



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

**WORK SESSION**  
Thursday, April 7, 2011  
2:00 P.M.  
History Room

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

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

- 📖 Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
- 📖 Provide literacy outreach and services to the community.
- 📖 Provide a special collection to document and preserve Placentia's History and Authors.
- 📖 Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
- 📖 Promote the Library's vision through consistent messages to the public.

**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 203.*

### CALL TO ORDER

1. Call to Order                      Library Board President
2. Roll Call                              Administrative Assistant
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

*At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person. In accordance with California Government Code Section 54954.3, 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 by Government Code Section 54954.2(b).*

**DISCUSSION ITEMS**

5. Review and Discuss Automatic Door Bids

Presentation: Library Director

Recommendation: Award bid to Capitol Door to replace the front entrance automatic door per attached quote including annual maintenance contract.

6. Review and Discuss Post Construction Cleaning Bids

Presentation: Library Director

Recommendations: Award bid to Emercon to provide post construction cleaning of the Library per attached quote.

7. Fiscal Year 2011-2012 Budget Work Session

Presentation: Library Director

Recommendation: Present preview of Fiscal Year 2011-2012 Budget at the Regular Library Board of Trustees Meeting on April 18, 2011.

**ADJOURNMENT**

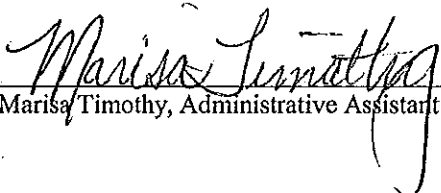
8. Review of Action Items.

*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*

9. Adjourn

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

I, Marisa Timothy, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the April 7, 2011 Work Session of the Library Board of Trustees of the Placentia Library District was posted on April 6, 2011.

  
Marisa Timothy, Administrative Assistant

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Review and Discuss the Automatic Door Bids  
**DATE:** April 7, 2011

**BACKGROUND**

At the June 21, October 18, 2010 and March 23, 2011 Library Board of Trustees Meetings, the Library Board of Trustees discussed one of the three capital improvement projects, the automatic door replacement.

The automatic door is over 10 years old and is experiencing the following problems:

- Noise
- Inconsistent door movements
- Unsecured side panel

For the safety and pleasant experience of our patrons, library staff recommends replacing the current automatic door.

Attachment A is the quote from All American Automatic Door Services Inc.

Attachment B is the quote from Capitol Door Service.

Attachment C is the quote from Doorkeyper Inc.

Attachment D is the quote from E-Z Automated Systems.

**FISCAL IMPACT:** \$10,000 to be drawn from the General Fund.

**RECOMMENDATION**

Award bid to Capitol Door Service to replace the front entrance automatic door per attachment B including annual maintenance contract.





# All American Automatic Door Services Inc.

850 E. Parkridge Ave. Suite 114, Corona, California 92879

Office: (951) 371-3667 Fax: (951) 371-3677 Email: AAADoorService@att.net

**Proposal**

Proposal # 337

Date: July 1 2010  
To: Placentia Library  
Attention: Yessenia Baltierra  
Subject: Replace front sliders

Thank you for trusting All American Automatic Door Services Inc. for all of your automatic and manual door needs. It is our pleasure to provide the following proposal for your review and approval:

### Inclusions

1- 188 1/2" x 95 1/2" Tormax TX9300 full break out bi-part slider. Dk. Bronze with electric lock and panic bars, 1/4" bronze glass and 10" bottom rails-	\$7,900.00
Tax @ 8.75%	691.25
Labor for 2 men ea to demo old slider and install new slider @ 69.00 hr. ea	1,380.00
Trip charge-	65.00

Excludes- Any concrete or pulling of 120vac power. We will use existing power from door.

1 Year Warranty on parts and labor. All equipment meets ANSI A156.10 and A156.19 standards.

### Exclusions

Any parts or labor not listed

**Total Proposal Price.....(valid for 30 days)..... \$10,036.25**

*Thanks for trusting All American Automatic Door Services Inc., we appreciate your trust AND your business! Vince Smith & Brad Aduddell, founders.*

**Proposal Approved:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

P.O.# \_\_\_\_\_



**Automatic Sliding Door Proposal**

To: Jeanette Contreras  
Placentia Library  
411 E. Chapman Avenue  
Placentia, CA 92870  
(714) 528-1906  
(714) 579-1082

Date: March 29, 2011  
Quote No.: #3372-11-DC  
Customer ID: PLACENTIALIB  
Quote Valid: 30 Days  
Page: 1 of 2  
Project Ref: Placentia Library Front Entry  
Wage Rate: Capitol Door Standard Labor Rates  
Terms: Negotiable

Lead-Time \*: 4-7 Weeks from Receipt of Approved Submittals

**Addendums Noted:**

Capitol Door is pleased to submit the following proposal to furnish and install the following equipment:

**INCLUSIONS:**

1 Each Dorma ESA300 Automatic bi-parting sliding door

Configuration: SO-SX-SX-SO Finish: 313R1 Dark Bronze Anodized Size: 15'9" X 8'1-1/4" (to top of door header)

Automatic sliding door to include the following:

- Dorma ESA300 Series automatic sliding door with belt drive operator
- Combination motion/presence with jamb mounted photo electric safety beams
- Narrow stile door panels with standard horizontal muntin and 10" bottom rails
- Door panels glazed with 1/4" clear tempered glass
- AR8600 Exit devices on "SX" sliding panels only
- Manufacturers standard class 2 dark bronze anodized finish
- Includes freight, installation, standard submittals and taxes

Note: Includes removal of existing automatic sliding door and replacement with new Dorma ESA300 automatic bi-parting sliding door.



Date: March 29, 2011  
Quote No.: #3372-11-DC  
Customer ID: PLACENTIALIB  
Quote Valid: 30 Days  
Page: 2 of 2  
Project Ref: Placentia Library Front Entry

**Custom Options:**

None Included.

**Qualifications:**

None Included.

**Exclusions:**

Demo/preparation of the opening, autolock, adjacent storefront and glass, transoms, 110v power run, conduit run, high/low-voltage wire pull, brake metal; custom sealants, painted finishes, powder coat finishes, concrete work, cosmetic repairs to opening, additional parts and/or repair or replacement of material damaged by others, sealing off opening prior to actual installation, union labor (unless otherwise noted), QCIP/CIP insurance participation, overtime, bonds, permits, and test reports. Anything not specifically noted under Inclusions is excluded. All work is to be performed during normal business hours.

*glass panel above door*

*round new door \$0 no ref*

*→ included*

**Warranty Information:**

(1) One-Year limited parts and labor warranty from date of substantial completion.

**Terms and Conditions:**

Negotiable

Customer agrees to the above mentioned in the Inclusions for the noted proposal price and is aware of the noted exclusions. Product(s) are non-returnable and non-cancelable.

\* Lead-times provided are current at time of bid and are subject to change dependant upon receipt of approved submittals and current production schedules. Capitol Door is not responsible for delays in production schedules from manufacturers.

Respectfully Submitted By:

Proposal Amount: \$ 9,211.00

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Purchase Order No: \_\_\_\_\_

Doug Cutts  
Architectural Sales Manager  
doug\_cutts@capitoldoors.com  
Cell (909) 229-7272

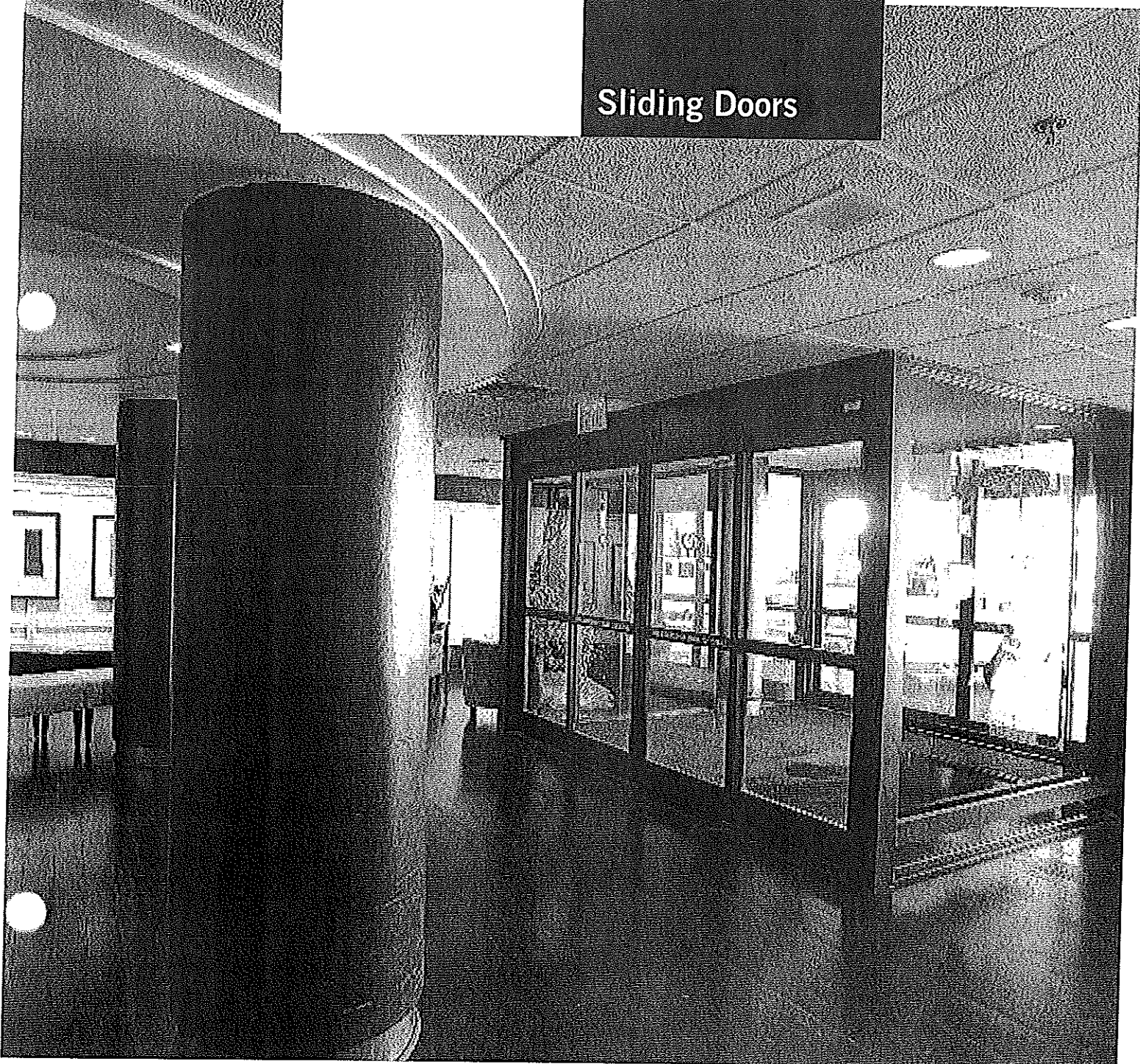


**DORMA Entrance Systems™**



# DORMA Automatics

**Sliding Doors**



DORMA Automatics  
Sliding Doors

DORMA ESA

## The DORMA ESA — Proof that style and substance can co-exist in the same door

As one of the most intelligent, efficient, and technologically advanced automatic doors on the market, the ESA provides strength, beauty, and technology all in one package, as well as a continuous self-monitoring control system for an extra measure of safety and efficiency.

### Our header provides a sleek profile

The low-profile, 4.5" x 7.5" ESA header means the doors are installed flush with the surrounding structure — creating a sleek, unbroken sightline that blends the doors into the overall architectural design. In addition, DORMA uses a minimum .125 header thickness —

creating one of the strongest headers in the industry. Capable of a 16' horizontal span, the header is self-supporting with no additional reinforcement needed, allowing for larger spans with less deflection.

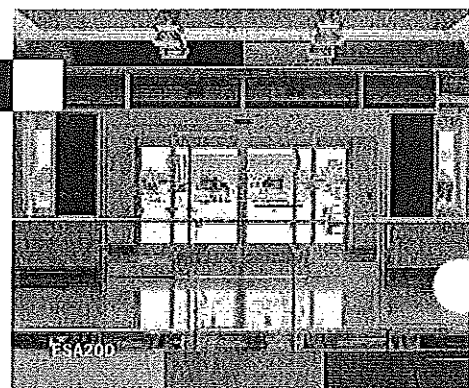
### Doors that are seen but never heard

Another exclusive feature from DORMA Automatics is a sound-dampening track. An extruded EPDM rubber profile, located beneath the replaceable aluminum track, muffles sounds caused by friction from door carrier rollers. It reduces operational noise to a mere whisper and stops vibration resonance that can be transferred to building structures.

### Fine Frame design

For elegant and upscale applications, the ESA400 Fine Frame is a perfect marriage of beauty and functionality. Including full breakout capability, the ESA400 combines full view aesthetics with excellent weather-sealing qualities. It's ideal for interior or exterior applications such as high-end retail stores or modern office buildings.

Furnished with 3/8" fully tempered glass panels, this stylish, low-profile framing system uses the same robust commercial operator as other ESA doors.



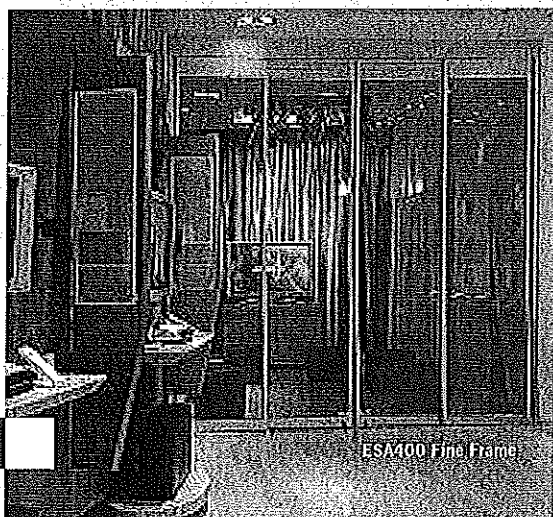
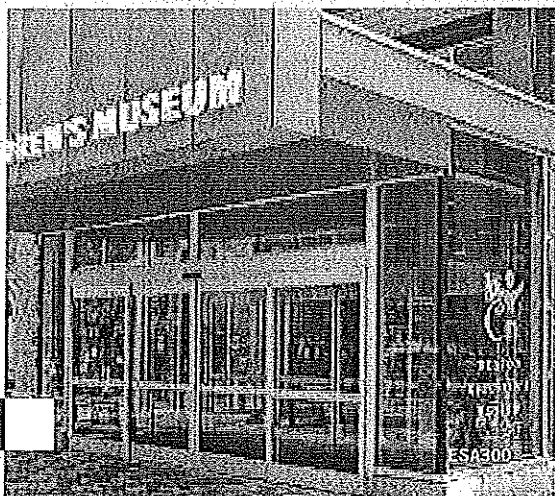


**DORMA Automatics**  
Sliding Doors

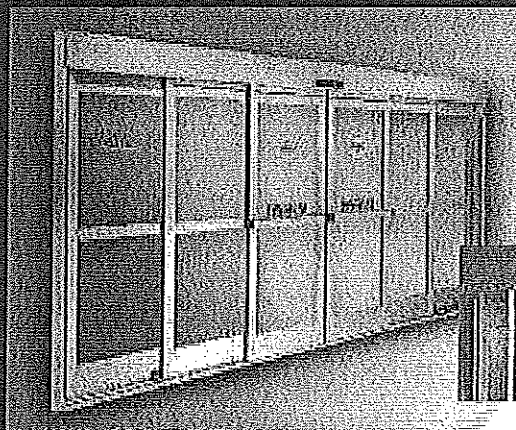
**ESA Models**  
ESA300T Telescopic

### ESA models to fit any design

- **ESA100, 200, 300** —  
Three intelligent, strong, low-profile ESA models suit different requirements:
  - The non-breakout ESA100.
  - The ESA200 with fixed sidelite.
  - The full-breakout ESA300.
- **ESA400 Fine Frame** —  
The Fine Frame style is a perfect marriage of beauty and functionality. Also featuring full breakout capability, the ESA400 combines full view aesthetics with excellent weather-sealing qualities.
- **ESA500 All-Glass** —  
The all-glass ESA500 door has no vertical trim so it offers an uninterrupted horizontal expanse for blending with an all-glass façade.



## The DORMA ESA300T — Automatic telescopic sliding doors driven by proven ESA technology



Full Breakout  
Configuration

### Extra wide clear opening

The ESA300T auto-telescopic door is perfect for corridor applications and openings that require an extra wide clear opening distance. The rugged design utilizes the proven ESA slider drive unit, with an added ultra-rigid extrusion to enable the telescoping action. The compact header, 7-1/2" high by 6-5/8" deep, is exceptionally narrow for a telescopic door and minimizes projection from the door jambs. The overall package can handle widths up to 20'.

### Full breakout design

The ESA300T is a full breakout design completely engineered, manufactured, and assembled by DORMA Automatics. When the door operator components arrive on site, they have been factory-assembled within the header, fully adjusted, and fully tested.

### Programmable microprocessor control

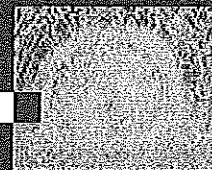
DORMA telescopic sliding doors are controlled by the technologically advanced ESA door system. A self-learning, self-monitoring microprocessor control monitors all critical door functions and safety sensors. Door functions such as opening and closing speed, check locations, and partial open dimensions, are all fully programmable.

### Key Features

- Rugged header and extrusion package for solid and consistent operation.
- Sound dampening gasket that greatly reduces vibration and provides whisper quiet operation.
- Simple and reliable belt-driven design with removable outer track.
- Optional panic bars with Autolock available (included in doors shown above).

**DORMA Automatics  
Sliding Doors**

**ESA-HP  
Hurricane-Resistant**



The photos above show a DORMA ESA-HP door during the actual testing process. Though the glass is damaged, the object never pierces to the interior side.

## The DORMA ESA200-HP and ESA300-HP Sliding Doors — Hurricane-resistant doors for withstanding nature's wrath

The new DORMA ESA-HP automatic sliding door meets Dade County and Florida Building Code regulations, keeps your building safe and secure, provides smooth and durable operation, and all the while provides an aesthetically pleasing entrance for your place of business.

### Safe and secure inside

DORMA brings you a hurricane door package designed to withstand nature's wrath. Rigorous testing has insured that the DORMA ESA-HP door meets and even exceeds Dade County and Florida Building Code regulations. So while a hurricane rages outside, the

new DORMA ESA-HP door maintains your safety and security inside.

### Durable, attractive design

In addition to the door panel's storm and wind resistance, the ESA-HP has the strongest and most durable header in the industry. By using only .125 thickness header and by creating a diagonally reinforced extrusion package, DORMA can offer a 16' door package without any sag in the panels, and, best of all, with a slim 4.5" x 7.5" header profile that creates a flush sightline inside and out.

To meet the specific needs of your project, you can choose from a variety of breakout configurations and several hurricane-rated tempered glass or stormglass options.

