

AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING








June 18, 2018
6:30 p.m.
History Room

Mission Statement:

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

The Centennial Vision Statement:

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
-  We will renovate and expand our Library.
-  We will remain financially self-sufficient.
-  We will seek strong community support.
-  We will reach our community with an active marketing plan.
-  We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
-  We will plan for maintaining our qualified and professional staff.

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

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 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 22 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 May 21, 2018 Library Board of Trustees Study Session and May 21, 2018 Regular Date Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 11)

10. Check Register for May 2018. (Receive & File and Approve)
11. FY2017-2018 Cash Flow Analysis through May 2018; the Schedule of Anticipated Property Tax Revenues for FY2018-2018 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for May 2018 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Balance Sheet for May 2018. (Receive & File)
14. Acquisitions Report for May 2018. (Receive & File)
15. Service Revenue Activities Report for May 2018. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for May 2018. (Receive, File, and Ratify Appointments)
17. Circulation Report for May 2018. (Receive & File)
18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 19 – 22)

19. Administration Report for May 2018.
20. Children's Services Report for May 2018.
21. Adult Services Report for May 2018.
22. Placentia Library Web Site & Technology Report for May 2018.

NEW BUSINESS

23. Award Contract to San Marino Roof Co., Inc. for Placentia Library District's Roofing Replacement.
24. Updates on Communications Strategy Plans.
25. Updates on the Centennial Renovation Plans.

ADJOURNMENT

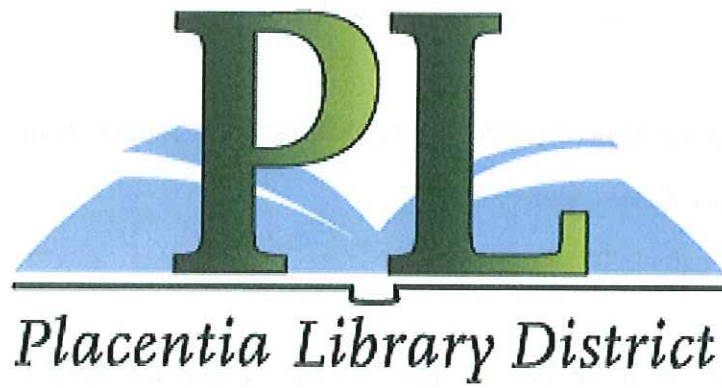
26. Agenda Preparation for the July Date Meeting which will be held on July 16, 2018 unless re-scheduled by the Library Board of Trustees.
27. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
28. Adjourn

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

I, Alyssa Stolze, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the June 18, 2018 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 15, 2018.



Alyssa Stolze, Administrative Assistant



Page intentionally left blank

MINUTES
PLACENTIA LIBRARY DISTRICT
STUDY SESSION
MAY 21, 2018

CALL TO ORDER

President Carline called the Study Session of the Placentia Library District (PLD) Board of Trustees to order on May 21st, 2018 at 5:30 pm.

Members Present: President Gayle Carline, Secretary Jo-Anne Martin, Trustee DeVecchio, Trustee Al Shkoler, Trustee Elizabeth Minter

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Tim Hino, Business Manager; Alyssa Stolze, Administrative Assistant

Guests: David DeBerry, Attorney from Woodruff, Spradlin & Smart

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the Study Session Agenda (Item 3).

AYES: Carline, Martin, DeVecchio, Shkoler
NOES: None
ABSENT: Minter (arrived at 5:46 p.m.)

ORAL COMMUNICATION

None (Item 4)

BOARD PRESIDENT REPORT

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

None

**LIBRARY DIRECTOR
REPORT**

None

**FRIENDS FOUNDATION
REPORT**

None

CONSENT CALENDAR

None

**STUDY SESSION
CONCERNING JOINT USE
AGREEMENT WITH THE
CITY OF PLACENTIA**

Accompanied by legal consultation with Attorney David DeBerry from Woodruff, Spradlin, & Smart, the Board of Trustees discussed the expired Joint Use Agreement between the Placentia Library District and the City of Placentia. The discussion included what items should be discussed in the renewal and possible renegotiation of this agreement including: liability insurance, the parking lot, electricity meters, liability and damage in common areas, fundraising opportunities, methodology of discussions and disputes, and maintenance of the property.

ADJOURNMENT

The Board of Trustees Study Session of May 21st, 2018 was adjourned at 6:22 p.m.

Gayle Carline, President
Library Board of Trustees

Jo-Anne W. Martin, Secretary
Library Board of Trustee

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
MAY 21ST, 2018

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 16th, 2018 at 6:32 pm.

Members Present: President Gayle Carline, Secretary Jo-Anne Martin, Trustee DeVecchio, Trustee Al Shkoler, Trustee Elizabeth Minter

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Tim Hino, Business Manager; Alyssa Stolze, Administrative Assistant

Guests: Erik Mar, Architect from eMar Studio, Pamela Brief, outdoor area designer from Pamela Studios, and Judy Van Wyk, Interior Designer.

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the Agenda (Item 3).

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

ORAL COMMUNICATION

None. (Item 4)

BOARD PRESIDENT REPORT

President Carline attended a meeting with David DeBerry to discuss the Joint Use Agreement. She also attended the Welcome Luncheon, a Placentia Library Friends Foundation Board Meeting, was a guest reader for the 3rd Grade Tours, and attended the Police and Fire Recognition Breakfast.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Martin attended the Mr. DeBerry initial session to discuss the Joint Use Agreement.

Trustee Minter attended the Police and Fire Recognition Breakfast.

Trustee DeVecchio attended the Police and Fire Recognition Breakfast.

Trustee Shkoler did not have information to report.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the Police and Fire Recognition Breakfast, had a meeting with Erik Mar and his team to discuss the renovation, has been in multiple meetings to discuss the Library Impact Fee, attended the I Heart Placentia event, and introduced the library's Technology Manager, Jon Legree, to the Board of Trustees.

**FRIENDS FOUNDATION
REPORT**

Sherri Dahl attended the Placentia Library Friends Foundation's (P.L.F.F.) Board Meeting and they have been reviewing fundraising proposals.

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve Agenda Item 9-22. A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Shkoler, Minter
NOES: None
ABSENT: None

**MINUTES FOR THE APRIL
16TH, 2018 BOARD
MEETING**

Minutes for the April 16th, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

**CASH FLOW ANALYSIS
and
TREASURER'S REPORTS**

Check Registers for April 2018 – received and filed (Item 10)
Fund 707 Balance Report for April 2018 – received and filed (Item 11)

Financial Reports through April 2018 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 April 2018 – received and filed. (Item 13)
Acquisitions Report for April 2018 – received and filed. (Item 14)
Service Revenue Report for April 2018 – received and filed. (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for April 2018 – received and filed. (Item 16)
Circulation Report for April 2018 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia – received and filed. (Item 18)

STAFF REPORTS

Administration Report for April 2018 (Item 19)
Children's Services Report for April 2018 (Item 20)
Adult Services Report for April 2018 (Item 21)
Placentia Library Website Technology Report for April 2018 (Item 22)

**PRESENTATION FROM
EMAR STUDIO, TDS, AND
PAMELA STUDIOS ON
RENOVATION UPDATES
AND PLANS.**

Erik Mar, Pamela Brief, and Judy Van Wyk presented a video fly through presentation of the renovation, shared interior design samples, and discussed the proposed outdoor play space. They then answered questions and concerns made by the Board. They then discussed the proposed budget and projected cost differential, which will further evaluated.

AWARD CONTRACT FOR PLACENTIA LIBRARY DISTRICT'S FINANCIAL AUDIT, MANAGEMENT LETTER, FINANCIAL TRANSACTIONS REPORT AND SUPPLEMENT TO THE ANNUAL REPORT AND PREPARATION OF THE GANN LIMIT REVIEW REPORT FOR THE 2017-2018 FISCAL YEAR TO WHITE, NELSON, DIEHL & EVANS LLP.

The Board reviewed the proposed contract's scope of services by White, Nelson, Diehl & Evans LLP and after consideration motioned to authorize the contract and authorize President Carline to sign the engagement letter. It was moved by Trustee Minter and seconded by Secretary Martin.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

TRAVEL AUTHORIZATION: THE CALIFORNIA LIBRARY ASSOCIATION (CLA) ANNUAL CONFERENCE FROM NOVEMBER 9-11, 2018 IN SANTA CLARA, CALIFORNIA.

After reviewing the large number of staff interested in attending and cost concerns, the Board motioned to limit attendance to ten to twelve staff members, including Trustee Shkoler and management. It was moved by Trustee Shkoler and seconded by Secretary Martin.

AYES: Carline, Martin, Shkoler, Minter

NOES: DeVecchio

ABSENT: None

2018 STAFF APPRECIATION AND RECOGNITION FUND REQUEST

The Board was requested to grant \$3,500 from the Placentia Library Friends Foundation for Staff Appreciation Day with an additional \$2,000 to cover additional costs. It was moved to approve this request by Secretary Martin and seconded by Trustee Shkoler.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

AUTHORIZE A CLOSURE ON JUNE 8, 2018 FOR A STAFF DEVELOPMENT DAY

The Placentia Library District has two Staff Development Days per year and requested to have the library closed on Friday, June 8, 2018 in order to have Staff Development Day prior to the Centennial Renovation semi-closure. It was motioned by Trustee Minter to approve the request to close the library on June 8, 2018 and seconded by Secretary Martin.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

ADOPT RESOLUTION 17-10: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2017-2018 AND RESOLUTION 18-01: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2018-2019.

The Board reviewed Resolution 17-10 for a resolution to establish the appropriations limitation for Fiscal Year 2017-2018 and Resolution 18-01 for a resolution to establish the appropriations limitations for Fiscal Year 2018-2019. It was motioned to read and approve Resolution 17-10 by Secretary Martin and seconded by Trustee Shkoler.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter
 NOES: None
 ABSENT: None

It was then motioned to read and approve Resolution 18-01 by Trustee Minter and seconded by Trustee Shkoler.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter
 NOES: None
 ABSENT: None

AUTHORIZATION TO TRANSFER AND ROLLOVER FUNDS WITHIN THE GENERAL FUNDS ACCOUNT

Director Contreras presented the current Fiscal Year 2017-2018 budget and management’s request to rollover certain funds to the Fiscal Year 2018-2019 Budget in order to be adequately prepared for the reopening after the Center Renovation. It was motioned to authorize the presented transfers and rollovers by Secretary Martin and seconded by Trustee Minter.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter
 NOES: None
 ABSENT: None

DISCUSS A "TAKE YOUR DOG/CAT TO WORK" DAY REQUEST FROM STAFF

Director Contreras presented a staff request to have a “Take Your Dog/Cat to Work Day” to enhance workplace happiness and ease anxiety. Due to liability and allergy concerns, it was moved to deny the request by Trustee DeVecchio and seconded by Trustee Minter.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter
 NOES: None
 ABSENT: None

REVIEW OF ACTION ITEMS

None.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of May 21st, 2018 was adjourned at 8:41 p.m.

