REGULAR MEETING AGENDA

Board of Library Trustees | Buena Park Library District

2nd Floor Board Room
7150 La Palma Avenue
Buena Park, CA 90620
April 7, 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 March 3, 2026 (Receive, File, and Approve)

7. Minutes of the Board of Library Trustees Special Meeting on March 3, 2026 (Receive, File, and Approve)

8. Personnel Report for March 2026 (Receive and File)

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

10. Payment Register for March 2026 (Receive and File)

REPORTS FROM LIBRARY ADMINISTRATION

11. Monthly Statistical Reports
    - Database Usage for July 2025 – February 2026
    - Trend Analysis for July 2025 – February 2026
    - Program Statistics Summary for February 2026

12. Library Director's Report for March 2026

13. Update on Disposal of Surplus Items

FINANCIAL REPORTS

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

NEW BUSINESS

20. Resolution 2026-5 Honoring the Service of Library Contributors, Decommissioning the Wall of Stars, and Repealing the Wall of Stars Policy

    - Recommended Action: 1) Approve Resolution 2026-5 honoring the Service of Library Contributors, Decommissioning the Wall of Stars and repealing the Wall of Stars Policy

21. Review of Fee Schedule (Informational Only)

22. Establish Ad Hoc Committee for Library Director Evaluation
    - Recommended Action: 1) Approve the formation of an ad hoc committee for the purpose of preparing the Library Director Evaluation for presentation to the Board; and 2) select one trustee to serve alongside the Board President on the committee.

FUTURE AGENDA ITEMS

23. Agenda preparation for the Regular Meeting which will be held on May 5, 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 April 7, 2026, Regular Meeting of the Board of Library Trustees of the Buena Park Library District was posted on April 2, 2026, at 7150 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.

_____
Patty Salas, Administrative Assistant

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
MARCH 3, 2026

CALL TO ORDER: President Estrada called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

There were no comments.

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

There were no comments.

CONSENT CALENDAR (ITEMS 6-9)

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

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

Motion passed unanimously.

REPORTS FROM LIBRARY ADMINISTRATION

10. Monthly Statistical Reports
    a. Database Usage for January 2026
    b. Trend Analysis for January 2026
    c. Program Statistics Summary for February 2026

DRAFT

11. Library Director's Report for February 2026

    Director Medina reminded Board Members that the Form 700 deadline was approaching. Preliminary state budget is projected to be 50% less than previously. This will impact the Santiago Library System, a library cooperative of which the District is a member.

    She also noted that Coloring with a Cop would be held on March 18 and invited trustees to attend.

FINANCIAL REPORTS

12. Analytical Financial Overview July 2025- January 2026 by Regional Government Services
13. Summary of Budget vs Actuals July 2025 – January 2026
14. Budget vs Actuals Detailed Statement July 2025 – January 2026
15. Revenue and Expenditures Summary Statement July 2025 – January 2026
16. Revenue and Expenditures Detailed Statement July 2025 – January 2026
17. Treasurer's Report October 2025 – January 2026

NEW BUSINESS

18. Resolution 2026-4 Approving License Agreement with Centralia Elementary School District for the Use of Real Property in the amount of $12,500 per month plus maintenance and utilities

    MOTION by Trustee Rams to 1) Adopt Resolution 2026-4 approving the License Agreement with CESD; 2) Authorize the Library Director to execute the License Agreement; 3) Authorize the Library Director to ensure all conditions of the License Agreement are met; and 4) authorize the Library Director to take all necessary steps to implement the temporary relocation of library services in accordance with the License Agreement.
    SECOND by Trustee Quintero.
    AYES: Estrada, Jensen, Quintero, Rams.

    Motion passed unanimously.

19. Approval of National Library Week Proclamation for 2026

    MOTION by Trustee Jensen to approve the proclamation declaring April 19 – 25, 2026, as "National Library Week".
    SECOND by Trustee Rams.
    AYES: Estrada, Jensen, Quintero, Rams.

    Motion passed unanimously.

DRAFT

20. Receive and file the Buena Park Library District's Other Post-Employment Benefits June 30, 2025, Actuarial Valuation and GASB 75 Report for Fiscal Year Ending June 30, 2026

    This item is for informational purposes only.

21. Board of Library Trustees Candidates

    Director Medina introduced Mr. Rodolfo (Rudy) Solorzano to the Board of Trustees. The Library Board of Trustees reviewed and discussed the candidate's qualifications.

    MOTION by Trustee Quintero to recommend Mr. Rudy Solorzano be appointed by the OC Board of Supervisors to the vacant Trustee position.
    SECOND by Trustee Rams.

    AYES: Estrada, Jensen, Quintero, Rams.

    Motion passed unanimously.

FUTURE AGENDA ITEMS

22. Agenda preparation for the Regular Meeting which will be held on April 7, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees.

There were no requests.

ADJOURNMENT

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

AYES: Estrada, Jensen, Quintero, Rams.

MOTION approved.
The meeting was adjourned at 6:23 p.m.

Submitted by,

_____
Christian Quintero
Secretary

DRAFT

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
MARCH 3, 2026

CALL TO ORDER: President Estrada called the special meeting to order at 6:23 p.m.

ROLL CALL

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

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

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

There were no comments.

NEW BUSINESS

4. Independent Consultant Agreement for Temporary IT Network Relocation

   MOTION by Trustee Jensen to 1) Approve the independent consultant agreement with Eagle Multi-Media Productions, Inc. for IT Consulting Services for Temporary IT Network Relocation; 2) Authorize an expenditure not-to-exceed $10,153.75; 3) Authorize the Library Director to make any necessary non-monetary changes to the agreement; and 4) Authorize the Library Director to approve additional project expenditures for contingency purposes in an amount not to exceed twenty-five percent (25%) of the total project budget to be reported to the Board at the next regular meeting.

   SECOND by Trustee Quintero.
   AYES: Estrada, Jensen, Quintero, Rams.

   Motion passed unanimously.

5. Amendment to Agreement with John Barry and Associates

   MOTION by Trustee Quintero to approve the amendment to the agreement with John Barry and Associates for Moving Management Services; 2) Authorize an expenditure not-to-exceed $12,800; 3) Authorize the Library Director to make any necessary non-monetary changes to the agreement; and 4) Authorize the Library Director to execute the agreement.

   SECOND by Trustee Rams.
   AYES: Estrada, Jensen, Quintero, Rams.

   Motion passed unanimously.

DRAFT

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
MARCH 3, 2026

ADJOURNMENT

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

AYES: Estrada, Jensen, Quintero, Rams.

MOTION approved.
The meeting was adjourned at 6:29 p.m.

Submitted by,

_____
Christian Quintero
Secretary

DRAFT

BUENA PARK Library District

BOARD OF LIBRARY TRUSTEES
PERSONNEL REPORT FOR
April 2026

Department: Administration **Meeting Date: April 7, 2026**

Personnel Action – Merit Increase

Employee ID	Step	Effective Date
10022029	6	April 17, 2026
10021013	5	April 17, 2026
10021014	5	April 17, 2026

Personnel Action – New Hire

Employee ID	Step	Effective Date
None.		

Personnel Action – Separation

Employee ID	Effective Date
10022032	March 12, 2026
10021010	March 19, 2026
10019002	March 19, 2026

BUENA PARK Library District

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

Meeting Date: April 7, 2026

Adult Books:

Children's Books:

Korean books

- *낭만 강아지 봉봉* 시리즈 (홍민정): 895.7 (Korean literature)
- *존중 육아의 기적* (김선녀): 649 (Child rearing)

Zip Book Requests:

- A Murder Most Soul: The Life of a Hitman by Richard Marcs
- This Book Made Me Think of You by Libby Page
- Ape Escape by Stuart Gibbs
- Recuperar la ilusión: El libro práctico de La Inutilidad del sufrimiento by María Jesús Álava Reyes
- Pequeño cerdo capitalista by Sofia macias
- A Day in the life of a caveman, a queen and everything in between by Mike Barfield and Jess Bradley

Buena Park Library District

March 2026 Payments

Date	Check No.	Vendor	Purpose	Amount
3/3/26	ACH	CALPERS	457 Plan	$3,358.16
3/6/26	13853	KC Digital Solutions, Inc.	Copier Service	$130.45
3/6/26	13854	Orange County Fire Protection	Fire Extinguisher Inspection	$100.00
3/6/26	13855	SoCalGas	Gas Usage	$978.66
3/6/26	13856	Amazon Capital Services	Books and Supplies	$48.59
3/6/26	13857	Park Disposal	Waste Disposal	$524.69
3/6/26	13858	Cintas Corp.	Restroom Supplies	$274.34
3/6/26	13859	Quadient Finance USA, Inc.	Postage	$944.80
3/6/26	13860	Townsend Public Affairs, Inc.	Professional Services	$7,000.00
3/6/26	13861	Regional Government Services	Professional Services	$20,736.11
3/6/26	13862	Master Janitorial Service, Inc	Janitorial Services	$3,043.00
3/6/26	13863	US Bank Corp Payment Systems	Purchasing Card Purchases	$627.65
3/6/26	13864	EarthCo Landscape	Landscape Service	$1,238.00
3/6/26	13865	Johnson Controls Security Solutions	Battery Replacement	$63.06
3/6/26	ACH	CALPERS	Retirement	$6,980.69
3/6/26	ACH	CALPERS	Retirement	$1,136.61
3/6/26	ACH	CALPERS	Retirement	$452.27
3/6/26	ACH	ADP	Payroll Processing	$326.58
3/9/26	ACH	CALPERS	Health Benefits	$25,336.86
3/11/26	ACH	CALPERS	457 Plan	$3,358.16
3/12/26	ACH	ADP	Wages	$48,531.16
3/12/26	ACH	ADP	Payroll Taxes	$11,353.90
3/16/26	ACH	BofA	Bank Fees	$1,107.63
3/20/26	ACH	CALPERS	Retirement	$6,851.78
3/20/26	ACH	CALPERS	Retirement	$1,158.54
3/20/26	ACH	CALPERS	Retirement	$452.27
3/20/26	ACH	ADP	Payroll Processing	$326.58
3/26/26	ACH	ADP	Wages	$47,045.78
3/26/26	ACH	ADP	Payroll Taxes	$10,933.05
3/27/26	13880	Western Allied Corporation	HVAC Maintenance	$678.00
3/27/26	13881	Eagle Multi-Media Productions Inc.	IT Assessment	$4,750.00
3/27/26	13882	INTELEPEER Holdings, Inc	Voice Service	$395.85
3/27/26	13883	John Barry & Associates, Inc.	Move Management	$9,229.53
3/27/26	13884	Mobile Beacon	Hotspot Renewal	$960.00
3/27/26	13885	Griffin Structures, Inc.	Construction Management	$13,837.00
3/27/26	13886	Johnson Controls Security Solutions	Quarterly Monitoring	$4,022.07

