy 2 (Inception October 1, 2011)	$2,262,897,488	2.86%	5.36%	10.62%	10.62%	7.45%	5.37%	5.58%	6.54%
Benchmark		2.82%	5.28%	10.33%	10.33%	7.26%	5.19%	5.31%	6.29%
CERBT Strategy 3 (Inception January 1, 2012)	$917,124,660	2.59%	4.11%	9.31%	9.31%	5.70%	3.67%	4.49%	5.01%
Benchmark		2.56%	4.04%	9.08%	9.08%	5.54%	3.54%	4.28%	4.76%
CERBT Total	**$25,189,450,914**								
CEPPT Strategy 1 (Inception October 1, 2019)	$235,449,236	2.60%	5.51%	10.72%	10.72%	8.22%	5.60%	-	5.44%
Benchmark		2.57%	5.47%	10.56%	10.56%	8.06%	5.42%	-	5.32%
CEPPT Strategy 2 (Inception January 1, 2020)	$77,118,114	2.11%	3.66%	8.88%	8.88%	5.78%	2.63%	-	2.89%
Benchmark		2.09%	3.62%	8.68%	8.68%	5.68%	2.50%	-	2.77%
CEPPT Total	**$312,567,350**								

CERBT Portfolios

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

CERBT Portfolio Details

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

Total Participation Cost Fee Rate

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

Financial Reporting

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

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

Questions?



Phone: (916) 795-8454



Email: CERBT4U@calpers.ca.gov



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

Date: September 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Director's Report

Recommended Action:
Agenda Item 13

Informational Only

Administration Updates:

The State of the City meeting is on October 1 at 11:30 am. Please let Patty Salas know by September 10th if you will attend with the Library District. The District will purchase your ticket.

The Library rolled out the new Rules of Conduct this month. While a few patrons have been unhappy with the restrictions regarding the size and amount of belongings allowed in the library, the overall response has been overwhelmingly positive from both patrons and staff. Staff have received remarks from patrons affirming that this is a welcome and necessary change.

I attended the Santiago Library System (SLS) Executive Council meeting at Orange County Public Library Headquarters. The Executive Director, Christine Powers, presented the Plan of Service which will be submitted to the State Library. She also provided an overview of the SLS library cooperative. I am including Ms. Powers' slides at the end of this report. Ms. Powers reminded the Council that for the second year, California Library Services Act funding has been cut 50% from FY23 levels and that it may have a detrimental effect on the cooperative if the State continues the cuts going forward.

I recently met with the Special District Directors to strategize about the annual State Library Director's Forum. This event has lost funding due to the Federal and State budget cuts. Riverside County Library, a private non-profit, and individual donors are assisting with sponsoring the event. One of the Special District Directors is on the planning committee and was looking for ways to hold the state-wide training and event at a lower cost.

Our benefits broker held an open enrollment information session at the library. She met with employees to provide information about their ancillary benefits and assist them with their enrollment. While this ordinarily might not seem noteworthy, employees have not

received this kind of assistance in recent history and it was a marked difference in our operations.

I continued to work with consultants on updating our personnel policies throughout the month. We are making refinements to the employee handbooks and are nearing completion of the revisions. Once that is finished, it will need formatting updates and legal review.

I also met extensively with our construction management representatives and design consultants to close out the design development phase of the library renovation project and will provide a separate update on the status of the project.

Patricia Salas and I have been working with our finance consultants to close out the fiscal year and gather documents for the audit, which is scheduled to begin on September 3. Salas has provided extensive support to organize and revise the financial reports for clarity and easy access. We have also been working with payroll consultants to make corrections to our system. Our payroll provider will be filing tax amendments as a result.

There will be a Statewide Special Election on November 4, 2025, and our facility will be used as a multi-day Vote Center. There is an agenda item to move the date of the Board meeting to accommodate the needs of the election.

Library Staff and Outreach:

Several staff members attended Santiago Library System committee meetings this month. Ann Thompson and Bailey Porras attended the Teen Services Committee meeting. Caroline Wilkins attended the Circulation Services Committee meeting.

