REGULAR MEETING AGENDA

Board of Library Trustees | Buena Park Library District

2nd Floor Board Room
7150 La Palma Avenue
Buena Park, CA 90620
January 6, 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 6-9)

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 6-9 on the Consent Calendar.

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

REPORTS FROM LIBRARY ADMINISTRATION

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

11. Library Director's Report for December 2025

NEW BUSINESS

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

FUTURE AGENDA ITEMS

14. Agenda preparation for the Regular Meeting which will be held on February 3, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees
    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 January 6, 2026, Regular Meeting of the Board of Library Trustees of the Buena Park Library District was posted on December 29, 2025, at 7150 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.

P S

Patty Salas, Administrative Assistant

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
DECEMBER 16, 2025

CALL TO ORDER: President Estrada called the meeting to order at 6:20 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

Others Present: Glenn Lazof, Regional Government Services; Mia Atencio, Regional Government Services; Paul Pham, Chavan & Associates, LLP; Stefan Morton, Municipal Finance Corporation.

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

There were no comments by the Board.

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

There were no public comments.

NEW BUSINESS

6. Presentation of Audit Report for Fiscal Year ended June 30, 2025 by Chavan & Associates, LLP

Mr. Paul Pham from Chavan & Associates, LLP, was present via Teams to provide a brief report on the District's Audit Report for Fiscal Year ended June 30, 2025.

Mr. Pham highlighted the following audit results:

- No exceptions in audit opinions
- No material weaknesses
- No disagreements with management
- No significant passed on adjustments
- The financial statements presented fairly

MOTION by Trustee Quintero to receive and file the Audit Report for Fiscal Year ended June 30, 2025.
SECOND by Trustee Rams.
AYES: Estrada, Quintero, Rams.
ABSENT: Jensen.

Motion passed unanimously.

DRAFT

7. Library Renovation Project Financing
   a. Presentation by Stefan Morton from Municipal Finance Corporation and Glenn Lazof from Regional Government Services

   Mr. Stefan Morton explained the process for obtaining financing through the CSDA Lease Purchase Program. He explained the CSDA Lease Purchase Program was designed to facilitate financing for special districts via a direct lending arrangement with banks. The District could save significant costs by utilizing the Lease Purchase Program versus hiring a bond financing team. The District could receive funding within 35 days of receiving proposals and selecting a bank.

   The District's financial consultant, Glenn Lazof (from Regional Government Services) explained that he prepared a 6-year projection for the Board. He explained the District is financially stable to be able to take on a debt payment.

8. Discussion and approval of Debt Management Policy

   Director Medina provided a brief report on the legal requirements for this policy.

   MOTION by Trustee Rams to adopt and approve the Debt Management Policy.
   SECOND by Trustee Quintero.
   AYES: Estrada, Quintero, Rams.
   ABSENT: Jensen.

   Motion passed unanimously.

9. Discussion and approval of revised Fund Balance and Reserve Policy

   MOTION by Trustee Quintero to approve the recommended changes to the Fund Balance and Reserve Policy.
   SECOND by Trustee Rams.
   AYES: Estrada, Quintero, Rams.
   ABSENT: Jensen.

   Motion passed unanimously.

10. Repeal of Cash Handling Procedure

    MOTION by Trustee Quintero to repeal the Cash Handling Procedure.
    SECOND by Trustee Rams.
    AYES: Estrada, Quintero, Rams.
    ABSENT: Jensen.

    Motion passed unanimously.

DRAFT

11. Approval of revised Lost and Unclaimed Property Policy

    MOTION by Trustee Quintero to approve the revised Lost and Unclaimed Property Policy.
    SECOND by Trustee Rams.
    AYES: Estrada, Quintero, Rams.
    ABSENT: Jensen.

    Motion passed unanimously.

12. Approval of revised Expressive Activity Policy

    MOTION by Trustee Quintero to approve the revised and renamed Expressive Activity Policy.
    SECOND by Trustee Rams.
    AYES: Estrada, Quintero, Rams.
    ABSENT: Jensen.

    Motion passed unanimously.

13. Approval of revised Record Retention Schedule

    MOTION by Trustee Quintero to approve the revised record retention schedule.
    SECOND by Trustee Rams.
    AYES: Estrada, Quintero, Rams.
    ABSENT: Jensen.

    Motion passed unanimously.

14. Annual Report for Fiscal Year 2024-2025

    MOTION by Trustee Quintero to receive and file the Annual Report.
    SECOND by Trustee Rams.
    AYES: Estrada, Quintero, Rams.
    ABSENT: Jensen.

    Motion passed unanimously.

15. Adoption of Resolution 2025-9 establishing operating hours and holiday closures for calendar year 2026

    MOTION by Trustee Rams to adopt Resolution 2025-9 establishing operating hours and holiday closures for calendar year 2026.
    SECOND by Trustee Quintero.
    AYES: Estrada, Quintero, Rams.
    ABSENT: Jensen.

    Motion passed unanimously.

DRAFT

16. Election of Officers

    On nominations duly made, the following officers were elected for calendar year 2026:
    - Brenda Estrada, President
    - Richard Rams, President Pro Tem
    - Christian Quintero, Secretary

17. Approval of 2026 Board Meetings

    MOTION by Trustee Rams to approve the dates presented with a start time of 6:00 p.m.
    SECOND by Trustee Quintero.
    AYES: Estrada, Quintero, Rams.
    ABSENT: Jensen.

    Motion passed unanimously.

CONSENT CALENDAR (ITEMS 18-21)

18. Minutes of the Library Board of Trustees Regular Meeting on October 7, 2025 (Received, filed, and approved)
19. Personnel Report for November & December 2025 (Received, filed, and approved)
20. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for October & November 2025 (Received and filed)
21. Payment Register for October & November 2025 (Received and filed)

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

    Motion passed unanimously.

REPORTS FROM LIBRARY ADMINISTRATION

22. Monthly Statistical Reports
    a. Database Usage for September 2025
    b. Trend Analysis for September 2025
    c. Program Statistics Summary for September & October 2025

23. Financial Reports

    Director Medina pointed to the Budget vs. Actuals report for quarter 1 (July 2025 – September 2025). She stated that although revenues appear low, this is because the District receives them as property taxes are collected, meaning they will be apportioned in the next quarter. She also noted that bank fees have exceeded the budgeted amount. The District is exploring options to switch banks and anticipates moving forward in the next several months. Director Medina noted that salaries and wages are now being

itemized by each type of pay (regular, overtime, vacation, or sick pay), explaining the discrepency from prior years.

Lastly, it was noted that although the Worker's compensation category is lower than expected – the bill was prepaid during last fiscal year and is not an indication that our premiums have decreased.

24. Library Director's Report for October & November 2025

Director Medina stated OC Fire Authority provided the District with an operational permit and advised staff to post an occupancy for the building.

Director Medina advised the Board that extensive Brown Act revisions go into effect in January 2026, once the law is updated staff will be required to provide a copy to the Board.

Lastly, a new California law (SB 827) mandates biennial fiscal and financial training for local elected officials and key staff. CSDA will be providing training to fulfill this requirement.

FUTURE AGENDA ITEMS

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

There were no requests.

ADJOURNMENT

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

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

MOTION approved.
The meeting was adjourned at 7:35 p.m.

