

**Circulation & Shelters Meeting**  
**Minutes**  
**Wednesday, June 6, 2007**  
**3:30pm**

Circulation and shelters staff meetings were held at the same time.

Welcomed Patricia as our new full time clerk!

Announced issues discussed in the all staff meeting.

Delivery schedule for this week- will be in the afternoon

Changes in schedules-Patricia and Beatrice have new schedules; will change depending on school schedules.

Lost items that are paid-make sure to give Yesenia a copy of any items that are paid. Those items need to be discarded, if not discarded they will be put in the missing report.

Reciprocal Borrowers-still trying to install in our computers. Vernon is working on that.

EIO Board-make sure to sign in and out.

DVD Locks-Vernon will try to look for a different type of key to unlock them.

Next Meeting- June 20, 2007 at 4:30pm

By: Yesenia Gomez



Placentia Library District  
Managers Meeting Agenda  
May 29, 2007

1. Selection of Recorder.
2. Communications
  - A. Web Site – Vernon
    - Lack of response from Charles Rhee on PLFF issues.
    - Schedule for “refreshing” web site look
    - Virtual Branch – developing and implementing concept
  - B. Community Calendar – Jim
    - Status report on implementing Library’s presence and discussion of scope of coverage
  - C. Channel 31 – status report
5. Budget Process
  - A. Review of budget submitted to the Library Board
  - B. Discussion of Manager responsibilities in budget implementation
6. Placentia History Room
  - A. Status of plans for introducing the new dvd to the public.
  - B. Recognition of new Placentia History Rook and the new dvd by the Library Board.
7. Upcoming Staff Meetings
  - A. Review of meeting calendar distributed at the May 16 staff meeting
  - B. Content/topics for upcoming staff meetings
  - C. Reminding staff that they may submit topics for staff meeting agenda on the Monday preceding the meeting.

8. Library Director's Performance Improvement Plan – status report.
9. PLFF update
  - A. Status report on grant request application – Jim
  - B. PLFF Calendar
10. Status report on Departmental Projects & Staff Meetings
  - A. Administration
  - B. Public Services
  - C. Technical Services – coverage of departmental activities during Vernon's absence, review of pending issues.

**Minutes of the Managers' meeting held Tuesday May 30, 2007**

1. Website

- 1.1. Vernon to work with Charles re
  - 1.1.1. Membership form for PLFF page
  - 1.1.2. Refreshing the overall appearance of the site
- 1.2. Vernon to pursue the incorporation of a "virtual branch" library
- 1.3. We will be adding a link for PLFF's Planned Giving

2. Community Calendar

- 2.1. Toby is the designated liaison between the Library and the Community Calendar

3. Channel 31

- 3.1. No progress thus far

4. Budget

- 4.1. There was a general discussion of the proposals going before the Board

5. Placentia History Room

- 5.1. Brief discussion about how the Flood dvd might be release and promoted. Also, when the Board might officially recognize the dvd and the new history book

6. Staff meeting calendar

- 6.1. Brief review and discussion

7. PLFF

- 7.1. Jim asked to prepare a standardized request form to use when seeking a grant from PLFF

8. Departmental updates

8.1. Administration

- 8.1.1. Wendy has nearly completed the merger of the Friends and Foundations financial accounts
- 8.1.2. There has been a complaint about the Library's toilets not being ADA compliant

8.2. Public Services

- 8.2.1. Jim reviewed current and upcoming grant applications

8.3. Tech Services

- 8.3.1. The In-Out board needs to be revised
- 8.3.2. The major effort for the next month will be the completion of the historical photos project

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Placentia Library District  
Managers Meeting Agenda  
June 6, 2007

1. Selection of Recorder.
2. Communications
  - A. Web Site – Vernon
    - Update about Charles Rhee on PLFF issues.
    - Update on “refreshing” web site look
    - Update on Virtual Branch – developing and implementing concept
  - B. Community Calendar – Jim
    - Status report – Toby reported yesterday that she has no information to upload
  - C. Channel 31 – status report
5. Budget Process
  - A. Report from Managers on plans for budget discussions with staff
  - B. Discussion of organization chart to be presented to Library Board
6. Placentia History Room
  - A. Status of plans for introducing the new dvd to the public – do we have a date and proposal for sales – inclusion in PLFF Donor Reception.
  - B. Recognition of new Placentia History Book and the new dvd by the Library Board.
  - C.
7. Upcoming Staff Meetings
  - A. Discussion about today’s meeting – insurance changes & budget, including staff reorganization
  - B. Content/topics for upcoming staff meetings – reports by Managers

8. Library Director's Performance Improvement Plan – status report.
9. PLFF update
  - A. Status report on grant request application – Jim
  - B. PLFF Annual Giving Campaign & Donor Reception, September 28
10. Status report on Departmental Projects & Staff Meetings
  - A. Administration
  - B. Public Services – what happened to music story time & what will happen with the funding for that program?
  - C. Technical Services



Manager's Meeting  
May 29, 2007  
Recorder – Goodson

#### Communications

- A. Website - Napier had no status at this time regarding Consultant Rhee Napier requested that the "WAG" meetings be included in the Staff Meeting Schedule Calendar
- B. Community Calendar - Roberts is working with the program committee.
- C. Channel 31 – Minter has been in contact with Steve Pischel and Time Warner Cable regarding the slow internet.
- D. Annual Report needs to be printed by the end of August.

#### Budget Process

- A. Managers reported that they have reviewed the budget with their staff as proposed at the last Board of Trustee Meeting (May 29). Roberts and Goodson will work together to coordinate the transfer of Volunteer Coordinator position to Public Services.
- B. The Organization Chart will be ready to presented to the Board on June 18<sup>th</sup>.

#### Placentia History Room

- A. The Donor Reception is scheduled for Friday, September 28, 2007 in the Meeting Room.
- B. Recognition of the new Placentia History Book and DVD will be Presented at the July Board Meeting as agreed upon between Minter & Roberts. A copy of the DVD will be provided to each Trustee. Roberts reported that the book signing will be in August (exact date not established yet). A banner will also be made for advertisement.
- C. The History Room Brochure is in the design process.

#### Upcoming Staff Meetings

- A. The scheduled topics for Staff Meeting (6/6) is Budget 07/08, Insurance Changes 07/08, and Safety Handouts.
- B. Potential topic for next staff meeting (6/20) is Pension Plan Review.