The Outreach Team attended the Buena Park School District's Health and Wellness Fair at Beatty Middle School. They also attended the City's Concerts in the Park and celebrated National Night Out with the Buena Park Police Department. The Outreach Team also attended Super Senior Saturday at Ehlers Event Center to provide our Senior community with information about the Library and to register new patrons for library cards. As summer ends, the team will be preparing for Back-to-School Night events throughout the City and is working on our school partnerships. Our team will be attending Back-to-School nights at Hope School, Beatty Middle School, Gilbert Elementary School, Danbrook Elementary School and San Marino Elementary School. Storytimes will be resuming at the Catalyst Kids preschool and day care center.

In September, the Team will be attending the City's CultureFest event, which is a great opportunity for the Library to showcase our world language resources, including our

Korean and Spanish language books and our Mango Languages app. The District also has the Libby App, which features a multi-lingual magazine collection.

Programs and Services:

Children's programming concluded its summer with notable success. The Summer Reading Challenge ended on August 2nd, showing a significant increase in participation compared to last year. A total of 864 children registered, with 566 completing the challenge. This is an impressive increase from 606 registrations and 210 completions in 2024. We attribute this growth in part to the generous support of our partner organizations, whose high-quality incentives helped to motivate our young readers. We have since reached out to thank our partners, many of whom have expressed interest in future collaboration.

Our final Chess Club meeting of the summer with Strategic Kids was a highlight of the season. The children demonstrated enthusiasm and curiosity, culminating in a tournament-style session where they earned prizes. This program consistently fostered both learning and enjoyment.

Two drop-in Crafternoons offered creative outlets for children, featuring pet rock crafting and gummy bear backpack charm making. The latter event exceeded attendance expectations, requiring quick adaptation by staff to accommodate additional participants. Despite the limited space, the atmosphere remained positive and collaborative.

The Library also hosted a special storytime featuring Orange County Soccer Club players Bryce Jamison and Ashton Miles. Their visit included a Q&A session that was well-received by both children and caregivers. This marks multiple successful collaborations with OCSC, and we continue to value their generosity and community spirit.

With the return of the school year, we introduced new offerings to diversify our storytime programming. Our weekly bilingual Spanish/English storytimes are being met with enthusiasm and a committed audience. In August, we also hosted another popular pajama storytime.

The Teen Advisory Board met in August to reflect on past events and plan for the fall season, with nine teens participating. The Library hosted a game café where teens brought their own consoles and played board and card games, supported by TAB members who facilitated gameplay. Six teens attended this event.

We also hosted another teen program focused on mindfulness and creativity. Participants created personalized Zen gardens using crystals, stones, and miniatures while listening to

lo-fi music. Teens also explored the art of Zentangles, a meditative drawing technique. Each teen left with a custom aromatherapy scent bag. Eleven teens attended this program.

Looking ahead to September, adult programming will include the next meeting of our Adult Book Club on Thursday, September 11th at 5:00 p.m. The selected title, *Hidden Pictures* by Jason Rekulak, is a supernatural thriller that has already generated interest among patrons. Additionally, take-home craft kits will be available starting September 2nd for adults and teens aged 16 and older. These kits will include materials to create mini notepads, ideal for personal use or gifting. The OC Workforce Mobile Unit will also return on Monday, September 8th to offer assistance with job searching and career guidance.

Study Cafes will resume in September to offer teens a space to work collaboratively on their school projects and there will also be a Paint and Sip watercolor event on September 23rd at 5:00 p.m.

On September 8th at 6:30 p.m., the Children's Department will be partnering with QD Learning Speech and Debate Academy to offer a public speaking workshop for students in 1st through 6th grade. This workshop will offer a fun and interactive way to help students improve their public speaking skills. Kids 0-12 will also have an opportunity in September to submit a book review to earn a free ice cream cone from the Original Rainbow Cone in Cypress. In celebration of National Hispanic American Heritage Month, we will be hosting Loteria Night on September 15th and a special evening Spanish Story time on September 29th. Our evening Korean/English Bilingual Storytime also continues September 25th with songs and stories for the whole family.