Buena Park Library District

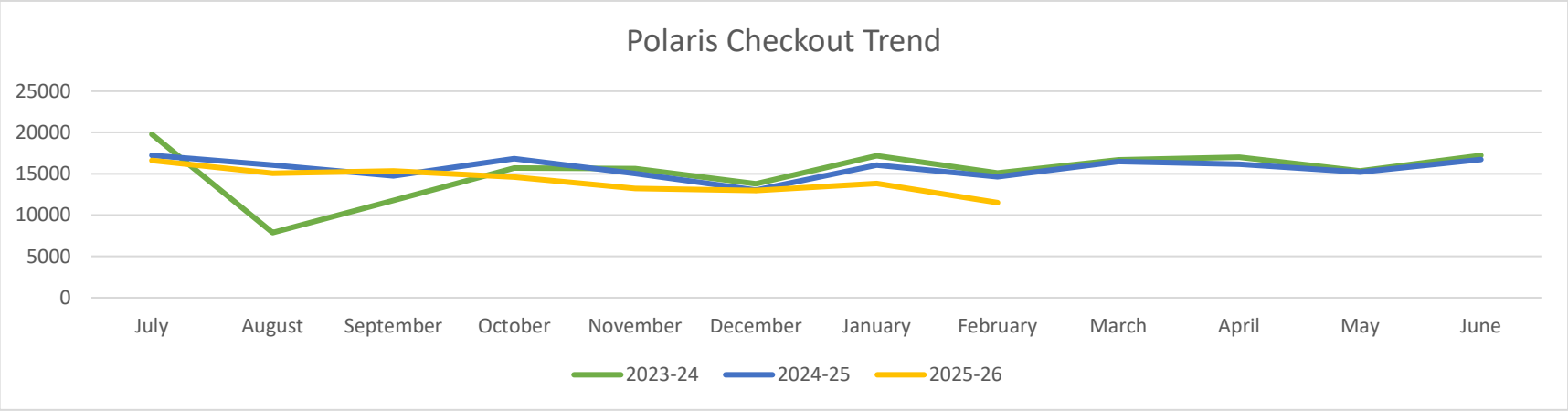
March 2026 Payments

3/27/26	13887	Professional Pest Management	Pest Management	$3,450.00
3/27/26	13888	Humana Insurance Co.	Employee Ancillary Benefits	$1,732.29
3/30/26	ACH	CALPERS	457 Plan	$3,358.16
3/31/26	13889	Quadient Leasing USA, Inc.	Postal Lease	$626.53
3/31/26	13890	Helen Medina	Mileage Reimbursement	$100.56
3/31/26	13891	Dannis Woliver Kelley	Legal Services	$13,706.60
3/31/26	13892	Regional Government Services	Professional Services	$9,909.41
3/31/26	13893	So Cal Edison	Electricity Usage	$6,247.86
3/31/26	13894	Pre-Paid Legal Services	Employee Paid Benefit	$241.24
3/31/26	13895	Centralia Elementary School District	License Agreement,Deposit,Fencing	$40,750.00
3/31/26	13896	LPA Inc.	Architectural Services	$14,089.50
			Total	$332,503.97

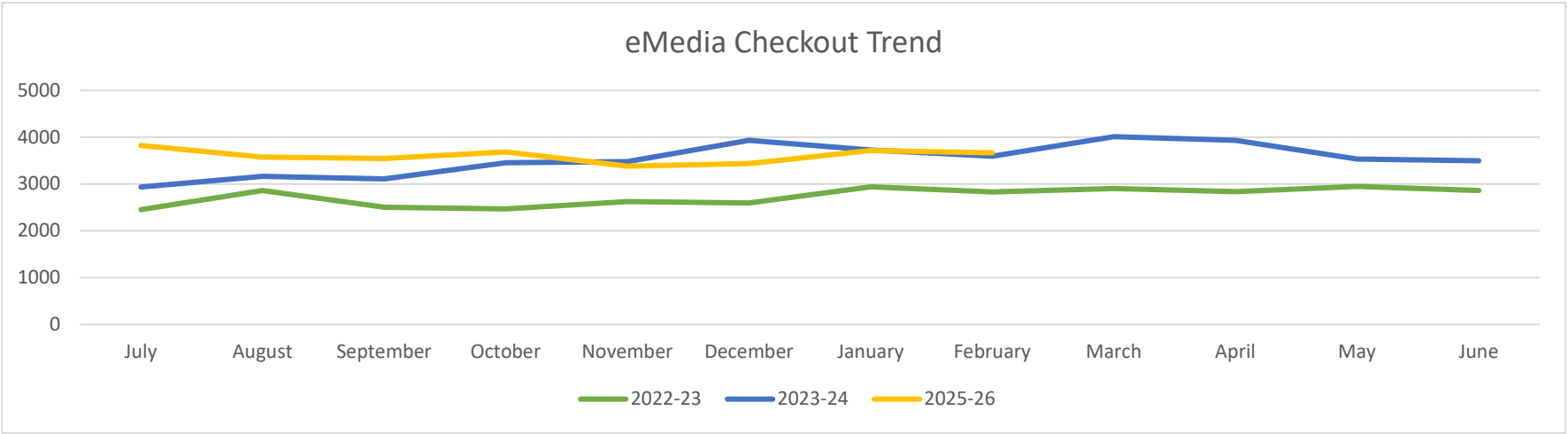
Electronic Resource Usage
July 2025 - June 2026

	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					309
NoveList Plus	22	20	4	2	3	15	4	10					80
Gale Virtual Reference Library	9	3	3	18	0	2	0	3					38
HelpNow!	402	451	316	738	879	132	169	207					3294
Mango Languages	155	174	98	73	57	54	97	85					793
Newsbank	423	961	904	974	920	781	1224	1142					7329
TumbleBooks	2	1	0	7	1	4	0	2					17
ProQuest	1	1	1	8	4	1	1	10					27
CultureGrams	3	6	3	13	3	4	3	4					39
Britannica	4	3	103	246	33	67	120	47					623
TeachingBooks	482	320	249	285	303	363	239	126					2367
New York Times	0	0	0	0	62	51	45	49					207
Month Total:	1551	1997	1719	2414	2298	1526	1926	1643	0	0	0	0	14916

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				



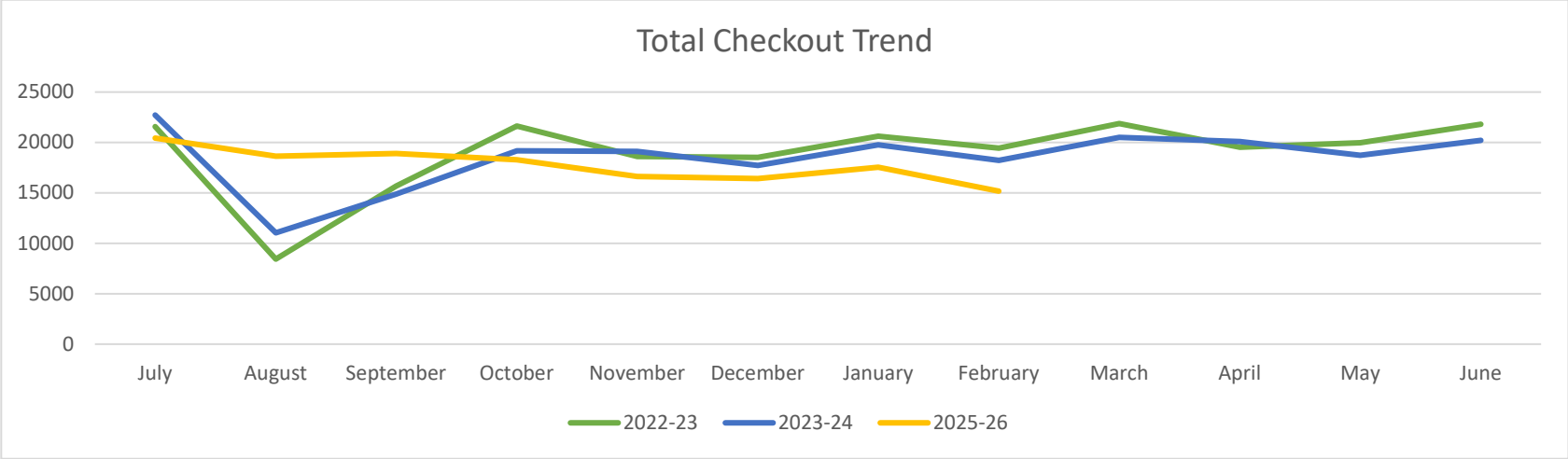
eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2025-26	3823	3577	3543	3686	3381	3433	3715	3663				