Submitted by,

_____
Christian Quintero
Secretary

DRAFT

BUENA PARK Library District

BOARD OF LIBRARY TRUSTEES
PERSONNEL REPORT FOR
January 2026

Department: Administration **Meeting Date: January 6, 2025**

Personnel Action – Merit Increase

Name	Position	Step	Effective Date
None			

Personnel Action – New Hire

Name	Position	Step	Effective Date
None			

Personnel Action – Separation

Name	Position		Effective Date
Randy Richter	PT Library Page		December 17, 2025

Personnel Action – Leave of Absence Request

Name	Position	Start Date	Anticipated End Date
None			

BUENA PARK Library District

BOARD OF LIBRARY TRUSTEES
PATRON SUGGESTIONS – REQUEST FOR PURCHASE OF MATERIALS OR PROPOSING CHANGES TO LIBRARY OPERATIONS FOR
DECEMBER 2025

Meeting Date: January 6, 2026

Adult Books:

- None received.

Children's Books:

- *Spy School: Blackout by Stuart Gibbs*

Zip Book Requests:

- None received.

Buena Park Library District

December 2025 Payments

Date	Check No.	Vendor	Purpose	Amount
11/28/2025	EFT	CalPERS	Retirement	$7,214.63
11/28/2025	EFT	CalPERS	Retirement	$1,178.85
11/28/2025	EFT	CalPERS	Retirement	$452.27
11/28/2025	EFT	ADP	Payroll Processing	$326.58
12/4/2025	EFT	ADP	Wages	$46,825.62
12/4/2025	EFT	ADP	Payroll Taxes	$11,236.07
12/4/2025	EFT	CalPERS	457 Plan	$3,076.58
12/08/2025	13755	EarthCo Landscape	Landscaping Services	$2,438.00
12/08/2025	13754	Chavan & Associates, LLP	Auditing Services	$9,250.00
12/08/2025	13753	Townsend Public Affairs, Inc.	Consulting Services	$5,000.00
12/08/2025	13752	Orange County Fire Protection	Fire Extinguisher, Sprinkler, and Standpipe	$590.00
12/08/2025	13751	Master Janitorial Service, Inc	Monthly Cleaning Service	$3,043.00
12/08/2025	13750	Regional Government Services	Consulting Services	$14,571.23
12/08/2025	13749	Sandra Gee	Children's 12/6/25 Program	$400.00
12/08/2025	13748	Quadient Finance USA, Inc.	Postage	$583.70
12/9/2025	EFT	CalPERS	Health Benefits	$23,100.65
12/09/2025	13756	City of Buena Park Public Works	Plan Check Fees	$2,500.00
12/12/2025	EFT	ADP	Payroll Processing	$331.98
12/12/2025	13765	Verne's Plumbing, Inc.	Repairs-3 toilets, sink, water fountain	$654.98
12/12/2025	13764	US Bank Corp Payment Systems	October/November 2025 Expenses	$4,246.06
12/12/2025	13763	Park Disposal	Waste Disposal	$524.69
12/12/2025	13762	INTELEPEER Holdings, Inc	Voice Service	$397.08
12/12/2025	13761	Pre-Paid Legal Services	Employee Paid Benefit	$241.24
12/12/2025	13760	SoCalGas	Gas Usage	$1,435.67
12/12/2025	13759	Orange County Treasurer-Tax	Extra Help Unfunded Liability	$11.17
12/12/2025	13758	KC Digital Solutions, Inc.	Copier Service	$120.73
12/12/2025	13757	Western Allied Corporation	HVAC Maintenance	$678.00
12/15/2025	EFT	CalPERS	Retirement	$6,794.10
12/15/2025	EFT	CalPERS	Retirement	$1,149.82
12/15/2025	EFT	CalPERS	Retirement	$452.27
12/15/2025	EFT	BofA	Account Analysis Fee	$983.45
12/18/2025	EFT	ADP	Wages	$46,067.03
12/18/2025	EFT	ADP	Payroll Taxes	$10,934.07
12/19/2025	EFT	CalPERS	457 Plan	$3,076.58
12/19/2025	13782	Johnson Controls Security	Alarm System Monitoring	$4,022.07
12/19/2025	13781	Midwest Tape, LLC	Hoopla, DVDs	$15,306.45

Buena Park Library District

December 2025 Payments

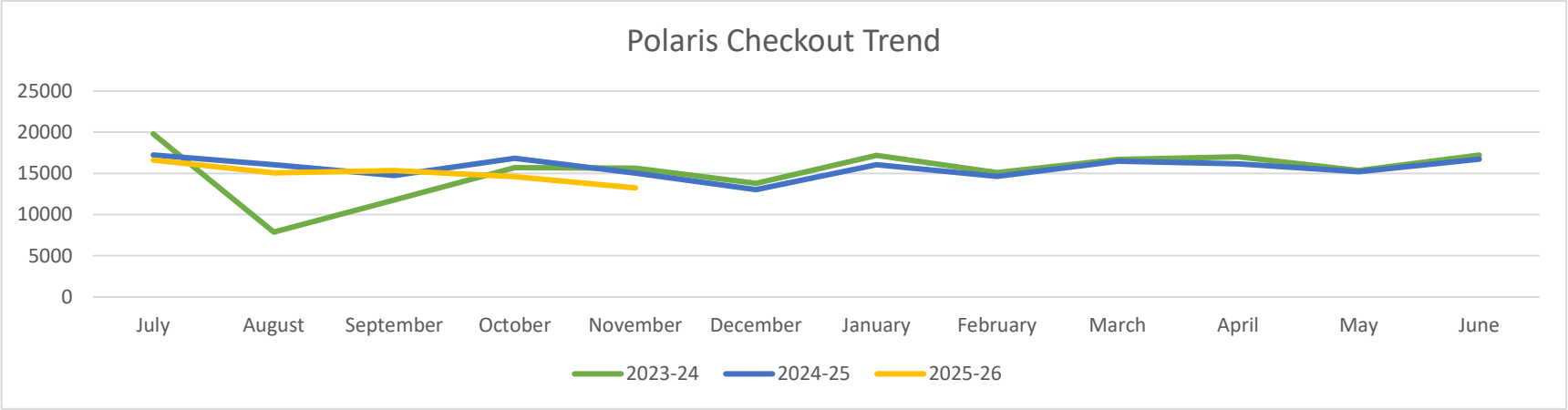
12/19/2025	13780	Brodart Co	Book Covers	$58.02
12/19/2025	13779	Imperial County Office of	Telecommunications	$130.68
12/19/2025	13778	Dannis Woliver Kelley	Legal Services	$3,237.50
12/19/2025	13777	Professional Pest Management	Monthly Pest Management	$200.00
12/19/2025	13776	Griffin Structures, Inc.	Construction Management	$11,428.15
12/19/2025	13775	LPA Inc.	Architectural Fees and City Plan Check Fees	$89,985.00
12/19/2025	13774	City of Buena Park	Water Service	$1,108.59
12/19/2025	13773	Cintas Corp.	Restroom Supplies	$274.34
12/19/2025	13772	Staples Business Credit	Toner Cartridges	$1,126.87
12/19/2025	13771	Amazon Capital Services	Supplies- Lunch at the Library Grant and	$7,985.37
12/19/2025	13770	OverDrive, Inc.	Digital Media Content Credit	$12,000.00
12/19/2025	13769	Humana Insurance Co.	Employee Ancillary Benefits	$1,732.29
12/19/2025	13768	So Cal Edison	Electricity Service	$6,112.90
12/19/2025	13767	Kanopy	Digital Media Content Credit	$2,500.00
12/19/2025	13766	California Special Districts	Annual Membership Fee	$9,665.00
			Total	$376,759.33

