BUENA PARK
LIBRARY DISTRICT
Est. 1919

REGULAR MEETING AGENDA

Board of Library Trustees

7300 La Palma Ave. Buena Park, CA 90620
Building 10, Room 16

August 4, 2026 | 6:00 P.M.

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

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

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

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

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

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

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

CONSENT CALENDAR (**Items 6-7)**

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

Recommendation: Approve items 6-7 on the Consent Calendar.

6. Minutes of the Board of Library Trustees Regular Meeting on July 7, 2026 (Receive, File, and Approve)
7. Approve the Master Intergovernmental Cooperative Purchasing Agreement with OMNIA Partners and authorize the Library Director to execute the agreement (Approve)

REPORTS FROM LIBRARY ADMINISTRATION

8. Monthly Statistical Reports
   - Database Usage for June 2026
   - Trend Analysis for June 2026
   - Program Statistics Summary for June 2026

9. Library Director's Report for July 2026

FINANCIAL REPORTS

10. Analytical Financial Overview July 2025 – June 2026
11. Summary of Budget vs Actuals July 2025 – June 2026
12. Budget vs Actuals Detailed Statement July 2025 – June 2026
13. Summary Statement of Revenues, Expenditures and Changes in Fund Balance July 2025 – June 2026
14. Detailed Statement of Revenues, Expenditures and Changes in Fund balance July 2025 – June 2026
15. Treasurer's Report June 2026

NEW BUSINESS

16. Approval of Three-Year Renewal Agreement with Joyful Reading Company in the amount of $6,375.00

    - Recommended Action: 1) Approve the agreement with Joyful Reading Company for the Beanstack Reading Tracker in the amount of $2,125.00 per year, totaling $6,375.00 for three years; 2) Authorize the Library Director to execute the agreement

17. Ratification of Prior Disposal and Authorization for Future Disposal of Surplus property related to the Library Construction Project

    - Recommended Action: 1) Approve and Ratify the Prior Disposal of surplus property; and 2) Authorize the future disposal of surplus property related to the Library Construction Project

18. Authorization of Library Closure for Staff Development Day

    - Recommended Action: 1) Authorize the Library Director to close the Library on a date, to be determined by the Library Director, during the week of December 7-11, 2026, for a staff development day

FUTURE AGENDA ITEMS

19. Agenda preparation for the Regular Meeting which will be held on September 1, 2026, at 6:00 p.m.

    This is the time for board members to publicly request that items be placed on future agendas.

CLOSED SESSION

20. Public Employee Evaluation ((Gov. Code § 54957(b)(1))
    - Employee: Library Director

ADJOURNMENT

CERTIFICATION OF POSTING

I, Patty Salas, Administrative Specialist of the Buena Park Library District, hereby certify that the Agenda for the August 4, 2026, Regular Meeting of the Board of Library Trustees of the Buena Park Library District was posted on July 31, 2026, at 7150 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.

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Patty Salas, Administrative Specialist

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
JULY 7, 2026

CALL TO ORDER: President Estrada called the meeting to order at 6:06 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: President Brenda Estrada, President Pro Tem Richard Rams, and Trustee Rudy Solorzano.

Trustees Jensen and Quintero were absent.

Staff Present: Helen Medina, Library Director; Patty Salas, Administrative Specialist.

Guests Present: Ann Thompson, Library Services Manager.

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

President Estrada welcomed the Library Volunteers in the audience.

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

There were no comments.

RECOGNITION OF LIBRARY VOLUNTEERS

The Library Board and Library Director Helen Medina presented volunteers with a plaque for their Volunteer Service to the Library District. The following volunteers were recognized:

- Chelli Vosseler and Gracie the Literacy Dog
- Linda Attardo and Rocket the Literacy Dog
- Kirstin Spear and Falkor the Literacy Dog
- Nathan Han
- Irae (Ellie) So
- Catherine McMahon
- Karrie Cook and Annabelle the Literacy Dog (Not Present)
- Marcia Miyoshi (Not Present)

CONSENT CALENDAR (ITEMS 7-9)

7. Minutes of the Board of Library Trustees Regular Meeting on June 2, 2026 (Received, filed, and approved)
8. Minutes of the Board of Library Trustees Special Meeting on June 23, 2026 (Received, filed, and approved)
9. Payment Register for June 2026 (Received and filed)

MOTION by Trustee Solorzano to approve the Consent Calendar.
SECOND by Trustee Rams.

AYES: Estrada, Rams, Solorzano.

ABSENT: Jensen and Quintero.

Motion passed unanimously.

REPORTS FROM LIBRARY ADMINISTRATION

10. Monthly Statistical Reports
    a. Database Usage for July 2025 – May 2026
    b. Trend Analysis for July 2025 – May 2026
    c. Program Statistics Summary for May 2026

11. Library Director's Report for July 2026

Director Medina stated the Invitation for Bids for the Library Renovation Project is live and the mandatory site walk is scheduled for July 10. Currently, there are approximately 40 RSVPs from contractors who plan to attend the site walk. She noted staff hopes to bring a bid for approval at the September board meeting.

FINANCIAL REPORTS

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

UNFINISHED BUSINESS

18. Proposal from Municipal Finance Corporation for Lease Arranger Professional Services

Stefan Morton from Municipal Finance Corporation explained the services and how the RFP process will be used to assist the District with securing financing for the Library Renovation Project.

MOTION by Trustee Rams to 1) Approve the proposal for professional services for Lease arranger Services with Municipal Finance Corporation; and 2) Authorize the Library Director to sign the proposal

SECOND by Trustee Solorzano.

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

Motion passed unanimously.

NEW BUSINESS

19. Review and approve revisions to the Circulation Services Supervisor Classification specification

Director Medina explained the changes made to the classification specification.

MOTION by Trustee Solorzano to 1) Approve the revised classification specification for Circulation Services Supervisor; and 2) Repeal all previous versions of the Circulation Services Supervisor classification specifications.

SECOND by Trustee Rams.

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

Motion passed unanimously.

20. Adoption of Resolution 2026-19 Delegation of Authority to Request Disbursements from the California Employers' Retiree Benefit Trust (CERBT)

MOTION by Trustee Rams to 1) Adopt Resolution 2026-19 updating the Delegation of Authority to Request Disbursements from the California Employers' Retiree Benefit Trust (CERBT)

SECOND by Trustee Solorzano.
AYES: Estrada, Rams, Solorzano.
ABSENT: Jensen and Quintero.

Motion passed unanimously.

21. Provide direction on Internet Use Policy and Children's Internet Protection Act

The District does not currently have a CIPA-compliant Internet Use Policy. CIPA is the Children's Internet Protection Act. Schools and libraries without a compliant policy are ineligible for certain federal funding. A compliant policy would include technology protection measures that block content harmful to minors. Before adopting such a policy, the District must hold a public hearing. Staff requested Board direction on whether they were interested in more information about bringing the District into compliance with the Children's Internet Protection Act or if the non-compliance was the Board's current policy position.

The Board provided direction that they would like staff to present additional information about what is necessary to bring the District into compliance with the Children's Internet Protection Act.

22. CSDA Board of Directors Election Term 2027-2029 Seat C

MOTION by Trustee Rams to 1) Authorize a vote for Nikki Winslow.

SECOND by Trustee Solorzano.

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

MOTION passed unanimously.

FUTURE AGENDA ITEMS

23. Agenda preparation for the Regular Meeting which will be held on August 4, 2026, at 6:00 p.m.

There were no requests.

CLOSED SESSION

24. Public Employee Evaluation ((Gov. Code Section 54957 (b)(1))
    - Employee: Library Director

MOTION by Trustee Solorzano to enter into closed session at 6:53 p.m.
SECOND by Trustee Rams.

AYES: Estrada, Rams, and Solorzano.
ABSENT: Jensen and Quintero.
MOTION approved.

MOTION by Trustee Rams to return to open session at 8:30 p.m.
SECOND by Trustee Solorzano.

AYES: Estrada, Rams, and Solorzano.
ABSENT: Jensen and Quintero.
MOTION approved.

The Board stated no reportable action was taken.

ADJOURNMENT

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

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

MOTION approved.

The meeting was adjourned at 6:52 p.m.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
JULY 7, 2026

Submitted by,

____

Christian Quintero
Secretary

BUENA PARK Library District

Agenda Item 7

Date:	August 4, 2026
To:	Board of Library Trustees
From:	Helen Medina, Library Director
Subject:	Master Intergovernmental Cooperative Purchasing Agreement with OMNIA Partners

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Recommended Action:

Approve the Master Intergovernmental Cooperative Purchasing Agreement with OMNIA Partners and authorize the Library Director to execute the agreement and related participation documents necessary for the District to participate in the cooperative purchasing program.

Background:

OMNIA Partners is a national cooperative purchasing organization that provides public agencies with access to competitively solicited and publicly awarded contracts for a wide range of goods and services. Participation in the program is established through execution of the Master Intergovernmental Cooperative Purchasing Agreement. Approval of the agreement does not obligate the District to purchase any goods or services.

California public agencies are authorized to utilize cooperative purchasing agreements pursuant to the California Public Contract Code, which permits the use of competitively procured contracts awarded by other public agencies when consistent with applicable law and the District’s purchasing policies.

Discussion:

Participation in the OMNIA Partners cooperative purchasing program will provide the District with an additional procurement resource that can improve efficiency while maintaining compliance with public purchasing requirements. By utilizing competitively solicited cooperative contracts, the District may reduce the time and administrative costs associated with conducting separate solicitations, increase access to qualified vendors, and potentially achieve cost savings through cooperative pricing.

Execution of the Master Intergovernmental Cooperative Purchasing Agreement only authorizes the District to participate in the cooperative purchasing program. It does not authorize any specific purchase or contract. Individual contracts or purchases that require Board approval under the District’s purchasing policies will continue to be presented to the Board for review and approval prior to execution.

Recommendation:

Approve the Master Intergovernmental Cooperative Purchasing Agreement with OMNIA Partners and authorize the Library Director to execute the agreement and related participation documents necessary for the District to participate in the cooperative purchasing program.

Fiscal Impact:

There is no fiscal impact associated with approval of the Master Intergovernmental Cooperative Purchasing Agreement. Any future purchases made through the program will be subject to available budget appropriations and the Library's established purchasing and approval requirements.

Exhibit:

Master Intergovernmental Cooperative Purchasing Agreement with OMNIA Partners

MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (this "**Agreement**") is entered into by and between those certain government agencies that execute a Lead Public Agency Certificate (f/k/a a Principal Procurement Agency Certificate) (such agencies "**Lead Public Agencies**" and f/k/a Principal Procurement Agencies) with OMNIA Partners, Public Sector, Inc., a Delaware corporation f/k/a National Intergovernmental Purchasing Alliance Company; Communities Program Management, LLC, a California limited liability company d/b/a U.S. Communities, and/or NCPA LLC, a Texas limited liability company d/b/a National Cooperative Purchasing Alliance (collectively, "**OMNIA Partners**"), in its capacity as the cooperative administrator, to be appended and made a part hereof and such other agencies ("**Participating Public Agencies**"), as defined in each Master Agreement (as defined below), who register to participate in the cooperative purchasing programs administered by OMNIA Partners and its affiliates and subsidiaries (collectively, the "**OMNIA Partners Parties**") by either making purchases using the Master Agreement, registering on the OMNIA Partners website (www.omniapartners.com/publicsector or any successor website), or by executing a copy of this Agreement.