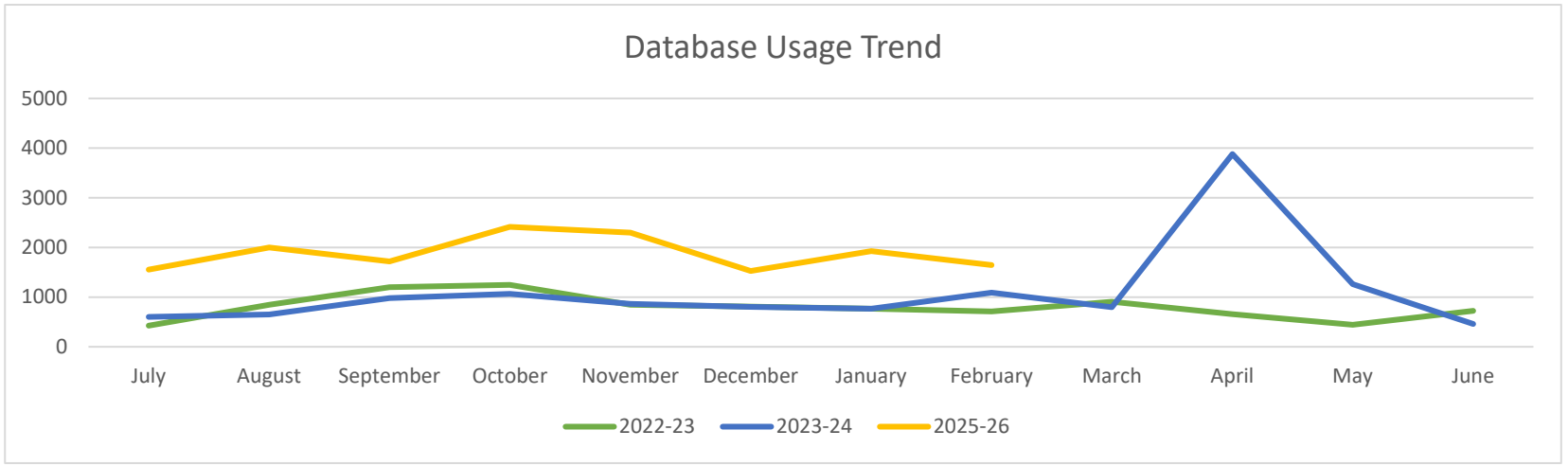
Trend Analysis
July 2025 - February 2026

Board Meeting Date:
April 7, 2026

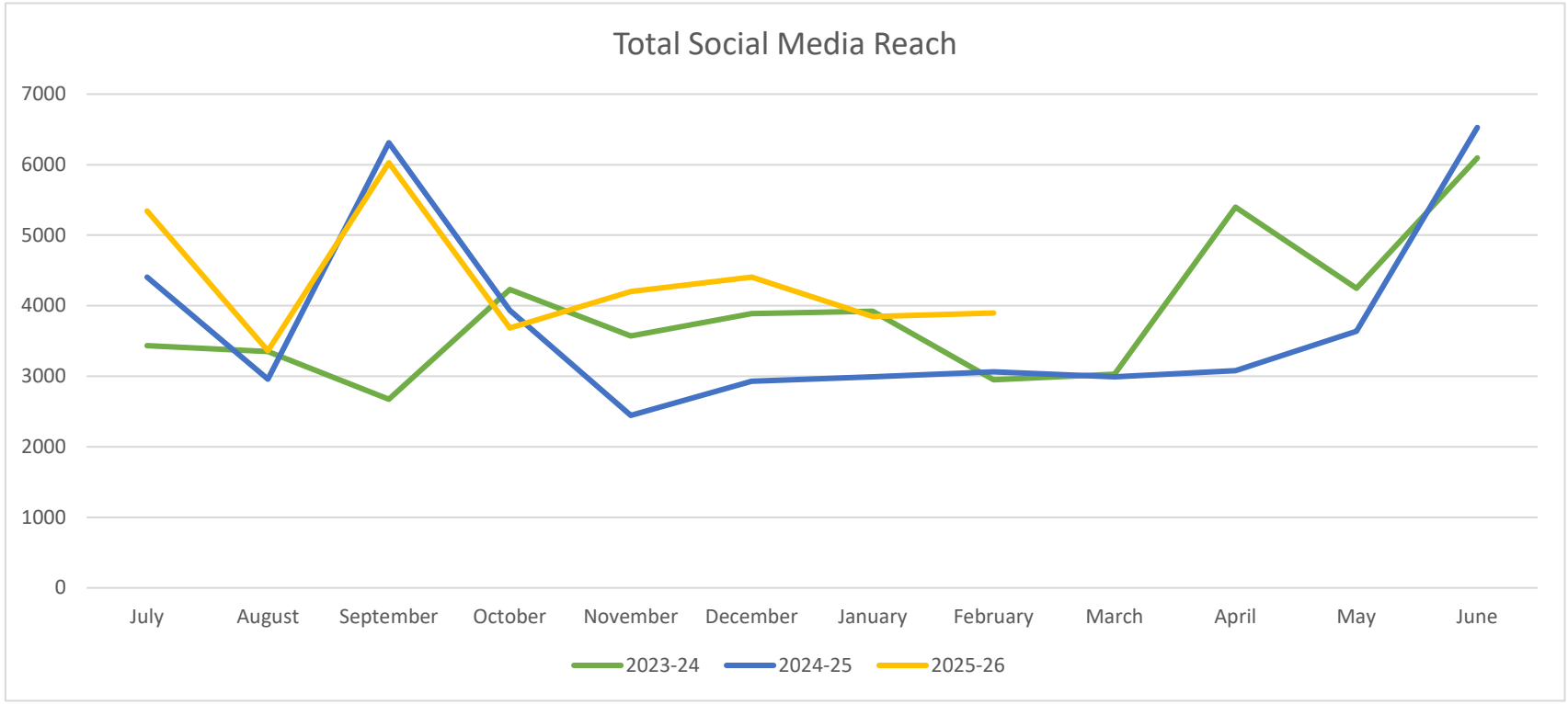
Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	19768	18239	20491	20077	18724	20208
2025-26	20435	18653	18904	18289	16614	16421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



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				



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				



BUENA PARK Library District

Programs Statistical Report for February 2026

Board of Library Trustees

Meeting Date: April 7, 2026

Children's Programs	February 2026		January 2026	
	# of Events	Attendance	# of Events	Attendance
Preschool Storytime	4	109	4	100
Little Friends Storytime	4	174	4	188
Family Storytime	4	103	4	145
Spanish/English Storytime	4	30	4	56
Korean/English Storytime	1	25	1	36
Pajama Storytime	1	27	1	16
Read to a Bark Dog	1	24	1	34
Public Speaking Workshop	1	16	1	21
Self-Directed Activities	2	194	1	34
Reading Challenge	2	346	2	330
Off-site events	8	175	4	195
Total Volunteer Hours	36.5		48.5	
Reference Questions		542		539

Teen Programs	February 2026		January 2026	
	# of Events	Attendance	# of Events	Attendance
Teen Study Café	1	10	2	22
TAB	1	4	1	8

Adult Programs	February 2026		January 2026	
	# of Events	Attendance	# of Events	Attendance
Adult Book Club	1	10	1	7
Adult DIY Take Home Kits	x	x	1	30
Reference Questions		659		809
Computer Questions		826		818
Total Volunteer Hours	27.5		29.5	

BUENA PARK Library District

Staff Report- Agenda Item 12

Date: April 7, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject Director's Report

Recommended Action:

Agenda Item 12

Informational Only

Administration Updates:

Staff attended several important training courses this month including the newly required SB 827 Fiscal and Finance Training. This is also a requirement for Board members and CSDA will have the training available on demand. We are required to post the Board member training certificates on our website as evidence of compliance.

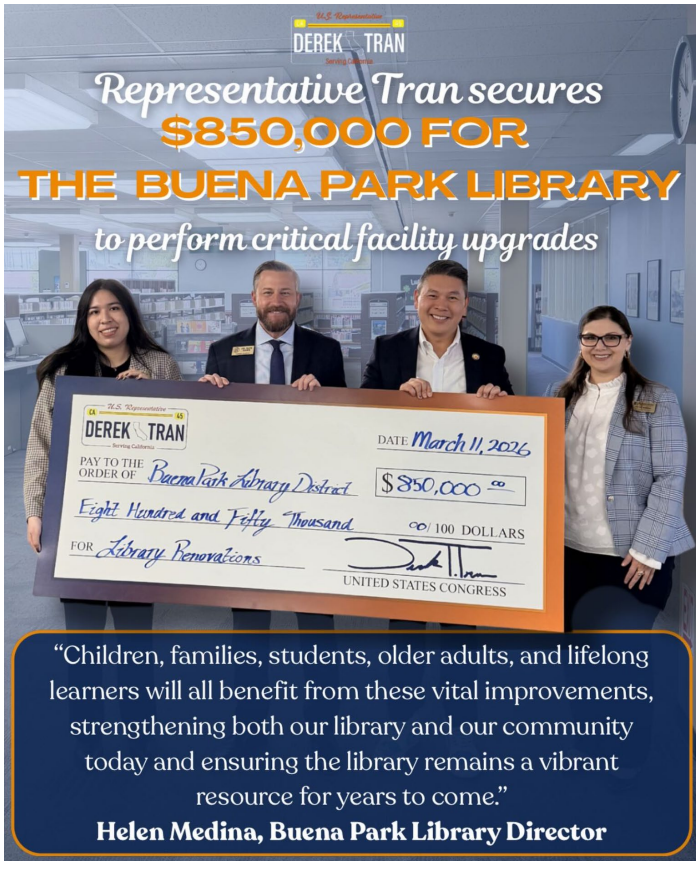
I also completed California Public Records Act update training. We have received more public records requests in recent months and some of them have required review and response by our legal counsel due to the information requested. I also completed a legal training about contracting for public works, services, equipment, and supplies, which is especially relevant as we update our purchasing policy and enter into many new agreements for our renovation.