Electronic Resource Usage
July 2025 - June 2026

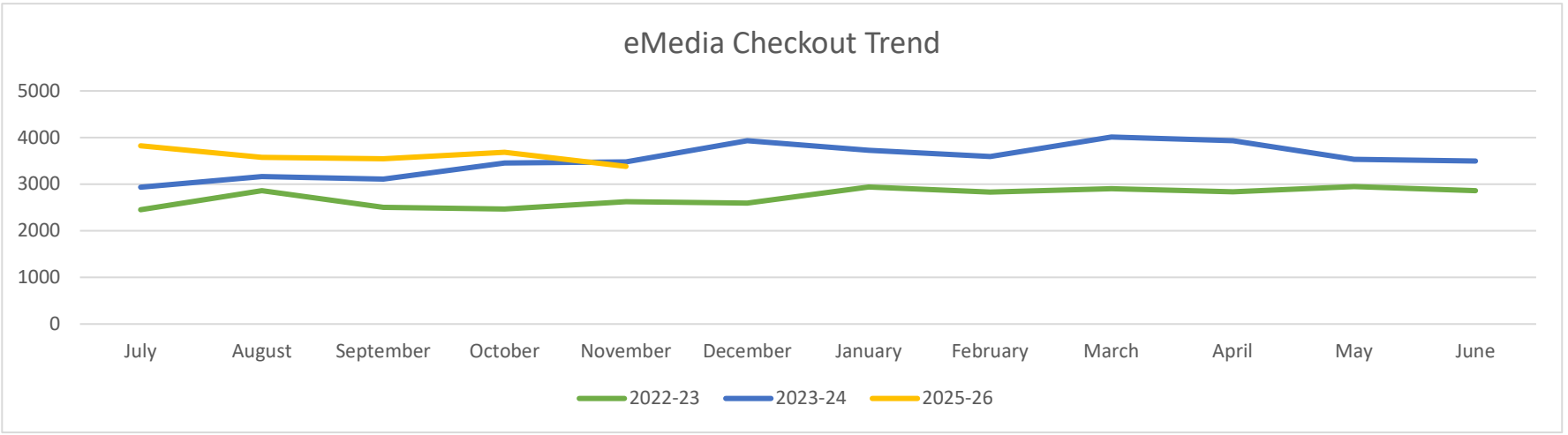
	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	This Year Total to Date
Auto Repair Source	48	57	38	50	33								226
NoveList Plus	22	20	4	2	3								51
Gale Virtual Reference Library	9	3	3	18	0								33
HelpNow!	402	451	316	738	879								2786
Mango Languages	155	174	98	73	57								557
Newsbank	423	961	904	974	920								4182
TumbleBooks	2	1	0	7	1								11
ProQuest	1	1	1	8	4								15
CultureGrams	3	6	3	13	3								28
Britannica	4	3	103	246	33								389
TeachingBooks	482	320	249	285	303								1639
Month Total:	1551	1997	1719	2414	2236	0	0	0	0	0	0	0	9917

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

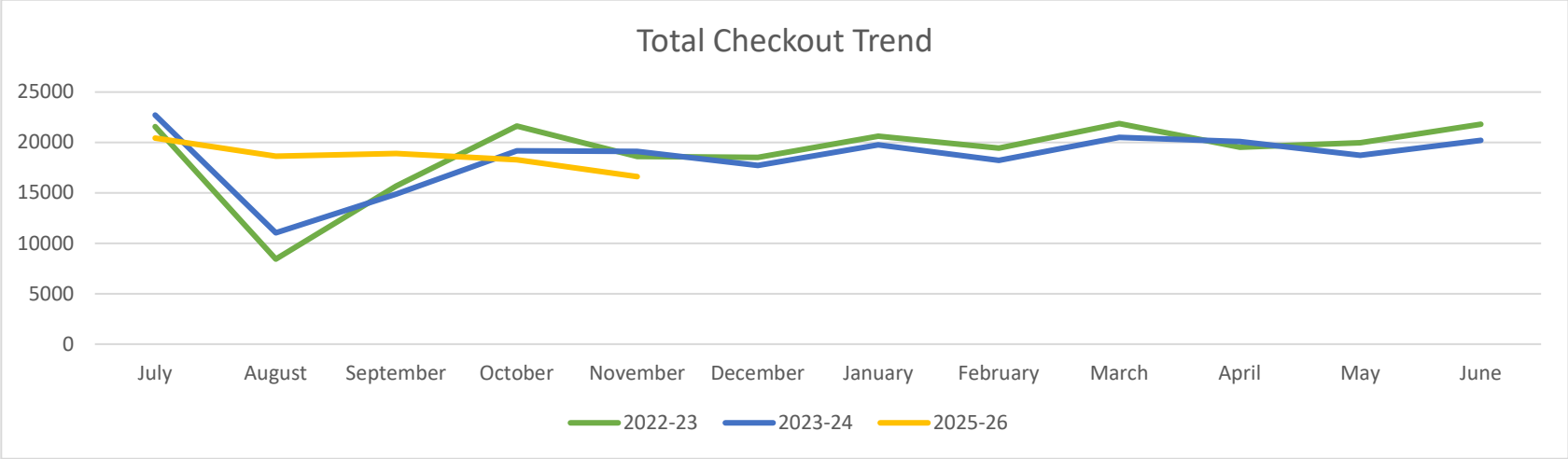
Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2023-24	19784	7877	11779	15714	15644	13802	17187	15083	16700	16999	15351	17222
2024-25	17234	16067	14729	16836	15018	13028	16043	14644	16480	16147	15190	16711
2025-26	16612	15076	15361	14603	13233							0



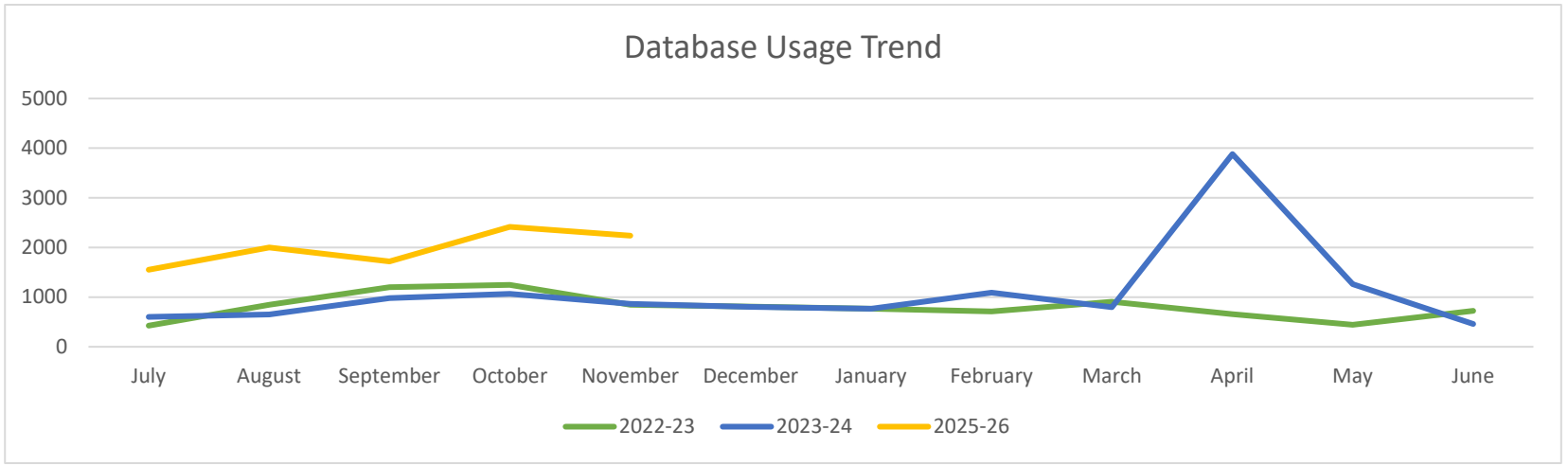
eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2025-26	3823	3577	3543	3686	3381							



