REGULAR MEETING AGENDA

Board of Library Trustees | Buena Park Library District

2nd Floor Board Room
7150 La Palma Avenue
Buena Park, CA 90620
February 3, 2026 | 6:00 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 Disabilities 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 (**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.

Recommendation: Approve items 6-11 on the Consent Calendar.

6. Minutes of the Board of Library Trustees Regular Meeting on January 6, 2026 (Receive, File, and Approve)
7. Minutes of the Board of Library Trustees Special Meeting on January 6, 2026 (Receive, File, and Approve)
8. Personnel Report for February 2026 (Receive, File, and Approve)
9. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for January 2026 (Receive and File)
10. Payment Register for January 2026 (Receive and File)
11. Accept state grant funds totaling $10,698 for the Lunch at The Library Summer 2026 program (Approve)

REPORTS FROM LIBRARY ADMINISTRATION

12. Monthly Statistical Reports
    - Database Usage for December 2025
    - Trend Analysis for December 2025
    - Program Statistics Summary for January 2026
13. CalPERS CERBT Account Update
14. Library Director's Report for January 2026

NEW BUSINESS

15. Proposed Amendments to Independent Special Districts of Orange County (ISDOC) Bylaws
    - Description: The primary purpose of the bylaw amendments is to add language allowing for a staff member of a Regular Member District to serve in the position of Secretary.
    - Recommended Action: 1) Approve the recommended revisions to ISDOC bylaws; and 2) Authorize President Estrada to sign ballot
16. Mid-Year Budget Review
    - Recommended Action: 1) Approve a budget amendment to increase budget category 58100 – Capital Outlay by $83,150; 2) Approve a budget amendment to increase revenue category 41400 – Investment earnings by $128,500; and 3) Approve a budget amendment to decrease revenue category 41600 – Miscellaneous Revenues by $3100

17. Independent Consulting Services Agreement with J.B.A. Management Engineers, Inc.
    - Recommended Action: 1) Approve the Independent Consulting Services Agreement with J.B.A. Management Engineers, Inc. for moving management services; 2) Authorize an expenditure not-to-exceed $45,650; 3) Authorize the Library Director to make any necessary non-monetary changes to the agreement; and 4) Authorize the Library Director to execute the agreement.

18. Board of Library Trustees Vacancy Update
    - Description: District staff will provide an update regarding the vacant seat on the Board of Library Trustees.
    - Recommended Action: This item is for informational purposes only.

19. Adoption of Resolution 2026-3 Reduction in Services
    - Description: To allow District staff to make appropriate staffing plans, and due to an anticipated reduction of services as a result of the District's upcoming renovations and relocation to a temporary facility, the District has determined that it is necessary to eliminate certain staff pursuant to its authority under Education Code section 19647. Resolution No. 2026-3 lists the positions that the District intends to eliminate, effective March 19, 2026.
    - Recommended Action: 1) Approve Resolution No. 2026-3 "Reduction of Services."

FUTURE AGENDA ITEMS

20. Agenda preparation for the Regular Meeting which will be held on March 3, 2026, at 6:00 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 February 3, 2026, Regular Meeting of the Board of Library Trustees of the Buena Park Library District was posted on January 30, 2026, at 7150 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.

P S
_____
Patty Salas, Administrative Assistant

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
JANUARY 6, 2026

CALL TO ORDER: President Estrada called the meeting to order at 6:24 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

Others Present: Jake Leischner, Associate at Townsend Public Affairs (TPA)

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

There were no comments by the Board.

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

There were no public comments.

CONSENT CALENDAR (ITEMS 6-9)

6. Minutes of the Board of Library Trustees Special Meeting on December 16, 2025 (Received, filed, and approved)
7. Personnel Report for January 2026 (Received, filed, and approved)
8. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for December 2025 (Received and filed)
9. Payment Register for December 2025 (Received and filed)

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

Motion passed unanimously.

REPORTS FROM LIBRARY ADMINISTRATION

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

11. Library Director's Report for December 2025

Director Medina noted the District had partnered with the Orange County Mosquito and Vector Control District for a special story time. The event was well-attended. She also informed the Board of Trustees that the Brown Act Modernization Act (SB 707) brought significant changes to California public meetings as of January 1. She noted that CSDA will be offering a comprehensive online training in January.

NEW BUSINESS

12. Resolution 2026-1 authorizing the Library Director to sign Amendment No. 1 to Agreement for Grant Writing Services with Townsend Public Affairs, and to make any necessary non-monetary changes.

Director Medina introduced Jake Leischner from Townsend Public Affairs. Mr. Leischner spoke to the Board about the proposal and discussed their advocacy on behalf of the District.

Mr. Leischner noted that the District has an earmark pending at the Federal level through Congressman Tran. A Federal appropriations bill will need to be passed for the funds to be released.

MOTION by Trustee Jensen to adopt Resolution 2026-1.
SECOND by Trustee Quintero.
AYES: Estrada, Jensen, and Quintero.
ABSENT: Rams

Motion passed unanimously.

13. Authorization of additional methods of disposal

Director Medina said this request is being made ahead of the District's renovation, during which everything must be packed and moved or stored. The District aims to downsize by disposing of items no longer needed.

MOTION by Trustee Quintero to authorize the Library Director to dispose of unwanted surplus supplies and equipment that are not capitalized or inventoried through donation to eligible schools, nonprofit organizations, and government agencies, through public auction via Govdeals.com, and sale or disposal through scrap recyclers.
SECOND by Trustee Jensen.
AYES: Estrada, Jensen, and Quintero.
ABSENT: Rams

Motion passed unanimously.

FUTURE AGENDA ITEMS

14. Agenda preparation for the Regular Meeting which will be held on February 3, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees.

There were no requests.

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 6:42 p.m.

Submitted by,

_____
Christian Quintero
Secretary

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
JANUARY 6, 2026

CALL TO ORDER: President Estrada called the meeting to order at 6:42 p.m.

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.

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

There were no public comments.

NEW BUSINESS

4. Resolution 2026-2 authorizing the closure of certain bank accounts and to establish a new banking relationship

   The District's current banking relationship does not meet the District's needs from a security, operational, or value perspective. District staff has evaluated a number of banks to find one that meets the District's needs. Staff considered physical branch location, ability to fully collateralize funds to 110%, fraud prevention capabilities, reporting technology, user interface, fees, and internal control capabilities. Staff is recommending the District open accounts with BMO Bank N.A.

   MOTION by Trustee Quintero to adopt Resolution 2026-2 authorizing the Buena Park Library District to close certain bank accounts and establish a new banking relationship.
   SECOND by Trustee Jensen.
   AYES: Estrada, Jensen, Quintero.
   ABSENT: Rams

   Motion passed unanimously.

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 6:48 p.m.

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
JANUARY 6, 2026

Submitted by,

_____
Christian Quintero
Secretary

BUENA PARK Library District

BOARD OF LIBRARY TRUSTEES
PERSONNEL REPORT FOR
February 2026

Department: Administration **Meeting Date: February 3, 2026**

Personnel Action – Merit Increase

Name	Position	Step	Effective Date
Monique Flores-Arvizu	Library Page	6	02/06/2026

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
None			

BUENA PARK Library District

BOARD OF LIBRARY TRUSTEES
PATRON SUGGESTIONS – REQUEST FOR PURCHASE OF MATERIALS OR PROPOSING CHANGES TO LIBRARY OPERATIONS FOR
JANUARY 2026

Meeting Date: February 3, 2026

Adult Books:

- None received.

Children's Books:

- *Squished by Megan Wagner Lloyd*
- *Talons of Power by Tui Sutherland and Mike Holmes (graphic novel version)*

Korean books

- *가브리엘의 잉글리시 다이어리* by Thomas Gabrielle Allanta: 428 (Standard English usage)
- *뇌는 어떻게 나를 조종하는가* by 크리스 나이바우어: 612.8 (Nervous system)
- *두 번째 초대* by 윤미솔: 895.7 (Korean literature)
- *중독은 뇌를 어떻게 바꾸는가* by 저드슨 브루어: 152 (Sensory perception, movement, emotions, physiological drives)
- *첫 번째 초대* by 윤미솔: 895.7 (Korean literature)
- *한 번 시작하면 잠들 수 없는 세계사* by 김도형: 909 (World history)

Zip Book Requests:

- *The Last Stand of Tin Can Sailors* by James D. Hornfischer
- *Service Model* by Adrian Tchaikovsky
- *Birds in the Sky, Fish in the Sea* by Matthew Dickerson
- *The Heir Apparent* by Rebecca Amitage
- *The Elsewhere Express* by Samantha Sotto Yambao

Buena Park Library District

January 2026 Payments

Date	Check No.	Vendor	Purpose	Amount
12/23/2025	EFT	CALPERS	Retirement	$6,794.10
12/23/2025	EFT	CALPERS	Retirement	$1,112.02
12/23/2025	EFT	CALPERS	Retirement	$452.27
12/26/2025	EFT	ADP	Payroll Processing	$331.98
12/31/2025	EFT	ADP	Wages	$44,833.14
12/31/2025	EFT	ADP	Payroll Taxes	$10,206.21
01/02/2026	EFT	CALPERS	457 Plan	$3,076.58
01/05/2026	EFT	ADP	Payroll Processing	$331.98
01/08/2026	EFT	CALPERS	Health Benefits	$25,336.86
01/08/2026	EFT	CALPERS	Retirement	$6,780.57
01/08/2026	EFT	CALPERS	Retirement	$1,118.34
01/08/2026	EFT	CALPERS	Retirement	$452.27
01/13/2026	13783	Western Allied Corporation	HVAC Maintenance	$678.00
01/13/2026	13784	KC Digital Solutions, Inc.	Copier Service	$138.19
01/13/2026	13785	Orange County Fire Protection	Fire Extinguisher Inspection	$100.00
01/13/2026	13786	So Cal Edison	Electricity Service	$5,341.82
01/13/2026	13787	SoCalGas	Gas Usage	$1,461.25
01/13/2026	13788	Amazon Capital Services	Books and Supplies	$4,695.73
01/13/2026	13789	Eagle Multi-Media Productions Inc.	IT Assessment Discovery Payment	$2,850.00
01/13/2026	13790	Park Disposal	Waste Disposal	$524.69
01/13/2026	13791	Cintas Corp.	Restroom Supplies	$274.34
01/13/2026	13792	Quadient Finance USA, Inc.	Postage Impression	$1,121.34
01/13/2026	13793	Quadient Leasing USA, Inc.	Postage Machine Lease	$626.53
01/13/2026	13794	BookMonster.com, Inc	Korean Language Books	$376.98
01/13/2026	13795	Dannis Woliver Kelley	Legal Services	$8,334.50
01/13/2026	13796	Regional Government Services	Professional Services	$17,287.64
01/13/2026	13797	Master Janitorial Service, Inc	Monthly Cleaning Service	$3,043.00
01/13/2026	13798	Independent Special Districts of Orange County	Membership Dues	$50.00
01/13/2026	13799	Maria Kristina Alapit	Refund for Returned Lost and Paid Books	$29.99
01/13/2026	13800	Soo Jung Yoon	Refund for Returned Lost and Paid Books	$49.98
01/13/2026	13801	INTELEPEER Holdings, Inc	Voice Service	$397.14
01/13/2026	13802	US Bank Corp Payment Systems	December Purchases	$1,379.50
01/13/2026	13803	Midwest Tape, LLC	DVDS	$48.74
01/13/2026	13804	EarthCo Landscape	Landscaping Services	$1,238.00
01/13/2026	13805	Johnson Controls Security Solutions	Battery Replacement	$72.05
01/15/2026	EFT	ADP	Wages	$44,562.84

Buena Park Library District

January 2026 Payments

01/15/2026	EFT	ADP	Payroll Taxes	$10,102.94
01/15/2026	EFT	BofA	Acct Analysis Fee	$1,008.56
01/16/2026	EFT	CALPERS	457 Plan	$3,086.58
01/23/2026	EFT	ADP	Payroll Processing	$326.58
01/26/2026	EFT	CALPERS	Retirement	$6,780.57
01/26/2026	EFT	CALPERS	Retirement	$1,030.67
01/26/2026	EFT	CALPERS	Retirement	$452.27
01/28/2026	EFT	CALPERS	457 Plan	$3,086.58
01/28/2026	13806	California Depatment of Tax and Fee Admin	Sales Tax	$8,262.00
01/28/2026	13807	Pre-Paid Legal Services	Employee Paid Benefit	$361.86
01/28/2026	13808	Brodart Co	Book Supplies	$42.17
01/28/2026	13809	Staples Business Credit	Toners and Membership	$1,725.18
01/28/2026	13810	Griffin Structures, Inc.	Construction Management	$11,819.53
01/28/2026	13811	LPA Inc.	Architectural Services	$16,301.45
01/28/2026	13812	Professional Pest Management	Monthly Pest Management	$400.00
01/28/2026	13813	Dannis Woliver Kelley	Legal Services	$4,579.50
			Total	$264,875.01

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CALIFORNIA STATE LIBRARY

January 26, 2026

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

Dear Library Director Helen Medina:

We are pleased to approve the grant application for the LATL Summer 2026 project for a total of $10,698 in state grant funds. Buena Park Library District will receive $10,698 of the award upon execution and approval of the grant agreement, certification, and claim forms.

Hard copies of this correspondence will not follow. Keep the entirety of the correspondence for your files and consider these award materials your original documents.

This grant is governed by the attached Grant Agreement and Certification of Compliance, which includes the project period, reporting requirements, and payment schedule. Your approved budget is attached and can also be found in our grant management system. Login to view and manage your grant here: www.gotomygrants.com.

Please sign the claim and certification forms at the back of your award packet using the DocuSign system. Should you have any questions regarding the use of DocuSign please contact your grant monitor.

Upon receipt of a completed claim form that is free of errors or inaccurate information, the State Library processes it for routing to the Office of the State Controller which ultimately issues the check. The total time for the claim form to be processed, routed, payment issued, and mailed can be up to eight weeks, but is often a shorter timeframe. If you still have not received payment after eight weeks, please contact your grant monitor.

The Grant Monitor assigned to your project is Robyn McCreight. Robyn is available to assist you throughout the year and can be reached via email at robyn.mccreight@library.ca.gov. Please stay in touch with your Grant Monitor throughout the award period. Read the enclosed award packet thoroughly and contact your Grant Monitor if you have any questions.

Best wishes for a successful project.

Respectfully yours,

Signed by:
BDA509B1C41C416...

