REGULAR MEETING AGENDA

Board of Library Trustees

7300 La Palma Ave. Buena Park, CA 90620
Building 10, Room 16

November 3, 2026 | 6:00 P.M.

REPORTS AND DOCUMENTATION: *The District provides a digital version of the Board Packet on the District's website at: https://www.buenaparklibrary.org/board-meetings*

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 6-7)**

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 6-7 on the Consent Calendar.

6. Minutes of the Board of Library Trustees Regular Meeting on October 6, 2026 (Receive, File, and Approve)
7. Payment Register for September 2026 (Receive and file)

REPORTS FROM LIBRARY ADMINISTRATION

8. Monthly Statistical Reports
   - Database Usage for September 2026
   - Trend Analysis for September 2026
   - Program Statistics Summary for September 2026

9. Library Director's Report for October 2026

FINANCIAL REPORTS

10. Analytical Financial Overview for July 2026 – September 2026
11. Summary of Budget vs Actuals July 2026 – September 2026
12. Budget vs Actuals Detailed Statement July 2026 – September 2026
13. Summary Statement of Revenues, Expenditures and Changes in Fund Balance July 2026 – September 2026
14. Detailed Statement of Revenues, Expenditures and Changes in Fund balance July 2026 – September 2026
15. Treasurer's Report July 2026 – September 2026

NEW BUSINESS

16. Approval of Amendment No. 2 to the Agreement for Architectural Services by and between Buena Park Library District and LPA, Inc., for the Library Renovation Project
    - Recommended Action: 1) Approve Amendment No.2 to Agreement for Architectural Services by and between Buena Park Library District and LPA, Inc. for the Library Renovation Project; and 2) Authorize the Library Director to execute the agreement.

17. Approval of Professional Services Agreement with Dannis Woliver Kelley Attorneys at Law for Legal Services
    - Recommended Action: 1) Approval of two-year professional services agreement with Dannis Woliver Kelley; and 2) Authorize the Library Director to execute the agreement.

18. Adopt Resolution 2026-24 establishing Operating Hours and Holiday Closures for Calendar Year 2027
    - Recommended Action: 1) Adopt Resolution 2026-24 establishing Operating Hours and Holiday Closures for Calendar Year 2027

19. Annual Report for FY 2025-2026
    - Recommended Action: 1) Receive and File

FUTURE AGENDA ITEMS

20. Agenda preparation for the Regular Meeting which will be held on December 1, 2026, at 6:00 p.m.

    This is the time for board members to publicly request that items be placed on future agendas.

CLOSED SESSION

21. Public Employee Evaluation (Gov. Code § 54957(b)(1))
    - Employee: Library Director

ADJOURNMENT

CERTIFICATION OF POSTING

I, Patty Salas, Administrative Specialist of the Buena Park Library District, hereby certify that the Agenda for the November 3, 2026, Regular Meeting of the Board of Library Trustees of the Buena Park Library District was posted on October 29, 2026, at 7300 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.

P S
_____
Patty Salas, Administrative Specialist

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

CALL TO ORDER: President Estrada called the meeting to order at 6:03 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Brenda Estrada, Richard Rams, and Rudy Solorzano.

L. Carole Jensen was absent. Christian Quintero arrived at 6:34 p.m.

Staff Present: Helen Medina, Library Director; Patty Salas, Administrative Specialist.

Guests Present: Ann Thompson, Library Services Manager.

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

Trustee Solorzano commented he was happy to see the fence had gone up around the Library for the commencement of construction.

Director Medina noted Trustee Rams had informed her he is unable to attend the November and December 2026 Regular Meetings, making this his last Regular Meeting as a Board member. She thanked him for his service over the past 8 years.

Trustee Rams said it has been a pleasure to serve on the Board. President Estrada thanked Trustee Rams for his service and guidance over the past few years.

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

There were no public comments.

CONSENT CALENDAR (ITEMS 6-10)

6. Minutes of the Board of Library Trustees Regular Meeting on September 1, 2026 (Received, filed, and approved)
7. Payment Register for August 2026 (Received and filed)
8. Approval of expenditure in the amount of $5,864.98 to Mars Environmental, Inc. for waste removal services and a $586.50 contingency
9. Approval to Deny Claim for Damages – Raymond Garcia
10. Approval of the National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard

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

DRAFT

REPORTS FROM LIBRARY ADMINISTRATION

11. Monthly Statistical Reports
    a. Database Usage for August 2026
    b. Trend Analysis for August 2026
    c. Program Statistics Summary for August 2026

    There were no comments on the Statistical Reports.

12. Library Director's Report for September 2026

    Director Medina noted she and the District's consultant are currently working on the annual financial audit. She also just completed a Department of Justice audit and signed all contracts for the constructions project.

    There were some issues with vandalism at the library, both the City of Buena Park and the Police Department responded quickly.

    The Library's Outreach Team will be at the Fishing Derby and Cops and Goblins event. There are several reading programs ongoing throughout the Fall. The District received a very generous donation of 2,000 toys from Giving Children Hope to incentivize children to participate in the reading challenge.

FINANCIAL REPORTS

13. Analytical Financial Overview July 2026 – August 2026
14. Summary of Budget vs Actuals July 2026 – August 2026
15. Budget vs Actuals Detailed Statement July 2026 – August 2026
16. Revenue and Expenditures Summary Statement July 2026 – August 2026
17. Revenue and Expenditures Detailed Statement July 2026 – August 2026
18. Treasurer's Report for July 2026 – August 2026

    Director Medina stated these are consolidated reports for July and August 2026.

NEW BUSINESS

19. Resolution 2026-22 authorizing the execution of a Site Lease and a Lease Agreement in an amount of $4,784,387.78 to finance the Library Renovation Project; making certain determinations relating thereto; and authorizing certain other documents and action in connection therewith

    This is the Financing Resolution for the Library Renovation Project. The Board authorized Municipal Finance Corporation (MFC) to release an RFP in July 2026, in which they solicited bids from lenders. The lender with the lowest proposed interest rates and best terms was EverBank. The District's attorney has worked with lenders on the paperwork.

    Trustee Rams commented that this appears to be an attractive lease offer for the District, considering the current interest rates.

DRAFT

MOTION by Trustee Rams to 1) Adopt Resolution 2026-22 of the Board of Trustees of the Buena Park Library District approving a site lease and a lease agreement; making certain determinations relating thereto; and authorizing certain other documents and actions in connection therewith

SECOND by Trustee Solorzano.

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

Motion approved.

20. Resolution 2026-23 Approving Amendment No. 1 to the Independent Consultant Agreement for Construction Management Services by and between Buena Park Library District and Griffin Structures, Inc. in an amount not-to-exceed $565,385.00

In March 2024, the Library District executed an agreement with Griffin Structures. At the time, the project was anticipated to last 2.5 years and the project scope was much smaller in scale. In March 2025, the Board approved an expanded project scope that increased both the size and complexity of the work. The expanded project requires additional construction management coordination, technical oversight, inspections, schedule monitoring, and project administration beyond what was contemplated in the original agreement. The cost of the amendment was included in the Budget approved for FY 2026-2027. The contract amendment needs approval from the Board. The proposed amendment will allow the existing construction management team to remain engaged through the anticipated project completion in October 2027. Trustee Solorzano asked a few clarifying questions about the services provided by Griffin Structures and the number of people working on our project.

Dr. Quintero arrived at 6:34 p.m.

Director Medina noted that our project includes concrete and structural steel work that is subject to required special inspections. The cost of these inspections is included in the amendment.

MOTION by Trustee Rams to 1) Adopt Resolution 2026-23 approving Amendment No. 1 to the Independent Consultant Agreement for Construction Management Services by and between Buena Park Library and Griffin Structures, Inc. in an amount not-to-exceed $565,385.00; 2) Authorize the Library Director to make any necessary non-monetary changes to the agreement; and 3) Authorize the Library Director to execute the agreement

SECOND by Trustee Solorzano.

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

Motion approved.

21. Approval of agreement with A-Tech Consulting, Inc. for hazardous materials assessment and monitoring services in an amount not-to-exceed $44,695.00

    Director Medina stated this contract is for hazardous materials assessment and monitoring for the project. There is additional testing required for certain areas prior to demolition. The consultant will be available in the event unknown or hazardous materials are impacted. They will monitor activity and ensure it is handled appropriately and in compliance with the law.

    MOTION by Trustee Solorzano to 1) Approve the agreement with A-Tech Consulting, Inc. for hazardous materials assessment and monitoring services in an amount not-to-exceed $44,695.00; 2) Authorize the Library Director to make any non-monetary changes to the agreement; and 3) Authorize the Library Director to execute the agreement.

    SECOND by Trustee Rams.

    AYES: Estrada, Quintero, Rams, and Solorzano.
    ABENT: Jensen.

    Motion approved.

FUTURE AGENDA ITEMS

19. Agenda preparation for the Regular Meeting which will be held on November 3, 2026, at 6:00 p.m.

    There were no requests.

CLOSED SESSION

20. Public Employee Evaluation (Gov. Code Section 54957 (b)(1))
    - Employee: Library Director

    MOTION by Trustee Quintero to enter into closed session at 6:40 p.m.
    SECOND by Trustee Rams.

    AYES: Estrada, Quintero, Rams, and Solorzano.
    ABSENT: Jensen.
    MOTION approved.

    MOTION by Trustee Jensen to return to open session at 7:49 p.m.
    SECOND by Trustee Rams.

    AYES: Estrada, Quintero, Rams, and Solorzano.
    ABSENT: Jensen.
    MOTION approved.

    The Board stated no reportable action was taken.

DRAFT

ADJOURNMENT

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

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

MOTION approved.

The meeting was adjourned at 7:50 p.m.

Submitted by,

_____

Christian Quintero
Secretary

DRAFT

Buena Park Library District

September 2026 Payments

Date	Check No.	Vendor	Purpose	Amount
9/4/2026	ACH	ADP	Payroll Processing	$294.38
9/8/2026	ACH	CALPERS	Health Benefits	$25,207.57
9/8/2026	ACH	CALPERS	Retirement	$6,615.37
9/8/2026	ACH	CALPERS	Retirement	$476.47
9/8/2026	ACH	CALPERS	Retirement	$322.80
9/10/2026	ACH	ADP	Wages	$39,704.20
9/10/2026	ACH	ADP	Payroll Taxes	$9,623.02
9/10/2026	ACH	CALPERS	457 Plan	$2,711.57
9/15/2026	ACH	BofA	Fee	$1,037.90
9/17/2026	13056	MOVER SERVICES, INC.	Relocation Expense	$60,726.07
9/17/2026	13057	Zoobean, Inc.	Beanstack	$2,125.00
9/17/2026	13058	KC Digital Solutions, Inc.	Copier Service	$121.66
9/17/2026	13059	Orange County Fire Protection	Fire Extinguisher Inspection	$100.00
9/17/2026	13060	So Cal Edison	Electricity Usage	$1,874.71
9/17/2026	13061	SoCalGas	Gas Usage	$15.75
9/17/2026	13062	Amazon Capital Services	Books and Supplies	$1,622.88
9/17/2026	13063	AMS.net	Cisco Cloud Calling	$3,420.72
9/17/2026	13064	City of Buena Park	Water and Sewer	$778.50
9/17/2026	13065	Griffin Structures, Inc.	Construction Management	$27,078.10
9/17/2026	13066	Quadient Finance USA, Inc.	Postage	$219.24
9/17/2026	13067	Regional Government Services	Reimbursable Expenses	$410.65
9/17/2026	13068	Townsend Public Affairs, Inc.	Professional Services	$3,500.00
9/17/2026	13069	INTELEPEER Holdings, Inc	Voice Service	$395.84
9/17/2026	13071	Centralia Elementary School District	License Agreement	$13,500.00
9/17/2026	13072	EarthCo Landscape	Landscape Service	$1,238.00
9/18/2026	ACH	ADP	Payroll Processing	$288.82
9/21/2026	ACH	CALPERS	Retirement	$6,615.37
9/21/2026	ACH	CALPERS	Retirement	$476.47
9/21/2026	ACH	CALPERS	Retirement	$230.81
9/23/2026	ACH	CALPERS	457 Plan	$2,711.57
9/24/2026	ACH	ADP	Wages	$38,992.18
9/24/2026	ACH	ADP	Payroll Taxes	$9,362.48
9/25/2026	13073	US Bank Corp Payment Systems	September Purchases	$6,618.11
				$268,416.21

Database Usage
September 2026

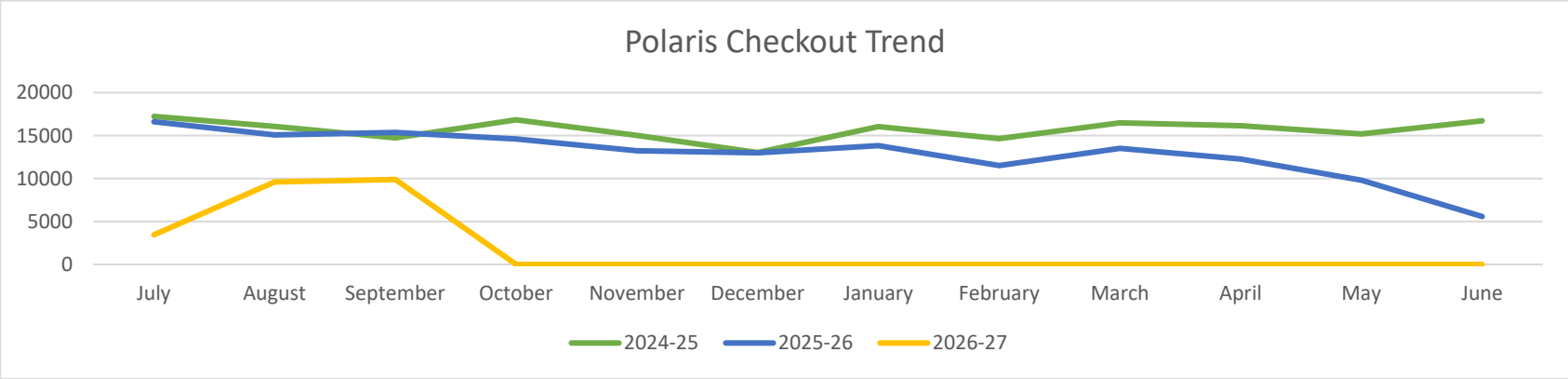
Electronic Resource Usage
July 2026 - June 2027