RECITALS

WHEREAS, after a competitive solicitation and selection process by Lead Public Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers have entered into "**Master Agreements**" (herein so called) to provide a variety of goods, products and services ("**Products**") to the applicable Lead Public Agency and the Participating Public Agencies;

WHEREAS, Master Agreements are made available by Lead Public Agencies through the OMNIA Partners Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Lead Public Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

WHEREAS, in addition to Master Agreements, the OMNIA Partners Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties hereby agree as follows:

1. Each party will facilitate the cooperative procurement of Products.

2. The Participating Public Agencies shall procure Products in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency's procurement practices. The Participating Public Agencies hereby acknowledge and agree that it is the intent of the parties that all provisions of this Agreement and that Lead Public Agencies' participation in the program described herein comply with all applicable laws, including but not limited to the requirements of 42 C.F.R. § 1001.952(j), as may be amended from time to time. The Participating Public Agencies further acknowledge and agree that they are solely responsible for their compliance with all applicable "safe harbor" regulations, including but not limited to any and all obligations to fully and accurately report discounts and incentives.

3. Each party acknowledges and agrees that OMNIA Partners, in its capacity as the cooperative administrator, has the right to receive Master Agreement sales information for Participating Public Agencies to try to ensure suppliers provide accurate and transparent contract pricing and sales reporting and OMNIA Partners reserves the right to conduct Master Agreement price verifications with suppliers and supplier audits using Lead Public Agencies and Participating Public Agencies sales information for purchases under Master Agreements. Participating Public Agency agrees to provide OMNIA Partners reasonable information related to purchases under Master Agreements upon request from OMNIA Partners in connection with such price verifications and/or audits of suppliers. Nothing herein shall require OMNIA Partners to conduct such price verifications or audits or be responsible for any supplier's accuracy in pricing or reporting.

4. The Participating Public Agency represents and warrants that the Participating Public Agency is not a hospital or other healthcare provider and is not purchasing Products on behalf of a hospital or healthcare provider; provided that the foregoing shall not prohibit Participating Public Agency from furnishing health care services so long as the furnishing of health care services is not in furtherance of a primary purpose of the Participating Public Agency.

5. The cooperative use of Master Agreements shall be in accordance with the terms and conditions of the Master Agreements, except as modification of those terms and conditions is otherwise required by applicable federal, state or local law, policies or procedures.

6. The Lead Public Agencies will make available, upon reasonable request, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.

7. The Participating Public Agency agrees the OMNIA Partners Parties may provide access to group purchasing organization ("**GPO**") agreements directly or indirectly by enrolling the Participating Public Agency in another GPO's purchasing program, provided that the purchase of Products through the OMNIA Partners Parties or any other GPO shall be at the Participating Public Agency's sole discretion.

8. The Participating Public Agencies (each a "**Procuring Party**") that procure Products through any Master Agreement or GPO Product supply agreement (each a "**GPO Contract**") will make timely payments to the distributor, manufacturer or other vendor (collectively, "**Supplier**") for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier. The Participating Public Agency acknowledges and agrees that the OMNIA Partners Parties may market all Master Agreements available through Lead Public Agencies to such Participating Public Agency and its employees and representatives.

9. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for purchase of similar products or services outside of the Master Agreement. Master Agreements may be structured with not-to-exceed pricing, in which cases the Supplier may offer the Procuring Party and the Procuring Party may accept lower pricing or additional concessions for purchase of Products through a Master Agreement.

10. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and, to the extent permitted by applicable law, the Procuring Party shall hold non-procuring party harmless from any liability that may arise from the acts or omissions of the Procuring Party.

11. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THE OMNIA PARTNERS PARTIES EXPRESSLY DISCLAIM ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING ANY PRODUCT, MASTER AGREEMENT AND GPO CONTRACT. THE OMNIA PARTNERS PARTIES SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF THE OMNIA PARTNERS PARTIES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE PROCURING PARTY ACKNOWLEDGES AND AGREES THAT THE OMNIA PARTNERS PARTIES SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY A SUPPLIER OR OTHER PARTY UNDER A MASTER AGREEMENT OR GPO CONTRACT.

12. This Agreement shall remain in effect until termination by either party giving thirty (30) days' written notice to the other party. The provisions of Paragraphs 6 - 10 hereof shall survive any such termination.

13. This Agreement shall take effect upon (i) execution of the Lead Public Agency Certificate, or (ii) registration on the OMNIA Partners website or the execution of this Agreement by a Participating Public Agency, as applicable.

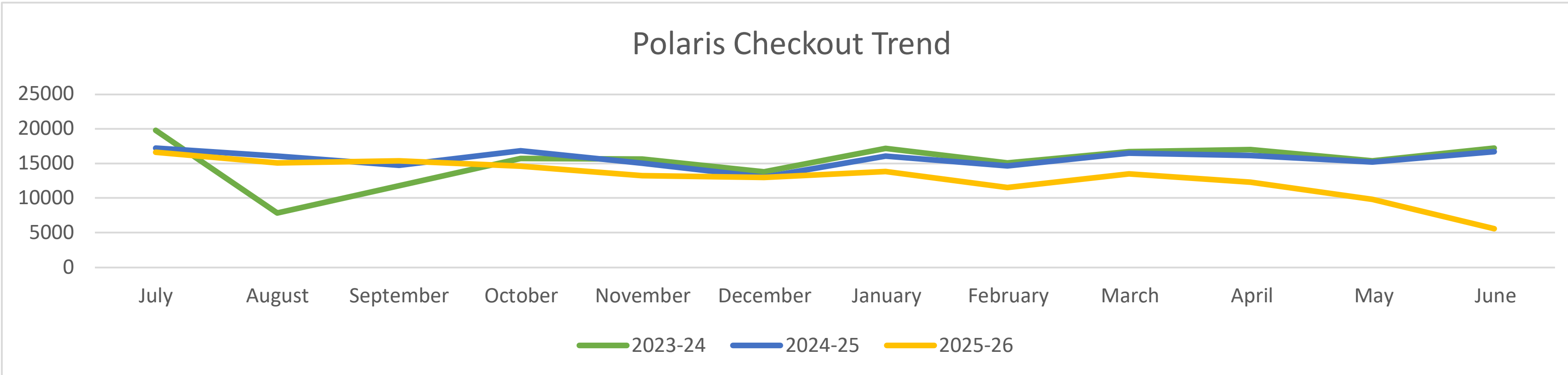
14. This Agreement may be executed in counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The exchange of copies of this Agreement and of signature pages by facsimile, or by .pdf or similar electronic transmission, will constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile, or by .pdf or similar electronic transmission, will be deemed to be their original signatures for any purpose whatsoever.

Database Usage
July 2025 - May 2026

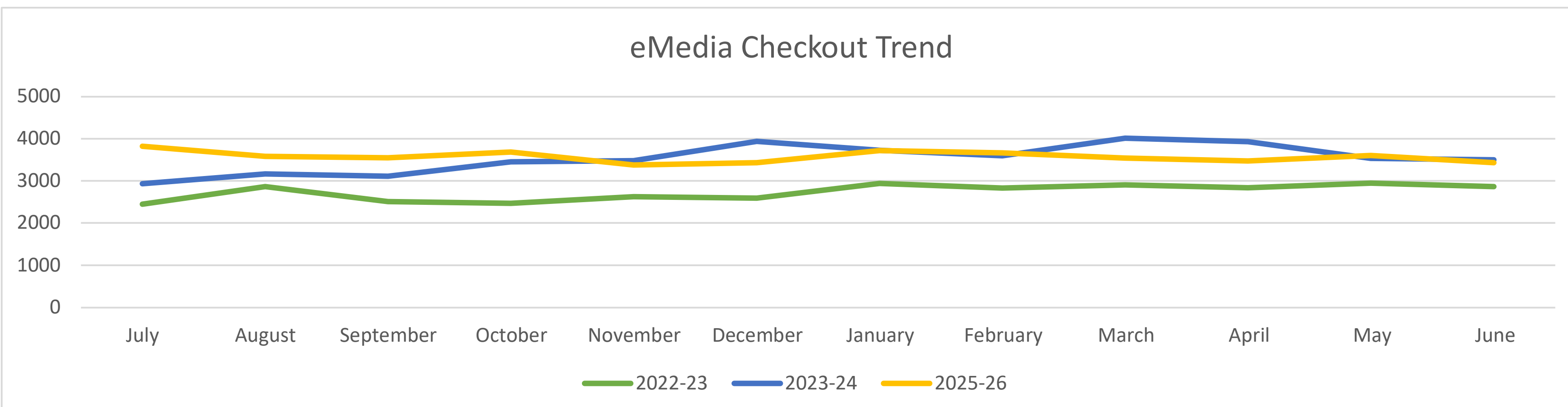
Electronic Resource Usage July 2025 - June 2026	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	This Year Total to Date
Auto Repair Source	48	57	38	50	33	52	24	7	24	47	23	3	406
NoveList Plus	22	20	4	2	3	15	4	10	8	20	10	12	130
Gale Virtual Reference Library	9	3	3	18	0	2	0	3	14	25	0	0	77
HelpNow!	402	451	316	738	879	132	169	207	768	1736	1637	139	7574
Mango Languages	155	174	98	73	57	54	97	85	68	64	50	71	1046
Newsbank	423	961	904	974	920	781	1224	1142	1136	920	996	842	11223
TumbleBooks	2	1	0	7	1	4	0	2	13	5	0	5	40
ProQuest	1	1	1	8	4	1	1	10	3	4	0	0	34
CultureGrams	3	6	3	13	3	4	3	4	15	32	10		96
Britannica	4	3	103	246	33	67	120	47	83	18	10	0	734
TeachingBooks	482	320	249	285	303	363	239	126	215	375	223	250	3430
New York Times	0	0	0	0	62	51	45	49	42	102	39	0	390
Month Total:	1551	1997	1719	2414	2298	1526	1926	1643	2347	3246	2959	1322	24790

Trend Analysis
July 2025 - May 2026

Polaris Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2023-24	19784	7877	11779	15714	15644	13802	17187	15083	16700	16999	15351	17222
2024-25	17234	16067	14729	16836	15018	13028	16043	14644	16480	16147	15190	16711
2025-26	16612	15076	15361	14603	13233	12988	13828	11509	13508	12268	9802	5578