We met with the IT Consultant to discuss the results of our IT Assessment and used the results to apply for a grant to help the District address the most critical recommendations. We will know the results of the grant application near the end of June but should prioritize addressing certain recommendations in the upcoming budget cycle.

Regional Government Services is working with the District on a compensation study and some classification studies and we plan to incorporate findings into our next year's budget. We are also working with them on finalizing the personnel rules and the required report on the status of vacancies. Additionally, Patty Salas has almost completed her analyst boot camp course that is being taught by Regional Government Services and is working on her final project. Salas has already incorporated many helpful updates to our operations that stemmed from this training.

Assistant Superintendent Seri Hwang of Buena Park School District visited the library to meet with me to discuss our ongoing partnership, our existing professional services agreement, and plans for the library's renovation. I also met a representative from City Council and the City's Community Services Department to discuss programming partnerships and attended a Rotary meeting. These relationships, along with our partnership with Centralia Elementary School District and local businesses and non-profits, will ensure that the library services will still reach our community during the physical closure of this building. We have also been in discussion with the Orange County Public Library to coordinate an outreach event at our site to introduce our patrons to the County's services for those who may be interested in accessing one of those nearby libraries.

One of the highlights of the month was a presentation of a ceremonial check to the District from Congressman Derek Tran for $850,000 representing the federal funds that were secured to fund mechanical, electrical, and plumbing upgrades. The funding ensures continued safe and modern services for our community and we appreciate that our congressman made our project a funding priority.



Finally, The City will be honoring the District with a proclamation at the April 14 City Council meeting to recognize National Library Week and the important contributions that the Buena Park Library makes to our community.

Project Update:

Staff continue to work with move managers to develop the migration plan. Subsequent to the Board approving the modification to the move management agreement that adjusted the scope to include floor plans, the City requested that we submit floor plans to them for the temporary site, so the adjustment proved to be timely and necessary for this additional reason.

Patty Salas and Ashley Parker have been working diligently on clearing out excess property and coordinated an event with local school districts to offer surplus supplies and equipment that may be beneficial for classroom use. The events had an excellent turnout and assisted the District with necessary disposal in an environmentally friendly and cost effective manner. They have also been listing surplus equipment on GovDeals and have successfully auctioned some items, including a gas-powered pressure washer, leaf blower, and folding tables. This coordination will ultimately save the District in moving and disposal costs.

We plan to release an RFP for moving services in the coming days and award the contract at our May Board meeting. We are working with our legal counsel to refine the agreement and with our move managers to refine the scope of work. We anticipate complete downtimes on either end of the move to allow for the migration of technology infrastructure, furniture, and books. The fencing at our temporary facility is currently being installed. We hope to complete this process over 1-2 weeks during the early part of June.

Programs and Services:

Library Staff met with a representative from Playaway and will be expanding the collection of Launchpads, which are learning tablets that check out to the public. The library's collaboration with Panda Express finished on March 14 and showed strong participation with 526 children enrolling and 319 successfully completing the program. Staff also explored new programs for children including Word Game Nights with Boggle and LEGO Charades, inviting creativity and family collaboration. The Library continued its monthly partnership with Fluffy Market. This month, 58 children participated and 31 completed the challenge.

A standout event in March was Coloring with Cops on March 18. Local police officers joined children and families for an afternoon of coloring, conversation, and positive

community interaction. The event also featured Ms. Cow from Chick-fil-A, bringing fun and approachability to the gathering. Coloring with Cops successfully strengthened community ties, promoted trust and engagement between youth and public safety officers, and drew strong participation from local families. Library staff recognized the accomplishments and dedication of K-9 Adam, who is set to retire from service in June.





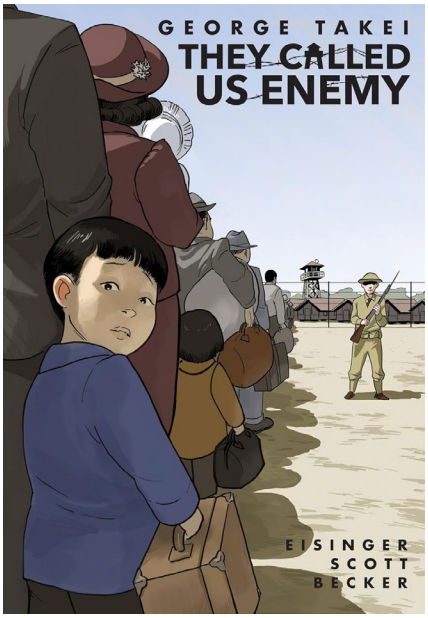


Staff also participated in Read Across America events by reading to classes at local schools. In April, Outreach Staff will be participating in the City's "Eggstravanza" on April 4, which now has a literacy component which aligns well with the District's mission. Staff will also be celebrating National Library Week on April 19-25th. Events during the week will include bilingual story-times and recognition of staff on National Library Workers Day.

The Teen group will be meeting on Tuesday nights throughout April. Teens are getting ready for graduation, and the library will be looking for new participants as they revamp and revitalize the program during the library's relocation period.

The Adult Book Club is scheduled to meet at 5:00 p.m. on April 9 and will discuss *Frankenstein* by Mary Shelley. Attendees will explore themes of scientific responsibility, human ambition, and creation, engaging in discussion and connection over a shared appreciation for classic literature.

The District is participating in One Book, One Coast. One Book, One Coast is the West Coast's largest 2026 community reading program, uniting over 140 libraries across California, Washington, and Oregon from April 1 to May 31. The initiative features George Takei's graphic memoir *They Called Us Enemy*, which details his childhood in WWII American concentration camps. The book selection for the One Book, One Coast is now available for checkout on the District's digital platforms Hoopla and Libby. It is also available for checkout at the library. There will be upcoming programming related to this title, including a livestream of an author talk on May 31.



BUENA PARK Library District

Agenda Item 13

Date: April 7, 2026
To: Helen Medina, Library Director
From: Patty Salas, Administrative Assistant
Subject: Update on Disposal of Surplus Items

Background:

At the January 2026 Board meeting, the Board of Trustees authorized the disposal of unwanted surplus supplies and equipment that were 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.

Donated Items:

In anticipation of the temporary relocation of District facilities, staff gathered surplus items to be offered to educators and teachers in the Buena Park community. Staff prioritized items in usable condition that no longer met organizational storage or operational requirements. Items were set up in the board room and teachers and educators were invited to come and take what they needed.

Donated items primarily consisted of office supplies, classroom materials, organizational tools, small equipment, and furnishings. Below is a summary of the types of items donated.

Office & Desk Supplies

Post-it easel pads	Binder clips (assorted sizes)
Highlighters, pencils, rulers, clipboards	Staplers and pencil sharpeners (electric and manual)
Tape dispensers, note pads, padded envelopes	Address labels, receipt rolls, coin wrappers and boxes
Reams of Legal-sized copy paper	Reams of Color photocopier paper

Organization & Display Materials

Wall-mounted and desk file organizers	Acrylic literature holders
Mesh magazine files and desk organizers	Hanging folder frames
Display stands	Bulletin board borders, corkboards, and cork tiles

Classroom, Craft & Activity Supplies

Cardstock, lined paper, large paper books	Fabric bundles
Boxed craft materials	Ellis die-cutting machine
Art Supplies (Crayons, markers, paint, oil pastels, etc.)	

Furniture & Equipment

Child-sized plastic chairs	Sewing machines
Sterilite rolling drawers	Black 3-tier metal cart
Standing fans	Light table
sand table	

Miscellaneous Items

Cotton candy machine	Artificial Christmas tree
Drawstring plastic bags	Safe
Various Toys	

Items Sold:

In the month of March, staff listed thirty-three items or groups of items for auction on GovDeals.com. All except three items were purchased, totaling $932. Below is a list of items sold.