Santiago Library System

AUGUST 12, 2025



Santiago Library System

The purpose of the Santiago Library System is to promote cooperation and coordination of library collections and services so as to meet the informational, educational, cultural and recreational needs of all residents of the Orange County area.

California Library Services Act



California Public Library Services Act (CPLSA) enacted in 1963



Establishes cooperative system

Communication and delivery

Second level reference

Concept of sharing across jurisdictions

Emphasis on service to underserved populations

Timeline

1969	Orange County Cooperative Library System formed
1989	OCCLS renamed Santiago Library System
2009	SLS and Metropolitan Cooperative Library System of LA County combined and renamed SCLC
2013	Orange County libraries withdraw from SCLC to form Santiago Library System

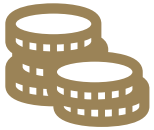
Benefits of Cooperative Membership



CLSA Funds



Advocacy Support



Grants



Best Practices



Califa Membership

CLSA Funds

Nine library cooperative systems in the state

California State Library distributes funds to each cooperative using a population-based formula

Funding is split into two categories:

- Communication & Delivery (80% of funds)
- System Administration (20% of funds)

Shared delivery

Annual audits

CLSA Funds

System	Baseline Budget	System Administration	Total
Black Gold	$ 57,570	$ 14,392	$ 71,962
49-99	$ 62,194	$ 15,548	$ 77,742
Inland	$ 154,531	$ 38,634	$ 193,165
NorthNet	$ 344,523	$ 86,131	$ 430,654
PLP	$ 294,028	$ 73,507	$ 367,535
SJVLS	$ 99,420	$ 24,855	$ 124,275
Santiago	$ 92,910	$ 23,228	$ 116,138
Serra	$ 109,992	$ 27,498	$ 137,490
SCLC	$ 288,832	$ 72,207	$ 361,039
Total funding	**$ 1,504,000**	**$ 326,000**	**$ 1,880,000**

Advocacy Support



Advocate for changes in CLSA regulatory language



Expand the definition of CLSA acceptable use of funds for resource sharing



Identify and support regional priorities related to CLSA and non-CLSA work



ED serves on CLA Legislative Committee

Grant Oversight & Management



Grant oversight and management in collaboration with the State Library



Former and current grants

Public Library Staff Education Program (PLSEP)

Home Connectivity Kits

California Library Collection Initiatives

Digital Navigators Program

State Parks Pass Support Program

Shared Best Practices



Members engage at quarterly meetings and offline to share best practices and provide resources

Committees allow staff from member libraries to collaborate and learn from one another, and provide resources to the community

- Children's Services Committee: Performer's Showcase
- Reference Committee: SLS Resource Guide

Califa Cooperative Membership

Califa is a nonprofit library membership consortium

Services

- Digital Resources Broker
- Library Procurement Services
- Vendor Prototyping Services

Libraries receive a 10% discount when they are members through a cooperative



Thank you!

Christine Powers
Executive Director
cpowers@socallibraries.org
626.283.5949

Date: September 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Library Renovation Project Update

Recommended Action:
Agenda Item 13

Informational Only

Library Renovation Project Update:

The District has completed the Design Development Phase of the Library Renovation Project and is proceeding into the Construction Documents Phase. It is our goal to submit plans to the City by December 1st in order to meet the deadline for this year's code cycle. If we do not meet this deadline, we may face costly revisions as building codes are updated for next year. Our team has been working diligently to respond to information requests and meet deadlines to work toward this goal. Once the construction plans are approved, the project can go out to bid, the District can award a contract to a bidder, and construction can begin. A realistic timeline is that construction could begin by next summer.

As conversations about code requirements, evacuation needs, and practicality have evolved, many changes from the original conceptual plans have occurred. This report is intended to provide you with an overview of the project as it proceeds with the development of construction documents. The project is still being refined, and the team meets on an ongoing basis, sometimes multiple times a week, to make adjustments as new and evolving information is considered.

