SPECIAL MEETING AGENDA

Board of Library Trustees | Buena Park Library District

2nd Floor Board Room
7150 La Palma Avenue
Buena Park, CA 90620
December 16, 2025 | 5:30 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.

NEW BUSINESS

6. Presentation of Audit report for Fiscal Year Ended June 30, 2025 by Chavan & Associates, LLP (Accept and file)
7. Library Renovation Project Financing
    a. Presentation by Stefan Morton from Municipal Finance Corporation and Glenn Lazof from Regional Government Services
8. Discussion and approval of Debt Management Policy
9. Discussion and approval of revised Fund Balance and Reserve Policy
10. Repeal of Cash Handling Procedures
11. Approval of revised Lost and Unclaimed Property Policy
12. Approval of revised Expressive Activity Policy
13. Approval of revised Record Retention Schedule
14. Annual Report for Fiscal Year 2024-2025 (Receive and File)
15. Adoption of Resolution 2025-9 Establishing Operating Hours and Holiday Closures for Calendar Year 2026
16. Election of Officers
17. Approval of 2026 Board Meeting Dates

CONSENT CALENDAR (Items 18-21)

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 items18-21 on the Consent Calendar.

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

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

FUTURE AGENDA ITEMS

25. Agenda preparation for the Regular Meeting which will be held on January 6, 2026, at 5:30 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 December 16, 2025, Regular Meeting of the Board of Library Trustees of the Buena Park Library District was posted on December 12, 2025, at 7150 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.

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Patty Salas, Administrative Assistant

BUENA PARK Library District

Staff Report- Agenda Item 6

Date: November 12, 2025,
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Acceptance of FY 2024-2025 Audit Report

Recommended Action:
Agenda Item 6

Accept and File the FY 2024-2025 Audit Report as presented by the District's external auditors, Chavan & Associates, LLP.

Background:
In accordance with Government Code Section 26909, the District is required to undergo an annual audit of its financial statements. In August 2025, the Board approved a continued engagement with Chavan & Associates, LLP to perform this audit for the fiscal year ending June 30, 2025.

Throughout the audit period, District staff—supported by Regional Government Services (RGS)—worked diligently to ensure timely preparation of financial documentation and to respond to auditor inquiries. This collaboration helped facilitate a thorough and efficient review process.

We are pleased to report that the auditors issued an unmodified opinion, indicating that the District's financial statements are presented fairly in all material respects and in accordance with generally accepted accounting principles. No material weaknesses or significant deficiencies in internal controls were identified.

Audit Presentation:
The audit team from Chavan & Associates will present their findings and respond to Board questions at the Board Meeting scheduled for November 12, 2025.
Presenters:
- Sheldon Chavan, CPA, Chavan & Associates, LLP
- Paul Pham, CPA, Chavan & Associates, LLP

Fiscal Impact:
None. Informational Only.

Attachments:

Exhibit A: Financial Statements and Independent Auditor's Report June 30, 2025

Buena Park Library District

JUNE 30, 2025

AUDIT RESULTS

Chavan and Associates, llp
Certified Public Accountants

Standards and Responsibilities



Generally Accepted Auditing Standards

Risk Based Audit

Issue an Opinion on the Financial Statements by Opinion Unit



Generally Accepted Governmental Auditing Standards

Internal Controls

Compliance



Objective

Express an Opinion on the Financial Statements



Responsibilities

Reasonable Assurance

Risk Based

Materiality

Internal Controls

	2025	2024	Change	Percentage Change
Assets				
Current Assets	$ 13,511,083	$ 11,559,168	$ 1,951,915	16.89%
Other Noncurrent Assets	456,035	441,942	14,093	3.19%
Capital Assets	3,841,132	3,390,230	450,902	13.30%
Total Assets	$ 17,808,250	$ 15,391,340	$ 2,416,910	15.70%
Total Deferred Outflows of Resources	$ 1,190,810	$ 1,654,589	$ (463,779)	-28.03%
Liabilities				
Current Liabilities	$ 105,157	$ 138,225	$ (33,068)	-23.92%
Noncurrent Liabilities	814,492	818,091	(3,599)	-0.44%
Total Liabilities	$ 919,649	$ 956,316	$ (36,667)	-3.83%
Total Deferred Inflows of Resources	$ 937,925	$ 963,896	$ (25,971)	-2.69%
Net Position				
Net Investment in Capital Assets	$ 3,841,132	$ 3,390,230	$ 450,902	13.30%
Unrestricted	13,300,354	11,735,487	1,564,867	13.33%
Total Net Position	$ 17,141,486	$ 15,125,717	$ 2,015,769	13.33%

Government Wide Statement of Net Position

	2025	2024	Change	Percentage Change
Revenues				
Program revenues	$ 370,271	$ 328,713	$ 41,558	12.64%
General revenues:				
Property taxes	4,784,827	4,440,458	344,369	7.76%
Investment earnings	546,717	(73,709)	620,426	-841.72%
Miscellaneous	38,030	3,443	34,587	1004.56%
Total Revenues	5,739,845	4,698,905	1,040,940	22.15%
Program Expenses				
Library operations	3,724,076	2,839,762	884,314	31.14%
Change in Net Position	2,015,769	1,859,143	156,626	8.42%
Beginning Net Position	15,125,717	13,266,574	1,859,143	14.01%
Ending Net Position	$ 17,141,486	$ 15,125,717	$ 2,015,769	13.33%

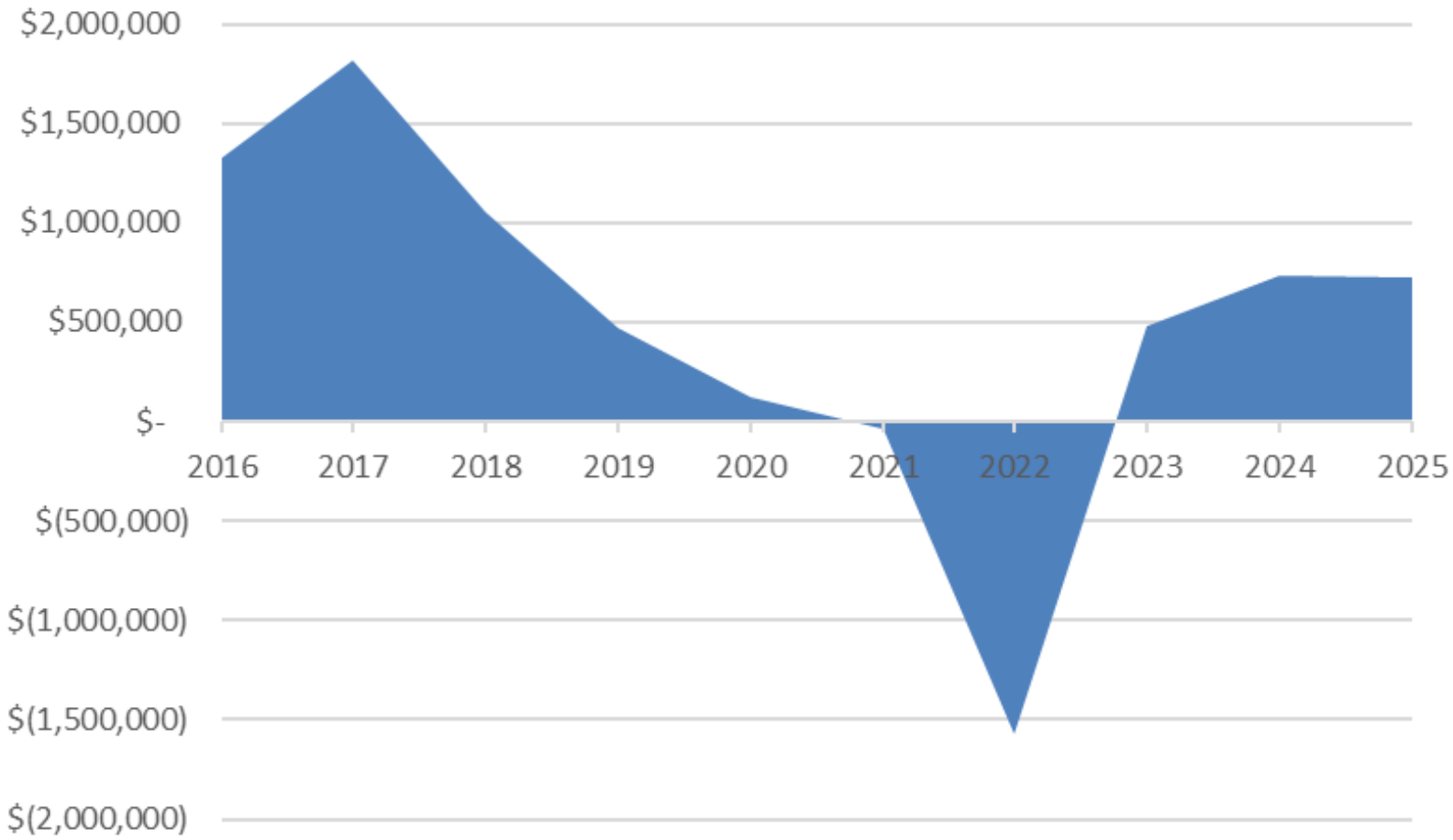
Government Wide Statement of Activities

	2025	2024	Change	Percentage Change
Nonspendable for prepaid items	$ 152,480	$ 60,387	$ 92,093	152.50%
Unassigned	13,253,446	11,360,556	1,892,890	16.66%
Total Fund Balance	$ 13,405,926	$ 11,420,943	$ 1,984,983	17.38%

Fund Balance in the General Fund

	2025	2024	Change	Percentage Change
Land	$ 186,335	$ 186,335	$ -	0.00%
Construction-in-Progress	673,017	-	673,017	100.00%
Improvements	2,856,175	3,047,021	(190,846)	-6.26%
Equipment	125,519	153,181	(27,662)	-18.06%
Furniture and fixtures	86	3,693	(3,607)	-97.67%
Total Capital Assets - Net	$ 3,841,132	$ 3,390,230	$ 450,902	13.30%

Capital Assets



Net Pension Liability



Audit Results

- No Exceptions in Audit Opinions
- No Material Weaknesses
- No Disagreements with Management
- No Significant Passed on Adjustments

BUENA PARK Library District

Staff Report- Agenda Item 7

Date: December 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Library Renovation Project Financing

Recommended Action:

Agenda Item 7 - This item is informational only and is an opportunity for the Board to discuss and provide direction regarding next steps for financing the Library Renovation Project.

Background:

In March 2025, the Board of Library Trustees expanded the scope and budget of the Library Renovation Project to address much needed infrastructure and code updates and to ensure that the District fulfills its commitment to the community to provide a relevant, useful, appealing community space for years to come. While the District has healthy financial reserves, there is still a need to maintain adequate reserves to comply with government code, be prepared for unforeseen circumstances, maintain a good credit rating, and to plan for future expenditures. As such, the Board directed staff to investigate financing options to fund a portion of the project.

Discussion:

In recent history, the District has been funding projects on a pay as you go basis. While this has allowed the District to build healthy reserves, it has also prevented the District from completing comprehensive renovations that are needed to address accessibility and code updates and critical infrastructure failures. Financing a portion of the project allows the District to address code, infrastructure, modernization, and programmatic needs and will allow the community to enjoy the benefit of the project sooner, rather than hope for a day when the District has enough cash on hand to make an improvement that they can enjoy. As costs rise and inflation increases, the District must weigh the benefits of paying interest on borrowed cash to fund a project or pay later in increased costs without the benefit of using the asset in the intermediate years. The District's current strategy has resulted in infrastructure, finishes, and amenities that are in poor condition and that do not meet the accessibility, compliance, function, or appeal expectations of our staff or our community.

In consultation with our financial consultants from Regional Government Services (RGS) and the California Special Districts Association Finance Corporation (CSDAFC), staff has reviewed finance options and is presenting you with information about a kind of financing that has minimal administrative burden on the District and does not require taxpayer approval.

Stefan Morton from Municipal Finance Corporation will provide information about using the CSDAFC including the cost benefits and the scope of services, provide an explanation of the lease arranger proposal and his role in the process, and provide various lease payment schedule scenarios.

Glenn Lazof from Regional Government Services will provide a long-term financial analysis demonstrating the District's ability to successfully manage a debt payment.

Recommendation:

This item is informational only and is an opportunity for the Board to discuss and provide direction regarding next steps for financing the Library Renovation Project.

Fiscal Impact:

This item is informational only and has no immediate financial impact.

Presenters:

Stefan Morton, Municipal Finance Corporation, Consultant for CSDA Finance Corporation
Glenn Lazof, Regional Government Services, Finance Consultant for Buena Park Library District

Attachments:
Exhibit A – Presentation by Stefan Morton
Exhibit B – Six-Year Financial Projection

CSDA Lease Purchase Program

Lease Financing Options for Buena Park Library District

Prepared *by Municipal Finance Corporation*
Stefan Morton, Lease/Purchase Consultant



Background

- Municipal Finance Corporation has served as consultant to the CSDA Lease Purchase Program since 1998
- The CSDA Lease Purchase Program is designed to facilitate financings for special districts via a direct lending arrangement with banks
- Provides financing solutions for capital improvements, equipment purchases and property acquisition as well as the refinancing of prior debt
- Closed over $750 million of financings for all types of special districts since its inception

Independent Lease Arranger



Independent Lease Arranger – Solicits Proposals and assists in documentation



Bank Counsel – Prepares Lease Documents and Represents Bank

Costs of Issuance Savings

- MFC offers public agencies significant costs of issuance savings versus hiring a bond financing team.

- Eliminates the combination of municipal advisor and investment banker.

- Bank counsel to provide tax-opinion as well, eliminating the need for separate bond counsel.

Scope of Services

- Provide preliminary estimates on interest rates and costs of issuance.
- Prepare sample payment schedules based on financing of various amounts and terms.
- Prepare RFP including attachments (credit info) and disseminate to bank bidders.
- Receive proposals and provide an RFP summary sheet.
- Managing the financing calendar and delegation of responsibilities.
- Coordination of closing arrangements and payments of costs of issuance.
- Post-closing compliance and administrative issues.

RFP Process

- The RFP will give a summary of the project, specify the parameters of the financing, and include any preferences the District may have
- Credit information, including the District's last 3 audits and current budget, will be provided to the prospective bidders
- Lenders are typically given around a two weeks to review the credit information and submit a bid
- Bids will be submitted as a term sheet and include their interest rate, rate lock provisions, optional prepayment terms, and legal costs
- Once all the bids are collected, the District will have 2-3 business days to select a winning bid before the term sheets expire

RFP Summary Spreadsheet

ABC Fire District				
Fire Station Project				
Summary of Bank Proposals				
June 1, 2025				
	Bank A	Bank B	Bank C	Bank D
Interest Rate:	4.50%	4.70%	4.80%	4.65%
Rate Lock:	30 days	30 days	30 days	30 days
Bank Counsel Fees:	$15,000	$15,000	None	$5,000
All-In Interest Rate:	4.58%	4.73%	4.80%	4.68%
Bank to Furnish Documents:	Yes	Yes	No	No
Tax Opinion Required:	No	No	Yes	Yes
Optional Prepayment:	After 7 years at 100%	Anytime at 101.5%	After 5 years at 102%	After 7 years at 101%
Special Requirements:	None	None	None	None

Lease/Purchase Financing Schedule

- Proposals Received from Banks (Day 0)
- Notification of Award of Financing (Day 2)
- First Draft of Financing Resolution and Lease Documents (Day 7)
- Comment Period and Placing Resolution and Lease Documents in Board Packet (Day 14)
- Board Meeting (Day 21)
- Final Documents Distributed for Signature (Day 24)
- Documents Delivered to Bank for Funding (Day 31)
- Funding Date (Day 34)

Scenario 1

BOND DEBT SERVICE

Buena Park Library District
2025 Lease Financing (10 Years with 5 year Prepayment/Refinancing Option)

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
01/01/2027			116,443.51	116,443.51	
07/01/2027			116,443.51	116,443.51	232,887.02
01/01/2028			116,443.51	116,443.51	
07/01/2028	492,002.60	4.400%	116,443.51	608,446.11	724,889.62
01/01/2029			105,619.46	105,619.46	
07/01/2029	513,650.71	4.400%	105,619.46	619,270.17	724,889.63
01/01/2030			94,319.14	94,319.14	
07/01/2030	536,251.35	4.400%	94,319.14	630,570.49	724,889.63
01/01/2031			82,521.61	82,521.61	
07/01/2031	559,846.41	4.400%	82,521.61	642,368.02	724,889.63
01/01/2032			70,204.99	70,204.99	
07/01/2032	584,479.65	4.400%	70,204.99	654,684.64	724,889.63
01/01/2033			57,346.44	57,346.44	
07/01/2033	610,196.75	4.400%	57,346.44	667,543.19	724,889.63
01/01/2034			43,922.11	43,922.11	
07/01/2034	637,045.41	4.400%	43,922.11	680,967.52	724,889.63
01/01/2035			29,907.11	29,907.11	
07/01/2035	665,075.41	4.400%	29,907.11	694,982.52	724,889.63
01/01/2036			15,275.45	15,275.45	
07/01/2036	694,338.73	4.400%	15,275.45	709,614.18	724,889.63
	5,292,887.02		1,464,006.66	6,756,893.68	6,756,893.68

Scenario 2

BOND DEBT SERVICE

Buena Park Library District
2025 Lease Financing (15 Years with 5 year Prepayment/Refinancing Option)

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
01/01/2027			119,214.66	119,214.66	
07/01/2027			119,214.66	119,214.66	238,429.32
01/01/2028			119,214.66	119,214.66	
07/01/2028	279,864.71	4.500%	119,214.66	399,079.37	518,294.03
01/01/2029			112,917.70	112,917.70	
07/01/2029	292,458.62	4.500%	112,917.70	405,376.32	518,294.02
01/01/2030			106,337.38	106,337.38	
07/01/2030	305,619.26	4.500%	106,337.38	411,956.64	518,294.02
01/01/2031			99,460.95	99,460.95	
07/01/2031	319,372.13	4.500%	99,460.95	418,833.08	518,294.03
01/01/2032			92,275.08	92,275.08	
07/01/2032	333,743.87	4.500%	92,275.08	426,018.95	518,294.03
01/01/2033			84,765.84	84,765.84	
07/01/2033	348,762.35	4.500%	84,765.84	433,528.19	518,294.03
01/01/2034			76,918.69	76,918.69	
07/01/2034	364,456.65	4.500%	76,918.69	441,375.34	518,294.03
01/01/2035			68,718.41	68,718.41	
07/01/2035	380,857.20	4.500%	68,718.41	449,575.61	518,294.02
01/01/2036			60,149.13	60,149.13	
07/01/2036	397,995.78	4.500%	60,149.13	458,144.91	518,294.04
01/01/2037			51,194.22	51,194.22	
07/01/2037	415,905.59	4.500%	51,194.22	467,099.81	518,294.03
01/01/2038			41,836.35	41,836.35	
07/01/2038	434,621.34	4.500%	41,836.35	476,457.69	518,294.04
01/01/2039			32,057.37	32,057.37	
07/01/2039	454,179.30	4.500%	32,057.37	486,236.67	518,294.04
01/01/2040			21,838.33	21,838.33	
07/01/2040	474,617.37	4.500%	21,838.33	496,455.70	518,294.03
01/01/2041			11,159.44	11,159.44	
07/01/2041	495,975.15	4.500%	11,159.44	507,134.59	518,294.03
	5,298,429.32		2,196,116.42	7,494,545.74	7,494,545.74

Scenario 3

BOND DEBT SERVICE

Buena Park Library District
2025 Lease Financing (20 Years with 7 year Prepayment/Refinancing Option)

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
01/01/2027			123,382.28	123,382.28	
07/01/2027			123,382.28	123,382.28	246,764.56
01/01/2028			123,382.28	123,382.28	
07/01/2028	179,907.15	4.650%	123,382.28	303,289.43	426,671.71
01/01/2029			119,199.43	119,199.43	
07/01/2029	188,272.83	4.650%	119,199.43	307,472.26	426,671.69
01/01/2030			114,822.09	114,822.09	
07/01/2030	197,027.52	4.650%	114,822.09	311,849.61	426,671.70
01/01/2031			110,241.20	110,241.20	
07/01/2031	206,189.30	4.650%	110,241.20	316,430.50	426,671.70
01/01/2032			105,447.30	105,447.30	
07/01/2032	215,777.10	4.650%	105,447.30	321,224.40	426,671.70
01/01/2033			100,430.48	100,430.48	
07/01/2033	225,810.73	4.650%	100,430.48	326,241.21	426,671.69
01/01/2034			95,180.38	95,180.38	
07/01/2034	236,310.93	4.650%	95,180.38	331,491.31	426,671.69
01/01/2035			89,686.15	89,686.15	
07/01/2035	247,299.39	4.650%	89,686.15	336,985.54	426,671.69
01/01/2036			83,936.44	83,936.44	
07/01/2036	258,798.81	4.650%	83,936.44	342,735.25	426,671.69
01/01/2037			77,919.37	77,919.37	
07/01/2037	270,832.96	4.650%	77,919.37	348,752.33	426,671.70
01/01/2038			71,622.50	71,622.50	
07/01/2038	283,426.69	4.650%	71,622.50	355,049.19	426,671.69
01/01/2039			65,032.83	65,032.83	
07/01/2039	296,606.03	4.650%	65,032.83	361,638.86	426,671.69
01/01/2040			58,136.74	58,136.74	
07/01/2040	310,398.21	4.650%	58,136.74	368,534.95	426,671.69
01/01/2041			50,919.99	50,919.99	
07/01/2041	324,831.73	4.650%	50,919.99	375,751.72	426,671.71
01/01/2042			43,367.65	43,367.65	
07/01/2042	339,936.40	4.650%	43,367.65	383,304.05	426,671.70
01/01/2043			35,464.13	35,464.13	
07/01/2043	355,743.44	4.650%	35,464.13	391,207.57	426,671.70
01/01/2044			27,193.09	27,193.09	
07/01/2044	372,285.51	4.650%	27,193.09	399,478.60	426,671.69
01/01/2045			18,537.45	18,537.45	
07/01/2045	389,596.79	4.650%	18,537.45	408,134.24	426,671.69
01/01/2046			9,479.33	9,479.33	
07/01/2046	407,713.04	4.650%	9,479.33	417,192.37	426,671.70
	5,306,764.56		3,046,762.22	8,353,526.78	8,353,526.78

Questions?