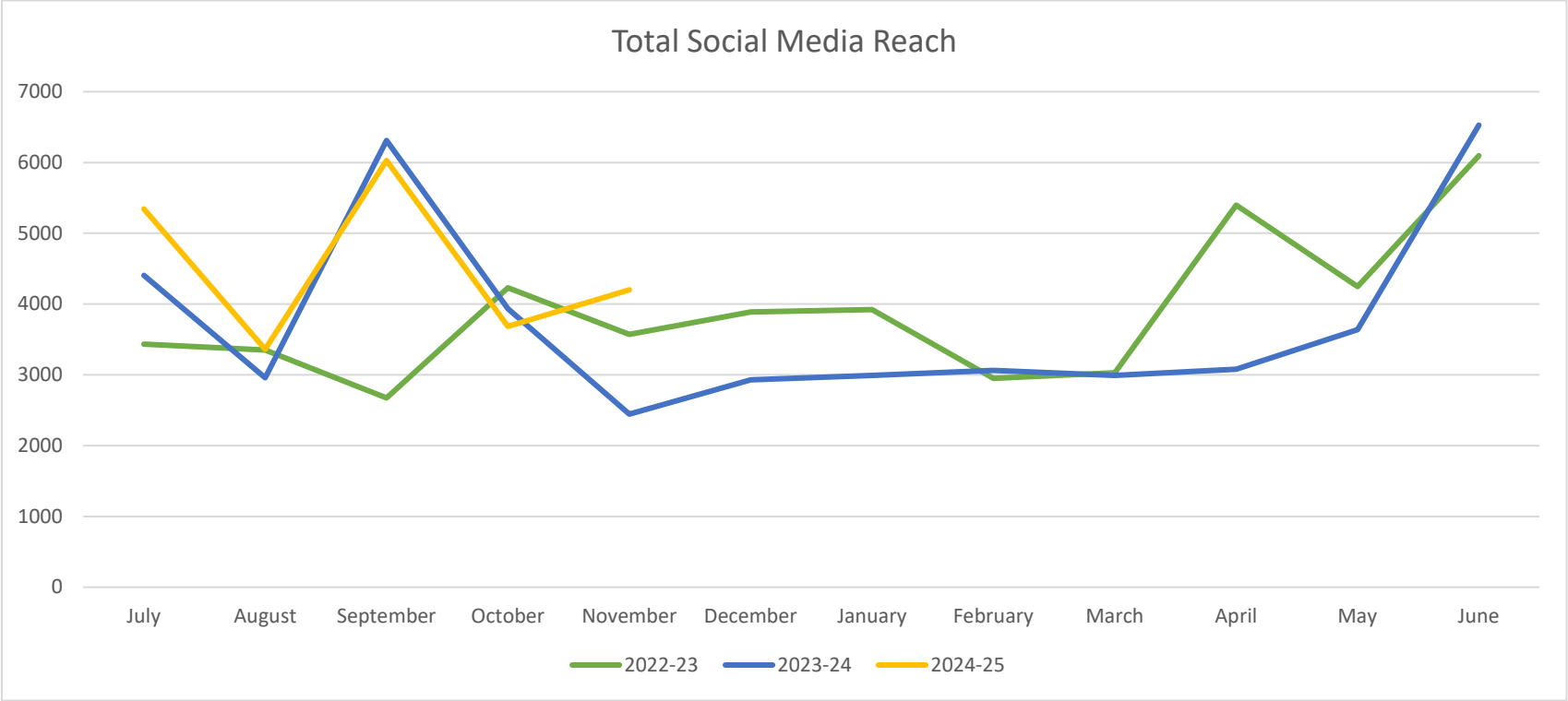
Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	19768	18239	20491	20077	18724	20208
2025-26	20435	18653	18904	18289	16614							



Total Database Usage	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	425	846	1202	1246	845	806	766	711	907	658	441	721
2023-24	601	650	980	1066	866	803	765	1089	794	3880	1261	459
2025-26	1551	1997	1719	2414	2236							



Total Social Media Reac	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	3433	3352	2674	4230	3570	3887	3923	2949	3029	5399	4247	6095
2023-24	4405	2957	6309	3936	2445	2928	2992	3061	2990	3079	3637	6527
2024-25	5344	3361	6028	3682	4201							



BUENA PARK Library District

Programs Statistical Report for November 2025

Board of Library Trustees

Meeting Date: January 6, 2026

Children's Programs

	November 2025		October 2025	
	# of Events	Attendance	# of Events	Attendance
Preschool Storytime	3	107	4	96
Little Friends Storytime	4	170	5	197
Family Storytime	3	102	4	141
Spanish/English Storytime	3	14	5	49
Korean/English Storytime	1	30	1	20
Pajama Storytime	1	30	1	28
Read to a Bark Dog	1	20	1	16
Public Speaking Workshop	1	21	1	22
Library Tour - Corey Elementary	1	56	x	x
Storytime - Kennedy High School	1	60	x	x
Self-Directed	2	190	2	90
Reading Challenge	1	541	1	648
Off-site events	4	193	9	1210
Total Volunteer Hours	45.5		54.5	
Reference Questions		814		1055

Teen Programs

	November 2025		October 2025	
	# of Events	Attendance	# of Events	Attendance
Teen Study Café	1	13	1	15
Teen Program	1	7	1	9

Adult Programs

	November 2025		October 2025	
	# of Events	Attendance	# of Events	Attendance
Adult Book Club	1	8	1	7
Adult DIY Take Home Kits	1	50	1	120
Reference Questions		388		628
Computer Questions		566		1060
Total Volunteer Hours	21		41	

BUENA PARK Library District

Staff Report- Agenda Item 11

Date: January 6, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject Director's Report

Recommended Action:
Agenda Item 11

Informational Only

Administration Updates:

I attended CSDA's Brown Act Revamp training on December 10th to prepare the District and Board for changes that were enacted for 2026. The California Special Districts Association successfully lobbied for districts like ours to be exempt from many of the requirements which would be labor and cost intensive. I also attended a special meeting of the Santiago Library System Executive Council to authorize System expenditures for a staff training to occur in February. The System's funding and Member dues have been continual discussions over the last couple of years. It is expected that there will be an upcoming agenda item to discuss an increase in membership dues.

Our website provider has been acquired by a larger company. It is unknown what impact that will have on the District's services at this time.

