



REGULAR MEETING AGENDA

Board of Library Trustees | Buena Park Library District

Please note new location:

**Walter Knott Education Center
7300 La Palma Ave. Buena Park, CA 90620
Building 10, Room 16
July 7, 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.
6. **RECOGNTIION OF LIBRARY VOLUNTEERS**
Presentation of plaques to Library Volunteers thanking them for their service.

CONSENT CALENDAR (Items 7-9)

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 7-9 on the Consent Calendar.

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

REPORTS FROM LIBRARY ADMINISTRATION

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

FINANCIAL REPORTS

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

UNFINISHED BUSINESS

18. Proposal from Municipal Finance Corporation for Lease Arranger Professional Services
 - Recommended Action: 1) Approve Proposal for Professional Services for Lease Arranger Services with Municipal Finance Corporation; and 2) Authorize the Library Director to sign the proposal

NEW BUSINESS

19. Review and approve revisions to the Circulation Services Supervisor classification specification
 - Recommended Action: 1) Approve the revised classification specification for Circulation Services Supervisor; and 2) Repeal all previous versions of the Circulation Services Supervisor classification specifications

- 20. Adoption of Resolution 2026-19 Delegation of Authority to Request Disbursements from the California Employers' Retiree Benefit Trust (CERBT)
 - Recommended Action: 1) Adopt Resolution 2026-19 updating the Delegation of Authority to request disbursements from the California Employers' Retiree Benefit Trust (CERBT)
- 21. Provide Direction on Internet Use Policy and Children's Internet Protection Act
 - Discussion and Direction Only
- 22. CSDA Board of Directors Term 2027 – 2029, Seat C

FUTURE AGENDA ITEMS

- 23. Agenda preparation for the next Regular Meeting of the Board of Library Trustees, which will be held on August 4, 2026, at 6:00 p.m.
This is the time for Board members to publicly request that items be placed on future agendas.

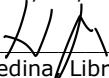
CLOSED SESSION

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

ADJOURNMENT

CERTIFICATION OF POSTING

I, Helen Medina, Library Director of the Buena Park Library District, hereby certify that the Agenda for the July 7, 2026, Regular Meeting of the Board of Library Trustees of the Buena Park Library District was posted on July 1, 2026, at 7300 La Palma Ave Buena Park, CA, and online at www.buenaparklibrary.org.



Helen Medina / Library Director

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
JUNE 2, 2026

CALL TO ORDER: President Estrada called the meeting to order at 6:04 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: President Brenda Estrada, Trustee Carole Jensen, Secretary Christian Quintero, President Pro Tem Richard Rams, and Trustee Rudy Solorzano.

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

Guests Present: Ann Thompson, Library Services Manager.

PRESIDENT’S REMARKS AND BOARD MEMBER COMMENTS

President Estrada thanked the City of Buena Park for allowing the Library District to utilize the space for the board meeting.

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

There were no comments.

CONSENT CALENDAR (ITEMS 6-10)

- 6. Minutes of the Board of Library Trustees Regular Meeting on May 5, 2026 (Received, filed, and approved)
- 7. Personnel Report for June 2026 (Received and filed)
- 8. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for May 2026 (Received and filed)
- 9. Payment Register for May 2026 (Received and filed)
- 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 (Approved)

MOTION by Trustee Rams to approve the Consent Calendar.

SECOND by Trustee Quintero.

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

Motion passed unanimously.

REPORTS FROM LIBRARY ADMINISTRATION

- 11. Monthly Statistical Reports
 - a. Database Usage for July 2025 - April 2026
 - b. Trend Analysis for July 2025 – April 2026
 - c. Program Statistics Summary for April 2026

12. Library Director’s Report for May 2026

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
JUNE 2, 2026

Director Medina noted that staff is currently focused on relocating to the temporary site. The library is currently closed to the public. She noted that the move managers and IT consultants have proven to be instrumental in this project.

FINANCIAL REPORTS

Director Medina stated revenues remain strong; expenditures are down as we are not adding to the collection at this time. Capital spending is lower than expected due to the timing of the renovation project.

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

NEW BUSINESS

- 19. Adoption of Resolution 2026-8 adopting the Delegation of Administrative Authority Policy

MOTION by Trustee Quintero to Adopt Resolution 2026-8 adopting the Delegation of Administrative Authority policy.

SECOND by Trustee Solorzano.

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

Motion passed unanimously.

- 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

Director Medina stated the Personnel Rules have been revised significantly. She worked with the attorney and human resources consultant to update the proposed Personnel Rules Handbook. A major goal was to improve operations and minimize risk to the District.

MOTION by Trustee Solorzano to 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.

SECOND by Trustee Quintero.

AYES: Estrada, Quintero, Rams, Solorzano.

ABSTAIN: Jensen

Motion passed with 4 in favor, and 1 abstaining.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
JUNE 2, 2026

21. Driver's Policy

Director Medina provided a report on the policy.

Trustee Solorzano asked how many vehicles the library maintains and whether employees are required to provide proof of insurance. Director Medina stated the library owns one vehicle for outreach, and staff also are required to use their own vehicles for District business. She stated staff are required to maintain their own insurance.

MOTION by Trustee Solorzano by 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

SECOND by Trustee Quintero.

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

MOTION passed unanimously.

22. Pre-Qualification Resolution

The District seeks to prequalify contractors for the upcoming Library Renovation Project. Legal counsel and the construction management team have assisted with developing the pre-qualification process.

MOTION by Trustee Rams to 1) Adopt Resolution 2026-15 adopting prequalification process for prime contractors for the Library Renovation Project

SECOND by Trustee Solorzano.

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

MOTION passed unanimously.

23. Approval of Services Agreement with PlanetBids

The District plans to send the Library Renovation Project out to bid in the next few weeks. Staff would like to use an automated platform that will allow for compliance and transparency. PlanetBids was responsive to our requests and will be able to get the District onboard in time to release the project.

MOTION by Trustee Rams to 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.

SECOND by Trustee Quintero.

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

MOTION passed unanimously.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
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JUNE 2, 2026

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

Director Medina noted there are concerns with the District's M365. Eagle Multi-media Productions will address this urgent need to reconfigure/set up M365 and install hardware for backup systems.

MOTION by Trustee Rams to 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.

SECOND by Trustee Quintero.

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

Motion passed unanimously.

FUTURE AGENDA ITEMS

23. 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.

Trustee Rams requested that the meeting be rescheduled to 4:30 p.m.

ADJOURNMENT

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

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

MOTION approved.

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

Submitted by,

Brenda Estrada
President

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
JUNE 23, 2026

CALL TO ORDER: President Estrada called the meeting to order at 4:40 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Absent: Trustee Jensen and Trustee Quintero.

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

Guests Present: Ann Thompson, Library Services Manager; Mia Atencio, Regional Government Services; and Patty Howard, Regional Government Services.

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

There were no comments.

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

There were no comments.

NEW BUSINESS

6. Adoption of Resolution 2026-16 approving the annual budget for Fiscal Year 2026 -2027

MOTION by Trustee Rams to 1) Adopt Resolution 2026-16 approving the Proposed Annual Budget for Fiscal Year 2026-2027 with \$6,264,970 in revenues, \$3,655,652 in operating expenses, and \$8,727,370 in capital improvement expenses, and the Five-Year Capital Improvement Plan for Fiscal Years 2026-2032 for capital improvement projects. Planning and facilitating library renovation project.

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

Motion passed unanimously.

7. Classification Study and Approval of New Classification Specifications

MOTION by Trustee Rams to 1) Receive and file June 2026 Classification Study Report from Regional Government Services; 2) Approve the classification specification for Administrative Specialist; and 3) Approve the classification specification for Senior Library Technician

SECOND by Trustee Solorzano.

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
JUNE 23, 2026

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

Motion passed unanimously.

8. Resolution 2026- 17 Establishing the Buena Park Library District Salary Schedule effective June 26, 2026

MOTION by Trustee Solorzano 1) Receive and file Buena Park Library District Compensation Study Report 2026 prepared by Regional Government Services; and 2) Adopt Resolution 2026-17 establishing the Buena Park Library District Salary Schedule for all positions effective June 26, 2026, to coincide with the first pay period in the new Fiscal Year 2026-2027, superseding all and any prior salary plans and schedules

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

MOTION passed unanimously.

9. Adoption of Resolution 2026-18 establishing FY 2026-2027 Annual Appropriations Limit

MOTION by Trustee Rams to 1) Adopt Resolution 2026-18 establishing the Fiscal Year 2026-2027 Annual Appropriations Limit in accordance with Article XIII B of the Constitution of the State of California in the amount of \$19,323,883

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

MOTION passed unanimously.

10. Approval of agreement with Complete Office Cleaning, LLC (dba Smart Janitorial Office Cleaning Systems) janitorial services

MOTION by Trustee Rams to 1) Approve the agreement with Complete Office Cleaning, LLC (dba Smart Janitorial Office Cleaning Systems); 2) Authorize an expenditure not-to-exceed \$43,340.00; 3) Authorize the Library Director to make any necessary non-monetary changes to the agreement; and 4) Authorize the Library Director to execute the agreement

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

MOTION passed unanimously.

11. Approval of attendance of the Board President at the 2026 CSDA Conference

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
JUNE 23, 2026

MOTION by Trustee Rams to 1) Approve attendance of the Board President at the 2026 California Special Districts Association Annual Conference and Exhibitor Showcase including registration fees of \$999.00, hotel accommodations of approximately \$179.00 a night plus fees, and mileage and meal reimbursements

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

MOTION passed unanimously.

FUTURE AGENDA ITEMS

12. Agenda preparation for the Regular Meeting which will be held on July 7, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees.

There were no requests.

ADJOURNMENT

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

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

MOTION approved.
The meeting was adjourned at 5:22 p.m.

Submitted by,

Brenda Estrada
President

**Buena Park Library District
June 2026 Payments**

Date	Check No.	Vendor	Purpose	Amount
05/28/26	ACH	CALPERS	Retirement	\$6,946.76
05/28/26	ACH	CALPERS	Retirement	\$1,151.46
05/28/26	ACH	CALPERS	Retirement	\$452.27
05/29/26	ACH	ADP	Payroll Processing	\$453.26
06/04/26	ACH	ADP	Wages	\$41,930.82
06/04/26	ACH	ADP	Payroll Taxes	\$9,765.39
06/05/26	ACH	ADP	Payroll Processing	\$299.61
06/08/26	ACH	CALPERS	457 Plan	\$3,385.24
06/09/26	ACH	CALPERS	Health Benefits	\$25,945.26
06/09/2026	13965	SECO ELECTRIC AND LIGHTING, INC	Electrical Work	\$5,572.07
06/09/2026	13966	Western Allied Corporation	HVAC Maintenance	\$678.00
06/09/2026	13967	KC Digital Solutions, Inc.	Copier Service	\$187.85
06/09/2026	13968	Orange County Fire Protection	Fire Extinguisher Inspection	\$100.00
06/09/2026	13969	SoCalGas	Gas Usage	\$359.52
06/09/2026	13970	Amazon Capital Services	Supplies	\$212.01
06/09/2026	13971	Eagle Multi-Media Productions Inc.	IT Services and Equipment	\$20,601.88
06/09/2026	13972	Park Disposal	Waste Disposal	\$524.69
06/09/2026	13973	Dannis Woliver Kelley	Legal Services	\$6,233.00
06/09/2026	13974	Regional Government Services	Professional Services	\$35,734.61
06/09/2026	13975	Master Janitorial Service, Inc	Janitorial Service	\$3,043.00
06/09/2026	13976	Townsend Public Affairs, Inc.	Professional Services	\$3,500.00
06/09/2026	13977	Demco	Supplies	\$35.94
06/09/2026	13978	INTELEPEER Holdings, Inc	Voice Service	\$395.85
06/09/2026	13979	John Barry & Associates, Inc.	Move Management	\$9,070.75
06/09/2026	13980	EarthCo Landscape	Landscape Service and Tree Trimming	\$3,960.11
06/09/2026	13981	Gicelda Pantoja	Lost Book Refund	\$42.56
06/15/26	ACH	CALPERS	Retirement	\$6,473.02
06/15/26	ACH	CALPERS	Retirement	\$971.79
06/15/26	ACH	CALPERS	Retirement	\$452.27
06/15/26	ACH	BofA	Bank Fees	\$1,161.42
06/17/26	ACH	ADP	Wages	\$45,923.21
06/17/26	ACH	ADP	Payroll Taxes	\$12,245.96
06/18/26	ACH	CALPERS	457 Plan	\$3,385.24
06/18/26	ACH	CALPERS	Retirement	\$186.24
06/22/2026	13982	David Skale	Professional Services- Magician	\$450.00
06/22/2026	13983	Quadient Finance USA, Inc.	Postage	\$2,672.84

Buena Park Library District
June 2026 Payments

06/22/2026	13984	PlanetBids, LLC	Procurement Platform	\$8,400.00
06/22/2026	13985	Quadient Leasing USA, Inc.	Postage Machine Lease	\$626.53
06/22/2026	13986	Dannis Woliver Kelley	Legal Services	\$13,185.24
06/22/2026	13987	Regional Government Services	Professional Services	\$22,316.29
06/22/2026	13988	So Cal Edison	Electricity Usage	\$6,151.35
06/22/2026	13989	Orange County Fire Protection	Fire Sprinkler and Standpipe Inspection	\$800.00
06/22/2026	13990	Amazon Capital Services	Supplies	\$680.60
06/22/2026	13991	Midwest Tape, LLC	Hoopla Content Credit	\$4,000.00
06/22/2026	13992	Centralia Elementary School District	License Agreement	\$13,500.00
06/22/2026	13993	Griffin Structures, Inc.	Construction Management	\$19,306.15
06/22/2026	13994	Johnson Controls Security Solutions	Alarm System	\$4,022.07
06/26/26	ACH	ADP	Payroll Processing	\$299.61
06/29/2026	ACH	CALPERS	Retirement	\$6,421.84
06/29/2026	ACH	CALPERS	Retirement	\$1,084.16
06/29/2026	ACH	CALPERS	Retirement	\$452.27
06/29/2026	13996	Helen Medina	Mileage Reimbursement	\$123.98
06/29/2026	13997	Pre-Paid Legal Services	Employee Paid Benefit	\$603.10
06/29/2026	13998	Cengage Group	Ebook Hosting	\$300.00
06/29/2026	13999	Staples Business Credit	Printing Supplies	\$559.65
06/29/2026	14000	US Bank Corp Payment Systems	June Purchases	\$8,036.42
06/29/2026	14001	Cintas Corp.	Restroom Supplies	\$274.91
06/29/2026	14002	Patricia Salas	Mileage Reimbursement	\$33.21
06/29/2026	14003	John Barry & Associates, Inc.	Move Management	\$9,347.70
06/29/2026	14004	Humana Insurance Co.	Employee Ancillary Benefits	\$1,653.53
06/30/2026	14005	LPA Inc.	Architectural Services	\$6,868.05
			Total	\$383,550.56

