REGULAR MEETING AGENDA

Board of Library Trustees | Buena Park Library District

Please note new location:

EHLER'S EVENT CENTER
Senior Center Legacy Hall
8150 KNOTT AVENUE
BUENA PARK, CA

June 2, 2026 | 6:00 P.M.

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

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

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

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

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

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

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

CONSENT CALENDAR (**Items 6-10)**

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 6-10 on the Consent Calendar.

6. Minutes of the Board of Library Trustees Regular Meeting on May 5, 2026 (Receive, File, and Approve)

7. Personnel Report for June 2026 (Receive and File)

8. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for May 2026 (Receive and File)

9. Payment Register for May 2026 (Receive and File)

10. Amendment 2 to the Agreement between the Imperial County Office of Education and Buena Park Library District for the Provision, Installation, and Maintenance of Advanced Network (Data) Services

REPORTS FROM LIBRARY ADMINISTRATION

11. Monthly Statistical Reports
    - Database Usage for April 2026
    - Trend Analysis for April 2026
    - Program Statistics Summary for April 2026

12. Library Director's Report for May 2026

FINANCIAL REPORTS

13. Analytical Financial Overview July 2025 – April 2026
14. Summary of Budget vs Actuals July 2025 – April 2026
15. Budget vs Actuals Detailed Statement July 2025 – April 2026
16. Summary Statement of Revenues, Expenditures and Changes in Fund Balance July 2025 – April 2026
17. Detailed Statement of Revenues, Expenditures and Changes in Fund balance July 2025 – April 2026
18. Treasurer's Report April 2026

NEW BUSINESS

19. Adoption of Resolution 2026-8 adopting the Delegation of Administrative Authority Policy

    - Recommended Action: 1) Adopt Resolution 2026-8 adopting the Delegation of Administrative Authority

20. Updated Personnel Rule Handbook, Family Medical Leave Act/California Family Rights Act Leave Policy, Pregnancy Disability Leave Policy, Drug Free Workplace Policy, and Electronic and Computer Use/Social Media Policy

- Recommended Action: 1) Adopt Resolution 2026-9 adopting the new Personnel Rules Handbook; 2) Adopt Resolution 2026-10 adopting the Family Medical Leave Act/ California Family Rights Act Leave Policy; 3) Adopt Resolution 2026-11 adopting the Pregnancy Disability Leave Policy; 4) Adopt Resolution 2026-12 adopting the Drug Free Workplace Policy; and 5) Adopt Resolution 2026-13 adopting the Electronic and Computer Use/Social Media Policy

21. Driver's Policy

    - Recommended Action: 1) Adopt Resolution 2026-14 adopting the Driver Policy, which provides the Library District and Library Director with authority to participate in and implement the California DMV Employer Pull Notice (EPN) Program; and 2) Repeal the Library Vehicle Policy dated November 2019

22. Pre-Qualification Resolution

    - Recommended Action: 1) Adopt Resolution 2026-15 adopting prequalification process for prime contractors for the Library Renovation Project

23. Approval of Services Agreement with PlanetBids

    - Recommended Action: 1) Approve the District's usage of PlanetBids' PB System, a web-based eProcurement system; 2) Authorize the Library Director to execute the Services Agreement; and 3) Authorize the expenditure of $8,400 for 1 year of services.

24. Approval of an expenditure for IT hardware and Professional Services for M365 Security and Operations Improvements

    - Recommended Action: 1) Approve expenditure for Professional Services for M365 Security and Operations Improvements in the amount of $9,860 with Eagle Multi-Media Productions; 2) Authorize the Library Director to execute the agreement; 3) Approve an expenditure of $3,660 for IT hardware and professional services with Eagle Multi-Media Productions; and 4) Authorize the Library Director to execute the agreement.

FUTURE AGENDA ITEMS

25. Agenda preparation for the Special Meeting which will be held on June 23, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees.
    This is the time for board members to publicly request that items be placed on future agendas.

ADJOURNMENT

CERTIFICATION OF POSTING

I, Patty Salas, Administrative Assistant of the Buena Park Library District, hereby certify that the Agenda for the June 2, 2026, Regular Meeting of the Board of Library Trustees of the Buena Park Library District was posted on May 29, 2026, at 7150 La Palma Ave Buena Park, CA; 8150 Knott Ave Buena Park, CA; and online at www.buenaparklibrary.org.

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Patty Salas, Administrative Assistant

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

DRAFT

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.

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

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

DRAFT

BUENA PARK Library District

BOARD OF LIBRARY TRUSTEES
PERSONNEL REPORT FOR
June 2026

Department: Administration **Meeting Date: June 2, 2026**

Personnel Action – Merit Increase

Employee ID	Position	Step	Effective Date
None.			

Personnel Action – New Hire

Employee ID	Position	Step	Effective Date
None.			

Personnel Action – Separation

Employee ID	Position		Effective Date
None.			

Personnel Action – Leave of Absence Request

Employee ID	Position	Start Date	Anticipated End Date
None.			

BUENA PARK Library District

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

Meeting Date: June 2, 2026

Adult Books:
None.

Children's Books:

- *Dawn on the Coast by* Arley Nopra
- *Dragon Girls* series by Maddy Mara
- *The Littlest Elephant* by Katherine Applegate
- More books in *Princess Truly* series by Kelly Greenawalt

Korean books

None.

Zip Book Requests:

- *Bearing God's Name - Why Sinai Still Matters* by Carmen Joy Imes
- *Maximum Brainpower* by Shlomo Brenznitz/ Collins Hemingway
- *Hyperthyroid Healing Diet* by Eric Osansky
- *The Malevolent Seven* by Sebastian de Castell
- *The Things We Never Say* by Elizabeth Strout
- *The Vulnerables* by Sigrid Nunez
- *Percy Jackson's Greek Gods* by Rick Riordan
- *Percy Jackson's Greek Heroes* by Rick Riordan
- *In the Days of My Youth I was Told What it Means to Be a Man: A Memoir* by Tom Junod
- *Pastor's Bookshelf* by Austin Carty
- *Being God's Image* by Carmen Joy Imes
- *Ghosted* by Rosie Walsh
- *Being God's Family* by Carmen Joy Imes
- *The Legend of Uh* by Aaron N. Hall
- *Pastor as Gardener* by Matthew Erickson
- *One Dark Window* by Rachel Gillig
- *Two Twisted Crowns* by Rachel Gillig
- *For Duck's Sake* by Donna Andrews
- *Go Gentle* by Maria Semple

Buena Park Library District

May 2026 Payments

5/1/2026	ACH	ADP	Payroll Processing	$310.40
5/6/2026	ACH	CALPERS	Retirement	$452.27
5/6/2026	ACH	CALPERS	Retirement	$1,123.23
5/6/2026	ACH	CALPERS	Retirement	$6,865.31
5/6/2026	ACH	CALPERS	Health Benefits	$26,576.60
05/07/2026	13927	City of Buena Park	Plan Check Fee	$1,480.00
5/7/2026	ACH	ADP	Payroll Taxes	$10,749.36
5/7/2026	ACH	ADP	Wages	$45,880.44
5/11/2026	ACH	CALPERS	457 Plan	$3,385.24
05/15/2026	13939	Johnson Controls Security Solutions	Sensor Maintenance	$21.02
05/15/2026	13929	WT. Cox Information Services	Periodicals	$86.55
05/15/2026	13930	Orange County Fire Protection	Fire Extinguisher Inspection	$100.00
05/15/2026	13940	KC Digital Solutions, Inc.	Copier Maintenance	$119.77
05/15/2026	13942	SoCalGas	Gas Usage	$261.49
05/15/2026	13945	Cintas Corp.	Restroom Supplies	$274.34
05/15/2026	13952	US Bank Corp Payment Systems	Purchasing Card Purchases	$286.46
5/15/2026	ACH	ADP	Payroll Processing	$310.40
05/15/2026	13936	INTELEPEER Holdings, Inc	Voice Services	$395.85
05/15/2026	13944	Staples Business Credit	Toner	$399.79
05/15/2026	13951	Tumbleweed Press Inc.	Tumblebooks	$499.00
05/15/2026	13932	Park Disposal	Waste Disposal	$524.69
05/15/2026	13928	Western Allied Corporation	HVAC Maintenance	$678.00
05/15/2026	13947	City of Buena Park	Water Usage	$847.04
05/15/2026	13943	Kone, Inc.	Elevator Maintenance	$862.14
5/15/2026	ACH	BofA	Bank Fees	$1,054.10
05/15/2026	13931	Amazon Capital Services	Books/Supplies	$1,116.78
05/15/2026	13954	NewsBank, Inc.	Digital Newspaper	$1,160.00
05/15/2026	13953	EarthCo Landscape	Landscape Maintenance	$1,238.00
05/15/2026	13955	Humana Insurance Co.	Employee Ancillary Benefits	$1,656.53
05/15/2026	13949	Master Janitorial Service, Inc	Janitorial Services	$3,043.00
05/15/2026	13950	Townsend Public Affairs, Inc.	Professional Services	$3,500.00
05/15/2026	13933	Playaway Products LLC	Learning Tablets	$3,559.65
05/15/2026	13948	Dannis Woliver Kelley	Legal Services	$3,703.31
05/15/2026	13941	So Cal Edison	Electricity	$5,795.76
05/15/2026	13946	Streamline (Powered by Civic Plus)	PDF Remediation	$6,288.00
05/15/2026	13937	John Barry & Associates, Inc.	Move Management	$8,992.45
05/15/2026	13935	Regional Government Services	Professional Services	$12,247.20

Buena Park Library District

May 2026 Payments

05/15/2026	13938	Centralia Elementary School District	License Agreement	$13,500.00
05/15/2026	13934	Griffin Structures, Inc.	Construction Management	$17,579.05
5/18/2026	ACH	CALPERS	Retirement	$452.27
5/18/2026	ACH	CALPERS	Retirement	$1,186.56
5/18/2026	ACH	CALPERS	Retirement	$6,889.69
5/20/2026	ACH	ADP	Payroll Processing-Off Cycle	$35.00
5/21/2026	ACH	ADP	Payroll Taxes-Off-Cycle	$5.78
5/21/2026	ACH	ADP	Payroll Taxes	$10,433.91
5/21/2026	ACH	ADP	Wages	$44,606.08
05/26/2026	13960	Ashley Parker	Mileage Reimbursement	$15.39
05/26/2026	13956	Imperial County Office of Education	CENIC	$132.42
05/26/2026	13962	Amazon Capital Services	Books/Supplies	$481.50
05/26/2026	13958	Cintas Corp.	Restroom Supplies	$548.68
05/26/2026	13959	US Bank Corp Payment Systems	Purchasing Card Purchases	$2,074.25
5/26/2026	ACH	CALPERS	457 Plan	$3,385.24
05/26/2026	13961	LPA Inc.	Architectural Services	$3,887.75
05/26/2026	13957	OverDrive, Inc.	eBooks	$7,538.00
				$268,595.74

BUENA PARK Library District

Agenda Item 10

Date: June 2, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Amendment 2 to the Agreement Between the Imperial County Office of Education and Buena Park Library District for the Provision, Installation, and Maintenance of Advanced Network (Data) Services

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Recommended Action:
Approve Amendment 2 the Amendment 2 to the Agreement Between the Imperial County Office of Education and Buena Park Library District for the Provision, Installation, and Maintenance of Advance Network (Data) Services;

Authorize the Library Director to Sign the Agreement

Background:
The District currently has an agreement with the Imperial County Office of Education for the Provision, Installation, and Maintenance of Advanced Network (Data) Services. The District needs to relocate these services to our temporary facility. This requires an amendment to our agreement and may result in duplicate billing for several months as we transition this process.

Recommendation:

Approve Amendment 2 to the Agreement Between the Imperial County Office of Education and Buena Park Library District for the Provision, Installation, and Maintenance of Advance Network (Data) Services;

Authorize the Library Director to execute the Agreement

Fiscal Impact:

There is a potential for duplicate billing for several months as the library transitions and the network circuit is transferred to the temporary site.

Exhibit:

Amendment 2 to the Agreement Between the Imperial County Office of Education and Buena Park Library District for the Provision, Installation, and Maintenance of Advance Network (Data) Services

AMENDMENT 2 TO THE AGREEMENT BETWEEN THE IMPERIAL COUNTY OFFICE OF EDUCATION AND BUENA PARK LIBRARY DISTRICT FOR THE PROVISION, INSTALLATION, AND MAINTENANCE OF ADVANCED NETWORK (DATA) SERVICES.

This Amendment is entered into effectively as of the date on which it is executed by both parties.

This amendment replaces Appendix #1A, *"Provision, Installation, and Maintenance of Advanced Network (Data) Services: Reimbursement of Circuit Costs,"* to the Agreement between the Buena Park Library District and the Imperial County Office of Education executed on March 18, 2024, with the attached Appendix #1B effective as of May 1, 2026. The purpose of this revision is to move the Buena Park Library District connection to CalREN to temporary location (Walter Knott Education Center at 7300 La Palma Ave., Buena Park, CA 90620), as detailed in Appendix #1B.

All other terms and conditions of the original Agreement remain in place and unchanged.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by their respective duly authorized representatives.

For Buena Park Library District	**For ICOE**
Signature	**Signature**
Name	**Name**
Title	**Title**
Date	**Date**

APPENDIX #1B

PROVISION, INSTALLATION, AND MAINTENANCE OF ADVANCED NETWORK (DATA) SERVICES: Reimbursement of Circuit Costs

This Appendix lists the circuits contracted for by CENIC on behalf of ICOE and the Library for connecting CENIC's fiber optic backbone to the Library and for library connections that are not direct connections to CENIC's fiber optic backbone, e.g., direct connections between libraries (defined as "Services" in the Agreement). Library understands that CENIC will bill ICOE, and ICOE will bill the Library for the costs of circuits charged by network service providers, including any taxes and surcharges and any one-time installation fees. Prior to approval of CENIC's E-rate Consortium Library Application, not all applicable E-rate and CTF discounts will be reflected on invoices. After the E-rate Application for any given year is approved, the network service provider will coordinate with CENIC to provide appropriate credits. Such credits will be passed from CENIC to ICOE and from ICOE to the Library. Such credits are typically issued sometime during the fiscal year after the year in which the circuits are installed and Services are first provided. In subsequent years, credits continue to be issued in the fiscal year after the year for which Services have been provided. Library further understands that the exact discounted cost of circuits will not be known until after the E-rate Consortium Library Application is approved. The actual start date of the service and circuit costs will depend on coordination among CENIC, the Library, and the network service provider. Any one-time (Non-recurring or NRC) costs included below are typically invoiced by carriers prior to circuit installation and will be invoiced to the Library upon receipt of the invoice to CENIC from the network service provider.

Items to Consider While Reviewing Quotes

- Pricing does NOT include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's *actual* cost.

- If an Out of Band line is required, Associate must provide a phone line for OOB or allow CENIC to order one and be reimbursed for both the one-time installation and ongoing monthly recurring costs.

- Annual Recurring Costs (ARC) items are invoiced annually.

- Non-Recurring Costs (NRC) items are one-time costs billed upon execution of contract.

- Monthly Recurring Costs (MRC) items are billed quarterly, first billing will occurr after handoff.
  - E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated.
  - Actual discount percentage will be identified by USAC at a later point. E-rate and CTF reimbursements are dependent upon the continued funding of these programs. CENIC/Broadband Access Administrator cannot guarantee the E-rate and CTF discounts, and these discounts are subject to change. E-rate % noted is based on current FY estimate and CTF is a 50% discount of the remaining cost after E-rate has been applied.
  - Due to the consortial nature of CENIC's E-rate application, the E-rate discount level may not be finalized until next Spring of the following year (late March or early April).

- E-rate Costs may take up to 18 months to activate due to USAC processing time. Please budget for the full undiscounted costs for the initial period.

CENIC

Associate: Buena Park Library District

Budget Summary Description: Temporary Move from 7150 La Palma Ave. Buena Park 90620 to 7300 La Palma Ave

Quote Date: 4/29/2026

Quote Expiration: 7/28/2026

Contract Number:

		Line Item	NRC Non-Recurring Cost	MRC Monthly Recurring Cost	ARC Annual Recurring Cost	Term Length
	1	Equipment				
	2	Equipment Maintenance			$2,000.00	
	3	Facilities				
		Membership				
[1]	4	Circuit deployment Fee	$2,550.00			
	5	Circuit		$1,603.80		
		Total	$2,550.00	$1,603.80	$2,000.00	
		Annual Cost	$21,245.60			
		Discounted Annual Cost	$2,962.28			
		Total for Year 1	$23,795.60			
		Discounted Annual Cost Year 1	$2,962.28			

Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices based on CENIC's cost as the time of purchase. Due to the current uncertainty regarding the timing and differing tariff levels that may be applied, all equipment costs are subject to change and will be invoiced based on CENIC's cost at the time of purchase.

[1] The California State Library requested, and received funding through the Budget Act of 2021, AB 128, Chapter 21, 2021 Statute, to pay for Circuit Deployment Fees (CDF) on behalf of public libraries connecting to CalREN. The full text can be found here: https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB128

CENIC

*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.

E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point

LOC A	LOC Z	Carrier Info							CENIC - Cross Connect		E-rate Discount	90.00%	Total Discounted MRC (CTF & E-rate)*	Total Discounted NRC*
Site Name	Site Name	Service Provider	Service Type	Requested Bandwidth [1]	Est Contract End Date	Non Recurring Cost*	MRC for 5 year term*	Add'l MRC (e.g. Collector Circuit)	NRC	MRC	Discounted NRC*	Discounted MRC*	$80.19	$0.00
Buena Park Library District	CalREN	AT&T	Lit Circuit	1 Gbps	6/30/2029	$0.00	$801.90		$0.00	$0.00	$0.00	$40.10	Existing	
Buena Park Library District (temporary location)	CalREN	AT&T	Lit Circuit	1 Gbps	6/30/2029	$0.00	$801.90		$0.00	$0.00	$0.00	$40.10	Parallel billing. Library will have to coordinate a scheduled hot cut to move circuit to new location.	

[1] 100Mbps, 250Mbps, 500Mbps, 1Gbps, 10Gbps, 100Gbps,

Libraries Budget Estimation

Print Date:	5/1/2026
Library System:	Buena Park Library District
Library Jurisdiction:	Buena Park Library District
Library Name:	Buena Park Library District
Fiscal Year:	FY 26-27
Estimated E-rate Subsidy:	90%
Estimated Taxes and Surcharges:	12%
Reimbursment Type:	Check

* Subsidy eligible costs (Subsidy amounts are estimates and calculated according to current rates determined by USAC)
^ Subsidies are received in arrears and library may not see a credit or reimbursement for 12-18 months
~ICOE recommends allowing for 12% tax on the non-discounted MRC
^^ICOE recommends encumbering the gross cost for the first year

System	Jurisdiction	A Loc Site Name	Zloc Name	Action	Bid MRC	Bid NRC	Requested Bandwidth	Provider	Estimated Service Provider Contract End Date	Other	Cross Connect NRC	Cross Connect MRC	Equipment NRC	Facilities NRC	Circuit Deployment Fee	Equipment Maint ARC
	Buena Park Library District	Buena Park Library District	CalRen Connection	Move (Expect parallel billing of 1 to 3 months during the transition. During this time, only one MRC is eligible for E-rate.)	$ 801.90		1 Gbps	AT&T	6/30/2029						$ 2,550.00	$ 2,000.00

Libraries Budget Estimation

Print Date:	5/1/2026
Library System:	Buena Park Library District
Library Jurisdiction:	Buena Park Library District
Library Name:	Buena Park Library District
Fiscal Year:	FY 26-27
Estimated E-rate Subsidy:	90%
Estimated Taxes and Surcharges:	12%
Reimbursment Type:	Check

* Subsidy eligible costs (Subsidy amounts are estimates and calculated according to current rates determined by USAC)
^ Subsidies are received in arrears and library may not see a credit or reimbursement for 12-18 months
~ICOE recommends allowing for 12% tax on the non-discounted MRC
^^ICOE recommends encumbering the gross cost for the first year

Summary of Costs No Taxes

Description	NRC - Non-Recurring Costs (A)	ARC - Annual Recurring Costs (B)	MRC - Monthly Recurring Costs (C)	Adjustment Grant	Gross Annual MRC (Cx12)	Estimated Annual E-Rate Discount	Estimated Annual CTF (50% of cost after E-Rate discount) ^	Estimated Library Annual Cost for MRC after Discounts ^
CSL Grant Equipment & Annual Maintenance	$ -	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ -
Equipment and Annual Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Facilities (NRC)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Cross Connects	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Circuit Deployment Fee	$ 2,550.00	$ -	$ -	$ 2,550.00	$ -	$ -	$ -	$ -
3 Months MRC Parallel Billing	$ 2,405.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Circuit(s) - A location	$ -	$ -	$ 801.90	$ -	$ 9,622.80	$ 8,660.52	$ 481.14	$ 481.14
Circuit(s) - Z location (Collector) *	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
OOB Phone Line	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtotals	**$ 4,955.70**	**$ 2,000.00**	**$ 801.90**	**$ 4,550.00**	**$ 9,622.80**	**$ 8,660.52**	**$ 481.14**	**$ 481.14**

Yearly Breakdown No Taxes	Total Cost - No subsidy (Gross) ^^	Estimate E-rate Subsidy NRC^	CSL Grant Covers Annual Equipment Maintenance through FY 2028-29	Cost After Grants Applied	Estimated Erate Subsidy MRC^	Estimated CTF Subsidy MRC^	Total Estimated Cost Annually After Discounts^	Fiscal Year
Year 1 Costs (A+B+(C+x12)	$ 16,578.50	$ -	$ (4,550.00)	$ 12,028.50	$ (8,660.52)	$ (481.14)	$ 2,886.84	FY 26-27
Year 2 Costs (B+(Cx12))	$ 11,622.80		$ (2,000.00)	$ 9,622.80	$ (8,660.52)	$ (481.14)	$ 481.14	FY 27-28
Year 3 Costs (B+(Cx12))	$ 11,622.80		$ (2,000.00)	$ 9,622.80	$ (8,660.52)	$ (481.14)	$ 481.14	FY 28-29
Totals	$ 39,824.10	$ -	$ (8,550.00)	$ 31,274.10	$ (25,981.56)	$ (1,443.42)	$ 3,849.12	

Libraries Budget Estimation

Print Date:	5/1/2026
Library System:	Buena Park Library District
Library Jurisdiction:	Buena Park Library District
Library Name:	Buena Park Library District
Fiscal Year:	FY 26-27
Estimated E-rate Subsidy:	90%
Estimated Taxes and Surcharges:	12%
Reimbursment Type:	Check

* Subsidy eligible costs (Subsidy amounts are estimates and calculated according to current rates determined by USAC)
^ Subsidies are received in arrears and library may not see a credit or reimbursement for 12-18 months
~ICOE recommends allowing for 12% tax on the non-discounted MRC
^^ICOE recommends encumbering the gross cost for the first year

Summary of Costs with Taxes

Description	NRC - Non-Recurring Costs (A)	ARC - Annual Recurring Costs (B)	MRC - Monthly Recurring Costs (C)	Adjustment Grant	Estimated Monthly Taxes (D)	Gross Annual MRC with Tax (C+Dx12)	Estimated Annual E-Rate Discount	Estimated Annual CTF (50% of cost after E-Rate discount) ^	Estimated Library Annual Cost for MRC after Discounts ^
CSL Grant Equipment & Annual Maintenance	$ -	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ -	$ -
Equipment Maintenance (NRC)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Facilities (NRC)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Cross Connects	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Circuit Deployment Fee (CDF)	$ 2,550.00	$ -	$ -	$ 2,550.00	$ -	$ -	$ -	$ -	$ -
3 Months MRC Parallel Billing	$ 2,405.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Circuit(s) - A location	$ -	$ -	$ 801.90	$ -	$ 96.23	$ 10,777.54	$ 9,699.78	$ 481.14	$ 596.61
Circuit(s) - Z location (Collector) *	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
OOB Phone Line	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtotals	**$ 4,955.70**	**$ 2,000.00**	**$ 801.90**	**$ 4,550.00**	**$ 96.23**	**$ 10,777.54**	**$ 9,699.78**	**$ 481.14**	**$ 596.61**