Briefly, here are some highlights:

Relocation of Multipurpose Room:

The new multipurpose room has been relocated from the former bookstore location to the first floor. While this was not where the District was originally designing it, this was out of consideration of egress needs. It is the safest and most practical location for an assembly room. It will allow a large crowd to evacuate directly out of the building. This location will be advantageous for library programming and ultimately provides benefits and practicalities that the conceptual idea did not offer. It will offer multiple exit doors, including one that leads directly outside. The proposed room will have flexible seating,

tables, and TV monitors for presentations. By relocating the multipurpose room downstairs, staff offices return to their original location (former bookstore), which is an area that the District can more easily secure because it was originally designed to be the staff office. The passport office will be moved into the current librarian's office.

Site Security:

The area around the employee entrance, mechanical yard, and trash bins required a creative solution to secure the area. A separate parking area would trigger additional requirements for grinding pavement and storm water that are cost-prohibitive. The District will secure the back of house area with fencing to address current concerns of vandalism, loitering, and trespassing. Additionally, the gates surrounding the garage will be replaced with taller fencing to address trespassing and vandalism behind that structure. The City is also requiring a trash enclosure, as the District's original conditional use permit stipulated the use of one and current conditions are noncompliant. This will solve the repetitive vandalism and breaking into of our dumpsters. The District will also be enhancing the security camera system, access control system, physical barriers throughout the facility, and improve sightlines within the building. The current design also proposes strategically placed air quality sensors to discourage smoking, vaping, or drug use in the facility.

Code and Accessibility Updates:

There are numerous code updates being incorporated into the project. They include updating the path of travel from the street to the north ramp and rebuilding the south ramp to become compliant. Stairs and guardrails will also be reworked, the elevator will be enlarged, and fire sprinklers will be incorporated into the first and second floors.

We do not know yet if we will be required to update the lighting in the exterior path of travel and are holding an allowance in the budget with the understanding that it is a possibility that we may be required to make adjustments. We also do not know if we will be required to make additional code updates due to the incorporation of the fire sprinklers and are holding a budget contingency for that possibility.

In specific areas that will have new ceilings and lighting, there will also be lighting controls that meet current code standards. Many areas in the facility do not currently have their own lighting controls. Since many areas of the facility will not have new lighting or ceilings, the lighting updates are limited to specific areas.

Our main service desks are currently not accessible and have poor functionality. The upstairs staff member works at a folding table. The new desks will be designed to be code compliant, highly functional, and to enhance the aesthetics of the library. The original

shelving that is not code-compliant will also be replaced with shelving that has seismic reinforcement to meet current safety standards.

The library design also includes a new entry door and front windows. We have a need to replace the door for mechanical reasons, and the current door is not code-compliant, so this will address both issues. Some new staff restrooms will replace the worn, inaccessible ones and be comfortable for employees of all abilities and sizes, though not all restrooms will be updated. A long-needed, locking wellness room will be incorporated to support our employees who need a private and secure place to express milk.

The central stairs are a character-defining feature of our historically significant building and a focal point of the facility. They will be reworked to maintain the charm and character but brought into modern compliance. The non-conforming handrails will also be brought into compliance and safety enhancements will be made to the treads. The handrails, railing heights, and picket widths in other areas of the library will also be brought into compliance with code. Hazardous materials on the south stairwell will be abated and replaced with modern flooring.

These updates will not only make the library safer, but the library will also be more appealing, accessible, and the District's exposure to risk will be reduced by proactively making these updates to a public facility.

Systems:

The new dewatering system in the basement will be a dual pump system that is monitored by a building management system to provide the District with alerts of malfunctions. The system will expand on the existing drainage system to include a portion of the slab that previously was not incorporated. The water will not be pumped into the sewer system internal to the building, which is believed to have been the cause of our sewer backups. Instead, it will be discharged at an exterior point approved by the City. The basement floor will be sealed with a special coating to mitigate the migration of water into the building through the foundation.