I also met with move managers to discuss consulting services and refine project scope relating to the library relocation. I continue to meet with our construction and finance project teams as we move forward with the project. Additionally, I worked with Townsend Public Affairs to submit an application for a Community Development Block Grant requesting funds to support the project.

I also participated in a meeting hosted by LA County Library to kick off a multi-jurisdictional project where libraries throughout the west coast are combining forces to participate in a program called One Book, One Coast. The libraries and their patrons will collectively be reading George Takei's graphic novel, *They Called Us Enemy* for the event. The autobiographical book depicts Takei's experiences in Japanese internment camps during World War II. The program will culminate with an author talk held at Long Beach Public Library that will be live streamed to all participating libraries. More information to come.

Library Staff and Outreach:

All staff completed the annual workplace violence prevention training this month.

Ruth Cho has been working with the Santiago Library System's Children's Committee for the past year to coordinate the annual OC Performers Showcase. This annual showcase provides youth librarians the opportunity to meet performers, preview performances, and begin planning for and booking summer performances and programs. Cho will attend and help run the Showcase on January 15th. The proceeds from the showcase contribute to providing training for the youth services employees.

The Outreach Team will be attending Centralia Elementary School District's Preschool Enrollment Fair on January 30th to provide information about the library and register patrons for library cards.

Programs and Services:

Throughout December, children participated in an I Spy challenge. Two children who correctly answer three questions about the I Spy wall will win a custom name charm, which was donated by a mom and daughter duo who are regular library users.

Nathan Han returned for our monthly public speaking workshop. Nathan led children in public speaking exercises including personal introductions, story improvisation, and tongue twisters.

A drop in potato decorating challenge was held on Saturday, December 6th. 19 children decorated real potatoes and transformed them into book characters using craft supplies. Library staff voted, and a 10-year-old who decorated her potato to look like Bluey took home first place.



Santa Claus and Mrs. Claus visited for an evening of photos, music, and stories. Children and their caregivers patiently waited in line for their turn for a photo with Santa, who often spontaneously burst into song. Chick-fil-A's Mr. Cow, dressed in Santa attire, was also in attendance and moo-rily greeted patrons while distributing free Chick-fil-A goodies. Patrons made holiday cards while waiting, and Santa read stories aloud after taking photos with everyone in line. Staff received comments that the program helped save patrons money and that Santa was "better than the mall Santas."



We hosted OC Mosquito and Vector Control District for a holiday singalong following a regularly scheduled preschool storytime. Children learned about mosquitoes, fleas, and other vectors through funny but informative holiday songs with modified lyrics. OC Mosquito and Vector Control District employees sang, played guitar, and electric violin. Following the singalong, attendees had the opportunity to learn more about vectors at a table with mosquitoes and mosquito larvae on display.



On December 6th local author Carolyn Hyunh visited to discuss her latest book, *The Family Recipe*. Hyunh donated several copies of the book to library patrons. She previously visited the library to promote her book, *The Fortunes of Jaded Women,* which is now being adapted for a television show.

Our Teen Advisory Board met on December 2nd to discuss their plans for 2026 and discuss their vision for the teen collection. Teens gathered on December 9th at the Teen Community Café. Some teens spent their time studying for finals and taking a break to create gingerbread houses with their friends. Our final Teen Community Café of 2025 was a great success with 16 teens in attendance. Our teens enjoyed spending time with friends and going home with a special snack pack to support them through their last leg of finals before winter break.

In January, the Teens will be ringing in the new year by creating vision boards on January 13th. On January 20th, the Teen Space will be offering relaxing coloring sheets to help provide a break from studying. Both programs are drop-in events that are held in the first floor Teen Space between 5:00 p.m. and 7:00 p.m.

The Book Club will reconvene for the New Year on January 8th at 5:00 p.m. The selection is *Morbidly Curious* by Coltan Scrivner. Scrivner's book discusses the science behind human curiosity of the morbid.

BUENA PARK Library District

Agenda Item 12

Date: January 6, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Amendment No. 1 to Agreement with Townsend Public Affairs for Grant Writing Services

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Recommended Action:
Agenda Item 12

Background:

The Board of Library Trustees originally affirmed their desire to utilize grant writing and lobbying services to remain competitive when seeking funding opportunities to assist with financing the Library Renovation Project and augmenting library services in November 2024. The Board authorized an agreement with Townsend Public Affairs in December 2024. The District continues to have significant funding needs and has found the use of a consultant to be advantageous as opportunities are highly competitive and application processes are time-consuming and complex.

Discussion:

Townsend Public Affairs has demonstrated strong performance during the current contract term. Most notably, their work directly contributed to a congressional earmark totaling $850,000, which is currently awaiting congressional approval. This earmark will provide significant support for the District's capital needs. The $850,000 congressional earmark represents a substantial return on the annual investment and reflects effective advocacy and a strong understanding of the District's priorities.

In addition, Townsend Public Affairs has agreed to reduce their monthly fee from the prior rate of $5,000 per month to $3,500 per month, further increasing the value of the services provided to the District. The lowered monthly fee reflects cost savings while maintaining the same scope of services. The one-year extension is already allocated in the current fiscal year budget, requiring no additional appropriation for the current year.

Maintaining the existing partnership ensures continuity in advocacy efforts and preserves momentum in relationships with federal and state stakeholders. Continued engagement will assist the District in exploring additional opportunities to secure state funding, particularly in support of the ongoing renovation project, as well as other priorities including technology upgrades and service enhancements.

Recommendation:
Approve Resolution 2026-1, authorizing the Library Director to execute a one-year amendment to the existing agreement for grant writing services under the terms described above.

Fiscal Impact:

The proposed amendment would extend the agreement for one year at $3,500 per month, for a total not-to-exceed amount of $42,000. The allocation for this fiscal year is already accommodated within the adopted 25/26 year budget.

Exhibit:
Exhibit A: Resolution 2026-1 Authorizing Amendment No. 1 to the Agreement with Townsend Public Affairs for Grant Writing Services in the amount of $42,000.

BUENA PARK LIBRARY DISTRICT

RESOLUTION NO. 2026-1

RESOLUTION OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY AUTHORIZING AMENDMENT NO. 1 TO AGREEMENT FOR GRANT WRITING SERVICES WITH TOWNSEND PUBLIC AFFAIRS

WHEREAS, the Buena Park Library District ("District") wishes to engage in outside assistance to find and obtain grants for reasons including but not limited to updating infrastructure, providing library programs, and increasing services; and

WHEREAS, on November 13, 2024, the Governing Board ("Board") affirmed their support of using grant writing services; and

WHEREAS, on December 3, 2024, the Board authorized an Agreement with Townsend Public Affairs to provide the District with grant writing services for a not-to-exceed price of $60,000; and

WHEREAS, the Board wishes to proceed with authorizing an Amendment No. 1 to the Agreement with Townsend Public Affairs to provide the District with grant writing services for a not-to-exceed price of $42,000, attached hereto as Exhibit "A";

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

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

Section 2. That the Amendment No. 1 to Agreement for Grant Writing Services shall be awarded to Townsend Public Affairs for a not-to-exceed price of $42,000.

Section 3. That the District's 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, make any necessary non-monetary changes to the agreement, and to protect the interests of the District.

