REGULAR MEETING AGENDA

Board of Library Trustees | Buena Park Library District

2nd Floor Board Room
7150 La Palma Avenue
Buena Park, CA 90620
October 7, 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 Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (714) 826-4100 Extension 120 at least 48 hours prior to the meeting so the Buena Park Library District may make reasonable arrangements to ensure accessibility to the meeting.

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

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

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

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

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

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

The Consent Calendar adopting the printed Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove any item from the Consent Calendar for discussion and consideration.

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

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

NEW BUSINESS

13. Collection Development Policy
    a. Approval and adoption of Collection Development Policy
    b. Repeal Collection Development Policy (revised 5/01/2018)
    c. Repeal Materials Selection Policy (Revised 10/03/1984)
    d. Repeal Prioritized List of Library Services
    e. Repeal Statement of Priorities and Limitations in Reference and Information Services and Materials

14. Circulation Policy
    a. Approval and adoption of Circulation Policy
    b. Repeal Confidentiality of Library Records Policy and Procedure
    c. Repeal Library Fees Policy
    d. Repeal Registration of Minors Policy
    e. Repeal Hotspot Wifi Lending Policy

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
    b. Repeal Supports Groups Policy

16. Approval of consulting agreement with Eagle MMP, Inc. for Technology Consulting

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
    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 October 7, 2025, Regular Meeting of the Library Board of Trustees of the Buena Park Library District was posted on October 3, 2025, at 7150 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.

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Patty Salas, Administrative Assistant

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 2, 2025

CALL TO ORDER: President Estrada called the meeting to order at 5:32 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

There were no comments from the Board members.

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

There were no speaker requests.

CONSENT CALENDAR (ITEMS 6 - 8)

6. Minutes of the Library Board of Trustees Regular Meeting on August 5, 2025 (Received, filed, and approved)
7. Personnel Report for August 2025 (Received, filed, and approved)
8. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for July 2025 (Received and filed)

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

MOTION approved.

FINANCIAL REPORTS

9. Financial Reports from Library Administration
    a. Treasurer's Report as of June 2025: This document summarizes the opening and closing cash balances, income, and expenses for the previous year. It was noted that several bank accounts have been closed to consolidate the number of accounts and reduce fees.
    b. Profit & Loss Budget vs Actual – July 2024 through June 2025: This document shows the revenues and expenses over the previous fiscal year.

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c. Profit & Loss Prev year Comparison – July 2024 through June 2025: this document compares the previous year's profit & loss with the most recent year.
d. Payment Register for August 2025

REPORTS FROM LIBRARY ADMINISTRATION

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

    Library Director Medina noted the District has removed several databases that are no longer supported by State Library funding.

11. CERBT Account Summary Update as of June 30, 2025

12. Library Director's Report for August 2025

    Director Medina advised Board members to inform staff if they'd like to attend the State of the City meeting on October 1, 2025.

    Recent changes to the Rules of Conduct have been well received. There were some minor complaints, but most patrons adjusted relatively easily.

    Director Medina noted that a slide deck explaining the Santiago Library System JPA was included in this month's Director's Report.

13. Library Renovation Project Update

    Director Medina provided the following update:

    - The Library Renovation Project is currently in transition from the Design Development (DD) phase to the Construction Documents (CD) phase.
    - After further due diligence and discussion with the Fire Department and City Planning department, it was determined the Multipurpose Room would be moved to the first floor.
    - The MPR (former bookstore) will become a staff work area. The current Librarian office will become the Passport office.
    - Site security will be improved with a fence around the back of house area.
    - Higher fencing will be installed near the garage.
    - New security cameras will be installed, and some doors will have key card access control.
    - Some areas will have new doors installed to better secure staff areas.
    - Air sensors will be placed in key areas to discourage drug use, smoking, and vaping.
    - The path of travel into the building will be brought up to code.
    - Improvements will be made to the stairs, handrails, and guardrails to bring them up to code.
    - Fire sprinklers will be installed throughout the building.
    - New service desks will be accessible for staff and patron use.

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- Most staff restrooms will be updated.
- New entry doors will be installed.
- There will be some abatement of hazardous materials.
- A dewatering system will be installed in the basement.
- New hot water heaters will be installed.
- Targeted roof repairs will be made.
- Targeted electrical updates will be made.
- RFID technology will be implemented.
- There will be programmatic changes throughout the library.
- The Children's area will be formally expanded.
- Some furniture will be reused. Non-compliant shelving will be replaced.
- Children & Teen areas will be enhanced with new furniture.
- Ergonomic furniture will be purchased for some staff work areas.
- Staff will work on financing and relocation needs in the coming weeks.

The Board did not have any questions.

NEW BUSINESS

14. Reschedule November 4, 2025, Board Meeting due to Vote Center for Statewide Election

    MOTION by Trustee Rams to reschedule the November meeting to Wednesday, November 12, 2025, with a backup date of November 6.
    SECOND by Trustee Quintero.
    AYES: Estrada, Jensen, Quintero, Rams.

    MOTION approved.

15. Repeal Library Director job description dated May 2021, Revised February 2022

    MOTION by Trustee Rams to repeal the Library Director job description dated May 2021, revised February 2022.
    SECOND by Trustee Jensen.

    AYES: Estrada, Jensen, Quintero, Rams.

    MOTION approved.

16. Approval of Library Director job description dated September 2025

    MOTION by Trustee Jensen to approve the Library Director job description dated September 2025.
    SECOND by Trustee Quintero.

    AYES: Estrada, Jensen, Quintero, Rams.

    MOTION approved.

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FUTURE AGENDA ITEMS

17. Agenda preparation for the Regular Meeting which will be held on October 7, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees.

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 5:55 p.m.

Submitted by,

_____

L. Carole Jensen
Secretary

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BUENA PARK Library District

BOARD OF LIBRARY TRUSTEES
PERSONNEL REPORT FOR
October 2025

Department: Administration **Meeting Date: October 7, 2025**

Personnel Action – Merit Increase

Name	Position	Step	Effective Date
Alexandra Garcia	PT Library Clerk	3	10/17/2025

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
October 2025

Meeting Date: October 7, 2025

Adult Books:

- *The Perfect Marriage* by Jeneva Rose
- *Black River* by Nilanjana Roy
- *Martyr!* by Kaveh Akbar
- *Godwin* by Joseph O'Neill
- *Blood and Treasure* by Ryan Pote
- *The Last Summer at Chelsea Beach* by Pam Jenoff
- *The Dallergut Dream Department Store* by Miye Lee

Children's Books:

- *The Baby-sitters Club: Jessi Ramsey, Pet-sitter* by Ellen Crenshaw
- *Diary of a Wimpy Kid: Partypooper* by Jeff Kinney
- *PAWS: Hazel Has Her Hands Full* by Nathan Fairbairn
- *PAWS: The Trouble with Leo* by Nathan Fairbairn
- *Star Knights* by Kay Davault
- *White Bird: The Novel* by R. J. Palacio
- More books by Lucky Diaz

Korean Requests:

- *레미제라블* by 빅토르 위고: 843.8 (French fiction)

Buena Park Library District
September 2025 Payments

Date	Check Number	Vendor	Purpose	Amount
8/28/2025	EFT	ADP	Wages	$44,775.94
8/28/2025	EFT	ADP	Taxes	$11,020.15
8/28/2025	EFT	ADP	Wages	$6,766.70
8/29/2025	EFT	ADP	Payroll Taxes	$2,425.06
8/29/2025	EFT	ADP	Payroll Taxes	$134.19
9/2/2025	EFT	CalPERS	457 Plan	$3,076.58
9/5/2025	EFT	CalPERS	Pension	$6,230.14
9/5/2025	EFT	CalPERS	Pension	$1,147.77
9/5/2025	EFT	ADP	Payroll Fees	$633.88
9/5/2025	EFT	CalPERS	Pension	$452.27
9/5/2025	EFT	CalPERS	Health Benefits	$23,100.65
09/08/2025	13631	Western Allied Corporation	HVAC Maintaince	678.00
09/08/2025	13632	KC Digital Solutions, Inc.	Copier Usage	163.20
09/08/2025	13633	Orange County Fire Protection	Fire Extinguisher Inspection	100.00
09/08/2025	13634	SoCalGas	Gas Usage	118.99
09/08/2025	13635	Amazon Capital Services	Supplies	210.53
09/08/2025	13636	Park Disposal	Waste Disposal	524.69
09/08/2025	13637	Ann Thompson	Mileage Reimbursement	22.40
09/08/2025	13638	City of Buena Park	Water Usage	1,114.70
09/08/2025	13639	Quadient Finance USA, Inc.	Postage	915.60
09/08/2025	13640	Baker & Taylor	Books	546.73
09/08/2025	13641	Dannis Woliver Kelley	Legal Services	11,814.50
09/08/2025	13642	Master Janitorial Service, Inc	Janitorial Services	3,043.00
09/08/2025	13643	Regional Government Services	Consulting Services	29,967.58
09/08/2025	13644	Townsend Public Affairs, Inc.	Consulting Services	5,000.00
09/08/2025	13645	Demco	Supplies	134.38
09/08/2025	13646	US Bank Corp Payment Systems	Purchasing Card Payment	3,928.17
09/08/2025	13647	Department of Industrial Relations	Elevator Permit	225.00
09/08/2025	13648	Midwest Tape, LLC	Media	25.27
09/08/2025	13649	EarthCo Landscape	Landscape Maintenance	1,238.00
9/11/2025	EFT	ADP	Wages	$44,470.55
9/11/2025	EFT	ADP	Payroll Taxes	$11,033.04
9/15/2025	B of A Fee	Bank of America	Bank Fee	$1,064.77
9/18/2025	EFT	CalPERS	Pension	$6,265.28
9/18/2025	EFT	CalPERS	457 Plan	$3,076.58
9/18/2025	EFT	CalPERS	Pension	$1,177.47

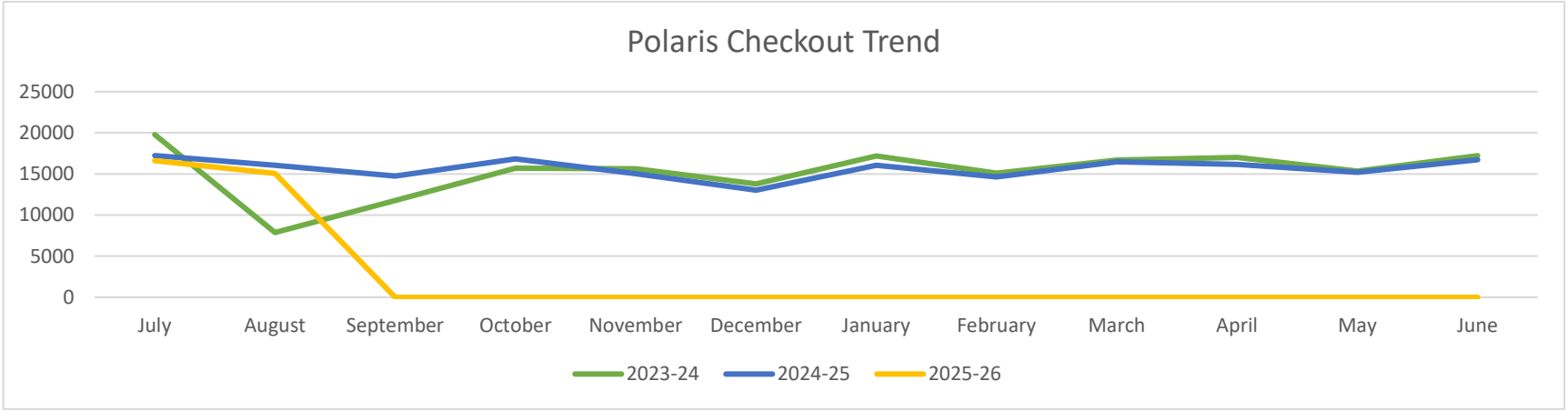
Buena Park Library District
September 2025 Payments

9/18/2025	EFT	CalPERS	Pension	$452.27
9/18/2025	EFT	CalPERS	Valuation Fee	$350.00
9/19/2025	EFT	ADP	Payroll Fees	$326.58
09/23/2025	13651	Seco Electric and Lighting	Electrical Repair	260.00
09/23/2025	13652	WT. Cox Information Services	Periodicals Subscriptions	5,471.54
09/23/2025	13653	So Cal Edison	Electric Usage	11,748.06
09/23/2025	13654	Kone, Inc.	Elevator Testing and Repair	2,295.00
09/23/2025	13655	Special District Risk Management	Workers' Compensation Insurance	26,800.45
09/23/2025	13656	Amazon Capital Services	Supplies	590.18
09/23/2025	13657	AMS.net	Cisco Cloud Calling	3,420.72
09/23/2025	13658	Cintas Corp.	Restroom Supplies	267.71
09/23/2025	13659	Griffin Structures, Inc.	Consulting Services	26,416.55
09/23/2025	13660	LPA Inc.	Architectural Services	584.00
09/23/2025	13661	Professional Pest Management	Pest Management Services	650.00
09/23/2025	13662	Baker & Taylor	Books	86.76
09/23/2025	13663	Verne's Plumbing, Inc.	Plumbing Inspection and Repair	631.54
09/23/2025	13664	EarthCo Landscape	Tree Trimming	3,804.00
09/25/2025	13665	Humana Insurance Co.	Employee Ancillary Benefits	3,459.89
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
			Total	$374,853.27

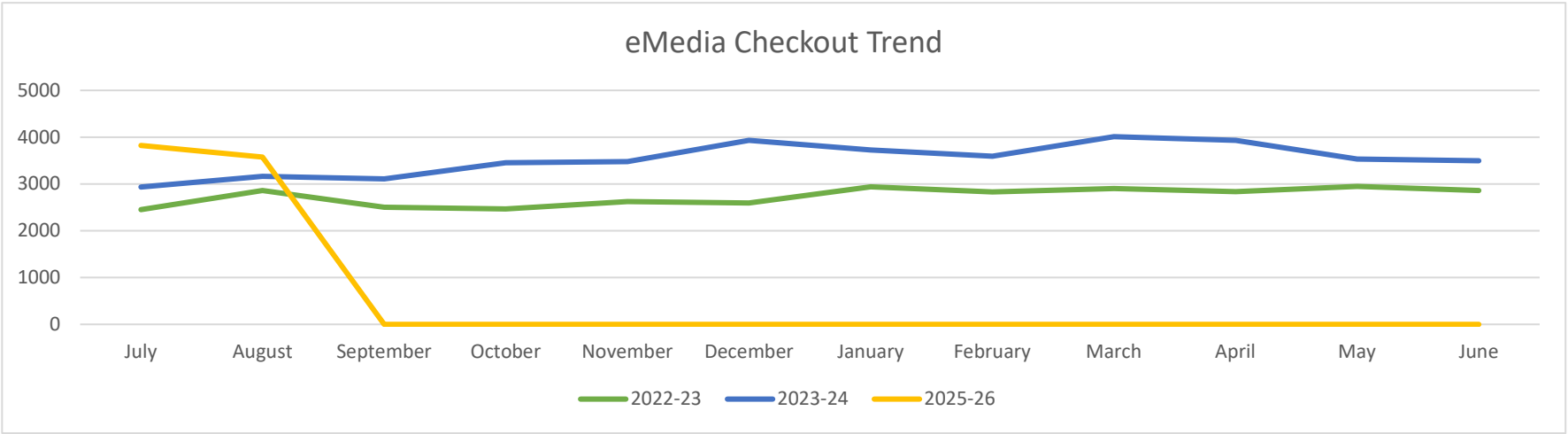
Electronic Resource Usage
July 2025 - June 2026