Hot water heaters throughout the building will be replaced with ones appropriate for the space and use of each location. Targeted plumbing repairs will also be made.

Roof repairs are also proposed, including the removal of excessive granules that are infiltrating the roof vents and entering occupied spaces, causing debris to fall into offices, resulting in occupant discomfort.

As a result of these changes, changes to the electrical system, fire alarm, and burglar alarm will all be necessary and are considered in the plans. Many doors will also be replaced.

Technology:

The technology component of this project includes updated security cameras, access control system, updating and relocation of data ports, RFID inventory technology, and installation of audiovisual components in the Multipurpose Room and Board Room.

Finishes:

The District's carpeting is approaching 13 years old and has indicators of wear and use that cannot be overcome, despite cleaning. This project will replace carpeting throughout the building and professionally repaint the interior. Exterior paint is not part of the scope.

Linoleum flooring will be used in several areas of the library including the entryway and the multipurpose room. This flooring was selected for its sustainability, durability, and because it is true to the historical character of the building. The restroom floors will be tile.

Programmatic Changes:

Spaces will be rearranged to provide better service and function. The circulation desk and reference desk will be consolidated. Staff will have a better view of the activity within the library, and the computer center will be relocated near the service desk. The children's area will be expanded formally, eliminating the inorganic expansion of shelving into the "adult" area, which often caused conflicts between adults and children. The children and adult spaces will be clearly defined, and each space will be uniquely welcoming to each individual user group. We have received numerous comments from families who miss the children's play area, so an educational play area is being incorporated into the story time area, which will add to the appeal of our library. The teens will finally have a defined space that will be designed purposefully, allowing them to feel welcomed and included, rather than an afterthought. Library collections will be moved to accommodate these changes, including moving the adult world language and audio-visual collections upstairs. Passport services will have use of the librarian's office and the library staff will move back into their former office, which was previously occupied by the bookstore.

Furniture and Shelving:

The District has developed a strategic plan to reuse good pieces of furniture and shelving when possible and purchase new shelving for areas where it would be most beneficial and impactful. This would include replacement of the original 1969 shelving, and strategic

furniture replacement for the children's and teen areas while maintaining the newer items and providing ergonomic workstations for staff.

Budget:

The project is currently tracking below budget, with some contingencies included, however, the District still needs to consider relocation costs including lease, utilities, and moving expenses. There is an allowance in our budget for some of this.

Upcoming decisions:

The District and our finance consultants will work to get loan financing for the unfunded portion of the project. We will need the Board to determine what portion of our reserves will be allocated to this capital project, if they want to make any adjustments to the Fund Balance and Reserve Policy, approve financing, and work with the District to assemble the team needed for public financing.

We have also been working closely with our grant writers/lobbyists in efforts to secure grants and other funding. Their contract will be up for renewal in the coming months. The District has been reasonably successful in lobbying, pending federal budget approval, and would like to continue these efforts and plans to ask the Board to consider extending these efforts.

The District will also be refining its relocation, transition, and storage plan and will be bringing related items to the Board for consideration and approval.

Summary:

The District worked with our construction project managers, architects, engineers, and subconsultants extensively to develop the plans for the renovation project. We have collectively designed a project that is within the scope of the Board approved project, meets the essential needs of the District, and is within the specified budget parameters. The summary herein is not all-inclusive but provides a high-level overview of the specifications that will be used to develop the construction documents.

Fiscal Impact:

Although the construction project is not yet bid, the overall project budget is currently tracking approximately $400,000 under the $12 million budget with contingencies included in the estimates.

Design and project management services are currently contracted and being expended through the LPA, Inc., and Griffin Structures, Inc. contracts and are included in the overall $12 million project budget.

