



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

September 23, 2024

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

Placentia Library District inspires, opens minds, innovates, and connects our community.

District Goals:

-  Strengthen connections and expand community relationships.
-  Provide equitable access.
-  Adapt to community needs.
-  Cultivate thriving collections of resources.
-  Provide and promote relevant library services.
-  Maintain fiscal responsibility and integrity.
-  Support and empower staff.
-  Provide an inviting, pleasant, and safe place to explore.

AGENDA DESCRIPTIONS: *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director

Recommendation: Adopt by Motion

Placentia Library District Board of Trustees Regular Date Meeting Agenda, September 23, 2024

4. Oral Communications

Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

6. Trustee Reports

The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

7. Library Director Report

8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Regular Date Meeting on August 26, 2024. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for August 2024. (Receive & File and Approve)

11. FY2023-2024 Fund Balance through August 2024; the Schedule of Anticipated Property Tax Revenues for FY2023-2023 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for August 2024 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for August 2024. (Receive & File)

14. Acquisitions Report for August 2024. (Receive & File)

15. Entrepreneurial Activities Report and August 2024. (Receive & File)

16. Library Impact Fee Report for August 2024. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for August 2024. (Receive, File, and Ratify Appointments)

18. Review Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

19. Administration Report for August 2024.

20. Circulation Report for August 2024.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, September 23, 2024

STAFF REPORTS (Items 21 – 24)

- 21. Children's Services Report for August 2024.
- 22. Adult and Teen Services Report for August 2024.
- 23. Technology and Website Report for August 2024.
- 24. Customer Service Report for August 2024.

CLOSED SESSION (Item 25)

- 25. Performance Evaluation of Library Director and Consideration of Changes to Compensation.

NEW BUSINESS (Items 26-34)

- 26. Approval of Benefits for the Library Director.
- 27. Authorize the Business Manager to attend the 2025 Annual California Society of Municipal Finance Officers (CSMFO) Conference in San Jose, California, February 18-21, 2025.
- 28. Adoption of Resolution 2024-04: A Resolution of the Board of Trustees of the Placentia Library District Endorsing the Candidacy of Trustee Scott Nelson to the Position of 3rd Vice President of the Executive Committee of the Independent Special Districts of Orange County.
- 29. Authorize a Fund Request for the 2024 Staff Appreciation and Recognition.
- 30. Venture Academy Internship Update.
- 31. Joint-Use Committee Updates from President Carline.
- 32. Roundtable Women's Club Updates from Secretary Dahl.
- 33. ISDOC Updates from Trustee Nelson.
- 34. LAFCO Updates from Trustee Beverage.

AGENDA DEVELOPMENT

- 35. Agenda Preparation for the October Regular Date Meeting which will be held on October 28, 2024 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 36. The Library Board of Trustees will adjourn the Regular Date September 23, 2024 meeting.

*****CERTIFICATION OF POSTING*****

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for September 23, 2024 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 18, 2024.



Lina Nguyen, Executive Assistant



**ADDENDUM TO REGULAR MEETING AGENDA
SEPTEMBER 23, 2024**

NOTICE IS HEREBY GIVEN that Item 30A is added to the Library Board of Trustees regular meeting agenda for Monday, September 23, 2024

30A. Discuss the General Contracting Services RFP No. 2024-02 Proposals and Award Bid to U.S. Builders

*****CERTIFICATION OF POSTING*****

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Addendum to Regular Meeting Agenda for September 23, 2024 of the Library Board of Trustees of the Placentia Library District was posted on September 19, 2024.



Lina Nguyen, Executive Assistant

MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 AUGUST 26, 2024

CALL TO ORDER

Secretary Dahl called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on August 26, 2024 at 6:31 p.m.

Members Present: Secretary Sherri Dahl, Trustee Voiza Arnold, Trustee Stephanie Beverage, Trustee Nelson.

Members Absent: President Gayle Carline (excused).

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.

Guests: Crystal Lynn, CLASS Director of Investment Services; Ceyda Kalkanci, Library Assistant; Laura DeLeon, Library Clerk.

ADOPTION OF AGENDA

It was motioned by Trustee Nelson to adopt agenda as presented. It was seconded by Trustee Beverage (Item 3).

AYES: Dahl, Arnold, Beverage, Nelson
 NOES: None
 ABSENT: Carline

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline had an excused absence.

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Dahl reported she attended the Placentia Library Friends Foundation (PLFF) budget meeting, the Round Table Women’s Club meeting, the Round Table Women’s Club soup workshop, and the Round Table Women’s Club’s celebration of life for Tommie Kalman.

Trustee Arnold did not have anything to report on.

Trustee Beverage reported she attended the Taste of Placentia and a part of a Niche Academy training on communication skills.

Trustee Nelson reported he attended the Taste of Placentia.

LIBRARY DIRECTOR REPORT

Director Contreras took this time to introduce the new On-Call Library Assistant for Adult Services, Ceyda Kalkanci. Ms. Kalkanci spoke briefly about herself. The Board welcomed her to the library.

Director Contreras reported she attended the Public Library Directors Forum, the Virtual United for Libraries Foundations and Fundraising Day, a meeting with President Carline for monthly agenda building, the Joint Use Meeting, the Santiago Library System Executive Council Directors Meeting, Special District Library Director’s quarterly meeting, the PLFF budget meeting, a luncheon with Police Chief Butts, and LOT 318’s BBQ and back pack event. She thanked Bookmobile

Library Assistant, Damean Sanz, for the outreach he did at the LOT 318 event. The District will continue to work with LOT 318. It is one of the stops that we are proposing for the bookmobile. She also sat on an interview panel for Huntington Beach Public Library for their Senior Principal Librarian position.

FRIENDS FOUNDATION REPORT

There was nothing reported for this item.

CONSENT CALENDAR

It was moved by Trustee Nelson and seconded by Trustee Beverage to approve Agenda Items 9-24 as presented. A roll call vote was taken:

AYES: Dahl, Arnold, Beverage, Nelson
NOES: None
ABSENT: Carline

MINUTES FOR JULY 22, 2024 REGULAR DATE MEETING.

The minutes for the July 22, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

AYES: Dahl, Arnold, Beverage, Nelson
NOES: None
ABSENT: Carline

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for July 2024 (Item 10)
Fund 707 Balance Report for July 2024 (Item 11)
Financial Reports through July 2024 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments (Item 12)
Balance Sheets for July 2024 (Item 13)
Acquisitions Report for July 2024 (Item 14)
Entrepreneurial Activities Report for July 2024 (Item 15)
Library Impact Fee Report for July 2024 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for July 2024 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for July 2024 (Item 19)
Circulation Report for July 2024 (Item 20)

STAFF REPORTS

Children’s Services Report July 2024 (Item 21)
Adult Services Report for July 2024 (Item 22)
Placentia Library Website Technology Report for July 2024 (Item 23)
Customer Service Report (Items 24)

AUTHORIZE THE PLACENTIA LIBRARY DISTRICT TO INVEST WITH THE CALIFORNIA COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM (CLASS).

Director Contreras introduced CLASS Director of Investment Services, Crystal Lynn, to the Board. Ms. Lynn talked about CLASS and how it will be beneficial to the District if they invest in it. After a brief discussion where Ms. Lynn answered questions from the Board, the Board shared they are focused on safety and CLASS looks like a solid organization. Trustee Nelson made a motion to authorize the District to withdraw \$2,624,068.52 from the BMO savings account and invest and enroll in the CLASS Prime Fund and authorize the Library Director to complete and execute documents as needed. It was seconded by Trustee Beverage. A roll call vote was taken:

AYES: Dahl, Arnold, Beverage, Nelson

NOES: None
ABSENT: Carline

AUTHORIZE THE REQUEST FOR PROPOSAL FOR CONSTRUCTION SERVICES OF THE OUTDOOR LEARNING EXPERIENCE AND LOADING DOCK PROJECTS.

Director Contreras reported the Board had approved Anser as the project management team for the Outdoor Learning Experience and loading dock projects at the last meeting. She advised tonight’s RFP is for the construction services. She advised the timeline is quick because the project needs to be completed by the end of the calendar year, per the funding requirement. She thanked Anser, Business Manager Maskarino, and the City for putting together this RFP in a timely manner. Trustee Beverage made a motion to authorize the issuance of the RFP for construction services for the OLE project. It was seconded by Trustee Nelson. A roll call vote was taken:

AYES: Dahl, Arnold, Beverage, Nelson
NOES: None
ABSENT: Carline

AUTHORIZE A CLOSURE ON DECEMBER 5, 2024 FOR STAFF DEVELOPMENT DAY.

Director Contreras reported there are two Staff Development Days a year. This will be the second Staff Development Day of this year. The date was chosen to coincide with the City’s Tree Lighting event to help alleviate any parking challenges for the event. Trustee Beverage made a motion to authorize a closure on December 5, 2024 for a Staff Development Day. It was seconded by Trustee Nelson. A roll call vote was taken:

AYES: Dahl, Arnold, Beverage, Nelson
NOES: None
ABSENT: Carline

PRESENTATION OF THE COMMUNITY SURVEY CONDUCTED IN FEBRUARY – APRIL.

Director Contreras reported the District had recently conducted a community survey to get feedback on community needs. She shared she was pleased with the results from the survey. Based off of the results from the survey, Director Contreras advised the District will be discontinuing the print version of the District’s newsletter but will still have a digital copy available online. Secretary Dahl expressed it was great to see the good comments about staff. Trustee Arnold advised there will still be some patrons who would like to have a physical copy of the newsletter on hand. Director Contreras clarified the District will still have physical copies on hand at the District. The discontinuation of the print version is for the mass distribution only. All patrons who still want a physical copy can pick one up at the District or advise the District they will want one mailed to them.

JOINT-USE COMMITTEE UPDATES FROM PRESIDENT CARLINE.

Director Contreras advised President Carline is absent and will be unable to report out on the Joint Use Meeting. Meeting minutes are available in the Board book.

ROUNDTABLE WOMEN’S CLUB UPDATES FROM SECRETARY DAHL.

Secretary Dahl reported the Round Table Women’s Club Board Meetings will resume on September 3, 2024. There is one more workshop left for the soup workshops, where bags will be decorated. She is continuing her work on the scholarship program.

LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported LAFCO met in August. They reviewed the grand jury report but that was focused on water and waste water in South County. Other topics of the meeting included policy changes, rate validation for their accounting,

and then they went into a closed session. The District is in the section of the County that is due for new MSRs but no schedule has been posted yet.

**ISDOC & LEGISLATIVE
UPDATES FROM TRUSTEE
NELSON.**

Trustee Nelson reported all CSDA highlights will go back in February. They are not active during this time of year. Nothing has moved on key issues that the District has interest in.

AGENDA DEVELOPMENT

Secretary Dahl would like to hear an update on the George Key internship with the District during the next Board Meeting.

The next Board Meeting will be on September 23, 2024 at 6:30 p.m.

Trustee Nelson made a motion to reopen the consent calendar for agenda items 9-24. Secretary Dahl wanted to commend the District for raising the passport numbers and the total card holders.

It was moved by Trustee Nelson and seconded by Trustee Beverage to approve Agenda Items 9-24 as presented. A roll call vote was taken:

- AYES: Dahl, Arnold, Beverage, Nelson
- NOES: None
- ABSENT: Carline

ADJOURNMENT

Secretary Dahl closed the meeting in memory of Barbara Carline, President Carline’s mother-in-law.

The Board of Trustees Regular Date Meeting of August 26, 2024 was adjourned at 7:31 p.m.

(Absent)
Gayle Carline, President
Library Board of Trustees

Sherri Dahl, Secretary
Library Board of Trustees

11:53 A.M.
09/18/24
Accrual Basis

**Placentia Library District
Check Register
August 2024**

Date	Ref No.	Payee	Memo	Payment	Type
08/05/2024	13841	Midwest Tape	Audiobooks & Blue-Rays	957.91	Bill Payment
08/05/2024	13842	Library Ideas	Freegal Music Subscription 07/01/24-06/30/25	5,974.00	Bill Payment
08/05/2024	13843	Playaway Products	Wonderbooks & Spanish Collection	144.62	Bill Payment
08/05/2024	13844	City of Placentia Emcor Services - Mesa	Mariposa Landscapes May 2024 Commercial Aquatic Services April and May 2024	2,102.21	Bill Payment
08/05/2024	13845	Energy	Worked on AC unit issues	1,032.50	Bill Payment
08/05/2024	13846	Arcelia Janitorial Service Pitney Bowes Purchase	Janitorial Services from 07/01/24-07/31/24	4,450.00	Bill Payment
08/05/2024	13847	Power	July 2024 Statement	716.99	Bill Payment
08/05/2024	13848	Cintas	Janitorial Supplies	432.21	Bill Payment
08/05/2024	13849	Baker & Taylor	Books	6,208.35	Bill Payment
08/05/2024	13850	Staples, Inc.	Paper towels and hand soap	589.06	Bill Payment
08/05/2024	13851	OverDrive	Audiobooks & Ebooks	1,650.90	Bill Payment
08/05/2024	13852	Kanopy Inc.	Video tickets and credits	715.00	Bill Payment
08/05/2024	13853	Midwest Tape-Hoopla Public Agency Retirement	Digital Subscription Content for July 2024	8,081.77	Bill Payment
08/05/2024	13854	Services	Contributions for payroll on 07/31/24	2,604.95	Bill Payment
08/05/2024	13855	UMPQUA BANK	CC Transactions 06/29/24-07/30/24	6,410.29	Bill Payment
08/05/2024	13856	SDRMA Golden State Water	Medical & Ancillary Benefits September 2024	30,092.19	Bill Payment
08/05/2024	13857	Company	Service from 06/19/24-07/25/24	2,146.28	Bill Payment
08/05/2024	13858	Brodart Co.	Spanish collection	65.73	Bill Payment
08/05/2024	13859	Legacy Integrative Solutions	Service from 07/02/24-07/29/24	1,188.55	Bill Payment
08/05/2024	13860	Placentia Library District	For Payroll on 08/28/24	80,000.00	Bill Payment
08/05/2024	13861	Dick's Lock & Safe	Rekeyed privacy booth	136.10	Bill Payment
08/05/2024	13862	Southern California Edison	Service from 06/28/24-07/30/24	9,586.35	Bill Payment
08/05/2024	13863	Dewey Pest Control	August Service	90.00	Bill Payment
08/06/2024	13864	Republic Services	Recycling Service 07/01-07/31 Waste/Recycling Overage 07/09, 07/23 and 07/30 Pickup Service 08/01-08/31	486.22	Bill Payment
08/08/2024	13865	Sign Imaging	Sign for Quiet Nook	578.81	Bill Payment
08/08/2024	13866	IDS Group Inc.	Outdoor Library	2,680.65	Bill Payment
08/08/2024	13867	All Star Chem Dry	Carpet cleaning in public areas	2,750.00	Bill Payment
08/08/2024	13868	CALNET3	Service from 07/02/24-08/01/24	260.83	Bill Payment
08/08/2024	13869	Joe Backflow Co.	Annual backflow test	150.00	Bill Payment
08/19/2024	13870	Charter Communications	Service from 08/12/24-09/11/24	91.99	Bill Payment
08/19/2024	13871	Cintas	Janitorial Supplies	213.81	Bill Payment
08/19/2024	13872	Glasby Maintenance Supply Public Agency Retirement	Janitorial supplies	248.82	Bill Payment
08/19/2024	13873	Services	Contributions for payroll on 08/14/24	2,609.39	Bill Payment
08/19/2024	13874	Mobile Citizen, LLC		360.00	Bill Payment
08/19/2024	13875	Placentia Library District	For payroll on 09/11/24	80,000.00	Bill Payment
08/19/2024	13876	Zoobean, Inc.	Beanstack Premium 10/01/24-09/30/24	1,668.97	Bill Payment
08/26/2024	13877	OverDrive	Ebooks	14.99	Bill Payment
08/26/2024	13878	Playaway Products	Spanish Collection & Wonderbooks	1,331.46	Bill Payment
08/26/2024	13879	Age of Learning, Inc. Eagle Multi Media	ABCmouse Online Curriculum	1,575.00	Bill Payment
08/26/2024	13880	Productions	July IT Support Services	10,540.00	Bill Payment

11:53 A.M.
09/18/24
Accrual Basis

**Placentia Library District
Check Register
August 2024**

08/26/2024	13881	SoCalGas	Service from 07/16/24-08/15/24	47.62	Bill Payment
08/26/2024	13882	Bibliotheca LLC	Smart Station 200 x2 09/01/24-08/31/25 Smartgate 400 09/01/24-08/31/25	2,417.00	Bill Payment
08/26/2024	13883	American Library Association	ALA 2024 Membership Renewal for JC	317.00	Bill Payment
08/26/2024	13884	Cintas	Janitorial Supplies	179.28	Bill Payment
08/26/2024	13885	JV Plumbing	Replaced faucet's in public restrooms	1,698.32	Bill Payment
08/26/2024	13886	Midwest Tape	Audiobooks & Blu-rays	377.40	Bill Payment
08/26/2024	13887	Public Agency Retirement Services	Contributions for payroll on 08/28/24	2,608.09	Bill Payment
08/26/2024	13888	Baker & Taylor	Books	744.09	Bill Payment
08/26/2024	13889	Golden State Water Company	Service from 07/25/24-08/20/24	2,042.79	Bill Payment
08/26/2024	13890	Placentia Library District	For payroll on 09/25/24	80,000.00	Bill Payment
			TOTAL	\$ 361,368.49	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Fund Balance Report through August 2024 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: September 23, 2024

Fiscal Year 2024-2025	
7/31/2024	852,276.28
8/31/2024	855,407.23
9/30/2024	
10/31/2024	
11/30/2024	
12/31/2024	
1/31/2025	
2/28/2025	
3/31/2025	
4/30/2025	
5/31/2025	
6/30/2025	

Fiscal Year 2023-2024	
7/31/2023	817,970.90
8/31/2023	820,434.59
9/30/2023	822,916.52
10/31/2023	825,542.53
11/30/2023	828,237.08
12/31/2023	830,976.37
1/31/2024	833,921.08
2/28/2024	836,851.01
3/31/2024	839,963.27
4/30/2024	843,034.60
5/31/2024	846,053.98
6/30/2024	849,150.81



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

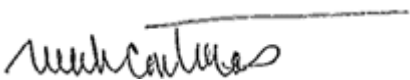
SUBJECT: **Financial Reports through August 2024 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: September 23, 2024

Summary of Cash and Investments as of August 31, 2024

Cash with Orange County Treasurer Fund 9LX	\$	855,407.23
General Fund Checking – BMO	\$	361,792.61
General Fund Savings – BMO	\$	2,682,587.01
<i>(Impact Fees in Savings – Restricted)</i>	\$	901,070.58
Payroll Checking – Wells Fargo Bank	\$	263,107.11
Total Cash and Investments	\$	4,162,893.96

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.