 Gayle Carline, President
 Library Board of Trustees

 Jo-Anne W. Martin, Secretary
 Library Board of Trustee

Placentia Library District
Check Register

Type	Date	Num	Name	May 2018	Memo	Amount
1000 - General Fund - Checking						
Bill Pmt -Check	05/04/2018	9789	ALA		National Library Legislative Day 2018	-75.00
Bill Pmt -Check	05/04/2018	9790	K & M Donuts		School Tours	-357.01
Bill Pmt -Check	05/07/2018	9791	Brea Trophy and Engraving		Engraved bookends & extra nametag	-31.35
Bill Pmt -Check	05/07/2018	9792	Pacific Carpet and Tile Cleaning		Carpet Cleaning 5/18/18	-1,400.00
Bill Pmt -Check	05/07/2018	9793	Pitney Bowes Purchase Power		Postage for April 2018	-1,020.99
Bill Pmt -Check	05/07/2018	9794	Placentia Women's Round Table		Yesenia Baltierra's Membership	-65.00
Bill Pmt -Check	05/07/2018	9795	ProLiteracy Membership Program		Proliteracy Membership #5574033	-99.00
Bill Pmt -Check	05/07/2018	9796	Public Agency Reirement Services		For Check Date 5/2/1	-1,808.52
Bill Pmt -Check	05/07/2018	9797	Yesenia Baltiera		Reimbursement	-410.38
Check	05/07/2018	9798	Placentia Library District		For Payroll on 5/16/18	-50,000.00
Bill Pmt -Check	05/07/2018	9799	The Blue Submarine		Adjusted for Sensational Saturdays- 5/19	-200.00
Bill Pmt -Check	05/14/2018	9800	Alyssa Stolze		Reimbursement	-38.50
Bill Pmt -Check	05/14/2018	9801	Arcelia Janitorial Service		Janitorial Services from 4/14/18 to 4/30/18	-1,655.92
Bill Pmt -Check	05/14/2018	9802	Baker & Taylor		Books	-939.81
Bill Pmt -Check	05/14/2018	9803	BankCard Center-Bank of the West		3/29/18 to 4/28/18	-6,125.03
Bill Pmt -Check	05/14/2018	9804	Cintas		Cleaning Supplies	-444.27
Bill Pmt -Check	05/14/2018	9805	Dewey Pest Control		Services for May through July 2018	-134.00
Bill Pmt -Check	05/14/2018	9806	Employment Development Dept.		Unemployment Insurance for 1/1-3/31-18	-1,519.00
Bill Pmt -Check	05/14/2018	9807	Fernando Maldonado		Reimbursement for Teen Program & Mileage	-83.97
Bill Pmt -Check	05/14/2018	9808	Legacy Integrative Solutions		Services for April 2018	-1,278.72
Bill Pmt -Check	05/14/2018	9809	MD Medical Clinics		Kathy's Physical	-117.00
Bill Pmt -Check	05/14/2018	9810	Midwest Tape		DVDs	-977.52
Bill Pmt -Check	05/14/2018	9811	Rotary _Club of Placentia		Membership Dues for Jeanette Contreras	-118.00
Bill Pmt -Check	05/14/2018	9812	SDRMA		Medical for June 2018	-23,592.60
Bill Pmt -Check	05/14/2018	9813	Staples Advantage		Supplies	-99.31
Bill Pmt -Check	05/14/2018	9814	The Galecia Group		Bookpoints	-760.00
Bill Pmt -Check	05/14/2018	9815	Time Warner Cable		Monthly Service	-920.52
Bill Pmt -Check	05/14/2018	9816	Woodruff, Spradlin & Smart		Services through 4/30/18	-168.00
Bill Pmt -Check	05/21/2018	9817	Angela M. Natividad		Lost and paid book	-27.95
Bill Pmt -Check	05/21/2018	9818	Animal Magic		SRP Animal Show	-350.00
Bill Pmt -Check	05/21/2018	9819	Auntie Roxie's Life of the Party		SRP Magic Show	-345.00
Bill Pmt -Check	05/21/2018	9820	Baker & Taylor		Books	-1,532.08
Bill Pmt -Check	05/21/2018	9821	Bubblemania and Company		SRP Bubble Show	-250.00
Bill Pmt -Check	05/21/2018	9822	CALNET3		Monthly Service	-403.28
Bill Pmt -Check	05/21/2018	9823	Cintas		Supplies	-829.18
Bill Pmt -Check	05/21/2018	9824	First American Title Insurance Company		Policy-Standard ALTA Owner's Leasehold	-2,924.00
Bill Pmt -Check	05/21/2018	9825	Golden State Water Company		Service 3/20-4/19/18	-416.71
Bill Pmt -Check	05/21/2018	9826	Illusions by Allen		SRP Magic Show	-275.00
Bill Pmt -Check	05/21/2018	9827	Midwest Tape		DVDs	-428.09
Bill Pmt -Check	05/21/2018	9828	Placentia Library Foundation		Pass thru for April 2018	-66.50
Bill Pmt -Check	05/21/2018	9829	Thor's Reptile Family		SRP Reptile Show	-350.00
Bill Pmt -Check	05/21/2018	9830	Unique Management Services, Inc.		Collections	-313.25
Bill Pmt -Check	05/21/2018	9831	Wayne Kawamoto		SRP Magician	-250.00
Check	05/21/2018	9832	Placentia Library District		For Payroll 5/30/18	-50,000.00

Placentia Library District
Check Register

Type	Date	Num	Name	May 2018	Memo	Amount
Bill Pmt -Check	05/23/2018	9833	Click Consulting		Managed Services Plan	-4,000.00
Bill Pmt -Check	05/23/2018	9834	OC Custom Vinyl Graphics & Signs		Date Patches for SRC/SRP	-43.00
Check	05/30/2018	9835	Placentia Library District		For Payroll 5/30/18	-15,000.00
Bill Pmt -Check	05/30/2018	9836	Coleen Wakai		Reimbursement for Mosaic supplies/event	-142.57
Bill Pmt -Check	05/30/2018	9837	Costume Specialists, Inc		Clifford Costume for SRC	-60.00
Bill Pmt -Check	05/30/2018	9838	Elizabeth D. Minter		Reimbursement for flight to ALA	-695.40
Bill Pmt -Check	05/30/2018	9839	Jon Legree		Reimbursement for cable for printer	-17.23
Bill Pmt -Check	05/30/2018	9840	PYLUSD Transportation		Trip # 2723 Sierra Vista	-132.00
Bill Pmt -Check	05/30/2018	9841	SDRMA		Ancillary Benefits for June 2018	-2,384.53
Bill Pmt -Check	05/30/2018	9842	SoCalGas		Service 4/17-5/16/18	-101.67
Bill Pmt -Check	05/30/2018	9843	Sutherland Consulting Group, Inc.		Consulting Services	-3,750.00
Check	05/30/2018	9844	Placentia Library District		For Payroll 6-13-18	-65,000.00
Bill Pmt -Check	05/30/2018	9845	Trader Joe's		Promotion & Recognition Items for Literacy Event	-185.90
Total 1000 · General Fund - Checking						<u>-244,712.86</u>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

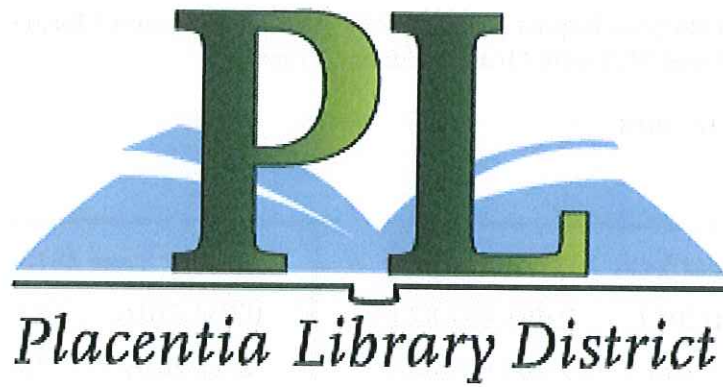
FROM: Timothy Hino, Business Manager

SUBJECT: Fund Balance Report through May 2018 for Placentia Library District Fund 707 and Fund 9LX with Orange County Treasurer

DATE: June 18, 2018

Fiscal Year 2017-2018	
07/31/2017	2,491,457.82
8/31/2017	2,493,625.46
9/30/2017	2,495,857.28
10/31/2017	2,498,084.78
11/30/2017	2,500,309.42
12/31/2017	2,502,508.82
01/31/2018	2,502,381.29
2/28/2018	2,502,253.65
3/31/2018	2,504,538.94
04/30/2018	2,509,766.98
5/31/2018	2,512,623.18
6/30/2018	0.00

Fiscal Year 2016-2017	
07/31/2016	2,471,328.58
8/31/2016	2,472,833.87
9/30/2016	2,474,399.04
10/31/2016	2,475,950.51
11/30/2016	2,477,456.70
12/31/2016	2,478,922.76
01/31/2017	2,527,382.64
2/28/2017	2,529,054.47
3/31/2017	2,530,750.86
04/30/2017	2,532,566.89
5/31/2017	2,487,334.78
6/30/2017	2,490,275.83



Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Financial Reports through May 2018 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: June 18, 2018

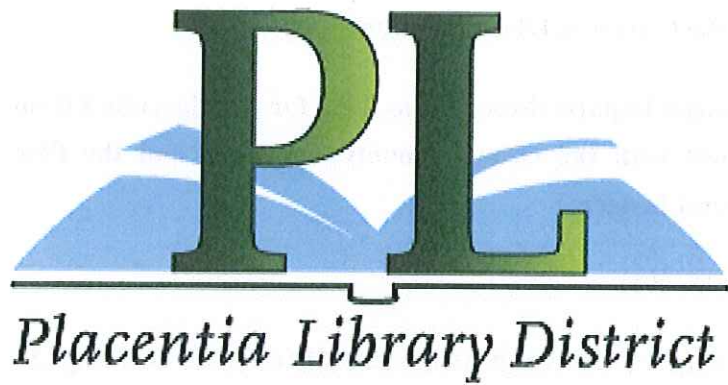
Summary of Cash and Investments as of May 31, 2018

Cash with Orange County Treasurer Fund 707	2,512,623.18
<i>(Impact Fees with County - Restricted)</i>	<i>620,037.82</i>
General Fund Checking – Bank of the West	1,284,400.68
General Fund Savings – Bank of the West	678,057.77
Payroll Checking – Wells Fargo Bank	12,249.67
Total Cash and Investments	4,597,581.30

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



Page intentionally left blank

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 May 31, 2018
 91.67% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,456,945	1,297,246	0.89	\$159,699
5030	Retirement	54,605	20,228	0.37	\$34,377
5040	Unemployment Insurance	-	1,288.00	1288.00	(1,288.00)
5050	Health Insurance	266,516	229,533	0.86	\$36,983
5064	Dental Insurance	17,240	12,810	0.74	\$4,430
5060	Life Insurance	8,370	3,360	0.40	\$5,010
5066	AD & D Insurance	5,453	5,258	0.96	\$195
5068	Vision Insurance	3,341	2,541	0.76	\$800
5090	Employee Assistance Program	823	-	0.00	\$823
5070	Workers' Compensation Insurance	13,952	8,402	0.60	\$5,550
	TOTAL	\$1,827,245	\$1,580,665	0.87	\$246,580
SERVICES & SUPPLIES					
5100	Communications	25,000	24,588	0.98	\$412
5150	Household Expenses	22,000	17,187	0.78	\$4,813
5099	Library Insurance	15,000	13,558	0.90	\$1,442
5205	Maintenance Expense	30,000	24,121	0.80	\$5,879
5220-5280, 5160, 5180, 5210	Maintenance, Buildings & Improvements	106,000	98,529	0.93	\$7,471
5290	Memberships	10,000	9,678	0.97	\$322
5295	Miscellaneous Expense	1,000	-	0.00	\$1,000
5300,5310,5350	Office Expenses & Postage	58,000	60,817	1.05	(\$2,817)
5400	Prof./Specialized Services	122,450	127,489	1.04	(\$5,039)
	Programs	41,000	46,392	1.13	(\$5,392)
5500	Books/Library Materials	175,689	149,432	0.85	\$26,257
5600	Meetings/Professional Development	32,000	30,434	0.95	\$1,566
5700	Mileage/Parking	4,500	737	0.16	\$3,763
5800	Utilities	88,000	53,791	0.61	\$34,209
	TOTAL	\$730,639	\$656,753	0.90	\$73,886
	OPERATING EXPENSES	\$2,557,884	\$2,237,418	0.87	\$320,466
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$0	-	0.00	\$0
4200	Equipment & Furniture	\$0	-	0.00	\$0
6100	Taxes and Assessments	\$10,000	8,659.00	0.87	\$1,341
	TOTAL	\$10,000	8,659.00	0.87	\$1,341
TOTAL BUDGET					
		\$2,567,884	\$2,246,077	0.87	\$321,807

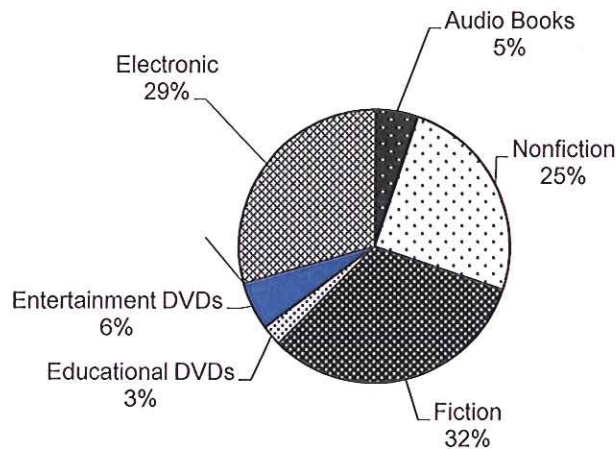
PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
 May 31, 2018