### Technologically advanced

In the ESA-HP, hurricane protection enhances the already advanced ESA technology. All ESA automatic doors combine strength,

beauty, and technology in a single package. Choose the ESA-HP for an automatic door that operates intelligently, efficiently, and quietly — and protects against hurricane forces at the same time.

### Key Features

- Increased security — Superior glass strength and 5-Point Locking System allow non-breakout models to act as security doors.
- Available with 1/4" tempered glass and 5/32" stormglass.
- No unsightly exposed screws-on-glass stops.
- Self-closing — ESA200-HP models come standard with the ITS96 device to return the active panel to its fully closed position after an emergency or incidental breakout.
- Cost-effective — DORMA hurricane-resistant sliding doors decrease costs by eliminating the need for hurricane shutters.



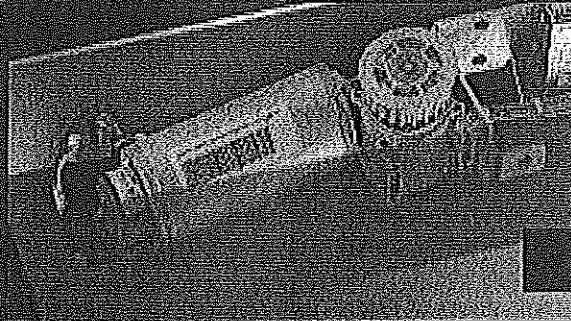
Miami-Dade County, Florida		
<b>Non-Impact</b>		
ESA200	NOA# 06-0518.01	1/11/2012
ESA300	NOA# 06-0518.03	1/11/2012
<b>Impact</b>		
ESA200	NOA# 06-0518.02	2/01/2012
ESA300	NOA# 06-0518.04	2/01/2012
<b>With Panic Bars</b>		
ESA300	NOA# 07-0625.03	2/01/2012





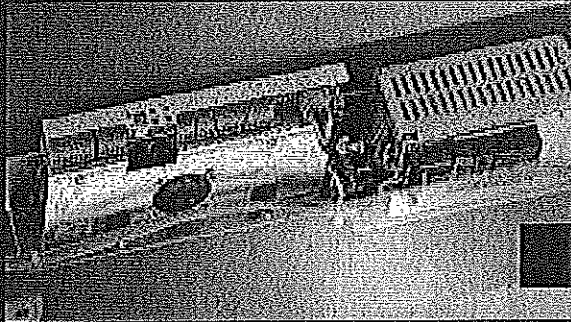
DORMA Automatics  
Sliding Doors

Cutting Edge  
Technology



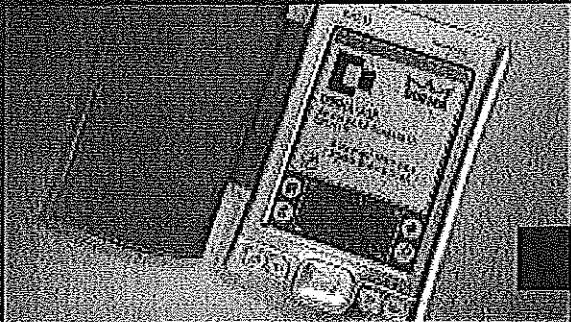
**Tomorrow's  
technology,  
today**

DORMA's powerful new ESA-II controller features significantly higher torque — leading to better control when opening and closing heavy doors, as well as quicker opening and acceleration/deceleration. The new controller can easily handle door panels weighing up to 400 lb.



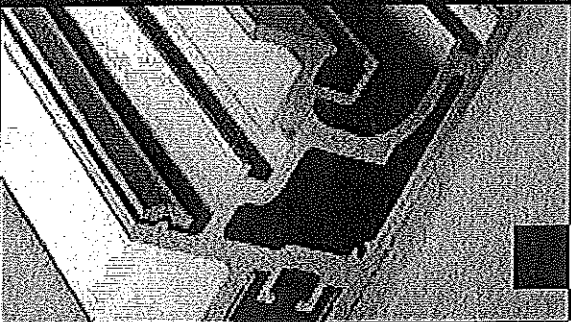
**Microprocessor  
control for  
constant  
monitoring**

Our microprocessor controller motor-encoder system constantly monitors door position, delivering a higher level of efficiency and safety. DORMA's innovative software provides smooth operation that optimizes performance, ensuring extended product life.



**Adjustment  
Versatility**

An easy-to-read, full text display on the hand-held Palm device provides well defined access to all performance data and parameters. Adjustment and diagnostic processes can be accurately duplicated or customized to meet your specific needs.



**Doors that are  
seen but not  
heard**

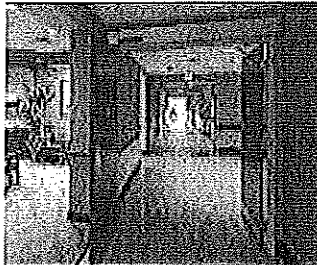
Exclusive sound-dampening track — an extruded EPDM rubber profile located beneath a replaceable aluminum track — muffles sounds caused by friction from door carrier rollers, reduces operational noise to a mere whisper, and stops vibration resonance.

**DORMA**



## DORMA Entrance Systems™

Providing entrance systems that meet or exceed industry standards while maintaining architectural appeal.



**DORMA Automatics**  
A leading innovator of automatic door systems, DORMA Automatics offers products for practically any application: retail, health care, office buildings, airports, hospitality, and more.

**Crane Revolving Doors**  
The choice of leading architects for commercial and institutional buildings, Crane Manual, Automatic, & Security Revolving Doors can be found in buildings worldwide.



## DORMA Group North America

**DORMA Entrance Systems™**  
Pedestrian Flow, Safety & Security

**DORMA Architectural Hardware**  
Providing Safety & Security Around the Door

**DORMA Glas**  
Elegance, Versatility & Beauty

**Modernfold**  
Sound & Space Management

DORMA Entrance Systems  
924 Sherwood Drive  
Lake Bluff, IL 60044

Toll Free: 877.367.6211  
Fax: 877.423.7999

Email: [automatics@dorma-usa.com](mailto:automatics@dorma-usa.com)  
[www.dorma-usa.com](http://www.dorma-usa.com)

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**Doorkeyper Inc**  
 1105 North Allen Ave  
 Pasadena, CA 91104

AGENDA ITEM 5  
 Attachment 3  
 Page 1 of 2

# QUOTATION

Quote Number: 825  
 Quote Date: Mar 30, 2011  
 Page: 1

Voice: 626-794-6940  
 Fax: 626-794-7451

<b>Quoted To:</b>
Placentia Library 411 East Chapman Placentia, CA 92870

Customer ID	Good Thru	Payment Terms	Sales Rep
pla001	4/29/11	Net 30 Days	Office

Description	Amount
<p><b>SCOPE OF WORK:</b>            REMOVE (1) EXISTING AUTOMATIC SLIDING DOOR PACKAGE. FURNISH AND INSTALL (1) RECORD MODEL 5100 AUTOMATIC BI-PART SLIDING DOOR PACKAGE COMPLETE WITH NARROW STILE DOORS AND SIDELITE PANELS WITH 10" BOTTOM RAILS, DUAL SAFETY SENSOR SYSTEM, SENSOR ACTIVATION, 1/4" BRONZE TEMPERED GLASS, (1) ELECTRIC LOCK ASSEMBLY, MID-RAIL PANIC EXIT DEVICES, (1) 4-POSITION CONTROL SWITCH, (1) HANDICAP COMPLIANT THRESHOLD AND NECESSARY HARDWARE FOR A STANDARD INSTALLATION. FINISH WILL BE MANUFACTURER'S DARK BRONZE ANODIZE ALUMINUM FINISH.</p> <p><b>WARRANTY:</b> (1) YEAR PARTS AND LABOR.</p> <p><b>NOTE:</b>            - ALLOW APPROXIMATELY 3 - 4 WEEKS LEAD TIME FOR MATERIAL FROM FINAL SITE MEASUREMENT.            - BONDING, PERMITS/LICENSE FEES, INSURANCE REQUIREMENTS AND/ OR VERBIAGE BEYOND OUR INSURER'S STANDARD COVERAGE AND TERMS, CONCRETE WORK, OPENING PREPARATIONS, ELECTRICAL POWER SERVICE AND ANY WORK NOT SPECIFICALLY DETAILED HEREIN.            - ANY UNFORESEEN CONDITIONS, TIME OR MATERIALS ARE AT AN ADDITIONAL CHARGE.            - WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS, MONDAY THROUGH FRIDAY, 8:00 AM TO 4:30 PM.            - NOT QUOTED AT PREVAILING WAGE.</p>	8,266.19

Subtotal	8,266.19
Sales Tax	
<b>TOTAL</b>	<b>8,266.19</b>



**“Total Door Solutions”**

*1105 N. Allen Avenue Pasadena, California 91104*

*626 794-6940 • fax 626 794-7451*

*website www.doorkeyperinc.com email doorkeyperinc@aol.com*

### **Commercial Door Company**

*Established in 1902 - Family owned for three generations*

### **Our Services**

*Sales • Service • Repairs • Installation*

*Complete Selection of Doors, Frames and Door Hardware*

#### **Ⓚ AUTOMATIC DOOR CONTROL DIVISION**

- Handicap Access Door Operators
- Automatic Swing & Sliding Doors
- Access Control – Buzz-in, Mechanical & Telephone Entry Systems
- Access Control – Electronic & Computerized
- Fire, Life and Safety & Building Code Compliance for Hardware
- Factory Direct for LCN/Ingersoll-Rand Products

#### **Ⓚ DOOR AND FRAME DIVISION**

- Aluminum / Glass Doors & Frames and Small Store Fronts
- Hollow Metal Fire Doors & Frames – Fire Rated and Standard Non-rated
- Solid Core Wood Doors – Fire Rated and Standard Non-rated
- Double Action Food Service Doors
- Life Safety Smoke and Fire Door Controls
- Joint Commission Inspection & Service

#### **Ⓚ HARDWARE DIVISION**

- Panic Exit Systems Door Closer Devices Latching Hardware
- Heavy & Standard Duty Commercial Locks Knob Sets Levers Dead Bolts
- Manual & Electrified Hardware Magnetic Locks Electric Strikes
- Hinges Thresholds Door Wraps Astragals Weather Stripping
- Radio Controlled Transmitters

#### **Ⓚ MASTER LOCKSMITHING**

- High Security Key Control
- Master Key Systems
- Electronic Key Pad Programmed Locks

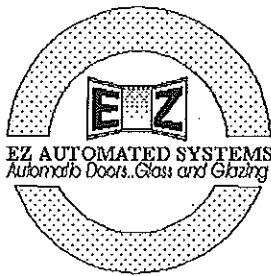


#### **OVER COUNTER SALES**

- Full Product Line of Material & Parts Available From Most Manufacturers
- Large Inventory in Stock
- Discontinued Hardware and Parts

**DOORKEYPER, Inc.** *offers you a single source for all your door needs, providing Sales, Service, Installation and Repairs to give you a Total Door Solution.*





**E-Z AUTOMATED SYSTEMS** / Automatic Storefront source  
Automatic Doors, Storefront, Glass & Glazing

**PROPOSAL**

<b>To:</b>	<b>Placentia Library District</b>	<b>Project:</b>	<b>Placentia Library Placentia, CA</b>
<b>Attn:</b>	<b>Jeanette Contreras</b>	<b>Date:</b>	<b>Tuesday, March 29, 2011</b>

Please find below my proposal for the supply and installation of a Gildor Automatic Sliding Door Package. My interpretation of the materials required is as follows.

**Automatic Sliding Doors**

Door packages to be 16'0" x 8'0" type SO-SX-SX-SO an will consist of two jamb tubes, one continuous header, one hinged cover, two breakaway stationary side panels and two breakaway sliding doors. Continuous headers will house all computer controls, belt drive mechanism, end gear, extruded track with replaceable cap track, wiring harness and track wheel assembly. New automatic sliding door packages will have six standard operating functions and exposed, on site, self-diagnostics via a remote Bedis Control Pad. Door package will come with recessed panic hardware, electric lock, alarm contacts, dual safety hold open beams and sensors for two-way traffic. All hardware, floor guides and locks will be manufacturers standard. Door and side panels to be narrow stile with 4" horizontal muntins with high security removable glass stops. Door packages to be in a manufacturers standard Clear Anodized finish and to be glazed with 1/4" Bronze Tempered glass. Proposal includes the demolition and removal of the existing automatic door package.

**Total Materials & Installation**

**\$8,127.00**

**Exclusions:** 110 Power to Automatic Door, Tax, Conduit, Breakmetal, Structural support, Bonds, Waiver of Subrogation, Insurance form CG 20 10 11 85, Permits, Preparation of opening, Prevailing Wage Labor Rate, Night and Weekend Labor Rate, Any materials not called out above.

**Additional Costing:**

Add for "Prevailing Wage" labor rate for the above-mentioned project.

Add Amount...\$864.00

Thank you,  
Greg Gonzales  
Sales Manager  
E-Z Automated Systems

Total Pages of Proposal...1

**GILDOR INC., MODEL SLM  
BI-PARTING DOOR PACKAGE  
WITH SWING OUT PANELS**

**(SO - SX - SX - SO)  
(SHORT FORM SPECIFICATIONS)**

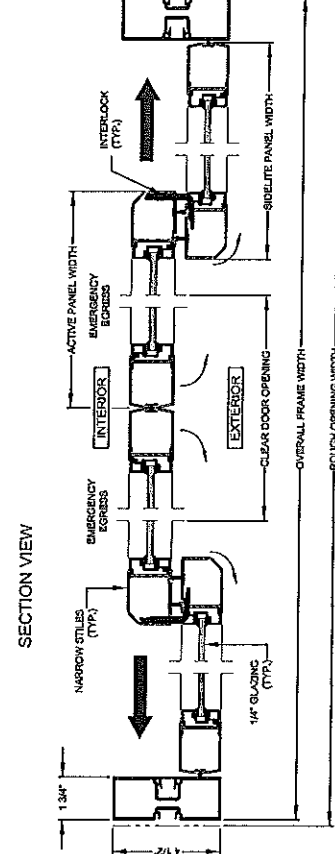
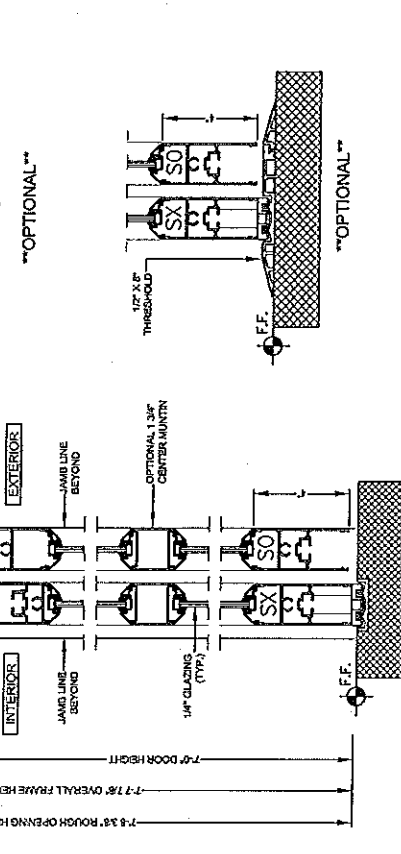
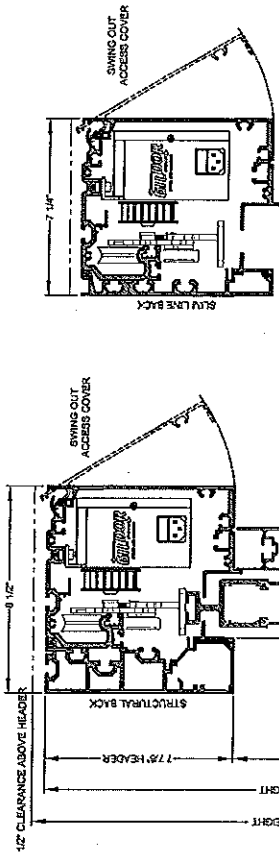
(Gildor Model SLM Bi-Parting - No Substitutions)

Automatic sliding door packages shall be by Gildor, Inc., with SLM drives, including microprocessor controlled, electro mechanical operator with an exposed, on site, self diagnostics via the BEDS, two (2) wire readout control and monitoring pad. Aluminum frames and doors for the automatic sliding door packages will be fabricated of 6063-T5 aluminum alloy. Headers will be self-supporting with the capability of being considered self-supporting with structural characteristics for up to fifteen (15) feet. Header will house all components including complete operator, motor, track, track wheels, and replaceable gap track. Each door package will incorporate panic breakaway hardware with stainless steel sliding bolts and solid brass phot blocks. Each sliding door leaf shall have two (2) carriage wheel assemblies. Each carriage wheel assembly shall have (3) track wheels for a total of six (6) contact roller wheels per active leaf and twelve (12) contact roller wheels per BI-PARTING door package. Automatic sliding doors shall be powered by means of SLM maintenance free, DC motor with mechanical gear drive assembly transmitted to the active leaves by reinforced tooth drive belt and direct tooth belt coupler. Doorway monitoring system to control door opening. As a standard, clearing and hold open functions will be by pedal holding beams. As an additional safety option, threshold motion detecting device will activate the automatic door. The microprocessor unit shall automatically reverse the door(s) should an obstruction be encountered during the closing cycle. The GILDOR door packages shall be actuated by SLM drives and controls with a microprocessor controlled operating unit that automatically monitors mass, weight and friction of the moving leaves. It then defines and sets the opening, closing and creep location including the fully open and closed position of the door system.

Gildor's Model SLM computer control will work in conjunction with the remote two (2) wire BEDS control pad. Exposed in place self-diagnostics to be permanently mounted at automatic door location for continuous on site self-diagnostics along with six (6) standard operating functions. Self-diagnostics to include mechanical interference forced entry, safety system, and motor and computer controls. It will be mandatory for these doors to have the capability of diagnosing all these functions. Each door package will have permanently mounted exposed on site self-diagnostics to eliminate false service calls. All hardware, guides and locks shall be manufacturer standard. Installation shall be performed by local factory trained distributor, or call Gildor Inc. directly.

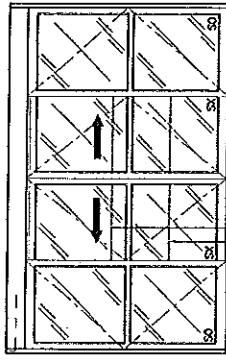
**GUARANTEE:**

All GILDOR door packages, with SLM drives and controls will come with a limited one (1) year guarantee from the date of installation on all components, parts, and hardware.

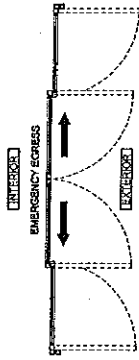


DETAILED PLAN VIEW

110 VAC 50 Hz 15 A  
BY OTHERS



EXTERIOR ELEVATION



PLAN VIEW

Model SLM Bi-Parting Door Package With Full Break Away Panels.

