

CANCELED DUE TO THE LACK OF A QUORUM



REGULAR MEETING AGENDA

Board of Library Trustees | Buena Park Library District

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

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

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

1. **CALL TO ORDER** (Library Board President)
2. **PLEDGE OF ALLEGIANCE** (Library Board President)
3. **ROLL CALL** (Library Board President)
4. **PRESIDENT’S REMARKS AND BOARD MEMBER COMMENTS**
This is the opportunity for the President and Board Members to give reports about conferences/training and comments on items of general interest to the community.
5. **COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA** (3 MINUTES PER SPEAKER)
Individuals may address the Board regarding any item of Library District business not on the agenda. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda.

NEW BUSINESS

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

CONSENT CALENDAR (Items 17-20)

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 17-20 on the Consent Calendar.

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

REPORTS FROM LIBRARY ADMINISTRATION

21. Monthly Statistical Reports
 - a. Database Usage for September 2025
 - b. Trend Analysis for September 2025
 - c. Program Statistics Summary for September & October 2025
22. Financial Reports
23. Library Director's Report for October & November 2025

FUTURE AGENDA ITEMS

24. Agenda preparation for the Regular Meeting which will be held on January 6, 2026, at 5:30 p.m. unless rescheduled by the Board of Library Trustees

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

ADJOURNMENT

CERTIFICATION OF POSTING

I, Patty Salas, Administrative Assistant of the Buena Park Library District, hereby certify that the Agenda for the December 2, 2025, Regular Meeting of the Board of Library Trustees of the Buena Park Library District was posted on November 26, 2025, at 7150 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.

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Patty Salas, Administrative Assistant