Municipal Finance Corporation

Stefan Morton

(805) 719-1237

smorton@munifinance.com

MUNICIPAL FINANCE CORPORATION
2945 Townsgate Road, Suite 200
Westlake Village, CA 91361
Telephone (805) 719-1235
www.munifinance.com

May 15, 2026

Re: Request for Proposals – Due Monday, June 1st at 3PM PST
Buena Park Library District
Lease/Purchase Financing

On behalf of Buena Park Library District (the "District"), Municipal Finance Corporation is requesting proposals for tax-exempt lease/purchase financing that will provide the District with approximately $5,300,000 that will be used to finance improvements to the District's library, fund interest during the construction period, and pay costs of issuance of the financing. Municipal Finance Corporation is serving as lease arranger for the District.

Please submit your proposal outlining all anticipated costs and other terms pursuant to the parameters provided below:

Lessee:	Buena Park Library District
Lessor:	Municipal Finance Corporation
Project:	Renovation of the District's library. The estimated project cost is $12 million with the District allocating capital reserves for pay for project costs not covered by the financing proceeds.
Security:	Lease obligation of the District's general fund. The District covenants to include all lease payments in its annual abudget and make the necessary appropriations for all payments due under the lease. The lease payments shall be subject to abatement in the event the District does not have use of the leased asset.
Leased Asset:	The District's library facility. A building detail report and insured valuation of buildings are attached.
Financing Amount:	$5,300,000 (Estimate), comprised of project fund proceeds of $5,000,000 plus capitalized interest and costs of issuance.
Interest Payments:	Semi-annual payments on July 1 and January 1, commencing January 1, 2027

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Principal Payments:	Annual payments on July 1, commencing July 1, 2028
Bank Qualified:	Yes
Board Approval Date:	June 15, 2026
Expected Closing Date:	July 1, 2026
Documentation:	The District has not yet engaged special counsel to prepare lease documents (Site Lease and Lease Agreement) and render a legal and tax-opinion on the financing. Please indicate whether you have a preference for the bank to engage such counsel and what is the cost.
Investment of Financing Proceeds:	It's the District's preference to have the financing proceeds invested in a special account that the District will establish with California CLASS, a joint powers authority administering a local government investment pool, and that the District will directly disburse funds to vendors. Please confirm that is an acceptable approach to the investment and disbursement of funds.

Proposer to Submit:

1) Interest rate for financing term of 15 years
2) Rate lock ability and terms
3) Optional prepayment terms for prepayment in whole or in part
4) Bank legal (bank counsel/special counsel) or other costs

The District reserves the right to exercise its own discretion in awarding the financing and will take into account the information submitted as well as any other factors that it deems appropriate. Further, the District reserves the right not to accept any proposal.

Please address the proposal to the District and submit the proposal by email to Bill Morton by 3PM on Monday, June 1st at bmorton@munifinance.com.

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Projection No Debt Payment								
	2024-2025 CY To 6/30/25	2025-2026 Adopted Budget	2026-2027 Projection	2027-2028 Projection	202--2029 Projection	2029-2030 Projection	2030-2031 Projection	2031 -2032 Projection
Revenues:	5,367,278	5,391,140	5,615,291	5,708,136	5,950,274	6,204,841	6,468,993	6,746,648
Expenditures								
Operations	3,081,845	3,723,860	3,780,529	3,946,194	4,006,226	4,182,023	4,245,621	4,432,174
Capital	673,017	4,506,170	4,234,400	0	0	0	0	0
Ending Cash Reserve	13,033,357	10,194,466	7,203,927	8,965,869	10,909,918	12,932,736	15,156,108	17,470,583
20 year Debt Payment Impact								
Debt Payments	-	-	246,764	426,672	426,672	426,672	426,672	426,672
Adj Ending Cash	13,033,357	10,194,466	6,957,163	8,285,030	9,781,982	11,344,291	13,093,337	14,919,257
Debt as % of Revenue			4%	7%	7%	7%	7%	6%
Debt Pay as % of Reserves			4%	5%	4%	4%	3%	3%

15 year Debt Payment Impact								
Debt Payments	-	-	238,429	518,294	518,294	518,294	518,294	518,294
Adj Ending Cash	13,033,357	10,194,466	6,965,498	8,201,993	9,604,831	11,070,203	12,719,405	14,442,484
Debt as % of Revenue			4%	9%	9%	8%	8%	8%
Debt Pay as % of Reserves			3%	6%	5%	5%	4%	4%

BUENA PARK Library District

Agenda Item 8

Date: December 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Debt Management Policy

Recommended Action:
Agenda Item 8 - Review and Discussion of Debt Management Policy
Option A -
Approve and adopt Debt Management Policy as presented
Option B -
Provide changes to be reviewed by the finance team and legal counsel and considered at a second reading.

Background:

In August 2024, the Board of Library Trustees (Board) approved the Library Renovation Project (LRP) to address the critical needs of the Library's building, mechanical and utility systems, equipment, and other related facility improvements. On July 1, 2025, the Board approved a Five-Year Capital Improvement Plan Budget for Fiscal Years 2025-2026 through 2030-2031. This multi-year financial plan for capital improvements includes the Library Renovation Project that is currently in the design phase and is scheduled to begin construction in Summer 2026, and with a Project completion date of Summer 2027. While the District currently has sufficient reserves to cover the capital improvements in FY 2025-2026, staff is exploring alternative funding sources for design and construction such as competitive and non-competitive grants, loans, bonds, and other measures to leverage funding.

California Government Code § 8855 requires, among other things, that the governing body of a government agency seeking debt issuance to adopt a Debt Management Policy.

Discussion:

As directed by the Board, staff is currently looking into acquiring loans to fund part of the construction cost of the LRP so as not to deplete the District's reserves. As a government entity, the District is required to comply with the requirements of the California Debt and Investment Advisory Commission (Commission). These compliance requirements include adopting a local debt policy concerning the use of the debt and intended compliance with the reporting requirements of the Commission.

The District does not currently have a Debt Management Policy. With the Board's adoption of this Debt Management Policy, the District will successfully comply with one of the several requirements of Government Code § 8855 in order to pursue construction loan(s) for the renovation project.

Recommendation:

Staff recommends that the Board of Library Trustees review and discuss the Debt Management Policy (see Exhibit A). The District's legal counsel has reviewed the policy and provided their input. If the Board has any additional comments or changes, staff can make revisions and consult counsel again to consider any proposed changes. Alternatively, if the Board is satisfied with staff's recommendations as presented, they can approve and adopt this policy at tonight's meeting.

Fiscal Impact:

No impact is associated with the adoption of the Debt Management Policy.

Exhibit:
Exhibit A: Debt Management Policy (New Proposed Policy)

Policy Title: Debt Management Policy

Policy Number: 3101

3101.1. Purpose:

To provide guidance to the Buena Park Library District (District) on capital planning and the governance, administration, and management of any debt accumulated and outstanding to ensure sound fiscal management.

This policy establishes the procedure and level of debt management to achieve the following specific goals:

1. To comply with Government Code Section 8855(i), which became effective on January 1, 2017, and shall be applicable to all debt undertaken by the District.

2. To guide the Board of Trustees in governing the debt of the District in recognition that a fiscally prudent debt policy is required in order to:

    a. Support and help maintain the District's financial health.

    b. Ensure the District has the flexibility to meet its financial needs.

    c. Protect the District's credit-worthiness.

    d. Ensure that all debt is structured to benefit both current and future constituents of the District.

    e. Ensure that the District's debt is consistent with the District's planning goals and objectives.

3. To be utilized by staff to ensure debt management with recommendations to the Board of Trustees are sound and compliant with pertinent laws, rules, regulations, and policies.

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4. To be utilized by staff to deviate as determined appropriate by the District Library Director, and may be amended by the Board of Trustees of the District as it deems appropriate from time to time in the prudent management of the fiscal affairs, debt and financing needs of the District.

3101.2. Policy:

3101.2.1. Purposes For Which Debt May Be Issued

A. Long-Term Debt:
Long-term debt may be issued to finance the construction, acquisition, and/or rehabilitation of capital improvements and facilities, property and other assets, equipment and land to be owned and operated by the District or funded for the benefit of the District.

1. Long-term debt financings are appropriate when the following conditions exist:

   - When the project to be financed is necessary to provide basic services.
   - When the project to be financed will provide benefit to constituents over multiple years.
   - When total debt does not constitute an unreasonable burden to the District and its constituents.
   - When the debt is issued to refinance outstanding debt in order to produce savings or to realize other benefits of a debt restructuring.

2. Long-term debt financings will not generally be considered appropriate for recurring operating expenses and routine maintenance expenses.

3. The District may use long-term debt financings subject to the following conditions:

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- The project and/or costs to be financed must be approved by the Board of Trustees.
- The weighted average maturity of the debt will generally not exceed the average useful life of project being financed.
- The District estimates that sufficient revenues will be available to service the debt through its maturity.
- The District determines that the issuance of the debt will comply with the applicable state and federal law.

B. Short-Term Debt:
Short-term debt may be issued to provide financing for the District's operational cash flows in order to maintain a steady and even cash flow balance and/or prevent cash-flow deficits. Short-term debt may also be issued to finance capital projects with short useful lives; for example, the District may undertake lease-purchase financing for equipment.

3101.2.2. Types of Debt

A. The following types of debt are allowable under this Debt Policy:

1. Installment sale agreements, loans and similar debt-financing contracts
2. Loans and contracts with State or Federal agencies
3. Lines of credit
4. General obligation bonds (GO Bonds)
5. Bond or grant anticipation notes (BANs)

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6. Lease revenue bonds, certificates of participation (COPs) and lease-purchase transactions

7. Tax and revenue anticipation notes (TRANs)

8. Refunding bonds, notes, loans, and other obligations

B. The District Board may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

C. Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

3101.2.3. Relationship of Debt to Capital Improvement Program and Budget

A. The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan. Items outside the capital budget or capital improvement plan may also be financed.

B. The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues.

C. The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that funding is available for capital and non-capital projects when needed in furtherance of the District's public purposes.

D. The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures from its general fund.

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3101.2.4. Policy Goals Related to Planning Goals and Objectives

A. When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

B. Without limiting the foregoing, the District will periodically review the requirements of and will remain in compliance with the following:

1. Any continuing disclosure undertakings entered into by the District in accordance with Securities and Exchange Commission (SEC) Rule 15c2-12.
2. Any reporting obligations to the California Debt and Investment Advisory Commission (CDIAC).
3. Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
4. The District's investment policies as they relate to the use and investment of bond proceeds.

C. Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the District Administrator (or his or her designee), or (b) by the District, to be held and accounted for in a separate fund or account, the receipt and expenditure of which will be carefully accounted for by the District.

3101.3. General Procedure:

Responsibility	Action
Library Director or his/her designee	1. During the budget process or at any appropriate time during the fiscal year, determines if District expenditures (operating and/or capital projects) require financing per

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Responsibility	Action
	the conditions and criteria of the District's Debt Policy. 2. When appropriate, makes recommendations to the Board of Trustees on long-term and/or short-term financing. 3. Upon approval of the Board of Trustees, execute, administer, and manage the debt financing with the appropriate agencies and financial institutions. 4. Report back to the Board of Trustees on the status of the District's debt status as part of the budget process and the periodic financial reporting (i.e., monthly, quarterly, and/or annually).

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Financial Polices

Last Review Date: December 2, 2025

Adoption and Previous Revisions:

Adopted: December 2, 2025

Relevant Policies and Procedures:

Budget Policy
Capital Improvement Policy
Investment Policy
Fund Balance and Reserve Policy

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BUENA PARK Library District

Agenda Item 9

Date: December 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Fund Balance and Reserve Policy

Recommended Action:
Agenda Item 9 Discussion and approval of Fund Balance and Reserve Policy
Option A –
Approve and adopt Fund Balance and Reserve Policy as presented, to supersede all previous versions
Option B –
Provide changes to be reviewed by the finance team and legal counsel and considered at a second reading

Background:

The Buena Park Library District (District) has an existing Fund Balance and Reserve Policy that was approved and adopted on April 2, 2019 (see Exhibit B). This Policy (2019) guided the District's reserve levels for the various types of reserves, including the General Fund Balance, Capital Replacement and Improvement, General Contingency, Trustee Election, Compensated Absences Reserves.

Discussion:

The Buena Park Library District goals, priorities, and direction have changed in the last couple of years as it is undertaking a significant Library Renovation Project (LRP) to address the critical building and facility improvements and adopted the FY 2025/2026 Operating and Capital Improvement Budgets that are aligned with the goals and objectives of the District.

While the District has an existing Fund Balance and Reserve Policy in place since 2019, there is an evolving need to clearly define the various reserve thresholds, definitions, and utilization to better manage the reserves. This Policy also considers the District's risk exposure and manages those risks by maintaining adequate reserve levels to keep the District in sound fiscal condition.

Although the current reserves are healthy, an emergent goal is to ensure that the reserves are not depleted as the District seeks to fund the LRP with a combination of reserve funds, grants, and/or debt. This policy also provides guidance to staff in managing the District's financial plan and making the right decisions in leveraging funding for the LRP.

Finally, adopting the relevant Fund Balance and Reserve Policy will make the District compliant with one of several requirements to issue debt, as needed.

Recommendation:

Staff recommends that the Board of Library Trustees review and discuss the updated *Fund Balance and Reserve Policy* (Exhibit A). The District's legal counsel and finance team have reviewed the policy and provided their input. If the Board has any additional comments or changes, staff can make revisions and consult counsel again to consider any proposed changes. Alternatively, if the Board is satisfied with staff's recommendation as presented, they can approve and adopt this policy at tonight's meeting and replace the 2019 policy (Exhibit B) to avoid any policy conflicts and to bring the Policy up to date and consistent with current needs, goals, and direction of the District.

Fiscal Impact:

No impact is associated with the adoption of the Fund Balance and Reserve Policy. The current FY 2025/2026 adopted budget includes reserves that are consistent with this proposed policy.

Exhibit:
Exhibit A: Fund Balance and Reserve Policy (New Draft Policy)
Exhibit B: Fund Balance and Reserve Policy (2019)

Policy Title: Fund Balance and Reserve Policy

Policy Number: 3102

3102.1. Purpose:

To provide guidance to the Buena Park Library District (District) on the accumulation and maintenance of reserve funds as necessary to maintain adequate levels of services and sound fiscal condition of the District.

This policy establishes the levels of reserve funding to achieve the following specific goals:

1. Fund replacement and major repairs for the District's physical assets.
2. Fund regular replacement of computer hardware and software.
3. Fund designated conservation projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support.
4. Fund capital improvements.
5. Maintain minimal operational sustainability in periods of economic uncertainty, financial hardships, and downturns in the local and national economy, local disasters, future capital obligations, cash flow and legal requirements.

In addition, fund balance shall be prioritized in accordance with the following GASB Statement 54 classifications which categorize fund balances based on the extent to which the District is bound to honor spending constraints: non-spendable, restricted, committed, assigned, and unassigned. Constraints on the committed, assigned, and unassigned categories are imposed by the District itself and are considered unrestricted.

3102.2. Policy:

3102.2.1. Reserve Definitions and Calculations

Financial Polices

Use of District Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the Board.

The following reserve categories reflect common purposes of the Districts for cash reserves; the listed purposes and reserve amounts are tailored to the needs of the District.

A. General Fund Balance (Assigned):
   The General Fund Balance will maintain a minimum reserve level of 50% of the operating budget (equivalent to six months of budgeted operating expenditures).

B. General Contingency Reserve (Committed):
   General Contingency Reserve shall consist of a minimum of three (3) months operating expenses. Contingency funds help provide protection against unplanned events, emergencies, or loss of revenue due to an economic downturn.

C. Capital Replacement and Improvement Reserve (Assigned):
   Capital Replacement and Improvement Reserves are allocated for the purpose of replacement and improvement of capital assets. The District's capital assets include, but are not limited to, the building, land, equipment, and/or furniture.

   The reserves shall be reviewed annually by the Board of Library Trustees in conjunction with the Capital Improvement Plan (CIP) to ensure adequate funds for future capital improvement and replacement projects. The CIP will be adopted as part of the annual budget.

D. Trustee Election Reserve (Committed):
   Trustee Election Reserves shall consist of the amount projected to pay for an upcoming Trustee election, as provided by the County of Orange and the District.

E. Compensated Absences Reserve (Committed):
   The District recognizes a liability for compensated absences for leave time that (1) has been earned for services previously rendered by employees, (2) accumulates and is allowed to be carried over to subsequent years, and (3) is more likely than not to be used as time off or settled during or upon separation from employment. The liability for compensated absences includes salary-related taxes and benefits, where applicable.

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3102.2.2. Reserve Utilization

A. General Fund Balance and Reserve (Assigned):
The General Fund Balance will be utilized to support:

1. Administrative operational functions, including minimal staffing levels and administrative/office expenses;

2. Facility operations;

3. Facility repairs (distinguished from Capital Improvements and may include painting, caulking of seams, minor roof repairs, minor HVAC repairs, patching of walls, etc.).

B. General Contingency Reserve (Committed):
The General Contingency Reserve provide protections against unplanned events, emergencies, or loss of revenue due to an economic downturn. These are designated projects, programs, and/or special uses identified by the Board and/or the Library Director, and approved by the Board. Uses must mitigate unplanned events and emergencies while furthering the mission of the District and will be evaluated for designation according to the value to the District and the public it serves.

C. Capital Replacement and Improvement Reserve (Assigned):
The Capital Replacement and Improvement Reserve shall be used for:

1. Capital Improvements and Replacements
Capital Improvements Reserves shall be limited to costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets.

2. Vehicle Fleet Replacements
Vehicle Fleet Reserves will be used exclusively for the purchase of new vehicles to support District operations, or to make major repairs to existing vehicles.

3. Technology Improvements and Replacements
Technology Reserves will be used to purchase hardware and software in support of District operations, with the intent of maintaining current technology for

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employees and the public.

D. Trustee Election Reserve (Committed):
Trustee Election Reserves shall be used to pay for an upcoming Trustee election. This will be paid to the County of Orange for expenses they incurred during elections.

E. Compensated Absences Reserve (Committed):
The Compensated Absences shall be used for accumulated earned unused benefits, which are eligible for payment at the employee's current pay rate upon separation from employment.