	Jul 2026	Aug 2026	Sep 2026	Oct 2026	Nov 2026	Dec 2026	Jan 2027	Feb 2027	Mar 2027	Apr 2027	May 2027	Jun 2027	This Year Total to Date
Auto Repair Source	9	3	18										30
NoveList Plus	7	3	45										55
Gale Virtual Reference Library	0	2	1										3
HelpNow!	72	192	122										386
Mango Languages	103	98	57										258
Newsbank	1079	993	798										2870
TumbleBooks	5	0	8										13
ProQuest	0	0	0										0
CultureGrams	4	3	3										10
Britannica	0	0	0										0
TeachingBooks	677	352	991										2020
New York Times	0	0	4										4
Month Total:	1956	1646	2047	0	0	0	0	0	0	0	0	0	5645

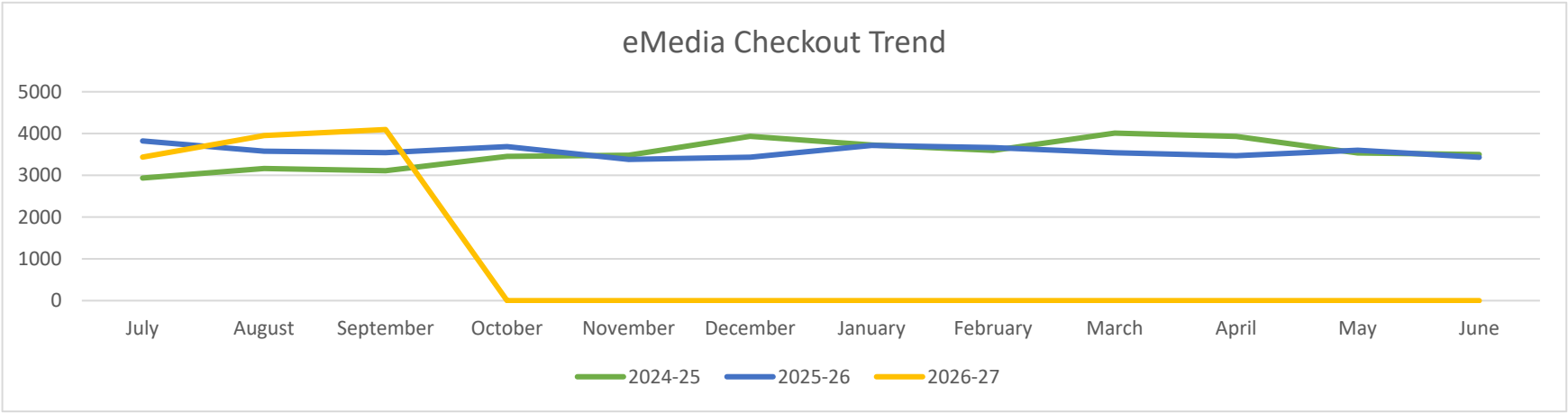
Trend Analysis

July 2024 - September 2027

Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2024-25	17234	16067	14729	16836	15018	13028	16043	14644	16480	16147	15190	16711
2025-26	16612	15076	15361	14603	13233	12988	13828	11509	13508	12268	9802	5578
2026-27	3444	9599	9888	0	0	0	0	0	0	0	0	0



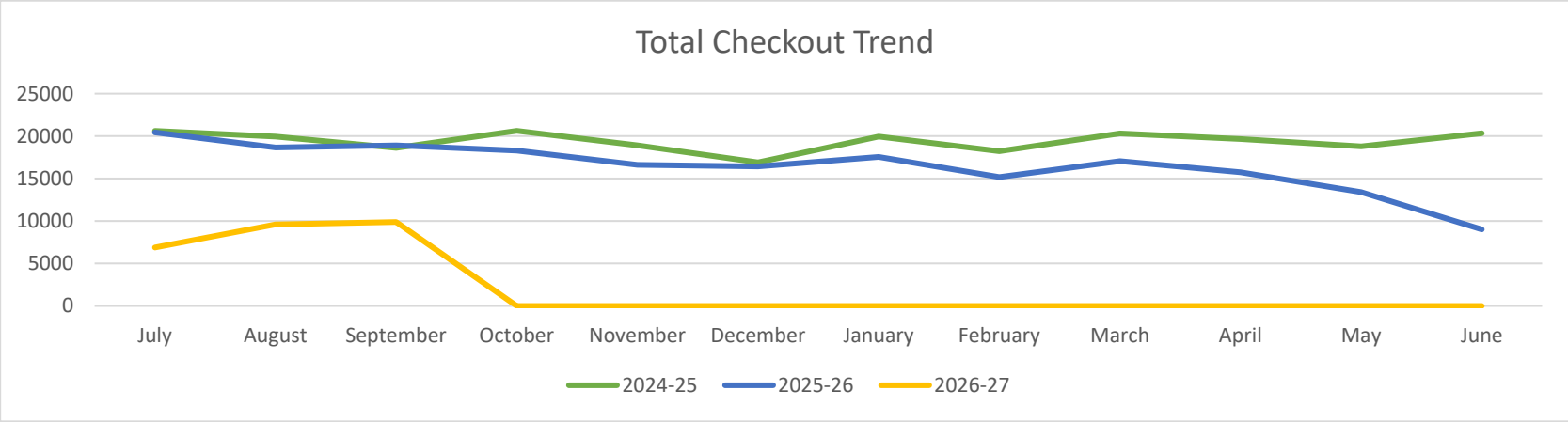
eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2024-25	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2025-26	3823	3577	3543	3686	3381	3433	3715	3663	3540	3469	3600	3431
2026-27	3435	3951	4096	0	0	0	0	0	0	0	0	0



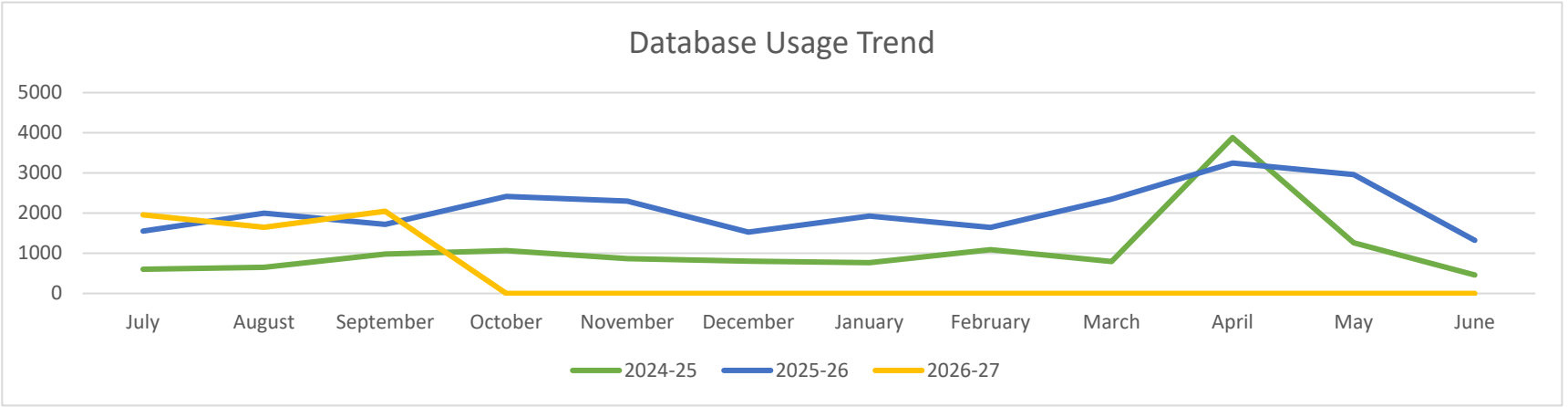
Trend Analysis

July 2024 - September 2027

Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2024-25	20611	19940	18608	20620	18909	16901	19940	18219	20312	19649	18781	20327
2025-26	20435	18653	18904	18289	16614	16421	17543	15172	17048	15737	13402	9009
2026-27	6879	9599	9888	0	0	0	0	0	0	0	0	0

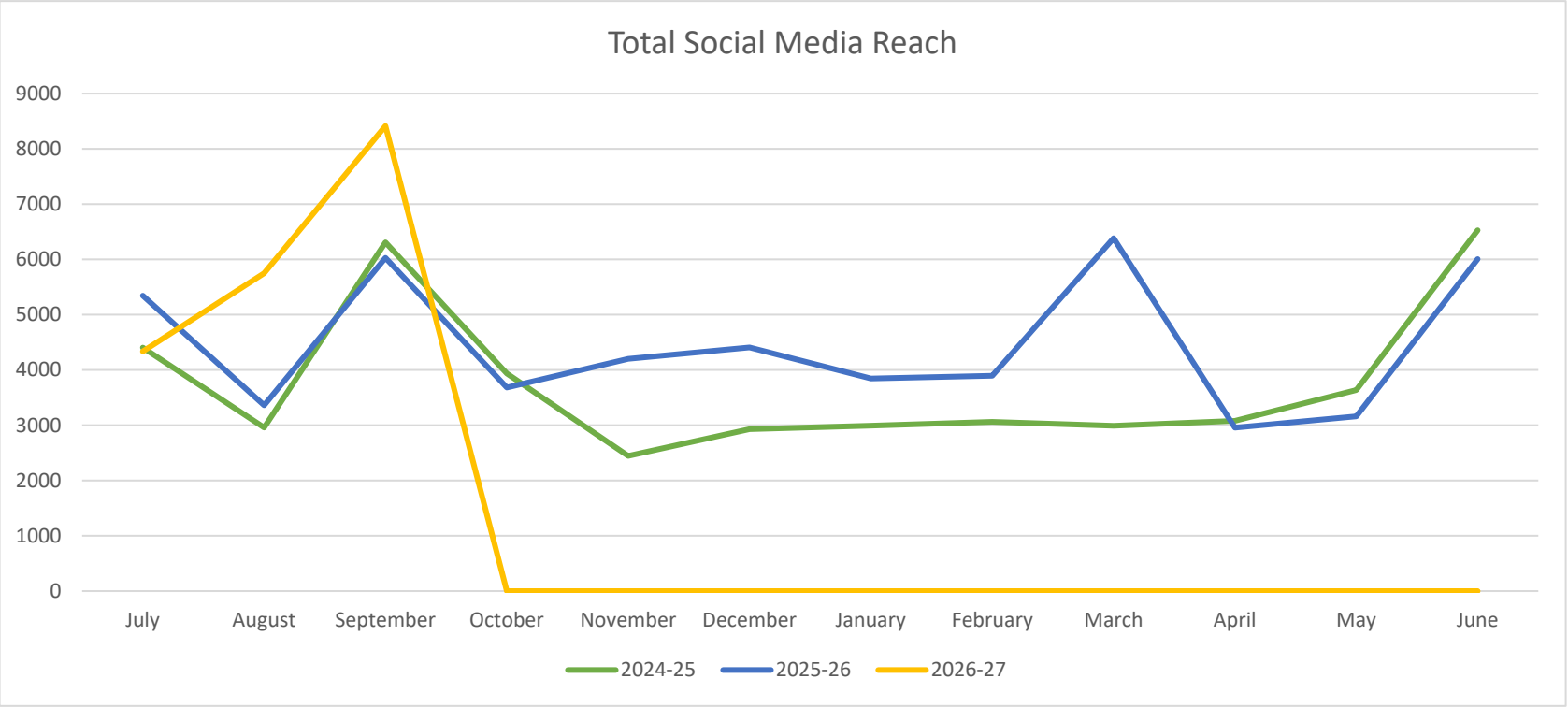


Total Database Usage	July	August	September	October	November	December	January	February	March	April	May	June
2024-25	601	650	980	1066	866	803	765	1089	794	3880	1261	459
2025-26	1551	1997	1719	2414	2298	1526	1926	1643	2347	3246	2959	1322
2026-27	1956	1646	2047	0	0	0	0	0	0	0	0	0



Trend Analysis
July 2024 - September 2027

Total Social Media Reac	July	August	September	October	November	December	January	February	March	April	May	June
2024-25	4405	2957	6309	3936	2445	2928	2992	3061	2990	3079	3637	6527
2025-26	5344	3361	6028	3682	4201	4407	3845	3895	6384	2956	3160	6005
2026-27	4335	5750	8414	0	0	0	0	0	0	0	0	0



BUENA PARK Library District

Programs Statistical Report for September 2026

Board of Library Trustees

Meeting Date: November 3, 2026

Children's Programs	September 2026		August 2026	
	# of Events	Attendance	# of Events	Attendance
Family Storytime	4	63	5	179
Baby Toddler Storytime	5	186	3	116
Preschool Storytime	5	131	6	161
Spanish/English Storytime	3	36	4	48
Pajama-rama Story Time	1	20	1	30
Korean/Enlgish Sotry Time	1	20	1	30
Read to a Bark Dog	1	22	1	18
Name Charm Challenge	1	59	1	58
Fall into Reading Challenge	1	36	x	x
Beginners' Origami Hour	1	14	1	19
Word Game Night	1	6	x	x
Self-Directed Activities	1	145	4	430
Off Site	6	723	2	465
Tech Questions		11	x	13
Reference Questions		293		303

Teen Programs	September 2026		August 2026	
	# of Events	Attendance	# of Events	Attendance
Teen Programs	x	x	2	1

Adult Programs	September 2026		August 2026	
	# of Events	Attendance	# of Events	Attendance
Adult Book Club	1	8	1	5
Reference Questions		212		289
Computer Questions		134		147

BUENA PARK Library District

Staff Report- Agenda Item 9

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

Recommended Action:

Agenda Item 9

Informational Only

Administration Updates:

Please let Patty Salas know by November 10 if you would like to attend the Community Prayer Breakfast on November 19 at 7:00 a.m. The District will not be purchasing an entire table but will purchase tickets for Trustees if they are interested in attending.