Greg Lucas
California State Librarian

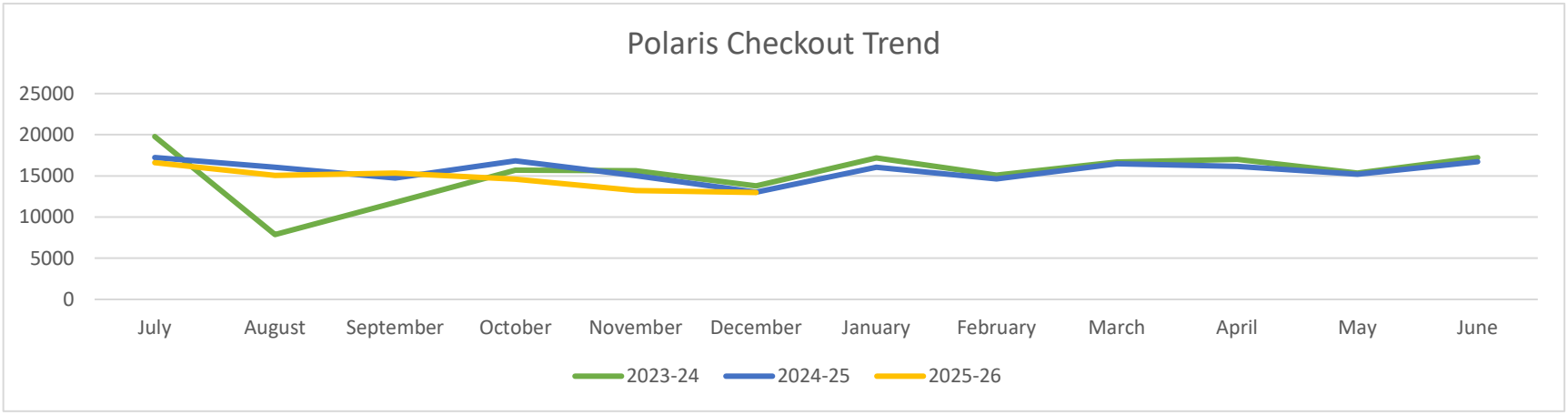
Library – Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov

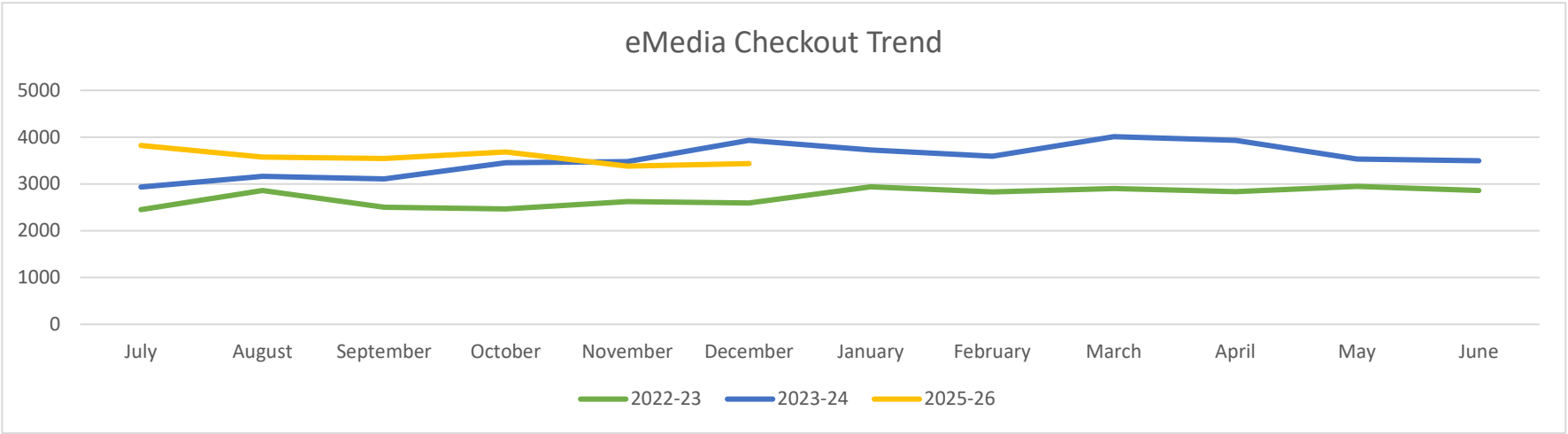
Electronic Resource Usage July 2025 - June 2026	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	This Year Total to Date
Auto Repair Source	48	57	38	50	33	52							278
NoveList Plus	22	20	4	2	3	15							66
Gale Virtual Reference Library	9	3	3	18	0	2							35
HelpNow!	402	451	316	738	879	132							2918
Mango Languages	155	174	98	73	57	54							611
Newsbank	423	961	904	974	920	781							4963
TumbleBooks	2	1	0	7	1	4							15
ProQuest	1	1	1	8	4	1							16
CultureGrams	3	6	3	13	3	4							32
Britannica	4	3	103	246	33	67							456
TeachingBooks	482	320	249	285	303	363							2002
Month Total:	1551	1997	1719	2414	2236	1475	0	0	0	0	0	0	11392

New York Times	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total To Date
Total Onsite Visits				83	62								145
Total Onsite Page Views				257	190								447
Total Onsite Articles Read				70	45								592

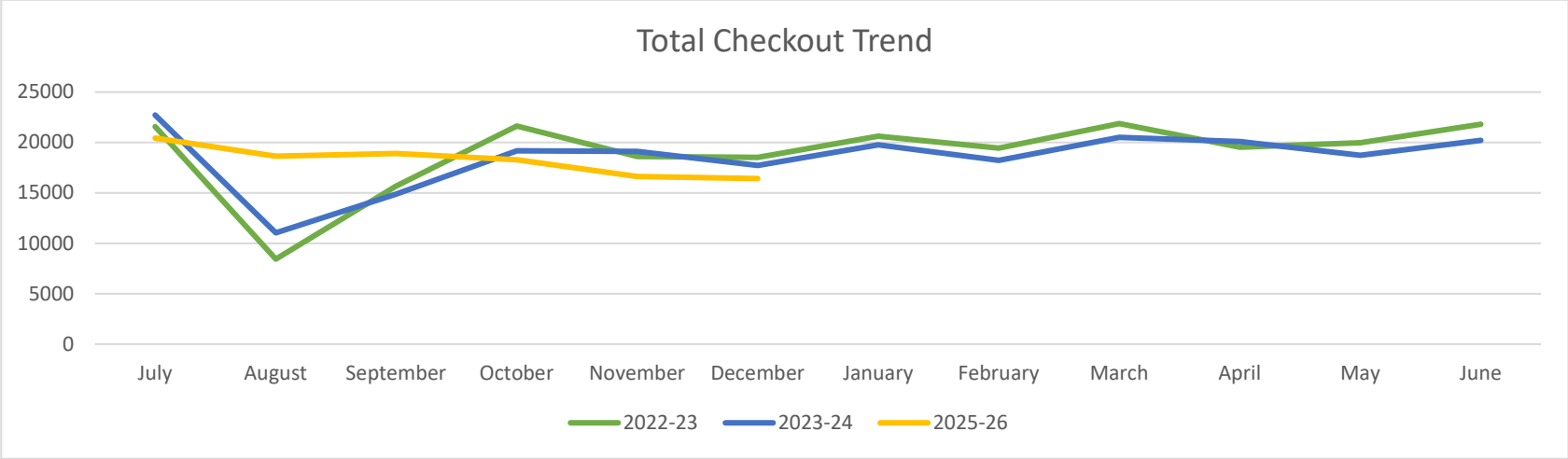
Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2023-24	19784	7877	11779	15714	15644	13802	17187	15083	16700	16999	15351	17222
2024-25	17234	16067	14729	16836	15018	13028	16043	14644	16480	16147	15190	16711
2025-26	16612	15076	15361	14603	13233	12988						



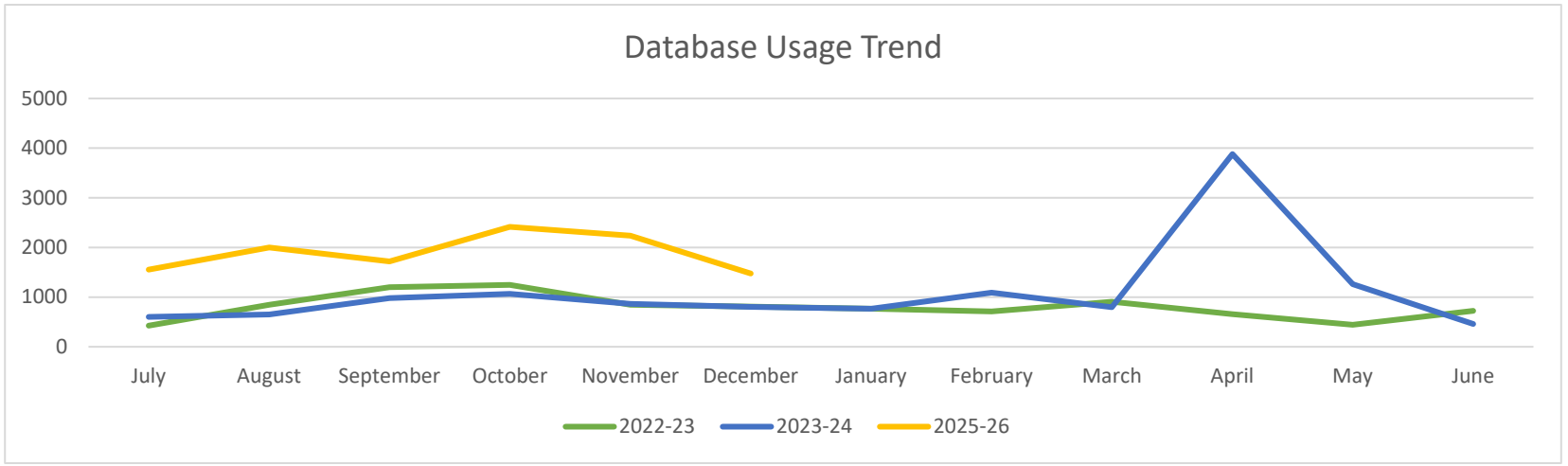
eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2025-26	3823	3577	3543	3686	3381	3433						



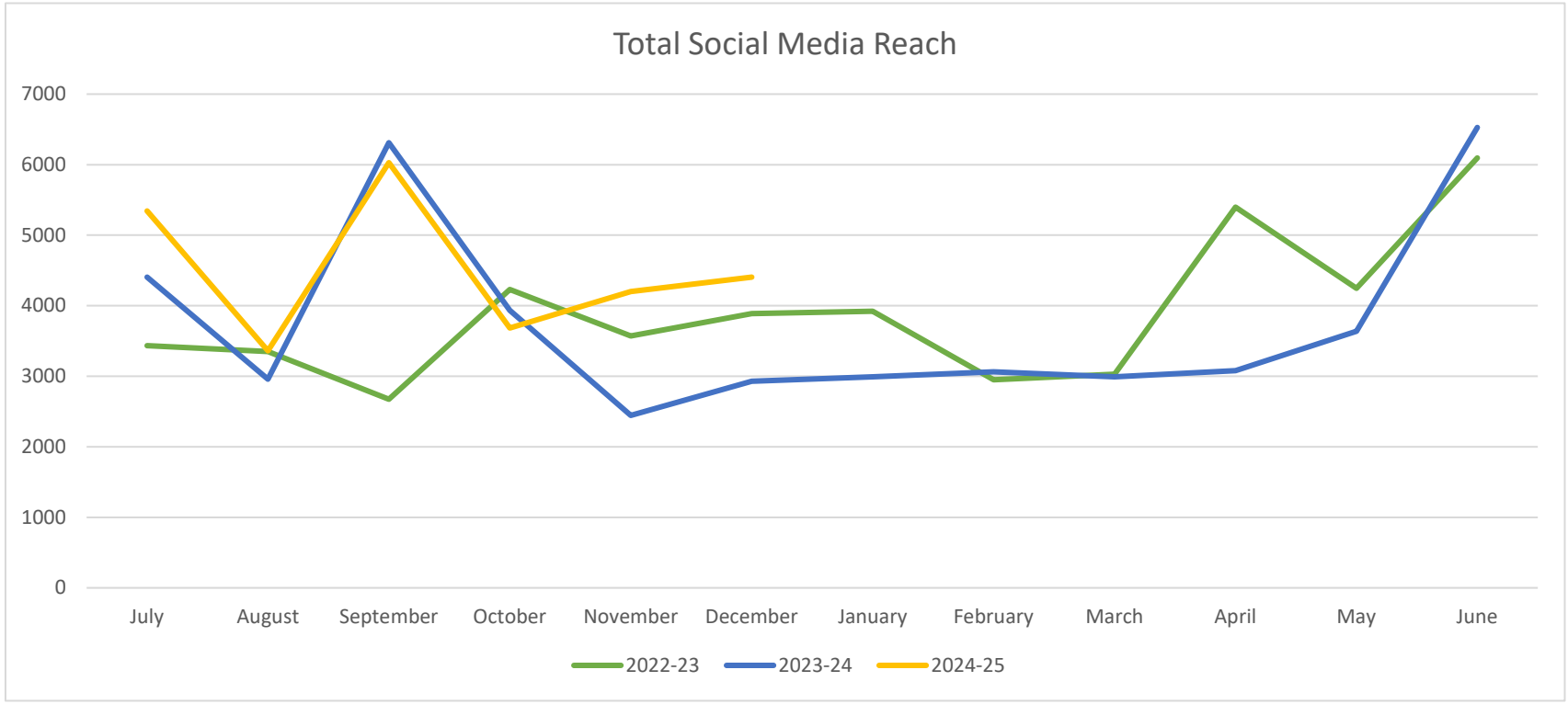
Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	19768	18239	20491	20077	18724	20208
2025-26	20435	18653	18904	18289	16614	16421						



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	1997	1719	2414	2236	1475						



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	5344	3361	6028	3682	4201	4407						



CERBT Account Update

Buena Park Library District

CalPERS

CalPERS IRC Section 115 Trust Funds

California Employers' Retiree Benefit Trust (CERBT - OPEB)

- Voluntarily prefund non-pension, other post-employment benefits (OPEB)
- Established 2007
- 595 employer participants
- ~$27.3B assets

California Employers' Pension Prefunding Trust (CEPPT - Pension)

- Voluntarily prefund required pension contributions
- Established 2019
- 104 employer participants
- ~$350M assets

OPEB Valuation Report Summary

OPEB Actuarial Valuation Report by MacLeod Watts, Inc.		
Valuation Date	6/30/2021	6/30/2023
Total Participants (Active + Retirees w/ Benefits + Retirees w/o Benefits = Total)	18 + 16 + 4 = 38	19 + 14 + 4 = 37
Present Value of Benefits (PVB)	$2,735,146	$2,891,863
Total OPEB Liability (TOL)	**$2,110,379**	**$2,144,959**
Valuation Assets	$2,808,030	$2,586,901
Net OPEB Liability (NOL)	($697,651)	($441,942)
Actuarially Determined Contribution (ADC)	**$13,562 (fye 2024)**	**$43,260 (fye 2025)**
Normal Cost	$68,804 (fye 2024)	$74,953 (fye 2025)
Amortization of Net OPEB Liability	($56,111) (fye 2024)	($34,199) (fye 2025)
Projected Retiree Premiums (Pay-Go Cost)	$107,536 (fye 2025)	$101,659 (fye 2026)
Implicit Rate Subsidy Credit	$9,306 (fye 2025)	$15,251 (fye 2026)
CERBT Asset Allocation Strategy	Strategy 1	Strategy 1
Discount Rate	6.85%	6.15%

CERBT Account Summary

As of January 5, 2026	Strategy 1
Initial contribution (02/07/2012)	$20,000
Additional contributions	$1,654,069
Disbursements	($121,235)
Investment earnings	$1,816,282
CERBT expenses	($20,394)
Total assets	$3,348,722
Money-weighted annualized net rate of return (02/08/2012 - 01/05/2026 = 13.92 Years)	7.71%

CERBT agreement effective date: 09/09/2011

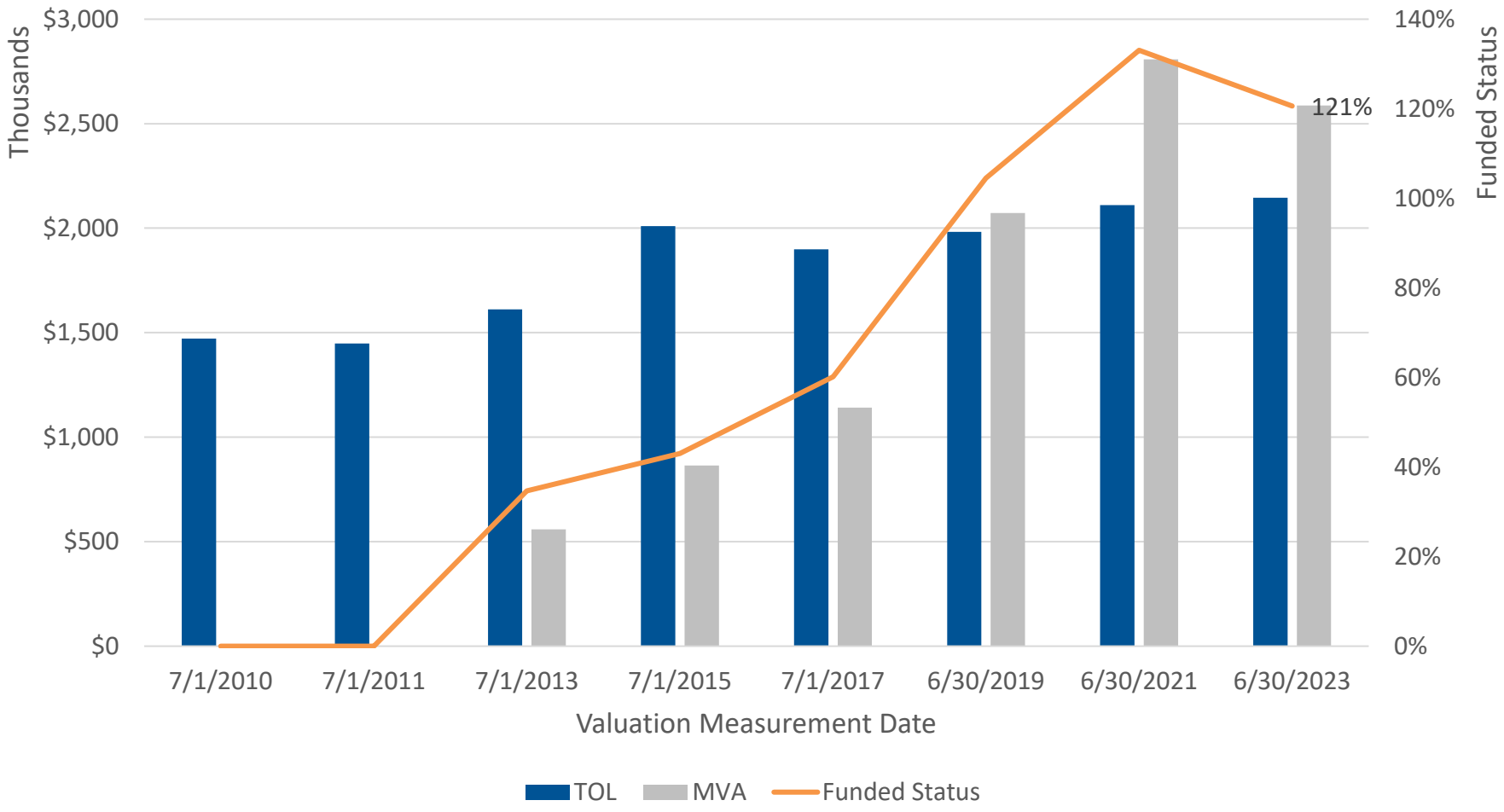
CERBT Investment Performance

Measurement Date (as of 01/05/2026)	Cumulative Contributions	Cumulative Disbursements	Cumulative Investment Gains (Losses)	Cumulative Fees	Cumulative Net Rate of Return*
10 year	$916,667	($121,235)	$1,706,731	($17,686)	8.13%
5 year	$0	($121,235)	$903,474	($11,214)	6.25%
3 year	$0	($121,235)	$1,062,903	($6,681)	13.10%