3102.2.3. Reserve Priorities and Restoration

If reserves are expended for their intended use, the Board of Library Trustees shall prioritize restoration of reserves to levels established by policy before allocating resources to fund new or improved services.

3102.2.4. Reserve Policy Review, Monitoring, and Revisions

The Library Director, in collaboration with the Library staff, shall perform a reserve status analysis annually, to be provided to the Board of Library Trustees' annual deliberation and approval of Budget and Reserve Funds.

Additional information may be provided to the Board upon the occurrence of the following events:

1. When a major change in external and internal conditions could have a significant impact on the reserve levels established by this policy or calls into question the effectiveness of this policy; and/or,

2. Upon Library Director and/or Board request.

The Board can amend this Policy at any time, as needed.

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3102.3. General Procedure:

Responsibility	Action
Library Director or his/her designee	1. During the budget process, calculates the required minimum reserves established by this Policy, and evaluates the degree to which the balance is above or below the required level. 2. When appropriate, incorporates any required appropriations to reserves into the proposed budget when the reserve balance is below the target established in this policy. 3. When appropriate, makes recommendations to the Board of Library Trustees as to appropriate one-time expenditures that would reduce the reserve balance when the balance exceeds 25% of expenditures at a minimum, while still meeting the reserve requirement of this policy and compliance requirements. 4. Analyzes requests for General Fund Reserve appropriations based on this policy and provides recommendations to the Board on the appropriateness of the request and the requested amount.

Last Review Date: December 2, 2025

Adoption and Previous Revisions:

Adopted: May 3, 2005
Revised: May 1, 2012
Reaffirmed: April 2, 2013
Revised: April 5, 2016
Revised: April 2, 2019
Reviewed: April 6, 2022
Revised: December 2, 2025

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Financial Polices

Relevant Policies and Procedures

Budget Policy
Investment Policy

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BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

FINANCIAL POLICIES/PROCEDURES

FUND BALANCE AND RESERVE POLICY

The District shall accumulate and maintain reserve funds as necessary to maintain adequate levels of services and sound fiscal condition of the District.

This policy will help provide for economic uncertainties, financial hardships, and downturns in the local and national economy, local disasters, future capital obligations, cash flow and legal requirements.

In addition, fund balance shall be prioritized in accordance with the following GASB Statement 54 classifications which categorize fund balances based on the extent to which the District is bound to honor spending constraints: non-spendable, restricted, committed, assigned and unassigned. Constraints on the committed, assigned and unassigned categories are imposed by the District itself and are considered unrestricted.

A. The General Fund Balance will maintain a minimum reserve level of 50% of the operating budget (equivalent to six months of budgeted operating expenditures) as required by California Government Code Section 53646 (B) (3). (Restricted)
B. Capital Replacement and Improvement Reserves are allocated for the purpose of replacement and improvement of capital assets. The reserves shall be reviewed annually by the Board of Trustees in conjunction with the Capital Improvement Plan (CIP) to ensure adequate funds for future capital improvement and replacement projects.(Assigned)
C. General Contingency Reserves shall consist of a minimum of three months operating expenses. Contingency funds help provide protections against unplanned events, emergencies, or loss of revenue due to an economic downturn. (Committed)
D. Trustee Election Reserves shall consist of the amount projected to pay for an upcoming Trustee election. (Assigned)
E. Uncompensated Absences. (Assigned)
F. If reserves are expended for their intended use, the Library Board of Trustees shall prioritize restoration of reserves to levels established by policy before allocating resources to fund new or improved services.
G. The District's Reserve policies shall be reviewed annually in conjunction with the Budget process and any modifications approved by the Library Board of Trustees.

Adopted: 05/03/05
Revised: 05/01/12
Reaffirmed: 04/02/13

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

FINANCIAL POLICIES/PROCEDURES

Revised: 04/05/16
Revised: 04/02/19
Reviewed: 04/06/2022

BUENA PARK Library District

Staff Report- Agenda Item 10

Date: November 12, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Cash Handling Procedure

Recommended Action:
Agenda Item 10 – Repeal Cash Handling Procedure

Background:

The *Cash Handling Procedure* is included in the Buena Park Library District Policy Manual and no longer accurately represents District workflows or best practices when it comes to cash management. The District Policy Manual contains various Board-approved policies that apply to employees and patrons. The *Cash Handling Procedure* was originally implemented in December 1982 and was last revised in October 2011. This document provides both a high-level overview of where and how monetary transactions are processed throughout the Library, details where cash is stored, and step-by-step instructions on how staff should perform financial transactions for patrons.

Discussion:

The *Cash Handling Procedure* is outdated and does not reflect current workflows. The document goes against best practice as it reveals details about where money is kept in the building and identifies key individuals who have access to secured locations. In Fall of 2024, the District entered into an agreement with Regional Government Services (RGS) to provide an assessment of its financial policies and procedures in order to ensure compliance with regulatory requirements, reduce exposure to risk, and explore opportunities to increase operational efficiency and effectiveness. One of the recommendations by RGS was to implement stronger controls for cash management within the District. In response to this recommendation, the District has updated its cash management procedures and needs to update its internal procedure documentation.

Recommendation:

The District recommends that the Board repeal the *Cash Handling Procedure*. This will allow District staff to update the District's documentation. It will facilitate progress in the District's goal of removing outdated, duplicative, and contradictory policies and update internal procedures that were approved as policies.

Fiscal Impact:

No fiscal impact is associated with this item.

Attachments:

Exhibit A: Cash Handling Procedure

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES

CASH HANDLING PROCEDURE

Cash Drawers
The Library has two cash drawers with an impressed amount of funds to be used for the purpose of maintaining cash available to make change to customers paying fines and fees and/or purchasing merchandise. The Library Director is authorized to make an adjustment to the impressed amount of cash contained in the cash drawers if it becomes necessary. One cash drawer shall be secured in a cash register in the Circulation Department during business hours and in the Library safe when the Library is closed. Once balanced by Administrative Office personnel, the 2nd cash drawer will be placed in the Library safe to be used the following day.

A 3rd cash drawer has been established with an impressed amount of funds to be used to make change to meet denomination requirements for the Circulation Cash drawers. This cash drawer will remain securely locked in the Business Office. Only Administrative Office Personnel has access to this cash drawer.

Petty Cash
A petty cash fund with an impressed amount of funds is kept securely locked in the Business Office. Only Administrative Office personnel have access to petty cash. Funds are used to reimburse staff for minor expenses. Receipts are approved by Library Director or Department manager.

Change Box
A coin box with $5.00 in coins is kept at the Reference desk to be used to issue refunds for copier coin box malfunctions. A log is kept by Library staff to explain refunds.

Cash Register Opening Activity
A Librarian in charge or Administrative Office personnel will remove the prepared cash drawer from the safe and place it in the cash register daily.

Cash Register Daily Activity
Only authorized Library staff will operate the cash register.

Receipt of Cash: As the cash is received, Library staff will immediately ring up the amount on the cash register and deposit the money in the drawer. Library staff will then securely close the cash register drawer.

Receipt of Checks: The Library will accept personal checks, money orders and cashier's checks made out to the Buena Park Library District. Upon receiving a check, Library staff will stamp the back of the check with a stamp reading, "For Deposit Only to

the Buena Park Library." The amount will be rung up on the cash register and the check placed in the drawer. Cash drawers will not be used to cash personal checks or to honor IOU's for personal funds.

Credit Card Transactions: The Library will accept credit cards to pay Library fines or fees. Library Staff will use the credit card terminal at the Circulation Desk for these transactions. Once approved the amount will then be rung up on the cash register and the merchant copy of the credit card receipt will be placed in the cash register.

Change: Change will be made if appropriate denominations are available. The "No Sale" key will be used to open the safe for these transactions.

Refunds: Cash refunds for Library books to be reinstated into the collection will be made from the cash drawers by authorized personnel. Appropriate receipts will be generated.

Errors: If a transaction is rung up incorrectly, Library staff will use the Void or Paid Out key to correct the transaction. A note explaining the error and correction will be placed inside the cash register and the transaction will be circled on the cash register tape.

Cash Register Closing Activity

After the final transaction of the day, a Librarian in charge will run a Z tape to get the total for cash register transactions and place the tape inside the cash drawer. The Librarian in charge will then remove the cash drawer from the cash register and place it inside the Library Safe.

The Librarian in charge will also remove the Library Guild's cash drawer and place cash from the drawer inside an envelope. The envelope will then be deposited inside the drop slot of the Library Guild's locked safe. Library staff does not count the Guild funds nor do they have key access to the Library Guild's safe.

Cash Drawer Reconciliation

Administrative Office Personnel will remove the cash drawer from the previous business day and reconcile it to the cash register tape, the credit card summary report and the Library's ILS Fines and Fees Summary Report. Discrepancies will be reported to the Library Director and Support Services Manager in a monthly report. Discrepancies greater than $10.00 or a pattern of frequent smaller discrepancies will be reported immediately. The cash drawer will then be reinstated with the impressed amount of funds and placed back inside the Library safe to be used the following business day.

MISCELLANEOUS POLICIES/PROCEDURES

Passport Fees
All funds accepted as passport fees will be recorded in the passport fees log and the funds will be placed in the passport fees bag and then securely placed inside the locked file cabinet. Only Library Passport Agents will have access to the locked file cabinet. At the end of the business day, the Librarian in Charge will place the passport fees bag inside the Library safe. The Administrative staff will reconcile the passport fees with the passport fees log.

Printer Coin Box
Administrative Office Personnel will remove cash from printer coin box daily and reconcile it to the Cassie report. Cash will be kept securely locked in the safe in the Business Office.

Copier Coin Box
Administrative Office Personnel will remove cash from the copier coin boxes weekly. Cash will be kept securely locked in the safe in the Business Office.

Operation of Library Safe
Only Administrative Office personnel and Librarians in Charge will have access to the Library Safe. The safe will remain locked when not being used.

Only Administrative Office personnel will have access to the safe in the Business Office.

Deposits
Library Business Officer will prepare Library fines and fees for deposit on a weekly basis. A Library Manager or Administrative Assistant will take the prepared bank deposit bag to the bank to make the deposit and return the deposit receipt to the Business Officer. Separate deposits are made for Library fines/fees, Passport fees, Computer and miscellaneous fees.

Misuse or abuse of the Cash Handling Policy may result in disciplinary action up to and including termination.

Effective: 12/1/1982
Revised: 07/1996
Revised: 05/2007
Revised: 10/2011

BUENA PARK Library District

Staff Report- Agenda Item 11

Date: December 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Lost and Unclaimed Property Policy

Recommended Action:

Agenda Item 11 Approve and adopt revised Lost and Unclaimed Property Policy to supersede all previous versions.

Background:

The District's Lost and Unclaimed Property Policy is a Board-approved policy document that had been interfiled with the Administrative Directives. The existing policy was last approved by the Board of Library Trustees in 2014 (Exhibit A). It contains policy directives that are necessary and appropriate for handling found property, but it also contains specific staff procedures that are more appropriate for a desk manual.

Discussion:

The District has revised the policy with the goal of establishing a lawful, fair, and transparent system regarding the handling and disposal of found patron property. The updated policy is attached hereto as Exhibit B. Specific procedural elements and inflexible directives regarding beneficiaries of disposed items have been removed to allow staff reasonable discretion in updating internal procedures and exercising professional judgement in different scenarios. An example of this is removing language about donating items to the Volunteer Guild of the Buena Park Library District, as this organization does not exist. Staff's recommendation replaces this with language that allows flexibility in decision making within pre-defined parameters and now reads as "Usable items may be donated to a non-profit organization, school, or government agency at the discretion of the Library Director."

The updated policy also presents a clear disclaimer about the District assuming no responsibility for patron property and establishes authority for items that may be disposed of. The policy also establishes a threshold for items valued $100 or more to be turned over to the police department, which is a statutory requirement. Additionally, the notification from the prior version of the policy that it is a violation of Section 2080.3 of the Civil Code of the State of California for employees to take title to items found during the course of their employment is still valid and remains in the updated policy as a reminder that employees of the District may not take personal possession of items found at work.

Recommendation:

This policy has been reviewed by the District's legal counsel and library staff recommends that the Board of Library Trustees approve and adopt this revised policy as presented to supersede the previous policy dated 2014. Upon approval, staff will add it to the District's website with other policies that directly affect patron use of District facilities.

Fiscal Impact:

There is no fiscal impact associated with this item.

Attachments:

Exhibit A: Lost and Unclaimed Property Policy (2014)
Exhibit B: Proposed Lost and Unclaimed Property Policy (2025)

LOST AND UNCLIAMED PROPERTY

The Buena Park Library District is not responsible for items left in the Library, regardless of value. Personal items brought into the Library are the sole responsibility of the owner and the Library has no responsibility to secure, protect or monitor personal items.

Any items left in the Library after closing will be placed in the designated lost and found cabinet with a note attached stating the date found. If ownership of item can be determined, staff will attempt to contact the patron and include action taken (e.g. patron notified, left message, phone disconnected) on the note. If item is not claimed, it will be disposed of according to the procedures below.

1. Lost library cards are shredded to protect patron account.
2. Water bottles, baby bottles, combs, brushes, hair accessories, caps or anything else that could pose a health hazard to staff will be disposed of at closing.
3. Handbags or wallets containing cash or credit cards will be placed in the Library safe. After 10 days, items will be taken to the Buena Park Police Department.
4. Items such as cell phones, tablets, laptops, etc. will be kept for 10 days and then taken to the Buena Park Police Department.
5. Loose currency will be put in an envelope with the date found and placed in the Library safe. After 30 days, the cash will be deposited in the Library donation box. Loose change will be deposited into the Library donation box immediately.
6. Section 2080.3 of the Civil Code of the State of California prohibits staff members who find lost or unclaimed property (including money) in the course of their employment with the Library from taking title to such property.
7. Non-staff members, who find lost or unclaimed property and wish to take title of such property if it remains unclaimed after the holding period, will be contacted by the Library and given one week to retrieve the item. If the item has been taken to the police department, the person will be instructed to contact the Buena Park Police Department.

Unless specified differently above, at the end of 30 days all items will be disposed of as follows:

1. Personal books, DVDs or CDs will be donated to the Volunteer Guild Bookstore.
2. ID cards, credit cards, bills, and any other paper containing personal information will be shredded.
3. Glasses will be donated to the Lions Club.
4. Jackets, sweaters and other items may be donated to a nonprofit organization such as Goodwill, or the Salvation Army.
5. Items with no value will be discarded.

This policy pertains to lost and found items only. The police department will be contacted immediately regarding any items that appear suspicious in nature or appear to be stolen property.

Effective: 11/1/89
Revised: 08/31/90
Revised: 10/07/14

BUENA PARK Library District

Lost and Unclaimed Property Policy

1. Purpose

The purpose of the Buena Park Library District's ("District") Lost and Unclaimed Property Policy is to establish a system to facilitate recovery of lost property to its rightful owner, ensure fair and safe handling of lost items, and define a process for the disposal of unclaimed items.

2. Disclaimer

The District is not responsible for items left in the library or on District grounds, regardless of value. Patrons should refrain from leaving items unattended. Personal items brought into the library are the sole responsibility of the owner and the District has no responsibility to secure, protect, or monitor personal items.

3. Found Items

Items turned over to staff or left in the library after closing will be placed in Lost and Found storage and tagged with the date the item was found. Unattended belongings found in the library or on District grounds may be tagged with a notice informing the owner that it is a violation of the Rules of Conduct to leave unattended items on District property. District staff may report any items that appear suspicious in nature or that are suspected to be stolen property to the Buena Park Police Department.

4. Claiming Lost Items

District staff will make a reasonable attempt to ascertain ownership and contact the owner if the lost property contains identifiable information. To claim a lost item, the patron must satisfactorily describe it to District staff.

5. Handling and Disposal of Property

With the exception of the items below, all found property will be discarded thirty (30) days after being turned over to the District. Usable items may be donated to a non-profit organization, school, or government agency at the discretion of the Library Director. Section 2080.3 of the Civil Code of the State of California prohibits staff members who find lost or unclaimed property in the course of their employment from taking title to such property.

a. Found library cards will be stored securely for ninety (90) days after a reasonable attempt has been made to contact the patron and will be shredded thereafter.

b. Some items may be discarded immediately at the staff member's discretion including, but not limited to, food and drink items, food storage containers, items containing insects or mold, personal hygiene items, and/or anything hazardous or perishable that could present a health or sanitation concern.

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c. Handbags, wallets containing cash or credit cards, and items which the Library Director concludes have a value of over $100, including but not limited to cell phones, tablets, and laptops will be kept for 10 days and then taken to the Buena Park Police Department.

d. Loose change will be deposited into the cash register as a donation. Other currency will become property of the District after 30 days.

e. Bicycles left abandoned for more than seven (7) days will be removed and disposed of or turned over to the Buena Park Police Department at staff's discretion, depending on the condition of the bicycle.

Effective: 11/01/1989
Revised: 08/31/1990
Revised: 10/07/2014
Revised:12/02/2025

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BUENA PARK Library District

Staff Report- Agenda Item 12

Date: December 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Expressive Activity Policy

Recommended Action:

Agenda Item 12 Approve and Adopt revised and renamed Expressive Activity Policy to supersede all previous versions (2025, Exhibit B)

Background:

The District currently has a Board-approved policy that has been interfiled with the Administrative Directives titled *"Solicitations or Distribution of Materials on Library Premises"* (2016, Exhibit A). The existing policy addresses the public's constitutional right to expressive activity on District grounds and was last approved by the Board of Library Trustees in 2016. It contains policy directives that are necessary and appropriate for establishing reasonable content-neutral restrictions on expressive activity, but it requires updating and availability to the public outside of the Administrative Directives binder due to the policy's effect on the public's activity.

Discussion:

Recent questions and comments about the District's responsibilities and obligations to screen or restrict expressive activity prompted a review and update of this policy. Upon approval, staff will make this policy more accessible by placing it on the District's website to better inform staff and the public about the public's rights and the District's rights relating to expressive activity.

The District is a public agency and the public has a constitutional right to use the grounds, which are public property, for expressive activity. The District is prohibited from stipulating which viewpoints or activities are permitted and may not screen out viewpoints that staff or patrons find objectionable. However, the District is allowed to impose reasonable, *content-neutral* restrictions to protect property and facilitate safe and unobstructed access to services. The District recommends renaming the policy to *"Expressive Activity Policy"* (2025, Exhibit B) to clarify the purpose and application of the policy and make minor updates to content.

This policy was last updated and reviewed by legal counsel in 2016. The updated policy is not substantially different but has minor modifications to the formatting and style. Additionally, a requirement to follow the District's Rules of Conduct and the associated application of the enforcement and appeals procedure have been included. Additional

language modifications were made to clarify the District's intent to prohibit obstruction and access of services, eliminating the restriction of use of amenities in favor of prohibiting obstruction of them.

Recommendation:

This policy has been reviewed by the District's legal counsel and library staff recommends that the Board of Library Trustees rename, approve, and adopt this updated policy as presented to supersede the previous policy dated 2016. Upon approval, staff will add it to the District's website with other policies that directly affect patron use of District facilities.

Fiscal Impact:

There is no fiscal impact associated with this item.

Attachments:

Exhibit A: Solicitations or Distribution of Materials on Library Premises
Exhibit B: Expressive Activity Policy 2025

SOLICITATIONS OR DISTRIBUTION OF MATERIALS ON LIBRARY PREMISES

The Buena Park Library District recognizes and supports the public's right to free speech including presenting speeches, distributing petitions or other information, advocating views or positions, or engaging in other expressive activity. However, the Library also has an obligation to provide library services to the public in an environment where access and privacy are maintained, and where safe and unobstructed ingress and egress to Library property is provided.