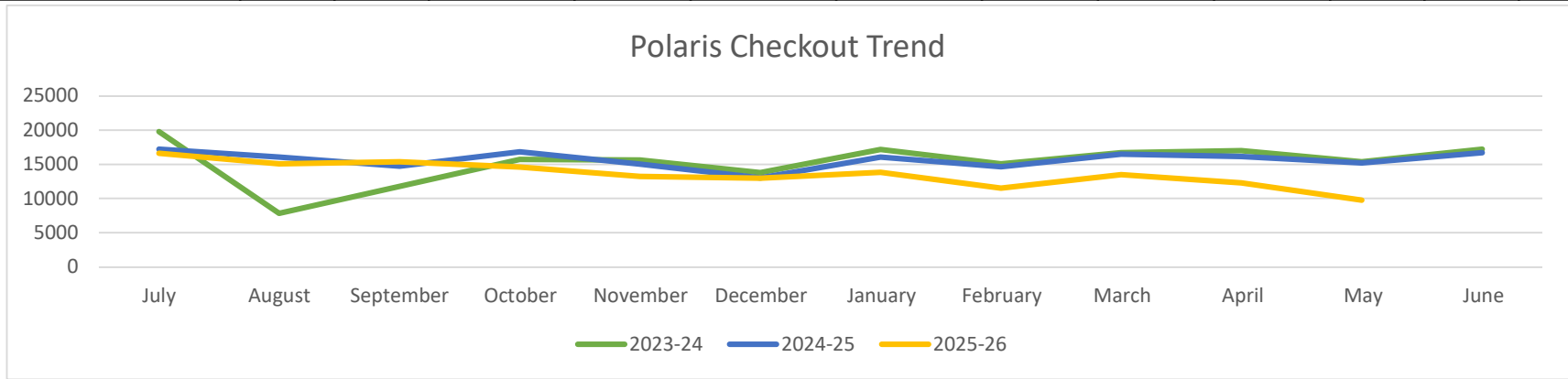
**Database Usage
July 2025 - May 2026**

**Electronic Resource Usage
July 2025 - June 2026**

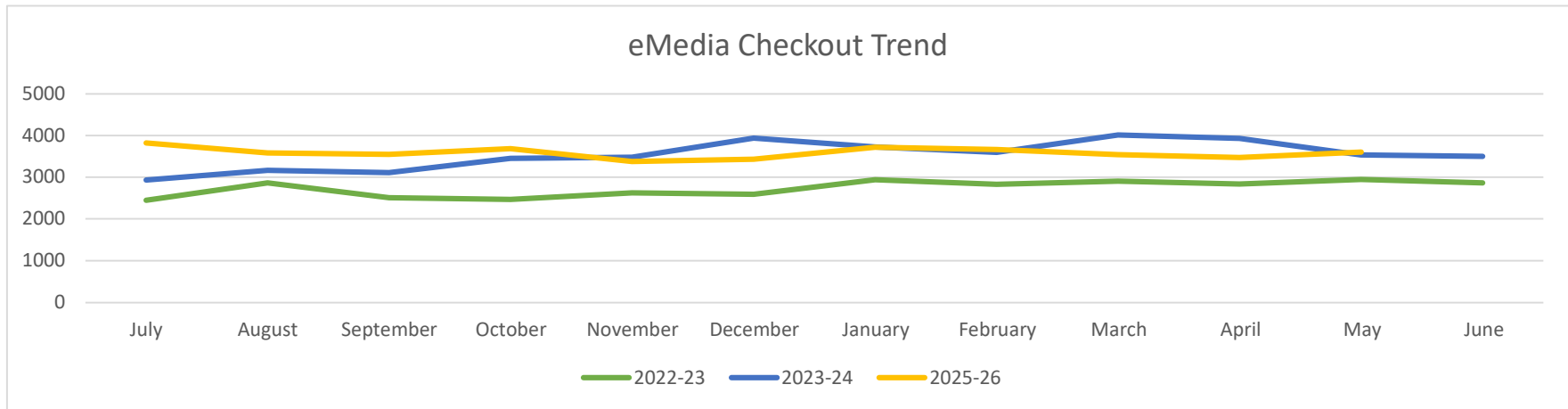
	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	This Year Total to Date
Auto Repair Source	48	57	38	50	33	52	24	7	24	47	23		403
NoveList Plus	22	20	4	2	3	15	4	10	8	20	10		118
Gale Virtual Reference Library	9	3	3	18	0	2	0	3	14	25	0		77
HelpNow!	402	451	316	738	879	132	169	207	768	1736	1637		7435
Mango Languages	155	174	98	73	57	54	97	85	68	64	50		975
Newsbank	423	961	904	974	920	781	1224	1142	1136	920	996		10381
TumbleBooks	2	1	0	7	1	4	0	2	13	5	0		35
ProQuest	1	1	1	8	4	1	1	10	3	4	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		734
TeachingBooks	482	320	249	285	303	363	239	126	215	375	223		3180
New York Times	0	0	0	0	62	51	45	49	42	102	39		390
Month Total:	1551	1997	1719	2414	2298	1526	1926	1643	2347	3246	2959	0	23468

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	

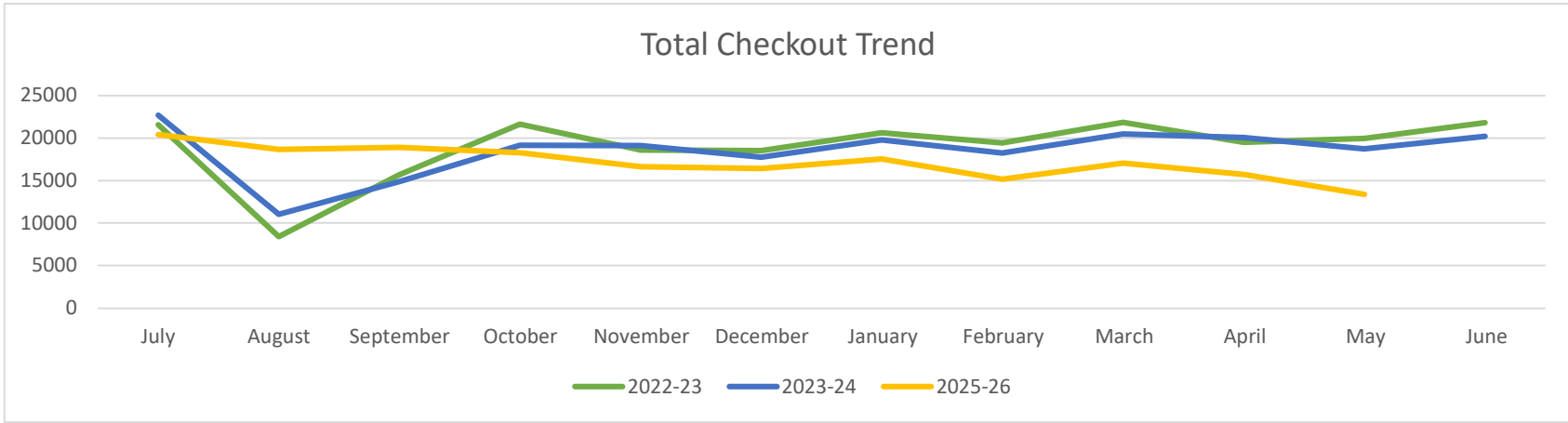


eMedia Checkouts	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	2452	2861	2505	2468	2627	2592	2937	2832	2902	2835	2948	2863
2023-24	2935	3163	3110	3453	3480	3933	3725	3595	4011	3930	3534	3497
2025-26	3823	3577	3543	3686	3381	3433	3715	3663	3540	3469	3600	

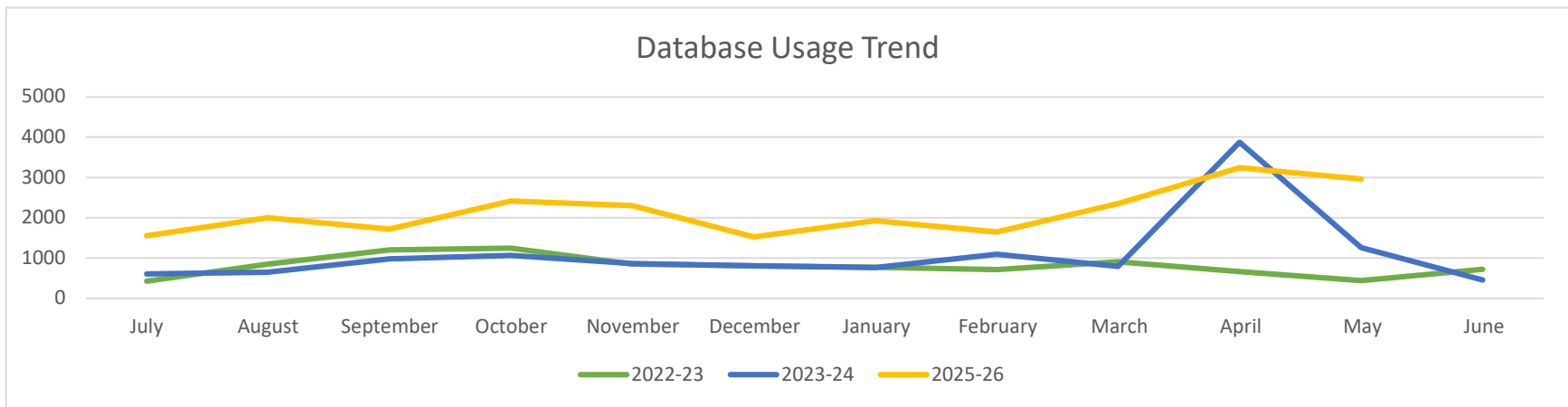


Trend Analysis
July 2025 - May 2026

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	

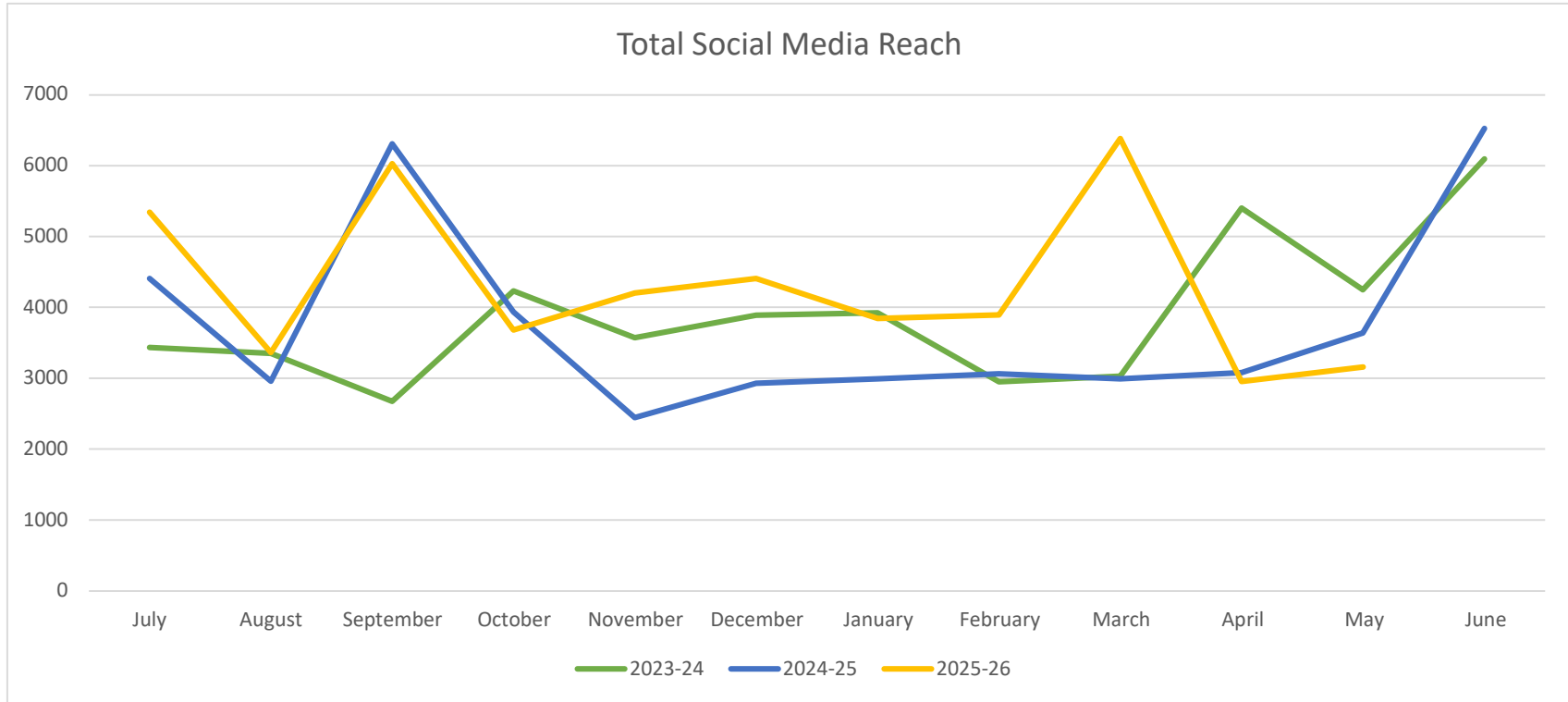


Total Database Usage	July	August	September	October	November	December	January	February	March	April	May	June
2022-23	425	846	1202	1246	845	806	766	711	907	658	441	721
2023-24	601	650	980	1066	866	803	765	1089	794	3880	1261	459
2025-26	1551	1997	1719	2414	2298	1526	1926	1643	2347	3246	2959	



Trend Analysis
July 2025 - May 2026

Total Social Media Reach	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	





Programs Statistical Report for May 2026

Board of Library Trustees

Meeting Date: July 7, 2026

Children's Programs

	May 2026		April 2026	
	# of Events	Attendance	# of Events	Attendance
Preschool Storytime	3	52	4	121
Little Friends Storytime	3	137	5	230
Family Storytime	4	120	4	98
Spanish/English Storytime	3	30	5	58
Korean/English Storytime	1	22	1	33
Pajama Storytime	1	20	1	21
Read to a Bark Dog	1	16	1	32
Public Speaking Workshop	1	16	1	13
Word Game Night: Boggle	1	16	1	21
Word Game Night: Word Play	1	11	1	11
Self-Directed Activities	1	200	1	384
Off-site events	3	132	9	1065
Total Volunteer Hours	0		17.5	
Reference Questions	/		/	
		406		488

Teen Programs

	May 2026		April 2026	
	# of Events	Attendance	# of Events	Attendance
Teens Tell Your Story	1	9	x	x
Arts of Resistance	1	7	x	x
TAB	1	6	1	5

Adult Programs

	May 2026		April 2026	
	# of Events	Attendance	# of Events	Attendance
Adult Book Club	1	6	1	5
One Book, One Coast	1	12	x	x
Reference Questions	/		/	
Computer Questions	/		/	
Total Volunteer Hours	0		0	
		521		742
		632		900



Date: July 7, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Director's Report

Recommended Action:

Agenda Item 11

Informational Only

Administration Updates:

Representatives for the District appeared at a public meeting in front of the Zoning Administrator to request approval for specific fencing on certain areas of the District's property. The request has been approved by the City. Patty Salas and I attended 8 training sessions to on-board the District on the PlanetBids procurement platform. I have been working with legal counsel and our project executive to prepare the bid documents and the project was successfully released to bid on June 25, 2026. Throughout July and August, the District will be working with our construction manager, architect, and attorney through the bid process for the site walk, question and answer, reviewing prequalification submissions, and ultimately opening and reviewing bids. Staff plans on recommending the award of a contract at the September 1, 2026, Board Meeting.