Measurement Date	Contributions	Disbursements	Cumulative Net Contributions	Cumulative Investment Gains (Losses)	Cumulative Fees	Cumulative Ending Assets	Fiscal Year Net Rate of Return*	Cumulative Net Rate of Return*
2020-21	$0	($0)	$1,674,069	$1,144,610	($10,283)	$2,808,397	27.62%	9.91%
2021-22	$0	($0)	$1,674,069	$769,872	($12,645)	$2,431,296	-13.38%	6.13%
2022-23	$0	($0)	$1,674,069	$926,925	($14,747)	$2,586,248	6.48%	6.17%
2023-24	$0	($53,409)	$1,620,660	$1,211,864	($17,022)	$2,815,503	11.02%	6.72%
2024-25	$0	($67,826)	$1,552,834	$1,559,457	($19,218)	$3,093,073	12.36%	7.27%
as of 01/05/26	$0	($0)	$1,552,834	$1,816,282	($20,394)	$3,348,722	-	7.71%

* Money weighted annualized net rate of return

Funded Status Comparison



CERBT Portfolio Options

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

CERBT & CEPPT Time-weighted Investment Returns

Periods Ended November 30, 2025

CERBT OPEB	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	**$23,951,682,455**	**0.59%**	**4.00%**	**7.27%**	**11.69%**	**11.78%**	**6.83%**	**7.89%**	**5.95%**
Benchmark		**0.56%**	**3.93%**	**7.16%**	**11.34%**	**11.47%**	**6.58%**	**7.56%**	**5.57%**
CERBT Strategy 2 (Inception October 1, 2011)	$2,146,423,538	0.60%	3.71%	6.45%	9.99%	9.65%	4.71%	6.42%	6.81%
Benchmark		0.56%	3.64%	6.36%	9.76%	9.43%	4.53%	6.13%	6.56%
CERBT Strategy 3 (Inception January 1, 2012)	$1,164,866,363	0.59%	3.41%	5.76%	8.76%	8.07%	3.43%	5.23%	5.28%
Benchmark		0.54%	3.34%	5.70%	8.61%	7.90%	3.30%	4.99%	5.03%
CERBT Total	**$27,262,972,356**								

CEPPT PENSION	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CEPPT Strategy 1 (Inception October 1, 2019)	$259,500,393	0.63%	3.42%	5.99%	9.91%	9.86%	4.95%	-	6.06%
Benchmark		0.60%	3.39%	5.91%	9.76%	9.68%	4.78%	-	5.94%
CEPPT Strategy 2 (Inception January 1, 2020)	$90,703,406	0.62%	2.92%	4.85%	8.16%	7.56%	2.67%	-	3.51%
Benchmark		0.60%	2.85%	4.76%	8.00%	7.44%	2.54%	-	3.38%
CEPPT Total	**$350,203,799**								

Time weighted return reports the performance of the investment vehicle, not of the employer assets. Returns are gross. Historical performance is not necessarily indicative of actual future investment performance or of future total program cost. Current and future performance may be lower or higher than the historical performance data reported here. Investment return and principal value may fluctuate so that your investment, when redeemed, may be worth more or less than the original cost. The value of an employer's fund shares will go up and down based on the performance of the underlying funds in which the assets are invested. The value of the underlying funds' assets will, in turn, fluctuate based on the performance and other factors generally affecting the securities market.

CERBT and CEPPT Time Weighted Investment Results

Fiscal Year	CERBT Strategy 1 (Inception June 1, 2007)	CERBT Strategy 2 (Inception October 1, 2011)	CERBT Strategy 3 (Inception January 1, 2012)	CEPPT Strategy 1 (Inception October 1, 2019)	CEPPT Strategy 2 (Inception January 1, 2020)
2007-2008	**-4.80%**	N/A	N/A	N/A	N/A
2008-2009	**-23.03%**	N/A	N/A	N/A	N/A
2009-2010	**15.87%**	N/A	N/A	N/A	N/A
2010-2011	**24.96%**	N/A	N/A	N/A	N/A
2011-2012	**0.15%**	N/A	N/A	N/A	N/A
2012-2013	**11.78%**	8.87%	5.21%	N/A	N/A
2013-2014	**18.52%**	15.58%	12.86%	N/A	N/A
2014-2015	**-0.11%**	-0.34%	-0.03%	N/A	N/A
2015-2016	**1.04%**	2.95%	4.18%	N/A	N/A
2016-2017	**10.62%**	7.28%	4.16%	N/A	N/A
2017-2018	**8.00%**	6.22%	4.74%	N/A	N/A
2018-2019	**6.22%**	7.07%	7.24%	N/A	N/A
2019-2020	**3.58%**	5.46%	6.37%	N/A	N/A
2020-2021	**27.54%**	19.71%	13.60%	18.31%	8.00%
2021-2022	**-13.35%**	-12.54%	-10.72%	-12.41%	-10.94%
2022-2023	**6.46%**	3.60%	1.61%	5.25%	2.43%
2023-2024	**11.02%**	8.25%	6.32%	8.76%	6.14%
2024-2025	**12.35%**	10.62%	9.31%	10.72%	8.88%

Time weighted return reports the performance of the investment vehicle, not of the employer assets. Returns are gross. Historical performance is not necessarily indicative of actual future investment performance or of future total program cost. Current and future performance may be lower or higher than the historical performance data reported here. Investment return and principal value may fluctuate so that your investment, when redeemed, may be worth more or less than the original cost. The value of an employer's CERBT and CEPPT fund shares will go up and down based on the performance of the underlying funds in which the assets are invested. The value of the underlying funds' assets will, in turn, fluctuate based on the performance and other factors generally affecting the securities market.

Total Participation Cost Fee Rate

- All-inclusive cost of participation
  - CERBT: 8.5 basis points (bps) fee on asset balance
  - CEPPT: 25 basis points (bps) fee on asset balance
  - Combines administrative, custodial, and investment fees
  - Self-funded, not-for-profit
  - Zero cost to join

Asset Value on Deposit*	All-Inclusive Fee Rate	Annual Cost
$1,000,000	8.5 Basis Points (0.085%)	$850
$1,000,000	25 Basis Points (0.25%)	$2,500

*Asset values shown assume the amount is deposited on the first day of a 12-month calendar year and remains constant the entire 12 months ending on the last day with the exact same amount. No investment gains/losses, or contribution additions/withdrawals are experienced at any time during the 12 months.
There are **no** additional fees of any kind. No set-up, joining, renewal, contribution, disbursement, termination fees. No minimum contribution amount.

You Control Your Participation

Investment portfolio

- 3 investment options
- Choose a strategy based on yield, risk tolerance, and time horizon

Voluntary contributions

- Never required
- Full control of amount and schedule

Reimbursement/Liquidity

- Reimburse current year OPEB expense (Pay-go + Implicit subsidy)
- FYE 2026: $101,659 + $15,251= $116,910

Choose OPEB actuary

- Discount rate
- Amortization schedule

Financial Reporting

- CEPPT is reported in compliance with GASB 84
- CERBT provides audited and compliant GASB 74 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

Trust Support Services

- Contributions
- Disbursements
- Online Record Keeping Portal
- Account Updates
- Educational Webinars
- Statements and Reporting

California Employers Pension Prefunding Trust (CEPPT)

Pension Cost Considerations & Outlook

Cost Considerations

- **Normal Cost**
  - Ongoing perpetual cost
  - Naturally rises due to payroll & headcount
- **Unfunded Accrued Liability (UAL)**
  - Exists for most agencies
  - Will reoccur if plan is negative
  - 6.8% interest

Outlook

- Fluctuating volatile costs
- Employers will need to budget more

CalPERS Pension Fund Returns

Period	Assets	Return
30-year at 6/30/2025	-	7.6%
20-year at 6/30/2025	-	6.7%
10-year at 6/30/2025	-	7.1%
5-year at 6/30/2025	-	8.0%
2020 – 21	$469B	21.3%
2021 – 22	$440B	-6.1%
2022 – 23	$462B	5.8%
2023 – 24	$503B	9.3%
2024 – 25	$556B	11.6%

District's CalPERS Pension Plans Summary

Member Category	Funded Status (6/30/2024)	Unfunded Liability (6.8% Interest)	UAL Payment 2025-26	Normal Cost 2025-26	Total Contribution 2025-26
Miscellaneous	90.2%	$1,195,963	$104,851	$126,242	$231,093

Effective with the June 30, 2024, Actuarial Valuations, separate amortization schedule for each tier of benefits are no longer necessary. Multiple amortization schedule, and thus multiple Section 1 reports, will be combined. We believe this gives the employer a clearer picture of the pension plan's financial health and long-term costs.

District's CalPERS Pension Consolidation Plan Summary

Member Category	Rate Plan
Miscellaneous	Miscellaneous First Tier Plan Miscellaneous Second Tier Plan PEPRA Miscellaneous Plan

Effective with the June 30, 2024, Actuarial Valuations, separate amortization schedule for each tier of benefits are no longer necessary. Multiple amortization schedule, and thus multiple Section 1 reports, will be combined. We believe this gives the employer a clearer picture of the pension plan's financial health and long-term costs.

Consider All CalPERS Tools for Optimum Results

- July UAL Annual Prepayment
- "Fresh Start" Re-amortization Schedule
- ADP (Additional Discretionary Payment)
- CEPPT Sec 115 Prefunding Trust

July UAL Prepayment

Required Employer Contributions	Fiscal Year 2026-27
Employer Normal Cost Rate	
Classic Rate Plan 1329	**11.92%**
Classic Rate Plan 15012	**10.18%**
PEPRA Rate Plan 26899	**7.93%**
Plus	
Unfunded Accrued Liability (UAL) Contribution Amount†	**$104,851**
Paid either as	
1) Monthly Payment	**$8,737.58**
Or	
2) Annual Prepayment Option‡	**$101,458**

The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) and the Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).

†The required payment on amortization bases does not take into account any additional discretionary payment made after April 30, 2025.

‡Only the UAL portion of the employer contribution can be prepaid **(which must be received in full no later than July 31)**.

UAL Fresh Start Program

Amortization Schedule and Alternatives (continued)

	Current Amortization Schedule		Alternative Schedules			
			15 Year Amortization		10 Year Amortization	
Date	Balance	Payment	Balance	Payment	Balance	Payment
6/30/2026	1,244,405	104,851	1,244,405	130,543	1,244,405	169,861
6/30/2027	1,220,667	118,132	1,194,116	130,543	1,153,483	169,860
6/30/2028	1,181,591	131,410	1,140,407	130,543	1,056,380	169,861
6/30/2029	1,126,135	126,369	1,083,046	130,542	952,673	169,861
6/30/2030	1,072,117	117,545	1,021,786	130,543	841,913	169,860
6/30/2031	1,023,545	117,542	956,359	130,542	723,623	169,861
6/30/2032	971,674	117,544	886,484	130,543	597,288	169,860
6/30/2033	916,272	117,543	811,856	130,542	462,363	169,860
6/30/2034	857,105	117,543	732,155	130,542	318,263	169,861
6/30/2035	793,914	117,544	647,034	130,543	164,364	169,860
6/30/2036	726,425	117,544	556,124	130,542		
6/30/2037	654,347	117,543	459,033	130,543		
6/30/2038	577,368	117,542	355,339	130,543		
6/30/2039	495,157	117,545	244,594	130,543		
6/30/2040	407,352	117,542	126,318	130,542		
6/30/2041	313,579	117,542				
6/30/2042	213,429	117,543				
6/30/2043	106,468	110,028				
6/30/2044						
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
Total		2,118,852		1,958,139		1,698,605
Interest Paid		874,447		713,734		454,200
Estimated Savings				160,713		420,247

Tools to Proactively Manage Pension Costs

ADP (Additional Discretionary Payment)

- Makes up past underperformance
- Reduces pension UAL
- Liquidity consideration

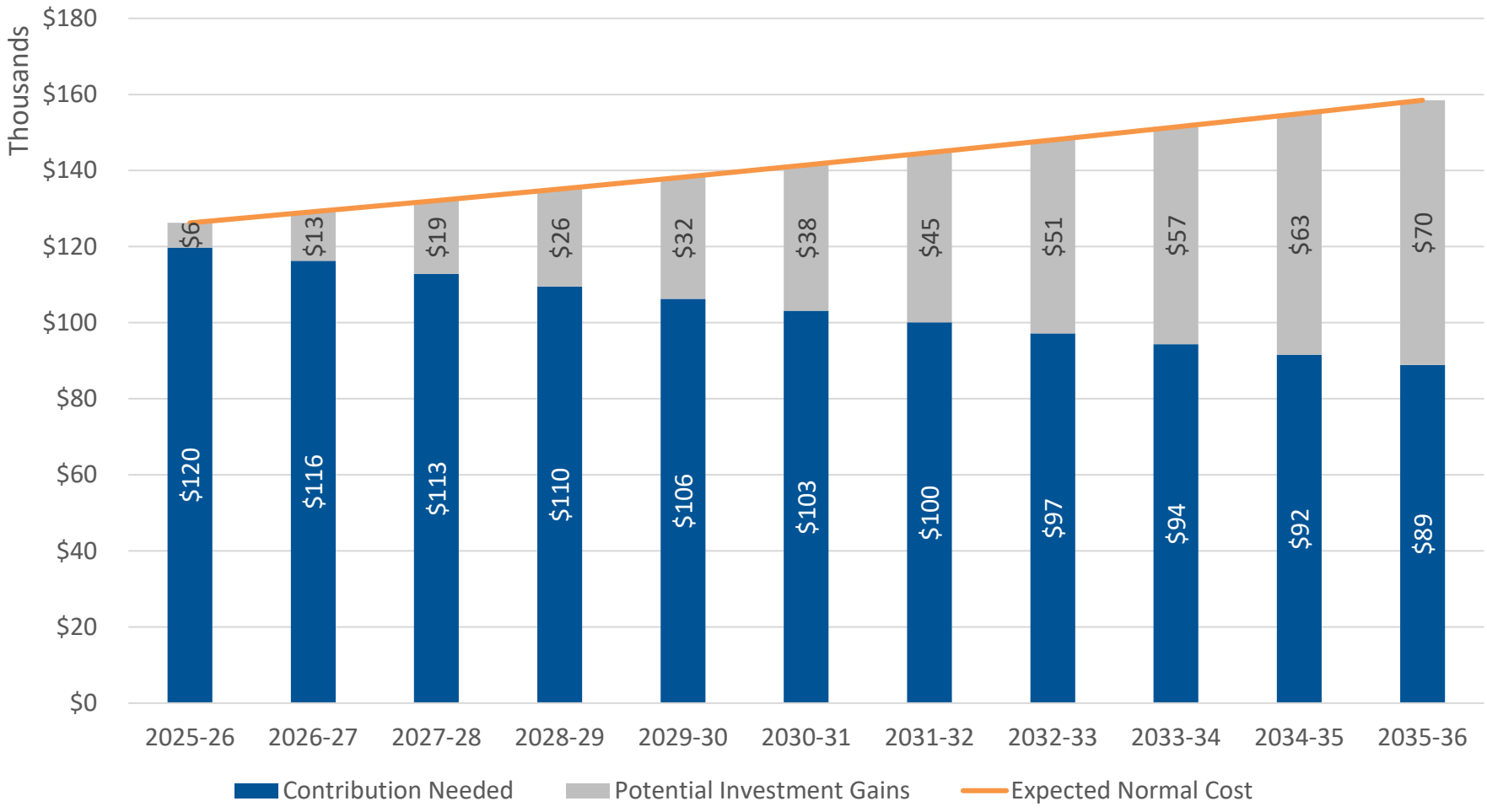
CEPPT Sec 115 Trust

- Stabilizes future cash flow
- Improves future capacity to pay

Pension Contribution Investment Tools

Portfolios	CalPERS Pension	CEPPT Strategy 1	CEPPT Strategy 2	LAIF
Expected Return	6.8%	5.4%	4.9%	~1%
Risk	11.4%	8.4%	5.9%	Lowest
Time Horizon	Longest Term	Employer Determined		Shortest Term
Liquidity	No	Yes		Yes