The area outside the Library is subject to reasonable time, place, and manner restrictions on those wishing to use the area for expressive activity. The Library has the authority to make reasonable rules that are universally applicable and content neutral regarding the use of Library property. As such, the following rules shall apply to individuals or groups participating in expressive activity outside the Library:

1) The conduct of persons presenting speeches, distributing petitions or other information, advocating views or positions, or engaging in other expressive activity on Library property must be in compliance with Buena Park Library District policies and federal, state, and local laws, ordinances, and statutes.
2) Expressive activity outside the Library is prohibited within fifteen feet of the Library building and shall not block nor hinder, interfere or otherwise impede patrons and staff wishing to enter or exit the Library building or parking lot.
3) Loud talking, shouting, or yelling that disrupts those using the Library interior for its intended purpose is prohibited.
4) A table and/or chair may be used by those participating in expressive activity, but they may not cause pedestrian or traffic congestion or become a safety hazard.
5) Posters are permitted so long as they are held by a person or placed on, leaned against or hung from the permitted table and/or chair and do not cause a safety hazard.
6) The benches, bike racks, and book drop located on the Library grounds are intended for Library patron use only and shall not be obstructed in any manner.
7) Leafleting on vehicles in the Library parking lot is prohibited.
8) No person shall solicit and receive funds in a continuous and repetitive manner with passers-by where funds are immediately received on the premises. Solicitation or distribution of materials requesting future donations where funds are not immediately received on the premises is permitted.To maintain the premises free of debris and litter, materials including, but not limited to, posters, flyers, placards, brochures, banners, or signs may not be left unattended on Library grounds. The Library staff will remove and dispose of any unattended materials.
9) The Library reserves the right to place a sign indicating that the views expressed are neither sponsored nor endorsed by the Library in the area where expressive activity is taking place.

"ADMINISTRATIVE DIRECTIVES"

Any person or group who does not comply with the rules stated above or who disrupts the regular business of the Library shall be required to comply with the above-referenced rules and/or immediately cease their disruptive activities.

Effective: 12/15/80
Revised: 12/06/16

BUENA PARK Library District

Expressive Activity Policy

1. Purpose

The purpose of the Buena Park Library District's ("District") Expressive Activity Policy is to recognize and support the public's right to free speech including presenting speeches, distributing petitions or other information, advocating views or positions, or engaging in other expressive activity. The policy also ensures the District's ability to provide library services to the public in a safe and orderly manner, to protect District property, ensure patron access and privacy, and provide unobstructed ingress and egress to District property.

2. Authority

The area outside the library building is subject to reasonable time, place, and manner restrictions on those wishing to use the area for expressive activity. The District has the authority to make reasonable rules that are universally applicable and content neutral regarding the use of District property.

3. Rules and Requirements

The following rules shall apply to individuals or groups participating in expressive activity outside the library building:

a. The conduct of persons presenting speeches, distributing petitions or other information, advocating views or positions, or engaging in other expressive activity on District property must be in compliance with Buena Park Library District policies, including the Rules of Conduct, and federal, state, and local laws, ordinances, and statutes.
b. Expressive activity outside the library is prohibited within fifteen feet of the entrance to the library building and shall not block nor hinder, interfere or otherwise impede patrons and staff wishing to enter or exit the library building or parking lot.
c. Loud talking, shouting, or yelling that disrupts those using the library interior for its intended purpose is prohibited.
d. A table and/or chair may be used by those participating in expressive activity, but they may not cause pedestrian or traffic congestion or become a safety hazard.
e. Posters are permitted so long as they are held by a person or placed on, leaned against or hung from the permitted table and/or chair and do not cause a safety hazard.

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f. Any expressive activity shall not obstruct the benches, bike racks, and book drop located on the library grounds.
g. Leafleting on vehicles in the library parking lot is prohibited.
h. No person shall solicit and receive funds in a continuous and repetitive manner with passers-by where funds are immediately received on the premises. Solicitation or distribution of materials requesting future donations where funds are not immediately received on the premises is permitted.
i. To maintain the premises free of debris and litter, materials including, but not limited to, posters, flyers, placards, brochures, banners, or signs may not be left unattended on library grounds. District staff will remove and dispose of any unattended materials.
j. The District reserves the right to place a sign indicating that the views expressed are neither sponsored nor endorsed by the District in the area where expressive activity is taking place.

4. Enforcement

Any person or group who does not comply with the rules stated above or who disrupts the regular business of the District shall be required to comply with the above-referenced rules and/or immediately cease their disruptive activities. Violations of the Library Rules of Conduct are subject to the enforcement and appeal procedure described in the Library Rules of Conduct Policy.

Effective:12/15/1980
Revised:12/06/2016
Revised:12/02/2025

*(*Retitled *Expressive Activity Policy* from *Solicitations or Distribution of Materials on Library Premises on 12/02/2025)*

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BUENA PARK Library District

Staff Report- Agenda Item 13

Date: December 12, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Patty Salas, Administrative Assistant
Subject: Record Retention Schedule Update

Recommended Action:

Agenda Item 13 Approve revisions to the Records Retention Schedule

Background:

The District's Records Management Policy and Retention Schedule provides guidelines regarding the retention or disposal of the District's records. The policy was last reviewed in March 2023.

Discussion:

The Library Renovation Project is scheduled to begin in 2026, requiring the District to temporarily relocate its operations and materials. To avoid transporting outdated records, staff need to dispose of documents that have exceeded their retention period.

During a review of the District's Records Retention Schedule, staff identified several Risk Management categories currently designated as "Permanent." To ensure compliance and accuracy, administrative staff consulted with the District's Risk Management provider regarding appropriate retention requirements. Based on Cal/OSHA Record Retention requirements and best practice recommendations, Workers' Compensation claim records should be retained for five years, and accident and investigation reports should also be retained for five years.

Additionally, staff incorporated several categories from the Cal/OSHA records retention schedule that were previously missing from the District's schedule. Redundant categories were deleted.

Recommendation:

Approve the Retention Schedule as presented.

Fiscal Impact:

There is no fiscal impact associated with this item.

Attachments:

Exhibit A: Records Management Policy and Records Retentions Schedule

MISCELLANEOUS POLICIES/PROCEDURES

RECORDS MANAGEMENT POLICY AND RETENTION SCHEDULE

It is the purpose of this policy to:

1. provide guidelines to staff regarding the retention or disposal of Buena Park Library District's records;
2. provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business;
3. ensure prompt and accurate retrieval of records;
4. and ensure compliance with legal and statutory requirements (i.e. California Public Records Act).

Definitions:

Active Records – records that are referred to at least once a month

Email – short for electronic mail, the transmission of messages over communications networks. The messages can be notes entered from the keyboard or may include attachments of electronic files stored on disk.

Inactive Records – records that are accessed an average of less than once per month per cubic foot of records but have not completed their full retention period. (Example: personnel files of former employees)

Non-Records – Materials not kept in the ordinary course of business, such as transitory documents, voicemail, email, unofficial copies of documents kept only for convenience or reference, working papers, blank forms, and library materials intended solely for reference.

Permanent Records – records that are required to be kept in perpetuity, usually identified by statute or other written guidance. Examples include original minutes, resolutions, land grant deeds, etc.

Perpetual Records – records retained as active files for an indefinite period of time and then stored or destroyed after some event takes place. Examples include personnel files which are active until a person terminates employment; policy files kept until the policy is changed; contract files that are active until the contract terminates, then destroyed a fixed number of years later; current database information until it is superseded, etc.

Program Records – records that relate to the primary function of the agency in response to its daily mission. Example: library card application/form

Public Records – for purposes of the California Public Records Act, any writing containing information relating to the conduct of the Public's business prepared, owned, used, or retained by any local agency regardless of physical form or characteristics.

Records – a thing which constitutes an objective, lasting indication of a writing, event, or other information which is in the custody of a District employee and was kept because it is necessary or convenient to the discharge of the District employee's duties and was made or retained for the purpose of preserving its informational content for future reference.

Records Retention Schedule – a list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, historical, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".

Retention Period – the length of time a record must be retained to fulfill its administrative, fiscal, historical and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

Software – any system, program, application, instruction, or protocol designed to store, control, or process data.

Vital Records – records required for daily operations and to resume those operations after a disaster. A Vital Records Program protects records from the effects of the disaster and assists in recovery from the event. Vital and important records, regardless of whether they are maintained in hard (paper) copy, electronically or in some other media, are those having legal, financial, operational or historical value to the District.

GENERAL RECORDS MANAGEMENT

Official records are comprised of a collection of documentation, including legislative, historic, legal, fiscal and administrative documents, as well as vital records. Records management entails administering various document formats such as correspondence, mail, emails, faxed materials, historical reference, and electronic media.

Records management archiving is a conventional method of safeguarding history for the benefit of education, accessibility to research and preservation of valuable fiscal, legal and administrative information. As the records management system for the Buena Park Library District includes a vast array of elements, it is incumbent upon each department to ensure proper safekeeping and destruction pursuant to the criteria set forth herein.

Statutory references are legal citations setting forth the retention and destruction guidelines. These guidelines ensure that the records are maintained legally and efficiently. Records that are not appropriately maintained or improperly destroyed expose the Library District to potential liability.

In most cases, records not addressed in the attached schedule should be considered routine in nature and would be identified as general information under a specific record series. Retention for those files would be two (2) years unless specific laws, decisions or opinions apply to that record series. Transitory correspondence files, consisting of correspondence, routine transactions, memoranda or emails holding no administrative, fiscal, historical or legal value should not be filed in working files. Examples of transitory documents may be, but are not limited to transmittal letters, forms, emails (see section on email below), requests for routine information or publications, announcements, and other documents not requiring action by the receiving office. Documents that are not transitory in nature, not addressed in this schedule, and for which there are legal requirements, or the record is essential either for legal, historical, fiscal or administrative value, shall have a title assigned to them and added to the retention schedule. The retention schedule is not a permanently fixed document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.

Email Retention Policy

It is the District's policy that District email systems are intended to be a medium of communication. District email systems are not intended to be and may not be used for electronic storage or maintenance of District records. The email system, to function as intended, anticipates or requires that Library staff regularly delete communications from the system. The Technology Department will automatically delete District emails older than two years. Email records pertaining to a threatened or actual legal action must be retained until the litigation is concluded.

Email messages and attachments comparable to hard copy documents that would be retained under this policy should be retained as follows: the document must be categorized in the appropriate record series and converted to the appropriate electronic format (PDF) or printed in hard copy and retained for the required time period as outlined in the Record Retention Schedule. No matter what form in which the record is retained, proper procedures as outlined in the Records Management Policy must be followed prior to the destruction of any record. All digital records are to be saved to District owned shared drives or given to Library Administration for proper retention.

Routine email messages comparable to telephonic communications are non-records. They are not intended to be retained in the ordinary course of Library business. Each user will have the responsibility to remove such non-records from their Outlook mail system on a rolling sixty-day schedule.

Library District employees are not to use their personal email account(s) to send emails relating to or containing District business. If an employee inadvertently transmits an

email or receives an email that relates to or contains District business on a personal email account, that employee should forward an unaltered copy to their District email address as soon as possible. It is the District's policy that Library District employees only use the District owned email system when conducting Library business.

The Library Director is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records as specified in the Record Retention Schedule.

The Records Management Policy and the Record Retention Schedule will be reviewed annually.

RECORD RETENTION SCHEDULE

The Record Retention Schedule follows procedures and standards that are established in accordance with California Government Code 60200 et. seq. and other statutory requirements, as well as sound records management practices.

The District is prohibited from destroying or disposing of a record that is any of the following:

1. Relates to the formation, change of organization, or reorganization of the District.
2. A District ordinance, unless it has been repealed or is invalid or unenforceable, in which case it can be destroyed or disposed of five years after it was repealed or became invalid or unenforceable.
3. Minutes of any meeting of the Library Board of Trustees.
4. Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.
5. Records that are subject of a pending Public Records Act request, whether or not the District maintains that the record is exempt from disclosure, until the request is granted or two years have passed since denial.
6. Relates to any pending construction that the District has not accepted or as to which a stop notice claim legally may be presented.
7. Relates to any nondischarged debt of the District.
8. Relates to the title to real property in which the District has an interest.
9. Relates to any nondischarged contract to which the District is a party.
10. Has not fulfilled the administrative, fiscal or legal purpose for which it was created or received.
11. Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.
12. Specifies the amount of compensation paid to District employees or officers or to independent contractors providing personal or professional services to the District, or relates to expense reimbursement to District officers or employees or to the use of District paid credit cards or any travel compensation mechanism. These records may be destroyed seven years after the date of payment.

Records, papers or documents required by law to be filed and preserved may be destroyed if all of the following conditions are met:

1. The record, paper or document is copied, scanned, or photographed, in a manner that does not permit additions, deletions, or changes to the original document.
2. The device used to reproduce the record, paper or document on film, or other medium is one that accurately reproduces the original in all details and that does not permit additions, deletions, or changes to the original document images.
3. The photographs, copies, or digital copies are placed in conveniently accessible files and provisions are made for preserving, examining and using the files.

Disposal of Records
The disposal of records will be by shredding or other effective method of destruction as authorized by the Director.

The District is not required to photograph or make a copy of any record that is destroyed or disposed when following the Record Retention Schedule.

RECORD RETENTION SCHEDULE		
Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
ACCOUNTING		
Accounts Payable	Audit + 7	Invoices, check copies, supporting documents.
Accounts Receivable	Audit + 7	
Bank Reconciliation	Audit + 7	Statements, summaries for receipts, disbursements & reconciliation.
Budget (Adopted)	Permanent	Annual operating budget approved by Board of Trustees.
Budget adjustments, journal entries	Audit + 7	Account transfers.
Checks	Audit + 7	Includes payroll, canceled & voided checks.
Deposits, Receipts	Audit + 7	Checks, coins, currency.
Expense Reports	Audit +7	
Ledger, General	Permanent	
Taxes, Receivable	Audit + 7	
AUDIT		
Audit, Annual Financial Reports and Statements	Permanent	Independent auditor analysis. Auditor recommendations.
Bonds	Closed + 10	Final bond documentation.
BUILDING/PROPERTY/CONSTRUCTION		
Bids & Proposals	Closed + 10	
Blueprints, Specifications	Permanent	Submitted by contractors with application for permit and builds for Certificate of Occupancy.
Building Certificates	Life	Compliance, elevation, occupancy which affect real property.
Capital Improvement Projects	Closed + 10	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Contracts and Agreements	Termination + 5	Includes leases, equipment, services, supplies and construction.
Deeds & Promissory Notes	Permanent	
Hazardous Materials Documents	Permanent	Assessments, surveys, abatements, monitoring, clearances, manifests
Maps & Plats	Permanent	May include engineering & field notes and profiles; cross-section of streets, storm drains, water easements, bench marks, trees, grading, fire hydrants, base maps, etc.

RECORD RETENTION SCHEDULE		
Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
Permits	Permanent	Plans, building, signs, grading, encroachment permits. Conditional Use Permits
Payment Bonds, Performance Bonds	Closed + 10	
ELECTIONS		
Election Calendar	Election + 2	
Certificates of Election	Termination + 4	Certificates of election, original reports and statements.
FAIR POLITICAL PRACTICES		
History	Permanent	History of elections.
Statement of Economic Interest – Elected Official	Termination + 7	Board of Trustees – filed with OC Clerk of Board
Statement of Economic Interest – Not Elected	Current Year + 7	Library Staff, consultants
Maps, Precincts/Voter Information	Election + 2	
Notifications and Publications	Election + 2	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election. (Notification of Public Hearings)
Oaths of Office	Termination + 7	Elected officials – also filed with OC Clerk of Board
FIXED ASSETS		
Inventory (Fixed Assets Documents)	Audit + 7	Reflects purchase date, cost.
GENERAL SUBJECT		
Administrative Subject Files	Current Year + 2	
Annual Report and newsletters	Supersede + 5	
Associations	Active	Active while membership is current.
District-paid Conferences	3	Registration, itinerary/travel arrangements.
Donations	Current + 2	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Mission Statements	Active	Active until revised.
Organizational Charts	Active	Active until revised.
Plan of Service/Goals	Active	Active until revised/rescinded/superseded.
Policies	Active	

RECORD RETENTION SCHEDULE		
Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
GRANTS		
Federal, State, Private Sector	Closed + 10	
Financial Records	Closed + 5	
HUMAN RESOURCES/PERSONNEL		
Action Requests / Grievances	Active +2	
Benefit Plan Claims	Permanent	May include dental, disability, health, life and vision including dependent care.
Classifications and Appointments	Permanent	Included in Board Minutes
Employee Handbook	Supersede	General employee information
Employment Eligibility	Active + 2	I-9's.
PERS, Social Security, SSI	Permanent	EEOC/ADEA.
Pre-employment Physical/ Background (Not Hired)	Closed + 2	
Recruitment	Closed + 2	Applications, resumes, examination materials; examination answer sheets, interview documents, job bulletins; eligibility.
Personnel File (by name)	Termination + 7	
Pre-employment Physical/ Background (hired)	Termination +7	Kept in confidential files in Business officer office during employment. Moved to personnel file after termination
LEGAL		
Agendas/Board Packets	Current Year + 5	Original agenda, special meeting notices and reports.
Articles of Formation	Permanent	
Legal Advertising	Current Year + 5	Includes public notices, legal publications, notices inviting sealed bids
Law Suits/Small Claims	Active +5	Active until litigation complete
Minutes	Permanent	Official minutes and hearing proceedings of governing body or board, commission or committee.
Opinions	Supersede + 2	Confidential.
Resolutions	Permanent	Board actions.
Tapes, Audio	Current + 3 mo.	When used for minute preparation.

RECORD RETENTION SCHEDULE		
Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
PAYROLL		
Adjustments	Audit + 7	Audit purposes.
Employee Time Sheets	Audit + 7	Signed by employee for audit.
Salary Records/ADP	Audit + 7	Deduction authorization, beneficiary designations, unemployment claims, garnishments.
PATRON RELATED		
Patron Incident Reports	Current + 5	
Patron Injury Reports	Current + 2	
~~Patron Record in Polaris~~	~~7~~	
PURCHASING		
Bids and RFPs	Closed + 10	Requests for Proposals regarding goods and services.
Vendor Information	Active +10	Should be kept for historical reference.
REPORTS		
Deferred Compensation	Termination + 5	Records of employee contributions and district payments.
Federal and State Tax	Audit + 7	Forms 1096, 1099, W-4's and W-2's
Investment Transactions	Permanent	Summary of transactions, inventory & earnings report.
State Controller Reports	Permanent	
RISK MANAGEMENT		
Accident~~-~~/Incident Investigation Reports	~~Closed + 7~~5 Years	Reports and related records.
Asbestos Notification Letter	Supersede	Keep until superseded.
Bonds, Insurance	Permanent	Bonds and insurance policies insuring property and other assets.
Claims, Damage	Closed + 7	Paid/Denied.
Form 300 – Log and Annual Summary	5 Years after the end of the calendar year covered	8 CCR 14300.33 Must be updated during the 5-year period if new information appears.
Hazard-Correction Records	5 years	Needed to show ongoing hazard identification efforts.
~~Health/Safety Training~~Training Records – General Safety Training	~~3~~5 years	~~Meetings, brochures, training.~~
Incident Reports	Closed + 7	Theft, arson, vandalism, property damage or similar occurrence

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RECORD RETENTION SCHEDULE		
Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
Insurance, Liability/Property	Permanent	May include liability, property, Certificates of Participation, deferred, use of facilities.
~~Insurance, Workers Compensation~~	~~Permanent~~	~~Indemnity; PERS – working files – originals with Administrator.~~
~~Photographs~~	~~Closed + 7~~	~~May have historic value.~~
Risk Management Reports	Closed + 7	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies.
Workers' Compensation Claim Forms (DWC-1), insurer reports, claim files	~~Permanent~~5 Years after injury	~~Claim Files, Reports, Incidents (working files) originals filed with Administrator.~~

Adopted: 04/01/2008
Revised:03/04/2014
Revised: 03/03/2020
Revised: 03/02/2021
Revised: 03/07/2023
Revised: 12/16/2025

BUENA PARK Library District

Staff Report- Agenda Item 15

Date: October 7, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: 2026 Operating Hours and Holidays

Recommended Action:
Agenda Item 15 – Approve the adoption of Resolution 2025-9 establishing operating hours and holiday closures for calendar year 2026

Background:

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

Regular Operating Hours:

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

Calendar Year 2026 Approved Holidays:

New Year's Day	Thursday, January 1, 2026
Martin Luther King Jr. Day	Monday, January 19, 2026
Presidents' Day	Monday, February 16, 2026
Memorial Day	Monday, May 25, 2026
Independence Day	Saturday, July 4, 2026
Labor Day	Monday, September 7, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Day after Thanksgiving	Friday, November 27, 2026
Christmas Eve	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026
New Year's Eve Day	Thursday, December 31, 2026

Discussion:

Full-time employees are compensated with paid holidays for the above-mentioned days, compensatory time off if they are scheduled to work on a holiday, or a different day off if

the holiday falls on their regularly scheduled day off. Part-time employees do not receive holiday benefits.