Construction is underway at the library. The old shelving has been demolished, and the new shelving has been placed into storage. A trailer is on site for the construction manager, and the fencing is in place. Demolition and abatement activities are ongoing and are being monitored by our hazardous materials consultants.





I attended the California State Library's Public Library Director's Forum in Riverside on October 21. We discussed the State Library's Vision for Public Libraries and Resilience.

We have also been working on Information Technology improvements, including updating permissions and settings in MS365. Patty Salas and I also met with vendors to review point of sale systems to enhance our reporting and internal controls. I also attended a community meeting for libraries presented by the California Department of Justice to discuss new policy requirements coming soon relating to public library response to immigration enforcement activity.

All documents were signed and submitted for the lease financing. The financing successfully closed on October 13 and the funds were transferred into the District's California CLASS account. The transaction was recorded with the county and the state. I also submitted our insurance renewal questionnaire and unemployment taxes. We are awaiting completion of the annual audit of our financial statement and have been working on that over the month.

Staff Training:

Ruth Cho and Brenda Gomez both attended the California Library Association Annual Conference in Riverside. Gomez has been attending online Lunch at the Library Community of Practice meetings and her attendance at the conference was an opportunity to meet and engage with her cohort in person. Gomez, Cho, Patty Salas, and Ann Thompson also attended a two-day HR Bootcamp workshop presented by the California Special Districts Association (CSDA). Ashley Parker has been attending the Regional Government Services Lead Worker Academy. This is part of an effort to ensure that the District's leadership team and senior employees are supported in the performance in their duties and develop the knowledge and skills to handle workplace challenges effectively. Patty Salas and I also attended a two-day Supervisory Skills for the Public Sector workshop presented by CSDA.

Programs and Services:

The Outreach Team attended several events this month including the Raymond Temple Elementary School Trunk or Treat on October 16, the District Four Fishing Derby at Ralph B. Clark Park on October 17, and the San Marino School Kick-Off Assembly for Centralia Reads on October 20. They also attended the Annual Cops & Goblins event on October 28 hosted by the Buena Park Police Department. Brenda Gomez also attended the Buena Park Collaborative meeting and the City of Buena Park's Education Committee meeting.

The Fall into Reading program had 245 new registrations and 152 completions in October, bringing our participation totals to 281 registrations and 160 completions. Participants earn incentives after reading designated numbers of books, supported through a generous toy donation from Giving Children Hope. Staff received positive feedback from families expressing appreciation for both the reading challenge and incentive prizes. The program will continue through December 23rd.

The October Name Charm Challenge had 186 participants, with 130 completing the activity. The program was made possible through the continued partnership and support of Fluffy Market.

The annual and highly popular In-N-Out Reading Challenge recorded 518 registrations and 103 completions during the month. Participants earned food rewards by meeting reading goals. Registration remains open through November 14, with reading logs accepted through November 21.

Additional Children's programs included *Word Game Night: Bananagrams* which provided children and families with an opportunity to develop literacy and critical thinking skills through interactive gameplay. *Mini Pumpkin Decorating* with approximately 60 attendees, where children created imaginative pumpkin displays inspired by popular characters; *Monster Mayhem* during which 60 monster-themed craft kits were distributed to children as take home craft kits, and a Día de los Muertos remembrance display that invited patrons to create marigolds in honor of their loved ones. There was also an origami activity, regularly scheduled story times, and the BARK reading program.



In November, the Children's Department will welcome back the popular Chess Club with Strategic Kids and *Who Stole Grandma's Pie?,* a self-directed Thanksgiving mystery activity sponsored by Polly's Pies, with a year-long pie prize awarded to the winning participant. Finally, a new five-month partnership with First 5 Orange County will begin in November. This monthly program will take place every third Wednesday following our Baby & Toddler Storytime. First 5's Kid Builder sessions will support parents by focusing on early childhood developmental milestones.

The District also provided a fun Halloween-themed experience teen program featuring mini pumpkin decorating, vintage ghost art painting, and readings from Scary Stories to Tell in the Dark by Alvin Schwartz. Teens will get together on November 17th for their annual Friendsgiving celebration to share refreshments, make fall-themed crafts, and puzzles.

Our October Hallow-READ Reading Challenge was very successful with nearly 50 adult registrations and over 70 book reviews submitted. Readers earned chances for virtual badges that led to a Grand Prize.

Our Book Club met in October to read *The Staircase in the Woods* by Chuck Wendig, a supernatural story for the spooky season. The Book Club members were ultimately disappointed in the book's underdeveloped characters, convoluted storyline, and lackluster ending. . The November Book Club meeting is November 12 at 5:00 p.m. and the selection is *Marguerite by the Lake* by Mary Dixie Carter, an atmospheric, tense novel about the death of a glamorous garden designer, a widower trying to keep his secrets buried, and the beautiful young gardener who finds herself entangled in their lives.

The Library will be closed on November 11 for Veterans Day.

Buena Park Library District
Analytical Financial Overview
For the Three Months Ended September 30, 2026

To: Board of Trustees
Buena Park Library District

From: Nazer Uddin
Senior Advisor, RGS

RE: Analytical Financial Overview — For the Three Months Ended September 30, 2026

RGS presents this overview of the District's cash-basis financial results for the three months ended September 30, 2026. The financial statements are prepared on the cash basis of accounting; accordingly, revenues are recorded when cash is received and expenditures are recorded when cash is paid. The report highlights major revenue and expenditure trends, budget-to-actual results, and factors affecting the year-to-date financial position. Interim amounts may be adjusted during preparation of the annual financial statements.

1. Overview of the Financial Statements

The attached statements compare the District's results for the three months ending September 30, 2026, with the annual budget and the same period last year. Year-to-date revenue totaled **$230,537**, expenditures totaled **$832,224**, and fund balance decreased by **$601,688**. These interim results reflect the timing of property-tax receipts, capital grant proceeds, payroll and benefit postings, renovation costs, and other expenditures that occur unevenly during the year.

2. Financial Summary

Through September 30, 2026, the District recorded **$230,537** in revenue, or **3.7% of its $6.265 million annual budget**. Expenditures totaled **$832,224**, or **6.7% of the $12.383 million annual budget**, resulting in a **$601,688 year-to-date deficit**. This amount remains well below the approximately **$6.118 million full-year budget deficit**. However, the comparison is preliminary because most property-tax receipts, capital grant proceeds, construction costs, and equipment purchases have not yet been recorded.

Financial Highlights — For the Three Months Ended September 30, 2026			
Metric	**YTD Actual**	**Budget / Prior-Year Comparison**	**Board-Level Takeaway**
Total Revenues	$230,537	3.7% of annual budget; down 26.6% year over year	Passport services were unavailable during the Library's temporary relocation, resulting in no passport application or photo fees; prior-year state grant revenue was $13,171. The $850,000 capital renovation grant has not yet been recognized.
Total Expenditures	$832,224	6.7% of annual budget; down 28.0% year over year	Results include the CalPERS unfunded accrued liability payment, the OPEB reimbursement, and relocation and occupancy costs.
Net Change in Fund Balance	($601,688)	Prior-year decrease: ($842,740)	Deficit improved by $241,053 year over year.
Capital Outlay	$57,019	0.7% of $8.553 million budget	Early project stage; spending will increase as construction begins.

3. Revenue Performance

Revenue remains concentrated in a few sources and reflects the early stage of the fiscal year.

- **Property taxes — $100,147.** Receipts equaled 2.1% of the annual budget and increased 16.4% from the prior-year period. Secured property taxes rose to $47,526 and unsecured property taxes were $37,926, partly offset by lower prior-year supplemental taxes.
- **User service charges and fees — $416.** Revenue declined 99.5% from the prior-year period because passport services were unavailable during the Library's temporary relocation, and therefore no passport application or photo fees were recorded. The District recorded $75,752 from these services in the same period last year.
- **Investment earnings — $129,050.** Earnings reached 25.3% of the annual budget and were 3.1% below the prior-year period. This remained the largest year-to-date revenue source.
- **Grants and contributions — $100.** No state grant revenue was recorded, compared with $13,171 in the prior-year period. The separately budgeted **$850,000 capital renovation grant** also had not yet been recognized.
- **Miscellaneous revenue — $824.** This unbudgeted activity was immaterial to total operations.

Total revenue declined by **$83,385** from the prior-year period, mainly because passport services were unavailable during the Library's temporary relocation and because the prior-year period included $13,171 in state grant revenue. Higher property-tax receipts partly offset the decline. The $850,000 capital renovation grant has not yet been recognized.

4. Expenditure Performance

Year-to-date expenditures totaled **$832,224**, or **6.7% of the annual budget**, and were **$324,438 lower** than in the prior-year period.

- **Salaries and wages — $387,172.** Spending equaled 22.2% of the annual budget and declined 13.6% from the prior year period. The decrease reflects deferred hiring during the renovation project and lower vacation-pay costs.
- **Employee benefits — $171,502.** Spending reached 32.9% of budget and declined 3.4% year over year. CalPERS expense totaled $124,427, including the District's unfunded accrued liability payment, while the prior year included $73,584 of net pension expense.
- **Retiree benefits — ($42,332).** The negative balance reflects an OPEB reimbursement applied against retiree health benefit expenses.
- **Professional and specialized services — $77,073.** Spending declined 53.6% from the prior year, mainly because professional-service costs decreased to $43,977 from $117,011.
- **Technology and support services — $14,571.** Spending increased 67.9% from the prior-year period, primarily because of software, web, and cloud license and support costs, including DocAccess and Cisco Cloud Calling services.
- **Utilities and facility operations — $36,062 combined.** Both categories remained below annual budget and declined significantly from the prior year, reflecting operations at the temporary location.
- **Relocation and occupancy costs — $98,226.** These non-capitalizable costs include moving, installation, and temporary occupancy activities. Year-to-date spending represents 56.5% of the $174,000 annual budget.

5. Net Change in Fund Balance

Fund balance decreased by **$601,688**, compared with an **$842,740 decrease** in the same period last year. The **$241,053 improvement** resulted from a $324,438 reduction in expenditures, partly offset by an $83,385 decline in revenue. Because of revenue collections and renovation spending vary significantly during the year, the year-to-date result should not be projected over the full fiscal year.

6. Capital and Renovation Activity

Capital outlay totaled **$57,019**, including approximately $41,640 for project management and $15,380 for architectural consulting. This represents 0.7% of the **$8.553 million annual capital budget**. No construction or equipment costs had been recorded as of September 30, 2026. The District also incurred **$98,226 in relocation and occupancy costs** associated with moving, installation, and temporary occupancy activities.

7. Board-Level Takeaways

- Revenue was below the prior-year level mainly because passport services were unavailable during the Library's temporary relocation. The **$850,000 capital renovation grant** also had not yet been recognized.
- Expenditures remained below both the prior-year level and annual appropriations. Results include the CalPERS unfunded accrued liability payment, the OPEB reimbursement, and expected relocation and occupancy costs.
- Fund balance decreased by **$601,688**, an improvement of **$241,053** from the same period last year. The larger full-year budgeted decrease primarily reflects the renovation project.
- The capital project remains in its early stages. Cash requirements will increase as construction and equipment purchases begin, with a portion funded by the capital renovation grant.