Buena Park Library District, CA
Date range: 01 Mar 2026 - 31 Mar 2026

ID	Description	Category	Sold Amount
1	Mid Century Vintage Steel Desk	Furniture, Miscellaneous	-
2	Vintage Steel Desk with Return (6 Drawers)	Furniture, Miscellaneous	-
3	Vintage Steel Desk with Return (#2)	Furniture, Miscellaneous	-
4	Blue Steel Stacking Chairs Lot of 10 (#1)	Furniture, Miscellaneous	$12.00
5	Black Steel Chairs LOT of 10 (#1)	Furniture, Miscellaneous	$12.00
6	Blue Steel Stacking Chairs Lot of 10 (#2)	Furniture, Miscellaneous	$12.00
7	Blue Steel Stacking Chairs Lot of 10 (#3)	Furniture, Miscellaneous	$12.00
8	Blue Steel Stacking Chairs Lot of 10 (#4)	Furniture, Miscellaneous	$12.00
9	Blue Steel Stacking Chairs Lot of 10 (#5)	Furniture, Miscellaneous	$12.00
10	Blue Steel Stacking Chairs Lot of 10 (#6)	Furniture, Miscellaneous	$12.00
11	Blue Steel Stacking Chairs Lot of 6 (#7)	Furniture, Miscellaneous	$12.00
12	Black Steel Chairs LOT of 10 (#2)	Furniture, Miscellaneous	$12.00

13	Black Steel Chairs LOT of 10 (#3)	Furniture, Miscellaneous	$12.00
14	Black Steel Chairs LOT of 10 (#4)	Furniture, Miscellaneous	$10.00
15	Black Steel Chairs LOT of 10 (#5)	Furniture, Miscellaneous	$10.00
16	Black Steel Chairs LOT of 10 (#6)	Furniture, Miscellaneous	$14.00
17	Black Steel Chairs LOT of 3 (#7)	Furniture, Miscellaneous	$3.00
20	Double-sided Study Carrel (Wood) #2	Furniture, Miscellaneous	$10.00
24	Double-sided Study Carrel (Wood) #6	Furniture, Miscellaneous	$10.00
25	Double-sided Study Carrel (Wood) #7	Furniture, Miscellaneous	$5.00
28	Stihl BGA 100 Leafblower & Stihl AR900 Battery Backpack	Tools, All Types	$295.00
29	Simpson Gas Powered Pressure Washer	Tools, All Types	$100.00
30	MityLite 8 foot -Tables (Brown) Lot of 8	Tables, Work Benches, Factory Furniture	$50.00
31	Box #1 - Lot of approximately 50 random DVDs	DVDs, CDs, Albums	$25.00
32	Box #2 - Lot of approximately 70 random DVDs	DVDs, CDs, Albums	$30.00
33	EDIC Galaxy Pro 2700CX-HR Carpet Extractor	Janitorial Equipment	$250.00
			$932.00

To:

Board of Trustees
Buena Park Library District

From:

Nazer Uddin
RGS Senior Advisor Consultant

RE:

Buena Park Library District
Analytical Financial Overview
July 2025 – February 2026

RGS is pleased to present this analytical overview of the District's financial performance for the period ending February 28, 2026. The report has been prepared using the cash basis of accounting, a non-GAAP method that will be converted to modified-accrual and accrual bases for the preparation of the annual financial statements.

Executive Summary

Through the first eight months of FY 2025–26, the Buena Park Library District remains in a strong financial position. Revenues are performing solidly—up 10% from the prior year—driven by stable property tax receipts and significantly higher investment earnings. Expenditures are well below budget at 33% of annual appropriations, largely due to the timing of capital projects and moderated operating spending across multiple categories. As a result, the District reports a **positive net change in fund balance of $666,942**, substantially outperforming the budgeted deficit and maintaining healthy reserves.

Year-over-year expenditure growth reflects targeted investments in technology and professional services rather than structural cost increases. Overall, the District is financially stable, operating within budget, and positioned to meet year-end obligations while advancing strategic priorities.

Revenue Performance

Budget vs. Actuals

- **Total revenues reached $3.42 million**, representing **62% of the annual budget**.
- Property taxes are at **61% of budget**, consistent with mid-year apportionment patterns.
- **Investment earnings are strong**, reaching **73% of budget**, reflecting favorable interest rates.
- Grants and contributions slightly exceed budget at **101%**, though the category remains modest in size.

Year-over-Year Trends

- **Total revenues increased 10%** from the prior year.
- Key drivers:
    - **Property taxes up 8%**, reflecting assessed valuation growth.
    - **Investment earnings up 74%**. This reflects strong investment performance following the District's decision to establish an investment pool account, allowing reserve balances to earn higher returns.
    - **Miscellaneous revenues down 99%**, due to one-time prior-year receipts not recurring.

Overall, the District's revenue base remains stable and performing ahead of last year.

Expenditure Performance

Budget vs. Actuals

- Total expenditures of **$2.75 million** represent **33% of the annual budget**, indicating substantial underspending.
- Major factors:
    - **Salaries and benefits** tracking at **60–71% of budget**, consistent with staffing levels.
    - **Library materials and program services** under budget (46% and 8%), reflecting timing of purchases and programming cycles.
    - **Capital outlay at 13% of budget**, the largest contributor to overall underspending due to project timing.

Year-over-Year Trends

- **Total expenditures increased 18%** from the prior year.
- Notable variances:
    - **Professional and specialized services up 109%.** Increase tied to project based work, consulting, and contracted services.
    - **Technology and support services were up 263%**, reflecting system upgrades digital infrastructure enhancement.
    - **Risk management and insurance went down 100%**, due to timing issue that will be resolved later in the fiscal year when the premium becomes due.
    - **Capital outlay up 44%**, consistent with ongoing facility and infrastructure investments.

Despite these increases, overall spending remains well within budget.

Net Change in Fund Balance

- The District reports a **positive net change of $666,942**, compared to **$777,221** in the prior year.
- While slightly lower year-over-year (-14%), the result is materially stronger than the **budgeted deficit of $2.86 million**.
- Key drivers:
    - Lower-than-planned capital expenditures,
    - Controlled operating spending,
    - Higher investment earnings.

The District remains on track to end the fiscal year with a strong fund balance and ample liquidity.

Key Takeaways for the Board

- Revenues are healthy, with strong investment earnings and stable tax receipts.
- Expenditures are significantly below budget, primarily due to capital project timing.
- Increases in technology and professional services reflect strategic investments.
- The District's financial position remains strong, with no indicators of fiscal stress.

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

	YTD Actual	Total Budget	Over Budget	% of Budget
40000 OPERATING REVENUES				
Total 41100 PROPERTY TAXES	2,867,867	4,716,640	(1,848,773)	61%
Total 41200 USER SERVICE CHARGES AND FEES	195,503	336,000	(140,497)	58%
Total 41400 INVESTMENT EARNINGS	336,508	463,800	(127,292)	73%
Total 41500 GRANT AND CONTRIBUTIONS	15,480	15,252	228	101%
Total 41600 MISCELLANEOUS REVENUES	201	400	(199)	50%
Total 40000 OPERATING REVENUES	**3,415,559**	**5,532,092**	**(2,116,533)**	**62%**
50000 OPERATING EXPENSES				
Total 51100 SALARIES AND WAGES	1,157,807	1,922,500	(764,693)	60%
Total 51200 EMPLOYEES BENEFITS	311,580	439,350	(127,770)	71%
Total 51300 RETIREE BENEFITS	3,808	122,160	(118,352)	3%
Total 51400 TRAINING	18,018	36,010	(17,992)	50%
Total 52100 SUPPLIES AND MINOR EQUIPMENT	23,268	44,000	(20,732)	53%
Total 52200 LIBRARY MATERIALS	91,987	200,620	(108,633)	46%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	2,514	31,000	(28,486)	8%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	322,070	492,120	(170,050)	65%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	56,246	94,910	(38,664)	59%
Total 55100 RISK MANAGEMENT AND INSURANCE	-	86,990	(86,990)	0%
Total 55200 TAXES AND ASSESSMENTS	14,323	16,300	(1,977)	88%
Total 56100 UTILITIES	73,561	117,000	(43,439)	63%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	2,822	10,800	(7,978)	26%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	94,926	185,000	(90,074)	51%
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	574,595	4,589,320	(4,014,725)	13%
Total 50000 OPERATING EXPENSES	**2,748,617**	**8,391,380**	**(5,642,763)**	**33%**
NET CHANGES IN FUND BALANCE	**666,942**	**(2,859,288)**	**3,526,230**	**-23%**

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

	YTD Actual	Total Budget	Over Budget	% of Budget
40000 OPERATING REVENUES				
41100 PROPERTY TAXES				
41110 Property Taxes - Secured	1,328,393	2,265,520	-937,127	59%
41120 Property Taxes - Unsecured	61,461	68,340	-6,879	90%
41140 Property Taxes - Prior Year Supplemental	52,420	48,960	3,460	107%
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	**2,867,867**	**4,716,640**	**-1,848,773**	**61%**
41200 USER SERVICE CHARGES AND FEES				
41210 Photocopies and Printing	14,378	14,000	378	103%
41220 Passport Photos	46,075	70,000	-23,925	66%
41230 Passport Application Services	135,172	250,000	-114,828	54%
41240 Fine and Fees	0	2,000	-2,000	0%
41299 Return Item Chargeback	-122	0	-122	
Total 41200 USER SERVICE CHARGES AND FEES	**195,503**	**336,000**	**-140,497**	**58%**
41400 INVESTMENT EARNINGS				
41410 Investment Income	328,060	458,800	-130,740	72%
41420 Saving Account Interest	8,448	5,000	3,448	169%
Total 41400 INVESTMENT EARNINGS	**336,508**	**463,800**	**-127,292**	**73%**
41500 GRANT AND CONTRIBUTIONS				
41510 State Grants	14,171	15,252	-1,081	93%
41520 Individual Donations	1,200	0	1,200	
41530 Miscellaneous Donations	109	0	109	
Total 41500 GRANT AND CONTRIBUTIONS	**15,480**	**15,252**	**228**	**101%**
41600 MISCELLANEOUS REVENUES				
41610 Other Revenues	201	400	-199	50%
41620 Refunds & Reimbursements	0	0	0	
Total 41600 MISCELLANEOUS REVENUES	**201**	**400**	**-199**	**50%**
Total 40000 OPERATING REVENUES	**3,415,559**	**5,532,092**	**-2,116,533**	**62%**
Expenses				
50000 OPERATING EXPENSES				
51100 SALARIES AND WAGES				
51110 Salaries & Wages - Regular	996,381	1,922,500	-926,119	52%
51120 Salaries & Wages - Overtime	1,872	0	1,872	
51121 Vacation Pay	126,987	0	126,987	
51122 Sick Pay	32,567	0	32,567	
Total 51100 SALARIES AND WAGES	**1,157,807**	**1,922,500**	**-764,693**	**60%**
51200 EMPLOYEES BENEFITS				
51210 Medical Insurance	96,132	181,610	-85,478	53%
51211 Dental Insurance	3,944	9,210	-5,266	43%
51214 Life/AD&D/STD/LTD Insurance	6,249	9,790	-3,541	64%
51217 Vision Insurance	1,064	3,600	-2,536	30%
51220 Workers' Compensation	26,800	48,480	-21,680	55%
51223 FICA	30,650	55,760	-25,110	55%
51232 CalPERS	73,145	127,320	-54,175	57%
51238 Net Pension Expenses	73,595	3,580	70,015	2056%
Total 51200 EMPLOYEES BENEFITS	**311,580**	**439,350**	**-127,770**	**71%**
51300 RETIREE BENEFITS				
51310 Retiree Health Benefits	71,634	122,160	-50,526	59%
51347 OPEB CERBT Disbursement	-67,826	0	-67,826	
Total 51300 RETIREE BENEFITS	**3,808**	**122,160**	**-118,352**	**3%**
51400 TRAINING				
51410 Travel and Transportation	2,270	9,300	-7,030	24%
51420 Professional Development & Training	4,659	12,710	-8,051	37%
51430 Professional Memberships	11,090	14,000	-2,910	79%
Total 51400 TRAINING	**18,018**	**36,010**	**-17,992**	**50%**
52100 SUPPLIES AND MINOR EQUIPMENT				
52110 General Office Supplies	1,043	4,000	-2,957	26%
52113 Passport Supplies	1,911	4,000	-2,089	48%
52115 Paper Products	571	2,000	-1,429	29%

