BUENA PARK LIBRARY DISTRICT

Board of Library Trustees
Regular Meeting Agenda
Board Room
7150 La Palma Avenue
Buena Park, CA 90620

Tuesday, January 7, 2025
5:30 p.m.

			BE	LCJ	CQ	RR	CT
1.	CALL TO ORDER (Library Board President)						
2.	PLEDGE OF ALLEGIANCE (Library Board President)						
3.	ROLL CALL (Library Board President)	Present	___	___	___	___	___
		Absent	___	___	___	___	___
		Also	___	___	___	___	___

ACTION ON MINUTES

4.	Regular Meeting of December 3, 2024	Motion	___	___	___	___	___
		2nd	___	___	___	___	___
		Ayes	___	___	___	___	___
		Noes	___	___	___	___	___
		Absent	___	___	___	___	___
		Abstain	___	___	___	___	___
5.	Special Meeting of December 11, 2024	Motion	___	___	___	___	___
		2nd	___	___	___	___	___
		Ayes	___	___	___	___	___
		Noes	___	___	___	___	___
		Absent	___	___	___	___	___
		Abstain	___	___	___	___	___

ORAL COMMUNICATIONS

6. From Public Concerning Non-agenda Items
7. Board Members' Reports on Conferences Attended or Meetings Scheduled

CORRESPONDENCE

8. Patron's Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations
9. Director's Report

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

10. December 2024 Payment Register
11. Monthly Statistical Reports

BE PG LCJ RR CT

NEW BUSINESS

12. Receive and File 2025 Organization Chart (***No action required***)

13. Receive and File Finance, Payroll, and Human Resources Assessment from RGS (***No action required***)

14. Consideration and approval for Trustee(s) to attend the CSDA's Special District Leadership Academy

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

CONSENT CALENDAR

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the Board or the public request specific items to be removed from the Consent Calendar for separate action.

15. Personnel Action – **None.**

FUTURE AGENDA ITEMS

16. Agenda preparation for the Regular Meeting which will be held on February 4, 2025, at 5:30 p.m. unless rescheduled by the Library Board of Trustees.

BE PG LCJ RR CT

CLOSED SESSION

17. Public Employee Performance Evaluation (Gov. Code, §54957)
    Title: Library Director

18. Conference with Labor Negotiators (Gov. Code, §54957)
    Unrepresented employee: Library Director

Time Entered: _____
Time Returned: ____

Motion to enter closed session.

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

Motion to return to open session.

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

Action taken in closed session, if any.
Motion to_____

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

ADJOURNMENT

19. The Library Board of Trustees will adjourn the regular date January 7, 2025, meeting.

Adjournment time _____

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

ACTION ON MINUTES

4. Regular Meeting of December 3, 2024.

   See attached.

5. Special Meeting of December 11, 2024.

   See attached.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 3, 2024

CALL TO ORDER: President Jensen called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Dr. Pat Ganer, Ms. Carole Jensen, Dr. Richard Rams, and Mrs. Cheyenne Traut. Ms. Brenda Estrada arrived at 6:02 p.m.

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

ACTION ON MINUTES

4. Regular Meeting of October 1, 2024

   MOTION by Trustee Ganer to approve the minutes of October 1, 2024, as presented.

   SECOND by Trustee Rams.

   AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
   ABSENT: Trustee Estrada.

   MOTION approved.

5. Regular Meeting of November 13, 2024

   MOTION by Trustee Ganer to approve the minutes of November 13, 2024, as presented.

   SECOND by Trustee Jensen.

   AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
   ABSENT: Trustee Estrada.

   MOTION approved.

ORAL COMMUNICATIONS

6. From Public Concerning Non-agenda Items

   No comments.

7. Board Members' Reports on Conferences Attended or Meetings Scheduled
   No comments.

8. Presentation of Plaque to Dr. Patricia Ganer in appreciation of 32 years of service as a Library Trustee

Library Director Medina and the Board of Trustees thanked Trustee Ganer for her dedication to the Library over the past 32 years.

CORRESPONDENCE

9. Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

   No comments.

10. Director's Report

    Director Medina stated the Santiago Library System (SLS) approved a population-based fee structure. The District's annual dues will increase slightly. She advised the Board that there is a new law that went into effect that states Collection Development Policies will need to contain certain language that protects Librarians and Library workers. The law prevents Library professionals from being prosecuted for good-faith decisions made in the capacity of their job.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

11. November 2024 Payment Register

    No comments.

12. Monthly Statistical Reports

    No comments.

NEW BUSINESS

13. Approval of Library Programs Coordinator job classification description

    A classification and compensation study was conducted for three positions to ensure these employees are being recognized and compensated for the work being performed. The District reviewed the following positions: Senior Library Clerk (Outreach Coordinator), Supervising Librarian, and Library Services Supervisor. Two positions were reclassified and one position received a different title.

    MOTION by Trustee Ganer to approve the Library Programs Coordinator job classification.
    SECOND by Trustee Traut.

    AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
    ABSENT: Trustee Estrada.

    MOTION approved.

14. Approval of Library Services Manager job classification description

    MOTION by Trustee Traut to approve the Library Services Manager job classification.
    SECOND by Trustee Ganer.

    AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
    ABSENT: Trustee Estrada.

    MOTION approved.

15. Approval of Senior Librarian job classification description

    MOTION by Trustee Ganer to approve the Senior Librarian job classification.
    SECOND by Trustee Traut.

    AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
    ABSENT: Trustee Estrada.

    MOTION approved.

16. Adoption of Resolution 2024-11 adding Additional Classifications to the Salary Scale effective December 13, 2024.

    MOTION by Trustee Ganer to adopt Resolution 2024-11 adding Additional Classifications to the Salary Scale effective December 13, 2024.
    SECOND by Trustee Traut.

    AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
    ABSENT: Trustee Estrada.

    MOTION approved.

17. Approval of reclassification of Brenda Gomez to Library Programs Coordinator at Step 3 on the Salary Scale effective December 13, 2024.

    MOTION by Trustee Traut to approve the reclassification of Brenda Gomez.
    SECOND by Trustee Ganer.

    AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
    ABSENT: Trustee Estrada.

    MOTION approved.

18. Approval of reclassification of Ann Thompson to Library Services Manager at Step 3 on the Salary Scale effective December 13, 2024.

    MOTION by Trustee Ganer to approve the reclassification of Ann Thompson.

SECOND by Trustee Traut.

AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
ABSENT: Trustee Estrada.

MOTION approved.

19. Approval of title change of Ruth Cho to Senior Librarian at Step 6 on the Salary Scale effective December 13, 2024.

    MOTION by Trustee Traut to approve the title change for Ruth Cho.
    SECOND by Trustee Ganer.

    AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
    ABSENT: Trustee Estrada.

    MOTION approved.

20. Adoption of Resolution 2024-12 authorizing Agreement for Grant Writing Services with Townsend Public Affairs (TPA)

    Jake Leischner from Townsend Public Affairs was present to answer any questions. He briefly explained TPA's processes and services.

    MOTION by Trustee Traut to adopt Resolution 2024-12 authorizing the Agreement with Townsend Public Affairs.
    SECOND by Trustee Ganer.

    AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
    ABSENT: Trustee Estrada.

    MOTION approved.

21. Adoption of Resolution 2024-13 ratifying agreement for Professional Services and Amendment No. 1 to Agreement with Regional Government Services Authority.

    MOTION by Trustee Rams to adopt Resolution 2024-13 ratifying the agreement and amendment with Regional Government Services Authority.
    SECOND by Trustee Traut.

    AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
    ABSENT: Trustee Estrada.

    MOTION approved.

22. Approval of Library Closure for Geotechnical testing on December 9, 2024

MOTION by Trustee Ganer to authorize the Library Director to close the Library for Geotechnical testing, with flexibility to move the date if required.
SECOND by Trustee Rams.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.

MOTION approved.

FUTURE AGENDA ITEMS

23. Agenda preparation for Special Meeting which will be held on December 11, 2024, at 7:00 p.m. unless rescheduled by the Library Board of Trustees.

- Oath of Office (for recently elected Trustees)
- Election of Officers
- Approval of 2025 Board Meeting Dates

CONSENT CALENDAR

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the Board or the public request specific items to be removed from the Consent Calendar for separate action.

24. Personnel Action
    a. Merit increase for Librarian II, Helen Koo, to Step 5 on the Salary Scale effective December 27, 2024.
    b. Merit increase for IT Systems Specialist, Martin Lebria, to Step 5 on the Salary Scale effective December 27, 2024.

MOTION by Trustee Rams to approve the Consent Calendar.
SECOND by Trustee Traut.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.

MOTION approved.

CLOSED SESSION

25. Public Employee Performance Evaluation (Gov. Code, 54957)
    Title: Library Director

26. Conference with Labor Negotiators (Gov. Code, 54957)
    Unrepresented employee: Library Director

MOTION by Trustee Estrada to enter closed session at 6:08 p.m.
SECOND by Trustee Rams.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 3, 2024

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.

MOTION approved.

MOTION by Trustee Rams to return to Open Session at 7:30 p.m.
SECOND by Trustee Traut.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.

MOTION approved.

There was no reportable action taken during the Closed Session.

ADJOURNMENT

27. Adjournment

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

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.

MOTION approved.
The meeting was adjourned at 7:31 p.m.

Submitted by,

_____
Brenda Estrada
Secretary

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 11, 2024

1. CALL TO ORDER: President Jensen called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. SWEARING IN OF NEWLY ELECTED TRUSTEES

4. ROLL CALL

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

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

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

   No comments.

NEW BUSINESS

6. Election of Officers

   On nominations duly made, the following Officers were elected for 2025:
   - Cheyenne Traut, President
   - Brenda Estrada, President Pro Tem
   - Richard Rams, Secretary

7. Approval of 2025 Board Meeting dates

   MOTION by Trustee Jensen to approve the 2025 Board meeting dates as presented.
   SECOND by Trustee Estrada.

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

   MOTION approved.

FUTURE AGENDA ITEMS

8. Agenda preparation for next regular date meeting which will be held on January 7, 2025, at 5:30 p.m. unless rescheduled by the Library Board of Trustees

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 11, 2024

ADJOURNMENT

9. Adjournment

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

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

MOTION approved.
The meeting was adjourned at 7:11 p.m.