Jeanette Contreras
Library Director



PLACENTIA LIBRARY DISTRICT
 YTD REVENUE REPORT
 AS OF AUGUST 31, 2024

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,322,916	24,141	(3,298,775)	0.7%
4020	Property Taxes - Current Unsecured	94,378	0	(94,378)	0.0%
4050	Property Taxes - Curr Supplemental	87,057	9,882	(77,175)	11.4%
4070	Interest on Unapport Tax	670	0	(670)	0.0%
4080	Penalties & Costs on Delinq Taxes	22,445	28,373	5,928	126.4%
4090	Taxes Special Dist Augmentation	10,065	0	(10,065)	0.0%
* 4180	Other Revenue	0	0	0	-
4190	State - Homeowners Property Tax Relief	12,760	0	(12,760)	0.0%
	Sub Total	3,550,291	62,395	(3,487,896)	1.8%
INTEREST REVENUE					
4600	Interest	33,966	3,167	(30,799)	9.3%
	Sub Total	33,966	3,167	(30,799)	9.3%
GRANT REVENUE					
4210	State Grants	140,000	4,210	(135,790)	3.0%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	Sub Total	145,000	4,210	(140,790)	2.9%
MISCELLANEOUS REVENUES					
4410	PLFF Grants	38,000	38,000	0	100.0%
4310	Fines & Fees	15,357	2,861	(12,496)	18.6%
4320, 4330	Passport/Photos	244,170	41,040	(203,130)	16.8%
4340	Meeting Room Fees	1,260	805	(455)	63.9%
* 4430	Other: Miscellaneous	3,500	0	(3,500)	-
	Sub Total	302,287	82,706	(219,581)	27.4%
TOTAL REVENUES YTD FOR FY 23/24:		4,031,544	152,479	(3,879,065)	3.8%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
BEGINNING BALANCE		4,698,582	4,162,894	(535,688)	
4500	Cash/Investments	874,141	900,344	26,204	
ENDING BALANCE					
YTD ACTUAL					

* Mathematically unable to divide by zero.

**PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
as of August 31, 2024
17% of the year completed.**

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT REMAINDER
SALARIES & EMPLOYEE BENEFITS				
5010, 5020	Salaries & Wages	1,960,000	295,810	0.15
5030	Retirement & Post Employment Trust 115	72,801	12,924	0.18
5040	Unemployment Insurance	5,000	0	0.00
5050	Health Insurance	332,574	54,889	0.17
5060	Life Insurance	4,720	755	0.16
5064	Dental Insurance	10,960	1,600	0.15
5066	AD & D Insurance	6,083	932	0.15
5068	Vision Insurance	2,529	194	0.08
5070	Workers' Compensation Insurance	34,332	3,461	0.10
5090	Education Assistance Program	0	0	0.00
TOTAL		\$2,428,999	\$370,564	0.15
SERVICES & SUPPLIES				
5099	Property & Liability Insurance	78,454	13,170	0.17
5100-5140	Communications, Internet, Cable	60,000	699	0.01
5150-5180	Janitorial Supplies & Services	95,800	11,676	0.12
5160	Refuse Disposal	3,500	899	0.26
5205	Maintenance Equipment	19,384	2,379	0.12
5200, 5210-5280	Building Maintenance	150,000	13,389	0.09
5290-5292	Memberships	13,000	2,323	0.18
5300-5450, 5350	Office Expenses & Postage	85,000	41,655	0.49
5400-5480	Prof./Specialized Services	278,300	51,217	0.18
5490	Loan Obligation (f-bank)	73,900	57,821	0.78
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	51,285	1,959	0.04
5500	Books/Library Materials	320,000	43,360	0.14
5600	Travel & Meetings/Professional Development	55,000	1,851	0.03
5700	Mileage/Parking	1,000	24	0.02
5800	Utilities	83,177	13,873	0.17
5900	Bookmobile - Vehicle	200,000	0	0.00
5901	Bookmobile - Collection	90,000	0	0.00
5902	Bookmobile - Supplies & Materials	10,000	0	0.00
5904	Bookmobile - Other	5,000	0	0.00
6000	Other	1,200,000	12,969	0.01
TOTAL		\$2,872,800	\$269,263	0.09
OPERATING EXPENSES		\$5,301,799	\$639,828	0.12
FIXED ASSETS & TAXES				
1310	Building Improvements	85,500	0	0.00
1320	Equipment & Furniture	10,000	0	0.00
2500	Capital Lease	73,844	0	0.00
6100	Taxes and Assessments	13,034	0	0.00
TOTAL		\$182,378	\$0	0.00
TOTAL BUDGET		\$5,484,177	\$639,828	0.12
				\$4,844,349

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for August 2024

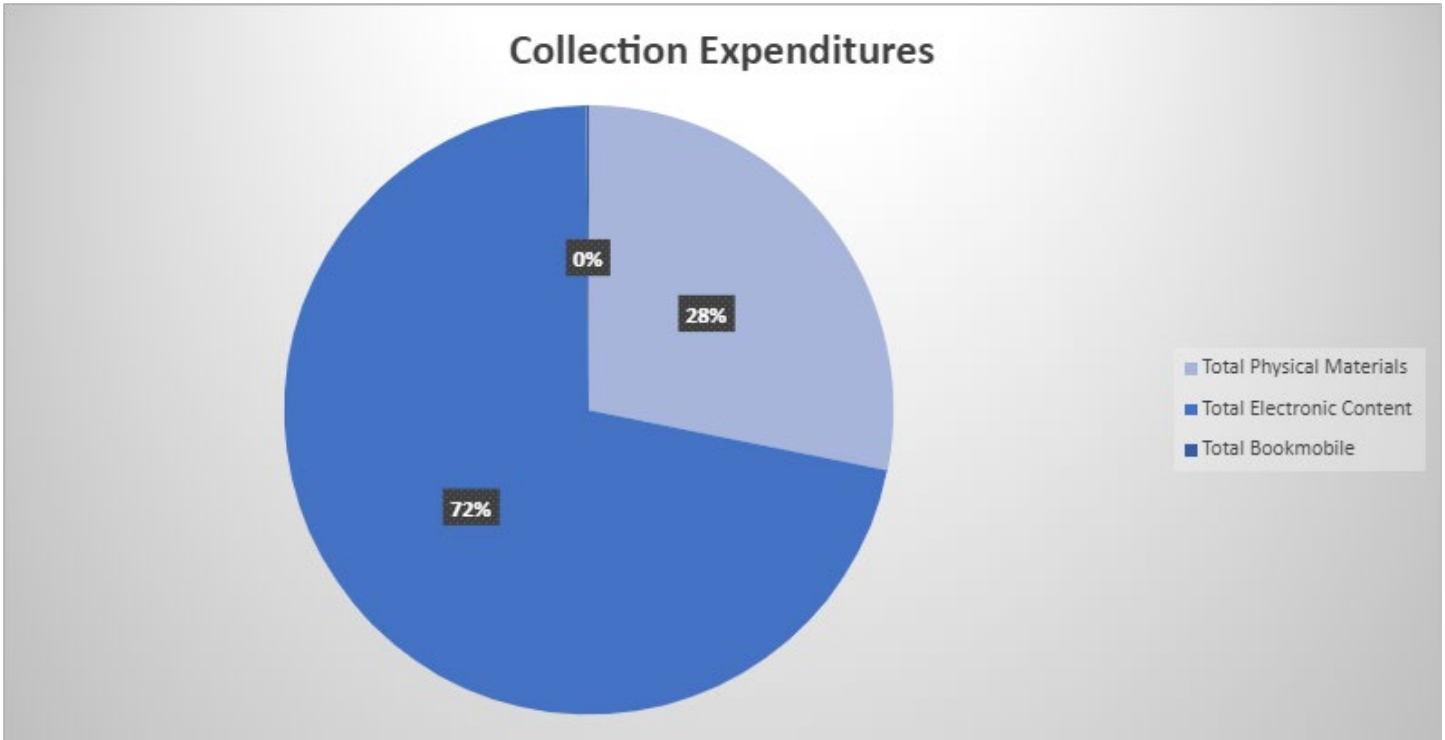
DATE: September 23, 2024

MONTHLY STATISTICS

Total Budget	FY 2024-25	% Spent	FY 2023-24	% Spent
Library	\$342,328	17%	\$350,620.00	17%
*Bookmobile	\$90,000	0%	70,000	0

*Bookmobile funds from FY23/24 rolled over to FY 24/25 due to a delay in vehicle delivery.

Collection Expenditures	August 2024	August 2023	FY-T-D 2024-25	FY-T-D 2023-24	FY-T-D % changed
Print Materials	\$3,065	\$4,508	\$9,375	\$10,748	-13%
Print Serial Subscription	\$0	\$883	\$1,468	\$2,024	-27%
Audio Materials	\$1,605	N/A	\$2,145	N/A	N/A
Video Materials	\$352	N/A	\$915	N/A	N/A
LOTS	\$1,593	\$629	\$2,793	\$2,823	-1%
Total Physical Materials	\$6,616	\$6,020	\$16,696	\$15,595	7%
Digital eBooks	\$2,792	\$8,111	\$6,137	\$15,471	-60%
Digital eAudiobooks	\$5,974	N/A	\$11,349	N/A	N/A
Other Digital	\$1,757	N/A	\$3,475	N/A	N/A
Online Learning Platforms	\$1,575	\$10,176	\$21,539	\$28,144	-23%
Total Electronic Content	\$12,099	\$18,287	\$42,500	\$43,615	-3%
Bookmobile Print Materials	\$74	N/A	\$74	N/A	N/A
Bookmobile LOTS	\$0	N/A	\$0	N/A	N/A
Total Bookmobile	\$74	N/A	\$74	N/A	N/A
Total Collection Expenditures	\$18,789	\$24,307	\$59,270	\$59,210	0%



Titles Added	August 2024	August 2023	FY-T-D 2024-25	FY-T-D 2023-24	FY-T-D % changed
Print Materials	333	248	451	515	-12%
Print Serial Subscription	0	1	2	2	0%
Audio Materials	23	N/A	23	N/A	N/A
Video Materials	6	N/A	6	N/A	N/A
LOTs	0	0	0	0	0%
Total Physical Materials	362	249	482	517	-7%
Digital eBooks	1059	4287	2289	8040	-72%
Digital eAudiobooks	1991	N/A	3938	N/A	N/A
Other Digital	796	N/A	1523	N/A	N/A
Online Learning Platforms	1	2	5	6	-17%
Total Electronic Content	3847	4289	7755	8046	-4%
Bookmobile Print Materials	0	N/A	0	N/A	N/A
Bookmobile LOTs	0	N/A	0	N/A	N/A
Total Bookmobile	0	N/A	0	N/A	N/A
Total Titles Added	4,209	4538	8237	8563	-4%

All Materials Held	August	July	Month to Month
	2024	2024	% changed
Total Library Physical	82,053	81,966	0%
Total Digital	2,015,513	1,968,978	2%
Total Bookmobile Physical	0	0	N/A
Total All Materials	2,097,566	2,050,944	2%

Library Children's Physical Materials Held	August	July	Month to Month
	2024	2024	% change
Children's Fiction	23,313	23,237	0%
Children's Nonfiction	13,949	13,963	0%
Children's Spanish	3,212	3,359	-4%
Children's Audiobook	990	898	10%
Children's DVD/Video	1,678	1,697	-1%
Children's LOTs	63	63	0%
TOTAL Library Children's Physical Material	43,205	43,217	0%

Library Adult/Teen Physical Materials Held	August	July	Month to Month
	2024	2024	% change
Adult Fiction	17,053	16,836	1%
Adult Nonfiction	12,724	12,762	0%
Adult Foreign Language	1,302	1,302	0%
Adult Audiobook	1,327	1,324	0%
Adult DVD/Video	3,059	3,047	0%
Adult LOTs	146	147	-1%
Vinyl Records	184	184	0%
Video Games	392	412	-5%
Teen Fiction	2,661	2,735	-3%
TOTAL Library Adult/Teen Physical Material	38,848	38,749	0%

Digital Material Held	July	June	Month to Month
	2024	2024	% change
eBooks	1,125,367	1,070,389	5%
Digital Audiobooks	264,206	257,179	3%
Digital Videos	109,800	108,060	2%
Digital Magazines	4,192	4,186	0%
Digital Music	465,404	460,958	1%
Online Learning Platforms	9	11	-18%
TOTAL	1,968,978	1,900,783	4%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Service Revenue Activities Report for August 2024

DATE: September 23, 2024

Net Revenue Summary for August 2024

			YTD	YTD
	Aug-24	Aug-23	2024-2025	2023-2024
Passport	14,840	11,655	29,500	22,085
Passport Photos	5,940	5,048	11,540	8,948
Fines & Fees	1,405	1,073	2,861	1,858
Meeting Room	0	0	0	0
TOTAL	\$ 22,185	\$ 17,776	\$ 43,901	\$ 32,891



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Library Impact Fee Report – August 2024

DATE: September 23, 2024

Total Monthly Fees Collected			YTD	YTD
	Aug-24	Aug-23	2024-2025	2023-2024
	\$26,203.50	\$27,639.34	\$26,203.50	\$27,639.34

Development Projects List

Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date

2024/2025 YTD Total	\$26,203.50
Beginning Balance (7/01/2024)	\$ 874,140.68
Ending Balance (08/31/2024)	\$900,344.18



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for August 2024

DATE: September 23, 2024

			YTD	YTD
	Aug-24	Aug-23	2024-2025	2023-2024
Separation	0	0	0	0
Retirement	0	0	0	0
Appointments	0	0	0	0
Open Positions	1	3	2	6
Workers' Compensation Leave	0	0	0	0
TOTAL	1	3	2	6

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Librarian I – Adult FT

WORKERS COMPENSATION LEAVE:
None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Carlo Maskarino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through August 2024
DATE: September 23, 2024

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2024-2025						
Jul-24	7/22/2024	1,519.81	582.40	0.00	0.00	2,102.21
Aug-24	*	*	*	*	*	*
Sep-24						
Oct-24						
Nov-24						
Dec-24						
Jan-25						
Feb-25						
Mar-25						
Apr-25						
May-25						
Jun-25						
	TOTAL	\$1,519.81	\$582.40	\$0.00	\$0.00	\$2,102.21

* City Billing Not Received

PERIOD COVERED	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2023-2024						
Jul-23	7/25/2023	3,310.12	287.04	20.20	0.00	3,617.36
Aug-23	8/31/2023	0.00	291.20	0.00	0.00	291.20
Sep-23	9/26/2023	0.00	291.20	21.06	274.17	586.43
Oct-23	*	*	*	*	*	*
Nov-23	11/6/2023	0.00	900.00	10.26	0.00	910.26
Dec-23	12/15/2023	0.00	582.40	11.95	760.03	1,354.38
Jan-24	1/31/2024	321.16	540.80	24.95	0.00	886.91
Feb-24	*	*	*	*	*	*
Mar-24	3/5/2024	11,837.34	0.00	24.43	37.18	11,898.95
Apr-24	*	*	*	*	*	*
May-24	5/16/2024	1,519.81	0.00	24.27	0.00	1,544.08
Jun-24	6/26/2024	0.00	1,352.00	12.11	0.00	1,364.11
	TOTAL	\$16,988.43	\$4,244.64	\$149.23	\$1,071.38	\$22,453.68



