

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
MAY 5, 2026

CALL TO ORDER: President Estrada called the meeting to order at 6:04 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: President Brenda Estrada, Trustee Carole Jensen, Secretary Christian Quintero, Trustee Richard Rams, and Trustee Rudy Solorzano.

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

Guests Present: Ann Thompson, Library Services Manager; Caroline Wilkins, Circulation Services Supervisor; Monique Dinh, Project Manager for John Barry and Associates; and Mia Atencio, Senior Advisor for Regional Government Services.

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

President Estrada stated she had attended Buena Park's City Council meeting on April 14, 2026, to receive a proclamation acknowledging National Library Week. She thanked Librarian Helen Koo, for sharing the *One Book, One Coast* reading program with the City.

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

There were no comments.

CONSENT CALENDAR (ITEMS 6-12)

6. Minutes of the Board of Library Trustees Regular Meeting on April 7, 2026 (Received, filed, and approved)
7. Personnel Report for May 2026 (Received and filed)
8. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for April 2026 (Received and filed)
9. Payment Register for April 2026 (Received and filed)
10. Approve and authorize expenditure of up to \$7,500 from the CIP Relocation budget for the purchase and installation of book return at the temporary facility
11. Approve and authorize expenditure of up to \$6,000 from the CIP Relocation budget for necessary electrical modifications
12. Authorize the Library Director to enter into an agreement with CivicPlus, LLC to implement DocAccess service for PDF remediation effective upon execution in May 2026, with fees beginning in FY 2026-2027 for the amount of \$500 for implementation and \$2,250 for services, totaling \$2,750

MOTION by Trustee Jensen to approve the Consent Calendar.

SECOND by Trustee Rams.

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

Motion passed unanimously.

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REPORTS FROM LIBRARY ADMINISTRATION

13. Monthly Statistical Reports
 - a. Database Usage for July 2025 - March 2026
 - b. Trend Analysis for July 2025 – March 2026
 - c. Program Statistics Summary for March 2026

14. Library Director's Report for April 2026

Director Medina noted the District will be closing soon in anticipation of the library's upcoming move. Orange County Public Libraries (OCPL) had been invited to set up a table to provide patrons with information about their nearest branches.

Director Medina attended Legislative Meetings at Congressman Derek Tran's office and Assemblymember Sharon Quirk-Silva's office.

She also attended the Quarterly Independent Special Districts of Orange County meeting.

Director Medina noted staff had provided each Board member with a copy of George Takei's book *They Called Us Enemy*. She encouraged Board members to read the book and pass it along and advised them of the program that would be held on May 21 at Ehler's Center.

FINANCIAL REPORTS

15. Analytical Financial Overview July 2025 – March 2026 by Regional Government Services
16. Summary of Budget vs Actuals July 2025 – March 2026
17. Budget vs Actuals Detailed Statement July 2025 – March 2026
18. Revenue and Expenditures Summary Statement July 2025 – March 2026
19. Revenue and Expenditures Detailed Statement July 2025 – March 2026
20. Treasurer's Report for March 2026

NEW BUSINESS

21. Public Hearing to Discuss the status of vacancies, recruitments, and retention efforts of the Buena Park Library District pursuant to Government Code Section 3502.3 (a)(1)

Pursuant to Government Code Section 3502.3 (a)(1), a public hearing was held by the Board of Trustees to present the status of vacancies, recruitments, and retention efforts of the District. There were no public comments on this item.

The report as of December 31, 2025. There are additional requirements for agencies with collective bargaining units, which the District does not have. There was one budgeted vacancy that the District did not recruit for.

22. Resolution 2026-6 Adopting Investment Policy (Policy Number: 3103)

MOTION by Trustee Solorzano to 1) Adopt Resolution 2026-6 approving Investment Policy (Policy Number: 3103) dated May 5, 2026; 2) Repeal the previous Investment Policy dated May 6, 2025; and 3) Designate the Library Director as the Investment Officer for the District.
SECOND by Trustee Quintero.

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

Motion passed unanimously.

23. Resolution 2026-7 Approving Amendment No. 3 to Agreement for Professional Services with Regional Government Services

This combines three separate contracts into one. This will take the District through Fiscal Year 2026-2027, combining HR, finance, and payroll support.

MOTION by Trustee Quintero to 1) Adopt Resolution 2026-7 approving Amendment No. 3 to agreement for Professional Services with Regional Government Services ("RGS") in the additional not-to-exceed amount of \$282,000; 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, Jensen, Quintero, Rams, Solorzano.

MOTION passed unanimously.

24. Approval of Agreement with Mover Services, Inc. (MSI) for moving and storage services

MOTION by Trustee Rams to 1) Approve the agreement with Mover Services, Inc. for moving and storage; 2) authorize an expenditure not-to-exceed \$63,153 for moving services; 3) Authorize a monthly storage expenditure in accordance with Exhibit B of the agreement; 4) Authorize the Library Director to make any necessary non-monetary changes to the agreement; 5) Authorize the Library Director to execute the agreement; and 6) Authorize the Library Director to approve additional project expenditures for contingency purposes in an amount not-to-exceed ten percent (10%) of the total project budget to be reported to the Board at the next Regular Meeting.

SECOND by Trustee Jensen.

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

Motion passed unanimously.

25. Approve relocation schedule and authorize the Library Director to make adjustments as required based on operational needs

MOTION by Trustee Jensen to 1) Approve the relocation schedule; and 2) Authorize the Library Director to make adjustments as required and based on operational needs.

SECOND by Trustee Rams

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

Motion passed unanimously.

26. Fiscal Year 2026-2027 Preliminary Operating Budget and Preliminary Five-Year Capital Improvement Plan, and Current Fiscal Year 2025-2026 Budget Projections

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Director Medina stated the purpose today is for members of the public to provide feedback, as well as for Trustees to provide their feedback to be incorporated into the final budget that would be presented for approval at the June 23rd Special Board Meeting.

Director Medina provided an overview of the preliminary budget; she noted there may be adjustments to the Salaries and Benefits as the District is in the process of conducting a Compensation Study.

FUTURE AGENDA ITEMS

27. Agenda preparation for the Regular Meeting which will be held on June 2, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees.

There were no requests.

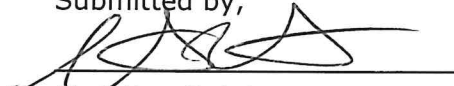
ADJOURNMENT

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

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

MOTION approved.
The meeting was adjourned at 6:59 p.m.

Submitted by,



Christian Quintero
Secretary