#### Library Director PIP

- A. Library Director reported that her contract was renewed for 1 year with 4.0% Cost of Living Adjustment effective July 1, 2007.


PLFF Update

- A. The Draper Foundation donated \$10,000.
- B. Donor Reception is scheduled September 28, 2007, Placentia Library District's 88<sup>th</sup> Birthday. The Facility Master Plan will be presented, Ferrari will be the speakers, and Valencia Jazz Choir will perform.

Department Projects & Staff Meetings

- A. Goodson reminded the Managers to urge staff to turn in their insurance enrollment forms as soon as possible to avoid any break in coverage, all requests for checks submitted to Admin. must be signed by the manager, and all invoices billed to Budget 06/07 must be submitted to Admin. no later than June 13, 2007.
- B. Roberts reported that the Music & Story Time programs will continue but not with the current vendor. Children's is in the process of securing another vendor.
- C. Napier reported that EIO Board is up and running.

Agenda Item 32

TO: Elizabeth Minter, Library Director  
FROM: Jim Roberts, Public Services Manager   
DATE: June 18, 2007  
SUBJECT: Program Committee Report for the month of May.

**ADULT SERVICES**

	May 05-06	May 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	2	2	11	12
NUMBER OF ATTENDEES	60	44	232	254

**CHILDREN'S SERVICES**

	May 05-06	May 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	29	26	229	239
NUMBER OF ATTENDEES	1,150	1,262	9,869	8,890

**PROGRAM COMMITTEE**

	May 05-06	May 06-07	YTD 05-06	YTD 06-07
NUMBER OF MEETINGS	2	2	13	18
NUMBER OF ATTENDEES	18	18	87	134
NEWS RELEASES	1	2	7	13

**LITERACY SERVICES**

	May-05-06	May-06-07	YTD 05-06	YTD 06-07
Total Tutors	190	77	310	246
Total Students	226	265	344	354
Total Hours	1,610	1,641	13,992	16,379

For more detailed literacy statistics, see Agenda Item 34, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director  
 From: Caroline Gurkweitz, Children's Librarian  
 Date: for Board Meeting, June 18, 2007  
 Subject: **May 2007 Activities in the Children's Department**




<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lap Sit 24 months & younger	5	109
Story Time I: 6 years & younger	5	184
Story Time II: 6 years & younger	5	254
Music Time I: 6 years & younger	5	196
Music Time II: 6 years & younger	5	178
Read to the Dogs event	1	51
Imagination Celebration	3	80
Conversation Club	3	38
<b>Total May 2007</b>	<b>32</b>	<b>1090</b>
<b>Total May 2006</b>	<b>36</b>	<b>1855</b>
<b>Current FY to date</b>	<b>271</b>	<b>9980</b>
<b>Previous FY to date</b>	<b>264</b>	<b>11724</b>

*CJ*

CHILDREN'S DEPT. REFERENCE STATS				May-07
Board Meeting June 18, 2007 Agenda item #33				
DATE	IN-PERSON	PHONE	TOTAL	
1	36	4	40	
2	48	5	53	
3	67	12	79	
closed4				
5	45	10	55	
6	56	3	59	
7	63	6	69	
8	65	8	73	
9	42	8	50	
10	43	6	49	
closed11				
12	44	3	47	
13	36	1	37	
14	60	5	65	
15	58	4	62	
16	49	3	52	
17	44	5	49	
closed18				
19	45	3	48	
20	29	1	30	
21	55	4	59	
22	46	5	51	
23	55	8	63	
24	35	7	42	
closed25				
26	40	3	43	
closed27				
closed28				
29	63	4	67	
30	55	5	60	
31	55	7	62	
<b>TOTAL</b>	<b>1234</b>	<b>130</b>	<b>1364</b>	

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: June 18, 2007

SUBJECT: **Placentia Library Literacy Services (PLLS) Activities Report for the month of May.**

**Tutor Training.** There was no tutor training workshop in May.

**Families for Literacy (FFL) Program Status.** The FFL program gave away over 300 books at the Topaz Elementary School Family Science Night on May 20th.

**Placentia Rotary Reading Enrichment Program (PRREP).** We began recruiting PRREP tutors at El Dorado High School and Valencia High School in late September and early October, and the response has been tremendous. We have had more than 100 PRREP tutors this school year.

**Update on the three off-site PLLS homework clubs.** Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on September 18. The Kraemer-Placentia Library Homework Club started on October 30 and has been very successful. The homework club there is held Mon.-Thurs. from 3:45-5:30 and has been averaging more than 40 students daily.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI started again this school year in late September. We are active at three elementary schools--Ruby Drive, Topaz, and Tynes--and we have a total of seventeen tutors working with more than 200 grade school students.

**Federal Work Study (FWS).** Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY have been very strong. We have already renewed our FWS contract with Western State for FY 2007/08.

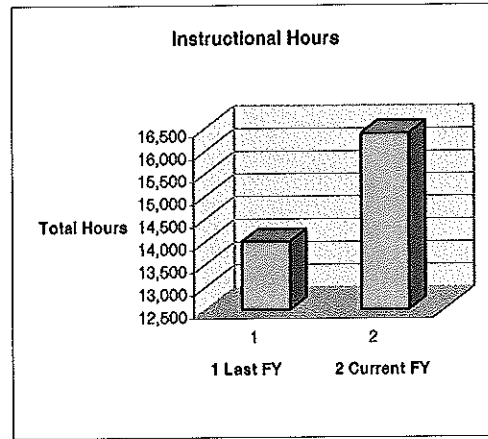
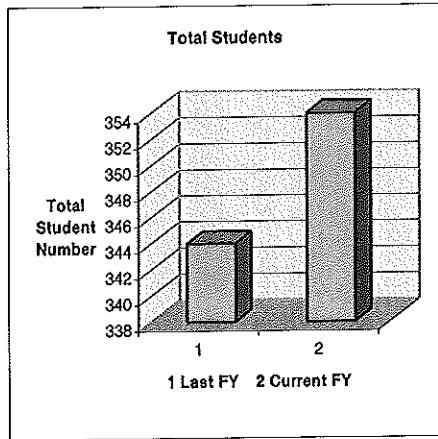
**Library Literacy receives a Draper Family Foundation Grant.** On June 5, Camille Himes and I received a \$10,000 grant from the Draper Family Foundation. This grant program is administered by the Orange County Community Foundation, the first time in recent years that the Library has received a grant handled through them.