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for August 2024

DATE: September 23, 2024

Meetings:

- August 5th, PLFF Board President meeting: Library Director
- August 6th, Huntington Beach Public Library Interview Panel: Library Director
- August 7th, OLE Construction Management Services meeting: Library Director, Assistant Library Director, and Business Manager attended a virtual meeting to discuss the project's scope of work, timeline, staffing, pricing, and expectations.
- August 7th, Public Library Director Forum Planning (PLDF) Committee: Library Director
- August 8th, Library Board President Meeting: Library Director
- August 8th, Joint Use Committee: Board President, Library Director, Assistant Library Director, Executive Assistant
- August 12th, RFP 2024-01 Project Kick-off Meeting: Business Manager meeting with Anser Advisory Group to kick-off Loading Dock and Outdoor Library projects.
- August 13th, Santiago Executive Council: Library Director
- August 15th, Public Works Director, Chris Tanio: Library Director
- August 19th, PLFF Budget Meeting: Library Director
- August 21st, Hoopla Budget Review Meeting: Assistant Library Director and Supervisors met with a Hoopla representative to review usage and budget for the 2024-2025 fiscal year, ensuring that spending remains within a reasonable and sustainable range.
- August 21st, PLDF Committee Meeting: Library Director
- August 21st, Library Directors Networking Meeting: Assistant Library Director

- August 23rd, LOT 318 Community Event: Library Director
- August 26th, Library Board Meeting: Administration
- August 27th, Staff Meeting: Administration
- August 27th, Arcelia Cleaning Service: Library Director
- August 28th, Meeting with Circulation Supervisor and Volunteer: Library Director
- August 29th, Public Libraries Survey Information Session: Assistant Library Director attended the information session to review the data elements that were added, removed, or modified for this year's survey.
- August 29th, Library Impact Fee Meeting: Business Manager attended library impact fee meeting with City of Placentia's Director of Development Services, Joseph Lambert.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for August 2024

DATE: **September 23, 2024**

Children's Circulation	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Children's Fiction Physical	10,336	10,270	21,067	22,098	-5%
Children's Fiction Digital	1,246	929	2,630	1,848	42%
Children's Fiction TOTAL	11,582	11,199	23,697	23,946	-1%
Children's Nonfiction Physical	2,887	2,551	6,071	5,494	11%
Children's Nonfiction Digital	150	106	266	191	39%
Children's Non-Fiction TOTAL	3,037	2,657	6,337	5,685	11%
Children's Magazine Digital	34	14	69	22	214%
Children's Magazine TOTAL	34	14	69	22	214%
Children's Audiobook Physical	1,076	693	2,144	1,527	40%
Children's Audiobook Digital	809	619	1,635	1,221	34%
Children's Audiobook TOTAL	1,885	1,312	3,779	2,748	38%
Children's DVD/Video Physical	414	428	787	895	-12%
Children's DVD/Video Digital	81	68	157	130	21%
Children's DVD/Video TOTAL	495	496	944	1,025	-8%
Children's LOTS	37	46	78	88	-11%
Music Digital	13	26	23	42	-45%
TOTAL All Children's Physical Content	14,750	13,988	30,147	30,102	0%
TOTAL All Children's Digital Content	2,333	1,762	4,780	3,454	38%
TOTAL All Children's Content	17,083	15,750	34,927	33,556	4%

Adult/Teen Circulation	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Adult Fiction Physical	2,540	2,740	5,176	5,586	-7%
Adult Fiction Digital	3,708	2,736	7,586	5,545	37%
Adult Fiction TOTAL	6,248	5,476	12,762	11,131	15%
Adult Nonfiction Physical	1,572	1,927	3,161	3,817	-17%
Adult Nonfiction Digital	1,045	814	2,082	1,596	30%
Adult Non-Fiction TOTAL	2,617	2,741	2,617	2,741	-5%
Adult Magazine Digital	625	203	1,322	362	265%
Adult Magazine TOTAL	625	203	1,322	362	265%
Adult Audiobook Physical	90	147	164	296	-45%
Adult Audiobook Digital	7,150	4,369	14,199	8,580	65%
Adult Audiobook TOTAL	7,240	4,516	14,363	8,876	62%
Adult DVD/Video Physical	630	592	1,260	1,165	8%
Adult DVD/Video Digital	599	634	1,177	1,195	-2%
Adult DVD/Video TOTAL	1,229	1,226	2,437	2,360	3%
Adult LOTs	116	98	229	217	6%
State Parks Pass	71	93	142	155	-8%
Vinyl Records*	111		197		
Video Games	357	439	772	810	-5%
Music Digital	64	70	133	171	-22%
Teen Fiction Physical	391	446	789	851	-7%
Teen Fiction Digital	347	248	739	558	32%
Teen Fiction Total	738	694	1,528	1,409	8%
TOTAL All Adult/Teen Physical Content	5,878	6,482	11,890	12,897	-8%
TOTAL All Adult/Teen Digital Content	13,538	9,074	27,238	18,007	51%
TOTAL All Adult/Teen Content	19,416	15,556	39,128	30,904	27%

All Circulation	August	July	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Total Circulation Physical	20,628	20,470	42,037	42,999	-2%
Total Circulation Digital	15,871	10,836	32,018	21,461	49%
Total All Circulation	36,499	31,306	74,055	64,460	15%
Non-English Language Circulation	1,006	732	2,093	1,464	43%

Online Database Usage	August	August	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2024	2023	2024-25	2023-24	% change
ABC Mouse	712	3,053	1,672	4,410	-62%
Freegal	1,034	1,119	2,219	2,264	-2%
Novelist Plus	90	14	215	43	400%
Novelist Select^	2,276		4,702		
BookFlix	47	40	238	212	12%
Scholastic Teachables	13	147	73	439	-83%
TOTAL PLD DATABASE USAGE	4,172	4,497	9,119	7,492	22%

Online Database Usage	August	August	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2024	2023	2024-25	2023-24	% change
Brainfuse JobNow/VetNow	5	11	10	20	-50%
Brainfuse HelpNow~	1	2	1	3	-67%
Britannica	53	40	67	48	40%
LinkedIn Learning	255	55	364	81	349%
ProQuest~	9	1	9	1	800%
ProQuest Culture Grams~	0	0	0	0	
Teaching Books and BookConnections	439	206	729	270	170%
National Geographic Kids (Gale)~	0	17	0	19	
Gale in Context: Environmental Studies~	0	0	0	0	
Gale Interactive: Science~	0	0	0	11	
Coursera	4	16	9	35	-74%
EBSCO LearningExpress Library~	0	1	6	1	500%
Northstar~	2	3	2	3	-33%
Alexander Street*	2		2		
PebbleGo Science K-2^	0		2		
TOTAL CSL DATABASE USAGE	770	352	1,201	492	144%
TOTAL ALL DATABASE USAGE	4,942	4,849	10,320	7,984	29%

*New collection for FY 23-24

^New collection for FY 24-25

~Mathematically unable to divide by zero



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for August 2024

DATE: September 23, 2024

Number of Programs by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Storytime	7	11	16	20	-20%
Children's Programs	12	10	28	22	27%
Hangar	1	1	1	2	-50%
Teen Programs	3	3	6	5	20%
Self Directed CT	3	1	6	4	50%
Outreach	2	1	4	1	300%
TOTAL Children/Teen	28	27	59	52	13%

Program Attendance by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Storytime	317	650	739	1,168	-37%
Children's Programs	880	773	2,629	1,921	37%
Hangar	14	450	14	548	-97%
Teen Programs	24	29	44	55	-20%
Self Directed	40	22	275	229	20%
Outreach	25	365	125	365	-52%
TOTAL Children/Teen	1,350	2,289	3,862	3,738	3%

The Hangar Makerspace	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Hangar Activity Hour Visits	138	177	295	311	-5%
Hangar Equipment In-House Use	7		11		

ACHIEVEMENTS

- Daisy Badge planned and conducted Lunch at the Library on August 7.
- Daisy Badge planned and conducted Baby Giggles and Wiggles on August 23.
- Daisy Badge planned and conducted Family Storytime on August 17 and 31.
- Mayli Apontti facilitated Read to the Dogs on August 5.
- Mayli Apontti planned and conducted Baby Giggles and Wiggles on August 16 and 30.
- Mayli Apontti facilitated Wild Wednesday on August 7 and served as the point of contact for the performer.
- Mayli Apontti facilitated the Summer Reading Program Finale on August 10.
- Damean Sanz led Morning Meet Ups on August 23.
- Damean Sanz and Jeanette Contreras conducted outreach at LOT 318 Gomez Center.
- Damean Sanz planned and conducted Family Storytime on August 24.
- Alex Aguire planned and conducted Luna Luna Bilingual Storytime on August 14, 21, and 28.
- Alex Aguirre facilitated STEAM program with Code Ninjas on August 8.
- Caitlyn Sandfer planned and coordinated PTAC on August 1 and 15.
- Caitlyn Sandfer planned and coordinated Teen Anime/Manga Night on August 1.
- Caitlyn Sandfer and Damean Sanz planned and ran the Movies in the Park Fundraiser with teen volunteers on August 9.
- Joy Ellis led Morning Meet Ups on August 2, 9, 16, 23 and 30.

MEETINGS

- August 1, Margaret Hatanaka and Michelle Meades attended the City/Library meeting with representatives from Community Service and the Police Department. Michelle presented them with a summary of the success of this year's Third Grade visits. Margaret mentioned the popularity of the Wild Wednesdays and Lunch at the Library service and reminded them that the last Wild Wednesday would be August 7, followed up by Saturday's Summer Reading Finale performer inside the library. Community Services mentioned that they are planning on bringing the mobile animal clinic back to the library parking lot.
- August 1, Daisy Badge attended the virtual Lunch at the Library Community of Practice session where a presentation on the CLA Lunch at the Library Partner Project and Annual Outputs Survey reporting guidelines were presented.
- August 8, Margaret Hatanaka attended the Kiwanis board meeting where their Fall outreach (Taste of Placentia, Back to School gift card donation with Lot 318 students, Heritage Festival) was discussed.
- August 14, Daisy Badge met with CLA's marketing firm Media Cause to participate in an in-depth interview regarding feedback and insights about the Lunch at the Library program.
- August 21, Margaret Hatanaka, Michelle Meades and Yesenia Baltierra met with Katherine Dunne from Midwest Tapes to discuss Hoopla subscription options.

- August 21, Caitlyn Sandfer attended the Teen SLS Meeting at the OC Heritage Park Library to discuss teen programming from summer and brainstorm ideas for fall and winter teen programs.

PROFESSIONAL DEVELOPMENT

- None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for August 2024

DATE: September 23, 2024

MONTHLY STATISTICS

Number of Programs by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Adult Programs	1	1	2	3	-33%
History Room	0	0	0	1	-100%
Literacy	32	40	58	63	-8%
General Interest	0	0	0	0	-
Self-Directed	1	0	3	1	200%
TOTAL Adult	34	41	63	68	-7%

Program Attendance by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Adult Programs	12	10	22	20	10%
History Room	0	0	0	3	-100%
Literacy	338	328	518	473	10%
General Interest	0	0	0	0	-
Self-Directed	16	0	160	54	196%
TOTAL Adult	366	338	700	550	27%

History Room Activity	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
History Room Visitors	0	10	0	17	-100%
Memory Lab Appointments	0	9	0	17	-1

Volunteer Hours	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
History Room	0	0	0	0	0
PLFF	285.5	294	542	486	11%
General Library	182.50	134.25	382	260	47%
Adult Literacy	350	202	616	381	62%
PTAC	19.3	36	29	69	-58%
Teen Volunteers	166.0	358.5	650	747	-13%
Total Volunteer Hours	838	666	1569	1195	31%
FTE Equivalent	4.83	3.84	9.05	6.89	31%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2024-25	2023-24	% change
Adult Literacy Students	23	29	-21%
Adult ESL Students	38	14	171%
Adult Literacy Tutors	25	29	-14%
Adult ESL Tutors	36	1	3500%

ACHIEVEMENTS

- Sally Federman coordinated Literacy Reads – Beginner Book Club on August 7, 14, 21, 28.
- Sally Federman facilitated Literacy Reads – Int. Book Club on August 6, 13, 20, 27.
- Esther Canedo coordinated Read, Write, Speak Club on August 2, 9, 16, 23.
- Esther Canedo facilitated ESL Conversation Class at the Whitten Center on August 20, 27.
- Esther Canedo facilitated ESL Conversation Class at the Whitten Center on August 22, 29.
- Laurel Dennis facilitated ESL Conversation Class at the Library on August 6, 13, 20, 27.
- Laurel Dennis coordinated ESL Conversation Thursday morning class at the Library on August 1, 8, 15, 22, 29.
- Sally Federman facilitated the Casual Conversation group on August 1, 22.
- Esther Canedo facilitated a Leamos Class at the Whitten Center on August 20, 27.
- Sally Federman, Esther Canedo facilitated a Tutor In-Service on August 6.
- Sally Federman, Esther Canedo facilitated a Learner Discussion on August 7.
- Esther Canedo, Laurel Dennis facilitated the Backpacks for Success Outreach at the Whitten Center on August 14.
- Tim Balen gave a presentation about eBooks and Online Resources, including OverDrive/Libby, Hoopla, Novelist Plus and Novelist Select, at the staff meeting on July 23.
- Michelle Meades participated in the Alhambra City Library Interviews for a Digital Librarian 1 position on July 29.
- Tim Balen designed the Fall 2024 – Spring 2025 eXPLORE newsletter in August.
- Tim Balen shared the Fall 2024 – Spring 2025 eXPLORE newsletter on the library’s website and email newsletter in August.

- Tim Balen designed library publicity and marketing material for Adult Services, Teen Services, Children's Services, and general library in August.
- Tim Balen and Public Services staff coordinated the library's summer Graphic Design Intern and Teen Services Intern in August.
- Tim Balen organized the Summer Reading Program prize instructions and selection of winners.
- Michelle Meades and Margaret Hatanaka conducted substitute librarian interviews on August 12.

MEETINGS

- On August 21 Sally Federman attended the CLLS Networking meeting. They announced some digital literacy conferences/webinars. Then there was a presentation on Reading Horizons which is an online learning platform.
- On August 22, Sally Federman and Esther Canedo attended the ESL Working Group meeting. The meeting was facilitated by Allyson Jeffredo. Programs shared their successes. One of the programs shared their intake process while another shared their assessment process and tool (SD Quick Reading Level Assessment Tool).
- On August 6 and 13 Megan Tolman and Tim Balen met with SirsiDynix staff to set up Horizon Book List Carousels for Enterprise.
- On August 26 Megan Tolman and Michelle Meades met with Baker & Taylor to discuss grid templates for future First Look Carts.
- On August 1, Michelle Meades and Margaret Hatanaka attended the City/Library meeting where programs that would impact parking were discussed.
- On August 21, Michelle Meades, Yesenia Baltierra, and Margaret Hatanaka met with Katharine Dunne of Hoopla to discuss circulation and prices.
- On August 29, Michelle Meades met with Debye Payne of Rotary to discuss membership requirements.