BUENA PARK Library District

Staff Report- Agenda Item 14

Date: September 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Reschedule November 4, 2025, Board Meeting due to Vote Center for Statewide Election

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Recommended Action:
Agenda Item 14

Reschedule November 4, 2025, Board Meeting to Thursday, November 6, Wednesday, November 12, or Thursday, November 13 at 5:30 p.m.

Background:
Governor Gavin Newsom called for a Statewide Election which will culminate on November 4, 2025. The library facility will be needed to accommodate an eleven-day community vote center for this election. Our building has been an important community resource for elections, including the November 2024 Presidential Election and the February 2025 Statewide Special Election. Cooperation with the County requires both the use of our facility and the availability of and ongoing communication with District leadership.

Discussion:
During the March 2024 election, there were some operational issues that were complicated by scheduling a Board meeting during the election. In November 2024, the Board had the foresight to adjust the Board meeting date to eliminate the conflict. The Special Election this past spring did not conflict with a meeting date and the District was able to utilize the Board Room to ensure continued passport services to our patrons.

The District again recommends rescheduling the Board meeting until after the conclusion of the Vote Center to avoid operational conflicts and to ensure the availability of appropriate staff resources to accommodate the needs of the Vote Center.

Suggested meeting dates are Thursday, November 6, Wednesday, November 12, or Thursday, November 13 at 5:30 p.m.

Fiscal Impact:
None.

Attachments:
None.

BUENA PARK Library District

Staff Report- Agenda Item 15 and 16

Date: September 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Library Director Job Description Maintenance

Recommended Action:

Agenda Items
15. Repeal Library Director Job Description Dated May 2021, Revised February 2022
16. Approve Library Director Job Description Dated, September 2025

Background:

In January 2025, the Board of Library Trustees requested a classification and compensation study of the Library Director classification. A new job description was written, of which sections were incorporated into the employment agreement that the Board of Library Trustees entered into with the Library Director on August 5, 2025. The entirety of the job description was not incorporated as an appendix or formally approved by the Board and the prior job description was not repealed and is still active in the District's records.

Discussion:

The District maintains records of approved job classification descriptions for each of the District's classifications. The District currently has a Board-approved job classification description from 2021, revised in 2022, that is the Board-approved job classification description for the Library Director classification. The Board of Trustees and the current Library Director also have an employment agreement that references excerpts from a new classification description, and the employment agreement also references a job description. The new job description was not attached as an appendix to the agreement and has not been Board approved, leaving unfinished business and a conflict between the description of duties in the employment agreement and the document that is approved in the District's records. Staff recommends repealing the currently approved job classification description and approving the newly developed one in order to maintain updated and accurate files. This will ensure that all references to the job description refer to the same document and all parties have a common understanding of the references. This ensures that the duties of the Library Director are defined in document most recently commissioned by the Board and are aligned with the duties defined in the employment agreement.

Fiscal Impact:

There is no fiscal impact associated with this item.

Attachments:

Exhibit A- Library Director Job Classification Description Dated May 2021, Revised February 2022
Exhibit B- Library Director Job Classification Description Dated September 2025

May 2021
Revised 02/2022
FLSA: Exempt

LIBRARY DIRECTOR

DEFINITION

Under policy direction, plans, organizes, coordinates, and administers all District functions and activities; assumes responsibility for implementing policies and directives of the Board of Trustees; provides policy guidance and leadership to all District staff to facilitate the achievement of short- and long-term goals and objectives; ensures quality services provision to the community; serves as the District's liaison and maintains effective working relationships with intergovernmental agencies and various public and private groups; provides highly responsible and complex professional assistance to the Board of Trustees; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

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

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, organizes, and administers operations of the District either directly or through subordinate supervisory staff; coordinates and evaluates the work of the District in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the Board of Trustees (Board).
- Directs and coordinates the development and implementation of annual plans, goals, objectives, programs, and policies for the District and Board; recommends and develops administrative policies, procedures, and work standards to ensure strategic plans, goals, and objectives are met, and that programs and services meet the needs of the community, align with the District's mission, and are provided in an effective, efficient, and economical manner.
- Oversees the preparation of the District's annual budget and periodic budget adjustments for Board consideration and approval; conducts studies and makes oral and written budget presentations; authorizes directly or through staff, budget transfers, expenditures, and purchases; explores potential revenue sources; seeks and applies for grants; provides information regarding the financial condition and needs to the Board of Trustees.