**Literacy statistics.** See Agenda Item 39 Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services  
Report of Growth and Progress

	May 05-06	May 06-07	YTD 05-06	YTD 06-07
<b>Tutors</b>				
Adult	99	55	198	125
Teen	91	22	107	121
Hours Instruction	1,610	1,641	13,097	16,379
Other Volunteer Hours	120	120	1,140	1,320
Total Hours	1,730	1,451	14,237	16,058
<b>Training Workshops</b>				
Workshops Held	1	0	23	12
Tutors Trained	6	0	181	101
<b>Students</b>				
With Adult Tutors	94	222	201	262
With Teen Tutors	132	43	143	92
In Groups	0	0	0	0
Total Active Students	226	265	344	354
<b>Families for Literacy</b>				
Family Students	5	5	12	6
Family Tutors	5	5	10	6
Hours of Instruction	60	60	700	720
<b>ELLI Program</b>				
K-6th Grade Students	201	201	201	201
Tutors for K-6th Grade	8	15	15	24
Hours of Instruction	520	520	6,487	5,011
<b>Homework Clubs</b>				
On-Site: Students	70	155	569	804
On-Site Tutors	16	20	49	102
Hours of Instruction	500	202	2,200	1,396
H.I.S. House Students	8	12	43	23
H.I.S. House Tutors	6	12	26	26
Hours of Instruction	200	225	1,240	1,300
Topaz Students	18	41	99	203
Topaz Tutors	6	5	45	21
Hours of Instruction	300	670	3,460	10,233
Kraemer Students	NA	101	NA	362
Kraemer Tutors	NA	8	NA	27
Hours of Instruction	NA	600	NA	2,970
<b>Total Tutors</b>	190	77	310	246
<b>Total Students</b>	226	265	344	354
<b>Total Instruction Hours</b>	1,610	1,641	13,992	16,379







TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian *MCS*  
DATE: June 18, 2007  
SUBJECT: **Reference and Adult Services report for April, 2007**

- There were two Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. There were also two book displays about gardening and butterflies. On one side of the trough we featured books by and about famous librarians, including webliographies/bibliographies to celebrate National Library Week, April 15-21. On the other side we included our new Playaways. These recorded books come in MP3 players smaller than a pack of cigarettes; about 1/3 of the titles were already reserved when the display went up. Their convenience should make them very popular. Patrons will only need to supply earphones, and can enjoy listening on their home computers, in their cars, or simply by plugging in to the players.
- Dana Hunter, the Butterfly Lady, appeared on the evening of April 16 and spoke to thirteen patrons about butterflies and moths. She brought along many framed butterflies and moths and used them to illustrate the many details she shared. This program drew a more divergent age group than most of our presentations, and Dana appealed equally to the children as well as to the adults with her vibrant, hands-on presentation.
- Upcoming confirmed programs include a workshop to teach patrons how to better utilize the database Ancestry.com that will be done April 30 in the evening and repeated on the following Saturday afternoon (it will be taught by Caroline Rober from the Genealogical Society of North Orange County); "Series Fiction" on Monday, June 11, with Mr. David Baumann; "Animal Care" on Thursday, October 25, with Dr. Paul Evans; "True Stories and Other Lies", with Dr. Joseph Arnold, date still to be determined, in January.

Statistical Comparisons at the Reference Desk  
April FY 2006/2007

	2006	2007	YTD 05-06	YTD 06-07
Phone Reference Questions	193	269	1,748	1,982
Desk Reference Questions	1,770	2,491	14,627	20,818
E-Mail Reference Questions	7	2	55	7
Ready Reference	38	16	316	214
Instruction	60	233	668	1,969
Computer Use	2,527	3,020	23,192	32,220
Reference Books: In-Library Use	3,459	4,240	27,497	37,402
Patron Database Signups	224	N/A	1,909	933

TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian *MCS*  
DATE: June 18, 2007  
SUBJECT: Reference and Adult Services report for May, 2007

- There were two Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. There was also a book display about genealogy. On one side of the trough we featured books by and about famous mothers, including webliographies/bibliographies to celebrate Mother's Day on May 8. On the other side we included our new Playaways. These recorded books come in MP3 players smaller than a pack of cigarettes; about 1/3 of the titles were already reserved when the display went up. Their convenience should make them very popular. Patrons will only need to supply earphones, and can enjoy listening on their home computers, in their cars, or simply by plugging in to the players.
- Caroline Rober of the Genealogical Society of North Orange County California (GSNOCC) repeated her Monday, April 30 class for us on Saturday, May 5. She used the overhead projector and screen shots to advantage in teaching patrons a bit about using the database AncestryLibrary.com. Both workshops were popular, drawing a total of 56 patrons. Monday evening had the larger crowd. There were handouts from GSNOCC and a bibliography/webliography, both of which received positive comments from the participants. There will likely be a class taught in the fall as part of a series done in several local libraries. We may also be able to have Ms. Rober return at another time to instruct individuals who would like more help.
- Upcoming confirmed programs include "Series Fiction" on Monday, June 11, with Mr. David Baumann; "Animal Care" on Thursday, October 25, with Dr. Paul Evans; "True Stories and Other Lies", with Dr. Joseph Arnold, date still to be determined, in January.

Statistical Comparisons at the Reference Desk  
May FY 2006/2007

	2006	2007	YTD 05-06	YTD 06-07
Phone Reference Questions	201	224	2,254	2,206
Desk Reference Questions	1,426	2,611	18,182	23,429
E-Mail Reference Questions	1	0	58	7
Ready Reference	30	15	357	229
Instruction	127	300	1,041	2,269
Computer Use	2,820	3,162	28,547	35,382
Reference Books: In-Library Use	3,875	4,150	35,745	41,552
Patron Database Signups	206	N/A	2,327	933

TO: Elizabeth Minter, Library Director

FROM: Gary Bell, Librarian *GB*

DATE: June 18, 2007

**SUBJECT: History Room report for May**

History Room visitors in April: fiscal year: 2005-2006: 4

History Room visitors in April: fiscal year: 2006-2007: 8

I attended the Heritage Coordinating Council meeting on May 1<sup>st</sup> at the new Orange Public Library and History Center.