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

	YTD Actual	Total Budget	Over Budget	% of Budget
52120 Paper Products-Library Services	67	0	67	
52125 Furniture	0	1,000	-1,000	0%
52130 Library Cards	0	1,000	-1,000	0%
52135 Circulation Supplies	175	2,000	-1,825	9%
52140 Marketing	380	3,500	-3,120	11%
52145 Signage	114	2,500	-2,386	5%
52150 Postage	8,019	16,000	-7,981	50%
52155 Printer Supplies	1,403	8,000	-6,597	18%
52160 Printer Supplies-Library Services	3,291	0	3,291	
52165 Supplies Reference/Children	5,368	0	5,368	
52170 Local Meeting Expenses	925	0	925	
Total 52100 SUPPLIES AND MINOR EQUIPMENT	**23,268**	**44,000**	**-20,732**	**53%**
52200 LIBRARY MATERIALS				
52213 Books/Zip Books	8,211	55,000	-46,789	15%
52215 Technical Services	2,053	4,650	-2,597	44%
52223 Print Subscriptions	5,472	6,800	-1,328	80%
52228 Media	583	6,000	-5,417	10%
52233 Library of Things	1,200	15,000	-13,800	8%
52238 Electronic Subscriptions	15,905	34,000	-18,095	47%
52243 eBooks/Downloadable/Streaming Content	49,888	71,000	-21,112	70%
52248 OCLC Fees	598	0	598	
52268 Community Outreach Supplies (Lunch At The Library Grant)	8,077	8,170	-93	99%
Total 52200 LIBRARY MATERIALS	**91,987**	**200,620**	**-108,633**	**46%**
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	64,471	100,000	-35,529	64%
54120 Professional Services	216,248	345,300	-129,052	63%
54127 Miscellaneous Expenses	50	0	50	
54135 LAFCO Fee	3,215	3,220	-5	100%
54140 Employment Physical/Background	109	7,000	-6,891	2%
54145 Payroll & Timekeeping Services	5,982	8,000	-2,018	75%
54150 Publications & Legal Notices	85	2,000	-1,915	4%
54155 Permits and Fees	368	1,000	-632	37%
54165 Merchant Fees	3,149	4,000	-851	79%
54170 Bank Fees	9,892	3,100	6,792	319%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	**322,070**	**492,120**	**-170,050**	**65%**
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	56,019	89,410	-33,391	63%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	**56,246**	**94,910**	**-38,664**	**59%**
55100 RISK MANAGEMENT AND INSURANCE				
55110 Property/Liability Insurance	0	69,990	-69,990	0%
55115 Unemployment Insurance	0	10,000	-10,000	0%
55120 Risk Management	0	7,000	-7,000	0%
Total 55100 RISK MANAGEMENT AND INSURANCE	**0**	**86,990**	**-86,990**	**0%**
55200 TAXES AND ASSESSMENTS				
55210 Taxes and Assessments	6,061	9,300	-3,239	65%
55215 Sales and Use Tax	8,262	7,000	1,262	118%
Total 55200 TAXES AND ASSESSMENTS	**14,323**	**16,300**	**-1,977**	**88%**
56100 UTILITIES				
56110 Electric	64,499	100,000	-35,501	64%
56115 Gas	4,625	10,000	-5,375	46%

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

	YTD Actual	Total Budget	Over Budget	% of Budget
56120 Water & Sewage	4,436	7,000	-2,564	63%
Total 56100 UTILITIES	**73,561**	**117,000**	**-43,439**	**63%**
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE				
57110 Service Agreements	943	8,000	-7,057	12%
57120 Postage Machine Lease	1,880	2,800	-920	67%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	**2,822**	**10,800**	**-7,978**	**26%**
57200 FACILITY OPERATIONS AND MAINTENANCE				
57210 Building Maintenance Supplies	101	500	-399	20%
57213 Janitorial Supplies	5,052	10,000	-4,948	51%
57216 Custodial Services	24,594	45,000	-20,406	55%
57219 Refuse Disposal Services	5,230	7,500	-2,270	70%
57222 Electrical Services	1,227	5,000	-3,773	25%
57225 Alarm System Services	8,110	16,000	-7,890	51%
57228 HVAC Services	5,424	25,000	-19,576	22%
57231 Elevator Services	11,853	10,000	1,853	119%
57234 Plumbing Services	1,887	8,000	-6,113	24%
57237 Landscape Services	18,101	30,000	-11,899	60%
57240 Door Maintenance Services	869	2,500	-1,631	35%
57243 Pest Control Services	2,175	1,500	675	145%
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	2,767	3,000	-233	92%
57255 Health & Safety Materials & Supplies	0	2,000	-2,000	0%
57258 Telecommunication Services	7,534	6,000	1,534	126%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	**94,926**	**185,000**	**-90,074**	**51%**
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	170,588	301,850	-131,262	57%
71113 Architectural Consultant	399,474	432,980	-33,507	92%
71115 Construction Services	4,534	3,771,340	-3,766,806	0%
71117 Equipment Expense	0	83,150	-83,150	0%
Total 70000 CAPITAL OUTLAY AND DEPRECIATION/AMORTIZATION EXPENSES	**574,595**	**4,589,320**	**-4,014,725**	**13%**
Total 50000 OPERATING EXPENSES	**2,748,617**	**8,391,380**	**-5,642,763**	**33%**
NET CHANGES IN FUND BALANCE	**666,942**	**-2,859,288**	**3,526,230**	**-23%**

Buena Park Library District

Summary Statement of Revenues, Expenditures and Changes in Fund Balance

July 2025- February 2026

	TOTAL		
	Current Year	**Prior Year**	**% Change**
REVENUES			
Total for 41100 PROPERTY TAXES	2,867,867	2,657,444	8%
Total for 41200 USER SERVICE CHARGES AND FEES	195,503	204,401	-4%
Total for 41400 INVESTMENT EARNINGS	336,508	193,030	74%
Total 41500 GRANT AND CONTRIBUTIONS	15,480	8,451	83%
Total for 41600 MISCELLANEOUS REVENUES	201	36,883	-99%
TOTAL REVENUES	**3,415,559**	**3,100,209**	**10%**
EXPENDITURES			
Total for 51100 SALARIES AND WAGES	1,157,807	1,099,100	5%
Total for 51200 EMPLOYEES BENEFITS	311,580	313,568	-1%
Total for 51300 RETIREE BENEFITS	3,808	0	
Total for 51400 RECRUTING AND TRAINING	18,018	18,006	0%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	23,268	27,722	-16%
Total for 52200 LIBRARY MATERIALS	91,987	99,595	-8%
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	2,514	13,071	-81%
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	322,070	154,229	109%
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	56,246	15,496	263%
Total for 55100 RISK MANAGEMENT AND INSURANCE	0	11,674	-100%
Total for 55200 TAXES AND ASSESSMENTS	14,323	3,650	292%
Total for 56100 UTILITIES	73,561	63,835	15%
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	2,822	8,477	-67%
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	94,926	94,431	1%
Total for 57300 FLEET/VEHICLE SERVICES	65	54	21%
Total for 59100 OTHER EXPENSES	1,028	0	
EXPENSES	574,595	400,079	44%
TOTAL EXPENDITURES	**2,748,617**	**2,322,987**	**18%**
NET CHANGES IN FUND BALANCE	**666,942**	**777,221**	**-14%**