PROFESSIONAL DEVELOPMENT

- On August 13, Tim Balen attended the "Welcome to Palace" webinar presented by the California State Library about the eBooks for All state program and the Palace Project.
- On August 28, Tim trained Alex Aguirre on the library's weekly newsletters on Constant Contact and Canva.
- On August 22, Sally Federman and Ruchika Sharda attended one session of the "IDEAL EdTech Innovations: An Open Conference on Digital Education!" It was about designing a digital literacy program.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for August 2024

DATE: September 23, 2024

MONTHLY STATISTICS

Computer and Wi-Fi Usage	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Children Computer Usage	394	391	740	667	11%
Children AWE Learning Usage	467	339	975	724	35%
Teen Computer Usage	161	206	295	382	-23%
Adult Computer Usage	990	1,164	2,037	2,285	-11%
Total Computer Usage	2,012	2,100	4,047	4,058	0%
Wi-Fi Usage	1,535	1,638	2,802	3,275	-14%
Guest Passes	75	113	168	210	-20%
Total Print Jobs	1,273	1,094	2,459	2,033	21%
Total Pages Printed	3,722	3,166	7,031	6,488	8%

Website Traffic	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Website visits	23,399	14,444	38,193	31,232	22%
Page Hits	35,632	23,633	63,668	51,109	25%
Users	18,497	9,521	27,835	20,500	36%
Pages/Session	1.52	1.52			
Avg. Session Duration	00:01:35	00:01:43			
% New Sessions	96	80			
Placentia Library Online Catalog Usage	3,187	4,950	6,375	10,480	-39%

App Usage	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2022-23	% change
App Downloads	68		169		
App Launches	1,340		2,859		
Searches	9,914		19,949		
Requests Placed	1,104		1,285		
Renewals Done	2,035		2,490		
Patron Updates	242		316		
App Catalog Usage	75,057		85,347		

Technology Updates

Completed Projects:

- Drafted SOP’s for online web portal form submissions
- New inhouse and children's catalog pages

Ongoing Projects:

- E-Rate project implementation
- Website Updates/ Maintenance
- Self-Check Machine replacements/ refresh
- Information Desk PC upgrades
- SirsiDynix contract extension/renewal
- Bookmobile Technology Equipment
- Online library card auto-processing
- On premise backup solution

Upcoming Projects:

- ILS RFP research
- Payment Terminal/ Cash register upgrades
- Workstation Windows 11 upgrade/replacement
- Office 2019/2016 End of life
- Library Public Education Channel 31 on Spectrum Cable
- Domain migration to ca.gov

System Updates:

Updated self-registration processes were not completed, so the new online system has been taken offline. The current manual process is still available for patrons.

Participated in 1 on 1 with Director and Assistant Director to discuss ongoing project, priorities, long-term vision. New projects have been added including on-site backups, windows 11 updates and upgrades, domain migration for website and email services, monitor upgrades for remaining old pcs, and

Maintenance updates for website, new website, mobile app, staff ipads, servers, user endpoints, and payment processing systems.

The IT consultant met with numerous third-party vendors to conduct research and provide input and consultation for special projects. These projects included ILS RFP, self-checkout machine upgrades, facility security, cash register/ e-commerce service providers, Cyber Security vendors, and others.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for August 2024

DATE: **September 23, 2024**

Attendance	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Number of Days Open	31	30	61	60	3%
Number of Hours Open	283	285	554	549	1%
Attendance	24,138	22,426	46,694	40,551	15%

Card Holders	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Active Borrowers	5,094	4,577	11,362	10,460	11%
Child Card Holders	15,838	14,817	31,575	29,587	7%
Teen Card Holders	4,717	4,592	9,419	9,175	3%
Adult Card Holders	49,105	45,809	97,922	91,273	7%
Total Card Holders	69,660	65,218	138,916	130,035	7%
New Patron Registration	401	396	797	750	6%
New Virtual Library Cards	77	106	162	185	-12%

Information Desk Activity	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Reference Questions -- in person	1,884	1,907	3,987	4,151	-4%
Reference Questions -- telephone	501	447	1,099	953	15%
Reference Questions -- email/chat	7	5	8	10	-20%
Total Reference Questions	2,392	2,359	5,094	5,114	0%
Assistance in Spanish	64	42	115	115	0%
Assistance with Passports	518	271	998	605	65%
Curbside Usage	4	10	5	23	-78%
Study Room Usage	213	143	439	314	40%

Passport Activity	August	August	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Passports Processed	422	312	841	639	32%
Consultations Only	45	27	65	52	25%
Unfilled Appointments Sat-Sun	154	1	306	5	6020%
No Show Appointments Sat-Sun	27	19	59	33	79%
Total Photos walk in/application	299	243	581	455	28%

ACTIVITIES

- Angie processed 335 new books.
- Yomara mailed 76 billing notices.
- Meeting room was used by 2 library partners: PLFF and Kiwanis
- Meeting room was used by 1 outside renter: Broadmoor HOA
- Meeting Room was used 26 times for library related activities/programs.
- Staff filled 403 requests from the pull list.
- Staff pulled 139 expired holds from the request shelf.

MEETINGS

- None

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Personnel Committee – Trustee Arnold and Trustee Beverage

SUBJECT: Performance Evaluation of Library Director and Consideration of Changes to Compensation

DATE: September 23, 2024

BACKGROUND

The Personnel Committee will report on the performance evaluation of the Library Director.

Over the past fiscal year, the Library Director has demonstrated exceptional leadership and innovation, significantly enhancing the District’s services and community impact. Key achievements include:

BUDGET

- Adoption of Resolution 2024-03 – Amendment to 2024-2025 Fiscal Year Budget
- Adoption of Resolution 2024-02 – Establishing the Appropriations Limitation for the 2024-2025 Fiscal Year.
- Awarded the following grants:

Funding Source	Amount	Projects
State Library	\$ 47,283	ESL
	\$ 37,524	Adult Literacy
	\$ 22,500	Privacy booth
	\$ 9,856	3 rd grade visits
	\$ 6,476	Lunch @ the Library
	\$ 5,680	Zipbooks
PLFF	\$ 34,301	Programming & Staff Appreciation
	\$ 3,792	Taylor Swift Program Series
Federal Communications Commission (FCC)	\$ 13,717	Equipment & software for internet
	\$ 28,723	Bookmobile, workroom & server room projects
Wi-Fly	\$ 20,000	Hotspots & laptops (LOTs collection)
Santiago Library System	\$ 2,762	Kanopy

- 2023-2024 Fiscal Year Budget Summary (under budget):
 - Revenue Analysis:
 - Total Revenue Received: \$9,604,453
 - Revenue by Source:
 - Property Tax & Interest: \$3,517,848
 - Grants: \$144,416
 - Miscellaneous: \$369,465

Year-over-Year Comparison: Revenue decreased by 6% from the previous fiscal year. This is largely due to state grants, fines and fees, and passports.

Cash and Investments:	\$4,698,581.54
Impact Fees (Restricted):	\$ 874,140.68

Expenditure Analysis

Total Expenses:	\$3,703,477
Expenses by Category:	
Salaries & Benefits:	\$2,347,558
Services & Supplies:	\$1,218,124
Fixed Assets & Taxes:	\$137,795

- Presented investment portfolio diversification recommendation, providing a higher yield investment – an increase of 1.9848% or \$52,083 additional funds for the District. The Board approved the District moving funds from BMO to the California Cooperative Liquid Assets Securities System (CLASS).

GOVERNANCE

- Authorization of Amendments to Policies:
 - 2012 – Dress Code
 - 2022 – Employee of the Year Benefits
 - 2275 – Social Media Policy
- Board Development Commitments:
 - CSDA Legislative Days
 - ALA Conference
 - CSDA Annual Conference
- Joint-Use Committee
 - Develop agenda for the monthly meeting
 - Provided meeting minutes
 - Secured commitment from the City to expedite related permits for the outdoor library space and expansion of loading dock
 - Worked with the City Administrator to have a Public Works staff assist with the Outdoor Space, Loading Dock & Electric Charging Station proposals
- Secured authorization for membership reimbursement to Secretary Dahl

PERSONNEL

- Staff development and training
 - Facilitated professional development opportunities
 - Staff Development Days
 - Conferences – CLA, PLA, CSDA Board Secretary, SMFO, Future Libraries
- Expansion of staff roles and responsibilities
 - Hired one Library Assistant
 - Shifted Bookmobile staff to conduct more community engagement opportunities
 - Promoted Adult Librarian to Adult Services Supervisor
 - Promoted two on-call Library Clerk to 20 Hr. Part-Time Library Clerk
- Diverse & Inclusive Workforce
 - Generation
 - Generation X 27%

- Baby Boomers 11%
- Generation Y 49%
- Generation Z 13%

- Classification Level
 - Administration 8%
 - Supervisors 8%
 - Librarian 17%
 - Executive Assistant 2%
 - Library Assistant 27%
 - Library Clerk 28%
 - Library Aide 2%
 - Library Page 8%

- Years of Service
 - 45 years 3%
 - 20-44 years 5%
 - 10-19 years 11%
 - 5-9 years 5%
 - Less than 5 years 76%

- Employee Recognition Program & Activities
 - Employee of the Year Recognition
 - Monthly birthday acknowledgments
 - Boba for staff
 - Pho lunch for staff
 - Staff Halloween Potluck
 - Holiday Luncheon with Administration Team
 - Administrative Assistant Day Recognition for Executive Assistant
 - Staff showers
 - Retirement Reception for an employee who has been with the District for 47 years
 - Staff Appreciation – Murder Mystery Dinner

STATISTICS (2023 – 2024 Fiscal Year)

- Collection
 - 3% increase in library collection volume
 - 3% increase in digital collection

- Circulation
 - 54% increase in children’s digital collection
 - 3% in children’s physical collection
 - 66% increase in adult & teen digital collection
 - 20% increase in teen fiction collection
 - 25% increase in California State Library-funded databases

- Programming
 - 34% increase in children’s programs offered
 - 46% increase in Hangar visits
 - 85% increase in the number of literacy programs offered
 - 49% increase in the total number of programs offered

- 26% increase in adult program attendance program attendance
- 275% increase in the number of adult ESL students
- 344% increase in the number of ESL tutors

- Computer/Wi-Fi/Virtual Services
 - 25% increase in computer usage
 - 5% increase in website visits
 - 46,001 searches using mobile application
 - 997 renewals processed using the mobile application
 - 592 requests submitted using mobile application

- Customer Service
 - 2% increase in library visits
 - 25% increase in new virtual library cards
 - 7% increase in library cardholders
 - 29% increase in study room usage
 - 29% increase in passport assistance
 - 12% increase in in-person reference transactions

- Launched mobile application

- Launched a new website platform that includes a meeting dashboard, agenda reminders, transparency dashboard, a clear indication of State compliance, Section 508 compliance, and ease-ability.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Personnel Committee – Trustee Arnold and Trustee Beverage

SUBJECT: Approval of Benefits for the Library Director

DATE: September 23, 2024

BACKGROUND

At the September 23, 2024 Closed Session, the Library Board of Trustees met to discuss the Library Director's annual performance and benefits.

SB 1436, which took effect on January 1, 2017, requires the governing bodies of local agencies to "orally report a summary of a recommendation" on the salaries, salary schedules, or compensation paid in the form of fringe benefits of local agency executives before taking a final vote on the proposed changes. SB 1436 specifies that the summary of the recommendation must be made "during the open meeting in which the final action is to be taken".

The Personnel Committee will report on benefit recommendations for the Library Director whose current benefits include:

Vacation: 176 hours per calendar year
Retirement benefits: Same as other full-time employees
Retiree health benefits for employee and family through Medicare eligibility age and thereafter Medicare supplemental benefits
Auto allowance: \$500 / month
Data plan allowance: \$50 / month
Sick leave and other holidays as provided to other full-time administrative employees
Health benefits as provided to other full-time employees
Life and disability insurance benefits

Last year, at the Library Director's request, the 3% cost of living adjustment awarded to other full-time administrative employees of the District in 2023, and which the Library Director was otherwise entitled to receive in 2024, was voluntarily forfeited by the Library Director and the equivalent amount was instead distributed equally among the other full-time and part-time employees of the District.

RECOMMENDATIONS

1. Approve the recommended benefits as presented, inclusive of input received from the Library Board of Trustees; and,
2. Roll Call Vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize the Business Manager to attend the 2025 Annual California Society of Municipal Finance Officers Conference in San Jose, California, February 18-21, 2025**

DATE: September 23, 2024

BACKGROUND

The California Society of Municipal Finance Officers (CSMFO) Conference is a significant annual event that brings together finance professionals, government officials, and industry experts from across the state. This report provides an overview of the preparations and key details for the upcoming CSMFO Conference. This year's theme – Educate Connect Empower will be held at the San Jose Convention Center.

The primary objectives of the CSMFO Conference include:

- **Professional Development:** Providing attendees with valuable insights, knowledge, and tools to enhance their skills and competencies in municipal finance.
- **Networking:** Facilitating networking opportunities for attendees to connect with peers, industry professionals, and potential collaborators.
- **Knowledge Sharing:** Fostering the exchange of best practices, innovative ideas, and experiences in municipal finance.
- **Policy Discussions:** Engaging in discussions on relevant policy issues and their impact on municipal finance in California.

Registration for the conference opens in Fall 2024.

Estimated Fiscal Impact: \$2,000 from the General Fund

RECOMMENDATIONS

1. Motion to authorize the Business Manager to attend the 2025 Annual California Society of Municipal Finance Officers Conference in San Jose, California, February 18-21, 2025; and
2. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Adoption of Resolution 2024-04: A Resolution of the Board of Trustees of the Placentia Library District Endorsing the Candidacy of Trustee Scott Nelson to the Position of 3rd Vice President of the Executive Committee of the Independent Special Districts of Orange County.

DATE: September 23, 2024

BACKGROUND

The Independent Special Districts of Orange County (ISDOC) has provided a notice, dated August 5, 2024, calling for candidates for the two-year term positions of 3rd Vice President and Secretary.

Responsibilities of the positions are as follows:

THIRD VICE PRESIDENT: The Third Vice President chairs the Legislative Committee. Duties include providing a legislative update, making legislative position recommendations to the Executive Committee, and in the absence of the President, the First Vice President and Second Vice President, shall perform all duties of the President.

SECRETARY: The Secretary is responsible for all correspondence and the dissemination of information to members. Duties include preparing and distributing agendas and minutes for the Executive Committee meeting, and editing and publishing the quarterly newsletter. All official correspondence to the members will be approved in advance by the President or President's designee.

Nominations closed on September 13, 2024. The District received an extension.

Trustee Scott Nelson has expressed interest in serving on the Executive Committee of ISDOC.

Attachment A is Resolution 2024-04.

RECOMMENDATIONS

1. Adopt Resolution 2024-04: A Resolution of the Board of Trustees of the Placentia Library District Endorsing the Candidacy of Trustee Scott Nelson to the Position of 3rd Vice President of the Executive Committee of the Independent Special Districts of Orange County; and
2. Roll Call Vote.

RESOLUTION NO. 2024-04

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA
LIBRARY DISTRICT ENDORSING THE CANDIDACY OF
TRUSTEE SCOTT NELSON TO THE POSITION OF
3RD VICE PRESIDENT OF THE EXECUTIVE COMMITTEE OF THE
INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY**

WHEREAS, the Placentia Library District is an independent library district organized and operating according to California law; and

WHEREAS, Placentia Library District is a member district of the Independent Special Districts of Orange County (ISDOC); and

WHEREAS, ISDOC will formally elect the members of its Executive Committee to serve a two-year term (January 1, 2025 to December 31, 2026); and

WHEREAS, per the ISDOC Bylaws, officials who wish to seek election/appointment as an officer of ISDOC must first secure from his/her district an official endorsement of candidacy in the form of a board resolution.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. The Board of Trustees of Placentia Library District endorses the candidacy of Trustee Scott Nelson to the position of 3rd Vice President of the Executive Committee of the Independent Special Districts of Orange County.

Section 2. The District Executive Assistant is hereby directed to transmit a certified copy of this Resolution to ISDOC at 18700 Ward Street, Fountain Valley, California 92708, forthwith.

ADOPTED, SIGNED, and APPROVED this 23rd day of September 2024 by a roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Gayle Carline, Board President

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Fund Request for the 2024 Staff Appreciation and Recognition**

DATE: September 23, 2024

BACKGROUND

A survey was sent to staff on May 7, 2024, seeking input for the 2024 Staff Appreciation and Recognition venue and activities. The results were:

- Bowling – 46%
- Library – 36%
- Mini Golf – 18%

Based on the input received, the 2024 recognition will be held at the Concourse Bowling Center in Anaheim on November 1, 2024, from 6:00pm to 9:00pm.

The Library Director requests \$4,500 for the function to cover the cost of activities, food, beverage, and other related expenses.

RECOMMENDATIONS

1. Motion to approve the request for \$4,500 to be used for the annual Staff Appreciation and Recognition event; and,
2. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Venture Academy Internship Update**

DATE: September 23, 2024

BACKGROUND

On June 24, 2024, the Board of Trustees approved a partnership between the Placentia Library District and Venture Academy to provide a work internship program, with the following guidelines:

- A maximum of two interns per school year.
- Weekly sessions, each lasting one hour.
- Student tasks include:
 - Cleaning and maintaining books.
 - Organizing board books.
 - Cleaning toys in the Crossroad Corner and Meet Up areas.
 - Sanitizing selected bookshelves.

Jacob, along with his aide Yvonne, began training on July 15th. During this session, Jacob cleaned the Morning Meetups toys in the Hangar with great efficiency. Due to his quick work, staff provided him with additional toys to clean multiple times within the hour. On July 22, Jacob focused on cleaning children's picture books. He successfully completed cleaning two rows of books within the session's allotted time. By assisting him in logging his hours through our volunteer system, he would be able to track his progress. During this session, staff also spoke with Jacob's grandmother regarding our volunteer application process. After walking her through the application, she expressed her interest in helping Jacob prepare for his internship tasks at home. Staff explained the four activities he would be rotating through: cleaning toys, cleaning books, wiping shelves, and organizing board books. She was enthusiastic about supporting him in developing these skills. School concluded for the summer on July 22nd.