The District has also scheduled our annual audit field work for early September.

I attended a series of meetings related to the District's Community Project Funding and the documentation and reporting requirements necessary to comply with the project. A grant agreement with all the details is not expected until the fall. I also attended the California Special Districts Association General Manager Summit in Newport Beach. We received training designed to enhance special district leadership. Notable presentation themes included building your District culture, fostering future leaders, and attracting talent. We also received legislative updates about specific bills of interest and concern to special districts.

Staff will be recruiting for the position of Circulation Services Supervisor upon approval of the update classification specification and will be utilizing our Human Resources consulting services to assist with the recruitment.

Programs and Services:

Library operations successfully reopened at the Walter Knott Education Center on June 15, 2026, as planned, which allowed the Lunch at the Library food distribution service to proceed without interruption. Staff are still working on improving workflows and computer programming with our Integrated Library System, but they have shown flexibility and creativity as they solve problems and troubleshoot.

Story time continues to be offered multiple times each week, including Spanish/English Story Time continued weekly, supporting bilingual literacy and outreach to multilingual families and an additional Monday program to support the Lunch at the Library program.

The Children's Summer Reading Program has launched using the Library's reading tracker Beanstack. As Children log their reading, they have the opportunity to win prizes donated by Angels Baseball, John's Incredible Pizza, Kawaii Klawz, Kitsch Studios, Milkita USA, Pirates Dinner Adventure, PlayPie, Raising Kane's, and Rock & Brews.

A special America's 250th Anniversary Trivia Challenge will be offered throughout the month in recognition of the nation's semi quincentennial. Participants who complete the trivia activity will receive a complimentary pocket-sized copy of the United States Constitution while supplies last.

The Outreach Team will attend Read With Me with Mrs. Milch at Bellis Park each Wednesday, encouraging families to enjoy literacy activities together in a neighborhood park setting. They will also attend various school lunch sites alongside the Centralia Elementary School District Food Truck, connecting families with Library resources while supporting the community's summer meal program. Library staff are also participating in the City's Concerts in the Park on Wednesday evenings, providing information about Library services and engaging with community members.

The Adult Book Club meets on Thursday July 9 at 6:00 PM and will discuss *Wild Dark Shore* by Charlotte McConaghy.

The 2026 Summer Reading Challenge for Teens and Adults launches Monday, July 6, and runs through Saturday, August 8. Adult participants can earn opportunity drawing tickets toward a Grand Prize by writing and submitting book reviews through Beanstack, with bonus tickets available for completing a five-book challenge and for attending the July Book Club meeting and entering a secret code. Teens ages 13-18 will take part in a bingo-style reading challenge through Beanstack, earning a raffle ticket for each completed activity on their card, which includes a mix of reading minutes, activities, and written reviews. Teens who achieve their first bingo will receive 3 bonus tickets, and those who complete the entire card will earn 5 additional tickets along with a goody bag. The goody bags include free lemonade tickets donated by Raising Cane's, dinner show vouchers donated by Pirate's Dinner Adventure, fidget sticks, iron-on patches, and stickers. These programs reflect the Library's ongoing commitment to fostering literacy and community engagement among both adult and teen patrons through incentivized, community-supported summer reading initiatives.

The library will be closed on July 3 and July 4 in observance of the Independence Day holiday.



Buena Park Library District

To:

Board of Trustees
Buena Park Library District

From:

Nazer Uddin
RGS Senior Advisor Consultant

RE: Analytical Financial Overview – July 2025 through May 2026

RGS is pleased to provide this analytical overview of the District's financial performance for the period ending **May 31, 2026**. This review is presented on a cash-basis framework and will be converted to modified accrual and full accrual bases as part of the annual financial statement preparation process.

Executive Summary

Through the first eleven months of FY 2025–26, the Buena Park Library District's cash-basis results remain favorable relative to the annual budget. Operating revenues total **\$4.66 million**, or **84% of the annual budget**, supported by normal property tax apportionment timing, continued passport service activity, and investment earnings that have effectively reached the annual estimate.

Expenditures total **\$3.72 million**, or **44% of annual appropriations**. This variance is primarily attributable to the timing of capital project activity, with additional moderation in selected operating categories. Because several expenditures are timing-related, the current below-budget position should not be viewed as permanent savings until the year-end close process is complete.

The District reports a **positive net change in fund balance of approximately \$947,000**, materially outperforming the budgeted deficit of \$2.86 million. This favorable position reflects disciplined operating spending, strong investment earnings, and capital expenditures that remain substantially below budget through May.

Revenue Performance

Budget vs. Actuals (July 2025 – May 2026)

Total operating revenues through May are **\$4.66 million**, representing **84% of the annual budget**.

Key categories include:

- **Property Taxes – \$3,893,735 (83% of budget)**
Property tax revenues remain the District’s largest and most stable revenue source. YTD receipts align with expected apportionment timing and continue to support overall revenue stability.
- **User Service Charges and Fees – \$277,576 (83% of budget)**
Passport services continue to be the primary driver of this category, with printing, copying, and other user fees remaining consistent with year-to-date trends.
- **Investment Earnings – \$464,340 (100% of budget)**
Investment income has essentially met the annual budget through May, reflecting favorable earnings on District cash balances.
- **Grants and Contributions – \$26,260 (172% of budget)**
State grants and donations exceed the annual budget, though this remains a modest revenue category overall.
- **Miscellaneous Revenues – \$1,394 (348% 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 decreased 12% year over year**, largely due to timing of the second installment of pass-through and residual property tax receipts, together with the absence of prior-year one-time revenue activity.
- **Investment earnings increased 139%**, reflecting strong investment performance following the District’s decision to establish investment pool accounts, which allow reserve balances to earn higher returns.
- **Property taxes decreased 17%** compared with the same period in the prior year, primarily reflecting timing of the second installment of pass-through and residual property tax receipts.
- **Miscellaneous revenues declined 96%**, due to the absence of prior-year one-time receipts.
- **User fees decreased 12%**, consistent with broader statewide declines in fee-based library services as digital access expands, while passport application and photo revenue still represent the majority of the category.

Overall, the revenue results indicate that the District's core revenue base remains sound through May. The principal year-over-year change reflects the combined effect of timing differences related to the second installment of pass-through and residual property tax receipts, the absence of prior-year one-time receipts, and stronger investment earnings that partially offset those decreases.

Expenditure Performance

Budget vs. Actuals (July 2025 – May 2026)

Total expenditures through May are **\$3.72 million**, representing **44% of the annual budget**.

Key categories include:

- **Salaries and Wages – \$1,545,481 (80% of budget)**
Salary spending is generally consistent with the fiscal year-to-date point in the year and reflects current staffing levels.
- **Employee Benefits – \$398,172 (91% of budget)**
Personnel costs remain generally aligned with staffing and benefit activity through May.

- **Library Materials – \$107,161 (53% of budget)**
Spending reflects purchasing cycles, subscription timing, and ongoing collection-related activity.
- **Professional & Specialized Services – \$449,904 (91% of budget)**
Spending reflects legal services, professional services, audit costs, payroll processing, bank fees, and other specialized support.
- **Technology & Support Services – \$85,459 (90% of budget)**
Software licensing, cloud resources, and technology support costs continue as planned.
- **Risk Management & Insurance – \$48 (0% of budget)**
Minimal activity has been recorded to date due to timing; premiums or related charges may occur later in the fiscal year.
- **Utilities, Facility Operations & Maintenance – \$226,388 combined**
Spending remains below budget overall, with utilities at 79% of budget and facility operations at 72% of budget.
- **Capital Outlay & Depreciation/Amortization – \$801,201 (17% of budget)**
Capital spending remains significantly below budget due to the timing of project management, architectural, and construction activity.

Year-over-Year Expenditure Trends

Compared to the prior year:

- **Total expenditures increased 18%**, driven by:
 - Higher professional and specialized services (+69%)
 - Increased technology and support services (+291%)
 - Capital project activity (+67%)

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 is 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.

Net Change in Fund Balance

Through May, the District reports a **positive net change in fund balance of \$947,097**, compared to **\$2,163,729** in the prior year.

While the year-over-year result is lower, current performance remains **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 May, the District is well positioned to close the fiscal year with a favorable fund balance and adequate liquidity. Final results will depend on year-end accruals, capital project timing, final property tax apportionments, and any reclassifications required for financial statement presentation.

Key Takeaways for the Board

- The District's cash-basis financial position remains favorable through May, with revenues at **84% of budget**, expenditures at **44% of appropriations**, and a positive net change in fund balance of approximately **\$947,000**.
 - Revenue performance continues to be supported by the District's core property tax base, passport-related service charges, and investment earnings. The year-over-year revenue decline is primarily attributable to timing of the second installment of pass-through and residual property tax receipts and the absence of prior-year one-time activity, rather than broad revenue deterioration.
 - Expenditure results are favorable to budget primarily because capital project costs and certain operating charges have not yet fully occurred on a cash basis. These variances should continue to be treated as timing-related until confirmed through the year-end close process.
 - Year-over-year increases in professional services, technology support, and capital activity appear aligned with planned initiatives and modernization efforts.
 - No unusual or infrequent items have been identified through May based on the cash-basis review.
 - The District remains positioned to meet year-end 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 - May 2026**

	YTD Actual	Total Budget	Over Budget	% of Budget
40000 OPERATING REVENUES				
Total 41100 PROPERTY TAXES	3,893,735	4,716,640	(822,905)	83%
Total 41200 USER SERVICE CHARGES AND FEES	277,576	336,000	(58,424)	83%
Total 41400 INVESTMENT EARNINGS	464,340	463,800	540	100%
Total 41500 GRANT AND CONTRIBUTIONS	26,260	15,252	11,008	172%
Total 41600 MISCELLANEOUS REVENUES	1,394	400	994	348%
Total 40000 OPERATING REVENUES	4,663,304	5,532,092	(868,788)	84%
50000 OPERATING EXPENSES				
Total 51100 SALARIES AND WAGES	1,545,481	1,922,500	(377,019)	80%
Total 51200 EMPLOYEES BENEFITS	398,172	439,350	(41,178)	91%
Total 51300 RETIREE BENEFITS	32,614	122,160	(89,546)	27%
Total 51400 TRAINING	19,060	36,010	(16,950)	53%
Total 52100 SUPPLIES AND MINOR EQUIPMENT	28,903	44,000	(15,097)	66%
Total 52200 LIBRARY MATERIALS	107,161	200,620	(93,459)	53%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	2,514	31,000	(28,486)	8%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	449,904	492,120	(42,216)	91%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	85,459	94,910	(9,451)	90%
Total 55100 RISK MANAGEMENT AND INSURANCE	48	86,990	(86,943)	0%
Total 55200 TAXES AND ASSESSMENTS	14,323	16,300	(1,977)	88%
Total 56100 UTILITIES	92,328	117,000	(24,672)	79%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	3,819	10,800	(6,981)	35%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	134,060	185,000	(50,940)	72%
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	801,201	4,589,320	(3,788,119)	17%
Total 50000/70000 EXPENSES	3,716,207	8,391,380	(4,675,173)	44%
NET CHANGES IN FUND BALANCE	947,097	(2,859,288)	3,806,385	-33%

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

	YTD Actual	Total Budget	Over Budget	% of Budget
40000 OPERATING REVENUES				
41100 PROPERTY TAXES				
41110 Property Taxes - Secured	\$ 2,336,801	\$ 2,265,520	\$ 71,281	103%
41120 Property Taxes - Unsecured	\$ 61,461	\$ 68,340	-\$ 6,879	90%
41140 Property Taxes - Prior Year Supplemental	\$ 69,880	\$ 48,960	\$ 20,920	143%
41150 Pass-through Property Taxes	\$ 494,605	\$ 1,434,680	-\$ 940,075	34%
41155 Residual Property Taxes	\$ 928,633	\$ 896,590	\$ 27,987	103%
41170 Property Taxes - Interest on Unapportioned Taxes	\$ 2,355	\$ 2,550	-\$ 195	92%
Total 41100 PROPERTY TAXES	\$ 3,893,735	\$ 4,716,640	-\$ 822,905	83%
41200 USER SERVICE CHARGES AND FEES				
41210 Photocopies and Printing	\$ 19,819	\$ 14,000	\$ 5,819	142%
41215 Fines and faxing services	\$ 371			
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	\$ 277,576	\$ 336,000	-\$ 58,424	83%
41400 INVESTMENT EARNINGS				
41410 Investment Income	\$ 453,749	\$ 458,800	-\$ 5,051	99%
41420 Saving Account Interest	\$ 10,591	\$ 5,000	\$ 5,591	212%
Total 41400 INVESTMENT EARNINGS	\$ 464,340	\$ 463,800	\$ 540	100%
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	\$ 1,400	\$ 400	\$ 1,000	350%
41620 Refunds & Reimbursements				
41630 Cash Over/Short (Revenues)	-\$ 6	\$ 0	-\$ 6	
Total 41600 MISCELLANEOUS REVENUES	\$ 1,394	\$ 400	\$ 994	348%
Total 40000 OPERATING REVENUES	\$ 4,663,304	\$ 5,532,092	-\$ 868,788	84%
Expenses				
50000 OPERATING EXPENSES				
51100 SALARIES AND WAGES				
51110 Salaries & Wages - Regular	\$ 1,354,930	\$ 1,922,500	-\$ 567,570	70%
51120 Salaries & Wages - Overtime	\$ 1,872	\$ 0	\$ 1,872	
51121 Vacation Pay	\$ 141,977	\$ 0	\$ 141,977	
51122 Sick Pay	\$ 46,703	\$ 0	\$ 46,703	
Total 51100 SALARIES AND WAGES	\$ 1,545,481	\$ 1,922,500	-\$ 377,019	80%
51200 EMPLOYEES BENEFITS				
51210 Medical Insurance	\$ 135,567	\$ 181,610	-\$ 46,043	75%
51211 Dental Insurance	\$ 7,141	\$ 9,210	-\$ 2,069	78%
51214 Life/AD&D/STD/LTD Insurance	\$ 8,660	\$ 9,790	-\$ 1,130	88%
51217 Vision Insurance	\$ 1,449	\$ 3,600	-\$ 2,151	40%
51220 Workers' Compensation	\$ 26,800	\$ 48,480	-\$ 21,680	55%
51223 FICA	\$ 40,373	\$ 55,760	-\$ 15,387	72%
51232 CalPERS	\$ 104,587	\$ 127,320	-\$ 22,733	82%
51238 Net Pension Expenses	\$ 73,595	\$ 3,580	\$ 70,015	2056%
Total 51200 EMPLOYEES BENEFITS	\$ 398,172	\$ 439,350	-\$ 41,178	91%
51300 RETIREE BENEFITS				
51310 Retiree Health Benefits	\$ 100,440	\$ 122,160	-\$ 21,720	82%
51347 OPEB CERBT Disbursement	-\$ 67,826	\$ 0	-\$ 67,826	
Total 51300 RETIREE BENEFITS	\$ 32,614	\$ 122,160	-\$ 89,546	27%
51400 TRAINING				
51410 Travel and Transportation	\$ 2,424	\$ 9,300	-\$ 6,876	26%
51420 Professional Development & Training	\$ 5,546	\$ 12,710	-\$ 7,164	44%
51430 Professional Memberships	\$ 11,090	\$ 14,000	-\$ 2,910	79%
Total 51400 TRAINING	\$ 19,060	\$ 36,010	-\$ 16,950	53%
52100 SUPPLIES AND MINOR EQUIPMENT				
52110 General Office Supplies	\$ 1,462	\$ 4,000	-\$ 2,538	37%
52113 Passport Supplies	\$ 1,911	\$ 4,000	-\$ 2,089	48%
52115 Paper Products	\$ 571	\$ 2,000	-\$ 1,429	29%
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	\$ 211	\$ 2,000	-\$ 1,789	11%
52140 Marketing	\$ 451	\$ 3,500	-\$ 3,049	13%
52145 Signage	\$ 114	\$ 2,500	-\$ 2,386	5%
52150 Postage	\$ 11,636	\$ 16,000	-\$ 4,364	73%