MODEL No	CLEAR DOOR OPENING	OVERALL FRAME WIDTH	ROUGH OPENING WIDTH	ACTIVE PANEL WIDTH	ROSLITE PANEL WIDTH
SLM-212	81"	12'-0"	12'-0 1/2"	36 1/2"	36 1/2"
SLM-214	75"	14'-0"	14'-0 1/2"	42 1/2"	42 1/2"
SLM-218	83"	16'-0"	16'-0 1/2"	48 1/2"	48 1/2"
SLM-CSTM			CONSULT FACTORY		

\*\*NOTE LARGER AND SMALLER SIZES AVAILABLE. CONSULT FACTORY DETAILS



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Review and Discuss Post Construction Cleaning Bids  
**DATE:** April 7, 2011

**BACKGROUND**

During the tile removal and subfloor preparation phases of the Re-flooring Project, fine concrete dust spread throughout areas of the library not protected by Visqueen barriers. Affected areas include the library entry and tangential open spaces, Community Meeting Room, public restrooms, staff offices and work areas, and the staff lounge. For health and safety reasons, the fine concrete dust needs to be removed from the areas listed above.

Two estimates from licensed professional post-construction cleaning & restoration companies are submitted for your review and consideration. If scheduled in sections, the cleaning is likely to take approximately 6 working days. These estimates were presented at the February 28, 2011 Library Board of Trustees meeting.

Attachment A is the quote from Better Floors and Restorations.

Attachment B is the quote from Emercon.

Attachment C is a comparison of both quotes.

FISCAL IMPACT: \$12,000 to be drawn from the General Fund.

**RECOMMENDATION**

Award bid to Emercon to provide post construction cleaning of the library per attachment B.





Disaster Kleenup / Better Restorations

*Normal business hrs  
8-5 M-F  
Outside of that not covering  
Sat 10am-12pm  
Contractors  
Kia...  
# 384910  
or 25% range  
of work  
areas that  
worked*

Client: Placentia Library  
Property: 411 E. Chapman Ave.  
Placentia, CA 92870

Operator Info:  
Operator: AMANDA

Estimator: Chad Laffoon

Business: (714) 524-8500 x 111

Reference:  
Company: Better Floors & Restorations

*while things:  
6 days CR  
sections  
Main library  
2 days w/  
a big crew*

Type of Estimate: <NONE>  
Date Entered: 2/18/2011 Date Assigned: 2/17/2011  
Date Est. Completed: 2/18/2011 Date Job Completed:

Price List: CAOG7X\_FEB11  
Restoration/Service/Remodel  
Estimate: 47253-CLNFCC  
File Number: 47277

The attached estimate includes labor and materials to perform a top down cleaning including contents. Work areas will be sealed off as necessary to perform cleaning without cross contamination. Please note air scrubbers are recommended to control airborne particles during cleaning. Air ducts will be sealed off in all work areas during cleaning.

Please note areas can be cleaned in sections if requested. Please view line item notes for recommendations.

This estimate does not include duct cleaning which is recommended after cleaning is completed.

**Fee Summary:**

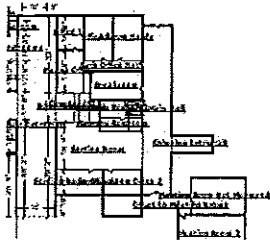
Cleaning Services Total: \$16,600.03



Disaster Kleenup / Better Restorations

47253-CLNFCC

Library



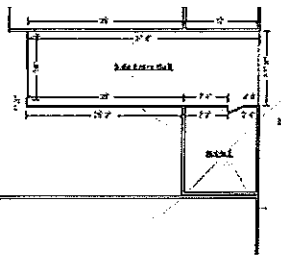
Main Entry Hall

Height: 8'

1,200.97 SF Walls  
 2,535.15 SF Walls & Ceiling  
 148.24 SY Flooring  
 158.66 LF Ceil. Perimeter  
 1,334.18 SF Ceiling  
 1,334.18 SF Floor → 3869.53  
 148.41 LF Floor Perimeter

- Missing Wall: 1 - 10' 3" X 6' 8" Opens into HALL\_TO\_REST Goes to Floor
- Missing Wall: 1 - 11' 8" X 8' Opens into SIDE\_ENTRY\_H Goes to Floor/Ceiling
- Missing Wall: 1 - 15' 11 15/16" X 8' Opens into MAIN\_LIBRARY Goes to Floor/Ceiling
- Missing Wall: 1 - 12' X 8' Opens into BOOK\_RETURN\_ Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (High Ceilings) - Includes contents wipe/vac				
30. Cleaning - Supervisory/Administrative - per hour	5.00 HR	0.00	56.70	283.50
29. Cleaning Technician - per hour	20.00 HR	0.00	32.50	650.00
4 men 4 hours				
32. Scaffolding	1.00 EA	0.00	175.00	175.00
Scaffold needed due to very high ceilings				
34. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	2.00 DA	0.00	120.00	240.00
Air scrubbers optional (Recommended)				
118. Cleaning Supplies	1.00 EA	0.00	32.67	32.67
<b>Totals: Main Entry Hall</b>				<b>1,381.17</b>



Side Entry Hall - Friends' aisle

Height: 8'

693.45 SF Walls  
 1,129.09 SF Walls & Ceiling  
 48.40 SY Flooring  
 86.68 LF Ceil. Perimeter  
 435.64 SF Ceiling  
 435.64 SF Floor → 1564.73  
 86.68 LF Floor Perimeter

- Missing Wall: 1 - 11' 8" X 8' Opens into MAIN\_ENTRY\_H Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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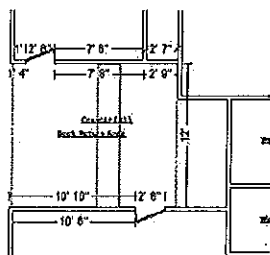


Disaster Kleenup / Better Restorations

CONTINUED - Side Entry Hall

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (This are to be cleaned with main entry)				
36. Cleaning Technician - per hour	3.00 HR	0.00	32.50	97.50
2 men 1.5 hours				
119. Cleaning Supplies	1.00 EA	0.00	3.41	3.41
Totals: Side Entry Hall				100.91

SF walls & piling floors 5434.06



Book Return Area

Height: 8'

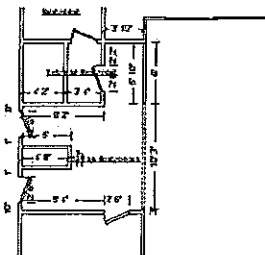
228.28 SF Walls	169.21 SF Ceiling
397.49 SF Walls & Ceiling	169.21 SF Floor
18.80 SY Flooring	28.54 LF Floor Perimeter
28.54 LF Ceil. Perimeter	

Missing Wall: 1 - 12' X 8'  
Missing Wall: 1 - 12' X 8'

Opens into Exterior  
Opens into MAIN\_ENTRY\_H

Goes to Floor/Ceiling  
Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (This are to be cleaned with main entry)				
45. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00
2 men 1 hour				
120. Cleaning Supplies	1.00 EA	0.00	2.28	2.28
Totals: Book Return Area				67.28



Hall to Restrooms

Height: 8'

462.23 SF Walls	133.08 SF Ceiling
595.31 SF Walls & Ceiling	133.08 SF Floor
14.79 SY Flooring	56.07 LF Floor Perimeter
66.32 LF Ceil. Perimeter	

Missing Wall: 1 - 10' 3" X 6' 8"

Opens into MAIN\_ENTRY\_H

Goes to Floor

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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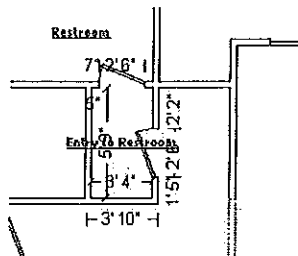
Top down cleaning (This are to be cleaned with main entry)



**Disaster Kleenup / Better Restorations**

**CONTINUED - Hall to Restrooms**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
48. Cleaning Technician - per hour 1 man 1 hour	1.00 HR	0.00	32.50	32.50
121. Cleaning Supplies	1.00 EA	0.00	1.14	1.14
<b>Totals: Hall to Restrooms</b>				<b>33.64</b>

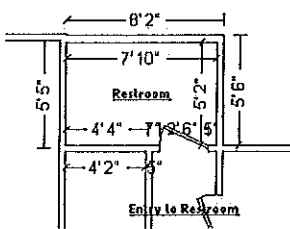


**Entry to Restroom**

**Height: 8'**

145.64 SF Walls	19.28 SF Ceiling
164.91 SF Walls & Ceiling	19.28 SF Floor
2.14 SY Flooring	18.20 LF Floor Perimeter
18.20 LF Cell. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Included with restroom cleaning				
<b>Totals: Entry to Restroom</b>				<b>0.00</b>



**Restroom**

**Height: 8'**

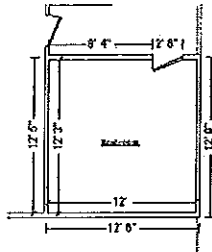
207.88 SF Walls	40.43 SF Ceiling
248.32 SF Walls & Ceiling	40.43 SF Floor
4.49 SY Flooring	25.99 LF Floor Perimeter
25.99 LF Cell. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
54. Cleaning Technician - per hour 1 man 1.5 hour	1.50 HR	0.00	32.50	48.75
122. Cleaning Supplies	1.00 EA	0.00	1.71	1.71
<b>Totals: Restroom</b>				<b>50.46</b>





**Disaster Kleenup / Better Restorations**

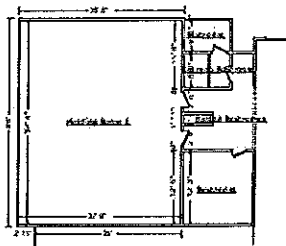


**Restroom**

**Height: 8'**

388.00 SF Walls	147.00 SF Ceiling
535.00 SF Walls & Ceiling	147.00 SF Floor
16.33 SY Flooring	48.50 LF Floor Perimeter
48.50 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
55. Cleaning Technician - per hour 1 man 1.5 hour	1.50 HR	0.00	32.50	48.75
123. Cleaning Supplies	1.00 EA	0.00	1.71	1.71
<b>Totals: Restroom</b>				<b>50.46</b>



**Meeting Room 1**

**Height: 8'**

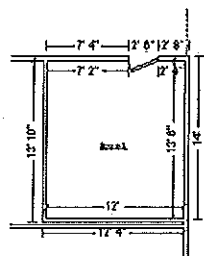
993.45 SF Walls	953.00 SF Ceiling
1,946.45 SF Walls & Ceiling	953.00 SF Floor
105.89 SY Flooring	124.18 LF Floor Perimeter
124.18 LF Ceil. Perimeter	

**2,899.45**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
50. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
51. Cleaning Technician - per hour 4 men 1 hour	4.00 HR	0.00	32.50	130.00
53. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit. Air scrubbers optional (Recommended)	1.00 DA	0.00	120.00	120.00
144. Clean and deodorize carpet	953.00 SF	0.00	0.27	257.31
124. Cleaning Supplies	1.00 EA	0.00	6.53	6.53
<b>Totals: Meeting Room 1</b>				<b>570.54</b>



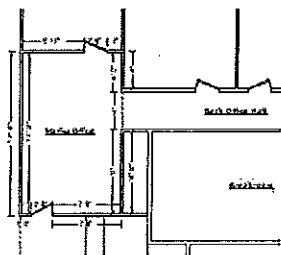
**Disaster Kleenup / Better Restorations**



**Room1** Friends' Sales Office **Height: 8'**

408.00 SF Walls	162.00 SF Ceiling
570.00 SF Walls & Ceiling	162.00 SF Floor
18.00 SY Flooring	51.00 LF Floor Perimeter
51.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
61. Cleaning Technician - per hour 4 men 1.5 hour	6.00 HR	0.00	32.50	195.00
62. Negative air fan/Air scrubber (24 hr period) - No monit. Air scrubbers optional (Recommended)	1.00 DA	0.00	70.00	70.00
125. Cleaning Supplies	1.00 EA	0.00	6.83	6.83
<b>Totals: Room1</b>				<b>271.83</b>



**Marisa Office** **Height: 8'**

418.63 SF Walls	189.47 SF Ceiling
608.10 SF Walls & Ceiling	189.47 SF Floor
21.05 SY Flooring	52.33 LF Floor Perimeter
52.33 LF Ceil. Perimeter	

Missing Wall: 1 - 4' X 8' Opens into BACK\_OFFICE\_ Goes to Floor/Ceiling

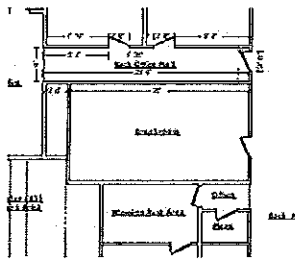
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
56. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
57. Cleaning Technician - per hour 2 men 1 hour	2.00 HR	0.00	32.50	65.00
58. Negative air fan/Air scrubber (24 hr period) - No monit. Air scrubbers optional (Recommended)	1.00 DA	0.00	70.00	70.00
63. Clean and deodorize carpet	189.47 SF	0.00	0.27	51.16



**Disaster Kleenup / Better Restorations**

**CONTINUED - Marisa Office**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
127. Cleaning Supplies	1.00 EA	0.00	4.26	4.26
<b>Totals: Marisa Office</b>				<b>247.12</b>



**Back Office Hall**

**Height: 8'**

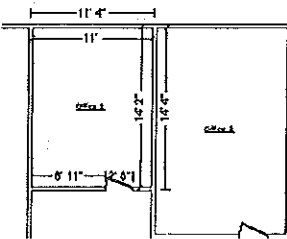
437.33 SF Walls	100.67 SF Ceiling
538.00 SF Walls & Ceiling	100.67 SF Floor
11.19 SY Flooring	54.67 LF Floor Perimeter
54.67 LF Cell. Perimeter	

Missing Wall: 1 - 4' X 8'

Opens into MARISA\_OFFIC

Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (This are to be cleaned with Marissa's Office)				
59. Cleaning Technician - per hour 1 man 1 hour	1.00 HR	0.00	32.50	32.50
64. Clean and deodorize carpet	100.67 SF	0.00	0.27	27.18
128. Cleaning Supplies	1.00 EA	0.00	1.14	1.14
<b>Totals: Back Office Hall</b>				<b>60.82</b>



**Office 1**

Al's

**Height: 8'**

402.63 SF Walls	155.80 SF Ceiling
558.44 SF Walls & Ceiling	155.80 SF Floor
17.31 SY Flooring	50.33 LF Floor Perimeter
50.33 LF Ceil. Perimeter	

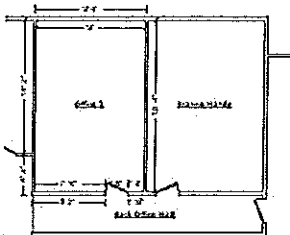
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
65. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
66. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00



**Disaster Kleenup / Better Restorations**

**CONTINUED - Office 1**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
2 men 1 hour				
67. Negative air fan/Air scrubber (24 hr period) - No monit. Air scrubbers optional (Recommended) If cleaned with Marissa's office 1 air scrubber can be used.	1.00 DA	0.00	70.00	70.00
68. Clean and deodorize carpet	155.80 SF	0.00	0.27	42.07
129. Cleaning Supplies	1.00 EA	0.00	4.26	4.26
<b>Totals: Office 1</b>				<b>238.03</b>



**Office 2**

*Vesenia's*

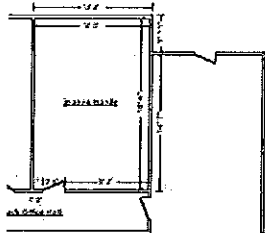
**Height: 8'**

485.33 SF Walls	220.00 SF Ceiling
705.33 SF Walls & Ceiling	220.00 SF Floor
24.44 SY Flooring	60.67 LF Floor Perimeter
60.67 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
69. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
70. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00
2 men 1 hour				
71. Negative air fan/Air scrubber (24 hr period) - No monit. Air scrubbers optional (Recommended) If cleaned with Marissa's office 1 air scrubber can be used.	1.00 DA	0.00	70.00	70.00
72. Clean and deodorize carpet	220.00 SF	0.00	0.27	59.40
130. Cleaning Supplies	1.00 EA	0.00	4.26	4.26
<b>Totals: Office 2</b>				<b>255.36</b>



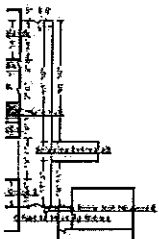
**Disaster Kleenup / Better Restorations**



**Joanne Hardy Director's** **Height: 8'**

496.00 SF Walls	232.22 SF Ceiling
728.22 SF Walls & Ceiling	232.22 SF Floor
25.80 SY Flooring	62.00 LF Floor Perimeter
62.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
73. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
74. Cleaning Technician - per hour 2 men 1 hour	2.00 HR	0.00	32.50	65.00
75. Negative air fan/Air scrubber (24 hr period) - No monit.	1.00 DA	0.00	70.00	70.00
Air scrubbers optional (Recommended) If cleaned with Marissa's office 1 air scrubber can be used. If all back offices are done it is recommended to use 2 negative air machines.				
76. Clean and deodorize carpet	232.22 SF	0.00	0.27	62.70
131. Cleaning Supplies	1.00 EA	0.00	4.26	4.26
<b>Totals: Joanne Hardy</b>				<b>258.66</b>



**Back Main Hall** **Height: 8'**

1,108.73 SF Walls	845.26 SF Ceiling
1,954.00 SF Walls & Ceiling	845.26 SF Floor
93.92 SY Flooring	138.59 LF Floor Perimeter
138.59 LF Ceil. Perimeter	

Missing Wall:	1 -	6' 11 7/8" X 8'	Opens into SHIPPING_ENT	Goes to Floor/Ceiling
Missing Wall:	1 -	15' 7" X 8'	Opens into SORTING_ROOM	Goes to Floor/Ceiling
Missing Wall:	1 -	3' X 8'	Opens into OFFSET	Goes to Floor/Ceiling

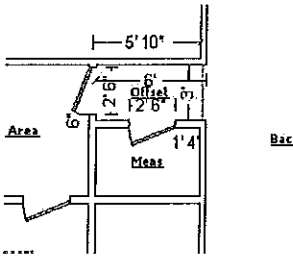
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with sorting area)				
77. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
78. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00



**Disaster Kleenup / Better Restorations**

**CONTINUED - Back Main Hall**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
2 men 1 hour				
80. Clean and deodorize carpet	845.26 SF	0.00	0.27	228.22
132. Cleaning Supplies	1.00 EA	0.00	4.26	4.26
<b>Totals: Back Main Hall</b>				<b>354.18</b>



**Offset**

**Height: 8'**

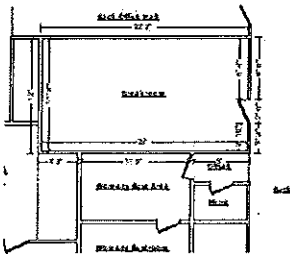
120.00 SF Walls	17.50 SF Ceiling
137.50 SF Walls & Ceiling	17.50 SF Floor
1.94 SY Flooring	15.00 LF Floor Perimeter
15.00 LF Ceil. Perimeter	