	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	579											627
NoveList Plus	22	20											42
Gale Virtual Reference Library	9	3											12
HelpNow!	402	451											853
Mango Languages	155	174											329
Newsbank	423	961											1384
TumbleBooks	2	1											3
ProQuest	1	1											2
CultureGrams	3	6											9
Britannica	4	3											7
TeachingBooks	482	320											802
Month Total:	1551	2519	0	0	0	0	0	0	0	0	0	0	4070

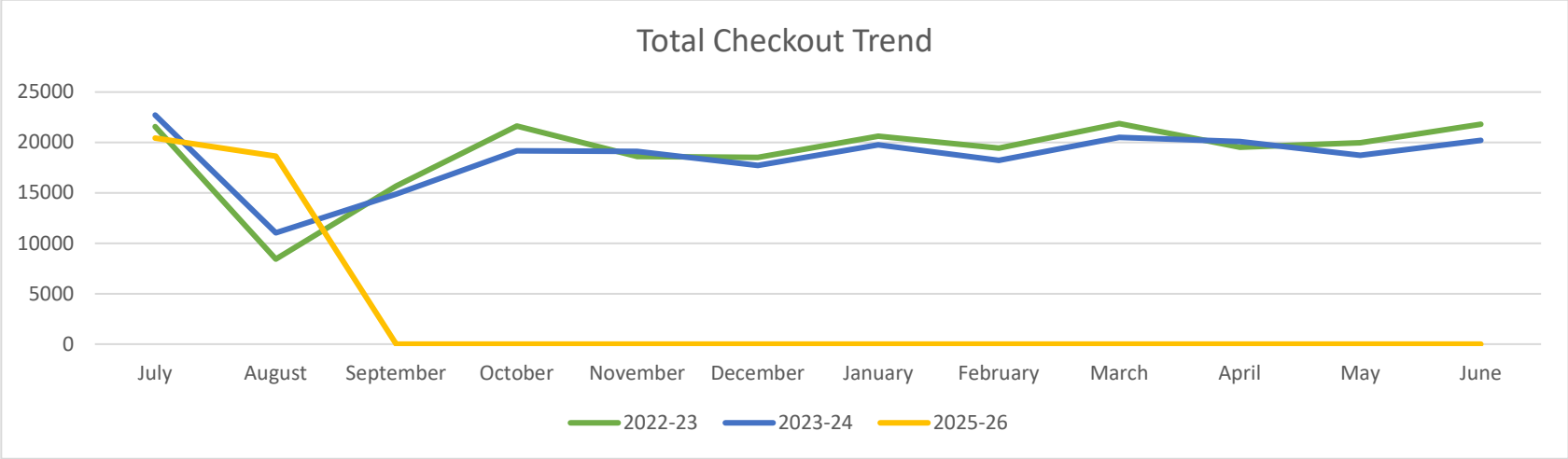
Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2023-24	19784	7877	11779	15714	15644	13802	17187	15083	16700	16999	15351	17222
2024-25	17234	16067	14729	16836	15018	13028	16043	14644	16480	16147	15190	16711
2025-26	16612	15076	0	0	0	0	0	0	0	0	0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



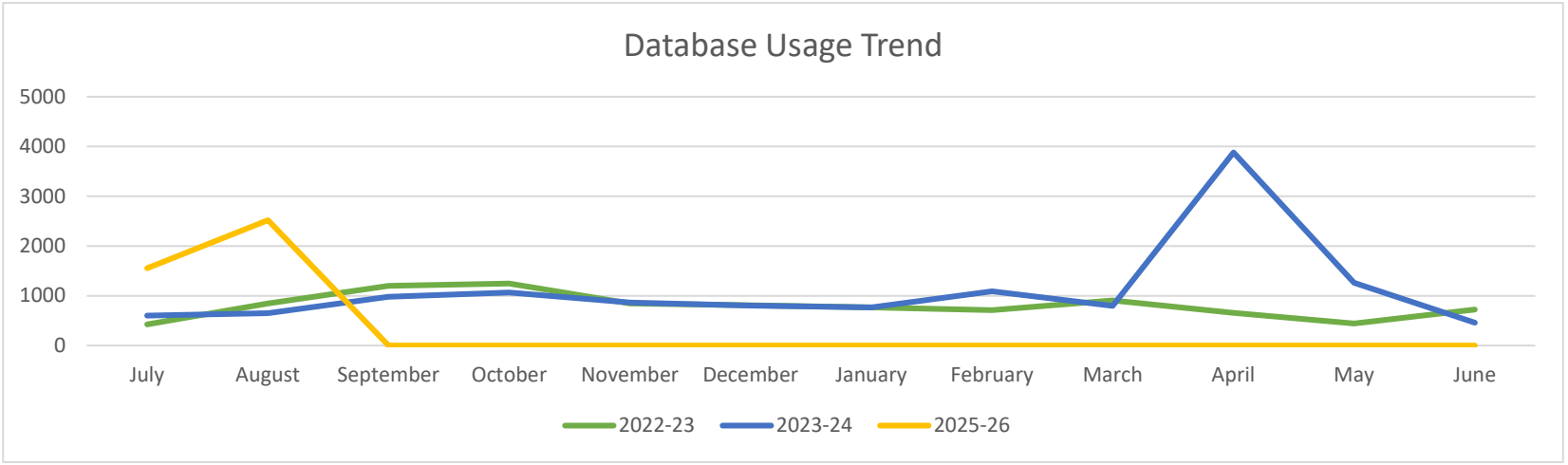
eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2025-26	3823	3577	0	0	0	0	0	0	0	0	0	0



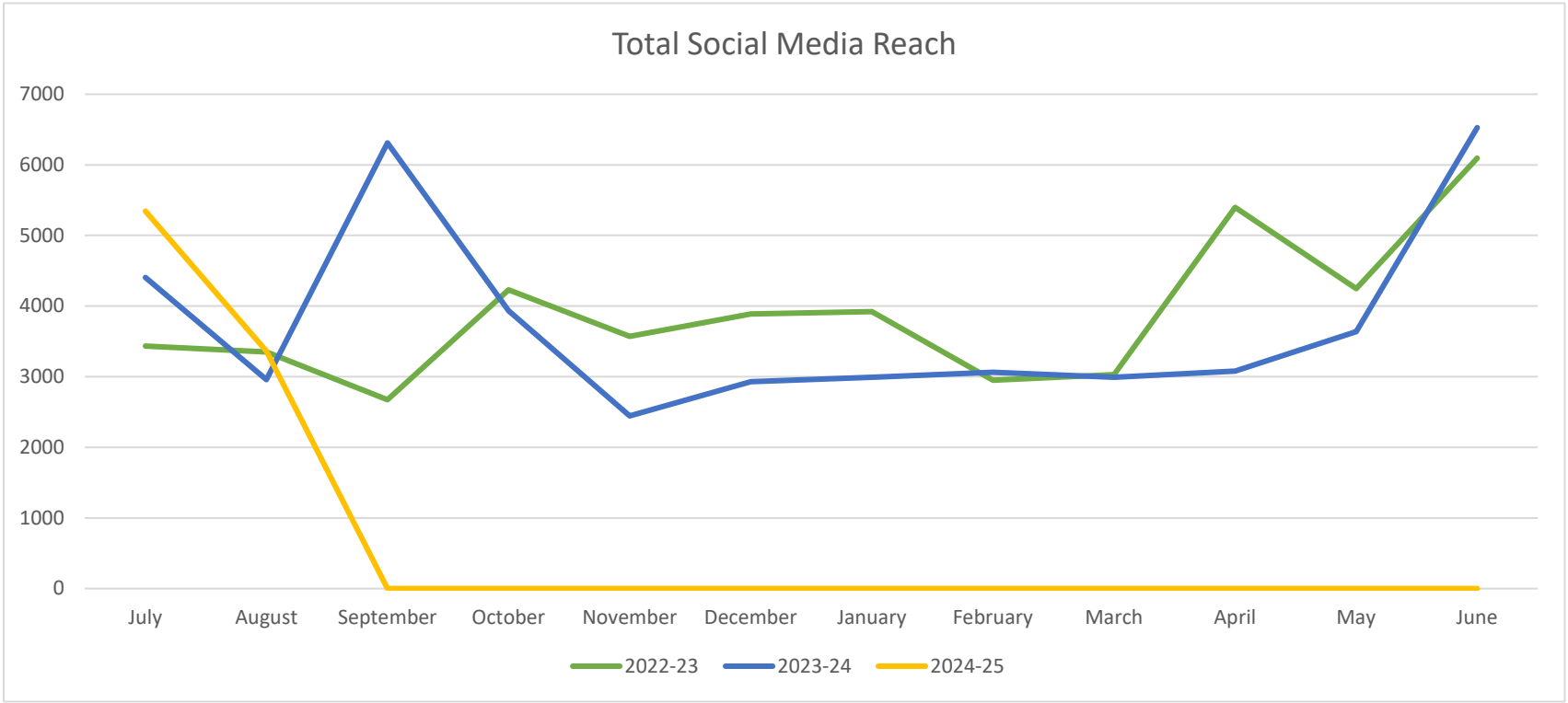
Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	19768	18239	20491	20077	18724	20208
2025-26	20435	18653	0	0	0	0	0	0	0	0	0	0



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	2519	0	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	0	0	0	0	0	0	0	0	0	0



BUENA PARK Library District

Programs Statistical Report for August 2025
Board of Library Trustees
Meeting Date: October 7, 2025

Children's Programs

	August 2025		July 2025	
	# of Events	Attendance	# of Events	Attendance
Preschool Storytime	4	130	x	x
Little Friends Storytime	4	188	x	x
Family Storytime	13	624	13	624
Spanish/English Storytime	4	54	2	46
Korean/English Storytime	1	20	1	40
Pajama Storytime	1	25	2	30
Soccer Storytime	1	20	x	x
Read to a Bark Dog	1	23	1	22
Bubble Show	1	115	1	115
Put Waste in Its Place	1	50	1	50
Meet & Greet w/ OC Firefighters	1	190	1	190
Donuts and Dropoff Sleepover	1	80	1	80
Magic Show	1	125	1	125
Public Speaking Workshop	1	5	1	5
Painter's Space	1	40	1	40
Drop in Crafternoon	2	100	5	406
Chess Club	1	23	4	97
Summer Reading Challenge (Total Completions)		562	x	x
Off-site events	2	325	6	299
Total Volunteer Hours	57		336.5	
Reference Questions		642		711

Teen Programs

	August 2025		July 2025	
	# of Events	Attendance	# of Events	Attendance
TAB	1	9	1	11
Teens Game Café	1	6	1	5
Zentangles and Zen Gardens	1	11	x	x
Summer Reading (Total Completions)		31	x	x

Adult Programs

	August 2025		July 2025	
	# of Events	Attendance	# of Events	Attendance
Reference Questions		763		866
Computer Questions		1178		1353
Total Volunteer Hours	34		58	
Summer Reading Completions		68		

BUENA PARK Library District

Staff Report- Agenda Item 12

Date: October 7, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject Director's Report

Recommended Action:
Agenda Item 12

Informational Only

Administration Updates:

The Mayor's Prayer Breakfast is scheduled for November 20, 2025, at 7:00 a.m. Please let Patty Salas know if you would like to attend with the District by November 3rd.

I met with the California Special District's Association Finance Corporation (CSDAFC) team to discuss financing options for the District's renovation project. They provided estimates for lease financing and revenue bond financing for various scenarios. The information was very helpful, and we will work with our finance consultants to evaluate our options to determine the best course of action to recommend to the Board.

Patty Salas and I, along with Nazer Uddin, one of our finance consultants, spent much of the month responding to information requests from the auditors. We conducted our exit interview and the results were positive. The auditors will issue their final report in the coming weeks and provide a presentation to the Board in November.

Ann Thompson and I met with Marklem Valdovinos to begin working on a new program called "Libraries with Heart." The District will be collaborating with the American Heart Association to provide blood pressure monitors to the public. Details are still being worked out between our organizations, but staff training will occur at some time in late fall or early winter and we hope to have a kick-off in the first quarter of 2026.

Our workers' compensation insurance carrier audited our payroll and issued us a reconciliation invoice of $26,800.45 for fiscal year 24-25. This is due to the job classifications reported in late 2023 used to create the fiscal year 24-25 renewal estimate. We received a similar reconciliation last year after reporting the 23-24 payroll. The 25-26 workers' compensation rates should not have as large of a difference when reconciled due to updated reporting during the initial reporting window.

I met with our legal counsel and project management team to coordinate the District's needs relating to our upcoming move. We are working on gathering information and determining next steps, which include moving operations into a new facility. I also met with a technology consultant to discuss our District's needs relating to our upcoming move, which may also require updates to our general operations to implement. A technology assessment proposal is in your packet for consideration.

We were awarded a $1,000 grant for the Zip Books program through the California State Library. This has been a very popular program in the past where patrons can request titles to be delivered from Amazon directly to their home.

Our pest control company conducted a specialized site inspection of our property and patron seating areas after some complaints of insect activity. They did not find any evidence of bed bugs. However, they did find high levels of mosquito activity, which aligns with similar staff complaints. Enhancements to the pest control services were added including mosquito treatment, drain treatments and an increase of the frequency of treatments due to elevated insect activity and patron and staff discomfort. An after-hours fogging of the library was also completed to assist with the insect activity. Staff were directed to remove live plants and the library will have ongoing drain treatments as part of our services.

The three eucalyptus trees in front of the library were assessed by an arborist and trimmed accordingly.

Toward the end of last month there was vandalism to the light poles in the parking lot in the form of electrical tampering. This month there was vandalism to the shed in the form of graffiti and vandalism to our irrigation system in the form of cut lines and wires. Repairs and cleanup have been made accordingly.