Submitted by,

_____
Richard Rams
Secretary

ORAL COMMUNICATIONS

6. From the Public Concerning Non-agenda Items

7. Board Members' Reports on Conferences Attended or Meetings Scheduled

Books:

- *Gryphon's Valor* by Larry Dixon and Mercedes Lackey
- *The House of Wolves* by James Patterson
- Amish fiction
- Urban fiction
- *You Are Here* by Ada Limon

Children's requests

- More Super Mario books

Korean requests

- 감정의 이해 (엠마 헵번): 152.4 (Emotions)
- 개소리에 대하여 (해리 G. 프랭크퍼트): 177 (Ethics of social relations)
- 고전이 답했다: 마땅히 살아야 할 삶에 대하여 (고명환): 179 (Other ethical norms)
- 나는 왜 남들보다 쉽게 지칠까 (최재훈): 155.2 (Individual psychology)
- 나를 돌보기 위해 정리를 시작합니다 (정코): 645 (Household furnishings)
- 나를 소모하지 않는 현명한 태도에 관하여 (마티아스 뇔케): 158.2 (Interpersonal relations)
- 너에게 들려주는 단단한 말 (김종원): 895.785 (Korean literature)
- 모녀의 세계 (김지윤): 158.2 (Interpersonal relations)
- 삶을 견디는 기쁨 (헤르만 헤세): 834 (German essays)
- 어떤 어른 (윤춘호): 179 (Other ethical norms)
- 우리아이 꼭 지켜줄게 (김용준) : 361 (Social problems and services)
- 이토록 친밀한 배신자 (마사 스타우트): 616.85 (Miscellaneous diseases of nervous system and mental disorders)
- 조혜련의 잘 보이는 성경이야기 (조혜련): 220 (Bible)
- 주님은 나의 최고봉 (오스왈드 챔버스): 242 (Devotional literature)
- 즐거운 어른 (이옥선): 895.785: (Korean literature)
- 퀀텀마인드 (양남이): 158.1 (Personal improvement and analysis)

DVDs

- Crazy Ex-Girlfriend Season 4

Administration:

Patty Salas and I worked to set up our payroll system to continue the process of transitioning from the paper timesheets to a computerized system. We have had some programming difficulties and have been in contact with customer support for IT solutions. We also took additional training regarding the year-end payroll.

Salas and I also attended a CalPERS training that showed us how to use their database to retrieve informational reports. This system allows us to generate custom reports, to search through information more efficiently, and eliminates the need for us to look through paper files for information. These reports will assist us in our budgeting and reconciliation processes. Salas and I also attended a meeting with our representative from Voya, the company that manages the District's CalPERS deferred compensation plan.

The County contacted us regarding the upcoming Special Election and will need our facility for a Vote Center during February for the State Senate District 36 Special Primary Election. Depending on the results of the Primary, we may need to have another Vote Center in April for a Special General Election. We will move our passport operations to the service counters and Board Room, if needed, to continue operations, and hold storytime programs in the Children's Room.

I met with Townsend Public Affairs for our kickoff meeting to discuss funding needs and priorities for the District. They are working to arrange library visits from our legislative representatives. We also set up bi-weekly meetings with Regional Government Services and a digital document sharing process. The reliance on paper records at the District has resulted in time-consuming inefficiency. We have been digitizing and organizing files and uploading them to allow remote work for consultants to increase efficiency and reduce travel and other reimbursable expenses.

We have been coordinating with the Buena Park City Manager's Office and hope to have more information shortly about a date for a program partnership with the Police Department in support of the City's anti-tobacco efforts. We added an informational slide to the homepage of our website informing the public that our District is a smoke-free property and linked it to the City of Buena Park's citywide smoking ordinance information in support of the City's efforts.



Building/Equipment Updates:

Exterior site surveying and utilities surveying occurred during the month of December. Additionally, we obtained our geological permit from the City and closed the library on December 23rd for geotechnical testing. A drill rig was brought on site and drilling commenced in front of the entrance of the library in the parking lot. Drilling also occurred in the parking lot along the fire lane near the southeast part of the building. The excavation holes were filled in at the completion of the work. Additional soil samples were collected on January 2nd without the use of heavy equipment from the planter area in front of the library.



We also met with LPA to discuss the library renovation plans and designers visited the library to meet with staff to go over furniture options for utilizing the space effectively. It is not financially feasible or practical to meet compliance requirements and restore the basement to a community room space, so we are looking at other programmatic options for the library. LPA is working on renovation options at 3 different cost points and the library will need to consider priorities and financing options.

Library Staff:

Ruth Cho attended the Children's Committee SLS meeting at the Mission Viejo Library. Caroline Wilkins attended and hosted the Circulation SLS meeting at the Buena Park Library.

Library staff continues to make updates to our new website. They have added links and information to the homepage to inform visitors about Mango Languages, our language learning database, Kanopy, a streaming video platform, the Orange County Register database, and the New York Times database. We hope these new additions will help inform visitors about the free services available to them with their Buena Park Library District library card.

Programs & Services:

Throughout December, we offered drop-in craft sessions for making holiday cards and a fun "Find the Elf on the Shelf" challenge where participants were tasked with finding our mischievous elf in the Children's Room. Black Bear Diner sponsored a reading challenge that began on December 23rd, encouraging young readers to engage with books during the holiday season. We also hosted a Korean-English storytime and craft session on December 12th, followed by a Hot Wheels sleigh race as part of our SciFri series on December 13th and Spanish-English storytime with songs and crafts on December 19th.

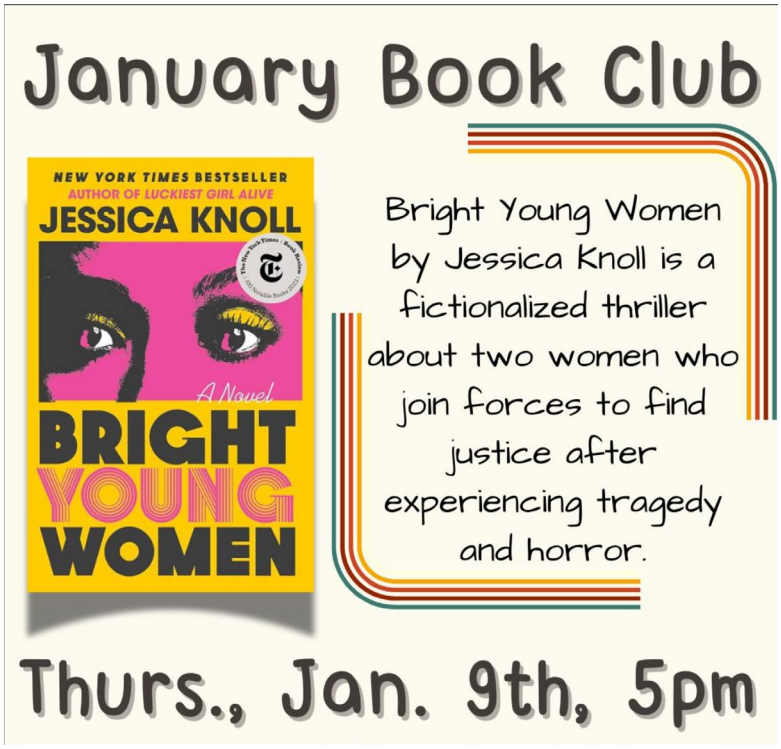
Our Teen Advisory Board met on December 3rd, followed by a Teen Cafe Study Sesh on December 10th. The Teen Holiday Hangout on December 17th featured a DIY winter snow globe craft. Adult programming included a DIY holiday take-home craft session where participants created tabletop trees and garlands. Additionally, the OC Workforce Solutions Mobile Unit visited on December 2nd.

Children's programming will continue with the Black Bear Diner Reading Challenge through January 11th. Our SciFri program will explore the science of flight on January 17th, teaching children in grades 2nd to 6th about different types of aircraft and how they fly. We will also offer bilingual storytimes in Spanish-English on January 16th and Korean-English on January 23rd. To celebrate Lunar New Year, we will host a Year of the Snake Show on January 27th where families can learn about snakes and legless lizards. Children can also

celebrate by dropping in to the library on January 28th and 29th to learn how to make red envelopes. The Panda Express Reading Challenge for kids 12 and under will begin on January 29th and run through February 22nd.

Teen programming will resume with Teen Advisory Board meetings on January 7th, followed by a Teen Study Cafe on January 14th. On January 28th, we will host a Teen New Year Zines program, where teens can learn to create their own zines.

For adults, the Book Club will meet on January 9th at 5:00 p.m. to discuss "Bright Young Women" by Jessica Knoll. The Library will also be hosting a Red Cross Blood Drive on Monday January 27th.



FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

10. December 2024 Payment Register

11. Monthly Statistical Reports

Buena Park Library District

December 2024 Payments

Date	Vendor	Note	Amount
12/2/2024	Southern California Edison	Electric 10/9/24 to 11/6/24	$5,816.82
12/2/2024	Park Disposal	Waste Service- November 2024	$507.90
12/2/2024	Buena Park Plaque and Trophy	Badges, Plates, and Plaque	$141.64
12/5/2024	ADP	Employee Wages	$45,406.60
12/5/2024	ADP	Payroll Taxes	$11,282.58
12/5/2024	CalPERS	December Health Benefits	$21,134.37
12/5/2024	CalPERS	457 Plan	$1,378.05
12/6/2024	Allied Administrators for Delta Dental	Dental Coverage December 2024	$888.58
12/6/2024	KC Digital Solutions	Public Copier November 2024	$50.92
12/6/2024	KC Digital Solutions	Admin Copier November 2024	$74.31
12/6/2024	Cintas Corp	Restroom Supplies	$282.08
12/6/2024	Ashley Parker	Mileage Reimbursement	$19.49
12/6/2024	Western Allied Corporation	December HVAC Maintenance	$678.00
12/6/2024	So Cal Gas	10/31/24-12/3/24 Gas Usage	$817.08
12/6/2024	Intelepeer Cloud Communications, LLC	Cisco Voice Service	$388.74
12/6/2024	Morrison Landscape	December 2024 Service	$1,238.00
12/11/2024	CalPERS	Retirement- PEPRA 26899	$6,285.99
12/11/2024	CalPERS	Retirement- Classic 15012	$442.43
12/11/2024	CalPERS	Retirement- Classic 1329	$1,065.31
12/13/2024	Faronics	Deep Freeze Software Licenses	$630.00
12/13/2024	Johnson Controls Security Solutions	11/22/24 Service Call	$20.42
12/13/2024	Verne's Plumbing, Inc.	11/25/24 Service Call	$360.00
12/13/2024	Unum Life Insurance Company of America	January 2024 Employee Coverage	$661.11
12/13/2024	Intelepeer Cloud Communications, LLC	November-December 5, 2024	$377.54
12/13/2024	Buena Park Plaque and Trophy	Plaque	$74.35
12/13/2024	Southern California Edison	Electric 11/7/24-128/24	$4,798.64
12/13/2024	Griffin Structures, Inc.	November 2024 Services	$15,165.15
12/13/2024	ADP	Payroll Processing	$326.43
12/13/2024	U.S. Bank Corporate Payment Systems	November 2024 Purchases	$2,910.43
12/19/2024	ADP	Payroll Taxes	$11,923.13
12/19/2024	ADP	Employee Wages	$47,544.77
12/20/2024	Dannis Woliver Kelley	Legal Services	$768.00
12/20/2024	Dannis Woliver Kelley	Legal Services	$93.00
12/20/2024	Master Janitorial Service	November 2024 Cleaning	$3,366.00
12/20/2024	Master Janitorial Service	December 2024 Cleaning	$2,766.00
12/20/2024	Quadient Leasing USA, Inc.	October 2024-January 2025	$622.46
12/20/2024	Regional Government Services	November 2024 Services	$2,636.20