The current regular operating hours allow the District to serve the diverse needs of our community and offer library programs and services throughout different times of day to accommodate various schedules. However, staff propose slight modifications to operating hours around holidays and additional closures due to Friday and Saturday holidays to accommodate leave requests and holiday liabilities. We successfully began this practice in 2025, reducing the leave liability and scheduling strain on staffing. Since the District does not operate on a Monday-Friday schedule with typical business hours and does not have on-call or additional staff available to fill in for leave, we are still consistently operating with staff shortages around holidays, requiring long hours out of key employees, and increasing leave liabilities. Our scheduling modifications in the last year have improved the situation, but those these circumstances still exist. The coming year has additional Friday holidays and will have a greater impact if Saturday closures do not follow. This will allow the District to grant the holidays when they accrue. A library like ours with a smaller staff has less flexibility with staffing options. This is a reasonable solution to operate more effectively.

Recommendation:

Recommended additional modifications to operating hours:

Date	Regular Operating Hours	Recommended Operating Hours
Friday, July 3, 2026	Open	Closed
Wednesday, November 25, 2026	10:00 a.m. to 8:00 p.m.	10:00 a.m. to 5:00 p.m.
Saturday, November 28, 2026	Open	Closed
Monday, December 21, 2026	10:00 a.m. to 8:00 p.m.	10:00 a.m. to 5:00 p.m.
Tuesday, December 22, 2026	10:00 a.m. to 8:00 p.m.	10:00 a.m. to 5:00 p.m.
Wednesday, December 23, 2026	10:00 a.m. to 8:00 p.m.	10:00 a.m. to 5:00 p.m.
Saturday, December 26, 2026	Open	Closed
Monday, December 28, 2026	10:00 a.m. to 8:00 p.m.	10:00 a.m. to 5:00 p.m.
Tuesday, December 29, 2026	10:00 a.m. to 8:00 p.m.	10:00 a.m. to 5:00 p.m.
Wednesday December 30, 2026	10:00 a.m. to 8:00 p.m.	10:00 a.m. to 5:00 p.m.

Fiscal Impact:

This will reduce operating expenses by reducing the need to staff the library during historically slow periods and will allow the District to grant holidays at the time they accrue and grant more leave requests, reducing the District's leave liability.

Attachments:

Exhibit A: Resolution 2025-9 Establishing Operating Hours and Holiday Closures for Calendar Year 2026

BUENA PARK LIBRARY DISTRICT
RESOLUTION NO. 2025-9

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BUENA PARK LIBRARY DISTRICT OF ORANGE COUNTY ESTABLISHING OPERATING HOURS AND HOLIDAY CLOSURES FOR CALENDAR YEAR 2026

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

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

1. The Board does hereby establish the Operating Hours and Holiday Closures for Calendar Year 2026 as exhibited in Attachment "A."

2. The Library Director is authorized to carry out and comply with the terms and intent of this resolution.

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Trustees of the Buena Park Library District at the meeting held on December 16, 2025, passed by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

By: _____

Brenda Estrada, President

ATTEST:_____

BUENA PARK Library District

2026 Operating Hours and Holiday Closures

Regular Operating Hours:

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

Library Closures and Modified Hours:

Occasion	Date	Operating Hours
New Year's Day*	Thursday, January 1, 2026	Closed
Martin Luther King Jr. Day*	Monday, January 19, 2026	Closed
Presidents' Day*	Monday, February 16, 2026	Closed
Memorial Day*	Monday, May 25, 2026	Closed
Friday before Saturday Holiday	Friday, July 3, 2026	Closed
Independence Day*	Saturday, July 4, 2026	Closed
Labor Day*	Monday, September 7, 2026	Closed
Veterans Day*	Wednesday, November 11, 2026	Closed
Modified Hours	Wednesday, November 25, 2026	10:00 a.m. to 5:00 p.m.
Thanksgiving Day*	Thursday, November 26, 2026	Closed
Day after Thanksgiving*	Friday, November 27, 2026	Closed
Saturday after Friday Holiday	Saturday, November 28, 2026	Closed
Modified Hours	Monday, December 21, 2026	10:00 a.m. to 5:00 p.m.
Modified Hours	Tuesday, December 22, 2026	10:00 a.m. to 5:00 p.m.
Modified Hours	Wednesday, December 23, 2026	10:00 a.m. to 5:00 p.m.
Christmas Eve*	Thursday, December 24, 2026	Closed
Christmas Day*	Friday, December 25, 2026	Closed
Saturday after Friday Holiday	Saturday, December 26, 2026	Closed
Modified Hours	Monday, December 28, 2026	10:00 a.m. to 5:00 p.m.
Modified Hours	Tuesday, December 29, 2026	10:00 a.m. to 5:00 p.m.
Modified Hours	Wednesday December 30, 2026	10:00 a.m. to 5:00 p.m.
New Year's Eve Day*	Wednesday, December 31, 2026	Closed

*Indicates approved holidays for eligible employees

BUENA PARK Library District

Staff Report- Agenda Item 16

Date: December 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Election of Officers

Recommended Action:
Agenda Item 16 - Election of Officers for President, President Pro-Tem, and Secretary

Background:

Each December, the Board of Library Trustees elects officers for the following term. The officers are President, President Pro-Tem, and Secretary. The Board elected the current officers in July 2025 after the resignation after the last Board President. The current officers served the unexpired term for five (5) months in their respective offices. The appointments following this election will be for a full one-year term from the election of officers until December 2026.

Discussion:

The Board will accept nominations for President, President Pro-Tem, and Secretary and have an election. Below are the duties of each Officer:

A. President

1. Chairs all Library Board of Trustees meetings;
2. Carries out necessary duties as prescribed by law;
3. Works closely with the Director (or his or her designee(s)) to facilitate effective communication among the Board of Trustees and the community;
4. Works closely with the Director in preparing the agenda for all Board of Trustees meetings;
5. Shall sign, with the Secretary, all official documents implementing Board action;
6. Appoints Standing Committees (including a chair of each committee), Board Liaisons, and may create Special Committees or Ad-Hoc Committees to perform a specific task; with all appointees requiring an approval by a majority of the Board of Trustees;
7. Shall be an ex-officio member of all Standing Committees;
8. Represents the District in official functions, or designates a representative; and
9. Shall be (or shall designate) the official spokesperson for Board of Trustees actions.

B. President Pro Tempore

1. Assumes the duties of the President in absence of the President or in the event that the President must vacate the chair during the course of a meeting; and

2. Carries out necessary duties as prescribed by law.

C. Secretary

1. Certifies all District documents as may be required by law, and signs, with the President, all official documents implementing Board action.
2. Assumes the duties of the President in the absence of the President and President Tempore; and
3. Carries out other duties as prescribed by law.

Fiscal Impact:

There is no fiscal impact associated with this item.

BUENA PARK Library District

Staff Report - AGENDA ITEM 17

Date: December 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Board of Library Trustees Meeting Dates for 2026

Recommended Action:

Agenda Item 17 – Approve the 2026 Board of Library Trustees Meeting dates as presented.

Background:

Board of Library Trustees meetings are regularly held on the first Tuesday of each month at 5:30 p.m. in the Board Room.

Library staff recommends maintaining that schedule. See Exhibit A for Calendar of Proposed Library Board of Trustees meeting dates. There are two special meetings being proposed. The first special meeting is being proposed for Tuesday, June 23, 2026, for the adoption of the 2026-27 Budget. The budget must be adopted prior to July 1, 2026. The second special meeting is proposed for Tuesday, December 8, 2026. This meeting will be held to swear in newly elected or appointed members to the Board for the 2026-2030 term and to elect officers for the 2027 calendar year.

The proposed meeting dates are:

January 6, 2026
February 3, 2026
March 3, 2026
April 7, 2026
May 5, 2026
June 2, 2026
June 23, 2026 (Special Budget Adoption Meeting)
July 7, 2026
August 4, 2026
September 1, 2026
October 6, 2026
November 3, 2026
December 1, 2026
December 8, 2026 (Special Reorganization Meeting if New Trustees Assume Office after Election)

Fiscal Impact:

There is no fiscal impact associated with this item.

Attachments:

2026 Calendar of Board Meetings

BUENA PARK LIBRARY DISTRICT

2026

Board of Library Trustees

Regular Meeting Dates:

- January 6, 2026
- February 3, 2026
- March 3, 2026
- April 7, 2026
- May 5, 2026
- June 2, 2026
- July 7, 2026
- August 4, 2026
- September 1, 2026
- October 6, 2026
- November 3, 2026
- December 1, 2026

Special Meeting Dates:

- June 23, 2026
- December 8, 2026

Special Meeting Dates

Regular Meeting Dates

Library Closed

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
October 7, 2025

CALL TO ORDER: President Estrada called the meeting to order at 5:30 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

Trustee Jensen stated she was a judge on the panel for the Miss Silverado Scholarship Program. She stated there were seven well-qualified candidates.

Trustee Rams informed the Board that former Trustee, Patricia Ganer had passed away on July 20, 2025. Dr. Ganer was on the Board of Trustees for over 30 years. He stated Cypress College would be hosting a Celebration of Life for her.

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

Al Nederhood of Yorba Linda, CA addressed the Board. Mr. Nederhood is currently a Director on the board of the Municipal Water District of Orange County. He would be interviewed to fill the seat vacated by Arlene Schaefer on the CSDA Board of Directors.

Mr. James Fisler of Costa Mesa addressed the Board. Mr. Fisler is a Director on the Mesa Water District board he provided a quarterly update on behalf of OC LAFCO.

Paul Mesmer of Seal Beach addressed the Board. He is the current President of the Surfside Community Services District. He provided an update on ISDOC meetings.

CONSENT CALENDAR (ITEMS 6 - 10)

6. Minutes of the Library Board of Trustees Regular Meeting on September 2, 2025 (Received, filed, and approved)
7. Personnel Report for October 2025 (Received, filed, and approved)
8. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for September 2025 (Received and filed)
9. Payment Register for September 2025 (Received and filed)
10. Acceptance of Zip Books Grant (FY 25-26) in the amount of $1,000

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

Motion approved.

REPORTS FROM LIBRARY ADMINISTRATION

11. Monthly Statistical Reports
    a. Database Usage for August 2025
    b. Trend Analysis for August 2025
    c. Program Statistics Summary for August 2025

12. Library Director's Report for September 2025

Library Director Medina provided the following updates:

- She met with representatives from the CSDA Finance Corporation. They are working on a presentation for the December meeting.
- She collaborated with the District's financial consultants to gather required documents for the audit. She participated in an exit interview with the auditor. A representative from Chavan & Associates, LLP will present their findings at the November 2025 meeting.
- Administration had received complaints about pests in the Library. The District's pest control service provider conducted a thorough inspection, and it was noted there was significant mosquito activity. The District plans to increase the number of services. There are additional building maintenance funds that may be able to cover increased costs.

NEW BUSINESS

13. Collection Development Policy

This Collection Development Policy was developed in accordance with the California Freedom to Read Act that goes into effect on January 1, 2026.

a. Approval and adoption of Collection Development Policy

MOTION by Trustee Quintero to approve and adopt the Collection Development Policy
SECOND by Trustee Rams.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

b. Repeal Collection Development Policy (revised 05/01/2018)

MOTION by Trustee Jensen to repeal the Collection Development Policy last revised on 05/01/2018.
SECOND by Trustee Quintero.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

DRAFT

c. Repeal Materials Selection Policy (Revised 10/03/1984)

MOTION by Trustee Quintero to repeal the Materials Selection Policy revised 10/03/1984.
SECOND by Trustee Rams.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

d. Repeal Prioritized List of Library Services (1/1989)

MOTION by Trustee Jensen to repeal the Prioritized List of Library Services.
SECOND by Trustee Rams.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

e. Repeal Statement of Priorities and Limitations in Reference and Information Services and Materials (6/10/1983)

MOTION by Trustee Rams to repeal the Statement of Priorities and Limitations in Reference and Information Services and materials.
SECOND by Trustee Quintero.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

14. Circulation Policy

a. Approval and adoption of Circulation Policy

MOTION by Trustee Quintero to approve and adopt the Circulation Policy.
SECOND by Trustee Jensen.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

b. Repeal Confidentiality of Library Records Policy and Procedure (8/5/2003)

MOTION by Trustee Rams to repeal the Confidentiality of Library Records Policy and Procedure.
SECOND by Trustee Jensen.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

c. Repeal Library Fees Policy (3/3/2020)

MOTION by Trustee Rams to repeal the Library Fees Policy.
SECOND by Trustee Quintero.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

DRAFT

d. Repeal Registration of Minors Policy (6/3/1992)

MOTION by Trustee Rams to repeal the Registration of Minors Policy.
SECOND by Trustee Quintero.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

e. Repeal Hotspot Wifi Lending Policy (2/6/2024)

MOTION by Trustee Jensen to repeal the Hotspot Wifi Lending Policy.
SECOND by Trustee Quintero.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

15. Status of Volunteer Guild and Support Groups Policy

a. Permanently withdraw support of the Volunteer Guild of the Buena Park Library District and its successor organization as an officially recognized support group of the Buena Park Library District

MOTION by Trustee Jensen to permanently withdraw support from the Volunteer Guild of the Buena Park Library District and its successor organizations as an officially recognized support group of the Buena Park Library District.
SECOND by Trustee Rams.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

b. Repeal Supports Groups Policy (5/3/2011)

MOTION by Trustee Quintero to repeal the Supports Groups Policy.
SECOND by Trustee Rams.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

16. Approval of Consulting Agreement with Eagle MMP, Inc. for Technology Consulting in the amount of $9,500.00

MOTION by Trustee Quintero to approve the Consulting Agreement with Eagle MMP, Inc. for Technology Consulting.
SECOND by Trustee Rams.
AYES: Estrada, Jensen, Quintero, Rams.
Motion approved.

FUTURE AGENDA ITEMS

17. Agenda preparation for the Regular Meeting which will be held on November 12, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees.

DRAFT

There were no requests.

ADJOURNMENT

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

AYES: Estrada, Jensen, Quintero, Rams.

MOTION approved.
The meeting was adjourned at 6:20 p.m.

Submitted by,

_____

L. Carole Jensen
Secretary

DRAFT

BUENA PARK Library District

BOARD OF LIBRARY TRUSTEES
PERSONNEL REPORT FOR
November & December 2025

Department: Administration **Meeting Date: December 2, 2025**

Personnel Action – Merit Increase

Name	Position	Step	Effective Date
Helen Koo	Librarian II	6	December 26, 2025
Martin Lebria	IT Specialist	6	December 26, 2025

Personnel Action – New Hire

Name	Position	Step	Effective Date
None			

Personnel Action – Separation

Name	Position		Effective Date
None			

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
November & December 2025

Meeting Date: December 2, 2025

Adult Books:

- *Denied Access: A Mitch Rapp Novel by Don Bentley and Vince Flynn*
- *Just Friends by Haley Pham*
- *The Seven Rings by Nora Roberts*

Children's Books:

- *More books in Good Dog series (Cam Higgins)*

Zip Book Requests:

- *Awake: A Memoir* by Jen Hatmaker
- *Full of Myself: Black Womanhood and the Journey to Self-Possession* by Austin Channing Brown
- *Journey to Self-Possession* by Austen Channing Brown
- *Fight Oligarchy* by Bernie Sanders

Buena Park Library District

October 2025 Payments

Date	Check Number	Vendor	Purpose	Amount
9/25/2025	EFT	ADP	Wages	$45,943.48
9/25/2025	EFT	ADP	Payroll Taxes	$11,596.20
9/25/2025	EFT	CALPERS	457 Plan	$3,076.58
9/25/2025	13665	Humana Insurance Co.	Ancillary Benefits	$3,459.89
10/3/2025	EFT	ADP	Payroll Processing	$326.58
10/6/2025	13666	Western Allied Corporation	HVAC Service	$678.00
10/6/2025	13667	KC Digital Solutions, Inc.	Copier Service	$93.82
10/6/2025	13668	Pre-Paid Legal Services	Employee Paid Benefit	$254.12
10/6/2025	13669	Chavan & Associates, LLP	Audit Services	$9,250.00
10/6/2025	13670	AMS.net	Meraki License	$7,160.40
10/6/2025	13671	Park Disposal	Waste Disposal	$524.69
10/6/2025	13672	Quadient Finance USA, Inc.	Postage	$580.90
10/6/2025	13673	Baker & Taylor	TitleSource	$1,908.02
10/6/2025	13674	Quadient Leasing USA, Inc.	Postage Machine	$626.53
10/6/2025	13675	Dannis Woliver Kelley	Legal Services	$7,229.50
10/6/2025	13676	Regional Government Services	Consulting Services	$18,147.76
10/6/2025	13677	Master Janitorial Service, Inc	Janitorial Service	$3,043.00
10/6/2025	13678	Townsend Public Affairs, Inc.	Consulting Services	$5,000.00
10/6/2025	13679	EarthCo Landscape	Landscape Service	$2,437.87
10/6/2025	13680	Johnson Controls Security Solutions	Alarm System	$3,931.93
10/6/2025	13681	SoCalGas	Gas Usage	$162.84
10/7/2025	EFT	CALPERS	Health Benefits	$23,100.65
10/7/2025	EFT	CALPERS	Pension	$6,265.28
10/7/2025	EFT	CALPERS	Pension	$1,154.16
10/7/2025	EFT	CALPERS	Pension	$452.27
10/8/2025	EFT	CALPERS	457 Plan	$3,076.58
10/9/2025	EFT	ADP	Wages	$45,593.66
10/9/2025	EFT	ADP	Payroll Taxes	$11,095.41
10/14/2025	13682	California Library Association	Membership	$750.00
10/14/2025	13683	Kanopy	Digital Service	$2,500.00
10/14/2025	13684	So Cal Edison	Electricity	$9,702.23
10/14/2025	13685	Orange County Fire Protection	Quarterly Inspection	$497.38
10/14/2025	13686	Humana Insurance Co.	Ancillary Benefits	$1,743.55
10/14/2025	13687	Amazon Capital Services	Supplies	$160.06
10/14/2025	13688	Eagle Multi-Media Productions Inc.	IT Service	$600.00
10/14/2025	13689	Staples Business Credit	Printer Supplies	$971.15

Buena Park Library District

October 2025 Payments

10/14/2025	13690	Cintas Corp.	Restroom Supplies	$267.71
10/14/2025	13691	Griffin Structures, Inc.	Consulting Services	$23,406.75
10/14/2025	13694	Helen Medina	Mileage Reimbursement	$68.60
10/14/2025	13695	INTELEPEER Holdings, Inc	Voice Service	$397.08
10/14/2025	13696	US Bank Corp Payment Systems	Purchasing Card Purchases	$1,408.80
10/14/2025	13697	Midwest Tape, LLC	Media	$202.35
10/14/2025	13698	Mobile Beacon	Hotspots	$720.00
10/14/2025	13699	Orange County Treasurer-Tax Collector	Sewer Fee	$3,778.10
10/14/2025	13700	Alarm Division City of Buena Park	Permit	$100.00
10/15/2025	EFT	BofA	Account Analysis Fees	$1,063.52
10/17/2025	EFT	ADP	Payroll Processing	$321.18
10/20/2025	EFT	CALPERS	Pension	$6,265.28
10/20/2025	EFT	CALPERS	Pension	$1,108.08
10/20/2025	EFT	CALPERS	Pension	$452.27
10/21/2025	13702	Employment Development Department	Fees	$2,282.72
10/23/2025	EFT	ADP	Wages	$47,175.40
10/23/2025	EFT	ADP	Payroll Taxes	$11,306.41
10/29/2025	EFT	CALPERS	Pension	$3,076.58
10/31/2025	EFT	CALPERS	Pension	$6,265.28
10/31/2025	EFT	CALPERS	Pension	$1,189.57
10/31/2025	EFT	CALPERS	Pension	$452.27
10/31/2025	EFT	ADP	Payroll Processing	$326.58
10/31/2025	13714	Helen Medina	Mileage Reimbursement	$111.86
10/31/2025	13715	Pre-Paid Legal Services	Employee Paid Benefit	$254.12
10/31/2025	13716	Eagle Multi-Media Productions Inc.	20% Deposit	$1,900.00
10/31/2025	13717	US Bank Corp Payment Systems	Purchasing Card Purchases	$1,723.53
10/31/2025	13718	Park Disposal	Park Disposal	$524.69
10/31/2025	13719	Ann Thompson	Mileage Reimbursement	$60.06
10/31/2025	13720	Ashley Parker	Mileage Reimbursement	$17.64
10/31/2025	13721	City of Buena Park	Water Usage	$1,013.23
10/31/2025	13722	Verne's Plumbing, Inc.	Plumbing Repair	$220.00
10/31/2025	13723	EarthCo Landscape	Irrigation Repairs	$1,461.97
10/31/2025	13724	Professional Pest Management	Pest Control	$575.00
			Total	$352,591.12