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

	YTD Actual	Total Budget	Over Budget	% of Budget
52155 Printer Supplies	\$ 1,845	\$ 8,000	-\$ 6,155	23%
52160 Printer Supplies-Library Services	\$ 3,690	\$ 0	\$ 3,690	
52165 Supplies Reference/Children	\$ 5,704	\$ 0	\$ 5,704	
52170 Local Meeting Expenses	\$ 1,239	\$ 0	\$ 1,239	
Total 52100 SUPPLIES AND MINOR EQUIPMENT	\$ 28,903	\$ 44,000	-\$ 15,097	66%
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	\$ 17,065	\$ 34,000	-\$ 16,935	50%
52243 eBooks/Downloadable/Streaming Content	\$ 57,925	\$ 71,000	-\$ 13,075	82%
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	\$ 107,161	\$ 200,620	-\$ 93,459	53%
53100 LIBRARY PROGRAM PROFESSIONAL SERVICES				
53110 Public Programs - Adult	\$ 0	\$ 2,000	-\$ 2,000	0%
53113 Adult Summer 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	\$ 304	\$ 3,000	-\$ 2,696	10%
Total 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	\$ 2,514	\$ 31,000	-\$ 28,486	8%
54100 PROFESSIONAL AND SPECIALIZED SERVICES				
54110 Auditor Services	\$ 18,500	\$ 18,500	\$ 0	100%
54115 Legal Services	\$ 88,114	\$ 100,000	-\$ 11,886	88%
54120 Professional Services	\$ 313,112	\$ 345,300	-\$ 32,188	91%
54127 Miscellaneous Expenses	\$ 65	\$ 0	\$ 65	
54135 LAFCO Fee	\$ 3,215	\$ 3,220	-\$ 5	100%
54140 Employment Physical/Background	\$ 109	\$ 7,000	-\$ 6,891	2%
54145 Payroll & Timekeeping Services	\$ 8,311	\$ 8,000	\$ 311	104%
54150 Publications & Legal Notices	\$ 85	\$ 2,000	-\$ 1,915	4%
54155 Permits and Fees	\$ 368	\$ 1,000	-\$ 632	37%
54165 Merchant Fees	\$ 4,880	\$ 4,000	\$ 880	122%
54170 Bank Fees	\$ 13,145	\$ 3,100	\$ 10,045	424%
Total 54100 PROFESSIONAL AND SPECIALIZED SERVICES	\$ 449,904	\$ 492,120	-\$ 42,216	91%
54200 TECHNOLOGY AND SUPPORT SERVICES				
54215 Computer Equipment & Peripherals (<\$5,000)	\$ 227	\$ 3,000	-\$ 2,773	8%
54220 System Services Supplies	\$ 27	\$ 2,500	-\$ 2,473	1%
54225 Software/Web/Cloud Resources- License & Support	\$ 85,205	\$ 89,410	-\$ 4,205	95%
Total 54200 TECHNOLOGY AND SUPPORT SERVICES	\$ 85,459	\$ 94,910	-\$ 9,451	90%
55100 RISK MANAGEMENT AND INSURANCE				
55110 Property/Liability Insurance	\$ 48	\$ 69,990	-\$ 69,943	0%
55115 Unemployment Insurance	\$ 0	\$ 10,000	-\$ 10,000	0%
55120 Risk Management	\$ 0	\$ 7,000	-\$ 7,000	0%
Total 55100 RISK MANAGEMENT AND INSURANCE	\$ 48	\$ 86,990	-\$ 86,943	0%
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	\$ 83,770	\$ 100,000	-\$ 16,230	84%
56115 Gas	\$ 3,275	\$ 10,000	-\$ 6,725	33%
56120 Water & Sewage	\$ 5,283	\$ 7,000	-\$ 1,717	75%
Total 56100 UTILITIES	\$ 92,328	\$ 117,000	-\$ 24,672	79%
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE				
57110 Service Agreements	\$ 1,313	\$ 8,000	-\$ 6,687	16%
57120 Postage Machine Lease	\$ 2,506	\$ 2,800	-\$ 294	90%
Total 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	\$ 3,819	\$ 10,800	-\$ 6,981	35%
57200 FACILITY OPERATIONS AND MAINTENANCE				
57210 Building Maintenance Supplies	\$ 231	\$ 500	-\$ 269	46%
57213 Janitorial Supplies	\$ 6,319	\$ 10,000	-\$ 3,681	63%
57216 Custodial Services	\$ 34,723	\$ 45,000	-\$ 10,277	77%
57219 Refuse Disposal Services	\$ 8,024	\$ 7,500	\$ 524	107%
57222 Electrical Services	\$ 6,799	\$ 5,000	\$ 1,799	136%
57225 Alarm System Services	\$ 12,174	\$ 16,000	-\$ 3,826	76%
57228 HVAC Services	\$ 7,458	\$ 25,000	-\$ 17,542	30%
57231 Elevator Services	\$ 12,716	\$ 10,000	\$ 2,716	127%
57234 Plumbing Services	\$ 2,267	\$ 8,000	-\$ 5,733	28%
57237 Landscape Services	\$ 24,538	\$ 30,000	-\$ 5,462	82%

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

	YTD	Total		% of
	Actual	Budget	Over Budget	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	\$ 3,067	\$ 3,000	\$ 67	102%
57255 Health & Safety Materials & Supplies	\$ 0	\$ 2,000	-\$ 2,000	0%
57258 Telecommunication Services	\$ 9,250	\$ 6,000	\$ 3,250	154%
Total 57200 FACILITY OPERATIONS AND MAINTENANCE	\$ 134,060	\$ 185,000	-\$ 50,940	72%
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	\$ 301,666	\$ 301,850	-\$ 184	100%
71113 Architectural Consultant	\$ 435,820	\$ 432,980	\$ 2,840	101%
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)	\$ 54,250	\$ 0	\$ 0	
Total 70000 CAPITAL OUTLAY AND DEPRECIATION/AMORTIZATION EXPENSES	\$ 801,201	\$ 4,589,320	-\$ 3,788,119	17%
Total 50000/70000 EXPENSES	\$ 3,716,207	\$ 8,391,380	-\$ 4,675,173	44%
NET CHANGES IN FUND BALANCE	\$ 947,097	-\$ 2,859,288	\$ 3,806,385	-33%

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

	TOTAL		
	Current Year	Prior Year	% Change
REVENUES			
Total for 41100 PROPERTY TAXES	3,893,735	4,716,686	-17%
Total for 41200 USER SERVICE CHARGES AND FEES	277,576	314,120	-12%
Total for 41400 INVESTMENT EARNINGS	464,340	194,251	139%
Total 41500 GRANT AND CONTRIBUTIONS	26,260	40,387	-35%
Total for 41600 MISCELLANEOUS REVENUES	1,394	38,030	-96%
TOTAL REVENUES	4,663,304	5,303,473	-12%
EXPENDITURES			
Total for 51100 SALARIES AND WAGES	1,545,481	1,489,748	4%
Total for 51200 EMPLOYEES BENEFITS	398,172	426,505	-7%
Total for 51300 RETIREE BENEFITS	32,614	0	
Total for 51400 RECRUTING AND TRAINING	19,060	19,317	-1%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	28,903	37,286	-22%
Total for 52200 LIBRARY MATERIALS	107,161	128,475	-17%
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	2,514	24,462	-90%
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	449,904	265,590	69%
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	85,459	21,860	291%
Total for 55100 RISK MANAGEMENT AND INSURANCE	48	11,674	-100%
Total for 55200 TAXES AND ASSESSMENTS	14,323	10,465	37%
Total for 56100 UTILITIES	92,328	87,661	5%
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	3,819	9,105	-58%
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	134,060	126,651	6%
Total for 57300 FLEET/VEHICLE SERVICES	133	54	147%
Total for 59100 OTHER EXPENSES	1,028	0	
EXPENSES	801,201	480,893	67%
TOTAL EXPENDITURES	3,716,207	3,139,744	18%
NET CHANGES IN FUND BALANCE	947,097	2,163,729	-56%

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

	TOTAL		
	Current Year	Prior Year	% Change
40000 REVENUES			
41100 PROPERTY TAXES			
41110 Property Taxes - Secured	2,336,801	2,308,447	1%
41120 Property Taxes - Unsecured	61,461	61,894	-1%
41140 Property Taxes - Prior Year Supplemental	69,880	47,022	49%
41150 Pass-through Property Taxes	494,605	879,012	-44%
41155 Residual Property Taxes	928,633	1,410,388	-34%
41170 Property Taxes - Interest on Unapportioned Taxes	2,355	2,577	-9%
41325 Property Taxes - State	0	7,346	-100%
Total for 41100 PROPERTY TAXES	3,893,735	4,716,686	-17%
41200 USER SERVICE CHARGES AND FEES			
41210 Photocopies and Printing	19,819	18,953	5%
41215 Fines and faxing services	371		
41220 Passport Photos	65,110	71,188	-9%
41230 Passport Application Services	192,187	223,979	-14%
41240 Merchandise Sales	210		
41299 Return Item Chargeback	-122	0	
Total for 41200 USER SERVICE CHARGES AND FEES	277,576	314,120	-12%
41400 INVESTMENT EARNINGS			
41410 Investment Income	453,749	194,094	134%
41420 Saving Account Interest	10,591	157	6646%
Total for 41400 INVESTMENT EARNINGS	464,340	194,251	139%
41500 GRANT AND CONTRIBUTIONS			
41510 State Grants	24,869	31,836	-22%
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	40,387	-35%
41600 MISCELLANEOUS REVENUES			
41610 Other Revenues	1,400	38,030	-96%
41630 Cash Over/Short (Revenues)	-6		
Total for 41600 MISCELLANEOUS REVENUES	1,394	38,030	-96%
TOTAL REVENUES	4,663,304	5,303,473	-12%
50000 EXPENDITURES			
51100 SALARIES AND WAGES			
51110 Salaries & Wages - Regular	1,354,930	1,489,748	-9%
51120 Salaries & Wages - Overtime	1,872	0	
51121 Vacation Pay	141,977	0	
51122 Sick Pay	46,703	0	
Total for 51100 SALARIES AND WAGES	1,545,481	1,489,748	4%
51200 EMPLOYEES BENEFITS			
51210 Medical Insurance	135,567	225,805	-40%
51211 Dental Insurance	7,141	6,024	19%
51214 Life/AD&D/STD/LTD Insurance	8,660	8,029	8%
51217 Vision Insurance	1,449	2,460	-41%
51220 Workers' Compensation	26,800	15,019	78%
51223 FICA	40,373	42,523	-5%
51232 CalPERS	104,587	126,644	-17%
51238 Net Pension Expenses	73,595	0	
Total for 51200 EMPLOYEES BENEFITS	398,172	426,505	-7%
51300 RETIREE BENEFITS			
51310 Retiree Health Benefits	100,440	0	
51347 OPEB CERBT Disbursement	-67,826	0	
Total for 51300 RETIREE BENEFITS	32,614	0	
51400 RECRUTING AND TRAINING			
51410 Travel and Transportation	2,424	1,009	140%

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

	TOTAL		
	Current Year	Prior Year	% Change
51420 Professional Development & Training	5,546	1,910	190%
51430 Professional Memberships	11,090	12,084	-8%
51440 Special District Conferences	0	4,089	-100%
51450 CLA Conference	0	225	-100%
Total for 51400 RECRUITING AND TRAINING	19,060	19,317	-1%
52100 SUPPLIES AND MINOR EQUIPMENT			
52110 General Office Supplies	1,462	11,114	-87%
52113 Passport Supplies	1,911	3,428	-44%
52115 Paper Products	571	1,280	-55%
52120 Paper Products-Library Services	67	1,130	-94%
52125 Furniture	0	894	-100%
52135 Circulation Supplies	211	680	-69%
52140 Marketing	451	0	
52145 Signage	114	75	53%
52150 Postage	11,636	3,552	228%
52155 Printer Supplies	1,845	12,198	-85%
52160 Printer Supplies-Library Services	3,690	0	
52165 Supplies Reference/Children	5,704	1,643	247%
52170 Local Meeting Expenses	1,239	1,291	-4%
Total for 52100 SUPPLIES AND MINOR EQUIPMENT	28,903	37,286	-22%
52200 LIBRARY MATERIALS			
52213 Books/Zip Books	9,222	36,342	-75%
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	2,810	-79%
52233 Library of Things	6,080	4,073	49%
52238 Electronic Subscriptions	17,065	52,031	-67%
52243 eBooks/Downloadable/Streaming Content	57,925	21,650	168%
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	107,161	128,475	-17%
53100 LIBRARY PROGRAM PROFESSIONAL SERVICES			
53110 Public Programs - Adult	0	642	-100%
53113 Adult Summer Reading Program	0	-9	-100%
53118 Public Programs - Teens	0	2,842	-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	2,524	-45%
53138 Multicultural Program	0	579	-100%
53143 Community Outreach	304	13,885	-98%
Total for 53100 LIBRARY PROGRAM PROFESSIONAL SERVICES	2,514	24,462	-90%
54100 PROFESSIONAL AND SPECIALIZED SERVICES			
54110 Auditor Services	18,500	0	
54115 Legal Services	88,114	48,335	82%
54120 Professional Services	313,112	0	
54125 Consultant - General	0	153,369	-100%
54127 Miscellaneous Expenses	65		
54130 Polaris	0	50,415	-100%
54135 LAFCO Fee	3,215	510	531%
54140 Employment Physical/Background	109	942	-88%
54145 Payroll & Timekeeping Services	8,311	6,898	20%
54150 Publications & Legal Notices	85	6	1317%
54155 Permits and Fees	368	0	
54165 Merchant Fees	4,880	3,700	32%
54170 Bank Fees	13,145	1,415	829%
Total for 54100 PROFESSIONAL AND SPECIALIZED SERVICES	449,904	265,590	69%