- Prepares Board meeting packets including agenda and reports; attends all Board meetings and advises the Board on issues, programs, and financial status; prepares and recommends long- and short-term plans for District service provision, capital improvements, projects, and funding; and directs the development of specific proposals for action regarding current and future District needs.
- Develops and standardizes policies, procedures, and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, projects, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies best practices and opportunities for improvement and recommends to the Board of Trustees.
- Recruits, selects, trains, motivates, and evaluates assigned staff; oversees human resources administration functions; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; directs and coordinates the work plan and work flow for assigned staff; assigns work activities, projects, and programs; oversees the administration of payroll and employee benefits functions; reviews and evaluates work products, methods, and procedures; oversees personnel actions and addresses personnel issues.
- Develops the annual capital improvement plan; oversees the administration, development, use, and maintenance of all District buildings, grounds, and equipment; works closely with staff on maintenance efforts to ensure safety and security of staff and the public throughout the District.
- Represents the District and the Board in meetings with governmental agencies, other libraries, community groups, and various business, professional, educational, regulatory, and legislative organizations; directs and coordinates the public relations activities of the library; conducts community outreach, networking, community relations, and advocacy efforts for the Library including attending meetings of the Buena Park City Council and California Special Districts Association (CSDA); attends special events; makes presentations to community groups and encourages citizen participation in the affairs of the District.
- Selects vendors and enters agreements for contractual services; ensures contractors provide adequate insurance to reduce liability for the District; ensures proper performance of contractors.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials; prepares and submits reports of library activities to the Board, state, and other governmental agencies as required.
- Monitors changes in laws, regulations, technology, and trends that may affect District operations; implements policy and procedural changes as required; maintains memberships in professional associations; attends conferences, workshops, and training opportunities.
- Investigates and responds to the most complex, difficult, and sensitive public and staff inquiries and complaints regarding the administration and services provided by the District; assists with resolutions and alternative recommendations; maintains cordial relations with all persons entitled to the services of the District.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of leadership.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to library programs, services, and functions.
- Functions, authority, and responsibilities of a governing board.
- Principles, practices, methods, and procedures of budget development, administration, and accountability.
- Principles and practices of strategic plan development.
- Human resources and personnel management practices.
- General principles of risk management.
- Principles and practices of contract management.
- Current library principles, administration, organization, procedures, and best practices.
- Theory, principles, and practices of modern library management including collection development and technical services.
- Information technology in public libraries.
- Functions, services, and funding sources of a government entity
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of a library district.
- Current social, political, and economic trends affecting library programs and service provision.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- District and mandated safety rules, regulations, and protocols.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the District.
- Provide administrative, management, and professional leadership and direction for the District.
- Oversee District financial activities, including the development and implementation of large and complex budgets and the control of all expenditures and purchases.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Board.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Direct the preparation of and prepare, verify, analyze, and reconcile clear and concise reports, records, correspondence, policies, procedures, and other written material.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with

contractual obligations.
- Prepare and deliver effective presentations before community groups, the Board, commissions, committees, and District staff.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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

Education:
- Equivalent to a master's degree from an ALA accredited college or university with major coursework in library science or a related field.

Experience:
- Seven (7) years of increasingly responsible management and/or administrative experience in a public library, including four (4) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

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

ENVIRONMENTAL CONDITIONS

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

SPECIAL CONDITIONS

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

LIBRARY DIRECTOR

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

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

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

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

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

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

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

QUALIFICATIONS

Knowledge of:

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

Ability to:

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

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

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

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

Licenses and Certifications:

- None

PHYSICAL DEMANDS

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

ENVIRONMENTAL CONDITIONS

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

SPECIAL CONDITIONS

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

Adjournment