Missing Wall: 1 - 3' X 8' Opens into BACK\_MAIN\_H Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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\* This area included in Back main hall

Totals: Offset				0.00
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**Breakroom**

**Height: 8'**

538.67 SF Walls	256.67 SF Ceiling
795.33 SF Walls & Ceiling	256.67 SF Floor
28.52 SY Flooring	67.33 LF Floor Perimeter
67.33 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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Top down cleaning - Includes contents (This area to be cleaned with other areas)

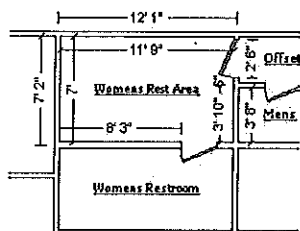
85. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
86. Cleaning Technician - per hour	3.00 HR	0.00	32.50	97.50
3 men 1 hour				
87. Negative air fan/Air scrubber (24 hr period) - No monit.	1.00 DA	0.00	70.00	70.00



Disaster Kleenup / Better Restorations

CONTINUED - Breakroom

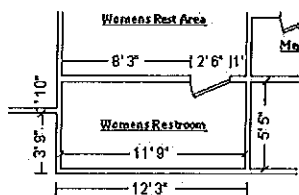
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Air scrubbers optional (Recommended)				
88. Clean and deodorize carpet	128.33 SF	0.00	0.27	34.65
133. Cleaning Supplies	1.00 EA	0.00	5.40	5.40
Totals: Breakroom				264.25



Womens Rest Area Height: 8'

300.00 SF Walls ✓	82.25 SF Ceiling
382.25 SF Walls & Ceiling	82.25 SF Floor ✓
9.14 SY Flooring	37.50 LF Floor Perimeter
37.50 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
90. Cleaning Technician - per hour 1 man 1 hour	2.00 HR	0.00	32.50	65.00
91. Clean and deodorize carpet	82.25 SF	0.00	0.27	22.21
134. Cleaning Supplies	1.00 EA	0.00	2.28	2.28
Totals: Womens Rest Area				89.49



Womens Restroom Height: 8'

274.67 SF Walls ✓	63.65 SF Ceiling
338.31 SF Walls & Ceiling	63.65 SF Floor ✓
7.07 SY Flooring	34.33 LF Floor Perimeter
34.33 LF Ceil. Perimeter	

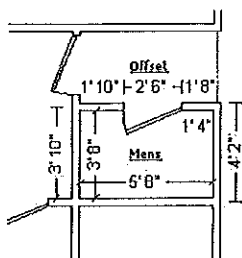
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
95. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00



Disaster Kleenup / Better Restorations

CONTINUED - Womens Restroom

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
2 men 1 hour				
135. Cleaning Supplies	1.00 EA	0.00	2.28	2.28
Totals: Womens Restroom				67.28

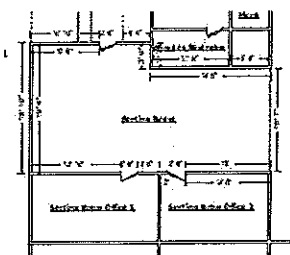


Mens Restroom

Height: 8'

149.33 SF Walls ✓	20.78 SF Ceiling
170.11 SF Walls & Ceiling	20.78 SF Floor ✓
2.31 SY Flooring	18.67 LF Floor Perimeter
18.67 LF Cell. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
97. Cleaning Technician - per hour	1.00 HR	0.00	32.50	32.50
1 man 1 hour				
136. Cleaning Supplies	1.00 EA	0.00	1.14	1.14
Totals: Mens				33.64



Sorting Room

Height: 8'

771.30 SF Walls	637.19 SF Ceiling
1,408.49 SF Walls & Ceiling	637.19 SF Floor - 2045.68
70.80 SY Flooring	96.41 LF Floor Perimeter
96.41 LF Ceil. Perimeter	

Missing Wall: 1 - 15' 7" X 8'

Opens into BACK\_MAIN\_H

Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents				
81. Cleaning - Supervisory/Administrative - per hour	8.00 HR	0.00	56.70	453.60
82. Cleaning Technician - per hour	32.00 HR	0.00	32.50	1,040.00

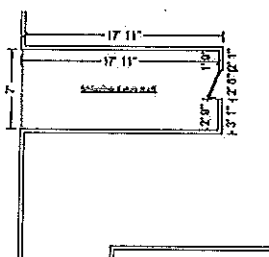




Disaster Kleenup / Better Restorations

CONTINUED - Sorting Room

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
4 men 8 hour				
83. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	2.00 DA	0.00	120.00	240.00
Air scrubbers optional (Recommended) 2 large units for 1 day to include attached hall and 2 offices				
84. Clean and deodorize carpet	637.19 SF	0.00	0.27	172.04
137. Cleaning Supplies	1.00 EA	0.00	52.28	52.28
Totals: Sorting Room				1,957.92



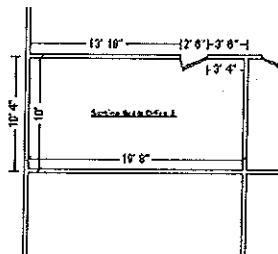
Shipping Entry Hall

Height: 8'

342.60 SF Walls	124.10 SF Ceiling
466.70 SF Walls & Ceiling	124.10 SF Floor
13.79 SY Flooring	42.82 LF Floor Perimeter
42.82 LF Ceil. Perimeter	

Missing Wall: 1 - 6' 11 7/8" X 8' Opens into BACK\_MAIN\_H Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with sorting area)				
106. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00
1 man 1 hour				
107. Clean and deodorize carpet	124.10 SF	0.00	0.27	33.51
138. Cleaning Supplies	1.00 EA	0.00	2.28	2.28
Totals: Shipping Entry Hall				100.79



Sorting Room Office 1

*circ staff Cubicles*

Height: 8'

474.63 SF Walls	196.65 SF Ceiling
671.28 SF Walls & Ceiling	196.65 SF Floor → 867.93
21.85 SY Flooring	59.33 LF Floor Perimeter
59.33 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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47253-CLNFCC

2/22/2011

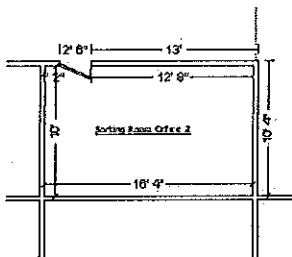
Page: 13



Disaster Kleenup / Better Restorations

CONTINUED - Sorting Room Office 1

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (To be done with sorting room)				
100. Cleaning Technician - per hour 4 men 3 hour	12.00 HR	0.00	32.50	390.00
102. Clean and deodorize carpet	196.65 SF	0.00	0.27	53.10
139. Cleaning Supplies	1.00 EA	0.00	13.65	13.65
Totals: Sorting Room Office 1				456.75



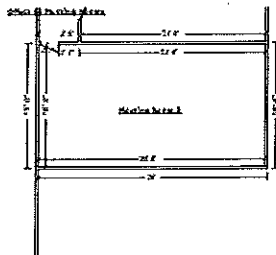
Sorting Room Office 2

*Katie's*

Height: 8'

421.33 SF Walls	163.33 SF Ceiling
584.67 SF Walls & Ceiling	163.33 SF Floor
18.15 SY Flooring	52.67 LF Floor Perimeter
52.67 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (To be done with sorting room)				
103. Cleaning Technician - per hour 3 men 6 hours	18.00 HR	0.00	32.50	585.00
104. Clean and deodorize carpet	163.33 SF	0.00	0.27	44.10
140. Cleaning Supplies	1.00 EA	0.00	20.48	20.48
Totals: Sorting Room Office 2				649.58



Meeting Room 2

*Local History Room*

Height: 8'

701.33 SF Walls ✓	434.78 SF Ceiling
1,136.11 SF Walls & Ceiling	434.78 SF Floor ✓
48.31 SY Flooring	87.67 LF Floor Perimeter
87.67 LF Ceil. Perimeter	

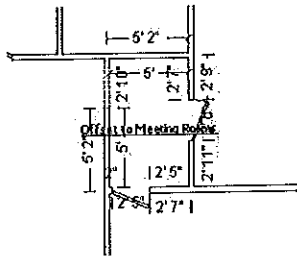
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				



**Disaster Kleenup / Better Restorations**

**CONTINUED - Meeting Room 2**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
108. Cleaning - Supervisory/Administrative - per hour	2.00 HR	0.00	56.70	113.40
109. Cleaning Technician - per hour 2 men 2 hours	4.00 HR	0.00	32.50	130.00
110. Negative air fan/Air scrubber (24 hr period) - No monit. Air scrubbers optional (Recommended)	1.00 DA	0.00	70.00	70.00
111. Clean and deodorize carpet	434.78 SF	0.00	0.27	117.39
141. Cleaning Supplies	1.00 EA	0.00	8.52	8.52
<b>Totals: Meeting Room 2</b>				<b>439.31</b>



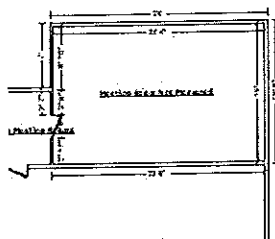
**Offset to Meeting Rooms**

Height: 8'

188.94 SF Walls ✓	40.00 SF Ceiling
228.94 SF Walls & Ceiling	40.00 SF Floor ✓
4.44 SY Flooring	23.14 LF Floor Perimeter
26.00 LF Ceil. Perimeter	

Missing Wall: 1 - 2' 10 5/16" X 6' 8" Opens into MAIN\_LIBRARY Goes to Floor

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
* Included with meeting room cleaning				
<b>Totals: Offset to Meeting Rooms</b>				<b>0.00</b>



**Meeting Room Not Measured**

*Local History Workroom*

Height: 8'

613.33 SF Walls ✓	350.00 SF Ceiling
963.33 SF Walls & Ceiling	350.00 SF Floor ✓
38.89 SY Flooring	76.67 LF Floor Perimeter
76.67 LF Ceil. Perimeter	

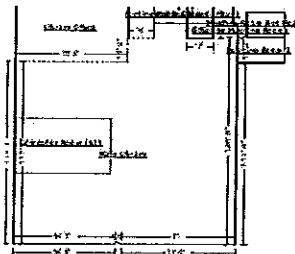
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Room not measured for cleaning				



Disaster Kleenup / Better Restorations

CONTINUED - Meeting Room Not Measured

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Totals: Meeting Room Not Measured				0.00



Main Library

Height: 8'

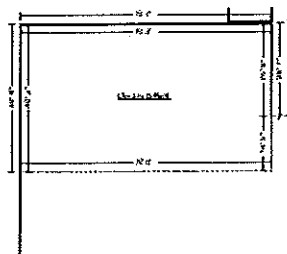
3,686.26 SF Walls ✓	16,726.12 SF Ceiling
20,412.38 SF Walls & Ceiling	16,726.12 SF Floor ✓
1,858.46 SY Flooring	460.31 LF Floor Perimeter
463.16 LF Ceil. Perimeter	

Missing Wall:	1 -	2' 10 5/16" X 6' 8"	Opens into OFFSET_TO_ME	Goes to Floor
Missing Wall:	1 -	70' 5 1/16" X 8'	Opens into LIBRARY_OFFS	Goes to Floor/Ceiling
Missing Wall:	1 -	14' 9" X 8'	Opens into LIBRARY_OFFS	Goes to Floor/Ceiling
Missing Wall:	1 -	15' 11 15/16" X 8'	Opens into MAIN_ENTRY_H	Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents wipe/vac				
112. Cleaning - Supervisory/Administrative - per hour	16.00 HR	0.00	56.70	907.20
113. Cleaning Technician - per hour	96.00 HR	0.00	32.50	3,120.00
12 men 8 hours				
115. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	4.00 DA	0.00	120.00	480.00
Air scrubbers optional (Recommended)				
116. Clean and deodorize carpet	16,726.12 SF	0.00	0.20	3,345.22
Please note discount applied to carpet cleaning due to extra large area.				
142. Cleaning Supplies	1.00 EA	0.00	140.95	140.95
Totals: Main Library				7,993.37



**Disaster Kleenup / Better Restorations**



**Library Offset** *Children's Area* **Height: 8'**

1,086.72 SF Walls ✓	2,824.46 SF Ceiling
3,911.18 SF Walls & Ceiling	2,824.46 SF Floor ✓
313.83 SY Flooring	135.84 LF Floor Perimeter
135.84 LF Ceil. Perimeter	

Missing Wall: 1 - 70' 5 1/16" X 8' Opens into MAIN\_LIBRARY Goes to Floor/Ceiling  
 Missing Wall: 1 - 14' 9" X 8' Opens into MAIN\_LIBRARY Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Wall and content cleaning included in main library area				
117. Clean and deodorize carpet	2,824.46 SF	0.00	0.20	564.89
Please note discount applied to carpet cleaning due to extra large area.				
143. Cleaning Supplies	1.00 EA	0.00	19.77	19.77
<b>Totals: Library Offset</b>				<b>584.66</b>
<b>Total: Library</b>				<b>16,577.50</b>
<b>Line Item Totals: 47253-CLNFCC</b>				<b>16,577.50</b>

**Grand Total Areas:**

17,745.70 SF Walls	27,074.71 SF Ceiling	44,820.41 SF Walls and Ceiling
27,074.71 SF Floor	3,008.30 SY Flooring	2,213.84 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	2,240.06 LF Ceil. Perimeter
27,074.71 Floor Area	27,625.21 Total Area	17,745.70 Interior Wall Area
9,425.69 Exterior Wall Area	1,057.97 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



## Disaster Kleenup / Better Restorations

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<b>Summary</b>			
Line Item Total			16,577.50
Material Sales Tax	@	8.750% x	257.49
			22.53
Replacement Cost Value			<b>\$16,600.03</b>
Net Claim			<b>\$16,600.03</b>

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Chad Laffoon



Disaster Kleenup / Better Restorations

Recap by Room

Estimate: 47253-CLNFCC

Area: Library

Main Entry Hall	1,381.17	8.33%
Side Entry Hall	100.91	0.61%
Book Return Area	67.28	0.41%
Hall to Restrooms	33.64	0.20%
Restroom	50.46	0.30%
Restroom	50.46	0.30%
Meeting Room 1	570.54	3.44%
Room1 - Friends' Sales office	271.83	1.64%
Marisa Office	247.12	1.49%
Back Office Hall	60.82	0.37%
Office 1 - Al's	238.03	1.44%
Office 2 - Yesenia's	255.36	1.54%
Joanne Hardy	258.66	1.56%
Back Main Hall	354.18	2.14%
Breakroom	264.25	1.59%
Womens Rest Area	89.49	0.54%
Womens Restroom	67.28	0.41%
Mens Restroom	33.64	0.20%
Sorting Room	1,957.92	11.81%
Shipping Entry Hall	100.79	0.61%
Sorting Room Office 1	456.75	2.76%
Sorting Room Office 2	649.58	3.92%
Meeting Room 2 Local History	439.31	2.65%
Main Library	7,993.37	48.22%
Library Offset - Children's area	584.66	3.53%

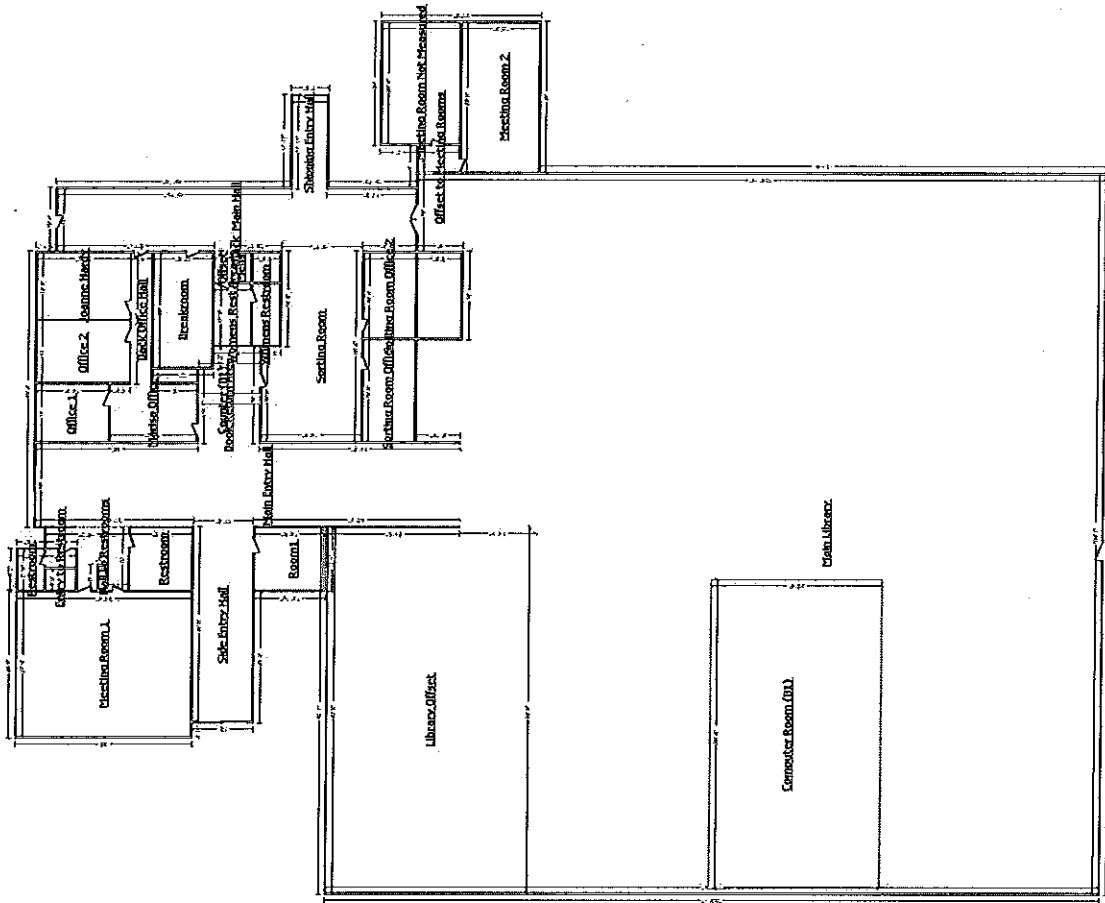
*\$7560.16*

*\$9017.24*

Area Subtotal: Library 16,577.50 100.00%

Subtotal of Areas 16,577.50 100.00%

Total 16,577.50 100.00%





**Emercon Construction, Inc.**

---

2906 E. Coronado Street  
Anaheim, CA 92806  
(714) 630-9615  
(714) 630-6071 FAX  
Contractors License #525903

Client: Placentia Library  
Property: 411 E. Chapman  
Placentia, CA 92870

Contact 1: (714) 528-1906 x 203

Operator Info:

Operator: EMERCON

Estimator: Joseph F. Gildner Jr.  
Position: Estimating & Sales  
Company: Emercon Construction, Inc.  
Business: 2906 E. Coronado St.  
Anaheim, CA 92806

Business: (714) 630-9615 x 136

Type of Estimate:

Date Entered: 2/8/2011

Date Assigned:

Price List: CAOG7X\_FEB11  
Restoration/Service/Remodel  
Estimate: C4789JG

NOTE: THIS ESTIMATE INCLUDES ONLY THE WORK OUTLINED IN THE ABOVE TYPED SCOPE. ANY ADDITIONAL WORK WILL BE CONSIDERED SUPPLEMENTAL TO THIS BID AND BILLED AS SUCH. PRICE OF MATERIAL IS SUBJECT TO CHANGE BASED ON MARKET CONDITIONS.