ACCT #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,122,628	2,254,749	132,120.74	106.2%
4020	Property Taxes - Current Unsecured	59,937	59,048	(889.44)	98.5%
4030	Property Taxes - Prior Secured	0	-	0.00	100.0%
4040	Property Taxes - Prior Unsecured	0	-	0.00	100.0%
4050	Property Taxes - Curr Supplemental	68,361	64,311	(4,049.66)	94.1%
4060	Property Taxes - Prior Supplemental	17,186	15,275	(1,911.46)	88.9%
4070	Interest on Unsupport Tax	0	374	373.50	37350.0%
4080	Penalties & Costs on Delinq Taxes	1,055	380	(675.03)	36.0%
4090	Taxes Special Dist Augmentation	9,036	4,698	(4,338.00)	469800.0%
4190	State - Homeowners Property Tax Relief	48,482	11,241	(37,241.19)	23.2%
	Sub Total	2,326,685	2,410,074	83,389.46	103.6%
INTEREST REVENUE					
4600	Interest	8,500	21,450	12,950.37	252.4%
	Sub Total	8,500	21,450	12,950.37	252.4%
GRANT REVENUE					
4210	State Grants	30,000	30,000	0.00	100.0%
	Sub Total	30,000	30,000	0.00	100.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	1,750	1,050.00	250.0%
4410	PLFF Grants	51,000	45,425	(5,575.02)	89.1%
4430	Other Revenue	0	1,596	1,595.78	410500.0%
4440	Centennial Renovation	0	12,467	12,467.25	115000.0%
4310	Fines & Fees	0	18,392	18,391.94	1520700.0%
4330, 4320	Passport/Photos	180,000	241,846	61,845.50	134.4%
4340	Meeting Room Fees	4,000	2,565	(1,435.00)	64.1%
4350	Test Proctor	7,000	7,900	900.00	112.9%
	Sub Total	242,700	331,940	89,240.45	136.8%
4500	Impact Fees	10,000	8,239	(1,761.35)	82.4%
TOTAL REVENUES YTD FOR FY 17/18:		2,617,885	2,801,704	183,819	107.0%

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2017-2018 THROUGH THE MONTH OF MAY 2018

	YTD 2017/18	YTD 2017/18	YTD 2017/18	YTD 2016/17	YTD 2016/17	YTD 2016/17
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$42,665	2469	2669	\$57,090	3263	3485
Total Non-Fiction	\$33,054	1320	1919	\$46,841	2098	3011
Total Electronic	\$38,818	241	0	\$32,788	1099	0
Total Audio Books	\$6,678	359	362	\$7,726	168	168
Total Educational DVDs	\$3,232	87	87	\$3,549	108	109
Total Entertainment DVDs	\$7,578	166	270	\$10,069	260	372
YTD TOTAL MATERIALS	\$132,025	4642	5307	\$158,063	6996	7145
Budget	\$255,689			\$255,700		
% Spent YTD	52%			62%		



The spent amounts on this report reflect items and invoices received through the end of the month. Budget amounts are regular budget dollars. Spent amounts include regular budgeted dollars as well as adopt-a-book and grant dollars. Invoices paid during the month are shown on the Financial Report rather than the Acquisitions report.

ACQUISITIONS REPORT FOR FISCAL YEAR 2017-2018 THROUGH THE MONTH OF MAY 2018
Prepared by Katie Matas, Librarian I

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$29,731	1635	1797	\$0	0	0	\$29,731	1635	1797	\$100	3	3	\$29,831	1638	1800
Total Adult Fiction	\$29,731	1635	1797	\$0	0	0	\$29,731	1635	1797	\$100	3	3	\$29,831	1638	1800
Adult Non-Fiction	\$15,366	659	661	\$0	0	0	\$15,366	659	661	\$2,307	26	36	\$17,673	685	697
Adult Reference	\$370	9	8	\$0	0	0	\$370	9	8	\$479	8	8	\$849	17	16
Adult Magazines	\$3,602	54	636	\$0	0	0	\$3,602	54	636	\$0	0	0	\$3,602	54	636
Total Adult Non-Fiction	\$19,338	722	1305	\$0	0	0	\$19,338	722	1305	\$2,786	34	44	\$22,124	756	1349
TOTAL ADULT PRINT MATERIALS	\$49,069	2357	3102	\$0	0	0	\$49,069	2357	3102	\$2,886	37	47	\$51,955	2394	3149
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$6,678	359	362	\$0	0	0	\$6,678	359	362	\$0	0	0	\$6,678	359	362
Adult E-books	\$10,155	234	0	\$0	0	0	\$10,155	234	0	\$0	0	0	\$10,155	234	0
Adult Educational DVDs	\$3,232	87	87	\$0	0	0	\$3,232	87	87	\$24	2	2	\$3,256	89	89
Adult Entertainment DVDs	\$7,194	156	255	\$0	0	0	\$7,194	156	255	\$111	4	4	\$7,305	160	259
TOTAL ADULT NON-PRINT MATERIALS	\$27,259	836	704	\$0	0	0	\$27,259	836	704	\$135	6	6	\$27,394	842	710
TOTAL ADULT MATERIALS	\$76,328	3,193	3,806	\$0	0	0	\$76,328	2,959	3,806	\$3,021	43	53	\$79,349	3,002	3,859
Juvenile Fiction	\$10,228	643	654	\$0	0	0	\$10,228	643	654	\$373	40	40	\$10,601	683	694
Young Adult Fiction	\$2,706	191	218	\$0	0	0	\$2,706	191	218	\$0	0	0	\$2,706	191	218
Total Juvenile Fiction	\$12,934	834	872	\$0	0	0	\$12,934	834	872	\$373	40	40	\$13,307	874	912
Juvenile Non-Fiction	\$11,516	519	523	\$0	0	0	\$11,516	519	523	\$123	8	8	\$11,639	527	531
Young Adult Non-Fiction	\$1,838	73	77	\$0	0	0	\$1,838	73	77	\$7	1	1	\$1,845	74	78
Juvenile Reference	\$39	1	2	\$0	0	0	\$39	1	2	\$0	0	0	\$39	1	2
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$323	5	12	\$0	0	0	\$323	5	12	\$0	0	0	\$323	5	12
Total Juvenile Non-Fiction	\$13,716	598	614	\$0	0	0	\$13,716	598	614	\$130	9	9	\$13,846	607	623
TOTAL JUVENILE PRINT MATERIALS	\$26,650	1,432	1,486	\$0	0	0	\$26,650	1,432	1,486	\$503	49	49	\$27,153	1,481	1,535
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$36	2	2	\$0	0	0	\$36	2	2	\$0	0	0	\$36	2	2
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$348	8	13	\$0	0	0	\$348	8	13	\$85	4	4	\$443	12	17
TOTAL JUVENILE NON-PRINT MATERIALS	\$384	10	15	\$0	0	0	\$384	10	15	\$95	4	4	\$479	14	19
TOTAL JUVENILE MATERIALS	\$27,034	1,442	1,501	\$0	0	0	\$27,034	1,442	1,501	\$598	53	53	\$27,632	1,495	1,554
On-line databases	\$28,663	7	0	\$0	0	0	\$28,663	7	0	\$0	0	0	\$28,663	7	0
E-books	\$10,155	234	0	\$0	0	0	\$10,155	234	0	\$0	0	0	\$10,155	234	0
TOTAL ELECTRONIC MATERIALS	\$38,818	241	0	\$0	0	0	\$38,818	241	0	\$0	0	0	\$38,818	241	0
Total Fiction	\$42,665	2469	2669	\$0	0	0	\$42,665	2469	2669	\$473	43	43	\$43,138	2512	2712
Total Non-Fiction	\$33,054	1320	1919	\$0	0	0	\$33,054	1320	1919	\$2,916	43	53	\$35,970	1363	1972
Total Electronic	\$38,818	241	0	\$0	0	0	\$38,818	241	0	\$0	0	0	\$38,818	241	0
Total Audio Books	\$6,678	359	362	\$0	0	0	\$6,678	359	362	\$0	0	0	\$6,678	359	362
Total Educational DVDs	\$3,232	87	87	\$0	0	0	\$3,232	87	87	\$24	2	2	\$3,256	89	89
Total Entertainment DVDs	\$7,578	166	270	\$0	0	0	\$7,578	164	268	\$206	8	8	\$7,784	172	276
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$162,025	4642	5307	\$0	0	0	\$162,025	4,640	5,305	\$3,619	96	106	\$165,644	4736	5411

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

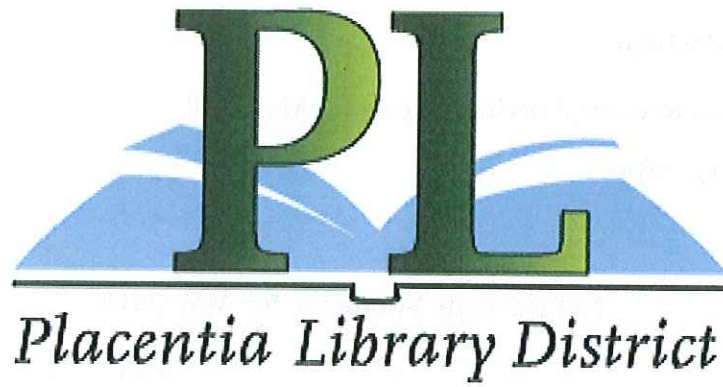
FROM: Timothy Hino

SUBJECT: Service Revenue Activities Report for May 2018

DATE: June 18, 2018

Net Revenue Summary for May 2018

			YTD	YTD
	May-2018	May-2017	2017-2018	2016-2017
Passport	32,095.00	26,273.00	195,579.50	170,244.00
Passport Photos	5,196.00	6,170.00	46,266.00	42,873.00
Test Proctor	700.00	800.00	7,900.00	6,850.00
Fines & Fees	1,661.08	3,444.64	18,391.94	44,050.63
Meeting Room	90.00	0.00	2,565.00	2,685.00
Total	39,742.08	36,687.64	270,702.44	266,702.63



Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Timothy Hino, Business Manager

SUBJECT: Personnel Report for May 2018

DATE: June 18, 2018

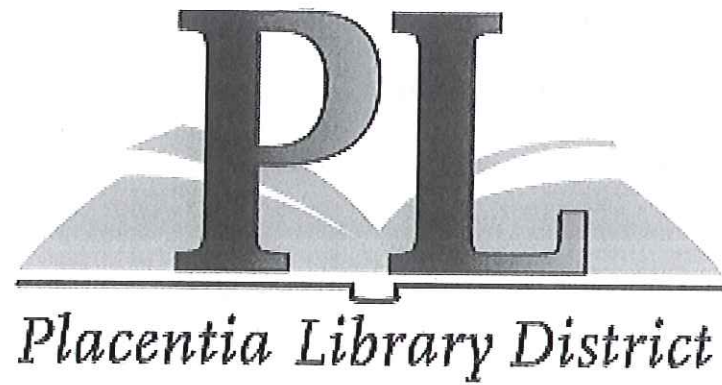
			YTD	YTD
	May-18	May-17	2017-2018	2016-2017
Separation	0	0	7	2
Retirement	0	0	0	0
Appointments	0	0	11	8
Open Positions	0	4	8	7
Workers' Compensation Leave	0	0	0	0
Total	0	4	26	17

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: None

OPEN POSITIONS: None



Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Jon Legree, Technology Manager
SUBJECT: Circulation Activity Report: **May 2018**
DATE: **June 18, 2018**

<u>CIRCULATION</u>	May-18	May-17	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
New Patron Registrations	397	246	3,194	3,249	-1.7%
Total Circulation	22,394	21,433	247,066	253,976	-2.7%
Total Active Borrowers*	7,742	7,707			
Attendance	25,638	31,875	286,408	289,039	-0.9%
Adult Fiction	2,309	2,526	27,610	30,140	-8.4%
Adult Nonfiction	2,233	1,712	21,074	21,032	0.2%
Adult Magazines	233	135	2,050	1,490	37.6%
Adult Music CDs	95	143	1,074	1,374	-21.8%
Adult Audio Books	550	467	5,697	5,822	-2.1%
Adult DVDs	2,248	2,378	25,171	24,523	2.6%
JV Fiction	10,074	8,954	108,184	108,842	-0.6%
YA Fiction	973	983	12,085	13,768	-12.2%
JV Nonfiction	2,054	1,987	25,522	24,672	3.4%
YA Nonfiction	87	456	1,082	1,583	-31.6%
JV Magazines	2	1	123	67	83.6%
JV Music CDs	15	38	255	261	-2.3%
JV Audio Books	46	88	443	647	-31.5%
JV DVDs	1,391	1,471	15,883	16,302	-2.6%
Video Games	51	75	9,736	8,779	10.9%
Library of Things**	33	NA	269	NA	NA

* YTD % change not applicable.