Buena Park Library District
Budget vs. Actuals
July 2026 - Sep 2026

	YTD Actual	Total Budget	Over Budget	% of Budget
40000 OPERATING REVENUES				
41100 PROPERTY TAXES				
41110 Property Taxes - Secured	$ 47,526	$ 2,376,020	-$ 2,328,494	2%
41120 Property Taxes - Unsecured	$ 37,926	$ 62,700	-$ 24,774	60%
41140 Property Taxes - Prior Year Supplemental	$ 14,694	$ 66,030	-$ 51,336	22%
41150 Pass-through Property Taxes	$ 0	$ 893,460	-$ 893,460	34%
41155 Residual Property Taxes	$ 0	$ 1,425,350	-$ 1,425,350	103%
41170 Property Taxes - Interest on Unapportioned Taxes	$ 0	$ 2,410	-$ 2,410	0%
Total 41100 PROPERTY TAXES	**$ 100,147**	**$ 4,825,970**	**-$ 4,725,823**	**2%**
41200 USER SERVICE CHARGES AND FEES				
41210 Photocopies and Printing	$ 323	$ 4,000	-$ 3,677	8%
41215 Fines and faxing services	$ 28	$ 0	$ 28	
41220 Passport Photos	$ 0	$ 15,000	-$ 15,000	0%
41230 Passport Application Services	$ 0	$ 60,000	-$ 60,000	0%
41240 Fine and Fees	$ 0	$ 0	$ 0	
41240 Merchandise Sales	$ 65	$ 0	$ 65	
41299 Return Item Chargeback	$ 0	$ 0	$ 0	
Total 41200 USER SERVICE CHARGES AND FEES	**$ 416**	**$ 79,000**	**-$ 78,584**	**1%**
41400 INVESTMENT EARNINGS				
41410 Investment Income	$ 126,701	$ 500,000	-$ 373,299	25%
41420 Saving Account Interest	$ 2,349	$ 10,000	-$ 7,651	23%
Total 41400 INVESTMENT EARNINGS	**$ 129,050**	**$ 510,000**	**-$ 380,950**	**25%**
41500 GRANT AND CONTRIBUTIONS				
41510 State Grants	$ 0	$ 850,000	-$ 850,000	0%
41520 Individual Donations	$ 100	$ 0	$ 100	
41530 Miscellaneous Donations	$ 0	$ 0	$ 0	
Total 41500 GRANT AND CONTRIBUTIONS	**$ 100**	**$ 850,000**	**-$ 849,900**	**0%**
41600 MISCELLANEOUS REVENUES				
41610 Other Revenues	$ 826	$ 0	$ 826	
41620 Refunds & Reimbursements	$ 0	$ 0		
41630 Cash Over/Short (Revenues)	-$ 2	$ 0	-$ 2	
Total 41600 MISCELLANEOUS REVENUES	**$ 824**	**$ 0**	**$ 824**	
Total 40000 OPERATING REVENUES	**$ 230,537**	**$ 6,264,970**	**-$ 6,034,433**	**4%**
Expenses				
50000 OPERATING EXPENSES				
51100 SALARIES AND WAGES				
51110 Salaries & Wages - Regular	$ 353,556	$ 1,740,190	-$ 1,386,635	20%
51115 Comp Time	$ 2,765	$ 0	$ 2,765	
51120 Salaries & Wages - Overtime	$ 0	$ 2,000	-$ 2,000	0%
51121 Vacation Pay	$ 21,850	$ 3,540	$ 18,310	617%
51122 Sick Pay	$ 9,002	$ 0	$ 9,002	
Total 51100 SALARIES AND WAGES	**$ 387,172**	**$ 1,745,730**	**-$ 1,358,558**	**22%**
51200 EMPLOYEES BENEFITS				
51210 Medical Insurance	$ 35,841	$ 176,620	-$ 140,779	20%
51211 Dental Insurance	$ 2,351	$ 9,180	-$ 6,829	26%
51214 Life/AD&D/STD/LTD Insurance	-$ 81	$ 10,120	-$ 10,201	-1%
51217 Vision Insurance	-$ 126	$ 2,240	-$ 2,366	-6%
51220 Workers' Compensation	$ 0	$ 55,673	-$ 55,673	0%
51223 FICA	$ 9,090	$ 49,210	-$ 40,120	18%
51232 CalPERS	$ 124,427	$ 217,518	-$ 93,091	57%
51238 Net Pension Expenses	$ 0	$ 0	$ 0	
Total 51200 EMPLOYEES BENEFITS	**$ 171,502**	**$ 520,561**	**-$ 349,059**	**33%**
51300 RETIREE BENEFITS				
51310 Retiree Health Benefits	-$ 42,332	$ 131,380	-$ 173,712	-32%
51347 OPEB CERBT Disbursement	$ 0	-$ 78,587	$ 78,587	0%
Total 51300 RETIREE BENEFITS	**-$ 42,332**	**$ 52,793**	**-$ 95,125**	**-80%**
51400 TRAINING				
51410 Travel and Transportation	$ 1,399	$ 9,180	-$ 7,781	15%
51420 Professional Development & Training	$ 8,477	$ 26,500	-$ 18,023	32%
51430 Professional Memberships	$ 935	$ 11,830	-$ 10,895	8%
Total 51400 TRAINING	**$ 10,812**	**$ 47,510**	**-$ 36,698**	**23%**
52100 SUPPLIES AND MINOR EQUIPMENT				
52110 General Office Supplies	$ 527	$ 4,000	-$ 3,473	13%
52113 Passport Supplies	$ 0	$ 4,000	-$ 4,000	0%
52115 Paper Products	$ 0	$ 4,000	-$ 4,000	0%
52120 Paper Products-Library Services	$ 0	$ 0	$ 0	
52125 Furniture	$ 0	$ 1,000	-$ 1,000	0%
52130 Library Cards	$ 0	$ 1,000	-$ 1,000	0%
52135 Circulation Supplies	$ 0	$ 2,000	-$ 2,000	0%
52140 Marketing	$ 0	$ 3,500	-$ 3,500	0%
52145 Signage	$ 0	$ 2,500	-$ 2,500	0%

Buena Park Library District
Budget vs. Actuals
July 2026 - Sep 2026

	YTD Actual	Total Budget	Over Budget	% of Budget
52150 Postage	$ 219	$ 16,000	-$ 15,781	1%
52155 Printer Supplies	$ 0	$ 8,000	-$ 8,000	0%
52160 Printer Supplies-Library Services	$ 540	$ 5,000	-$ 4,460	11%
52165 Supplies Reference/Children	$ 261	$ 8,000	-$ 7,739	3%
52170 Local Meeting Expenses	$ 101	$ 2,000	-$ 1,899	5%
Total 52100 SUPPLIES AND MINOR EQUIPMENT	**$ 1,649**	**$ 61,000**	**-$ 59,351**	**3%**
52200 LIBRARY MATERIALS				
52213 Books/Zip Books	$ 2,675	$ 24,000	-$ 21,325	11%
52215 Technical Services	$ 610	$ 3,000	-$ 2,390	20%
52223 Print Subscriptions	$ 0	$ 7,000	-$ 7,000	0%
52228 Media	$ 0	$ 3,000	-$ 3,000	0%
52233 Library of Things	$ 240	$ 10,000	-$ 9,760	2%
52238 Electronic Subscriptions	$ 13,891	$ 29,970	-$ 16,079	46%
52243 eBooks/Downloadable/Streaming Content	$ 0	$ 65,800	-$ 65,800	0%
52248 OCLC Fees	$ 0	$ 0	$ 0	
52268 Community Outreach Supplies (Lunch At The Library Grant)	$ 2,440	$ 12,500	-$ 10,060	20%
Total 52200 LIBRARY MATERIALS	**$ 19,857**	**$ 155,270**	**-$ 135,413**	**13%**
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	$ 0	$ 8,000	-$ 8,000	0%
53133 Children Summer Reading Program	$ 0	$ 10,000	-$ 10,000	0%
53143 Community Outreach	$ 0	$ 3,000	-$ 3,000	0%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	**$ 0**	**$ 31,000**	**-$ 31,000**	**0%**
54100 PROFESSIONAL AND SPECIALIZED SERVICES				
54110 Auditor Services	$ 9,500	$ 19,000	-$ 9,500	50%
54115 Legal Services	$ 17,844	$ 100,000	-$ 82,156	18%
54120 Professional Services	$ 43,977	$ 414,100	-$ 370,123	11%
54127 County of Orange Elections	$ 0	$ 50,880	-$ 50,880	0%
54135 LAFCO Fee	$ 0	$ 4,270	-$ 4,270	0%
54140 Employment Physical/Background	$ 0	$ 1,000	-$ 1,000	0%
54145 Payroll & Timekeeping Services	$ 1,766	$ 10,000	-$ 8,234	18%
54150 Publications & Legal Notices	$ 535	$ 2,000	-$ 1,465	27%
54155 Permits and Fees	$ 0	$ 500	-$ 500	0%
54165 Merchant Fees	$ 110	$ 5,000	-$ 4,890	2%
54170 Bank Fees	$ 3,340	$ 15,000	-$ 11,660	22%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	**$ 77,073**	**$ 621,750**	**-$ 544,677**	**12%**
54200 TECHNOLOGY AND SUPPORT SERVICES				
54215 Computer Equipment & Peripherals (<$5,000)	$ 0	$ 3,000	-$ 3,000	0%
54220 System Services Supplies	$ 0	$ 0	$ 0	
54225 Software/Web/Cloud Resources- License & Support	$ 14,571	$ 104,650	-$ 90,079	14%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	**$ 14,571**	**$ 107,650**	**-$ 93,079**	**14%**
55100 RISK MANAGEMENT AND INSURANCE				
55110 Property/Liability Insurance	$ 0	$ 76,888	-$ 76,888	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**	**$ 93,888**	**-$ 93,888**	**0%**
55200 TAXES AND ASSESSMENTS				
55210 Taxes and Assessments	$ 0	$ 9,300	-$ 9,300	0%
55215 Sales and Use Tax	$ 0	$ 8,500	-$ 8,500	0%
Total 55200 TAXES AND ASSESSMENTS	**$ 0**	**$ 17,800**	**-$ 17,800**	**0%**
56100 UTILITIES				
56110 Electric	$ 15,770	$ 80,000	-$ 64,230	20%
56115 Gas	$ 175	$ 8,000	-$ 7,825	2%
56120 Water & Sewage	$ 779	$ 5,600	-$ 4,822	14%
56125 Telecommunications Services	$ 1,357	$ 8,780	-$ 7,423	15%
56127 Internet Services	$ 169	$ 0	$ 169	
Total 56100 UTILITIES	**$ 18,249**	**$ 102,380**	**-$ 84,131**	**18%**
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE				
57110 Service Agreements	$ 417	$ 4,000	-$ 3,583	10%
57120 Postage Machine Lease	$ 0	$ 3,000	-$ 3,000	0%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	**$ 417**	**$ 7,000**	**-$ 6,583**	**6%**
57200 FACILITY OPERATIONS AND MAINTENANCE				
57210 Building Maintenance Supplies	$ 1,486	$ 500	$ 986	297%
57213 Janitorial Supplies	$ 228	$ 8,000	-$ 7,772	3%
57216 Custodial Services	$ 5,876	$ 28,920	-$ 23,044	20%
57219 Refuse Disposal Services	-$ 109	$ 10,000	-$ 10,109	-1%
57222 Electrical Services	$ 0	$ 2,500	-$ 2,500	0%
57225 Alarm System Services	$ 4,182	$ 12,000	-$ 7,818	35%
57228 HVAC Services	$ 0	$ 10,000	-$ 10,000	0%

Buena Park Library District
Budget vs. Actuals
July 2026 - Sep 2026

	YTD Actual	Total Budget	Over Budget	% of Budget
57231 Elevator Services	$ 862	$ 3,000	-$ 2,138	29%
57234 Plumbing Services	$ 0	$ 4,000	-$ 4,000	0%
57237 Landscape Services	$ 4,087	$ 6,000	-$ 1,913	68%
57240 Door Maintenance Services	$ 0	$ 0	$ 0	
57243 Pest Control Services	$ 1,000	$ 2,400	-$ 1,400	42%
57246 Other Facility Maintenance	$ 0	$ 0	$ 0	
57249 Minor Building Repairs	$ 0	$ 0	$ 0	
57252 Fire & Safety Inspections & Services	$ 200	$ 3,000	-$ 2,800	7%
57255 Health & Safety Materials & Supplies	$ 0	$ 0	$ 0	
57258 Telecommunication Services	$ 0	$ 0	$ 0	
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	**$ 17,812**	**$ 90,320**	**-$ 72,508**	**20%**
57300 FLEET/VEHICLE SERVICES				
57310 Vehicle Maintenance & Repairs	$ 140	$ 500	-$ 360	28%
57315 Outreach Van - Gasoline	$ 56	$ 300	-$ 244	19%
57320 Vehicle Supplies & Materials	$ 0	$ 200	-$ 200	0%
Total 57300 FLEET/VEHICLE SERVICES	**$ 196**	**$ 1,000**	**-$ 804**	**20%**
59100 OTHER EXPENSES				
59120 Other Miscellaneous Expense	$ 0	$ 0	$ 0	
Total 59100 OTHER EXPENSES	**$ 0**	**$ 0**	**$ 0**	
70000 CAPITAL OUTLAY AND DEPRECIATION/AMORTIZATION EXPENSES				
71110 Project Management	$ 41,640	$ 655,450	-$ 613,810	6%
71113 Architectural Consultant	$ 15,380	$ 175,700	-$ 160,320	9%
71115 Construction Services	$ 0	$ 7,454,720	-$ 7,454,720	0%
71117 Equipment Expense	$ 0	$ 267,500	-$ 267,500	0%
Total 70000 CAPITAL OUTLAY AND DEPRECIATION/AMORTIZATION EXPENSES	**$ 57,019**	**$ 8,553,370**	**-$ 8,496,351**	**1%**
75000 NON-CAPITALIZABLE EXPENSES				
75610 Relocation and Occupancy Expenses (Non-Capitalizable)	$ 98,226	$ 174,000	-$ 75,774	**56%**
Total 75000 NON-CAPITALIZABLE EXPENSES	**$ 98,226**	**$ 174,000**	**-$ 75,774**	**56%**
Total 50000/70000 EXPENSES	**$ 832,224**	**$ 12,383,022**	**-$ 11,550,798**	**7%**
NET CHANGES IN FUND BALANCE	**-$ 601,688**	**-$ 6,118,052**	**$ 5,516,364**	**10%**

Buena Park Library District
Summary of Budget vs Actuals
July 2026 - Sep 2026

	YTD Actual	Total Budget	Over Budget	% of Budget
40000 OPERATING REVENUES				
Total 41100 PROPERTY TAXES	100,147	4,825,970	(4,725,823)	2%
Total 41200 USER SERVICE CHARGES AND FEES	416	79,000	(78,584)	1%
Total 41400 INVESTMENT EARNINGS	129,050	510,000	(380,950)	25%
Total 41500 GRANT AND CONTRIBUTIONS	100	850,000	(849,900)	0%
Total 41600 MISCELLANEOUS REVENUES	824	-	824	
Total 40000 OPERATING REVENUES	**230,537**	**6,264,970**	**(6,034,433)**	**4%**
50000 OPERATING EXPENSES				
Total 51100 SALARIES AND WAGES	387,172	1,745,730	(1,358,558)	22%
Total 51200 EMPLOYEES BENEFITS	171,502	520,561	(349,059)	33%
Total 51300 RETIREE BENEFITS	(42,332)	52,793	(95,125)	-80%
Total 51400 TRAINING	10,812	47,510	(36,698)	23%
Total 52100 SUPPLIES AND MINOR EQUIPMENT	1,649	61,000	(59,351)	3%
Total 52200 LIBRARY MATERIALS	19,857	155,270	(135,413)	13%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	-	31,000	(31,000)	0%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	77,073	621,750	(544,677)	12%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	14,571	107,650	(93,079)	14%
Total 55100 RISK MANAGEMENT AND INSURANCE	-	93,888	(93,888)	0%
Total 55200 TAXES AND ASSESSMENTS	-	17,800	(17,800)	0%
Total 56100 UTILITIES	18,249	102,380	(84,131)	18%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	417	7,000	(6,583)	6%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	17,812	90,320	(72,508)	20%
Total 57300 FLEET/VEHICLE SERVICES	196	1,000	(804)	20%
Total 59100 OTHER EXPENSES	-	-	-	
Total 70000 CAPITAL OUTLAY AND DEPRECIATION/AMORTIZATION EXPENSES	57,019	8,553,370	(8,496,351)	1%
Total 50000/70000 EXPENSES	**832,224**	**12,383,022**	**(11,550,798)**	**7%**
NET CHANGES IN FUND BALANCE	**(601,688)**	**(6,118,052)**	**5,516,364**	**10%**