Buena Park Library District

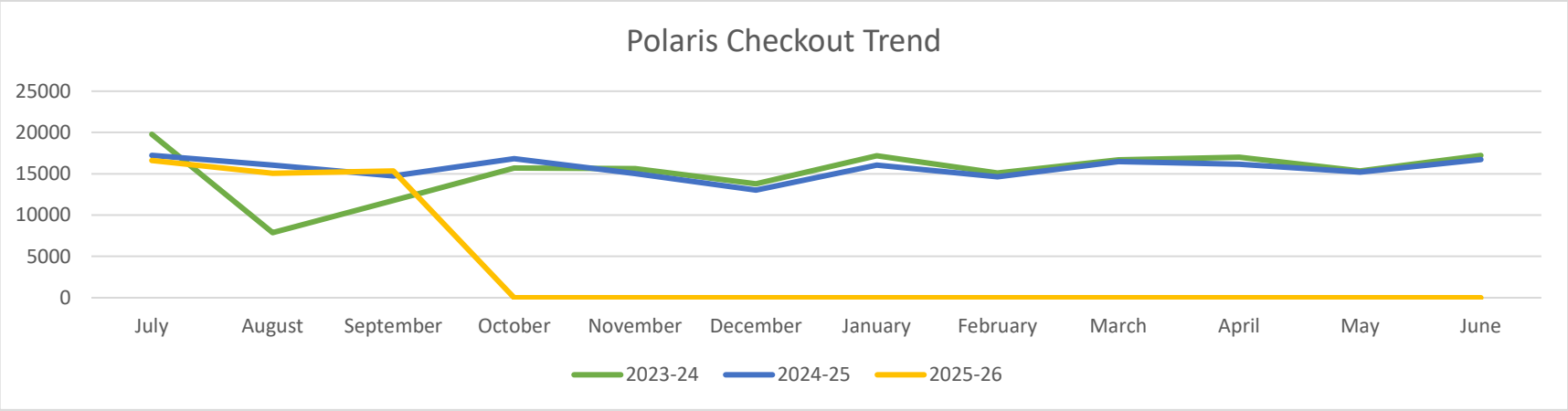
November 2025 Payments

Date	Check Number	Vendor	Purpose	Amount
11/6/2025	EFT	ADP	Payroll Taxes	$11,816.25
11/6/2025	EFT	ADP	Wages	$48,419.42
11/10/2025	EFT	CalPERS	Health Benefits	$23,100.65
11/12/2025	13725	SECO ELECTRIC AND LIGHTING, INC	Electric Repair and Maintenance	$967.40
11/12/2025	13726	Western Allied Corporation	HVAC Maintenance	$678.00
11/12/2025	13727	KC Digital Solutions, Inc.	Copier Service	$103.36
11/12/2025	13728	So Cal Edison	Electricity Usage	$6,434.28
11/12/2025	13729	Orange County Fire Protection	Monthly Fire Extinguisher Inspection	$100.00
11/12/2025	13730	SoCalGas	Gas Usage	$352.08
11/12/2025	13731	Kone, Inc.	Elevator Repair and Testing	$5,348.59
11/12/2025	13732	Amazon Capital Services	Books and Supplies	$1,111.50
11/12/2025	13733	Cintas Corp.	Restroom Supplies	$551.43
11/12/2025	13734	Quadient Finance USA, Inc.	Postage	$625.70
11/12/2025	13735	Bibliotheca, LLC	Software Updates and Maintenance	$3,971.10
11/12/2025	13736	Dannis Woliver Kelley	Legal Services	$8,461.50
11/12/2025	13737	Regional Government Services	Consulting Services	$12,802.10
11/12/2025	13738	Master Janitorial Service, Inc	Monthly Service and Additional Cleaning	$3,293.00
11/12/2025	13739	Townsend Public Affairs, Inc.	Consulting Services	$5,000.00
11/12/2025	13740	Innovative Interfaces, Inc.	Polaris Integrated Library System	$41,805.63
11/12/2025	13741	INTELEPEER Holdings, Inc	Voice Service	$397.08
11/12/2025	13742	EarthCo Landscape	Landscape Service	$1,238.00
11/14/2025	EFT	ADP	Payroll Processing	$326.58
11/14/2025	EFT	CalPERS	Retirement	$452.27
11/14/2025	EFT	CalPERS	Retirement	$1,161.04
11/14/2025	EFT	CalPERS	Retirement	$6,265.28
11/17/2025	EFT	CalPERS	457 Plan	$3,076.58
11/17/2025	EFT	BofA	Account Analysis Fee	$1,002.14
11/18/2025	EFT	CalPERS	457 Plan	$3,076.58
11/20/2025	EFT	ADP	Payroll Taxes	$11,446.01
11/20/2025	EFT	ADP	Wages	$47,372.25
11/21/2025	13743	Humana Insurance Co.	Employee Ancillary Benefits	$1,722.54
11/21/2025	13744	LPA Inc.	Construction Documents-65%	$192,653.50
11/21/2025	13745	Griffin Structures, Inc.	Consulting Services/Constructability Review	$25,525.23
11/24/2025	13746	Helen Medina	November Mileage Reimbursement	$51.80
11/24/2025	13747	Ann Thompson	24-25 Health, Mileage Reimbursement	$1,947.60
			Total	**$472,656.47**

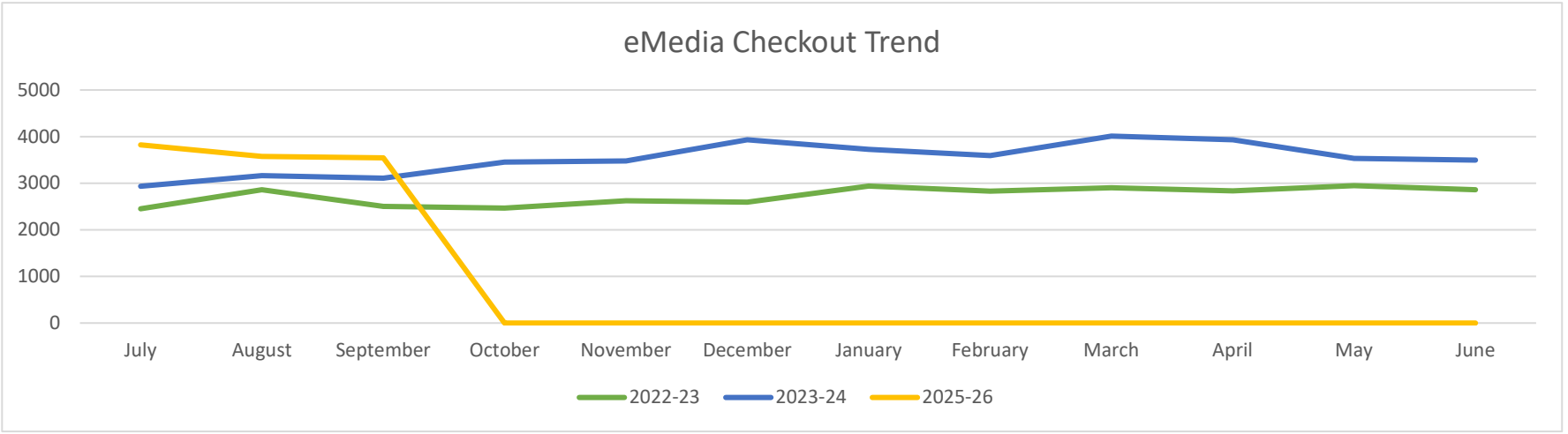
Electronic Resource Usage
July 2025 - June 2026

	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										143
NoveList Plus	22	20	4										46
Gale Virtual Reference Library	9	3	3										15
HelpNow!	402	451	316										1169
Mango Languages	155	174	98										427
Newsbank	423	961	904										2288
TumbleBooks	2	1	0										3
ProQuest	1	1	1										3
CultureGrams	3	6	3										12
Britannica	4	3	103										110
TeachingBooks	482	320	249										1051
Month Total:	1551	1997	1719	0	0	0	0	0	0	0	0	0	5267

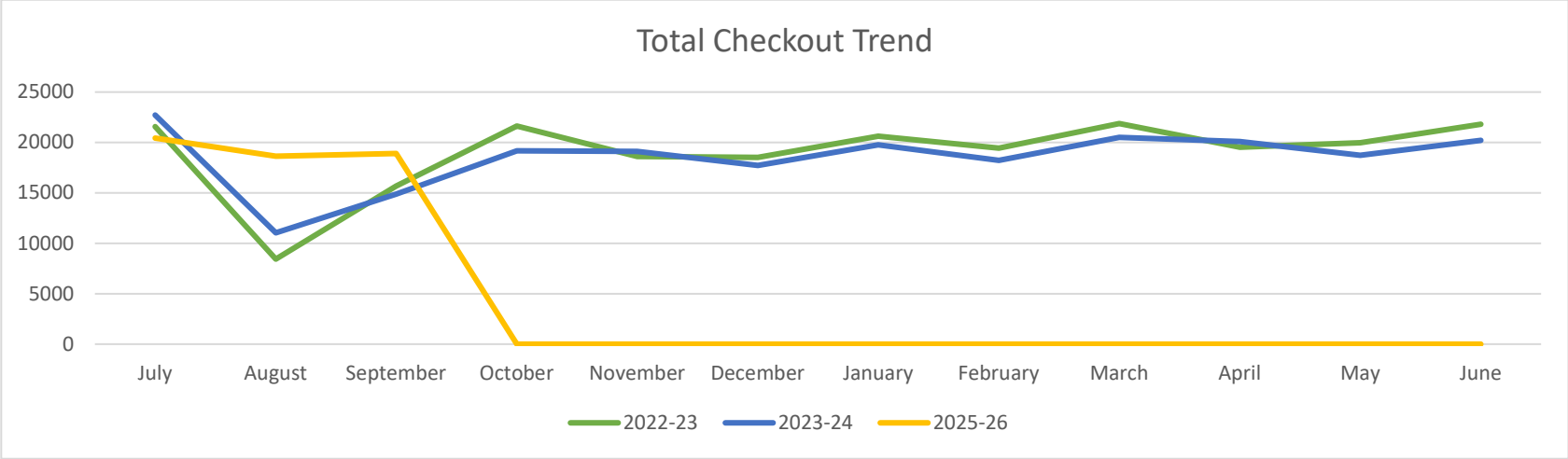
Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2023-24	19784	7877	11779	15714	15644	13802	17187	15083	16700	16999	15351	17222
2024-25	17234	16067	14729	16836	15018	13028	16043	14644	16480	16147	15190	16711
2025-26	16612	15076	15361	0	0	0	0	0	0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



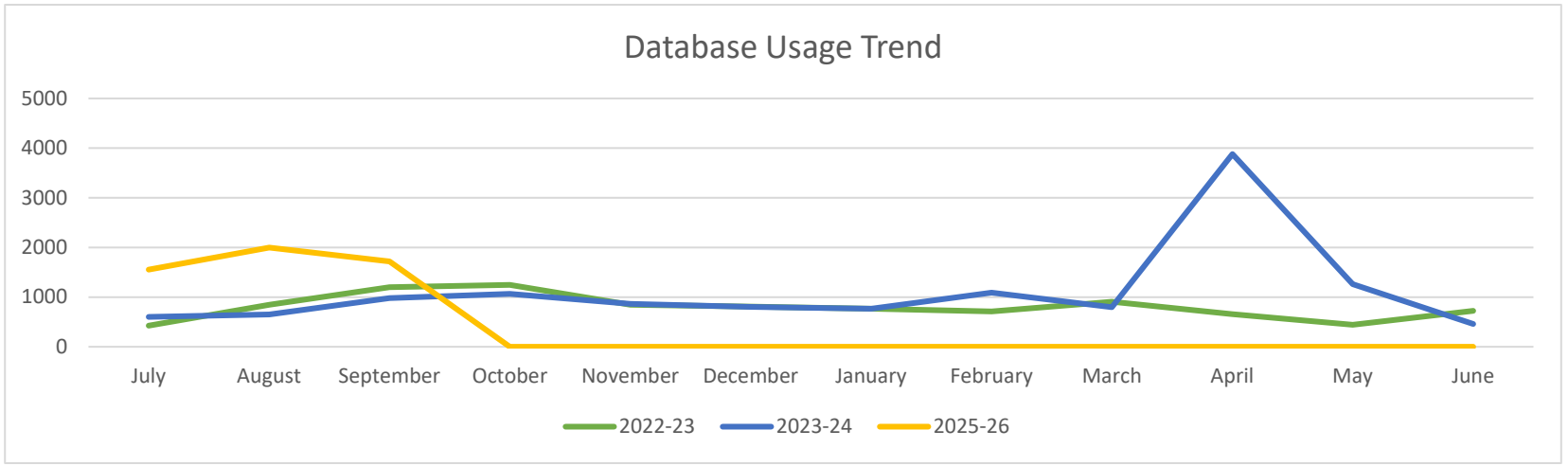
eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2025-26	3823	3577	3543	0	0	0	0	0	0	0	0	0



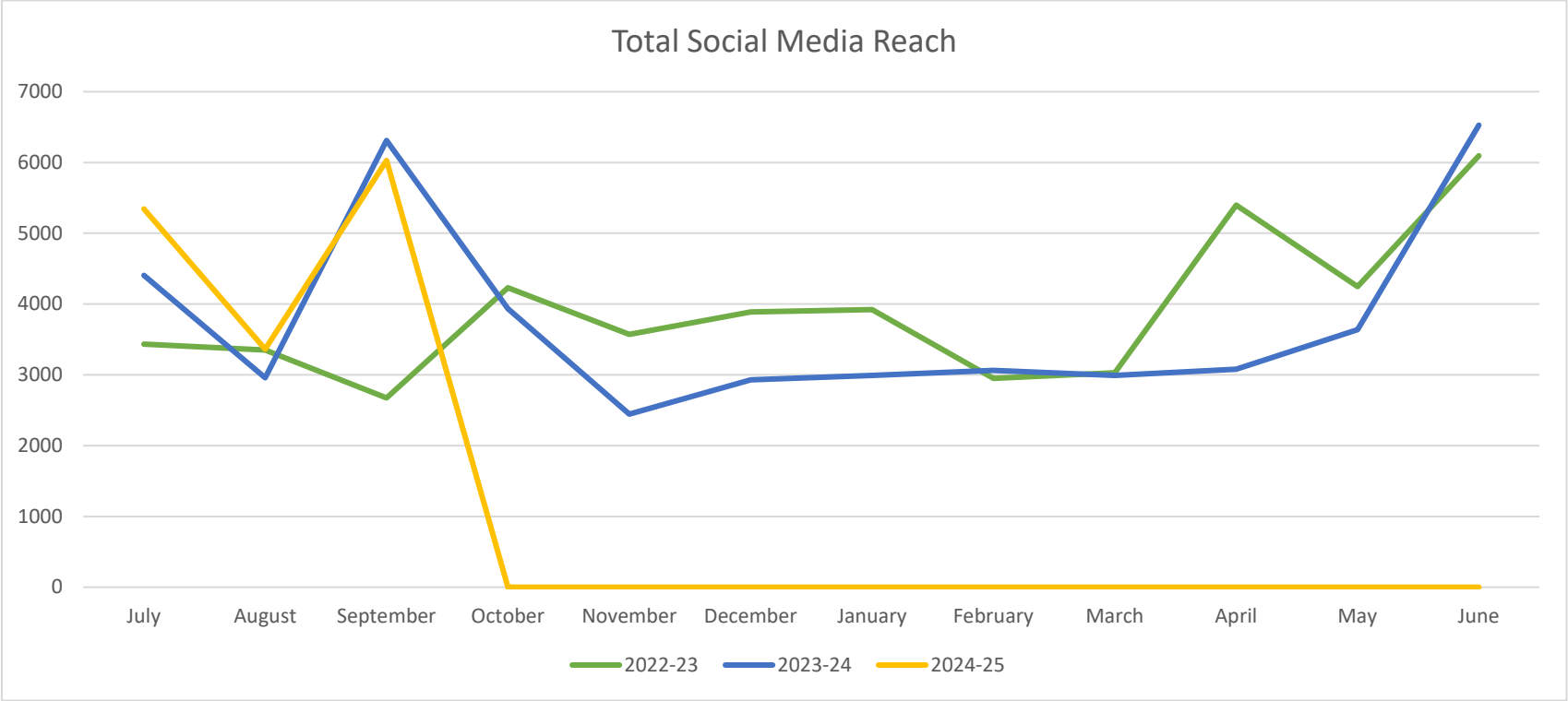
Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	19768	18239	20491	20077	18724	20208
2025-26	20435	18653	18904	0	0	0	0	0	0	0	0	0



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	0	0	0	0	0	0	0	0	0



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	0	0	0	0	0	0	0	0	0



BUENA PARK Library District

Programs Statistical Report for September & October 2025

Board of Library Trustees

Meeting Date: December 2, 2025

Children's Programs	October 2025		September 2025	
	# of Events	Attendance	# of Events	Attendance
Preschool Storytime	4	96	5	143
Little Friends Storytime	5	197	4	151
Family Storytime	4	141	4	149
Spanish/English Storytime	5	49	4	48
Korean/English Storytime	1	20	1	33
Pajama Storytime	1	28	1	30
Read to a Bark Dog	1	16	1	25
Public Speaking Workshop	1	22	1	30
Outreach	1	55	1	90
Loteria	1	42	1	42
Special Spanish Storytime	1	6	1	6
Self-Directed	2	90	x	x
Reading Challenge	1	648	x	x
Off-site events	9	1210	7	763
Total Volunteer Hours	54.5		41.5	
Reference Questions		1055		742

Teen Programs	October 2025		September 2025	
	# of Events	Attendance	# of Events	Attendance
TAB	1	6	1	9
Self-Directed	1	9	x	x
Teen Study Café	1	15	1	8
Teen Paint Night	1	9	1	3

Adult Programs	October 2025		September 2025	
	# of Events	Attendance	# of Events	Attendance
Adult Book Club	1	7	1	7
Adult DIY Take Home Kits	1	120	1	50
Reference Questions		628		711
Computer Questions		1060		1111
Total Volunteer Hours	41		39	