We received a preliminary order from the state to address several items with our elevator before issuing our annual permit. The work has been completed, signed off, and submitted to the state by our elevator maintenance company. Our elevator was out of service for a day for a mechanical issue but has been repaired and has resumed operation.

Fire alarm and backflow assembly inspections have also been completed. Additionally, the aging eyewash stations throughout the facility were removed at the recommendation of our risk management joint powers authority after a safety inspection. Our architects also confirmed they were unnecessary.

Library Staff and Outreach:

Ruth Cho attended the SLS Children's Services Committee meeting at Huntington Beach Public Library, contributing to planning for the January 2026 OC Performers Showcase.

The Outreach Team attended four Back-to-School Nights in September. On September 3rd, the team promoted library eResources and distributed event calendars at Hope School. The team attended three back-to-school nights on September 11th at Gilbert Elementary, Mabel L. Pendleton Elementary, and Gordon H. Beatty Middle School and promoted library services, gave away craft kits, provided passport information and registered new library patrons.

Brenda Gomez has been visiting the Centralia Elementary School District-Preschool at Walter Knott Education Center and will continue to present the students with storytimes every Thursday in October.

Gomez and the Outreach Team also attended the City of Buena Park's CultureFest 2025, held at Boisseranc Park to promote library services, especially our multilingual and multicultural resources including our Spanish and Korean book collections, our multilingual e-magazine collection in Libby, and our bilingual storytimes.

Gomez also has been attending the monthly Community of Practice meetings for Lunch at The Library grant program. She is preparing to work with Townsend Public Affairs and Library Administration on the 2026 grant application, which will look different due to the Library's anticipated closure. We still intend to partner with our community organizations and provide this program throughout the community.

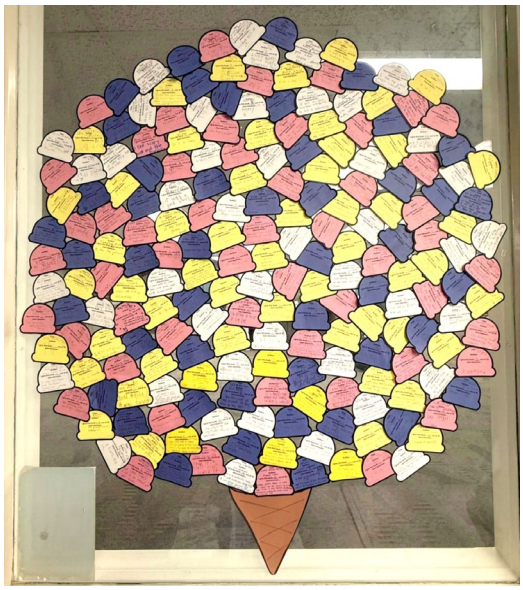
The Library will have a booth at Silverado Days this year. This event will be held October 17-19th at William Peak Park. The District will use the opportunity to provide information about the teen volunteer program and children's services.

The police department's annual Cops N' Goblins event will be held October 29th at Buena Park City Hall. If any Trustees are interested in providing a candy donation to the police department, please drop it off at Library Administration and we will coordinate a drop off with the police department.

Programs and Services:

The District partnered with Congressman Derek Tran's office and the Department of State to host a passport fair. During the event, over 75 passports and renewals were processed on-site by representatives from the Department of State. District staff assisted with photo services and provided event support and logistics to help make the event a success.

In September we partnered with The Original Rainbow Cone in Cypress, offering a book review challenge from September 2-20. Children who submitted a short book review received “Cone Cash,” redeemable for a free scoop of ice cream. The program was a success with 200 coupons distributed, running out just before closing the final day. Many young patrons shared their excitement visiting the ice cream shop and their hopes to bring back the program next year. We are grateful to The Original Rainbow Cone for their generous support.



Another highlight was a public speaking workshop led by a local high school student from QD Learning Speech and Debate Academy. He helped children in grades 1–6 build confidence through storytelling, skits, and improvisation. Parents praised the workshop’s impact, with one returning to the library days later to ask if the District would be offering another session. We are pleased to share that the library will bring back the program in October.



In celebration of National Hispanic American Heritage Month, we hosted a Lotería Night where families gathered to play the traditional game and enjoy Mexican candies in a relaxed and welcoming environment. To further honor the month-long observance, we scheduled a special evening Spanish Storytime on September 29.



Adult programming included a popular DIY Take-Home Kit featuring mini notepads, with 50 kits distributed to adults and teens aged 16 and up. Our September Book Club read *Hidden Pictures* by Jason Rekulak. The book was well-received by Book Club members who said they enjoyed reading the mystery novel with its eerie illustrations and suspenseful plot.

Our Teen Advisory Board (TAB) met to reflect on past events and plan for the fall and winter seasons. Nine teens attended and discussed ways to restructure the board to attract more volunteers and increase engagement. Teen programming included a Game Café, where teens played board games and card games. The Study Café saw stronger participation, with eight teens forming subject-specific study groups—Trig/Calc, Biology, and Independent Study—creating a collaborative and supportive environment.

We also hosted a Paint & Sip event where teens created watercolor galaxy art while sipping iced tea. Outreach efforts at Beatty Middle School's Back-to-School Night were highly successful, with staff engaging approximately 85 attendees. Teens and their families learned about our Teen Space, programs, and resources like Brainfuse HelpNow. Many signed up for library cards, and we've seen increased Teen Space usage during after-school hours since the event.

In October, the Library will launch the annual In-N-Out Reading Challenge. Children ages 4–12 can earn up to three hamburgers, cheeseburgers, or grilled cheese sandwiches for every five books read. The challenge runs from October 4th through November 15th. On October 6th at 6:30 p.m. the Children's Department will also host a special Cow Storytime featuring Mini Moo from Chick-fil- A. We will also host a collaborative Día de los Muertos

BUENA PARK Library District

Agenda Item 13

Date: October 7, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Ann Thompson, Library Services Manager
Subject: Collection Development Policy

Recommended Action:

Agenda Item 13a. Approval and adoption of Collection Development Policy
Agenda Item 13b. Repeal Collection Development Policy (Revised 05/01/2018)
Agenda Item 13c. Repeal Materials Selection Policy (Revised 10/03/1984)
Agenda Item 13d. Repeal Prioritized List of Library Services (Revised 01/1989)
Agenda Item13e. Repeal Statement of Priorities and Limitations in Reference and Information Services and Materials (Revised 06/10/1983)

Background:

California Education Code § 19800 *et seq*. (California Freedom to Read Act) was signed into law on September 29, 2024, affirming the public's right to access diverse library materials and protecting library staff from censorship related retaliation. The law requires every public library jurisdiction, as defined in the Act, that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. The law mandates that the policy must guide the selection and deselection of library materials, establish a process for community input and reconsideration of materials, prohibit the exclusion or restriction of materials based on topic, viewpoint, or perceived audience. The State Librarian will review submitted policies to ensure compliance with the law. The District has created a new *Collection Development Policy* (Exhibit A) that aligns with these requirements for the Board's consideration.

Discussion:

The District's existing *Collection Development Policy* (Exhibit B, 2018) has served as our foundational document for guiding library collection decisions but does not reflect the requirements or protections outlined in the California Freedom to Read Act. Rather than attempting to redline the policy to bring it into conformity, Staff has developed a new policy from scratch.

The proposed Collection Development Policy aligns with the requirements of the law, clearly expressing the principles and procedures used in the selection, evaluation, and maintenance of library materials. It provides guidance and support to District employees, ensuring they can make informed decisions without fear of retaliation and educates the public on the principles of governance used by the District to establish its collection development practices. The policy has undergone a preliminary review by the State to ensure that it aligns with the new requirements and has undergone review by legal counsel. This revision will strengthen the District's role as a trusted public institution, ensuring compliance with State law and upholding our mission to serve all members of our diverse community.

Staff identified several policies that require repeal that are outdated and conflict with the Collection Development Policy. There is a legacy *Materials Selection Policy* (Exhibit C) that preceded the 2018 *Collection Development Policy* but does not appear to have ever been repealed. Additionally, the *Prioritized List of Library Services (*Exhibit D) and *Statement of Priorities and Limitations in Reference and Information Services* (Exhibit E) are outdated, conflict with our new policy, and existing practices and should be repealed.

Recommendation:

Staff requests that the updated *Collection Development Policy* presented here be adopted, aligning the District's practices with state law and affirming the District's mission to provide free and equal access to library materials. Upon approval, the new policy will be posted to the District's website and submitted to the State Librarian for final approval, resulting in legal compliance.

Additionally, to eliminate conflicts in our documentation, Staff requests that the Board of Trustees formally repeal *the Collection Development Policy (2018*), the *Materials Selection Policy (1984), Prioritized List of Library Services (1989)* and the *Statement of Priorities and Limitations in Reference and Information Services* (1983), all of which are currently in effect. These legacy policies do not fulfill the mandates, nor do they reflect the protections outlined in the California Freedom to Read Act. Additionally, they do not reflect the mission or collection development priorities of the current era.

Fiscal Impact:

No fiscal impact is associated with this item.

Exhibits:

Exhibit A: Collection Development Policy (New Proposed Policy)
Exhibit B: Collection Development Policy (2018 Repeal of Policy Proposed)

Exhibit C: Materials Selection Policy (1984 Repeal of Policy Proposed)
Exhibit D: Prioritized List of Library Services (1989 Repeal of Policy Proposed)
Exhibit E: Statement of Priorities and Limitations in Reference and Information Services and Materials (1983 Repeal of Policy Proposed)

Collection Development Policy

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Collection Development Policy

1. Purpose

The purpose of the Collection Development Policy is to establish the principles and guidelines used in the selection, maintenance, and evaluation of the Buena Park Library District's ("District") materials. It also supports the District's mission to provide free and equal access to information, programs, and services to educate, entertain, and enrich the lives of our diverse community.

The Collection Development Policy ensures compliance with the California Freedom to Read Act (California Education Code ("Ed. Code") §§ 19800, *et seq*.) and serves to inform the public about the District's collection and its principles of governance. It defines what comprises the collection, specifies the types of materials that are included, and explains the basis for making collection management decisions. The goals and objectives in this policy do not replace the judgement of library professionals but are designed to assist with the selection process.

In support of its mission, the District upholds the principles of intellectual freedom as outlined in the American Library Association's *Library Bill of Rights* (**Appendix A**), *Freedom to Read Statement* (**Appendix B**), and *Freedom to View Statement* (**Appendix C**). Further, in accordance with the California Freedom to Read Act, the District recognizes the following in its collection development practices:

- The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
- The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
- Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
- The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged.

2. Collection Development Goals

The primary responsibility of the Buena Park Library District is to meet the informational, educational, cultural, and recreational needs of the community. The District provides materials in multiple formats and languages that reflect the diversity of the community and supports equitable access to a wide range of viewpoints and ideas while upholding intellectual freedom as guaranteed by the First Amendment of the United States Constitution and reinforced by the California Freedom to Read Act.

Collection Development Policy

This policy supports the District's mission through the following goals:

- To provide equitable access to popular materials.
- To promote lifelong learning, cultural enrichment, and personal growth.
- To commit to providing a welcoming and inclusive environment that supports intellectual freedom and the exchange of ideas.

While some material may be controversial and/or offensive to some, selections for the District will be made on the merits of the material in relation to the building of the collection and to serving the interests of our patrons.

Materials for children and teens are intended to supplement their educational needs, broaden their interests, support recreational reading, encourage and facilitate reading skills, and reflect the diverse interests of the community. Ultimately, the reading and viewing of library materials are the responsibility of parents, legal guardians, or caregivers. The District does not serve *in loco parentis*.

This policy applies to all physical and digital collections of the District.

3. Collection Development Guidelines

Collection development is guided by professional standards, community feedback, accessibility, and legal mandates including the California Freedom to Read Act. It is the responsibility of the professional staff, under the direction of the Library Director, to ensure the following guidelines are upheld:

- The selection of any material or resource does not constitute an endorsement by the District or its employees.
- Commitment to intellectual freedom and resistance to censorship.
- Select materials of varying complexity, media, and format to better serve a wide range of ages, educational backgrounds, interests, preferences, and reading skills.
- Provide access to materials that reflect the cultural, linguistic, and intellectual diversity of the Buena Park community.
- Support for self-directed learning, civic engagement, and recreational enjoyment.
- Library materials are neither labeled nor sequestered to show approval or disapproval of their content.
- Materials donated to the District are not automatically added to the collection. They are reviewed by District employees in accordance with selection criteria.

Collection Development Policy

The District seeks to provide diverse and representative content, current and accurate information, materials for all age groups and literacy levels, and a balance between popular and educational resources.

4. Selection Criteria

Collection development decisions are based on professional judgment, training, and expertise. Selection criteria include but are not limited to:

- Relevance to community interests and needs.
- Local significance.
- Artistic, literary, or technical quality of the author.
- Publisher reputation and standards.
- Readability and popular demand.
- Representation of diverse viewpoints.
- Format suitability and durability.
- Cost, budget constraints, and availability.
- Demand and anticipated use.
- Date of publication.
- Contribution to a balanced collection.

The District does not purchase the following types of materials: collectibles, costly books of little demand, used books or items, textbooks, family genealogies.

5. Maintenance of Library Materials

The District maintains the collection through regular staff evaluation to ensure it remains current, relevant, and in good condition. Damaged, outdated, or rarely used items may be repaired, replaced, or removed.

6. Collection Management Overview and Responsibility

Collection management is an ongoing process that includes selection, acquisition, cataloging, preservation, and deaccession. It ensures the District's holdings remain responsive to community needs and space constraints.

Professional staff select and manage materials under the Library Director's guidance, using this policy and their professional judgment. A librarian, library media specialist, other employee, or contractor shall not be subject to termination, demotion, discipline, or retaliation for making displays, acquisitions, or programming decisions that the employee

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or contractor believes, in good faith, are in accordance with this policy. (Ed. Code § 19802(2)(b)).

7. Patron Recommendations and Donations

The District considers patron recommendations for purchase and will evaluate them based on the selection criteria listed above. The District accepts gifts and donations that meet the same criteria as purchased materials. Donated items become District property and may be used or disposed of at the District's discretion.

8. Criteria for Weeding and Withdrawal

Materials may be removed based on:

- Damage or poor physical condition.
- Frequency of use and current demand.
- Accuracy and timeliness.
- Relevance to the current collection.
- Space limitations.
- Availability of new or improved editions.

Withdrawn materials may be donated, recycled, or discarded according to District policy.