**Library of Things new collection June 2017

TEST PROCTORING

May 2018	May 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
14	16	157	138	14%

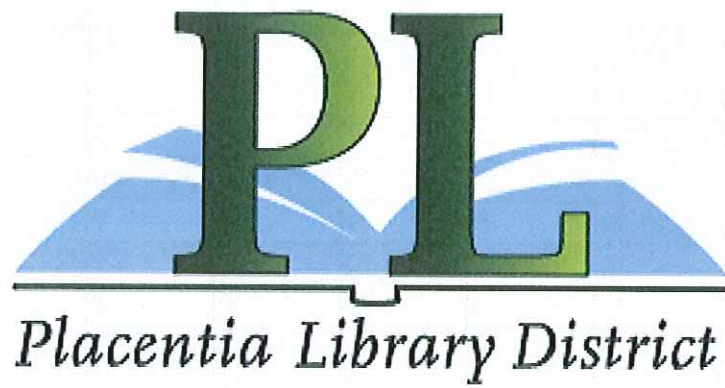
PATRON COUNT

May-18	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		341	346	456	365	249	306	2063
10:00		412	307	458	485	226	386	2274
11:00		266	371	406	381	219	384	2027
12:00		181	344	295	253	200	432	1705
1:00	712	188	305	415	291	241	434	2586
2:00	409	201	478	676	369	271	432	2836
3:00	361	451	700	669	826	481	307	3795
4:00	219	423	592	493	552	288	215	2782
5:00		330	542	523	536			1931
6:00		328	411	428	406			1573
7:00		131	272	286	246			935
DAY TOTALS	1701	3252	4668	5105	4710	2175	2896	24507
Open 30 days; Closed 1 day (8 hours)								
May 2018	May 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change		Hours Open	Average Per Hour	Open 30 days
	29,276	113,628	159,090	-40%		278	88	
Outside Gate Counts								
Adult Programs							132	
Children/Teen Programs							849	
Meeting Room Rentals							150	
TOTAL							1131	
					Library Attendance Total			
					25,638			

PASSPORTS								
May 2018	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		3	3		4	4	33	47
10:00		4	7	4	2	7	33	57
11:00		8	5	6	10	6	35	70
12:00		6	9	6	7	9	38	75
1:00	36	7	10	11	7	11	35	117
2:00	37	9	12	9	8	11	34	120
3:00	36	11	14	17	12	12	24	126
4:00	3	15	22	21	18	11	9	99
5:00		14	24	24	21			83
6:00		14	20	25	18			77
7:00			4	1				5
DAY TOTALS	112	91	130	124	107	71	241	876
		May 2018	May 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change		
		876	1046	7227	6905	4%		

STAFF ACTIVITY

- Katie attended Friday Huddles on May 4th, and 11th.
- Tim H., Katie, Beatrice, Victor, Estella, Laura, and Tim W. attended the Support Services staff meeting on May 23rd
- Katie, Beatrice, Victor, Danny, Estella, Laura, and Tim attended the Centennial meeting on May 23rd
- Katie attended the Centennial meeting on May 4th.
- Staff provided Setup/Take Down in the Meeting Room: 38 set-ups/ 38 breakdowns
- Meeting Room rentals patron count: 150
- Tim completed the eXPLORE Summer 2018 newsletter.
- Support Services staff helped with 5 school visits.
- Laura participated in the school visit on May 31st.



Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

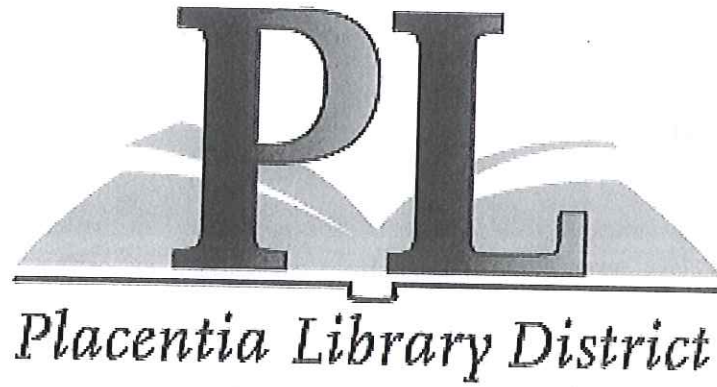
TO: Jeanette Contreras, Library Director
FROM: Timothy Hino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through May 2018
DATE: June 18, 2018

**CITY OF PLACENTIA
 INVOICES**

PERIOD COVERED FY 2017-2018	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-17	*	*	*	*	*	0.00	*
Aug-17	08-15-17	16,166.86	*	42.50	19.79	0.00	\$16,229.15
Sep-17	09-20-17	8,558.53	1,452.49	*	*	0.00	\$10,011.02
Oct-17	10-26-17	8,314.14	2,904.98	427.50	10.87	0.00	\$11,657.49
Nov-17	11-21-17	5,075.75	*	*	9.59	0.00	\$5,085.34
Dec-17	*	*	*	+	*	0.00	*
Jan-18	01-16-18	8,800.12	1,452.49	285.00	8.10	0.00	\$10,545.71
Feb-18	02-21-18	*	*	142.50	10.13	0.00	\$152.63
Mar-18	03-28-18	9,310.29	*	142.50	*	0.00	\$9,452.79
Apr-18	04-04-18	*	6,290.93	*	*	0.00	\$6,290.93
May-18	05-15-18	4,556.81	2,516.38	285.00	30.52	0.00	\$7,388.71
Jun-18							
	TOTAL	\$60,782.50	14,617.27	1,325.00	89.00	0.00	\$76,813.77

** City Billing
 Not Received*

PERIOD IN FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-16	*	*	*	*	*	*	*
Aug-16	*	*	*	*	*	*	*
Sep-16	09-13-16	21,226.41	4,357.47	427.50	19.27	*	26,030.65
Oct-16	*	*	*	*	*	*	*
Nov-16	11-07-16	11,501.61	2,904.98	142.50	*	10,162.28	24,711.37
Dec-16	12-08-16	3,908.38	1,452.49	142.50	4.69	*	5,508.06
Jan-17	01-10-17	3,503.45	1,452.49	142.50	19.73	*	5,118.17
Feb-17	02-27-17	3,468.72	2,904.98	142.50	9.82	7,652.32	14,178.34
Mar-17	03-27-17	3,669.20	1,452.49	142.50	9.83	2,702.34	7,976.36
Apr-17	*	*	*	*	*	---	*
May-17	05-03-17	3,860.73	1,452.49	142.50	9.83	110.87	5,576.42
Jun-17	07-03-17	9088.79	2,904.98	285.00	19.74	---	12,298.51
	TOTAL	60,227.29	18,882.37	1,567.50	92.91	20,627.81	101,397.88



Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for May 2018

DATE: June 18, 2018

Meetings:

- Board Meeting & Study Session – May 21st
- Friday Morning Huddles – May 4th, 11th, 18th, and 25th
- Manager’s Meeting – May 17th
- Staff Meeting – May 23rd
- PLFF – May 14th
- Rauch Communications – May 14th
- Sarnafil Roofing – May 1st, and 25th
- eMar – May 3rd
- City Inspector – May 15th
- EdTechnology Funds – May 18th
- Board Meeting – May 21st
- PayChex – May 30th
- Jane Ishibashi / Fullerton College – May 18th
- One-Stop Center – May 21st

Events:

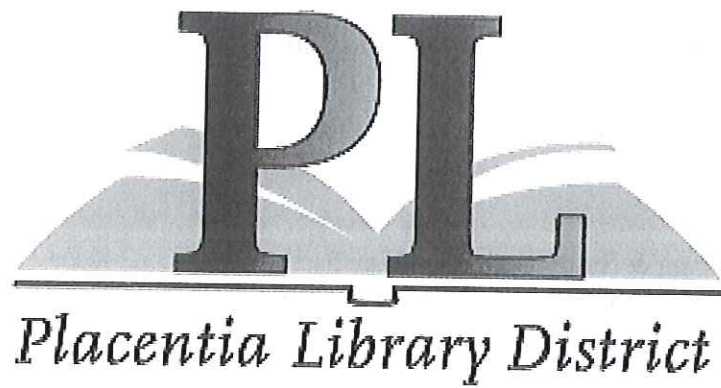
- 3rd Grade Tours: May 2nd, 9th, and 30th

Facilities:

- Capital Door – May 31st

Training:

- Webinar: Preparing for the Audit – May 1st
- Webinar: Gender Identity Issues – May 10th



Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children’s Services Report for May 2018
DATE: June 18, 2018

Monthly Statistics

	May 2018	May 2017	Y-T-D 2017-2018	Y-T-D 2016-2017	Y-T-D % change
Reference—in person	604	571	5,503	6,266	-12.18%
Reference--telephone	16	13	265	278	-4.68%
Total Reference	620	584	5,768	6,544	-11.86%

Children’s Services Programs

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	May 2018	May 2018	May 2017	May 2017	Y-T-D 2017-18	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D 2016-17	Y-T-D 16/17-17/18	Y-T-D 16/17-17/18
Storytime	9	376	9	284	111	4471	111	4062	0.00%	10.07%
Educational	22	487	22	443	179	4255	188	4205	-4.79%	1.19%
Reading	1	60	1	42	21	2088	20	1392	5.00%	50.00%
Teen	7	50	4	69	78	1104	46	646	69.57%	70.90%
Seasonal	0	0	0	0	9	2893	10	2161	-10.00%	33.87%
Totals	39	973	36	838	398	14811	375	12466	6.13%	18.81%

ACHIEVEMENTS

- Lori Worded proctored 7 exams, one exam on May 1st, May 2nd, May 11th, May 15th, and three exams on May 25th.
- Lori Worden, Ana Balderas, Venessa Faber, Deanna White, Yesenia Baltierra and Kathy Carn assisted with tours during the 3rd grade school visits on May 7th (Tynes Elementary), May 9th (Ruby Dr. Elementary), May 14th (Sierra Vista Elementary), May 30th (Melrose Elementary), May 31st (Morse Elementary), and June 7th (Golden).
- Lori Worden, Deanna White, and Kathy Carn conducted Summer Reading Program visits at Morse Elementary school classes on May 8th, and Ruby Drive Elementary on May 29th and 30th.
- Kathy Carn presented the Summer Reading Program to Ruby Drive Elementary on May 30th.

MEETINGS

- Fernando Maldonado met with Wendy Townsend to discuss Teen Programs on May 3rd, 10th and 17th.
- Fernando Maldonado participated in Summer Reading Celebration committee meeting with Yesenia Baltierra and Kathy Carn on May 10th and 24th.
- Fernando Maldonado met with Michelle Meades to prepare Summer Reading Program volunteer training materials on May 16th.
- Fernando Maldonado, Deanna White, Kathy Carn, and Yesenia Baltierra attended Staff Meeting on May 23rd.
- Kathy Carn facilitated the Children's Services meeting on May 3rd. Venessa Faber, Deanna White, Ana Balderas, and Lori Worden attended.
- Deanna White met with Lori Worden to go over SRP School Visit Presentation on May 24th.
- Lori Worden and Yesenia Baltierra attended a staff Centennial meeting on May 4th.
- Kathy Carn met with Yesenia Baltierra on May 2nd, 16th, and 22nd to continue training and discuss Children's Services related matters.
- Kathy Carn met with Yesenia Baltierra and Deanna White to review and discuss C21 items.
- Kathy Carn met with Yesenia Baltierra for a Supervisors Meeting on May 9th and May 23rd.
- Kathy Carn met with Wendy Amireh on May 9th and May 14th to discuss scheduling, timesheet procedures, and Overdrive purchasing.
- Kathy Carn met with Lori Worden on May 15th to discuss the Summer Reading Program school visit schedule.
- Kathy Carn attended a meeting the SLS Security Interest Group meeting Huntington Beach Public Library on May 22nd.
- Kathy Carn met with Michelle Meades regarding the Summer Reading Celebration puppet show on May 24th.
- Kathy Carn presented the Summer Reading Program to ELAC (English Language Advisory Committee) at Morse Elementary on May 31st.
- Yesenia Baltierra attended eMar Studio meeting on May 3rd.
- Yesenia Baltierra attended Renovation meeting on May 4th, 7th, and 25th.
- Yesenia Baltierra met with Tim Hino on May 8th and 16th.
- Yesenia Baltierra met with Jon Legree on May 11th and 16th.
- Yesenia Baltierra attended LMT meeting on May 17th.
- Yesenia Baltierra participated on a conference call with LAPL on May 21st.
- Yesenia Baltierra attended Student Card meeting on May 22nd.
- Yesenia Baltierra met with Katie Matas on May 29th.