Hypothetical Contribution Prefunding Scenario – Estimated Normal Cost



Rainy Day Fund

- Will likely outperform LAIF and earn more interest over time
- Will provide additional income source allowing for greater budgetary stability

Plan	3 Months Pension Cost
Miscellaneous	$57,773

Maintain Local Control

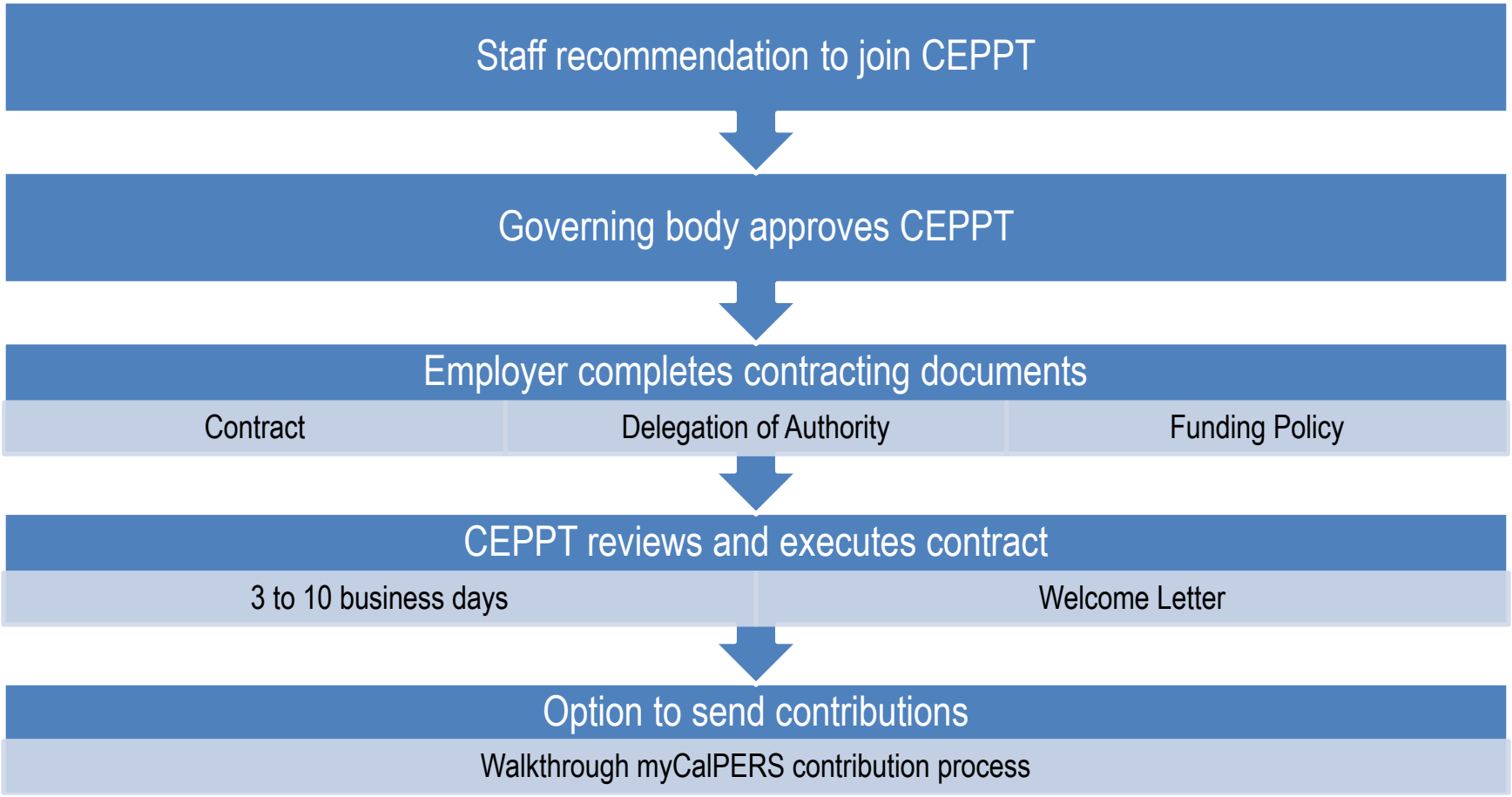
Choose your preferred portfolio or use both concurrently

Contributions are voluntary and on your schedule

Decide if, and when to liquidate trust assets

- Normal costs, UAL payments, ADPs

Uncomplicated Contracting Process



Next Steps

Continue Pay-As-You-Go Option

- Most expensive approach
- Rely 100% on current & future operating budget
- Increasing pension costs may stress future budget

Setup CEPPT Option

- ✓ Higher investment income than LAIF/Treasury
- ✓ Stabilize future cash flow & reduce budget dependency
- ✓ Rainy day fund
- ✓ Voluntary contributions & retain liquidity

Questions?



Phone:
(916) 795-8454



Email:
CERBT4U@calpers.ca.gov



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

BUENA PARK Library District

Staff Report- Agenda Item 14

Date: February 3, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject Director's Report

Recommended Action:
Agenda Item 14

Informational Only

Administration Updates:

I met with the bank the District is transferring to to begin setting up accounts. Patricia Salas and I met with our current bank several times for IT troubleshooting with their interface. I also met with CalPERs for a CERBT account update. I also took the CSDA's annual Brown Act update training and Employment Law update training. We will be rolling out the required new Know Your Rights communication to all employees in February. I also attended the ISDOC meeting with Trustee Estrada. Luis Tapia, the Executive Officer of OC LAFCO, was the guest speaker.

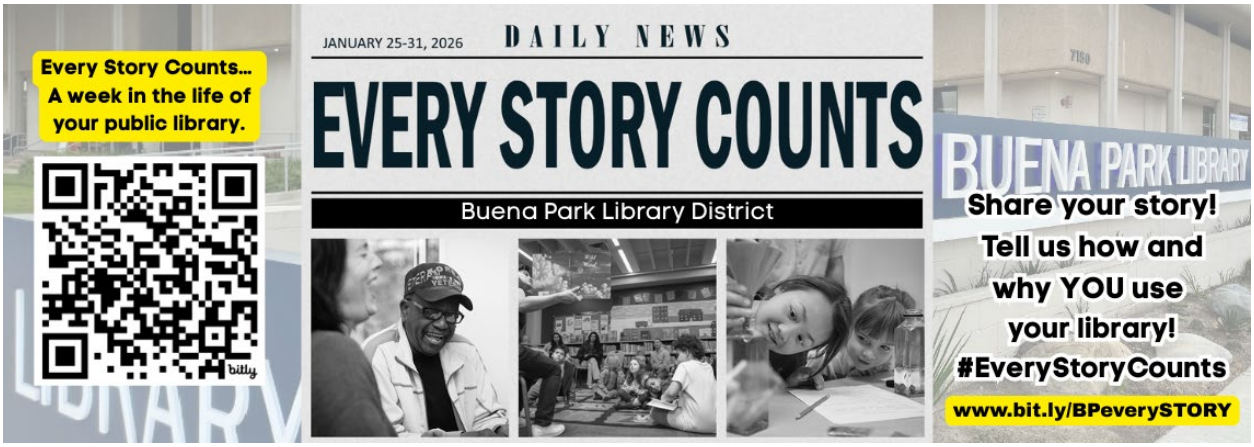
I attended multiple meetings with consultants to review comments related to the library renovation project to address relocation needs, investigate additional hazardous materials in the building, to review open issues with doors, and review city comments and requests. We were asked to conduct flow testing from the fire hydrants that serve the fire suppression system and the building, which will be coordinated in the coming weeks. We have also been informed that the exterior lighting requires updates.

Library Staff and Outreach:

Librarian Helen Koo and Senior Librarian Ruth Cho coordinated our library's participation in Every Story Counts, a California State Library initiative designed to capture comprehensive data about how patrons use library services. Koo provided marketing support by developing social media content and creating website promotions to raise awareness of the initiative. Cho engaged families in the children's room by distributing and collecting paper surveys. Cho also submitted photos and stories from our Winter Reading Program to the State Library to showcase our community impact.

The data collected through this initiative will help us better understand our community's needs and make informed decisions about future programming and service enhancements.

By participating in this statewide effort, we contribute to a broader understanding of how California libraries serve their communities while gaining valuable insights specific to our patrons.



Library Programs Coordinator Brenda Gomez has been working on her final purchases for her Lunch at the Library Grant program year. In addition to books to give away as incentives to children, Gomez purchased durable goods like children's seat cushions, audio equipment, carts to transport equipment, outdoor games, and other items that will support library programs across multiple years. The District was notified that it will be awarded another $10,698 for this grant program thanks to Gomez's efforts. Gomez will be the program manager for the grant again for the coming award year. Gomez also attended the Centralia Elementary School District Preschool Roundup and had the opportunity to share library resources with parents.

Helen Koo viewed the One Book One Coast (OBOC) kick-off meeting, hosted by LA County Library. This was an informational meeting for staff of libraries that are participating in the program. OBOC is a collaborative program uniting a wide network of West Coast library jurisdictions in a shared celebration of literacy, learning, community, and civil discourse. We will be reading and discussing *They Called Us Enemy* by George Takei, an autobiographical graphic novel based on Takei's experience in a Japanese internment camp during World War II.

Programs and Services:

January marked the conclusion of our winter reading challenge, conducted in partnership with Broken Yolk Cafe. We had an excellent response from our community with 229 children ages 0-12 registering to participate. Of these readers, 127 completed the full challenge by reading and logging 15 books through our Beanstack platform.

The program was highly motivating for young readers and their families. For every five books read and logged, participating children earned a certificate for a free kid's meal at any of the four Broken Yolk Cafe locations in Orange County, with a maximum of three certificates available per child. This partnership not only encouraged literacy development but also strengthened our connections with local businesses invested in supporting children's education. We are grateful to Broken Yolk Cafe for their generous support of this initiative.

We offered a STEAM program that challenged children ages 4-12 to design and build the tallest freestanding structure using only pool noodle sections and toothpicks. This deceptively simple challenge required participants to apply principles of engineering, balance, and structural stability while working collaboratively with their adult caregivers.

The program generated enthusiastic participation as families experimented with different designs and problem-solving strategies. Children learned through trial and error, discovering how to create stable bases and reinforce their towers against collapse. The winning structure was built by a brother and sister team whose collaborative approach and innovative design prevailed.





We continued our monthly public speaking workshops led by high school speech and debate student Nathan Han. Nathan has become a valued partner in our youth programming, returning each month to guide children in grades 1-6 through exercises designed to build confidence and communication skills. January's session incorporated impromptu speaking activities, with children selecting random topics from a jar and delivering short speeches.

To encourage reading, the District launched a new reading incentive partnership with Fluffy Market, a small business venture started and operated by a mother-daughter team who are regular library users. The 7-year-old daughter creates custom name charms and is

supporting our literacy initiatives by donating prizes for a reading challenge. This month, children ages 0-12 who read and log up to five books in Beanstack will be entered into a drawing to win one of two custom name charms. The response has been encouraging, with 88 children participating in the challenge so far and 48 having already completed it. We will conduct the prize drawing in early February.

In February, we will be partnering with Panda Express for a reading challenge and continuing our second month of partnership with Fluffy Market for another name charm challenge drawing. To celebrate Valentine's Day, we will offer two drop-in craft opportunities with holiday-themed activities.

Our Teen Advisory Board (TAB) met in January to discuss plans for the new year and suggest their “must-have” titles for the teen collection. They will meet again in February to plan upcoming spring and summer programs.

We also had two Community Cafe gatherings with our teens. Our first was a vision board party where several attendees gathered to consider and visualize their post high school futures. Our second Community Cafe offered teens a relaxing evening with coloring sheets and jazz music. Teens will also be celebrating Valentine’s Day with a Cupid’s Craft Night to create cards and gifts for their special someone.

Our Adult Book club met in January to discuss the book *Morbidly Curious: A Scientist Explains Why We Can’t Look Away* by Coltan Scrivner, PhD. The seven attendees enjoyed discussing the reasons why humans are drawn to frightening content and how it can be beneficial for coping with real-world fears. Book Club will meet again in February to discuss *Heart the Lover* by Lily King, a story about the experiences of love and friendship between three college friends.

Independent Special Districts of Orange County

DATE: January 8, 2026

TO: ISDOC Members

FROM: Robert R. McVicker, President, ISDOC Executive Committee

SUBJECT: Proposed Amendments to ISDOC Bylaws

ISDOC is conducting a vote of regular special district members on proposed changes to the bylaws. The primary purpose of the bylaw amendments is to add language allowing for a staff member of a Regular Member District to serve in the position of Secretary. They were discussed at the Executive Committee meetings in June, October, and November 2025. Upon a motion and a second, the Executive Committee has unanimously approved the revisions and authorized a vote of the membership.

A ballot has been included with this memo, along with a copy of the proposed amended bylaws highlighted in yellow. Each regular member in good standing is entitled to one vote. **The ballot must be signed by the presiding officer of the special district or an alternate designated by official action of the district. Ballots must be received by 5:00 p.m. on Friday, February 27, 2026; the results will be announced via email and at the ISDOC Quarterly Luncheon on Thursday, April 30, 2026.**

The proposed amendments are as follows:

1. Addition to Section VI of Article II
   Minor grammatical correction that was missing during the last bylaws update

2. Addition to Section III (B) of Article III
   Officers: Proposed language makes an exception for the Secretary position to allow for a *staff member or* elected/appointed official of a Regular Member District

3. Addition to Section II of Article IV
   Executive Committee Meetings: Updates language to allow for virtual meetings

Thank you in advance for your consideration of this matter.

Sincerely,

Robert R. McVicker, President
ISDOC Executive Committee

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

Amended and Restated Bylaws

The Question

Does your special district, as member in good standing, approve or disapprove of the amended and restated bylaws recommended by the Executive Committee on November 4, 2025.

CAST YOUR VOTE

Please cast your vote by checking one box below.

_____ **Yes, we approve the amended and restated ISDOC bylaws, as recommended by the Executive Committee**

_____ **No, we do not approve the proposed amended and restated bylaws**

_____
DISTRICT NAME

_____
NAME AND TITLE OF VOTING REPRESENTATIVE*

_____
SIGNATURE OF VOTING REPRESENTATIVE

* If not the presiding officer, please provide written authorization documenting your ability to vote on behalf of your district.

Please send your completed and executed ballot to Tina Dubuque at either:

- **tdubuque@mwdoc.com**
- **MWDOC: 18700 Ward St., Fountain Valley, CA 92708**

All ballots must be received no later than by 5 p.m., Friday, February 27, 2026.

INDEPENDENT SPECIAL DISTRICTS
OF
ORANGE COUNTY

AMENDED AND RESTATED BYLAWS

Proposed January 6, 2026

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

BYLAWS

ARTICLE I GENERAL

SECTION I. NAME

The name of the organization shall be **INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY**, herein referred to as **the Organization**.