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

	TOTAL		
	Current Year	Prior Year	% Change
54200 TECHNOLOGY AND SUPPORT SERVICES			
54215 Computer Equipment & Peripherals (<\$5,000)	227	5,485	-96%
54220 System Services Supplies	27		
54225 Software/Web/Cloud Resources- License & Support	85,205	15,474	451%
54230 Technical Services	0	901	-100%
Total for 54200 TECHNOLOGY AND SUPPORT SERVICES	85,459	21,860	291%
55100 TECHNOLOGY AND SUPPORT SERVICES			
55110 Property/Liability Insurance	48	11,674	-100%
55115 Unemployment Insurance	0	0	
55120 Risk Management	0		
Total for 55100 RISK MANAGEMENT AND INSURANCE	48	11,674	-100%
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	83,770	75,959	10%
56115 Gas	3,275	6,742	-51%
56120 Water & Sewage	5,283	4,960	7%
Total for 56100 UTILITIES	92,328	87,661	5%
57100 EQUIPMENT AND EQUIPMENT MAINTENANCE			
57110 Service Agreements	1,313	4,886	-73%
57120 Postage Machine Lease	2,506	1,873	34%
57121 Equipment Lease	0	2,346	-100%
Total for 57100 EQUIPMENT AND EQUIPMENT MAINTENANCE	3,819	9,105	-58%
57200 FACILITY OPERATIONS AND MAINTENANCE			
57210 Building Maintenance Supplies	231	1,889	-88%
57213 Janitorial Supplies	6,319	6,773	-7%
57216 Custodial Services	34,723	38,819	-11%
57219 Refuse Disposal Services	8,024	12,681	-37%
57222 Electrical Services	6,799	824	725%
57225 Alarm System Services	12,174	11,362	7%
57228 HVAC Services	7,458	22,671	-67%
57231 Elevator Services	12,716	3,116	308%
57234 Plumbing Services	2,267	2,826	-20%
57237 Landscape Services	24,538	14,254	72%
57240 Door Maintenance Services	869	0	
57243 Pest Control Services	5,625	900	525%
57252 Fire & Safety Inspections & Services	3,067	0	
57258 Telecommunication Services	9,250	8,386	10%
57261 Special Building Project	0	2,150	-100%
Total for 57200 FACILITY OPERATIONS AND MAINTENANCE	134,060	126,651	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	301,666	480,893	-37%
71113 Architectural Consultant	435,820	0	
71115 Construction Services	9,464	0	
75610 Relocation and Occupancy Expenses (Non-Capitalizable)	54,250		
Total for 70000 CAPITAL OUTLAW AND DEPRECIATION/AMORTIZATION EXPENSES	801,201	480,893	67%

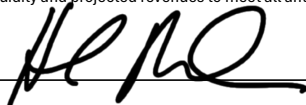
Buena Park Library District
 Detailed Statement of Revenues, Expenditures and Changes in Fund Balance
July 2025- May 2026

	TOTAL		
	Current Year	Prior Year	% Change
TOTAL EXPENDITURES	3,716,207	3,139,744	18%
NET CHANGES IN FUND BALANCE	947,097	2,163,729	-56%

**BUENA PARK LIBRARY DISTRICT
TREASURER'S REPORT
May 2026**

	<u>Business</u>	<u>Interest</u>
	<u>Checking</u>	<u>Checking</u>
Bank of America		
Beginning Balance 05/01/2026	189,446	766,327
RECEIPTS/TRANSFERS:		
Property Tax Receipts	-	111,498
Service Fee	-	19,454
Interest		1,002
Transfer In from BofA Interest Checking	260,000	
Transfer In from CLASS		
	<u>260,000</u>	<u>131,954</u>
DISBURSEMENTS/TRANSFERS:		
Vendor Payments - Checks/ACH	168,764	
CALPERS	58,867	
ADP Payroll	112,715	
Bank/Merchant Processing fees	1,054	0
Transfer to BofA Business Checking	-	260,000
	<u>341,400</u>	<u>260,000</u>
Balance Per Bank 05/31/2026	<u>108,046</u>	<u>638,282</u>
Outstanding Checks	(21,760)	0
Deposit in Transit		
Balance Per Books 05/31/2026	<u>86,286</u>	<u>638,282</u>
RECONCILEMENT:	Book Balance	Bank Balance
Bank of America Business Checking - Operating Account	\$86,286	\$108,046
Bank of America Public Funds Interest Account - Revenues Account	\$638,282	\$638,282
CLASS	\$12,236,110	\$12,236,110
CAMP	\$1,314,029	\$1,314,029
Outstanding Transactions		-\$21,760
TOTAL LIQUIDITY BALANCE as of 05/31/2026	<u>\$14,274,707</u>	<u>\$14,274,707</u>

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: 7/1/26

Trustee

Signed Date:



Date: July 7, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Approval of Proposal from Municipal Finance Corporation

Recommended Action:

Agenda Item 18

1) Approve the proposal from Municipal Finance Corporation; 2) Authorize the Library Director to sign the proposal

Background:

The District continues to advance planning for its Library Renovation Project and is preparing to secure financing to fund construction and related project costs. To facilitate the financing process, the District utilized the California Special Districts Association Finance Corporation for assistance and received a proposal from Municipal Finance Corporation (MFC), a firm specializing in municipal lease financing and financing advisory services for California public agencies. Stefan Morton attended the Board of Trustees in December 2025 to provide the Trustees with background information about the process.

Discussion:

MFC has submitted a proposal to act as the District's lease arranger for this process. The scope of services includes working with the District on a financing plan, preparing payment schedules and scenarios, preparing a request for proposals to send to lenders, providing a summary of proposals to the District, managing the financing calendar, coordinating closing arrangements and payments of cost of issuance.

MFC has extensive experience arranging tax-exempt lease financings for California public agencies, including special districts. Their services are designed to help public agencies obtain competitive financing terms while ensuring compliance with applicable legal and financial requirements. Retaining MFC as lease arranger will provide the District with professional expertise throughout the financing process, including:

Approval of the proposal will allow financing activities to proceed in accordance with the renovation project schedule. The proposal does not obligate the District to accept any particular financing offer; rather, it enables Municipal Finance Corporation to arrange and facilitate the financing process for Board consideration and approval.

Recommendation:

Staff recommends that the Board approve the proposal from Municipal Finance Corporation and authorize the Library Director to sign the proposal.

Fiscal Impact:

The cost of these services is \$60,000 based on the expected lease amount and is contingent upon the successful closing of the financing.

Exhibits:

A: Municipal Finance Corporation Proposal dated July 7, 2026

B: Slides from December 2025 Board Meeting



MUNICIPAL FINANCE CORPORATION

2945 Townsgate Road, Suite 200
Westlake Village, CA 91361
Telephone (805) 719-1235
www.munifinance.com

July 7, 2026

Helen Medina
Library Director
Buena Park Library District
7150 La Palma Avenue,
Buena Park, CA 90620

Re: Lease Arranger Services
CSDA Finance Corporation Lease/Purchase Program

Dear Helen:

Municipal Finance Corporation (“MFC”) is pleased to submit a proposal to serve as a lease arranger for the Buena Park Library District (“District”) to secure financing for the District’s library renovation project.

Background

MFC has served as a lease arranger consultant to the CSDA Finance Corporation since 1998. In this capacity, MFC has arranged lease/purchase financings of all types and sizes for special districts throughout California, including many building renovations similar the District’s proposed project. These include:

- Monterey County Mosquito Abatement District, \$4,800,000
- Santa Ynez Community Services District, \$1,300,000
- Phelan Pinon Hills Community Services District, \$6,040,000
- Valley Center Fire Protection District, \$3,030,000
- Greater Los Angeles County Vector Control District, \$12,080,000

Scope of Services

In connection with its role as lease arranger, MFC provides the following scope of services to the District:

- 1) Working with the District on a lease/purchase financing plan including financing term, timing, prepayment terms, current interest rate conditions, etc.
- 2) Preparing alternative payment schedules and scenarios at the request of the District.
- 3) Preparation of a request for proposals from lenders.
- 4) Providing a summary of proposals received to the District.
- 5) Managing the financing calendar and delegation of responsibilities.
- 6) Coordination of closing arrangements and payments of costs of issuance.
- 7) Post-closing compliance and administrative issues.

Fees

The total costs of issuance (lease arranger fee, bank/bond counsel fee, CDIAC fee, Title Insurance fee, etc.) for the financing is \$60,000. Payment of the costs of issuance is contingent upon the successful closing of the financing.

If the proposal is acceptable to the District, please sign below and return to my attention at your earliest convenience. I look forward to the opportunity to be of service to the Buena Park Library District.

Sincerely,



William Morton
President

Proposal Accepted By:
BUENA PARK LIBRARY DISTRICT

By _____

Title _____

CSDA Lease Purchase Program

Lease Financing Options for Buena Park Library District

***Prepared by Municipal Finance Corporation
Stefan Morton, Lease/Purchase Consultant***



Background

- Municipal Finance Corporation has served as consultant to the CSDA Lease Purchase Program since 1998
- The CSDA Lease Purchase Program is designed to facilitate financings for special districts via a direct lending arrangement with banks
- Provides financing solutions for capital improvements, equipment purchases and property acquisition as well as the refinancing of prior debt
- Closed over \$750 million of financings for all types of special districts since its inception

Independent Lease Arranger



Independent Lease Arranger – Solicits Proposals and assists in documentation



Bank Counsel – Prepares Lease Documents and Represents Bank

Costs of Issuance Savings

- MFC offers public agencies significant costs of issuance savings versus hiring a bond financing team.
- Eliminates the combination of municipal advisor and investment banker.
- Bank counsel to provide tax-opinion as well, eliminating the need for separate bond counsel.

Scope of Services

- Provide preliminary estimates on interest rates and costs of issuance.
- Prepare sample payment schedules based on financing of various amounts and terms.
- Prepare RFP including attachments (credit info) and disseminate to bank bidders.
- Receive proposals and provide an RFP summary sheet.
- Managing the financing calendar and delegation of responsibilities.
- Coordination of closing arrangements and payments of costs of issuance.
- Post-closing compliance and administrative issues.

RFP Process

- The RFP will give a summary of the project, specify the parameters of the financing, and include any preferences the District may have
- Credit information, including the District's last 3 audits and current budget, will be provided to the prospective bidders
- Lenders are typically given around a two weeks to review the credit information and submit a bid
- Bids will be submitted as a term sheet and include their interest rate, rate lock provisions, optional prepayment terms, and legal costs
- Once all the bids are collected, the District will have 2-3 business days to select a winning bid before the term sheets expire

RFP Summary Spreadsheet

ABC Fire District Fire Station Project Summary of Bank Proposals June 1, 2025	<u>Bank A</u>	<u>Bank B</u>	<u>Bank C</u>	<u>Bank D</u>
Interest Rate:	4.50%	4.70%	4.80%	4.65%
Rate Lock:	30 days	30 days	30 days	30 days
Bank Counsel Fees:	\$15,000	\$15,000	None	\$5,000
All-In Interest Rate:	4.58%	4.73%	4.80%	4.68%
Bank to Furnish Documents:	Yes	Yes	No	No
Tax Opinion Required:	No	No	Yes	Yes
Optional Prepayment:	After 7 years at 100%	Anytime at 101.5%	After 5 years at 102%	After 7 years at 101%
Special Requirements:	None	None	None	None

Lease/Purchase Financing Schedule

- Proposals Received from Banks (Day 0)
- Notification of Award of Financing (Day 2)
- First Draft of Financing Resolution and Lease Documents (Day 7)
- Comment Period and Placing Resolution and Lease Documents in Board Packet (Day 14)
- Board Meeting (Day 21)
- Final Documents Distributed for Signature (Day 24)
- Documents Delivered to Bank for Funding (Day 31)
- Funding Date (Day 34)

Scenario 1

BOND DEBT SERVICE

Buena Park Library District

2025 Lease Financing (10 Years with 5 year Prepayment/Refinancing Option)

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>
01/01/2027			116,443.51	116,443.51	
07/01/2027			116,443.51	116,443.51	232,887.02
01/01/2028			116,443.51	116,443.51	
07/01/2028	492,002.60	4.400%	116,443.51	608,446.11	724,889.62
01/01/2029			105,619.46	105,619.46	
07/01/2029	513,650.71	4.400%	105,619.46	619,270.17	724,889.63
01/01/2030			94,319.14	94,319.14	
07/01/2030	536,251.35	4.400%	94,319.14	630,570.49	724,889.63
01/01/2031			82,521.61	82,521.61	
07/01/2031	559,846.41	4.400%	82,521.61	642,368.02	724,889.63
01/01/2032			70,204.99	70,204.99	
07/01/2032	584,479.65	4.400%	70,204.99	654,684.64	724,889.63
01/01/2033			57,346.44	57,346.44	
07/01/2033	610,196.75	4.400%	57,346.44	667,543.19	724,889.63
01/01/2034			43,922.11	43,922.11	
07/01/2034	637,045.41	4.400%	43,922.11	680,967.52	724,889.63
01/01/2035			29,907.11	29,907.11	
07/01/2035	665,075.41	4.400%	29,907.11	694,982.52	724,889.63
01/01/2036			15,275.45	15,275.45	
07/01/2036	694,338.73	4.400%	15,275.45	709,614.18	724,889.63
	5,292,887.02		1,464,006.66	6,756,893.68	6,756,893.68

Scenario 2

BOND DEBT SERVICE

Buena Park Library District 2025 Lease Financing (15 Years with 5 year Prepayment/Refinancing Option)