NOTE: THIS BID IS EFFECTIVE FOR 30 DAYS FROM DATE OF ESTIMATE.

#11,377

*Normal Business Hours*

**Emercon Construction, Inc.**

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Anaheim, CA 92806  
(714) 630-9615  
(714) 630-6071 FAX  
Contractors License #525903

C4789JG

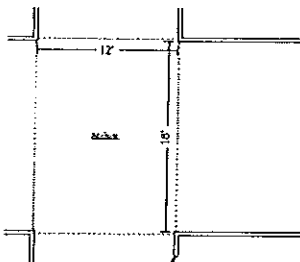
Main Level

Main Level

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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NOTE: The HVAC system will need to be cleaned in conjunction with the cleaning outlined in the following scope of work. Prices quoted are for cleaning performed during normal business hours.

Total: Main Level				0.00
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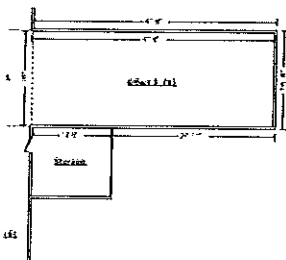
Atrium

*Center*

Height: 20'

588.00 SF Walls	201.39 SF Ceiling	
789.39 SF Walls & Ceiling	201.39 SF Floor	> 990.78
22.38 SY Flooring		
56.00 LF Ceil. Perimeter		

Missing Wall: 1 - 12' X 20' Opens into OFFSET\_2 Goes to Floor/Ceiling



Subroom 1: OFFSET\_3

*Circ Desk & Art Wall*

Height: 9' 6"

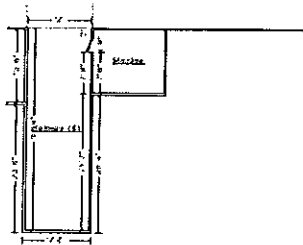
945.25 SF Walls	665.33 SF Ceiling	
1,610.58 SF Walls & Ceiling	665.33 SF Floor	> 2275.91
73.93 SY Flooring	99.50 LF Floor Perimeter	
115.50 LF Ceil. Perimeter		

Missing Wall: 1 - 16' X 9' 6" Opens into ATRIUM Goes to Floor/Ceiling

**Emercon Construction, Inc.**

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Anaheim, CA 92806  
(714) 630-9615  
(714) 630-6071 FAX  
Contractors License #525903

CONTINUED - Atrium



**Subroom 2: HALL**

*Friends' Books for Sale*

Height: 9' 6"

806.67 SF Walls	446.00 SF Ceiling
<u>1,252.67 SF Walls &amp; Ceiling</u>	446.00 SF Floor → 1698.67
49.56 SY Flooring	84.17 LF Floor Perimeter
98.67 LF Ceil. Perimeter	

Missing Wall: 1 - 2' 6" X 6' 8"

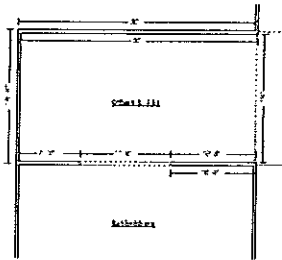
Opens into SAI

Goes to Floor

Missing Wall: 1 - 12' X 9' 6"

Opens into ATRIUM

Goes to Floor/Ceiling



**Subroom 3: OFFSET\_1**

*Entry*

Height: 9' 6"

645.19 SF Walls	477.33 SF Ceiling
<u>1,122.52 SF Walls &amp; Ceiling</u>	477.33 SF Floor → 1599.85
53.04 SY Flooring	64.48 LF Floor Perimeter
92.00 LF Ceil. Perimeter	

Missing Wall: 1 - 11' 6 1/4" X 6' 8"

Opens into BATHROOMS

Goes to Floor

Missing Wall: 1 - 16' X 9' 6"

Opens into ATRIUM

Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
2. Clean the walls and ceiling - HEPA vacuums will be utilized in addition to standard cleaning procedures to capture airborne dust	4,775.16 SF	0.00	0.28	1,337.04
1. Clean floor	1,790.06 SF	0.00	0.42	751.83
16. Cleaning Technician - per hour to clean misc items (contents and fixtures)	16.00 HR	0.00	32.50	520.00

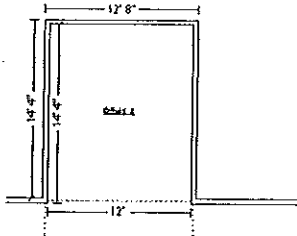
Totals: Atrium

2,608.87

*SF 6565.21  
walls  
ceiling  
floor*

**Emerson Construction, Inc.**

2906 E. Coronado Street  
Anaheim, CA 92806  
(714) 630-9615  
(714) 630-6071 FAX  
Contractors License #525903



Offset 2

*Returns Counter*

Height: 9' 6"

386.33 SF Walls  
556.33 SF Walls & Ceiling  
18.89 SY Flooring  
52.67 LF Ceil. Perimeter

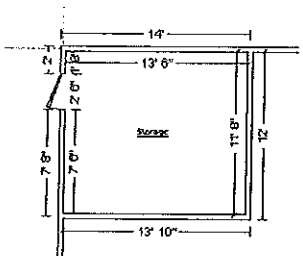
170.00 SF Ceiling  
170.00 SF Floor  
40.67 LF Floor Perimeter

Missing Wall: 1 - 12' X 9' 6"

Opens into ATRIUM

Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
5. Clean the walls and ceiling - HEPA vacuums will be utilized in addition to standard cleaning procedures to capture airborne dust	556.33 SF	0.00	0.28	155.77
4. Clean floor	170.00 SF	0.00	0.42	71.40
Totals: Offset 2				227.17



Storage

*Friends' Sales Office*

Height: 9' 6"

461.50 SF Walls  
619.00 SF Walls & Ceiling  
17.50 SY Flooring  
50.33 LF Ceil. Perimeter

157.50 SF Ceiling  
157.50 SF Floor  
47.83 LF Floor Perimeter

Missing Wall: 1 - 2' 6" X 6' 8"

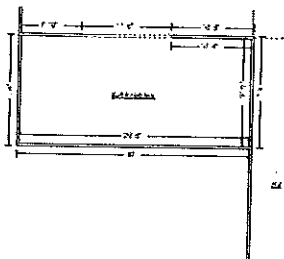
Opens into HALL

Goes to Floor

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
8. Clean the walls and ceiling - HEPA vacuums will be utilized in addition to standard cleaning procedures to capture airborne dust	619.00 SF	0.00	0.28	173.32
7. Clean floor	157.50 SF	0.00	0.42	66.15
17. Cleaning Technician - per hour to clean misc items (contents and fixtures)	2.00 HR	0.00	32.50	65.00
Totals: Storage				304.47

**Emercon Construction, Inc.**

2906 E. Coronado Street  
Anaheim, CA 92806  
(714) 630-9615  
(714) 630-6071 FAX  
Contractors License #525903



**Bathrooms**

Height: 9' 6"

743.36 SF Walls	400.50 SF Ceiling
1,143.86 SF Walls & Ceiling	400.50 SF Floor
44.50 SY Flooring	74.81 LF Floor Perimeter
86.33 LF Ceil. Perimeter	

<b>Missing Wall:</b>	1 -	11' 6 1/4" X 6' 8"	<b>Opens into</b> OFFSET_1	<b>Goes to Floor</b>		
<b>DESCRIPTION</b>			<b>QNTY</b>	<b>REMOVE</b>	<b>REPLACE</b>	<b>TOTAL</b>
11. Clean the walls and ceiling - HEPA vacuums will be utilized in addition to standard cleaning procedures to capture airborne dust			1,143.86 SF	0.00	0.28	320.28
10. Clean floor			400.50 SF	0.00	0.42	168.21
<b>Totals: Bathrooms</b>						<b>488.49</b>

**General Items**

<b>DESCRIPTION</b>			<b>QNTY</b>	<b>REMOVE</b>	<b>REPLACE</b>	<b>TOTAL</b>
15. Negative air machine - Large to capture particulate matter utilizing HEPA filtration to control dust - 3 units for 2 days			3.00 DA			NO CHARGE
18. Chemical/dry sponges used			75.00 EA	0.00	3.25	243.75
19. Scaffold - Minimum charge for rolling scaffold to clean ceilings			1.00 EA	0.00	175.00	175.00
<b>Totals: General Items</b>						<b>418.75</b>
<b>Total: Main Level</b>						<b>4,047.75</b>
<b>Line Item Totals: C4789JG</b>						<b>4,047.75</b>

**Emercon Construction, Inc.**

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2906 E. Coronado Street  
Anaheim, CA 92806  
(714) 630-9615  
(714) 630-6071 FAX  
Contractors License #525903

**Grand Total Areas:**

4,576.29 SF Walls	2,518.06 SF Ceiling	7,094.35 SF Walls and Ceiling
2,518.06 SF Floor	279.78 SY Flooring	411.46 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	551.50 LF Ceil. Perimeter
2,518.06 Floor Area	2,642.39 Total Area	4,576.29 Interior Wall Area
3,207.75 Exterior Wall Area	305.50 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

**Emercon Construction, Inc.**

2906 E. Coronado Street  
Anaheim, CA 92806  
(714) 630-9615  
(714) 630-6071 FAX  
Contractors License #525903

**Summary**

Line Item Total				4,047.75
Material Sales Tax	@	8.750% x	82.94	7.26
Replacement Cost Value				<b>\$4,055.01</b>
Net Claim				<b>\$4,055.01</b>

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Joseph F. Gildner Jr.  
Estimating & Sales

**Emercon Construction, Inc.**

2906 E. Coronado Street  
Anaheim, CA 92806  
(714) 630-9615  
(714) 630-6071 FAX  
Contractors License #525903

**Recap by Category**

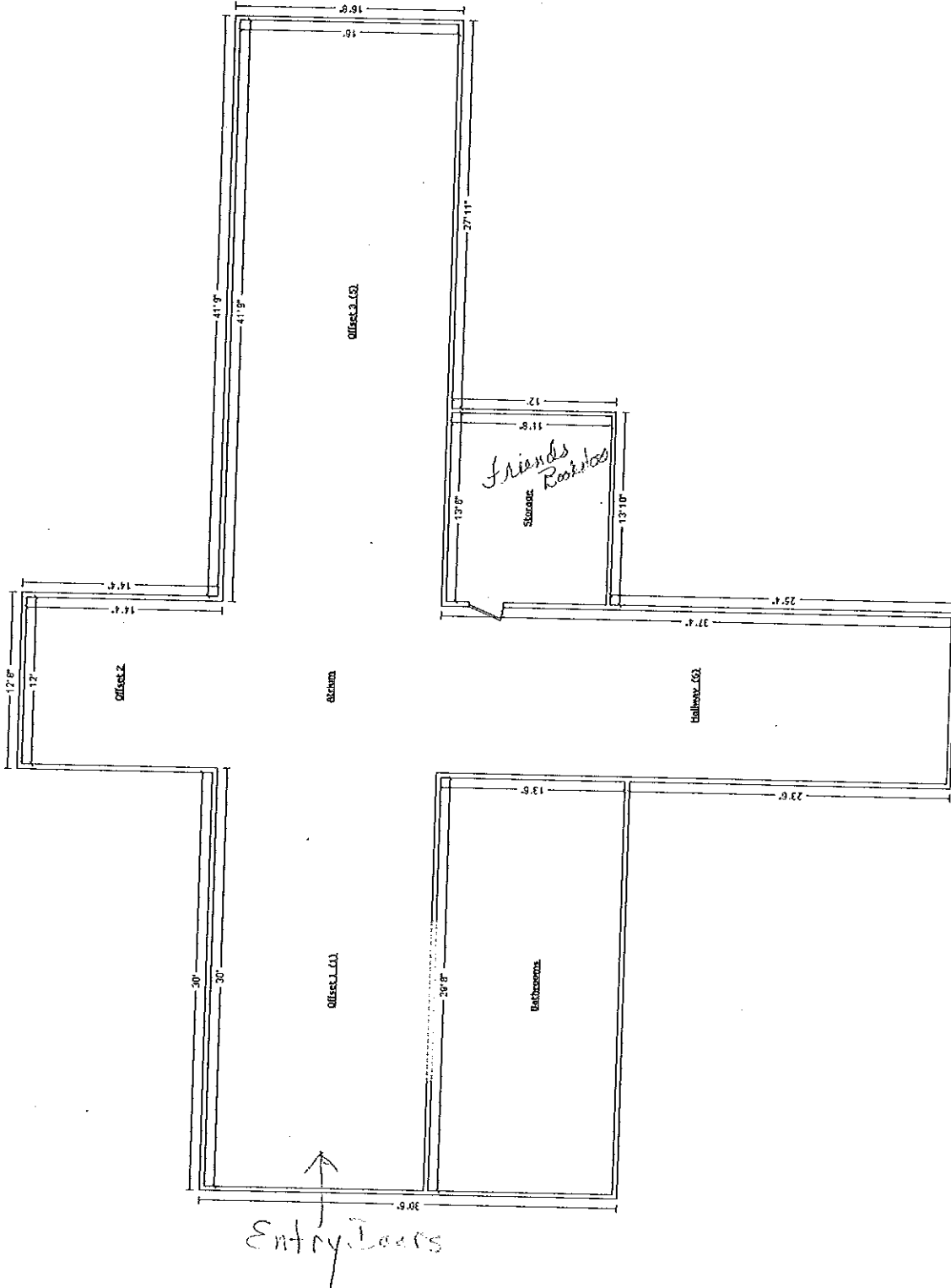
<b>Items</b>		<b>Total</b>	<b>%</b>
CLEANING		3,872.75	95.51%
SCAFFOLDING		175.00	4.32%
Subtotal		4,047.75	99.82%
Material Sales Tax	@ 8.750%	7.26	0.18%
Total		4,055.01	100.00%





Main Level

2/8/2011





## Cleaning Estimate Comparison

February 2011	BETTER FLOORS	EMERCON	NOTES
Estimating Method	Time & Materials	Square Footage	
Length of Work	4 – 6 Days	3 – 4 Days	
SF Walls estimate for Essential Areas	11,469 / <b>10,745**</b>	<b>13,230*</b>	18.8 % variance  *Emercon did not include Staff restrooms & women's rest area in Essential Areas. **Better Floors included Staff restrooms & women's rest area in Essential Areas. They estimated 11,469 SF Walls for all Essential Areas. For accurate comparison against Emercon, subtract 724 SF Walls for staff restrooms & women's rest area for an adjusted SF Walls <b>10,745</b> .  Cost for Staff restrooms & women's rest area = \$190.41
SF Floors estimate for Essential Areas	6699 / <b>6532**</b>	<b>6188*</b>	*Emercon did not include Staff restrooms & women's rest area in Essential Areas. **Better Floors included Staff restrooms & women's rest area in Essential Areas. They estimated 6699 SF Floors for all Essential Areas. For accurate comparison against Emercon, subtract 166.68 SF Floors for staff restrooms & women's rest area for an adjusted SF Floors <b>6532.32</b> .
Labor rate	\$32.50	\$32.50	Emercon=built in; Better=\$56.70/hr (5)
Sat, Sun, after hours rate	\$48.50	\$48.75	
Clean Room Contents	YES	YES	
Block & Pad Furniture	NO	YES	\$48.10 per room/ 8 rooms
Use Scaffolding	YES	YES	
Use HEPA vacuums	YES	YES	
Recommend Air Scrubber	YES	YES	
Clean & Deodorize Carpet	YES	YES	
Cleaning of Air Ducts	NO	NO	
Block & Pad Furniture	NO	YES	
Contractors License Active	YES	YES	
<b>TOTAL ESTIMATE</b>	<del>\$7,560.16</del>	<b>\$11,377.18</b>	34% variance!

16,600.03

## Comparison of Sample Areas

Comparison of 5 representative areas under consideration for cleaning:

- time in man-hours
- square footage of walls + ceiling + floor
- cost

	ENTRY & FRIENDS' HALL	COMMUNITY MEETING ROOM	ADMINISTRATION RECEPTION AREA	SORTING ROOM	CUBICLES / SORTING ROOM 2
<b>TIME [manhrs]</b>					
EMERCON	16 hrs	4 hrs	2 hrs	16 hrs	4 hrs
BETTER FLOORS	23 hrs	4 hrs	2 hrs	32 hrs	12 hrs
<b>SQUARE FOOTAGE</b>					
EMERCON	6565 SF	3369 SF	806 SF	2140 SF	1029 SF
BETTER FLOORS	5434 SF	2899 SF	798 SF	2046 SF	868 SF
<b>COST</b>					
EMERCON	\$2,609	\$1,247	\$400	\$1,271	\$505.82
BETTER FLOORS	\$1,482	\$571	\$247	\$1,958	\$456.75

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Fiscal Year 2011-2012 Budget Work Session  
**DATE:** April 7, 2011

**BACKGROUND**

The Library Director will present an outlook for the 2011-2012 Budget with discussions from the Library Board of Trustees and library managers and supervisors.

**RECOMMENDATION**

Present preview of Fiscal Year 2011-2012 Budget at the Regular Library Board of Trustees Meeting on April 18, 2011.