On Monday, September 9th, Jacob officially began his internship for FY 2024-2025. Library staff guided Jacob and his aide through signing in to VicNet, provided them with a two-month activity schedule, and assigned him to clean the Morning Meetups toys. Jacob quickly recalled his prior experience cleaning the toys and began his work right away. Staff checked in mid-session, noting that everything was going smoothly. At the end of his shift, Jacob signed out of VicNet as instructed. He has adapted well to the internship and has proven to be a fast learner in the few sessions he has completed.



Jacob and his aide, Yvonne.

RECOMMENDATION

No action needed.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Discuss the General Contracting Services RFP No. 2024-02 Proposals and Award Bid to U.S. Builders.**

DATE: September 23, 2024

BACKGROUND

On August 27, 2024, a Request for Proposals (RFP) was issued for general contracting services for the loading dock and Outdoor Library Space. The deadline for proposal submissions was September 17, 2024 and Administration received two (2) proposals by the deadline.

The scope of the work seeks contractors to perform the following, but not limited to the work below:

Outdoor Library Space

The outdoor library portion of the scope consists of an addition of 6,596 square feet (SF) of outdoor library space to the existing library. It includes removal of existing landscape and addition of exterior enclosed reading garden space with structural shading and natural shading elements. The reading garden space includes digital connectivity, landscaping, automatic irrigation system, security walls and furniture. Some additional work includes the following:

Site Clearing and Demolition

- Saw cut, remove and haul approximately 175 SF of existing asphalt pavement and base per the Outdoor Library plans.
- Remove and dispose of approximately 100 linear footage (LF) of existing concrete curb per the Outdoor Library plans.
- Saw cut, remove and haul approximately 340 SF of existing concrete sidewalk per the Outdoor Library plans.
- Cap and / or remove and dispose of up to 605 LF of existing irrigation as necessary within the project area per the Outdoor Library plans.
- Remove approximately 6,365 SF of existing landscape and vegetation per the Outdoor Library plans.
- Removal and disposal of 2 pine trees per the Outdoor Library plans.
- Removal of old library book drop.

Site Concrete and Paving

- Construct approximately 445 SF of decorative concrete per the Outdoor Library plans.
- Construct approximately 1,730 SF of flagstone paving per the Outdoor Library plans.
- Install approximately 255 SF of 4" concrete sidewalk per the Outdoor Library plans.
- Construct approximately 335 SF of full depth asphalt per the Outdoor Library plans.

Patio Shade Structure

- The 54'-0" x 23'-4" shade structure will be furnished by the Placentia Library District.
- The shade structure will be installed by the Contractor and all footings / foundations required to do so.

Acrylic Decorative Panel Fence

- Construct approximately 225 LF of decorative panel fence / privacy wall per the Outdoor Library plans.

Site Furniture

- The contractor will be required to provide and install several chairs and benches throughout the patio per the Outdoor Library Patio plans.
- The contractor will be required to provide and install outdoor butterfly decor throughout the patio per the Outdoor Library Patio plans.

EV Charging Station

- The contractor will be required to provide and install EV charging stations.
- The contractor will be required to provide and install new library book drop.

Loading Dock Ramp Expansion

The Loading Dock portion of the work consists of demolition, disposal, and construction of sidewalk, curbs, loading ramp, and handrails inclusive of the following:

Ramp

- Saw cut, remove and haul approximately 160 SF of asphalt per Loading Dock Ramp Expansion plans.
- Replace approximately 100 SF of asphalt per Loading Dock Ramp Expansion plans.
- Remove approximately 10 LF of existing steel post, chain link and all related work at existing dock and replace per Loading Dock Ramp Expansion plans.

Handrail

- Furnish and install approximately 48 LF of new handrail on the new ramp per Dock Ramp Expansion plans.

Sidewalk

- Remove approximately 48 LF of existing steel post, chain link and all related work at existing sidewalk to dock per Loading Dock Ramp Expansion plans.
- Construct approximately 48 LF of existing steel post, chain link and all related work at existing sidewalk to dock per Loading Dock Ramp Expansion plans. Curbs

- Construct approximately 50 LF of curb and extended sidewalk per Dock Ramp Expansion plans

Proposals were evaluated based on the following criteria:

1. Overall Responsiveness
2. Relevant Project Experience
3. Firm/Team Experience
4. Value of Services
5. References

After a thorough review, U.S. Builders was determined to be the lowest responsive and responsible bidder. Their bid was in full compliance with the RFP and was priced competitively at \$1,105,421.

The funding for this contract will come from the General Fund, grant from Assemblyman Chen's office, and library impact fees.

Attachment A is the Bid Evaluation Matrix

Attachment B is the Proposal from MLC Constructors, Inc.

Attachment C is the Proposal from U.S. Builders

Attachment D is the Bid Proposal Comparison List

RECOMMENDATIONS

1. Award of the contract for general contracting services for the loading dock expansion and construction of the outdoor library space to U.S. Builders, with the total contract amount of \$1,105,421; and,
2. Authorize the Library Director to approve contingencies, and change orders, in the amount not to exceed 10% of the project total; and,
3. Authorize recommendations by a roll call vote; and,
4. Roll call vote.

Scoring Sheet for RFP 2024-01

	MLC Construction	U.S. Builders & Consultants	
Selection Committee Member A	75	85	
Selection Committee Member B	0	83	
Selection Committee Member C	81	95	
Selection Committee Member D	84	91	
Selection Committee Member E	84	87	
	324	441	TOTAL

Scoring Criteria

Overall Responsiveness = 10%

Relevant Project Experience = 30%

Firm/Team Experience = 30%

Value of Services = 15%

References = 15%

Total = 100%

710 Rimpau Ave., Ste. 208
Corona, CA 92879
Tel: 951-393-0781
Fax: 951-380-7588

Email: estimating@mlcconstructors.com



Constructors, Inc.

September 17, 2024

Project: Outdoor Library and Loading Dock Expansion

Placentia Library District
Administration
411 E. Chapman Ave
Placentia, CA 92870
administration@placentialibrary.org
Proposal 2401PW

We Propose to furnish all labor, material, and equipment to perform miscellaneous improvements to the Placentia Library in accordance with RFP No.: 2024-02 and plans prepared by IDS Group.

Our proposal for the above scope of work is\$1,505,933.00

A handwritten signature in blue ink, appearing to read 'John', is written below a horizontal line.



BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we MLC Constructors, Inc. as principal, hereinafter called the "Principal," and **MARKEL INSURANCE COMPANY**, at 4521 Highwoods Pkwy, Glen Allen, VA 23060, as surety, hereinafter called the "Surety," are held and firmly bound unto **Placentia Library District** as obligee, hereinafter called the Obligee, in the sum of ten Percent (10%) of the Amount Bid by Principal for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the principal has submitted a bid for

Outdoor Library Addition and Dock Modifications, RFP: 2024-02

NOW, THEREFORE, if the contract be timely awarded to the Principal and the Principal shall within such time as specified in the bid, enter into a contract in writing or, in the event of the failure of the Principal to enter into such Contract, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, neither Principal nor Surety shall be bound hereunder unless Obligee prior to execution of the final contract shall furnish evidence of financing in a manner and form acceptable to Principal and Surety that financing has been firmly committed to cover the entire cost of the project.

SIGNED, sealed and dated this 9th day of September, 2024.

(Principal) **MLC Constructors, Inc.**

BY: _____

TITLE: President

Markel Insurance Company

BY: _____

Kassandra De Leon, Attorney-in-Fact

THE RIDER ATTACHED HERETO IS INCORPORATED IN THIS BOND AND MODIFIES COVERAGE UNDER THIS BOND.

STATE OF CALIFORNIA
DEPARTMENT OF INSURANCE No 07500
SAN FRANCISCO

Amended

Certificate of Authority

THIS IS TO CERTIFY THAT, Pursuant to the Insurance Code of the State of California,

Markel Insurance Company

of Deerfield, Illinois, organized under the laws of Illinois, subject to its Articles of Incorporation or other fundamental organizational documents, is hereby authorized to transact within the State, subject to all provisions of this Certificate, the following classes of insurance:

Fire, Marine, Surety, Disability, Plate Glass, Liability, Workers' Compensation, Common Carrier Liability, Boiler and Machinery, Burglary, Credit, Sprinkler, Team and Vehicle, Automobile, and Miscellaneous,

as such classes are now or may hereafter be defined in the Insurance Laws of the State of California.

THIS CERTIFICATE is expressly conditioned upon the holder hereof now and hereafter being in full compliance with all, and not in violation of any, of the applicable laws and lawful requirements made under authority of the laws of the State of California as long as such laws or requirements are in effect and applicable, and as such laws and requirements now are, or may hereafter be changed or amended.

IN WITNESS WHEREOF, effective as of the 16th day of January, 2002, I have hereunto set my hand and caused my official seal to be affixed this 16th day of January, 2002.



By

Harry W. Low
Insurance Commissioner
[Signature]
Victoria S. Sidbury
Deputy

NOTICE:

Qualification with the Secretary of State must be accomplished as required by the California Corporations Code promptly after issuance of this Certificate of Authority. Failure to do so will be a violation of Insurance Code Section 701 and will be grounds for revoking this Certificate of Authority pursuant to the covenants made in the application therefor and the conditions contained herein.

JOINT LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That SureTec Insurance Company, a Corporation duly organized and existing under the laws of the State of Texas and having its principal office in the County of Harris, Texas and Markel Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the state of Illinois, and having its principal administrative office in Glen Allen, Virginia, does by these presents make, constitute and appoint:

Cynthia J. Young, Adriana Valenzuela, Cassandra De Leon

Their true and lawful agent(s) and attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on their own behalf, individually as a surety or jointly, as co-sureties, and as their act and deed any and all bonds and other undertaking in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

Fifty Million and 00/100 Dollars (\$50,000,000.00)

This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolutions adopted by the Board of Directors of SureTec Insurance Company and Markel Insurance Company:

"RESOLVED, That the President, any Senior Vice President, Vice President, Assistant Vice President, Secretary, Assistant Secretary, Treasurer or Assistant Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the SureTec Insurance Company and Markel Insurance Company, as the case may be, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Markel Insurance Company and SureTec Insurance Company have caused their official seal to be hereunto affixed and these presents to be signed by their duly authorized officers on the 6th day of February, 2024.

SureTec Insurance Company

By: 
Michael C. Keimig, President



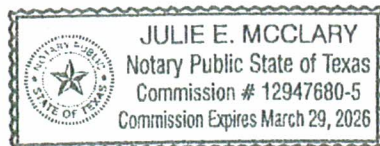
Markel Insurance Company

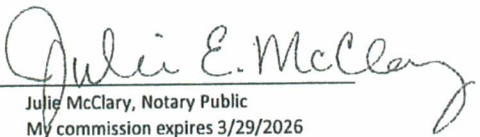
By: 
Lindsey Jennings, Vice President

State of Texas
County of Harris:

On this 6th day of February, 2024 A. D., before me, a Notary Public of the State of Texas, in and for the County of Harris, duly commissioned and qualified, came THE ABOVE OFFICERS OF THE COMPANIES, to me personally known to be the individuals and officers described in, who executed the preceding instrument, and they acknowledged the execution of same, and being by me duly sworn, disposed and said that they are the officers of the said companies aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and the said Corporate Seals and their signatures as officers were duly affixed and subscribed to the said instrument by the authority and direction of the said companies, and that Resolutions adopted by the Board of Directors of said Companies referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal at the County of Harris, the day and year first above written.



By: 
Julie McClary, Notary Public
My commission expires 3/29/2026


We, the undersigned Officers of SureTec Insurance Company and Markel Insurance Company do hereby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, we have hereunto set our hands, and affixed the Seals of said Companies, on the 9th day of September, 2024.

SureTec Insurance Company

By: 
M. Brent Beaty, Assistant Secretary

Markel Insurance Company

By: 
Andrew Marquis, Assistant Secretary

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

Civil Code § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

State of California)
) ss

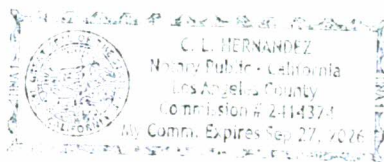
County of Orange)

SEP 09 2024

On SEP 09 2024, before me, C. L. Hernandez, Notary Public, personally appeared Kassandra De Leon, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



(Seal)

Signature: [Handwritten Signature]
C. L. Hernandez, Notary Public

MLC Constructors Inc. References

Project Name: Refurbishment of Metrolink Operations Center Restrooms
Project Type: Public Works
Location: 2558 Supply Street, Pomona, CA 91767
Owner: Southern California Regional Rail Authority
Owner Contact (Name and Current Phone #): Southern California Regional Rail Authority 909-451-2866
Owner Contact Email: N/A
Architect or Engineer: SCRRA
Architect or Engineer Contact (Name and Current Phone #): Arsany Gorgyous 213-305-9425
Architect or Engineer Contact Email: gorgyousa@scrca.net
Construction Manager: N/A
Construction Manager Contact (Name and Current Phone #): N/A
Construction Manager Contact Email: N/A
Description of Project, Scope of Work Performed: Remodel of Metrolink Operations Center Restrooms to meet ADA requirements, remodel locker room and convert into new office.
Total Value of Construction (including change orders): \$558,246.00
Original Value of Construction: \$558,246.00
Original Scheduled Completion Date: 07/2024
Time Extensions Granted (# of Days): 0
Actual Date of Completion: 07/2024
Did the project include constructing or modernizing and earthquake resistant building? No

Project Name: 2022-2023 Bridge Preventive Maintenance Program
Project Type: Public Works
Location: (5) Different Bridge Locations 56C-0167 Fred Waring Drive, 56C-0327 Thrush Rd., 56C-0329 Park View Drive, 56C-0347 Portola Ave. and 56C-0494 Cook Street.
Owner: City of Palm Desert
Owner Contact (Name and Current Phone #): Neal Ennis 760-776-6493
Owner Contact Email: nennis@palmdesert.gov
Architect or Engineer: Dokken Engineering
Architect or Engineer Contact (Name and Current Phone #): Charles Tornaci 858-514-8377
Architect or Engineer Contact Email: N/A
Construction Manager: N/A
Construction Manager Contact (Name and Current Phone #): N/A
Construction Manager Contact Email: N/A
Description of Project, Scope of Work Performed: Repair on bridge location included removal of concrete, asphalt, reshaping damaged corrugated metal pipe arch, furnish and install new corrugated metal pipe arch culvert, install new joint seals, concrete patches and expansion dam.
Total Value of Construction (including change orders): \$325,509.00
Original Value of Construction: \$325,509.00
Original Scheduled Completion Date: 09/19/2023
Time Extensions Granted (# of Days): 0
Actual Date of Completion: 10/24/2023
Did the project include constructing or modernizing and earthquake resistant building? No

Project Name: FUSD Sierra Lakes ES Interim Housing
Project Type: Public Works
Location: 5740 Avenal Place, Fontana, CA 92336
Owner: Fontana USD
Owner Contact (Name and Current Phone #): Albert Orahim 909-728-1495
Owner Contact Email: N/A
Architect or Engineer: Architecture for Education Inc.
Architect or Engineer Contact (Name and Current Phone #): 626-356-4080
Architect or Engineer Contact Email: N/A
Construction Manager: Balfour Beatty Construction, LLC
Construction Manager Contact (Name and Current Phone #): Jorge Topete 562-448-8386
Construction Manager Contact Email: JTopete@Balfourbeattyus.com
Description of Project, Scope of Work Performed: Existing conditions, Earthwork, Asphalt Paving, Concrete Paving, Fences and Gates, Site Utilities.
Total Value of Construction (including change orders): \$936,234.00
Original Value of Construction: \$936,234.00
Original Scheduled Completion Date: 03/13/2023
Time Extensions Granted (# of Days): 0
Actual Date of Completion: 05/15/2023
Did the project include constructing or modernizing and earthquake resistant building? No

MLC Constructors Inc. References

Project Name: Mountain View School District Secured Entry
Project Type: Public Works
Location: 2585 S. Archibald Ave. Ontario, CA 91761
Owner: Mountain View School District
Owner Contact (Name and Current Phone #): Ron Ebard 909-635-4348
Owner Contact Email: rone@lmcci.com
Architect or Engineer: PBK Architects, Inc.
Architect or Engineer Contact (Name and Current Phone #): 909-987-0909
Architect or Engineer Contact Email: N/A
Construction Manager: Ledesma & Meyer Construction Co. Inc.
Construction Manager Contact (Name and Current Phone #): Ron Ebard 909-635-4348
Construction Manager Contact Email: rone@lmcci.com
Description of Project, Scope of Work Performed: New reception desk with interior storefront; construction of a new non-bearing wall partition to define the reception space; replacing existing double egress doors and providing a new single door entry at the board room; providing new flooring at reception area and providing secured access door hardware at the front entry, board room entry, interior storefront and two employee side entries.
Total Value of Construction (including change orders): \$259,442
Original Value of Construction: \$259,442
Original Scheduled Completion Date: 08/26/2023
Time Extensions Granted (# of Days): 0
Actual Date of Completion: 08/26/2023
Did the project include constructing or modernizing and earthquake resistant building? No