PROFESSIONAL DEVELOPMENT

- Venessa Faber attended the Harwood Institute training in Ontario from May 9th -11th.
- Children's Services staff participated in the Library Elevator Speech online webinar training.
- Yesenia Baltierra participated on a Harwood Lab conference call on May 24th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director**FROM:** Yesenia Baltierra, Public Services Manager**SUBJECT:** Adult Services Report for May 2018**DATE:** June 18, 2018**MONTHLY STATISTICS**

<u>Reference Desk Activity</u>	May	May	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2017-18	2016-17	% change
Reference -- in person	1,721	1,762	16,879	16,570	1.86%
Reference -- telephone	825	896	7,688	7,001	9.81%
Reference -- email/chat	14	7	143	63	126.98%
Technology assistance	281	50	2,801	2,879	-2.71%
Guest passes	74	238	748	920	-18.70%
Adult and Children's computer use (desktops)	2,133	2,357	23,321	27,384	-14.84%
Adult computer usage (desktop)	1,878	2,092	19,274	23,256	-17.12%
Public computer use (express laptops)	18	11	140	104	34.62%

<u>History Room Activity</u>	May	May	Y-T-D	Y-T-D	Y-T-D
	2018	2017	FY2017-18	FY2016-17	% change
History Room Visitors	480	109	575	200	187.50%

<u>Volunteer Hours</u>	May	May	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2017-18	2016-17	% change
History Room	22.75	12.25	516.25	103.25	400.00%
PLFF	376.58	433.67	4669.29	5182.92	-9.91%
General Library	370.92	632	5940.29	6502.72	-8.65%
Technology	0	0	20	195.75	-89.78%
Homework Club	69.75	116.5	612.6	1040.5	-41.12%
Adult Literacy Tutors	161.25	135.42	1995.75	1470.75	35.70%
PTAC	51.25	69	1017.5	693.72	46.67%
Summer Reading Program	0	0	1365.62	608.25	124.52%
Total Volunteer Hours	1052.5	1398.84	16137.3	15797.86	2.15%

<u>Public Services Outreach Activity</u>	May	May	Y-T-D	Y-T-D	Y-T-D
	2018	2017	FY2017-18	FY2016-17	% change
Outreach Visits	0	6	8	27	-70.37%
Outreach Attendance	0	1158	1961	3245	-39.57%

Adult Programs

Type of Program	Number of Programs May	Attendance May	Number of Programs May	Attendance May	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2018	2018	2017	2017	FY1718	FY1718	FY1617	FY1617		
Book Club	1	9	1	7	11	70	11	113	0.00%	-38.05%
Computer Workshops	0	0	4	48	13	138	27	263	-51.85%	-47.53%
Educational Programs-varied topics	0	0	0	0	11	2,377	15	130	-26.67%	1728.46%
Fine Arts Programs	1	16	0	0	10	260	4	301	150.00%	-13.62%
Health & Fitness Programs	0	0	4	65	13	269	34	697	-61.76%	-61.41%
History Room Programming	6	510	2	135	12	677	7	308	71.43%	119.81%
Home and Lifestyle	0	0	0	0	3	330	0	0	NA	NA
Literacy Programs	8	87	9	88	68	712	73	541	-6.85%	31.61%
Reading Programs	0	0	0	0	5	595	5	408	0.00%	45.00%
Volunteer Programs	1	19	1	22	11	223	11	228	0.00%	-2.19%
Totals	17	641	21	365	157	5,651	187	2,989	-16.04%	89.06%

Literacy	YTD1718	FY1617	% Change
Computer Literacy Students	12	6	100.00%
English Literacy Students	47	50	-6.00%
Students Graduated	17	9	88.89%
Computer Literacy Tutors	7	8	-12.50%
English Literacy Tutors	39	38	2.63%

ACHIEVEMENTS

- Michelle Meades and Fernando Maldonado coordinated the Volunteer Orientation on May 29th.
- Michelle Meades coordinated 3rd Grade Civic Center Tours on May 7th, 9th, 14th, 30th and 31st.
- Wendy Townsend coordinated the Book Club on May 8th.
- Coleen Wakai coordinated Literacy Reads! on May 4th.
- Coleen Wakai coordinated Conversation Club on May 4th, 11th, 18th, and 25th.
- Coleen Wakai attended an outreach for literacy tutors at CSUF on May 9th.
- Coleen Wakai coordinated Mosaics Rock! on May 20th.
- Coleen Wakai coordinated a Literacy Orientation on May 31st.

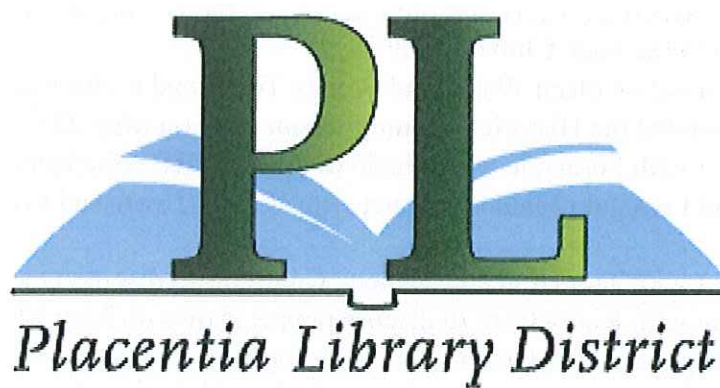
- Jeannie Killianey, Wendy Townsend, Patricia Grimm, Yesenia Baltierra and Coleen Wakai participated in the 3rd Civic Center Tours.

MEETINGS

- Michelle Meades and Wendy Townsend met on May 2nd, 9th, and 16th.
- Michelle Meades presented a PowerPoint presentation on the History of Placentia at the Placentia Presbyterian Church to the Sage Club on May 24th.
- Michelle Meades met with Coleen Wakai and Wendy Townsend to discuss programming on May 10th.
- Michelle Meades attended the Historical Committee meeting on May 22nd.
- Michelle Meades met with Fernando Maldonado to discuss SRP volunteers on May 16th.
- Michelle Meades and Fernando Maldonado met with Wendy Townsend to discuss the SRP website on May 17th.
- Michelle Meades met with Tim Hino and Jeanette Contreras to discuss One Stop on May 21st.
- Michelle Meades met with Kathy Carn to discuss puppet shows on May 24th.
- Michelle Meades met with Jon LeGree to discuss volunteers on May 29th.
- Coleen Wakai met with individual literacy tutors on May 3rd, 23rd, and 31st.
- Coleen Wakai met with Wendy Townsend on May 4th, and 11th.
- Coleen Wakai attended the SCLLN meeting on May 22nd.
- Coleen Wakai attended the Staff Meeting on May 23rd.
- Coleen Wakai and Pat Grimm met on May 24th and 31st.
- Wendy Townsend and Yesenia Baltierra met on May 2nd.
- Wendy Townsend met with Fernando on May 3rd, 10th and 17th.
- Wendy Townsend attended the supervisors meeting on May 9th.
- Wendy Townsend attended Kiwanis meetings on May 3rd, 10th and 17th.
- Wendy Townsend met with Kathy Carn on May 1st.
- Wendy Townsend attended the SLS Adults meeting on May 16th.
- Wendy Townsend and Yesenia Baltierra met with the city about Civic Center Tours on May 3rd.
- Jeannie Killianey and Wendy Townsend met on May 10th and 17th.
- Jeannie Killianey and Fernando Maldonado met on May 10th.

PROFESSIONAL DEVELOPMENT

- Adult Services staff participated in the webinar “Using an Elevator Speech to Prove Your Library's Value”.



Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Technology Manager

SUBJECT: Placentia Library Website & Technology Report for May 2018

DATE: June 18, 2018

<u>On-line database usage</u>	May	Onsite	Remote	May	Y-T-D	Y-T-D	Y-T-D
	2018	Usage 5/18	Usage 5/18	2017	2017-18	2016-17	% change
Placentia Library Catalog	14,431	N/A	N/A	14,408	193,832	157,880	23%
General Reference Center	8	5	3	66	401	454	-12%
Biography In Context	24	22	2	472	3,753	1,635	130%
Opposing Viewpoints	6	5	1	159	1,612	1,488	8%
Consumer Reports (new July 2016)	108	N/A	N/A	30	1,115	1,109	1%
Freegal	976	N/A	N/A	1,107	11,294	12,572	-10%
Heritage Quest	88	N/A	N/A	1,160	2,859	7,765	-63%
Novelist	15	N/A	N/A	40	305	450	-32%
Public Library Core Collection							
Nonfiction (staff use only)	449	N/A	N/A	0	1,232	1,416	-13%
Pronunciator	13	N/A	N/A	17	477	631	-24%
ABC Mouse	620	N/A	N/A	269	1,213	2,482	-51%
ABC Mouse - Bring Reading Home (New March 2018)	7	N/A	N/A	N/A	2	N/A	N/A
World Book Online (New February 2018)	1	N/A	N/A	N/A	45	N/A	N/A
Career Cruising	8	N/A	N/A	6	95	23	313%
Tumblebooks	113	N/A	N/A	247	1,191	2,117	-44%
Reference USA	145	N/A	N/A	220	3,163	2,161	46%
Enki	4	N/A	N/A	5	123	20	515%
Hoopla	801	N/A	N/A	615	7,663	4,928	55%
Overdrive e-books	1,397	N/A	N/A	1,164	17,552	11,050	59%
Overdrive audio books	877	N/A	N/A	713	11,101	7,246	53%
Overdrive e-books - Placentia Advantage (New March 2018)	1,453	N/A	N/A	N/A	3,049	N/A	N/A
Overdrive audio books - Placentia Advantage (New March 2018)	1,470	N/A	N/A	N/A	2,830	N/A	N/A
Zinio	49	N/A	N/A	76	867	871	0%
TOTAL DATABASE USAGE	23,063	32	6	20,774	265,774	216,298	23%

Website Traffic					
	May	May	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2017-18	2016-17	% change
Website visits	10,557	12,094	131,499	135,799	-3%
Page Hits	17,407	20,433	221,874	224,836	-1%
Users	6,116	5,654	76,464	63,118	21%
Pages/Session	1.65	1.69	N/A	N/A	N/A
Avg. Session Duration	00:02:20	00:02:49	N/A	N/A	N/A
% New Sessions	N/A	38	N/A	N/A	N/A

Computer & Online Resource Use					
	May	May	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2017-18	2016-17	% change
Placentia Residents	968	1,253	13,485	14,928	-10%
Non-Placentia Residents	730	889	9,763	10,541	-7%
Total	1,698	2,142	23,248	25,469	-9%

Wifi Use					
	May	May	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2017-18	2016-17	% change
	1,832	2,533	21,020	28,040	-25%
Total	1,832	2,533	21,020	28,040	-25%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Award Contract for Placentia Library District's Roofing Replacement.
DATE: June 18, 2018

BACKGROUND

At our December 19, 2017, Board meeting, Johnson Controls Inc. (JCI) recommended replacing the roof due to its condition and the solar panels being installed on the roof. The estimated cost for the roof replacement was \$226,000.

On May 25, 2018, a Request for Proposals (RFP) was posted for roofing replacement service and the bids were officially unsealed on June 11, 2018. The District received four bids.

Attachment A: Bid Tabulation
Attachment B: Letner Roofing Company
Attachment C: Anning-Johnson Company
Attachment D: Courtney Inc.
Attachment E: San Marino Roof Company Inc.

Fiscal Impact for 2018-2019: \$193,393

RECOMMENDATIONS

1. Motion to award the roof replacement service to San Marino Roof Company Inc. in the amount of \$193,393; and,
2. Authorize Board President, Gayle Carline, to sign the contract.

Bid Tabulation
Placentia Main Library Roof Replacement
June 11, 2018, 3:00 p.m.

Contractor Name: Courtney Inc.
Base Bid Price: \$233,280
Addendum Acknowledged: 6/5/18
Bid Form Complete/Signed: yes
Bid Bond Provided: yes
Subcontractor Listing: Klondike Roofing

Contractor Name: San Marino Roof Co., Inc.
Base Bid Price: \$193,393
Addendum Acknowledged: 6/5/18
Bid Form Complete/Signed: yes
Bid Bond Provided: yes
Subcontractor Listing: none

Contractor Name: Anning-Johnson Co.
Base Bid Price: \$249,900
Addendum Acknowledged: 6/5/18
Bid Form Complete/Signed: yes
Bid Bond Provided: yes
Subcontractor Listing: Klondike Roofing

Contractor Name: Lettner Roofing Co.
Base Bid Price: \$282,621
Addendum Acknowledged: 6/5/18
Bid Form Complete/Signed: yes
Bid Bond Provided: yes
Subcontractor Listing: Klondike Roofing

Contractor Name: _____
Base Bid Price: _____
Addendum Acknowledged: _____
Bid Form Complete/Signed: _____
Bid Bond Provided: _____
Subcontractor Listing: _____

At [Signature] 6/11/18

Date: June 11 2018

BID FORM

Project Placentia Main Library Roof Replacement
411 East Chapman Avenue
Placentia, California 92870

Contractor: Letner Roofing Company
1499 N. Glassell Orange CA 92867

Date Signed: 6/11/18

To: **Mr. Tim Hino – Business Manager**
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Pursuant to, and in compliance with, *Specification Section 075430, Project Drawings and Addenda* items (as applicable), the undersigned, having become thoroughly familiar with the terms and conditions of the Contract Documents and with local conditions affecting performance and costs of the Work at the place where the Work is to be completed, hereby proposes and agrees to furnish all labor and materials required to perform the Work within the time stated, in strict accordance with the proposed Contract Documents for the prices specified below.