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>
01/01/2027			119,214.66	119,214.66	
07/01/2027			119,214.66	119,214.66	238,429.32
01/01/2028			119,214.66	119,214.66	
07/01/2028	279,864.71	4.500%	119,214.66	399,079.37	518,294.03
01/01/2029			112,917.70	112,917.70	
07/01/2029	292,458.62	4.500%	112,917.70	405,376.32	518,294.02
01/01/2030			106,337.38	106,337.38	
07/01/2030	305,619.26	4.500%	106,337.38	411,956.64	518,294.02
01/01/2031			99,460.95	99,460.95	
07/01/2031	319,372.13	4.500%	99,460.95	418,833.08	518,294.03
01/01/2032			92,275.08	92,275.08	
07/01/2032	333,743.87	4.500%	92,275.08	426,018.95	518,294.03
01/01/2033			84,765.84	84,765.84	
07/01/2033	348,762.35	4.500%	84,765.84	433,528.19	518,294.03
01/01/2034			76,918.69	76,918.69	
07/01/2034	364,456.65	4.500%	76,918.69	441,375.34	518,294.03
01/01/2035			68,718.41	68,718.41	
07/01/2035	380,857.20	4.500%	68,718.41	449,575.61	518,294.02
01/01/2036			60,149.13	60,149.13	
07/01/2036	397,995.78	4.500%	60,149.13	458,144.91	518,294.04
01/01/2037			51,194.22	51,194.22	
07/01/2037	415,905.59	4.500%	51,194.22	467,099.81	518,294.03
01/01/2038			41,836.35	41,836.35	
07/01/2038	434,621.34	4.500%	41,836.35	476,457.69	518,294.04
01/01/2039			32,057.37	32,057.37	
07/01/2039	454,179.30	4.500%	32,057.37	486,236.67	518,294.04
01/01/2040			21,838.33	21,838.33	
07/01/2040	474,617.37	4.500%	21,838.33	496,455.70	518,294.03
01/01/2041			11,159.44	11,159.44	
07/01/2041	495,975.15	4.500%	11,159.44	507,134.59	518,294.03
	5,298,429.32		2,196,116.42	7,494,545.74	7,494,545.74

Scenario 3

BOND DEBT SERVICE

Buena Park Library District
2025 Lease Financing (20 Years with 7 year Prepayment/Refinancing Option)

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>
01/01/2027			123,382.28	123,382.28	
07/01/2027			123,382.28	123,382.28	246,764.56
01/01/2028			123,382.28	123,382.28	
07/01/2028	179,907.15	4.650%	123,382.28	303,289.43	426,671.71
01/01/2029			119,199.43	119,199.43	
07/01/2029	188,272.83	4.650%	119,199.43	307,472.26	426,671.69
01/01/2030			114,822.09	114,822.09	
07/01/2030	197,027.52	4.650%	114,822.09	311,849.61	426,671.70
01/01/2031			110,241.20	110,241.20	
07/01/2031	206,189.30	4.650%	110,241.20	316,430.50	426,671.70
01/01/2032			105,447.30	105,447.30	
07/01/2032	215,777.10	4.650%	105,447.30	321,224.40	426,671.70
01/01/2033			100,430.48	100,430.48	
07/01/2033	225,810.73	4.650%	100,430.48	326,241.21	426,671.69
01/01/2034			95,180.38	95,180.38	
07/01/2034	236,310.93	4.650%	95,180.38	331,491.31	426,671.69
01/01/2035			89,686.15	89,686.15	
07/01/2035	247,299.39	4.650%	89,686.15	336,985.54	426,671.69
01/01/2036			83,936.44	83,936.44	
07/01/2036	258,798.81	4.650%	83,936.44	342,735.25	426,671.69
01/01/2037			77,919.37	77,919.37	
07/01/2037	270,832.96	4.650%	77,919.37	348,752.33	426,671.70
01/01/2038			71,622.50	71,622.50	
07/01/2038	283,426.69	4.650%	71,622.50	355,049.19	426,671.69
01/01/2039			65,032.83	65,032.83	
07/01/2039	296,606.03	4.650%	65,032.83	361,638.86	426,671.69
01/01/2040			58,136.74	58,136.74	
07/01/2040	310,398.21	4.650%	58,136.74	368,534.95	426,671.69
01/01/2041			50,919.99	50,919.99	
07/01/2041	324,831.73	4.650%	50,919.99	375,751.72	426,671.71
01/01/2042			43,367.65	43,367.65	
07/01/2042	339,936.40	4.650%	43,367.65	383,304.05	426,671.70
01/01/2043			35,464.13	35,464.13	
07/01/2043	355,743.44	4.650%	35,464.13	391,207.57	426,671.70
01/01/2044			27,193.09	27,193.09	
07/01/2044	372,285.51	4.650%	27,193.09	399,478.60	426,671.69
01/01/2045			18,537.45	18,537.45	
07/01/2045	389,596.79	4.650%	18,537.45	408,134.24	426,671.69
01/01/2046			9,479.33	9,479.33	
07/01/2046	407,713.04	4.650%	9,479.33	417,192.37	426,671.70
	5,306,764.56		3,046,762.22	8,353,526.78	8,353,526.78

Questions?

Municipal Finance Corporation

Stefan Morton

(805) 719-1237

smorton@munifinance.com



Date: July 7, 2026
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Approval of Updated Circulation Services Supervisor Classification Specification

Recommended Action:

Agenda Item 19

- 1) Approve the revised classification specification for Circulation Services Supervisor; and 2) Repeal all previous versions of the Circulation Services Supervisor classification specifications

Background:

Prior to initiating a recruitment, a review of the existing Circulation Services Supervisor classification specification was completed to ensure it accurately reflects knowledge, skills, abilities, and minimum qualifications needed and aligns with the District's current operations. The review identified several updates that would improve the classification specification while maintaining the position's core responsibilities.

Discussion:

Overall, the updates to the classification specification are minimal and are designed to help clarify the reporting structure, update the experience requirements to align with the job duties, and ensure that significant essential duties are emphasized. During the review of the position, staff noticed that while cash handling and establishing and maintaining internal controls is a significant responsibility of this position, it was underemphasized in the classification specification.

The proposed revisions include:

- Updating the minimum experience requirements to provide greater flexibility in recruiting qualified candidates while maintaining the knowledge and competencies necessary for successful performance in the position.
- Revising language throughout the classification specification to align duties with operations.
- Adding greater emphasis to the position's responsibility for overseeing cash handling processes.
-

The proposed revisions better align the specification with the position's existing operational duties. No substantive changes are proposed to the essential duties, supervisory responsibilities, or overall purpose of the position. These revisions are intended to more accurately describe the position's current responsibilities and ensure the classification specification reflects current organizational practices.

Recommendation:

Staff recommends that the Board of Trustees approve the revised Circulation Services Supervisor classification specification and repeal all prior versions of it.

Fiscal Impact:

This agenda item is the approval of the class specification only and does not have a financial impact.

Exhibit:

Circulation Services Supervisor classification specification, redlined July 2026

CIRCULATION SERVICES SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing customer service duties within the Circulation Department, including processing circulating materials, shelving, answering patron questions, fee collection, ~~community outreach,~~ and passport acceptance services; develops and generates a variety of statistical reports; provides complex staff assistance to ~~the Library Director~~ assigned supervisory and management personnel in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the ~~Library Director~~ assigned supervisory and management personnel. Exercises direct supervision over ~~administrative-clerical~~ support staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Circulation Department that exercises independent judgment on diverse and specialized customer service functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for providing technical support to the ~~Library Director~~ District staff in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of clerical support staff in the Circulation Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, priorities, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of ~~clerical staff performing circulation services and passport acceptance services~~ the Circulation Desk and Passport Acceptance Services; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other departments and outside agencies.
- Participates in ~~annual~~ budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; ~~gathers and compiles data for reports~~ prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from patrons, the public, other departments, and agencies; recommends corrective actions to resolve issues.

- Oversees the daily activities of the ~~Circulation Desk~~circulation operations including shelving, assisting patrons with new account registration maintenance, patron technology and equipment assistance, and the use of library equipment and technology, checking in and out library materials, collecting fees, assessing damage to library materials ~~and property~~, explaining policies, and handling escalated patron questions and problems.
- Oversees ~~Passport Acceptance Services~~passport acceptance services and ensures compliance with United States Department of State requirements, including agent training and certification, screening of applications, ensuring applications are complete and signed appropriately, preparing transmittals, mailing packages to the US Department of State, reconciling fees collected, and preparing monthly statistical reports.
- Ensures District services are provided with exceptional customer service and the highest levels of ethical standards; reinforces and maintains proper cash handling procedures including reconciliation processes and internal controls; creates positive experiences for library patrons and the general public by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance while performing duties in both public and staff areas; greets and assists internal and external customers in a friendly, prompt, and accessible manner.
- Represents the District and acts as a liaison with community partners and organizations, governmental agencies, and vendors; responds to requests for information and meetings; provides professional and technical expertise to the community.
- Provides recommendations towards the development and implementation of training programs to ensure high levels of staff competency.
- Monitors inventory levels for ~~Circulation and Passport Services~~ supplies and submits requests for orders.
- Maintains files, databases, and records related to circulation and passport acceptance services; prepares a variety of written reports, memoranda, and correspondence.
- Represents the District in meetings with members of other public and private organizations, community groups, and the public.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Serves as May have person-in-charge responsibilities to handle escalated patron issues or behaviors, potential or actual emergencies, and coordinate facilities-related issues in the absence of the Library Director; monitors the library, resolves issues with patrons, processes schedule changes, opens and closes the building, and secures funds collected at circulation.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Use of computer circulation control systems, operations, practices, and equipment.
- Business arithmetic and basic statistical techniques.
- Policies, procedures, and functions of public library services.
- Principles and practices of circulation services and passport acceptance program development, implementation review and evaluation.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.

- Recent and on-going developments, current literature, and sources of information related to the operations of assigned programs.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers, technology, and software programs relevant to work performed and to providing library services.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex circulation and passport acceptance functions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Analyze library circulation needs and recommend appropriate solutions.
- Analyze problems, evaluate alternatives, and recommend effective courses of action.
- ~~Problem solve and make decisions.~~
- Respond to complaints or inquiries from patrons, staff, the general public, and outside organizations.
- Prepare clear, effective, and accurate reports, policies, procedures, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Maintain proper cash handling procedures, reconciliation processes, and internal controls.
- Evaluate and recommend vendors to provide library services.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to an ~~an associate's bachelor's~~ degree from an accredited college ~~or university~~ with ~~major~~ coursework in public or business administration, library science, information science, communications, or a related field.
- A bachelor's degree is desirable.

Experience:

- ~~Five (5) years of increasingly responsible library customer service experience including two (2) years in a lead, supervisory, or management capacity.~~
- Three (3) years of progressively responsible experience in customer service, public service, retail, hospitality, recreation, education, banking, or similar service-oriented environment that included responsibility for coordinating operations, resolving customer concerns, maintaining records, cash handling, and using computerized business systems.
- One year's experience supervising, leading, or coordinating the work of staff, including planning, training, scheduling, assigning of work; monitoring performance, and fostering a collaborative, customer-focused work environment, is required.
- Experience implementing policies and procedures, preparing reports, analyzing operational needs, and recommending process improvements is highly desirable.
- Experience working in a public library or other public service organization is desirable but not required.

Licenses and Certifications:

- Possession of, or successful acquisition within 12-3 months, a valid U.S. Department of State Certificate of Completion of Passport Acceptance Agent Training, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SPECIAL CONDITIONS

District employees are expected to work weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109). Public Employees Disaster Service Worker. In accordance with Government Code Section 3100, California public employees may be called upon to perform assigned disaster service worker duties in the event of an emergency or a disaster.



BUENA PARK Library District

Staff Report- Agenda Item 20

Date: July 7, 2026
To: Board of Library of Trustees
From: Helen Medina, Library Director
Subject: Adoption of Resolution 2026-19 Delegation of Authority to Request Disbursements from the California Employers' Retiree Benefit Trust (CERBT)

Recommended Action:

Agenda Item 20

Recommended Action: 1) Adopt Resolution 2026-19 updating the Delegation of Authority to request disbursements from the California Employers' Retiree Benefit Trust (CERBT)

Background:

The California Employers' Retiree Benefit Trust ("CERBT") is used to reimburse the District for medical expenses paid for retirees. It is necessary to update the delegation of authority for the CERBT, which authorizes the reimbursements to be withdrawn from the trust. Disbursements greater than \$10,000 require two authorized signatures.

Discussion:

CalPERS requires the Governing Body to designate the positions of employees authorized to request reimbursements from the CERBT trust. With the reclassification of Administrative Assistant to Administrative Specialist, the position designation requires updating. Additionally, CalPERS requires two signatures to request reimbursements greater than \$10,000. With only 2 authorized employees, if either employee becomes unavailable, the District would not be able to request a reimbursement without Board action and an update to the Delegation. Staff propose adding an additional employee to the Delegation of Authority consistent with our other financial practices to ensure continuity of operations.

Recommendation:

Staff recommends that the Board adopt Resolution 2026-19 updating the Delegation of Authority to request disbursements from the CalPERS CERBT trust, designating the Library Director, Administrative Specialist, and Library Services Manager as designated positions authorized to request reimbursement from the trust.

Fiscal Impact:

None.

Exhibit:

Resolution 2026-19 Updating the Delegation of Authority to request disbursements from the CERBT trust

**BUENA PARK LIBRARY DISTRICT
RESOLUTION NO. 2026-19**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BUENA PARK LIBRARY
DISTRICT OF ORANGE COUNTY
UPDATING THE DELEGATION OF AUTHORITY TO REQUEST DISBURSEMENTS FROM
THE CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST (CERBT)**

WHEREAS, the Buena Park Library District ("District") provides health insurance benefits to qualified retirees, also known as Other Post-Employment Benefits (OPEB); and

WHEREAS, the District utilizes the California Public Employers Retirement System ("CalPERS") California Employers' Retiree Benefit Trust ("CERBT") to prefund retiree benefits; and

WHEREAS, the CERBT reimburses the District for payments made for retiree health benefits; and

WHEREAS, CalPERS requires the Governing Body to delegate the authority to request disbursements from the CERBT and requires two signatures to request disbursements of over \$10,000; and

WHEREAS, the previous delegation of authority was last established on October 1, 2024 through Resolution 2024-9 and requires updating; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Buena Park Library District that:

1. The Board does hereby delegate the Library Director, Administrative Specialist, and Library Services Manager as authorized positions to request disbursements from CERBT.
2. The Board President is authorized to sign Attachment "A", the CERBT Delegation of Authority form.
3. Resolution 2026-19 supersedes Resolution 2024-9 and all previous CalPERS CERBT Delegation of Authority designations.

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Trustees of the Buena Park Library District at the meeting held on July 7, 2026 passed by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

By: _____

Brenda Estrada, President

ATTEST: _____

Richard Rams, President Pro Tem

Attachment "A"
CERBT Delegation of Authority Form

DRAFT



State of California
 California Public Employees' Retirement System California
 Employers' Retiree Benefit Trust (CERBT) 400 Q Street,
 Sacramento, CA 95811
 www.calpers.ca.gov

Delegation of Authority to Request Disbursements California Employers' Retiree Benefit Trust (CERBT)

RESOLUTION OF THE

(GOVERNING BODY)

OF THE

(NAME OF EMPLOYER)

The _____ delegates to the incumbents
 (GOVERNING BODY)

in the positions of _____ and
 (TITLE)

_____, and/or
 (TITLE)

_____ authority to request on behalf of the
 (TITLE)

Employer disbursements from the Other Post Employment Prefunding Plan and to certify as to the purpose for which the disbursed funds will be used.