SECTION II. PURPOSE

The purpose of the Organization is to advance the interests of Orange County special districts through its advocacy of sound public policy, its facilitation of educational opportunities to enhance special district governance and the services provided, and its collaboration with others to elevate awareness of the role special districts play as the form of government closest and most directly accountable to the people. The purpose of the Organization shall not include any duties or responsibilities held by the Orange County Special Districts Selection Committee, which is a separate and unrelated entity from the Organization. Furthermore, these Bylaws shall have no effect on, and are independent and distinct from, the Bylaws of the Orange County Special District Selection Committee. This Organization will not engage in activities for the pecuniary gain or profit of the members.

SECTION III. ADMINISTRATIVE OFFICE

The administrative office for the transaction of the business of the Organization is located at the Municipal Water District of Orange County. All official documents (agendas, minutes, voted ballots, voting authorization and financial records) of the Organization shall be maintained and stored at the administrative office. The Board of Directors is granted full power and authority to change the administrative office from one location to any place within the County of Orange, State of California, and such change shall not be considered an amendment of these bylaws.

SECTION IV. UNINCORPORATED ASSOCIATION

The Organization is an unincorporated association within the meaning of Part 1 of Title 3 of the California Corporations Code and shall have all of the powers and authority of an unincorporated association as set forth therein.

SECTION V. ADMINISTRATIVE SERVICES

One or more members may agree to provide administrative services on behalf of Organization, but except as expressly set forth in writing, such member or members will not be entitled to compensation for such services, nor will such member or members be deemed to have assumed any obligation of the Organization.

SECTION VI. LIMITATION

Notwithstanding any of powers enumerated herein or in the California Corporations Code, this Organization shall not, except to an insubstantial degree engage in any activities or exercise any powers that are not in furtherance of the specific purpose of this organization as set forth in Section II.

ARTICLE II MEMBERSHIP

SECTION I. QUALIFICATION FOR MEMBERSHIP

A. There shall be two categories of membership in the Organization:

1. REGULAR MEMBERS: Shall be INDEPENDENT SPECIAL DISTRICTS that are public agencies within the County of Orange, State of California, for the local performance of governmental proprietary functions within limited boundaries, governed by a publicly elected Board of Directors or those officials appointed, in whole or in part, by another governmental body. Independent Special Districts do not include the State, the county, cities, or school districts.

Independent Special Districts shall be further defined in accordance with California Government Code Section 56044: *"Independent district" or "independent special district" includes any special district having a*

legislative body all of whose members are elected by registered voters or landowners within the district, or whose members are appointed to fixed terms, and excludes any special district having a legislative body consisting, in whole or in part, of ex officio members who are officers of a county or another local agency or who are appointees of those officers other than those who are appointed to fixed terms. "Independent special district" does not include any district excluded from the definition of district contained in Sections 56036 and 56036.6.

2. ASSOCIATE MEMBERS: Shall be those persons, organizations, or governmental entities that have evidenced interest in the purposes and goals of the Organization, but are not Independent Special Districts. Officers or members of an Independent Special District are ineligible to be an Associate Member.

B. APPROVAL OF MEMBERSHIP: The Executive Committee shall review and approve all applications for membership, provided that the applicant meets the established membership criteria.

SECTION II. VOTING RIGHTS

A. Each Regular Member district, in good standing, shall be entitled to one vote on all matters brought before the membership for a vote. The presiding officer of the governing body of each Regular Member district shall be recognized by the Organization as the voting representative for his/her district. Each district shall designate in writing and submit to the Organization's Secretary one alternate governing board member who shall have the right to vote in the absence of the presiding officer.

B. The Executive Committee may, at its discretion, authorize the voting upon any issue by written ballot which shall be sent via U.S. mail and email to each Regular Member district or by electronic distribution/email. Such authorization shall specify the time, date and method by which the completed written ballots must be received by the Organization.

C. A majority vote of all members present at a meeting or of all written ballots received by the submission deadline shall be necessary to carry any matter voted upon.

D. Associate Members shall not have the right to vote on any matter before the Organization.

SECTION III. ANNUAL DUES

A. Annual dues shall be due and payable on or before the first day of January of each year. New members shall pay their annual dues at the time they are approved for membership in the Organization. New member dues for the initial year shall not be pro-rated.

B. The dues of the Organization shall be reviewed and set by the Executive Committee for Regular Members and Associate Members. Associate Member dues need not be the same as dues for Regular Members. A minimum of two months' notice of changes in dues will be provided to the membership.

C. No assessments, other than annual dues, shall be levied on the members of the association without an affirmative majority vote of the membership.

SECTION IV. TERMINATION OF MEMBERSHIP

A. Any member in arrears in the payment of dues for a period of thirty (30) days after said dues are due and payable shall be notified in writing by the Treasurer of such arrearage, and, if such dues shall continue unpaid for a period of another thirty (30) days, such member shall automatically cease to be a member of the Organization.

B. Any member that voluntarily terminates membership in the Organization shall not be eligible for a refund of membership dues or other assessment already paid to the Organization.

SECTION V. REINSTATEMENT OF MEMBERSHIP

Regular and Associate memberships that were previously terminated may be reinstated after the Executive Committee receives a written petition for reinstatement and payment of the petitioner's annual membership dues and other assessments for the current calendar year have been received by the Organization.

SECTION VI. LIABILITY OF MEMBERS; NO AUTHORITY

No member will be liable for the obligations, debts or liabilities of the Organization unless such member has expressly assumed such liability in writing. No member will have the authority to enter into any obligation, debt or liability on behalf of the Organization unless approved in advance by the Board of Directors.

ARTICLE III BOARD OF DIRECTORS

SECTION I. NUMBER AND TERM OF OFFICE

A. The Board of Directors shall consist of the presiding officer from each Regular Member district, in good standing. If the presiding officer is not present, then that district's alternate representative shall act in his/her stead.

B. The members of the Board of Directors shall serve until replaced by another governing board member as the presiding officer of his/her district. Any vacancy on the Board of Directors shall be filled by the new presiding officer of the District from which the vacancy occurred.

SECTION II. DUTIES OF THE BOARD OF DIRECTORS

A. The Board of Directors shall set policy for the Organization.

B. The Board of Directors shall elect, at or before its final meeting in even years, a President, a First Vice President, a Second Vice President, a Third Vice President, a Secretary, and a Treasurer, who shall serve for two-year terms.

C. These officers, along with the Immediate Past President, shall be designated as the Executive Committee.

D. The Executive Committee shall be elected following a notice of position availability and solicitation for nominations. At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected. If two or more candidates are nominated, the Secretary shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all

nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the Secretary by the date specified in the voting instructions.

E. With the exception of the immediate past president, if a vacancy occurs on the Executive Committee, the Committee shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy. A person appointed or elected to fill a vacancy shall hold office for the unexpired term of the former incumbent.

F. If the vacancy is in the offices of President or Vice President, the Executive Committee may, prior to an election to fill the vacancy, move current officers into vacant positions, and proceed then to fill the resulting vacant position in accordance with Section E above.

SECTION III OFFICERS AND DUTIES

A. The Executive Committee shall assist the Board of Directors in setting and implementing policy, and conducting the business of the Organization, as noted in the bylaws or approved at a General Membership Meeting or a Special Meeting of the membership. The members of the Executive Committee shall consist of:

1. PRESIDENT: The President shall be the chief executive officer of the Organization. The President shall preside at all meetings of the Board of Directors, the Executive Committee and the general membership.

   The President shall appoint all committees.

   The President shall represent the Organization as its official spokesperson and he/she shall also have the authority to delegate such responsibility, with approval of the Executive Committee.

   The President shall be an ex-officio member of all Committees.

2. FIRST VICE PRESIDENT: The First Vice President, in the absence or disability of the President, shall perform all the duties of the President, and when so acting, he/she shall have the

powers of and be subject to all the restrictions upon the President.

The First Vice President shall be the Chair of the Program Committee.

3. SECOND VICE PRESIDENT: The Second Vice President, in the absence or disability of the President and First Vice President, shall perform all the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

   The Second Vice President shall be Chair of the Membership Committee.

4. THIRD VICE PRESIDENT: The Third Vice President, in the absence or disability of the President, First Vice President, and Second Vice President, shall perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

   The Third Vice President shall be Chair of the Legislative Committee.

5. SECRETARY: The Secretary or his/her designee shall be responsible for all correspondence and the dissemination of information to members. All official correspondence to the members will be approved in advance by the President or the President's designee.

6. TREASURER: The Treasurer shall maintain the complete financial records and, establish and maintain bank accounts in the name of the Organization, and pay all bills duly approved by the Executive Committee in accordance with the yearly budget.

   There shall be an annual audit of the books of the Treasurer by a competent accountant or accounting agency, designated by the Executive Committee, with a report to be presented to the membership at the Organization's next membership meeting.

7. IMMEDIATE PAST PRESIDENT: The Immediate Past President shall serve as a voting, ex-officio member of the Executive Committee.

B. All officers of the Organization shall be elected or appointed officials of a Regular Member district, except the Secretary, who may or may not be an elected official of a Regular Member district.

C. Officials who wish to seek election or appointment as an officer of the Organization shall first secure from his/her district an official endorsement of his/her candidacy in the form of a board resolution.

D. The Executive Committee may consider removing Officers who miss three consecutive meetings. Prior to removing an Officer, the Committee shall consider the reasons for absence and the potential for continued absence. A unanimous vote of the Executive Committee shall be required to remove an officer.

ARTICLE IV MEETINGS

SECTION I BOARD OF DIRECTORS

A. The Board of Directors shall meet quarterly or no less than three times per calendar year. The last meeting of the calendar year shall be designated as the ANNUAL MEETING of the Organization.

B. The Organization shall disseminate notices of Board Meetings at least thirty (30) days prior to the Meeting. Said notices shall be disseminated via email to all Regular and Associate Members. The Notice shall give the date, time, location and any action items for the meeting.

C. Special Meetings of the Board of Directors may be called at any time by the President, any ten (10) Members of the Board of Directors or by a majority of the Executive Committee. The Organization shall disseminate notices of the Special Meeting at least five (5) business days prior to the meeting. Said notice shall give the date, time, location, and the subject matter of the Special Meeting. Action may only be taken on matters listed on the Special Meeting notice.

D. All meetings of the Board of Directors shall be held in Orange County.

E. No action shall be taken unless a quorum has first been established. A quorum shall be established when the designated representatives of fifty percent (50%) of the Regular Members are present at a duly noticed Regular or Special Meeting of the Organization, or, if a vote has been authorized by written ballot, a quorum shall be established only when the designated representatives of fifty percent (50%) of the Regular Members have submitted a ballot in the manner and by the deadline authorized by the Executive Committee.

SECTION II. EXECUTIVE COMMITTEE

A. The Executive Committee shall meet monthly at the Municipal Water District of Orange County, or be held on a virtual platform, at a time specified by the President and announced in the meeting notice. The monthly meeting may be cancelled by the President if he/she determines that there is not sufficient business to justify a meeting.

B. A Special Meeting of the Executive Committee may be called by the President or a majority of the Executive Committee, with five (5) business days advance notice given in writing via email by the Organization. Such notice shall state the date, time, location and agenda for the Special Meeting.

C. All meetings of the Executive Committee shall take place in Orange County.

D. A quorum shall be established by 50% of the then-filled Executive Committee.

ARTICLE V AMENDMENTS

These Bylaws may be amended by a majority of the Board of Directors present at a duly noticed membership meeting or, if a vote has been authorized by written ballot, by the combined majority vote of the designated representatives

present and submitting a written ballot. All proposed amendments shall be disseminated via U.S. Mail and email to each Regular Member district no less than thirty (30) days prior to the membership meeting.

ARTICLE VI ENACTMENT OF AMENDMENTS

These Amended and Restated Bylaws are to take effect immediately upon approval of the Board of Directors.

ARTICLE VII PARLIAMENTARY AUTHORITY

All matters not covered under these Bylaws shall be governed by Roberts' Rules of Order.

BUENA PARK Library District

Agenda Item 16

Date: February 3, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Approval of Midyear Budget Adjustments

Recommended Action:

Agenda Item 16

1) Approve a budget amendment to increase budget category 58100 – Capital Outlay by $83,150; 2) Approve a budget amendment to increase revenue category 41400 – Investment earnings by $128,500; and 3) Approve a budget amendment to decrease revenue category 41600 – Miscellaneous Revenues by $3100

Background:

The District reviewed its revenues and expenditures and is presenting recommendations to modify its budget to align with current projections.

Discussion:

Glenn Lazof, financial consultant from Regional Government Services provided a summary of the highlights and modifications of the budget at Midyear (Exhibit A, Narrative Midyear Budget Review). Staff are recommending adjustments to several categories to align with expected revenues and expenditures. The District is expecting an increase in investment earnings, has recorded an increase in grant revenue, and expects a decrease in miscellaneous revenues. We have also added a category called Other Expenses that accounts for unbudgeted expenses that do not fit into any other category. In capital expenses, the District has presented a modification for expenses related to move management and temporary facilities.

Recommendation:

Staff recommend the budget modifications depicted in Exhibit B, Midyear Budget Review.

Fiscal Impact:

Approval of budget recommendations is anticipated to reduce the drawdown from reserves by $56,702

Exhibits:

Exhibit A: Narrative Midyear Budget Review Memo from Glenn Lazof, RGS Consultant
Exhibit B: FY2026 Midyear Budget Review
Exhibit C: Quarter 2 – 2026 Financial Reports (Budget vs. Actuals; Summary of Budget vs Actuals; Detailed Statement of Revenues, Expenditures and Changes in Fund Balance; Summary of Statement of Revenues, Expenditures and Changes in Fund Balance)
Exhibit D: Quarter 2 – Treasurer's Report

REGIONAL GOVERNMENT SERVICES
SERVING PUBLIC AGENCIES SINCE 2002

To: Board of Trustees
Buena Park Library District

From: Glenn Lazof
RGS Strategic Services Consultant

RE: Narrative Midyear Budget Review

The Midyear actuals represent monies through December 31, 2025.

Revenues:

Pass Through and Residual 41300 – Payment of $1,419,180.90 was received after December 31 and is not reflected in this report. The amount received was a strong return, representing 60% of the budget projection. The balance of pass through and RDA residual is expected to be available May 30, 2026.

Investment Earnings 41400 – Reflects interest earnings. Recommending a $128,500 increase to the budget projection to $483,800. The recommendation projects steady reserves and anticipates three quarters of a point decline in interest rates over the next 6 months.

State Grants 41315 – Lunch at Library Grant. Budget recommendation to reflect receipts to date.

Miscellaneous Revenue 41600 – Budget recommendation to reflect straight line projection from midyear.

Expenditures:

Liability Insurance 55110- Insurance is paid in lump sum at the end of the fiscal year.

OTHER EXPENSES 59100 – Includes unanticipated expenses, such as a counterfeit check.

Capital Outlay 58100 – Recommended budget increase of $83,150 to reflect relocation services and three months of lease at temporary location.

Fund Balance Impact:

Approval of budget recommendations will reduce the projected decrease to year end fund balance by $56,702 to $2,859,288.