A policy was submitted regarding the fee charged for copying pictures from a disc. I contacted other History Rooms to find out their policies. Cathy Thomas at Fullerton Public Library says they do not have a written policy. They use their own discretion. Claudia Horn at the Chapman University's Leatherby Libraries says they do not charge but provide free copies.

An inquiry was made about the origin of the name of Balfour Street. This inquiry was referred to the Fullerton Library History Room as the street is in Fullerton.

Plans were discussed for a new History Room brochure. Deniene Husted is working on this in conjunction with the History Room committee.

A third grader, Hemant Kadiamada of Placentia, contributed a poster to the History Room. This was part of a project in local history for his school. The poster beautifully and accurately illustrates with photographs and text the history of the packinghouses and the citrus industry. The poster is now on display in the History Room.

Books continue to be added to the History Room collection. There are seven copies of our new local history, Early Placentia: one in local history; one in Reference; and five in circulation.

Work continues in organizing photographs, filing articles and taking inventory of the collection.





ON-LINE REFERENCE USAGE FOR THE FISCAL YEAR 2006-2007 THROUGH THE MONTH OF MAY 2007												
Usage statistics for	Jun '06	Jul '06	Aug '06	Sept '06	Oct '06	Nov '06	Dec '06	Jan '07	Feb '07	Mar '07	Apr '07	May '07
General Reference Center	82	94	39	111	104	99	81	39	82	13	25	55
Opposing Viewpoints	43	50	32	92	62	27	95	51	94	58	17	33
Newsbank -Newspaper search	30	25	6	23	8	52	70	12	6	73	89	149
Newsbank -Magazine search	0	0	0	0	0	2	2	0	0	0	0	0
L.A Times	7	2	0	0	6	9	8	0	6	23	6	0
Wall Street Journal	0	0	47	218	381	6	5	8	20	72	35	17
Heritage Quest	1320	1673	1308	1966	6120	8363	5067	9211	2087	2127	7756	6837
Learning Express (Learn a test)	3	3	5	1	2	2	2	13	7	11	14	3
Novelist	4	44	0	0	175	1	4	9	1	1	2	10
Turntablebooks	177	69	81	252	139	421	864	441	465	388	358	376
MorningStar	-	-	-	135	4	15	38	39	303	322	362	494
Value Line	-	-	-	-	-	-	-	-	195	30	65	100

LIBRARY WEBSITE TRAFFIC FOR THE FISCAL YEAR 2006-2007 THROUGH THE MONTH OF APRIL 2007

	<u>Jun06</u>	<u>Jul06</u>	<u>Aug06</u>	<u>Sep06</u>	<u>Oct06</u>	<u>Nov06</u>	<u>Dec06</u>	<u>Mar07</u>	<u>Apr07</u>	<u>May07</u>	<u>Y-T-D</u>	<u>Average</u>
Unique visitors	1,822	1,865	1,910	1,832	2,035	2,032	1,926	2,569	2,388	2,301	20,680	2,068
Number of visits (visits per visitor)	2,966	2,987	3,135	3,062	3,469	3,441	3,056	4,317	4,000	3,925	34,358	3,436
Pages visited (pages per visit)	1.62	1.60	1.64	1.67	1.70	1.69	1.58	1.68	1.67	1.70	188,423	1.63
	15,091	16,047	15,571	18,913	23,774	22,888	17,544	20,338	18,835	19,422	188,423	18,842
	5.08	5.37	4.96	6.17	6.85	6.65	5.74	4.71	4.70	4.94		5.52
<b>Pages most viewed</b>												
Application for library card	69	40	46	0	0	0	62	0	57	44	318	32
Borrowing library materials	136	116	538	122	216	157	96	164	135	117	1,797	180
Calendar	298	228	408	252	187	125	2	174	122	109	1,905	191
Catalog	502	662	673	628	820	1,119	810	491	604	301	6,610	661
Community links	70	75	85	53	71	55	51	66	57	59	642	64
Contact Us	122	108	140	108	150	207	118	150	162	169	1,434	143
Frequently Asked Questions	223	255	313	266	265	189	183	242	261	233	2,430	243
Home page	10,915	12,657	11,394	14,827	18,988	18,073	13,739	14,543	13,008	13,856	142,000	14,200
Kids page	233	111	191	277	155	238	401	206	178	199	2,189	219
Literacy services	57	71	106	70	122	72	42	77	83	72	772	77
Passport applications	214	197	205	182	241	175	178	546	444	311	2,693	269
Photos (pick of the pics)	n/a	n/a	126	141	173	135	96	159	115	85	1,030	129
Searching for information	332	385	37	474	543	642	381	670	626	728	4,818	462

## Placentia Library District

TO: Elizabeth Minter, Library Director  
FROM: Vernon Napier, Technical Services Manager  
DATE: June 13, 2007  
SUBJECT: **Technology Report for May 2007**



- The Local History Digital Resource Project is drawing to a close. By the end of June all 200 photos must be correctly catalogued and described, the files uploaded to the State Library server, and the final report (as required by the grant conditions) sent off. Most of my time has been spent completing this project.
- I have begun a review of the Library's website with a view to improving its usability.
- Katie Matas and I attended the Chamber of Commerce Networking Lunch, where we gave a brief demonstration of a Playaway book, the Library's latest audiobook format.



# SNAPSHOTS



**FAMILY TIME** Rochelle Herrera helps daughter, Audrey, 5, read 'The Berstein Bears.'

## Looking through the stacks

Photos by Jamee Lynn Fletcher

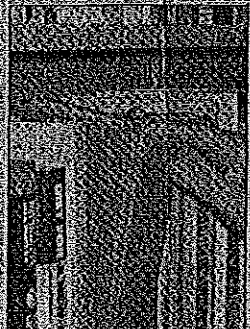
The La Habra library is all ways in action. People browsing shelves, students getting homework done, children exploring the world of words. The library, 221 E. La Habra Blvd., is open 10 a.m. to 6 p.m. Mondays through Thursdays, 10 a.m. to 6 p.m. Saturdays and noon to 5 p.m. Sundays. For information, call 714-526-7728.