Buena Park Library District
Budget vs. Actuals
July 2025 - September 2025

	Total			
	Actual	Budget	$ Remaining	% Remaining
40000 REVENUES				
41100 PROPERTY TAXES				
41110 Property Taxes - Secured	$ 15,958	$ 2,265,520	$ 2,249,562	99.30%
41120 Property Taxes - Unsecured	$ 37,531	$ 68,340	$ 30,809	45.08%
41140 Property Taxes - Prior Year Supplemental	$ 32,536	$ 48,960	$ 16,424	33.55%
41170 Property Taxes - Interest on Unapportioned Taxes	$ 0	$ 2,550	$ 2,550	100.00%
Total 41100 PROPERTY TAXES	**$ 86,026**	**$ 2,385,370**	**$ 2,299,344**	**96.39%**
41200 USER SERVICE CHARGES AND FEES				
41210 Photocopies and Printing	$ 4,025	$ 14,000	$ 9,975	71.25%
41220 Passport Photos	$ 19,680	$ 70,000	$ 50,320	71.89%
41230 Passport Application Services	$ 56,072	$ 250,000	$ 193,928	77.57%
41240 Fine and Fees	$ 786	$ 2,000	$ 1,214	60.68%
41299 Return Item Chargeback	-$ 122	$ 0	$ 122	
Total 41200 USER SERVICE CHARGES AND FEES	**$ 80,442**	**$ 336,000**	**$ 255,558**	**76.06%**
41300 PROPERTY TAX PASS-THROUGH AND RESIDUAL REVENUE				
41320 Property Tax- Buena Park Residual 34188	$ 0	$ 1,434,680	$ 1,434,680	100.00%
41325 Property Taxes-Buena Park Pass-Thru 38183	$ 0	$ 896,590	$ 896,590	100.00%
Total 41300 PROPERTY TAX PASS-THROUGH & RESIDUAL REVENUE	**$ 0**	**$ 2,331,270**	**$ 2,331,270**	**100.00%**
41400 INVESTMENT EARNINGS				
41410 Investment Income	$ 130,086	$ 330,000	$ 199,914	60.58%
41420 Saving Account Interest	$ 3,066	$ 5,000	$ 1,934	38.67%
Total 41400 INVESTMENT EARNINGS	**$ 133,152**	**$ 335,000**	**$ 201,848**	**60.25%**
41500 GRANT AND CONTRIBUTIONS				
41510 State Grants	$ 13,171	$ 0	-$ 13,171	
41520 Individual Donations	$ 1,000	$ 0	-$ 1,000	
41530 Miscellaneous Donations	$ 50	$ 0	-$ 50	
Total 41500 GRANT AND CONTRIBUTIONS	**$ 14,221**	**$ 0**	**-$ 14,221**	
41600 MISCELLANEOUS REVENUES				
41610 Other Revenues	$ 82	$ 0	-$ 82	
41620 Refunds & Reimbursements	$ 0	$ 3,500	$ 3,500	100.00%
Total 41600 MISCELLANEOUS REVENUES	**$ 82**	**$ 3,500**	**$ 3,418**	**97.66%**
Total 40000 REVENUES	**$ 313,922**	**$ 5,391,140**	**$ 5,077,218**	**94.18%**
50000 EXPENDITURES				
51100 SALARIES AND WAGES				
51110 Salaries & Wages - Regular	$ 376,109	$ 1,922,500	$ 1,546,391	80.44%
51120 Salaries & Wages - Overtime	$ 748	$ 0	-$ 748	
51121 Vacation Pay	$ 57,453	$ 0	-$ 57,453	
51122 Sick Pay	$ 13,564	$ 0	-$ 13,564	
Total 51100 SALARIES AND WAGES	**$ 447,873**	**$ 1,922,500**	**$ 1,474,627**	**76.70%**
51200 EMPLOYEES BENEFITS				
51210 Medical Insurance	$ 35,368	$ 181,610	$ 146,242	80.53%
51211 Dental Insurance	$ 1,487	$ 9,210	$ 7,723	83.86%
51214 Life/AD&D/STD/LTD Insurance	$ 2,338	$ 9,790	$ 7,452	76.12%
51217 Vision Insurance	$ 505	$ 3,600	$ 3,095	85.97%
51220 Workers' Compensation	$ 26,800	$ 48,480	$ 21,680	44.72%
51223 FICA	$ 12,297	$ 55,760	$ 43,463	77.95%
51232 CalPERS	$ 25,142	$ 127,320	$ 102,178	80.25%
51238 Net Pension Expenses	$ 73,584	$ 73,580	-$ 4	-0.01%
51247 OPEB CERBT Disbursement	-$ 67,826	-$ 70,000	-$ 2,174	3.11%
Total 51200 EMPLOYEES BENEFITS	**$ 109,695**	**$ 439,350**	**$ 329,655**	**75.03%**
51300 RETIREE BENEFITS				

Buena Park Library District
Budget vs. Actuals
July 2025 - September 2025

	Total			
	Actual	Budget	$ Remaining	% Remaining
51310 Retiree Health Benefits	$ 26,638	$ 122,160	$ 95,522	78.19%
Total 51300 RETIREE BENEFITS	**$ 26,638**	**$ 122,160**	**$ 95,522**	**78.19%**
51400 RECRUTING AND TRAINING				
51410 Travel and Transportation	$ 159	$ 9,300	$ 9,141	98.29%
51420 Professional Development & Training	$ 3,449	$ 12,710	$ 9,261	72.86%
51430 Professional Memberships	$ 625	$ 14,000	$ 13,375	95.54%
51450 CLA Conference	$ 320	$ 0	-$ 320	
Total 51400 RECRUTING AND TRAINING	**$ 4,552**	**$ 36,010**	**$ 31,458**	**87.36%**
52100 SUPPLIES AND MINOR EQUIPMENT				
52110 General Office Supplies	$ 289	$ 4,000	$ 3,711	92.77%
52113 Passport Supplies	$ 0	$ 4,000	$ 4,000	100.00%
52115 Paper Products	$ 571	$ 2,000	$ 1,429	71.46%
52120 Paper Products-Library Services	$ 67	$ 0	-$ 67	
52125 Furniture	$ 0	$ 1,000	$ 1,000	100.00%
52130 Library Cards	$ 0	$ 1,000	$ 1,000	100.00%
52135 Circulation Supplies	$ 175	$ 2,000	$ 1,825	91.25%
52140 Marketing	$ 0	$ 3,500	$ 3,500	100.00%
52145 Signage	$ 114	$ 2,500	$ 2,386	95.43%
52150 Postage	$ 3,998	$ 16,000	$ 12,002	75.01%
52155 Printer Supplies	$ 1,001	$ 8,000	$ 6,999	87.49%
52160 Printer Supplies-Library Services	$ 841	$ 0	-$ 841	
52165 Supplies Reference/Children	$ 250	$ 0	-$ 250	
52170 Local Meeting Expenses	$ 500	$ 0	-$ 500	
Total 52100 SUPPLIES AND MINOR EQUIPMENT	**$ 7,806**	**$ 44,000**	**$ 36,194**	**82.26%**
52200 LIBRARY MATERIALS				
52213 Books/Zip Books	$ 4,078	$ 55,000	$ 50,922	92.59%
52215 Technical Services	$ 0	$ 4,650	$ 4,650	100.00%
52218 Title Source III	$ 1,908	$ 0	-$ 1,908	
52223 Print Subscriptions	$ 5,472	$ 6,800	$ 1,328	19.54%
52228 Media	$ 217	$ 6,000	$ 5,783	96.39%
52233 Library of Things	$ 480	$ 15,000	$ 14,520	96.80%
52238 Electronic Subscriptions	$ 10,463	$ 34,000	$ 23,537	69.23%
52243 eBooks/Downloadable/Streaming Content	$ 17,888	$ 71,000	$ 53,112	74.81%
52248 OCLC Fees	$ 598	$ 0	-$ 598	
Total 52200 LIBRARY MATERIALS	**$ 41,104**	**$ 192,450**	**$ 151,346**	**78.64%**
53100 LIBRARY PROGRAM PROFESSIONAL SERVICES				
53110 Public Programs - Adult	$ 0	$ 2,000	$ 2,000	100.00%
53113 Adult Summar Reading Program	$ 0	$ 2,000	$ 2,000	100.00%
53118 Public Programs - Teens	$ 0	$ 3,500	$ 3,500	100.00%
53123 Teen Summer Reading Program	$ 0	$ 2,500	$ 2,500	100.00%
53128 Public Programs - Children & Family	$ 410	$ 8,000	$ 7,590	94.88%
53133 Children Summer Reading Program	$ 1,400	$ 10,000	$ 8,600	86.00%
53143 Community Outreach	$ 0	$ 3,000	$ 3,000	100.00%
53148 Community Outreach (Lunch At The Library Grant)	$ 380	$ 8,170	$ 7,790	95.35%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	**$ 2,190**	**$ 39,170**	**$ 36,980**	**94.41%**
54100 PROFESSIONAL AND SPECIALIZED SERVICES				
54110 Auditor Services	$ 9,250	$ 18,500	$ 9,250	50.00%
54115 Legal Services	$ 28,056	$ 100,000	$ 71,944	71.94%
54120 Professional Services	$ 0	$ 345,300	$ 345,300	100.00%
54125 Consultant - General	$ 117,011	$ 0	-$ 117,011	
54135 LAFCO Fee	$ 3,215	$ 3,220	$ 5	0.16%
54140 Employment Physical/Background	$ 109	$ 7,000	$ 6,891	98.44%
54145 Payroll & Timekeeping Services	$ 2,345	$ 8,000	$ 5,655	70.69%

Buena Park Library District
Budget vs. Actuals
July 2025 - September 2025

	Total			
	Actual	Budget	$ Remaining	% Remaining
54150 Publications & Legal Notices	$ 85	$ 2,000	$ 1,915	95.75%
54155 Permits and Fees	$ 262	$ 1,000	$ 738	73.85%
54165 Merchant Fees	$ 1,324	$ 4,000	$ 2,676	66.89%
54170 Bank Fees	$ 4,515	$ 3,100	-$ 1,415	-45.65%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	**$ 166,171**	**$ 492,120**	**$ 325,949**	**66.23%**
54200 TECHNOLOGY AND SUPPORT SERVICES				
54215 Computer Equipment & Peripherals (<$5,000)	$ 0	$ 3,000	$ 3,000	100.00%
54220 System Services Supplies	$ 0	$ 2,500	$ 2,500	100.00%
54225 Software/Web/Cloud Resources- License & Support	$ 8,677	$ 89,410	$ 80,733	90.30%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	**$ 8,677**	**$ 94,910**	**$ 86,233**	**90.86%**
55100 RISK MANAGEMENT AND INSURANCE				
55110 Property/Liability Insurance	$ 0	$ 69,990	$ 69,990	100.00%
55115 Unemployment Insurance	$ 0	$ 10,000	$ 10,000	100.00%
55120 Risk Management	$ 0	$ 7,000	$ 7,000	100.00%
Total 55100 RISK MANAGEMENT AND INSURANCE	**$ 0**	**$ 86,990**	**$ 86,990**	**100.00%**
55200 TAXES AND ASSESSMENTS				
55210 Taxes and Assessments	$ 0	$ 9,300	$ 9,300	100.00%
55215 Sales and Use Tax	$ 0	$ 7,000	$ 7,000	100.00%
Total 55200 TAXES AND ASSESSMENTS	**$ 0**	**$ 16,300**	**$ 16,300**	**100.00%**
56100 UTILITIES				
56110 Electric	$ 31,134	$ 100,000	$ 68,866	68.87%
56115 Gas	$ 677	$ 10,000	$ 9,323	93.23%
56120 Water & Sewage	$ 1,115	$ 7,000	$ 5,885	84.08%
Total 56100 UTILITIES	**$ 32,926**	**$ 117,000**	**$ 84,074**	**71.86%**
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE				
57110 Service Agreements	$ 379	$ 8,000	$ 7,621	95.27%
57120 Postage Machine Lease	$ 1,253	$ 2,800	$ 1,547	55.25%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	**$ 1,632**	**$ 10,800**	**$ 9,168**	**84.89%**
57200 FACILITY OPERATIONS AND MAINTENANCE	$ 0	$ 0	$ 0	
57210 Building Maintenance Supplies	$ 0	$ 500	$ 500	100.00%
57213 Janitorial Supplies	$ 2,558	$ 10,000	$ 7,442	74.42%
57216 Custodial Services	$ 9,129	$ 45,000	$ 35,871	79.71%
57219 Refuse Disposal Services	$ 2,082	$ 7,500	$ 5,418	72.24%
57222 Electrical Services	$ 260	$ 5,000	$ 4,740	94.80%
57225 Alarm System Services	$ 3,932	$ 16,000	$ 12,068	75.43%
57228 HVAC Services	$ 2,034	$ 25,000	$ 22,966	91.86%
57231 Elevator Services	$ 3,149	$ 10,000	$ 6,851	68.51%
57234 Plumbing Services	$ 632	$ 8,000	$ 7,368	92.11%
57237 Landscape Services	$ 9,250	$ 30,000	$ 20,750	69.17%
57240 Door Maintenance Services	$ 0	$ 2,500	$ 2,500	100.00%
57243 Pest Control Services	$ 800	$ 1,500	$ 700	46.67%
57246 Other Facility Maintenance	$ 0	$ 8,000	$ 8,000	100.00%
57249 Minor Building Repairs	$ 0	$ 5,000	$ 5,000	100.00%
57252 Fire & Safety Inspections & Services	$ 790	$ 3,000	$ 2,210	73.67%
57255 Health & Safety Materials & Supplies	$ 0	$ 2,000	$ 2,000	100.00%
57258 Telecommunication Services	$ 5,816	$ 6,000	$ 184	3.07%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	**$ 40,431**	**$ 185,000**	**$ 144,569**	**78.15%**
57300 FLEET/VEHICLE SERVICES				
57310 Vehicle Maintenance & Repairs	$ 15	$ 1,500	$ 1,485	99.00%
57315 Outreach Van - Gasoline	$ 50	$ 500	$ 450	90.00%
57320 Vehicle Supplies & Materials	$ 0	$ 200	$ 200	100.00%
Total 57300 FLEET/VEHICLE SERVICES	**$ 65**	**$ 2,200**	**$ 2,135**	**97.05%**

Buena Park Library District
Budget vs. Actuals
July 2025 - September 2025

	Total			
	Actual	Budget	$ Remaining	% Remaining
58100 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES				
58110 Project Management	$ 93,203	$ 0	-$ 93,203	
58113 Architectural Consultant	$ 173,563	$ 734,830	$ 561,268	76.38%
58115 Construction Services	$ 1,185	$ 3,771,340	$ 3,770,155	99.97%
Total 58100 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES	**$ 267,950**	**$ 4,506,170**	**$ 4,238,220**	**94.05%**
Total 50000 EXPENDITURES	**$ 1,157,711**	**$ 8,307,130**	**$ 7,149,419**	**86.06%**
NET CHANGES IN FUND BALANCE	**-$ 843,789**	**-$ 2,915,990**	**-$ 2,072,201**	**71.06%**

RGS | REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

To: Board of Trustees
Buena Park Library District

From: Glenn Lazof RGS
Strategic Services Consultant

RE: Narrative First Quarter Budget Review.

Property Taxes 41100 – It is normal not to receive the bulk of property taxes December, expect 55% to be reported by second quarter report.

RDA Pass Through 41300 – There will be a change in what were formerly RDA funds after last year. We expect most of the revenue will be classified as ordinary property tax. If so, we will request that the projected amount be added to the Property Tax line item and deleted from the appropriate RDA item, as part of the mid-year Budget Review. This is a change in nomenclature and will not impact the projected amount of revenue to be received in the budget.

Investment Earnings 41400- Reflects first quarter income from CLASS account compared to Bank of America previous years. Interest rates are expected to continue their moderate decrease over rest of the fiscal year. Expenditure from reserves on capital projects will also reduce earnings in medium term.

State Grants 41315 – Lunch at Library Grant

Workers Compensation 51220 – Partially prepaid last FY. Last FY had an additional payment reflecting a corrective reconciliation paid for previous years. Additionally,

there was a reconciliation payment for prior year made this year after FY 25 books were closed.

Bank Fees 54170 – Higher fees reflect that currently there is no offset from the of low return B of A operating account. This will be reduced with new bank in the coming months. This additional cost is more than offset by the much larger increase in investment earnings.

Liability Insurance 55110- 2026 prepaid in June 2025, reflected as prior year expenditure.

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July-September, 2025

	TOTAL		
	Current Year	Prior Year	% Change
40000 REVENUES			
41100 PROPERTY TAXES			
41110 Property Taxes - Secured	15,958	0	
41120 Property Taxes - Unsecured	37,531	38,080	-1%
41140 Property Taxes - Prior Year Supplemental	32,536	2,211	
Total for 41100 PROPERTY TAXES	**86,026**	**40,291**	**114%**
41200 USER SERVICE CHARGES AND FEES			
41210 Photocopies and Printing	4,025	0	
41220 Passport Photos	19,680	16,620	18%
41230 Passport Application Services	56,072	54,576	3%
41240 Fine and Fees	786	4,354	-82%
41299 Return Item Chargeback	-122	0	
Total for 41200 USER SERVICE CHARGES AND FEES	**80,442**	**75,550**	**6%**
41400 INVESTMENT EARNINGS			
41410 Investment Income	130,086	71,838	81%
41420 Saving Account Interest	3,066	157	1853%
Total for 41400 INVESTMENT EARNINGS	**133,152**	**71,995**	**85%**
41500 GRANT AND CONTRIBUTIONS			
41315 State Grants	13,171	4,405	199%
41520 Individual Donations	1,000	8	12322%
41530 Miscellaneous Donations	50	0	
Total 41500 GRANT AND CONTRIBUTIONS	**14,221**	**4,413**	**222%**
41600 MISCELLANEOUS REVENUES			
41610 Other Revenues	82	230	-64%
Total for 41600 MISCELLANEOUS REVENUES	**82**	**230**	**-64%**
Total for 40000 REVENUES	**313,922**	**192,478**	**63%**
50000 EXPENDITURES			
51100 SALARIES AND WAGES			
51110 Salaries & Wages - Regular	376,109	398,098	-6%
51120 Salaries & Wages - Overtime	748	0	
51121 Vacation Pay	57,453	0	
51122 Sick Pay	13,564	0	
Total for 51100 SALARIES AND WAGES	**447,873**	**398,098**	**13%**
51200 EMPLOYEES BENEFITS			
51210 Medical Insurance	35,368	58,246	-39%
51211 Dental Insurance	1,487	1,076	38%
51214 Life/AD&D/STD/LTD Insurance	2,338	2,273	3%
51217 Vision Insurance	505	513	-1%
51220 Workers' Compensation	26,800	15,019	78%
51223 FICA	12,297	13,114	-6%
51232 CalPERS	25,142	47,456	-47%
51238 Net Pension Expenses	73,584	0	
51247 OPEB CERBT Disbursement	-67,826	0	
Total for 51200 EMPLOYEES BENEFITS	**109,695**	**137,697**	**-20%**
51300 RETIREE BENEFITS			
51310 Retiree Health Benefits	26,638	0	
Total for 51300 RETIREE BENEFITS	**26,638**	**0**	
51400 RECRUTING AND TRAINING			
51410 Mileage and Parking	159	313	-49%
51420 Professional Development & Training	3,449	1,200	187%
51430 Professional Memberships	625	1,728	-64%
51440 Special District Conferences		2,927	-100%
51450 CLA Conference	320	225	42%
Total for 51400 RECRUTING AND TRAINING	**4,552**	**6,393**	**-29%**
52100 SUPPLIES AND MINOR EQUIPMENT			

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July-September, 2025

	TOTAL		
	Current Year	Prior Year	% Change
52110 General Office Supplies	289	8,337	-97%
52113 Passport Supplies		716	-100%
52115 Paper Products	571	743	-23%
52120 Paper Products-Library Services	67	0	
52125 Furniture		334	-100%
52135 Circulation Supplies	175	133	32%
52145 Signage	114	0	
52150 Postage	3,998	1,702	135%
52155 Printer Supplies	1,001	1,281	-22%
52160 Printer Supplies-Library Services	841	0	
52165 Supplies Reference/Children	250	29	767%
52170 Local Meeting Expenses	500	631	-21%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	**7,806**	**13,905**	**-44%**
52200 LIBRARY MATERIALS			
52213 Books/Zip Books	4,078	41	9864%
52218 Title Source III	1,908	0	
52223 Print Subscriptions	5,472	160	3314%
52228 Media	217	0	
52233 Library of Things	480	931	-48%
52238 Electronic Subscriptions	10,463	26,644	-61%
52243 eBooks/Downloadable/Streaming Content	17,888	0	
52248 OCLC Fees	598	710	-16%
Total for 52200 LIBRARY MATERIALS	**41,104**	**28,486**	**44%**
53100 LIBRARY PROGRAM PROFESSIONAL SERVICES			
53110 Public Programs - Adult		534	-100%
53113 Adult Summar Reading Program		-9	-100%
53118 Public Programs - Teens		2,080	-100%
53123 Teen Summer Reading Program		350	-100%
53128 Public Programs - Children & Family	410	1,731	-76%
53133 Children Summer Reading Program	1,400	2,229	-37%
53138 Multicultural Program		550	-100%
53143 Community Outreach		2,975	-100%
53148 Community Outreach (Lunch At The Library Grant)	380	0	
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	**2,190**	**10,440**	**-79%**
54100 PROFESSIONAL AND SPECIALIZED SERVICES			
54110 Auditor Services	9,250	0	
54115 Legal Services	28,056	29,291	-4%
54125 Consultant - General	117,011	9,772	1097%
54130 Polaris		50,415	-100%
54135 LAFCO Fee	3,215	510	531%
54140 Employment Physical/Background	109	942	-88%
54145 Payroll & Timekeeping Services	2,345	1,474	59%
54150 Publications & Legal Notices	85	0	
54155 Permits and Fees	262	0	
54165 Merchant Fees	1,324	776	71%
54170 Bank Fees	4,515	563	702%
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	**166,171**	**93,742**	**77%**
54200 TECHNOLOGY AND SUPPORT SERVICES			
54215 Computer Equipment & Peripherals (<$5,000)		5,432	-100%
54225 Software/Web/Cloud Resources- License & Support	8,677	1,772	390%
54230 Technical Services		649	-100%
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	**8,677**	**7,853**	**10%**
55100 TECHNOLOGY AND SUPPORT SERVICES			
55110 Property/Liability Insurance		11,674	-100%
55115 Unemployment Insurance		0	
55120 Risk Management			