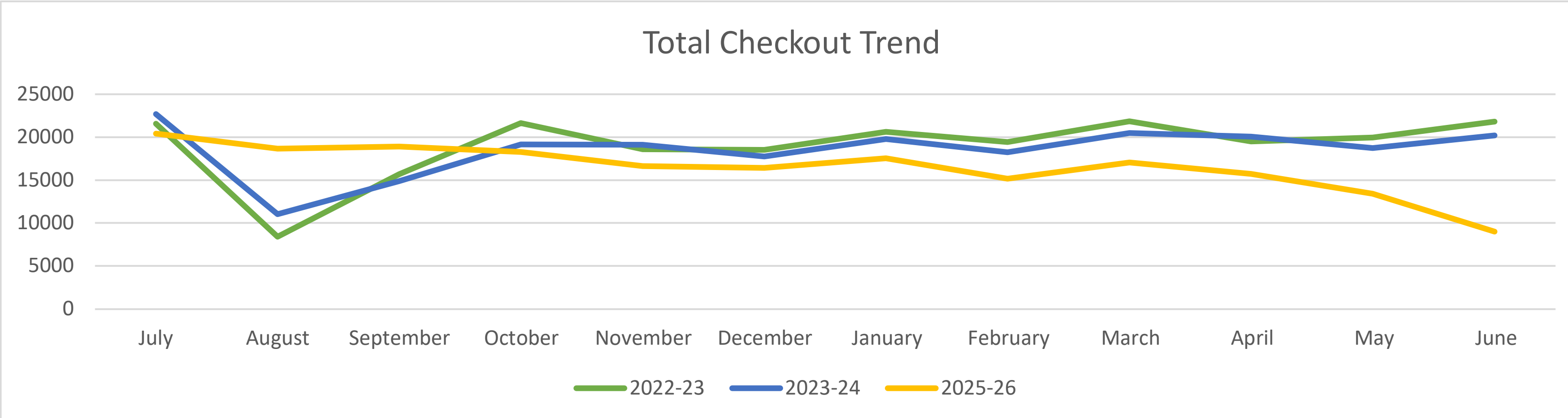


eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2025-26	3823	3577	3543	3686	3381	3433	3715	3663	3540	3469	3600	3431

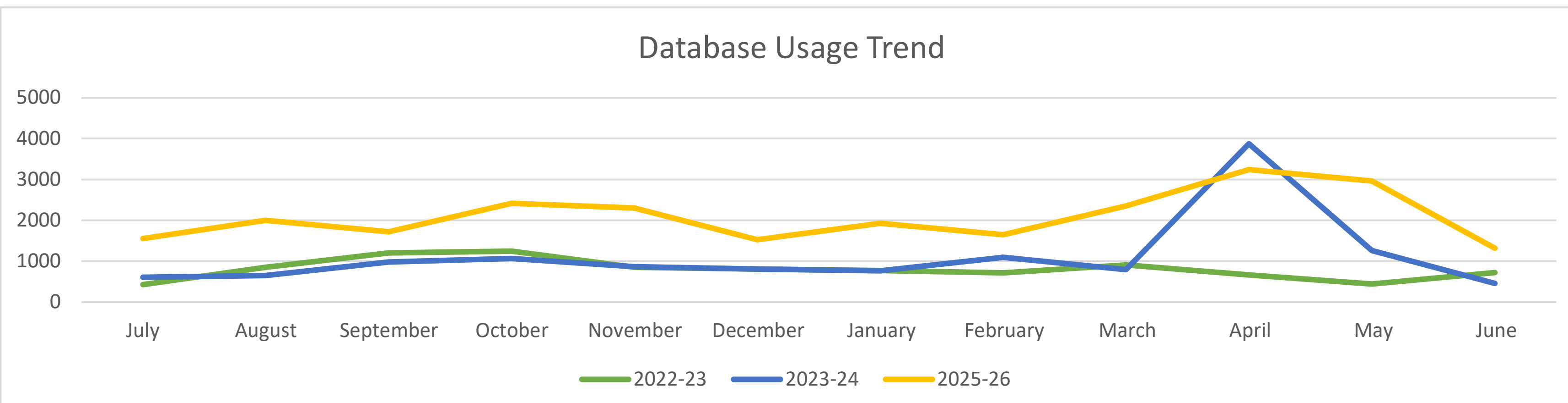


Trend Analysis
July 2025 - May 2026

Total Check outs	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	21577	8434	15683	21640	18603	18528	20636	19426	21876	19519	19962	21805
2023-24	22719	11040	14889	19167	19124	17735	19768	18239	20491	20077	18724	20208
2025-26	20435	18653	18904	18289	16614	16421	17543	15172	17048	15737	13402	9009

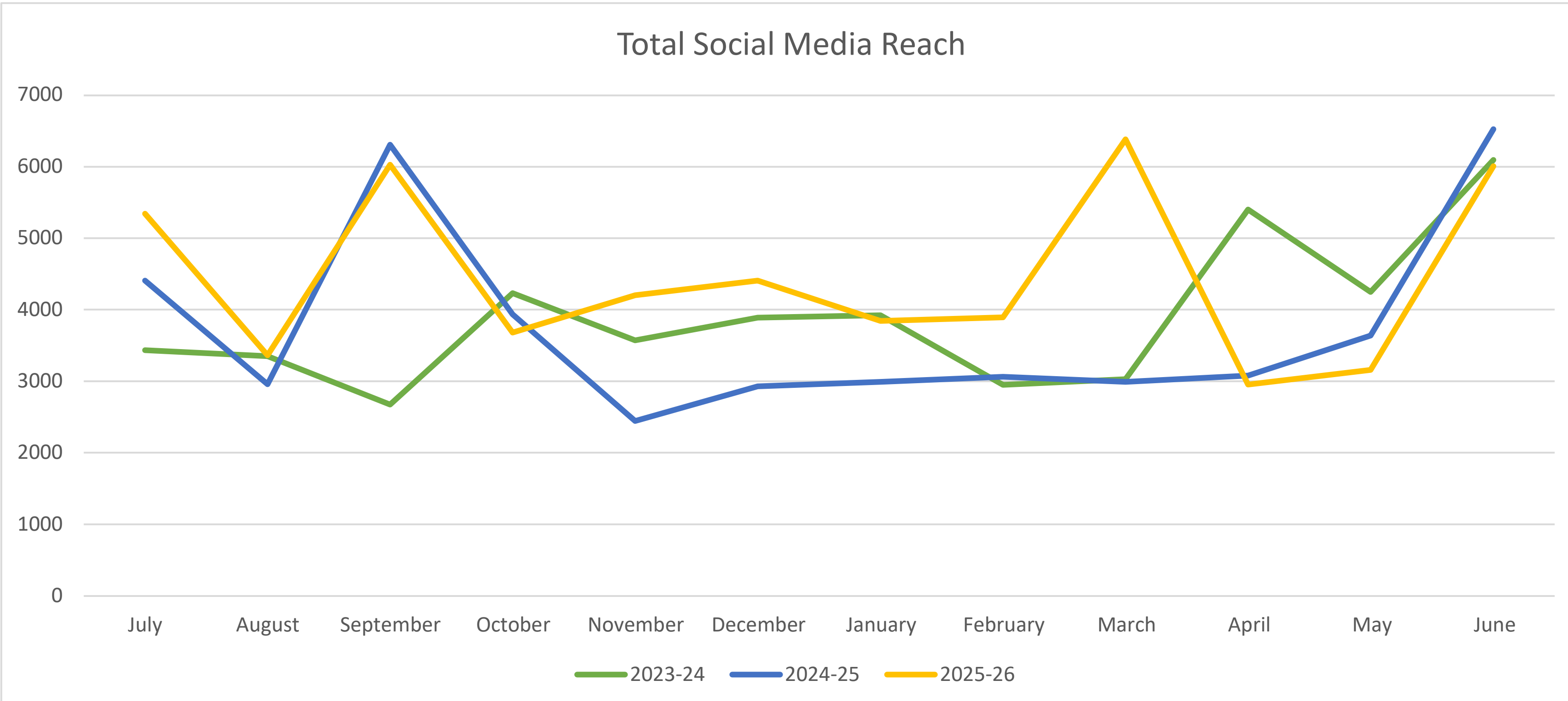


Total Database Usage	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	425	846	1202	1246	845	806	766	711	907	658	441	721
2023-24	601	650	980	1066	866	803	765	1089	794	3880	1261	459
2025-26	1551	1997	1719	2414	2298	1526	1926	1643	2347	3246	2959	1322



Trend Analysis
July 2025 - May 2026

Total Social Media Reac	July	August	September	October	November	December	January	February	March	April	May	June
2023-24	3433	3352	2674	4230	3570	3887	3923	2949	3029	5399	4247	6095
2024-25	4405	2957	6309	3936	2445	2928	2992	3061	2990	3079	3637	6527
2025-26	5344	3361	6028	3682	4201	4407	3845	3895	6384	2956	3160	6005



BUENA PARK Library District

Programs Statistical Report for June 2026
Board of Library Trustees
Meeting Date: August 4, 2026

Children's Programs

	June 2026		May 2026	
	# of Events	Attendance	# of Events	Attendance
Family Storytime	10	247	4	120
Spanish/English Storytime	2	50	3	30
Read to a Bark Dog	x	x	1	16
June Name Charm	1	165	x	x
Summer Reading	1	180	x	x
Off Site	10	640	x	x
Total Volunteer Hours		0	0	
Reference Questions		295		406

Teen Programs

	June 2026		May 2026	
	# of Events	Attendance	# of Events	Attendance
Teens Tell Your Story	x	x	1	9
Arts of Resistance	x	x	1	7
TAB	x	x	1	6

Adult Programs

	June 2026		May 2026	
	# of Events	Attendance	# of Events	Attendance
Adult Book Club	x	x	1	6
Reference Questions		430		521
Computer Questions		56		632
Total Volunteer Hours		0	0	

BUENA PARK Library District

Staff Report- Agenda Item 9

Date: August 4, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject Director’s Report

Recommended Action:

Agenda Item 9

Informational Only

Administration Updates:

The District's library improvement project continues to move forward through the public bidding process. Staff and project consultants conducted the mandatory pre-bid conference for prospective contractors and have been actively responding to questions submitted through the PlanetBids procurement platform. To date, two addenda have been issued to provide additional project information and clarification. Staff are currently reviewing contractor prequalification packages in preparation for bid opening and evaluation.

I attended several webinars related to the District's Community Project Funding award and the associated reporting and compliance requirements. Staff continue to monitor developments related to the grant while preparing documentation necessary to support future reporting obligations.

The exterior book return at the Walter Knott Education Center has been successfully installed, providing patrons with an additional convenient option for returning library materials. I also met with representatives from Clarivate to discuss our Integrated Library System and upcoming product updates to ensure we continue to maximize the system's functionality and service capabilities.