**MAKING A CHOICE** Ivan Lopez, 29, fingers through shelved books to find the perfect read.



**HUGGING UP WITH A BOOK** Elida Ordoñez, 22, snuggles between two book shelves to find a quiet place to enjoy her book.



**SHELF IT** Volunteer Marianne Gatz organizes books on the shelves of the La Habra library's used book store.

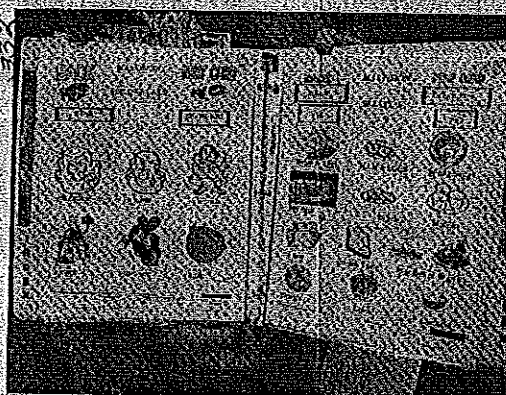


**QUIET TIME** Ashley Harreta, 5, quietly reads her story in the children's section of the library.

**pacific clippings**

p m b 1 1 7 8 9  
santa ana, calif. 92711

Placentia News  
Weekly MAY 10 2007



ADAM TOWNSEND, STAFF PHOTOGRAPHER

**ILL COMMUNICATION:** The MarVision device helps people with speech loss caused by disease to communicate with loved ones and caregivers.

## Sample device helps communication

### Library demonstrates prop for the speech-impaired

BY ADAM TOWNSEND  
STAFF WRITER

Many people suffer speech loss as a result of diseases like Lou Gehrig's. The Placentia Public Library has a device created by a Dana Point company that uses letter, words and photos to allow those plagued by speech loss to communicate with family and caretakers.

Reference Librarian Mary Stroзда said that the library doesn't lend the device out, but has it available for demonstration. The apparatus is called "MarVision."

The apparatus is low tech, consisting only of a thick book full of illustrations, letters and numbers that the person points to with a laser pointer affixed to glasses, an arm or hat.

The letters allow someone suffering with speech loss to spell out specific words, while the illustrations of types of food, articles of clothing and other common items and tasks allow caretakers to figure out quickly what their charges need.

Ask for the MarVision Device at the reference desk in the Placentia Public Library.

PROFILE

## City hires new finance manager

Deborah Harper comes from the private sector.

BY ADAM TOWNSEND  
STAFF WRITER



Deborah Harper

Deborah Harper decided to take the open position as Placentia Finance Services Manager almost three weeks ago, and is already getting her hands dirty doing public accounting.

She dove into Placentia's books as soon as she got the job, wrangling what many citizens and staffers have called seriously confusing accounting problems.

Harper worked for six of the 12 years she's been in the accounting business at Lance, Soff and Langford, a Brea-based firm that audits financial reports for local governments.

Harper did her first interview with the public within weeks of starting with the city, presenting a number of corrections for approval by Placentia's Audit Oversight Committee. The corrections helped in the months-long effort by the committee toward untangling the city's finances.

Harper took a few minutes last week to talk to the News-Times about her plans for her new position.

**Question:** What made you take this job as second-in-command in Placentia's finance department?

**A:** Working for and auditing governments, I always had an interest in working with finance directors. I just think it's a really neat job. When I was in auditing, I think I had

Accounting experience: 12 years  
Graduated: Cal State Fullerton  
Residence: Yorba Linda

a broad picture of things. When you're in (managing city finances), you get to see all the detail and the nooks and crannies.

Also, when I was with the CPA firm, I traveled all over California.

**Q:** Where do you live?

**A:** Yorba Linda.

**Q:** What are you responsible for now, as far as city finances?

**A:** I'm going to have lots of jobs. One of them is overseeing the finance staff and another is overseeing the annual financial statements. The first day I got here, I immediately started on compiling the budget with the numbers we already had.

**Q:** Given all the controversy of late surrounding the city's finances, is it a little intimidating being under a microscope?

**A:** No, I'm really used to that. I was an audit manager at Lance, Soff and Langford. You have to make presentations and communicate with council. That, I'm very comfortable with.

**pacific clippings**

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santa ana, calif. 92711

The Register  
Day MAY 29 2007

**PLACENTIA**  
**Latino vets:** The editors of the new book "Forgotten Patriots: Voices of World War II Mexican American veterans of Southern California" will hold a book signing at 6 p.m. May 31 at the Powell Senior Center, 149 S. Chapman Ave. The editors - Cal State Fullerton professors - will speak on the subject of the book. Placentia resident and veteran Alfred Aguirre will also speak.  
Adam Townsend  
714 704 3106 atownsend@ccsnet.com

**Money is tight in planning next budget**

Budget is still changing, staffers say. Additional revenue could come...

By ADAM TOWNSEND  
Staff Writer

City staffers said the proposed budget for 2007-08 is conservative. It doesn't include revenue they expect from police raising fines and the city increasing other fees as a result of a pending lawsuit.

Also, though the projected expenditures for next fiscal year equal expected revenues, the budget still contains a hole that would be used to address millions of dollars in general fund deficits from the city's withdrawal of deferred debt.

City Administrator Bob Dominguez initially estimated the city would end the current fiscal year with a \$3 million deficit but city staff said the projected deficit would likely be more when the final budget is worked out.

Dominguez said the preliminary budget would undergo extensive overhauls throughout the next month until it's ready for approval by council. He said that's mostly because he and other new finance staffers hired this year have a steep learning curve in arranging the city's "complex" budget.

The city spent an estimated \$4.7 million in 2006-07, and now expects to spend \$4.7 million in 2007-08.

Dominguez told council that they might consider budget measures to raise the city's utility tax or levy a sales tax to bolster early services if they want to address the general fund deficit more quickly.

In the mean time, departments are tightening their belts and holding off on buying new equipment. The main reasons for budget increases from last year, staffers said, are market forces beyond the city's control - including higher prices of health insurance for employees, gas and another consumer good.