Buena Park Library District

Summary Statement of Revenues, Expenditures and Changes in Fund Balance

July 2026- Sep 2026

	TOTAL		
	Current Year	**Prior Year**	**% Change**
REVENUES			
Total for 41100 PROPERTY TAXES	100,147	86,026	16%
Total for 41200 USER SERVICE CHARGES AND FEES	416	80,442	-99%
Total for 41400 INVESTMENT EARNINGS	129,050	133,152	-3%
Total 41500 GRANT AND CONTRIBUTIONS	100	14,221	-99%
Total for 41600 MISCELLANEOUS REVENUES	824	82	907%
TOTAL REVENUES	**230,537**	**313,922**	**-27%**
EXPENDITURES			
Total for 51100 SALARIES AND WAGES	387,172	447,873	-14%
Total for 51200 EMPLOYEES BENEFITS	171,502	177,521	-3%
Total for 51300 RETIREE BENEFITS	-42,332	-41,188	3%
Total for 51400 RECRUTING AND TRAINING	10,812	4,552	137%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	1,649	7,806	-79%
Total for 52200 LIBRARY MATERIALS	19,857	40,305	-51%
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	0	1,810	-100%
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	77,073	166,171	-54%
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	14,571	8,677	68%
Total for 55100 RISK MANAGEMENT AND INSURANCE	0	0	
Total for 55200 TAXES AND ASSESSMENTS	0	0	
Total for 56100 UTILITIES	18,249	38,873	-53%
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	417	1,632	-74%
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	17,812	34,615	-49%
Total for 57300 FLEET/VEHICLE SERVICES	196	65	202%
Total for 59100 OTHER EXPENSES	0	0	
EXPENSES	155,245	267,950	-42%
TOTAL EXPENDITURES	**832,224**	**1,156,662**	**-28%**
NET CHANGES IN FUND BALANCE	**-601,688**	**-842,740**	**-29%**

Buena Park Library District
Detailed Statement of Revenues, Expenditures and Changes in Fund Balance
July 2026- Sep 2026

	TOTAL		
	Current Year	Prior Year	% Change
40000 REVENUES			
41100 PROPERTY TAXES			
41110 Property Taxes - Secured	47,526	15,958	198%
41120 Property Taxes - Unsecured	37,926	37,531	1%
41140 Property Taxes - Prior Year Supplemental	14,694	32,536	-55%
Total for 41100 PROPERTY TAXES	**100,147**	**86,026**	**16%**
41200 USER SERVICE CHARGES AND FEES			
41210 Photocopies and Printing	323	4,811	-93%
41215 Fines and faxing services	28	0	
41220 Passport Photos	0	19,680	-100%
41230 Passport Application Services	0	56,072	-100%
41240 Merchandise Sales	65	0	
41299 Return Item Chargeback	0	-122	-100%
Total for 41200 USER SERVICE CHARGES AND FEES	**416**	**80,442**	**-99%**
41400 INVESTMENT EARNINGS			
41410 Investment Income	126,701	130,086	-3%
41420 Saving Account Interest	2,349	3,066	-23%
Total for 41400 INVESTMENT EARNINGS	**129,050**	**133,152**	**-3%**
41500 GRANT AND CONTRIBUTIONS			
41510 State Grants	0	13,171	-100%
41515 Special Grants	0	0	
41520 Individual Donations	100	1,000	-90%
41530 Miscellaneous Donations	0	50	-100%
Total 41500 GRANT AND CONTRIBUTIONS	**100**	**14,221**	**-99%**
41600 MISCELLANEOUS REVENUES			
41610 Other Revenues	826	82	909%
41630 Cash Over/Short (Revenues)	-2	0	
Total for 41600 MISCELLANEOUS REVENUES	**824**	**82**	**907%**
TOTAL REVENUES	**230,537**	**313,922**	**-27%**
50000 EXPENDITURES			
51100 SALARIES AND WAGES			
51110 Salaries & Wages - Regular	353,556	376,109	-6%
51115 Comp Time	2,765	0	
51120 Salaries & Wages - Overtime	0	748	-100%
51121 Vacation Pay	21,850	57,453	-62%
51122 Sick Pay	9,002	13,564	-34%
Total for 51100 SALARIES AND WAGES	**387,172**	**447,873**	**-14%**
51200 EMPLOYEES BENEFITS			
51210 Medical Insurance	35,841	35,368	1%
51211 Dental Insurance	2,351	1,487	58%
51214 Life/AD&D/STD/LTD Insurance	-81	2,338	-103%
51217 Vision Insurance	-126	505	-125%
51220 Workers' Compensation	0	26,800	-100%
51223 FICA	9,090	12,297	-26%
51232 CalPERS	124,427	25,142	395%
51238 Net Pension Expenses	0	73,584	-100%
Total for 51200 EMPLOYEES BENEFITS	**171,502**	**177,521**	**-3%**
51300 RETIREE BENEFITS			
51310 Retiree Health Benefits	-42,332	-41,188	3%
51347 OPEB CERBT Disbursement	0	0	
Total for 51300 RETIREE BENEFITS	**-42,332**	**-41,188**	3%
51400 RECRUTING AND TRAINING			
51410 Travel and Transportation	1,399	159	781%
51420 Professional Development & Training	8,477	3,769	125%
51430 Professional Memberships	935	625	50%
51440 Special District Conferences	0	0	

Buena Park Library District
Detailed Statement of Revenues, Expenditures and Changes in Fund Balance
July 2026- Sep 2026

	TOTAL		
	Current Year	Prior Year	% Change
51450 CLA Conference	0	0	
Total for 51400 RECRUTING AND TRAINING	**10,812**	**4,552**	**137%**
52100 SUPPLIES AND MINOR EQUIPMENT			
52110 General Office Supplies	527	289	82%
52135 Circulation Supplies	0	175	-100%
52140 Marketing	0	0	
52145 Signage	0	114	-100%
52150 Postage	219	3,998	-95%
52155 Printer Supplies	0	1,001	-100%
52160 Printer Supplies-Library Services	540	841	-36%
52165 Supplies Reference/Children	261	250	4%
52170 Local Meeting Expenses	101	500	-80%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	**1,649**	**7,806**	**-79%**
52200 LIBRARY MATERIALS			
52213 Books/Zip Books	2,675	2,707	-1%
52215 Technical Services	610	1,908	-68%
52218 Title Source III	0	0	
52223 Print Subscriptions	0	5,472	-100%
52228 Media	0	408	-100%
52233 Library of Things	240	480	-50%
52238 Electronic Subscriptions	13,891	10,463	33%
52243 eBooks/Downloadable/Streaming Content	0	17,888	-100%
52248 OCLC Fees	0	598	-100%
52268 Community Outreach Supplies (Lunch At The Library Grant)	2,440	380	542%
Total for 52200 LIBRARY MATERIALS	**19,857**	**40,305**	**-51%**
53100 LIBRARY PROGRAM PROFESSIONAL SERVICES			
53128 Public Programs - Children & Family	0	410	-100%
53133 Children Summer Reading Program	0	1,400	-100%
53138 Multicultural Program	0	0	
53143 Community Outreach	0	0	
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	**0**	**1,810**	**-100%**
54100 PROFESSIONAL AND SPECIALIZED SERVICES			
54110 Auditor Services	9,500	9,250	3%
54115 Legal Services	17,844	28,056	-36%
54120 Professional Services	43,977	117,011	-62%
54135 LAFCO Fee	0	3,215	-100%
54140 Employment Physical/Background	0	109	-100%
54145 Payroll & Timekeeping Services	1,766	2,345	-25%
54150 Publications & Legal Notices	535	85	529%
54155 Permits and Fees	0	262	-100%
54165 Merchant Fees	110	1,324	-92%
54170 Bank Fees	3,340	4,515	-26%
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	**77,073**	**166,171**	**-54%**
54200 TECHNOLOGY AND SUPPORT SERVICES			
54215 Computer Equipment & Peripherals (<$5,000)	0	0	
54220 System Services Supplies	0	0	
54225 Software/Web/Cloud Resources- License & Support	14,571	8,677	68%
54230 Technical Services	0	0	
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	**14,571**	**8,677**	**68%**
56100 UTILITIES			
56110 Electric	15,770	31,134	-49%
56115 Gas	175	677	-74%
56120 Water & Sewage	779	1,115	-30%
56125 Telecommunications Services	1,357	5,947	-77%
56127 Internet Services	169	0	
Total for 56100 UTILITIES	**18,249**	**38,873**	**-53%**
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE			

Buena Park Library District
Detailed Statement of Revenues, Expenditures and Changes in Fund Balance
July 2026- Sep 2026

	TOTAL		
	Current Year	Prior Year	% Change
57110 Service Agreements	417	379	10%
57120 Postage Machine Lease	0	1,253	-100%
57121 Equipment Lease	0	0	
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	**417**	**1,632**	-74%
57200 FACILITY OPERATIONS AND MAINTENANCE			
57210 Building Maintenance Supplies	1,486	0	
57213 Janitorial Supplies	228	2,558	-91%
57216 Custodial Services	5,876	9,129	-36%
57219 Refuse Disposal Services	-109	2,082	-105%
57222 Electrical Services	0	260	-100%
57225 Alarm System Services	4,182	3,932	6%
57228 HVAC Services	0	2,034	-100%
57231 Elevator Services	862	3,149	-73%
57234 Plumbing Services	0	632	-100%
57237 Landscape Services	4,087	9,250	-56%
57240 Door Maintenance Services	0	0	
57243 Pest Control Services	1,000	800	25%
57252 Fire & Safety Inspections & Services	200	790	-75%
57258 Telecommunication Services	0	0	
57261 Special Building Project	0	0	
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	**17,812**	**34,615**	**-49%**
57300 FLEET/VEHICLE SERVICES			
57310 Vehicle Maintenance & Repairs	140	15	835%
57315 Outreach Van - Gasoline	56	50	12%
Total for 57300 FLEET/VEHICLE SERVICES	**196**	**65**	202%
70000 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES			
71110 Project Management	41,640	93,203	-55%
71113 Architectural Consultant	15,380	173,563	-91%
71115 Construction Services	0	1,185	-100%
75610 Relocation and Occupancy Expenses (Non-Capitalizable)	98,226	0	
Total for 70000 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES	**155,245**	**267,950**	**-42%**
TOTAL EXPENDITURES	**832,224**	**1,156,662**	**-28%**
NET CHANGES IN FUND BALANCE	**-601,688**	**-842,740**	**-29%**

BUENA PARK LIBRARY DISTRICT

TREASURER'S REPORT

September 2026

	BMO Muni Checking Disbursements	BMO Muni Checking Revenue Deposits	BofA Business Checking	BofA Interest Checking
Beginning Balance 09/01/2026	**2**	**576,319**	**115,303**	**432,023**
RECEIPTS/TRANSFERS:				
Property Tax Receipts			-	41,617
Service Fee		233	-	11
Interest				426
Other				
Transfer In from BofA Interest Checking`			250,000	
Transfer In	250,000	500,000		
	250,000	**500,233**	**250,000**	**42,054**
DISBURSEMENTS/TRANSFERS:				
Vendor Payments - Checks/ACH			156,668	
CALPERS			45,368	
ADP Payroll			98,265	
Bank/Merchant Processing fees			1,038	
Transfer To		250,000	-	250,000
	-	**250,000**	**301,339**	**250,000**
`				
Balance Per Bank 09/30/2026	**250,002**	**826,552**	**63,964**	**224,077**
Outstanding Checks		0	(14,309)	0
Deposit in Transit				
Balance Per Books 09/30/2026	**250,002**	**826,552**	**49,655**	**224,077**

RECONCILEMENT:	**Book Balance**	**Bank Balance**
Bank of America Business Checking - Operating Account	$49,655	$63,964
Bank of America Public Funds Interest Account - Revenues Account	$224,077	$224,077
BMO Muni Checking- Revenue Deposits	$826,552	$826,552
BMO Muni Checking- Cash Disbursements	$250,002	$250,002
CLASS	$11,387,299	$11,387,299
CAMP	$1,330,810	$1,330,810
Outstanding Transactions		-$14,309
TOTAL LIQUIDITY BALANCE as of 09/30/2026	**$14,068,396**	**$14,068,396**

I hereby certify that the foregoing report accurately presents all cash and investment holdings of the Buena Park Library District and that such investments are in full compliance with the applicable provisions of the State of California Government Code and the District's Investment Policy. As Treasurer of the Buena Park Library District, I further certify that the District maintains sufficient investment liquidity and projected revenues to meet all anticipated expenditures for the next six months.



Treasurer

Signed Date: 10/27/2026

Secretary

Signed Date:

BUENA PARK Library District

Agenda Item 16

Date: November 3, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Approval of Amendment No. 2. To Agreement for Architectural Services by and between Buena Park Library District and LPA, Inc. for the Library Renovation Project.

Recommended Action:

1) Approve Amendment No. 2. To Agreement for Architectural Services by and between Buena Park Library District and LPA, Inc. for the Library Renovation Project
2) Authorize the Library Director to execute the agreement

Background:

The District previously entered into an agreement with LPA, Inc ("Architect") for architectural services for the Library Renovation Project beginning in August 2024 and the parties amended the agreement in May 2025. During the course of the project, a desire to clarify certain aspects of the architect's services under the existing agreement arose. To address the points of clarification, staff and the District's legal counsel engaged in discussions with the architect and their respective legal representatives to reach a mutually acceptable understanding of the services provided.

Discussion:

Following numerous discussions and negotiations between District staff, the architect, and their respective legal representatives, the parties are proposing an amendment intended to clarify a specific aspect of the architect's responsibilities and services related to the scope of the project.

The proposed amendment is non-monetary and does not provide for an adjustment to the compensation under the existing agreement. Its purpose clarifies the parties understanding that the scope is limited to mitigation as opposed to remediation of water intrusion and that design plans are subject to the District's limited project budget. The amendment provides clarity and a common understanding of the services provided by the architect.

Recommendation:

Staff recommends approval of the amendment and considers it a clarification of services.

Fiscal Impact:

The proposed amendment is non-monetary and does not change the compensation established under the existing agreement. There is no fiscal impact.

Exhibit:
Amendment No. 2 To Agreement for Architectural Services By And Between Buena Park Library District And LPA, Inc. For The Library Renovation Project

AMENDMENT NO. 2 TO AGREEMENT FOR ARCHITECTURAL SERVICES

BY AND BETWEEN

BUENA PARK LIBRARY DISTRICT AND LPA, INC.