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July 2025- February 2026

	TOTAL		
	Current Year	Prior Year	% Change
40000 REVENUES			
41100 PROPERTY TAXES			
41110 Property Taxes - Secured	1,328,393	1,264,986	5%
41120 Property Taxes - Unsecured	61,461	61,894	-1%
41140 Property Taxes - Prior Year Supplemental	52,420	29,799	76%
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	**2,867,867**	**2,657,444**	**8%**
41200 USER SERVICE CHARGES AND FEES			
41210 Photocopies and Printing	14,378	12,775	13%
41220 Passport Photos	46,075	46,395	-1%
41230 Passport Application Services	135,172	145,231	-7%
41299 Return Item Chargeback	-122	0	
Total for 41200 USER SERVICE CHARGES AND FEES	**195,503**	**204,401**	**-4%**
41400 INVESTMENT EARNINGS			
41410 Investment Income	328,060	192,873	70%
41420 Saving Account Interest	8,448	157	5281%
Total for 41400 INVESTMENT EARNINGS	**336,508**	**193,030**	**74%**
41500 GRANT AND CONTRIBUTIONS			
41510 State Grants	14,171	8,193	73%
41520 Individual Donations	1,200	258	365%
41530 Miscellaneous Donations	109	0	
Total 41500 GRANT AND CONTRIBUTIONS	**15,480**	**8,451**	**83%**
41600 MISCELLANEOUS REVENUES			
41610 Other Revenues	201	36,883	-99%
Total for 41600 MISCELLANEOUS REVENUES	**201**	**36,883**	**-99%**
TOTAL REVENUES	**3,415,559**	**3,100,209**	**10%**
50000 EXPENDITURES			
51100 SALARIES AND WAGES			
51110 Salaries & Wages - Regular	996,381	1,099,100	-9%
51120 Salaries & Wages - Overtime	1,872	0	
51121 Vacation Pay	126,987	0	
51122 Sick Pay	32,567	0	
Total for 51100 SALARIES AND WAGES	**1,157,807**	**1,099,100**	**5%**
51200 EMPLOYEES BENEFITS			
51210 Medical Insurance	96,132	161,821	-41%
51211 Dental Insurance	3,944	4,087	-3%
51214 Life/AD&D/STD/LTD Insurance	6,249	6,046	3%
51217 Vision Insurance	1,064	1,721	-38%
51220 Workers' Compensation	26,800	15,019	78%
51223 FICA	30,650	33,103	-7%
51232 CalPERS	73,145	91,772	-20%
51238 Net Pension Expenses	73,595	0	
Total for 51200 EMPLOYEES BENEFITS	**311,580**	**313,568**	**-1%**
51300 RETIREE BENEFITS			
51310 Retiree Health Benefits	71,634	0	
51347 OPEB CERBT Disbursement	-67,826	0	
Total for 51300 RETIREE BENEFITS	**3,808**	**0**	
51400 RECRUTING AND TRAINING			
51410 Travel and Transportation	2,270	911	149%
51420 Professional Development & Training	4,659	1,560	199%
51430 Professional Memberships	11,090	12,111	-8%
51440 Special District Conferences	0	3,199	-100%

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July 2025- February 2026

	TOTAL		
	Current Year	Prior Year	% Change
51450 CLA Conference	0	225	-100%
Total for 51400 RECRUTING AND TRAINING	**18,018**	**18,006**	**0%**
52100 SUPPLIES AND MINOR EQUIPMENT			
52110 General Office Supplies	1,043	10,493	-90%
52113 Passport Supplies	1,911	2,030	-6%
52115 Paper Products	571	1,280	-55%
52120 Paper Products-Library Services	67	0	
52125 Furniture	0	894	-100%
52135 Circulation Supplies	175	367	-52%
52140 Marketing	380	0	
52145 Signage	114	75	53%
52150 Postage	8,019	1,732	363%
52155 Printer Supplies	1,403	9,489	-85%
52160 Printer Supplies-Library Services	3,291	0	
52165 Supplies Reference/Children	5,368	71	7476%
52170 Local Meeting Expenses	925	1,291	-28%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	**23,268**	**27,722**	**-16%**
52200 LIBRARY MATERIALS			
52213 Books/Zip Books	8,211	30,138	-73%
52215 Technical Services	2,053	0	
52218 Title Source III	0	1,852	-100%
52223 Print Subscriptions	5,472	6,466	-15%
52228 Media	583	2,123	-73%
52233 Library of Things	1,200	2,194	-45%
52238 Electronic Subscriptions	15,905	52,031	-69%
52243 eBooks/Downloadable/Streaming Content	49,888	0	
52248 OCLC Fees	598	710	-16%
52268 Community Outreach Supplies (Lunch At The Library Grant)	8,077	4,081	98%
Total for 52200 LIBRARY MATERIALS	**91,987**	**99,595**	**-8%**
53100 LIBRARY PROGRAM PROFESSIONAL SERVICES			
53110 Public Programs - Adult	0	642	-100%
53113 Adult Summar Reading Program	0	-9	-100%
53118 Public Programs - Teens	0	2,330	-100%
53123 Teen Summer Reading Program	0	350	-100%
53128 Public Programs - Children & Family	810	3,535	-77%
53133 Children Summer Reading Program	1,400	2,229	-37%
53138 Multicultural Program	0	579	-100%
53143 Community Outreach	304	3,416	-91%
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	**2,514**	**13,071**	**-81%**
54100 PROFESSIONAL AND SPECIALIZED SERVICES			
54110 Auditor Services	18,500	0	
54115 Legal Services	64,471	32,521	98%
54120 Professional Services	216,248	0	
54125 Consultant - General	0	60,855	-100%
54127 Miscellaneous Expenses	50		
54130 Polaris	0	50,415	-100%
54135 LAFCO Fee	3,215	510	531%
54140 Employment Physical/Background	109	942	-88%
54145 Payroll & Timekeeping Services	5,982	5,159	16%
54150 Publications & Legal Notices	85	6	1317%
54155 Permits and Fees	368	0	
54165 Merchant Fees	3,149	2,406	31%
54170 Bank Fees	9,892	1,415	599%
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	**322,070**	**154,229**	**109%**
54200 TECHNOLOGY AND SUPPORT SERVICES			
54215 Computer Equipment & Peripherals (<$5,000)	227	5,485	-96%

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July 2025- February 2026

	TOTAL		
	Current Year	Prior Year	% Change
54225 Software/Web/Cloud Resources- License & Support	56,019	9,304	502%
54230 Technical Services	0	707	-100%
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	**56,246**	**15,496**	**263%**
55100 TECHNOLOGY AND SUPPORT SERVICES			
55110 Property/Liability Insurance	0	11,674	-100%
55115 Unemployment Insurance	0	0	
55120 Risk Management	0		
Total for 55100 RISK MANAGEMENT AND INSURANCE	**0**	**11,674**	**-100%**
55200 TAXES AND ASSESSMENTS			
55210 Taxes and Assessments	6,061	3,650	66%
55215 Sales and Use Tax	8,262	0	
Total for 55200 TAXES AND ASSESSMENTS	**14,323**	**3,650**	**292%**
56100 UTILITIES			
56110 Electric	64,499	55,940	15%
56115 Gas	4,625	3,948	17%
56120 Water & Sewage	4,436	3,947	12%
Total for 56100 UTILITIES	**73,561**	**63,835**	**15%**
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE			
57110 Service Agreements	943	4,886	-81%
57120 Postage Machine Lease	1,880	1,245	51%
57121 Equipment Lease	0	2,346	-100%
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	**2,822**	**8,477**	-67%
57200 FACILITY OPERATIONS AND MAINTENANCE			
57210 Building Maintenance Supplies	101	1,817	-94%
57213 Janitorial Supplies	5,052	5,413	-7%
57216 Custodial Services	24,594	29,690	-17%
57219 Refuse Disposal Services	5,230	3,570	46%
57222 Electrical Services	1,227	0	
57225 Alarm System Services	8,110	7,279	11%
57228 HVAC Services	5,424	9,658	-44%
57231 Elevator Services	11,853	2,262	424%
57234 Plumbing Services	1,887	1,368	38%
57237 Landscape Services	18,101	9,904	83%
57240 Door Maintenance Services	869	14,150	-94%
57243 Pest Control Services	2,175	600	263%
57252 Fire & Safety Inspections & Services	2,767	0	
57258 Telecommunication Services	7,534	6,570	15%
57261 Special Building Project	0	2,150	-100%
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	**94,926**	**94,431**	**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	170,588	400,079	-57%
71113 Architectural Consultant	399,474	0	
71115 Construction Services	4,534	0	
EXPENSES	**574,595**	**400,079**	**44%**
TOTAL EXPENDITURES	**2,748,617**	**2,322,987**	**18%**
NET CHANGES IN FUND BALANCE	**666,942**	**777,221**	**-14%**

BUENA PARK LIBRARY DISTRICT

TREASURER'S REPORT

February 2026

Bank of America	Business Checking	Interest Checking
Beginning Balance 02/01/2026	**100,978**	**2,001,220.74**
RECEIPTS/TRANSFERS:		
Property Tax Receipts	-	7,432
Service Fee	-	29,364
Interest		1,566
Transfer In from BofA Interest Checking`	1,591,000	
Transfer In from CLASS		
	1,591,000	**38,362**
DISBURSEMENTS/TRANSFERS:		
Vendor Payments - Checks/ACH	129,759	
CALPERS	45,330	
ADP Payroll	118,193	
Bank/Merchant Processing fees	1,243	626
Transfer to BofA Business Checking	1,300,000	1,591,000
	1,594,525	**1,591,626**
`		
Balance Per Bank 02/28/2026	**97,453**	**447,957**
Outstanding Checks	(34,653)	0
Deposit in Transit		
Balance Per Books 02/28/2026	**62,800**	**447,957**

RECONCILEMENT:	**Book Balance**	**Bank Balance**
Bank of America Business Checking - Operating Account	$62,800	$97,453
Bank of America Public Funds Interest Account - Revenues Account	$447,957	$447,957
CLASS	$12,122,856	$12,122,856
CAMP	$1,301,594	$1,301,594
Outstanding Transactions		-$34,653
TOTAL LIQUIDITY BALANCE as of 02/28/2026	**$13,935,207**	**$13,935,207**

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Buena Park Library District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.