Yearly Breakdown with Taxes	Total Cost - No subsidy (Gross) ^^	Estimate E-rate Subsidy NRC^	CSL Grant Covers Annual Equipment Maintenance through FY 2028-29	Cost After Grants Applied	Estimated Erate Subsidy MRC^	Estimated CTF Subsidy^	Total Estimated Cost Annually After Discounts^	Fiscal Year
Year 1 Costs (A+B+(C+D)x12))	$ 17,733.24	$ -	$ (4,550.00)	$ 13,183.24	$ (9,699.78)	$ (481.14)	$ 3,002.31	FY 26-27
Year 2 Costs (B+((C+D)x12))	$ 12,777.54		$ (2,000.00)	$ 10,777.54	$ (9,699.78)	$ (481.14)	$ 596.61	FY 27-28
Year 3 Costs (B+((C+D)x12))	$ 12,777.54		$ (2,000.00)	$ 10,777.54	$ (9,699.78)	$ (481.14)	$ 596.61	FY 28-29
Totals	$ 43,288.31	$ -	$ (8,550.00)	$ 34,738.31	$ (29,099.35)	$ (1,443.42)	$ 4,195.54	

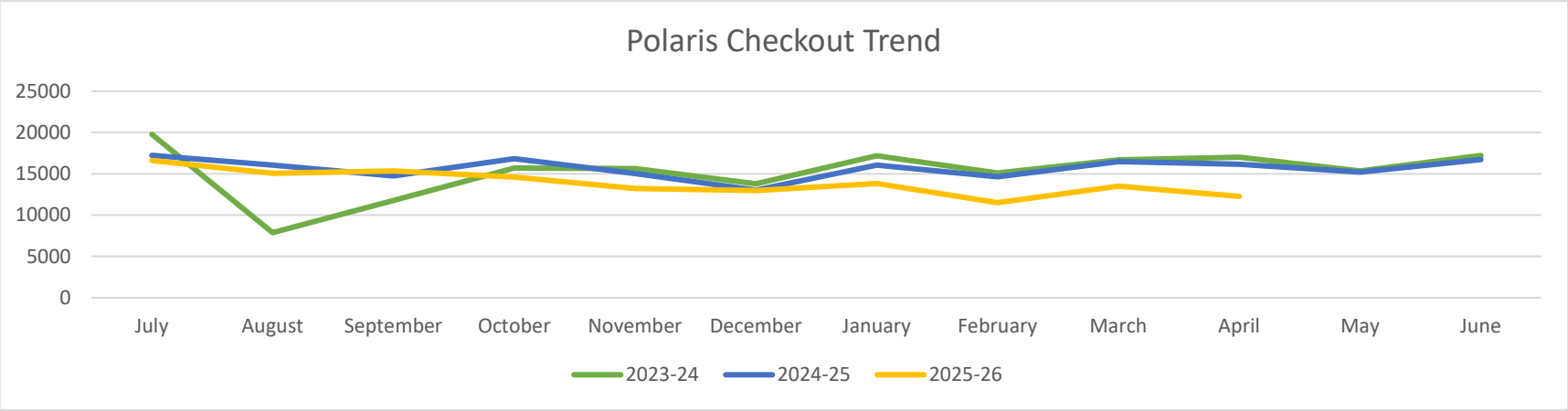
Database Usage
July 2025 - April 2026

Electronic Resource Usage
July 2025 - June 2026

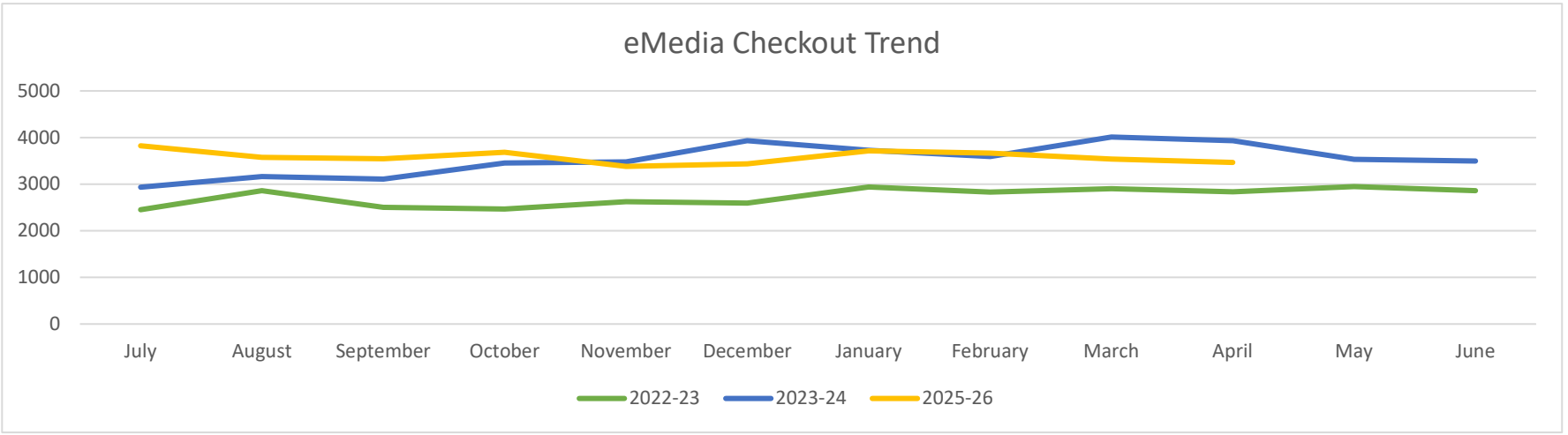
	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	This Year Total to Date
Auto Repair Source	48	57	38	50	33	52	24	7	24				333
NoveList Plus	22	20	4	2	3	15	4	10	8	20			108
Gale Virtual Reference Library	9	3	3	18	0	2	0	3	14	25			77
HelpNow!	402	451	316	738	879	132	169	207	768	1736			5798
Mango Languages	155	174	98	73	57	54	97	85	68	64			925
Newsbank	423	961	904	974	920	781	1224	1142	1136	920			9385
TumbleBooks	2	1	0	7	1	4	0	2	13	5			35
ProQuest	1	1	1	8	4	1	1	10	3	4			34
CultureGrams	3	6	3	13	3	4	3	4	15	32			86
Britannica	4	3	103	246	33	67	120	47	83	18			724
TeachingBooks	482	320	249	285	303	363	239	126	215	375			2957
New York Times	0	0	0	0	62	51	45	49	42	102			351
Month Total:	1551	1997	1719	2414	2298	1526	1926	1643	2347	3199	0	0	20462

Trend Analysis
July 2025 - April 2026

Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2023-24	19784	7877	11779	15714	15644	13802	17187	15083	16700	16999	15351	17222
2024-25	17234	16067	14729	16836	15018	13028	16043	14644	16480	16147	15190	16711
2025-26	16612	15076	15361	14603	13233	12988	13828	11509	13508	12268		

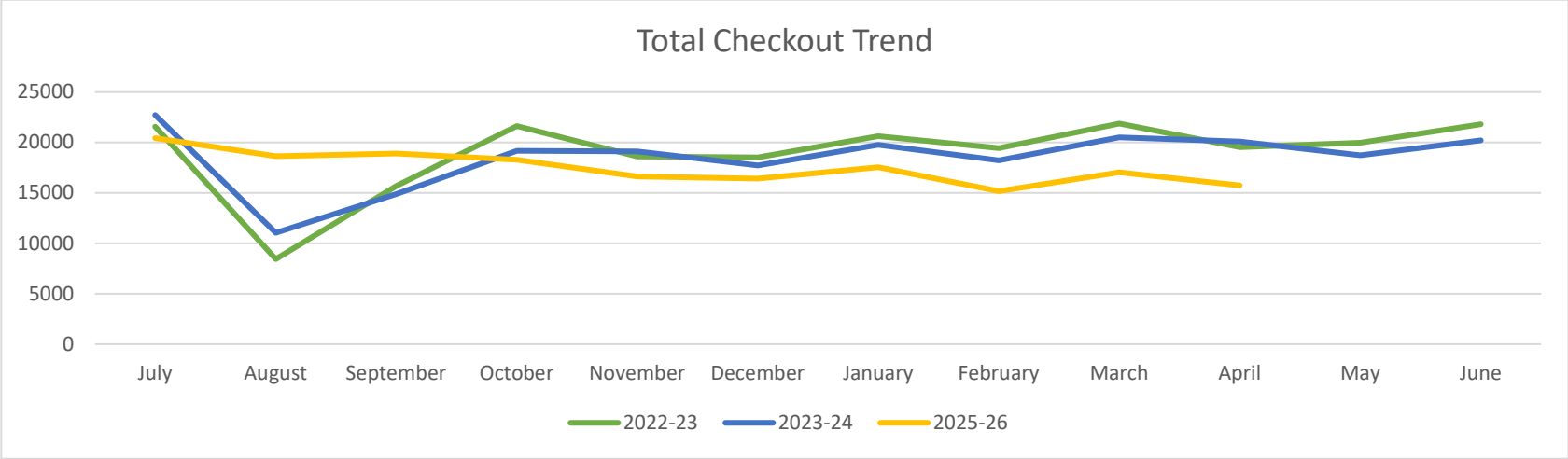


eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2025-26	3823	3577	3543	3686	3381	3433	3715	3663	3540	3469		

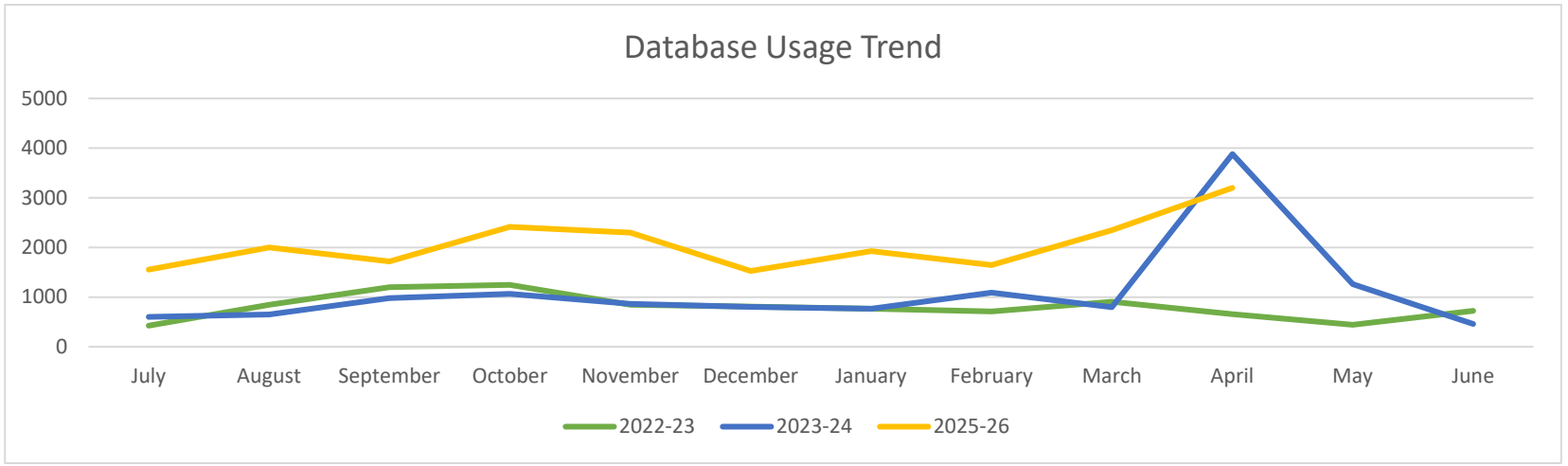


Trend Analysis
July 2025 - April 2026

Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	19768	18239	20491	20077	18724	20208
2025-26	20435	18653	18904	18289	16614	16421	17543	15172	17048	15737		

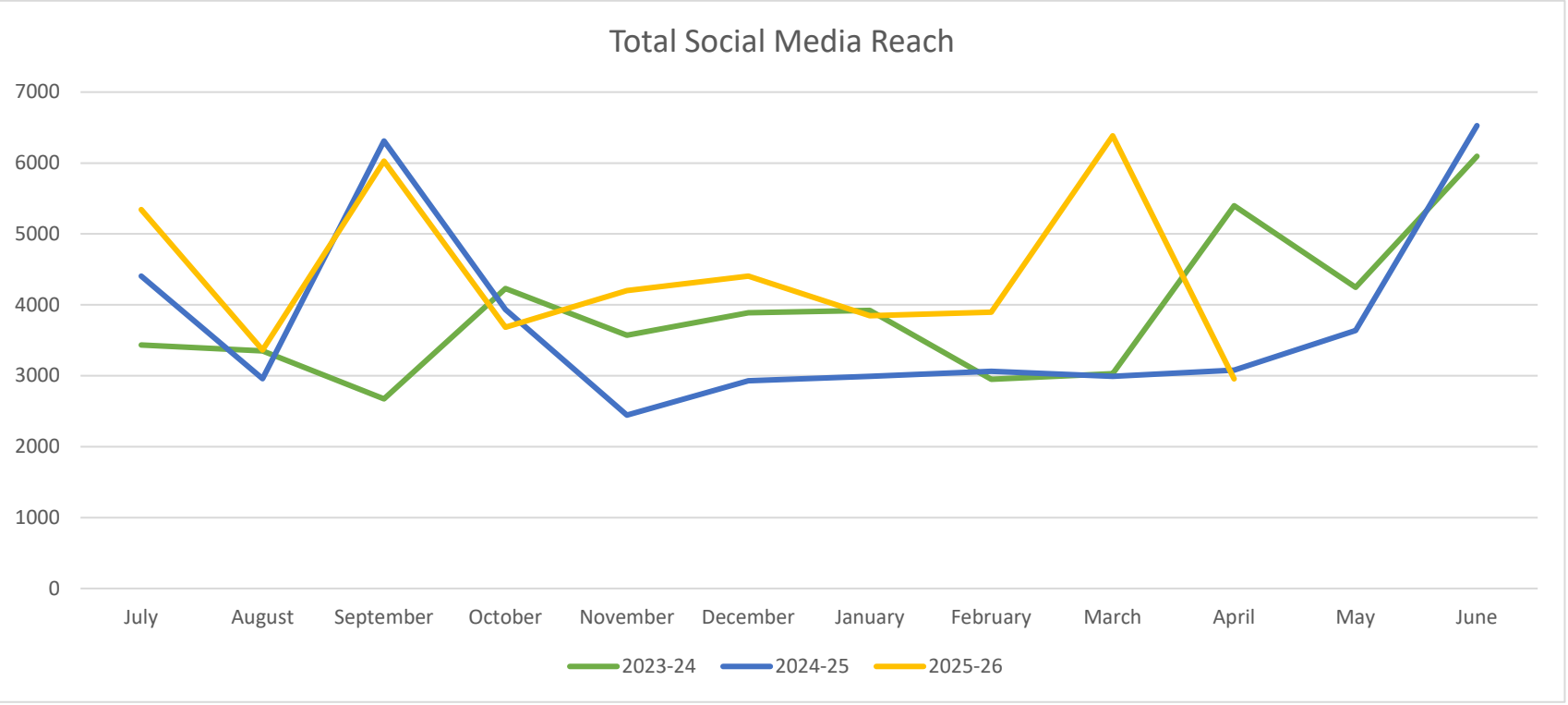


Total Database Usage	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	425	846	1202	1246	845	806	766	711	907	658	441	721
2023-24	601	650	980	1066	866	803	765	1089	794	3880	1261	459
2025-26	1551	1997	1719	2414	2298	1526	1926	1643	2347	3199		



Trend Analysis
July 2025 - April 2026

Total Social Media Reac	July	August	September	October	November	December	January	February	March	April	May	June
2023-24	3433	3352	2674	4230	3570	3887	3923	2949	3029	5399	4247	6095
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		



BUENA PARK Library District

Programs Statistical Report for April 2026

Board of Library Trustees

Meeting Date: June 2, 2026

Children's Programs	April 2026		March 2026	
	# of Events	Attendance	# of Events	Attendance
Preschool Storytime	4	121	5	168
Little Friends Storytime	5	230	4	182
Family Storytime	4	98	4	145
Spanish/English Storytime	5	58	4	47
Korean/English Storytime	1	33	1	33
Pajama Storytime	1	21	1	30
Read to a Bark Dog	1	32	1	31
Public Speaking Workshop	1	13	1	8
Word Game Night: Boggle	1	21	1	17
Word Game Night: Word Play	1	11	1	20
Lego Charades	1	6	1	6
Coloring with a Cop	1	175	1	175
Self-Directed Activities	1	384	1	100
Reading Challenge	1	48	2	238
Off-site events	9	1065	11	631
Total Volunteer Hours	17.5		42.5	
Reference Questions		488		651

Teen Programs	April 2026		March 2026	
	# of Events	Attendance	# of Events	Attendance
Teen Study Café	1	10	1	10
TAB	1	5	1	5

Adult Programs	April 2026		March 2026	
	# of Events	Attendance	# of Events	Attendance
Adult Book Club	1	5	1	8
Adult DIY Take Home Kits	x	x	x	x
Reference Questions		742		739
Computer Questions		900		818
Total Volunteer Hours	0		8	

Date: June 2, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject Director's Report

Recommended Action:

Agenda Item 12

Informational Only

District Updates:

The bid documents for the Library Renovation Project are almost complete and we plan to set the project out to bid in the first few weeks of June. Staff have been working closely with the architect, project executive, and legal counsel to complete these documents and they should be ready shortly. Additionally, the District's project is on the June 11, 2026, meeting for the City Zoning Administrator for a variance for the height of the fencing. Staff also made adjustments to the type of access control and surveillance equipment in the design documents to align better with existing equipment. Additionally, the type of elevator needed modifications due to incompatibility with the pit specifications.

Routine maintenance this month included an annual fire sprinkler inspection and tree trimming of nine trees that had not been trimmed in at least 7 years.

The Cypress Branch of Orange County Public Libraries visited during a story time program to help provide information to the community about additional nearby library options. Staff have also sent out multiple e-News blasts, reported to various community groups, schools, and government agencies, and posted on social media to help bring awareness to our patrons. Although patrons are disappointed that the library will be closed, they are very excited for the future and have expressed that a renovation is long overdue.

The Library had several eventful programs during its last month of operation in our facility before the renovation. Notably was the special book discussion group organized by Librarian Helen Koo that was held at Ehlers Center to discuss the One Book, One Coast selection, *They Called Us Enemy*, which discussed George Takei's experience in the internment camps during World War II. Two professors from CSU Fullerton began the discussion with a presentation and the patrons in attendance were extraordinarily engaged. Patrons shared very personal and meaningful stories with each other and made remarkable connections, demonstrating the importance of the book discussions and the impactful role that libraries play in creating community connections. I attended the program and found it to be a very revealing experience about our community members and how they view our library, community, programs, and staff members and was impressed by the connections that were made.

District staff have had numerous meetings with movers and move managers to plan and prepare for our move. We held an all-staff meeting to kick off the move where our move managers gave staff direction on how to pack items and information about what to expect. Staff have been boxing and labeling items and designating books for specific locations. We have also been preparing the temporary site for occupancy, ensuring that it is clean and has the electrical and technology specifications needed for our operations. As of writing this report, some shelving and furniture has already been moved over to the facility and movers have packed boxes of books and loaded them on palettes. The IT network will be decommissioned at our existing facility tomorrow and will be reinstalled at the new facility in the coming days.

Passport operations wound down on June 16, with a reopening date to-be-determined. The library closed operations on May 23 and expects to reopen at the new facility on June 15. Overall, all staff and administration efforts have been focused on the move and renovation project and the project is progressing well.

Buena Park Library District

To:
Board of Trustees
Buena Park Library District

From:
Nazer Uddin
RGS Senior Advisor Consultant

RE: Analytical Financial Overview– July 2025 through April 2026

RGS is pleased to present this analytical overview of the District's financial performance for the period ending **April 30, 2026**. The analysis is prepared on a cash-basis framework and will be converted to modified and full accrual bases for the annual financial statements.

Executive Summary

Through the first ten months of FY 2025–26, the Buena Park Library District continues to demonstrate **strong and stable financial performance**. Revenues remain ahead of expectations, reaching **81% of the annual budget**, driven by solid property tax receipts, sustained demand for passport services, and exceptional investment earnings.

Expenditures remain significantly below budget—only **40% of annual appropriations**—primarily due to the timing of capital projects and moderated operating spending across multiple categories.

The District reports a **positive net operating result of approximately $1.1 million**, materially outperforming the budgeted deficit of $2.86 million. This reflects controlled spending, strong investment earnings, and delayed capital project activity. Year-over-year comparisons reflect targeted increases in technology and professional services, consistent with Board-approved priorities.

Overall, the District remains financially strong, operating well within budget, and positioned to meet year-end obligations while advancing capital and operational initiatives.

Revenue Performance

Budget vs. Actuals (July 2025 – April 2026)

Total operating revenues through April total **$4.49 million**, or **81% of the annual budget**.
Key categories include:

- **Property Taxes – $3,782,237 (80% of budget)**
  Property tax revenues remain the District's largest and most stable revenue source. YTD receipts align with apportionment schedules and reflect continued growth in assessed valuation.
- **User Service Charges and Fees – $258,691 (77% of budget)**
  Passport services remain a strong revenue driver. Other service fees (printing, copying, etc.) remain consistent with prior trends.
- **Investment Earnings – $420,852 (91% of budget)**
  Investment income continues to outperform expectations due to favorable interest rates and the District's investment pool strategy.
- **Grants and Contributions – $26,247 (172% of budget)**
  State grants exceed the annual budget, though the category remains modest overall.
- **Miscellaneous Revenues – $284 (71% of budget)**
  Minimal activity, consistent with expectations.

Year-over-Year Revenue Trends

Compared to the same period in the prior fiscal year:

- **Total revenues increased 9%**
- **Investment earnings increased 117%**, reflecting higher interest rates and improved cash management
- **Property taxes increased 5%**, demonstrating continued stability
- **Miscellaneous revenues declined**, due to the absence of prior-year one-time receipts
- **User fees decreased 8%**, though passport activity remains strong

Overall, the District's revenue base remains **healthy, diversified, and outperforming expectations**.

Expenditure Performance

Budget vs. Actuals (July 2025 – April 2026)

Total expenditures through April total **$3.39 million**, or **40% of the annual budget**.
Key categories include:

- **Salaries and Wages – $1,418,790 (74% of budget)**
- **Employee Benefits – $365,427 (83% of budget)**
  Personnel costs remain aligned with staffing levels and expected year-to-date activity.

- **Library Materials – $100,280 (50% of budget)**
  Spending reflects purchasing cycles and timing of renewals.
- **Professional & Specialized Services – $379,474 (77% of budget)**
  Increases reflect consulting, legal services, payroll processing, and Polaris system costs.
- **Technology & Support Services – $78,486 (83% of budget)**
  Software licensing, cloud services, and digital infrastructure investments continue as planned.
- **Risk Management & Insurance – $48 (0% of budget)**
  Minimal activity due to timing; premiums are expected later in the fiscal year.
- **Utilities, Facility Operations & Maintenance – $202,949 combined**
  Spending remains consistent with prior years and below budget.
- **Capital Outlay & Depreciation – $758,844 (17% of budget)**
  Capital spending remains significantly below budget due to project timing and ongoing planning phases.

Year-over-Year Expenditure Trends

Compared to the prior year:

- **Total expenditures increased 18%**, driven by:
  - Higher professional and specialized services (+75%)
  - Increased technology investments (+399%)
  - Capital project activity (+65%)

These increases reflect **strategic, Board-aligned investments**, not structural cost pressures. Operating spending remains well controlled.

Net Change in Fund Balance

Through April, the District reports a **positive net operating result of $1,095,588**, compared to **$1,251,856** in the prior year (a 12% decrease).

Despite the slight year-over-year decline, performance remains **materially stronger than the budgeted deficit of $2.86 million**.

Key drivers of the positive position include:

- Lower-than-planned capital expenditures
- Controlled operating spending
- Strong investment earnings
- Stable property tax receipts

The District is on track to close the fiscal year with a **healthy fund balance and ample liquidity**.

Key Takeaways for the Board

- Revenues remain strong, reaching **81% of budget** and growing **9% year over year**.
- Expenditures remain significantly below budget, at **40% of annual appropriations**.
- Year-over-year increases in technology and professional services reflect **intentional, strategic investments**.
- Capital spending remains low due to project timing, contributing to the strong net position.
- The District continues to operate within budget, with **no indicators of fiscal stress**.
- The District is well positioned to meet year-end obligations and advance capital and operational priorities.