Project Name: Heaps Peak Transfer Station Civil and Structural Improvements
Project Type: Public Works
Location: 29898 State Highway 18, Running Springs, CA 92382
Owner: San Bernardino County
Owner Contact (Name and Current Phone #): Joseph Gallardo 909-633-9016
Owner Contact Email: jgallardo@dpw.sbcounty.gov
Architect or Engineer: Geosyntec Consultants
Architect or Engineer Contact (Name and Current Phone #): 714-969-0800
Architect or Engineer Contact Email: N/A
Construction Manager: N/A
Construction Manager Contact (Name and Current Phone #): N/A
Construction Manager Contact Email: N/A
Description of Project, Scope of Work Performed: Construction of access roads and concrete slab.
Total Value of Construction (including change orders): \$1,692,866
Original Value of Construction: \$1,692,866
Original Scheduled Completion Date: 06/30/2022
Time Extensions Granted (# of Days): 0
Actual Date of Completion: 12/30/2022
Did the project include constructing or modernizing and earthquake resistant building? No

Project Name: City of Palmdale
Project Type: Public Works
Location: 39110 3rd Street East, Palmdale, CA 93550
Owner: City of Palmdale
Owner Contact (Name and Current Phone #): 661-267-5304
Owner Contact Email: cnasser@cityofpalmdale.com
Architect or Engineer: CWA AIA, Inc.
Architect or Engineer Contact (Name and Current Phone #): Stephen Finney 818-240-5456
Architect or Engineer Contact Email: sfinney@cwaaia.com
Construction Manager: N/A
Construction Manager Contact (Name and Current Phone #): N/A
Construction Manager Contact Email: N/A
Description of Project, Scope of Work Performed: Construction of a 1,459 sqft wash station and 1,260 sqft fuel island canopy within the city's existing maintenance center. Asphalt and concrete improvements and utility laterals and connections to new structure.
Total Value of Construction (including change orders): \$1,576,028
Original Value of Construction: \$1,499,900
Original Scheduled Completion Date: 02/25/2022
Time Extensions Granted (# of Days): 0
Actual Date of Completion: 09/30/2022

Questions about this RFP must be directed in writing, via email to Administration at administration@placentialibrary.org and cmaskarino@placentialibrary.org, on or before **Tuesday, September 10, 2024 at 5:00 p.m.** The District reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the Placentia Library District official website, www.placentialibrary.org, under "Request for Bids" and other sites where the RFP is posted. Proposers should check this webpage daily for new information. The District will endeavor to answer all written questions in a timely order. The District reserves the right not to answer all questions. No questions other than written will be accepted, and no response other than written will be binding upon the District.

I have reviewed this RFP and acknowledged its contents and in submitting a bid, I understand the requirements for such submission and the scope of the work that is required to be performed.

Dated: 9/13/2024, 2024

By: MLC CONSTRUCTORS, INC.

Name:  James McCoy

Title: President



CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Jack Beckingham Insurance Agency 1101 CALIFORNIA AVE. SUITE 208 CORONA CA 92881		CONTACT NAME: Jack Beckingham PHONE (A/C, No, Ext): (951) 735-2280 E-MAIL ADDRESS: jack.beckingham@piaselect.com		FAX (A/C, No): 951735-9861	
INSURED MLC CONSTRUCTORS, INC. 710 RIMPAU AVE., STE. 208 CORONA CA 92879		INSURER(S) AFFORDING COVERAGE			NAIC #
		INSURER A : GEMINI INSURANCE COMPANY			10833
		INSURER B : AMGUARD INSURANCE			42390
		INSURER C : MESA UNDERWRITERS SPECIALTY INS			36838
		INSURER D : EVEREST PREMIERE INSURANCE COMPANY			16045
		INSURER E : RICHMOND NATIONAL INSURANCE CO			17103
		INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** 1 OF 3 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			VGGP007742	12/21/2023	12/21/2024	EACH OCCURRENCE	\$ 1,000,000	
	<input checked="" type="checkbox"/> COMPLETED OPERATIONS	Y	Y				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						MED EXP (Any one person)	\$ 5,000	
							PERSONAL & ADV INJURY	\$ 1,000,000	
							GENERAL AGGREGATE	\$ 2,000,000	
							PRODUCTS - COMP/OP AGG	\$ 2,000,000	
								\$	
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	MLAU412473	01/22/2023	01/22/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
							BODILY INJURY (Per person)	\$	
							BODILY INJURY (Per accident)	\$	
							PROPERTY DAMAGE (Per accident)	\$	
								\$	
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	Y	Y	EZXS3099400	12/21/2023	12/21/2024	EACH OCCURRENCE	\$ 5,000,000	
	DED <input checked="" type="checkbox"/> RETENTION \$ 10000						AGGREGATE	\$ 5,000,000	
								\$	
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Y	7600024700231	09/01/2023	09/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
								E.L. EACH ACCIDENT	\$ 1,000,000
								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
E	UMBRELLA EXCESS LIABILITY	Y	Y	RN-7-0503524	01/16/2024	12/21/2024	EACH OCCURRENCE	2,000,000	
							AGGREGATE	2,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

TOTAL COMBINED UMBRELLA LIMIT \$7,000,000

CERTIFICATE HOLDER FOR INFORMATIONAL PURPOSES	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE JACK BECKINGHAM

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p>MLC Constructors Inc.</p>	
	<p>2 Business name/disregarded entity name, if different from above.</p>	
	<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)</p> <p><small>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</small></p> <p><input type="checkbox"/> Other (see instructions)</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/></p>	
	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <p>710 Rimpau Ave. Ste. 208</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p> <p>Corona, CA 92879</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	7	-	1	7	1	7	2	1	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
		08/06/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

MLC Constructors, Inc. Corporate Resolution of Signing Authority

WHEREAS, the Corporation is determined to grant signing and authority to certain person(s) described hereunder.

RESOLVED, that the Board of Directors is hereby authorized and approved to authorize and empower the following individual to make, execute, endorse and deliver in the name of and on behalf of the corporation, but shall not be limited to, any and all written instruments, agreements, documents, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by this Corporation.

Name: James McCoy

Position/Title: President

Telephone Number: 951-393-0781

Email Address: jim@mlcconstructors.com

Signature: 

The undersigned certifies that he/she is the properly elected and qualified Secretary of the books, records and seal of MLC Constructors, Inc., a corporation duly conformed pursuant to the laws of the state of California, and that said meeting was held in accordance with state law and with the Bylaws of the above-named corporation.

This resolution has been approved by the Board of Directors of MLC Constructors, Inc. on March 4, 2021.

I, as authorized by the Company, hereby certify and attest that all the information above is true and correct.



Thomas Luby

Secretary

APPENDIX A

REQUEST FOR BIDS
 OUTDOOR LIBRARY PATIO & LOADING DOCK EXPANSION
 Contractor Application Form

Legal Contractual Name: MLC CONSTRUCTORS, INC.
 Contact Person for Agreement: James McCoy
 Corporate Mailing Address: 710 Rimpau Ave. Ste. 208
 City: Corona State: CA Zip Code: 92879
 E-Mail Address: estimating@mlcconstructors.com
 Phone: 951-393-0781 Fax: 951-380-7588
 Contact Person for Bids: James McCoy
 Title: President
 E-Mail Address: estimating@mlcconstructors.com
 Business Telephone: 951-393-0781
 Business Fax: 951-380-7588
 Website: www.mlcconstructors.com

Is your business: (check one)

- CORPORATION
- LIMITED LIABILITY PARTNERSHIP
- INDIVIDUAL
- SOLE PROPRIETORSHIP
- PARTNERSHIP
- UNINCORPORATED ASSOCIATION

Federal Tax Identification Number: 851717218
 City of Placentia Business License Number: _____
 Expiration Date: _____
 (If none, you must obtain a Placentia Business License prior to performance of the contract.)
 Contractor's License Number: 1068632

APPENDIX "B"

CONSULTANT AGREEMENT FOR GENERAL CONTRACTING SERVICES

This Consultant Agreement for General Contracting Services ("Agreement") is made and entered into as of the 13 day of September, 2024 by and between Placentia Library District ("District") and [Name of Company] ("Consultant" or "CONSULTANT"), (together, "Parties").

WHEREAS, Government Code section 4526, authorizes District to contract with and employ any person(s) for the furnishing of construction project management services on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required; and

WHEREAS, District duly determined that it needs some or all of the services (collectively, "Services") to be provided pursuant to this Agreement; and

WHEREAS, Consultant is specially trained, experienced, and competent to perform the Services required by District, as needed on the basis set forth in this Agreement.

NOW, THEREFORE, the Parties agree as follows:

- 1. **Services.** Consultant shall provide general contracting services as further described in RFP attached hereto and incorporated herein by this reference ("Services") and in accordance with District's request for proposals number 2024-02 (the "RFP") and Consultant's response thereto dated (insert date) (the "Proposal"), which are incorporated herein by this reference.
- 2. **Term.** Consultant shall commence providing services under this Agreement on Sept., 2024 and will diligently perform as required until project construction is completed.
- 3. **Submittal of Documents.** Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the documents, certificate(s) and affidavit(s), and endorsement(s) of insurance required as indicated below:

- Signed Agreement
- Workers' Compensation Certification
- Insurance Certificates and Endorsements
- W-9 Form
- Other: _____

- 4. **Compensation.** District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed [WORDS] and 00/100 Dollars (\$XXXXX.00). District shall pay Consultant according to the following terms and conditions:

4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Consultant submits an invoice to District for Services actually completed and after District's written approval of the Services, or the portion of the Services for which payment is to be made.

4.2. The Services shall be performed at the hourly billing rates and/or unit prices included in **Appendix "C."** If hourly billing applies, the itemized invoice shall reflect the hours spent by Consultant in performing its Services pursuant to this Agreement.

4.3. Invoicing will be separated by project, "loading dock" and "outdoor library." Within the loading dock project, the cost associated with the ramp and railing portion will be invoiced separately for grant-funded related purposes.

4.4. District may withhold or deduct from amounts otherwise due CONSULTANT hereunder if CONSULTANT fails to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after CONSULTANT has fully cured such failure of performance, less costs, damages or losses sustained by District resulting therefrom.

5. **Prevailing Wage.** Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the services being performed are part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws to the extent applicable to performance of Consultant under this Agreement. Consultant shall defend, indemnify and hold the District, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.
6. **Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement.
7. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District.
8. **Independent Contractor.** Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.
9. **Performance of Consultant Services.**
 - 9.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. CONSULTANT, its officers, agents, employees, subcontractors, Consultants and any persons or entities for whom CONSULTANT is responsible, shall

provide all Services pursuant to this Agreement in accordance with the requirements of this Agreement and in a manner consistent with the standard of care under California law applicable to those who specialize in providing the same services for projects of the type, scope, and complexity of the Project. District's review, approval of, or payment for any of the Services required under this Agreement shall not be construed as assent that CONSULTANT has complied, nor in any way relieve CONSULTANT of compliance, with (i) the applicable standard of care, or (ii) applicable statutes, regulations, rules, guidelines and requirements...

9.2. Due Diligence. Consultant will investigate District facilities and review written materials District makes available to Consultant to understand fully the nature and extent of the District's facilities and the Project(s). Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

9.3. Meetings. Consultant and District agree to participate in regular meetings on at least a weekly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

9.4. Consultants as District Representative: CONSULTANT will act as District's representative with the District's design firm and construction firm in rendering the Services and furnishing the work as described in RFP, commencing with the receipt of a written Notice to Proceed signed by District Representative.

9.5. Coordination: In the performance of CONSULTANT's services under this Agreement, CONSULTANT agrees that it will maintain coordination with District Project Manager as may be requested and desirable.

9.6. District Approval. The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.

10. **Originality of Services.** Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.
11. **Deliverables.** Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission.
12. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to

make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents. CONSULTANT shall comply with these provisions within fifteen (15) days of District's written request to review and audit any or all of CONSULTANT's Project-related records and information.

13. Disputes.

13.1. In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice.

14. Termination.

14.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of Consultant's Services. Notice shall be deemed given when received by Consultant or no later than three (3) days after the day of mailing, whichever is sooner.

14.2. **With Cause by District.** If CONSULTANT fails to perform CONSULTANT's duties to District's satisfaction, or if CONSULTANT fails to fulfill in a timely and professional manner CONSULTANT's material obligations under this Agreement, or if CONSULTANT violates any of the material terms or provisions of this Agreement, District shall have the right to terminate this Agreement for cause effective immediately upon District giving CONSULTANT written notice thereof. Cause shall include, but not limited to:

14.2.1. Consultant's material violation of this Agreement; or

14.2.2. any Consultant act exposing District to liability to others for personal injury or property damage; or

14.2.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate. In the event of this termination, District may secure the required services from another Consultant and to the extent the expense, fees, and/or costs

to District in doing so exceed the cost of providing the service pursuant to this Agreement, Consultant shall be liable to the District for such costs, in addition to any other damages the District may suffer due to Consultant’s breach.

15. Indemnification.

15.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Board of Trustees, agents, representatives, officers, consultants, employees, trustees, and volunteers (the “Indemnified Parties”) from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity (“Claim”) arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, subcontractors, consultants, or agents during the performance of this Agreement. Consultant shall also, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant’s own expense, including attorneys’ fees and costs, from any and all Claim(s) and allegations relating thereto. Should Consultant elect to defend the Indemnified Parties with a reservation of rights, District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties and to provide for its own defense. Consultant’s obligations under this Article do not apply to Claims which arise out of the sole negligence or willful misconduct of the Indemnified Parties...

15.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 15.1 above. Consultant’s obligation pursuant to this Article includes reimbursing the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 15.1 above. Consultant’s obligation to indemnify shall not be restricted to insurance proceeds.

15.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

16. Insurance.

16.1. **Coverage.** Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	 \$ 1,000,000 \$ 2,000,000

Automobile Liability Insurance - Any Auto	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
Professional Liability	\$ 2,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

16.1.1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

16.1.2. **Workers' Compensation and Employer's Liability Insurance.** Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

16.1.3. **Professional Liability (Errors and Omissions).** Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus three (3) years thereafter.

16.2. **Proof of Carriage of Insurance.** Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates and endorsements indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

16.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

16.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

- 16.2.3. An endorsement stating that District and its Board of Trustees, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.
- 16.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employer's Liability Insurance Policies shall be written on an occurrence form.
- 16.2.5. If CONSULTANT normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, CONSULTANT hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.
- 16.2.6. Upon District's request, CONSULTANT will furnish District with a copy of all insurance policies related to its provision of Services under this Agreement.
- 16.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to District.
17. **Compliance with Laws.** Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.
18. **Certificates/Permits/Licenses/Registrations.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses, and registrations as are required by law in connection with the furnishing of Services pursuant to this Agreement.
19. **COVID-19 Requirements.** For all workers on District property, CONSULTANT shall comply with all applicable federal, state and local laws regarding COVID-19. Further, except to the extent the Order provides otherwise, CONSULTANT and CONSULTANT's personnel shall continue to comply with all other applicable terms in the CDPH's State Public Health Officer Orders.

20. **Anti-Discrimination.** The District's policy in connection with all work performed under District contracts is there to be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age. Therefore, Consultant agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).
21. **Priority of Documents.** To the extent there is a conflict between this Agreement and any attachments hereto or documents incorporated by reference, this Agreement shall control. In the event of a conflict as between other documents the order of priority shall be as follows: Appendix A, Appendix B, the RFP and the Proposal.
22. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
23. **Limitation of District Liability.**
- 23.1. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the Services performed in connection with this Agreement.
- 23.2. CONSULTANT hereby waives any and all claim(s) for recovery from District under this Agreement, which loss or damage is covered by valid and collectible insurance policies. CONSULTANT agrees to have its required insurance policies endorsed to prevent the invalidation of insurance coverages by reason of this waiver. This waiver shall extend to claims paid, or expenses incurred, by CONSULTANT's insurance company on District's behalf.
24. **Confidentiality.** Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
25. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or electronic transmission, addressed as follows:

District:

Placentia Library District

411 E. Chapman Ave.

Placentia, CA 92870

ATTN: _____

Email: _____

Consultant:MIC Constructors, IncATTN: James McCoyEmail: estimating@micconstructors.com

Any notice personally given or sent by electronic transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

26. **Integration/Entire Agreement of Parties.** This Agreement and any documents attached hereto or incorporated herein by reference, constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
27. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.
28. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
29. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
30. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
31. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
32. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
33. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.