**"There will be new sources of revenue. I would strongly recommend against using them for continuing operations until that general fund deficit is addressed."**

BOB DOMINGUEZ  
CITY ADMINISTRATOR

**How the money comes and goes**

Expected Expenditures	\$49,719,927	Expected Revenue	\$45,719,927
Department	Percent of Total	Source	Percent of Total
Police Department	26%	Property tax	31%
Public works	30%	Misc. revenues	11%
Community services	4%	Sales tax	15%
Development services	12%	Grants	11%
Administrative and legislative	19%	Income taxes	10%
Finance	2%	Other fees	2%
Other expenditures	22%	Utility users tax	6%
		Sluiceway	3%

**How to participate**

Learn more about the budget or voice your opinion to the city clerk. You can attend the public hearing at 7 p.m. 12819 in Council Chambers, 4011 Orange Ave.

"I think every department set back as much as they could while continuing to provide essential services."

ERIC HOWARD  
PLACENTIA COUNCILMAN

**DOWN**  
**Legislative and Administration**  
2007-08 budget request: \$11,793,488  
2006-07 estimated expenditures: \$12,013,604

Administrative staff wants to explore revisions to city policy and update the city's emergency preparedness for the upcoming year.

**DOWN**  
**Finance**  
2007-08 budget request: \$1,200,140  
2006-07 estimated expenditures: \$1,281,068

Finance staffers hope to start creating a risk rating for city fees and continue working on the city's annual accounting system at the upcoming year.

**UP**  
**Development Services**  
2007-08 budget request: \$3,259,271  
2006-07 estimated expenditures: \$3,961,606

Completing an environmental report for Old Town development plans will be a big priority for the department at the upcoming year.

**UP**  
**Public Works**  
2007-08 budget request: \$14,014,218  
2006-07 estimated expenditures: \$11,602,874

Public works has been hit with many increases and high gas prices. Materials and supplies, including oil, are seeing an annual 52 percent increase. The department will show a number of projects over the coming year, including a street seal program for main streets and storm drain projects.

**UP**  
**Community Services**  
2007-08 budget request: \$2,018,615  
2006-07 estimated expenditures: \$1,912,481

The recreation department will address park improvements suggested by the park development committee, such as completed projects on the Backs. Funding for repairing damaged playground equipment at Kincaid Park. Specific projects have not been chosen yet.

**DOWN**  
**Police Department**  
2007-08 budget request: \$17,020,459  
2006-07 estimated expenditures: \$17,210,240

The Placentia Police Department this year is water-tight. In the next year, it wants to fill four sworn officer positions, one civilian and one volunteer position. Council members have said overtime pay has been a big drag on the budget so filling the jobs should help that.





SAFETY COMMITTEE MEETING  
MAY 24, 2007  
MINUTES

I. Call to Order: 11:25 P.M.

Members Attending: Katie Matas  
Wendy Goodson  
Esther Guzman

Members Absent: Caroline Gurkweitz

II. Old Business

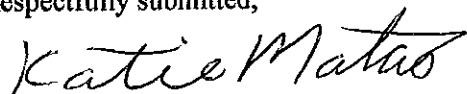
1. The fire extinguishers were checked by Katie Matas on May 24, 2007.
2. The broken Koala Seat in the public women's restroom was removed. The new one was installed.
3. "Working Outdoors -- Mosquitoes & Ticks" and "Ladder Madness & Injury Prevention" handouts were distributed at the May 16, 2007 staff meeting.
4. The loose tiles in the lobby were repaired.

III. New Business

None.

The next meeting will be June 27, 2007 at 11:00 A.M.

Respectfully submitted,



Katie Matas




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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Elizabeth D. Minter, Library Director 

**SUBJECT:** **Legislative Issues and a Review of the Status of the State Budget and State Library Budget**

**DATE:** June 18, 2007

### **BACKGROUND**

Agenda Item 25 contains information about current legislation affecting independent special districts and libraries.

There have been no requests for legislative action received during this report period.

The Trustees may report on any contacts they have had with Federal, California or Orange County Legislators.

### **RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Elizabeth D. Minter, Library Director *EDM*

**SUBJECT:** Receive & File and Adopt the Facility Master Plan for Placentia Library District and set the Facility Master Plan for a Public Hearing on Monday, August 13, 2007 at 6:30 P.M.

**DATE:** June 18, 2007

**BACKGROUND**

Attachment A is the Placentia Library District Facility Master Plan as amended by the Library Board of Trustees at its Work Session on May 29, 2007.

The next action will be a Library Board Work Session with Marshall Eyerman from MuniFinancial on Thursday, June 28, 2007 at 12:30 P.M. to discuss the implementation of Developer Fees and financing the projects identified in the Facility Master Plan. A copy of the proposal from MuniFinancial from last September and information about the firm and its experience with independent special districts is located at the back of the Agenda Book.

The Board needs to conduct a Public Hearing on the Facility Master Plan -before its final adoption. Copies of the Plan and an invitation to participate in the Public Hearing will be sent to all of the Strategic Planning participants. We will also announce the Public Hearing in the issue of Notations being distributed at the end of June.

**RECOMMENDATIONS**

1. { Receive & File the Facility Master Plan as prepared by Linda Demmers. *General Council*
2. { Adopt the Facility Master Plan for Placentia Library District, 2007.
3. Set the Facility Master Plan for Placentia Library District, 2007 for a Public Hearing on Monday, August 13, 2007 at 6:30 P.M. *General Council*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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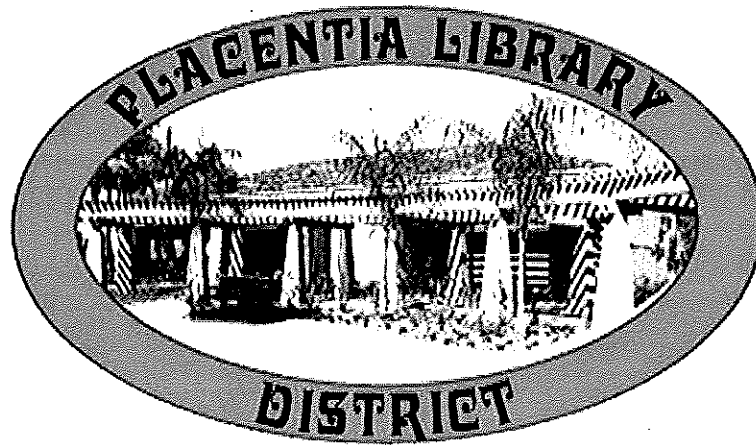
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**Placentia Library District  
Facility Master Plan**

**2007**



Placentia Library District  
Facility Master Plan

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## I: Introduction

The purpose of this study is to determine the long term library facility requirements to serve the needs of the Placentia Library District. The study included demographic characteristic and population growth analysis, a community needs assessment, development of a benchmark of performance measures for similar jurisdictions, and recommendation of minimum facility planning standards. This document includes background on the residents of the service area, results of community meetings and community survey, as well as the findings of the benchmark study and proposed planning guidelines.