Buena Park Library District

December 2024 Payments

12/20/2024	Staples	Toner	$633.21
12/20/2024	Vision Service Plan	Employee Vision Coverage	$543.56
12/20/2024	Secretary of State	SF-405 Fee	$6.00
12/20/2024	Baker & Taylor	Books	$4,731.14
12/20/2024	BookMonster.com, Inc	Korean Books	$1,033.75
12/23/2024	Quadient Finance USA, INC	Postage	$2,114.50
12/23/2024	CalPERS	Retirement- Classic 1329	$902.33
12/23/2024	CalPERS	Retirement- PEPRA 26899	$6,285.99
12/23/2024	CalPERS	Retirement- Classic 15012	$442.43
12/27/2024	ADP	Payroll Processing	$326.43
		Total	$209,961.86

Children's Programs

	December 2024		November 2024	
	# of Events	Attendance	# of Events	Attendance
Family Storytime	3	36	4	106
Little Friends Storytime	3	81	3	113
Preschool Storytime	3	56	3	114
Read to a Bark Dog	1	20	1	9
Korean/English Storytime	1	44	x	x
SciFri - Hot Wheels Sleigh Race	1	26	x	x
Spanish/English Storytime	1	21	x	x
Drop-in Crafts	3	441	x	x
Find the Elf on the Shelf	1	360	x	x
Black Bear Reading Challenge	1	36	x	x
Total Volunteer Hours	67		57	
Reference Questions		495		924

Young Adult Programs

	December 2024		November 2024	
	# of Events	Attendance	# of Events	Attendance
TAB	1	13	x	x
Café Study Sesh	1	15	1	8
Teen Tuesday - Holiday Hangout	1	9	x	x

Adult Programs

	December 2024		November 2024	
	# of Events	Attendance	# of Events	Attendance
Reference Questions		464		677
Computer Questions		909		1018
Total Volunteer Hours		62.5		43.5
Adult DIY - Take Home Craft	1	28	x	x

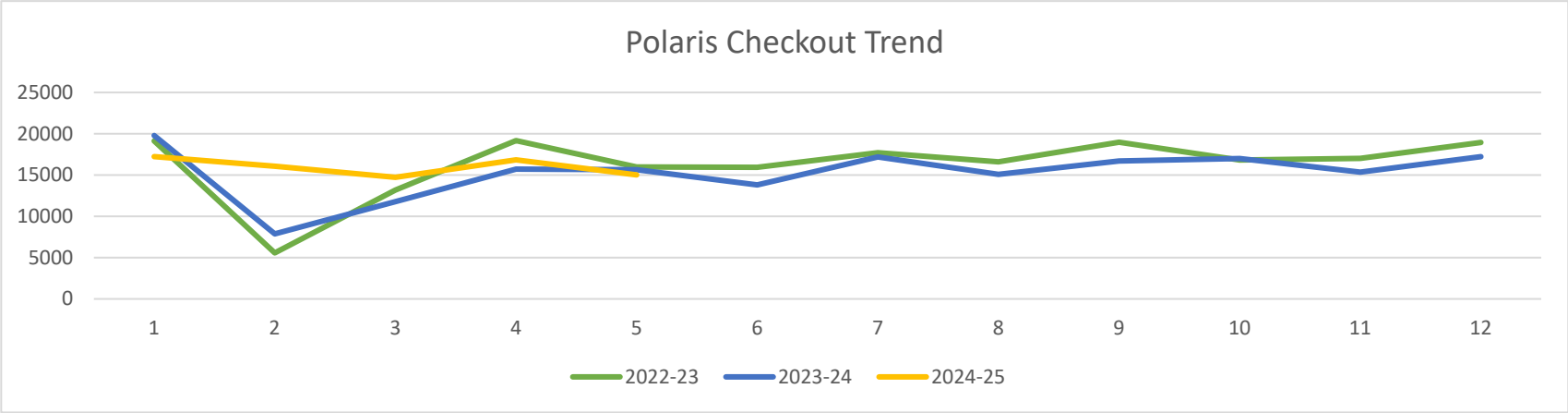
Patron Counts

	December 2024	November 2024
Number of Patrons	8,614	12,631

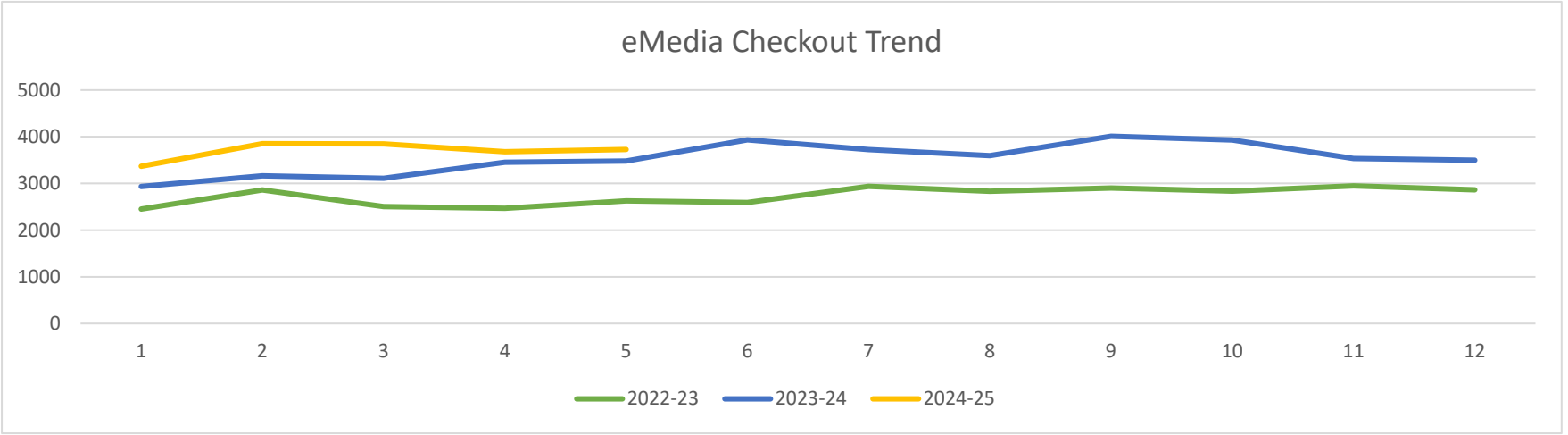
Circulation

	November 2024	October 2024
Total Checkouts	18,745	20,515

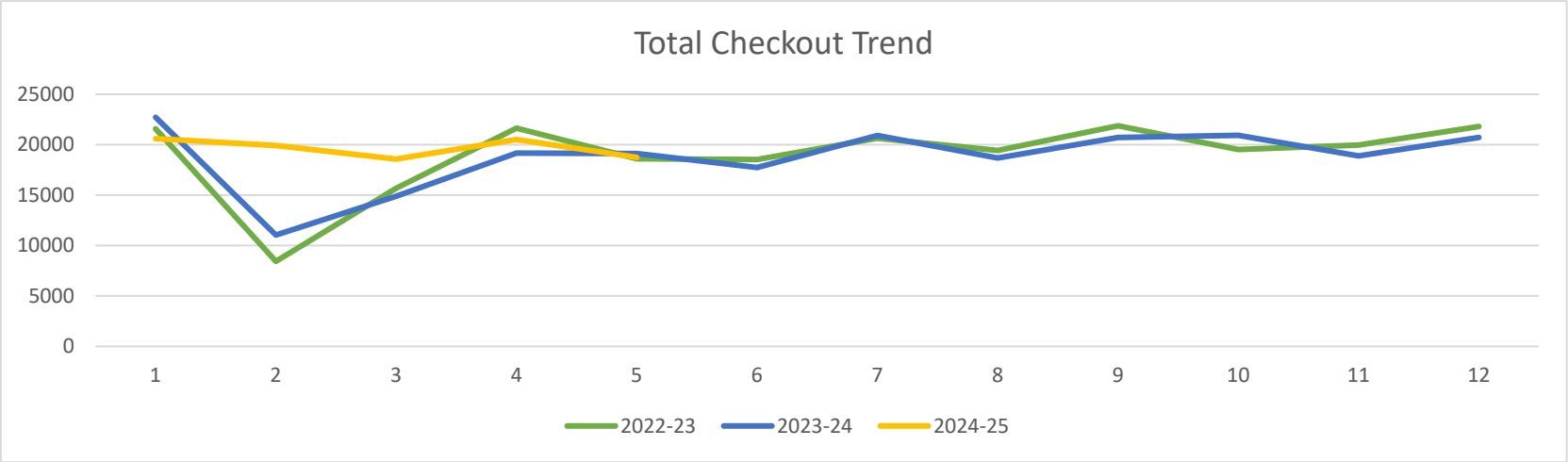
Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	19125	5573	13178	19172	15976	15936	17699	16594	18974	16818	17014	18942
2023-24	19784	7877	11779	15714	15644	13802	17187	15083	16700	16999	15351	17222
2024-25	17234	16067	14729	16836	15018							