**PLACENTIA LIBRARY DISTRICT**  
**FISCAL YEAR 2011-2012 BUDGET**

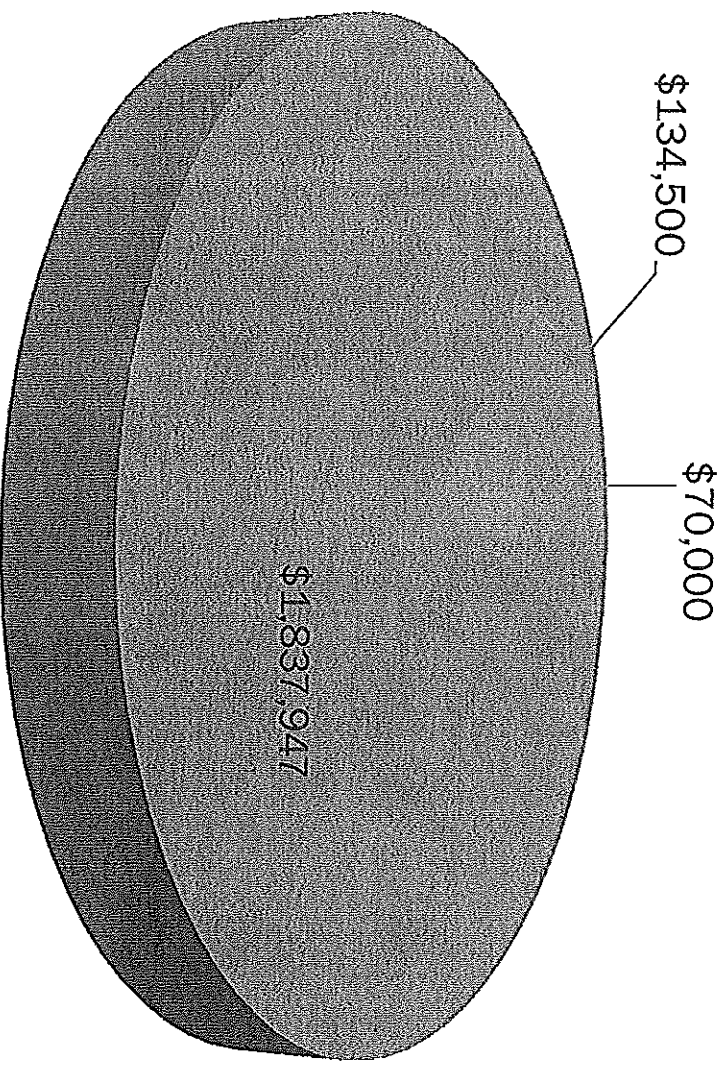
WORK SESSION - APRIL 7, 2011



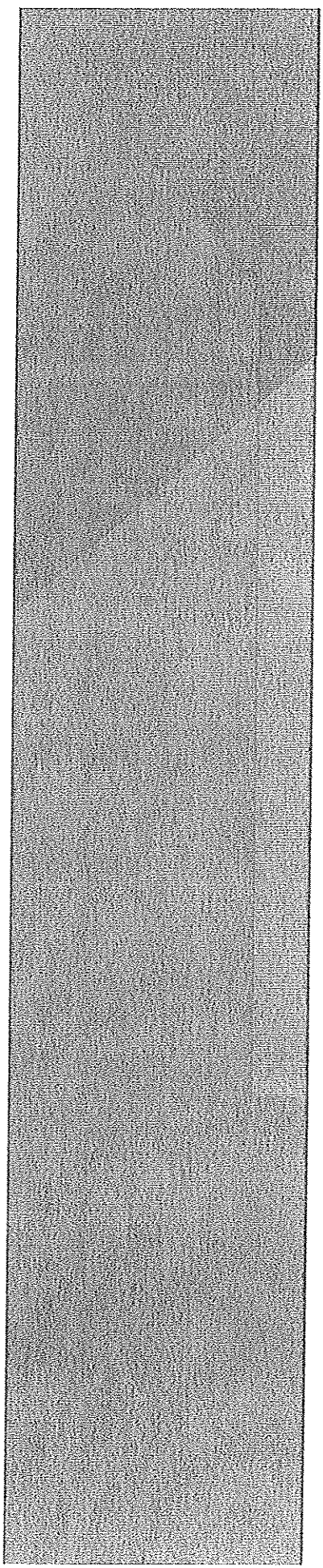


# REVENUE PROJECTIONS

\$2,042,447

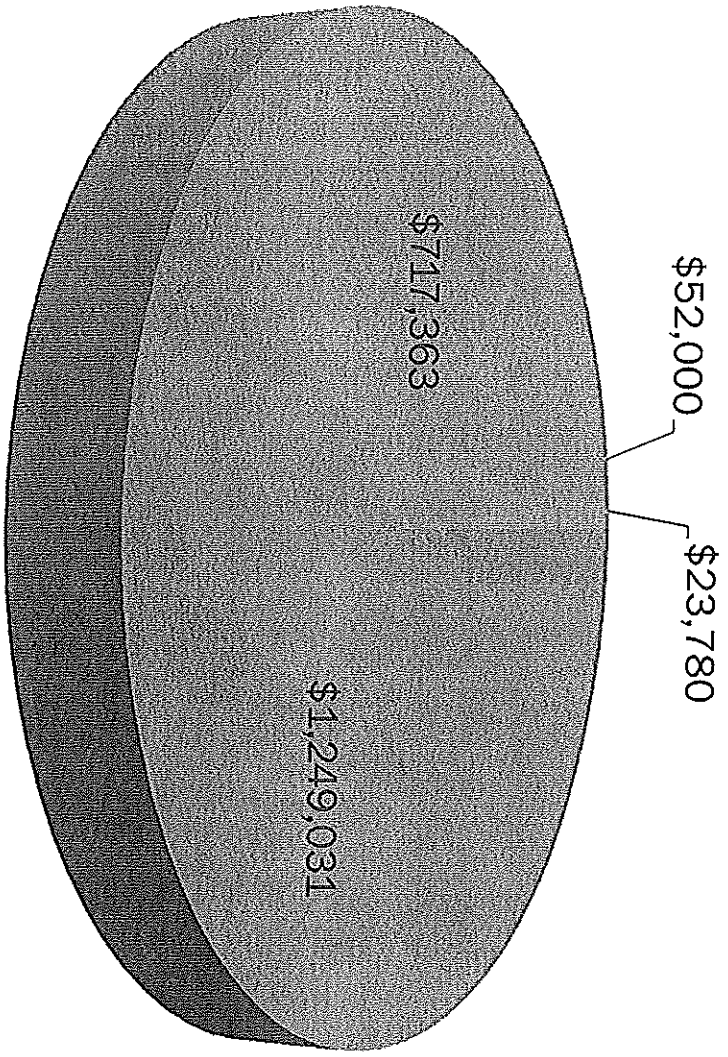


- Property Taxes
- Local Revenue
- Surplus FY 10-11

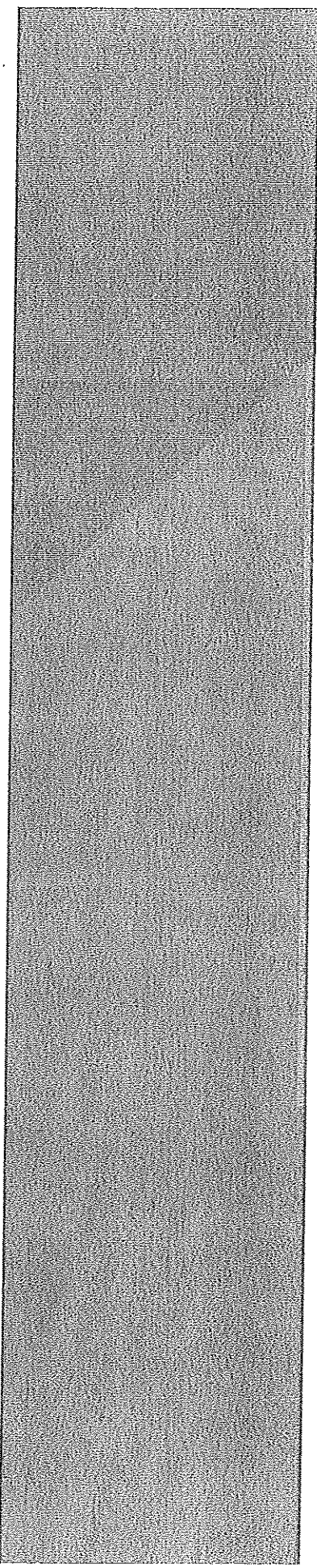




# EXPENSE PROJECTIONS



- Salaries & Benefits
- Supplies & Services
- Fixed Assets
- Reserves





# STAFFING

## Administration

- Upgrade a 30hr. Facility Maintenance Technician to a 40hr. position
- Library Services Manager position remains vacant

## Adult /Technical Services

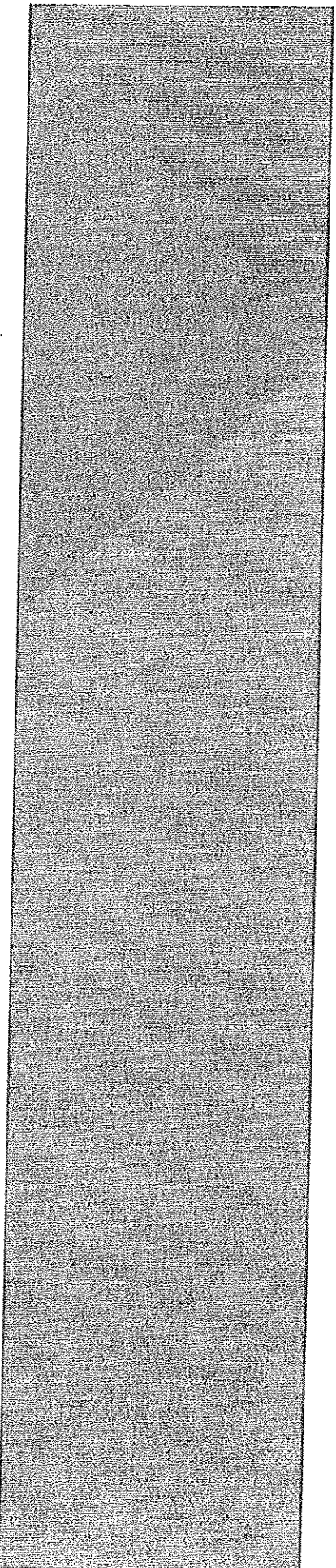
- (1) 40hr. Library Assistant
- 624 substitute hours (12 hrs./week)

## Children's Services

- Upgrade (2) part-time Library Assistant positions to (2) 40hr. positions
- 364 substitute hours (7 hrs./week)

## Circulation Services

- Upgrade (1) 30hr. Library Clerk to a 40hr. position
- (1) 20hr. Library Aides
- 1,040 substitute hours (20 hrs./week)





**CAPITAL  
IMPROVEMENT  
PROJECTS**

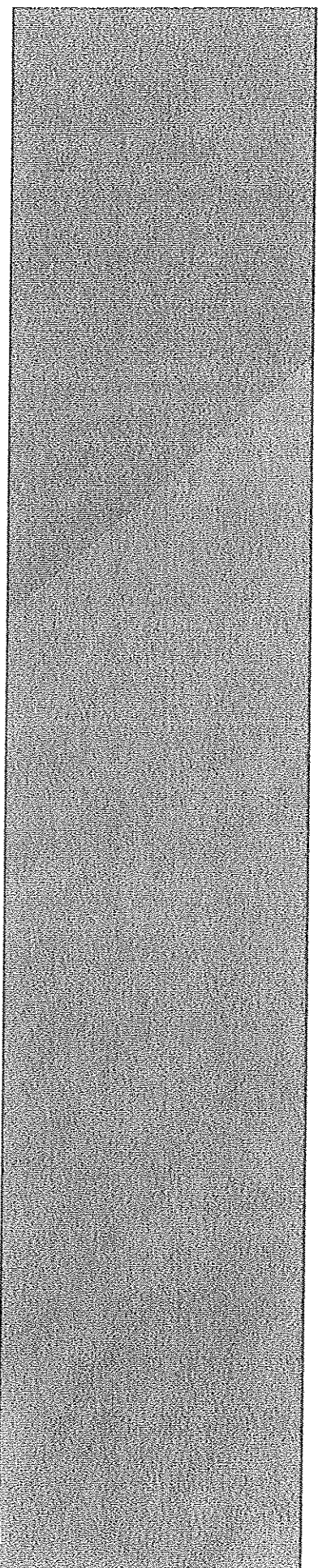
Plumbing system replacement  
\$ 100,000

Card key access restrooms (2)  
\$ 5,000

Security Camera System  
\$ 5,000

**TECHNOLOGY  
PROJECTS**

Public PC replacements (25)  
\$ 20,000







# LIBRARY COLLECTION & PROGRAM

Collection (books, periodicals, etc.)

\$ 208,236

## Databases

\$ 15,500

- General Reference Center
- Heritage Quest
- Reference USA
- Novelist
- Tumblebooks

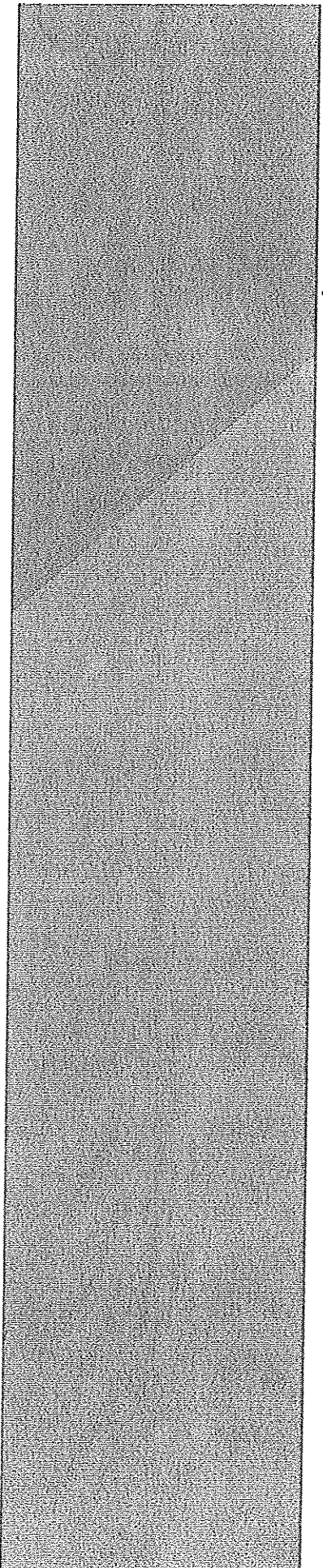
## Overdrive (e-books)

\$ 3,000

## Program

\$ 10,000

- Children's Summer Reading Programs
- Adult Summer Reading Programs
- History Room
- Literacy





# TRAINING

Infopeople Workshops

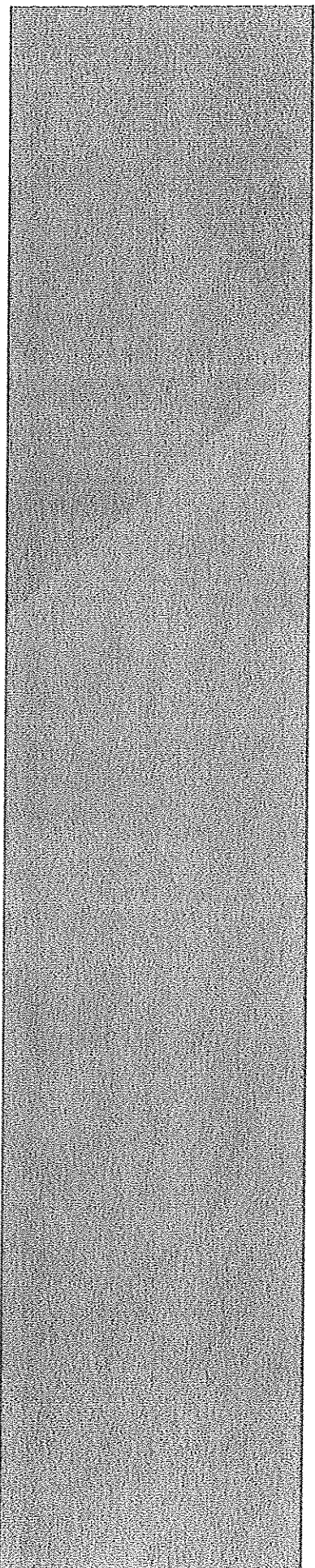
Liebert Cassidy Whitmore Supervisor Workshops

American Library Association Conference

Public Library Association Conference

Board Clerk Conference

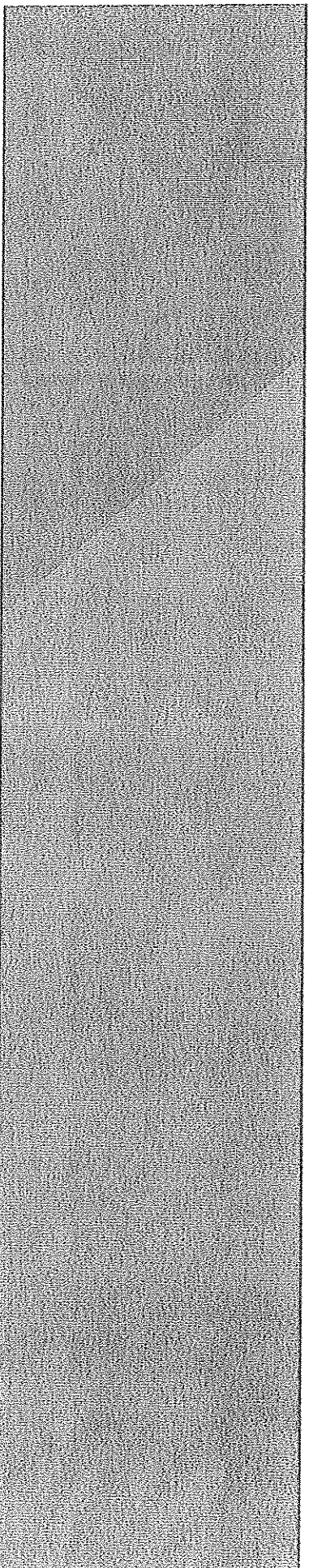
Safety – In Service





# OTHER CAPITAL PROJECT/EQUIPMENT ESTIMATES

- Meeting Room Expansion/Renovation \$ 100,000+
- History Room Expansion \$ 100,000+
- Children's Storytime Theatre \$ 100,000+
- Carpet Replacement \$ 100,000+
- Outdoor Book Drop Replacement & Relocation \$ 20,000
- Staff Lounge Upgrade \$ 15,000
- Furniture Upholstery \$ 15,000
- Ipads \$ 6,000











# Placentia Library District

## Proposed Revenue Budget for Fund 707 for Fiscal Year 2011-2012

Object Code	Category	FY2009-2010 ACTUAL	FY2010-2011 BUDGET	FY 2011-2012 PROPOSED
6210-00	Current Secured	1,569,828		1,705,891
6210-01	Public Utility	23,280		24,521
6210-04	Teeter Plan - Current Delinquent	0	0	0
	<b>SUB-TOTAL CURRENT SECURED</b>	<b>1,593,108</b>	<b>1,668,964</b>	<b>1,730,412</b>
6230-00	Prior Secured	0	0	0
	<b>TOTAL SECURED</b>	<b>1,593,108</b>	<b>1,668,964</b>	<b>1,730,412</b>
6220-00	Current Unsecured	73,640	61,932	69,801
6240-00	Prior Unsecured	940	0	0
	<b>TOTAL UNSECURED</b>	<b>74,580</b>	<b>61,932</b>	<b>69,801</b>
6690	HOMEOWNER	14,320	12,476	15,368
	<b>TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR</b>	<b>1,682,008</b>	<b>1,743,372</b>	<b>1,815,581</b>
6250	SPECIAL DISTRICT AUGMENTATION	7,520	3,962	
6260/6540	PENALTIES/DELINQUENCIES	0	1,563	
6280-00	SUPPLEMENTAL - CURRENT	36,760	14,621	22,366
6300	SUPPLEMENTAL - PRIOR	1,104	5,847	
6610-00	INTEREST	21,800	8,456	
	<b>TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR</b>	<b>67,184</b>	<b>34,449</b>	
<b>TOTAL PROPERTY TAX REVENUE</b>		<b>1,749,192</b>	<b>1,777,821</b>	<b>1,837,947</b>
6970	STATE LIBRARY & STATE	20,000	18,844	0
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0	
7615	TRANSFER FROM OTHER LIBRARY FUNDS	0	0	
7670	LOCAL REVENUE	139,388		
	Fines & Fees		30,000	60,000
	Passports		62,800	60,000
	Meeting Room Fees		4,000	7,000
	DVD Rentals		4,000	5,500
	Test Proctor		0	2,000
<b>TOTAL STATE &amp; LOCAL REVENUE</b>			<b>100,800</b>	<b>134,500</b>
<b>SURPLUS FROM 2009-2010 FISCAL YEAR</b>			<b>262,713</b>	<b>70,000</b>
7680	6 MO. EXPIRED (OUTLAW) CHECKS	0	0	
<b>TOTAL REVENUE</b>		<b>1,908,580</b>	<b>2,160,178</b>	<b>2,042,447</b>