34. **Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

35. **Incorporation of Recitals and Appendices.** The Recitals and each appendix attached hereto, the RFP and the Proposal are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 202_24

Dated: 9/13 _____, 202_24

Placentia Library District

[Consultant Name]

Signed By: _____

Signed By:  _____

Print Name: _____

Print Name: James McCoy _____

Print Title: _____

Print Title: President _____

Approved as to form:

David DeBerry, District General Counsel

FORMAL PROPOSAL

for

2024-02 - RFP 2024-02

General Contracting Services for Loading Dock & Outdoor Library

PLACENTIA LIBRARY DISTRICT



**U.S. BUILDERS
& CONSULTANTS**

Prepared For

PLACENTIA LIBRARY DISTRICT
411 E. Chapman Avenue,
Placentia, CA 92870

Prepared By

US BUILDERS & CONSULTANTS INC.
126 Desert Lotus
Irvine, CA 92618
Email: info@us-builders.com
Phone: (714) 317-8402

APPENDIX A

REQUEST FOR BIDS
OUTDOOR LIBRARY PATIO & LOADING DOCK EXPANSION
Contractor Application Form

Legal Contractual Name: US Builders and Consultants Inc.
Contact Person for Agreement: Tamer Awad
Corporate Mailing Address: 126 Desert Lotus,
City: Irvine State: CA Zip Code: 92618
E-Mail Address: tamer@us-builders.com
Phone: 714-317-8402 Fax: _____
Contact Person for Bids: Tamer Awad
Title: Vice President
E-Mail Address: tamer@us-builders.com
Business Telephone: 714-317-8402
Business Fax: _____
Website: www.us-builders.com

Is your business: (check one)

- CORPORATION
- LIMITED LIABILITY PARTNERSHIP
- INDIVIDUAL
- SOLE PROPRIETORSHIP
- PARTNERSHIP
- UNINCORPORATED ASSOCIATION

Federal Tax Identification Number: 85-2750426
City of Placentia Business License Number: N/A
Expiration Date: _____
(If none, you must obtain a Placentia Business License prior to performance of the contract.)
Contractor's License Number: 1067739 A & B



Cover Letter

Date: 09/17/2024

Placentia Library District

411 E. Chapman Avenue,
Placentia, CA 92870

Subject: Proposal for 2024-02 - RFP 2024-02 - General Contracting Services for Loading Dock & Outdoor Library

We are delighted to submit our proposal from US Builders & Consultants Inc., a Class A&B licensed construction firm dedicated to excellence in delivering quality projects in the construction industry. Our commitment to quality and on-time delivery of construction projects.

We have carefully reviewed the detailed scope of services outlined in the Request for Proposal. Our proposal reflects a comprehensive approach to meeting and exceeding the specified requirements, ensuring the successful execution of the project.

At US Builders & Consultants Inc., we value collaboration, innovation, and delivering projects that exceed expectations. We appreciate the opportunity to present our proposal and look forward to contributing to the success of the Placentia Library District.

Sincerely,

A handwritten signature in black ink that reads "Tamer Awad". The signature is fluid and cursive, written over a white background.

Tamer Awad,
Vice President

US Builders & Consultants Inc.

Qualifications of the Submitting Consultant and Sub-Consultants

Main Contractor

US Builders & Consultants Inc. is a construction firm based in Irvine, California licensed from CSLB, LIC # 1067739 with Class type A&B. The Federal tax ID number is EIN# 85-2750426. Our company is registered with the Department of Industrial Relations, DIR PW-LR-1000756487.

With dedicated professionals we handle your project from start to finish, ensuring efficiency and consistency. Our team members are highly qualified and specialized, committed to delivering the highest quality of service. You can trust us to provide professional construction services that meet your expectations.

Past Experience

In the past few years, we have successfully delivered various public projects. Some of them are as follows:

1. **CN 99811.7 Informal Bid 22-011 Building O-1 – Room 203 Modernization**
 - a. Client: Long Beach Community College District
 - b. Project Description: Renovation work including demolition of existing walls, installation of new drywall and metal studs, existing fire alarm modification, relocation of existing electrical panel and outlets, painting, and various finish work.
 - c. References: Steven Lemos, slemos.bmt@lbcc.edu, (562) 938-5491
2. **Project no. 13476 - ADA restroom renovations at Paul Villasenor Library and Howard Rowe Library**
 - a. Client: City of San Bernardino-Public Works Department
 - b. Project Description: Renovation work including interior finishing works (flooring, painting), drywall, electric, plumbing, etc.
 - c. References: Ziad Mazboudi, ziad.mazboudi@transtech.org, (626) 532-2018
3. **City Hall Refurbishment and Safety Project: Phase 3**
 - a. Client: City of Laguna Woods-Public Works Department
 - b. Project Description: Renovation work including interior finishing works (flooring, painting), drywall, electric, plumbing, concrete, etc.
 - c. References: April Baumgarten, ABaumgarten@cityoflagunawoods.org, (949) 639-0568

4. Compton Santa Fe Field Office Accessibility Improvement

- a. Client: State of California-Department of Motor Vehicle
- b. Project Description: Construction of five new accessible parking spaces, improvement of the accessible path of travel and replacement of existing curb ramp, installation of new partition panels and doors and grab bars to meet the codes, relocation, and adjustment of heights of certain fixtures and accessories, the addition of insulation and protection on the drain and water supply pipes underneath lavatories, replacement of drinking fountain with ADA-compliant hi-lo drinking fountain.
- c. References: Brett Miller, (805) 804-2300

5. Mary B. Lewis Playground Upgrade Project

- a. Client: Colton Joint Unified School District, Bloomington
- b. Project Description: Demolition, Site Paving, Grading and earthwork, Playground structure, shade structure & playground flooring
- c. References: Diane Mendez, diane_mendez@cjusd.net, (909) 580-6586

6. Water Division Bin Storage

- a. Client: City of Orange-Public Works Department
- b. Project Description: Construct a new bin storage structure with relevant site improvements.
- c. References: Tuan Cao, tcao@cityoforange.org, (714) 288-2492

Current Projects

Current public projects that we are working on are as follow:

1. Day Creek Channel Bike Trail Improvement from Jack Benny Dr. To Base Line Rd

- a. Client: City of Rancho Cucamonga
- b. Project Description: Site works including but not limited to asphalt, curb ramps, curb & gutter, sidewalk, grading, retaining curbs & walls, fencing and gates, signing & striping.
- c. References: Chi Chan, Chi.Chan@cityofrc.us, (909) 774- 4076

2. Project- 32300254 Langley Senior Citizen Center and Barnes Park Gymnasium Restroom Rehabilitation Project

- a. Client: City of Monetary Park- Public Works Department
- b. Project Description: Restroom Improvements

- c. References: Anthony Bendezu, abendezu@montereypark.ca.gov, (626) 307-1283

3. Temecula Valley Wine Country Archway, Temecula Valley Area, Project No. D2-0111

- a. Client: County of Riverside- Transportation department
- b. Project Description: Monument Arch Installation with site works
- c. References: Tri Nguyen, TRNGUYEN@rivco.org

Qualifications of the Individual

Embarking on the project, our project team, led by the experienced **Engr. Mohamed Almallah**, 20 years' experience in Civil Engineering construction projects related to large construction projects in Residential Buildings, Roads and Infrastructure, Liquefied Natural Gas (ELNG), shopping malls, High Rise Building, Power Station and Technical Support Team in multinational companies. A detailed resume of Mohamed is attached with this proposal. (Resume Attached)

Subcontractors

Sr #	Name	License #	DIR #	Phone #	Address
1	Superior Pavement Markings, Inc.	776306	1000001476	(714) 995 9100	Cypress, CA 90630
2	Shelby Electric Incorporated	340393	1000006825	(951) 956-6958	Lake Elsinore, CA 92531
3	LP Paving and Grading Inc.	1089202	1001031634		San Bernardino, CA 92411

PROPOSAL SCHEDULE
2024-02 - RFP 2024-02 - General Contracting Services for Loading Dock & Outdoor Library

Item #	Description	Cost
Loading Dock		
1.	Mobilization	\$6,270
2.	Demolition	\$2,130
3.	Erosion Control	\$11,400
4.	Chain-link Fence	\$8,460
5.	Asphalt	\$5,060
6.	Ramp extension	\$35,380
7.	Railings	\$9,210
8.	Bollards	\$2,750
	Total	\$ 80,660

Item #	Description	Cost
Outdoor Library		
1.	Mobilization	\$96,990
2.	Demolition	\$17,050
3.	Metals	\$346,700
4.	Openings	\$3,425
5.	Interior Finishes	\$485
6.	Electrical	\$77,210
7.	Erosion Control	\$45,675
8.	Chain-Link Fence	\$19,170
9.	Asphalt Pavement	\$12,625
10.	Sidewalk	\$4,670
11.	Curb	\$2,385
12.	Outdoor Patio Concrete	\$25,850
13.	Outdoor Patio Shade Structure	\$31,250
14.	Fence Footing	\$127,220
15.	Decorative Panel Fence	\$30,370
16.	Wheel Stops	\$445
17.	Library Book Drop	\$8,100
18.	Stripping & Signage	\$4,325
19.	Rubber Mulch	\$15,710
20.	Flagstone Paving	\$65,340
21.	Site Furnishing	\$74,040
22.	Landscaping & Irrigation	\$88,320
	Total	\$1,097,355



Total Base Bid: \$ 1,178,015

Total Base Bid in words: One million, one hundred seventy-eight thousand and fifteen dollars

Item #	Description	Cost
Alternate Lighting		
1.	Lighting	\$19,740
	Total	\$ 19,740

Total Alternate Bid: \$ 19,740

Total Alternate Bid in words: Nineteen thousand, seven hundred and forty dollars

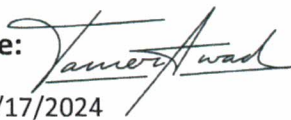
Acknowledgements

Sr. #	Addendum #	Date
1.	Addendum 1	09/04/2024
2.	Addendum 2	09/05/2024
3.	Addendum 3	09/11/2024

Contractor: US Builders & Consultants Inc.

Title: Vice President

Name: Tamer Awad

Signature: 

Date: 09/17/2024

BID BOND (SECURITY)

**(Note: If Bidder is providing a bid bond as its bid security,
Bidder must use this form, NOT a surety company form.)**

The undersigned, U.S. Builders & Consultants, Inc. as Principal ("Principal");

and The Gray Casualty & Surety Company as Surety ("Surety"; a corporation organized and existing under and by virtue of the laws of the State of Louisiana and authorized to do business as a surety in the State of California) are held and firmly bound unto the **Placentia Library District**, as Obligee, in the sum of \$ 10% of the Total Amount Bid ----- Dollars, lawful money of the United States, for the payment to the District will and truly to be made pursuant to the provisions herein. Principal and Surety each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted a bid to the District for all Work specifically described in the accompanying bid and if the District awards the contract to the Principal and, within the time and manner required under the Contract Documents, after the prescribed forms are presented to Principal for signature, the Principal enters into a written contract, in the prescribed form in accordance with the bid, and files two bonds (one guaranteeing faithful performance and the other guaranteeing payment for labor and materials as required by law), and meets all other conditions to the contract between the Principal and the Obligee becoming effective, or if the Principal shall fully reimburse and save harmless the Obligee from any damage sustained by the Obligee through failure of the Principal to enter into the written contract and to file the required performance and labor and material bonds, and to meet all other conditions to the Contract between the Principal and the Obligee becoming effective, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect and the Surety shall immediately issue full payment of the sum stated above to the Obligee upon notification from the Obligee that the Principal has not taken all steps to nullify or void this obligation.

Surety agrees that no change, extension of time, alteration or addition to the terms of the call for bids, or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation under this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the call for bids, or to the work, or to the specifications.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, the Surety shall pay all costs incurred by the Obligee in that suit, including a reasonable attorneys' fee to be fixed by the Court.

If the District awards the bid, the security of unsuccessful bidder(s) shall be returned within sixty (60) days from the time the award is made. Unless otherwise required by law, no bidder may withdraw its bid for ninety (90) days after the date of the bid opening.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on September 16th, 2024.

U.S. Builders & Consultants, Inc.

Principal

By 

The Gray Casualty & Surety Company

Surety



Zyanya Hernandez

By Zyanya Hernandez, Attorney-in-Fact

Performance Bonding Surety & Insurance Brokerage

Name of California Agent of Surety

15901 Red Hill Avenue, Suite 100

Tustin, California 92780

Address of California Agent of Surety

(714) 505-7011

Telephone Number of California Agent of Surety

Bidder must attach Power of Attorney and Certificate of Authority for Surety and a Notarial Acknowledgment for all Surety's signatures. The California Department of Insurance must authorize the Surety to be an admitted Surety Insurer.

END OF DOCUMENT

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

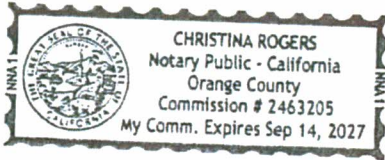
State of California }
County of Orange }

SEP 16 2024

On _____, before me, Christina Rogers, Notary Public,
personally appeared Zyanya Hernandez

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of State of California that the foregoing paragraph is true and correct.



WITNESS my hand and official seal.

SIGNATURE

Christina Rogers

PLACE NOTARY SEAL ABOVE

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of attached document

Title or type of document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other than Named Above: _____

CALIFORNIA CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of Orange)

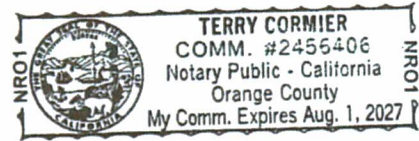
On 9/17/24 before me, Terry Cormier, Notary Public
(here insert name and title of the officer)

personally appeared Tamer Awad

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Tamer Awad

(Seal)

Optional Information

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this acknowledgment to an unauthorized document and may prove useful to persons relying on the attached document.

Description of Attached Document

The preceding Certificate of Acknowledgment is attached to a document titled/for the purpose of _____

containing _____ pages, and dated _____

The signer(s) capacity or authority is/are as:

- Individual(s)
- Attorney-in-Fact
- Corporate Officer(s) _____
Title(s) _____
- Guardian/Conservator
- Partner - Limited/General
- Trustee(s)
- Other: _____

representing: _____
Name(s) of Person(s) or Entity(ies) Signer is Representing

Additional Information	
Method of Signer Identification	
Proved to me on the basis of satisfactory evidence:	
<input type="radio"/> form(s) of identification	<input type="radio"/> credible witness(es)
Notarial event is detailed in notary journal on:	
Page # _____	Entry # _____
Notary contact: _____	
Other	
<input type="checkbox"/> Additional Signer(s)	<input type="checkbox"/> Signer(s) Thumbprint(s)
<input type="checkbox"/>	_____

**THE GRAY INSURANCE COMPANY
THE GRAY CASUALTY & SURETY COMPANY**

GENERAL POWER OF ATTORNEY

Bond Number: N/A - Bid Bond **Principal:** U.S. Builders & Consultants, Inc.

Project: RFP 2024-02 - General Contracting Services for Loading Dock & Outdoor Library

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: **Melissa Lopez, Vanessa Ramirez, Jonathan Batin, Zyanya Hernandez, Jennifer Anaya, Joaquin Perez, Albert Melendez, Chrisina Rogers, Frederic M. Archerd, Jr., Mary Martha Langley, Martha Barreras, Yu Cheng Chiang, and Erik Johansson of Tustin, California jointly and severally** on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26th day of June, 2003.

"RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 4th day of November, 2022.



By:

Michael T. Gray
President
The Gray Insurance Company

Cullen S. Piske
President
The Gray Casualty & Surety Company



State of Louisiana

ss:

Parish of Jefferson

On this 4th day of November, 2022, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Leigh Anne Henican
Notary Public
Notary ID No. 92653
Orleans Parish, Louisiana

Leigh Anne Henican
Notary Public, Parish of Orleans State of Louisiana
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 16th day of September, 2024.

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 16th day of September, 2024.





The Gray Insurance Company
The Gray Casualty & Surety Company

Telephone: 504-780-7440
info@graysurety.com

P.O. Box 6202
Metairie, LA 70009


Surety Bond Seal Addendum

In response to the logistical issues associated with the Covid-19 pandemic, The Gray Insurance Company and The Gray Casualty & Surety Company, (individually, the "Company" and collectively, the "Companies") have authorized the Attorneys-in-Fact named on the Power of Attorney attached hereto and incorporated herein by reference to affix the Companies' seal to any bond executed on behalf of the Companies by any such Attorney-in-Fact by attaching this Addendum to said bond.

To the extent this Addendum is attached to a bond that is executed on behalf of any of the Companies by such Attorney-in-Fact, each Company hereby agrees that the seal below shall be deemed affixed to said bond to the same extent as if its raised corporate seal was physically affixed to the face of the bond.