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July-September, 2025

	TOTAL		
	Current Year	Prior Year	% Change
Total for 55100 RISK MANAGEMENT AND INSURANCE	**0**	**11,674**	**-100%**
56100 UTILITIES			
56110 Electric	31,134	30,608	2%
56115 Gas	677	418	62%
56120 Water & Sewage	1,115	976	14%
Total for 56100 UTILITIES	**32,926**	**32,001**	**3%**
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE			
57110 Service Agreements	379	1,062	-64%
57120 Postage Machine Lease	1,253	622	101%
57121 Equipment Lease		2,346	-100%
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	**1,632**	**4,031**	-60%
57200 FACILITY OPERATIONS AND MAINTENANCE			
57210 Building Maintenance Supplies	0	1,217	-100%
57213 Janitorial Supplies	2,558	1,667	53%
57216 Custodial Services	9,129	12,146	-25%
57219 Refuse Disposal Services	2,082	1,016	105%
57222 Electrical Services	260	0	
57225 Alarm System Services	3,932	690	470%
57228 HVAC Services	2,034	5,767	-65%
57231 Elevator Services	3,149	563	459%
57234 Plumbing Services	632	0	
57237 Landscape Services	9,250	3,714	149%
57243 Pest Control Services	800	300	167%
57252 Fire & Safety Inspections & Services	790	0	
57258 Telecommunication Services	5,816	5,037	15%
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	**40,431**	**32,118**	**26%**
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%
58100 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES			
58110 Project Management	93,203	33,146	181%
58113 Architectural Consultant	173,563	0	
58115 Construction Services	1,185	0	
EXPENSES	**267,950**	**33,146**	**708%**
Total for 50000 EXPENDITURES	**1,157,711**	**809,637**	**43%**
NET CHANGES IN FUND BALANCE	**-843,789**	**-617,159**	**37%**

Buena Park Library District

Summary Statement of Revenues, Expenditures and Changes in Fund Balance

July-September, 2025

	TOTAL		
	Current Year	**Prior Year**	**% Change**
REVENUES			
Total for 41100 PROPERTY TAXES	86,026	40,291	114%
Total for 41200 USER SERVICE CHARGES AND FEES	80,442	75,550	6%
Total for 41400 INVESTMENT EARNINGS	133,152	71,995	85%
Total 41500 GRANT AND CONTRIBUTIONS	14,221	4,413	222%
Total for 41600 MISCELLANEOUS REVENUES	82	230	-64%
TOTAL REVENUES	**313,922**	**192,478**	**63%**
EXPENDITURES			
Total for 51100 SALARIES AND WAGES	447,873	398,098	13%
Total for 51200 EMPLOYEES BENEFITS	109,695	137,697	-20%
Total for 51300 RETIREE BENEFITS	26,638	0	n/a
Total for 51400 RECRUTING AND TRAINING	4,552	6,393	-29%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	7,806	13,905	-44%
Total for 52200 LIBRARY MATERIALS	41,104	28,486	44%
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	2,190	10,440	-79%
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	166,171	93,742	77%
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	8,677	7,853	10%
Total for 55100 RISK MANAGEMENT AND INSURANCE	0	11,674	-100%
Total for 56100 UTILITIES	32,926	32,001	3%
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	1,632	4,031	-60%
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	40,431	32,118	26%
Total for 57300 FLEET/VEHICLE SERVICES	65	54	21%
EXPENSES	267,950	33,146	708%
TOTAL EXPENDITURES	**1,157,711**	**809,637**	**43%**
NET CHANGES IN FUND BALANCE	**-843,789**	**-617,159**	**37%**

BUENA PARK LIBRARY DISTRICT

TREASURER'S REPORT

JULY thru SEPTEMBER 2025

Bank of America Business Checking - Operating Account			
Beginning Balance 07/01/2025			**$690,990**
RECEIPTS/TRANSFERS:			
Property Tax Receipts	86,026		
Service Fee	-		
Transfer from BofA Revenue Account	1,524,999		
		1,611,025	
DISBURSEMENTS/TRANSFERS:			
Vendor Payments - Checks/ACH	539,164		
CALPERS	207,101		
ADP Payroll	411,496		
Bank fees	4,515		
Transfers to Investment Account - CLASS	1,000,000		
`			
		2,162,276	-$551,252
Balance Per Bank 09/30/2025			**$139,739**
Outstanding Checks			-$4,229
Deposit in Transit			
Balance Per Books 09/30/2025			**$135,510**

RECONCILEMENT:	**Book Balance**	**Bank Balance**
Bank of America Business Checking - Operating Account	$135,510	$139,739
Bank of America Public Funds Interest Account - Revenues Account	$303,575	$303,575
CLASS	$12,148,476	$12,148,476
Outstanding Transactions	$0	-$4,229
TOTAL LIQUIDY BALANCE	**$12,587,561**	**$12,587,561**

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

Treasurer

Signed Date:

Secretary

Signed Date:

BUENA PARK Library District

Staff Report- Agenda Item 24

Date: November 12, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject Director's Report

Recommended Action:
Agenda Item 24

Informational Only

Administration Updates:

District staff collaborated throughout the month to complete the annual Public Library Survey, a comprehensive annual statistical report that is required by the State of California to be submitted by each public library jurisdiction by the established deadline. The report contains statistical information about the District's finances, public programs, collections, services, technology, staff salaries, staffing levels, service population, cardholders, volunteers, attendance, connectivity and usage, facility needs, and more.

The District's finance team has reached out to several banks to evaluate their services with the goal of finding one that better meets the reporting, security, and control requirements of the District with lower fees. We have also been evaluating merchant card processing options. I have met with representatives from two banks and their library client references and plan to make a final recommendation shortly.

I attended HR Bootcamp for Special Districts. This workshop emphasized best practices and warned of the legal pitfalls that organizations face when they do not follow them when recruiting, hiring, training, evaluating, and discipling employees and laid out a path for success that ensures legal compliances and risk reduction. Patty Salas is attending Analyst Bootcamp, a multi-month course geared toward administrative employees in government agencies. She has already worked with our HR consultant to update our personnel action form and has revamped the way our deposits are tracked for easier recording by the accounting consultant, among other things.

I attended the Public Library Directors Retreat. The topics included using artificial intelligence in library services and administration and the urgent need for legislative advocacy due to ongoing cuts to library funding. A panel of city managers discussed how they viewed library services and how library leadership could advocate for their services.

The panel included managers that did not oversee library services, offering their perspective on interagency partnerships and operational support.

Ann Thompson and I attended the California Library Association conference and met with numerous vendors and attended various presentations. One goal was to meet with book vendors because the District's book vendor, Baker and Taylor, has announced they are going out of business after a deal to be acquired by a larger company fell through. There are very few public library book vendors. It may take some time to reestablish a new vendor relationship, and this does currently impact services. Ann Thompson and I spoke with the three mainstream vendor options. There is a waitlist to become onboarded into the longstanding library-specific vendors but we can utilize Amazon immediately. Amazon is launching a public library distribution service with limited MARC records and no processing. We purchase our books without processing, so the processing aspect will not impact us. However, the invoicing and cataloging interfacing is also unavailable. We will use Amazon to continue supplying books to the public because they are able to meet the immediate demand that no other vendor can. The impact will be that acquisitions will be more labor intensive, requiring more manual data processes and more staff time. We investigated an independent metadata and cataloging subscription from a consortium, but it is not a cost-effective solution for a library of our size.

Additionally, Thompson and I met with an RFID supplier at the conference to develop a plan to integrate RFID gates with our renovation and transition from outdated technology to current times. Our architects will need to design the new gates into the renovation project and staff will need to begin implementing the technology.

The Fire Department conducted a brief inspection of the library building and noted that we had no occupancies posted in the building. The inspector calculated an occupancy for the building and issued us a permit. We hired electrical contractors to remove two exit signs that were misdirecting traffic. We plan to address additional code-related items in our renovation. While the electricians were on-site, they also addressed several deferred maintenance issues including replacing a photo sensor on the roof that controls some exterior light fixtures, replacing an exterior light fixture, and a few malfunctioning interior light fixtures.

Plumbers investigated the malfunctioning second floor water fountain and determined that the entire unit should be replaced. There were also several elevator repair callouts this month, a broken irrigation valve repair, several wasp hives removed, and additional carpet cleaning due to an accident.

Library staff also attended the City of Buena Park's State of the City meeting where the Coloring with a Cop event at the Library was shown during the slideshow.

Library Staff and Outreach:

Brenda Gomez continues the District's partnership with Centralia Elementary School District to present story times on Thursdays at the Walter Knott Education Center. The average attendance at the events was 40 students each week. Gomez also attended the monthly Community of Practice meetings for the Lunch at The Library grant program and has started to attend the monthly Buena Park Collaborative meeting. Senior Librarian Ruth Cho visited Dream I, a local preschool, and read to three classes. Dream I invites a librarian every year to read to its students during its unit on Community Helpers.

The Outreach Team attended Silverado Days at Peak Park and interacted with over 350 visitors. They promoted children and teen events, provided passport information, and distributed library information about our online resources. They also attended Buena Park's Annual Cops n' Goblins at the Buena Park Civic Center and handed out candy to over 700 kids while promoting Help Now, passports, Mango, Libby, story times and the In-n-Out reading challenge. On October 31, the team visited Anaheim Union High School District's Hope School and participated in their Trunk or Treat event.

The District has also been working with Buena Park School District to conduct school tours for 2nd grade classes from the Buena Park School District. Tours will continue in November, and by the time all tours are completed, the District will have hosted every 2nd grade class in the school district and will have given every 2nd grade student the opportunity to get a library card.

Programs and Services:

The In-N-Out reading challenge began on October 4. Children ages 4-12 who participate in this challenge read to earn up to 3 free hamburgers, cheeseburgers, or grilled cheese sandwiches from In-N-Out. 648 children have signed up so far, and 133 have completed the challenge by reading either 15 hours or 15 books. The reading challenge will continue in November. We are very grateful to In-N-Out for sponsoring this popular reading challenge every fall.

Mini Moo from Chick-Fil-A visited for a special cow themed story time during which we read cow stories, moo-ved to merry moo-sic, and spun the Chick-Fil-A wheel for free Chick-Fil-A food prizes. Children were happy to receive their prizes and interacted excitedly with Mini Moo. Our friends from Chick-Fil-A were so generous during their visit and have expressed interest in returning for future programs.

High school student Nathan Han led a public speaking workshop for the second month in a row. Nathan led exercises that encouraged participating children to use their voices publicly in unintimidating ways. We had many repeat attendees, and several said they would return again for November's workshop.

Several staff members worked together to organize a Día de los Muertos Craft Night during which juvenile, teen, and adult patrons made picture frames, altar candles, skull rocks, and cotton swab skeletons.

A group of International Baccalaureate (IB) student candidates from Kennedy High School assisted with a program in partial fulfillment of their Creativity, Activity, Service (CAS) requirement for their IB diploma. Children who dropped in for the Halloween crafternoon made paper monsters and spider webs. The IB students communicated and coordinated well with library staff prior to the event, came well prepared, executed the program well, interacted kindly with children and parents in attendance, and cleaned up well after the program ended. The students will return on November 8th to complete fulfillment of their CAS requirement by offering a special Thanksgiving themed storytime.

The Teens met in the Teen Space on Tuesday, October 7th to discuss programming adjustments, provide resources for our Teens community board, and assisted in craft prep for our all ages Día De Los Muertos event. There were 6 attendees at this month's meeting.

Teens had two craft programs this month. They painted vintage-style paintings that featured ghosts, pumpkins, bats and more on eerie vintage landscapes for one craft. The other craft was a fall luminary up-cycled out of available materials from previous craft programs such as plastic jugs, glass jars, and faux leaves. There were 9 attendees for each craft event. The dedicated teen study café had 15 attendees.

The October Adult Book Club discussed *Finders Keepers* by Natale Barelli, where the majority of readers enjoyed the thriller mystery that had them completing the book within a day and had them guessing with each twist and turn. The group scored the book high and brought up interesting points of view about how teachers are portrayed in books and unreliable narrators.

In November, library patrons can look forward to a special Thanksgiving Story Time on Saturday November 8th at 10:00 a.m. and a Baby Turkey Tot Trot in the afternoon at 1:45 p.m. Nathan Han's public speaking workshop for children will be on Thursday, November 13th at 6:30 p.m. Children have a few more days to earn hamburgers and cheeseburgers- the In-n-Out Reading Challenge concludes on November 15th. Craft programs and story times will also be offered throughout the month.

The study café hours will be extended on Tuesday, November 18th to last from 4:00 p.m. until 7:00 p.m. to accommodate testing and college application demands. Some teen volunteers will be forming a study table dedicated to those working on their applications and essays to support one another and give and receive peer review feedback on their work. Teen staff will also be there to share the Library's resources that may assist them in their process. There will also be a Teen Friendsgiving Celebration on Tuesday, November 25th at 5:00 p.m. in the Teen Space with games, crafts, and snacks.

The Adult Craft Kit for the month is a Gratitude Jar Craft. Gratitude jars are containers where the owner can collect notes on slips of paper detailing things they are thankful for. It's a simple tool for practicing gratitude by encouraging reflection on positive experiences, both big and small. The contents of these kits will help participants practice gratitude and reflect on the positive experiences in their daily lives. They are available while supplies last.

The Adult Book Club will meet on November 13th at 5:00 p.m. to discuss *The Cemetery of Untold Stories* by Julia Alvarez, an inventive and emotional novel about storytelling**.**

The Library will close at 5:00 p.m. on November 26th, and be closed on November 27th, 28th, and 29th.

BUENA PARK Library District

Staff Report- Agenda Item 24

Date: December 2, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject Director's Report

Recommended Action:
Agenda Item 24

Informational Only

Administration Updates:

The library served as a Vote Center for the November 4th Special Election. It was one of the busier elections that we have experienced at the library. Many staff members contributed to the success of the Vote Center over the course of the 10 days of voting and the setup and tear down days.

I attended Santiago Executive Council meeting at Orange Public Library. The Cooperative's attorney, Rosemary Koo from Jones-Mayer, provided Brown Act training for the Council. New Brown Act requirements have been enacted into legislation. The California Special Districts Association (CSDA) is providing a comprehensive overview on December 10th of the changes. Log into your CSDA.net account if you would like to enroll for the online event. CSDA will also provide a comprehensive online Brown Act update on January 20, 2026. There is also a new legal requirement for Board members and officers to take fiscal and financial training to fulfill the requirements of SB 827, which was signed into law this year. CSDA will be offering online training for this on March 4, 2026. Many of the CSDA trainings are available as recordings.

I attended Financial Management for Special Districts training this month, which addressed the specific finance requirements of special districts including policies, reporting, and internal controls. Lessons learned from this training will guide the District's policy development and decision-making processes. I also attended a legal seminar about accommodating mental health disabilities. Both trainings qualify for incentive points with our insurance provider for a discount. I have also been working with our consultants and our law firm on several projects, including personnel, library, and finance policy updates, project financing, and our renovation project and library relocation.

The Library Renovation Project has been submitted to the City and Orange County Fire Authority for plan check. The District anticipates a cost escalation related to our need to relocate to a temporary facility and address existing conditions in our building and will bring that information to the Board when we have more details. We can anticipate savings during the closure for utilities and maintenance, which may offset some of the expenses.

The District required another service call for plumbing issues, including drinking fountain maintenance, faucet repair, and problems with three toilets. The front door is also not functioning optimally and the District is evaluating if it is appropriate to invest in a repair when the door is scheduled for replacement. Additionally, fire extinguisher and sprinkler inspections were conducted. The District also began our IT Assessment. Martin Lebria is working closely with our IT Consultant to provide information and an overview of the District's systems. Several staff members participated in interviews to contribute feedback and additional information for the assessment. Of particular interest is our point-of-sale process, as the current processes and procedures require quite a lot of manual tracking that is time-consuming and inefficient.

Library Staff and Outreach:

Library Programs Coordinator Brenda Gomez and Library Clerk Mario Delgado did a presentation in Spanish to the Parent Leadership Group at Danbrook Elementary School to an audience of twenty-three. They provided information about library resources including HelpNow, Mango, Libby and registered parents for library cards. Gomez and Delgado also attended Coffee with the Principal at Pendleton Elementary School. They gave a presentation that aligned with the school's chosen topic of "Career Pathways," emphasizing the library's resume building resources. Gomez continues to present story times to the Centralia Elementary School District-Preschool Program at Walter Knott Center each week and attend the Buena Park Collaborative meetings.

Ann Thompson has been working with the American Heart Association on the "Libraries with Heart" Program to bring blood pressure monitors to the District's circulating collection. The American Heart Association visited the library and provided staff training on the monitors this month in preparation for the items to be added to the District's Library of Things.

Caroline Wilkins and Bailey Porras attended Santiago Library System committee meetings.

Programs and Services:

The In-N-Out reading challenge, which began in October, concluded on November 22nd. This popular fall program had 891 children sign up, with 453 completing the challenge.

Children ages 4–12 who completed the challenge received free In-N-Out burgers. We thank In-N-Out for their generous ongoing sponsorship.

International Baccalaureate candidates from Kennedy High School led a special Thanksgiving-themed story time as part of their Creativity, Activity, Service project requirement. Children followed the story time by making candy-filled turkeys to share with loved ones. The department also hosted a Turkey Tot Trot for baby athletes aged 14 months and younger, where four determined competitors crawled across the children's room while family members cheered enthusiastically. The champion received a bubble ceremony and was crowned with a turkey leg beanie. Monthly public speaking workshops continued under the leadership of high school senior Nathan Han, whose creative and engaging exercises make public speaking approachable rather than intimidating, drawing several repeat attendees.

Staff also completed library tours for every 2nd grader in the Buena Park School District, giving each student free time to select books and an opportunity to apply for a library card. Weekly story times continued alongside our monthly pajama-rama story time, Korean/English bilingual story time, and the BARK reading program. There were also two drop-in crafternoons for students during Thanksgiving break featuring Perler Beads projects and autumn leaf puppets

There were two teen events in November, both designed to support students during this demanding academic period. The Teen Study Cafe on November 18th provided extended hours from 4:00 p.m. to 7:00 p.m. for teens managing exams and college application deadlines. Teen Advisory Board members organized a dedicated table for students working on applications and essays, with staff available to highlight relevant library resources. This event drew 12 attendees. Friendsgiving offered a social counterbalance to academic stress. Teens brought snacks to share and played Minute to Win It games with giveaways, and friendship bracelet crafting. The event attracted 9 attendees.

The District held two adult programs in November. The Adult Book Club discussed *The Cemetery of Untold Stories* by Julia Alvarez. The book generated thoughtful conversation about storytelling's transformative power. Eight members attended. The Mini Gratitude Jars take-home craft kit proved popular, with all 50 kits distributed.

Children’s programming in December will include a winter reading challenge sponsored by Broken Yolk Café. The program will run through January 3rd and is hosted on the Beanstack reading challenge platform. Children ages 0-12 can win a free meal certificate for every 5 books read or read to them, up to 3 times. There will also be a potato decorating contest on

December 6th at 1:00 p.m. where children can decorate potatoes to look like their favorite book characters, and a visit from Santa on Monday December 8th at 6:30 p.m.

Three teen events are scheduled for December. The TAB Meeting on December 2nd will discuss 2026 programming plans, manga purchase suggestions, and new member recruitment. The Community Café series—a new TAB initiative—will offer drop-in activities in the Teen Space on December 9th featuring gingerbread house garland crafts using upcycled materials, and on December 16th with a collaborative holiday puzzle and refreshments.

The adult craft for December will be Mini Paper Holiday Sweater kits, suitable for use as gift tags or ornaments in time for the holidays. Local author Carolyn Huynh will be returning on Saturday, December 6th to discuss her latest book, *The Family Recipe*. We had a great turnout at her previous author talk in 2024, and we are pleased to have her back.

The Library will be closed on December 24th, 25th, 31st, and January 1st and will have modified hours, closing at 5:00 p.m., on December 22nd, 23rd, 29th, and 30th.