



REGULAR MEETING AGENDA

Board of Library Trustees | Buena Park Library District

Please note new location:

**EHLER'S EVENT CENTER
Senior Center Legacy Hall
8150 KNOTT AVENUE
BUENA PARK, CA**

June 2, 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 6-10)

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.

Recommendation: Approve items 6-10 on the Consent Calendar.

6. Minutes of the Board of Library Trustees Regular Meeting on May 5, 2026 (Receive, File, and Approve)
7. Personnel Report for June 2026 (Receive and File)
8. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for May 2026 (Receive and File)
9. Payment Register for May 2026 (Receive and File)
10. Amendment 2 to the Agreement between the Imperial County Office of Education and Buena Park Library District for the Provision, Installation, and Maintenance of Advanced Network (Data) Services

REPORTS FROM LIBRARY ADMINISTRATION

11. Monthly Statistical Reports
 - Database Usage for April 2026
 - Trend Analysis for April 2026
 - Program Statistics Summary for April 2026
12. Library Director's Report for May 2026

FINANCIAL REPORTS

13. Analytical Financial Overview July 2025 – April 2026
14. Summary of Budget vs Actuals July 2025 – April 2026
15. Budget vs Actuals Detailed Statement July 2025 – April 2026
16. Summary Statement of Revenues, Expenditures and Changes in Fund Balance July 2025 – April 2026
17. Detailed Statement of Revenues, Expenditures and Changes in Fund balance July 2025 – April 2026
18. Treasurer's Report April 2026

NEW BUSINESS

19. Adoption of Resolution 2026-8 adopting the Delegation of Administrative Authority Policy
 - Recommended Action: 1) Adopt Resolution 2026-8 adopting the Delegation of Administrative Authority
20. Updated Personnel Rule Handbook, Family Medical Leave Act/California Family Rights Act Leave Policy, Pregnancy Disability Leave Policy, Drug Free Workplace Policy, and Electronic and Computer Use/Social Media Policy

- Recommended Action: 1) Adopt Resolution 2026-9 adopting the new Personnel Rules Handbook; 2) Adopt Resolution 2026-10 adopting the Family Medical Leave Act/ California Family Rights Act Leave Policy; 3) Adopt Resolution 2026-11 adopting the Pregnancy Disability Leave Policy; 4) Adopt Resolution 2026-12 adopting the Drug Free Workplace Policy; and 5) Adopt Resolution 2026-13 adopting the Electronic and Computer Use/Social Media Policy

21. Driver's Policy

- Recommended Action: 1) Adopt Resolution 2026-14 adopting the Driver Policy, which provides the Library District and Library Director with authority to participate in and implement the California DMV Employer Pull Notice (EPN) Program; and 2) Repeal the Library Vehicle Policy dated November 2019

22. Pre-Qualification Resolution

- Recommended Action: 1) Adopt Resolution 2026-15 adopting prequalification process for prime contractors for the Library Renovation Project

23. Approval of Services Agreement with PlanetBids

- Recommended Action: 1) Approve the District's usage of PlanetBids' PB System, a web-based eProcurement system; 2) Authorize the Library Director to execute the Services Agreement; and 3) Authorize the expenditure of \$8,400 for 1 year of services.

24. Approval of an expenditure for IT hardware and Professional Services for M365 Security and Operations Improvements

- Recommended Action: 1) Approve expenditure for Professional Services for M365 Security and Operations Improvements in the amount of \$9,860 with Eagle Multi-Media Productions; 2) Authorize the Library Director to execute the agreement; 3) Approve an expenditure of \$3,660 for IT hardware and professional services with Eagle Multi-Media Productions; and 4) Authorize the Library Director to execute the agreement.

FUTURE AGENDA ITEMS

25. Agenda preparation for the Special Meeting which will be held on June 23, 2026, at 6:00 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 June 2, 2026, Regular Meeting of the Board of Library Trustees of the Buena Park Library District was posted on May 29, 2026, at 7150 La Palma Ave Buena Park, CA; 8150 Knott Ave Buena Park, CA; and online at www.buenaparklibrary.org.

PS

Patty Salas, Administrative Assistant