April 6, 2011



PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2011-2012

OBJECT CODE	DESCRIPTION	FY2009-2010 BUDGET	FY2010-2011 BUDGET	FY2011-2012 PROPOSED
0100	Salaries & Wages	1,029,376	1,080,094	967,143
0200	Retirement (Social Security & Pension Contribution)	110,000	77,295	77,589
0301	Unemployment Insurance	5,000	6,000	15,000
0306	Health Insurance	105,900	106,622	146,979
0308	Dental Insurance	13,000	15,274	16,028
0309	Life Insurance	11,000	8,324	7,928
0310	Long Term Disability Insurance	7,000	4,737	4,308
0319	Vision Insurance	4,000	2,486	2,734
	EAP		787	822
	Total Employee Insurance	140,900	138,230	178,799
0350	Workers Compensation - General	10,000	10,000	10,500
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>		<b>1,290,276</b>	<b>1,311,619</b>	<b>1,249,031</b>
0700-0700	Communications - Telephone	4,500	9,000	
0700-0701	Communications - Modem/Fax/T1/DSL	3,000	3,000	
0700-0702	Communications - Internet Access	2,500	5,000	
0700	Total Communications	10,000	17,000	13,000
0900	Food - General Fund	1,300	1,000	
0900	Total Food	1,300	1,000	1,000
1000	Household Expense	8,500	7,500	
1001	Trash	500	500	
1000	Total Household Expense	9,000	8,000	8,000
1100	Insurance	13,000	15,000	15,000
1300	Maintenance of Equipment - General Fund	30,000	25,000	
1300	Total Maintenance of Equipment	30,000	25,000	20,000
1400-0710	HVAC	0	0	
1400-0711	Carpet Cleaning	0	0	
1400-0712	Groundskeeping, City of Placentia	0	0	
1400-0713	Plumbing	0	0	



PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2011-2012

OBJECT CODE	DESCRIPTION	FY2009-2010 BUDGET	FY2010-2011 BUDGET	FY2011-2012 PROPOSED
1400-071	Electrical	0	0	
1400-071	Cleaning Service	0	0	
1400-071	Locksmith	0	0	
1400-071	Other	17,197	65,000	
	1400 Total Maintenance of Building & Grounds	17,197	65,000	131,400
1600	Memberships - General Fund	1,500	4,700	
	1600 Total Memberships	1,500	4,700	12,000
1700	Miscellaneous Expense - General Fund	0	0	
	1700 Total Miscellaneous Expense	0	0	0
1800-072	Library Supplies	23,600	20,000	
1800-072	Printing	500	1,500	
1800-072	Paper	900	1,000	
1800-072	Other Office Supplies	15,000	12,500	
	1800 Total Office Supply Expense - General Fund	40,000	35,000	21,000
1803	Postage Expense - General Fund	5,000	5,000	
	1803 Total Postage Expense	5,000	5,000	4,000
	Employee Assistance Program/SDRMA	0		
1900-073	Pension Fund Operating & Investment Mgmt. Expenses	10,000	10,000	
1900-073	Anaheim Library Automated Library System	35,000	35,000	
1900-073	Library Board Consultants & Legal	30,000	25,000	
1900-073	Computer Services	20,000	33,600	
1900-074	Tax Collection Services & Fees by Orange County & LAFCO	18,000	18,000	
	Medical Exams	0	0	
1900-074	Collection Services - Accounts Receivable	2,000	2,000	
1900-074	Audit & Accounting Services	10,000	10,000	
1900-074	Payroll Preparation	9,000	8,500	
1900-074	Election Expenses	0		
1900-074	Staff Training in Library	0		
1900-074	Grants	0		
1900-074	Program	0		
1900-074	Other	0	7,000	
	1900 Total Specialized Services - General Fund	134,000	149,100	119,500
1912	Investment Administrative fees for Orange County	2,000	1,500	1,500
2000-075	Legal Notices - General Fund	1,000	1,000	
2000-075	Legal Notices - Grants	0	0	
	2000 Total Legal Notices	1,000	1,000	1,000



PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2011-2012

OBJECT CODE	DESCRIPTION	FY2009-2010 BUDGET	FY2010-2011 BUDGET	FY2011-2012 PROPOSED
2100	Rents/Leases-Equipment	1,500	1,000	500
2200	Semi-Annual Bond Payment, Energy Loan & Civic Center Loa	73,500	35,000	35,000
2400-076	Special Department Expense - Library Materials	130,307	147,000	226,736
2400-0761	Special Department Expense - Programs	30,000	3,000	10,000
2400	Total Special Department Expense	160,307	150,000	236,736
2600	Transportation/Travel - Local Mileage	2,000	2,000	2,000
2700-076	Transportation/Travel - Meetings, Staff Out of Town	0		
2700-076	Transportation/Travel - Meetings, Staff Local	2,000		
2700-076	Transportation/Travel - Meetings, Board Out of Town	2,000		
2700-076	Transportation/Travel - Meetings, Board Local	1,000		
2700	Total Transportation/Travel - Meetings	5,000	6,500	11,000
2800-2801	Electricity	60,500	70,500	
2800-2802	Gas	8,500	9,000	
2800-2803	Water	11,000	11,000	
2800	Total Utilities	80,000	85,000	85,000
<b>TOTAL SUPPLIES &amp; SERVICES</b>		<b>586,304</b>	<b>606,800</b>	<b>717,636</b>
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	7,000	7,000	7,000
4000	Equipment	25,000	10,000	
	Total Equipment	25,000	10,000	25,000
4200	Structures/Improvements	0	100,000	20,000
<b>TOTAL FIXED ASSETS</b>		<b>25,000</b>	<b>110,000</b>	<b>52,000</b>
4700	Payment to Refunded Debt Escrow Ags	0	0	
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	
5200	Contingencies/Reserves		124,759	23,780
<b>TOTAL EXPENSES</b>		<b>1,908,580</b>	<b>2,160,178</b>	<b>2,042,447</b>

April 6, 2011





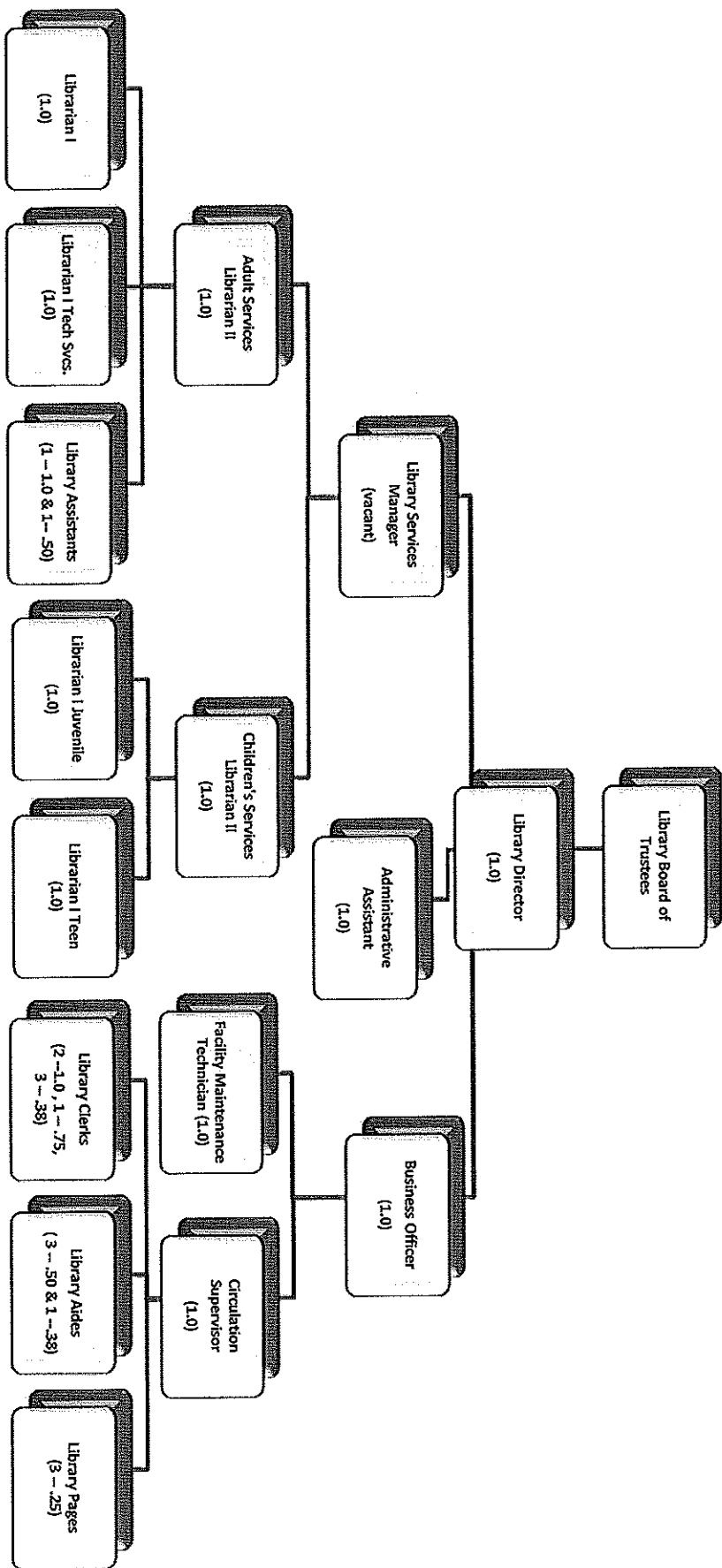




# PLACENTIA LIBRARY DISTRICT

## ORGANIZATIONAL CHART

FISCAL YEAR 2011-2012



April 6, 2011



PLACENTIA LIBRARY DISTRICT

PROPOSED SALARY SCALE FOR FISCAL YEAR 2011-2012

NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY AIDE	HR	9.25	9.48	9.72	9.96	10.21	10.47	10.73	11.00	11.83
	PP	740.00	758.50	777.46	796.90	816.82	837.24	858.17	879.63	946.70
	AN	19,240.00	19,721.00	20,214.03	20,719.38	21,237.36	21,768.29	22,312.50	22,870.31	23,442.07
LIBRARY CLERK	MO	1,603.33	1,643.42	1,684.50	1,726.61	1,769.78	1,814.02	1,859.38	1,905.86	1,953.51
	HR	13.57	13.91	14.26	14.61	14.98	15.35	15.74	16.13	16.53
	PP	1,085.60	1,112.74	1,140.56	1,169.07	1,198.30	1,228.26	1,258.96	1,290.44	1,322.70
CIRCULATION SUPERVISOR	AN	28,225.60	28,931.24	29,654.52	30,395.88	31,155.78	31,934.68	32,733.04	33,551.37	34,390.15
	MO	2,352.13	1,875.47	1,922.27	1,970.80	2,019.33	2,661.22	2,727.75	2,795.95	2,865.85
	HR	15.35	15.73	16.13	16.53	16.94	17.37	17.80	18.25	18.70
FACILITY MAINTENANCE TECHNICIAN	PP	1,228.00	1,258.70	1,290.17	1,322.42	1,355.48	1,389.37	1,424.10	1,459.71	1,496.20
	AN	31,928.00	32,726.20	33,544.36	34,382.96	35,242.54	36,123.60	37,026.69	37,952.36	38,901.17
	MO	2,660.67	2,727.18	2,795.36	2,865.25	2,936.88	3,010.30	3,085.56	3,162.70	3,241.76
LIBRARY ASSISTANT	HR	17.43	17.87	18.31	18.77	19.24	19.72	20.21	20.72	21.24
	PP	1,394.40	1,429.26	1,464.99	1,501.62	1,539.16	1,577.64	1,617.08	1,657.50	1,698.94
	AN	36,254.40	37,160.76	38,089.78	39,042.02	40,018.07	41,018.53	42,043.99	43,095.09	44,172.47
LIBRARIAN I	MO	3,021.20	3,096.73	3,174.15	3,253.50	3,334.84	3,418.21	3,503.67	3,591.26	3,681.04
	HR	18.23	18.69	19.15	19.63	20.12	20.63	21.14	21.67	22.21
	PP	1,458.40	1,494.86	1,532.23	1,570.54	1,609.80	1,650.05	1,691.30	1,733.58	1,776.92
LIBRARIAN II	AN	37,918.40	38,866.36	39,838.02	40,833.97	41,854.82	42,901.19	43,973.72	45,073.06	46,199.89
	MO	3,159.87	3,238.86	3,319.83	3,402.83	3,487.90	3,575.10	3,664.48	3,756.09	3,849.99
	HR	21.54	22.08	22.63	23.20	23.78	24.37	24.98	25.60	26.24
PAGES	PP	1,723.20	1,766.28	1,810.44	1,855.70	1,902.09	1,949.64	1,998.38	2,048.34	2,099.55
	AN	44,803.20	45,923.28	47,071.36	48,248.15	49,454.35	50,690.71	51,957.98	53,256.93	54,588.35
	MO	3,733.60	3,826.94	3,922.61	4,020.68	4,121.20	4,224.23	4,329.83	4,438.08	4,549.03
SIGNATURE	HR	25.10	25.73	26.37	27.03	27.71	28.40	29.11	29.84	30.58
	PP	2,008.00	2,058.20	2,109.66	2,162.40	2,216.46	2,271.87	2,328.66	2,386.88	2,446.55
	AN	52,208.00	53,513.20	54,851.03	56,222.31	57,627.86	59,068.56	60,545.27	62,058.91	63,610.38
STARTING WAGE	MO	4,350.67	4,459.43	4,570.92	4,685.19	4,802.32	4,922.38	5,045.44	5,171.58	5,300.86
	6 Months	8.40								
	1 Year	8.82								
18 Months										9.26

Signature \_\_\_\_\_ : Approved  
 Gaeten Wood, President  
 Effective: July 1, 2011  
 March 28, 2011



**PLACENTIA LIBRARY DISTRICT  
PROPOSED SALARY SCALE FOR  
FISCAL YEAR 2011-2012  
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR	108,000.00									
LIBRARY SERVICES MANAGER	32.70	33.52	34.36	35.21	36.09	37.00	37.92	38.87	39.84	41.83
VACANT	2,616.00	2,681.40	2,748.44	2,817.15	2,887.57	2,959.76	3,033.76	3,109.60	3,187.34	3,346.71
	68,016.00	69,716.40	71,459.31	73,245.79	75,076.94	76,953.86	78,877.71	80,849.65	82,870.89	87,014.44
	5,668.00	5,809.70	5,954.94	6,103.82	6,256.41	6,412.82	6,573.14	6,737.47	6,905.91	7,251.20
BUSINESS OFFICER	26.27	26.93	27.60	28.29	29.00	29.72	30.47	31.23	32.01	33.61
	2,101.60	2,154.14	2,207.99	2,263.19	2,319.77	2,377.77	2,437.21	2,498.14	2,560.60	2,688.63
	54,641.60	56,007.64	57,407.83	58,843.03	60,314.10	61,821.96	63,367.50	64,951.69	66,575.48	69,904.26
	4,553.47	4,667.30	4,783.99	4,903.59	5,026.18	5,151.83	5,280.63	5,412.64	5,547.96	5,825.35
ADMINISTRATIVE ASSISTANT (Confidential)	20.97	21.49	22.03	22.58	23.15	23.73	24.32	24.93	25.55	26.83
	1,677.60	1,719.54	1,762.55	1,806.59	1,851.76	1,898.05	1,945.50	1,994.14	2,043.99	2,146.19
	43,617.60	44,708.04	45,825.74	46,971.38	48,145.67	49,349.31	50,583.04	51,847.62	53,143.81	55,801.00
	3,634.80	3,725.67	3,818.81	3,914.28	4,012.14	4,112.44	4,215.25	4,320.63	4,428.65	4,650.08

Signature \_\_\_\_\_ : Approved

Gaeten Wood, President

Effective: July 1, 2011









## Administration

### Statement of Purpose

To support the Library Board of Trustees and staff of the Placentia Library District in a variety of ways that enables the Trustees and staff to be successful in achieving established goals. The Placentia Library District Administration conducts day-to-day operations that keep the Library functioning smoothly. These responsibilities include finance, human resources, purchasing, budget reports, maintenance of Library facilities, technology management, board agenda preparation and minutes, management of safety programs, and public relations.

### Accomplishments in FY 2010-2011

- Completed the re-flooring and re-design of the Library lobby.
- Replaced Library front entrance automatic door.
- Upgraded library staff computers for improved efficiency.
- Supported the Placentia Library Friends Foundation (PLFF) to execute a successful annual Author's Luncheon fundraiser.
- Presented the 2010-2011 Fiscal Year Budget for adoption on June 2010.
- Offered a short-term disability benefit, AFLAC, to employees.
- Maintained strong community relations with the media, resulting in consistent positive press coverage of Library events and news for the Placentia Library District.
- Established a vendor file system.
- Provided an updated Policy Manual and Personnel Manual to the Library Board of Trustees, Managers, Supervisors, service desks, and library staff respectively.
- Secured nearly \$30,000 from PLFF for library programs.
- Promoted two library staff to fill the Librarian II and Library Circulation Supervisor positions.
- Designed the Library and PLFF pages for the Placentia Quarterly newsletter.
- Established a partnership with the Placentia Yorba Linda Art Association to provide current and original art for display in the Library lobby.
- Participated in community events including the Heritage Parade & Festival, Tamale Festival, Easter Eggcitement, and National Night Out.
- Facilitated a half-day Staff Development Day.
- Provided emergency safety bags to library staff.
- Coordinated the Summer Reading Celebration event with library staff.

### Action Plan for FY 2011-2012

- Provide supervisory training opportunities for all managers and supervisors.
- Offer four library staff to attend the 2012 American Library Association annual conference in Anaheim.
- Replace the plumbing system.
- Upgrade 25 public PCs.
- Establish updated and relevant Emergency Response Management System for the Placentia Library District.
- Procure an intern to assist with the reorganization and digitizing of administration documents.
- Present job description recommendations to the Library Board of Trustees for review and approval.