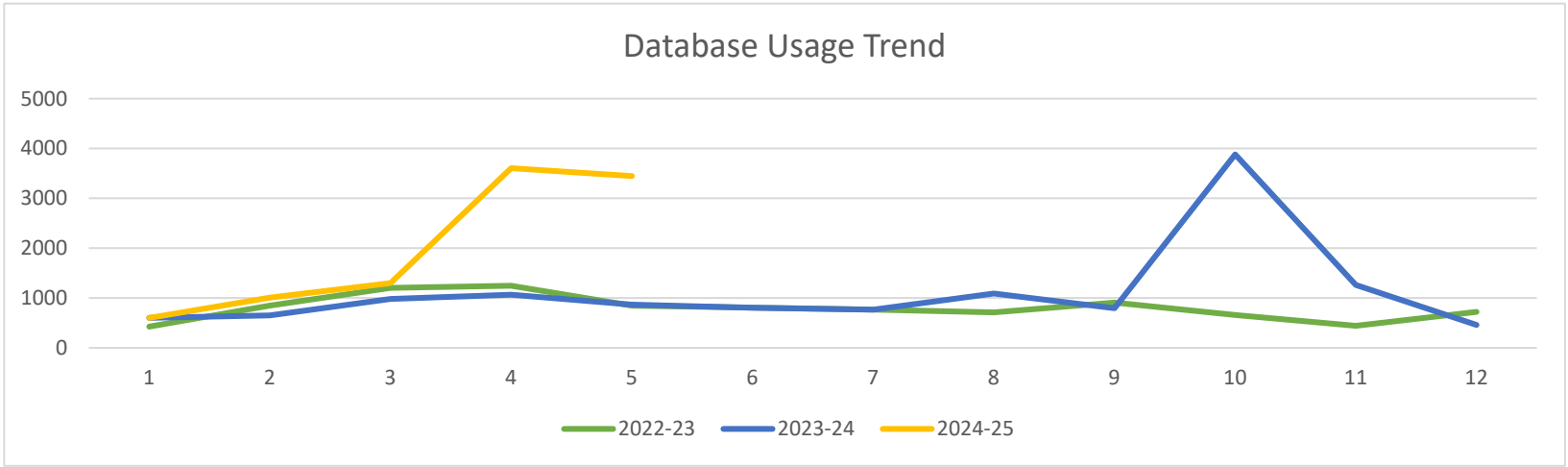
eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2024-25	3368	3852	3846	3679	3727							



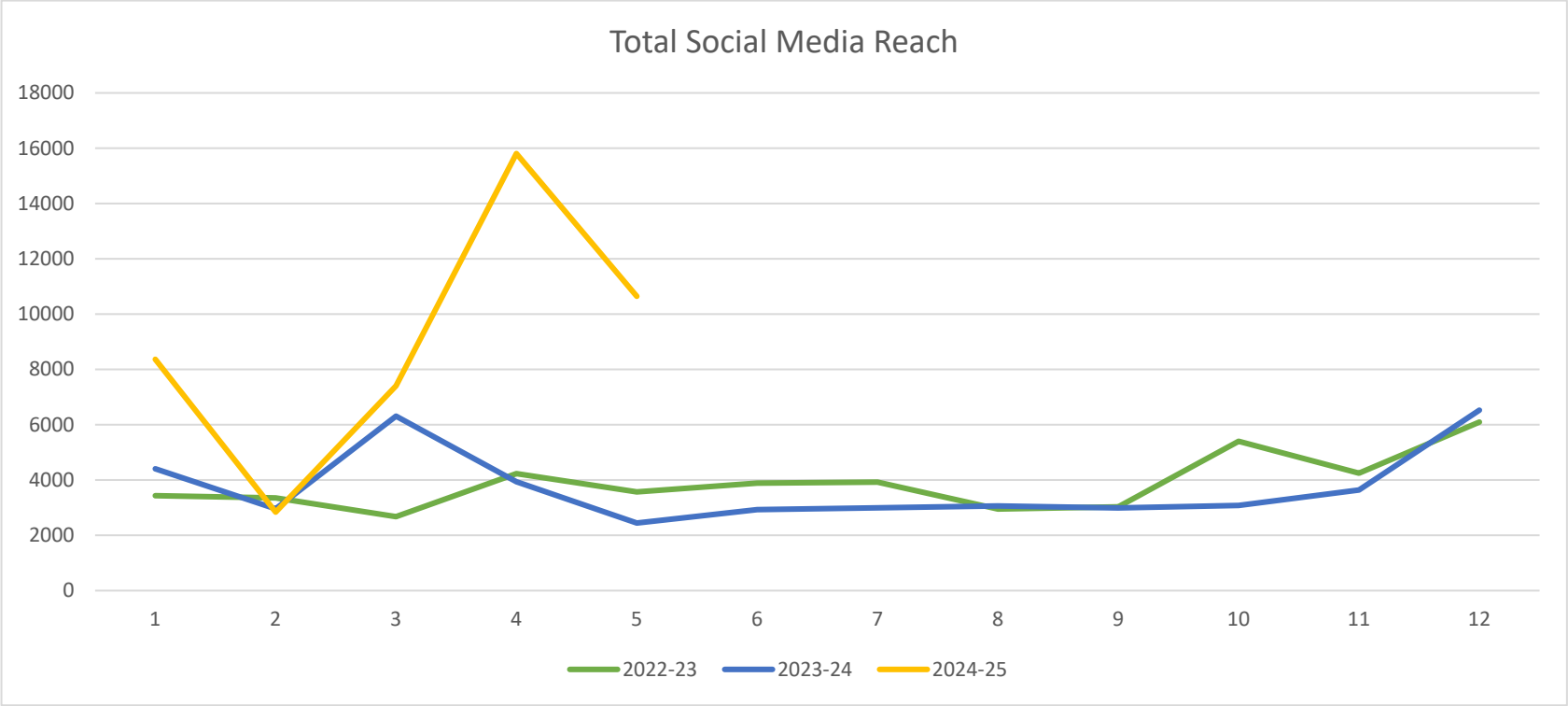
Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	20912	18678	20711	20929	18885	20719
2024-25	20602	19919	18575	20515	18745							



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



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



BUENA PARK LIBRARY DISTRICT
DATABASE USAGE
As of November 2024

Electronic Resource Usage JULY 2024 - JUNE 2025	Jul-24	Jul-23	Aug-24	Aug-23	Sep-24	Sep-23	Oct-24	Oct-23	Nov-24	Nov-23	Dec-24	Dec-23	Jan-25	Jan-24	Feb-25	Feb-24	Mar-25	Mar-24	Apr-25	Apr-24	May-25	May-24	Jun-25	Jun-24	2024-25 YTD Totals	2023-24 Totals
Auto Repair Source	40	40	52	34	0	50	26	26		34		26		17		32		25		45		76		35	118	440
MAS Ultra - School Edition	0	0	0	0	0	0	0	0	0	9		0		0		4		0		1		2		0	0	16
MasterFILE Premier	2	7	2	0	8	0	8	9	6	0		0		17		7		3		12		9		0	26	64
Middle Search Plus	1	0	0	4	0	1	3	0	0	0		0		4		1		0		4		2		0	4	16
NoveList Plus	50	16	89	23	37	18	41	83	27	68		77		265		52		103		69		114		38	244	926
Primary Search	1	0	0	1	1	2	2	0	1	1		4		0		0		7		0		0		0	5	15
Points of View	1	0	2	0	0	1	11	3	0	9		0		0		25		0		1		0		0	14	39
Gale Virtual Reference Library	3	0	0	21	0	39	20	1	3	3		8		5		10		1		17		10		0	26	115
HelpNow!	91	292	381	211	737	481	2905	640	3009	176		80		132		151		150		3241		140		62	7123	5756
VetNow!/JobNow!	15	1	1	25	0	12		1		9		18		7		8		5		18		21		29	16	154
Mango Languages	124	74	122	81	87	71	77	60	153	56		62		44		144		197		126		109		97	563	1121
Newsbank	0	10	8	114	3	45	64	10	18	112		164		16		3		38		7		370			93	889
TumbleBooks	59	13	3	6	20	46	11	41	2	6		8		40		17		12		35		1		17	95	242
ProQuest	0	2	0	0	8	5	11	1	1	0		10		4		8		0		4		3		3	20	40
CultureGrams	1	0	0	0	1	0	11	0	4	7		32		9		0		0		0		0		0	17	48
Britannica	24	44	22	58	43	28	87	36	32	19		69		63		22		114		104		144		2	208	703
TeachingBooks	143	73	298	114	302	128	254	107	190	243		264		130		545		137		175		249		169	1187	2334
New York Times Newspaper	0	0	0	0	0	0	0	0		0		0		0		0		0		0		0			0	0
Learning Express	2	0	2	2	0	0		3		14		1		0		0		1		1		0		0	4	22
LinkedIn Learning	25	12	10	7	0	23		37		307		3		3		20		19		17		11		6	35	465
Coursera	18	25	15	29	0	30		8		3		3		9		4		7		3		0		1	33	122
Month Total:	600	609	1007	730	1247	980	3531	1066	3446	1076		829		765		1053		819		3880		1261		459	9831	13,527

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

NEW BUSINESS

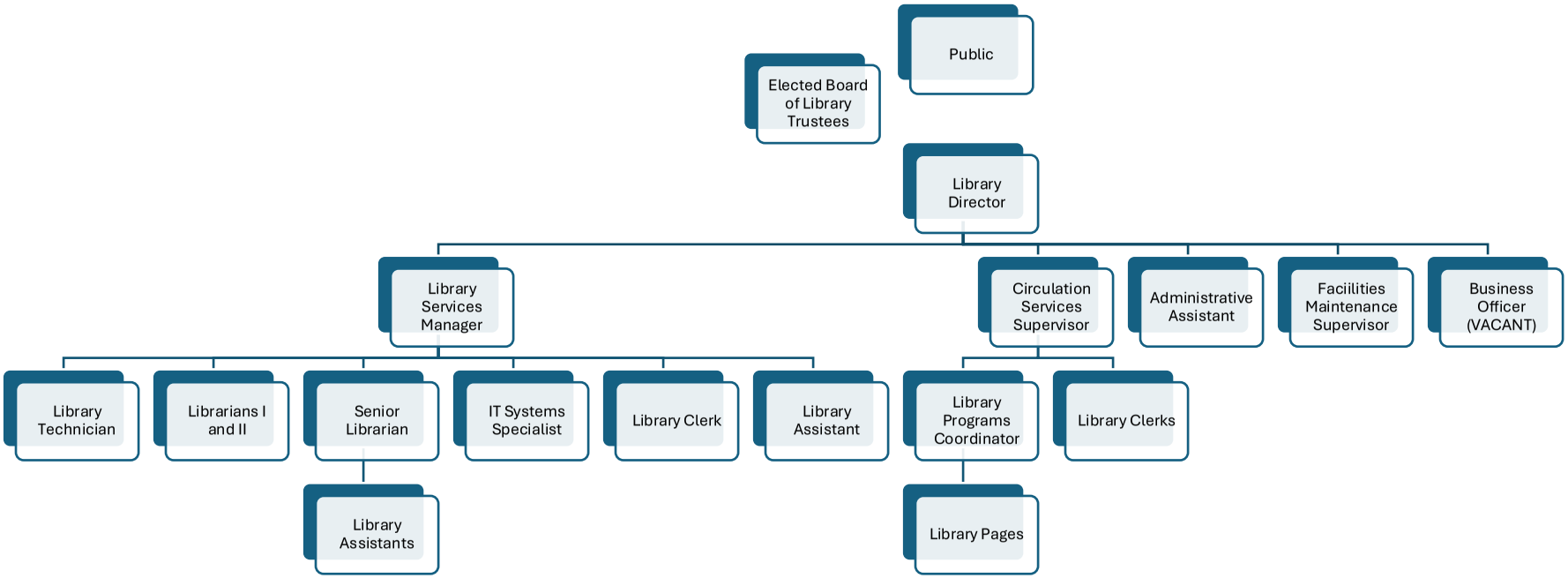
12. Receive and File 2025 Organization Chart