I participated in the California State Library Directors Call, during which the discontinuation of the Zip Books program was announced. The California State Parks Pass Program will continue to receive funding and remain available to library patrons throughout the state. The State will also be funding Tutor.com, an online tutoring service, and will continue to fund the online New York Times.

Recruitment for the Circulation Services Supervisor position is currently open. Staff continue to work with Human Resources consultants as we seek qualified candidates to fill this important leadership position.

The District's Information Technology staff submitted a request for a CENIC internet circuit upgrade for the 2027-2028 fiscal year and participated in discussions regarding potential changes to the federal E-Rate program and their impacts on library technology funding. Staff have also continued working with the District's IT consultants on the Microsoft 365 cleanup project to improve data organization, document management, and system efficiency.

Professional development remains a priority for Library staff. Kaylee Diaz attended a book mending workshop to expand her knowledge of materials preservation and repair techniques. In addition, staff are beginning Polaris Leap training to prepare for future enhancements to the Library's integrated library services platform.

Programs and Services:

The District continued its partnership with the Buena Park Summer Parks Program and Lunch at the Library initiative throughout July, providing valuable literacy and enrichment opportunities for children and families. Outreach staff participated in three visits to Buena Park Summer Parks locations, featuring an animal presentation and two craft programs while distributing 140 books to help children build home libraries. During Lunch at the Library services, staff provided meal service on 14 days, distributed 471 books to participating children and families, and hosted three library-led craft activities. These efforts support the District's commitment to promoting literacy, educational enrichment, and equitable access to resources throughout the community.

In August, outreach staff will continue collaborating with community partners through participation in the Buena Park Collaborative and Community of Practice meetings. Staff will attend the Buena Park Preschool Health and Wellness Fair at Carl E. Gilbert Elementary School to promote library resources, children's programming, educational databases, and library card registration. Staff also plan to participate in Super Senior Saturday at the Ehlers Event Center, pending event confirmation, to promote library services, register new cardholders, and share information about the Library's temporary location and free resources. Additionally, staff are coordinating with Giving Children Hope to discuss a potential toy donation to support the Library's Fall Reading Program.

The Children's Summer Reading Challenge continued throughout July. To date, 385 children ages 0-12 have registered for the program, with 266 participants completing the challenge. While participation numbers are lower than last year, this is not unexpected given the transition to the Walter Knott Education Center. Staff have received positive feedback from patrons regarding the quality of the reading incentives available through the program and remain grateful to the many community sponsors whose support has helped make the program successful.

The July Name Charm Challenge attracted 168 participants, with 150 children completing the activity. Staff appreciate the continued partnership and support provided by Fluffy Market.

Family Storytimes continued to be offered Mondays through Thursdays and Saturdays. Storytimes and Lunch at the Library activities have provided opportunities to reconnect with returning families while welcoming many new families into Library programs. Monthly Pajama Storytime and Korean/English Storytime also returned during July and were well received by participants.

The BARK reading program experienced an unexpected staffing shortage when only one therapy dog team was available to attend. Families were patient and understanding while waiting for reading sessions, and program organizers anticipate full participation from all scheduled teams moving forward. Children's staff also offered a Show and Tell program that, while modest in attendance, provided meaningful opportunities for social engagement and community connection.

Additional self-directed activities offered during July included decorating soccer jerseys in recognition of the World Cup, creating personalized bookmarks that staff laminated for participants, and designing aliens inspired by patrons' names.

The Children's Summer Reading Challenge will conclude on August 1. Upcoming activities include the August Name Charm Challenge, Back-to-School Bingo, BARK therapy dog visits, Beginner's Origami Night, Pajama Storytime, and Korean/English Storytime. Staff will also provide several self-directed activities throughout the month, including a Toy Story-themed scavenger hunt, a "Would You Rather?" voting activity, Notan Art, and a star jar guessing game.

The Summer Reading Challenges for Teens and Adults began on July 6 and will conclude on August 8. Adult participants are encouraged to read five books and submit reviews through Beanstack, while teen participants complete reading and recreational activities through a virtual bingo card format.

To date, 104 adults have registered for the challenge, with 44 participants completing all requirements. The Teen Summer Reading Challenge has attracted 19 participants, with 8 teens completing the program. Both initiatives continue to encourage literacy, lifelong learning, and engagement with library resources through community-supported incentives and reading-centered activities. Staff look forward to recognizing participants and celebrating the conclusion of another successful summer reading season in August.

Buena Park Library District
Analytical Financial Overview
July 2025 through June 2026

To: Board of Trustees
Buena Park Library District

From: Nazer Uddin
RGS Senior Advisor Consultant

RE: Analytical Financial Overview – July 2025 through June 2026

RGS is pleased to provide this analytical financial overview of the District's cash-basis financial performance for the fiscal year ended **June 30, 2026**. This review is intended to support Board oversight by highlighting major revenue and expenditure trends, budget-to-actual performance, and key factors affecting the District's year-end financial position. Cash-basis results will be converted to modified accrual and full accrual bases, as applicable, during the annual financial statement preparation process.

1. Overview of the Financial Statements

This overview presents management's cash-basis assessment of the District's FY 2025–26 financial activity and is intended to help the Board understand the relationship between budget execution, revenue performance, expenditure timing, and the District's year-end financial position. Because these results are presented on a cash basis, they should be viewed as an interim analytical framework rather than final audited financial statements. During year-end close, cash-basis activity will be converted to the applicable modified accrual and full accrual presentations, including recognition of receivables, payables, capital assets, depreciation or amortization, long-term obligations, and any required reclassifications.

2. Financial Summary

For FY 2025–26, the Buena Park Library District's cash-basis results were favorable relative to the annual budget. Operating revenues totaled **$5.59 million**, or **101% of the annual budget**, while expenditures totaled **$4.14 million**, or **49% of annual appropriations**. The resulting **positive net change in fund balance of approximately $1.45 million** was materially stronger than the budgeted deficit of $2.86 million.

The favorable result was driven by four principal factors: stable property tax receipts, investment earnings above budget, controlled operating spending, and capital expenditures that remained substantially below budget because renovation-related activity had not yet reached its highest spending phase by year-end.

The District reported a **positive net change in fund balance of approximately $1.45 million**, materially outperforming the budgeted deficit of $2.86 million. This favorable year-end cash-basis position reflects revenues modestly above budget, disciplined operating spending, strong investment earnings, and capital expenditures that remained substantially below budget due to project timing.

Financial Highlights — FY 2025–26 Cash-Basis Results

Metric	FY 2025–26 Actual	Budget / Prior-Year Comparison	Board-Level Takeaway
Total Operating Revenues	$5.59 million	101% of annual budget; up 3% year over year	Core revenue base remained stable, supported by property taxes and investment earnings.
Total Expenditures	$4.14 million	49% of annual appropriations; up 8% year over year	Spending remained favorable to budget, primarily due to capital project timing.
Net Change in Fund Balance	$1.45 million positive	Materially stronger than the budgeted deficit of $2.86 million	Year-end cash-basis position was favorable, with adequate near-term liquidity.
Capital Outlay & Depreciation/Amortization	$844,859	18% of budget	Significant budget variance reflects timing of renovation-related activity.

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3. Detailed Analyses — Revenue Performance

Budget vs. Actuals (July 2025 – June 2026)

Total operating revenues for FY 2025–26 are **$5.59 million**, representing **101% of the annual budget**.
Key categories include:

- **Property Taxes – $4,770,118 (101% of budget)**
  Property tax revenues remain the District's largest and most stable revenue source. Total receipts slightly exceeded the annual budget, reflecting strong secured, unsecured, supplemental, residual, and interest-related collections, partially offset by lower pass-through property tax receipts.
- **User Service Charges and Fees – $277,583 (83% of budget)**
  Passport services remained the primary driver of this category; however, passport application and photo revenues ended below budget due to operational disruptions associated with the library's temporary relocation during the renovation project, including a key supervisory vacancy. These impacts were partially offset by photocopying and printing receipts that exceeded annual expectations.

- **Investment Earnings – $507,304 (109% of budget)**
  Investment income exceeded the annual budget, reflecting favorable earnings on District cash and investment balances, including savings account interest above expectations.
- **Grants and Contributions – $26,260 (172% of budget)**
  State grants and donations exceeded the annual budget, although this category remains modest in overall dollar magnitude.
- **Miscellaneous Revenues – $3,751 (938% of budget)**
  Activity remains small in dollar terms but exceeds budget due to limited annual expectations for this category.

Year-over-Year Revenue Trends

Compared to the same period in the prior fiscal year:

- **Total revenues increased 3% year over year**, primarily due to substantially higher investment earnings and modest growth in grants and contributions, partially offset by lower user service charges and miscellaneous revenues.
- **Investment earnings increased 135%**, reflecting strong investment performance and higher earnings on District cash balances.
- **Property taxes were essentially flat year over year**, with total property tax receipts of $4.77 million compared with $4.78 million in the prior year.
- **Miscellaneous revenues declined 90%**, due to the absence of prior-year one-time receipts.
- **User fees decreased 20%**, largely reflecting lower passport application and photo revenue compared with the prior year as services were affected by the temporary library relocation for the renovation project and a key supervisory vacancy.

Overall, revenue performance indicates that the District's core revenue base remained stable during FY 2025–26. Strong investment earnings and steady property tax receipts helped offset declines in passport-related service charges and miscellaneous revenues.

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4. Detailed Analyses — Expenditure Performance

Budget vs. Actuals (July 2025 – June 2026)

Total expenditures for FY 2025–26 are **$4.14 million**, representing **49% of the annual budget**. Key categories include:

- **Salaries and Wages – $1,670,102 (87% of budget)**
  Salary spending ended below budget, reflecting current staffing levels, regular wages, and recorded vacation and sick leave activity.
- **Employee Benefits – $481,442 (110% of budget)**
  Benefits exceeded budget primarily due to workers' compensation and net pension expense activity, partially offset by lower medical, vision, FICA, and CalPERS costs.
- **Library Materials – $119,961 (60% of budget)**
  Spending remained below budget overall, reflecting purchasing cycles, subscription timing, and lower activity in books, media, and electronic subscriptions, partially offset by eBooks/downloadable/streaming content.

- **Professional & Specialized Services – $477,698 (97% of budget)**
  Spending was close to budget and reflects legal services, professional services, audit costs, payroll processing, bank fees, LAFCO fees, and other specialized support.
- **Technology & Support Services – $97,520 (103% of budget)**
  Technology costs slightly exceeded budget, driven by software, web, cloud resource, license, and support costs.
- **Risk Management & Insurance – $77,213 (89% of budget)**
  Spending ended below budget overall, with property and liability insurance above budget offset by minimal unemployment insurance and risk management activity.
- **Utilities, Facility Operations & Maintenance – $250,710 combined**
  Spending remained below budget overall, with utilities at 85% of budget and facility operations at 82% of budget.
- **Capital Outlay & Depreciation/Amortization – $844,859 (18% of budget)**
  Capital spending remained significantly below budget due to the timing of project management, architectural, construction, equipment, and relocation-related activity.