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District, this 6th day of January, 2026, by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

BUENA PARK LIBRARY DISTRICT

By: _____
Brenda Estrada, Board President

ATTEST:

_____
Christian Quintero, Board Secretary

EXHIBIT "A"

Amendment No. 1 to Agreement for Grant Writing Services

AMENDMENT NO. 1 TO INDEPENDENT CONSULTANT AGREEMENT FOR GRANT WRITING SERVICES

BY AND BETWEEN

BUENA PARK LIBRARY DISTRICT AND TOWNSEND PUBLIC AFFAIRS, INC.

This Amendment No. 1 to the Independent Consultant Agreement ("Amendment") is made and entered into as of _____ __ __, 2026 ("Effective Date") by and between the Buena Park Library District ("District") and Townsend Public Affairs, Inc. ("Consultant") (collectively, the "Parties") as follows:

RECITALS

WHEREAS, the Parties entered into an Independent Consultant Agreement, dated December 5, 2024 ("Agreement"), pertaining to grant writing services;

WHEREAS, Section 24 of the Agreement provides that it may be amended only via a written instrument executed by both Parties; and

WHEREAS, the Parties now desire to amend the Agreement to provide for an extension of the term through December 31, 2026, and to revise the Agreement as otherwise necessary to facilitate the Services.

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

TERMS

Section I. Amendments of Agreement.

1. **Exhibit A** of the Agreement is hereby amended by incorporating **Attachment A** hereto, which shall govern Consultant's Services for the Extended Term.

2. Section 2 of the Agreement is hereby amended by deleting the existing language in its entirety and replacing it with the following: "Consultant shall commence providing services under this Agreement on December 5 , 2024. The Initial Term shall conclude on December 31, 2025. Consultant shall continue to diligently perform as required for an Extended Term of January 1, 2026, to December 31, 2026, unless this Agreement is terminated and/or otherwise cancelled prior to that time."

3. Section 5 of the Agreement is hereby amended by deleting the existing language in its entirety and replacing it with the following: "District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement (1) a total fee not to exceed **Sixty Thousand Dollars ($60,000.00)** during the Initial Term and (2) a total fee not to exceed **Forty-Two Thousand Dollars ($42,000.00)** during the Extended Term. District shall pay Consultant according to the following terms and conditions:"

4. Section 5.1 of the Agreement is hereby amended by deleting the existing language in its entirety and replacing it with the following: "Consultant shall perform the Services and bill District at the flat rate of Five Thousand Dollars ($5,000.00) per month during

the Initial Term, and Three Thousand Five Hundred Dollars ($3,500.00) per month during the Extended Term, which shall constitute an all-inclusive monthly fee for the month's Services."

Section II. All Other Provisions Reaffirmed.

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

***

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

ACCEPTED AND AGREED on the date indicated below:

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

DRAFT

ATTACHMENT A

Grant Writing Scope of Services

[*Attachment begins on next page.*]

DRAFT

TOWNSEND
PUBLIC AFFAIRS
EST TPA 1998

SACRAMENTO • WASHINGTON D.C.
NORTHERN CALIFORNIA • CENTRAL CALIFORNIA
SOUTHERN CALIFORNIA

Est. 1919
BUENA PARK
Library District

Proposal for
Grant Writing Services

December 16, 2025

TOWNSEND
PUBLIC AFFAIRS
EST TPA 1998

December 16, 2025

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

Dear Ms. Medina:

Thank you for the opportunity for Townsend Public Affairs, Inc. ("TPA") to submit our proposal for Grant Writing Services to the Buena Park Library District ("Library"). Since our partnership with the District began in 2024, TPA has secured **$850,000** in legislative-directed funding for mechanical, electrical, and plumbing improvements to the Library and has actively championed the District's funding priorities with key state agencies and policymakers.

Since our inception in 1998, TPA has earned the reputation as a ***Champion for Better Communities*** by providing the experience, resources, and relationships expected from a premier legislative advocacy and grant writing firm while also giving clients the unique brand of customer service they deserve: personal attention, maximum accessibility, and passion for their mission.

Our strategic approach to advocacy and funding is tailored to meet each client's individual needs. We leverage the breadth and depth of our team and our vast network of relationships with key stakeholders and decision makers.

Over the years, TPA has been proud to secure more than **$3.2 billion in competitive grants and appropriations** and to successfully advance more than **150 pieces of legislation** on behalf of our clients. But beyond the numbers, what sets us apart is our dedication to helping communities like Buena Park Library District turn bold ideas into reality, whether securing new funding, shaping statewide policy, or protecting vital resources that your residents rely on.

Thank you again for your interest in our firm and your consideration of this proposal. Please contact us if you have any questions or need additional information. We would be honored to continue to serve the Buena Park Library District.

Yours truly,

Christopher Townsend
President

FIRM OVERVIEW

TPA is a state and federal legislative advocacy and grant writing firm that provides lobbying and funding services to public agencies and nonprofit organizations throughout California.

- **Founder/Owner/President**: Christopher Townsend
- **Advocacy Success:** Shepherded **over 150** client-sponsored legislative proposals into law
- **Funding Success**: Over **$3.2 billion** in state, federal, and local government grants as well as grants from nonprofit organizations and private companies
- **Longevity**: 27 years (founded in 1998)
- **Number of Employees**: 24
- **Number of Registered State and Federal Lobbyists and Grant Writers**: 19
- **Number of Offices: Five**
  - TPA State Capitol Office, Sacramento
  - TPA Federal Office, Washington, DC
  - TPA Northern California Office, Oakland
  - TPA Central California Office, Fresno
  - TPA Southern California Office, Newport Beach
- **Types of Clients:**
  - Libraries, Museums, Science Centers, and Cultural Facilities
  - City Governments
  - County Governments
  - Water and Sanitation Districts
  - Transportation Districts
  - K–12 School Districts
  - Community College Districts
  - Parks and Recreation Districts
  - Fire Protection Districts
- **Areas of Specialization:**
  - Education Policy and Infrastructure
  - Parks and Community Facilities (Recreational, Cultural, Historical)
  - Local Governance (Cities, Counties, Special Districts)
  - Transportation Policy and Infrastructure
  - Water and Sanitation Policy and Infrastructure
  - Housing and Economic Development
  - Energy, Environment, and Natural Resources
  - Public Safety
  - Budget and Finance
- **Ranking by Revenue Reported to the California Secretary of State:**
  - 5th of 491 Firms Registered for Q1 of the 2025–26 Legislative Session
  - 99th Percentile
- TPA is ranked as **one of the top 100 federal lobbying firms** and represents more California public agencies in Washington, DC than any other advocacy firm in the nation.

GRANT FUNDING ACHIEVEMENTS

This table provides an overview of our grant funding achievements on behalf of our clients from state, federal, and local government agencies and private and nonprofit grant programs. These amounts represent grants secured through a competitive and/or legislative process and do NOT include any funds awarded to clients via formulas or related forms of funding entitlements.

