

**CANCELED DUE TO THE LACK OF A QUORUM**



**REGULAR MEETING AGENDA**

**(Unusual Date)**

Board of Library Trustees | Buena Park Library District

2<sup>nd</sup> Floor Board Room  
7150 La Palma Avenue  
Buena Park, CA 90620  
November 12, 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.*

## **NEW BUSINESS**

6. Presentation of Audit report for Fiscal Year Ended June 30, 2025 by Chavan & Associates, LLP (Accept and file)
7. A first reading of the proposed Debt Management Policy (Review and Discussion)
8. A first reading of proposed changes to the Fund Balance and Reserve Policy (Review and Discussion)
9. Repeal of Cash Handling Procedures
10. Annual Report for Fiscal Year 2024-2025 (Receive and File)
11. Adoption of Resolution 2025-9 Establishing Operating Hours and Holiday Closures for Calendar Year 2026

## **CONSENT CALENDAR (Items 12-15)**

*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 12 – 15 on the Consent Calendar.

12. Minutes of the Library Board of Trustees Regular Meeting on October 7, 2025 (Receive, File, and Approve)
13. Personnel Report for October 2025 (Receive, File, and Approve)
14. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for October 2025 (Receive and File)
15. Payment Register for October 2025 (Receive and File)

## **REPORTS FROM LIBRARY ADMINISTRATION**

16. Monthly Statistical Reports
  - a. Database Usage for September 2025
  - b. Trend Analysis for September 2025
  - c. Program Statistics Summary for September 2025
17. Library Director's Report for October 2025

## **FUTURE AGENDA ITEMS**

18. Agenda Preparation for the Regular Meeting which will be held on December 2, 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 November 12, 2025, Regular Meeting of the Library Board of Trustees of the Buena Park Library District was posted on November 7, 2025, at 7150 La Palma Ave Buena Park, CA and online at [www.buenaparklibrary.org](http://www.buenaparklibrary.org).

*PS*

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Patty Salas, Administrative Assistant