Year-over-Year Expenditure Trends

Compared to the prior year:

- **Total expenditures increased 8%**, driven by:
  - Higher professional and specialized services (+36%)
  - Increased technology and support services (+272%)
  - Capital project activity (+26%)

The year-over-year increase in expenditures reflects planned operating and capital priorities rather than broad-based structural cost escalation. Growth in professional and specialized services appears primarily attributable to project-driven engagements, consulting support, and contracted services aligned with current strategic initiatives.
Similarly, the increase in technology support services corresponds to the District's ongoing modernization efforts, including system upgrades and enhancements to digital infrastructure. Capital outlay is expected to increase in the near term as the planned Buena Park Library District Renovation Project advances through major construction phases.

5. Net Change in Fund Balance

For FY 2025–26, the District reported a **positive net change in fund balance of $1,449,481**, compared with **$1,594,356** in the prior year.
Although the year-over-year result was lower by approximately 9%, current performance remained **materially stronger than the budgeted deficit of $2.86 million**.
Key drivers of the positive position include:

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

Based on cash-basis activity through June, the District closed the fiscal year in a favorable financial position with adequate liquidity. Final reported results will depend on year-end accruals, capital project timing, final revenue apportionments, and any reclassifications required for financial statement presentation.

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6. Significant Capital Asset and Long-Term Financing Activity

Capital outlay and depreciation/amortization totaled **$844,859**, or **18% of budget**. The variance from budget does not indicate cancellation of the District's capital priorities; rather, it reflects the timing of renovation-related project management, architectural, construction, equipment, and relocation activity. As the Buena Park Library District Renovation Project advances into more intensive phases, capital spending is expected to increase and may reduce future fund balance depending on the timing of invoices, reimbursement activity, and project cash flows.

No new long-term financing activity is identified in this cash-basis overview. Final financial statement presentation may include accrual-basis adjustments related to capital assets, depreciation or amortization, retainage, payables, and any long-term obligations identified during year-end close.

7. Currently Known Facts, Decisions, or Conditions

Known conditions that may affect future financial position or results include the continued timing of the renovation project, potential changes in passport service activity following temporary relocation impacts and staffing conditions, investment earnings sensitivity to market interest rates, and the timing of final property tax apportionments and year-end accruals. These matters should be monitored because they may create differences between the current year's cash-basis results and future accrual-basis financial statement presentation.

8. Unusual or Infrequent Items

Based on this cash-basis review, no unusual or infrequent items were identified that require separate presentation before the net change in fund balance. The temporary relocation, staffing vacancy, and renovation-related timing differences affected operations and budget variances, but they appear to relate to planned or explainable District activities rather than transactions that are unusual in nature or infrequent in occurrence. This conclusion should be revisited during year-end close if additional transactions or events are identified.

9. Board-Level Takeaways

The following takeaways summarize the key accountability and decision-usefulness points from the cash-basis review.

- The District's cash-basis financial position remained favorable for FY 2025–26, with revenues at **101% of budget**, expenditures at **49% of appropriations**, and a positive net change in fund balance of approximately **$1.45 million**.
- Revenue performance was supported by the District's core property tax base and strong investment earnings. Total revenues increased 3% year over year despite lower passport-related service charges and miscellaneous revenues.

- Expenditure results were favorable to budget primarily because capital project costs and certain operating charges remained below annual appropriations on a cash basis.
- Year-over-year increases in professional services, technology support, and capital activity appear consistent with planned initiatives, modernization efforts, and renovation-related project activity.
- The District closed the fiscal year positioned to meet near-term obligations, with final reporting dependent on accrual conversion, capital project timing, and final revenue apportionments.

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

	YTD Actual	Total Budget	Over Budget	% of Budget
40000 OPERATING REVENUES				
Total 41100 PROPERTY TAXES	4,770,118	4,716,640	53,478	101%
Total 41200 USER SERVICE CHARGES AND FEES	277,583	336,000	(58,417)	83%
Total 41400 INVESTMENT EARNINGS	507,304	463,800	43,504	109%
Total 41500 GRANT AND CONTRIBUTIONS	26,260	15,252	11,008	172%
Total 41600 MISCELLANEOUS REVENUES	3,751	400	3,351	938%
Total 40000 OPERATING REVENUES	**5,585,016**	**5,532,092**	**52,924**	**101%**
50000 OPERATING EXPENSES				
Total 51100 SALARIES AND WAGES	1,670,102	1,922,500	(252,398)	87%
Total 51200 EMPLOYEES BENEFITS	481,442	439,350	42,092	110%
Total 51300 RETIREE BENEFITS	42,411	122,160	(79,749)	35%
Total 51400 TRAINING	19,217	36,010	(16,793)	53%
Total 52100 SUPPLIES AND MINOR EQUIPMENT	30,770	44,000	(13,230)	70%
Total 52200 LIBRARY MATERIALS	119,961	200,620	(80,659)	60%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	3,514	31,000	(27,486)	11%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	477,698	492,120	(14,422)	97%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	97,520	94,910	2,610	103%
Total 55100 RISK MANAGEMENT AND INSURANCE	77,213	86,990	(9,777)	89%
Total 55200 TAXES AND ASSESSMENTS	14,323	16,300	(1,977)	88%
Total 56100 UTILITIES	99,667	117,000	(17,333)	85%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	4,634	10,800	(6,166)	43%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	151,043	185,000	(33,957)	82%
Total 57300 FLEET/VEHICLE SERVICES	133	2,200	(2,067)	6%
Total 59100 OTHER EXPENSES	1,028	1,100	(72)	93%
Total 70000 CAPITAL OUTLAY AND DEPRECIATION/AMORTIZATION EXPENSES	844,859	4,589,320	(3,744,461)	18%
Total 50000/70000 EXPENSES	**4,135,535**	**8,391,380**	**(4,255,845)**	**49%**
NET CHANGES IN FUND BALANCE	**1,449,481**	**(2,859,288)**	**4,308,769**	**-51%**

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

	YTD Actual	Total Budget	Over Budget	% of Budget
40000 OPERATING REVENUES				
41100 PROPERTY TAXES				
41110 Property Taxes - Secured	$ 2,338,048	$ 2,265,520	$ 72,528	103%
41120 Property Taxes - Unsecured	$ 75,268	$ 68,340	$ 6,928	110%
41140 Property Taxes - Prior Year Supplemental	$ 74,300	$ 48,960	$ 25,340	152%
41150 Pass-through Property Taxes	$ 875,944	$ 1,434,680	-$ 940,075	34%
41155 Residual Property Taxes	$ 1,401,282	$ 896,590	$ 27,987	103%
41170 Property Taxes - Interest on Unapportioned Taxes	$ 5,275	$ 2,550	$ 2,725	207%
Total 41100 PROPERTY TAXES	**$ 4,770,118**	**$ 4,716,640**	**$ 53,478**	**101%**
41200 USER SERVICE CHARGES AND FEES				
41210 Photocopies and Printing	$ 19,844	$ 14,000	$ 5,844	142%
41215 Fines and faxing services	$ 355			
41220 Passport Photos	$ 65,110	$ 70,000	-$ 4,890	93%
41230 Passport Application Services	$ 192,187	$ 250,000	-$ 57,813	77%
41240 Fine and Fees	$ 0	$ 2,000	-$ 2,000	0%
41240 Merchandise Sales	$ 210			
41299 Return Item Chargeback	-$ 122	$ 0	-$ 122	
Total 41200 USER SERVICE CHARGES AND FEES	**$ 277,583**	**$ 336,000**	**-$ 58,417**	**83%**
41400 INVESTMENT EARNINGS				
41410 Investment Income	$ 495,021	$ 458,800	$ 36,221	108%
41420 Saving Account Interest	$ 12,283	$ 5,000	$ 7,283	246%
Total 41400 INVESTMENT EARNINGS	**$ 507,304**	**$ 463,800**	**$ 43,504**	**109%**
41500 GRANT AND CONTRIBUTIONS				
41510 State Grants	$ 24,869	$ 15,252	$ 9,617	163%
41520 Individual Donations	$ 1,200	$ 0	$ 1,200	
41530 Miscellaneous Donations	$ 191	$ 0	$ 191	
Total 41500 GRANT AND CONTRIBUTIONS	**$ 26,260**	**$ 15,252**	**$ 11,008**	**172%**
41600 MISCELLANEOUS REVENUES				
41610 Other Revenues	$ 3,758	$ 400	$ 3,358	939%
41620 Refunds & Reimbursements	$ 0			
41630 Cash Over/Short (Revenues)	-$ 6	$ 0	-$ 6	
Total 41600 MISCELLANEOUS REVENUES	**$ 3,751**	**$ 400**	**$ 3,351**	**938%**
Total 40000 OPERATING REVENUES	**$ 5,585,016**	**$ 5,532,092**	**$ 52,924**	**101%**
Expenses				
50000 OPERATING EXPENSES				
51100 SALARIES AND WAGES				
51110 Salaries & Wages - Regular	$ 1,463,234	$ 1,922,500	-$ 459,266	76%
51120 Salaries & Wages - Overtime	$ 1,872	$ 0	$ 1,872	
51121 Vacation Pay	$ 156,297	$ 0	$ 156,297	
51122 Sick Pay	$ 48,699	$ 0	$ 48,699	
Total 51100 SALARIES AND WAGES	**$ 1,670,102**	**$ 1,922,500**	**-$ 252,398**	**87%**
51200 EMPLOYEES BENEFITS				
51210 Medical Insurance	$ 148,713	$ 181,610	-$ 32,897	82%
51211 Dental Insurance	$ 9,306	$ 9,210	$ 96	101%
51214 Life/AD&D/STD/LTD Insurance	$ 9,325	$ 9,790	-$ 465	95%
51217 Vision Insurance	$ 1,572	$ 3,600	-$ 2,028	44%
51220 Workers' Compensation	$ 82,473	$ 48,480	$ 33,993	170%
51223 FICA	$ 43,306	$ 55,760	-$ 12,454	78%
51232 CalPERS	$ 113,152	$ 127,320	-$ 14,168	89%
51238 Net Pension Expenses	$ 73,595	$ 3,580	$ 70,015	2056%
Total 51200 EMPLOYEES BENEFITS	**$ 481,442**	**$ 439,350**	**$ 42,092**	**110%**
51300 RETIREE BENEFITS				
51310 Retiree Health Benefits	$ 110,237	$ 122,160	-$ 11,923	90%
51347 OPEB CERBT Disbursement	-$ 67,826	$ 0	-$ 67,826	
Total 51300 RETIREE BENEFITS	**$ 42,411**	**$ 122,160**	**-$ 79,749**	**35%**
51400 TRAINING				
51410 Travel and Transportation	$ 2,581	$ 9,300	-$ 6,719	28%
51420 Professional Development & Training	$ 5,546	$ 12,710	-$ 7,164	44%
51430 Professional Memberships	$ 11,090	$ 14,000	-$ 2,910	79%
Total 51400 TRAINING	**$ 19,217**	**$ 36,010**	**-$ 16,793**	**53%**
52100 SUPPLIES AND MINOR EQUIPMENT				
52110 General Office Supplies	$ 1,664	$ 4,000	-$ 2,336	42%
52113 Passport Supplies	$ 1,911	$ 4,000	-$ 2,089	48%
52115 Paper Products	$ 764	$ 2,000	-$ 1,236	38%
52120 Paper Products-Library Services	$ 67	$ 0	$ 67	
52125 Furniture	$ 0	$ 1,000	-$ 1,000	0%
52130 Library Cards	$ 0	$ 1,000	-$ 1,000	0%
52135 Circulation Supplies	$ 736	$ 2,000	-$ 1,264	37%
52140 Marketing	$ 451	$ 3,500	-$ 3,049	13%
52145 Signage	$ 619	$ 2,500	-$ 1,881	25%
52150 Postage	$ 11,646	$ 16,000	-$ 4,354	73%