Buena Park Library District
Summary of Budget vs Actuals
July 2025 - April 2026

	YTD Actual	Total Budget	Over Budget	% of Budget
40000 OPERATING REVENUES				
Total 41100 PROPERTY TAXES	3,782,237	4,716,640	(934,404)	80%
Total 41200 USER SERVICE CHARGES AND FEES	258,691	336,000	(77,309)	77%
Total 41400 INVESTMENT EARNINGS	420,852	463,800	(42,948)	91%
Total 41500 GRANT AND CONTRIBUTIONS	26,247	15,252	10,995	172%
Total 41600 MISCELLANEOUS REVENUES	284	400	(116)	71%
Total 40000 OPERATING REVENUES	**4,488,310**	**5,532,092**	**(1,043,782)**	**81%**
50000 OPERATING EXPENSES				
Total 51100 SALARIES AND WAGES	1,418,790	1,922,500	(503,710)	74%
Total 51200 EMPLOYEES BENEFITS	365,427	439,350	(73,923)	83%
Total 51300 RETIREE BENEFITS	22,187	122,160	(99,973)	18%
Total 51400 TRAINING	18,607	36,010	(17,403)	52%
Total 52100 SUPPLIES AND MINOR EQUIPMENT	26,003	44,000	(17,997)	59%
Total 52200 LIBRARY MATERIALS	100,280	200,620	(100,340)	50%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	2,514	31,000	(28,486)	8%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	379,474	492,120	(112,646)	77%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	78,486	94,910	(16,424)	83%
Total 55100 RISK MANAGEMENT AND INSURANCE	48	86,990	(86,943)	0%
Total 55200 TAXES AND ASSESSMENTS	14,323	16,300	(1,977)	88%
Total 56100 UTILITIES	86,204	117,000	(30,796)	74%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	3,699	10,800	(7,101)	34%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	116,745	185,000	(68,255)	63%
Total 57300 FLEET/VEHICLE SERVICES	65	2,200	(2,135)	3%
Total 59100 OTHER EXPENSES	1,028	1,100	(72)	93%
Total 70000 CAPITAL OUTLAY AND DEPRECIATION/AMORTIZATION EXPENSES	758,844	4,589,320	(3,830,476)	17%
Total 50000/70000 EXPENSES	**3,392,722**	**8,391,380**	**(4,998,658)**	**40%**
NET CHANGES IN FUND BALANCE	**1,095,588**	**(2,859,288)**	**3,954,876**	**-38%**

Buena Park Library District
Budget vs. Actuals
July 2025 - April 2026

	YTD Actual	Total Budget	Over Budget	% of Budget
40000 OPERATING REVENUES				
41100 PROPERTY TAXES				
41110 Property Taxes - Secured	$ 2,234,008	$ 2,265,520	-$ 31,512	99%
41120 Property Taxes - Unsecured	$ 61,461	$ 68,340	-$ 6,879	90%
41140 Property Taxes - Prior Year Supplemental	$ 61,175	$ 48,960	$ 12,215	125%
41150 Pass-through Property Taxes	$ 494,605	$ 1,434,680	-$ 940,075	34%
41155 Residual Property Taxes	$ 924,577	$ 896,590	$ 27,987	103%
41170 Property Taxes - Interest on Unapportioned Taxes	$ 2,355	$ 2,550	-$ 195	92%
Total 41100 PROPERTY TAXES	**$ 3,782,237**	**$ 4,716,640**	**-$ 934,404**	**80%**
41200 USER SERVICE CHARGES AND FEES				
41210 Photocopies and Printing	$ 18,284	$ 14,000	$ 4,284	131%
41220 Passport Photos	$ 54,955	$ 70,000	-$ 15,045	79%
41230 Passport Application Services	$ 166,787	$ 250,000	-$ 83,213	67%
41240 Fine and Fees	$ 18,725	$ 2,000	$ 16,725	936%
41299 Return Item Chargeback	-$ 61	$ 0	-$ 61	
Total 41200 USER SERVICE CHARGES AND FEES	**$ 258,691**	**$ 336,000**	**-$ 77,309**	**77%**
41400 INVESTMENT EARNINGS				
41410 Investment Income	$ 411,263	$ 458,800	-$ 47,537	90%
41420 Saving Account Interest	$ 9,589	$ 5,000	$ 4,589	192%
Total 41400 INVESTMENT EARNINGS	**$ 420,852**	**$ 463,800**	**-$ 42,948**	**91%**
41500 GRANT AND CONTRIBUTIONS				
41510 State Grants	$ 24,869	$ 15,252	$ 9,617	163%
41520 Individual Donations	$ 1,200	$ 0	$ 1,200	
41530 Miscellaneous Donations	$ 178	$ 0	$ 178	
Total 41500 GRANT AND CONTRIBUTIONS	**$ 26,247**	**$ 15,252**	**$ 10,995**	**172%**
41600 MISCELLANEOUS REVENUES				
41610 Other Revenues	$ 285	$ 400	-$ 115	71%
41620 Refunds & Reimbursements				
41630 Cash Over/Short (Revenues)	-$ 1	$ 0	-$ 1	
Total 41600 MISCELLANEOUS REVENUES	**$ 284**	**$ 400**	**-$ 116**	**71%**
Total 40000 OPERATING REVENUES	**$ 4,488,310**	**$ 5,532,092**	**-$ 1,043,782**	**81%**
Expenses				
50000 OPERATING EXPENSES				
51100 SALARIES AND WAGES				
51110 Salaries & Wages - Regular	$ 1,241,475	$ 1,922,500	-$ 681,025	65%
51120 Salaries & Wages - Overtime	$ 1,872	$ 0	$ 1,872	
51121 Vacation Pay	$ 135,425	$ 0	$ 135,425	
51122 Sick Pay	$ 40,018	$ 0	$ 40,018	
Total 51100 SALARIES AND WAGES	**$ 1,418,790**	**$ 1,922,500**	**-$ 503,710**	**74%**
51200 EMPLOYEES BENEFITS				
51210 Medical Insurance	$ 122,421	$ 181,610	-$ 59,189	67%
51211 Dental Insurance	$ 4,991	$ 9,210	-$ 4,219	54%
51214 Life/AD&D/STD/LTD Insurance	$ 7,878	$ 9,790	-$ 1,912	80%
51217 Vision Insurance	$ 1,339	$ 3,600	-$ 2,261	37%
51220 Workers' Compensation	$ 26,800	$ 48,480	-$ 21,680	55%
51223 FICA	$ 37,313	$ 55,760	-$ 18,447	67%
51232 CalPERS	$ 91,090	$ 127,320	-$ 36,230	72%
51238 Net Pension Expenses	$ 73,595	$ 3,580	$ 70,015	2056%
Total 51200 EMPLOYEES BENEFITS	**$ 365,427**	**$ 439,350**	**-$ 73,923**	**83%**
51300 RETIREE BENEFITS				
51310 Retiree Health Benefits	$ 90,013	$ 122,160	-$ 32,147	74%
51347 OPEB CERBT Disbursement	-$ 67,826	$ 0	-$ 67,826	
Total 51300 RETIREE BENEFITS	**$ 22,187**	**$ 122,160**	**-$ 99,973**	**18%**
51400 TRAINING				
51410 Travel and Transportation	$ 2,408	$ 9,300	-$ 6,892	26%
51420 Professional Development & Training	$ 5,109	$ 12,710	-$ 7,601	40%
51430 Professional Memberships	$ 11,090	$ 14,000	-$ 2,910	79%
Total 51400 TRAINING	**$ 18,607**	**$ 36,010**	**-$ 17,403**	**52%**
52100 SUPPLIES AND MINOR EQUIPMENT				
52110 General Office Supplies	$ 1,305	$ 4,000	-$ 2,695	33%
52113 Passport Supplies	$ 1,911	$ 4,000	-$ 2,089	48%
52115 Paper Products	$ 571	$ 2,000	-$ 1,429	29%
52120 Paper Products-Library Services	$ 67	$ 0	$ 67	
52125 Furniture	$ 0	$ 1,000	-$ 1,000	0%
52130 Library Cards	$ 0	$ 1,000	-$ 1,000	0%
52135 Circulation Supplies	$ 175	$ 2,000	-$ 1,825	9%
52140 Marketing	$ 451	$ 3,500	-$ 3,049	13%
52145 Signage	$ 114	$ 2,500	-$ 2,386	5%
52150 Postage	$ 8,964	$ 16,000	-$ 7,036	56%
52155 Printer Supplies	$ 1,845	$ 8,000	-$ 6,155	23%

Buena Park Library District
Budget vs. Actuals
July 2025 - April 2026

	YTD Actual	Total Budget	Over Budget	% of Budget
52160 Printer Supplies-Library Services	$ 3,690	$ 0	$ 3,690	
52165 Supplies Reference/Children	$ 5,704	$ 0	$ 5,704	
52170 Local Meeting Expenses	$ 1,205	$ 0	$ 1,205	
Total 52100 SUPPLIES AND MINOR EQUIPMENT	**$ 26,003**	**$ 44,000**	**-$ 17,997**	**59%**
52200 LIBRARY MATERIALS				
52213 Books/Zip Books	$ 10,340	$ 55,000	-$ 44,660	19%
52215 Technical Services	$ 2,053	$ 4,650	-$ 2,597	44%
52223 Print Subscriptions	$ 5,558	$ 6,800	-$ 1,242	82%
52228 Media	$ 583	$ 6,000	-$ 5,417	10%
52233 Library of Things	$ 6,080	$ 15,000	-$ 8,920	41%
52238 Electronic Subscriptions	$ 17,065	$ 34,000	-$ 16,935	50%
52243 eBooks/Downloadable/Streaming Content	$ 49,926	$ 71,000	-$ 21,074	70%
52248 OCLC Fees	$ 598	$ 0	$ 598	
52268 Community Outreach Supplies (Lunch At The Library Grant)	$ 8,077	$ 8,170	-$ 93	99%
Total 52200 LIBRARY MATERIALS	**$ 100,280**	**$ 200,620**	**-$ 100,340**	**50%**
53100 LIBRARY PROGRAM PROFESSIONAL SERVICES				
53110 Public Programs - Adult	$ 0	$ 2,000	-$ 2,000	0%
53113 Adult Summar Reading Program	$ 0	$ 2,000	-$ 2,000	0%
53118 Public Programs - Teens	$ 0	$ 3,500	-$ 3,500	0%
53123 Teen Summer Reading Program	$ 0	$ 2,500	-$ 2,500	0%
53128 Public Programs - Children & Family	$ 810	$ 8,000	-$ 7,190	10%
53133 Children Summer Reading Program	$ 1,400	$ 10,000	-$ 8,600	14%
53143 Community Outreach	$ 304	$ 3,000	-$ 2,696	10%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	**$ 2,514**	**$ 31,000**	**-$ 28,486**	**8%**
54100 PROFESSIONAL AND SPECIALIZED SERVICES				
54110 Auditor Services	$ 18,500	$ 18,500	$ 0	100%
54115 Legal Services	$ 81,881	$ 100,000	-$ 18,119	82%
54120 Professional Services	$ 251,561	$ 345,300	-$ 93,739	73%
54127 Miscellaneous Expenses	$ 65	$ 0	$ 65	
54135 LAFCO Fee	$ 3,215	$ 3,220	-$ 5	100%
54140 Employment Physical/Background	$ 109	$ 7,000	-$ 6,891	2%
54145 Payroll & Timekeeping Services	$ 7,272	$ 8,000	-$ 728	91%
54150 Publications & Legal Notices	$ 85	$ 2,000	-$ 1,915	4%
54155 Permits and Fees	$ 368	$ 1,000	-$ 632	37%
54165 Merchant Fees	$ 4,327	$ 4,000	$ 327	108%
54170 Bank Fees	$ 12,091	$ 3,100	$ 8,991	390%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	**$ 379,474**	**$ 492,120**	**-$ 112,646**	**77%**
54200 TECHNOLOGY AND SUPPORT SERVICES				
54215 Computer Equipment & Peripherals (<$5,000)	$ 227	$ 3,000	-$ 2,773	8%
54220 System Services Supplies	$ 0	$ 2,500	-$ 2,500	0%
54225 Software/Web/Cloud Resources- License & Support	$ 78,259	$ 89,410	-$ 11,151	88%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	**$ 78,486**	**$ 94,910**	**-$ 16,424**	**83%**
55100 RISK MANAGEMENT AND INSURANCE				
55110 Property/Liability Insurance	$ 48	$ 69,990	-$ 69,943	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	**$ 48**	**$ 86,990**	**-$ 86,943**	**0%**
55200 TAXES AND ASSESSMENTS				
55210 Taxes and Assessments	$ 6,061	$ 9,300	-$ 3,239	65%
55215 Sales and Use Tax	$ 8,262	$ 7,000	$ 1,262	118%
Total 55200 TAXES AND ASSESSMENTS	**$ 14,323**	**$ 16,300**	**-$ 1,977**	**88%**
56100 UTILITIES				
56110 Electric	$ 77,974	$ 100,000	-$ 22,026	78%
56115 Gas	$ 3,014	$ 10,000	-$ 6,986	30%
56120 Water & Sewage	$ 5,216	$ 7,000	-$ 1,784	75%
Total 56100 UTILITIES	**$ 86,204**	**$ 117,000**	**-$ 30,796**	**74%**
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE				
57110 Service Agreements	$ 1,193	$ 8,000	-$ 6,807	15%
57120 Postage Machine Lease	$ 2,506	$ 2,800	-$ 294	90%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	**$ 3,699**	**$ 10,800**	**-$ 7,101**	**34%**
57200 FACILITY OPERATIONS AND MAINTENANCE				
57210 Building Maintenance Supplies	$ 200	$ 500	-$ 300	40%
57213 Janitorial Supplies	$ 5,891	$ 10,000	-$ 4,109	59%
57216 Custodial Services	$ 30,680	$ 45,000	-$ 14,320	68%
57219 Refuse Disposal Services	$ 6,780	$ 7,500	-$ 720	90%
57222 Electrical Services	$ 1,227	$ 5,000	-$ 3,773	25%
57225 Alarm System Services	$ 12,174	$ 16,000	-$ 3,826	76%
57228 HVAC Services	$ 6,780	$ 25,000	-$ 18,220	27%
57231 Elevator Services	$ 11,853	$ 10,000	$ 1,853	119%
57234 Plumbing Services	$ 2,267	$ 8,000	-$ 5,733	28%
57237 Landscape Services	$ 20,577	$ 30,000	-$ 9,423	69%

Buena Park Library District
Budget vs. Actuals
July 2025 - April 2026

	YTD Actual	Total Budget	Over Budget	% of Budget
57240 Door Maintenance Services	$ 869	$ 2,500	-$ 1,631	35%
57243 Pest Control Services	$ 5,625	$ 1,500	$ 4,125	375%
57246 Other Facility Maintenance	$ 0	$ 8,000	-$ 8,000	0%
57249 Minor Building Repairs	$ 0	$ 5,000	-$ 5,000	0%
57252 Fire & Safety Inspections & Services	$ 2,967	$ 3,000	-$ 33	99%
57255 Health & Safety Materials & Supplies	$ 0	$ 2,000	-$ 2,000	0%
57258 Telecommunication Services	$ 8,854	$ 6,000	$ 2,854	148%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	**$ 116,745**	**$ 185,000**	**-$ 68,255**	**63%**
57300 FLEET/VEHICLE SERVICES				
57310 Vehicle Maintenance & Repairs	$ 15	$ 1,500	-$ 1,485	1%
57315 Outreach Van - Gasoline	$ 50	$ 500	-$ 450	10%
57320 Vehicle Supplies & Materials	$ 0	$ 200	-$ 200	0%
Total 57300 FLEET/VEHICLE SERVICES	**$ 65**	**$ 2,200**	**-$ 2,135**	**3%**
59100 OTHER EXPENSES				
59120 Other Miscellaneous Expense	$ 1,028	$ 1,100	-$ 72	93%
Total 59100 OTHER EXPENSES	**$ 1,028**	**$ 1,100**	**-$ 72**	**93%**
70000 CAPITAL OUTLAY AND DEPRECIATION/AMORTIZATION EXPENSES				
71110 Project Management	$ 273,289	$ 301,850	-$ 28,561	91%
71113 Architectural Consultant	$ 435,820	$ 432,980	$ 2,840	101%
71115 Construction Services	$ 7,984	$ 3,771,340	-$ 3,763,356	0%
71117 Equipment Expense	$ 0	$ 83,150	-$ 83,150	0%
75610 Relocation and Occupancy Expenses (Non-Capitalizable)	$ 41,750	$ 0	$ 0	
Total 70000 CAPITAL OUTLAY AND DEPRECIATION/AMORTIZATION EXPENSES	**$ 758,844**	**$ 4,589,320**	**-$ 3,830,476**	**17%**
Total 50000/70000 EXPENSES	**$ 3,392,722**	**$ 8,391,380**	**-$ 4,998,658**	**40%**
NET CHANGES IN FUND BALANCE	**$ 1,095,588**	**-$ 2,859,288**	**$ 3,954,876**	**-38%**

Buena Park Library District

Summary Statement of Revenues, Expenditures and Changes in Fund Balance

July 2025- April 2026

	TOTAL		
	Current Year	**Prior Year**	**% Change**
REVENUES			
Total for 41100 PROPERTY TAXES	3,782,237	3,594,105	5%
Total for 41200 USER SERVICE CHARGES AND FEES	258,691	281,058	-8%
Total for 41400 INVESTMENT EARNINGS	420,852	193,831	117%
Total 41500 GRANT AND CONTRIBUTIONS	26,247	8,451	211%
Total for 41600 MISCELLANEOUS REVENUES	285	38,030	-99%
TOTAL REVENUES	**4,488,311**	**4,115,474**	**9%**
EXPENDITURES			
Total for 51100 SALARIES AND WAGES	1,418,790	1,360,249	4%
Total for 51200 EMPLOYEES BENEFITS	365,427	385,169	-5%
Total for 51300 RETIREE BENEFITS	22,187	0	
Total for 51400 RECRUTING AND TRAINING	18,607	18,885	-1%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	26,003	35,378	-26%
Total for 52200 LIBRARY MATERIALS	100,280	119,078	-16%
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	2,514	24,055	-90%
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	379,474	216,626	75%
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	78,486	15,736	399%
Total for 55100 RISK MANAGEMENT AND INSURANCE	48	11,674	-100%
Total for 55200 TAXES AND ASSESSMENTS	14,323	10,282	39%
Total for 56100 UTILITIES	86,204	79,906	8%
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	3,699	9,105	-59%
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	116,745	118,121	-1%
Total for 57300 FLEET/VEHICLE SERVICES	65	54	21%
Total for 59100 OTHER EXPENSES	1,028	0	
EXPENSES	758,844	459,299	65%
TOTAL EXPENDITURES	**3,392,722**	**2,863,618**	**18%**
NET CHANGES IN FUND BALANCE	**1,095,589**	**1,251,856**	**-12%**

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July 2025- April 2026

	TOTAL		
	Current Year	Prior Year	% Change
40000 REVENUES			
41100 PROPERTY TAXES			
41110 Property Taxes - Secured	2,234,008	2,193,102	2%
41120 Property Taxes - Unsecured	61,461	61,894	-1%
41140 Property Taxes - Prior Year Supplemental	61,175	38,344	60%
41150 Pass-through Property Taxes	494,605	457,437	8%
41155 Residual Property Taxes	928,633	836,429	11%
41170 Property Taxes - Interest on Unapportioned Taxes	2,355	2,577	-9%
41325 Property Taxes - State	0	4,321	-100%
Total for 41100 PROPERTY TAXES	**3,782,237**	**3,594,105**	**5%**
41200 USER SERVICE CHARGES AND FEES			
41210 Photocopies and Printing	18,284	17,321	6%
41215 Fines and faxing services	180		
41220 Passport Photos	60,910	63,845	-5%
41230 Passport Application Services	179,377	199,892	-10%
41240 Merchandise Sales	61		
41299 Return Item Chargeback	-122	0	
Total for 41200 USER SERVICE CHARGES AND FEES	**258,691**	**281,058**	**-8%**
41400 INVESTMENT EARNINGS			
41410 Investment Income	411,263	193,674	112%
41420 Saving Account Interest	9,589	157	6008%
Total for 41400 INVESTMENT EARNINGS	**420,852**	**193,831**	**117%**
41500 GRANT AND CONTRIBUTIONS			
41510 State Grants	24,869	8,193	204%
41520 Individual Donations	1,200	258	365%
41530 Miscellaneous Donations	178	0	
Total 41500 GRANT AND CONTRIBUTIONS	**26,247**	**8,451**	**211%**
41600 MISCELLANEOUS REVENUES			
41610 Other Revenues	285	38,030	-99%
Total for 41600 MISCELLANEOUS REVENUES	**285**	**38,030**	**-99%**
TOTAL REVENUES	**4,488,311**	**4,115,474**	**9%**
50000 EXPENDITURES			
51100 SALARIES AND WAGES			
51110 Salaries & Wages - Regular	1,241,475	1,360,249	-9%
51120 Salaries & Wages - Overtime	1,872	0	
51121 Vacation Pay	135,425	0	
51122 Sick Pay	40,018	0	
Total for 51100 SALARIES AND WAGES	**1,418,790**	**1,360,249**	**4%**
51200 EMPLOYEES BENEFITS			
51210 Medical Insurance	122,421	204,477	-40%
51211 Dental Insurance	4,991	5,378	-7%
51214 Life/AD&D/STD/LTD Insurance	7,878	7,368	7%
51217 Vision Insurance	1,339	1,942	-31%
51220 Workers' Compensation	26,800	15,019	78%
51223 FICA	37,313	40,677	-8%
51232 CalPERS	91,090	110,308	-17%
51238 Net Pension Expenses	73,595	0	
Total for 51200 EMPLOYEES BENEFITS	**365,427**	**385,169**	**-5%**
51300 RETIREE BENEFITS			
51310 Retiree Health Benefits	90,013	0	
51347 OPEB CERBT Disbursement	-67,826	0	
Total for 51300 RETIREE BENEFITS	**22,187**	**0**	
51400 RECRUTING AND TRAINING			
51410 Travel and Transportation	2,408	913	164%
51420 Professional Development & Training	5,109	1,574	225%

Buena Park Library District
Detailed Statement of Revenues, Expenditures and Changes in Fund Balance
July 2025- April 2026

	TOTAL		
	Current Year	Prior Year	% Change
51430 Professional Memberships	11,090	12,084	-8%
51440 Special District Conferences	0	4,089	-100%
51450 CLA Conference	0	225	-100%
Total for 51400 RECRUTING AND TRAINING	**18,607**	**18,885**	**-1%**
52100 SUPPLIES AND MINOR EQUIPMENT			
52110 General Office Supplies	1,305	10,976	-88%
52113 Passport Supplies	1,911	3,237	-41%
52115 Paper Products	571	1,280	-55%
52120 Paper Products-Library Services	67	1,130	-94%
52125 Furniture	0	894	-100%
52135 Circulation Supplies	175	651	-73%
52140 Marketing	451	0	
52145 Signage	114	75	53%
52150 Postage	8,964	2,090	329%
52155 Printer Supplies	1,845	12,109	-85%
52160 Printer Supplies-Library Services	3,690	0	
52165 Supplies Reference/Children	5,704	1,643	247%
52170 Local Meeting Expenses	1,205	1,291	-7%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	**26,003**	**35,378**	**-26%**
52200 LIBRARY MATERIALS			
52213 Books/Zip Books	10,340	35,475	-71%
52215 Technical Services	2,053	0	
52218 Title Source III	0	1,852	-100%
52223 Print Subscriptions	5,558	6,676	-17%
52228 Media	583	2,559	-77%
52233 Library of Things	6,080	3,295	85%
52238 Electronic Subscriptions	17,065	52,031	-67%
52243 eBooks/Downloadable/Streaming Content	49,926	14,150	253%
52248 OCLC Fees	598	710	-16%
52268 Community Outreach Supplies (Lunch At The Library Grant)	8,077	2,329	247%
Total for 52200 LIBRARY MATERIALS	**100,280**	**119,078**	**-16%**
53100 LIBRARY PROGRAM PROFESSIONAL SERVICES			
53110 Public Programs - Adult	0	642	-100%
53113 Adult Summar Reading Program	0	-9	-100%
53118 Public Programs - Teens	0	2,730	-100%
53123 Teen Summer Reading Program	0	350	-100%
53128 Public Programs - Children & Family	810	3,650	-78%
53133 Children Summer Reading Program	1,400	2,229	-37%
53138 Multicultural Program	0	579	-100%
53143 Community Outreach	304	13,885	-98%
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	**2,514**	**24,055**	**-90%**
54100 PROFESSIONAL AND SPECIALIZED SERVICES			
54110 Auditor Services	18,500	0	
54115 Legal Services	81,881	43,296	89%
54120 Professional Services	251,561	0	
54125 Consultant - General	0	110,679	-100%
54127 Miscellaneous Expenses	65		
54130 Polaris	0	50,415	-100%
54135 LAFCO Fee	3,215	510	531%
54140 Employment Physical/Background	109	942	-88%
54145 Payroll & Timekeeping Services	7,272	6,153	18%
54150 Publications & Legal Notices	85	6	1317%
54155 Permits and Fees	368	0	
54165 Merchant Fees	4,327	3,211	35%
54170 Bank Fees	12,091	1,415	755%
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	**379,474**	**216,626**	**75%**