Upon acceptance of this report, the first steps for the Board of Trustees and District Librarian will be to conduct a feasibility study of the existing facility to determine current code compliance and to assess the useful life of mechanical systems and infrastructure. The next step will be to identify and fund short term projects to maximize space capacity, staff efficiency, and generally upgrade furniture, fixtures and equipment. A library space planner should be engaged to explore internal reorganizations to maximize the use of existing space for the short term.

The Board of Trustees should proceed with the implementation of a library services impact fee for new development in the Placentia Library District service area. The need for this fee is based on the facility standards identified in this report and the growth in the district service population projected through 2025. The facility standards, .75 square feet per capita of library space and 3.33 library items (book volumes and audio-visual items) are derived from the Facility Master Plan. This standard represents the level of service that the District will provide to its residents and businesses through 2025. New development should only be responsible for its fair share of those facilities and collections. The library facilities fee should not burden new development with the cost of facilities associated with serving existing populations, including those deficits identified in Table 10. The District must identify funding sources sufficient to remedy the current deficiencies within the planning timeline (2025).

A library building program for a 44,680 square foot library for the Placentia Library District is included as an appendix. The content of this program reflects community input and increased demand for services, growth projections based on current usage, and information provided by Placentia Library District staff and administration. The content of this program will likely evolve over time as the District fine-tunes and revises its service objectives. A preliminary draft shows that the goals of the Facility Master Plan can be achieved in a facility of 44,000 to 45,000 square feet. This should serve the Library District for many years to come.

## **II: Background Information**

### ***Placentia Library District Service Area***

#### **Placentia Library District: A History**

Placentia Library District was established on September 2, 1919 under Education Code §§19600-19734, *Library Districts and Museums in Unincorporated Towns and Villages*. It preceded the incorporation of the City of Placentia in 1926.

While the Library was established in 1919, it didn't have a facility until the following January, when it opened a reading room for which it paid \$60 per month in rent. The Library's first employee, Sara Rideout, was hired at 25 cents an hour to staff the reading room and act as the janitor. The entire collection was 198 books.

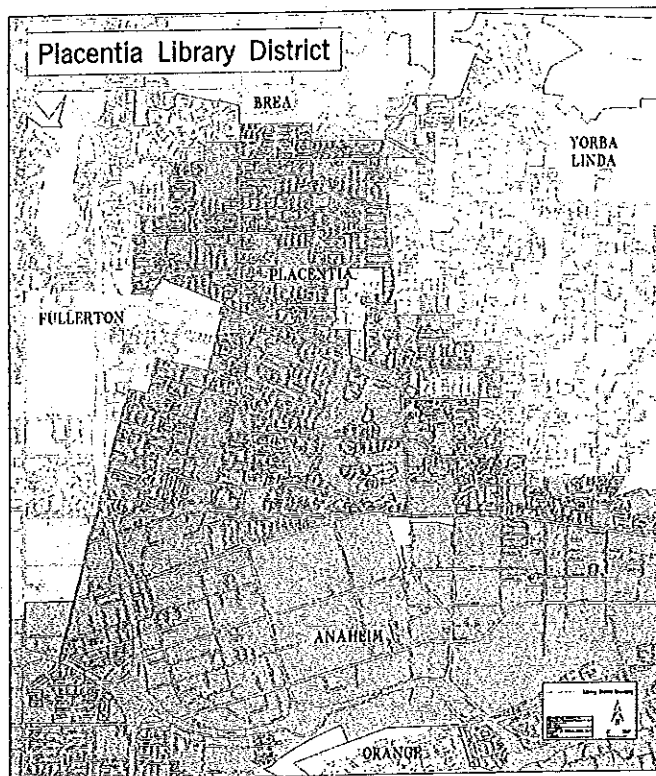
The Library grew gradually in its first years, and the District constructed a library building at 143 South Bradford Avenue, which opened in February 1927. The current building at 411 East Chapman Avenue, Placentia, was opened in September 1974, 55 years after the District's founding.

The Friends of Placentia Library was incorporated in July 1971 and the Placentia Library Foundation was incorporated in October 1994. These organizations merged in April 2007 to become the Placentia Library Friends Foundation. The purpose of the Placentia Library Friends Foundation is to assist Placentia's public library through enhancing library programs, developing and managing capital and endowment projects, promoting volunteer programs, and providing educational and cultural opportunities for its membership and library users.

A five-member Board of Trustees governs Placentia Library District. They are elected to four-year terms. The District's Library Director, Elizabeth Minter, oversees the District's day-to-day operations and manages the District's 15 full-time and 16 part-time staff members.

In fiscal year 2005-2006, Placentia residents accounted for 60 percent of the District's circulation of library materials, Anaheim and Yorba Linda residents another 17 percent, and residents of other communities accounted for 23 percent.

Placentia Library District's service territory today spans approximately 7 square miles and serves an estimated population of 54,980. While the library service area is mainly the City of Placentia and the City's one large unincorporated island, the District also provides services to residents all over southern California. Placentia Library District has 31,785 total registered borrowers in more than 10 cities in Orange County as well as cities throughout Los Angeles, Riverside, and San Diego counties. The District also serves the Placentia-Yorba Linda Unified School District.



## History of Placentia

In 1837 the Mexican Governor granted the Rancho San Juan Cajon de Santa Ana to Juan Ontiveros. This land grant was the beginning of Placentia, Anaheim, Fullerton, and La Habra. In the 1860s pioneers such as Daniel Kraemer and William McFadden arrived in the area. The developing communities required schools and churches and the first school District was named the Cajon School District, which later became the Placentia School District. In 1926 Placentia's 500 citizens voted to incorporate. The area's rich land and climate supported a farm industry with crops including citrus, walnuts, avocados and grapes. Placentia became the center of the Valencia orange.