Buena Park Library District
Midyear Budget Review
July 2025 - December 2025

	Total Budget	YTD Actual	$ Remaining	Actuals % to Budget	Rec Midyear Revision	Change	%
40000 OPERATING REVENUES							
Total 41100 PROPERTY TAXES	2,385,370	1,305,451	1,079,919	55%	2,385,370	0	0.0%
Total 41200 USER SERVICE CHARGES AND FEES	336,000	133,525	202,475	40%	336,000	0	0.0%
Total 41300 PROPERTY TAX PASS-THROUGH AND RESIDUAL REVENUE	2,331,270	0	2,331,270	0%	2,331,270	0	0.0%
Total 41400 INVESTMENT EARNINGS	335,000	257,111	77,889	77%	463,800	128,800	38.4%
Total 41500 GRANT AND CONTRIBUTIONS	0	15,252	-15,252		15,252	15,252	0.0%
Total 41600 MISCELLANEOUS REVENUES	3,500	201	3,299	6%	400	-3,100	-88.6%
Total 40000 REVENUES	**5,391,140**	**1,711,540**	**3,679,600**	**68%**	**5,532,092**	**140,952**	**2.61%**
50000 OPERATING EXPENSES							
Total 51100 SALARIES AND WAGES	1,922,500	898,785	1,023,715	47%	1,922,500	0	0.0%
Total 51200 EMPLOYEES BENEFITS	439,350	258,318	181,032	59%	439,350	0	0.0%
Total 51300 RETIREE BENEFITS	122,160	-14,571	136,731	-12%	122,160	0	0.0%
Total 51400 RECRUTING AND TRAINING	36,010	17,968	18,042	50%	36,010	0	0.0%
Total 52100 SUPPLIES AND MINOR EQUIPMENT	44,000	17,448	26,552	40%	44,000	0	0.0%
Total 52200 LIBRARY MATERIALS	192,450	82,934	109,516	43%	192,450	0	0.0%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	39,170	2,514	36,656	6%	39,170	0	0.0%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	492,120	254,923	237,197	52%	492,120	0	0.0%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	94,910	55,174	39,736	58%	94,910	0	0.0%
Total 55100 RISK MANAGEMENT AND INSURANCE	86,990	0	86,990	0%	86,990	0	0.0%
Total 55200 TAXES AND ASSESSMENTS	16,300	6,061	10,239	37%	16,300	0	0.0%
Total 56100 UTILITIES	117,000	59,248	57,752	51%	117,000	0	0.0%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	10,800	2,576	8,224	24%	10,800	0	0.0%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	185,000	76,312	108,688	41%	185,000	0	0.0%
Total 57300 FLEET/VEHICLE SERVICES	2,200	65	2,135	3%	2,200	0	0.0%
Total 59100 OTHER EXPENSES	0	1,028	-1,028		1,100	1,100	NA
Total 50000 EXPENDITURES	**3,800,960**	**1,718,782**	**2,082,178**	**55%**	**3,802,060**	**1,100**	0.0%
71100 CAPITAL EXPENDITURES	4,506,170	498,975	4,007,195	89%	4,589,320	83,150	1.8%
NET CHANGES IN FUND BALANCE	**-2,915,990**	**-506,217**	**-2,409,773**	**83%**	**-2,859,288**	**56,702**	-1.9%

Buena Park Library District
Budget vs. Actuals
July 2025 - December 2025

	YTD Actual	Total Budget	over Budget	% of Budget
40000 OPERATING REVENUES				
41100 PROPERTY TAXES				
41110 Property Taxes - Secured	1,227,957	2,265,520	-1,037,563	54%
41120 Property Taxes - Unsecured	37,531	68,340	-30,809	55%
41140 Property Taxes - Prior Year Supplemental	39,962	48,960	-8,998	82%
41170 Property Taxes - Interest on Unapportioned Taxes	0	2,550	-2,550	0%
Total 41100 PROPERTY TAXES	**1,305,451**	**2,385,370**	**-1,079,919**	**55%**
41200 USER SERVICE CHARGES AND FEES				
41210 Photocopies and Printing	10,665	14,000	-3,335	76%
41220 Passport Photos	31,840	70,000	-38,160	45%
41230 Passport Application Services	91,142	250,000	-158,858	36%
41240 Fine and Fees	0	2,000	-2,000	0%
41299 Return Item Chargeback	-122	0	-122	
Total 41200 USER SERVICE CHARGES AND FEES	**133,525**	**336,000**	**-202,475**	**40%**
41300 PROPERTY TAX PASS-THROUGH AND RESIDUAL REVENUE				
41320 Property Tax- Buena Park Residual 34188	0	1,434,680	-1,434,680	0%
41325 Property Taxes-Buena Park Pass-Thru 38183	0	896,590	-896,590	0%
Total 41300 PROPERTY TAX PASS-THROUGH AND RESIDUAL REVENUE	**0**	**2,331,270**	**-2,331,270**	**0%**
41400 INVESTMENT EARNINGS				
41410 Investment Income	253,050	330,000	-76,950	77%
41420 Saving Account Interest	4,061	5,000	-939	81%
Total 41400 INVESTMENT EARNINGS	**257,111**	**335,000**	**-77,889**	**77%**
41500 GRANT AND CONTRIBUTIONS				
41510 State Grants	14,171	0	14,171	
41520 Individual Donations	1,000	0	1,000	
41530 Miscellaneous Donations	81	0	81	
Total 41500 GRANT AND CONTRIBUTIONS	**15,252**	**0**	**15,252**	
41600 MISCELLANEOUS REVENUES				
41610 Other Revenues	201	0	201	
41620 Refunds & Reimbursements	0	3,500	-3,500	0%
Total 41600 MISCELLANEOUS REVENUES	**201**	**3,500**	**-3,299**	**6%**
Total 40000 OPERATING REVENUES	**1,711,540**	**5,391,140**	**-3,679,600**	**32%**
Expenses				
50000 OPERATING EXPENSES				
51100 SALARIES AND WAGES				
51110 Salaries & Wages - Regular	772,930	1,922,500	-1,149,570	40%
51120 Salaries & Wages - Overtime	1,657	0	1,657	
51121 Vacation Pay	99,034	0	99,034	
51122 Sick Pay	25,164	0	25,164	
Total 51100 SALARIES AND WAGES	**898,785**	**1,922,500**	**-1,023,715**	**47%**
51200 EMPLOYEES BENEFITS				
51210 Medical Insurance	69,843	181,610	-111,767	38%
51211 Dental Insurance	2,948	9,210	-6,262	32%
51214 Life/AD&D/STD/LTD Insurance	4,659	9,790	-5,131	48%
51217 Vision Insurance	827	3,600	-2,773	23%
51220 Workers' Compensation	26,800	48,480	-21,680	55%
51223 FICA	24,064	55,760	-31,696	43%
51232 CalPERS	55,582	127,320	-71,738	44%
51238 Net Pension Expenses	73,595	73,580	15	100%
Total 51200 EMPLOYEES BENEFITS	**258,318**	**509,350**	**-251,032**	**51%**
51300 RETIREE BENEFITS				
51310 Retiree Health Benefits	53,255	122,160	-68,905	44%
51347 OPEB CERBT Disbursement	-67,826	-70,000	2,174	97%
Total 51300 RETIREE BENEFITS	**-14,571**	**52,160**	**-66,731**	**-28%**
51400 TRAINING				
51410 Travel and Transportation	2,270	9,300	-7,030	24%
51420 Professional Development & Training	4,659	12,710	-8,051	37%
51430 Professional Memberships	11,040	14,000	-2,960	79%
Total 51400 TRAINING	**17,968**	**36,010**	**-18,042**	**50%**
52100 SUPPLIES AND MINOR EQUIPMENT				
52110 General Office Supplies	908	4,000	-3,092	23%
52113 Passport Supplies	1,827	4,000	-2,173	46%
52115 Paper Products	571	2,000	-1,429	29%
52120 Paper Products-Library Services	67	0	67	
52125 Furniture	0	1,000	-1,000	0%
52130 Library Cards	0	1,000	-1,000	0%
52135 Circulation Supplies	175	2,000	-1,825	9%
52140 Marketing	380	3,500	-3,120	11%
52145 Signage	114	2,500	-2,386	5%

Buena Park Library District
Budget vs. Actuals
July 2025 - December 2025

	YTD Actual	Total Budget	over Budget	% of Budget
52150 Postage	5,788	16,000	-10,212	36%
52155 Printer Supplies	1,403	8,000	-6,597	18%
52160 Printer Supplies-Library Services	2,251	0	2,251	
52165 Supplies Reference/Children	3,081	0	3,081	
52170 Local Meeting Expenses	882	0	882	
Total 52100 SUPPLIES AND MINOR EQUIPMENT	**17,448**	**44,000**	**-26,552**	**40%**
52200 LIBRARY MATERIALS				
52213 Books/Zip Books	6,063	55,000	-48,937	11%
52215 Technical Services	1,987	4,650	-2,663	43%
52223 Print Subscriptions	5,472	6,800	-1,328	80%
52228 Media	583	6,000	-5,417	10%
52233 Library of Things	1,200	15,000	-13,800	8%
52238 Electronic Subscriptions	10,463	34,000	-23,537	31%
52243 eBooks/Downloadable/Streaming Content	49,888	71,000	-21,112	70%
52248 OCLC Fees	598	0	598	
52268 Community Outreach Supplies (Lunch At The Library Grant)	6,679	8,170	-1,491	82%
Total 52200 LIBRARY MATERIALS	**82,934**	**200,620**	**-117,686**	**41%**
53100 LIBRARY PROGRAM PROFESSIONAL SERVICES				
53110 Public Programs - Adult	0	2,000	-2,000	0%
53113 Adult Summar Reading Program	0	2,000	-2,000	0%
53118 Public Programs - Teens	0	3,500	-3,500	0%
53123 Teen Summer Reading Program	0	2,500	-2,500	0%
53128 Public Programs - Children & Family	810	8,000	-7,190	10%
53133 Children Summer Reading Program	1,400	10,000	-8,600	14%
53143 Community Outreach	304	3,000	-2,696	10%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	**2,514**	**31,000**	**-28,486**	**8%**
54100 PROFESSIONAL AND SPECIALIZED SERVICES				
54110 Auditor Services	18,500	18,500	0	100%
54115 Legal Services	49,201	100,000	-50,799	49%
54120 Professional Services	169,219	345,300	-176,081	49%
54127 Miscellaneous Expenses	50	0	50	
54135 LAFCO Fee	3,215	3,220	-5	100%
54140 Employment Physical/Background	109	7,000	-6,891	2%
54145 Payroll & Timekeeping Services	4,329	8,000	-3,671	54%
54150 Publications & Legal Notices	85	2,000	-1,915	4%
54155 Permits and Fees	362	1,000	-638	36%
54165 Merchant Fees	2,212	4,000	-1,788	55%
54170 Bank Fees	7,641	3,100	4,541	246%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	**254,923**	**492,120**	**-237,197**	**52%**
54200 TECHNOLOGY AND SUPPORT SERVICES				
54215 Computer Equipment & Peripherals (<$5,000)	227	3,000	-2,773	8%
54220 System Services Supplies	0	2,500	-2,500	0%
54225 Software/Web/Cloud Resources- License & Support	54,947	89,410	-34,463	61%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	**55,174**	**94,910**	**-39,736**	**58%**
55100 RISK MANAGEMENT AND INSURANCE				
55110 Property/Liability Insurance	0	69,990	-69,990	0%
55115 Unemployment Insurance	0	10,000	-10,000	0%
55120 Risk Management	0	7,000	-7,000	0%
Total 55100 RISK MANAGEMENT AND INSURANCE	**0**	**86,990**	**-86,990**	**0%**
55200 TAXES AND ASSESSMENTS				
55210 Taxes and Assessments	6,061	9,300	-3,239	65%
55215 Sales and Use Tax	0	7,000	-7,000	0%
Total 55200 TAXES AND ASSESSMENTS	**6,061**	**16,300**	**-10,239**	**37%**
56100 UTILITIES				
56110 Electric	53,383	100,000	-46,617	53%
56115 Gas	2,628	10,000	-7,372	26%
56120 Water & Sewage	3,237	7,000	-3,763	46%
Total 56100 UTILITIES	**59,248**	**117,000**	**-57,752**	**51%**
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE				
57110 Service Agreements	696	8,000	-7,304	9%
57120 Postage Machine Lease	1,880	2,800	-920	67%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	**2,576**	**10,800**	**-8,224**	**24%**
57200 FACILITY OPERATIONS AND MAINTENANCE				
57210 Building Maintenance Supplies	0	500	-500	0%
57213 Janitorial Supplies	4,057	10,000	-5,943	41%
57216 Custodial Services	18,508	45,000	-26,492	41%
57219 Refuse Disposal Services	3,806	7,500	-3,694	51%
57222 Electrical Services	1,227	5,000	-3,773	25%
57225 Alarm System Services	8,026	16,000	-7,974	50%
57228 HVAC Services	4,068	25,000	-20,932	16%

Buena Park Library District
Budget vs. Actuals
July 2025 - December 2025

	YTD Actual	Total Budget	over Budget	% of Budget
57231 Elevator Services	8,497	10,000	-1,503	85%
57234 Plumbing Services	1,507	8,000	-6,493	19%
57237 Landscape Services	15,625	30,000	-14,375	52%
57240 Door Maintenance Services	0	2,500	-2,500	0%
57243 Pest Control Services	1,775	1,500	275	118%
57246 Other Facility Maintenance	0	8,000	-8,000	0%
57249 Minor Building Repairs	0	5,000	-5,000	0%
57252 Fire & Safety Inspections & Services	2,077	3,000	-923	69%
57255 Health & Safety Materials & Supplies	0	2,000	-2,000	0%
57258 Telecommunication Services	7,138	6,000	1,138	119%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	**76,312**	**185,000**	**-108,688**	**41%**
57300 FLEET/VEHICLE SERVICES				
57310 Vehicle Maintenance & Repairs	15	1,500	-1,485	1%
57315 Outreach Van - Gasoline	50	500	-450	10%
57320 Vehicle Supplies & Materials	0	200	-200	0%
Total 57300 FLEET/VEHICLE SERVICES	**65**	**2,200**	**-2,135**	**3%**
59100 OTHER EXPENSES				
59120 Other Miscellaneous Expense	1,028	0	1,028	
Total 59100 OTHER EXPENSES	**1,028**	**0**	**1,028**	
70000 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES				
71110 Project Management	141,976	301,850	-159,874	47%
71113 Architectural Consultant	352,465	432,980	-80,516	81%
71115 Construction Services	4,534	3,771,340	-3,766,806	0%
Total 70000 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES	**498,975**	**4,506,170**	**-4,007,195**	**11%**
Total 50000 OPERATING EXPENSES	**2,217,757**	**8,307,130**	**-6,089,373**	**27%**
NET CHANGES IN FUND BALANCE	**-506,217**	**-2,915,990**	**2,409,773**	**17%**

Buena Park Library District
Summary of Budget vs Actuals
July 2025 - December 2025

	YTD Actual	Total Budget	over Budget	% of Budget
40000 OPERATING REVENUES				
Total 41100 PROPERTY TAXES	1,305,451	2,385,370	(1,079,919)	55%
Total 41200 USER SERVICE CHARGES AND FEES	133,525	336,000	(202,475)	40%
Total 41300 PROPERTY TAX PASS-THROUGH AND RESIDUAL REVENUE	-	2,331,270	(2,331,270)	0%
Total 41400 INVESTMENT EARNINGS	257,111	335,000	(77,889)	77%
Total 41500 GRANT AND CONTRIBUTIONS	15,252	-	15,252	
Total 41600 MISCELLANEOUS REVENUES	201	3,500	(3,299)	6%
Total 40000 OPERATING REVENUES	**1,711,540**	**5,391,140**	**(3,679,600)**	**32%**
50000 OPERATING EXPENSES				
Total 51100 SALARIES AND WAGES	898,785	1,922,500	(1,023,715)	47%
Total 51200 EMPLOYEES BENEFITS	258,318	509,350	(251,032)	51%
Total 51300 RETIREE BENEFITS	(14,571)	52,160	(66,731)	-28%
Total 51400 TRAINING	17,968	36,010	(18,042)	50%
Total 52100 SUPPLIES AND MINOR EQUIPMENT	17,448	44,000	(26,552)	40%
Total 52200 LIBRARY MATERIALS	82,934	200,620	(117,686)	41%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	2,514	31,000	(28,486)	8%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	254,923	492,120	(237,197)	52%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	55,174	94,910	(39,736)	58%
Total 55100 RISK MANAGEMENT AND INSURANCE	-	86,990	(86,990)	0%
Total 55200 TAXES AND ASSESSMENTS	6,061	16,300	(10,239)	37%
Total 56100 UTILITIES	59,248	117,000	(57,752)	51%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	2,576	10,800	(8,224)	24%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	76,312	185,000	(108,688)	41%
Total 57300 FLEET/VEHICLE SERVICES	65	2,200	(2,135)	3%
Total 59100 OTHER EXPENSES	1,028	-	1,028	
Total 70000 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES	498,975	4,506,170	(4,007,195)	11%
Total 50000 OPERATING EXPENSES	**2,217,757**	**8,307,130**	**(6,089,373)**	**27%**
NET CHANGES IN FUND BALANCE	**(506,217)**	**(2,915,990)**	**2,409,773**	**17%**