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July 2025- April 2026

	TOTAL		
	Current Year	Prior Year	% Change
54200 TECHNOLOGY AND SUPPORT SERVICES			
54215 Computer Equipment & Peripherals (<$5,000)	227	5,485	-96%
54225 Software/Web/Cloud Resources- License & Support	78,259	9,350	737%
54230 Technical Services	0	901	-100%
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	**78,486**	**15,736**	**399%**
55100 TECHNOLOGY AND SUPPORT SERVICES			
55110 Property/Liability Insurance	48	11,674	-100%
55115 Unemployment Insurance	0	0	
55120 Risk Management	0		
Total for 55100 RISK MANAGEMENT AND INSURANCE	**48**	**11,674**	**-100%**
55200 TAXES AND ASSESSMENTS			
55210 Taxes and Assessments	6,061	10,282	-41%
55215 Sales and Use Tax	8,262	0	
Total for 55200 TAXES AND ASSESSMENTS	**14,323**	**10,282**	**39%**
56100 UTILITIES			
56110 Electric	77,974	70,899	10%
56115 Gas	3,014	5,060	-40%
56120 Water & Sewage	5,216	3,947	32%
Total for 56100 UTILITIES	**86,204**	**79,906**	**8%**
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE			
57110 Service Agreements	1,193	4,886	-76%
57120 Postage Machine Lease	2,506	1,873	34%
57121 Equipment Lease	0	2,346	-100%
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	**3,699**	**9,105**	-59%
57200 FACILITY OPERATIONS AND MAINTENANCE			
57210 Building Maintenance Supplies	200	1,817	-89%
57213 Janitorial Supplies	5,891	6,489	-9%
57216 Custodial Services	30,680	35,776	-14%
57219 Refuse Disposal Services	6,780	12,173	-44%
57222 Electrical Services	1,227	0	
57225 Alarm System Services	12,174	11,262	8%
57228 HVAC Services	6,780	21,993	-69%
57231 Elevator Services	11,853	2,262	424%
57234 Plumbing Services	2,267	2,826	-20%
57237 Landscape Services	20,577	13,016	58%
57240 Door Maintenance Services	869	0	
57243 Pest Control Services	5,625	750	650%
57252 Fire & Safety Inspections & Services	2,967	0	
57258 Telecommunication Services	8,854	7,606	16%
57261 Special Building Project	0	2,150	-100%
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	**116,745**	**118,121**	**-1%**
57300 FLEET/VEHICLE SERVICES			
57310 Vehicle Maintenance & Repairs	15	54	-72%
57315 Outreach Van - Gasoline	50	0	
Total for 57300 FLEET/VEHICLE SERVICES	**65**	**54**	21%
59100 OTHER EXPENSES			
59120 Other Miscellaneous Expense	1,028		
Total for 59100 OTHER EXPENSES	**1,028**	**0**	
70000 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES			
71110 Project Management	273,289	459,299	-40%
71113 Architectural Consultant	435,820	0	
71115 Construction Services	7,984	0	
75610 Relocation and Occupancy Expenses (Non-Capitalizable)	41,750		
EXPENSES	**758,844**	**459,299**	**65%**
TOTAL EXPENDITURES	**3,392,722**	**2,863,618**	**18%**

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July 2025- April 2026

	TOTAL		
	Current Year	Prior Year	% Change
NET CHANGES IN FUND BALANCE	**1,095,589**	**1,251,856**	**-12%**

BUENA PARK LIBRARY DISTRICT

TREASURER'S REPORT

April 2026

Bank of America	Business Checking	Interest Checking
Beginning Balance 04/01/2026	**178,801**	**340,534**
RECEIPTS/TRANSFERS:		
Property Tax Receipts	-	744,158
Service Fee	-	26,099
Interest		536
Transfer In from BofA Interest Checking`	345,000	
Transfer In from CLASS		
	345,000	**770,793**
DISBURSEMENTS/TRANSFERS:		
Vendor Payments - Checks/ACH	170,310	
CALPERS	48,960	
ADP Payroll	114,018	
Bank/Merchant Processing fees	1,066	0
Transfer to BofA Business Checking	-	345,000
	334,355	**345,000**
`		
Balance Per Bank 04/30/2026	**189,446**	**766,327**
Outstanding Checks	(83,898)	0
Deposit in Transit		
Balance Per Books 04/30/2026	**105,548**	**766,327**

RECONCILEMENT:	**Book Balance**	**Bank Balance**
Bank of America Business Checking - Operating Account	$105,548	$189,446
Bank of America Public Funds Interest Account - Revenues Account	$766,327	$766,327
CLASS	$12,197,803	$12,197,803
CAMP	$1,309,850	$1,309,850
Outstanding Transactions		-$83,898
TOTAL LIQUIDITY BALANCE as of 04/30/2026	**$14,379,529**	**$14,379,529**

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: 5/29/26

Secretary

Signed Date:

Date: June 2, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Adoption of a Resolution 2026-8 Approving a Delegation of Administrative Authority Policy

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Recommended Action:

Adopt Resolution 2026-8 approving a Delegation of Administrative Authority Policy

Background:

Currently, the Board delegates "management authority" to the Library Director in general terms in the Board Policies and Procedures Manual. This lack of specificity has created challenges in personnel management and difficulty in obtaining access to accounts and information. A Delegation of Administrative Authority Policy is standard in government agencies.

Discussion:

Staff worked with the District's legal counsel to formulate a policy to clarify this role and requests that the Board of Library Trustees adopt Resolution 2026-8 adopting a Delegation of Administrative Authority Policy (Exhibit A). This policy provides clarity about management authority by defining the specific roles and responsibilities of the Library Director and the Board.

The new policy supports and aligns with best practices and the proposed updates to the Personnel Rules, ensuring consistency in personnel administration, reinforcing the administrative chain of command, and clarifying reporting channels to support effective performance management. Both the Delegation of Administrative Authority Policy and the Personnel Rules updates were developed with professional and legal guidance to ensure best practices and minimize risk.

The proposed Delegation of Administrative Authority Policy defines the Library Director's authority over day-to-day administration of District operations. It reinforces the Board's role in governance, focusing on budget approval, contract authorization, policy guidance, and oversight, rather than operational or personnel matters.

The Policy also reinforces the administrative chain of command by acknowledging the Library Director's authority to enact personnel actions for at-will employees who do not report directly to the Board, consistent with the updated Personnel Rules and agency best practices for similarly situated employees. This includes approving leaves, implementing disciplinary action, and authorizing merit increases within the approved budget. This reduces delays and minimizes legal risks. Oversight and advice for personnel management is obtained through consultation with employment legal counsel, specialized consultants, and our risk management joint powers authority.

The Delegation of Administrative Authority Policy also defines broader operational responsibilities such as maintaining facilities, administering programs, and performing other actions necessary to sustain agency operations and clarifies access to accounts, systems, and information, resolving confusion caused by inconsistent job titles and undefined duties.

The new policy supports effective governance and best practices in risk management by establishing direct channels for performance management decision-making to ensure prompt action when necessary. It also clarifies the distinction between routine management issues and Board governance responsibilities, fostering accountability, leadership clarity, and operational efficiency. It protects the District and Board members from potential liability.

The Delegation of Administrative Authority Policy was written by the District's attorney to ensure clear legal authority and risk mitigation. Together, the policy and updated handbook provide a consistent, legally sound framework for personnel management, decision-making, and performance oversight.

Recommendation:

It is recommended that the Board of Library Trustees adopt Resolution 2026-8 adopting the Delegation of Administrative Authority Policy. Adoption will provide clear guidance on roles and responsibilities, strengthen the administrative chain of command, reinforce performance management channels, resolve access and operational ambiguities, protect employee privacy, and allow the Board to focus on governance, strategic oversight, and policy guidance.

Fiscal Impact:

None

Exhibit:
Exhibit: Resolution 2026-8 with Delegation of Administrative Authority Policy attached as Exhibit "A".

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2026-8

RESOLUTION OF THE BOARD OF TRUSTEES OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY ADOPTING A DELEGATION OF AUTHORITY POLICY

WHEREAS, the Board of Library Trustees ("Board") is authorized under California law to govern the affairs of the Buena Park Library District ("District"); and

WHEREAS, Education Code section 19647 authorizes the Board to delegate managerial authority to the Library Director; and

WHEREAS, the Board recognizes the need for efficient and effective administration of District operations and desires to clearly define the authority delegated to the Library Director for the day-to-day management of the District; and

WHEREAS, the Board desires to retain those powers reserved to it by law, including but not limited to adoption of the annual budget, approval of classification and compensation plans, and approval of major contracts as required by statute; and

WHEREAS, the Board has reviewed the "Delegation of Authority Policy" attached hereto as Exhibit "A" and finds that adoption of the policy will clarify what authority and powers are delegated to the Library Director, as well as define any limitations on that delegation, promoting efficient administration and accountability;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Trustees of the Buena Park Library District that:

Section 1. The foregoing recitals are true and correct.

Section 2. The Board of Library Trustees hereby adopts the "Delegation of Authority Policy," attached hereto as Exhibit "A" and incorporated herein by this reference.

Section 3. Pursuant to Education Code section 19647 the Board delegates to the Library Director the authority and responsibility set forth in the policy for the day-to-day administration and management of the District.

Section 4. That the Library Director is authorized to take all steps and any other action that is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution, and to protect the interests of the District.

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District on this 2nd day of June, 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada
President, Board of Library Trustees

ATTEST:

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of Trustees of the Buena Park Library District of Orange County, California, adopted by said Board at its meeting on June 2, 2026

By: _____
Christian Quintero
Secretary, Board of Library Trustees

DRAFT

EXHIBIT "A"
Delegation of Authority Policy

DRAFT

BUENA PARK Library District

Administrative Policy

Policy Title: Delegation of Administrative Authority

Policy Number: 2100

The Board of Library Trustees establishes policy and exercises those powers reserved to it by law, including adoption of the annual budget, approval of the classification and compensation plan, and approval of major contracts as required by statute.

Except as otherwise required by law or expressly reserved by Board policy, the Board delegates to the Library Director full authority and responsibility for the day-to-day administration and management of the District. This delegation includes, but is not limited to:

1. Recruitment, hiring, and appointment of employees to authorized positions;
2. Assignment, supervision, evaluation, promotion, and transfer of employees;
3. Administration of compensation within the adopted salary schedule and budget;
4. Implementation of the budget approved by the Board, including oversight of expenditures and financial commitments within established limits;
5. Authorization to enter into contracts, issue purchase orders, and conduct procurement consistent with Board-approved policies and statutory requirements;
6. Approval of grants and other funding sources not to exceed $20,000. Grants and other funding sources in excess of $20,000 require Board approval;
7. Approval of donations pursuant to Board-approved policies and statutory requirements;
8. Approval of leaves consistent with Board policy and law;

Administrative Policy

9. Oversight of facilities and equipment;
10. Management of library programs, services, collections, and technology operations, based on guiding principles from the Board;
11. Discipline, including suspension and termination of employment;
12. Administration and interpretation of personnel policies and procedures;
13. Ensuring compliance with applicable local, state, and federal laws and regulations; and
14. Authority to act in emergencies or situations requiring immediate action for the safety or welfare of staff, patrons, or the library's assets. Any actions taken in such a situation will be brought to the Board at the earliest possibility.

Personnel actions taken by the Library Director within this delegated authority may be reported to the Board for informational purposes, but do not require prior approval unless expressly required by law or Board policy.

Nothing in this delegation alters the at-will nature of employment with the District. Employees serve at the pleasure of the District, subject only to applicable law.

This delegation is made pursuant to Education Code Section 19647.

Last Review Date: June 2, 2026

Adoption and Previous Revisions:
Adopted: June 2, 2026

Relevant Policies and Procedures:
None

BUENA PARK Library District

Agenda Item 20

Date: June 2, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Updated Personnel Rules Handbook and attached Policy Updates

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Recommended Action:

1) Adopt Resolution 2026-9 adopting the new Personnel Rules Handbook; 2) Adopt Resolution 2026-10 adopting the Family Medical Leave Act/California Family Rights Act Leave Policy; 3) Adopt Resolution 2026-11 adopting the Pregnancy Disability Leave Policy; 4) Adopt Resolution 2026-12 adopting the Drug Free Workplace Policy; and 5) Adopt Resolution 2026-13 adopting the Electronic and Computer Use/Social Media Policy

Background:

In January 2025, the District received a high-level assessment of our personnel policies, recommending a more in-depth review. In Spring 2025, the Board of Trustees approved an agreement with Regional Government Services ("RGS") for Human Resources Consulting. Staff made updating the personnel policies a priority for fiscal year 2025-2026 and worked diligently with consultants and legal counsel to address them.

Discussion:

Presented here is a comprehensive update of the District's personnel rules that reflects best practices for public agencies and addresses our District's specific needs. Staff worked with the District's human resources consultants and legal counsel to make these comprehensive updates and requests that the Board of Library Trustees adopt Resolution 2026-9 adopting the new Personnel Rules Handbook (Exhibit A). Additionally, the handbook introduces four new policy appendices and staff requests that the Board also adopt resolutions to adopt those additional policies: Resolution 2026-10 adopting the Family Medical Leave Act/California Family Rights Act Leave Policy, Resolution 2026-11 adopting the Pregnancy Disability Leave Policy, Resolution 2026-12 the Drug Free Workplace Policy and Resolution 2026-13 adopting the Electronic and Computer Use/Social Media Policy.

The new handbook aligns with best practices and is legally compliant. The proposed personnel rules will ensure consistency in personnel administration, clarity in policy, guide staff in conduct and performance and provide clear information about their benefits and leave entitlements. It will assist supervisors in performance management. The participation of the District's legal counsel in policy development and review will assist the District's risk management efforts.

Due to the extensive number of revisions and the times the handbook was passed between staff, consultants, and legal counsel, the District is providing a high-level overview of significant changes between copies instead of a red-lined version of tracked changes. The current version is referenced as Exhibit "A"

The handbook includes the following significant changes:

- Statements clarifying delegation of authority to the Library Director for various purposes related to personnel administration including hiring, discipline, and salary administration.
- Contract Disclaimer reinforcing that the handbook does not constitute a guarantee of continued employment.
- Affirmation that although policies require Board approval, administrative procedures implementing those policies may be revised by the Library Director without Board approval.
- Affirmation at the beginning of the handbook and throughout reinforcing the at will status of District employees.
- Updated sections related to discrimination, harassment, retaliation, bullying, and complaint procedures.
- Addition of whistleblowing section.
- Expansion of reasonable accommodation section.
- Placing a one-year cap on the Director's previously indefinite authority to reinstate a former employee with Board approval.
- Revision of background check section to comply with legal requirement of allowing a prospective employee to respond to a background check to provide mitigating evidence.
- Use of the term "introductory period" to define the initial period of employment to ensure a mutual understanding that completion of this period does not change the at will nature of the employment relationship.
- Deletion of a status called "Inactive" that is not used.
- Removal of references to the Library Director's employment status, administrative leave, and authority to grant their own hour-for-hour compensatory time.
- Removal of references that require an employee to be on the payroll for eleven (11) payroll days in a month to receive benefits, holidays, or paid leave and replace with paid status requirement.
- Reinforcement that the compensation plan is set by Board approval through resolution or minute order and can be adjusted at the Board's discretion; that employees are not guaranteed any compensation increases on any periodic basis.
- Removal of Library Director's authority to grant hour-for-hour compensatory time to exempt employees.
- Renaming of "Administrative Leave" to "Management Leave" and adjustment of language, which previously authorized the Library Director to award up to 16 hours to each manager, to now specifically credit the only manager (Library Services Manager) with 24 hours per fiscal year, that cannot be cashed out.
- Update to the Discretionary Unpaid Leave of Absence Policy to protect privacy, allow administrative approval, and align with best practices.
- Increase of paid Jury Duty Leave from 5 days to 10 days for full-time employees. Employees are not able to reschedule to summer or winter breaks and have lost compensation and vacation time due to being placed on jury duty. Many cities and counties offer 30 days or unlimited jury service. Jury service does not come up often but has severely and negatively impacted employees.
- Updates to various leaves to make them legally compliant including military leave, victim leave, and various leaves related to disabilities and childcare.
- Discontinuation of "Personal Leave" as the District's use of it does not align with requirements related to benefits and compensation.
- Correction of accrual rates to ensure that employees only accrue leave based on paid time, not pay periods.
- Update to the District's paid sick leave for part-time employees. This is a significant policy change switching from a front-loaded annual allotment to an accrual-based system. The current policy allows 40 hours per year and was based on a

misapplication of the law, allotting the amount of sick leave required for a full-time employee to a part-time employee. It is front-loaded each July for every part-time employee, regardless of how many hours they worked. The new policy was written by our legal counsel, aligns with the law, and employees will earn 1 hour per 30 hours worked, which is the requirement. The current policy brought forth complaints of unfairness due to employees who worked fewer hours receiving the same amount of sick leave as employees who worked the maximum, and employees with patterns of absenteeism receive the same amount of sick leave as employees who work their scheduled shifts. This policy change allows employees to roll-over hours year-to-year and will allow a maximum accrual of 80 hours, which will allow sick leave to be available for longer term illnesses or pregnancy.

- Update to vacation accrual caps for full-time employees. Currently, the policy allows all employees, regardless of accrual rate, to accrue 200 hours with Board approvals for excess. The proposed change proposes a gradient approach which is more standard in public agencies, which allows the employees twice their annual accrual, allowing the range to span from 160 hours to 320 hours depending on the years of service. This mitigates the risk to the District due to the ongoing issue with employees reaching the cap and not being able to take their vacation due to operational constraints. Currently, several employees, namely those with supervisory duties and higher accrual rates, routinely reach the cap and are unable to take vacation when they need to and stop accruing, despite having planned vacations later in the year. This current practice exposes the District to legal risk and can easily be mitigated. This will cause the District to need to slightly increase their liability for compensated absences.
- Clarification about how floating holidays and holidays are used and that they are not paid out.
- Revision of the attendance expectations, which previously allowed five (5) unscheduled absences per month, resulting in frequent absenteeism that has negatively impacted District operations. The new policy allows the District more discretion in determining operational impact and reviewing attendance matters with employees.
- Update to the Conduct and Ethics section, providing clearer guidance about the meaning of "gifts" in relation to the influencing business decisions and Fair Political Practices Commission reporting requirements.
- Addition of clarifying language prohibiting using District resources for personal use or the benefit of a business.
- Extensive updates to the Confidentiality section to safeguard confidential information of the District, vendors, patrons, and to clarify how to direct requests for information.
- Streamlining of the Dress Code section to affirm professional attire appropriate for the workplace.
- Extensive update to the Discipline and Prohibited Conduct sections. This was specifically written by our legal counsel to reserve the District's rights to impose discipline at its discretion, including but not limited to imposing any level of discipline it deems appropriate, and to reaffirm the at will status of employees. The updated section also now affirms the Library Director's role of personnel management and authorizes the Library Director to implement all levels of discipline, including suspension, demotion, and termination. District employees are not tenured, do not have contracts or additional statutory rights that involve the Board like certain school district or college employees, and do not report to the Board, other than the Library Director. The updated discipline section aligns with the new Delegation of Administrative Authority Policy, as drafted by legal counsel, promoting timely and effective personnel management in accordance with best practices, while protecting confidentiality. This update supports the Library Director's ability, with guidance from

employment counsel and risk management, to manage personnel matters, including the administrative aspects of discipline, while allowing the Board to focus on its role in strategic and oversight responsibilities.
- Employee responsibility for safeguarding personal property added.
- Employer property section added, including employee responsibilities and District's right to access and inspect.
- Political Activity section clarified so employees have a better understanding of what constitutes this sort of activity under the law.
- Electronic and Computer Use/Social Media Policy added.
- Violence-Free Workplace section shortened and redirected to our Workplace Violence Prevention Plan.
- Safety language updated.
- Compensation and Pay Plan updated to provide clarification that the Board approves the merit increases through the budget approval, but the Library Director administers the pay plan through administrative actions within authorized salary ranges and funding.
- Driving on District Business section updated and reference back to Driver Policy.
- Appendices added expanding on:
    - Family Medical Leave Act/California Family Rights Act Leave Policy
    - Pregnancy Disability Leave Policy
    - Drug Free Workplace Policy
    - Electronic and Computer Use/Social Media Policy
- Various language changes to adjust tone and clarity.

Recommendation:
It is recommended that the Board of Library Trustees take the following actions:

Adopt Resolution 2026-9 adopting the new Personnel Rules Handbook (Exhibit A).

Adopt Resolution 2026-10 adopting the Family Medical Leave Act/California Family Rights Act Leave Policy,

Adopt Resolution 2026-11 adopting the Pregnancy Disability Leave Policy,

Adopt Resolution 2026-12 adopting the Drug Free Workplace Policy and

Adopt Resolution 2026-13 adopting the Electronic and Computer Use/Social Media Policy.

Fiscal Impact:

There is minimal fiscal impact associated with increased leave accrual caps that will be reflected on the District's financial statements; however, this is balanced by reduced leave accruals for other employees with less seniority. There is anticipated cost redistribution with the re-alignment of sick leave for part-time employees to part-time levels due to those hours being re-allocated to paid work time.

Exhibit:
Exhibit A: Resolution 2026-9 with Proposed Handbook as exhibit A
Exhibit B: Current handbook last updated June 2024

Exhibit C: FMLA
Exhibit D: PDL
Exhibit F: Drug Free Workplace Policy
Exhibit G: Electronic and Computer Use/Social Media Policy

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2026-9

RESOLUTION OF THE BOARD OF TRUSTEES OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY ADOPTING A NEW PERSONNEL RULES HANDBOOK AND RESCINDING AND SUPERSEDING PRIOR EMPLOYEE HANDBOOKS

WHEREAS, the Board of Library Trustees ("Board") of the Buena Park Library District ("District") is authorized to establish rules and policies governing the administration and operation of the District and its employees; and

WHEREAS, the District maintains personnel policies in the form of an Employee Handbook to provide guidance regarding employment practices, employee expectations, workplace standards, benefits, and compliance with applicable law; and

WHEREAS, the Board has determined that it is necessary and appropriate to revise and update the District's Employee Handbook to reflect current operational needs, legal requirements, and best practices; and

WHEREAS, the Board has reviewed the new Personnel Rules Handbook attached hereto as Exhibit "A" and finds that adoption of the new handbook is in the best interests of the District and its employees;

NOW, THEREFORE, the District's Board hereby resolves, determines, and finds the following:

Section 1. That the following recitals are true and correct, and are incorporated by reference set forth herein.

Section 2. The Board hereby adopts the new Personnel Rules Handbook ("Handbook"), attached hereto as Exhibit "A" and incorporated herein by this reference.

Section 3. Upon the effective date of this Resolution, the adopted Handbook shall supersede the previous handbook attached hereto as Exhibit "B" and replace all prior versions of the District's Employee Handbook previously adopted by the Board.

Section 4. Any stand-alone Board policies, resolutions, administrative regulations, or other officially adopted policies of the District not expressly incorporated into the Handbook shall remain in full force and effect unless separately amended or repealed by the Board.

Section 5. The Library Director, or designee, is authorized to administer, interpret, and implement the Handbook consistent with applicable law and Board policy.

Section 6. The Library Director may make non-substantive administrative, formatting, clerical, or legal citation updates to the Handbook as necessary, provided such revisions do not materially alter Board-approved policy. Any substantive changes to personnel policies shall require Board approval.

DRAFT

Section 7. District employees shall be provided access to the Handbook and shall be required to sign an acknowledgment confirming receipt of the Handbook.

Section 8. Nothing in the Handbook or this Resolution shall be construed to create a contract of employment or to alter the at-will status of District employees except as otherwise provided by law or written agreement approved by the Board.

Section 9. That the Library Director is authorized to take all steps and any other action that is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution.

Section 10. This Resolution and the Handbook adopted herein shall become effective upon adoption.