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

	YTD Actual	Total Budget	Over Budget	% of Budget
52155 Printer Supplies	$ 2,211	$ 8,000	-$ 5,789	28%
52160 Printer Supplies-Library Services	$ 3,690	$ 0	$ 3,690	
52165 Supplies Reference/Children	$ 5,771	$ 0	$ 5,771	
52170 Local Meeting Expenses	$ 1,239	$ 0	$ 1,239	
Total 52100 SUPPLIES AND MINOR EQUIPMENT	**$ 30,770**	**$ 44,000**	**-$ 13,230**	**70%**
52200 LIBRARY MATERIALS				
52213 Books/Zip Books	$ 9,222	$ 55,000	-$ 45,778	17%
52215 Technical Services	$ 2,053	$ 4,650	-$ 2,597	44%
52223 Print Subscriptions	$ 5,558	$ 6,800	-$ 1,242	82%
52228 Media	$ 583	$ 6,000	-$ 5,417	10%
52233 Library of Things	$ 6,080	$ 15,000	-$ 8,920	41%
52238 Electronic Subscriptions	$ 25,565	$ 34,000	-$ 8,435	75%
52243 eBooks/Downloadable/Streaming Content	$ 62,225	$ 71,000	-$ 8,775	88%
52248 OCLC Fees	$ 598	$ 0	$ 598	
52268 Community Outreach Supplies (Lunch At The Library Grant)	$ 8,077	$ 8,170	-$ 93	99%
Total 52200 LIBRARY MATERIALS	**$ 119,961**	**$ 200,620**	**-$ 80,659**	**60%**
53100 LIBRARY PROGRAM PROFESSIONAL SERVICES				
53110 Public Programs - Adult	$ 550	$ 2,000	-$ 1,450	28%
53113 Adult Summar Reading Program	$ 0	$ 2,000	-$ 2,000	0%
53118 Public Programs - Teens	$ 0	$ 3,500	-$ 3,500	0%
53123 Teen Summer Reading Program	$ 0	$ 2,500	-$ 2,500	0%
53128 Public Programs - Children & Family	$ 810	$ 8,000	-$ 7,190	10%
53133 Children Summer Reading Program	$ 1,400	$ 10,000	-$ 8,600	14%
53143 Community Outreach	$ 754	$ 3,000	-$ 2,246	25%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	**$ 3,514**	**$ 31,000**	**-$ 27,486**	**11%**
54100 PROFESSIONAL AND SPECIALIZED SERVICES				
54110 Auditor Services	$ 18,500	$ 18,500	$ 0	100%
54115 Legal Services	$ 101,299	$ 100,000	$ 1,299	101%
54120 Professional Services	$ 321,542	$ 345,300	-$ 23,758	93%
54127 Miscellaneous Expenses	$ 65	$ 0	$ 65	
54135 LAFCO Fee	$ 7,482	$ 3,220	$ 4,262	232%
54140 Employment Physical/Background	$ 109	$ 7,000	-$ 6,891	2%
54145 Payroll & Timekeeping Services	$ 8,767	$ 8,000	$ 767	110%
54150 Publications & Legal Notices	$ 85	$ 2,000	-$ 1,915	4%
54155 Permits and Fees	$ 368	$ 1,000	-$ 632	37%
54165 Merchant Fees	$ 5,176	$ 4,000	$ 1,176	129%
54170 Bank Fees	$ 14,307	$ 3,100	$ 11,207	462%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	**$ 477,698**	**$ 492,120**	**-$ 14,422**	**97%**
54200 TECHNOLOGY AND SUPPORT SERVICES				
54215 Computer Equipment & Peripherals (<$5,000)	$ 3,887	$ 3,000	$ 887	130%
54220 System Services Supplies	$ 27	$ 2,500	-$ 2,473	1%
54225 Software/Web/Cloud Resources- License & Support	$ 93,606	$ 89,410	$ 4,196	105%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	**$ 97,520**	**$ 94,910**	**$ 2,610**	**103%**
55100 RISK MANAGEMENT AND INSURANCE				
55110 Property/Liability Insurance	$ 76,935	$ 69,990	$ 6,945	110%
55115 Unemployment Insurance	$ 0	$ 10,000	-$ 10,000	0%
55120 Risk Management	$ 278	$ 7,000	-$ 6,722	4%
Total 55100 RISK MANAGEMENT AND INSURANCE	**$ 77,213**	**$ 86,990**	**-$ 9,777**	**89%**
55200 TAXES AND ASSESSMENTS				
55210 Taxes and Assessments	$ 6,061	$ 9,300	-$ 3,239	65%
55215 Sales and Use Tax	$ 8,262	$ 7,000	$ 1,262	118%
Total 55200 TAXES AND ASSESSMENTS	**$ 14,323**	**$ 16,300**	**-$ 1,977**	**88%**
56100 UTILITIES				
56110 Electric	$ 89,921	$ 100,000	-$ 10,079	90%
56115 Gas	$ 3,635	$ 10,000	-$ 6,365	36%
56120 Water & Sewage	$ 6,111	$ 7,000	-$ 889	87%
Total 56100 UTILITIES	**$ 99,667**	**$ 117,000**	**-$ 17,333**	**85%**
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE				
57110 Service Agreements	$ 1,501	$ 8,000	-$ 6,499	19%
57120 Postage Machine Lease	$ 3,133	$ 2,800	$ 333	112%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	**$ 4,634**	**$ 10,800**	**-$ 6,166**	**43%**
57200 FACILITY OPERATIONS AND MAINTENANCE				
57210 Building Maintenance Supplies	$ 280	$ 500	-$ 220	56%
57213 Janitorial Supplies	$ 6,792	$ 10,000	-$ 3,208	68%
57216 Custodial Services	$ 43,356	$ 45,000	-$ 1,644	96%
57219 Refuse Disposal Services	$ 8,024	$ 7,500	$ 524	107%
57222 Electrical Services	$ 6,799	$ 5,000	$ 1,799	136%
57225 Alarm System Services	$ 16,196	$ 16,000	$ 196	101%
57228 HVAC Services	$ 8,731	$ 25,000	-$ 16,269	35%
57231 Elevator Services	$ 12,716	$ 10,000	$ 2,716	127%
57234 Plumbing Services	$ 2,267	$ 8,000	-$ 5,733	28%
57237 Landscape Services	$ 25,776	$ 30,000	-$ 4,224	86%

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

	YTD Actual	Total Budget	Over Budget	% of Budget
57240 Door Maintenance Services	$ 869	$ 2,500	-$ 1,631	35%
57243 Pest Control Services	$ 5,625	$ 1,500	$ 4,125	375%
57246 Other Facility Maintenance	$ 0	$ 8,000	-$ 8,000	0%
57249 Minor Building Repairs	$ 0	$ 5,000	-$ 5,000	0%
57252 Fire & Safety Inspections & Services	$ 3,967	$ 3,000	$ 967	132%
57255 Health & Safety Materials & Supplies	$ 0	$ 2,000	-$ 2,000	0%
57258 Telecommunication Services	$ 9,646	$ 6,000	$ 3,646	161%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	**$ 151,043**	**$ 185,000**	**-$ 33,957**	**82%**
57300 FLEET/VEHICLE SERVICES				
57310 Vehicle Maintenance & Repairs	$ 15	$ 1,500	-$ 1,485	1%
57315 Outreach Van - Gasoline	$ 118	$ 500	-$ 382	24%
57320 Vehicle Supplies & Materials	$ 0	$ 200	-$ 200	0%
Total 57300 FLEET/VEHICLE SERVICES	**$ 133**	**$ 2,200**	**-$ 2,067**	**6%**
59100 OTHER EXPENSES				
59120 Other Miscellaneous Expense	$ 1,028	$ 1,100	-$ 72	93%
Total 59100 OTHER EXPENSES	**$ 1,028**	**$ 1,100**	**-$ 72**	**93%**
70000 CAPITAL OUTLAY AND DEPRECIATION/AMORTIZATION EXPENSES				
71110 Project Management	$ 311,014	$ 301,850	$ 9,164	103%
71113 Architectural Consultant	$ 442,688	$ 432,980	$ 9,708	102%
71115 Construction Services	$ 9,464	$ 3,771,340	-$ 3,761,876	0%
71117 Equipment Expense	$ 0	$ 83,150	-$ 83,150	0%
75610 Relocation and Occupancy Expenses (Non-Capitalizable)	$ 81,693	$ 0	$ 0	
Total 70000 CAPITAL OUTLAY AND DEPRECIATION/AMORTIZATION EXPENSES	**$ 844,859**	**$ 4,589,320**	**-$ 3,744,461**	**18%**
Total 50000/70000 EXPENSES	**$ 4,135,535**	**$ 8,391,380**	**-$ 4,255,845**	**49%**
NET CHANGES IN FUND BALANCE	**$ 1,449,481**	**-$ 2,859,288**	**$ 4,308,769**	**-51%**