<b>PERFORMANCE MEASURES</b>	<b>Actual FY 08-09</b>	<b>Actual FY 09-10</b>	<b>Estimated FY 10-11</b>	<b>Objective FY 11-12</b>
<b>Service Levels</b>				
Number of purchase requisition processed				
Number of account payables processed				
Number of claims processed				
Number of deposits handled and delivered				
Number of Board agendas and packets prepared				
Number of public / staff inquiries handled				
Number of safety-related materials provided				
Number of facility-related requests and incidents handled				
Number of new employees processed				
Number of press releases submitted				
Number of in-service provided				
Number of community and special events participated				
<b>Efficiency</b>				
Number of requisitions processed				
<b>Effectiveness</b>				
Satisfaction of service received by staff and trustees				



**PLACENTIA LIBRARY DISTRICT**  
**RESOURCE SUMMARY**  
Administration

AUTHORIZED PERSONNEL	ADOPTED FY 10-11		PROPOSED FY 11-12	
	Full-Time	Part-Time	Full-Time	Part-Time
Administrative Assistant	1.00		1.00	
Business Officer	1.00		1.00	
Facility Maintenance Technician		0.75	1.00	
Library Director	1.00		1.00	
Library Services Manager	1.00		0.00	
<b>TOTAL</b>	<b>4.00</b>	<b>0.75</b>	<b>4.00</b>	<b>0.00</b>
	4.75		4.00	-0.75

April 4, 2011





## Adult / Technical Services

### Statement of Purpose

- To serve the public by providing friendly and expeditious access to all materials in various formats, increasing awareness of materials and new technologies and encouraging lifelong learning through materials and programs.

### Accomplishments in FY 2010-2011

- Separated fiction into genres to promote browsability of collection.
- Shifted non-fiction books to incorporate Oversized collection into non-fiction to increase circulation of oversized books.
- Offered 29 Computer Workshops that were attended by 200 adults.
- Held weekly Tech Help program which helped 70 adults.
- Proctored 37 tests at \$50 per test which added \$1850 to the budget.
- Offered 3 Spanish/English programs attended by 46 adults
- History Room completed Historical Homes DVD project and provided a public showing that \_\_\_ people attended.
- Assisted the Placentia Historical Committee by providing materials for the Placentia History Wall which was unveiled in November.

### Action Plan for FY 2011-2012

- Increase browsability of DVD collection by weeding and shifting so all DVDs are accessible to patrons, thereby increasing the circulation of DVDs by 5%.
- Increase circulation of CDs by 5% by adding popular titles.
- Increase number of visitors to History Room by 10% by offering programming for the 22 PYLUSD elementary schools.
- Expand Adult Literacy to include computer literacy which will allow program to accommodate and assist 10% more students.
- Provide two training opportunities per staff.

PERFORMANCE MEASURES	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Objective FY 11-12
<b>Service Levels</b>				
Adult Books (volumes)Added	4,554	3,012	2,000	2,500
Books (volumes)Held	53,309	49,304	44,000	46,000
Audio Materials Added	321	54	68	60
Total Audio Materials	1,519	1,613	1,650	10,500
DVDs Added	654	152	200	225
Total DVDs	3174	3305	3500	3550
Overdrive- Use	0	0	150	200
Databases- Number/Use	11/36,939	9/36,625	5/11,392	5/11,500
Reference Questions (omit directional)	16,881	19,458	17,000	17,000
Total Circulation	unknown	unknown	85,372	86,000
Adult Programs – Number/Attendance	16/311	50/667	182/1000	57/1200
Tests Proctored	unknown	unknown	60	65
History Room Visitors	82	126	80	88
Adult Literacy Tutors	204	471	25	30
Adult Literacy Students	unknown	unknown	46	50
Users of Public Internet Computers	31,885	54,390	46,600	48,000
<b>Efficiency</b>				
Cost per item loaned (budget/turnover)	unknown	unknown	TBD	TBD
<b>Effectiveness</b>				
New Adult Patrons	unknown	unknown	TBD	TBD
Total Adult Patrons	unknown	unknown	TBD	TBD



**PLACENTIA LIBRARY DISTRICT**  
**RESOURCE SUMMARY**  
 Adult & Technical Services

AUTHORIZED PERSONNEL	ADOPTED FY 10-11		PROPOSED FY 11-12	
	Full-Time	Part-Time	Full-Time	Part-Time
Librarian I	3.00		2.00	
Librarian II	0.00		1.00	
Library Assistant	0.00	0.50	1.00	0.50
<b>TOTAL</b>	<b>3.00</b>	<b>0.50</b>	<b>4.00</b>	<b>0.50</b>

3.50

4.50

1.00

April 4, 2011



## Children's / Teen Services

### Statement of Purpose

- To provide quality and timely materials and programs to meet the educational, recreational, and cultural needs of children, teens and their families. Through our collection, entertaining and informative programs, and reference services we strive to inspire exploration, open minds, and bring people together.

### Accomplishments in FY 2010-2011

- Answered over 6,000 reference questions from children, teens, and adults in the Children's/ YA Department.
- Conducted weekly preschool and lapsit storytimes, plus a weekly evening storytime with 6,370 attending.
- Planned and conducted a monthly storytime for children with autism and a family member, with 214 attending.
- Conducted a monthly family storytime and book discussion group, with 433 attending.
- Received a \$2,000 Target Early Childhood grant for our Super S.T.A.R. program for programs, materials & publicity.
- Provided a successful summer reading program for children and teens. 1,291 children and teens participated.
- Provided 7 weekly programs for children during the summer with a total attendance of 1,981 children & adults.
- Provided 6 weekly programs for teens during the summer with a total attendance of 77 teens.
- 237 children participated in the In-n-Out Cover to Cover Reading club.
- Offered an after-school homework help club for children with enrollment of 126 children.
- Received a \$250.00 mini-grant from the Orange County chapter of Reforma for the El Dia de los Ninos program in April.
- Conducted an El Dia De Los Ninos program for children with anticipated attendance of 100 persons. Shared stories and songs in Spanish and English.
- Received \$500.00 from PLFF for the Easter Eggcitement program in April. The library is collaborating with the Rotary Club and Placentia Roundtable Women's Club for this program at Kraemer Park, with anticipated approximate attendance of 1,000 persons.
- Conducted our annual library sleepover event for families. 60 children and adult attended.
- 49 teens served in P-TAC, the library's teen advisory club.
- Teen volunteers donated 1,143.5 service hours in the Children's department during the summer of 2010.
- Conducted school and scout group library visits and tours. Visit 10 elementary schools to promote this year's Summer Reading Program and invite approximately 500 students to join the program.
- Displayed artwork from children at Brookhaven Elementary School during Youth Art Month in March. Hosted a reception for students, teachers, and parents in March.
- Attended a Placentia-Yorba Linda Alliance for Arts Education breakfast with community leaders to discuss promoting the arts in the schools and community.
- Conducted a program for the county's Imagination Celebration, with singer and entertainer Dan Crow performing. Anticipated attendance is 75 persons.
- Supervised two interns from the San Jose State Library and Information Science department. The interns gained experience and training in Children's and Teen library services. Internship hours totaled 270 hours.
- Conducted a holiday program for children, with a visit from Santa; also purchased books with donated funds from PLFF for the city's Community Basket program for Placentia families with need. Attendance was 150 persons.
- Super STAR (storytime for autistic children) program was featured in the California Special District Association newsletter.



**Action Plan for FY 2011-2012**

- Increase participation in the Summer Reading Program by 5%.
- Increase school & class visits to the library by 5%.
- Increase Homework Help Club enrollment by 5%.
- Provide two training opportunities for staff.
- Submit one grant application.
- Add career book collection for YA non-fiction area.
- Provide 1 computer class series for teens.

<b>PERFORMANCE MEASURES</b>	<b>Actual FY 08-09</b>	<b>Actual FY 09-10</b>	<b>Estimated FY 10-11</b>	<b>Objective FY 11-12</b>
<b>Service Levels</b>				
Circulation of Children's Materials (Children's and Young Adult)	80,417	108,663	109,000	109,000
Info. requests	7,231	6,847	8,000	8,050
Pre-School Programs – Number/Attendance	153/ 4,203	184/ 5,395	178/ 6,380	180/ 6,500
School Age Programs – Number/Attendance	49/ 3,204	88/ 6,205	79/ 6,104	85/ 7,000
Young Adult Programs – Number/Attendance	24/ 282	39/ 648	41/ 781	45/ 785
<b>Efficiency</b>				
Cost per item loaned – Children's and Young Adult materials				
<b>Effectiveness</b>				
Children's Library Cards	4,993	6,269	6,773	6,885





**PLACENTIA LIBRARY DISTRICT**  
**RESOURCE SUMMARY**  
 Children's / Teen Services

AUTHORIZED PERSONNEL	ADOPTED FY 10-11		PROPOSED FY 11-12	
	Full-Time	Part-Time	Full-Time	Part-Time
Librarian I	0.00		2.00	
Librarian II	1.00		1.00	
Library Assistant	1.00	1.38	0.00	0.00
<b>TOTAL</b>	<b>2.00</b>	<b>1.38</b>	<b>3.00</b>	<b>0.00</b>

3.38

3.00

-0.38

April 4, 2011



## Circulation

Statement of Purpose				
<ul style="list-style-type: none"> <li>The purpose of the Circulation department is to provide a qualified staff to organize and maintain a collection of print and non-print materials, and establish lending procedures for materials loaned, and issuance of library cards. Our vision will help deliver reliable, fast, fun and friendly service.</li> </ul>				
Accomplishments in FY 2010-2011				
<ul style="list-style-type: none"> <li>Improved the departments' efficiency by restructuring staff schedules and responsibilities at work.</li> <li>Passed the U.S. Department of State passport acceptance facility audit.</li> <li>Maintained the established level of service during the re-flooring project.</li> <li>Set up a new ADA compliant circulation desk.</li> <li>Manage a new display monitor in the front lobby.</li> <li>Implemented a new process for claims returns to enhance customer service and minimize staff work.</li> </ul>				
Action Plan for FY 2011-2012				
<ul style="list-style-type: none"> <li>Maintain a 90% accuracy rate for submitted passport applications.</li> <li>Maintain claims return list under 5 books.</li> <li>Continue to sort, and shelve library materials 3 days from the day they are returned.</li> <li>Reorganize the workroom, front desk, and passport desk for better efficiency.</li> <li>Reduce the missing trace list by 17%.</li> <li>Increase the average 403 ILL books by 15%.</li> </ul>				
PERFORMANCE MEASURES	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Objective FY 11-12
<b>Service Levels</b>				
# of ILL sent to others	5,462	6,023	4,974	5,500
# of ILL received	4,495	6,069	6,547	6,000
# of items checked-out	212,040	165,205	218,725	200,000
# of items checked-in	212,194	165,543	220,921	210,000
# of passport applications processed	2,687	3,304	2,622	2,900
# of passport photos taken	1,205	1,129	1,144	1,300
# of new patrons registered	4,453	3,461	3,986	4,000
# of attendance	222,157	298,374	275,564	275,000
# of holds placed	7,508	9,618	9,133	9,000
# of phone renewals	3,264	8,800	9,524	9,000
<b>Efficiency</b>				
# of Staff per 10,000 Circulation	.36	.34	.34	.36
# of Staff per 1,000 Served	.14	.13	.14	.14
<b>Effectiveness</b>				
Library card holders as a % of Placentia residents (Goal is to reach 65%)	54.1%	41.6%	60.4%	65%



**PLACENTIA LIBRARY DISTRICT**  
**RESOURCE SUMMARY**  
 Circulation Services

AUTHORIZED PERSONNEL	ADOPTED FY 10-11		PROPOSED FY 11-12	
	Full-Time	Part-Time	Full-Time	Part-Time
Circulation Supervisor	1.00		1.00	
Library Aide		1.88		2.38
Library Clerk	1.00	3.39	2.00	2.76
Library Page		0.75		0.75
<b>TOTAL</b>	<b>2.00</b>	<b>6.02</b>	<b>3.00</b>	<b>5.89</b>

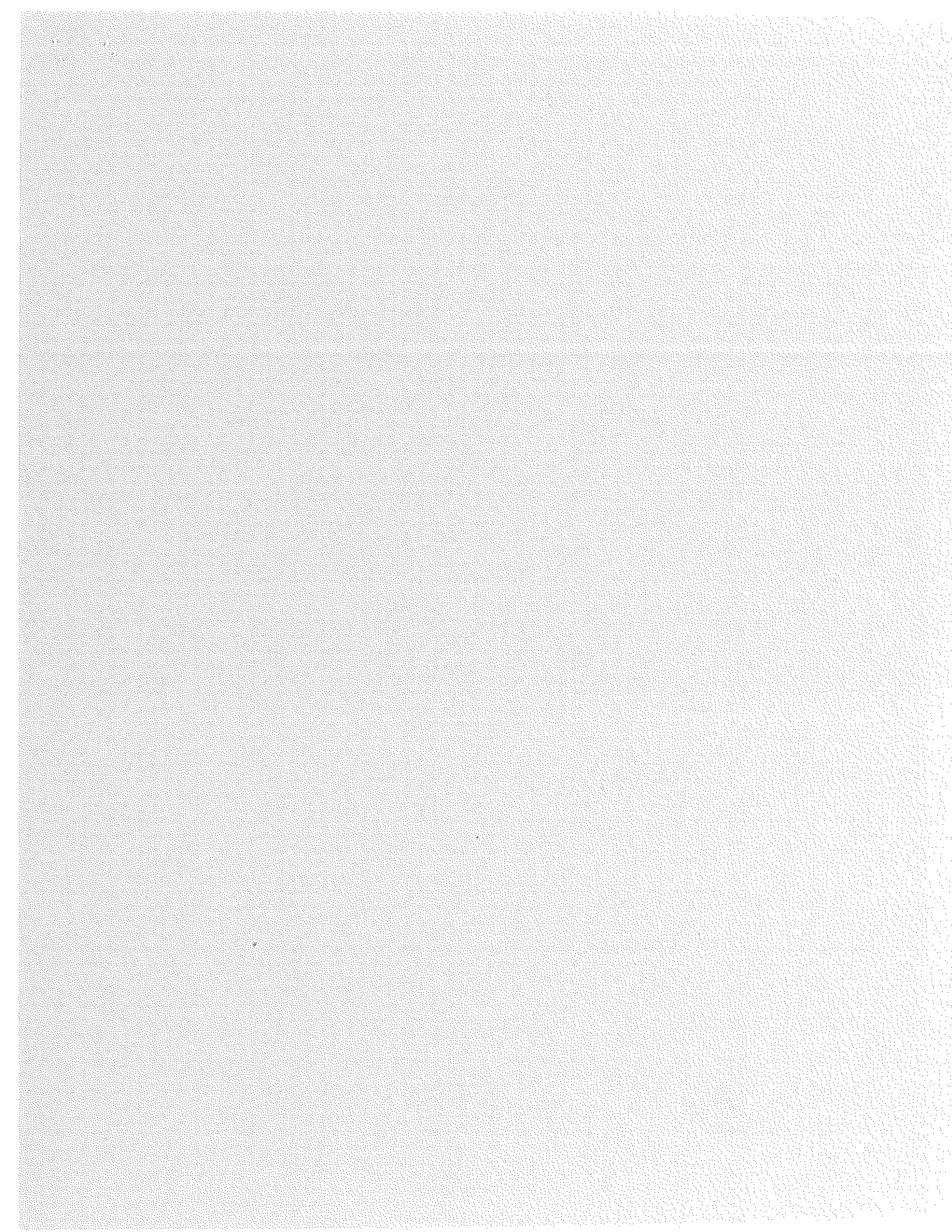
8.02

8.89

0.87

April 4, 2011









# Placentia Library District

## POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule  
 POLICY NUMBER: 6035

### PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Effective October 1, 2007

Adopted August 25, 2003, Revised August 15, 2005, Revised September 17, 2007,  
 Revised February 17, 2009, Revised August 17, 2009, Revised June 21, 2010,  
 Revised July 19, 2010 - Effective August 1<sup>st</sup>, 2010

#### FINES PER DAY

##### DVD's:

New Feature Films .....	\$ 1.00
Old Feature Films .....	\$ 1.00
Mini Series .....	\$ 1.00
All Other Items .....	\$ .20

#### RENTAL FEE

##### DVD's (Non-educational):

New Feature Films .....	\$ 1.00 For Two (2) Days
All Others .....	\$ 1.00 Per Week

Deleted: There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item was due, not from the end of the grace period.

Deleted: Old Feature Films

Deleted: Mini Series - \$ 1.00 Per Week

#### MAXIMUM FINE PER ITEM

All Items .....	MAXIMUM	\$ 20.00
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#### RESERVES & SHELF CHECKS

All Items .....	PER ITEM	\$ .50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....		\$ 1.00

Deleted: 5

#### LOST MATERIALS DEFAULT\*

Cataloged Adult & Children's Books .....	Item Cost + \$ 10.00 .....	\$ 30.00
Uncataloged Paperbacks .....	Item Cost + \$ 10.00 .....	\$ 20.00
Magazines/Pamphlets.....	No Processing Fee.....	\$ 3.00
Cassettes.....	No Processing Fee.....	\$ 10.00
CDs, CD ROMs & Videos.....	Item Cost + \$ 10.00 .....	\$ 20.00
Audio Books (all formats).....	Item Cost + \$ 10.00 .....	\$ 50.00
DVDs .....	Item Cost + \$ 10.00 .....	\$ 25.00

Deleted: 5

Deleted: 5

Deleted: 5

Deleted: 5

\*Default price will be used in the event the item cost is not available. The processing fee of \$10.00 is not part of the default price and needs to be added for the total amount due.

Deleted: 5

SPECIAL SERVICES ..... PER ITEM

Headsets.....	\$2.00
Library card replacement.....	\$ 2.00
Barcode replacement .....	\$ 2.00
CD case replacement .....	\$ 2.00
Play-away case replacement.....	\$ 3.00
DVD case replacement.....	\$ 2.00
CD from Audio Book replacement.....	\$ 8.00
Fax per document (outgoing or incoming) plus \$ .10 per page.....	\$2.00
Photographs from Placentia History Room, per photo plus actual packaging, postage and/or shipping .....	\$10.00 for non-commercial use; \$75.00 for commercial use
Printing & Photocopy, black ink, per page .....	\$ .15
Printing & Photocopy, color, per page.....	\$ .50
Passport Photos.....	\$12.00
Test monitoring, per exam.....	\$50.00

Deleted: 1

MEETING ROOM

Per hour.....	\$20.00
for non-profit and \$35 for other groups	
Refundable Security Deposit/Cleaning fee.....	\$50.00
Administrative Fee (for cancellation notices less than two weeks in advance).....	\$25.00
After Hour Fee.....	\$25.00
Staff Attendee.....	\$25.00
Set-up fee .....	\$20.00
Clean-up fee .....	\$20.00

SURCHARGES

Returned check, up to 30 days .....	\$ 25.00
Returned check, 30th day and over: the greater of 3 times value of check or .....	\$100.00
Report to Collection Agency, per report .....	\$25.00

DAMAGES

All Damages .....	Item Cost + \$ 10.00.....	\$ 20.00
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Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. (Adopted by the Library Board of Trustees, January 18, 1993.)