13. Receive and File Finance, Payroll, and Human Resources Assessment from RGS

14. Consideration and approval for Trustee(s) to attend CSDA's Special District Leadership Academy

BUENA PARK Library District

Organization Chart
January 2025



15 FTE (1 LOA)
22 PTE
1 Vacant

REGIONAL GOVERNMENT SERVICES

BUENA PARK LIBRARY DISTRICT

FINANCE, PAYROLL, AND HUMAN RESOURCES PERSONNEL RULES ASSESSMENT

DECEMBER 2024







Prepared for:
Buena Park Library District
7150 La Palma Avenue
Buena Park, CA 90620

Prepared by:
Regional Government Services Authority
PO Box 1350
Carmel Valley, CA 93924

RGS REGIONAL GOVERNMENT SERVICES

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

SUBJECT: FINANCE, PAYROLL, AND HUMAN RESOURCES PERSONNEL RULES NEEDS ASSESSMENT REPORT TO THE BUENA PARK LIBRARY DISTRICT

Dear Ms. Medina,

Regional Government Services Authority (RGS) is pleased to submit the Needs Assessment Report for the Finance Department at the Buena Park Library District (BPLD). As the lead consultant on this project, I am pleased to provide a summary of key findings and recommendations to accompany the detailed report.

- The FY 2023-2024 audit has not been started. An auditor should be hired ASAP. Typically, the audit should be completed within 6 months of the end of the fiscal year.
- There are weaknesses in the internal controls for cash handling that can be improved by updating the cash handling policies and procedures and implemented consistently.
- Implementation of the District owned Quickbooks Advanced online should be evaluated and implemented if indicated.
- A thorough review of the Chart of Accounts is strongly recommended before implementing Quickbooks Advanced online as it may need to be restructured to conform with government finance standards.
- The accounts payable process can be streamlined and made more consistent across all departments by putting in place a well-defined process for all departments.
- The District's procurement approval process is not consistent. The purchasing policies and procedures should be updated and implemented consistently.
- The payroll workflow has a lot of manual entries that can be integrated into the payroll software, ADP.
- Policies regarding employee time off, accrual limits, and cash out options need to be reviewed. Once clear policies are established, the payroll system can be updated to help track these items.

In addition to the key findings there are additional observations for your consideration in this report. I trust that the recommendations outlined in the report will provide valuable insights into the Buena Park Library District as it navigates this transformative period. My team and I are available for further discussions to address any questions or concerns you may have regarding the assessment.

If you have any questions regarding this report, please contact me directly at (650) 587-7302 or via e-mail at glazof@rgs.ca.gov.

Sincerely,
Glenn Lazof
Glenn Lazof, Finance Services Group Lead Advisor
REGIONAL GOVERNMENT SERVICES

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FINANCE NEEDS ASSESSMENT

PROJECT OVERVIEW

The Buena Park Library District is an independent special district that was organized in 1919 under the Education Code of California, Sections 19600-19734. Special districts are a form of local government that were created by their constituents to meet specific service needs for their community. This free public library, governed by a five-member elected library board, provides equal access to library services for all community residents.

The Buena Park Library District's mission is to provide free and equal access to information, programs and services to educate, and to entertain and enrich the lives of our diverse community. The District's vision is to provide their community with a center for discovery, lifelong learning, enjoyment, and connection with others.

The Buena Park Library District contracted Regional Government Services (RGS) to provide a high-level initial assessment designed to reveal critical issues that pose liability or financial risk to the agency. These assessments will result in a prioritized workplan of further inquiry, as well as actions and projects to ensure compliance with mandated regulations and achieve an effective finance, human resources, and payroll systems.

With the District's mission and vision in mind, the focus of this report will be on the most critical functions of the finance area, assisting the District with prioritizing identification of areas for further inquiry. This finance needs assessment report on high-risk areas, underscore opportunities for improvement, and identify remediation efforts.

GOALS OF THE ASSESSMENT

The goals of the finance limited assessment are to:

1. Evaluate the critical operations of the finance functions, accuracy of financial reporting, and maintenance of proper controls.
2. Review Documentation including:
    - Organizational Chart
    - Financial Statements – Recent three years
    - Management Letters- Recent three years
    - Budgets FY 2023-2025
    - Current Investment Policy
    - Reserve Fund Policy
    - Procurement Policy
    - Financial Reports, last Quarter
    - Administrative Policies and Procedures
    - Review System Trial Balance for reconciliation with Audited Financials and Financial Reports
3. Interview Agency management and staff.
4. Provide an Internal Control Matrix.
5. Interview staff including, but not limited to:
    - Library Director
    - Staff performing Key Finance Functions

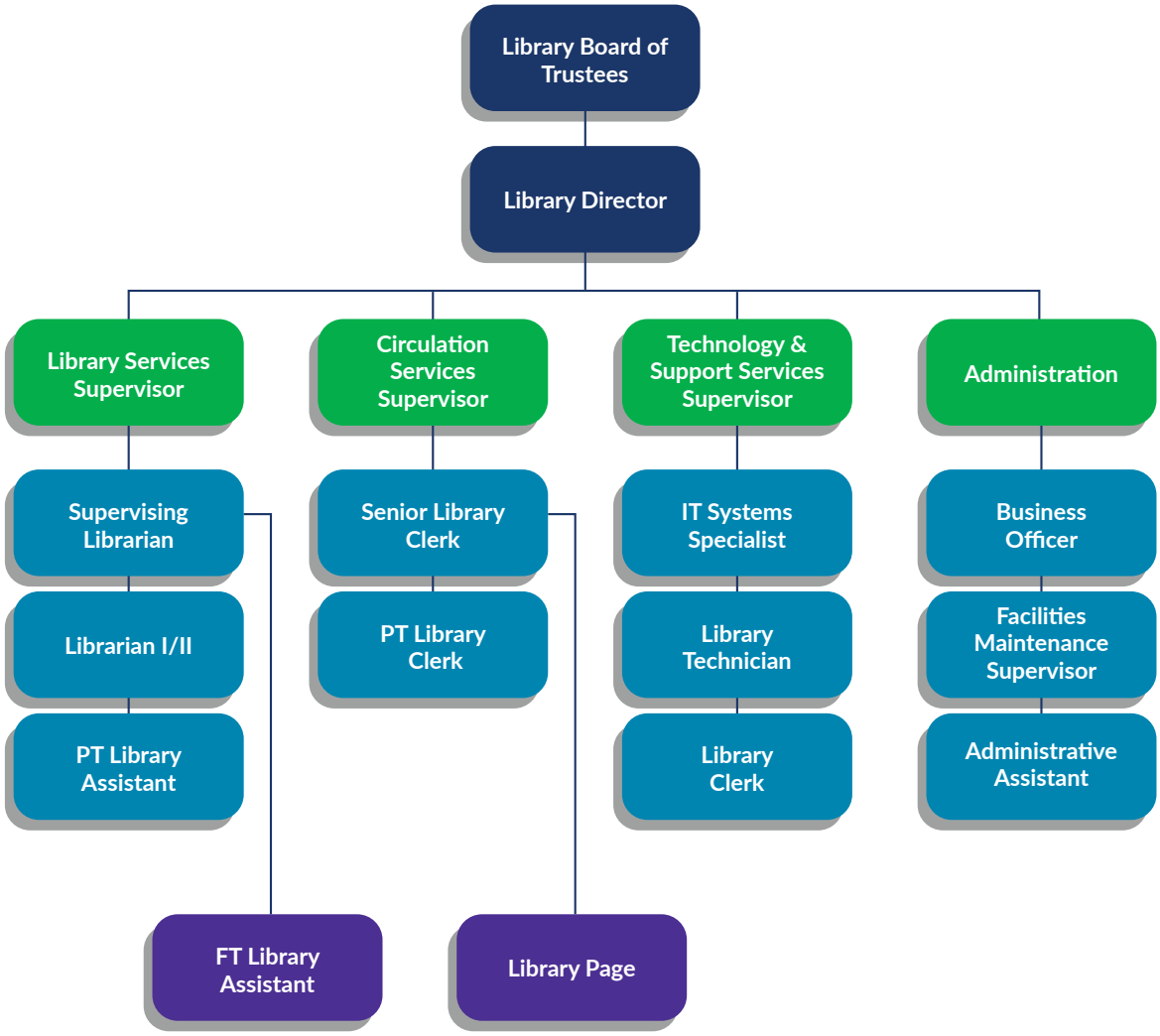
FINANCE NEEDS ASSESSMENT

METHODOLOGY

The following methodology was employed by RGS in the finance limited assessment:

- Conducted a kickoff virtual meeting with the District's Library Director on August 27, 2024, which was also attended by the RGS Finance Director and Finance Senior Advisors, RGS Human Resources Lead Advisors, and RGS Payroll Lead Advisors.
- Conducted an on-site initial meeting with the District's Technology and Support Services Supervisor and Administrative Assistant who are acting in the role of the recently vacated Business Officer position on September 11, 2024.
- Conducted a high-level review of the key organizational documents and information provided by the District to understand the District's current structure, policies, procedures, practices, and challenges related to Finance and Fiscal Services.
- Developed recommendations based on the analysis of the information above.