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

	YTD Actual	Total Budget	Over Budget	% of Budget
40000 OPERATING REVENUES				
Total 41100 PROPERTY TAXES	4,770,118	4,716,640	53,478	101%
Total 41200 USER SERVICE CHARGES AND FEES	277,583	336,000	(58,417)	83%
Total 41400 INVESTMENT EARNINGS	507,304	463,800	43,504	109%
Total 41500 GRANT AND CONTRIBUTIONS	26,260	15,252	11,008	172%
Total 41600 MISCELLANEOUS REVENUES	3,751	400	3,351	938%
Total 40000 OPERATING REVENUES	**5,585,016**	**5,532,092**	**52,924**	**101%**
50000 OPERATING EXPENSES				
Total 51100 SALARIES AND WAGES	1,670,102	1,922,500	(252,398)	87%
Total 51200 EMPLOYEES BENEFITS	481,442	439,350	42,092	110%
Total 51300 RETIREE BENEFITS	42,411	122,160	(79,749)	35%
Total 51400 TRAINING	19,217	36,010	(16,793)	53%
Total 52100 SUPPLIES AND MINOR EQUIPMENT	30,770	44,000	(13,230)	70%
Total 52200 LIBRARY MATERIALS	119,961	200,620	(80,659)	60%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	3,514	31,000	(27,486)	11%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	477,698	492,120	(14,422)	97%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	97,520	94,910	2,610	103%
Total 55100 RISK MANAGEMENT AND INSURANCE	77,213	86,990	(9,777)	89%
Total 55200 TAXES AND ASSESSMENTS	14,323	16,300	(1,977)	88%
Total 56100 UTILITIES	99,667	117,000	(17,333)	85%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	4,634	10,800	(6,166)	43%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	151,043	185,000	(33,957)	82%
Total 57300 FLEET/VEHICLE SERVICES	133	2,200	(2,067)	6%
Total 59100 OTHER EXPENSES	1,028	1,100	(72)	93%
Total 70000 CAPITAL OUTLAY AND DEPRECIATION/AMORTIZATION EXPENSES	844,859	4,589,320	(3,744,461)	18%
Total 50000/70000 EXPENSES	**4,135,535**	**8,391,380**	**(4,255,845)**	**49%**
NET CHANGES IN FUND BALANCE	**1,449,481**	**(2,859,288)**	**4,308,769**	**-51%**

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July 2025- June 2026

	TOTAL		
	Current Year	**Prior Year**	**% Change**
40000 REVENUES			
41100 PROPERTY TAXES			
41110 Property Taxes - Secured	2,338,048	2,345,924	0%
41120 Property Taxes - Unsecured	75,268	73,338	3%
41140 Property Taxes - Prior Year Supplemental	74,300	57,327	30%
41150 Pass-through Property Taxes	875,944	879,012	0%
41155 Residual Property Taxes	1,401,282	1,414,276	-1%
41170 Property Taxes - Interest on Unapportioned Taxes	5,275	6,308	-16%
41325 Property Taxes - State	0	8,642	-100%
Total for 41100 PROPERTY TAXES	**4,770,118**	**4,784,827**	**0%**
41200 USER SERVICE CHARGES AND FEES			
41210 Photocopies and Printing	19,844	20,740	-4%
41215 Fines and faxing services	355		
41220 Passport Photos	65,110	79,093	-18%
41230 Passport Application Services	192,187	248,619	-23%
41240 Merchandise Sales	210		
41299 Return Item Chargeback	-122	0	
Total for 41200 USER SERVICE CHARGES AND FEES	**277,583**	**348,452**	**-20%**
41400 INVESTMENT EARNINGS			
41410 Investment Income	495,021	215,593	130%
41420 Saving Account Interest	12,283	157	7723%
Total for 41400 INVESTMENT EARNINGS	**507,304**	**215,750**	**135%**
41500 GRANT AND CONTRIBUTIONS			
41510 State Grants	24,869	13,171	89%
41515 Special Grants	0	8,193	-100%
41520 Individual Donations	1,200	358	235%
41530 Miscellaneous Donations	191	0	
Total 41500 GRANT AND CONTRIBUTIONS	**26,260**	**21,722**	**21%**
41600 MISCELLANEOUS REVENUES			
41610 Other Revenues	3,758	38,030	-90%
41630 Cash Over/Short (Revenues)	-6		
Total for 41600 MISCELLANEOUS REVENUES	**3,751**	**38,030**	**-90%**
TOTAL REVENUES	**5,585,016**	**5,408,781**	**3%**
50000 EXPENDITURES			
51100 SALARIES AND WAGES			
51110 Salaries & Wages - Regular	1,463,234	1,703,044	-14%
51120 Salaries & Wages - Overtime	1,872	0	
51121 Vacation Pay	156,297	0	
51122 Sick Pay	48,699	0	
Total for 51100 SALARIES AND WAGES	**1,670,102**	**1,703,044**	**-2%**
51200 EMPLOYEES BENEFITS			
51210 Medical Insurance	148,713	246,395	-40%
51211 Dental Insurance	9,306	8,544	9%
51214 Life/AD&D/STD/LTD Insurance	9,325	8,690	7%
51217 Vision Insurance	1,572	2,997	-48%
51220 Workers' Compensation	82,473	32,416	154%
51223 FICA	43,306	46,078	-6%
51232 CalPERS	113,152	136,133	-17%
51238 Net Pension Expenses	73,595	0	
Total for 51200 EMPLOYEES BENEFITS	**481,442**	**481,254**	**0%**
51300 RETIREE BENEFITS			
51310 Retiree Health Benefits	110,237	0	
51347 OPEB CERBT Disbursement	-67,826	0	
Total for 51300 RETIREE BENEFITS	**42,411**	**0**	
51400 RECRUTING AND TRAINING			

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

	TOTAL		
	Current Year	Prior Year	% Change
51410 Travel and Transportation	2,581	1,018	153%
51420 Professional Development & Training	5,546	1,910	190%
51430 Professional Memberships	11,090	15,650	-29%
51440 Special District Conferences	0	5,707	-100%
51450 CLA Conference	0	225	-100%
Total for 51400 RECRUTING AND TRAINING	**19,217**	**24,510**	**-22%**
52100 SUPPLIES AND MINOR EQUIPMENT			
52110 General Office Supplies	1,664	11,545	-86%
52113 Passport Supplies	1,911	4,646	-59%
52115 Paper Products	764	1,280	-40%
52120 Paper Products-Library Services	67	1,130	-94%
52125 Furniture	0	894	-100%
52135 Circulation Supplies	736	702	5%
52140 Marketing	451	0	
52145 Signage	619	75	728%
52150 Postage	11,646	4,628	152%
52155 Printer Supplies	2,211	13,442	-84%
52160 Printer Supplies-Library Services	3,690	0	
52165 Supplies Reference/Children	5,771	1,643	251%
52170 Local Meeting Expenses	1,239	1,291	-4%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	**30,770**	**41,276**	**-25%**
52200 LIBRARY MATERIALS			
52213 Books/Zip Books	9,222	38,367	-76%
52215 Technical Services	2,053	0	
52218 Title Source III	0	1,852	-100%
52223 Print Subscriptions	5,558	6,676	-17%
52228 Media	583	2,840	-79%
52233 Library of Things	6,080	6,298	-3%
52238 Electronic Subscriptions	25,565	53,157	-52%
52243 eBooks/Downloadable/Streaming Content	62,225	36,650	70%
52248 OCLC Fees	598	710	-16%
52268 Community Outreach Supplies (Lunch At The Library Grant)	8,077	2,329	247%
Total for 52200 LIBRARY MATERIALS	**119,961**	**148,880**	**-19%**
53100 LIBRARY PROGRAM PROFESSIONAL SERVICES			
53110 Public Programs - Adult	550	660	-17%
53113 Adult Summar Reading Program	0	-9	-100%
53118 Public Programs - Teens	0	3,051	-100%
53123 Teen Summer Reading Program	0	350	-100%
53128 Public Programs - Children & Family	810	3,650	-78%
53133 Children Summer Reading Program	1,400	6,015	-77%
53138 Multicultural Program	0	579	-100%
53143 Community Outreach	754	13,885	-95%
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	**3,514**	**28,179**	**-88%**
54100 PROFESSIONAL AND SPECIALIZED SERVICES			
54110 Auditor Services	18,500	0	
54115 Legal Services	101,299	59,763	70%
54120 Professional Services	321,542	0	
54125 Consultant - General	0	178,977	-100%
54127 Miscellaneous Expenses	65		
54130 Polaris	0	96,101	-100%
54135 LAFCO Fee	7,482	3,057	145%
54140 Employment Physical/Background	109	1,056	-90%
54145 Payroll & Timekeeping Services	8,767	7,247	21%
54150 Publications & Legal Notices	85	6	1317%
54155 Permits and Fees	368	0	
54165 Merchant Fees	5,176	4,122	26%
54170 Bank Fees	14,307	1,817	687%

Buena Park Library District

Detailed Statement of Revenues, Expenditures and Changes in Fund Balance

July 2025- June 2026

	TOTAL		
	Current Year	**Prior Year**	**% Change**
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	**477,698**	**352,147**	**36%**
54200 TECHNOLOGY AND SUPPORT SERVICES			
54215 Computer Equipment & Peripherals (<$5,000)	3,887	5,485	-29%
54220 System Services Supplies	27		
54225 Software/Web/Cloud Resources- License & Support	93,606	19,812	372%
54230 Technical Services	0	901	-100%
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	**97,520**	**26,198**	**272%**
55100 TECHNOLOGY AND SUPPORT SERVICES			
55110 Property/Liability Insurance	76,935	70,778	9%
55115 Unemployment Insurance	0	0	
55120 Risk Management	278		
Total for 55100 RISK MANAGEMENT AND INSURANCE	**77,213**	**70,778**	**9%**
55200 TAXES AND ASSESSMENTS			
55210 Taxes and Assessments	6,061	10,465	-42%
55215 Sales and Use Tax	8,262	0	
Total for 55200 TAXES AND ASSESSMENTS	**14,323**	**10,465**	**37%**
56100 UTILITIES			
56110 Electric	89,921	82,832	9%
56115 Gas	3,635	7,458	-51%
56120 Water & Sewage	6,111	6,074	1%
Total for 56100 UTILITIES	**99,667**	**96,365**	**3%**
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE			
57110 Service Agreements	1,501	9,815	-85%
57120 Postage Machine Lease	3,133	2,500	25%
57121 Equipment Lease	0	2,927	-100%
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	**4,634**	**15,242**	-70%
57200 FACILITY OPERATIONS AND MAINTENANCE			
57210 Building Maintenance Supplies	280	1,889	-85%
57213 Janitorial Supplies	6,792	8,473	-20%
57216 Custodial Services	43,356	41,862	4%
57219 Refuse Disposal Services	8,024	13,697	-41%
57222 Electrical Services	6,799	1,344	406%
57225 Alarm System Services	16,196	17,226	-6%
57228 HVAC Services	8,731	23,349	-63%
57231 Elevator Services	12,716	4,371	191%
57234 Plumbing Services	2,267	3,482	-35%
57237 Landscape Services	25,776	15,492	66%
57240 Door Maintenance Services	869	0	
57243 Pest Control Services	5,625	900	525%
57252 Fire & Safety Inspections & Services	3,967	0	
57258 Telecommunication Services	9,646	8,783	10%
57261 Special Building Project	0	2,150	-100%
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	**151,043**	**143,016**	**6%**
57300 FLEET/VEHICLE SERVICES			
57310 Vehicle Maintenance & Repairs	15	54	-72%
57315 Outreach Van - Gasoline	118	0	
Total for 57300 FLEET/VEHICLE SERVICES	**133**	**54**	147%
59100 OTHER EXPENSES			
59120 Other Miscellaneous Expense	1,028		
Total for 59100 OTHER EXPENSES	**1,028**	**0**	
70000 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES			
71110 Project Management	311,014	673,017	-54%
71113 Architectural Consultant	442,688	0	
71115 Construction Services	9,464	0	
75610 Relocation and Occupancy Expenses (Non-Capitalizable)	81,693		
Total for 70000 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES	**844,859**	**673,017**	**26%**