- A. **Base Bid:** Remove existing roof and install New Adhered Thermoplastic-PVC Membrane Roof System: 72-mil Thermoplastic PVC Feltback Membrane installed over 1/4" fiberglass mat faced cover board installed over existing properly prepared Lightweight Insulating Concrete roof deck substrate.

The proposed contract price for roof construction and related work is

Two Hundred Eighty two thousand six hundred twenty one dollars. Dollars

(\$ 282,621)

(Price is to include all material, labor, taxes, permits, warranty fee, and all freight charges).

B Unit Prices

1. Install Bilco Type 'S' Roof Hatch (36" X 30" Paint Bond Steel): \$ 2,500 /EA
2. Install new 'Sarnadrain w/ U-Flow' or equal Retrofit Drain (4"): \$ 1,200 /EA
3. Install new PVC Membrane Walk Tread (Light Grey): \$.75 /LF (3 28" wide)
4. Repair/Replace damaged Lightweight Insulating Concrete 4 5' Thick: \$.18 /SF
5. Authorized changes to scope of work will be treated on a T & M basis (add or deduct) with labor charges at \$ 66.25 /man hour and 30 % above material cost

C. The undersigned agrees:

The work will be started as requested by Owner 10 days after NTP and shall work 5 working days a week with a minimum crew of 5 to 7 men per day from start to finish.

D. Estimated working days to complete the project (100%)

Base Bid, 20 working days

E. Addendum Acknowledgement

Addendum #1 Dated June 5th 2018 Addendum #2 Dated: _____

The bidder is duly licensed as a contractor by the Contractors State License Board of the State of California ('CSLB'), such license(s) is (are) in full force and effect as of the date the Bidder has submitted this bid to the Placentia Library District, and the classification(s) of such license(s) is (are) appropriate to allow the bidder to perform all of the Work in accordance with California law. The Classification(s) and number(s) of the license(s) issued to the bidder by the CSLB is (are): (C-19) 689951

If awarded this Contract, the undersigned will execute a satisfactory Construction Contract, and submit proof of insurance coverage for the entire work as per the Contract Documents within ten (10) days after *Notice of Award* and/or *Letter of Intent to Contract*. It is agreed that this Proposal is subject to the Placentia Library District acceptance for a period of 60 days from the above *Date Signed*.

Subcontractor Listing

Subcontractor Name Klondike Construction CSLB License No. 992645
Location of Business (City) Santa Fe Springs CA Portion of Work roof demolition


Subcontractor Name _____ CSLB License No. _____
Location of Business (City) _____ Portion of Work: _____

Subcontractor Name _____ CSLB License No. _____
Location of Business (City) _____ Portion of Work: _____

Subcontractor Name _____ CSLB License No. _____
Location of Business (City) _____ Portion of Work: _____

The undersigned fully understands that the bids submitted include the use of qualified installers (roofers), and that the Placentia Library District will not fund additional monies to accomplish the intent

Respectfully submitted,

By  _____
Signature

President _____
Title

Lehner Roofing Co. _____
Company

6-11-18 _____
Date

CNA SURETY

Bid Bond

Bond No. N/A

CONTRACTOR:
(Name, legal status and address)
Danny Letner, Inc. dba Letner Roofing
Company, California corporation
1490 North Glassell Street
Orange, California 92867

SURETY: Western Surety Company: South Dakota Corporation
*(Name, legal status and principal place
of business)*

333 S. Wabash Avenue
41st Floor
Chicago, IL 60604

This document has important legal
consequences. Consultation with
an attorney is encouraged with
respect to its completion or
modification.

Any singular reference to
Contractor, Surety, Owner or
other party shall be considered
plural where applicable.

OWNER:
(Name, legal status and address)
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

BOND AMOUNT: TEN PERCENT (10%) of the total amount of the bid

PROJECT:
(Name, location or address, and Project number, if any)
Placentia Main Library Roof Replacement

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner 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. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 8th day of June 2018

(Witness)

(Witness)

Danny Letner, Inc. dba Letner Roofing Company

(Principal)

(Seal)

Dennis Olson, President

Western Surety Company

(Surety)

(Seal)

Martha J. Chase, Attorney in Fact

Printed in cooperation with the American Institute of Architects (AIA).

The language in this document conforms to the language used in AIA Document A310 - Bid Bond - 2010 Edition.

CALIFORNIA ALL-PURPOSE 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 LOS ANGELES)

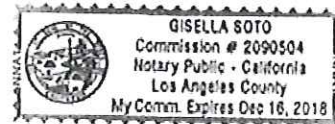
On June 8, 2018 before me, Gisella Soto, Notary Public, personally appeared Martha J. Chase, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized 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.



Gisella Soto, Notary Public (Seal)



Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Martha J. Chase, Individually

of Los Angeles, CA, its true and lawful Attorney(s)-in-fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 10th day of November, 2015.

WESTERN SURETY COMPANY



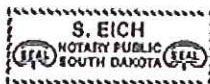
Paul T. Bruffat
Paul T. Bruffat, Vice President

State of South Dakota } ss
County of Minnehaha

On this 10th day of November, 2015, before me personally came Paul T. Bruffat, to me known, who, being by me duly sworn, did depose and say; that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

February 12, 2021



S. Eich
S. Eich, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 8th day of June, 2018.



WESTERN SURETY COMPANY

L. Nelson
L. Nelson, Assistant Secretary

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198
714-528-1925 Phone www.placentialibrary.org
714-528-8236 Fax administration@placentialibrary.org
Jeanette Contreras, Library Director

Board of Trustees

Gayle Carline, President
Jo-Anne W. Martin, Secretary
Richard DeVecchio, Ed.D, Trustee
Elizabeth D. Minter, Trustee
Al Shkoler, Trustee

Date: June 5, 2018

ADDENDUM NO. ONE

FOR
BID AND CONTRACT DOCUMENTS
FOR
PLACENTIA MAIN LIBRARY ROOF REPLACEMENT

The Bid Documents are amended to include the following Documents, Scope of Work Changes and Clarifications:

1. Bid Date remains unchanged as Monday, June 11, 2018 at 3:00 pm.
2. See attached sign in sheet for the mandatory job walk.
3. For required bid bond use bidder's own Sureties Common California Compliant Bid Bond Form. Wet Signature Bid Bond must accompany Bid Form and be noted on the bid form. AIA format Payment and Performance Bond sample forms are attached. Fully executed and 100% Payment and Performance Bonds will be required as part of the fully executed contract documents after selection and award of the project.
4. See attached Asbestos Report (none-detected).
5. Scope of Work Clarifications:
 - A. Skylights at raised roof areas shall be flashed using Sarnaclad PVC coated metal, reference Standard Sarnafil Detail 3-7 (similar).
 - B. New HVAC Curbs (7) shall be flashed in accordance with Sarnafil Standard Flashing Detail 5-2 and include necessary GSM Counter-flashing. Also included will be four (4) piping penetrations (2-electric, 1-gas & 1-condensate) for each of the seven (7) new HVAC Curbs.
 - C. See attached HVAC Curb Layout with noted roof deck replacement locations. Include 2 layers of new 2.1" Sarnatherm ISO infill and 0.25" DensDeck Prime Cover Board fastened in place in lieu of new LWIC concrete at preliminary locations indicated.

End of Addendum No. One

The vision of the Placentia Library District is to inspire exploration, open minds and bring people together.

Date: June 11, 2018

BID FORM

Project: Placentia Main Library Roof Replacement
411 East Chapman Avenue
Placentia, California 92870

Contractor: Anning-Johnson Company
13250 Temple Ave
Industry, CA 91746

Date Signed: June 11, 2018

To: **Mr. Tim Hino – Business Manager**
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Pursuant to, and in compliance with, *Specification Section 075430, Project Drawings and Addenda* items (as applicable), the undersigned, having become thoroughly familiar with the terms and conditions of the Contract Documents and with local conditions affecting performance and costs of the Work at the place where the Work is to be completed, hereby proposes and agrees to furnish all labor and materials required to perform the Work within the time stated, in strict accordance with the proposed Contract Documents for the prices specified below:

- A. **Base Bid:** Remove existing roof and install New Adhered Thermoplastic-PVC Membrane Roof System: **72-mil Thermoplastic PVC Feltback Membrane** installed over 1/4" fiberglass mat faced cover board installed over existing properly prepared Lightweight Insulating Concrete roof deck substrate.

The proposed contract price for roof construction and related work is:

Two Hundred Forty Nine Thousand Nine Hundred Dollars

(\$ 249,900)

(Price is to include all material, labor, taxes, permits, warranty fee, and all freight charges).

B. **Unit Prices**

- 1. Install Bilco Type "S" Roof Hatch (36" X 30" Paint Bond Steel). \$ 1,750 /EA
- 2. Install new "Sarnadrain w/ U-Flow" or equal Retrofit Drain (4"): \$ 1,100 /EA.
- 3. Install new PVC Membrane Walk Tread (Light Grey). \$ 19.00 /LF (3.28' wide).
- 4. Repair/Replace damaged Lightweight Insulating Concrete 4.5" Thick: \$ 32.00 /SF.
- 5. Authorized changes to scope of work will be treated on a T & M basis (add or deduct) with labor charges at \$ 96.60 /man hour and 15 % above material cost

C. The undersigned agrees:

The work will be started as requested by 2 weeks after notice to proceed and shall work 5 working days a week with a minimum crew of 6 men per day from start to finish.

D. Estimated working days to complete the project (100%):

Base Bid: 25

E. Addendum Acknowledgement:

Addendum #1 Dated: 6/5/18 Addendum #2 Dated:

The bidder is duly licensed as a contractor by the Contractors State License Board of the State of California ("CSLB"), such license(s) is (are) in full force and effect as of the date the Bidder has submitted this bid to the Placentia Library District, and the classification(s) of such license(s) is (are) appropriate to allow the bidder to perform all of the Work in accordance with California law. The Classification(s) and number(s) of the license(s) issued to the bidder by the CSLB is (are): C-39

If awarded this Contract, the undersigned will execute a satisfactory Construction Contract, and submit proof of insurance coverage for the entire work as per the Contract Documents within ten (10) days after Notice of Award and/or Letter of Intent to Contract. It is agreed that this Proposal is subject to the Placentia Library District acceptance for a period of 60 days from the above Date Signed.

Subcontractor Listing:

Subcontractor Name: Klondike Construction CSLB License No.: 990645
Location of Business (City): Santa Fe Springs, CA Portion of Work: Roof demolition

Subcontractor Name: CSLB License No.:
Location of Business (City): Portion of Work:

Subcontractor Name: CSLB License No.:
Location of Business (City): Portion of Work:

Subcontractor Name: CSLB License No.:
Location of Business (City): Portion of Work:

The undersigned fully understands that the bids submitted include the use of qualified installers (roofers), and that the Placentia Library District will not fund additional monies to accomplish the intent.