9. Requests for Reconsideration

Patrons have the right to express concerns about materials they find objectionable or materials excluded from the collection. District management will review all requests for reconsideration. The challenged material will remain available during the review process. Decisions will be based on this policy and the California Freedom to Read Act.

Patrons requesting that an item be moved or withdrawn from the District's collection must complete a "Request for Reconsideration of Library Materials" form, a sample of which is included as **Appendix D** of this policy and is available on the District's website. Patrons must reside within the Buena Park Library District's boundaries to have their request considered and only one request per patron will be considered at a time. The Library Director will assign a panel of staff members to evaluate the resource in question. Review will be completed in no more than thirty (30) business days of the initial request for reconsideration. The panel's recommendations will be considered by the Library Director, and the Library Director's final decision will be mailed to the patron. Once a title has been considered, it will not be reviewed again for a period of two (2) years.

Collection Development Policy

The Buena Park Library District supports every individual's right to access a wide range of materials. In accordance with the Freedom to Read Act, the District does not restrict access to materials because of the topic addressed by the materials or because of the views, ideas, or opinions contained in those materials (Ed. Code § 19802(b)(1)).

A librarian, library media specialist, other employee, or contractor at a public library shall not be subject to termination, demotion, discipline, or retaliation for refusing to remove a library material before it has been reviewed in accordance with the public library's process for the reconsideration of library materials (Ed. Code § 19802(2)(a)).

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Appendix A. ALA Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

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Appendix B. ALA Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of

limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

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No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

   The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

   The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

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Appendix C. ALA Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.
Endorsed January 10, 1990, by the ALA Council

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Appendix D. Request for Reconsideration Form

BUENA PARK Library District

Request for Reconsideration Form

Please complete this form to initiate the request for reconsideration process in accordance with the District's Collection Development Policy.

Name:	Date:
Address:	
City:	State/Zip:
Email:	
Title of Resource:	
Author/Artist:	

1. What brought this resource to your attention?

2. What are your objections to this resource?

3. What harm do you feel might come from being exposed to this resource?

4. Have you reviewed the resource in its entirety? If not, which sections have you reviewed?

5. Have you read any professional reviews of this resource? If so, please list the reviewers and sources of the reviews.

6. What suggestion do you have for a similar work to replace this resource?

7. What action are you requesting the District to take with the resource in question?

Thank you for taking the time to fill out this form. The Library Director will respond to your concerns within 30 business days of receipt of this form.

_____ _____

Signature Date

Rev. 10/7/2025

BUENA PARK LIBRARY DISTRICT POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES
COLLECTION DEVELOPMENT POLICY

The Buena Park Library is committed to providing free and equal access of information, programs and services to educate, entertain, and enrich the lives of our diverse community.

Philosophy of the Collection
The Buena Park Library Collection Development offers guidance in selection of materials, services and digital media. The guidelines are based on the Library's Mission of providing free and equal access of information to our diverse community and the long-established principles of the Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement as adopted by the American Library Association. The Library affirms the public's rights of access to a broad spectrum of reading, listening and viewing materials, and upholds the right of any individual to receive information, even if the content may be controversial, unorthodox or unacceptable to others.

Purpose of Collection Development
The Buena Park Library provides a current, relevant collection of resources in a wide range of formats to meet informational, educational and recreational needs of its community. Materials in very specialized areas or of a highly technical nature may not be selected unless community demand for an item is significant. Materials and formats are not maintained past their relevance.

As the community changes, the collection development policy will be re-evaluated and revised periodically and the Library will adapt its collections, formats, and technology to reflect new and emerging areas of interest and concern.

Selection Criteria
The materials and formats are selected by the Public Services Department staff using the following specific criteria:

- Community needs, interests and demands
- Compatibility and significance of the work to the collection
- Reviews and recommendations from professional journals and publications
- Reputation and qualifications of the author, illustrator, publisher or producer
- Author or creator has popular works in the Library's Collection
- Literary, artistic, historical, scientific, or intellectual merit
- Suitability of format
- Price and availability of purchase
- Circulation statistics

Suggestions for Purchase
The Library encourages input from the Buena Park community concerning the collection. All suggestions for purchase are subject to the same criteria as other materials and are not automatically added to the collection. Purchase requests help the Library develop collections which serve the interests and needs of the community.

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES

Gifts and Donations

The Buena Park Library accepts gifts for the library's collection that fall within the needed subject categories as determined by the Public Services Department staff. Gift materials must meet the same criteria as purchased materials and are subject to the following limitations:

- Donations accepted by the Buena Park Library are considered the property of the library.
- The Library makes the final decision on the use or disposition of the gift.
- The Library has the right to refuse an offered donation. All donated materials must be in good condition and free of dirt, mold, moisture and pests.
- The Library reserves the right to determine the conditions or display, housing and access of materials.
- Monetary gifts to the Library are welcomed and may be designated as a tribute.

Collection Maintenance

Maintenance of the library's collection through constant re-evaluation by the Library staff ensures its usefulness and relevancy to the community. The evaluation depends on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to be no longer of value are withdrawn from the collection.

Withdrawing of Library Materials

The following criteria is used in the decision to withdraw materials from the Library:

- Subject matter is no longer timely, accurate or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

Considerations for Databases and Licensed Software Collection

To increase the depth of the collection, the Library acquires licensed software and databases for use by patrons. In addition, to the guidelines listed above, these resources are evaluated according to the following criteria:

- Quality and breath of content
- Ease of use
- Output features, such as document delivery system
- Compatibility with existing library hardware and network infrastructure
- Ease of access
- Cost effectiveness

Request for Reconsideration

Library patrons who recommend a review of appropriateness or removal of an item or resource will be asked to submit a ***Request for Reconsideration of Library Materials*** form. This form is available from library staff, and once submitted, will be reviewed by the Library Director and staff in relation to the library's mission statement and selection criteria of the collection development policy. After evaluating professional reviews and other materials submitted by the patron and the staff, a response will be made by the Library Director within 30 days of receiving the formal objection. Patrons may appeal the decision to the Buena Park Library Board of Trustees in writing.

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES

Revised 10/3/1984
Revised 10/3/2000
Revised 05/01/2018

BUENA PARK LIBRARY DISTRICT POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES
MATERIALS SELECTION POLICY

The Buena Park Library District endeavors to select materials for purchase that will enable it to carry out its programs of providing informational, educational, cultural, and recreational services to the community.

The Library exists to serve not one public, but many publics; therefore, materials are selected to represent fairly all sides of any issue. The Library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make his own decision. The collection of library materials, both book and non-book items, can be expected to contain the various opinions which apply to important, current, and controversial questions. If the public library does not provide the means to study the several sides of the issues, it is failing in one of its unique reasons for existence.

In instances of complaint, the library patron will be requested to complete the American Library Association's form "Request for Reconsideration of Library Material." This form will be forwarded to the Library Board of Trustees. The Library Board is the policy-originating body which establishes the guidelines for Library operations. After a careful reconsideration, the Board will make a determination regarding the specific request and the patron will be notified accordingly.

Priority in selection of materials will go to those items in high demand. Textbooks are not bought as textbooks but will be considered as they serve the general public. Likewise, very technical works will only be considered if they are usable by the overall community. The availability of highly technical, specialized, and/or expensive materials in neighboring libraries will weigh heavily in the decision to acquire these items. Some materials may be kept off the open shelves in order to secure them against the danger of theft or mutilation.

Parents and guardians are primarily responsible for the reading of their minors. Selection of materials will not be inhibited by the possibility that they may inadvertently fall into the hands of a minor. Ideally, all materials added to the Library should be read

by a person with trained judgment, knowledge of the Library's present resources, and familiarity with the needs of the local community and the Santiago Library System.

When circumstances make this an impossibility in the selection process, the staff may make skilled use of selection aids, bibliographies and reviews of reputable publications. Suggestions from the public for the purchase of titles not in the Library's collection are always welcome and will be given careful consideration. If the material suggested is determined to be needed, an order will be placed for it.

The Library welcomes gifts of books and other materials which will not implicate the District in advocacy of political, religious, or commercial special interests. The Library reserves the right to use or dispose of gifts according to its needs, unless other arrangements have been made by the donor prior to the acceptance of the gift.

Revised: 10/3/1984

BUENA PARK LIBRARY DISTRICT POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES

PRIORITIZED LIST OF LIBRARY SERVICES

1. READING
   - a) Books
   - b) Magazines
   - c) Newspapers
   - d) Pamphlets

2. AUDIO-VISUAL
   - a) Videocassettes
   - ~~b) Audiocassettes~~
   - ~~c) Compact Discs~~
   - d) DVDs

3. MICRO-COMPUTERS (Staff Use Only)
   - a) Consoles
   - b) Memory Devices
   - c) Printers
   - d) Modems
   - e) Software

4. PUBLIC SERVICES
   - a) Information storage and acquisition
     - i) Reference services
     - ii) On-line catalog
     - iii) College catalogs and microfiche
     - iv) Magazine index
     - v) Telephone books for public use
     - ~~vi) Microfilm/microfiche~~
   - b) Extended search
     - i) Interlibrary loans
     - ii) Santiago Library System
   - c) Training and special assistance
     - i) On-line Catalog
     - ii) Use of reference tools
   - d) Preschool story hours
   - e) Summer reading programs for children
   - f) Public Information
     - i) Newspaper publicity
     - ii) Bulletin boards
     - iii) Displays
     - iv) Library Tours
     - v) BPLD Annual Report
   - g) Outreach for shut-ins

h) Mini-branch to senior citizens
i) Blind and partially sighted
Literacy program
j) Miscellaneous
i) Meeting rooms for public use
ii) Copy machines
iii) Typewriters for public use

5. PERSONNEL SERVICES
a) Salaries
b) Insurance
i) Health Insurance
ii) Disability Insurance
iii) Life Insurance
c) Vacation provisions
d) Sick leave provisions
e) Retirement benefits
f) Travel provisions
g) Compensation for self-improvement

6. FACILITIES
a) Capital Outlay
i) Expansion
ii) Remodeling
b) Maintenance
i) Plant
ii) Furniture
iii) Equipment
iv) Grounds

Revised: 01/1989

MISCELLANEOUS POLICIES/PROCEDURES
STATEMENT OF PRIORITIES AND LIMITATIONS IN REFERENCE AND INFORMATION SERVICES AND MATERIALS

1. In order to achieve optimum use of available resources, a policy defining priorities and limitations in materials and services is highly desirable.

2. The library believes in the value of a collection of basic and general material embracing the entire spectrum of knowledge. Therefore, priority is given to those materials and services which further its role as a source of general, basic and popular information. Priority also goes to current materials with recent information, rather than to retrospective items. Exceptions include classics, standard modern works, and histories.

3. The Library recognizes its role as a clearing house of information for its community. In recognition of the more specialized needs of its clientele, the Library also provides services which tap resources beyond its walls. These include:

   a) Materials in the local cooperative library system.

   b) Referral to larger or more specialized libraries; e.g., government documents depositories.

   c) Referral to other agencies.

   d) Interlibrary loan.

   e) Interlibrary reference (information network)

4. <u>Limitations on materials include the following:</u>

   a) Extensive and specialized collection of popular works on theses subjects, and a smaller reference collection of a more technical nature.

   b) Government publications, except general, popular and local documents. This also includes extensive patent materials.

   c) Genealogical collections, except basic instruction manuals.

   d) The foreign language collection contains a few books in a variety of languages and a greater number in the assigned specialty language areas, (Spanish, Chinese, Japanese, Korean, and Vietnamese.) Limited funds and a lack of staff expertise prevent buying extensively in any other languages. Patron may be referred to other libraries in the area with stronger holdings in a needed language.

   e) Supplementary materials are available on all academic subjects, but the Library does not purchase textbooks that are in use at the local schools and colleges.

   f) Highly specialized indexed and abstracts, and the specialized serials cited therein (e.g., “professional journals”). Patrons in need of these are asked to use the holdings of the local academic libraries. This library’s periodical holdings have been developed to appeal to a wide variety of interests.

   g) Oversized, expensive art books and other similar ones of the “coffee table” variety. The bulk of this library’s holdings have been selected as suitable for check-out and use at home.

h) Any other materials whose format and physical make-up present special problems in handling.

i) Non-circulation of reference materials:

1) Although the overwhelming majority of library materials are available for home loan, as benefits a popular library, those items designated as reference are deemed to serve best by remaining in the building. Reliable reference service depends upon the strength of the information collection. Reference books must always be available for patrons and staff when needed.

j) Any materials not of a library nature; e.g. gadgets for loan.

5. Priorities in service to the public on the part of the Reference/Information Staff include the following:

a) Assistance in finding the desired materials or information.

b) Instruction in the use of the catalog, indexes, and other information sources:

1) As circumstances permit, the Staff strives to help all individuals to achieve a higher level of self-sufficiency, but with due consideration for their level of maturity, education, and experience.

c) For requests beyond the scope of the Library's role and resources, the Staff recommends other libraries or agencies, interlibrary loan, or the information network.

d) The Staff members endeavor to apportion their time fairly to all patrons, so no one is unduly neglected.

6. Limitations in Staff services include the following:

a) Opinion and interpretation by Staff members outside their own fields of knowledge and competency, especially in law, medicine, and finance.

b) Any activity patrons could more readily do for themselves, such as:
1) Telephone other libraries to inquire on the availability of specific materials.
2) Making photocopies for patrons.
3) Any other activity simply not of a library nature.

Adopted: 6/10/1983

BUENA PARK Library District

Staff Report- Agenda Item 14

Date: October 7, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Caroline Wilkins, Circulation Services Supervisor
Subject: Circulation Policy

Recommended Action:

Agenda Item 14a. Approval and adoption of Circulation Policy
Agenda Item 14b. Repeal Confidentiality of Library Records Policy and Procedure
Agenda Item 14c. Repeal Library Fees Policy
Agenda Item 14d. Repeal Registration of Minors Policy/Procedure
Agenda Item 14e. Repeal Hotspot Wifi Lending Policy

Background:

A circulation policy serves as the foundation for how patrons may access and use library materials. It defines eligibility and responsibilities of cardholders and sets expectations for how library materials are borrowed, renewed and returned. Currently, these rules are spread over several policies and internal procedures with no centralized document that covers key aspects of library circulation that includes information for borrower services including eligibility, cardholder responsibilities, account maintenance, and confidentiality of records.

Discussion:

Library staff have developed a new comprehensive policy (*Circulation Policy*, Exhibit A) that serves to provide clear requirements for registration of patrons, maintenance of accounts, thresholds for checkouts, holds, and loan periods, and associated fines or fees. This will make the rules relating to library services more transparent for both staff and users. It outlines the responsibilities of borrowing library materials and the consequences for damage to library materials and loss of items. The Circulation Policy is intended to ensure that all patrons are provided with consistent services from the library and that patrons understand their responsibilities as library cardholders. It is the responsibility of all library staff to understand this policy and ensure its fair and equitable application, reducing disputes and ensuring the smooth operation of the library.