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District on this 2nd day of June, 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada
President, Board of Library Trustees

ATTEST:

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of Trustees of the Buena Park Library District of Orange County, California, adopted by said Board at its meeting on June 2, 2026

By: _____
Christian Quintero
Secretary, Board of Library Trustees

DRAFT

EXHIBIT "A"
Personnel Rules Handbook

DRAFT

EXHIBIT "B"
Employee Handbook
Dated: June 2024

DRAFT

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2026-10

RESOLUTION OF THE BOARD OF TRUSTEES OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY ADOPTING A FAMILY AND MEDICAL LEAVE ACT (FMLA) / CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

WHEREAS, the Board of Library Trustees ("Board") is authorized under California law to govern the affairs of the Buena Park Library District ("District"); and

WHEREAS, the Board is committed to ensuring compliance with all applicable federal and state employment laws, including the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA); and

WHEREAS, FMLA and CFRA provide eligible employees with job-protected leave for specified family and medical reasons, subject to applicable requirements and conditions; and

WHEREAS, the Board recognizes the importance of establishing a clear and comprehensive policy to inform employees of their rights and responsibilities regarding family and medical leave; and

WHEREAS, the Board has reviewed the "Family and Medical Leave Act (FMLA) / California Family Rights Act (CFRA) Leave Policy" attached hereto as Exhibit "A" and finds that adoption of the policy will promote compliance with applicable law and support the operational needs of the District while protecting employee rights;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Trustees of the Buena Park Library District that:

Section 1. The foregoing recitals are true and correct.

Section 2. The Board of Library Trustees hereby adopts the "Family and Medical Leave Act (FMLA) / California Family Rights Act (CFRA) Leave Policy," attached hereto as Exhibit A and incorporated herein by this reference.

Section 3. That the Library Director is authorized to take all steps and any other action that is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution, and to protect the interests of the District.

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District on this 2nd day of June, 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada
President, Board of Library Trustees

ATTEST:

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of Trustees of the Buena Park Library District of Orange County, California, adopted by said Board at its meeting on June 2, 2026

By: _____
Christian Quintero
Secretary, Board of Library Trustees

DRAFT

EXHIBIT "A"

Family Medical Leave Act (FMLA)/ California Family Rights Act (CFRA) Leave Policy

DRAFT

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

PURPOSE

The Buena Park Library District (District) provides family and medical care leave for eligible covered employees as required by state and federal law. This Policy is supplemented by the Federal Family and Medical Leave Act (FMLA), and the California Family Rights Act (CFRA). Unless otherwise stated in this Policy, "leave" means leave pursuant to FMLA and CFRA. Unless otherwise provided by law, the District will run each employee's FMLA and CFRA leaves concurrently.

FMLA/CFRA

In accordance with FMLA and CFRA, the District may designate eligible covered employees a leave of absence for a period of 12 work weeks of family and medical leave during a 12-month period for a qualifying event, or 26 workweeks to care for a covered servicemember.

Leave may be designated for one or more of the following qualifying reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care, or to care for a newborn of an employee, or for baby bonding;
- To care for the employee's child, spouse or registered domestic partner or their child, parent, parent-in-law, grandparent, grandchild, or sibling or designated person who has a serious health condition;
- For a serious health condition that makes the employee unable to perform their job;
- For an employee, or for an employee's family member, against whom a "Qualifying Act of Violence" has been committed. A "Qualifying Act of Violence" is defined as any of the following regardless of whether it results in an arrest, prosecution, or conviction:
    - Domestic violence
    - Sexual assault
    - Stalking, or
    - An act, conduct or pattern of conduct that includes any of the following: an individual causing bodily injury or death to another individual; an individual exhibiting, drawing, brandishing, or using a firearm, or other dangerous weapon, with respect to another individual; or an individual using or making a threat, whether actual or perceived, to use, force against another individual to cause physical injury or death.

      "Family member" means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, as those terms are defined in Section 12945.2, or designated person. "Designated person" means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employer may limit an employee to one designated person per 12-month period for leave pursuant to this section.

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

- Leave for a variety of "qualifying exigencies" arising from when an employee's spouse, son, daughter, or parent is on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation;
- Under the CFRA only, leave for a variety of "qualifying exigencies" arising from an employee's domestic partner is on active-duty status in the National Guard or Reserves in support of a contingency operation. Leave for this purpose does not apply to FMLA leave and will not run concurrently with leave under the FMLA; or
- Leave to care for a spouse, son, daughter, parent or "next of kin" who is a covered servicemember of the U.S. Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty, or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. This leave can run up to 26 weeks of unpaid leave during a single 12-month period.

Leave that is requested for the birth, adoption or foster care placement of a child of the employee, must be concluded within one year of the birth or placement of the child. An employee is entitled to leave for one of these purposes for at least one day, but less than two weeks duration on any two occasions; otherwise leave must be used in a minimum increment of two weeks.

When both parents are employed by the District and request simultaneous leave for the birth or placement for adoption or foster care of a child, the District will designate 12 workweeks of family/medical leave for each employee.

If leave is requested as family care leave for a qualifying family member or for the employee with serious health condition, there is no minimum amount of leave that must be taken. However, compliance with the notice and medical certification provisions in this Policy is required.

SERIOUS HEALTH CONDITION

Serious health condition: A serious health condition means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care;
- A period of incapacity of more than three consecutive calendar days that involves (a) treatment two or more times by a health care provider or (b) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
- A period of incapacity due to qualifying pregnancy or other pregnancy related conditions; the District will be careful to ensure that PDL for eligible covered employees runs separately and concurrently according to all laws;

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

- A chronic condition which (a) requires periodic visits for treatment by a health care provider, (b) continues over an extended period, and (c) may cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.);
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, and the employee or family member is under the continuing supervision of a health care provider (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease); or
- Any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in the period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

Qualified health care providers include Doctors of Medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, alternative health care providers, nurse practitioners, nurse-midwives, clinical social workers, and physician assistants authorized to practice under state law and performing within the scope of their practice under state law.

ELIGIBILITY FOR LEAVE

Covered employees are eligible for leave pursuant to this policy if the employee has been employed with the District for at least 12 months and has worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

In addition, to be eligible for Military Family Leave to care for an injured servicemember, the covered employee must be a spouse, domestic partner, son, daughter, parent or next of kin of a covered servicemember. The servicemember's medical condition must warrant the participation of the employee to provide supervision or care during the entire period of leave.

A covered eligible employee may also use available leave entitlement for parental leave to bond with a new child within one year of the child's birth, adoption or foster care placement.

For purposes of calculating the 12-month period during which 12 weeks of leave may be taken, the District will use a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. There is no carryover of unused leave from one 12-month period the next 12-month period.

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

SERVICEMEMBER CARE

An eligible employee may take up to 26 work weeks of leave during a single 12-month period to care for the servicemember proportional to an employee's average hours worked. Leave to care for an injured or ill servicemember, when combined with other FMLA/CFRA-qualifying leave, may not exceed 26 weeks in a single 12-month period. Servicemember FMLA/CFRA, to care for an injured or ill service member, is available once per servicemember, per serious injury or illness.

Qualifying exigencies may include addressing needs arising from short-notice deployment, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, addressing needs related to the care of the military member's parent who is incapable of self-care, attending certain counseling sessions, to spend up to 15 calendar days with a military member who is on R and R leave, and attending post-deployment reintegration briefings.

Servicemember FMLA/CFRA runs concurrent with other leave entitlements provided under federal, state, and local law.

Medical certification for a Military Caregiver Leave must be from a United States Department of Defense, Department of Veteran's Affairs, or another authorized medical provider. It must indicate:

- Whether the servicemember has incurred a serious injury or illness.
- Whether the injury or illness renders the servicemember medically unable to perform the duties of the member's position.
- Whether the injury or illness was incurred in the line of duty while on active duty.
- Whether the servicemember is undergoing medical treatment, recuperation, or therapy, or is otherwise on outpatient status, or is otherwise on the temporary disability retired list.
- The probable duration of the injury or illness.
- The frequency and duration of leave the family member requesting leave will require.
- The family relationship of the eligible employee to the covered service member.

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

PROCEDURES

Whenever possible, employees should provide at least 30 days advance notice for foreseeable events (such as a planned medical treatment for themselves or family member, or the expected birth, adoption, or foster placement of a child). For events that are less than a 30-day advance notice or that are unforeseeable, employees must notify the Library Director, at least verbally, as soon as the need for a leave is known. Failure to comply with these notice rules may be grounds for, and may result in, deferral of the requested leave until the employee complies with these notification/leave request procedures.

If an employee cites their own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of their position because of the serious health condition.

All medical certifications must have a measurable calendar period. When medically necessary, leave may be taken on an intermittent basis.

If a covered eligible employee provides an incomplete medical certification, the employee will be given a reasonable opportunity to remedy any deficiency. However, if an employee fails to provide a medical certification within the time frame established in this Policy, the District may delay the taking of FMLA/CFRA leave until required certification is provided or deny FMLA/CFRA protections following the expiration of the period to provide an adequate certification.

If the FMLA and/or CFRA request is made because of the employee's own serious health condition, the District may require, at its expense, a second opinion from a health care provider that the District chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the District.

If the second opinion differs from the first opinion, the District may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider will be considered final and binding on the District and the employee.

The District requires the employee to provide certification within 15 days of any request for family and medical leave under state and federal law, unless it is not practical to do so. The District may require recertification from the health care provider if additional leave is required.

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

COMPENSATION DURING LEAVE

FMLA/CFRA leave is without pay. However, the employee may use accrued paid leave. Use of accrued leave or other wage replacement benefits will not impede tolling leave time against eligible protected leave entitlement banks.

BENEFITS DURING FMLA

The District will continue to pay its customary portion of any group health, dental, and vision insurance during a leave of absence as required by law. When in unpaid status, to maintain coverage, employees are required to pay timely the full employee contribution, either through payroll deduction or by paying the District directly. Employees may also arrange with the Finance Department for payment of any other payroll deductions. Any payments made by the District for the employee contribution will be collected from the employee by the District The District may recover its portion of any group health, dental, and vision insurance premiums paid if the employee fails to return from leave under the circumstances described in applicable state or federal leave laws.

Sick leave, vacation and holiday benefits will not accrue during the period of any unpaid leave under this Policy.

RETURN TO WORK

An employee on leave of absence without pay due to the employee's own illness or injury will be required by the District to present to the Library Director a fitness for duty statement by the employee's treating health care provider releasing the employee with or without restrictions prior to returning to work. In appropriate circumstances, an employee may be restored to work, placed on administrative leave, and then required to undergo a fitness-for-duty examination.

Employees are expected to periodically report to the Library Director on their status and intent to return to work as often as necessary but not less than once per month during periods of medical leave use. This will avoid any delays to reinstatement when the employee is ready to return.

Under most circumstances, upon submission of a fitness for duty certification from the employee's health care provider that the employee can return to work from leave for the employee's own serious health condition, the employee will be reinstated to the same position held at the time the leave began or to an equivalent position. An employee returning from CFRA leave has no greater right to reinstatement than if the employee had been continuously employed.

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

MISUSE OF LEAVE

Employees who misuse or abuse family and medical care leave may be subject to corrective action up to and including termination of employment. Employees who fraudulently obtain or use California Family Rights Act (CFRA) leave are not protected by the CFRA's job restoration or maintenance of health benefits provisions.

Date Adopted:
Date Amended:

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2026-11

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY
ADOPTING A PREGNANCY DISABILITY LEAVE (PDL) POLICY LEAVE POLICY**

WHEREAS, the Board of Library Trustees ("Board") is authorized under California law to govern the affairs of the Buena Park Library District ("District"); and

WHEREAS, the Board is committed to ensuring compliance with all applicable federal and state employment laws, including those relating to pregnancy disability leave; and

WHEREAS, California law requires employers to provide Pregnancy Disability Leave (PDL) to eligible employees who are disabled due to pregnancy, childbirth, or related medical conditions; and

WHEREAS, the Board recognizes the importance of adopting a clear and comprehensive policy to inform employees of their rights and responsibilities regarding Pregnancy Disability Leave; and

WHEREAS, the Board has reviewed the "Pregnancy Disability Leave (PDL) Policy" attached hereto as Exhibit "A" and finds that adoption of the policy will promote compliance with applicable law and support the health, safety, and well-being of District employees;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Trustees of the Buena Park Library District that:

Section 1. The foregoing recitals are true and correct.

Section 2. The Board of Library Trustees hereby adopts the "Pregnancy Disability Leave (PDL) Policy," attached hereto as Exhibit A and incorporated herein by this reference.

Section 3. That the Library Director is authorized to take all steps and any other action that is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution, and to protect the interests of the District.

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District on this 2nd day of June, 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada
President, Board of Library Trustees

ATTEST:

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of Trustees of the Buena Park Library District of Orange County, California, adopted by said Board at its meeting on June 2, 2026

By: _____
Christian Quintero
Secretary, Board of Library Trustees

DRAFT

EXHIBIT "A"
Pregnancy Disability Leave (PDL) Policy

DRAFT

APPENDIX B—PREGNANCY DISABILITY LEAVE (PDL)

POLICY

An employee who is disabled because of pregnancy, childbirth, or a related medical condition is entitled to an unpaid leave for up to the number of hours she would normally work within four calendar months (one-third of a year or 17 1/3 weeks). For a full-time employee who works 40 hours per week, "four months" means 693 hours of leave entitlement, based on 40 hour per week times 17 1/3 weeks. An employee who works less than 40 hours per week will receive a pro rata or proportional amount of leave.

A pregnancy disability is a medical condition related to pregnancy or childbirth that prevents employees from performing the essential duties of their job, or if the job would cause undue risk to the mother or their pregnancy's successful completion. The leave may be taken intermittently or on a reduced schedule. Employees are eligible for PDL from their first day of employment.

Employees must provide the District with certification from a healthcare provider. The employee is required to obtain a certification from their health care professional of their pregnancy disability or the medical advisability for a transfer or reasonable accommodation. The certification should include at least:

- The date on which the employee became disabled due to the pregnancy or the date of the medical advisability for the transfer or reasonable accommodation;
- The probable duration of the period(s) of disability or the period(s) for the transfer or reasonable accommodation; and
- A statement that indicates the impact on work of the disability, such as the employee is unable to perform specific job functions without undue risk to themselves or the successful completion of their pregnancy; to ensure the safety of others in the workplace; or that is medically recommended that the employee be transferred away from any department with exposure to chemicals, etc.

If requested and recommended by a health care professional, work assignments may be changed as required to protect the health and safety of the employee and child. Requests for transfers may be reasonably accommodated.

PDL is not intended for "baby bonding time." Once no longer disabled by pregnancy per medical certification, employees are no longer eligible for PDL. Employees may, however, be granted additional family and medical leave. Please refer to Appendix A, Family Medical Leave for more information.

APPENDIX B—PREGNANCY DISABILITY LEAVE (PDL)

PROCEDURES

It is the employee's responsibility to provide at least 30-days' advance notice to the Library Director, or as much notice as practicable, before a leave is to begin.

When this is not possible, the employee must provide the requested certification to the District within the time frame requested (at least 15 calendar days), unless it is not practicable under the circumstances to do so despite the employee's diligent, good faith efforts. However, employees may not be required to provide documentation for intermittent and recurring absences for pregnancy related reasons, such as morning sickness.

Once intermittent leave has been designated, employees are responsible for providing as much advance notice as possible about absences to their supervisor. Unforeseeable intermittent leaves must be reported in advance of the impact on work. All intermittent absences should be reported as related to the previously designated serious health condition prior to the impact of the absence on work.

COMPENSATION DURING LEAVE

PDL is without pay. However, the employee may use accrued paid leave. PDL will be treated as any other disability leave and may entitle the employee to short-term/ long-term disability benefits or an accommodation of additional unpaid leave requested by the employee and granted by the Library Director.

BENEFITS DURING LEAVE

While on PDL, the employee is entitled to continued coverage in group health insurance and supplemental policies to the same extent as when the employee was working. To maintain this coverage, employees are required to timely pay the full employee contribution to maintain their group health plan coverage, either through payroll deduction or by paying the District directly. The District may recover premiums it paid to maintain health coverage if an employee does not return to work following PDL. Employees may also arrange with the Finance Department for payment of any other payroll deductions. Any payments made by the District for the employee contribution will be collected from the employee by the District. The District may recover its portion of any group health, dental, and vision insurance premiums paid if the employee fails to return from leave under the circumstances described in applicable state or federal leave laws.

Paid leave does not accrue while an employee is on unpaid PDL.

APPENDIX B—PREGNANCY DISABILITY LEAVE (PDL)

REINSTATEMENT

At the conclusion of the approved PDL, the employee will be returned to her former position or to an equivalent position. When ready to return from pregnancy disability leave employees must provide to the Library Director a medical release to return to work prior to beginning any work activity.

If the end of the 17 1/3 weeks leave period has been reached, and CFRA baby bonding (if eligible and leave is available) has been utilized, and the employee is unable to return to her regular position for continuing health reasons, the District will engage in a timely, good-faith interactive process with the employee for reasonable accommodation based on the employee's rights under the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA) with the primary goal to return the employee to work, with or without reasonable accommodation, first to the original job assignment, and, as a last resort, to an alternate non-promotional vacancy with priority candidacy placement rights if the employee meets the minimum qualification of the position and is found to be able to complete all essential job functions of the vacancy with or without accommodation. The Library Director, in consultation with the employee, their supervisor/ lead, and health care professional, will decide as to whether an accommodation can be made as provided. This may include approval of an extended sick leave.

If, after all reasonable accommodation efforts have been exhausted, and the employee is not available to return to work, even to an alternative job placement, the District may consider a medical separation from employment.

LEAVE FOR REPRODUCTIVE LOSS

The District provides employees who have been employed at least 30 calendar days with Reproductive Loss Leave, in the event of a "Reproductive Loss Event".

"Reproductive Loss Event" means the day or, for a multiple-day event, the final day of a Failed Adoption, Failed Surrogacy, Miscarriage, Stillbirth, or an Unsuccessful Assisted Reproduction, as those terms are defined below:

- "Failed Adoption" means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. This event applies to a person who would have been a parent of the adoptee if the adoption had been completed.
- "Failed Surrogacy" means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. This event applies to a person who would have been a parent of a child born as a result of the surrogacy.
- "Miscarriage" means a miscarriage by a person, by the person's current spouse or domestic partner, or by another individual if the person would have been a parent of a child born as a result of the pregnancy.

APPENDIX B—PREGNANCY DISABILITY LEAVE (PDL)

- "Stillbirth" means a stillbirth resulting from a person's pregnancy, the pregnancy of a person's current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy that ended in stillbirth.
- "Unsuccessful Assisted Reproduction" means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. This event applies to a person, the person's current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

Reproductive Loss Leave may be taken for up to five (5) days per Reproductive Loss Event. Reproductive Loss Leave is not required to be taken consecutively, but such leave must be taken within three (3) months of the Reproductive Loss Event, with the exception that, if an employee is on California Family Rights Act ("CFRA") leave, Pregnancy Disability Leave ("PDL"), or another leave protected by state or federal law at the time of or immediately following the Reproductive Loss Event, the employee may use Reproductive Loss Leave within three (3) months of the end date of the other protected leave.

If an employee experiences more than one Reproductive Loss Event within a 12-month period, the District will provide Reproductive Loss Leave up to a maximum of 20 days within a 12-month period.

Reproductive Loss Leave is unpaid, but employees may elect to use accrued paid leaves, such as sick leave, personal leave, or vacation to provide for their compensation while on Reproductive Loss Leave.

The District will maintain the confidentiality of any employee who requests to use or uses Reproductive Loss Leave, and the District will not disclose such information other than to internal personnel on a need-to-know basis, or as required by law.

Date Adopted:
Date Amended:

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2026-12

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY
ADOPTING A DRUG FREE WORKPLACE POLICY**

WHEREAS, the Board of Library Trustees ("Board") is authorized under California law to govern the affairs of the Buena Park Library District ("District"); and

WHEREAS, the Board is committed to maintaining a safe, healthy, and productive work environment for all employees, patrons, and visitors; and

WHEREAS, the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace is detrimental to the safety, health, and welfare of employees and the public; and

WHEREAS, federal and state laws encourage or require employers to maintain drug-free workplaces; and

WHEREAS, the Board recognizes the importance of adopting a clear and comprehensive policy to communicate expectations and ensure compliance with applicable laws regarding drug-free workplaces; and

WHEREAS, he Board has reviewed the "Drug-Free Workplace Policy" attached hereto as Exhibit "A" and finds that adoption of the policy will promote safety, accountability, and compliance within the District;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Trustees of the Buena Park Library District that:

Section 1. The foregoing recitals are true and correct.

Section 2. The Board of Library Trustees hereby adopts the "Drug-Free Workplace Policy," attached hereto as Exhibit A and incorporated herein by this reference.

Section 3. That the Library Director is authorized to take all steps and any other action that is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution, and to protect the interests of the District.

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District on this 2nd day of June, 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada
President, Board of Library Trustees

ATTEST:

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of Trustees of the Buena Park Library District of Orange County, California, adopted by said Board at its meeting on June 2, 2026

By: _____
Christian Quintero
Secretary, Board of Library Trustees

DRAFT

EXHIBIT "A"
Drug Free Workplace Policy

DRAFT

APPENDIX C—DRUG FREE WORKPLACE POLICY

PURPOSE

The purpose of this Policy is to promote a drug and alcohol-free workplace and to eliminate drug and alcohol-related inefficiencies and risks. This Policy applies to all Library District (District) employees, whether they are on District property, or they are performing District-related business elsewhere, except as this Policy is superseded by federally mandated drug and alcohol policies. Compliance with this Policy is a condition of employment.

Disciplinary action will be taken against those who violate this Policy.

EMPLOYEE ASSISTANCE PROGRAMS (EAP)

The District provides an EAP that offers counseling and treatment of drug- or alcohol-related problems.

Prohibited Conduct

1. The manufacture, distribution, sale, dispensation, possession, or use of any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee in either workplaces or wherever District business is performed. (41 U.S.C. §§ 701-702; Gov. Code § 8355(a)(1).)
2. Working or being subject to call in if impaired by alcohol or any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee.
3. An employee's failure to notify the employee's supervisor or Library Director before beginning work when taking medications or drugs, including, but not limited to prescription drugs, over the counter medications, or illegal drugs or narcotics (including marijuana), which could interfere with the safe and effective performance of duties or operation of the District.
4. An employee's failure to notify the Library Director or designee of any criminal conviction for a drug violation that occurred in the workplace within five days after such conviction. (41 U.S.C. §§ 701-702.)

An employee's criminal conviction for a drug violation that occurred in the workplace.

APPENDIX C—DRUG FREE WORKPLACE POLICY

DRUG AND ALCOHOL TESTING

The District has discretion to test applicants and employees for alcohol and drug use under the following circumstances. The District will use an outside laboratory to perform all testing.

1. Pre-Employment Testing for External Applicants: Those external applicants who apply for jobs where a special need for pre-employment drug and alcohol testing exists must take and pass a drug and alcohol test following a conditional offer of employment. The categories of jobs subject to pre-employment drug and alcohol testing include, but are not limited to, the following:
    a. Safety sensitive jobs that have public safety implications, such as operating heavy trucks to transport hazardous material, protecting national security, enforcing drug laws, and/or operating natural gas pipelines, and

    b. Jobs that involve the direct influence over children.

2. Reasonable Suspicion Testing: The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those employees who are reasonably suspected of using or being under the influence of a drug or alcohol at work, under the following circumstances.
    a. "Reasonable suspicion" to test exists if, based on objective factors, a reasonable person would believe that the employee is under the influence of drugs or alcohol at work. Examples of objective factors, include, but are not limited to: unusual behavior, slurred or altered speech, body odor, red or watery eyes, unkempt appearance, unsteady gait, lack of coordination, sleeping on the job, a pattern of abnormal or erratic behavior, a verbal or physical altercation, puncture marks or sores on skin, runny nose, dry mouth, dilated or constricted pupils, agitation, hostility, confused or incoherent behavior, paranoia, euphoria, disorientation, inappropriate wearing of sunglasses, tremors, an accident involving agency property or equipment, or other evidence of recent drug or alcohol use.
    b. Document and Analysis: To receive authority to test, the supervisor must record the factors that support reasonable suspicion in writing and analyze the matter with the Library Director or designee. Any reasonable suspicion testing must be pre-approved by the Library Director.
    c. Testing Protocol: If the documentation and analysis show that there is a reasonable suspicion of drug or alcohol abuse at work, upon approval by the Library Director, the employee will be relieved from duty and transported to the testing facility and to the employee's home after the test. The employee will be placed on sick or other paid leave until the test results are received.

APPENDIX C—DRUG FREE WORKPLACE POLICY

CONVICTION FOR DRUG-RELATED OFFENSE

An employee who is convicted under a federal or state criminal drug statute relating to any conduct prohibited by this policy will be deemed to have violated this Policy. Upon receiving notice of a conviction of an employee for any such violation, the District will either (a) take appropriate disciplinary action in accordance with this Policy, and/or (b) require the employee to participate in and satisfactorily complete a drug abuse assistance, rehabilitation or counseling program. Employees will notify the Library Director of any conviction under a criminal drug statute.