Policy Area	State Funding	Federal Funding	All Sources
Water and Sanitation	$134 Million	$24.8 Million	$159 Million
Transportation	$766 Million	$388 Million	$1,154 Million
Education	$257 Million	$49.9 Million	$306 Million
Parks and Recreation	$306 Million	$38.9 Million	$345 Million
Cultural Resources	$140 Million	$14.3 Million	$154 Million
Housing and Development	$812 Million	$42.2 Million	$854 Million
Public Safety	$161 Million	$102.1 Million	$263 Million
TOTAL	**$2.5 Billion**	**$627 Million**	**$3.2 Billion**

EXAMPLES OF SUCCESSFUL STATE & FEDERAL EARMARKS

The following charts detail TPA's success in securing state and federal earmarks over the past several years. For each award, TPA strategized with our clients to identify priority projects and transform them into budget requests. TPA then worked closely and diligently with state and federal legislators, their staff, relevant committee members, and other key stakeholders to ensure our client projects were included in the final official budget.

STATE BUDGET EARMARKS		
Year	Total Number of Projects	Total Amount Awarded
2025-2026	5	$9,000,000
2023-2024	55	$73,910,000
2022-2023	42	$200,950,000
2021-2022	30	$377,715,020
2019-2020	15	$36,230,000
TOTAL STATE BUDGET EARMARKS SECURED: $697,805,020		

FEDERAL EARMARKS		
Year	Total Number of Projects	Total Amount Awarded
2024	52	$57,599,445
2023	34	$60,390,094
2022	30	$59,060,357
TOTAL FEDERAL EARMARKS SECURED: $177,049,896		

GRANT WRITING SCOPE OF SERVICES

TPA will utilize the following strategic and comprehensive approach to provide grant writing services to the District:

- **Conduct Detailed Orientation:** TPA utilizes a comprehensive onboarding process that includes extensive meetings with various relevant members of District leadership and key District departments to help develop a strategic plan that is carefully tailored to satisfy the needs of the District and is designed for maximum success in the current political climate and funding environment.

- **Craft Strategic Funding Plan:** Utilizing the information gathered during the onboarding process, TPA will coordinate with the District to develop a proactive and comprehensive strategic funding plan that serves the needs of the District's priorities. ***The plan will do more than identify District projects; it will outline and prioritize multiple funding options for each project and develop a specific work plan tailored to each project.*** It will also identify key "strings attached" to help assess the cost/benefit ratio for each grant opportunity.

- **Identify, Research, and Monitor Grant Funding Opportunities:** TPA will utilize list-serve subscription programs, funding workshops, agency canvassing, and other networking tactics to ensure every potential opportunity is identified and reviewed for relevance with the District's projects. TPA will then share these opportunities with the District for further assessment and determination if a grant application is warranted. The District will also receive a grant matrix of funding programs that is updated regularly as new opportunities arise.

- **Community Outreach:** TPA will assist the District with community outreach required for grant applications by ensuring the District is aware of specific requirements, helping develop materials that capture all the elements needed by the grant, and compiling the outreach data for inclusion in the application.

- **Grant Application Development and Submittal:** TPA will develop, draft, submit, and follow up on each District grant application through the following process:

    - **Establishment of Clear Accountabilities:** TPA will coordinate with the District to ensure the assignment of responsibilities and tasks is clear so that confusion and inefficiency are avoided and the District is burdened as little as possible while TPA pursues a grant opportunity.

    - **Provide Overview of Full Application Requirements:** For each grant application, TPA will provide the District with a detailed overview of the requirements for the grant program and corresponding application to ensure that the program is a strong fit for the District's project. This will include:

        - Application timeline
        - Eligible project types
        - Funding availability and award maximums and minimums
        - List of application components, including proposal questions and any required attachments

- **Assemble Project Background and Details**: TPA will conduct a detailed informational interview with the District staff most involved with each project to fully understand the project background and scope details necessary for developing the grant proposal and addressing all application questions.

- **Coordinate Technical Project Details**: For technical application components such as site plans, detailed cost estimates, project timelines, engineering plans, and cost-benefit analyses, TPA will coordinate with District staff to compile all necessary attachments and ensure consistency across all application elements.

- **Draft Written Proposal**: TPA will fully draft all narrative components of the application and, when applicable, will indicate where additional input or project detail from the District could be provided during the proposal review process.

- **Incorporate Feedback to Finalize Proposal**: Well ahead of the application deadline, TPA will provide the District with a complete draft for review and feedback. TPA will incorporate any additional details or revisions provided during this process to finalize the grant application and obtain District approval for the final version before submission.

- **Submit Completed Application**: TPA will ensure that applications are submitted before the deadline, whether electronically or in hard copies, per the submission instructions for each program. For hard copy submissions, TPA will print and package applications according to submission instructions and ship them through a reliable courier service such as FedEx to provide the District with tracking and delivery confirmation. TPA will also obtain a receipt for proof of submission and provide the District with a final copy of all submitted application documents.

- **Funding Advocacy:** Throughout the grant application process, TPA will leverage relationships with relevant officials and program officers in various state and federal funding agencies to ensure that District grant applications align with the goals of the specific grant program and are well-crafted and well-positioned for funding.

- **State Budget Funding Opportunities:** To maximize state funding, TPA will work with the District to identify projects and other funding priorities suitable for funding through the State Budget. TPA will coordinate with the District to develop supporting materials for the budget request and submit the request to state representatives. TPA will also work with members of the District's state legislative delegation, along with the Assembly and Senate Budget Committees, to gain support for the inclusion of the District's project in the final State Budget approved by the Legislature.

- **Federal Earmark Opportunities:** To maximize federal funding, TPA will work with the District to identify projects and other funding priorities that may be suitable for funding through the Federal Earmark process. TPA will coordinate with the District to develop supporting materials for the earmark request and submit the request to federal representatives. TPA will also work with members of the District's federal legislative delegation to gain support for the inclusion of the District's project.

- **Post-Grant Submittal Advocacy:** TPA will frequently contact legislators and agency officials to follow up on the status of a grant application and promote its need and urgency. This will include drafting letters of support after grant submissions and distributing them to legislators for their consideration. In addition, TPA will work with legislators to reach out to individual granting agencies to provide background on the District's projects and convey their support.

- **Post-Award Services—Above and Beyond Advocacy:** TPA has a track record of success with post-award grant administration and retention. TPA has worked on behalf of clients who, due to unforeseen circumstances, need to request an extension of the grant performance period to accomplish project deliverables. TPA is prepared to engage in the legislative process and work with legislators to get bills passed that would allow the District to retain its grant funding after the performance period would have otherwise ended. Additionally, TPA is prepared to work directly with the District and agencies to secure scope of work changes to already awarded projects to ensure the District will not have to return any hard-won grant funding.

- **Comprehensive Follow-Up on Unsuccessful Applications:** Despite all best efforts, some grant applications are not selected for funding. When grant applications are unsuccessful, TPA will work with the relevant state and federal funding agencies to set up in-person or telephone debriefing sessions to discuss them and how to best revise them for the next funding round to ensure success.

- **Workshops and Community Training Events:** Upon request, TPA will conduct interactive workshops and training sessions tailored to build the District's capacity in grant identification, application processes, and effective grant management. These sessions will empower District staff, local organizations, and community members to navigate funding opportunities, strengthen project proposals, and successfully manage awarded funds.

- **Provide Monthly Progress Reports:** TPA will confer regularly with the District on our activities. TPA will provide timely electronic monthly reports on the status of all funding activities, such as current funding opportunities, applications, submitted applications, and post-grant submittal advocacy. In addition to written reports, TPA will be available to the District for conference calls, in-person briefings, and meetings.