FOR THE LIBRARY RENOVATION PROJECT

This Amendment No. 2 to the Agreement for Architectural Services ("Amendment") is made and entered into as of _____ __, 2026 ("Effective Date") by and between the Buena Park Library District ("District") and LPA, Inc. ("Architect") (collectively, the "Parties") as follows:

RECITALS

WHEREAS, the Parties entered into an Agreement for Architectural Services ("Agreement"), dated August 16, 2024, for the Library Renovation Project ("Project").

WHEREAS, the Parties previously entered into Amendment No. 1 to the Agreement, dated May 6, 2025, to increase the not-to-exceed fee under the Agreement from Seven Hundred Eleven Thousand Dollars ($711,000.00) to One Million One Hundred Twenty-One Thousand Dollars ($1,121,000.00).

WHEREAS, the Parties now desire to further amend and supplement the Agreement to reflect that, based on the Project budget, the District has decided to limit the Project scope in certain areas to mitigation, as opposed to full remediation.

NOW, THEREFORE, the Parties do hereby mutually agree as follows:

TERMS

Section I. Amendments of Agreement.

1. The first Recital on page 1 of the Agreement is hereby amended and replaced with the following:

> **WHEREAS**, the District desires to engage the services of the Architect to provide professional architectural design, planning, and related services for the project more fully described as the "Library Renovation Project" including but not limited to mitigation (as opposed to remediation) of water intrusion in the basement and mitigative repairs (as opposed to remediation) to the dewatering system and sanitary sewer, located at 7150 La Palma Avenue, Buena Park, California, United States (hereinafter the "Project");

2. In Section 3.2, regarding key personnel, the scope description for Simpson Gumpertz & Heger (SGH) is hereby amended by replacing "Waterproofing" with "Water Intrusion Mitigation."

3. In Exhibit A (Scope of Services) the introductory paragraph on page A-1 is hereby amended and replaced with the following:

> Architect shall provide Architectural & Engineering (A&E) Services for the **Library Renovation Project** ("Project") on the

basis of a design-bid-build delivery. Architect shall provide complete architectural and related engineering documents necessary for construction, including drawings, details, and specifications as well as construction administration support through delivery. These plans are subject to the District's limited project budget and direction and shall take into account the expected uses, existing/modified fixtures and utilities, site considerations, visual appeal, environmental sustainability, and impacts of construction. Architect shall prepare, submit, and secure all necessary permits and regulatory approvals to obtain a City building permit.

4. Subparts (l) and (m) of Section B(7) of Exhibit A are hereby amended and replaced with the following:

> l. Mitigate (meaning measures that reduce the severity or seriousness of a condition) accessibility non-compliance to the extent feasible by existing conditions and Project budget.
>
> m. Mitigate (meaning measures that reduce the severity or seriousness of a condition) water intrusion to the extent feasible by existing conditions and Project budget.

Section II. All Other Provisions Reaffirmed.

All other provisions of the Agreement shall remain in full force and effect and are hereby reaffirmed. If there is any conflict between this Amendment and any provision of the Agreement or any prior amendment, the provisions of this Amendment shall control. All capitalized terms used in this Amendment (including the recitals), but not defined herein, shall have the respective meanings given to them in the Agreement.

***

IN WITNESS WHEREOF, the Parties have caused this Amendment to the Agreement to be executed by their respective officers who are duly authorized, as of the Effective Date.

Dated: _____ __, 2026	Dated: _____ __, 2026
Buena Park Library District	**LPA, Inc.**
By: _____	By: _____
Name: Helen Medina	Name: _____
Title: Library Director	Title: _____

BUENA PARK Library District

Agenda Item 17

Date: November 3, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Approve the Agreement for Professional Services with Dannis Woliver Kelley

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Recommended Action:

1) Approval of two-year professional services agreement with Dannis Woliver Kelley; and
2) Authorize the Library Director to execute the agreement

Background:

The District currently uses Dannis Woliver Kelley Attorneys at Law (DWK) for legal services on an as-needed basis and is billed hourly based on actual services provided. DWK has provided updated rates for a two-year term, as outlined in the attached Professional Services Agreement. The District currently has several open issues with DWK and anticipates the continued use of DWK's expertise in a variety of areas.

The District had a two-year agreement with DWK, whose rates expired in July. The rates had been stable since 2024. The new agreement reflects an increase of up to 7% for the top end attorneys.

Discussion:

Dannis Woliver Kelley is a full-service law firm that has reliability provided legal services to the District for a variety of legal matters including our ongoing construction project, recent lease financing, personnel and employment matters, policy updates and review, contract and purchase order assistance, and navigation of complex issues with third parties. Continued engagement allows the District to benefit from an established working relationship, institutional knowledge, and continuity and efficiency in legal services.

Recommendation:

Approve the Professional Services Agreement with Dannis Woliver Kelley at the time and materials fees specified in the agreement.

Fiscal Impact:

Approval of the agreement will result in expenditures at the time and materials fees specified in the agreement, already appropriated in the District's approved FY 26/27 Budget.

Exhibit:

Agreement for Professional Services by and between the Buena Park Library District and Dannis Woliver Kelley dated October 6, 2026

DWK
DANNIS WOLIVER KELLEY
Attorneys at Law

SUE ANN SALMON EVANS
Attorney at Law
sevans@DWKesq.com

Long Beach

SAN FRANCISCO
200 California Street
Suite 400
San Francisco, CA 94111
TEL 415.543.4111
FAX 415.543.4384

LONG BEACH
444 W. Ocean Blvd.
Suite 1750
Long Beach, CA 90802
TEL 562.366.8500
FAX 562.366.8505

SAN DIEGO
750 B Street
Suite 2600
San Diego, CA 92101
TEL 619.595.0202
FAX 619.702.6202

CHICO
2485 Notre Dame Blvd.
Suite 370-A
Chico, CA 95928
TEL 530.343.3334
FAX 530.924.4784

SACRAMENTO
555 Capitol Mall
Suite 645
Sacramento, CA 95814
TEL 916.978.4040
FAX 916.978.4039

EAST BAY
2087 Addison Street
2nd Floor
Berkeley, CA 94704
TEL 510.345.6000
FAX 510.345.6100

FRESNO
1690 W. Shaw Avenue
Suite 220
Fresno, CA 93711
TEL 559.388.5802
FAX 559.388.5803

www.DWKesq.com

October 6, 2026

VIA EMAIL

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

Re: 2026-2028 Agreement for Professional Services

Dear Ms. Medina:

Dannis Woliver Kelley (DWK) is honored to serve as your trusted legal counsel. We stand with you to support your core mission of educating and preparing children and young adults to be responsible, mindful citizens. We are especially pleased to share that 2026 marks DWK's 50th Anniversary as California's leading education law firm! This milestone belongs not just to us but also to you: the clients, educators, and leaders who have trusted us with your mission for five decades.

Our current Agreement for Professional Services expired on June 30, 2026. Attached is our proposed Agreement for the 2026–2027 and 2027–2028 school years. Our rate ranges have remained unchanged since 2024. Under the attached Agreement, the top end of our attorney classification rate ranges will increase by up to seven percent (7%). One attorney's rate, Gregory Dannis, will increase by three percent (3%) for the 2026–2027 school year and by an additional five percent (5%) for the 2027–2028 school year. Non-attorney rates, including law clerk and paralegal rates, will also increase.

We agree to maintain these rate ranges for the full two-year term of the Agreement, meaning there will be no changes to the billing ranges during that period. Individual attorney and non-attorney hourly rates, however, may be adjusted within the approved ranges during the term of the Agreement.

Once the Agreement is approved by the governing board, please sign it, insert the date of Board approval and return to the undersigned via email.

We look forward to continuing to serve you in the coming school years and to building on our mutually rewarding partnership. We also hope to see you at one of the many educational and social events we have planned in 2026. Whether you connect with us in a convention hall, a digital classroom, or elsewhere, you can expect a little extra "Golden Anniversary" spirit throughout the year.

Best regards,

SASE:rb

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into on October 6, 2026, by and between the Buena Park Library District, hereinafter referred to as District, and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as Attorney.

In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

SCOPE OF SERVICES. District appoints Attorney to represent, advise, and counsel it from July 1, 2026, through and including June 30, 2028, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of governing board action approving this Agreement are hereby ratified by said governing board approval.

Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice. Nothing in this Agreement and nothing in Attorney's statements to District should be construed as a promise or guarantee about the outcome of any matter.

DISTRICT DUTIES. District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, ensure access for Attorney to communicate with the District's governing board as appropriate, perform the obligations it has agreed to perform under this Agreement and pay Attorney bills in a timely manner.

FEES AND BILLING PRACTICES. Except as hereinafter provided, District agrees to pay Attorney at the following hourly rates: two hundred seventy-five dollars ($275) to four hundred twenty dollars ($420) for Shareholders and Of Counsel; two hundred fifty-five dollars ($255) to three hundred thirty-five dollars ($335) for Special Counsel; two hundred five dollars ($205) to two hundred ninety-five dollars ($295) for Associates; one hundred forty dollars ($140) to two hundred five dollars ($205) for Law Clerks (up to $245 if licensed in another state); one hundred forty dollars ($140) to two hundred thirty dollars ($230) per hour for Paralegals; two hundred five dollars ($205) to three hundred thirty-five dollars ($335) for Legal Investigations Specialists; and four hundred fifteen dollars ($415) to four hundred ninety-five dollars ($495) for Shareholder Emeritus. Rates for individual attorneys, paralegals, law clerks, and legal investigations specialists may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services to be provided with the exception of Greg Dannis whose hourly rate shall be $500 for the 2026–2027 school year and $525 for the 2027–2028 school year.

Agreements for fees for legal services at other than the hourly rates set forth above may be made by mutual agreement for special projects, particular scopes of work, or for attorneys with specialized skills. The rates specified in this Agreement are subject to change at any time by Attorney following written notice to District and shall apply to all services rendered after such notice is given.

Time is billed in minimum increments of one-tenth (.1) of an hour, except the first entry for any day will be billed at a minimum of three-tenths (.3) of an hour. Actual travel time and time spent attending in-person or remote meetings is charged at the rates above. In the course of travel for a District matter, or while attending meetings with or for District, it may be necessary for Attorney to concurrently work for and bill other clients. If, during the course of representation of District, an insurance or other entity assumes responsibility for payment of all or partial fees of Attorney on a particular case or matter, District shall remain responsible for the difference between fees paid by the other entity and Attorney's hourly rates as specified in this Agreement unless otherwise agreed by the District and Attorney.

OTHER CHARGES. District agrees to reimburse Attorney for actual and necessary expenses and costs with respect to providing the above services, including support services such as copying charges (charged at $0.10 per page), postage (only charged if in excess of

$1.00), and computerized legal research and electronic record storage and review platforms (i.e., Westlaw, e-discovery). District agrees that such actual and necessary expenses may vary according to special circumstances necessitated by request of District or emergency conditions which occasionally arise. Such expenses shall be provided at cost unless otherwise specified. Any discount received on such services is passed along to District by Attorney.

District further agrees to pay third parties, indirectly through Attorney, for other costs and expenses including, but not limited to, costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrators' fees, court reporters' fees, jury fees, witness fees, investigation expenses, consultants' fees, and expert witness fees. District will reimburse Attorney for such costs or may, upon agreement of District and Attorney, advance payment to Attorney for such costs and expenses.

Occasionally Attorney may provide District officials and/or employees with food or meals at Attorney-sponsored trainings or when working with District officials and/or employees. Attorney may provide such food or meals without additional charge in exchange for the consideration provided by the District under this Agreement.

BILLING STATEMENT. Attorney shall send District a statement for fees and costs every calendar month. Attorney's statements shall clearly state the basis thereof, including the amount, rate and basis for calculations or other methods of determination of Attorney's fees. Upon District's request for additional statement information, Attorney shall provide a bill to District no later than ten (10) days following the request. District is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request. District shall pay Attorney's statements within thirty (30) days after each statement's date pursuant to the payment instructions provided on Attorneys' invoice.

ARBITRATION OF FEE DISPUTE. In order to avoid litigation in the event of any dispute concerning billings, it is agreed that any such dispute shall be submitted exclusively to binding arbitration before the American Arbitration Association. The arbitrator shall determine the rights and obligations of District and Attorney according to the substantive and procedural laws of California. District acknowledges that by agreeing to arbitration, District is giving up the right to a jury trial. Judgement on any arbitration award may be entered by any court of competent jurisdiction.

INDEPENDENT CONTRACTOR. It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District. Attorney does not anticipate that in the course and scope of performing legal services it will have any interaction with any pupil that is not under the immediate supervision and control of a District employee or a pupil's parent or guardian. If District requests legal services in which Attorney will have unsupervised interaction with pupils, Attorney will comply with any applicable fingerprinting, background check, vaccine, or testing requirements.

CONSENT TO USE OF ELECTRONIC COMMUNICATION, GENERATIVE ARTIFICIAL INTELLIGENCE (AI) AND CLOUD SERVICES. To provide District with efficient and convenient legal services, Attorney will communicate and transmit documents using electronic communication services. Because electronic communication continues to evolve, there may be risks in communicating in this manner, including risks related to confidentiality and security. By entering into this Agreement, District is consenting to such use of electronic communication services with District and District's representatives and agents. In addition, Attorney uses cloud computing services with servers located in a facility other than Attorney's office. Most of Attorney's electronic data, including emails and documents, are stored in this manner. By entering into this Agreement, District understands and consents to having communications, documents and information pertinent to the District's matters stored through such cloud-based services. The Firm may also utilize Generative AI tools to facilitate certain legal services. Such tools are used solely as aids and do not replace legal judgment. The Firm will follow applicable confidentiality

standards where Client data is processed by third-party AI providers. By entering into this Agreement, District is consenting to such use of the tools identified herein.