Dated this 1st Day of January 2021



By:  _____

Cullen S. Piske
President, The Gray Casualty & Surety Company
Attorney-in-Fact, The Gray Insurance Company

STATE OF CALIFORNIA
DEPARTMENT OF INSURANCE
SAN FRANCISCO

No 09002

Certificate of Authority

THIS IS TO CERTIFY THAT, Pursuant to the Insurance Code of the State of California,

The Gray Casualty & Surety Company

of Louisiana, organized under the laws of Louisiana, subject to its Articles of Incorporation or other fundamental organizational documents, is hereby authorized to transact within the State, subject to all provisions of this Certificate, the following classes of insurance:

Surety

as such classes are now or may hereafter be defined in the Insurance Laws of the State of California.

THIS CERTIFICATE is expressly conditioned upon the holder hereof now and hereafter being in full compliance with all, and not in violation of any, of the applicable laws and lawful requirements made under authority of the laws of the State of California as long as such laws or requirements are in effect and applicable, and as such laws and requirements now are, or may hereafter be changed or amended.

IN WITNESS WHEREOF, effective as of the 14th day of March, 2012, I have hereunto set my hand and caused my official seal to be affixed this 14th day of March, 2012.



Dave Jones
Insurance Commissioner

By

Susan J. Stapp
for Nettie Hoge ~~Deputy~~
Chief Deputy

NOTICE:

Qualification with the Secretary of State must be accomplished as required by the California Corporations Code promptly after issuance of this Certificate of Authority. Failure to do so will be a violation of Insurance Code Section 701 and will be grounds for revoking this Certificate of Authority pursuant to the covenants made in the application therefor and the conditions contained herein.

Bid Proposal Comparison List

General Contractor: MLC Construction

Proposed Cost: \$1,505,933.00

Firm Experience: 4+ years

Services Provided:

- New Construction
- Facility Upgrades
- School Construction
- Facility Remodel Services
- Site Work
- Water Works

Team:

Jim McCoy, President

Jim has a degree in construction management and has been a licensed contractor since 1992. Prior to launching MLC Constructors, Inc., he was Vice President of a public works contractor for 14 years and a project manager & superintendent for 7 years prior. He also, performed school modernization projects for local school districts as a general contractor for 9 years. He has spent much of his career working in the public works arena specializing in school construction and renovation as well as private industrial construction.

Ernie Castellon, Vice President

Ernie has been general superintendent of a public works contractor for 15 years & senior superintendent for 10 years prior. He has over 35 years experience in the field, executing complex public works projects and managing tradesman. He is an expert in structural concrete construction and has spent many years working on water treatment & wastewater plants, reservoirs, pumping stations and pipelines. He has the ability to manage his projects with great cost and quality control while providing superior service.

Tom Luby, Construction Manager

Tom has been senior project manager of a public works contractor for 6 six years and a general contractor & superintendent for 16 years prior. He has an enormous amount of experience managing projects between 1 & 2 million and is one of the best at his job. He is a great verbal communicator and an expert negotiator.

References:

Client: Southern California Rail Authority

Project: Metrolink Operations Center Restroom Refurbishment

Project Description: Remodel of Metrolink Operations Center Restrooms, Locker Room, New Office Conversion

Client: City of Palm Desert

Project: Bridge Preventive Maintenance Program

Project Description: Bridge Repair include concrete/asphalt removal, Reshaping Metal Parts, and Installation of New Metal Bridge Parts, Concrete Patches and Expansion

Client: Fontana United School District

Project: FUSD Sierra Lakes ES Interim Housing

Project Description: Earthwork, Asphalt Paving, Concrete Paving, Fences/Gates, and Site Utilities

Client: Mountain View School District

Project: Secured Entry

Project Description: New Reception Desk with Interior Storefront, Non-bearing Wall Partition, New Single Door Entry, Flooring, Door Hardware Installation

Client: San Bernardino County

Project: Heaps Peak Transfer Station Civil and Structural Improvements

Project Description: Construction of access roads and concrete slab

Client: City of Palmdale

Project: Wash Station and Fuel Island Canopy

Project Description: Construction of Wash Station and Fuel Island Canopy with Asphalt and Concrete Improvements and Utility Connections.

General Contractor: U.S. Builders & Consultants

Proposed Cost: \$1,178,015.00
Alternate Lighting - \$19,740.00

Firm Experience: Unknown

Services Provided:

- Residential, Commercial, Infrastructure, and Renovations - Construction
- Project Management, Quality Control, Contract Administration, and Planning & Coordination - Consulting
- Landscaping, Seismic Retrofitting, Storm Water Management, Sub-Contractor Coordination - Other Services

Team:

Mohamed Almallah, CEO & Engineer

20 years' experience in Civil Engineering construction projects related to large construction projects in Residential Buildings, Roads and Infrastructure, Liquefied Natural Gas (ELNG), shopping malls, High Rise Building, Power Station and Technical Support Team in multinational companies.

References:

Client: Long Beach Community College District

Project: Building O-1 - Room 203 Modernization

Project Description: Wall Demolition, Drywall & Metal Studs Installation, Fire Alarm Modifications, Electrical Panel Relocation, Painting

Client: City of San Bernardino - Public Works Department

Project: ADA Restroom Renovations at Paul Villasenor Library and Howard Rowe Library

Project Description: Interior Flooring & Painting, Drywall Installation, Electrical, Plumbing

Client: City of Laguna Woods - Public Works Department

Project: City Hall Refurbishment and Safety Project

Project Description: Renovation Work, Interior Flooring & Painting, Drywall Installation, Electrical, Plumbing, Concrete

Client: State of California - DMV

Project: Compton Santa Fe Field Office Accessibility Improvement

Project Description: Construction of Five New Accessible Parking Spaces, Curb Ramp Replacement, Partition Panels, Doors, Grab Bars Installation, Insulation of Drain/Water Pipes, Drinking Fountain Replacement

Client: Colton Joint Unified School District

Project: Mary B. Lewis Playground Upgrade Project

Project Description: Demolition, Site Paving, Grading, Earthwork, Playground Structure Installation, Shade Structure Installation, & Playground Flooring

Client: City of Orange - Public Works Department

Project: Water Division Bin Storage

Project Description: Construction of New Bin Storage Structure with Site Improvements

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Joint-Use Committee Updates from President Carline**

DATE: September 23, 2024

BACKGROUND

President Carline will provide an update on the Joint-Use Committee meeting.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Roundtable Women's Club Updates from Secretary Dahl

DATE: September 23, 2024

BACKGROUND

Secretary Dahl will provide an update from the Roundtable Women's Club.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: ISDOC & Legislative Updates from Trustee Nelson

DATE: September 23, 2024

BACKGROUND

Trustee Nelson will report on ISDOC meeting and provide legislative updates.

Attachment A is the September 2024 Take Action Brief from CSDA.

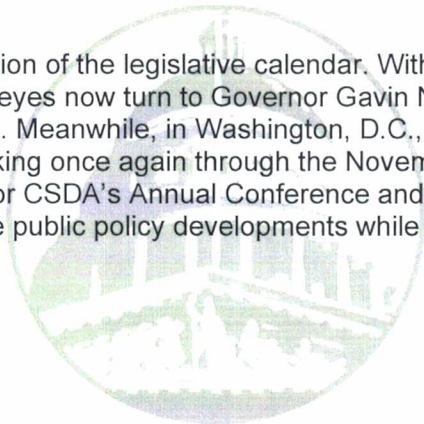


CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

September 2024

September marks a busy intersection of the legislative calendar. With the State Legislature concluding its 2023-2024 session August 31, all eyes now turn to Governor Gavin Newsom who must sign or veto hundreds of bills by September 30. Meanwhile, in Washington, D.C., Congress returns September 9 for three weeks of action before breaking once again through the November 5 General Election. Special district leaders gathered in Indian Wells for CSDA’s Annual Conference and Exhibitor Showcase this month will gain the latest insights on all of the public policy developments while laying the foundation for our continued work ahead.



Inside this edition of the Take Action Brief:

- Ask Governor Newsom to veto costly new dictates.....2
- Highlights from final week of State Legislative Session.....3
- RESPONSE NEEDED: Your direction will guide our action together.....4
- Push Special District Grant Accessibility Act over the finish line.....5

Contact a local CSDA representative near you!

Chris Norden	Northern Network	chrisn@csda.net
Dane Wadlé	Sierra Network	danew@csda.net
Colleen Haley	Bay Area Network	colleenh@csda.net
Chris Palmer (Interim)	Central Network	chrisp@csda.net
Richelle Noryan	Coastal Network	richellen@csda.net
Chris Palmer	Southern Network	chrisp@csda.net



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

Ask Governor Newsom to veto costly new dictates

Two employment-related measures opposed by CSDA have are awaiting signature or veto by Governor Gavin Newsom by September 30. CSDA encourages special districts and others to request a veto on these bills that would adversely affect local government services.

SB 399 (Wahab) Employer communications: intimidation.

This bill would, with narrow exceptions, prohibit employers from taking action against employees who decline to participate in employer-sponsored meetings or receive communications, the purpose of which is to share the employer's opinion about political or religious matters. CSDA is leading a local government coalition with an oppose position on the bill because of its unique impacts on local government workplaces where routine activities may be regarded as political matters.

We remain opposed to SB 399 notwithstanding recent amendments to add an exception for certain public entity communications to their employees. Exceptions in the bill are too narrow to satisfactorily address the risks associated with routine government meetings and employee engagement.

AB 2561 (McKinnor) Local public employees: vacant positions.

This bill would require every local agency (even agencies without represented workforces) to present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year. The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit. Agencies with high vacancy rates of 20 percent or more of the total number of authorized full-time positions shall, upon request by the recognized employee organization, provide additional detailed information at the public hearing, as specified.

Requiring local agencies to meet to discuss employment vacancies will divert local agencies' resources without resolving the root causes of vacancies. The bill requires this meeting to occur every year and applies to all local agencies (cities, counties, and thousands of special districts) regardless of an agency's vacancy rates.

TAKE ACTION: Request a Veto

Special districts wishing to request that the Governor veto either of these measures should send a letter to: The Honorable Gavin Newsom, Governor, State of California, 1021 O St., Ste. 9000, Sacramento, CA 95814.

Effective veto request letters use respectful and concise communication, and may incorporate talking points from this article. Please send letters individually for each of the bills addressed in this article. The subject line for each letter should reference the bill number and "Request for Veto." Please copy the Governor's Legislative Unit with a copy of your letter at Leg.Unit@gov.ca.gov, and copy CSDA at advocacy@cdda.net.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

Highlights from final week of State Legislative Session

Early, Sunday, September 1, the California State Legislature concluded its legislative activities for the year, marking the end of the second year of the 2023-2024 legislative cycle. Among the hundreds of bills considered, several stand out due to their importance to special districts.

Now on the Governor's Desk Awaiting Signature or Veto

AB 2182 (Haney) – Public Works – OPPOSE

Authorizes a joint labor-management committee to bring an action against an awarding body, contractor, or subcontractor that willfully denies the committee's representative reasonable access to jobsites to monitor compliance with prevailing wage and apprenticeship requirements. This measure generally provides that a change in the prevailing rate of per diem wages determined pursuant shall apply on its effective date to any contract exceeding \$35 million and meeting certain requirements, for which notice to bidders is published after July 1, 2026.

Result: *Sent to the Governor for signature on 8/31/2024.*

SB 937 (Wiener), – Development Related Fees – OPPOSE

Among other things, for certain residential developments, this measure will generally prohibit the collection of on impact fees until the completion of the development at final inspection or certificate of occupancy. It prohibits the collection of interest on deferred fees. Additionally, it locks those fees in at the point where the development has been approved and is eligible to pull a building permit. Amendments that included a five-year cap on deferred fees if a permitted project has not broken ground were recently added. Late Amendments created an exclusive list of the service types that are allowed to be an exception to the collection of fees at certificate of occupancy and collected at the beginning of a project. Additionally, the late amendments created a new and conflicting legal standard for the collection of water and sewer connection and capacity fees and place this new standard in a different, inappropriate section of the Government Code.

Result: *Sent to the Governor for signature on 8/28/2024.*

Failed Passage

SB 830 (Smallwood-Cuevas) Public Works – OPPOSE

SB 830, which has sat dormant for over a year was recently amended in the waning days of the legislative session to apply prevailing wage to off-site sheet fabrication related to ducting and heating (HVAC), ventilation and air conditioning. The bill required out of state offsite fabricators to enter a contractual agreement to pay prevailing wage. The fabricator would have to provide certified payroll records and time records within five days of the employee being paid. This would set a precedent for off-site work to be regulated globally for prevailing wage.

Result: *Moved to the Assembly Inactive File; 8/28/2024.*

Chaptered into Law

AB 2631 (M. Fong) Local agencies: ethics training – CSDA CO-SPONSOR

This bill provides the Fair Political Practices Commission (FPPC) the authority to offer a free ethics training course for public agency officials. While the Commission had been offering this course for the last several years, the course platform has been aging and needs an investment to become more widely accessible. This bill is necessary so that the Commission can be provided with the requisite appropriation from the state to make changes to the course platform. This measure is co-sponsored along with the California State Association of Counties and the League of California Cities.

Result: *Chaptered 8/26/2024.*



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

.....

RESPONSE NEEDED: Your direction will guide our action together

With the 2023-2024 State Legislative Session officially in the books as of August 31, it is now time for CSDA to begin preparing for the 2024-2025 Session. **Please take a moment to help guide our advocacy by completing [this survey](#) no later than September 20.**

[COMPLETE CSDA ADVOCACY PRIORITIES SURVEY](#)

CSDA's strength is in our membership. Arguably, the key to special districts' efficiency and effectiveness is their focused service. Similarly, CSDA's success in the Capitol is largely dependent upon our ability to unify our more than 1,000 members behind a focused purpose. To do that, we need your response to our Advocacy Priorities Survey.

Soon after the November election, legislators will gather in Sacramento to swear-in for the 2025-2026 State Legislative Session and CSDA's advocacy priorities will be determined by our membership. CSDA's Legislative Committee will meet in October to provide direction to our lobbyists using your responses as guidance.

To best represent and serve California's 2,000 special districts, we depend on your input.

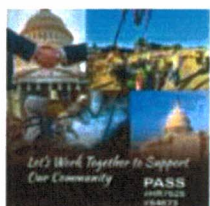
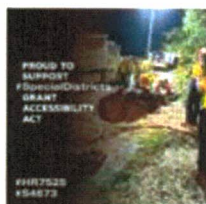


CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

Push Special District Grant Accessibility Act over the finish line

With Congress returning for three weeks of action in September, now is the time to voice your support for the Special District Grant Accessibility Act (SDGAA) using our Digital Toolkit:



SDGAA embodies the National Special District Coalition's (NSDC's) longstanding legislative objective of codifying in federal law a first-ever, formal definition of "special district." In addition to establishing such a definition, the SDGAA would direct federal agencies to recognize special districts as local governments for the purpose of ensuring that districts are eligible to receive appropriate forms of federal assistance, including funding and resources through key grant programs.

The Senate Homeland Security and Governmental Affairs Committee (HSGAC) approved SDGAA Wednesday, July 31 on a 10-1 vote. Senator Laphonza Bulter of California, who sits as a member of HSGAC, was among those voting "aye".

Having already passed off the House floor, the strong support for the SDGAA in HSGAC well positions the legislation heading into Congress' summer recess. Our collective goal will be to secure SDGAA floor time this fall.

Those in support of SDGAA should continue to raise the importance of the measure with your U.S. Senators, respectfully requesting their cosponsorship and favorable consideration when the bill comes up later this year.

[View the July 31, 2024 Senate Homeland Security and Governmental Affairs Committee action on H.R. 7525](#)

[View the May 6, 2024 House Floor action on H.R. 7525](#)

[View the March 7, 2024 House Oversight and Accountability Committee action on H.R. 7525](#)

Learn more and sign-on to CSDA's coalition letters at csda.net/GrantAccessibility.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

OTHER WAYS TO TAKE ACTION

Learn More

Special District Leadership Academy Conference

November 3 – 6, 2024

Embassy Suites by Hilton San Rafael – Marin County

Register at sdla.csda.net

2024 Board Secretary / Clerk Conference

October 21 - 23, 2024

San Diego Marriott Mission Valley - San Diego, CA

Register at csda.net/BoardSecretary

Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Email updates@csda.net to inquire about joining one of the following teams:

- Environment & Disaster Preparedness
- Governance
- Human Resources & Personnel
- Local Revenue
- Public Works, Facilities, and State Infrastructure Investment & Partnership

Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach. Make sure you're reading these resources:

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's *California Special Districts Magazine*

Email updates@csda.net for help accessing these additional member resources.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: LAFCO Updates from Trustee Beverage
DATE: September 23, 2024

BACKGROUND

Trustee Beverage will provide an update on LAFCO activities.

Attachment A is the August 14, 2024 meeting minutes.



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