Date Adopted:
Date Amended:

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2026-13

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY
ADOPTING AN ELECTRONIC AND COMPUTER USE / SOCIAL MEDIA POLICY**

WHEREAS, the Board of Library Trustees ("Board") is authorized under California law to govern the affairs of the Buena Park Library District ("District"); and

WHEREAS, the use of electronic systems, computer resources, and social media platforms is essential to the effective operation and communication of the District; and

WHEREAS, the Board recognizes the need to establish clear guidelines regarding the appropriate use of District technology resources and social media to ensure security, productivity, and protection of District information; and

WHEREAS, the Board is committed to promoting responsible, professional, and lawful use of electronic and computer systems, including compliance with applicable laws and protection of confidential information; and

WHEREAS, the Board has reviewed the "Electronic and Computer Use / Social Media Policy" attached hereto as Exhibit "A" and finds that adoption of the policy will provide clear expectations for employees and protect the interests of the District;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Trustees of the Buena Park Library District that:

Section 1. The foregoing recitals are true and correct.

Section 2. The Board of Library Trustees hereby adopts the "Electronic and Computer Use / Social Media Policy," attached hereto as Exhibit A and incorporated herein by this reference.

Section 3. That the Library Director is authorized to take all steps and any other action that is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution, and to protect the interests of the District.

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District on this 2nd day of June, 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

DRAFT

ABSENT: _____

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada
President, Board of Library Trustees

ATTEST:

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of Trustees of the Buena Park Library District of Orange County, California, adopted by said Board at its meeting on June 2, 2026

By: _____
Christian Quintero
Secretary, Board of Library Trustees

DRAFT

EXHIBIT "A"
Drug Free Workplace Policy

DRAFT

APPENDIX D—ELECTRONIC AND COMPUTER USE / SOCIAL MEDIA POLICY

PURPOSE

This policy provides guidelines for the acceptable use and the responsibility for use of all Electronic Communications Resources. It applies to all District users of technology. All users are expected to adhere to standard business practices, to respect others, to consider the potential audience and their expectations, and to follow the District Electronic and Computer Use policy, as well as other policies, standards, and procedures of the District. Electronic information and communications require safeguards and impose unique responsibilities on all users.

This policy governs all Electronic Communications Resources including, but not limited to, the Internet, E-mail, voice-mail, cellular telephones, pagers, personal digital assistants, smartphones, computers/laptops, telecommunications devices, video and audio equipment, wireless networks, data systems telecommunications equipment, global positioning equipment, location devices, transmission devices, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, software, District hosted social media, and documentation that supports electronic communications services ("Electronic Communications Resources").

POLICY

Electronic Communications Use

The District email system is an official communication tool for District business. An official email address is established and assigned by the District to each employee. All District communications sent via email are sent to this address. Employees must use the official District email, instead of their private email address (such as Yahoo, Gmail, Cloud, etc.) when communicating District business via email.

Electronic Communications Resources must be used in compliance with applicable statutes, regulations, and District policies including those that require a work environment free from discrimination and harassment. Electronic communications should conform to the same standards of propriety and respect as any other verbal or written communication at the District.

The District as the provider of access to its Electronic Communications Resources, reserves the right to specify how those resources will be used and administered to comply with this policy. It is important to realize that the message content sent from a District account reflects upon the District (positively or negatively) to those who receive the message. Employees may be subject to disciplinary action for using the Electronic Communications Resources in a manner other than for their intended purposes, or in a manner that violates applicable laws, rules and policies.

APPENDIX D—ELECTRONIC AND COMPUTER USE / SOCIAL MEDIA POLICY

Electronic communications to recipients on systems outside of the District pass through systems and networks not managed by the District. The privacy and confidentiality of these messages is, therefore, not assured. In addition, some delivery methods and networks impose legal restrictions regarding the nature of messages allowed. Users are expected to comply with all such regulations. Employees and other users of the Electronic Communications Resources may create criminal and civil liability for themselves and the District by using outside or third-party systems in an offensive, defamatory, or illegal manner and employees and other users may be subject to disciplinary action up to and including termination.

Privacy Limits

The California Public Records Act requires the District to disclose specified public records. In response to requests for disclosure, it may be necessary to examine electronic communications records that users may consider to be personal to determine whether they are public records that are subject to disclosure.

All communications transmitted by District Electronic Communications Resources, whether related to personal or confidential matters, are subject to monitoring, at the District's discretion. The District monitors communications transmitted through the Electronic Communications Resources in the ordinary course of business for purposes that include ensuring their reliability and security. The existence of passwords and "message delete" functions do not restrict or eliminate the ability or right of the District to access electronic communications.

Employees should not communicate their private, privileged, or confidential information, including but not limited to personal attorney client communications, financial or medical information and other privileged information, through the District Electronic Communications Resources. Employees who do communicate their private, privileged, or confidential information using the District's Electronic Communications Resources will be considered to have waived any privilege or privacy rights in those communications, even where those communications are made by personal password-protected accounts using the District's Electronic Communications Resources. Users can have no reasonable expectation of privacy using District systems, devices, or materials.

Additionally, the District may be required to produce information transmitted or stored on its Electronic Communications Resources pursuant to a court order, subpoena, or statute.

Restrictions

The information sources accessible via the Internet are worldwide and constantly growing in kind and number. It is not possible for any Internet access provider to fully manage the types of information accessible by its systems and users, especially regarding content limitations.

Nonetheless, the District reserves the right to restrict access to any data source, at its sole discretion. These restrictions do not constitute an implication of approval of other non-restricted sources.

Without exhausting all the possibilities, the following are examples of inappropriate use of the District's Electronic Communications Resources:

- Exposing others unwillingly, either through carelessness or intention, to material, which is offensive, obscene or in poor taste. This includes information which could create an intimidating, offensive or hostile work environment.
- Using Electronic Communications Resources in any way that may, for a reasonable person, create or further a hostile attitude or give offense based on race, color, religion, national origin, citizenship, ancestry, marital status, gender, disability, age, veteran's status, sexual orientation or other protected category.
- Communicating confidential District information to unauthorized individuals within or outside of the District.
- Sending messages or information that conflicts with applicable law or District policies, rules or procedures.
- Attempting to access unauthorized data or break into any District or non-District system.
- Engaging in theft or the unauthorized copying of electronic files or data.
- Performing acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others is prohibited. These acts include but are not limited to sending mass mailings or chain letters and creating unnecessary network traffic.
- Intentionally misrepresenting one's identity for improper or illegal acts.
- Engaging in unlawful activities.
- Engaging in commercial activity or activity for financial gain, not under the support of the District.
- Receiving and/or downloading executable files and programs through electronic mail or the Internet without express permission of the Library Director is prohibited. This includes, but is not limited to, software programs and software upgrades. All downloaded files must be scanned for viruses.
- Using another user's name and/or account, without express permission of the Library Director, to access the Internet is strictly prohibited.
- Violating copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses, and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication that is downloaded onto District computer resources, becomes the sole property of the District.

APPENDIX D—ELECTRONIC AND COMPUTER USE / SOCIAL MEDIA POLICY

SOCIAL MEDIA CODE OF CONDUCT

The District understands that employees may engage in external (personal) social media, including personal blogs, and social networking websites, on their own time. While the District respects its employees' right to engage in these off-duty activities, employees are nonetheless expected to conduct themselves appropriately in all such public communications, whether on or off the clock.

To ensure that employees understand the District's expectations regarding external social media use, the following guidelines have been developed. Employees are expected to follow these guidelines using their best personal and professional judgment. Employees are expected to always conduct themselves appropriately, and in a manner that does not adversely impact District interests.

- Employees are personally responsible for the content they publish on blogs, wikis, or any other form of user-generated media and should be mindful that what is published will be public indefinitely.
- Employees should avoid discussing the District or District-related matters using social media. If such matters must be discussed, the employee should write in the first person and make it clear that they are speaking for themselves individually, and not on behalf of the District.
- Employees may not publish or disclose District or another's confidential or other proprietary information. Employees should not publish or report on conversations or any communication or information that is meant to be private or internal to the District.
- Employees may not use slurs, insults, or obscenity, and otherwise engage in any conduct that would be unacceptable in the workplace, or that would otherwise violate any District policy, including but not limited to the policy prohibiting harassment and discrimination.
- Employees should be aware of their association with the District in online social networks and ensure that their profile and related content are consistent with how they wish to present themselves to colleagues and the public.
- Employees are encouraged to be the first to correct their own mistakes, not to provoke fights, and avoid altering previous posts without indicating that they have done so.

This policy is in no way intended to prevent employees from engaging in protected concerted activity or engaging in otherwise lawful conduct on their own time.

Date Adopted:
Date Amended:

BUENA PARK Library District

Agenda Item 21

Date: June 2, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Resolution 2026-14 adopting the Driver Policy

Recommended Action:

1) Adopt the Resolution 2026-14 Adopting the Driver Policy, which provides the Library District and Library Director with authority to participate in and implement the California DMV Employer Pull Notice (EPN) Program; and 2) Repeal the Library Vehicle Policy dated November 2019

Background:

District staff operate personal and District vehicles in the course of their duties, and it is essential to ensure that staff who operate vehicles do so safely and in compliance with state regulations. The California DMV EPN Program allows the Library District to monitor driver records and maintain high standards of safety and compliance.

The District has an existing Library Vehicle Policy that does not adequately address driver responsibilities, DMV compliance, or best practices for monitoring driver records. The District has developed a new policy to address these items. Adoption of the Driver Policy aligns the District with recommended risk management practices provided by our Joint Powers Authority (JPA).

Discussion:

The Driver Policy grants the Library District, through the Library Director, explicit authority to participate in the DMV EPN Program, providing a structured and compliant approach to driver monitoring.

The previous Vehicle Policy addressed maintenance of the Library Van, but Vehicle maintenance is not part of this policy. Staff recommends repealing the old policy and not assigning maintenance duties as part of a policy. Coordinating vehicle maintenance, scheduling, and completion of those duties remain operational responsibilities delegated by the Library Director and are addressed separately through individual job assignments, not a specific governing policy.

Key elements of the new policy address driver eligibility, participation in the employer pull notice program, Negligent Operator Treatment System (NOTS) criteria for District intervention, use of District and Personal vehicles, accident reporting, communication devices, training, and record keeping.

The Resolution and Policy provide the Library District and Library Director with authority to implement the DMV EPN Program, ensures safe and compliant operation of library vehicles, and reflects best practices recommended by our risk management JPA. Repealing the outdated Vehicle Policy removes conflicting guidance and clarifies the responsibilities of driver oversight versus operational vehicle maintenance.

Recommendation:

Adopt Resolution 2026-14 and attached Driver Policy, which provides the Library District and Library Director with authority to participate in and implement the California DMV Employer Pull Notice (EPN) Program and Repeal the existing Library Vehicle Policy, which is no longer applicable and conflicts with the new Driver Policy.

Fiscal Impact:

Enrollment in the DMV EPN Program has minimal fiscal impact and can be accommodated within the District's existing budget for vehicle operations and risk management compliance.

Exhibit:
Exhibit A: Resolution 2026-14 Repealing Vehicle Policy and Adopting Driver Policy
Exhibit B: Library Vehicle Policy dated November 2019

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2026-14

RESOLUTION OF THE BOARD OF TRUSTEES OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY ADOPTING A DRIVER POLICY AND AUTHORIZING THE LIBRARY DIRECTOR TO IMPLEMENT AND ADMINISTER PARTICIPATION IN THE CALIFORNIA DEPARTMENT OF MOTOR VEHICLES EMPLOYER PULL NOTICE (EPN) PROGRAM

WHEREAS, Buena Park Library District ("District") provides services that may require employees to operate motor vehicles in the course of their duties; and

WHEREAS, it is in the interest of the District to ensure the safety of its employees and the public by establishing a formal driver policy governing the use of District vehicles, personal vehicles while on duty, and employee driving requirements; and

WHEREAS the California Department of Motor Vehicles ("DMV") provides an Employer Pull Notice ("EPN") Program that allows the District to monitor the driving records of employees who operate vehicles for District business; and

WHEREAS, the Board of Trustees ("Board") desires to authorize the Library Director to implement the driver policy, enroll the District in the DMV EPN Program, and serve as the Program Administrator responsible for its management.

NOW, THEREFORE, the District's Board hereby resolves, determines, and finds the following:

Section 1. That the following recitals are true and correct, and are incorporated by reference set forth herein.

Section 2. The Board of Trustees hereby adopts the Driver Policy attached hereto as Exhibit "A", which establishes procedures and requirements for employees who operate vehicles while on duty, including but not limited to licensing, training, and reporting responsibilities.

Section 3. The Board of Trustees hereby repeals the Library Vehicle Policy attached hereto as Exhibit "B", dated November 2019, and is superseded by the new Driver Policy.

Section 4. That the Library Director is authorized to take all steps and any other action that is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution, and to protect the interests of the District including but not limited to enrolling the District in the California DMV Employer Pull Notice (EPN) Program, serving as the EPN program administrator, and implementing the provisions of the adopted Driver Policy.

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District on this 2nd day of June, 2026, by the following vote:

DRAFT

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada
President, Board of Library Trustees

ATTEST:

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of Trustees of the Buena Park Library District of Orange County, California, adopted by said Board at its meeting on June 2, 2026

By: _____
Christian Quintero
Secretary, Board of Library Trustees

DRAFT

EXHIBIT "A"
Driver Policy

DRAFT

BUENA PARK Library District

Driver Policy

June 2, 2026

Administrative Policy

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Administrative Policy

Policy Title: Driver Policy

Policy Number: 2200

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1. Purpose and Scope

Our Driver Policy has been developed to protect the Buena Park Library District's employees and resources, and to guard against and reduce potential liabilities from accidents. The information outlined in this policy is in line with generally accepted best practices and legal requirements for safe motor vehicle operations for our non-commercial drivers. District Administration will oversee our policy requirements and all employees who operate a vehicle on District business are required to comply with this policy.

The District has conducted an evaluation of all job positions, as required under Senate Bill 1100, to ensure only job positions that comply with both of the following conditions are included in this policy.

1. The District "reasonably" expects driving to be one of the job functions of the position.
2. The District "reasonably" believes using alternate forms of transportation, such as ride-hailing service, taxi, carpooling, bicycling, or walking, would not be feasible for the position.

2. Driver Eligibility

The following guidelines have been established to assist with identifying, hiring, and retaining safe drivers and ensuring ongoing safe driving practices:

- Employment applications and job descriptions will clearly identify if vehicle operation is a job requirement.
- Employees must possess a valid driver's license to legally operate the class of vehicle(s) they drive in their employment.
- Motor vehicle reports (MVRs) are obtained and reviewed for all employees included in the DMV section below.

- Employees who drive their personally owned vehicle on District business must show proof of automobile liability insurance in accordance with California's minimum requirements as of January 1, 2025 ($30,000/$60,000 bodily injury and $15,000 property damage).
- All employees who drive on District business are required to comply with all applicable state laws and regulations.

3. DMV Employer Pull Notice Program (EPN)

The California Department of Motor Vehicles (DMV) requires employers to enroll all the following drivers in the DMV Employer Pull Notice Program (EPN).

- Class A CDL – Tractor-trailers, truck and trailer combinations, tanker vehicles, livestock carriers, flatbeds – vehicles with a gross combination weight rating of 26,001 or more pounds, provided the towed vehicle is heavier than 10,000 pounds.
- Class B CDL – Straight trucks, large buses (city buses, tourist buses, and school buses), segmented buses, Box trucks, Dump trucks with small trailers – any single vehicle that isn't hitched to a trailer over 26,001 pounds.
- Class C CDL – Single vehicle under 26,001 pounds or a vehicle towing another vehicle less than 10,000 pounds or transports 16 or more passengers including the driver regularly organized fire departments.

The District will also enroll Class C CDL employee drivers who drive District-owned vehicles and personally owned vehicles for District business.

The DMV issues MVRs to every person registered in the EPN Program. The DMV automatically issues MVRs annually and whenever the driver is involved with certain legal actions or activities. Employees who participate in this program will sign a DMV Authorization for Release of Driver Record Information form.

4. MVR Driver Criteria

The criteria for determining if a prospective or current employee's driving record is acceptable is based on California's Department of Motor Vehicle Negligent Operator Treatment System (NOTS) criteria.

NOTS Criteria	District Intervention Levels
• 6 points in 12 months	• 4 or more points in 12 months
• 8 points in 24 months	• 6 points in 24 months
• 10 points in 36 months	• 8 points in 36 months

When an employee's MVR reaches intervention levels, we may initiate one or more of the following actions:

- Counsel or warn the employee that employment may be jeopardized if there are additional violations or accidents.
- Shift the employee to a non-driving position where feasible.
- If a non-driving position is not an option, implement some additional controls such as driver training course(s) to reinforce defensive driving safety.
- Restrict or eliminate use of personally owned vehicles for District business.
- Other intervention determined and approved by the Library Director.

The Library Director will determine the most appropriate intervention actions based on specific conditions and circumstances.

5. Business Use - District-Owned Vehicles

These requirements apply to employees who are assigned and authorized to drive a District-owned vehicle while conducting District business:

- Unless otherwise approved, District-owned vehicles are not to be used for personal purposes, including the commute to and from home.
- Designated "on-call duty" employees are authorized to drive District vehicles home with the Library Director or their designee's approval.
- Employees who are permitted to use a District-owned vehicle to commute to/from home and worksite are not authorized to use the vehicle for personal purposes other than commuting. Minimum personal use, such as stopping for a personal errand on the way between the employee's home and worksite is

authorized. Under these conditions, Internal Revenue Service (IRS) taxable fringe benefits may apply. Contact District Administration for specific IRS requirements and mileage rates

The following requirements pertain to all District-owned vehicles:

- No one except an authorized employee may drive a District vehicle.
- Drivers must comply with all applicable federal, state, and local laws and regulations.

The District reserves the right to withdraw this privilege at any time. Failure to fulfill any requirement of the vehicle use policy may result in disciplinary action up to and including termination.

6. Business Use - Personally owned Vehicles

There may be times when it is necessary and expeditious for employees to use personally owned vehicles in the course of District business.

District employees are not permitted to use personally owned vehicles in conducting District business without prior approval of the Library Director or their designee.

Before authorizing an employee to use a personally owned vehicle for District business, the Library Director or their designee, shall determine that: (1) the business purpose is valid; (2) the use of a personally owned vehicle is in the best interests of the District; and (3) the employee has been approved to use his/her personally owned vehicle based on the Driver Eligibility requirements.

Employees utilizing their personally owned vehicles on District business must maintain automobile liability and property damage insurance coverage in accordance with the State of California's minimum requirements of $30,000/$60,000 bodily injury coverage and $15,000 property damage coverage. Please note the minimum requirements were raised effective January 1, 2025.

- The District will verify the employee's auto liability insurance policy is current. If the insurance coverage is modified, canceled, terminated, lapsed, or curtailed for any reason, the employee must immediately notify the District Administration.
- In case of an accident and subsequent claim, the coverage provided by the employee's personal insurance will apply first. Insurance follows the vehicle, not

the driver. The District is not responsible for any increase in an employee's insurance premium as a result of an accident.

- If the District's employee is at fault, the District's General Liability policy will be considered secondary/excess coverage for any third-party claims.
- The District's policy does not cover the employee's vehicle damage.
- Employees are expected to maintain the vehicle in reliably safe mechanical condition as required by law.

7. Use of Communication Devices While Driving

The following requirements address the use of wireless communication devices while driving District-owned vehicles and personally owned vehicles while on District business. The California State Vehicle Code's current definition of an "electronic wireless communication device" includes:

- Broadband personal communication device
- Specialized mobile radio device
- Handheld device or laptop computer with mobile data access
- Two-way messaging device

The District will comply with the California Vehicle Code requirements; therefore, District employees shall not operate a District-owned vehicle or personally owned vehicle on District business while using an electronic wireless communication device unless the device and vehicle meet the conditions noted below.

- The device is mounted on the windshield or is mounted/affixed to the dashboard or center console in a manner that does not hinder the driver's view of the road.
- The driver's hand may only be used to activate or deactivate a feature or function on the device with the motion of a single swipe or tap of the driver's finger, but not while holding it. *The law does not apply to manufacturer-installed systems that are embedded in a vehicle.*

The definition of "Using" in this context includes, but is not limited to, viewing, talking, taking or transmitting images, playing games, composing, sending, reading, accessing, browsing, transmitting, saving or retrieving email, text messages, or other electronic data."

District employees without a hands-free wireless communication device may use their device after safely exiting a highway, pulling safely to the side of a road, and stopping the vehicle.

8. Exemptions

The District has the right to add to, delete or amend this policy at any time. The District reserves the right to make an exception to this policy if he/she believes such an exception is in the best interest of the District. The following uses are exempt from the restrictions above:

1. Emergency services professionals while operating an authorized emergency vehicle as defined in Vehicle Code section 165.
2. Employees driving a transit vehicle while using a wireless telephone for work-related purposes or emergency purposes as described in Vehicle Code sections 23125 and Public Utilities code section 99247(g).
3. Other exemptions as set forth in the California Vehicle code as written or amended.

9. Vehicle Accident Procedures

Vehicle accident procedures must be followed in the event of an accident/incident involving District-owned vehicles or personally owned vehicles while on District business. This includes minor incidents and collisions, even if there do not appear to be any injuries and/or property damage.

All vehicles are provided with an SDRMA Accident Report Guide. Drivers are required to complete the guide at the scene of the accident and immediately report the incident to their supervisor and supervisors must report the incident to the Library Director. Exceptions may occur in the event of serious injury.

When reporting claims the District will follow the instructions outlined in the SDRMA MemberPlus portal at https://memberplus.sdrma.org/.

10. Defensive Driving Training

Applicable employees will complete defensive driver training as required by their respective departments.

11. Record Keeping

The following documentation will be maintained for at least two years:

- Defensive driver training for each employee, including the employee's name, training dates, type of training, and training providers.
- Motor Vehicle Reports (MVRs).
- Vehicle insurance information from drivers who use their personally owned vehicles on District business.
- Documentation regarding employee deviations.

12. Program Evaluation

The Driver Safety Policy will be reviewed on a periodic basis to meet ongoing needs.

Last Review Date: June 2, 2026

Adoption and Previous Revisions:
Adopted: June 2, 2026

Relevant Policies and Procedures:
None

EXHIBIT "B"
Library Vehicle Policy

DRAFT

MISCELLANEOUS POLICIES/PROCEDURES

LIBRARY VEHICLE POLICY

Purpose

The Buena Park Library District owns and operates a Library vehicle to be used primarily for outreach services to the Buena Park community. The Library vehicle may also be used for other official District business including purchasing library materials and supplies, transporting library property, and transporting library personnel to meetings or workshops. The Library vehicle may not be used for personal business or to run personal errands.

Vehicle Operators

Library employees authorized to drive the Library vehicle are selected at the discretion of the Library Director. Authorized drivers must present a valid California Driver's License with full driving privileges in order to operate the Library vehicle and must report any change in the status of their license, such as restrictions or suspensions, to the Library Director immediately.

Drivers are required to observe all federal, state, and local laws and ordinances, and posted speed limits. Employees who violate any laws or ordinances are personally responsible for payment of any fines or other penalties, including parking violations.

Drivers must ensure that all safety devices, including seat belts are used by all vehicle occupants.

Drivers must inspect the Library vehicle for safe operating condition prior to each use. Any concerns must be reported to the Library Director immediately.

Drivers must roll up windows and lock the Library vehicle when unattended.

Drivers must maintain interior of the Library vehicle in a clean and orderly manner; and must not leave trash, etc. in the vehicle.

Smoking is prohibited inside the Library vehicle.

Passengers

Only Library employees on Library business may be passengers in the Library vehicle.

MISCELLANEOUS POLICIES/PROCEDURES

Maintenance

The Building Supervisor will be responsible for maintaining the Library vehicle through a program of regular internal maintenance and external repair as needed or required. This includes washing the vehicle, maintaining fuel levels as well as oil changes and engine maintenance.

The registration form and proof of insurance will be placed in the Library vehicle's glove box at all times.

Overnight Parking

The Library vehicle will be stored on-site inside the Library's garage when not in use. The Driver will ensure the garage door(s) are properly secured upon removing and returning the Library Vehicle.

Accident Reporting

Any accident involving the Library vehicle must be reported immediately to the local police department. After an accident is reported to the police, it must then be reported to the Library's Administration Office. The Library Administration office will contact the Library's insurance company.

Adopted 09/06/2016
Revised: 11/2019

BUENA PARK Library District

Agenda Item 22

Date: June 2, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: RESOLUTION NO. 2026-15 ADOPTING PREQUALIFICATION PROCESS FOR PRIME CONTRACTORS FOR THE LIBRARY RENOVATION PROJECT

Recommended Action:
Approve Resolution No.2026-15 Adopting Prequalification Process for Prime Contractors for the Library Renovation Project, as presented.