Upon approval of the *Circulation Policy*, the District recommends the repeal of conflicting existing policies, including *Confidentiality of Library Records Policy and Procedure* (Exhibit B), *Library Fees Policy* (Exhibit C), and *Registration of Minors* (Exhibit D), and *Hotspot (WiFi) Lending Policy* (Exhibit E).

The *Confidentiality of Library Records Policy and Procedure* contains outdated information and citations. Updated information is incorporated in the *Circulation Policy*. California Government Code Section §7927.105 requires that library records remain confidential except under specific circumstances as a requirement of the California Public Records Act. This policy informs the public of the circumstances in which their records may be legally disclosed. The outdated information in the old document is brought up to date in the new policy. The outdated associated internal procedure falls under the scope of any request for District records and is not necessary in either policy.

The *Library Fees Policy* also contains procedural information that is more appropriate for an internal manual than a policy. Additionally, the information contained therein is outdated and conflicts with the District's finance operations. Pertinent information from the Library Fees Policy is included in the Circulation Policy. A separate Fee Schedule (Exhibit F) is reviewed annually, and the circulation fees are referenced into the Circulation Policy eliminating the need for this policy *Library Fees Policy*. The District also has a *Registration of Minors Policy,* which can now be repealed as a result of the new *Circulation Policy*, which outlines the requirements of registering a minor for a library card account.

Staff also recommends the repeal of the *Hotspot (WiFi) Lending Policy*. This policy contains duplicative and redundant information that is no longer needed with a comprehensive *Circulation Policy*. The District already possesses an *Internet Use Policy* (Exhibit G) that addresses the use of the Internet so a separate policy concerning the circulation of hotspots and use of the hotspots is not necessary.

Recommendation:

The District recommends that the Board approves the new *Circulation Policy* and repeal the *Confidentiality of Library Records Policy and Procedure*, *Hotspot (WiFi) Lending Policy, Library Fees Policy*, and *Registration of Minors Policy*. 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. This will also facilitate District transparency by allowing the District to post a clear, accurate, and updated policy onto our website, which aligns with agency best practices.

Fiscal Impact:

No fiscal impact is associated with this item.

Attachments:

Exhibit A: Circulation Policy (New Proposed Policy)
Exhibit B: Confidentiality of Library Records Policy and Procedure (Repeal of Policy Proposed)
Exhibit C: Library Fees Policy (Repeal of Policy Proposed)

Exhibit D: Registration of Minors Policy (Repeal of Policy Proposed)
Exhibit E: Hotspot (Wifi) Lending Policy (Repeal of Policy Proposed)
Exhibit F: Library Fee Schedule (Reference Only)
Exhibit G: Internet Use Policy (Reference Only)

Circulation Policy

Contents

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Circulation Policy

1. Purpose

The purpose of the Circulation Policy is to establish the principles and guidelines used in the lending, renewal, and return of library materials within the Buena Park Library District. It supports the District's mission by promoting equal access to resources and establishes accountability by ensuring responsible stewardship of the collection.

This policy serves to inform the public about the procedures governing the use of library materials. It defines borrower eligibility and privileges, outlines loan periods, renewal limits, and overdue procedures, and explains the responsibilities of patrons when materials are checked out. The goals and objectives in this policy do not replace the judgment of library professionals but are designed to assist in the consistent and fair administration of circulation services.

2. Eligibility

a. California residents eighteen (18) years old and older may register for a free library card with valid government-issued photo identification and proof of current address. Copies or photographs of photo identification will not be accepted.
b. An applicant under the age of eighteen (18) must have the authorization of a parent or legal guardian who meets the eligibility requirements above to register for a library card. The parent or guardian is responsible for the minor and their use of library resources.
c. A "computer use only" card with no borrowing privileges may be obtained by presenting photo identification. Applicants under the age of eighteen (18) must have the authorization of a parent or legal guardian.
d. The District may establish separate eligibility for students as part of the Local Public Library Partnership Program (California Education Code § 19340, *et seq.).*

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Circulation Policy

3. Address Verification

Address verification is conducted at initial registration, annually, and when mailed notices are returned as undeliverable. If a patron's photo identification does not include their current address, the patron may be asked to provide proof of address.

a. Acceptable address verification documents in the patron's name include:
    i. Current utility bill
    ii. Current rental agreement
    iii. Current vehicle registration
    iv. Postmarked mail delivered to the patron's address dated within thirty (30) days

4. Online Library Card Registration

Patrons may pre-register for a library card online.

a. The temporary library card will allow a patron to place holds on library materials and will not allow access to online resources, eBooks, or digital streaming content.
b. Temporary cards are deactivated in thirty (30) days. Patrons must show their photo identification and proof of current address in person at the library within thirty (30) days of online registration to pick up a full use library card.

5. Patron Inactivity

Library accounts will be removed from the library's database system if they have not been used in seven (7) years.

6. Item Types, Borrowing Limits, and Loan Periods

a. Patrons may check out up to thirty-five (35) total items.
b. The standard loan period for physical books, CDs, audiobooks, and DVDs is three (3) weeks.

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c. Most items can be renewed up to three (3) times if there are no holds on the item.
d. eBooks, eAudiobooks, digital streaming content, and other online media may have variable loan periods set by licensing terms.
e. Patrons may place holds on up to thirty-five (35) items at a time and will be notified via email when their held items are available.
f. Items within the Library of Things collection may be subject to specific borrowing agreements or collection specific loan limits.
g. Juvenile cards are restricted from borrowing specific items within the Library of Things and adult audiovisual collections.
h. Reference Materials, including newspapers and the most current issue of magazines, may not be checked out.
i. Interlibrary loans requests are limited to five (5) requests per month, per patron. Loan periods may vary based on the lending library.

7. Patron Responsibilities

a. Library patrons are expected to abide by the Library Rules of Conduct when using the library and library resources.
b. Patrons are expected to return materials on time and exercise care when handling library materials to ensure that they are available for other patrons to use.
c. Lost library cards and lost or damaged items should be reported to the library immediately.

8. Fines and Fees

(Reference: Library Fee Schedule)

a. Library patrons are charged the replacement cost of lost or damaged items.
b. Interlibrary loan requests are subject to fees set by the Board of Trustees and the item's lending library and may include additional postage fees.
c. There are no fines for overdue items. Three (3) email reminders are sent after the due date to remind a patron to return the materials.
d. If an item is thirty (30) days overdue, the patron will be billed for the replacement cost of the item.

e. Patron library accounts will be blocked from checking items out or using library resources if fees exceed ten dollars ($10.00).
f. After ninety (90) days, a collection agency may be used to recover the lost material and/or fees associated with lost material. An additional collection agency fee will be added to the patron's account if an account is sent to collections.
g. Lost fees may be waived for lost items that are returned and not yet paid for if the lost item is still in the library database system and returned in good condition.
h. A patron who returns a lost and paid item in good condition within thirty (30) days of making the payment for the item may apply for a refund. Upon approval, a refund may take up to sixty (60) days to be issued.
i. Fines and fees are reviewed annually and as needed by the Board of Library Trustees and are subject to change.

9. Confidentiality of Library Records

The Buena Park Library District is committed to patron confidentiality and privacy. Library account information will only be shared with the cardholder or the parent or legal guardian listed in the account record for patrons under the age of eighteen (18).

Library records are confidential pursuant to California Government Code § 7927.105.

All requests for library records must be referred to the Library Director and will only be disclosed:

a. By a person acting within the scope of the person's duties within the administration of the library.

b. By a person authorized in writing to inspect the records. The authorization shall be from the individual to whom the records pertain.

c. By order of the appropriate superior court.

Approved:	10/07/2025

CONFIDENTIALITY OF LIBRARY RECORDS

POLICY

California law protects the confidentiality of patron circulation records, and such records can only be released by the consent of the patron in question or through legal action. The Buena Park Library District has the responsibility, under the California Public Records Acts (commencing with paragraph 6267 of the Government Code), to protect each individual library user's right to privacy with respect to information sought or received and materials consulted, borrowed, or acquired.

Section 6267 of the California State Government Code reads:

All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

(a) By a person acting within the scope of his or her duties within the administration of the library.

(b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.

(c) By order of the appropriate superior court.

As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes any information which identifies the patrons borrowing particular books and other material.

This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

This policy also adheres to the American Library Association's (ALA) recommendation that recognizes the confidentiality of information sought or received, and materials consulted, borrowed or acquired by a library user. These materials may include database search records, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, programs or services such as reference interviews. It is Library policy that Internet sign-up sheets and Internet use history are confidential.

The Buena Park Library District does not collect any information about websites used by patrons in the Library. The Library is not responsible for the privacy practices, information collected, or content of websites accessed by patrons using the Internet in the Library.

PROCEDURE

1. Requests by anyone other than the patron should be referred to Library Administration or to a Supervisor. Patron information for minors, under the age of 18, including materials checked out and fines, may be viewed by the parent/guardian who is listed on the minor's patron records.

2. If a government or law enforcement agent requesting information on a library user approaches a staff member, the staff should politely explain, "such requests are handled through Library Administration," and refer the agent to Library Administration. Staff in Library Administration will ask to see the agent's identification.
3. The Library Director or designee will explain the Library's policy on confidentiality of library records and explain that personally identifiable information about library users is not available under any circumstances except when a proper court order has been presented.
4. The Library Director or designee should assure the agent that the Library will comply with any proper court order once it has been verified by the Library's legal council that the request meets the conditions outlined in Section 6267 of the California Government Code or other applicable law or regulation.
5. Library staff members should not accept service of court orders or subpoenas. Any process server or law enforcement officer should be directed to serve the subpoena on the Library Director. If the person leaves the court order or subpoena on library property despite the instructions, forward the document to Library Administration immediately. **The records must not be supplied at the time of the service of the subpoena.**
6. Any threats or unauthorized demands (those not supported by a process, order or subpoena) concerning registration or circulation records shall be reported to the Library's legal counsel.

Revised: 08/05/03

BUENA PARK LIBRARY DISTRICT POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES

LIBRARY FEES POLICY

Library Fees will be presented to the Library Board annually in February for review.

Assessing Library Fees
Borrowers are responsible for all materials checked out on their Library card and any fees assessed for lost materials. As a courtesy, the Buena Park Library District sends overdue notices to encourage the return of Library material. Failure to receive an overdue notice does not release an individual from the obligation to pay any fees assessed.

Borrowing privileges may be restricted if charges are not paid promptly. Library staff shall have the discretion to allow limited borrowing privileges once a payment plan has been established.

Borrowers with excessive charges will be referred to a collection agency and an additional charge will be added to their account. Borrowers are informed of this practice on overdue notices and in the Library brochure.

Waiving Library Fees
Circulation staff shall have the discretion to waive fines less than $50.00 in extenuating circumstances. Waiving allows staff to exercise discretion in individual situations, promoting financial accountability and at the same time encouraging borrowers to continue using their Library. Examples include but are not limited to:

- The borrower has had a medical emergency, a death in the immediate family, or if the staff member determines the borrower has experienced unusual circumstances that cause the borrower not to be able to meet their usual library responsibilities, the staff member may elect a "compassionate response" on the part of the Library and waive the fine.
- An error on the part of the Library.

Staff will make a note in the borrower's record stating the reason the fee was waived along with the staff member's initials. The Circulation Services Supervisor will monitor the waving of fees by Library Staff and investigate any irregularities.

With approval from the Library Director, the Circulation Services Supervisor shall have the discretion to restore borrowing privileges to a patron and/or waive the cost of lost materials greater than $50.00 in extenuating circumstances. Examples include but are not limited to:

- Borrower has had debts discharged after declaring bankruptcy through the U.S. Court of Bankruptcy.

- Library materials have been destroyed by fire or stolen and are not covered by insurance. A police report or other paperwork may be requested.

Refunds

Refunds will be issued for lost materials if the material is returned in good condition within six months of payment date. The item(s) must be returned to the Circulation Desk and a refund requested.

Refunds under $20.00 will be paid from the cash register. If the refund is more than $20.00 a check will be mailed from the business office.

Purging Library Fees

Review of patron accounts will be performed annually in June at the end of the fiscal year. The Library Director is authorized to purge borrowers' accounts older than seven years that have been deemed uncollectible.

Adopted: 09/06/2011
Revised: 03/03/2020

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES
REGISTRATION OF MINORS

To register a child seventeen (17) years of age or younger for a library card, it is the policy of the Library that the parent or legal guardian be present. The parent presents staff with current valid identification.

The parent or legal guardian of any minor is held responsible by state law for the actions of the child and the materials borrowed by the child. All fines for late materials, assessments for damage, or charges for lost items are ultimately the responsibility of the parent.

Revised: 6/3/1992

MISCELLANEOUS POLICIES/PROCEDURES

HOTSPOT (Wi-Fi) LENDING POLICY

The Buena Park Library has established a Wi-Fi hotspot lending program to help bridge the digital gap in our community between those who have high-speed internet access and those who do not. With this program, students may access the internet for help with homework and projects and patrons can have home access to the library's digital resources such as our databases, eBooks, streaming music and movies as well as general access to the internet. Patrons will be able to take advantage of our hotspot lending program with a Buena Park Library Card.

The Buena Park Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from the use of the device. Parents/Guardians are responsible for deciding what resources are appropriate for their child. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Hotspots may be borrowed by Buena Park Library card holders age 18 and above with Library cards that are not blocked by unpaid fees for lost materials. Checkout is limited to one device per card at any given time.

Hotspots are available at the Circulation Desk. They will be checked out for 3 weeks and may be renewed up to 10 times as long as there are no holds on them. To borrow a hotspot, patrons will sign a lending agreement that will detail what is included in the hotspot kit as well as instructions to return the hotspot to the Circulation Desk during normal business hours rather than in a bookdrop.

The patron will be responsible for any damage to or loss of the hotspot. If the hotspot is not returned, its wireless service will be discontinued. The hotspot will be unusable and the borrower will be charged for the cost of the item.

Adopted 07/7/2020
Revised 02/06/2024

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

Approved March 4, 2025

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES
INTERNET USE POLICY

Purpose and Access

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. It is a global electronic network that allows the Library to provide information beyond the Library's collection. To fulfill its mission to meet the information needs of its culturally diverse community, the Buena Park Library District provides access to the Internet through public use computers and wireless access. The purpose of this policy is to establish appropriate Internet use guidelines in keeping with the Library's mission and in coordination with Library Rules of Conduct to ensure a positive library experience in an atmosphere that is safe and free from disturbances by others.