By _____

Title _____

Witness _____

Date _____



BUENA PARK Library District

Staff Report- Agenda Item 21

Date: July 7, 2026
To: Board of Library of Trustees
From: Helen Medina, Library Director
Subject: Provide Direction on Internet Use Policy and Children's Internet Protection Act

Recommended Action:

Agenda Item 21

Provide Direction to Staff:

- 1) Continue the District's current Internet Use Policy and reliance on Rules of Conduct enforcement for inappropriate Internet use;

OR

- 2) Develop and present recommendations for revisions to the Internet Use Policy.

Background:

The District's current Internet Use Policy, last updated in 2013 (Exhibit) is not compliant with the Children's Internet Protection Act (CIPA), which went into effect in 2001. CIPA established requirements for Internet safety policies and technology which blocks or filters certain material from being accessed through the Internet as a condition of receiving federal funding for many forms of technology, technology services, and technology infrastructure. As a result, the District is not eligible to compete for certain federal funding opportunities that support technology infrastructure, broadband services, networking equipment, and other eligible telecommunication and technology investments.

Historically, both staff and Board Members have expressed reservations about adopting a CIPA-compliant Internet Use Policy. However, staff have not identified formal Board direction or adopted policy stating that the District opposes CIPA compliance as a matter of policy.

Discussion:

The District's current approach presents several operational and financial considerations. From a funding perspective, the absence of CIPA compliance limits the District's ability to pursue federal E-Rate funding and other opportunities that require compliance as a condition of eligibility. As technology costs continue to increase, maintaining a position of eligibility for funding programs may provide greater flexibility and opportunities for future technology investments and enhance the District's ability to provide meaningful public services.

Operationally, the absence of Internet filtering has resulted in staff responding to incidents involving patrons viewing explicit material on computers in public areas of the library. These situations also generate complaints from patrons and staff and can create uncomfortable or

hostile working conditions for employees. Staff are placed in the position of intervening with patrons during sensitive encounters, which can create conflict.

The District's historical practice has been to address these situations as violations of the Rules of Conduct rather than through technological controls. Under this approach, staff intervene when behavior or displayed content becomes disruptive or otherwise violates established conduct rules. A technological control such as internet filtering could potentially reduce staff and patron complaints and enhance public safety.

As the Board considers future policy direction, staff requests Board direction regarding whether the current approach remains the Board's preferred policy position or whether the Board directs staff to evaluate alternative policy options, including revisions that would bring the District into compliance with CIPA while balancing legal requirements, public access, and the Library's commitment to intellectual freedom.

Recommendation:

Staff requests that the Board provide direction on whether staff should:

- Continue the District's current Internet access policy and reliance on Rules of Conduct enforcement for inappropriate Internet use; or
- Develop and present recommendations for revisions to the Internet Use Policy.

Fiscal Impact:

The District's current noncompliance with CIPA limits eligibility for federal E-Rate funding and reduces opportunities to offset technology and telecommunications costs through federal reimbursement programs.

Exhibit:

Internet Use Policy, revised 09/2013

INTERNET USE POLICY

Purpose and Access

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

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

Wireless Access

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

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

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

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

Responsibilities of Internet Users

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

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

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

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

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

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

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

Privacy

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

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

Access by Minors

All Internet resources accessible through the Buena Park Library are provided equally to all users. There is no age limit for use of any material in the Library or via the Library's Internet services. Children have access to the same resources as adults. As with other Library resources, there are Internet sites that may contain information not suitable for children.

It is the Buena Park Library District's policy that the parent or legal guardian is responsible for deciding what resources are appropriate for his or her child. Responsibility for, and any restriction of, a minor's use of library resources including the Internet rests solely with the parent or legal guardian. Parents are encouraged to read Child Safety on the Information Highway produced by the National Center for Missing and Exploited Children (www.safekids.com/child-safety-on-the-information-highway/).

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

Violations of the Internet Use Policy and the Appeal Process

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

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

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

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

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

Disclaimers

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

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

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

Revised: 09/2013

Revised: 12/2010

Revised: 10/2008

Effective: 07/1997



BUENA PARK Library District

Staff Report- Agenda Item 22

Date: July 7, 2026
 To: Board of Library Trustees
 From: Helen Medina, Library Director
 Subject: California Special Districts Association (CSDA) Board of Directors Election

Recommended Action:

Agenda Item 22

- 1) Select one candidate for the CSDA Board of Directors Election Ballot- Term 2027-2029; Seat C- Southern Network 2) Authorize the Library Director to cast the ballot

Background:

The District is a member of the California Special Districts Association (CSDA), a statewide not-for-profit association that advocates for and supports California’s independent special districts. CSDA provides legislative advocacy at the state and federal levels, governance and leadership training, educational conferences, publications, and operational resources to help special districts effectively serve their communities. The association also promotes sound governance and represents the interests of special districts on issues affecting local public services. As a member agency, the District is eligible to participate in the election of representatives to the CSDA Board of Directors by returning an official election ballot. The Board of Directors establishes the association’s policies, provides strategic direction, and represents the interests of the member districts.

Discussion:

Four members are running for Seat C- Southern Network, Term 2027-2029.

Name	Agency	Title
Nikki Winslow (Incumbent)	Altadena Library District	District Director
Jason Dafforn	Valley Sanitary District	General Manager
John Horst	Trabuco Canyon Water District	Director
Melinda Sedmak	Twentynine Palms Public Cemetery District	Trustee

Recommendation:

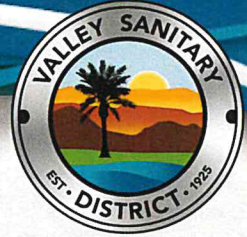
In recent years, Trustees have historically opted for the District to abstain from voting in this election. However, by doing this, the District loses their opportunity to provide input on their representation on the CSDA Board of Directors. Staff engage frequently with the association and utilizes the benefits, trainings, and services that the association provides. It is staff’s recommendation that the Board authorize staff to cast a ballot for the incumbent, Nikki Winslow, who effectively represents library districts and understands the unique interests of library districts in California.

Fiscal Impact:

There is no direct fiscal impact to the District associated with this item.

Attachments:

CSDA Election Materials



JASON DAFFORN

General Manager, Valley Sanitary District

Vote Jason Dafforn for CSDA Board of Directors – Southern Network

Dear CSDA Southern Network Members,

My name is Jason Dafforn, and I am excited to announce my candidacy for the CSDA Board of Directors representing the Southern Network.

Over the past several years, I have had the privilege of serving as General Manager of Valley Sanitary District in Indio, California, while also becoming deeply engaged in advocacy efforts on behalf of special districts both in Sacramento and Washington, D.C. Through this advocacy work, I have seen firsthand how important strong representation, collaboration, and relationship building are to the future of local agencies across California.



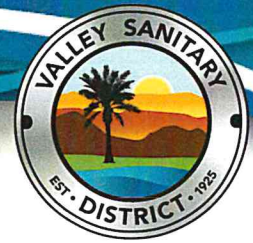
In addition to my role at Valley Sanitary District, I currently serve as President of the Special Districts Association of Riverside County (SDARC) the local affiliate of CSDA representing all types of special districts in Riverside County, I am also a member of the Desert Recreation Foundation Board of Directors, providing financial assistance to the largest recreation district in California. This commitment to local engagement has further strengthened the results of my public service and regional collaboration.

As a licensed Civil Engineer with more than 30 years of experience in the water and wastewater industry, including nearly two decades in executive leadership roles for local government agencies and special districts, I understand the operational, financial, regulatory, and workforce challenges districts are facing today. Rising costs, aging infrastructure, increasing mandates, and public expectations continue to place pressure on districts of every size and service type.

These challenges require leaders who are not only experienced in operations, but who are willing to actively advocate for special districts at the state and federal level.

Over the last few years, I have worked to build strong relationships with legislators, agency leaders, and policy makers in Sacramento and Washington, D.C. Those relationships have already produced meaningful results for Valley Sanitary District and our region. One example is the District's Recycled Water Project, which received approximately \$1.9 million in federal support through the advocacy and assistance of Senator Adam Schiff's office. That funding helps move forward a critical infrastructure project that will strengthen water sustainability and long-term resiliency for our community.

In addition to securing critical funding opportunities, I helped guide the District through a successful five-year wastewater rate adjustment process that included an extensive public outreach effort far beyond the minimum legal requirements, including community meetings, presentations, open houses, and direct engagement with residents



and stakeholders throughout our service area. Despite serving more than 90,000 residents, the Proposition 218 process concluded with only three written protests submitted, reflecting the importance of proactive communication, accountability, and building trust with the communities we serve.

I believe these types of relationships and advocacy efforts are essential for all special districts as we compete for limited funding opportunities, navigate increasing regulatory requirements, and work to deliver reliable services to the communities we serve.

My goal on the CSDA Board is simple: to be a strong and active voice for special districts throughout the Southern Network and across California. I want to help ensure districts have the representation, resources, advocacy, and support necessary to succeed in an increasingly complex environment.

I also believe Southern California districts deserve stronger representation within CSDA leadership. Our agencies face unique challenges tied to rapid growth, infrastructure demands, workforce recruitment, water reliability, affordability, and regional development. I would be proud to bring that perspective to the Board while also representing the broader interests of all special districts, regardless of size or service type.

Throughout my career, I have believed deeply in public service and the essential role special districts play in everyday life. Whether it is water, wastewater, fire protection, parks and recreation, healthcare, cemetery, irrigation, community services, or vector control districts, our agencies provide critical services that communities rely on every single day.

I am passionate about helping special districts remain strong, resilient, and supported for the future. I would be honored to earn your support and the opportunity to serve on the CSDA Board of Directors.

Thank you for your consideration.

Jason Dafforn, PE
General Manager
Valley Sanitary District
Indio, California



2027-2029 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jason Dafforn

District/Company: Valley Sanitary District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 2.75 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Attend CSDA Conferences, Leadership Academy, GM Summit, CSDA Legislative Days

2. What other state-wide associations have you been involved with? (such as CSAC, ACWA, League, etc.):

ACWA, CASA, NACWA

3. List your local government involvement (such as LAFCo, Association of Governments, etc.):

Collaborate with Riverside LAFCO, Coachella Valley Association of Governments (CVAG)

4. List your involvement in civic and/or non-profit organization:

Desert Recreation Foundation Board of Directors

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

Candidate Statement

My name is Jason Dafforn, and I am honored to be a candidate for the CSDA Board of Directors representing the Southern Network, including Los Angeles, Orange, San Diego, San Bernardino, Riverside, and Imperial counties.

I am a Licensed Civil Engineer with more than 30 years of experience in the water and wastewater industry, including 17 years as a utility manager for California local governments and more than 10 years serving special districts. I currently serve as General Manager of Valley Sanitary District in Indio, California.

Throughout my career, I have focused on strengthening essential public infrastructure, improving organizational performance, and leading teams to deliver practical, long-term solutions. I have a deep appreciation for the diversity of special districts and the critical services they provide, including water, wastewater, parks and recreation, fire protection, libraries, healthcare, and community services.

Additionally, I have actively represented special district interests through legislative advocacy, participating in multiple policy and legislative trips to Sacramento and Washington, D.C. over the past several years. These efforts have focused on engaging directly with state and federal policymakers to advance the needs and priorities of special districts across California.

I also serve on the Board of Directors of the Desert Recreation Foundation, a nonprofit organization supporting the Desert Recreation District, where we help expand access to quality recreational programs and facilities throughout the Coachella Valley. The Foundation was recently awarded the 2026 California Nonprofit of the Year for Senate District 18.

If elected, I will bring a strategic, pragmatic perspective to the CSDA Board of Directors and work collaboratively to ensure CSDA remains a strong, effective advocate and resource for its members. Together, we can continue to strengthen special districts and the communities they serve.

Thank you for your support.

Jason Dafforn, PE
General Manager, Valley Sanitary District

John Horst

for CSDA Board of Directors - Southern Network



Dear Fellow Special District Board Members and Community Leaders,

I am writing to respectfully ask for your support and vote for my candidacy to the California Special Districts Association Board of Directors.

Special districts are the backbone of local service in California that serve our communities through libraries, cemeteries, water systems, parks, fire protection, healthcare, or other essential public services.

Special districts—large and small—play a critical role in maintaining the quality of life for our residents. Yet too often, the voices of smaller districts can be overshadowed by larger agencies with greater staffing and resources. In my career, I have continuously stood up to the “big guy” and have found ways to make the small voice roar. I believe smaller districts deserve strong, effective representation that ensures they are heard and respected in statewide discussions and decision-making.

As a representative on the CSDA Board, I will advocate for:

- Strong representation for small and rural districts
- Fair access to funding, training, and legislative support
- Practical solutions that recognize the operational realities of smaller agencies
- Increased collaboration among districts serving diverse local needs
- Protection of local control and accountability

I want to work toward expanding access to State project funding for small districts based on the merit and community value of their projects — not simply on their size, staffing, or ability to navigate complex grant requirements.

I understand the challenges that small districts face — limited budgets, increasing regulatory demands, infrastructure needs, and the responsibility to do more with fewer resources. These challenges require leadership that listens, communicates, and works collaboratively on behalf of all districts, regardless of size.

Together, we can strengthen the future of special districts and continue delivering vital services to the communities that depend on us every day.

Thank you for your consideration and for your continued service to the public.

John Horst
Director, Trabuco Canyon Water District



jhorst@tcwd.ca.gov





2027-2029 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John Horst

District/Company: TCWD

Title: Director

Elected/Appointed/Staff: _____

Length of Service with District: 1 1/2 yrs

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Not at this time. I am assigned as a board representative but have not been given permission to attend yet.

2. What other state-wide associations have you been involved with? (such as CSAC, ACWA, League, etc.):

ACWA

3. List your local government involvement (such as LAFCo, Association of Governments, etc.):

None at this time

4. List your involvement in civic and/or non-profit organization:

SCRA, TCWD

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

Candidate Statement – John Horst

My name is John Horst, and I'm running as a candidate for the California Special Districts Association in the Southern Network.