FILE RETENTION. Attorney will retain files related to representation of District for a minimum period of seven (7) years after the conclusion of the Attorney's services for District. During this period, Attorney may retain such files exclusively in digital format and may destroy original paper documents provided by the District after they are digitized unless the District requests the return of originals in writing. At the expiration of the seven (7)-year period, Attorney may destroy such files, including paper or digital copies, unless District notifies Attorney in writing that District wishes to take possession of them. Attorney agrees to provide a digital copy of all files related to representation of District upon District's request, excluding Attorney's internal files (e.g., administrative records and attorney work product, including drafts, notes, internal memoranda, and research prepared for Attorney's internal use) which are the Attorney's property.

PRIVACY NOTICE OF COLLECTION OF PERSONAL INFORMATION. Attorney respects the District's privacy and aims to be transparent with District. For this reason, Attorney has adopted a privacy policy that describes all the information Attorney collects from or about District employees in the course of providing the District with legal services, as well as how Attorney uses this information and how long Attorney will retain it. Attorney's privacy policy, which also describes the District's rights as a consumer under applicable law, is accessible on Attorney's website at https://www.dwkesq.com/ccpa/. The terms and disclosures of this privacy policy are incorporated herein, and the signature on the agreement below confirms that District has read or will read Attorney's privacy policy. If the District has any questions regarding Attorney's privacy policy or its rights, the District should email Attorney at DataSecurity@dwkesq.com.

CONFLICT OF INTEREST. In some situations, where Attorney has relationships with other entities, the Rules of Professional Conduct and Business & Professions Code may require Attorney to provide disclosure or to obtain informed written consent before it can provide legal services for a client. Attorney represents many school and community college districts, county offices of education, joint powers authorities, SELPAs and other entities throughout California. The statutory and regulatory structure of the provision of education services results in many ways in which these entities interact which could result in a conflict between the interests of more than one of Attorney's clients. If Attorney becomes aware of a specific conflict of interest involving District, Attorney will comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

TERMINATION OF CONTRACT. District or Attorney may terminate this Agreement by giving reasonable written notice of termination to the other party.

COUNTERPARTS. This Agreement may be executed in duplicate originals, including facsimiles, each of which shall fully bind each party as if all had signed the same copy. Electronic copies of signatures shall be treated as originals for all purposes.

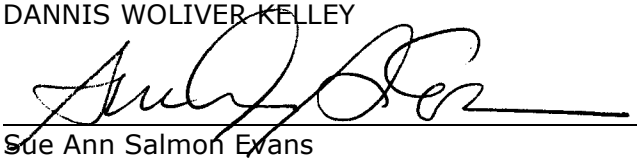
IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Professional Services.

BUENA PARK LIBRARY DISTRICT

Helen Medina
Library Director

Date

DANNIS WOLIVER KELLEY



Sue Ann Salmon Evans
Attorney at Law

October 6, 2026
Date

At its public meeting of_____, 2026, the District's governing board approved this Agreement and authorized the Board President, Superintendent or Designee to execute this Agreement.

BUENA PARK Library District

Staff Report- Agenda Item 18

Date: November 3, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: 2027 Operating Hours and Holidays

Recommended Action:
Agenda Item 18 Adopt Resolution 2026-24 establishing Operating Hours and Holidays for Calendar Year 2027

Background:

The Board of Library Trustees establishes the District's operating hours in accordance with California Education Code § 19654. The District's regular operating hours and approved holidays are as follows:

Regular Operating Hours:

Monday-Thursday	10:00 a.m. to 8:00 p.m.
Friday-Saturday	10:00 a.m. to 5:00 p.m.
Sunday	Closed

Approved Holidays:

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve Day

Discussion:

Full-time employees are compensated with paid holidays for the above-mentioned days if they fall on a work day, or a different day off within the work week if the holiday falls on their regularly scheduled day off. Part-time employees do not receive holiday benefits.

The current regular operating hours allow the District to serve the diverse needs of our community and offer library programs and services throughout different times of day. Modifications to operating hours around holidays and additional Saturday and Monday closures are necessary due to Friday and Saturday holidays to accommodate leave requests and liabilities since the District does not operate on a Monday-Friday schedule.

Recommendation:

Library Closures and Modified Hours:

Occasion	Date	Operating Hours
New Year's Day*	Friday, January 1, 2027	Closed
Saturday after Friday Holiday	Saturday, January 2, 2027	Closed
Martin Luther King Jr. Day*	Monday, January 18, 2027	Closed
Presidents' Day*	Monday, February 15, 2027	Closed
Memorial Day*	Monday, May 31, 2027	Closed
Independence Day* (Observed)	Monday, July 5, 2027	Closed
Labor Day*	Monday, September 6, 2027	Closed
Veterans Day*	Thursday, November 11, 2027	Closed
Modified Hours	Wednesday, November 24, 2027	10:00 a.m.-5:00 p.m.
Thanksgiving Day*	Thursday, November 25, 2027	Closed
Day after Thanksgiving*	Friday, November 26, 2027	Closed
Saturday after Friday Holiday	Saturday, November 27, 2027	Closed
Christmas Eve*	Friday, December 24, 2027	Closed
Christmas Day*	Saturday, December 25, 2026	Closed
Monday after Weekend Holiday	Monday, December 27, 2027	Closed
Modified Hours	Tuesday, December 28, 2027	10:00 a.m.-5:00 p.m.
Modified Hours	Wednesday, December 29, 2027	10:00 a.m.-5:00 p.m.
Modified Hours	Thursday, December 30, 2027	10:00 a.m.-5:00 p.m.
New Year's Eve Day*	Friday, December 31, 2027	Closed
New Year's Day *	Saturday, January 1, 2028	Closed
Monday after Weekend Holiday	Monday, January 3, 2028	Closed

Fiscal Impact:

There is no fiscal impact associated with this item.

Attachments:

Exhibit A: Resolution 2026-24 Establishing Operating Hours and Holiday Closures for Calendar Year 2027

BUENA PARK LIBRARY DISTRICT
RESOLUTION NO. 2026-24

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY ESTABLISHING OPERATING HOURS AND HOLIDAY CLOSURES FOR CALENDAR YEAR 2027

WHEREAS, the Board of Trustees ("Board") of the Buena Park Library District ("District") shall designate the hours during which the library shall be open for the use of the public; and

WHEREAS, the Board has reviewed the proposed library operating hours and scheduled closures for the calendar year 2027; and

WHEREAS, the Board finds that establishing an annual scheduled of operating hours and closures supports effective library operations, staff planning, and awareness of library services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Buena Park Library District hereby approves the library operating hours and scheduled closures for the calendar year 2027 as presented and attached hereto as Exhibit "A;" and

BE IT FURTHER RESOLVED that the Library Director is authorized to carry out and comply with the terms and intent of this resolution and authorized to make any necessary temporary changes required for the safe and effective management of the District.

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Trustees of the Buena Park Library District at the meeting held on November 3, 2026, passed by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

By: _____

Brenda Estrada, President

ATTEST:_____

Christian Quintero, Secretary

BUENA PARK Library District

2027 Operating Hours and Holiday Closures

Regular Operating Hours:

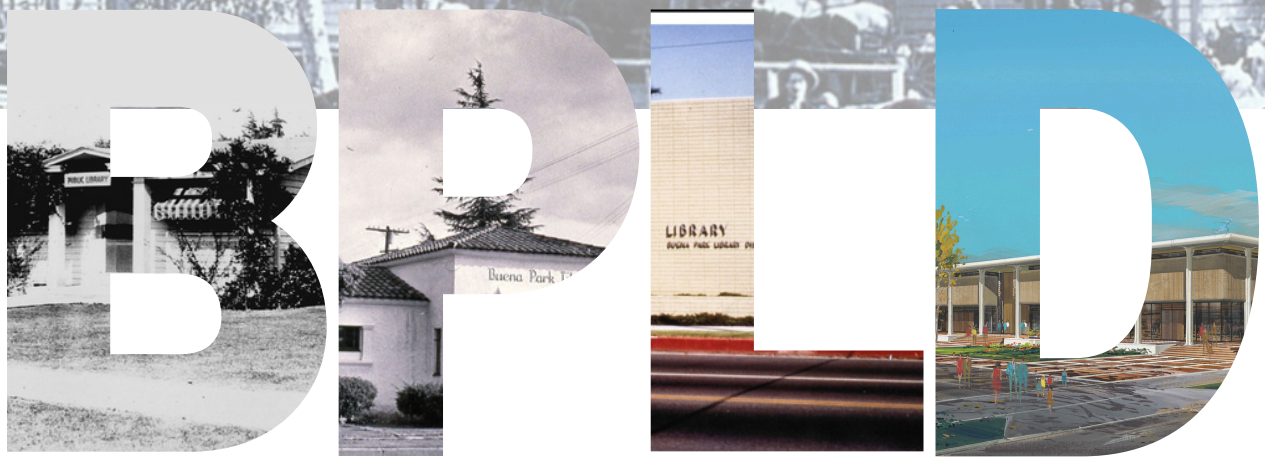
Day	Operating Hours
Monday-Thursday	10:00 a.m. to 8:00 p.m.
Friday-Saturday	10:00 a.m. to 5:00 p.m.
Sunday	Closed

Library Closures and Modified Hours:

Occasion	Date	Operating Hours
New Year's Day*	Friday, January 1, 2027	Closed
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*Indicates approved holidays for eligible employees





2025-2026 Annual Report

BUENA PARK Library District

OUR MISSION & VISION

Mission: *The Buena Park Library is committed to providing free and equal access to information, programs, and services to educate, entertain, and enrich the lives of our diverse community.*

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

Board of Library Trustees

Brenda Estrada	*President*
Richard Rams	*President Pro Tem*
Christian Quintero	*Secretary*
L. Carole Jensen	*Trustee*
Rudy Solorzano	*Trustee*



A MESSAGE FROM THE DIRECTOR

As we look back on 2025–2026, I am proud of all we accomplished together and deeply grateful for the continued support of our community.

This past year was a time of progress, preparation, and exciting change. We took significant steps forward on our Library Renovation Project, an investment that will create a more welcoming, accessible, and flexible library for generations to come. We advanced the project through design and planning and were grateful to secure $850,000 in federal funding to support this important work.

While preparing for the renovation, our most important priority has continued to be serving our community. Throughout the year, the Buena Park Library has continued to offer story times, reading programs, educational activities, and special events that brought children, families, and neighbors together. Programs such as Coloring with a Cop and Lunch at the Library helped strengthen our connections throughout Buena Park.

None of this would have been possible without our dedicated staff. Throughout a year of significant planning and transition, our team remained focused on providing welcoming, helpful service and creating meaningful experiences for our patrons. Their commitment and flexibility have been especially important as we prepare for this next chapter.

As we begin 2026–2027, we are entering an exciting new chapter. The library has temporarily relocated to the Walter Knott Education Center while construction gets underway. Although our space and some services look different during this transition, our commitment to the community remains the same. We will continue providing opportunities to read, learn, connect, and discover while we work toward an exciting new facility.

At its heart, this project is about our community. The improvements we are making will help ensure that the Buena Park Library remains a vibrant and welcoming place for everyone. We know that construction and temporary relocation will require patience and flexibility, and we sincerely appreciate your understanding and support during this time. Every step brings us closer to a renewed library that we can all be proud of.

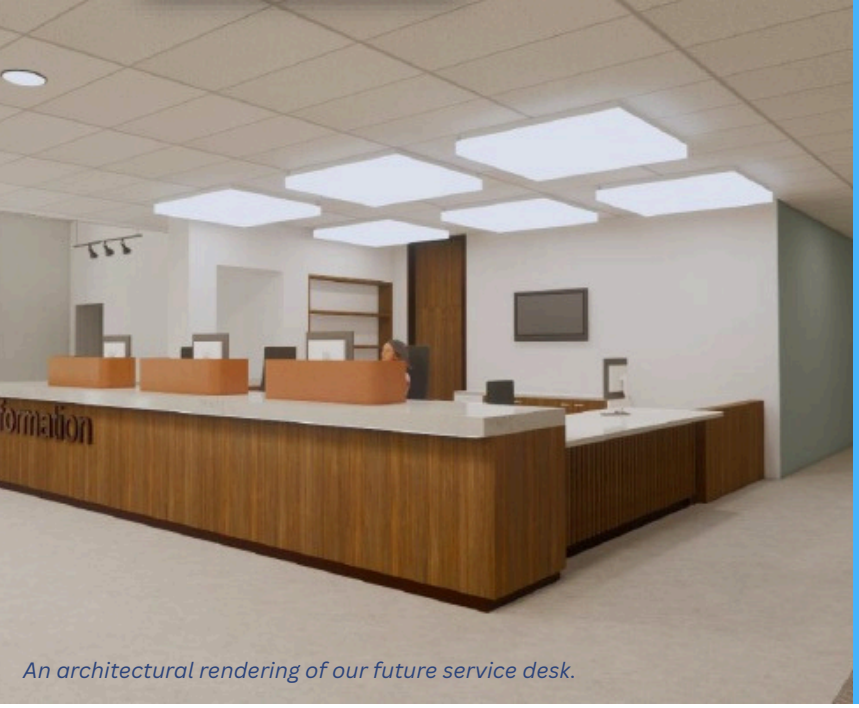
Thank you to our patrons, staff, volunteers, community partners, and supporters for making the Buena Park Library such a special part of our community. We are grateful to be on this journey with you, and we look forward to opening the doors to a renewed Buena Park Library and welcoming our community home.