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

	TOTAL		
	Current Year	Prior Year	% Change
TOTAL EXPENDITURES	**4,135,535**	**3,814,425**	**8%**
NET CHANGES IN FUND BALANCE	**1,449,481**	**1,594,356**	**-9%**

BUENA PARK LIBRARY DISTRICT

TREASURER'S REPORT

June 2026

Bank of America	Business Checking	Interest Checking
Beginning Balance 06/01/2026	**108,046**	**638,282**
RECEIPTS/TRANSFERS:		
Property Tax Receipts	-	876,383
Service Fee	-	2,408
Interest		1,692
Transfer In from BofA Interest Checking`	426,000	
Transfer In from CLASS		
	426,000	**880,483**
DISBURSEMENTS/TRANSFERS:		
Vendor Payments - Checks/ACH	185,591	
CALPERS	48,757	
ADP Payroll	110,321	
Bank/Merchant Processing fees	1,161	296
Transfer to BofA Business Checking	-	426,000
	345,830	**426,296**
`		
Balance Per Bank 06/30/2026	**188,216**	**1,092,469**
Outstanding Checks	(50,336)	0
Deposit in Transit		
Balance Per Books 06/30/2026	**137,880**	**1,092,469**

RECONCILEMENT:	Book Balance	Bank Balance
Bank of America Business Checking - Operating Account	$137,880	$188,216
Bank of America Public Funds Interest Account - Revenues Account	$1,092,469	$1,092,469
CLASS	$12,273,313	$12,273,313
CAMP	$1,318,098	$1,318,098
Outstanding Transactions		-$50,336
TOTAL LIQUIDITY BALANCE as of 06/30/2026	**$14,821,761**	**$14,821,761**

I hereby certify that the foregoing report accurately presents all cash and investment holdings of the Buena Park Library District and that such investments are in full compliance with the applicable provisions of the State of California Government Code and the District's Investment Policy. As Treasurer of the Buena Park Library District, I further certify that the District maintains sufficient investment liquidity and projected revenues to meet all anticipated expenditures for the next six months.

Treasurer

Signed Date: 7/30/2026

Secretary

Signed Date:

BUENA PARK Library District

Agenda Item 16

Date: August 4, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Approval of Three (3) Year Renewal Agreement with Joyful Reading Company for the Beanstack Reading Tracker in the amount of $2,125.00 per year, totaling $6,375.00 for three years.

Recommended Action:

1) Approve the agreement with Joyful Reading Company for the Beanstack Reading Tracker in the amount of $2,125.00 per year, totaling $6,375.00 for three years; and 2) Authorize the Library Director to execute the agreement

Background:

The Library District has utilized Beanstack since 2020 as its digital platform for managing and tracking participation in library reading programs. The platform allows patrons to register for reading challenges, track their reading progress, participate in activities, and engage with library programs through an online portal and mobile application.

Since implementation, Beanstack has been well received by patrons and staff and has become an integral tool for administering the District's reading programs. The platform has improved program accessibility, streamlined staff workflows, and provided a consistent experience for participants across reading challenges.

Prior to implementing Beanstack, many reading challenges relied on printed reading logs and manual tracking processes. Continued use of Beanstack has reduced the need for printed materials, resulting in decreased paper and toner expenses associated with producing reading logs and tracking participation for each challenge.

Discussion:

The proposed three-year contract will allow the Library District to continue using a platform that has demonstrated value to patrons and staff. A multi-year agreement will provide pricing stability throughout the contract term, allowing the District to better forecast expenses and support predictable budget planning.

Maintaining Beanstack as the District's reading program platform will ensure continuity for patrons who have become familiar with the system while allowing staff to efficiently manage registration, participation tracking, reporting, and program administration.

Recommendation:

Staff recommends that the Board of Library Trustees approve a three-year contract agreement with Beanstack for continued use of its digital reading tracker and mobile application platform for all Library District reading programs.

Fiscal Impact:

The proposed three-year agreement will provide a fixed cost structure for the contract term, supporting predictable budgeting and reducing uncertainty associated with annual price changes.

The total cost of the three-year agreement is $6,375.00, with an annual cost of $2,125.00.

The continued use of Beanstack has also contributed to operational savings by reducing expenditures for paper, toner, and printing associated with traditional reading logs.

Exhibit:

Exhibit: Beanstack Three-Year Contract Agreement

Buena Park Library District 26-29 Beanstack Renewal [BS]

Buena Park Library District (CA)
7150 La Palma Avenue
Buena Park, California 90620
United States

Reference: 20260723-140534825
Quote created: July 23, 2026
Quote expires: January 19, 2027
Quote created by: Rachit Khandelwal

rachit@zoobean.com

Ann Thompson
athompson@buenaparklibrary.org
+1 714-826-4100 ext. 135

Comments from Rachit Khandelwal

Products & Services

Item & Description	Quantity	Unit Price	Total
Library - Premium 10/01/2026 - 09/30/2029	1	$2,125.00 / year	$2,125.00 / year for 3 years

Annual subtotal	$2,125.00
Total	**$2,125.00**
Total contract value	**$6,375.00**

Purchase terms

Signature

Signature

Date

Printed name

Countersignature

Countersignature

Date

Printed name

Questions? Contact me

Rachit Khandelwal
rachit@zoobean.com

Joyful Reading Company
PO Box 4805
Carol Stream, IL 60197-4805
US

BUENA PARK Library District

Agenda Item 17

Date:	August 4, 2026
To:	Board of Library Trustees
From:	Helen Medina, Library Director
Subject:	Ratification of Prior Disposal and Authorization for Future Disposal of Surplus Property Related to the Library Construction Project

Recommended Action:

Approve the disposal of the property described below, including ratification of the items previously disposed of in preparation for construction and authorization for the disposal of additional property to be removed during the Library Renovation Project.

Background:

In preparation for the Library Construction Project, the District contracted with professional movers to relocate library furnishings and equipment. During the move, items determined to be broken, obsolete, or beyond their useful life were removed from service and disposed of as part of the contracted moving services. As construction progresses, additional furnishings, equipment, and building components will be removed and disposed of as part of the approved demolition and renovation work. Capital assets with a replacement value of over $5,000.00, regardless of depreciation, require Board approval for disposal.

Discussion:

Items disposed of during the relocation that met this threshold included:

- 2 AWE computer literacy stations
- I-Cell Digital Display
- 7 study carrels
- Electromagnetic security gates
- Steel and wood book carts
- 15 folding steel and particleboard tables

With the exception of the two AWE stations, and the I-cell digital display, these items were not maintained in the District's official capital asset inventory. Many of the book carts appeared to have been abandoned property left behind by the former volunteer group. Miscellaneous furniture and technology equipment were also disposed of but, are not considered capital assets with a replacement value of $5,000 and were not purchased as a capital expenditure.

The technology equipment included 14 desktop computers from various years and of various models including Dell OptiPlex 7010, 7020, 7040, and 3050. Also included were various laptops including 5 HP ProBook 430s, an Asus Chromebook, and an HP Stream laptop. Printers included 3 HP Color LaserJet MFP M277dws, 1 HP LaserJet Enterprise M605, and 3 DNP photo printers. Should these items be replaced collectively, they would meet the capitalization threshold and are being included in the list for transparency. Furniture included 27 metal cabinets, 4 desks, 2 credenzas, and miscellaneous tables and chairs.

During the construction project, additional assets are scheduled to be disposed of. These items include:

- Hydraulic elevator and associated controls
- Original library shelving
- Modular office furniture comprising the computer center, service desk, and staff office
- Front entrance glazing and doors
- Sewer and sump pumps
- Fire hoses, following approval for decommissioning by the local fire authority
- Security cameras and digital video recorder (DVR)
- Components of the fire alarm system and security system

Items removed during construction will be disposed of by the District's general contractor in accordance with the terms of the construction contract and all applicable federal, state, and local laws and regulations. Disposal methods may include recycling, salvage, or landfill disposal, as appropriate to the condition and composition of each item. Items that require specialized hazardous materials disposal will be disposed of in accordance with the law. The existing security camera system and digital video recorder (DVR) will be excluded from contractor disposal and returned to the District to ensure secure destruction of all stored data prior to disposal through an authorized government surplus auction or e-waste disposal process.

Recommendation:

Approve the disposal of the property described above, including ratification of the items previously disposed of in preparation for construction and authorization for the disposal of additional property to be removed during the Library Renovation Project.

Fiscal Impact:

There is no additional fiscal impact. Disposal of these items is included within the approved Library Construction Project and previous moving and disposal contracts.

BUENA PARK Library District

Agenda Item 18

Date: August 4, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Authorization of Library Closure for Staff Development Day

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Recommended Action:

Authorize the Library Director to close the Library on a date, to be determined by the Library Director, during the week of December 7–11, 2026, for a staff development day.

Background:

The District periodically conducts staff development days to provide employees with training, team building, and professional development opportunities that support the District's mission and enhance service to the community. The District has not held a planned, agency-wide staff development day since 2022.

Due to the District's current operating schedule, it is not feasible to provide all staff with the same training and development opportunities while maintaining normal public service hours. A planned one-day closure is necessary to allow all employees to participate simultaneously.

Discussion:

The proposed staff development day will provide an opportunity for all District employees to participate in training, professional development, and organizational initiatives that support continued excellence in public service. Bringing the entire staff together fosters collaboration across departments, promotes consistent service standards, and allows for training that cannot be effectively delivered in smaller groups.

Authorizing the Library Director to select the specific closure date during the week of December 7–11, 2026, provides flexibility to choose the date that minimizes operational impacts while accommodating presenters, training logistics, and other scheduling considerations. The selected closure date will be communicated to the public well in advance through the District's website, social media, facility signage, and other communication channels.

While the Library will be closed to the public for one day, the investment in staff development is expected to enhance employee knowledge, improve organizational effectiveness, and ultimately strengthen the quality of library services provided to the community.

Recommendation:

Authorize the Library Director to close the Library on a date, to be determined by the Library Director, during the week of December 7–11, 2026, for a staff development day.

Fiscal Impact:
This item is requesting authorization for the closure only and has no additional fiscal impact beyond the approved operating budget.

FUTURE AGENDA ITEMS

Agenda preparation for the Regular Meeting which will be held on September 1, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees.

CLOSED SESSION

20. Public Employee Evaluation ((Gov. Code § 54957(b)(1))
    - Employee: Library Director

ADJOURNMENT