Background:

In accordance with Public Contract Code section 20101 and Department of Industrial Relations guidelines, the District seeks to prequalify prime contractors (i.e., general contractors) for the Library Renovation Project. Prequalification is intended to create a responsible and responsive pool of contractors, while preserving competition and fostering a level playing field.

Accordingly, this action is needed to establish the prequalification process.

Recommendation:
It is recommended that the Board of Library Trustees adopt Resolution 2026-15.

Fiscal Impact:
None.

Exhibit:
Exhibit A: Resolution 2026-15 Adopting Prequalification Process for Prime Contractors for Library Renovation Project.

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2026-15

RESOLUTION OF THE BOARD OF TRUSTEES OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY ADOPTING PREQUALIFICATION PROCESS FOR PRIME CONTRACTORS FOR THE LIBRARY RENOVATION PROJECT

WHEREAS, the Buena Park Library District ("District") desires to prequalify potential prime contractors for the District's Library Renovation Project;

WHEREAS, requiring contractor prequalification for the Library Renovation Project is consistent with Public Contract Code section 20101 and Department of Industrial Relations guidelines;

WHEREAS, in order to accomplish prequalification, the prospective prime contractors shall submit a standardized prequalification questionnaire and financial statement (collectively "Prequalification Package"), prior to submitting a bid for the Library Renovation Project;

WHEREAS, the District shall establish a uniform system of rating prospective contractors based upon the completed Prequalification Packages ("Prequalification Process");

WHEREAS, District staff have developed a standardized questionnaire attached hereto as Exhibit A ("Questionnaire");

WHEREAS, District staff have developed a uniform system of rating potential prime contractors based upon the completed Questionnaires attached hereto as Exhibit B ("Rating System");

WHEREAS, the Rating System includes a process for potential prime contractors to appeal certain decisions with respect to the Prequalification Process ("Appeal Process"); and

WHEREAS, the District desires to adopt the Prequalification Process for the Library Renovation Project, including the Questionnaire, Rating System, and Appeal Process.

NOW, THEREFORE, the Governing Board of the Buena Park Library District hereby finds, determines, declares, orders, and resolves as follows:

Section 1. That the above recitals are true and correct.

Section 2. That the Questionnaire, the Rating System, and the Appeal Process are authorized for the Library Renovation Project.

DRAFT

Section 3. That the District's Library Director, or designee, is authorized to implement the Prequalification Process, including accepting the final list of prequalified prime contractors.

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District on this 2nd day of June, 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada
President, Board of Library Trustees

ATTEST:

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of Trustees of the Buena Park Library District of Orange County, California, adopted by said Board at its meeting on June 2, 2026

By: _____
Christian Quintero
Secretary, Board of Library Trustees

DRAFT

EXHIBIT "A"
Prequalification Questionnaire

[see attached]

DRAFT

BUENA PARK LIBRARY DISTRICT
PREQUALIFICATION QUESTIONNAIRE FOR
PROSPECTIVE PRIME CONTRACTORS
BUENA PARK LIBRARY RENOVATION
PROJECT NO. BPLD-24-01-REN

Each prospective prime contractor for the Buena Park Library Renovation Project shall submit the following information to establish its qualifications.

A. CONTRACTOR'S CONTACT INFORMATION

Firm name: _____

_____

Address: _____

_____

Telephone: _____

Fax: _____

Mobile Telephone: _____

E-mail: _____

By: _____ Date: _____

(Name of individual completing statement)

Years in business as a licensed contractor: _____

Types of work performed with own forces: _____

_____

_____

_____

Years in business under current firm name: _____

Years at the above address: _____

B. CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS

1. For Firms that Are Corporations:

   a. Date incorporated : _____

   b. Under the laws of what state: _____

   c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least 10% of the corporation's stock.

Name	Position	Years with Co.	% Ownership

2. For Firms that Are Partnerships or LLCs:

   a. Date of formation: _____

   b. Under the laws of what state: _____

   c. Provide all the following information for each partner or member who owns ten percent (10%) or more of the firm.

Name	Position	Years with Co.	% Ownership

3. For Firms that Are Sole Proprietorships:

   a. Date of commencement of business: _____

4. For Firms that Intend to Bid as a Joint Venture:

   a. Date of commencement of joint venture: _____

   b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects. Attach all additional references and/or information on separate signed sheets.

Name of Firm	% of Ownership of Joint Venture

5. Associated Firms

For any of the above business structures, identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the past three (3) years.

Person's Name	Name of Construction Firm & License No.	Dates of Person's Participation with Firm

Attach all additional references and/or information on separate signed sheets.

C. HISTORY OF THE BUSINESS AND ORGANIZATIONAL PERFORMANCE

1. Has there been any change in ownership of the firm at any time during the past five (5) years? NOTE: A corporation whose shares are publicly traded is not required to answer this question.

   ☐ Yes ☐ No

   If "yes," explain on a separate signed sheet.

2. Is the firm a subsidiary, parent, holding company, or affiliate of another construction firm? NOTE: Include information about other firms if one firm owns 10% or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.

   ☐ Yes ☐ No

   If "yes," explain on a separate signed sheet. Include name of the related company and percent ownership.

3. Are any corporate officers, partners or owners connected to any other construction firms? NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.

   ☐ Yes ☐ No

   If "yes," explain on a separate signed sheet.

4. Has any owner, partner, CSLB qualifier or corporate officer of the firm operated as a contractor under any other name or license number (not listed above) in the last five (5) years?

   ☐ Yes ☐ No

   If "yes," explain on a separate signed sheet, including the name and license number of the other company.

5. State your firm's gross revenues for each of the past three (3) years:

Year	Gross Revenue
	$
	$
	$

6. How many years has your firm been in business in California as a contractor under your present business name and license number? ___

_____

7. Is your firm currently the debtor in a bankruptcy case or was it in bankruptcy at any time during the last five (5) years?

☐ Yes ☐ No

If "yes," please attach a copy of the bankruptcy petition and a copy of the Bankruptcy Court's discharge or any other document that ended the case, if any.

LICENSES/REGISTRATION

8. Please provide the following licensing information:

   a. Name of license holder exactly as on file with the California State License Board: _____

   _____

   b. License classification(s): _____

   c. License #: _____

   d. Expiration Date: _____

   e. Public Works Contractor's Registration # as on file with Department of Industrial Relations:_____

9. Has any CSLB license held by your firm or its Responsible Managing Employee or Responsible Managing Officer been suspended or revoked within the last five (5) years?

   ☐ Yes ☐ No

   If "yes," explain on a separate signed sheet.

10. Has your firm changed names or license number in the past five (5) years?

    ☐ Yes ☐ No

    If "yes," explain on a separate signed sheet, including the reason for the change.

DISPUTES

11. At any time in the last five (5) years, has your firm been assessed liquidated damages under a construction contract with another public or private owner?

    ☐ Yes ☐ No

    If "yes," explain on a separate signed sheet, identifying projects by owner, owner's address, and date of completion.

12. At any time in the last five (5) years, has your firm, or any owners, officers or partners, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any public works project?

    ☐ Yes ☐ No

    If "yes," explain on a separate signed sheet, including the name of the person who was associated with that company, the year of the event, owner, owner's address and basis for the action.

13. Is your firm, or any owners, officers or partners, presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or board?

    ☐ Yes ☐ No

    If "yes," explain on a separate signed sheet, including the name of the person who was associated with that company, the year of the event, owner, owner's address and basis for the action.

14. At any time in the last five (5) years, has a public agency found your company was not a responsible bidder?

    ☐ Yes ☐ No

    If "yes," explain on a separate signed sheet, including the year of the event, owner, owner's address and basis for the finding.

15. In the past five (5) years, has any claim exceeding $50,000 against your firm or by your firm against an owner been filed in court or arbitration concerning your firm's work or payment on a construction project?

    ☐ Yes ☐ No

    If "yes," explain on a separate signed sheet, including the project name, court or arbitration case name and number, and a brief description of the status of the claim.

INSURANCE

16. Minimum Limits – Note: these are minimum limits intended only to prequalify. The controlling insurance requirements for the project will be set in the Contract Documents.

    a. Does prime contractor have a Commercial General Liability insurance policy with a policy limit of at least $5,000,000 per occurrence?

       ☐ Yes ☐ No

       If "No," provide on a separate signed sheet what limits are available to the prime contractor.

    b. Does prime contractor have an Automobile Liability insurance policy with a policy limit of at least $5,000,000 per accident?

       ☐ Yes ☐ No

       If "No," provide on a separate signed sheet what limits are available to the prime contractor.

17. Does prime contractor have current workers' compensation insurance policy as required by the California Labor Code or is prime contractor legally self-insured pursuant to California Labor Code section 3700 et seq.?

    ☐ Yes ☐ No

18. In the last five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

    ☐ Yes ☐ No

    If "yes," explain on a separate signed sheet, including the name of the insurance carrier, form of insurance and year of the refusal.

CRIMINAL MATTERS AND RELATED CIVIL SUITS

19. Has your firm or any of its owners, partners or officers ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

    ☐ Yes ☐ No

    If "yes," explain on a separate signed sheet, identifying who was involved, name of the public agency, date of the investigation and grounds for the filing.

20. In the last five (5) years, has your firm or any of its owners, partners or officers ever been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public

transaction, including but not limited to, a contract of a government construction project; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, identifying who was involved, name of the public agency, date of conviction and grounds for the conviction.

21. Is your firm or any of its owners, partners or officers presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph 20 of this questionnaire?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, identifying who was involved, name of the public agency, date of conviction and grounds for the conviction.

SAFETY

22. Within the past five (5) years, has the California or federal OSHA cited and assessed against your firm, or any associated firm, for "serious," "willful" or "repeat" violations of its safety or health regulations?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, identifying the citation(s), nature of the violation(s), project, and amount of penalty paid, if any.

23. Within the past five (5) years, has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against your firm or the owner of the project on which your firm was the Contractor?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, describing the citation(s).

24. State the prime contractor's Workers' Compensation Experience Modification Rate for the past three (3) premium years:

Year	Modification Rate

If your EMR is 1.00 or higher, you may attach a letter of explanation.

25. Within the past five (5) years, has there ever been a period when your firm and/or any associated firm had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If yes, explain on separate sheet, including the date(s) and reason(s) for the absence of workers' compensation insurance.

PREVAILING WAGE AND APPRENTICESHIP COMPLIANCE

26. In the past five (5) years, has there been more than one occasion in which your firm was required to pay either back wages or penalties for your firm's failure to comply with California prevailing wage laws or federal Davis-Bacon prevailing wage requirements?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, describing the nature of the violation(s), project, owner, and amount paid, if any.

27. At any time during the past five (5) years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or laws pertaining to use of apprentices on public works projects?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including date(s) of such findings and attaching the DAS' final decision(s).

BONDING

28. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California), which states your current bonding capacity (both single job limit and aggregate limit)? NOTE: Contractor must have independent capacity to provide a 10% bid bond, 100% payment bond, and 100% performance bond, each issued by an admitted surety insurer, without bonding by subcontractors.

☐ Yes ☐ No

29. Provide the name, address and telephone number of the surety agent:

_____

_____

_____

_____

30. List all sureties that have written bonds for your firm currently and during the last five (5) years:

Name	Address	Dates of bonds

31. In the last five (5) years, has any surety paid on your firm's behalf as a result of a default to satisfy any claims made against a payment or performance bond issued on your firm's behalf?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the amount of each claim, name and telephone number of claimant, date of and grounds for the claim, and present status.

32. If your firm was required to pay a premium of more than 1% for a performance and payment bond on any project on which your firm worked in the last five (5) years, state the percentage that your firm was required to pay: _____.

You may explain on a separate sheet, why you were required to pay a premium of more than 1%.

33. In the last five (5) years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place when one was required?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the name of the surety company and the period during which your firm had no bond in place.

D. PROJECT REFERENCES

On the form attached as **Exhibit A**, list all California public works projects (both under construction and completed) during the past five (5) years, with a total contract price of **$7 million** or more, in which the contractor under all firm names identified in Section B has participated. Use and attach additional signed sheets when needed to explain or clarify any response or to include more responses with all requested information.

E. FINANCIAL INFORMATION

Prime contractor must submit a reviewed financial statement with accompanying notes and supplemental information for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required financial statement.

F. KEY PERSONNEL

Identify the following Key Persons for the Project; and also provide your complete proposed staffing plan/matrix for the Project.

NOTE: The staffing matrix provided by Applicant in its Prequalification Application will be integrated into the final Contract for the Project if the Applicant achieves Prequalification status and is subsequently awarded the Contract for the Project. Any proposed deviations from the provided staffing matrix will require written District approval, which shall be given in the District's sole discretion, which will not be unreasonably withheld.

This Project will require the following Key Persons:

- Project Manager
- Project Superintendent
- Project Engineer

For each Key Person named above, provide the following:

- Include a resume;
- Number of years with your firm (or respective firm if a joint venture);
- State the estimated percent of time each is anticipated to spend on the Project site for construction services;
- Describe the role each will play for this Project and why they are qualified to do so; and
- The experience of Key Personnel listed by the Applicant should possess experience with the following:
    - Substantially similar scopes of work to this Project; and
    - Projects involving condensed construction schedule(s).

[CONTINUES ON NEXT PAGE]

CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date: _____

Proper Name of Prime Contractor: _____

_____

Signature by an officer of the Prime Contractor: _____

Print Name: _____

Title: _____

EXHIBIT A

a. Project Name: _____

b. Project address/location: _____

c. Owner (name of reference and tel. no.): _____

d. Architect (name and tel. no.): _____

e. Construction Manager (name and tel. no.): _____

f. Scope of Work: _____

g. Original completion date: _____

h. Actual date of completion: _____

i. Time extensions granted: _____

j. Initial contract value: _____

k. Final contract value: _____

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____ _____
Name

EXHIBIT "B"
Prequalification Rating System

[see attached]

DRAFT

BUENA PARK LIBRARY DISTRICT
PROSPECTIVE PRIME CONTRACTOR
PREQUALIFICATION EVALUATION PROCEDURE
BUENA PARK LIBRARY RENOVATION
PROJECT NO. BPLD-24-01-REN

Name of Prime Contractor: _____

1. Confirm Prequalification Statement Submitted is Responsive – if the answer to any of the questions is "no," then the Prequalification Package is nonresponsive.

A. Completeness

Did the Contractor provide all requested information in its submitted Prequalification Statement?

Yes No

B. Signed Under Penalty of Perjury

Is the Prequalification Questionnaire signed under penalty of perjury by an individual who has the authority to bind the Contractor on whose behalf they are signing?

Yes No

2. Incomplete, Misleading or Inaccurate Information – if the answer to any of the questions is "yes," then reject the Contractor.

A. Is the information provided by the Contractor is misleading or inaccurate in any material manner?

Yes No

B. Is the information contained in the Prequalification Package not updated under penalty of perjury when it is no longer accurate?

Yes No

3. Confirm Essential Criteria

a. Public Works Projects (See Section D of Questionnaire)

Has the Contractor contracted for construction involving a minimum of three (3) California public works projects within the past five (5) years, each with a contract price of $7 million or more?

Yes No

(If no, then Contractor is not qualified)

b. License (See Section C.9. of Questionnaire)

Has the Contractor held all Contractor's license(s) necessary to perform its work for at least five (5) years and have those license(s) not been suspended or revoked?

Yes No

(If no, then Contractor is not qualified)

c. Registration (See Section C.8. of Questionnaire)

Is the Contractor currently registered as a Public Works Contractor with the Department of Industrial Relations?

Yes No

(If no, then Contractor is not qualified)

d. Disqualification (See Section C.12.,through C.14. of Questionnaire)

Is the Contractor presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or board, or has the Contractor ever been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited, from performing work and/or bidding on work for any public agency within the State of California in the past five (5) years.

Yes No

(If yes, then Contractor is not qualified)

e. Default (See Section C.31 of Questionnaire)

Has a surety firm completed a contract on Contractor's behalf, or paid for completion because Contractor was in default and/or terminated by public agency within the State of California within the past five (5) years?

Yes No

(If yes, then Contractor is not qualified)

f. Bankruptcy (See Section C.7 of Questionnaire)

Has Contractor declared bankruptcy or been placed in receivership within the past five (5) years?

Yes No

(If yes, then Contractor is not qualified)

g. Insurance (See Section C.16. of Questionnaire)

Does Contractor have (a) a Commercial General Liability insurance policy with a policy limit of at least $5,000,000 per occurrence, and (b) an Automobile Liability insurance policy with a policy limit of at least $5,000,000 per accident?

Yes No

(If no, see attachment if they are capable of attaining the above limits. If not, then Contractor is not qualified)

h. Workers' Compensation (See Section C.17. of Questionnaire)

Does Contractor have current workers' compensation insurance policy as required by the California Labor Code or is Contractor legally self-insured pursuant to California Labor Code section 3700 et seq.?

Yes No

(If no, then Contractor is not qualified)

i. Bonding Capacity (See Sections C.28. through C.33. of Questionnaire)

Does Contractor demonstrate that it can provide a 10% bid bond, 100% payment bond, and 100% performance bond, each issued by a surety admitted and authorized to transact business as a surety in California?

Yes No

(If no, then Contractor is not qualified)

j. Criminal Matters and Related Civil Suits (See Section C.19. through C.21. of Questionnaire)

Has the Contractor, or any of its owners or officers, been found liable in a civil suit or guilty in a criminal action for making a false claim or material misrepresentation to a public agency, or been convicted of a crime or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property, or presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the above-referenced offenses?

Yes No

(If yes, then Contractor is not qualified)

4. Contact References

The District may, at its discretion, contact the Contractor's references.

5. Complete Evaluation Worksheet

Insert total score from evaluation worksheet **Total Points** _____

Contractor must have 40 out of 75 points or higher to qualify

6. Appeal Process

If the Contractor decides to appeal the District's qualification decision, it shall follow this procedure:

a. Contractor shall submit, in writing, within three (3) working days from notification, a request for a written response to the District to explain any aspect of the District's determination.

b. Within three (3) working days from receipt of the District's written response to the Contractor's request, Contractor may submit, in writing, a request for reconsideration by the District's staff. Contractor may submit with the request any information that it believes supports a finding that District's determination should be changed.

If the Contractor chooses not to avail itself of this process, the proposed prequalification rating may be adopted by the District without further proceedings.

BUENA PARK LIBRARY DISTRICT
PROSPECTIVE PRIME CONTRACTORS
PREQUALIFICATION EVALUATION WORKSHEET
LIBRARY RENOVATION PROJECT

Name of Prime Contractor: _____

1. Essential Criteria

If any one of the essential criteria is not met, there is no need to complete the remainder of the evaluation.

2. Key Personnel (See Section F of Questionnaire)

Respondent proposed adequate Key Personnel with sufficient experience for the Project (Pass/Fail) _____

3. Years in Business Under Current License (See Section C.6. of Questionnaire)

10 or more years	=	15 Points	_____ Points
5 to 9 years	=	10 Points	
2 to 4 years	=	5 Points	
0 to 2 years	=	0 Points	

4. Size of Completed Projects (See Section D. of Questionnaire)

Choose the one with the highest point value that Contractor meets.

3 Completed Projects larger than $12 million	=	10 Points	_____ Points
5 Completed Projects larger than $7 million	=	8 Points	
3 Completed Projects larger than $7 million	=	6 Points	

5. Liquidated Damages Per Project (See Section C.11. of Questionnaire)

0 Incidents	=	10 Points	_____ Points
1 to 3 Incidents	=	5 Points	
4 or more Incidents	=	0 Points	

6. Non-Compliance with Applicable Laws (See Sections C.19 through C.27. of Questionnaire)

0 Projects	=	10 Points	_____ Points
1 to 3 Projects	=	5 Points	
4 or more Projects	=	0 Points	

7. Workers' Compensation Modifier (See Section C.24. of Questionnaire)

Less than or equal to 0.85	=	10 Points	_____ Points
More than 0.85 and less than 1.0	=	5 Points	
More than 1.0	=	0 Points	

8. Financial Strength – Working Capital - excluding line of credit (See Section E. of Questionnaire)

25% or more than $5 million	=	10 Points	_____ Points
10% or more than $2 million	=	5 Points	
Less than $2 million	=	0 Points	

9. Financial Strength – Net Worth (See Section E of Questionnaire)

More than $5 million	=	10 Points	_____ Points
Equal to $2 million	=	5 Points	
Less than $2 million	=	0 Points	

Maximum Points:	**= 75**

TOTAL POINTS

BUENA PARK LIBRARY DISTRICT
PROSPECTIVE PRIME CONTRACTOR
PREQUALIFICATION EVALUATION REFERENCE FORM
LIBRARY RENOVATION PROJECT

(**Optional** - To be utilized by the District, at its discretion, to evaluate references)

The District should fill out the information in Section I and then telephone the contact person. The District should then ask the questions in Section II, ensuring that it obtains the information as to whether the Contractor's performance in that area was unsatisfactory, below average, average or above average.

Section I - General Project Information

Name of Contractor:	Total Contract Costs:
	Contract Start/End Dates:
Project Title:	Actual Completion Date:
Scope of Work:	
Name of Public Agency:	Telephone Number of Contact Person:
Name of Contact Person:	Date and Time of Interview of Contact Person:
Architect Firm:	Principal Architect in Charge of Project:

Section II – Telephone Interview Questions

1. Planning and Coordination of Work

Did the Contractor pursue and develop a thorough understanding of the scope of work? Did the Contractor proactively anticipate and coordinate agencies and jurisdictions, and utilities shutdown schedules and mechanics? Was the Contractor able to plan and execute complex critical path tasks for successful completion? **Please rate the Contractor with respect to planning and coordination of work as either unsatisfactory, below average, average, or above average**.

_____

_____

_____

_____

2. Quality of Work

Were there quality-related problems on the project? Were these problems attributable to the Contractor? Was the Contractor cooperative in trying to resolve problems? If not, provide specific examples. **Please rate the Contractor with respect to quality of work as either unsatisfactory, below average, average, or above average**.

_____

_____

_____

_____

3. Performance and Accountability

a. Scheduling - Rate the Contractor's performance with regard to adhering to project schedules. Did the Contractor meet the project schedule? If not, was the delay attributable to the Contractor? **Please rate the Contractor with respect to scheduling as either unsatisfactory, below average, average, or above average.**

_____

_____

_____

_____

b. Prime Contractor (Project) Management - Rate the Contractor's ability to manage and coordinate its own subcontractors (if no subcontractors, rate the Contractor's overall project management). Was the Contractor able to effectively resolve problems? If not, provide specific examples. **Please rate the Contractor with respect to project management as either unsatisfactory, below average, average, or above average.**

_____

_____

_____

_____

c. Change Orders - Rate the Contractor's performance with regard to change orders and extras. Did the Contractor unreasonably claim change orders or extras? Were the Contractor's prices on change orders and extras reasonable? If not, provide specific examples. **Please rate the Contractor with respect to change orders as either unsatisfactory, below average, average, or above average.**

_____

_____

_____

_____

d. Working Relationships - Rate the Contractor's working relationships with other parties (i.e. owner, designer, Contractors, other subcontractors, etc.). Did the Contractor relate to other parties in a professional manner? If not, provide specific examples. **Please rate the Contractor with respect to working relationships as either unsatisfactory, below average, average, or above average.**

_____

_____

_____

_____

e. Paperwork Processing - Rate the Contractor's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Contractor submit the required paperwork promptly and in proper form? If not, provide specific examples. **Please rate the Contractor with respect to paperwork processing as either unsatisfactory, below average, average, or above average.**

_____

_____

_____

_____

f. Litigation – Did the Contractor threaten litigation or arbitration of any claims? Did the Contractor actually file for litigation or arbitration against the District? Did the District agree to settle any litigation or arbitration? If not, who prevailed in the trial or arbitration? **Please rate the Contractor with respect to litigation as either unsatisfactory, below average, average, or above average.**

_____

_____

_____

_____

Date: June 2, 2026
To: Board of Library of Trustees
From: Helen Medina, Library Director
Subject: Planet Bids eProcurement System

Recommended Action:
Agenda Item 23

- 1) Approve the District's usage of PlanetBids' PB System, a web-based eProcurement system; 2) Authorize the Library Director to execute the Services Agreement; and 3) Authorize the expenditure of $8,400 for 1 year of services.

Background:

As we prepare to solicit bids for the Library Renovation Project, ensuring a compliant, efficient, and transparent bidding process that ensures a broad reach is critical. The District does not currently utilize a procurement platform. While prior RFPs for professional services were released on public procurement websites and the District's website, the District did not utilize a platform to oversee the bidding process. Considering the requirements of public construction contracting and a need for a transparent and compliant process, the District recommends using a procurement platform that ensures these factors to minimize risk, increase efficiency, and increase the odds of favorable bids due to a wider reach.