Warm Regards,

Helen Medina

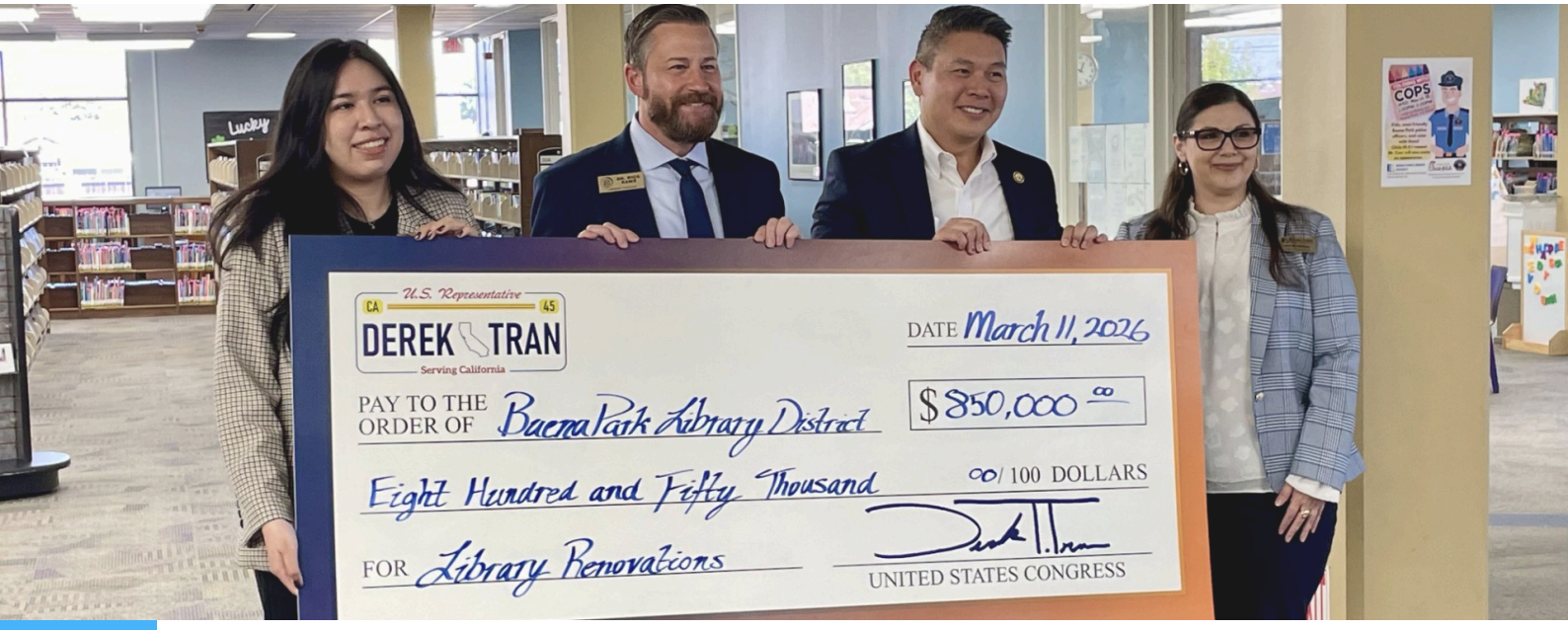
Library Director





An architectural rendering of our future service desk.

YEAR AT A GLANCE



Congressman Derek Tran presents the District with a $850,000 check from federal funds to help perform critical facility upgrades.

BUENA PARK Library District

2025 2026 Library Services Report

131,728
Total Library Visits

154,372
Physical Items Checked Out

42,101
Total eMaterials Checked Out

Programming

3,551
Attended children's programs

3,748
Attended all-ages programs

347
Attended teen programs

Connections

124,727
Website Visits

105,954
Social Media Views

Outreach

46
Outreach Events

3,415
Individuals Attended

26/2,948
School Partnership Events/Attendees

Volunteers

1,090
Volunteer Hours Contributed

55
Individuals Volunteered

$43,753
Value of Volunteer Time



PROGRAM HIGHLIGHTS

- Author Talk with Carolyn Huynh
- BARK Therapy Dogs
- Lunch at the Library and Centralia School District Partnership
- Story Time







PROGRAM HIGHLIGHT:
Author Talk with Carolyn Huynh



Overview:

The library welcomed local author Carolyn Huynh for an Author Talk celebrating the release of her new novel, *The Family Recipe*. Huynh, whose debut novel *The Fortunes of Jaded Women* earned wide acclaim, spoke candidly with attendees about the journey behind her latest book, including the challenges of writing a second novel after a successful first one. She also shared an inside look at the process of having *The Fortunes of Jaded Women* adapted for television, offering the audience a rare glimpse into how a story moves from the page to the screen. The event concluded with an opportunity for attendees to ask questions and speak with the author directly.



Audience:

Adults and teens



Community Impact:

Hosting a local author showed our patrons that the stories found on library shelves can come from people who may share their experiences and backgrounds. Huynh's honesty about the writing process resonated with members of the audience, offering both encouragement and practical insight into the realities of a creative career. Her reflections on bringing her work to television sparked a lively conversation and gave attendees a deeper appreciation for the many forms storytelling can take. Events like this one connect readers and writers, celebrate local talent, and inspire community members to pursue their own creative endeavors.

PROGRAM HIGHLIGHT:
BARK Therapy Dogs







Overview:

Each month, the library hosts BARK, a therapy dog program that brings four gentle, specially trained dogs and their dedicated volunteer handlers to visit with children and families. Participants of all ages, from young children through high school students, gather at the library to read aloud to one of the BARK dogs: Annabelle, Falkor, Gracie, or Rocket. BARK offers a relaxed, judgment-free audience for children who find reading difficult or stressful. BARK volunteers also bring remarkable patience to every library visit and encourage hesitant readers by celebrating their progress. Beyond reading support, the handlers teach both children and adults how to interact with dogs safely and respectfully, including how to introduce themselves to a dog, recognize their comfort level, and approach animals with patience and care.



Audience:

Kids, teens and their families.



Community Impact:

Our BARK events help children build reading confidence in a setting where there is no pressure to perform. By reading to a calm and attentive dog, young readers practice at their own pace. Staff report that many who arrive reluctant to read aloud leave eager to return the following month. The BARK program also teaches lasting lessons in empathy, gentleness, and responsible behavior around animals, skills that benefit children and adults alike. Equally important, BARK serves as a welcoming introduction to the library itself. Families who first visit for the therapy dogs discover the full range of library services, and many go on to become regular patrons, returning for books, programs, and resources long after their first visit with the dogs.



PROGRAM HIGHLIGHT:

Lunch at the Library & Partnership with Centralia Elementary School District - Year 4

Overview:

Summer 2026 marked our fourth year of Lunch at the Library and our partnership with Centralia Elementary School District (CESD). Over the past four summers, the program has grown into a dependable part of our community's summer, and families now plan their June visits to the library around it. CESD once again served free, nutritious lunches to children and teens. With continued funding from the California State Library we were able to pair each meal with library programming and information about local resources. Beyond meeting an immediate need, the program helps us continue to welcome new families into the library, many of whom leave with library cards, borrowed materials, and connections to services they had not known were available.



Audience:

Kids, teens and their families.



Community Impact:

For many local children, the end of the school year means the end of reliable daily meals. Lunch at the Library continues to help close that gap by offering free, healthy food in a familiar setting that people know and trust. Each summer, the library serves as more than a meal site. It also serves as a place where parents and caregivers can learn about additional services that support their family's health and wellbeing. This ongoing partnership with CESD reflects the library's lasting commitment to our partnerships that address real needs in our community.

PROGRAM HIGHLIGHT:
Story Time



Overview:

This year, the library expanded its story time schedule from four to five weekly programs, giving families more opportunities to visit and participate. Baby and Toddler story time continues offering our youngest patrons an introduction to early literacy through songs, rhymes, and play. Spanish/English bilingual story time, and Family story time welcomes children of all ages. Our Korean/ English bilingual story time celebrates another language widely spoken in our community. Pajama story time, an evening program invites families to wind down together before bedtime.

Audience:

Kids, babies, and toddlers, parents, grandparents, and caregivers.



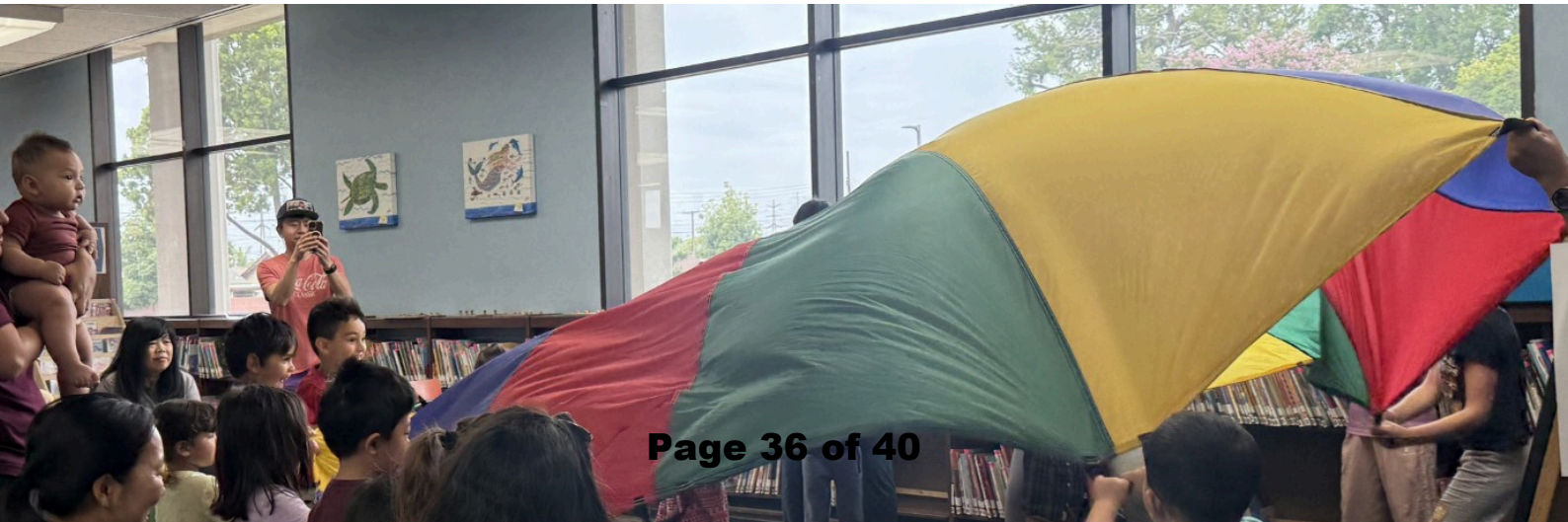
Community Impact:

In 2025–2026, story time remained the library's most well-loved program. Many families build story time into their weekly routines. Some families attend more than one story time per week, allowing library staff to build rapport and relationships with the children and caregivers of our community over time. For many parents and caregivers, these gatherings offer a regular source of connection, and a chance to build friendships that continue beyond the library. Our Spanish and Korean bilingual story times provide children and families with a time to connect to their native languages, cultures, and traditions. Some families make the drive from beyond our city limits to attend, and instill in little ones knowledge of and love for their native cultures. Together, all these programs give children a joyful place to hear stories, sing, move, make friends, and build the early literacy skills that prepare them for school.



PARTNERS & COLLABORATIONS

Thank you to our partners: America On Track, American Red Cross, Angels Baseball, BARK, Broken Yolk Cafe, Buena Park Police Department, Buena Park School District, California State Library, Centralia Elementary School Distict, Chick-Fil-A, City of Buena Park, Fluffy Market, Giving Children Hope, In-N-Out, John's Incredible Pizza, Kawaii Klaws, Kitsch, Knott's Berry Farm, Milkita USA, Nobibi, OC Registrar of Voters, OC Workforce Solutions, Orange County Soccer Club, Orange County Fire Authority, The Old Spaghetti Factory, The Original Rainbow Cone, Panda Express, Pirates Dinner Adventure, PlayPie, Raising Cane's, Rock & Brews, Six Flags Magic Mountain, and Toys for Tots.

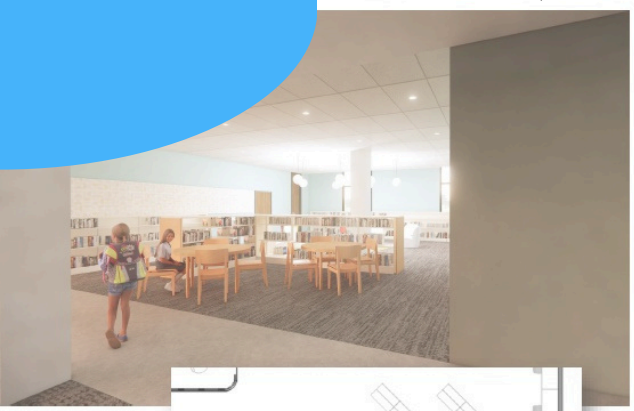


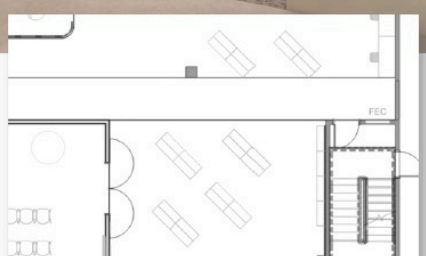
FINANCIAL OVERVIEW

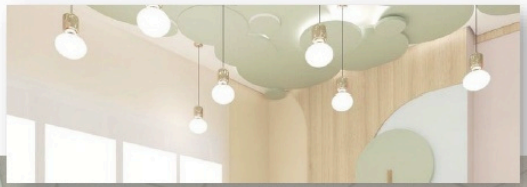
- **Total Revenue: $5,613,842**
  - Property Taxes: $4,781,461
  - Grants & Contributions: $13,089
  - Service Charges & Fees: $277,583
  - Investment Earnings: $537,958
  - Miscellaneous Revenues: $3,751
- **Total Expenses: $4,456,077**
  - Salaries & Wages: $1,656,611
  - Employee & Retiree Benefits: $520,546
  - Library Materials & Programs: $106,333
  - Professional Services: $514,850
  - Facilitiy Operations & Maintenance: $52,077
  - Capital Expenditures: $731,806
  - Other Operating & Miscellaneous Expenses: $785,530

GRANTS RECEIVED

- Lunch at the Library from the California State Library
- Play It Forward from Giving Children Hope
- Zip Books







The architectural vision of our future children's area







Buena Park Library District
Walter Knott Education Center (Temporary Site)
7300 La Palma Ave. Buena Park 90620
www.buenaparklibrary.org
714-826-4100
M-Th 10:00 a.m. - 8:00 p.m.
F-Sa 10:00 a.m. - 5:00 p.m.

FUTURE AGENDA ITEMS

Agenda preparation for the Regular Meeting which will be held on December 1, 2026, at 6:00 p.m.

CLOSED SESSION

21. Public Employee Evaluation (Gov. Code § 54957(b)(1))
    - Employee: Library Director

ADJOURNMENT