In order to make limited computer and internet resources available to as many users as possible, the Library designates time limits for public computer use and bandwidth limits on wireless access. While Internet access is free to users, the Library charges for printing as established by the Library's current Fines and Fees Schedule.

Wireless Access

The Buena Park Library District provides free wireless Internet access points or "hot spots" to individuals with portable computers, tablets, and other Internet capable devices.

As with most public wireless "hot spots," this connection is not secure. Any information being sent or received could potentially be intercepted. Cautious and informed wireless users should choose not to transmit their credit card information, passwords and any other sensitive personal information while using any wireless "hot spot." The Buena Park Library District cannot, and does not, guarantee the privacy of your data and communication while using this service.

All wireless access users should have up-to-date virus protection installed. The Library assumes no responsibility for any information or data that is compromised, or for any damage caused to an individual's hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.

By choosing to use this wireless service, the user agrees to abide by the Buena Park Library District's Internet Use Policy and acknowledges and knowingly accepts the risks for accessing this service.

Responsibilities of Internet Users

All patrons are expected to use the Buena Park Library's Internet services in a responsible and legal manner. Users must comply with all federal, state or local laws, policies, or regulations on all Library computers or patron devices using the Library's wireless service. Examples of the laws, policies, and regulations include, but are not limited to:

- Fraud
- Receiving, displaying, or transmitting of child pornography, obscenity, or material harmful to minors (18 U.S.C. Sec. 2256; California Penal Code, Sections 311-313 et seq)
- Copyright infringement (Title 17, U.S. Code).
- Physically or electronically modifying Library computer equipment, or tampering with hardware or software (California Penal Code § 502)
- Displaying explicit, graphic or obscene images on computers which may create a hostile workplace environment and may constitute a violation of Title VII of the Civil Rights Act

of 1964, Title 29 Code of Federal Regulations §1604.11 (e) and California Government Code 12940 (2006).

- Using any other person's library card to obtain additional computer time.

Any other activities that interfere with or disrupt network users, services, or equipment are also prohibited.

The Internet is a vast, unregulated network and access points may change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete, or current information and some websites may be offensive. The Library does not monitor and has no control over the information on the Internet. As with all other formats of information, Internet users are responsible for the choice of sites they visit, and for assessing the credibility, validity and appropriateness of the information found. The Buena Park Library District cannot be held responsible for the quality or accuracy of any information found on the Internet. Library access to the Internet does not imply Library sponsorship or endorsement of any material found on the Internet.

Patrons are personally responsible for learning and applying the needed computer skills for exploring the Internet and electronic databases. Library staff cannot provide in-depth training on the Internet or software programs, and cannot assist patrons in configuring their personal devices. The Library holds the expectation that its computer users possess a minimal level of competence for using computers and electronic databases. Materials are available in the Library's collection for self-training.

Privacy

The Library does not utilize Internet filters. Each individual is responsible for his or her own use of the Internet. Because the Library is a public place, users should be aware that information accessed on the Internet may be observed by other users, Library staff and members of the public, including children. The Library cannot guarantee users' rights to confidentiality and privacy when using the Internet.

The Library does not routinely monitor public computers but reserves the right to do so when a violation of the Library Internet Use Policy, the Library Rules of Conduct, or any violation of the law is suspected. If the nature of the content being viewed on the Library computer workstation disturbs other Library users, the viewer may be asked to cease.

Access by Minors

All Internet resources accessible through the Buena Park Library are provided equally to all users. There is no age limit for use of any material in the Library or via the Library's Internet

services. Children have access to the same resources as adults. As with other Library resources, there are Internet sites that may contain information not suitable for children.

It is the Buena Park Library District's policy that the parent or legal guardian is responsible for deciding what resources are appropriate for his or her child. Responsibility for, and any restriction of, a minor's use of library resources including the Internet rests solely with the parent or legal guardian. Parents are encouraged to read Child Safety on the Information

Highway produced by the National Center for Missing and Exploited Children (www.safekids.com/child-safety-on-the-information-highway/).

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES

This policy is adopted in accordance with California Education Code §18030.5.

Violations of the Internet Use Policy and the Appeal Process

Users are expected to adhere to the Buena Park Library District Internet Use Policy and the Buena Park Library Rules of Conduct. Failure to comply may result in suspension or loss of internet privileges, loss of Library privileges and/or exclusion from the Library, notification of law enforcement authorities and/or criminal prosecution. The Library reserves the right to suspend the computer privileges of a minor without notification to the parent or legal guardian.

The Library Staff will make a reasonable effort to provide the customer with written notification of suspension of privileges or exclusion, including the reason for the action, the time period, and the appeal process. It is not necessary that this notification be accepted or received for the restriction or exclusion to take effect.

The actions of Library staff members under this policy may be appealed in writing to the Library Director.

Following an appeal to the Library Director, the Director's decision may be appealed to the Library Board of Trustees. Upon completion of the review, the Board shall issue a written decision. This decision shall be final.

The restriction or exclusion will remain in effect throughout the appeal process.

Disclaimers

Use of the Library's hardware, software, Internet service, wireless network, and electronic information resources is entirely at the risk of the user. The Buena Park Library District shall not be liable for any damage that may occur to any computer, peripheral equipment, or storage media, loss of data, loss of confidential information, unauthorized access to or alteration of data transmissions, and/or any other direct, indirect, special, incidental, consequential or exemplary damages resulting from or arising out of use of the Library's Internet service, wireless network, and/or electronic information resources, or inability to use these services, or any other matter relating to these services.

Users agree to indemnify, defend, and hold free and harmless the Buena Park Library District, the Library's Board of Trustees, employees, and/or agents for any claim or demand, that may be made by any third party due to or arising out of user conduct in connection with any use of the Library's Internet service, wireless network, and electronic information resources, user provision of content, user violation of this Policy, or any other violation of the rights of another person or party.

Any use of a Buena Park Library computer workstation, or the Library's wireless service, constitutes acceptance of this policy. A copy of this policy is posted on the Library's website; in addition, a copy is available at the Information Desk in the Library for inspection.

Effective: 07/1997
Revised: 10/2008
Revised: 12/2010
Revised: 09/2013

BUENA PARK Library District

Staff Report- Agenda Item 15

Date: October 7, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Status of Volunteer Guild and Support Groups Policy

Recommended Action:

Agenda Item 15

Agenda Item 15a. 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.

Agenda Item 15b. Repeal *Support Groups Policy*

Background:

In December of 2023, the Board of Library Trustees was presented with an agenda item related to the status of the Volunteer Guild of the Buena Park Library ("Guild") as an officially recognized support group of the District. At the time, the District had discovered that the Guild was out of compliance with numerous requirements and had lost their tax-exempt status. This discovery came on the heels of the District's concerns and attempts to resolve non-compliance with the District's *Supports Groups Policy (*Exhibit A) relating to financial reporting, the safety and cleanliness of storage area, and the overreliance on paid District personnel to assist with the operations of the non-profit.

The Board of Library Trustees took the following action on the assumption that the Guild and District would work in good faith to resume operations:

> *MOTION by Trustee Ganer to temporarily suspend support of the Volunteer Guild until the following conditions are met:*
>
> *--Volunteer Guild complies with all State and Federal requirements of non-profit organizations and provides all documents to the District for review;*
> *--Volunteer Guild works with the Library Director to develop processes and controls to ensure that the Guild will abide by all State and Federal laws and regulations in the future;*
> *-- and Deliver the proposed processes and controls to the Board of Trustees, upon which the Board of Trustees will vote to determine whether it would like to reinstate the Volunteer Guild as an official support group of the Buena Park Library District*
>
> *SECOND by Trustee Estrada.*

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut. MOTION approved. (Exhibit B, Minutes of December 5, 2023 Board Meeting)

Currently, this external organization remains "temporarily suspended" by the Board of Library Trustees.

Discussion:

In February 2024, the Guild informed the District they would dissolve but did not provide any documentation that formally showed their intent or progress in doing so. In August 2024, they declared their property on District premises abandoned.

Complications related to the Guild's use of the District's name caused administrative difficulties for the District. In June 2025, the Guild changed their name and amended their Articles of Incorporation to remove the Buena Park Library as their beneficiary, making it evident that the organization has no intention of distributing remaining assets to the benefit the Buena Park Library, which was the purpose behind the District allowing the organization to sell donated books from library patrons and to operate a bookstore within the District's facility.

District staff would like to formally resolve the matter and recommends that the Board of Trustees finalize action relating to this external organization.

Recommendation:

Staff requests that the Board permanently withdraw support of the Volunteer Guild of the Buena Park Library and its successor organization as an officially recognized support group of the District. Based on the District's experience with this group, staff does not recommend restoring recognition to this organization.

Additionally, the District recommends repealing the *Support Groups Policy* entirely. The *Supports Groups Policy* is not an enforceable contract with an outside organization. Going forward, if the District should work with a non-profit for a similar purpose, the District should ensure that a Memorandum of Understanding or other enforceable agreement is in place to ensure that agreed upon terms are upheld.

Fiscal Impact:

There is no financial impact associated with this item. Attempting to recover any remaining assets is not recommended, as the assets are not large enough to justify costs associated with recovery.

Attachments:

Exhibit A: Support Groups Policy
Exhibit B: Minutes of the December 5, 2023 Buena Park Library District Board of Library Trustees Meeting

BUENA PARK LIBRARY DISTRICT
POLICY MANUAL

MISCELLANEOUS POLICIES/PROCEDURES

SUPPORT GROUPS POLICY

A Buena Park Library District (BPLD, the Library) support group is any organization which is authorized pursuant to this policy to use the BPLD name, in full or in part, to raise funds or perform services for the sole support or benefit of BPLD. The purpose of such groups is to enhance the ability of BPLD to provide library services to its community.

The BPLD welcomes support from these groups and appreciates the increased level of service their financial assistance can provide. The support groups agree to actively seek new members.

All BPLD support groups must be officially recognized by the Buena Park Library District Board of Trustees. The bylaws of any support group shall not conflict with the policies of BPLD. Bylaws must be brought into conformance with BPLD policies prior to official recognition of the support group. Any currently existing support group must bring its bylaws into conformance with BPLD policies within 60 days of the adoption of this policy and, at that point, must be approved by the BPLD Board of Trustees.

The focus of any recognized support group shall be to enrich BPLD resources by raising funds to aid BPLD in acquiring materials and equipment, completing projects and presenting public programs which are not included in the BPLD operating budget. The support group also agrees to coordinate advocacy efforts on behalf of the Library under the guidance of the Library Director and the BPLD Board of Trustees.

To express appreciation for these activities and to support fund-raising efforts, the Library may provide space and permit signs to be posted and flyers to be distributed to assist the group. The assistance may not interfere with the mission or effective operation of the Library. The assistance may not increase the Library's exposure to liability. The assistance may not cause the Library to expend public money on the support group or its activities. BPLD shall have and retain the sole authority to designate whatever District space, facility, personnel or equipment may be made available to such support groups. All postage costs and copy costs of the support group shall be paid for by the support group. The support group also provides the clerical support for their activities: mailing agenda and minutes, processing membership applications, maintaining files, preparing signs and flyers, etc.

The responsibility for managing the operations of the Library, including the assistance provided to support groups, is delegated by the BPLD Board of Trustees to the Library Director. The Library Director may assign a designee to act as a liaison between the Director and the support group. Such actions are subject to review by the BPLD Board of Trustees.

The use of the BPLD name implies a close connection to the Library. Because all publicity by support groups reflects directly on the Library, press releases, flyers, signs and other support group publicity are subject to approval by the Library Director, or designee.

MISCELLANEOUS POLICIES/PROCEDURES

The Library agrees to publicly acknowledge the contributions of the support group, as is practicable, on flyers, brochures, and displays, as a means of promoting the support group, helping to recognize their efforts, and attracting new members.

The Library Director, or designee, and one BPLD Trustee shall serve as ex-officio members of the governing body of the support group and attend all board meetings of the support group.

Annually, the Library Director, or designee, will provide the support group with a list of BPLD needs which would represent appropriate uses of support group funds. In addition, the Library Director, or designee, may, from time to time during the year, submit to the support group additional requests for funding. The support group shall select from these requests the items it wishes to support. In addition, the support group may propose specific projects for its support, subject to the approval of the Library Director.

The support group shall provide to the Library Director financial statements every month detailing revenue and expenses for (a) bookstore sales, (b) book nook sales, (c) grants, and (d) other sources of revenue. The support group shall not maintain a balance at the end of its fiscal year in excess of $10,000, unless the BPLD Board of Trustees has approved accumulation of funds for a specific project or purchase which exceeds that amount. Otherwise, the excess shall be donated to BPLD or expended for its benefit at the close of each fiscal year.

All members of the BPLD Board of Trustees and the Library staff are strongly encouraged to become members of the support group but shall not hold office nor serve on the support group board while they are members of the BPLD Board of Trustees or BPLD staff, except when serving in the capacity of ex-officio member.

The BPLD Board of Trustees retains the right to withdraw official recognition of any support group that fails to meet the standards set forth in the BPLD Support Group Policy. If official recognition is withdrawn, the support group must immediately cease using the name of BPLD vacate space, and dissolve; its tangible assets shall be distributed for the benefit of BPLD.

Upon any dissolution, any support group that has raised funds under the banner of the Buena Park Library District shall select a BPLD Board of Trustees approved project or service and gift the Library with all remaining funds towards that project or service.

Adopted: 10/03/2000
Revised: 05/03/2011

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December 5, 2023

CALL TO ORDER: President Richard Rams called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Brenda Estrada, Pat Ganer, L. Carole Jensen, Richard Rams, Cheyenne Traut.

Staff Present: Library Director Helen Medina, Business Officer Marina Tutty, Circulation Services Supervisor Caroline Wilkins, and Interim Library Services Supervisor Ann Duarte, and Administrative Assistant Patty Salas.

Also Present: Members of the Volunteer Guild: Wendy Erdtsieck, Marilyn Lowry, and Alina Macri.

ACTION ON MINUTES

4. Regular Meeting of November 7, 2023

MOTION by Trustee Ganer to approve the minutes of November 7, 2023, as presented.

SECOND by Trustee Jensen.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Traut.
ABSTAIN: Trustee Rams.

MOTION approved.

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

No comments.

6. Board Members' Reports on Conferences Attended or Meetings Scheduled

No comments.

MINUTES
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CORRESPONDENCE

7. Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

   No comments.

8. Buena Park Library District Volunteer Guild Report

   Trustee Ganer addressed members of the Volunteer Guild and asked if they had anything to add to the report. Bookstore Manager Marilyn Lowry stated their Finance Officer is in regular communication with the State Franchise Tax Board (FTB). They were told it would take six months to complete application due to the workload of the FTB. Trustee Jensen asked for clarification if it would be six months to review what was going on or to complete it. Marilyn stated it would be six months to receive a conclusion.