Discussion:

The District recommends using PlanetBids for the Library Renovation Project and future construction procurements. PlanetBids offers a comprehensive solution to streamline public procurement activities while maintaining adherence to public bidding requirements. PlanetBids will allow the District to post the information for our construction project and future projects on a platform already utilized by numerous public works contractors. Additionally, it will provide a secure portal for collection of sealed bids with a verifiable audit trail, ensuring confidentiality and compliance. Planet Bids also simplifies communication with bidders, reducing administrative burden related to correspondence and recordkeeping. Notably and of high importance relating to the upcoming renovation project, PlanetBids' broad outreach increases competition by reaching a wide pool of prospective bidders, which will assist the District with securing the best contractor and most favorable bid. Additionally, PlanetBids provides access to contractor profiles and RFPs, which will assist the District in upcoming procurement processes.

Upon approval and return of the executed agreement, PlanetBids will onboard the District in time for the District's renovation project to go out to bid by mid-June.

Recommendation:

Staff recommends that the Board approve the District's usage of PlanetBids' PB system (an eProcurement management hosted software system); authorize the Library Director to execute the service agreement; and authorize the expenditure of $8,400.

Fiscal Impact:

PlanetBids has a one-time set up fee of $1,750 and user license fees. It is recommended that the District maintain at least two user licenses to ensure proper controls and a third limited access license to assist with responding to questions relating to the bid. The user and services fees will cost $6,650. The total for year one will be $8,400.

Exhibit:

PlanetBids Service Agreement

Innovative eProcurement Solutions

13263 Ventura Blvd., Suite 101 • Studio City, CA 91604 • (818) 992–1771

PB System™

PLANETBIDS' SERVICES AGREEMENT

What is PlanetBids. *PlanetBids provides a sustainable off-the-shelf modular suite of web-based eProcurement solutions to centralize, automate and manage the complete bidding process for goods and services. All of the solutions are interconnected, comprehensive and streamlined to help fulfill operational tasks in a timely manner, increase productivity and significantly reduce an organization's overall spend. Additional details and end User terms can be found at www.planetbids.com.*

This SERVICES AGREEMENT ("Agreement"), which describes the terms and conditions applicable to use of the PlanetBids Online Support Services, is made and entered as of the Service Period defined below, by and between PLANETBIDS, LLC, a Delaware Limited Liability Company ("PlanetBids") and the following customer ("Customer") as described below:

Licensee Name: Buena Park Library District (CA)
Street Address: 7150 La Palma Avenue
City, State ZIP: Buena Park, CA 90620
Department: Procurement
Principal Contact: Helen Medina
Title: Library Director
Phone & Email: 714.826.4100; hmedina@buenaparklibrary.org
Method of Payment: Net 30 Days
Initial Service Period: 6/2/2026-6/1/2029

THEREFORE, PlanetBids and the Customer agree as follows:

PlanetBids Services. Upon acceptance of this Agreement, PlanetBids shall provide the following Services to Customer, subject to the terms and conditions of this Agreement and as more specifically described in Exhibit "A".

a. "Services" shall include one or more of the following PlanetBids PB System™ modules or features if, and only if, listed in Exhibit "A". Customer shall not have access or use of any modules or features not listed in Exhibit "A".
b. PlanetBids will market on behalf of Customer to drive Vendor engagement to participate in Customer's projects/bids as outlined in Exhibit "A".

Fees and Payments.

Fees. Customer agrees to pay PlanetBids set up and services fees as set forth in Exhibit "B" hereto.

a. **Additional Services; Fees.** If requested by Customer, PlanetBids will provide any or all of the following additional services at the fees set forth in Exhibit "B":
    1. Customization work in addition to standard setup shall be contracted in the following manner and at PlanetBids' current standard rates: (a) Customer shall submit a written request describing the proposed project; (b) PlanetBids conduct a feasibility and assessment of the project and the work required, (c) if the project is technically feasible, PlanetBids will submit to Customer a written estimate setting forth the price, estimated schedule and any conditions of the project. PlanetBids shall not proceed until approval is received in writing from Customer.
    2. Training to Customer's designated users, in addition to that provided pursuant to Section 2(a)(1), is available at rates set in Exhibit "B".
    3. Customer may, during the term of this Agreement, access and retrieve data in comma delimited format and documents, at no cost. Additional Services related to the retrieval or restoration of any of Customer's data from such back-up files are available, if necessary, at rates set forth in Exhibit "B".

b. **Purchase Orders/Billing.** Purchase orders, billing or any related matters must be emailed to billing@planetbids.com or mailed to the following address:

    PlanetBids, LLC
    13263 Ventura Blvd., Suite 101
    Studio City, CA 91604
    Attn: Finance or other address as specified by Company

c. **Payment Terms**. Net 30, Please remit the full amount within 30 days from the date of this invoice.

d. **Tax.** It shall be the responsibility of Customer to collect and pay any taxes, duties, imports, or tariffs that are applicable to sales via the Services.

e. **Credit Cards:** 3% credit card fee will be applied to all transactions made through a credit card.

f. **Late Fees:** If Customer is overdue on any payment and fails to pay within specified payment term, then PlanetBids may assess, and Customer agrees to pay a late fee of either 1.5% per month, or the maximum amount allowable by applicable law, whichever is less.

g. **Insurance:** Insurance verification is provided for no cost, to be added as an "additional insured" is an additional fee as defined in Exhibit "B".

Discount Service Agreement Extension: Upon completion of the Initial Term and each Renewal Term (as hereinafter defined), the Term of this Agreement will automatically extend for an additional two-year period (each a "Renewal Term"), except as otherwise set forth herein. This contract extension provision will continue to extend the Agreement by two (2) additional years at the end of the Initial Term and each Renewal Term. **Either party may cancel this renewal provision by submitting written notice to the other no less than 60 days prior to the end of the Initial Term or then-current Renewal Term.** In the event the Agreement is extended:

a. Company will extend all software licenses in relation to the Services
b. Company will maintain all Customer data in relation to the Services
c. Company will extend all User codes per the terms and conditions of the Services
d. Company will carry forward all vendor data into new Services term
e. Company will invoice Customer and Customer agrees to pay invoice per the terms of this Agreement.

No Guarantee. PlanetBids does not guarantee use of the Services will produce any quotes, business opportunities or other information helpful to the business of Customer, nor does it guarantee that any contact provided will be adequate or best suited for any transaction.

Permitted Use. Customer shall not use, or permit any employee, consultant or other third party to use, the Services or any content or information accessible through the Services with any other e-procurement product or service including, but not limited to, use of the PB System's vendor and contractor database to distribute requests for bids through a third-party product or service.

Third Party Codes. If Customer uses standard identification codes, PlanetBids shall have the right to request for inspection an original copy of such codes and any necessary authorizations for use. If such identification codes are proprietary codes of third parties, such as NIGP, SIC or CSI, or any other third-party identification codes, it shall be the responsibility of Customer to obtain the necessary licenses and Customer indemnifies and holds harmless PlanetBids from the unauthorized use or publication of any such identification codes with respect to the Services.

Tax. It shall be the responsibility of Customer to collect and pay any taxes, duties, imposts, or tariffs that are applicable to sales via the Services.

Data. For its own internal retrieval and restoration purposes, PlanetBids will record and maintain for a limited time a back-up of all data appearing on Customer's website on a daily basis. The standard duration of such data retained will be for a minimum of 7 years upon contract termination and determined by PlanetBids in its sole discretion thereafter. In the event PlanetBids finds it necessary to purge Customer's data file prior to the standard 7 years, Customer's data will be transmitted to Customer for Customer's record keeping purposes.

Intellectual Property Rights. PlanetBids retains all right, title, and interest in and to any and all intellectual property, including but not limited to inventions, processes, software, designs, and materials, developed or owned by PlanetBids prior to or independently of this Agreement ("PlanetBids IP"). Nothing in this Agreement shall be construed as transferring any ownership rights in PlanetBids IP to the Customer. The Customer shall receive only a limited, non-exclusive, non-transferable license to use such PlanetBids IP solely for the purpose and duration of the services provided under this Agreement, unless otherwise agreed in writing by both parties.

Use of Artificial Intelligence. PlanetBids may incorporate artificial intelligence, machine learning, or similar automated technologies ("AI Tools") within the Services to assist users in drafting, editing, summarizing, organizing, or analyzing content and information within the platform. AI Tools are intended solely to support user productivity and do not make decisions on behalf of the Customer. Any content generated or modified with the assistance of AI Tools must be reviewed and approved by the Customer prior to use. PlanetBids may update or enhance AI Tools from time to time as part of the Services, and all underlying AI technologies remain the property of PlanetBids or its licensors.

Disclaimer. PLANETBIDS MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT OF INTELLECTUAL PROPERTY OR OTHER VIOLATION OF RIGHTS, EVEN IF PLANETBIDS HAS BEEN MADE AWARE IN ADVANCE OF SUCH POTENTIAL RISK, NOR ANY WARRANTY REGARDING THE ACCURACY, LIKELY RESULTS, OR THE RELIABILITY OF ANY SITES

LINKED INTO THE SERVICES. IN NO EVENT SHALL THE AGGREGATE LIABILITY OF PLANETBIDS HEREUNDER EXCEED $1,000,000.00.

Indemnity. Each party will indemnify and defend and hold harmless the other party from and against all claims, liabilities, damages, and expenses, including reasonable attorney fees, arising out of any property damage, personal injury, or death, sustained by such other party as a result of the gross negligence or willful misconduct of the indemnifying party or its agents or employees.

Termination. a) Termination for Cause. This Agreement may be terminated by either party by providing the non-terminating party with no less than forty-five (45) business days written notice (and reasonable opportunity to cure) upon the occurrence of any breach of any material term or condition of this Agreement or any representation or warranty herein. b) Termination Other Than for Cause. Customer may terminate this Agreement without cause by giving Company no less than sixty (60) days written notice before the effective date of such termination. In such case, the effective date of termination shall be the anniversary of the date for the current term of this Agreement that first occurs following the end of the foregoing notice period to each consecutive term year. Any payments made by Customer for actual or subsequent years are non-refundable.

Confidentiality and Non-Disclosure. To the extent authorized by law, each party to this Agreement agrees that it shall treat as confidential, information provided or that becomes known to it by the other party that is either marked “confidential” or reasonably known to be confidential. The parties will use confidential information (a) solely to fulfill its obligations under this Agreement; (b) protect confidential information using the same degree of care it uses to protect its own confidential information of a like nature; (c) but in no event less than a reasonable degree of care.

Notices. PlanetBids shall provide notice to Customer via email, or (at its discretion) via certified U.S. Mail, to the address provided in this Agreement or such other address provided by Customer to PlanetBids. Customer shall provide notice to PlanetBids via email to pb_legal@PlanetBids.com, with a copy sent via certified U.S. Mail to the address on the membership registration. Notices will be effective 6 hours after sending if sent via email (unless the sender receives a response indicating that the message was undelivered) or 3 business days after the mailing date, whether or not received.

Assignment. Neither party shall assign this Agreement or any of its rights or obligations without the prior written consent of the other party, and any such attempted assignment will be void, provided PlanetBids may transfer this Agreement without consent of Customer in connection with the sale or transfer of all or substantially all of its equity or assets. Subject to the above, this Agreement will be binding upon the parties' respective successors and permitted assigns.

No Waiver. The failure of PlanetBids to exercise or enforce any right or provision under this Agreement will not constitute a waiver of such right or provision. If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intentions as reflected in the provision, and the other provisions of the terms and conditions shall remain in full force and effect.

General. Each party to the Agreement agrees that any dispute arising under the Agreement shall be submitted to binding arbitration according to the rules and regulations of, and administered by, the American Arbitration Association, and that any award granted pursuant to

such arbitration may be rendered to final judgement. Notwithstanding anything herein, either party may seek injunctive relief and the enforcement of judgments in any court of competent jurisdiction, no matter where located. The prevailing party in any action to enforce our interpret Agreement shall be entitled to recover cost and expenses, including without limitation, attorney's fees whether in arbitration, a court of first jurisdiction and any courts of appeal.

Force Majeure. PlanetBids will not be liable in any amount for failure to perform any obligation under this Agreement if such failure is caused by Internet outages or delays, unauthorized access (hacking), earthquakes, communications outages, fire, flood, war, an act of God, pandemic, or the occurrence of any other unforeseen contingency beyond the reasonable control of PlanetBids.

Authority to Sign. Customer represents and warrants (a) the Customer information provided is current, complete, and accurate, (b) that the person signing this Agreement is authorized to bind Customer, (c) Customer will update the information (including credit card information, if applicable) as required to keep such information current, complete and accurate. PlanetBids may, in its sole discretion, cancel or terminate this Agreement if Customer has willfully violated its obligations hereunder.

AGREED effective as of the date first written above.

PlanetBids, LLC	**Buena Park Library District (CA)**
By:_____	By:_____
David DiGiacomo, CEO	Helen Medina, LIbrary Director
_____	_____
(Date)	(Date)

EXHIBIT "A"

STATEMENT OF WORK
FOR SETUP, IMPLEMENTATION AND TRAINING

1. Customer System Configuration

Services available to Customer shall be utilized by the Procurement Department and shall include:

A. Access for up to two (**2**) full licensed users of Customer to the following module(s) of the PlanetBids "PB System™":

I. Vendor Management and Bid Management
II. Bid Spec Library
III. Requests

B. Licensee shall have access to up to one (1) User licenses for the following module(s) of the PlanetBids System:

I. Q&A License

B. Access and use of the PlanetBids "Outreach" database for no additional cost.

2. PB System™ Access Services

PlanetBids rate for maintaining the PB System™ vendor and bid management is based upon an unlimited number of monthly transactions (Bids) and the number of user licenses acquired by Customer. PB System™ Access Services include the following:

- System Administration – PlanetBids will be responsible for system and data backups, disaster recovery, system reliability, availability, privacy, and system security
- Hosting Infrastructure – PlanetBids will be responsible for hosting Services, maintaining the network, hardware, and software infrastructure
- Customer Service – Is available Monday through Friday, excluding statutory holidays (see Help Desk definition below)
- Account Management – PlanetBids will provide a dedicated Account Manager for post-sales support, Services questions.

3. PB System™ Setup, Implementation and Online Training

Online training will be provided as outlined below for only the PB Modules licensed and purchased by the Customer for the initial setup and configuration of the Service. PB Modules which were not purchased by Customer, training will be omitted.

- PlanetBids will initially install for Customer the specified number of licensed Services users and configure PB modules.

- PlanetBids will provide up to 3 months' access, by request, to an online training sandbox for Customers to practice using the Service during the initial setup period.
- Vendor and Bid Management Modules: 2-hours and 45-minutes.
- Advanced eBidding for Public Works add-on Module: 15-minutes.
- PB System™ Project Evaluation Management Module: 45-minutes.
- Insurance Certificate Management with My Insurance module: 30-minutes.
- Contract Management Module: 45-minutes
  Includes training for DocuSign add-on to Contract Management. The DocuSign product or service is not included. Customer must purchase from DocuSign the required product or services access.
- Agency Contracts add-on Module to Contracts Management: 15-minutes.
- Contract Compliance add-on module to Contract Management Module: 15-minutes.
- Business Certification Module: 30-minutes.
- Emergency Operations Module: 20-minute online training session.

4. PB System™ setup, implementation and training consists of the following:

a. **Initial program definition**

The PlanetBids implementation manager will work with one (1) designated Customer project manager to develop a roadmap for system implementation. The implementation manager will define and present a project management schedule to the Customer project manager. Customer will be required to submit information according with the project management schedule. Upon completion and review of the Services by Customer, online training will be scheduled and performed.

b. **System implementation and administration**

PlanetBids will enter and configure Customer requirements into Services for each licensed user access for Customer for only the Modules purchased by the Customer. The following implementation services will be provided:

a. Account Manager assigned to manage implementation process.
b. Press kit developed by PlanetBids Marketing team, including initial press release for publishing to attract Vendors to register for new system.
c. URL configured for Customer's procurement web page for Vendor registration.
d. Customer shall publish official press releases to attract Vendors to new URL. PlanetBids will publish Customer press release to social media sites and other media outlets.
e. PlanetBids will create and send an initial email campaign to any existing Vendor lists Customer may have access to or has compiled. Data will be sent to PlanetBids in comma delimited format or excel.
f. Configuration of Customer's purchased Modules.
g. Testing of Customer's purchased Modules
h. Customer specific databases will be established.
i. Complete bid management from bid submission to awarding.
j. Electronic bidding tools configured.
k. Daily backups.
l. Services users and vendor support for the duration of the Agreement.

5. Professional Services

PlanetBids will provide consulting services for custom reports or Services customizations, specific to Customer, not covered by this Statement of Work at an additional charge. Additional consulting services requested in writing by Customer will be billed at the rates set forth in Exhibit "B". No work will begin on professional services before a mutually agreed-upon statement of work is completed.

6. Help Desk

The PlanetBids Help Desk is available for support (as defined below) via our telephone number (818) 992-1771, from 8:00 am to 5:00 pm, Monday through Friday, excluding statutory holidays. Online support, as well as on-line help services are also available at https://home.planetbids.com/support.

To ensure prompt assistance for licensed users of Customer's Services, PlanetBids requires the Customer to designate at least one, preferably two or three, Services Super Users. The Customer Super Users will be responsible to manage licensed user access, such as username and password, initiating or providing basic "Level 1" support to the licensed users of Customer's Services. While PlanetBids will offer Level 1 or Level 2 support, the designated Super Users will serve as the primary point of contact with PlanetBids.

To provide instant service to vendors and contractors, PlanetBids recommends Customer to initiate or provide basic “Level 1” support although PlanetBids will provide Level 1 or Level 2 support at any time:

- Level 1 support representatives will attempt to answer most or all questions, including help to vendors with simple problems (edit profile, etc.) or general “how-to” questions (search functionality, bidding, etc.). Services related questions by Vendors/Contractors that cannot be answered or supported by Customer should be directed to a PlanetBids support representative. More complex, technical questions should be directed to a Level 2 PlanetBids support representative.

- Level 2 support is more technical in nature. Level 2 questions may, for example, deal with Customer users (i.e., PB System™ administrative users including buyers, project administrators, etc.) or with password issues requiring special assistance, or with possible product bugs or failures. In this case, some research and investigation may be required.

7. User License(s) Management

Customer is responsible for monitoring and maintaining Services licensed users and ensuring all usernames and passwords are always up-to-date. Usernames and passwords are for authorized individual use only.

EXHIBIT "B"

FEES AND PAYMENTS

a. Fees. Customer agrees to pay PlanetBids a total of **$8,400** for the first year. The fee(s) for Year 1 and each of the following years are payable in advance within 30 days of the first day of each such annual Service term year:

1. **Setup Fee.** Customer agrees to pay a setup fee of **$1,750** for the Services installation, configuration, and testing of the Services portal link to Customer's website, plus administrator setup and one-time online user training for up to the number of user licenses and additional modules as outlined in this Agreement and Exhibit "A".

2. **Service Fee Payment.** Customer agrees to pay for using the Services modules, a service fee of **$6,650** for first year of this Agreement. A (3%) percent fee increase applies upon renewal each year.

3. **Binding Term.** Customer acknowledges and agrees that this Agreement constitutes a binding full and complete term financial commitment for the Services provided by PlanetBids. While Customer may remit payment on an annual basis, Customer's payment obligation is for the full agreed term. This Agreement is non-cancelable and non-refundable, except as otherwise provided herein. In the event of unauthorized early termination or non-payment, PlanetBids reserves the right to accelerate and declare the full remaining balance immediately due and payable.

Table (A)

PB System™ Modules	Year 1		Year 2	Year 3
	Up To Qty	2026-2027 Fee	2027-2028 Fee	2028-2029 Fee
Vendor Management & Bid Management	2	$ 6,075.00	$ 6,257.25	$ 6,444.97
Q&A License	1	$ 575.00	$ 592.25	$ 610.02
Sub-Total: Software Fees		**$ 6,650.00**	**$ 6,849.50**	**$ 7,054.99**
Setup Fee		$ 1,750.00	$ -	$ -
Total Fees		**$ 8,400.00**	**$ 6,849.50**	**$ 7,054.99**
Total Amount Due		**$ 8,400.00**		

b. Additional Services. If requested by Customer in writing, PlanetBids will provide any or all of the following additional services. The following rates are current as of the date of this Agreement but are subject to an increase of not more than 10% per year after the first year of this Agreement.

1. Training: $975.00, for a single online training session of up to 2 hours.

2. For its own internal retrieval and restoration purposes, PlanetBids will record and maintain for a limited time a back-up of all data appearing on Customer's website on a daily basis. The duration of such data retained will be for a minimum of 7 years and determined by PlanetBids in its sole discretion thereafter. However, Customer

may, during the term of this Agreement, access and retrieve data in text delimited Microsoft Excel format and documents, at no cost. Additional Services related to the retrieval or restoration any of Customer's data from such back-up files are available, if necessary, at PlanetBids current standard rates, which will vary depending on the level of services required, but not less than $250.00 per hour.

3. Customer to be added as a named "Additional Insured" is $250/year.

Date: June 2, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Authorization for Expenditures – M365 Security and Operations Improvements

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Recommended Action:
Agenda Item 24

1) Approve expenditure for Professional Services for M365 Security and Operations Improvements in the amount of $9,860.00 with Eagle Multi-Media Productions 2) Authorize the Library Director to execute the agreement. 3) Approve expenditure for IT hardware and Professional Support in the amount of $3,660.00 with Eagle Multi-Media Productions. 4) Authorize the Library Director to execute the agreement.

Background:

The organization currently utilizes Microsoft 365 for email, document management, collaboration, and cloud-based operations. A review of the existing environment identified several opportunities to improve security, administrative oversight, account management, and data protection practices.

Industry best practices and cybersecurity requirements increasingly require organizations to implement stronger identity protection controls, including multi-factor authentication and hardened administrator settings. In addition, routine cleanup of inactive accounts, permissions, and legacy configurations is necessary to reduce risk and improve operational efficiency.

The proposed project will address these needs through a review and remediation of the Microsoft 365 environment.

Discussion:

The District's M365 environment is currently experiencing some operational difficulties that are affecting staff workflows, access, and ability to complete assignments on schedule. The proposed services will address those concerns and other M365 access, configuration, and workflow optimizations that were never set up upon roll-out of the product.

The proposed services will include services related cleanup of inactive, duplicate, or unnecessary Microsoft 365 accounts and groups, review and optimization of licensing assignments, implementation and/or enhancement of multi-factor authentication (MFA, review and update of privileges and security settings, hardening of Microsoft 365 security configurations and policies, configuration and verification of backup and recovery solutions for Microsoft 365 data, documentation of administrative settings and security configurations knowledge transfer and recommendations for ongoing maintenance and governance.

Completion of these services will provide improved cybersecurity protection against unauthorized access and phishing attacks, reduced organizational risk associated with compromised accounts, enhanced compliance with cybersecurity and industry standards, improved administrative oversight and account governance, and increased reliability and recoverability of organizational data.

These services do not include ongoing administration or managed services. The District may want to consider that going forward to ensure a continuity of operations plan.

The complete proposal remains confidential due to specificity related to cybersecurity and IT infrastructure. A partial proposal is included for a new hard drive back up.

Recommendation:

Approve expenditure for Professional Services for M365 Security and Operations Improvements in the amount of $9,860.00 with Eagle Multi-Media Productions.

Authorize the Library Director to execute the agreement.

Approve expenditure for IT hardware and Professional Support in the amount of $3,660.00 with Eagle Multi-Media Productions.

Authorize the Library Director to execute the agreement.

Fiscal Impact:

The combined approvals will result in an expenditure of $13,520.00 in combined professional services and IT hardware.

Exhibit:

Exhibit A: Estimate from Eagle Multimedia Productions

Eagle Multi-Media Productions Inc.
411 Park Industrial Dr
La Habra, CA 90631-6172 USA
+17143452513
Jeremy@eaglemmp.com

Estimate

ADDRESS
Helen Medina
Buena Park Public Library
7150 La Palma Ave,
Buena Park
CA
90620

ESTIMATE # 1296
DATE 04/05/2026

ACTIVITY	QTY	RATE	AMOUNT
Sales 4 Bay NAS/ Server	1	1,200.00	1,200.00
Sales 12TB HDD	4	400.00	1,600.00
Sales Memory	1	350.00	350.00
IT Support Services:Profesional Services	85	6.00	510.00

Microsoft Office 365 and On site server backup

TOTAL **$3,660.00**

Accepted By

Accepted Date

FUTURE AGENDA ITEMS

Agenda preparation for the Special Meeting which will be held on June 23, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees.

ADJOURNMENT