FEE SCHEDULE

ALL-INCLUSIVE RETAINER:

DESCRIPTION OF SERVICES	MONTHLY FEE
Grant Writing Services	**$3,500***
• Conduct Detailed Orientation	Included
• Craft Strategic Funding Plan	Included
• Identify, Research, and Monitor Grant Funding Opportunities	Included
• Community Outreach	Included
• Grant Application Development and Submittal	Included
• Establishment of Clear Accountabilities	Included
• Provide Overview of Full Applications Requirements	Included
• Assemble Project Background and Details	Included
• Coordinate Technical Project Details	Included
• Draft Written Proposal	Included
• Incorporate Feedback to Finalize Proposal	Included
• Submit Completed Application	Included
• Funding Advocacy	Included
• State Budget Earmark Opportunities	Included
• Federal Earmark Opportunities	Included
• Post-Grant Submittal Advocacy	Included
• Post-Award Services—Above and Beyond Advocacy	Included
• Comprehensive Follow-Up on Unsuccessful Applications	Included
• Workshops and Community Training Events	Included
• Provide Monthly Progress Reports	Included
**The monthly fee includes all reasonable business and travel expenses.*	

BUENA PARK Library District

Agenda Item 13

Date: January 6, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Authorization of Additional Methods of Disposal

Recommended Action:
Agenda Item 13
Approve authorization allowing the Library Director to dispose of unwanted surplus supplies and equipment that are not capitalized or inventoried through donation to eligible schools, nonprofit organizations, and government agencies, through public auction via GovDeals.com, and sale or disposal through scrap recyclers.

Background:

As the District prepares for an upcoming facility move, staff are actively working to clean up and reduce excess property within the building. The existing policy limits the District's ability to efficiently and cost-effectively manage this process. The current disposal policy (Exhibit A) is restrictive and requires Board action for the efficient or responsible donation or sale of many routine surplus items, even when those items are low in value and not subject to capitalization or inventory requirements.

Discussion:

To facilitate a rapid and cost-effective clean-up of District storage, staff are requesting authorization for additional methods of disposal to assist with property cleanup. This may provide a benefit to community organizations while also serving the interests of the District. Staff recognizes that the disposal policy requires eventual revision, as it is intertwined with accounting processes and standard operations. However, in the interest of time and efficiency to meet our deadline for cleaning out the storage areas and moving out of the building, staff are requesting intermediate approvals from the Board.

Under this authorization, surplus items would be disposed of using one or more of the following methods, as appropriate:

- Donation to schools, nonprofit organizations, or government agencies, allowing usable items to benefit community organizations and support sustainability efforts.
- Public auction through GovDeals.com, allowing the District to attempt to avoid waste disposal costs for usable items.
- Sale or disposal of items to scrap recycling companies.

These processes would benefit the District by supporting efficient processes to prepare for the facility move while reducing storage and disposal costs. Broader donation authorizations would enable surplus items no longer needed by the District to be reused by schools, nonprofits, and other public agencies. Currently, the Library Director's authority is restricted to donating only to other libraries without Board approval. However, staff have identified items like miscellaneous craft supplies, posters, and bulletin board decorations that may benefit local schools or nonprofit groups.GovDeals.com is an online auction platform specifically designed for government agencies to sell surplus and unneeded property to the public. It provides a transparent, competitive bidding process and is widely used by public entities to recover value from usable surplus assets in a cost-effective and compliant manner. Finally, sale or direct disposal to scrap recycling companies would allow the District to recover costs associated with disposal of items that are being disposed of. An example of this would be sale of broken metal file cabinets to a metal recycler rather than paying for a waste hauler to take them away.

Approving this request would reduce the need for repeated Board approvals for routine, low-value disposals. It would also allow the District the opportunity to recover modest revenue through auction and recycling, when appropriate, and an effort to engage in more sustainable practices. Disposing of property through waste hauling has been costly, and the waste-haulers enjoy the benefit of the sale or auction of usable property. Using GovDeals.com would allow a transparent public process that would allow all members of the public an equal opportunity at the items, with the District as the beneficiary. However, the District does have limited time and would still need to dispose of unwanted items that do not sell in a timely manner.

Recommendation:

Approve authorization allowing the Library Director to dispose of unwanted surplus supplies and equipment that are not capitalized or inventoried through donation to eligible schools, non-profit organizations, and government agencies, public auction via GovDeals.com, or sale to a recycler. The approval would only apply to non-capitalized, non-inventoried items and does not supersede existing requirements for tracked higher-value assets.

Fiscal Impact:

Donating and auctioning off usable supplies and equipment would reduce storage, moving, and disposal costs. The District, as the seller, would not pay fees to use GovDeals.com. The District may be able to recover costs by selling scrap metal to a recycler or offset some disposal costs.

Exhibit:
Exhibit A: Disposal of Materials and Other Items Inappropriate for Retention

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES

DISPOSAL OF MATERIALS AND OTHER ITEMS INAPPROPRIATE FOR RETENTION

Purpose

The Board of Trustees of the Buena Park Library District has adopted this policy in order to (1) provide a regularized procedure for handling of the disposal of items owned by the Buena Park Library District which are inappropriate for retention, (2) assure that such actions are in the best interest of the Library District and the community, and (3) provide a process of control and review by the Board of Library Trustees.

Definitions of Items Covered By This Policy

1. Fixed Assets: Furniture or equipment costing or valued for replacement at $5,000 or more as recorded on the Buena Park Library District Inventory of Fixed Assets.
2. Other Furniture, Equipment and Supplies: Material costing or valued for replacement at less than $3,000.
3. Library Materials: Items in the general collections of the Library District for use by the public, including books, periodicals, films, phonograph records, microforms, prints, cassettes.

Determination of Appropriateness of Retention and Means of Disposal

Factors to be considered are:

1. Can the item be used by the District at the present time?
2. Can the item be used by the District in the future?
3. Are there costs involved in making the item useable by the District at the present time or in the future?

Responsibility for determination:

1. For fixed assets, the Director recommends to the Board of Library Trustees who will determine the appropriateness of retention and the means of disposal.

2. For other furniture, equipment and supplies, the Director has the responsibility for determining the appropriateness of retention and the means of disposal.

3. For Library materials, the Director has the responsibility for determining the appropriateness of retention and the means of disposal.
4. The Director may delegate his/her responsibility to appropriate members of the staff to make these determinations under his/her review. In all cases in which the Director determines to dispose of an item through sale, the Board of Trustees is provided with a justification of the proposed sale and information on how the sale is carried out. Authorization by the Library Board of Trustees is required for disposal by sale. The procedure to be followed for the sale also requires authorization by the Board of Trustees.

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES

Definition of Types of Disposal:

1. Sale - Income is received by the Library district.

2. Gift - Restricted to other libraries. In addition other organizations and individuals must be authorized by the Board of Library Trustees to receive gifts.

3. Exchange/Trade-in - Credit is received by the Library District toward the acquisition of a similar item.

4. Discard - To be utilized only if other means of disposal are not possible.

Factors to be considered:

1. How much income might be generated by sale?

2. How much credit might be obtained by exchange or trade-in?

3. Can the item be used by another library or organization or an individual authorized by the Board of Library Trustees to receive gifts?

Adopted: 09/1978
Revised: 11/1994

FUTURE AGENDA ITEMS

14. Agenda preparation for the Regular Meeting which will be held on February 3, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees
    This is the time for board members to publicly request that items be placed on future agendas.

ADJOURNMENT