CURRENT ORGANIZATION CHART



FINANCE NEEDS ASSESSMENT

CRITICAL LEVELS OF OPERATION OF THE FINANCE FUNCTIONS

The critical financial operations are the daily, weekly, monthly, and annual finance functions that need to be performed and sustained by a typical Finance Department to ensure compliance to laws, regulations, and standards. Following are the most critical operational finance functions that need to be addressed within the short term (immediately until the Business Officer position is filled) in order of priority:

FY 2023-2024 ANNUAL AUDIT

Observations and Assessments

The FY 2023-2024 Annual Audit requirement was not yet started as of the start of this Needs Assessment in September 2024 since the District does not have audit services under contract. The Annual Audit reports must be completed according to the California Department of Education's Financial Reporting Calendar, which is by December 15, 2024. The audit usually takes a few weeks to complete.

Recommendation

The District was advised to expediently hire an Independent Auditor with Public Agency experience to perform the FY 2023-2024 Annual Audit. The District should consider outsourcing project management of the Audit to facilitate and coordinate the audit process, and review the audit report before finalizing, and to ensure completion of the Annual Report if desired.

CASH MANAGEMENT

Observations and Assessments

The District has two (2) cashier collection points for library fees and fines and Passport Acceptance Agency services. The cash handling functions and controls from the daily collection from the cashier drawer; bank deposit, bank reconciliation, and cash accounting must be sustained daily, weekly, and monthly. The cash handling procedures involving the chain of custody of cash and internal controls have some weaknesses.

Recommendations

The routine daily and weekly cash handling and cash deposit procedures must continue. The District's cash handling policies and procedures need to be updated and implemented consistently. There are weaknesses in internal controls that can be improved in the chain of custody from closing out the daily cash drawers to check deposits; check logs can be implemented; and staff must be cross trained in the entire process.

FINANCE NEEDS ASSESSMENT

ACCOUNTS PAYABLES

Observations and Assessments

The District's accounts payable functions from receiving invoices from vendors, routing for approvals, coding to the correct expense accounts, issuing check payments and warrants, posting accounts payable transactions must be sustained and performed. Invoices are received in different ways, such as by email to various staff, mail, and/or handed to staff. The invoice approval process is different for each department, which is a challenge because of the flat organizational structure.

Recommendations

The invoices must be processed as they come. The District can streamline the accounts payable process and make it more consistent across departments. The approver roles and coverage of approvers can be more defined. District staff must be trained and cross-trained in accounts payable functions and tasks, to provide back-up.

ACCOUNTING

Observations and Assessments

The District's routine accounting and bookkeeping functions must be performed daily, weekly, and monthly. The Business Officer position usually handles all accounting functions in QuickBooks. The identified accounting functions to be performed include, but may not be limited to:

1. Accounts payable
2. Bank reconciliation
3. Journal entries and general ledger entries.
4. Trial balance
5. Balance sheet account
6. Monthly and/or quarterly closing and reporting

Recommendations

The daily, weekly, and monthly functions of accounting must be sustained. The staff must be cross trained as much as possible within the flat structure of the District. The District is also advised to convert to QuickBooks Advanced Online and utilize the full capabilities of the system.

REQUIRED FINANCIAL REPORTING

Observations and Assessments

The Budget Officer prepares while the Library Director reviews the reports before they are included in the Board of Trustees monthly meeting agenda. The following reports are included:

1. Monthly Financial Statements
2. Quarterly Board Reports
3. Investment Reports

Recommendations

While the Budget Officer position is vacant, RGS can prepare the monthly financial reports for the Library Director's review, per the pending operational services agreement.

FINANCE NEEDS ASSESSMENT

PROCUREMENT

Observations and Assessments

The District must continue their procurement processes for all their goods and services, especially for essential goods and services which include books, classes and activities, utilities, and other essential purchases to library operations. The District's procurement approval process is not consistent and there are purchasing guidelines that need to be revisited. As an example, 8 of 15 District staff have been issued District purchase cards.

Recommendations

Review the District's procurement policies, procedures, and standards, update them if needed, and implement them consistently. Other recommendations include improving the procurement procedures and implementing them across all departments; and educating staff on identifying account numbers to use in purchasing. However, educating staff may have to wait until the new Chart of Accounts is reviewed and possibly restructured as part of the conversion to QuickBooks Advanced Online. The District's Purchase Card policy and/or procedures also need to be revisited.

FINANCIAL REPORTING ACCURACY

Observations and Assessments

The District is required to prepare financial reports for the Board of Trustees and for financial compliance. These reports include, but may not be limited to:

1. Annual Report
2. Monthly Financial Statements
3. Quarterly Board Reports
4. Investment Reports
5. Annual Audit Report

The reports are prepared by the Business Officer, then reviewed by the Library Director, before they are presented to the Board of Trustees at their monthly meeting.

There is a concern about the accuracy of the financial statements. As an example, the District staff also brought a concern from the Library Director that the September 2024 monthly report had a questionable line item. Upon research in QuickBooks, the discrepancy is due to the timing of the posting of the debit and credit in two months rather than both posting in the same month; it was not an accuracy error.

There is minimal interaction between the Library Director and the Business Officer on report preparation. Moreover, other Department managers do not usually review their financial reports before they are presented to the Board of Trustees. Some reports are outdated and are tracked by operating managers without the support of the Business Officer, which is a challenge and a concern for the accuracy and validity of the numbers. It was observed that the balance sheet account in the FY 2022-2023 Audit Report did not match the final year-end report to the Board of Trustees.

The District also receives funding from grants which may have additional reporting requirements and, therefore, will need further evaluation.

FINANCE NEEDS ASSESSMENT

Recommendations

1. Financial reports must be made available to the Library Director and Department managers ahead of time to allow for meaningful review and input.

2. The Audit Report and the financial statements must be reviewed for compliance with current reporting requirements and updated as needed. Annual Audit reporting requirements under the Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) may be different from the Board of Trustees reporting requirements.

3. The newly acquired QuickBooks Advanced Online must be further evaluated to maximize the capabilities of the application to prepare the financial reports, accurately track all financials, utilize workflow approvals, and any other capability that will help support the Library Director and managers.

4. The District must conduct a compliance review of the laws, regulations, and bylaws to make sure that all current reporting requirements for Library Districts are implemented.

5. A review of the fund accounting of grants must be conducted to ensure that they are monitored and tracked in compliance with the grant management and reporting requirements.

MAINTENANCE OF PROPER CONTROLS

Observations and Assessments

The general observation is that there is a lack of internal controls manifested by inconsistent procedures and absence of best practices in the areas of:

1. Accounting
2. Budgeting (Operating and Capital)
3. Procurement
4. Accounts Payable
5. Cash Handling

The District has Financial Policies and Procedures that cover:

1. Capital Improvement Plan
2. Fixed Asset Capitalization and Inventory Control
3. Fund Balance and Reserve Policy
4. Investment Policy
5. Library Budget and Financial Monitoring Policy
6. Purchasing Policy

FINANCE NEEDS ASSESSMENT

The District also has a compilation of Miscellaneous Policies and Procedures that covers administration, information technology, records management, and finance. The finance-related policies and procedures include:

1. Cash Handling Procedure
2. Collection Development Policy
3. Library Fees Policy
4. Gift and Donation Policy

From a high-level review, the financial policies and procedures are sound and reasonable; however, they need to be reviewed and updated to current laws and regulations. The financial policies and procedures were updated between 2012 and 2022.

Recommendations

1. The District must review internal controls in all areas of finance, including staffing, roles and responsibilities, and business workflows.

2. The District must review all financial policies and procedures and update them with current laws and regulations for compliance.

3. The Financial Policies and Procedures is best separated from the Miscellaneous Policies and Procedures by consolidating and moving them from the Miscellaneous compilation.

OTHER OBSERVATIONS AND ASSESSMENTS

BUDGET, FINANCIAL PLANNING, AND FORECASTING

A comprehensive budget book and capital improvement plan are not available, or staff cannot find them in the files of the previous Budget Officer. The District can benefit from reviewing the annual budget preparation process, preparing an annual budget book, and implementing budgeting best practices and standards. The Library Budget and Financial Monitoring Policy adopted in 2012 must be updated.

CHART OF ACCOUNTS

The District's Chart of Accounts (COA) does not conform to the Governmental Accounting Standards Board's (GASB) Generally Accepted Accounting Principles (GAAP). The District needs a thorough review and possible reconstruction of COA during the conversion from QuickBooks Desktop to QuickBooks Advanced Online.

FINANCIAL SYSTEM

The District uses QuickBooks Desktop as their financial system and is only accessible from one desktop PC assigned to the Business Officer position. The District has purchased QuickBooks Advanced online and is considering a conversion to the new online version soon. The District is advised to convert to QuickBooks Advanced Online and leverage the full capabilities of the system.

FINANCE NEEDS ASSESSMENT

FINANCIAL SYSTEM [CONTINUED]

Consider utilizing the capabilities of the new system such as implementing automated workflow approvals, reporting, and viewing reports. We recommend that this be done as soon as the new Chart of Accounts is developed.

EXPENSE AND REVENUE ACCOUNTS

Due to the Chart of Accounts not confirming the conforming to GASB/GAAP, a review of the expenses and revenues is needed during the reconstruction of the Chart of Accounts. During the review process, consider the best practices for the categorization and classification of the expenses and revenues to improve clarity and organization for reporting.

The various revenue funding sources (i.e., RDA, fees, fines, grants, donations, gifts) will need review with the reconstructed Chart of Accounts.

FISCAL YEAR BEGINNING AND ENDING

The District may benefit from implementing the best practices for the fiscal year beginning and ending to include easy to follow task checklists and staff roles and responsibilities. Fixed asset accounting may need a deeper review, including tagging assets, keeping records of inventory, addition, and disposal of inventory, and aligning fixed asset accounting with procurement. The annual materials and supplies inventory may also be considered as part of the fiscal year end process.

RECORDS MANAGEMENT OF FINANCIAL RECORDS

The District generally keeps their financial records as hard copies in file cabinets and drawers. It is strongly recommended that the District transfer their hard copy financial records to digital files and store them in their financial system (QuickBooks).

BENCHMARKING

The District can benchmark against other Library Districts to learn and incorporate best practices in their financial processes and procedures.

STAFFING AND THE BUSINESS OFFICER POSITION

The District's Business Officer position is the primary finance staff responsible for all finance functions including budgeting, accounting, accounting, accounts payable and receivable, audit, and financial reporting. Due to the flat organizational structure, it is a challenge to keep the separation of duties as preparer, reviewer, and approver, which involves the other Administrative Assistant staff, Department Supervisors, and the Library Director in most financial transactions. Coverage and cross training are also a challenge; the high concentration of almost all financial functions in one position is a risk.