   Trustee Ganer noted this would be discussed later in the meeting.

9. Director's Report

   Director Medina stated she participated in the City Manager's Roundtable discussion. The Library is partnering with the City Manager of Buena Park to help promote the city's community engagement survey. The City would like as many residents as possible to take the survey. Library staff will help promote the survey to patrons.

   Director Medina also had the opportunity to tour San Marino Elementary School. The Director stated she was very impressed and had a wonderful experience.

   The Library is delighted to participate in a joint toy and book drive with Buena Park School District and Centralia Elementary School District. Director Medina thanked Trustee Estrada for bringing this to the Library District.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

10. Balance Sheet as of November 30, 2023

    No comments.

11. Revenue – $433,645 and Expenditures - $1,588,589 Budget vs. Actual Report
    July 1, 2023, through November 30, 2023.

    Received two installments of the secured property taxes in the month of November.

12. Check Register from November 30, 2023

    No comments.

13. Monthly Statistical Reports

    October statistics were presented to the Board of Trustees.

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NEW BUSINESS

14. Adoption of Resolution 2023-8 authorizing the District to become subject to the Uniform Public Construction Cost Accounting Procedures

    Trustee Traut asked for clarification on the requirements for posting invitations for bids. Director Medina clarified that the invitation for bids would be placed on online platforms. Trustee Ganer asked why only two other Library Districts have joined. The Director noted that most libraries haven't done many construction projects, and some have received infrastructure grants in the past year. With the competitive bidding threshold of $25,000 remaining stagnant for decades, libraries are realizing joining CUPCCAA would benefit them. The Library Director learned about this option at a CSDA conference, and the District's counsel recommended the District join. Legal counsel has prepared bidding documents, short-form contracts, and other checklists for the District to use.

    MOTION by Trustee Jensen to adopt Resolution 2023-8 authorizing the District to become subject to the Uniform Public Construction Cost Accounting Procedures.
    SECOND by Trustee Estrada.

    AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

    MOTION approved.

15. Review and approval of BPLD Financial Policy pertaining to the California Uniform Public Construction Cost Accounting Act (CUPCCAA)

    Administrative regulations need to be put in place to participate in CUPCCAA. It was noted that the Library's legal counsel prepared the policy for the District.

    MOTION by Trustee Ganer to approve the financial policy as presented.
    SECOND by Trustee Traut.

    AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

    MOTION approved.

16. Status of Volunteer Guild of the Buena Park Library as an officially recognized support group of the Buena Park Library District

    The Board of Trustees recognized the Volunteer Guild Bookstore Manager, Marilyn Lowry. She said the Volunteer Guild is going through the process to revive their status as a non-profit organization in the State of California. She said any updates will be provided to the Library District.

    There was a discussion about State and Federal requirements and future assurances of compliances.

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President Rams asked if Ms. Lowry could deliver necessary documents to the Library Director's office by December 12, 2023. Ms. Lowry affirmed she would deliver the requested documents.

Ms. Lowry was asked if the Guild had updated their information with the Secretary of State. Ms. Lowry said they had updated their paperwork with the Secretary of State as of December 4, 2023 and would provide documentation.

MOTION by Trustee Ganer to temporarily suspend support of the Volunteer Guild until the following conditions are met:
- Volunteer Guild complies with all State and Federal requirements of non-profit organizations and provides all documents to the District for review;
- Volunteer Guild works with the Library Director to develop processes and controls to ensure that the Guild will abide by all State and Federal laws and regulations in the future; and
- Deliver the proposed processes and controls to the Board of Trustees, upon which the Board of Trustees will vote to determine whether it would like to reinstate the Volunteer Guild as an official support group of the Buena Park Library District

SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

17. Election of Officers for 2024

On nominations duly made, the following officers were unanimously elected:

L. Carole Jensen, President
Cheyenne Traut, President Pro Tem
Brenda Estrada, Secretary

FUTURE AGENDA ITEMS

18. Agenda preparation for the November regular date meeting which will be held on January 9, 2024, unless rescheduled by the Library Board of Trustees
    - Mid-Year Detailed Budget Review
    - Mid-Year Plan of Service Review

CONSENT CALENDAR

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the Board or the public request specific items to be removed from the Consent Calendar for separate action.

19. Personnel Action
    a. Resignation of PT Page, Fahmeeda Simjee, effective December 15, 2023.

b. Merit increase for Librarian II, Helen Koo, to Step 4 on the Salary Scale effective December 29, 2023.
c. Merit increase for IT Systems Specialist, Martin Lebria, to Step 4 on the Salary Scale effective December 29, 2023.

MOTION by Trustee Ganer to approve the Consent Calendar.
SECONDED by Trustee Jensen.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

ADJOURNMENT

20. Adjournment

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

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved. The meeting was adjourned at 6:22 p.m.

Submitted by,

Brenda Estrada
Secretary

BUENA PARK Library District

Agenda Item 16

Date:	October 7, 2025
To:	Board of Library Trustees
From:	Helen Medina, Library Director Ann Thompson, Library Services Manager
Subject:	Technology Consulting Agreement with Eagle MMP, Inc in the amount of $9,500.00

Recommended Action:

Authorize the Library Director to execute a consulting agreement with Eagle Multi-Media Productions Inc. in the amount of $9,500.00 and make any necessary non-monetary changes to the agreement.

Background:

As the District continues to serve the community and conduct business with increasing reliance on digital technology, it is essential that our infrastructure supports our mission and workflows. Technology affects every aspect of our workflows, including delivering library services, performing administrative functions, running the point-of-sale systems, and completing general business support operations. During the 2023 audit presentation, the auditor suggested that the District could invest more resources into its technology. Since then, the District has updated its financial system, payroll system, and website, but still requires efficient and effective technology solutions that support modern collaborative remote workflows with our project consultants and internal collaboration and compliant records retention and retrieval processes. A professional assessment will also help us identify vulnerabilities, ensure regulatory compliance, and develop a prioritized plan for strategic technology investments to help us with our risk management plan.

The District also recently completed a disaster preparedness assessment sponsored by the State Library and completed by the Northeast Document Conservation Center that noted the absence of a technology consultant on the District's team. The assessment highlighted the importance of strategizing for cybersecurity and continuity of business operations. An assessment will assist the District to better understand scope, priorities, and financial impact of these needs. Additionally, the District is using some legacy software and hardware and understands it will require updates to new technology soon. This need has become especially evident as we plan to relocate to a temporary facility. An assessment will provide the structured guidance needed to successfully plan, prioritize, and implement solutions.

Discussion:

The proposed assessment encompasses six critical areas: Security & Compliance, Active Directory & Identity Management, Collaboration & Cloud Services, Network and Infrastructure Upgrades, Business Continuity & Disaster Recovery, and Payment Processing and Point-of-Sale.

Eagle Multi-Media Productions("MMP") Inc. has provided a proposal (Exhibit A) designed a methodical approach that begins with understanding our organization from the inside. With that organizational context established, the consultant will undertake an intensive discovery period, conducting hands-on evaluation of every major system. This includes coordinating security testing, mapping our network infrastructure, reviewing devices and directory configurations, and auditing backup procedures. Rather than simply documenting what exists, this phase involves active testing and measurement to understand how systems perform under real-world conditions.

The analysis phase transforms raw technical data into actionable intelligence. The consultant will identify patterns of risk, compare our practices against library and cybersecurity industry standards, and evaluate where inefficiencies create unnecessary costs or vulnerabilities. This comparative analysis provides the foundation for prioritizing improvements based on both urgency and potential impact.

The District will receive a comprehensive assessment report that serves as both a diagnostic tool and strategic planning resource. This document will provide an honest evaluation of our current technological environment, identifying where systems perform well and where weaknesses create risk or inefficiency. Rather than simply cataloging problems, the report will explain the implications of identified issues for library operations, patron services, and regulatory compliance.

A prioritized roadmap will translate technical findings into an actionable plan, organizing recommendations into timeframes that reflect both urgency and interdependencies between projects. This roadmap will help leadership understand which improvements should be addressed immediately to mitigate critical risks, which initiatives can be planned for the next fiscal year, and which represent longer-term strategic investments that position the library for future needs.

Recognizing the importance of grant funding for library technology projects, the consultant will prepare a summary of initiatives that qualify for E-Rate program support. This analysis will identify opportunities to leverage federal funding for eligible infrastructure and connectivity improvements, potentially reducing the District's direct investment in critical upgrades.

Once the assessment is completed, Eagle MMP Inc. will present their findings to the Board. In this presentation, they will distill technical complexity into clear strategic choices, enabling Trustees to understand the relationship between technology investments and organizational goals. This presentation format ensures board members can fulfill their governance responsibilities with appropriate understanding of technology risks and opportunities, even without technical expertise.

Eagle MMP Inc. projects the assessment will require six to eight weeks from initiation to final delivery, a timeframe that balances thoroughness with reasonable urgency. This duration accounts for coordinating stakeholder interviews around staff schedules, conducting technical testing that cannot disrupt daily operations, and allowing adequate time for thoughtful analysis rather than rushed conclusions. The phased approach also builds in a review cycle that ensures recommendations reflect staff input and operational realities.

Recommendation:

Staff requests the Board authorize the Library Director to execute an agreement (Exhibit B) with Eagle MMP Inc. to conduct a comprehensive technology assessment of our IT infrastructure, systems, and security posture. This assessment will provide critical insights into our current technology environment and deliver a strategic roadmap for modernization, compliance, and operational improvements.

Fiscal Impact:

The technology assessment outlined in the proposal will have a total budgetary impact of $9,500, representing 66 hours of professional consulting work that includes both technical evaluation and strategic planning expertise. This fixed-price engagement provides budget certainty while delivering substantial value through the breadth of systems examined and the depth of analysis provided. This is not for managed ongoing IT support, which the District may consider at a later point in time. The District is not recommending a budget amendment at this point but will review the consulting expenses at mid-year and make a recommendation.

Exhibits:

Exhibit A: Technology Assessment for Buena Park Library District

Exhibit B: Independent Consultant Agreement for Technology Assessment Services by and between Buena Park Library District and Eagle Multi-Media Production Inc.

Technology Assessment

for Buena Park Library District

Prepared for:
Helen Medina
Buena Park Library District

Created by:
Jeremy Yamaguchi
Eagle MMP Inc.

Introduction and Cover Letter

Dear Ms. Medina,

Thank you for considering Eagle MMP Inc. for your technology needs. After reviewing your current systems setup, I am confident that our team can provide the comprehensive technology assessment and analysis requested. Please find attached our technology assessment proposal for your review.

We have a proven track record of providing concrete advice, feasible solutions, and peace of mind over secure programs and systems. Our team of experts combines innovation, effective communication, and in-depth knowledge of the latest technologies and techniques to ensure success.

Our company's strategic and collaborative approach is our greatest asset, and we look forward to working with you on this project.

Kind regards,

Jeremy Yamaguchi

President, Eagle MMP Inc.

Project Overview

Buena Park Library District seeks a comprehensive one-time technology assessment to evaluate its current IT environment, identify risks, and recommend strategies for modernization, compliance, and improved efficiency. The evaluation will focus on cybersecurity, business continuity, network infrastructure, point-of-sale/payment processing, and library systems integration.

Scope of Work

1. **Security & Compliance: 8 Hours**
    a. **CIPA Compliance**: Review filtering systems and policies for compliance with the Children's Internet Protection Act.
    b. **Basic Security Testing**: Conduct a basic external vulnerability assessment and penetration test.
    c. **Cybersecurity Investment**: Evaluate current security posture; provide recommendations based on findings.
2. **Active Directory & Identity Management 8 Hours**
    a. Assess current Active Directory configuration, including organizational units, group policies, and access controls.
    b. Review authentication methods and integration with Microsoft 365 and other platforms.
    c. Provide recommendations for modern identity solutions, such as Azure AD or hybrid AD, to strengthen access control and simplify management.
3. **Collaboration & Cloud Services: 8 Hours**
    a. Review Microsoft 365 licensing (Business Basic vs. Business Premium vs. GCC).
    b. Evaluate cloud-hosted VoIP solution for scalability and integration.
    c. Assess access and account management policies.
4. **Network & Infrastructure Upgrades: 8 Hours**
    a. Review the current gigabit backbone and Cat6a cabling.
    b. Evaluate Wi-Fi performance (Cisco Meraki) for coverage, capacity, and security.
    c. Assess the CENIC connection for redundancy and reliability.
    d. Review contractor-managed setup and internal management processes.
5. **Business Continuity & Disaster Recovery: 6 Hours**
    a. Assess existing policies and procedures for continuity of operations.
    b. Evaluate disaster recovery readiness, including data backup, recovery time objectives (RTO), and recovery point objectives (RPO).
    c. Provide recommendations for cloud and hybrid DR solutions.
6. **Payment Processing & POS: 2 Hours**
    a. **Current State**: Credit card processing via Bank of America (not preferred).
    b. **Recommendation**: Transition to a cloud-based POS system with integrated accounting and improved reconciliation.
    c. Provide vendor options and multi-year cost estimates.

Project Phases – Technology Assessment

Phase 1 – Stakeholder Engagement & Staff Interviews: 4 Hours

- Conduct structured interviews with:
  - Finance staff (payment processing & accounting workflows)
  - HR staff (policies, compliance, records retention)
  - Circulation supervisor (ILS usage, patron workflows, POS/payment gaps)
  - IT staff (network, AD, endpoint practices)
  - Contracts/administrative manager (vendor agreements, licensing, support contracts)
- Collect current documentation, policies, and vendor agreements.

Phase 2 – Discovery & Systems Assessment: 40 Hours

- Security & Compliance: Review CIPA filter setup, coordinate security test, and collect notes.
- Network & Infrastructure: Scan and map wired/wireless networks; evaluate CENIC, cabling, and Meraki configuration.
- Active Directory & Identity: Review OU structure, GPOs, authentication, and integration.
- Endpoint Management: Inventory staff devices, review antivirus, patching, encryption, and management tools.
- Productivity & Cloud Services: Assess Microsoft 365 licensing, VoIP systems, and access policies to optimize productivity and cloud services.
- Payment & POS: Review credit card processing setup, printer payment kiosks, and POS gaps.
- Business Continuity/DR: Audit backup systems, disaster recovery protocols, RTO/RPO.

Phase 3 – Analysis of Findings: 8 Hours

- Compile technical findings across all systems.
- Evaluate risks, gaps, and inefficiencies to identify areas for improvement.
- Benchmark practices against industry/library standards.
- Develop draft recommendations for each scope category (security, AD, endpoints, cloud, network, POS, DR).