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July- December, 2025

	TOTAL		
	Current Year	Prior Year	% Change
40000 REVENUES			
41100 PROPERTY TAXES			
41110 Property Taxes - Secured	1,227,957	1,030,503	19%
41120 Property Taxes - Unsecured	37,531	38,080	-1%
41140 Property Taxes - Prior Year Supplemental	39,962	14,170	182%
41325 Property Taxes - State	0	1,296	-100%
Total for 41100 PROPERTY TAXES	**1,305,451**	**1,084,049**	**20%**
41200 USER SERVICE CHARGES AND FEES			
41210 Photocopies and Printing	10,665	9,056	18%
41220 Passport Photos	31,840	30,705	4%
41230 Passport Application Services	91,142	97,521	-7%
41299 Return Item Chargeback	-122	0	
Total for 41200 USER SERVICE CHARGES AND FEES	**133,525**	**137,283**	**-3%**
41400 INVESTMENT EARNINGS			
41410 Investment Income	253,050	144,658	75%
41420 Saving Account Interest	4,061	157	2487%
Total for 41400 INVESTMENT EARNINGS	**257,111**	**144,815**	**78%**
41500 GRANT AND CONTRIBUTIONS			
41510 State Grants	14,171	6,043	135%
41520 Individual Donations	1,000	258	288%
41530 Miscellaneous Donations	81	0	
Total 41500 GRANT AND CONTRIBUTIONS	**15,252**	**6,301**	**142%**
41600 MISCELLANEOUS REVENUES			
41610 Other Revenues	201	36,883	-99%
Total for 41600 MISCELLANEOUS REVENUES	**201**	**36,883**	**-99%**
TOTAL REVENUES	**1,711,540**	**1,409,329**	**21%**
50000 EXPENDITURES			
51100 SALARIES AND WAGES			
51110 Salaries & Wages - Regular	772,930	783,287	-1%
51120 Salaries & Wages - Overtime	1,657	0	
51121 Vacation Pay	99,034	0	
51122 Sick Pay	25,164	0	
Total for 51100 SALARIES AND WAGES	**898,785**	**783,287**	**15%**
51200 EMPLOYEES BENEFITS			
51210 Medical Insurance	69,843	117,699	-41%
51211 Dental Insurance	2,948	2,916	1%
51214 Life/AD&D/STD/LTD Insurance	4,659	4,723	-1%
51217 Vision Insurance	827	1,245	-34%
51220 Workers' Compensation	26,800	15,019	78%
51223 FICA	24,064	24,290	-1%
51232 CalPERS	55,582	88,844	-37%
51238 Net Pension Expenses	73,595	0	
Total for 51200 EMPLOYEES BENEFITS	**258,318**	**254,736**	**1%**
51300 RETIREE BENEFITS			
51310 Retiree Health Benefits	53,255	0	
51347 OPEB CERBT Disbursement	-67,826	0	
Total for 51300 RETIREE BENEFITS	**-14,571**	**0**	
51400 RECRUTING AND TRAINING			
51410 Travel and Transportation	2,270	889	155%
51420 Professional Development & Training	4,659	1,360	243%
51430 Professional Memberships	11,040	12,111	-9%
51440 Special District Conferences	0	3,199	-100%
51450 CLA Conference	0	225	-100%
Total for 51400 RECRUTING AND TRAINING	**17,968**	**17,783**	**1%**
52100 SUPPLIES AND MINOR EQUIPMENT			

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July- December, 2025

	TOTAL		
	Current Year	Prior Year	% Change
52110 General Office Supplies	908	10,143	-91%
52113 Passport Supplies	1,827	1,364	34%
52115 Paper Products	571	768	-26%
52120 Paper Products-Library Services	67	0	
52125 Furniture	0	894	-100%
52135 Circulation Supplies	175	287	-39%
52140 Marketing	380	0	
52145 Signage	114	43	167%
52150 Postage	5,788	1,732	234%
52155 Printer Supplies	1,403	6,040	-77%
52160 Printer Supplies-Library Services	2,251	0	
52165 Supplies Reference/Children	3,081	29	10577%
52170 Local Meeting Expenses	882	1,011	-13%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	**17,448**	**22,313**	**-22%**
52200 LIBRARY MATERIALS			
52213 Books/Zip Books	6,063	22,493	-73%
52215 Technical Services	1,987	0	
52218 Title Source III	0	1,852	-100%
52223 Print Subscriptions	5,472	6,466	-15%
52228 Media	583	985	-41%
52233 Library of Things	1,200	2,011	-40%
52238 Electronic Subscriptions	10,463	46,644	-78%
52243 eBooks/Downloadable/Streaming Content	49,888	0	
52248 OCLC Fees	598	710	-16%
52268 Community Outreach Supplies (Lunch At The Library Grant)	6,679	189	3439%
Total for 52200 LIBRARY MATERIALS	**82,934**	**81,350**	**2%**
53100 LIBRARY PROGRAM PROFESSIONAL SERVICES			
53110 Public Programs - Adult	0	642	-100%
53113 Adult Summar Reading Program	0	-9	-100%
53118 Public Programs - Teens	0	2,330	-100%
53123 Teen Summer Reading Program	0	350	-100%
53128 Public Programs - Children & Family	810	3,100	-74%
53133 Children Summer Reading Program	1,400	2,229	-37%
53138 Multicultural Program	0	579	-100%
53143 Community Outreach	304	3,170	-90%
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	**2,514**	**12,391**	**-80%**
54100 PROFESSIONAL AND SPECIALIZED SERVICES			
54110 Auditor Services	18,500	0	
54115 Legal Services	49,201	31,742	55%
54120 Professional Services	169,219	0	
54125 Consultant - General	0	30,190	-100%
54127 Miscellaneous Expenses	50		
54130 Polaris	0	50,415	-100%
54135 LAFCO Fee	3,215	510	531%
54140 Employment Physical/Background	109	942	-88%
54145 Payroll & Timekeeping Services	4,329	3,702	17%
54150 Publications & Legal Notices	85	6	1317%
54155 Permits and Fees	362	0	
54165 Merchant Fees	2,212	1,696	30%
54170 Bank Fees	7,641	1,382	453%
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	**254,923**	**120,585**	**111%**
54200 TECHNOLOGY AND SUPPORT SERVICES			
54215 Computer Equipment & Peripherals (<$5,000)	227	5,485	-96%
54225 Software/Web/Cloud Resources- License & Support	54,947	6,811	707%
54230 Technical Services	0	707	-100%
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	**55,174**	**13,003**	**324%**

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July- December, 2025

	TOTAL		
	Current Year	Prior Year	% Change
55100 TECHNOLOGY AND SUPPORT SERVICES			
55110 Property/Liability Insurance	0	11,674	-100%
55115 Unemployment Insurance	0	0	
55120 Risk Management	0		
Total for 55100 RISK MANAGEMENT AND INSURANCE	**0**	**11,674**	**-100%**
55200 TAXES AND ASSESSMENTS			
55210 Taxes and Assessments	6,061	3,650	66%
55215 Sales and Use Tax	0	0	
Total for 55200 TAXES AND ASSESSMENTS	**6,061**	**3,650**	**66%**
56100 UTILITIES			
56110 Electric	53,383	51,493	4%
56115 Gas	2,628	1,781	48%
56120 Water & Sewage	3,237	2,024	60%
Total for 56100 UTILITIES	**59,248**	**55,298**	**7%**
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE			
57110 Service Agreements	696	4,886	-86%
57120 Postage Machine Lease	1,880	1,245	51%
57121 Equipment Lease	0	2,346	-100%
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	**2,576**	**8,477**	-70%
57200 FACILITY OPERATIONS AND MAINTENANCE			
57210 Building Maintenance Supplies	0	1,817	-100%
57213 Janitorial Supplies	4,057	3,908	4%
57216 Custodial Services	18,508	23,024	-20%
57219 Refuse Disposal Services	3,806	2,540	50%
57222 Electrical Services	1,227	0	
57225 Alarm System Services	8,026	2,685	199%
57228 HVAC Services	4,068	8,302	-51%
57231 Elevator Services	8,497	1,409	503%
57234 Plumbing Services	1,507	1,368	10%
57237 Landscape Services	15,625	7,428	110%
57243 Pest Control Services	1,775	450	294%
57252 Fire & Safety Inspections & Services	2,077	0	
57258 Telecommunication Services	7,138	6,181	15%
57261 Special Building Project	0	2,150	-100%
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	**76,312**	**61,261**	**25%**
57300 FLEET/VEHICLE SERVICES			
57310 Vehicle Maintenance & Repairs	15	54	-72%
57315 Outreach Van - Gasoline	50	0	
Total for 57300 FLEET/VEHICLE SERVICES	**65**	**54**	21%
59100 OTHER EXPENSES			
59120 Other Miscellaneous Expense	1,028		
Total for 59100 OTHER EXPENSES	**1,028**	**0**	
70000 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES			
71110 Project Management	141,976	176,053	-19%
71113 Architectural Consultant	352,465	0	
71115 Construction Services	4,534	0	
EXPENSES	**498,975**	**176,053**	**183%**
TOTAL EXPENDITURES	**2,217,757**	**1,621,915**	**37%**
NET CHANGES IN FUND BALANCE	**-506,217**	**-212,586**	**138%**

Buena Park Library District

Summary Statement of Revenues, Expenditures and Changes in Fund Balance

July- December, 2025

	TOTAL		
	Current Year	**Prior Year**	**% Change**
REVENUES			
Total for 41100 PROPERTY TAXES	1,305,451	1,084,049	20%
Total for 41200 USER SERVICE CHARGES AND FEES	133,525	137,283	-3%
Total for 41400 INVESTMENT EARNINGS	257,111	144,815	78%
Total 41500 GRANT AND CONTRIBUTIONS	15,252	6,301	142%
Total for 41600 MISCELLANEOUS REVENUES	201	36,883	-99%
TOTAL REVENUES	**1,711,540**	**1,409,329**	**21%**
EXPENDITURES			
Total for 51100 SALARIES AND WAGES	898,785	783,287	15%
Total for 51200 EMPLOYEES BENEFITS	258,318	254,736	1%
Total for 51300 RETIREE BENEFITS	-14,571	0	
Total for 51400 RECRUTING AND TRAINING	17,968	17,783	1%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	17,448	22,313	-22%
Total for 52200 LIBRARY MATERIALS	82,934	81,350	2%
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	2,514	12,391	-80%
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	254,923	120,585	111%
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	55,174	13,003	324%
Total for 55100 RISK MANAGEMENT AND INSURANCE	0	11,674	-100%
Total for 55200 TAXES AND ASSESSMENTS	6,061	3,650	66%
Total for 56100 UTILITIES	59,248	55,298	7%
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	2,576	8,477	-70%
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	76,312	61,261	25%
Total for 57300 FLEET/VEHICLE SERVICES	65	54	21%
Total for 59100 OTHER EXPENSES	1,028	0	
EXPENSES	498,975	176,053	183%
TOTAL EXPENDITURES	**2,217,757**	**1,621,915**	**37%**
NET CHANGES IN FUND BALANCE	**-506,217**	**-212,586**	**138%**

BUENA PARK LIBRARY DISTRICT

TREASURER'S REPORT

October thru December 2025

Bank of America	Business Checking	Interest Checking
Beginning Balance 10/01/2025	**139,739**	**303,574.83**
RECEIPTS/TRANSFERS:		
Property Tax Receipts	5,244	1,214,181
Service Fee	-	56,134
Interest		995
Transfer In from BofA Interest Checking`	1,176,000	
Transfer In from CLASS		222,000
	1,181,244	**1,493,310**
DISBURSEMENTS/TRANSFERS:		
Vendor Payments - Checks/ACH	550,728	
CALPERS	144,845	
ADP Payroll	406,311	
Bank fees	3,049	
Transfer to BofA Business Checking	-	1,176,000
Counterfeit Check Cleared	998	
	1,105,931	**1,176,000**
Balance Per Bank 12/31/2025	**215,052**	**620,885**
Outstanding Checks	(100,649)	0
Deposit in Transit		
Balance Per Books 12/31/2025	**114,403**	**620,885**

RECONCILEMENT:	**Book Balance**	**Bank Balance**
Bank of America Business Checking - Operating Account	$114,403	$215,052
Bank of America Public Funds Interest Account - Revenues Account	$620,885	$620,885
CLASS	$12,049,440	$12,049,440
Outstanding Transactions		-$100,649
TOTAL LIQUIDITY BALANCE as of 12/31/2025	**$12,784,728**	**$12,784,728**

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 with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.

Treasurer

Signed Date: 1/29/26

Secretary

Signed Date:

BUENA PARK Library District

Agenda Item 17

Date: February 3, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Approval of Agreement with J.B.A Management Engineers, Inc. for Move Management Services in the amount of $45,650

Recommended Action:
Agenda Item 17

Approve the independent consultant agreement with J.B.A Management Engineers, Inc. for moving management services; authorize an expenditure not-to-exceed $45,650; authorize the Library Director to make any necessary non-monetary changes to the agreement; and authorize the Library Director to execute the agreement.

Background:

The library is preparing for a major renovation which requires the facility to be emptied prior to construction. To support this effort, a coordinated relocation plan must be developed to ensure all materials, furniture, equipment, and assets are properly handled. This includes identifying items that need to be placed in temporary or long-term storage, tagging materials scheduled for demolition or disposal, and coordinating the disassembly and movement of equipment and shelving. Because these tasks involve multiple vendors, internal departments, and project partners, comprehensive move management is essential to ensure accuracy, efficiency, and minimal disruption to library operations.

Discussion:

The selected vendor will provide comprehensive move management support, including but not limited to:

- Creating an inventory of current state documentation and assets
- Assisting with the development of the RFP and procurement process for moving services
- Measuring spaces and developing a storage plan
- Vendor selection and coordination
- Preparing a move migration model
- Hands-on move management support during relocation
- Labeling and inventory tracking
- Development and oversight of move checklists
- Start-up support following relocation

These services are intended to ensure an organized, efficient, and seamless transition during the District's move. The agreement will provide professional oversight and reduce the potential for operational disruption.

The District reviewed the scope of work with J.B.A Management Engineers, Inc., evaluated their proposal, and determined that they are well-qualified to meet the District's needs for this highly collaborative process with tight deadlines.

Recommendation:

It is recommended that the Board of Trustees approve the agreement with J.B.A. Management Engineers, Inc., for move management services and authorize an expenditure not-to-exceed $45,650 and authorize the Library Director to make necessary non-monetary changes to the agreement.

Fiscal Impact:

The fiscal impact for the first phase of move management services is $45,650, which will be allocated from the capital budget. The mid-year budget adjustment already reflects this expense.

Exhibit:

Exhibit A: Independent Consultant Agreement for Moving Management Services

INDEPENDENT CONSULTANT AGREEMENT FOR MOVING MANAGEMENT SERVICES

This Independent Consultant Agreement for Moving Management Services ("Agreement") is made and entered into as of the __ day of __, 2026, ("Effective Date"), by and between Buena Park Library District ("District") and J. B. A. Management Engineers, Inc., ("Consultant"), (each a "Party," and, together, the "Parties").

WHEREAS, Government Code section 53060, authorizes the District to contract with and employ any person(s) for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, the District is in need of the Services (as hereinafter defined) on a limited basis; and

WHEREAS, Consultant is specially trained, experienced and competent to perform the Services (as hereinafter defined) required by the District;

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. Consultant shall provide moving management services in support of the District's relocation project, including creating a list of current documentation, assisting in the selection of a mover, storage vendor selection and management, the preparation of a move migration model, hands-on move management support and start-up support, as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").

2. **Term**. This Agreement shall begin on the Effective Date, and terminate on June 30, 2026, unless this Agreement is terminated and/or otherwise cancelled prior to that time.

   2.1. Under no circumstance shall this Agreement renew automatically. The Parties may, by mutual written agreement executed by both Parties, renew the Agreement for an extended term.

3. **Board Approval Required**. This Agreement shall not be a valid contract until it is executed by both Parties and approved or ratified by District's governing board ("Board"). Should Consultant begin performing Services in advance of Board approval, any Services so performed in advance of the approval date will be provided at Consultant's risk.

4. **Submittal of Documents**. Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

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

5. **Compensation**. District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Forty-Three Thousand, Six Hundred Fifty, and 00/100 Dollars ($43,650.00)** ("Fee"). District shall pay Consultant according to the following terms and conditions:

5.1. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit A**. If hourly billing applies, the itemized invoice shall reflect the hours spent by Consultant in performing its Services pursuant to this Agreement.

5.2. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Consultant submits an invoice to District for Services actually completed and after District's written approval of the Services, or the portion of the Services for which payment is to be made.