Since the Business Officer position is currently vacant, it may be an opportunity to evaluate changing the position to an Administrative Officer type of position that will cover more breadth in both finance and administration functions. The position can be teamed with the Administrative Assistant position to create a succession ladder with inherent coverage and cross-training.

PAYROLL PROCESS NEEDS ASSESSMENT

PAYROLL STEPS

1. Collect time sheets from full-time and part-time employees after department supervisor approval.

Recommendations

- Add electronic Clock in & out procedures (with ADP)
- Verify Hours for accuracy including review of Overtime
- How are hours calculated (i.e., .25, .50, .75, 1.00). Set standard methodology
- 1st Approver Review for hours accuracy
- 2nd Approver Review for hours accuracy

2. Add Time and attendance Data to Excel Worksheet.

Recommendations

- Check for availability of an hours upload from system (ADP) and download into an Excel Spreadsheet. This way the time is uploaded accurately and less manual entry
- EE information is preformatted
- Verify for Merit increase
- Review for off-cycle occurrences

3. Excel Spreadsheet has Full Time Employee in “bold” and part-time.

Recommendations

- Separate full-time at the top of the spreadsheet and part-time at the bottom. This will avoid a manual entry of “accidental” hours of an FTE to a Part-Time EE.
- Utilize accrual tracking in ADP for all PTO (Holiday, Sick, Vacation, etc.)
- Tracking Floating Holiday process (manual):
  - Utilize ADP (create Pay Codes if necessary)
  - Tracking hours of PTE, no vacation or holiday pay

4. Add the sum of the hours at the bottom of the Excel Sheet.

Recommendations

- Add “formula” so that it adds as you go
- Add “formula” to automatically deduct Leave time

5. Holiday Tracking on a Spreadsheet with Pay Periods included.

Recommendations

- Add/load holidays in ADP, it will not be a manual process any longer

6. Payroll Worksheet to ADP

Recommendations

- Print Out Excel worksheet

7. Forward to Approver

8. Load hours from Excel Spreadsheet into ADP Manually

Recommendations

- Mark an X on Holiday Spreadsheet if EE participated
- Is it assumed that the library is closed all federal holidays?
- Add a holiday hours bank during fiscal year, electronically
- Formula for date if process stays on Excel Spreadsheet

9. Print Spreadsheet of Holiday Hours

Recommendations

- 2nd Approver uploads to ADP manually
- Check for availability to upload, rather than manual entry
- Once uploaded, should have a verification, entries are correct

10. Update any changes to ADP prior to beginning (i.e., increases, new hires, terminations) Should be the 1st thing you complete prior to starting payroll.

Recommendations

- Front Loaded Vacation Hours for Fiscal Year (Part-Time):
  - Policy of hours "earned" not given OR
  - Part-Time EE vacation bank
  - Part-Time must use PTO within fiscal year
- Why are Part-time hours are given, and Full-Time Hours are accrued:
  - Part-time paid time off is accrued based on hours worked at ratio of a part-time employee.
  - PTO is accrued via PTE (Part-Time Employee), the PT Employee should be able to accumulate up to 200 hours, not to exceed.

11. Maximum 200 hours banked for duration of employment.

Recommendations

- Manual input of hours into ADP upload accrual table in ADP with hours tracking and maximum set

12. Vacation 200 hours cap (Special)

Recommendations

- Employee Handbook. Include detailed guidelines for policy.
- Off Cycle Check for PTO pay out (omitting CAL PERS)
- Communication with EE's when they are approaching the 200 hours thresholds. (i.e., 150, 175 hours accumulating):
  - Run Vacation Hours Report per pay period to communicate to EE when threshold is approaching

PAYROLL PROCESS NEEDS ASSESSMENT

13. Paper Onboarding of New Hires

Recommendations

- Forward link to new EE to upload into system
- Allow Ability to change personal information (i.e., W4, address). Set approval process
- If payroll is responsible for uploading all new hires
  - What is your retention for keeping original documents?

14. Verify hours match from Spreadsheet to ADP

15. Preview Payroll in ADP:
    - Verify all changes and entries
    - Approve & Run Reports



PERSONNEL RULES LIMITED ASSESSMENT

For the Personnel Rules Assessment, RGS conducted a high-level review of the following personnel related documents provided by the District:

1. Buena Park Library District Library Board of Trustees Policies and Procedures

2. Buena Park Library District Employee Handbook

3. Stand-alone Personnel Related Policies and Procedures
   - Background Check Policy
   - COVID -19 Prevention Procedures
   - Dress Code and Other Personal Standards
   - Heat Illness Prevention Program
   - Injury Illness Prevention Plan and Part 2 – IIPP was prepared in 2017.
   - Workplace Violence Prevention Plan
   - Miscellaneous Policies/Procedures
     - Library Vehicle Policy

4. Personnel Related Board of Trustees Resolutions
   - Resolution No. 2023-5 Establishing A Policy Regarding Criminal Background Checks
   - Resolution No. 2024-1 Authorizing State and National Fingerprint-Based Criminal History Record Checks for Employment

In addition to the evaluation of these documents, RGS met with the Library Director to gather additional information and insights on the District's personnel policies and procedures.

The outcome of the limited Personnel Rules Assessment, including recommendations, begins with the review of specific District documents below.

LIBRARY BOARD OF TRUSTEES POLICIES AND PROCEDURES

The Board's Policies and Procedures were approved on October 7, 2021, reviewed on November 1, 2022, and updated on October 1, 2024. The focus of RGS' review of this document was limited to the Board's role and relationship with District employees.

The Board's Policies and Procedures state "all matters concerning management functions and day-to-day operation of the Library are responsibilities of the Library Director and the supervisory staff." (IV. Guidelines for Library Board of Trustees, item 7) In addition, the Board "hires the District Director, to whom it delegated management authority." (1. Library Board of Trustees Roles and Responsibilities, second paragraph)

The Board's relationship with the Library Director is clearly defined in Section 6. Library Board of Trustees and Relationship with the District Director, with Section 6.3 designating that the District Director is "hired on an at-will basis" and specifies a formal evaluation process.

Regarding other District employees, the Board's Policies and Procedures specify the following:

- District Administrative staff shall maintain records for and information on available ethics and sexual harassment prevention training (8.1 Ethics Training and 8.3 Sexual Harassment Prevention Training)
- The Board may honor and recognize the service of Library staff with five-year milestones "organized in close concert with the District Director." (11. Awards and Honors)
- The Board specifies "monitoring legislation is a shared function of the Board of Trustees and the Library Director or designated staff." (12. Legislative Advocacy Procedures)
- The Board specifies how District employees handle media inquiries and visits. (13.1 Media)

RGS does not recommend any changes to the personnel-related portions of the Library Board of Trustees Policies and Procedures. It should be noted District Director and Library Director are used interchangeably in the document. In a future update, consideration might be given to standardizing the Director's title.

EMPLOYEE HANDBOOK

The District's Employee Handbook was adopted on November 3, 2019, and updated on June 1, 2024. The focus of RGS' high-level review of this document is to (1) identify items which may require in-depth review and possible revision and (2) identify items for the District to consider including in the next update to the Employee Handbook.

For this evaluation, RGS used its matrix of required and recommended items for public agency Personnel Rules and Employee Handbooks. This matrix has been modified slightly for the District since its employees are "at-will," which is consistent with Education Code of California Section 19647 which states "the officers and employees shall hold their offices and positions at the pleasure of the board."

A summary of this review is provided in the following table. RGS' recommendations for areas of additional review or inclusion in a future update to the Employee Handbook are noted in the table.

MANDATORY POLICIES	
Introductory Statement	Included
Right to Revise	Included as subsection of Introduction to the Handbook, may want to include this subsection in index
Equal Employment Opportunity	Included, consider for future review
Policy Against Discrimination, Harassment, and Retaliation	Harassment Prevention Policy could be updated to a more comprehensive Discrimination, Harassment, and Retaliation policy in future phase
Reasonable Accommodation	Included, consider for future review
Pregnancy Disability Leave	Included, consider for future review
Coordination of PDL with Family Medical Leave	Included, consider for future review
Family Medical Leave	Included, consider for future review
California Family Rights Act Leave	Included in Family Medical Leave section; consider for future review

EMPLOYEE HANDBOOK

RECOMMENDED POLICIES	
Whistleblower Protection	Not Included, one sentence on “whistleblowing”
Categories of Employees (Full-time, Part-time, etc.)	Included in Employee Status Definitions
Classification Polices	Included in Classification and Pay Plan; consider for future review
Recruitment, Selection and Appointment	Included
Employment of Relatives	Included

LEAVES OF ABSENCES	
Vacation and how accrued	Included
Sick Leave in accordance with Healthy Families; Healthy Workplaces	Included, consider for future review
Any other paid time off	Not Included, may not be applicable
Jury Duty/ Witness Leave	Included
Domestic Violence Leave	Included
Victims of Crime Leave	Included
Military Leave and Exigent Care	Included
School Activities; School or Licensed Day Care Leave	Included, only for school age children (kindergarten – grade 12)
Time off for Voting	Included
Industrial Leave (Workers Comp)	Included in Benefits instead of Leaves

BENEFITS	
Workers Compensation	Included
Holidays	Included
Retirement Plan	Not Included, may not be applicable for library operations

EMPLOYEE HANDBOOK

ADMINISTRATIVE	
Personnel Records	Included
Performance Evaluations – if applicable	Included
Conflict Resolution	Included, consider for future review
Telecommuting	Not Included, may not be applicable for library operations
Electronic Communications	Not Included, employee email use mentioned in Email Retention Policy in Miscellaneous Policies/Procedures
Use of Agency Equipment or Resources	Not Included

EMPLOYEE CONDUCT	
Prohibited Conduct	Included
Discipline	Included
Drug and Alcohol Abuse	Not Included, may not be applicable for library operations
Attendance	Included

COMPENSATION	
Overtime	Included
Work Schedules	Included
Meal and Rest Periods	Included
Lactation Break	Included

EMPLOYEE HANDBOOK

HEALTH AND SAFETY	
Workplace Violence	Included
Safety Regulations – not IIPP	Not Included
Security	Not Included
Ergonomics	Included
Use of Cell Phones While Driving	Not Included, follow State motor vehicle laws while driving mentioned

SEPARATION	
Voluntary Termination	Included
Involuntary Termination	Included, progression discipline not mentioned
Reduction in Work Force	Included
Job Abandonment	Included as Excessive Absenteeism or Tardiness Defined
Transfer	Included

EMPLOYEE CONDUCT	
Bereavement Leave	Included
Personal Leave	Included
Management Leave	Not Included, may not be applicable for library operations
Insurance Benefits – Statement that covers all benefits being available to eligible employees without including particulars of each benefit	Not Included
External Employee Training	Not Included
Use of agency cell phone	Not Included
Smoking	Included
Confidentiality	Included
Conflicts of Interest	Included

EMPLOYEE HANDBOOK

OPTIONAL [CONTINUED]	
Limitations on Outside Employment	Included
Appearance Standards	Included
Payment of Wages	Included
On-Call and Call-In Pay	Not Included, may not be applicable
Allowances (uniform, boot, car, phone)	Not Included, may not be applicable
Expense Accounts	Not Included, may not be applicable
Job References	Not Included

RGS' high-level review of the District's Employee Handbook finds the document to be generally complete but in need of an in-depth, comprehensive review. The Employee Handbook would benefit from some restructuring, along with the removal of inconsistent language, conflicting information, and missing information. As an example, the word "probation" and/or "probationary" appears 37 times in the Employee Handbook yet the District's employees are at-will, and such are not eligible for an employment probationary period.