Phase 4 – Draft Report Compilation: 8 Hours

- Build a comprehensive written assessment, including:
  - Executive Summary (high-level findings for trustees).
  - Technical Appendices (Detailed System Reviews).
  - Prioritized Roadmap (short-, mid-, long-term actions).
  - Budget estimates for proposed upgrades.

Phase 5 – Internal Staff Review & Feedback: 4 Hours

- Present draft report to library staff leadership.
- Gather feedback, confirm findings, and adjust recommendations.
- Ensure alignment with operational needs and staff capacity.

Phase 6 – Final Presentation to Board or Admin & Delivery of Report: 2 Hours

- Deliver formal presentation of findings and recommendations to the Board of Trustees.
- Provide a finalized written report with a phased Roadmap.
- Q&A session with leadership and trustees.

Deliverables

- **Assessment Report**: Overview of current IT systems with strengths, weaknesses, and risk areas.
- **Recommendations Roadmap**: Prioritized list of short-term and long-term improvements.
- **Cost Estimates**: Budgetary guidance for upgrades, licensing, and migration to recommended platforms.
- **Grant opportunities**: Prepared Summary of E-Rate eligible projects for future submission.
- **Board Presentation**: Summary of findings tailored for trustees and leadership.

Timeline

Estimated completion within **6–8 weeks** of project kickoff.

Total Proposal: $9,500

Assessment Credit Incentive
To support a seamless transition from the IT Systems Assessment to our Managed Services Program, we are pleased to extend a credit incentive for clients who engage in an ongoing subscription agreement.

- Clients who sign a **12-month or longer Managed Services Agreement** within 30 days of the completion of the IT Systems Assessment will receive a **statement credit equal to 15% of the assessment fee**.
- This credit will be applied to the client's account and offset against the first invoice(s) for Managed Services.
- The credit is a one-time benefit and is not redeemable for cash or transferable to other services.
- In the event of early termination of the Managed Services Agreement prior to the minimum 12-month term, the credited amount will be invoiced back to the client at the time of termination.

This incentive ensures that the investment in the assessment directly contributes to the foundation of a long-term, proactive technology management plan.

INDEPENDENT CONSULTANT AGREEMENT FOR TECHNOLOGY ASSESSMENT SERVICES

This Independent Consultant Agreement ("Agreement") is made and entered into as of the ___ day of October, 2025, ("Effective Date"), by and between Buena Park Library District ("District") and Eagle Multi-Media Productions Inc., ("Consultant"), (together, "Parties").

1. **Services**. Consultant shall provide a comprehensive one-time technology assessment to evaluate District's current IT environment, identify risks, and recommend strategies for modernization, compliance, and improved efficiency, as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services"). The evaluation will focus on cybersecurity, business continuity, network infrastructure, point-of-sale/payment processing, and library systems integration.

2. **Term**. This Agreement shall begin on the Effective Date, and terminate on January 31, 2026, unless this Agreement is terminated and/or otherwise cancelled prior to that time.

   2.1. Under no circumstance shall this Agreement renew automatically. The Parties may, by mutual written agreement executed by both Parties, renew the Agreement for an extended term.

3. **Board Approval Required**. This Agreement shall not be a valid contract until it is executed by both Parties and approved or ratified by District's Governing Board ("Board"). Should Consultant begin performing Services in advance of Board approval, any Services so performed in advance of the approval date will be provided at Consultant's risk.

4. **Submittal of Documents**. Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

   ___X___ Signed Agreement
   ___X___ Workers' Compensation Certification
   ___X___ Insurance Certificates and Endorsements
   ___X___ W-9 Form
   _____ Other: _____

5. **Compensation**. District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Nine Thousand, Five Hundred, and 00/100 Dollars ($9,500.00)**. District shall pay Consultant according to the following terms and conditions:

   5.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Consultant submits an invoice to District for Services actually completed and after District's written approval of the Services, or the portion of the Services for which payment is to be made.

6. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District.

7. **Materials**. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement. Notwithstanding the foregoing, District shall not be responsible for any

damages to persons or property as a result of the use, misuse or failure of any equipment used by Consultant or Consultant's agents, personnel, employee(s), and/or subcontractor(s), even if such equipment is furnished, rented or loaned to Consultant by District.

8. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

9. **Independent Contractor**. Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

   By checking the applicable box below, Consultant hereby represents and warrants to District the following:

   ☐ Consultant is and shall be a resident of the State of California or is otherwise exempt from withholding. To the extent an exemption is sought, Consultant will provide District with appropriate evidence including, without limitation, FTB Form 590. Consultant shall still be responsible for payment of all state and federal taxes.

   ☐ Consultant is <u>not</u> a resident of the State of California or otherwise not exempt from withholding, and Consultant authorizes District to withhold from all payments made to Consultant under this Agreement all taxes required to be withheld by law. (See, e.g., California Revenue & Taxation Code section 18661 et seq.)

10. **Performance of Services**.

    10.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California library districts.

10.2. **Certificates/Permits/Licenses/Registration**. Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses and registration as are required by law in connection with the furnishing of Services pursuant to this Agreement.

10.3. **Safety and Security**. Consultant is responsible for maintaining safety in the performance of this Agreement. Consultant shall be responsible to ascertain from District the rules and regulations pertaining to safety, security, and driving on library grounds, particularly when children are present.

10.4. **Meetings**. Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

10.5. **District Approval**. The Services provided herein must meet the approval of District. District may evaluate Consultant in any way District is entitled pursuant to applicable law, including, without limitation, announced and unannounced observance of Consultant, Consultant's employee(s), and/or subconsultant(s).

10.6. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

10.6.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.

10.6.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

11. **Originality of Services**. Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

12. **Work Product**. Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of District.

13. **Termination**.

13.1. **For Convenience by District**. District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by Consultant or no later than three (3) calendar days after the day of mailing, whichever is sooner.

13.2. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

13.2.1. material violation of this Agreement by Consultant; or

13.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, District may secure the required services from another Consultant. If the expense, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expense, fees, and/or costs to District upon the receipt of District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

13.3. Upon termination, Consultant shall provide District with all documents produced, maintained or collected by Consultant pursuant to this Agreement, whether or not such documents are final or draft documents.

14. **Disputes**. In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District.

15. **Attorney's Fees/Costs**. Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

16. **Indemnification**.

16.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties.

16.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim. Consultant's obligation pursuant to this Article includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.

16.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

17. **Insurance**.

17.1. Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	**Minimum Requirement**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$1,000,000
General Aggregate	$2,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$1,000,000
General Aggregate	$2,000,000
Professional Liability Insurance	$1,000,000
Workers' Compensation Insurance	Statutory Limits
Employer's Liability Insurance	$1,000,000

17.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

17.1.2. **Workers' Compensation and Employer's Liability Insurance**. Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services in accordance with provisions of section 3700 of the California Labor Code. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services. That policy shall provide employer's liability coverage per accident for bodily injury or disease.

17.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus two (2) years thereafter.

17.2. **Proof of Insurance**. Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

17.2.1. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

17.2.2. An endorsement for each policy stating that coverage shall not be canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to District.

17.2.3. An endorsement stating that District and its Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employer's Liability Insurance. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insureds.

17.2.4. An endorsement stating that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District.

17.2.5. An endorsement stating that there shall be a waiver of any subrogation against District and its respective elected officials, officers, employees, agents, representatives, contractors, trustees, and volunteers.

17.2.6. All policies except the Professional Liability, Workers' Compensation, and Employer's Liability Insurance Policies shall be written on an occurrence form.

17.2.7. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

17.3. **Acceptability of Insurers**. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to District.

18. **Limitation of District Liability**. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

19. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the Board and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation

bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Agreement are at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

20. **Employment with Public Agency**. Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

21. **Non-Discrimination**. Consultant herein agrees to comply with the provisions of the California Fair Employment and Housing Act as set forth in part 2.8 of division 3 of the California Government Code, commencing at section 12900; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order 11246; and all administrative rules and regulations found to be applicable to Consultant and all of its subconsultants. In addition, Consultant agrees to require like compliance by all its subconsultant(s).

22. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or electronic mail, addressed as follows:

District:	**Consultant**:
Buena Park Library District	Eagle Multi-Media Productions Inc.
ATTN: Helen Medina, Library Director	ATTN: Jeremy Yamaguchi, President
7150 La Palma Ave.	411 Park Industrial Dr
Buena Park, CA 90620	La Habra, CA 90631 USA
hmedina@buenaparklibrary.org	Jeremy@eaglemmp.com

Any notice personally given or sent by electronic mail shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) calendar days after deposit in the United States mail.

23. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

24. **Amendments, Changes and Modifications.** This Agreement may not be amended, changed, modified, altered or terminated without the written agreement of both Parties hereto.

25. **No Rights in Third Parties**. This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

26. **California Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California and venue of any action shall be in the county in which District office is located.

27. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

28. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

29. **Assignment**. The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant.

30. **Provisions Required By Law Deemed Inserted**. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

31. **Authority to Bind Parties**. Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

32. **Captions and Interpretations**. Paragraph headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

33. **Calculation of Time**. For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

34. **Signature Authority**. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

35. **Execution of Other Documents**. The parties to the Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

36. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

37. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2025	Dated: _____, 2025
Buena Park Library District	**Eagle Multi-Media Productions Inc.**
By: _____	By: _____
Print Name: _____	Print Name: _____
Print Title: _____	Print Title: _____

Information regarding Consultant:

License No.: _____

Registration No.: _____

Address: _____
_____

Telephone: _____

Facsimile: _____

E-Mail: _____

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
_____ Corporation, State: _____
_____ Limited Liability Company
_____ Other: _____

_____:
Employer Identification and/or
Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.

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EXHIBIT A
DESCRIPTION OF SERVICES TOwater BE PERFORMED BY CONSULTANT

Consultant's entire proposal is not made part of this Agreement. In the event of any inconsistent terms between the proposal and this Agreement, the parties agree the terms of this Agreement shall control.

Scope of Work

1. **Security & Compliance: 8 Hours**
    a. **CIPA Compliance**: Review filtering systems and policies for compliance with the Children's Internet Protection Act.
    b. **Basic Security Testing**: Conduct a basic external vulnerability assessment and penetration test.
    c. **Cybersecurity Investment**: Evaluate current security posture; provide recommendations based on findings.
2. **Active Directory & Identity Management 8 Hours**
    a. Assess current Active Directory configuration, including organizational units, group policies, and access controls.
    b. Review authentication methods and integration with Microsoft 365 and other platforms.
    c. Provide recommendations for modern identity solutions, such as Azure AD or hybrid AD, to strengthen access control and simplify management.
3. **Collaboration & Cloud Services: 8 Hours**
    a. Review Microsoft 365 licensing (Business Basic vs. Business Premium vs. GCC).
    b. Evaluate cloud-hosted VoIP solution for scalability and integration.
    c. Assess access and account management policies.
4. **Network & Infrastructure Upgrades: 8 Hours**
    a. Review the current gigabit backbone and Cat6a cabling.
    b. Evaluate Wi-Fi performance (Cisco Meraki) for coverage, capacity, and security.
    c. Assess the CENIC connection for redundancy and reliability.
    d. Review contractor-managed setup and internal management processes.
5. **Business Continuity & Disaster Recovery: 6 Hours**
    a. Assess existing policies and procedures for continuity of operations.
    b. Evaluate disaster recovery readiness, including data backup, recovery time objectives (RTO), and recovery point objectives (RPO).
    c. Provide recommendations for cloud and hybrid DR solutions.
6. **Payment Processing & POS: 2 Hours**
    a. **Current State**: Credit card processing via Bank of America (not preferred).
    b. **Recommendation**: Transition to a cloud-based POS system with integrated accounting and improved reconciliation.
    c. Provide vendor options and multi-year cost estimates.

Project Phases – Technology Assessment

Phase 1 – Stakeholder Engagement & Staff Interviews: 4 Hours

- Conduct structured interviews with:
  - Finance staff (payment processing & accounting workflows)
  - HR staff (policies, compliance, records retention)
  - Circulation supervisor (ILS usage, patron workflows, POS/payment gaps)
  - IT staff (network, AD, endpoint practices)
  - Contracts/administrative manager (vendor agreements, licensing, support contracts)
- Collect current documentation, policies, and vendor agreements.

Phase 2 – Discovery & Systems Assessment: 40 Hours

- Security & Compliance: Review CIPA filter setup, coordinate security test, and collect notes.
- Network & Infrastructure: Scan and map wired/wireless networks; evaluate CENIC, cabling, and Meraki configuration.
- Active Directory & Identity: Review OU structure, GPOs, authentication, and integration.
- Endpoint Management: Inventory staff devices, review antivirus, patching, encryption, and management tools.
- Productivity & Cloud Services: Assess Microsoft 365 licensing, VoIP systems, and access policies to optimize productivity and cloud services.
- Payment & POS: Review credit card processing setup, printer payment kiosks, and POS gaps.
- Business Continuity/DR: Audit backup systems, disaster recovery protocols, RTO/RPO.

Phase 3 – Analysis of Findings: 8 Hours

- Compile technical findings across all systems.
- Evaluate risks, gaps, and inefficiencies to identify areas for improvement.
- Benchmark practices against industry/library standards.
- Develop draft recommendations for each scope category (security, AD, endpoints, cloud, network, POS, DR).

Phase 4 – Draft Report Compilation: 8 Hours

- Build a comprehensive written assessment, including:
  - Executive Summary (high-level findings for trustees).
  - Technical Appendices (Detailed System Reviews).
  - Prioritized Roadmap (short-, mid-, long-term actions).
  - Budget estimates for proposed upgrades.

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- Present draft report to library staff leadership.
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- Deliver formal presentation of findings and recommendations to the Board of Trustees.
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- Q&A session with leadership and trustees.

Deliverables

- **Assessment Report**: Overview of current IT systems with strengths, weaknesses, and risk areas.
- **Recommendations Roadmap**: Prioritized list of short-term and long-term improvements.
- **Cost Estimates**: Budgetary guidance for upgrades, licensing, and migration to recommended platforms.
- **Grant opportunities**: Prepared Summary of E-Rate eligible projects for future submission.
- **Board Presentation**: Summary of findings tailored for trustees and leadership.

Timeline

Estimated completion within **6–8 weeks** of project kickoff.

Total Proposal: $9,500

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides:

> Every employer except the State shall secure the payment of compensation in one or more of the following ways:
>
> - By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
>
> - By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Services of this Agreement.

Date: _____

Name of Consultant: _____

Signature: _____

Print Name and Title: _____

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with District prior to performing any Services under this Agreement.)

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