6. **Expenses**. The total costs or expenses paid or incurred by Consultant in performing services for District shall not exceed **Two Thousand and 00/100 Dollars ($2,000)**. District shall reimburse Consultant for valid, documented costs or expenses in a manner consistent with Section 5 of this Agreement. The total of the Fee and all costs and expenses paid by the District to Consultant shall not exceed **Forty-Five Thousand, Six Hundred Fifty, and 00/100 Dollars ($45,650.00)**.

7. **Materials**. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any equipment used by Consultant or Consultant's agents, personnel, employee(s), and/or subcontractor(s), even if such equipment is furnished, rented or loaned to Consultant by District.

8. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

9. **Independent Contractor**. Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

   By checking the applicable box below, Consultant hereby represents and warrants to District the following:

☐ Consultant is and shall be a resident of the State of California or is otherwise exempt from withholding. To the extent an exemption is sought, Consultant will provide District with appropriate evidence including, without limitation, FTB Form 590. Consultant shall still be responsible for payment of all state and federal taxes.

☐ Consultant is not a resident of the State of California or otherwise not exempt from withholding, and Consultant authorizes District to withhold from all payments made to Consultant under this Agreement all taxes required to be withheld by law. (See, e.g., California Revenue & Taxation Code section 18661 et seq.)

10. **Performance of Services**.

10.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California library districts.

10.2. **Certificates/Permits/Licenses/Registration**. Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses and registration as are required by law in connection with the furnishing of Services pursuant to this Agreement.

10.3. **Safety and Security**. Consultant is responsible for maintaining safety in the performance of this Agreement. Consultant shall be responsible to ascertain from District the rules and regulations pertaining to safety, security, and driving on library grounds, particularly when children are present.

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

10.5. **District Approval**. The Services provided herein must meet the approval of District. District may evaluate Consultant in any way District is entitled pursuant to applicable law, including, without limitation, announced and unannounced observance of Consultant, Consultant's employee(s), and/or subconsultant(s).

10.6. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

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

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

10.7. **Confidentiality**. Consultant shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the expiration or earlier termination of this Agreement.

11. **Originality of Services**. Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

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

13. **Termination**.

    13.1. **For Convenience by District**. District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by Consultant or no later than three (3) calendar days after the day of mailing, whichever is sooner.

    13.2. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

        13.2.1. material violation of this Agreement by Consultant; or

        13.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage.

    Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, District may secure the required services from another Consultant. If the expense, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expense, fees, and/or costs to District upon the receipt of District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

    13.3. Upon termination, Consultant shall provide District with all documents produced, maintained or collected by Consultant pursuant to this Agreement, whether or not such documents are final or draft documents.

14. **Disputes**. In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to

the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District.

15. **Attorney's Fees/Costs**. Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

16. **Indemnification**.

    16.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties.

    16.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim. Consultant's obligation pursuant to this Article includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.

    16.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

[*Remainder of page intentionally left blank.*]

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17. **Insurance**.

17.1. Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$1,000,000
General Aggregate	$2,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$1,000,000
General Aggregate	$2,000,000
Professional Liability Insurance	$1,000,000
Workers' Compensation Insurance	Statutory Limits
Employer's Liability Insurance	$1,000,000

17.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

17.1.2. **Workers' Compensation and Employer's Liability Insurance**. Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services in accordance with provisions of section 3700 of the California Labor Code. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services. That policy shall provide employer's liability coverage per accident for bodily injury or disease.

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

17.2. **Proof of Insurance**. Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

17.2.1. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

17.2.2. An endorsement for each policy stating that coverage shall not be canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to District.

17.2.3. An endorsement stating that District and its Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employer's Liability Insurance. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insureds.

17.2.4. An endorsement stating that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District.

17.2.5. An endorsement stating that there shall be a waiver of any subrogation against District and its respective elected officials, officers, employees, agents, representatives, contractors, trustees, and volunteers.

17.2.6. All policies except the Professional Liability, Workers' Compensation, and Employer's Liability Insurance Policies shall be written on an occurrence form.

17.2.7. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

17.3. **Acceptability of Insurers**. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to District.

18. **Limitation of District Liability**. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

19. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the Board and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Agreement are at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

20. **Employment with Public Agency**. Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay,

as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

21. **Non-Discrimination**. Consultant herein agrees to comply with the provisions of the California Fair Employment and Housing Act as set forth in part 2.8 of division 3 of the California Government Code, commencing at section 12900; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; and all administrative rules and regulations found to be applicable to Consultant and all of its subconsultants. In addition, Consultant agrees to require like compliance by all its subconsultant(s).

22. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or electronic mail, addressed as follows:

District:

Buena Park Library District
ATTN: Helen Medina, Library Director
7150 La Palma Ave.
Buena Park, CA 90620
hmedina@buenaparklibrary.org

Consultant:

J. B. A. Management Engineers, Inc.
ATTN: Monique Dinh & James Gapp
417 29th Street
Newport Beach, CA 92663
[EMAIL]

Any notice personally given or sent by electronic mail shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) calendar days after deposit in the United States mail.

23. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

24. **Amendments, Changes and Modifications.** This Agreement may not be amended, changed, modified, altered or terminated without the written agreement of both Parties hereto.

25. **No Rights in Third Parties**. This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

26. **California Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California and venue of any action shall be in the county in which District's administrative offices are located.

27. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

28. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will

nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

29. **Assignment**. The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant.

30. **Provisions Required By Law Deemed Inserted**. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

31. **Authority to Bind Parties**. Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

32. **Captions and Interpretations**. Paragraph headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

33. **Calculation of Time**. For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

34. **Signature Authority**. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

35. **Execution of Other Documents**. The parties to the Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

36. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

[*Remainder of page intentionally left blank.*]

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37. **Incorporation of Recitals and Exhibit**. The Recitals and the exhibit attached hereto are hereby incorporated herein by reference.

38. **Order of Precedence**. The Parties agree that any conflict or inconsistency among the terms contained in this Agreement and any document attached hereto, or referenced herein, shall be resolved in the following order of precedence: (1) the body of this Agreement, (2) any exhibit or addendum to this Agreement, (3) any purchase order issued by the District to Consultant, and (4) any quote, bid, proposal, order or service form or any other document issued by Consultant to District and that is expressly referenced and incorporated into this Agreement. Consultant's terms and conditions are not incorporated into this Agreement.

[*Signature page follows.*]

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IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

Dated: _____, 2026	Dated: _____, 2026
Buena Park Library District	**J. B. A. Management Engineers, Inc.**
By: _____	By: _____
Print Name: _____	Print Name: _____
Print Title: _____	Print Title: _____

Information regarding Consultant:

License No.: _____

Registration No.: _____

Address: _____

_____

Telephone: _____

Facsimile: _____

E-Mail: _____

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

_____:
Employer Identification and/or
Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.

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EXHIBIT A
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT
AND HOURLY BILLING RATES AND/OR UNIT PRICES

Consultant's entire proposal is ***not*** made part of this Agreement.



DATE: January 20, 2026

TO: HELEN MEDINA
BUENA PARK LIBRARY DISTRICT

FROM: MONIQUE DINH & JAMES GAPP
JOHN BARRY & ASSOCIATES

RE: BUENA PARK LIBRARY DISTRICT -PHASE 1
TEMPORARY RELOCATION MOVE MANAGEMENT

Thank you for your interest in John Barry and Associates. We understand that you are looking for JBA to support your Buena Park Library District project with professional move management.

John Barry & Associates, Relocation Project Managers, would be pleased to support the Buena Park Library District relocation effort. JBA has supported hundreds of small, medium, and large manufacturing and complex relocation projects since 1954.

JBA understands the importance of time and accuracy on this temporary relocation project and will work closely to support Griffin Structures and the Buena Park Library District team every step of the way.

JBA's role in this project will be move management only and JBA will complete the following tasks:

- **Current State Documentation**: JBA will create a comprehensive, detailed inventory list of all existing furniture and contents requiring relocation. This includes items moving from the original building to the temporary facility, as well as any contents designated for off-site storage. The resulting inventory will serve as a definitive roadmap, detailing the final intended destination for all contents, and will be an essential tool for the entire relocation and bidding process.

949.675.3551 417 29th Street., Newport Beach, CA 92663 1/20/2026

JBA will provide pre- and post-move checklists in addition to the current state documentation. These comprehensive checklists address various tasks that are often overlooked due to the stress of moving, helping ensure all minor items are completed both before and after the relocation.

- **Mover Selection:** JBA will invite two or more commercial movers to bid on your important relocation. They will receive detailed requests for proposals (RFP) that JBA and the Buena Park Library District team will work together to define. Each RFP will detail the tasks to be completed and the specific timeline and sequence to support your seamless relocation. We will provide you with a comparative matrix to assist in the evaluation and selection process.

  Because JBA has no financial ties to any vendors, we can objectively assist you in selecting and negotiating with the best mover for your relocation. The selected moving company will work directly for the Buena Park Library District, with their costs being billed separately from this move management proposal.

- **Storage Vendor Selection and Management:** JBA will manage the storage solution planning for the Buena Park Library District's inventory that will not be moved to the temporary location. Our support includes assessing all items, considering factors like usage frequency, location, and any other specific requirements to determine the optimal storage approach.

  We will deliver a comprehensive matrix detailing all available storage options and their associated costs. Furthermore, the relocation plan will fully outline the coordination and access procedures for the selected storage site. Although JBA oversees the procurement process for storage services, the Buena Park Library District holds the final authority for all vendor selections. Please note, all additional vendors will bill the Buena Park Library District directly for their services.

- **Move Migration Model:** JBA, in collaboration with the selected moving company, will develop a comprehensive migration strategy detailing the movement of all assets and furniture from the current location to the temporary facility, including any items going to offsite storage. Recognizing that all library books will be relocated to either the temporary site or storage, a clear process for handling each book category is essential.

  Our proposed process involves the movers utilizing library carts. We will implement a systematic labeling method using a color code for each shelf,

along with an accompanying letter or number. This will enable movers to easily relocate the items and ensure they are placed on the correctly labeled shelf at the final destination. This will add great efficiency and comfort to this temporary relocation effort. This model will show the move order of all content and assets to the temporary building.

Once the move migration model is developed, JBA will assist in pre-move items which will include labeling, tagging, color coded legends which will assist and create a productive and efficient relocation process. Based on the detailed inventory list developed during the current state documentation process, we will review in detail with the Buena Park Library District, which items will be relocated according to their final destination. JBA will then assist in labeling all items on the inventory list with the proper color-coded label.

- **Hands-on Move Management Support:** JBA will provide comprehensive move management, overseeing the entire relocation. This includes both hands-on pre-move assistance and overall coordination support.

  The pre-move support will include assistance in labeling, tagging, hanging signage, and ensuring that all assets being relocated are labeled for a final destination. Our hands-on support ensures a seamless transition, allowing your team to maintain focus on daily operations.

- **Start-up Support:** JBA's involvement will continue through the first week after the move-in at the temporary building to support the transition. We understand the importance of minimizing downtime during the relocation and will be focused on helping the Buena Park Library District return to normal operations in the temporary building as quickly as possible.

Investment: The investment in this important Phase 1 temporary relocation covering the items listed above will be $43,650 plus expenses through completion of the first phase move to the temporary site. Expenses not to exceed $2,000. We will receive $8,730 to start and $8,730 plus expenses each month through completion. We estimate this relocation project will take 4 months to complete.

If the scope or schedule is adjusted, we will provide a written amendment to this proposal for your review and approval.

JBA estimates that this Phase 1 temporary relocation will involve about 4 months of JBA activity.

Following the successful completion of Phase 1, JBA shall submit a formal proposal for Phase 2, encompassing the relocation of the Buena Park Library District to its newly renovated building.

While we coordinate with various vendors, JBA's direct responsibility and liability are focused specifically on the vendors JBA procure as part of our relocation management package.

Benefits: JBA delivers comprehensive excellence from concept through move-in, providing you with:

- Minimized operational downtime during all relocation phases
- JBA will support the move management in a fashion that will assist in the overall project completion. JBA's move management support is designed to facilitate and contribute to the successful completion of the overall project.
- Cost optimization through our rigorous competitive bidding process, securing top-performing vendors at advantageous rates

These and many other benefits will come from the collaboration and synergy formed between Griffin Structures, the Buena Park District Library, and JBA during this process.

If approved, we look forward to exceeding your expectations.

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides:

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

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

Date: _____

Name of Consultant: _____

Signature: _____

Print Name and Title: _____

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

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BUENA PARK Library District

Agenda Item 18

Date: February 3, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Board of Library Trustees Vacancy Update

Recommended Action:
Agenda Item 18
Informational Only, No Action.

Background:

The Library District currently has a vacant position on the Board of Library Trustees. The Board of Library Trustees and the County Board of Supervisors did not make an appointment to fill this vacancy during the prior recruitment attempt.

Discussion:

The District will initiate a new recruitment process for the vacant position. Applications will be accepted on an ongoing basis until a candidate is selected. The first review of submitted applications will be scheduled for the next Board meeting. Following the Board's selection of a candidate, a recommendation will be submitted to the Board of Supervisors requesting appointment to the vacant seat. The appointed candidate will serve on the Board until the next general election in November 2026. At that election, the seat will be on the ballot to fill the unexpired term ending in December 2028. Interviews of applicants will be conducted by the Board of Trustees in accordance with previously approved criteria. If a candidate is not selected at the next Board meeting, the District will continue the recruitment process.

Recommendation:

Informational Only, No Action.

Fiscal Impact:

Although there is no direct financial impact, appointing a fifth Trustee to the Board will assist with operational continuity, allowing District business to continue in the event of Trustee absences or unavailability.

Exhibit:
None

BUENA PARK Library District

Agenda Item 19

Date: February 3, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Reduction in Services

Recommended Action:
Agenda Item 19
Approve Resolution No. 2026-3 "Reduction of Services."

Background:

The Library is scheduled to undergo a renovation that necessitates the closure of its existing facility and plans to relocate services to a smaller facility operating with reduced capacity for the duration of the renovation project. As a result of the reduced services, the District finds it necessary to adjust staffing levels to align with the new operational needs.

Discussion:

Pursuant to Education Code Section 19647, the Buena Park Library District employees serve at the pleasure of the Board and are subject to reductions in force as set forth in the District's Employee Handbook. Resolution 2026-3 (Exhibit A) authorizes District staff to make appropriate staffing plans due to the anticipated reduction of services resulting from the District's upcoming renovations and relocation to a temporary facility. Resolution 2026-3 lists all positions that the District intends to eliminate, effective March 19, 2026. Staff will notify all affected employees and the Board pursuant to the timeframes in the resolution.

Recommendation:

It is recommended that the Board approve Resolution No. 2026-3 "Reduction of Services."

Fiscal Impact:

The elimination of these positions will reduce expenditures on salaries and benefits for the duration of the relocation period, which can help offset other budgetary impacts.

Exhibit:
Exhibit A: Resolution 2026-3 "Reduction of Services"

RESOLUTION NO. 2026-3

RESOLUTION OF THE BOARD OF TRUSTEES OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY

REDUCTION OF SERVICES

WHEREAS, pursuant to Education Code section 19647, Buena Park Library District (District) employees serve at the pleasure of the Board of Trustees (Board) and are subject to reductions in force as set forth in the District's Employee Handbook; and

WHEREAS, the Board has determined that renovation of the existing library facility is necessary to maintain safe, functional, and effective library services for the community; and

WHEREAS, the scope and nature of the renovation require the closure of the existing library facility for the duration of the renovation period and relocation to a temporary facility of a smaller size and reduced capacity;

AND WHEREAS, the Board finds it necessary and in the best interest of the District to eliminate the following positions due to a reduction in certain services required by the District as a result of the renovation and/or relocation, as specified below:

Position	**Full-Time Equivalent**
Facilities Maintenance Supervisor	1.0
Library Clerk	0.45
Library Page	0.90
Total	**2.35**

NOW, THEREFORE, BE IT RESOLVED, that effective on March 19, 2026, the positions set forth above shall be discontinued to the extent set forth above.

BE IT FURTHER RESOLVED, that no later than February 13, 2026, the Board and all affected employees shall be given advanced written notice by the Library Director, or the Library Director's designee of the reductions in force.

BE IT FURTHER RESOLVED, that the Library Director or the Library Director's designee is authorized to take all further actions consistent with this Resolution that are necessary or appropriate to carry out its intent and purpose.

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District this 3rd day of February, 2026 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
President, Board of Trustees

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of Trustees of the Buena Park Library District of Orange County, California, adopted by said Board at its meeting on February 3, 2026.

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Secretary, Board of Trustees