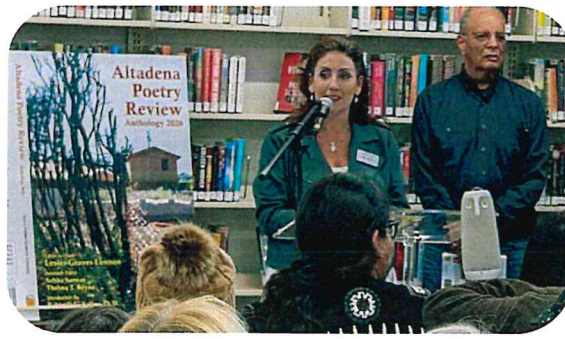
I am proud to stand as a candidate committed to strengthening the vital role special districts play in serving our communities. Special districts are the backbone of local government—providing essential services like water, fire protection, sanitation, and infrastructure that directly impact our daily lives. Across California, these districts are trusted, community-driven, and accountable to the people they serve.

As a current Director of the Trabuco Canyon Water District, I have focused on protecting taxpayer dollars, improving transparency, and ensuring reliable, high-quality water services. I serve on the Finance and Audit Committee, helping maintain fiscal discipline, and I chair the Outreach Committee to improve communication, so residents stay informed and engaged.

My background in business and operations shapes how I approach public service. I've built my career solving problems, improving efficiency, reducing costs, and strengthening organizations from within. I understand how to manage budgets, support teams, and make decisions that lead to long-term stability and success.

I'm not a career politician—I bring entrepreneurial experience, a strong work ethic, and a commitment to results. I ask tough questions, seek practical solutions, and stay focused on what matters most: serving our community responsibly.

I respectfully ask for your vote.



VOTE! **Nikki Winslow**
 Altadena Library District Director
for CSDA Board of Directors – Southern Network

My name is Nikki Winslow, and I am honored to be a candidate for the CSDA Board of Directors, representing the Southern Network.

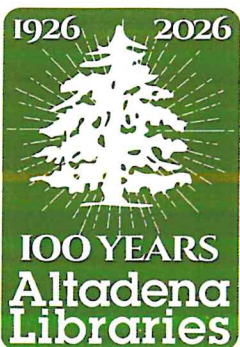
Since my appointment in November 2025, I've had the pleasure to serve with our other incredible board members who volunteer their time advocating for Special Districts. I believe deeply our Districts are essential to strengthening California communities, and my priority is to continue to advocate for policies that support sustainability, innovation, and equity for all Districts across our state.

As Director of the Altadena Library District for the past six years, I led efforts to secure sustainable funding, oversee major facility renovations, and expand access to modern, community-centered library services. I also helped guide the District and residents through the challenges of the Eaton Fire, supporting recovery efforts while ensuring the library remained a source of connection and resilience. With more than 20 years of leadership experience and advanced degrees in library science and public administration, I bring a governance approach rooted in strategic leadership, ethical decision-making, and inclusive community engagement.

Throughout my career, I've developed programs and services that expand opportunity, including ESL and citizenship training, digital resource initiatives, equitable access for diverse communities, and mentoring programs for the next generation of library leaders. As a member of the Board, I will continue to advocate for Special Districts as innovative, adaptable institutions that effectively address community needs. My experience leading ballot measures, navigating emergencies, building strong partnerships, and representing the unique perspective of library districts positions me to contribute meaningfully to the work being accomplished on the CSDA Board.

My involvement with CSDA includes leadership at the local level. As a founding member and current Vice-Chair of the Special District Association of San Gabriel Valley Chapter, I helped launch the chapter in 2024 after serving on its formation committee. I was honored to host a chapter meeting at the Altadena Main Library featuring L.A. County Supervisor Kathryn Barger and continue to build meaningful connections among Special District staff and elected officials throughout the region.

It would be a privilege to serve a full term on the CSDA Board for 2026-2028, fostering collaboration and ensuring that the perspectives of Special Districts of all sizes and communities are represented. I will bring my experience, passion, and vision to this role, and I would be honored to earn your support.



Sincerely,

Nikki Winslow
 Altadena Library District Director





2027-2029 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Nikki Winslow

District/Company: Altadena Library District

Title: District Director

Elected/Appointed/Staff: Staff

Length of Service with District: 6 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

General Managers Summit 2020-2025; San Gabriel Chapter Formation Committee 2024; San Gabriel Chapter Board Vice-Chair 2025; Legislative Day 2025; Annual Conference 2025; CSDA Board Southern Network Seat C Nov 2025-present

2. What other state-wide associations have you been involved with? (such as CSAC, ACWA, League, etc.):

California Library Association; CALPELRA; American Library Association; Public Library Association

3. List your local government involvement (such as LAFCo, Association of Governments, etc.):

Altadena Town Council, LAFCo

4. List your involvement in civic and/or non-profit organization:

Rotary Club of Altadena; Altadena Chamber of Commerce; Altadena Heritage; Eaton Fire Collaborative

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

2027-2029 CSDA Board Appointment – Seat C Southern Network

Candidate Statement – Nikki Winslow

I am honored to put myself forward as a candidate for the CSDA Board for the 2027-2029 term. Since my appointment to the seat in January 2026, I've familiarized myself further with CSDA Board operations and the incredible individuals who volunteer their time to advocate for the work that special districts accomplish. Being part of this team is inspiring, and I look forward to serving and representing my region on the Board for the 2027-2029 term. I believe deeply in the mission of special districts and the staff and leadership upholding this work. They provide libraries, parks, water, fire protection, vector control – and so many other vital services. Special districts are essential in strengthening California's communities, often serving as a critical connection and filling in gaps for services that would otherwise be unavailable. It is my goal to continue to advocate for policies that support sustainability, innovation, and equity for all districts across our state, and represent the interests of the Southern Seat C region on the Board.

For 6 years I have served as District Director of the Altadena Library District. In this role, I have been proud to guide our community through a period of both tremendous growth and significant challenges. Among my achievements, I successfully led the passage of a ballot measure that secured long-term, sustainable funding for our libraries, a feat accomplished in the first year of the 2020 pandemic. I oversaw the planning of our two major renovations and the reopening of our branch on the westside of Altadena in August 2025. In February of this year, our Main library closed and long-awaited renovation work will finally begin on this property. These projects ensure that our library spaces are welcoming, modern, and adaptable to community needs. And throughout 2025 I helped guide the District and our residents through the devastation of the Eaton Fire, leading recovery and rebuilding efforts while ensuring our library remained a place of connection and resilience during a time of crisis and uncertainty.

Prior to my work in Altadena, I served as Assistant Director of Glendale Library, Arts & Culture and, before that, spent nearly 15 years with the Las Vegas-Clark County Library District, where I gained deep experience in operations, branch management, and community partnership building. My educational background includes a Bachelor's in Political Science from UNLV, a Master's in Library and Information Science from the University of North Texas, and a Master's in Public Administration from Claremont Lincoln University. This academic foundation, paired with over

two decades of professional leadership, has shaped my approach to governance—one grounded in strategic leadership, ethical decision-making, and a commitment to inclusive community engagement.

Throughout my career, I have worked with diverse populations and developed programming that directly meets the needs of my community. I have helped launch ESL and citizenship training programs for new Americans, championed the expansion of digital resources, and created equitable access to services for patrons of all ages and backgrounds. In Altadena, I have also been intentional about mentoring and empowering the next generation of library leaders. I am very passionate about professional development, and look forward to advocating for uplifting aspiring leaders in our special districts.

I want to continue to serve on the CSDA Board and spotlight how special districts meet challenges where larger government agencies sometimes cannot— with adaptability and innovation built-in to their structure. Advocating for these institutions is critical in meeting the needs of our California communities and solving problems that sometimes seem impossible. I believe my experiences navigating ballot measures, leading through emergencies, and building strong community partnerships add value to the Board’s work. I especially believe my perspective as a library district leader—representing a sector that touches education, workforce development, equity, and civic engagement— is critical to the future of California’s social infrastructure.

My involvement with CSDA is not just within my District or on the Board, but also as leadership in my local CSDA Chapter. I currently serve as Vice-Chair of the Special District Association of San Gabriel Valley Chapter Board, and was one of its founding members. In January 2024, I was invited to participate in a meeting to explore the formation of a new CSDA chapter in the San Gabriel Valley. At the group’s follow-up meeting in May 2024, I volunteered to serve on the formation committee, which successfully launched the chapter in October 2024... I was honored to host one of our chapter meetings at the Altadena Main Library, featuring Supervisor Kathryn Barger as our invited speaker in September 2025. We recently hosted a chapter mixer to encourage our special district staff and elected officials to meet, network and learn about the vital work our districts provide to fulfill the diverse needs and priorities of residents across our region.

It would be a privilege to serve a full term alongside other committed leaders on the CSDA Board for the 2027-2029 term, advocating for the sustainability of our districts, supporting collaboration across sectors, and ensuring that all voices—large, small, urban, and rural—are represented in statewide conversations. I am ready to bring my passion, experience, and vision to this role, and I would be honored to earn your support.

Sincerely,

Nikki Winslow

District Director, Altadena Library District



Altadena Libraries

BOARD OF TRUSTEES

Katie Clark
Boon Lim
Justin Mahramas
Ray Ruffin
Kameelah Wilkerson

MISSION

The Altadena Library District brings PEOPLE and IDEAS together.

VISION

An Altadena where all are learning, growing, and thriving together.

MAIN LIBRARY

600 E. Mariposa Street
Altadena, CA 91001

BOB LUCAS BRANCH

2659 Lincoln Avenue
Altadena, CA 91001

June 7, 2026

RE: Support for Nikki Winslow for the 2026-2028 CSDA Seat C Southern Network

To my fellow CSDA Southern Network members,

It is my pleasure to endorse election of Nikki Winslow to the CSDA Seat C Southern Network. Since becoming Director of the Altadena Library District in 2019, Nikki has demonstrated exceptional leadership, vision, and dedication to both our district and the broader special district community. She has represented the Southern Network with distinction on the CSDA Board, and our Board, staff, and community have the utmost confidence in her leadership. The Altadena Library District Board respectfully asks for your support and vote for Nikki Winslow before the July 24, 2026 election deadline so she may continue representing the interests of special districts throughout the Southern Network.

District Director Winslow's leadership has proven invaluable as our library district recovers from the devastating Eaton Fire. As both of our properties survived the fire, she led the safe and timely reopening of library services, collaborated with the Los Angeles County Parks and Recreation Department to staff interim camps for children displaced from their schools, joined community leaders and non-profits in spearheading Altadena recovery through the Eaton Fire Collaborative, and worked to secure the district's financial stability during recovery, building strong relationships with local and state elected officials to ensure our future budgetary needs would be preserved and backfilled.

At the same time, Nikki has continued to lead the district's major capital improvement efforts. She successfully organized and led the 2020 bond measure campaign that secured funding for the renovation and reopening of the Bob Lucas Memorial Library and the current renovation of our Main Library. The ballot measure funds were also invaluable in securing the long-term financial future and stability of the Altadena Library District, ensuring it will be a presence in the community for many years to come, and ready to serve returning and new Altadena residents.

Nikki Winslow has led under immense pressure and understands when to pivot to meet the needs of her staff, the district, and the community we serve, and this steady, strong leadership continues to carry our District forward. I am continuously impressed by her ability to balance the challenges our district faces while also maintaining active membership in our local CSDA chapter and CSDA board activities, heading professional development programs across library systems, and being active in the Altadena community beyond library district needs and truly connecting with our community and partners. She is truly committed to special districts and the work they accomplish in providing essential services to our communities. We have full confidence in backing Nikki Winslow, and believe she would be an essential asset to the CSDA Board if elected to continue serving.

Best Regards,

Trustee Kameelah Waheed Wilkerson, Board President



2027-2029 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Melinda Sedmak

District/Company: 29 Palms Public Cemetery District

Title: Trustee

Elected/Appointed/Staff: Appointed

Length of Service with District: 1 year

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am actively engaged with CSDA through participation in member discussions, governance resources, and ongoing professional development focused on special district operations and best practices. My current and planned involvement includes:

- Participation in CSDA member forums addressing small and rural district challenges, including records management and operational efficiency
- Continued use of CSDA governance resources and training materials to support board effectiveness
- Planned attendance at the Special District Leadership Academy, San Diego, May 11–14, 2026
- Commitment to complete all four modules, and 10 continuing education hours to earn the Certificate in Special District Governance

2. What other state-wide associations have you been involved with? (such as CSAC, ACWA, League, etc.):

- California Notary Public
- California Teachers Association (CTA)
- National Association of Legal Assistants (NALA)
- Phi Theta Kappa (PTK) - Southwest Regional Vice President of Nevada/California Region of Phi

3. List your local government involvement (such as LAFCo, Association of Governments, etc.):

I currently serve as a Trustee for the Twentynine Palms Public Cemetery District, where I participate in governance, policy oversight, and the responsible stewardship of public resources. My role includes supporting compliance with applicable laws, contributing to long-term planning, and ensuring operational sustainability within a small, rural district. I also actively engage in local government and community leadership efforts within San Bernardino County, with a focus on transparency, collaboration, and effective service delivery.

4. List your involvement in civic and/or non-profit organization:

My civic and community involvement reflects a commitment to public service, election integrity, and community outreach:

- Poll Worker Supervisor, Twentynine Palms, (3 years)
- Deputy Registrar, State of Arizona (6 years)
- Notary Public, California (3 years)
- Notary Public, Arizona (6 years)
- Precinct Captain for Political Committeemen, Arizona Legislative District 23 (4 years)
- “Hope Responder,” Hope Response, Inc. (Non-Profit-501c3) supporting outreach to immigrant communities & disaster response efforts across California/Arizona (10 years)
- Member, Business Network International (BNI), Hi-Desert, focused on professional collaboration & local business development (3 years)
- Volunteer, Inspiration’s Edge and Theatre 29, Twentynine Palms, supporting community events & engagement (2026)

Candidate Statement for Melinda Sedmak

Special districts serve as the foundation of local governance, providing essential services that directly impact the daily lives of the communities they serve. As a Trustee for the Twentynine Palms Public Cemetery District, I have developed a strong commitment to responsible governance, transparency, and the stewardship of public resources, particularly within a small, rural district that faces unique operational and financial challenges.

Cemetery districts represent a distinct and often underrepresented sector within special districts. These districts carry a profound public trust, preserving history, honoring families, and maintaining spaces of lasting community significance. At the same time, rural districts in the High Desert and Inland Empire regions frequently operate with limited resources and minimal representation at the statewide level. I am committed to ensuring that these voices are included in broader discussions affecting special districts across California.

My professional background as a managing paralegal in estate planning, trusts, and probate has provided me with a strong foundation in legal compliance, fiduciary responsibility, and long-term planning. Combined with my experience in civic leadership and election oversight, I bring a perspective grounded in accountability, structure, and public service.

I am actively engaged with CSDA resources and intend to attend the Special District Leadership Academy in San Diego in May 2026 to complete all four governance modules and work toward earning the Certificate in Special District Governance. I am prepared to commit the time and effort required to fulfill the responsibilities of serving on the CSDA Board of Directors, including participation in meetings, committees, and statewide initiatives.

I respectfully seek the opportunity to represent the Southern Network and to contribute a thoughtful, balanced perspective that supports all special districts, particularly those in rural and underserved regions.