Respectfully submitted,

By [Signature]
Signature

Jim Maras - Vice President
Title

Anning-Johnson Company
Company

June 11, 2018
Date

AIA Document A310™ - 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
ANNING JOHNSON COMPANY
13250 Temple Ave.
City of Industry, CA 91746

SURETY:
(Name, legal status and principal place of business)
LIBERTY MUTUAL INSURANCE COMPANY
175 Berkeley Street
Boston, MA 02116

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.
Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
PLACENTIA LIBRARY DISTRICT
411 East Chapman Avenue, Placentia, CA 92870

BOND AMOUNT: Ten percent of amount bid
(10% of Amount Bid)

PROJECT:
(Name, location or address, and Project number, if any)
Placentia Main Library Roof Replacement

Project Number, if any

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner 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. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 7th day of June, 2018

<i>(Witness)</i> Tina Prado	<i>(Principal)</i> ANNING-JOHNSON COMPANY Tina Prado	<i>(Seal)</i>
<i>(Witness)</i> Jean Torres	<i>(Surety)</i> LIBERTY MUTUAL INSURANCE COMPANY Jean Torres	<i>(Seal)</i>
	<i>(Title)</i> Diana M. O'Leary, Attorney in Fact	

CALIFORNIA ALL-PURPOSE 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 Illinois

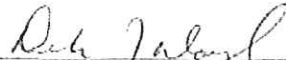
County of Will

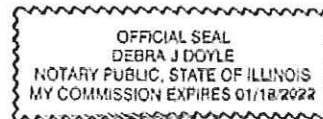
On June 7, 2018 before me, Debra J. Doyle, Notary Public, personally appeared Diane M. O'Leary who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their 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


Signature of Notary Public



THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 6009358

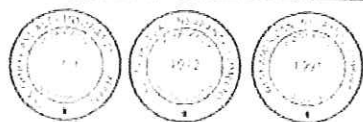
Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies") pursuant to and by authority herein set forth, does hereby make, constitute and appoint Jessica B. Dempsey; Debra J. Doyle; Jennifer L. Jakobs; Judith A. Lucky-Efimov; James B. McTaggart; Sandra M. Nowak; Diana M. O'Leary; Christina L. Sandovar; Susan A. Welsh; Sandra M. Winstler

all of the city of Chicago, state of IL, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and that be as binding upon the Companies as if they have boundly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 14th day of February, 2018



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA 35
COUNTY OF MONTGOMERY

On this 14th day of February, 2018, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes herein contained by signing on behalf of the corporations by him as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 24, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

This Power of Attorney is made and executed pursuant to and by authority of the following Bylaws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company, which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12 - Power of Attorney Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitations as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments, and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts - SECTION 5 - Surety Bonds and Undertakings Any officer of the Company authorized for that purpose in writing by the chairman or the president and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any Assistant Secretary of the Company, whenever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Ulewycyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said Companies this 9th day of JUNE, 2018



By: Renee C. Ulewycyn
Renee C. Ulewycyn, Assistant Secretary

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

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 Los Angeles)

On June 11, 2018 before me, Janette Rivera, Notary Public
(insert name and title of the officer)

personally appeared Jim Maras
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 Janette Rivera (Seal)



Date: June 11, 2018

BID FORM

Project: Placentia Main Library Roof Replacement
411 East Chapman Avenue
Placentia, California 92870

Contractor: Courtney Inc
16781 Millikan Avenue
Irvine, CA 92606

Date Signed: June 11, 2018

To: Mr. Tim Hino – Business Manager
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Pursuant to, and in compliance with, *Specification Section 075430, Project Drawings and Addenda* items (as applicable), the undersigned, having become thoroughly familiar with the terms and conditions of the Contract Documents and with local conditions affecting performance and costs of the Work at the place where the Work is to be completed, hereby proposes and agrees to furnish all labor and materials required to perform the Work within the time stated, in strict accordance with the proposed Contract Documents for the prices specified below:

A. **Base Bid:** Remove existing roof and install New Adhered Thermoplastic-PVC Membrane Roof System: 72-mil Thermoplastic PVC Feltback Membrane installed over 1/4" fiberglass mat faced cover board installed over existing properly prepared Lightweight Insulating Concrete roof deck substrate.

The proposed contract price for roof construction and related work is:

Two Hundred Thirty Three Thousand Two Hundred Eighty Dollars

(\$ 233,280.00)

(Price is to include all material, labor, taxes, permits, warranty fee, and all freight charges).

B. **Unit Prices**

1. Install Bilco Type "S" Roof Hatch (36" X 30" Paint Bond Steel): \$ 1,530.00 /EA
2. Install new "Sarnadrain w/ U-Flow" or equal Retrofit Drain (4"): \$ 738.00 /EA.
3. Install new PVC Membrane Walk Tread (Light Grey): \$ 23.40 /LF (3.28' wide).
4. Repair/Replace damaged Lightweight Insulating Concrete 4.5" Thick: \$ 30.33 /SF.
5. Authorized changes to scope of work will be treated on a T & M basis (add or deduct) with labor charges at \$ 90.81 /man hour and 15 % above material cost.

C. The undersigned agrees:

The work will be started as requested by per notice to proceed and shall work 5 working days a week with a minimum crew of 6 men per day from start to finish.

D. Estimated working days to complete the project (100%):

Base Bid: 25

E. Addendum Acknowledgement:

Addendum #1 Dated: 6/5/18 Addendum #2 Dated: _____

The bidder is duly licensed as a contractor by the Contractors State License Board of the State of California ("CSLB"), such license(s) is (are) in full force and effect as of the date the Bidder has submitted this bid to the Placentia Library District, and the classification(s) of such license(s) is (are) appropriate to allow the bidder to perform all of the Work in accordance with California law. The Classification(s) and number(s) of the license(s) issued to the bidder by the CSLB is (are): C-39; 699236

If awarded this Contract, the undersigned will execute a satisfactory Construction Contract, and submit proof of insurance coverage for the entire work as per the Contract Documents within ten (10) days after *Notice of Award and/or Letter of Intent to Contract*. It is agreed that this Proposal is subject to the Placentia Library District acceptance for a period of 60 days from the above *Date Signed*.

Subcontractor Listing:

Subcontractor Name: Klondike Roof Construction Service CSLB License No.: 990645
Location of Business (City): Santa Fe Springs Portion of Work: Roof Tear Off

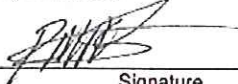
Subcontractor Name: _____ CSLB License No.: _____
Location of Business (City): _____ Portion of Work: _____

Subcontractor Name: _____ CSLB License No.: _____
Location of Business (City): _____ Portion of Work: _____

Subcontractor Name: _____ CSLB License No.: _____
Location of Business (City): _____ Portion of Work: _____

The undersigned fully understands that the bids submitted include the use of qualified installers (roofers), and that the Placentia Library District will not fund additional monies to accomplish the intent.

Respectfully submitted,

By 
Signature

Project Manager
Title

Courtney Inc
Company

6/11/18
Date

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Courtney, Inc
16781 Millikan Avenue
Irvine, CA 92606

OWNER:

(Name, legal status and address)

Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870-6198

SURETY:

(Name, legal status and principal place of business)

Liberty Mutual Insurance Company
790 The City Drive South, Suite 200
Orange, CA 92868
Mailing Address for Notices
790 The City Drive South, Suite 200
Orange, CA 92868

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 10% Ten Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Placentia Main Library - Roof Placentia

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner 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. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 11th day of June, 2018

(Witness)

Heather Sallarelli
(Witness) Heather Sallarelli

Courtney, Inc
(Principal) _____ *(Seal)*
By: [Signature] CEO
(Title)

Liberty Mutual Insurance Company
(Surety) _____ *(Seal)*
By: [Signature] Attorney-in-Fact
(Title) Jen Rodaca



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)
County of Orange)
On JUN 11 2018 before me, Lekim H. Luu, Notary Public
Date Here Insert Name and Title of the Officer
personally appeared Jeri Apodaca
Name(s) of Signer(s)

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 [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____
Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____ Signer's Name: _____
Corporate Officer -- Title(s): _____ Corporate Officer -- Title(s): _____
Partner -- Limited General Partner -- Limited General
Individual Attorney in Fact Individual Attorney in Fact
Trustee Guardian or Conservator Trustee Guardian or Conservator
Other: _____ Other: _____
Signer Is Representing: _____ Signer Is Representing: _____

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 8052507

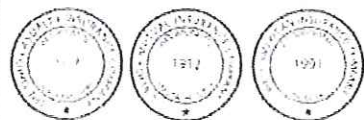
Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS that The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire; that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts; and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies") pursuant to and by authority herein set forth, does hereby name, constitute and appoint Rhonda C. Abel, Jen Apodaca, Maria Guise, Kim Luu, Michael D. Parizino, Rachelle Rheault, Heather Saltarello, James A. Schaller

all of the city of Newport Beach, state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver for and on its behalf as surety and as its act and deed any and all undertakings, bonds, recognizances and other surety obligations in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been signed by an authorized officer or officer of the Companies and the corporate seals of the Companies have been affixed hereon this 2nd day of April, 2018.



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA
COUNTY OF MONTGOMERY

On this 2nd day of April, 2018, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Teresa Pastella, Notary Public
My Commission Expires March 28, 2021

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12 Power of Attorney Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

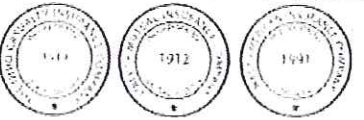
ARTICLE XIII - Execution of Contracts - SECTION 5 Surety Bonds and Undertakings Any officer of the Company authorized for that purpose in writing by the Chairman or the president and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys in fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the By-laws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Teresa C. Lavellyn, the undersigned Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company, do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this JUN 11 2018 day of 20.



By: Rhonda C. Lavellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

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 }
County of Orange }

On 06/11/2018 before me, Rosalima Escarro Llander - Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Robert Gilbert
Name(s) of Signer(s)

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.



Place Notary Seal and/or Stamp Above

Signature _____
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Bid Bond Placentia Main Library - Roof Placentia
Document Date: 06/11/2018 Number of Pages: 2
Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: <u>Robert Gilber</u>	Signer's Name: <u>Jeri Apodaca</u>
<input checked="" type="checkbox"/> Corporate Officer - Title(s): <u>CFO</u>	<input type="checkbox"/> Corporate Officer - Title(s): _____
<input type="checkbox"/> Partner - <input type="checkbox"/> Limited <input type="checkbox"/> General	<input type="checkbox"/> Partner - <input type="checkbox"/> Limited <input type="checkbox"/> General
<input type="checkbox"/> Individual <input type="checkbox"/> Attorney in Fact	<input type="checkbox"/> Individual <input type="checkbox"/> Attorney in Fact
<input type="checkbox"/> Trustee <input type="checkbox"/> Guardian of Conservator	<input type="checkbox"/> Trustee <input type="checkbox"/> Guardian of Conservator
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
Signer is Representing: <u>Courtney Inc.</u>	Signer is Representing: <u>Liberty Mutual</u>

Date: June 11, 2018

BID FORM

Project: Placentia Main Library Roof Replacement
411 East Chapman Avenue
Placentia, California 92870

Contractor: SAN MARINO ROOF CO., INC.
2187 N. BATAVIA ST.
ORANGE CA 92865

Date Signed: 06/11/2018

To: **Mr. Tim Hino -- Business Manager**
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Pursuant to, and in compliance with, *Specification Section 075430, Project Drawings and Addenda* items (as applicable), the undersigned, having become thoroughly familiar with the terms and conditions of the Contract Documents and with local conditions affecting performance and costs of the Work at the place where the Work is to be completed, hereby proposes and agrees to furnish all labor and materials required to perform the Work within the time stated, in strict accordance with the proposed Contract Documents for the prices specified below:

- A. **Base Bid:** Remove existing roof and install New Adhered Thermoplastic-PVC Membrane Roof System: 72-mil Thermoplastic PVC Feltback Membrane installed over 1/4" fiberglass mat faced cover board installed over existing properly prepared Lightweight Insulating Concrete roof deck substrate.

The proposed contract price for roof construction and related work is:

One Hundred Ninety-three Thousand Three Hundred Ninety-three and no/100----- Dollars
(\$ 193,393.00)

(Price is to include all material, labor, taxes, permits, warranty fee, and all freight charges).

B Unit Prices

1. Install Bilco Type "S" Roof Hatch (36" X 30" Paint Bond Steel): \$ 1,300.00 /EA
2. Install new "Sarnadrain w/ U-Flow" or equal Retrofit Drain (4"): \$ 800.00 /EA.
3. Install new PVC Membrane Walk Tread (Light Grey): \$ 28.00 /LF (3.28' wide).
4. Repair/Replace damaged Lightweight Insulating Concrete 4.5" Thick: \$ 200.00 /SF.
5. Authorized changes to scope of work will be treated on a T & M basis (add or deduct) with labor charges at \$ 119.00 /man hour and 15 % above material cost.

C. The undersigned agrees:

The work will be started as requested by TBD and shall work 20 working days a week with a minimum crew of Six (6) men per day from start to finish.

D. Estimated working days to complete the project (100%):

Base Bid: 20

E. Addendum Acknowledgement:

Addendum #1 Dated: 06/05/2018 Addendum #2 Dated: N/A

The bidder is duly licensed as a contractor by the Contractors State License Board of the State of California ("CSLB"), such license(s) is (are) in full force and effect as of the date the Bidder has submitted this bid to the Placentia Library District, and the classification(s) of such license(s) is (are) appropriate to allow the bidder to perform all of the Work in accordance with California law. The Classification(s) and number(s) of the license(s) issued to the bidder by the CSLB is (are): 249559 C-39

If awarded this Contract, the undersigned will execute a satisfactory Construction Contract, and submit proof of insurance coverage for the entire work as per the Contract Documents within ten (10) days after Notice of Award and/or Letter of Intent to Contract. It is agreed that this Proposal is subject to the Placentia Library District acceptance for a period of 60 days from the above Date Signed.

Subcontractor Listing:

Subcontractor Name: NONE CSLB License No.: _____
Location of Business (City): _____ Portion of Work: _____

Subcontractor Name: NONE CSLB License No.: _____
Location of Business (City): _____ Portion of Work: _____

Subcontractor Name: NONE CSLB License No.: _____
Location of Business (City): _____ Portion of Work: _____

Subcontractor Name: NONE CSLB License No.: _____
Location of Business (City): _____ Portion of Work: _____

The undersigned fully understands that the bids submitted include the use of qualified installers (roofers), and that the Placentia Library District will not fund additional monies to accomplish the intent.