RGS recommends in an updated Employee Handbook that the District consider having certain personnel policies as appendixes, as they can require more frequent updating. Personnel policies are well suited to be handled as appendixes include the following:

- Harassment, Discrimination, and Retaliation
- Drug and Alcohol-Free Workplace
- Family Medical Leave as provided by FMLA and CFRA
- Pregnancy Disability Leave
- Benefits

There may be additional personnel policies the District may wish to consider as appendixes such as Dress Code and Background Check if the District anticipates needing more frequent updates to these policies.

PERSONNEL POLICIES, PROCEDURES AND RELATED DOCUMENTS

The District provided the following stand-alone Personnel Policies which RGS included in the high-level policy review:

- Background Check Policy – This policy was adopted June 6, 2023, and revised on June 20, 2023, for employees who operate as passport acceptance agents for the U.S. Department of State. RGS recommends this Policy, the Successful Completion of Department of Justice Background Check section in the Employee Handbook and the two Board Resolutions on background checks be reviewed to ensure consistency.
- COVID-19 Prevention Procedures – These procedures were adopted in March 2023. As part of the future review of the Injury Illness Prevention Plan, RGS recommends a review of current California legal requirement for COVID-19 prevention procedures.
- Dress Code and Other Personal Standards – The content of this policy is also in the Employee Handbook in the Dress Code and Personal Grooming Standards section. As previously noted, the District may want to consider if there is a need for this policy to be an appendix to the Employee Handbook.
- Heat Illness Prevention Program – This document is similar to a plan. It was last revised June 4, 2024. RGS recommends this Program be reviewed in conjunction with the Injury Illness Prevention Plan (IIPP) documents and combined into an updated IIPP document.
- Injury Illness Prevention Plan and Part 2 – IIPP was prepared in 2017. RGS recommends this two-part Plan be reviewed in conjunction with the Heat Illness Prevention Program and combined into an updated IIPP document.
- Workplace Violence Prevention Plan - This policy was last revised June 4, 2024. RGS recommends a high-level review of the Plan.
- Miscellaneous Policies/Procedures – This document was revised in February 2024 and is focused primarily on Library operations. The Library Vehicle Policy is personnel related. It was adopted on September 6, 2016, and revised in November 2016. RGS recommends this policy be reviewed. It does not need to be included in the Employee Handbook.

The District also provided personnel related Board Resolutions which RGS included in the high-level policy review:

- Resolution No. 2023-5 Establishing A Policy Regarding Criminal Background Checks
- Resolution No. 2024-1 Authorizing State and National Fingerprint-Based Criminal History Record Checks for Employment

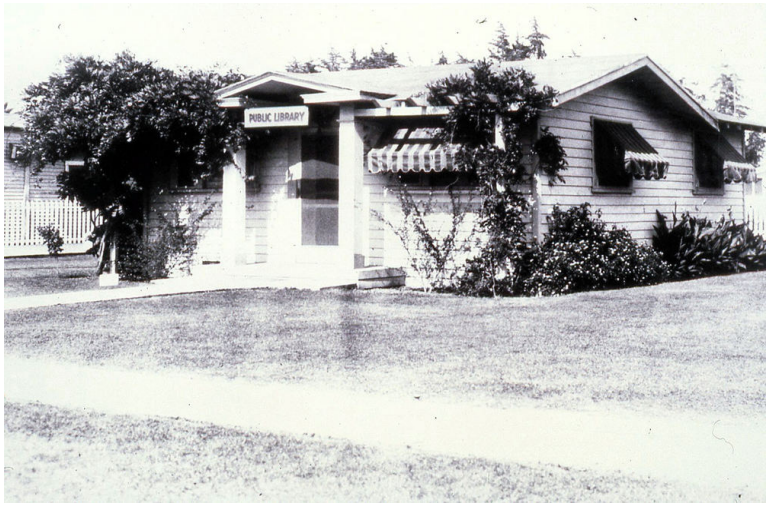
As noted in the discussion on the Background Check Policy, RGS recommends these Resolutions, the Background Policy, and the Successful Completion of Department of Justice Background Check section in the Employee Handbook to be reviewed to ensure consistency. The District should determine if this policy should be an appendix to the Employee Handbook.

FINAL RECOMMENDATIONS

RGS recommends a comprehensive review of the District's Employee Handbook for current compliance, clarity, ease of administration, and appropriate level of procedural detail. This review should also include the District's Heat Illness Prevention Program, Injury Illness Prevention Plan, and Workplace Violence Prevention Plan.

While not a part of the scope for the limited review of the District's personnel rules, RGS learned during this assessment that a study of the employee classification and compensation structure, and related policies and practices, could be beneficial as a future project.







BUENA PARK LIBRARY DISTRICT





BUENA PARK LIBRARY DISTRICT

FINANCE, PAYROLL, AND HUMAN RESOURCES PERSONNEL RULES ASSESSMENT

DECEMBER 2024

RGS REGIONAL GOVERNMENT SERVICES

BUENA PARK Library District

MEMORANDUM

Date: January 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Special District Leadership Academy Conference

Background:

The California Special Districts Association (CSDA) Special District Leadership Academy offers core governance training specially designed for elected/appointed board members of special districts. There are several opportunities for our Trustees to attend this training in the coming year. The cost of early bird registration is $825 and the District will pay for approved travel and lodging costs. There are additional discounts if multiple attendees from the same District attend. The Board must approve the attendance of Trustees.

The District earns incentive points for our liability insurance as board members complete trainings, which may result in a reduction of premiums. Additionally, this conference will provide training in the roles and responsibilities of board members, the roles of the board and staff, collaborative leadership, and developing partnerships with the general manager.

Recommendation:

The Board must approve attendance of Trustees to conferences and educational events that have a financial impact. Since no board members have attended this training for our District, I would recommend that any of our Trustees attend.

CONFERENCES

Information regarding hotel reservations and links to book in the CSDA room block will be emailed to the attendee only (not the individual registering the attendee) within 24 hours of registration.

SDLA CSDA's 2025 Special District Leadership Academy Conference

Core governance training for elected/appointed officials

Earn SDRMA Credit Incentive Points.

La Quinta – April 21 – 24, 2025
Early-bird registration discount ends March 21, 2025

Embassy Suites by Hilton La Quinta Hotel & Spa
50-777 Santa Rosa Plaza
La Quinta, CA 92253

Redding – October 5 – 8, 2025
Early-bird registration discount ends September 5, 2025

Sheraton Redding Hotel at the Sundial Bridge
820 Sundial Bridge Drive
Redding, CA 96001

Monterey – November 16 – 19, 2025
Early-bird registration discount ends October 16, 2025

Embassy Suites by Hilton Monterey Bay Seaside
1441 Canyon Del Rey Boulevard
Seaside, CA 93955

CSDA's Special District Leadership Academy offers curriculum-based training built around the essential partnership between board members and general managers. Designed for both new and seasoned board members, our groundbreaking curriculum equips attendees with the knowledge and skills necessary to lead effectively and uphold vital governance responsibilities. This conference fosters collaborative leadership and sets a strong foundation for achieving shared goals within your special district.

Attendees will learn:

- How to work as a team
- The roles of the board and staff
- Attributes and characteristics of highly effective boards
- How culture, norms, values, and operating style influence the district
- Specific jobs the board must perform
- How individual values, skills, and knowledge help to shape how effective boards operate
- The importance of moving from "I" to "we" as the governance team
- The board's role in setting direction for the district; the board's role in finance and fiscal accountability
- …And more!

Choose one of three locations



COST

EARLY REGISTRATION		REGULAR REGISTRATION	
CSDA Member	$825	CSDA Member	$890
Non-Member	$1,650	Non-Member	$1,780

EARLY BIRD PRICING
Register on or before March 21, 2025 (La Quinta), September 5, 2025 (Redding), and October 16, 2025 (Monterey)

SEND MORE – SAVE MORE
SPECIAL DISCOUNTED PRICING! Additional attendees from the same district:

EARLY REGISTRATION*		REGULAR REGISTRATION	
CSDA Member	$565	CSDA Member	$625
Non-member	$1,130	Non-member	$1,250

LA QUINTA
HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of $199 plus tax and fees per day. The room reservation cut-off is March 21, 2025; however, space is limited and may sell out before this date.

REDDING
HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of $169 plus tax and fees per day. The room reservation cut-off is September 12, 2025; however, space is limited and may sell out before this date.

MONTEREY
HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of $179 plus tax and fees per day. The room reservation cut-off is October 16, 2025; however, space is limited and may sell out before this date.

FUTURE AGENDA ITEMS

15. Agenda preparation for the Regular Meeting which will be held on February 4, 2025, at 5:30 p.m., unless rescheduled by the Board of Library Trustees

CONSENT CALENDAR

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the Board or the public request specific items to be removed from the Consent Calendar for separate action.

16. Personnel Action – **None.**

CLOSED SESSION

17. Public Employee Performance Evaluation (Gov. Code, §54957)
Title: Library Director

18. Conference with Labor Negotiators (Gov. Code, §54957)
Unrepresented Employee: Library Director

ADJOURNMENT

19. The Board of Library Trustees will adjourn the regular date January 7, 2025, meeting.