Treasurer

Signed Date: 4/1/2026

Secretary

Signed Date:

BUENA PARK Library District

Agenda Item 20

Date: April 7, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Recommendation to Approve Resolution 2026-5 Honoring the Service of Library Contributors, Decommissioning the Wall of Stars, and Repealing the Wall of Stars Policy

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Recommended Action:
Agenda Item 20

Recommendation to Approve Resolution 2026-5 Honoring the Service of Library Contributors, Decommissioning the Wall of Stars, and Repealing the Wall of Stars Policy

Background:
The Buena Park Library District has long benefited from the generosity, dedication, and care of its contributors and volunteers. Over the years, volunteers and organizations have contributed their time and talents in many ways that strengthen library programs, support staff, and enhance services for the community.

To publicly acknowledge and honor contributors who made significant impact on District operations, a recognition board and adopted policy governing its maintenance and use known as the Jerry Guthrie Wall of Stars Policy was previously established. The board has served as a visible expression of gratitude and recognition within the library building. The board was last updated in 2015.

Discussion:

As part of the upcoming Library Renovation Project, existing interior spaces and fixtures will be reconfigured to better support evolving service needs, accessibility, and community use. The board known as the Wall of Stars will be decommissioned as part of this work. Due to space limitations and the changing functional use of the building, it is not operationally feasible to reinstall or maintain the board in its physical form following the renovation.

The policy associated with the board is specific to the physical display and, once the board is removed, will no longer be applicable.

Recommendation:

Staff recommends that the Board of Trustees approve Resolution 2026-5 that authorizes the respectful decommissioning of the Jerry Guthrie Wall of Stars in connection with the Library renovation, repeals the Jerry Guthrie Wall of Stars Policy, effective upon adoption of

the resolution; and preserves and archives the names of contributors previously recognized on the board as Exhibit “B” to the resolution, ensuring their service is formally and permanently acknowledged as part of the District’s historical record.

The District will continue to honor and celebrate volunteer service and contributions to the library in ways that align with its values, operational needs, and evolving role as a dynamic community institution.

Fiscal Impact:

There is no fiscal impact associated with this action.

Exhibits:

Exhibit A: Resolution 2026-5 Honoring the Service of Library Contributors, Decommissioning the Wall of Stars, and Repealing the Wall of Stars Policy

RESOLUTION NO. 2026-5

RESOLUTION OF THE BOARD OF TRUSTEES OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY HONORING THE SERVICE OF LIBRARY CONTRIBUTORS, DECOMMISIONING THE WALL OF STARS, AND REPEALING THE WALL OF STARS POLICY

WHEREAS, the Buena Park Library District ("District") is deeply grateful for the generosity, dedication, and care shown by people and organizations ("Contributors"), whose service has helped make the District a welcoming, vibrant, and trusted place for the entire community; and

WHEREAS, public library contributors volunteer their time and talents in countless ways, strengthening programs, supporting staff, and extending the District's ability to serve people of all ages and backgrounds; and

WHEREAS, the Jerry Guthrie Wall of Stars ("Wall of Stars") and its associated policy (Exhibit "A") were established as a meaningful way to publicly acknowledge and honor the service of specific contributors who made lasting contributions to the District; and

WHEREAS, the contributors listed in Exhibit "B" were recognized and honored on the Jerry Guthrie Wall of Stars, which is being decommissioned effective with the District's renovation project; and

WHEREAS, libraries are dynamic community institutions that must continue to evolve in response to changing needs, priorities, and use of space; and

WHEREAS, while it is not operationally feasible to maintain the same physical form of volunteer recognition in perpetuity, the District's appreciation for its contributors is enduring and heartfelt;

NOW, THEREFORE, BE IT RESOLVED, By the Board of Trustees of the Buena Park Library District as follows:

1. The Board approves the respectful decommissioning of the Wall of Stars.

2. That the Jerry Guthrie Wall of Stars Policy is hereby repealed, attached hereto as Exhibit "A", effective upon adoption of this resolution.

3. That the names of the contributors previously recognized on the Wall of Stars shall be preserved and archived as Exhibit "B" to this resolution, ensuring their service is formally and permanently acknowledged as part of the District's historical record.

BE IT FURTHER RESOLVED, that this action does not lessen the Board's profound gratitude for the individuals named in Exhibit "B," whose service is sincerely appreciated and will always be part of the District's story; and that the Board expresses its ongoing appreciation to all public library contributors, whose commitment, kindness, and generosity continue to enrich the Library District and the community it serves; and

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

PASSED AND ADOPTED by the Board of Trustees of the Buena Park Library District this 7th day of April, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Brenda Estrada President, Board of Trustees

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of Trustees of the Buena Park Library District of Orange County, California, adopted by said Board at its meeting on April 7, 2026.

_____
Christian Quintero Secretary, Board of Trustees

EXHIBIT "A"

JERRY GUTHRIE WALL OF STARS POLICY

JERRY GUTHRIE WALL OF STARS

The Jerry Guthrie Wall of Stars was established in honor of Jerry Guthrie who, in 1996, received a Spirit of Volunteerism/J.C. Penny Golden Rule Award for Cumulative Service to the Library. Each star on this Wall represents a special person or group who has made outstanding contributions to our community Library.
Recommendations for Wall of Stars recipients must be approved by the Library Board of Trustees.

Adopted: June 2013

EXHIBIT "B"

LIST OF CONTRIBUTORS APPEARING ON THE JERRY GUTHRIE WALL OF STARS
DECOMISSIONED AS PART OF THE LIBRARY RENOVATION PROJECT

1. 1998 Buena Park Noon Lions Club
2. 1999 Russell and Milly Knott
3. 1999 American Legion Buena Park Post 354
4. 2001 Luann O'Hara
5. 2001 Deborah Jaramillo
6. 2001 Loreen Berlin
7. 2001 LDS Long Beach Mission
8. 2022, 2004 Knott's Berry Farm
9. 2005,2006 Volunteer Guild of the Buena Park Library
10. 2010 Chris Norby
11. 2010 Robert P. Williams
12. 2011 Bob Niccum
13. 2015 Donna Miller

BUENA PARK Library District

Agenda Item 21

Date: April 7, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Review of Fee Schedule

Recommended Action:
Agenda Item 21

Review of Fee Schedule, Informational Only. No Action.

Background:

The Buena Park Library District last reviewed the fee schedule (Exhibit A) in March 2025. The District is not recommending any changes at this time.

Discussion:

Due to the upcoming library closure, there are certain services that the District will be unable to provide, like room rentals. Rather than removing them from the fee schedule, they will remain listed and will be reassessed, along with any associated policies, when we are closer to reopening and the services are ready to be offered again. This approach ensures continuity in our fee structure while allowing for a thorough review of services and policies before their reactivation.

Recommendation:

No changes are recommended at this time.

Fiscal Impact:

There is no fiscal impact associated with this action.

Exhibits:

Exhibit A: Fee Schedule

Buena Park Library District- Fee Schedule	
	Current Fees-Effective July 1, 2025
Library Services	
Overdue Fines	None
Processing Fee	None
Lost or Damaged Library Items	Replacement cost of whole item or replaceable missing piece
Interlibrary Loan	$1.00 per request plus lending library fees
Computer Printing- Black and White	$.20/page
Computer Printing- Color	$.50/page
Photocopies- Black and White	$.20/Page
Fax Service	$1.00/Page
USB Drive	$5.00
Earbuds	$1.00
Tote Bags	$2.00
Collection Agency Fee	$15.00
Passport Services	
Passport Photos per set of two	$15.00
Execution Fee	$35.00
Meeting Rooms	
2- hour minimum rental including set-up and clean-up	2-hour minimum
Library Sponsored or Library Co-Sponsored Events	None
Board Room - Non-profit Group	$40.00 per hour
Board Room Optional Setup/Teardown- Non-profit Group	$15.00
Library Staff in Attendance - Non-profit Group	$35.00 per hour, per staff member
Security Deposit/Cleaning Fee (Refundable) - Non-profit Group	$125.00
Board Room - Private Group or Organization	$70.00 per hour
Board Room Optional Setup/Teardown- Private Group or Organization	$30.00
Library Staff in Attendance - Private Group or Organization	$35.00 per hour, per staff member
Security Deposit/Cleaning Fee (Refundable) - Private Group or Organization	$125.00
Microphone and Speaker-Private and Non-profit Groups	$10.00
Projector and Screen- Private and Non-profit Groups	$10.00
Commercial Filming	
Filming Fee	$100.00/hr.
Cleaning Fee	$125.00
Staff Time	$35.00/hr, per staff member
General Fees	
NSF Returned Check Fee	$25.00

Approved March 4, 2025

BUENA PARK Library District

Agenda Item 22

Date: April 7, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Establishment of an Ad Hoc Committee for Library Director Evaluation

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Recommended Action:
Agenda Item 22

Approve the formation of an ad hoc committee for the purpose of preparing the Library Director Evaluation for presentation to the Board.
Select one trustee to serve alongside the Board President on the committee.

Background:

The Board of Trustees is responsible for completing the Library Director's performance evaluation. To support a focused and timely process, the Board will establish a temporary ad hoc committee for this single purpose. Completion of the evaluation is required by June 30th.

Discussion:

The ad hoc committee will review the Library Director's performance and achievements and prepare an evaluation summary and recommendation for the Board of Trustees. An ad hoc committee is a trustee-only body comprised of less than a quorum and performs in an advisory and preparatory capacity.

Recommendation:

Approve the formation of the ad hoc committee for the purpose of preparing the Library Director Evaluation for presentation to the Board and select one trustee to serve alongside the Board President on the committee.

Fiscal Impact:

There is no fiscal impact associated with this action.

Exhibits:

None.

FUTURE AGENDA ITEMS

Agenda preparation for the Regular Meeting which will be held on May 5, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees.

ADJOURNMENT