Respectfully submitted,

By Andy Tovey
Signature

Andy Tovey, Project Manager
Title

SAN MARINO ROOF CO., INC.
Company

06/11/2018
Date

Bid Bond
CONTRACTOR:
(Name, legal status and address)
San Marino Roof Co., Inc.
2187 North Batavia Street
Orange, CA 92865

Bid Bond Number: CSBA-7978
SURETY:
(Name, legal status and principal place of business)
The Ohio Casualty Insurance Company
790 The City Drive South, Suite 200
Orange, CA 92865

OWNER:
(Name, legal status and address)
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification. Any singular reference to Contractor, Surety, Owner or other party shall be considered Plural where applicable.

BOND AMOUNT: Ten Percent (10%) of Amount Bid
PROJECT: Placentia Man Library Roof Replacement

Project Number, if any:

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner 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. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted here from and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 6th day of June, 2018

Audrey Tower
(Witness)

San Marino Roof Co., Inc.
(Principal) (Seal)

Gregory A. Banks
(Title) Gregory A. Banks, President

Melissa Ann Vucuro
(Witness) Melissa Ann Vucuro

The Ohio Casualty Insurance Company
(Surety) (Seal)

Dwight Reilly
(Title) Dwight Reilly, Attorney-in-Fact



By arrangement with the American Institute of Architects, the National Association of Surety Bond Producers (NASBP) (www.nasbp.org) makes this form document available to its members, affiliates, and associates in Microsoft Word format for use in the regular course of surety business. NASBP vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010, Bid Bond. Subsequent modifications may be made to the original text of this document by users, so careful review of its wording and consultation with an attorney are encouraged before its completion, execution or acceptance.

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 June 6, 2018 before me, Annette I. Mejia, Notary Public
(insert name and title of the officer)

personally appeared Gregory A. Banks
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 Annette I. Mejia (Seal)



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 June 6, 2018 before me, Melissa Ann Vaccaro, Notary Public
(insert name and title of the officer)

personally appeared Dwight Reilly
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 Melissa Ann Vaccaro (Seal)
Melissa Ann Vaccaro

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND. Bond No. CSBA-7978
This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Certificate No. 8110889

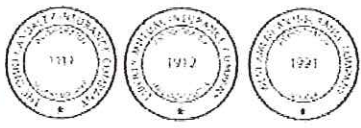
Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS that The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, **Arturo Ayala; Michael Castaneda; Daniel Huckabay; Dwight Reilly; Shaurna Rozelle Ostrom**

all of the city of Orange state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed hereto this 24th day of May, 2018



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company
By: David M. Carey
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 24th day of May, 2018, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 25, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitations as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys in fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the By-laws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

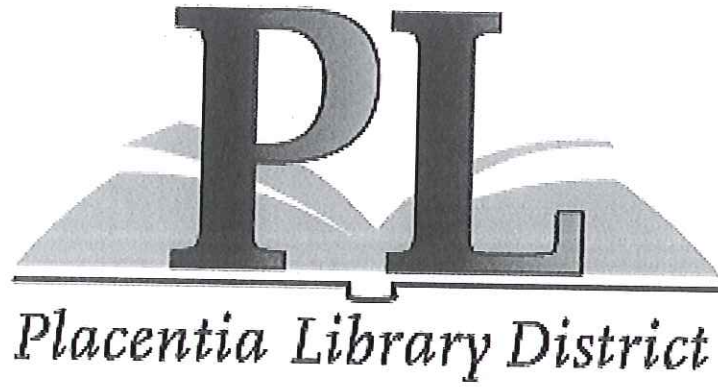
I, Renee C. Ulewylm, the undersigned Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said Companies this 6th day of June, 20 18



By: Renee C. Ulewylm
Renee C. Ulewylm, Assistant Secretary

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.



Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Updates on Communication Strategy Plans
DATE: June 18, 2018

BACKGROUND

At the April 16, 2018 Board meeting, the Library Board of Trustees authorized library staff to work with Rauch Communications to develop a communication plan for the Centennial Celebration. The work includes designing a new logo, constructing a public message, and producing publicity materials, both print and electronic, that will be use to communicate with stakeholders and community members about the centennial renovation and its progress.

The Library Director met with Mr. Martin Rauch on May 14, 2018 to review the District's needs and the scope of work. Management met with staff on May 23, 2018 to discuss the various logo design options and had them partake in SurveyMonkey processes. Trustees' input was also solicited.

Rauch Communications also presented a draft of the marketing materials and it is a work in progress. We hope to have something to share with the Board in July.

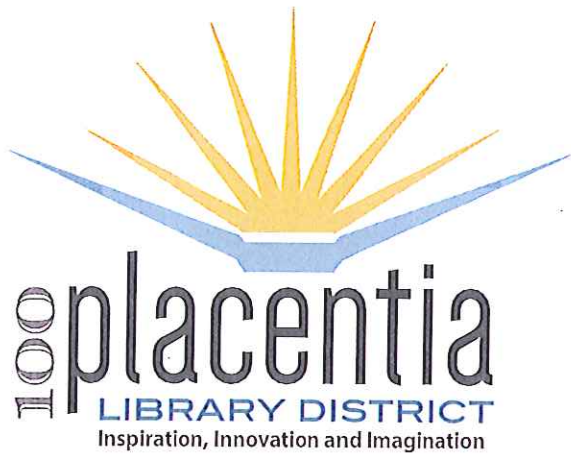
Attachment A are the logo design options.

Attachment B is the surveymonkey results.

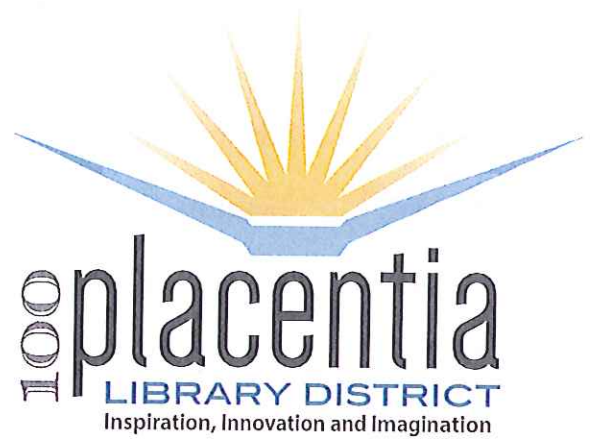
Attachment C is the chosen logo design.

RECOMMENDATION

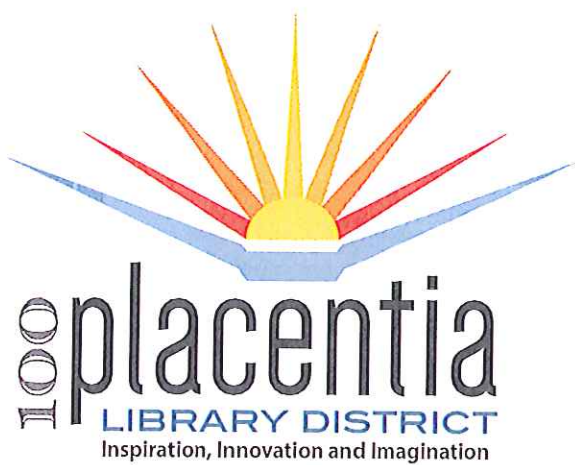
Action to be determined by the Library Board of Trustees.



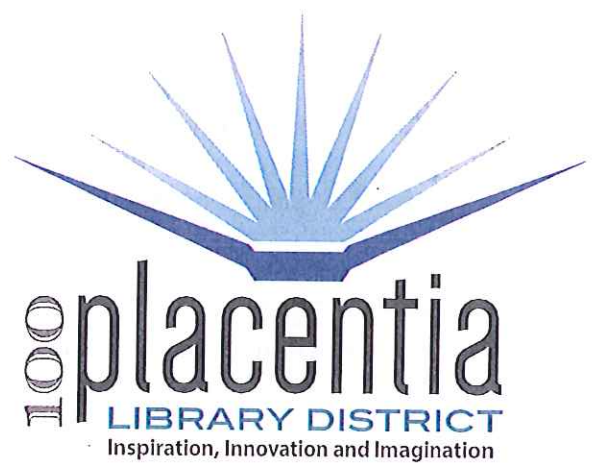
2



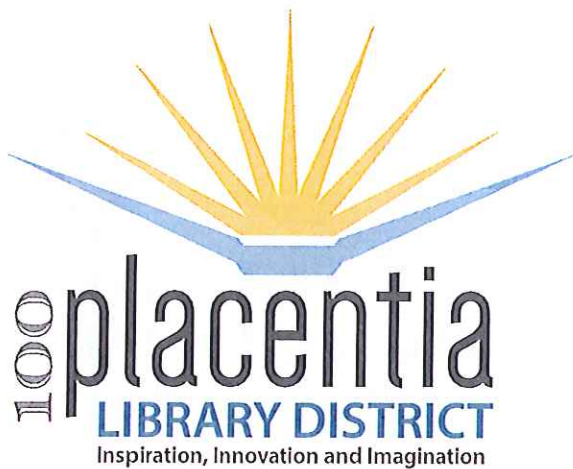
4



6



8



10



12



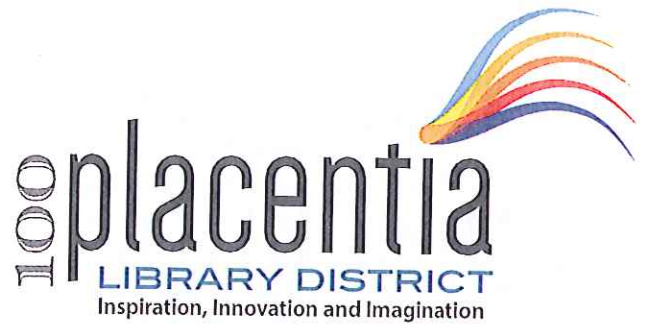
18



20



24



26



28

Logos

SUMMARY → DESIGN SURVEY → PREVIEW & SCORE → COLLECT RESPONSES → ANALYZE RESULTS

CURRENT VIEW ⓘ ^

+ FILTER + COMPARE + SHOW

No rules applied ⓘ

Rules allow you to **FILTER**, **COMPARE** and **SHOW** results to see trends and patterns.

Learn more »

SAVED VIEWS (1) ⓘ v

EXPORTS ⓘ v

SHARED DATA ⓘ v

RESPONDENTS: 26 of 26

QUESTION SUMMARIES

DATA TRENDS

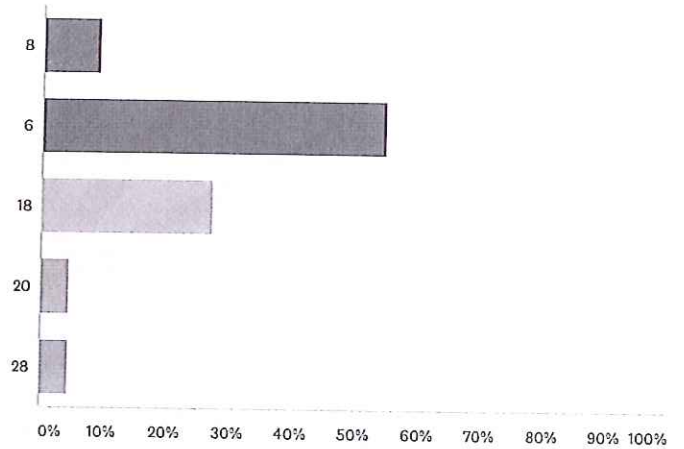
INDIVIDUAL RESPONSES

Page 1: Home

Q1

Which logo is your favorite?

Answered: 22 Skipped: 4



ANSWER CHOICES

RESPONSES

8	9.09%
TOTAL	54.55%
6	27.27%
18	4.55%
20	4.55%
28	
TOTAL	

Q2

Please provide feedback and reference which image you are refe

Answered: 23 Skipped: 3





PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Updates on the Centennial Renovation Plans
DATE: June 18, 2018

BACKGROUND

At the June 8, 2018 Staff Development Day, Mr. Erik Mar and his team presented multiple interior and exterior design options. Decisions needed to be made on the color scheme, overall look, flooring, artwork, furniture, fabric, and playground structure. After a lively discussion which included light voting, the staff agreed on most items. Management met afterwards to further discuss staff's input and final decisions were submitted to Mr. Mar.

It was decided that the outdoor space add-on would be removed from the plans due to budget constraints.

Library Director Contreras will provide a presentation at the meeting.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