By 1960, the population had reached only 5,000. A period of tremendous growth in the 1960s increased the population to 25,000 by 1970. The population of the City of Placentia today is over 49,000 and continues to grow.

## Placentia Today

A bedroom community in Orange County, Placentia is known as a friendly city with a small town feel. Known for its good schools, the area is home to several excellent

institutions of higher learning. The population is culturally diverse and generally well educated. The rate of volunteerism is high and residents participate actively in local government. The area offers many community based activities as well as sports and recreation opportunities.

## Demographics

The population of the Placentia Library District service largely coincides with the population of the City of Placentia with the addition of a pocket of unincorporated areas both inside the city boundaries and in outlying areas.

Population increased from 41,259 in 1990 to 46,488 in 2000 and was estimated to be 50,182 in 2005. The population of the service district in 2005 was approximately 10% higher than the number of residents of the City of Placentia. Continued growth is projected by the Southern California Area Governments (SCAG) with the City at 54,753 by 2025. The residential service population of the Placentia Library District in 2007 is 54,980 and is projected to be 60,000 by the year 2025.

	2005	2025	Net Growth
City of Placentia Residents	50,182	54,753	4,571
Additional Service Area Residents	4,798	5,247	449
Subtotal	<b>54,980</b>	<b>60,000</b>	<b>5,020</b>
Employment	18,153	20,065	1,912
Employment Weighting	.10	.10	.10
Weighted Employment	1,815	2,006	191
Total District Service Population	56,795	62,006	5,211

**Table 1: Placentia Library District Service Population**

The median age of area residents is 33.3, with a slightly higher percentage of the population under the age of 5 than in the rest of the United States and a lower percentage of residents over the age of 65 than in California and the United States. The average household size at 3.07 is substantially larger than the rest of the United States and slightly larger than the California average.

Residents have a long commute with the mean travel time exceeding 26 minutes. There is a high rate of homeownership and a low rate of unemployment in comparison to the rest of California and the United States. Residents have a higher education level and a higher household and personal income level than in the rest of California and the United States. The population is two-thirds white and one-third Hispanic or Latino. Over one-third of residents speak a language other than English in their homes.



### III: Current Library






#### ***Mission Statement***

##### **Placentia Library District's Mission Statement**

*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.

#### ***Facility***

Placentia Library District's facility at 411 East Chapman Avenue, Placentia, is located in the Placentia Civic Center which the District co-owns with the City of Placentia through a joint powers authority. It is open to the public 60 hours per week.

The 34 year old building is 22,800 square feet with 80% net to gross efficiency providing approximately 18,000 assignable square feet of space. A large storage area, the rest rooms, aisles, corridors and infrastructure support space occupy an additional 4,200 square feet. Two-thirds (67%) of the current facility is public area containing stacks and reader seats; 12% is staff and support space; and 5% is meeting room space.

The current facility provides 232 reader seats. These are located in the adult reading areas, the children's area, and the Homework/Literacy Center. Seats includes 118 table seats, 32 carrels seats, 88 lounge seats and 12 seats in the History Room which are available for meetings.

The library facility is in need of renovation and repair. The lighting is below current standards throughout most of the public areas. The organization of the circulation area and entrance creates a major bottleneck. The HVAC system and the restrooms are in need of upgrade. The library is missing some of the basic amenities of newer facilities including group study rooms, quiet reading areas, display shelving, teen zone, and large technology enabled meeting facilities.

While community members praise the convenient location of the current library, they request the following improvements: a more distinct definition of the children's room, a centralized location for public use computers, upgrade to public restrooms, expansion of the children's area, updated décor, addition of a conference room, more space for local history, more display area, improvement of interior and exterior lighting, reduction of clutter, and expansion of the facility.

### ***Collections***

The library's current holdings exceed 112,000 items including Local History collections and back issues of periodicals. Community members note the need for more fiction and non-fiction, DVDs to replace video format, more children's music and books, more audio books and more bestsellers.

Adult circulating books	56,090
Adult media	7,905
Teen collections	2,914
Juvenile print	35,155
Juvenile media	1,519
Local History	1,828
Magazines	2,480
Adult reference	3,970
Juvenile reference	660
	112,521

**Table 2: Library Holdings 2007**

### ***Use Data***

The total circulation in 2006 was 216,653 for an average turnover of 1.93. The highest use items were audio-visual materials and fiction, with adult DVDs exceeding a turnover rate of 9 and children's DVDs exceeding a turnover rate of 29. The next highest use items were children's videos with a turnover rate of 14 and audio books on CD with a turnover of 7.5. A ten year look at output measures shows that both reference use and attendance have been holding steady, which is notable since other libraries are showing a decline in reference services, and circulation has decreased slightly in the past ten years.

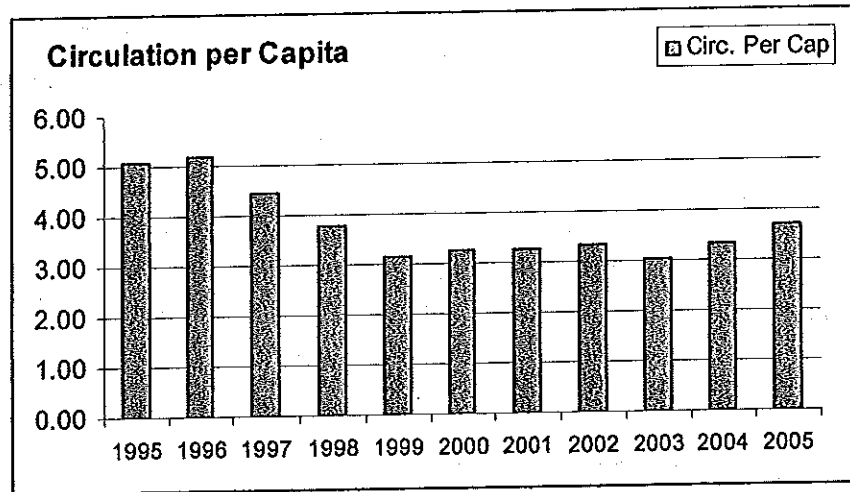


Chart I: Circulation per Capita 1995 - 2005

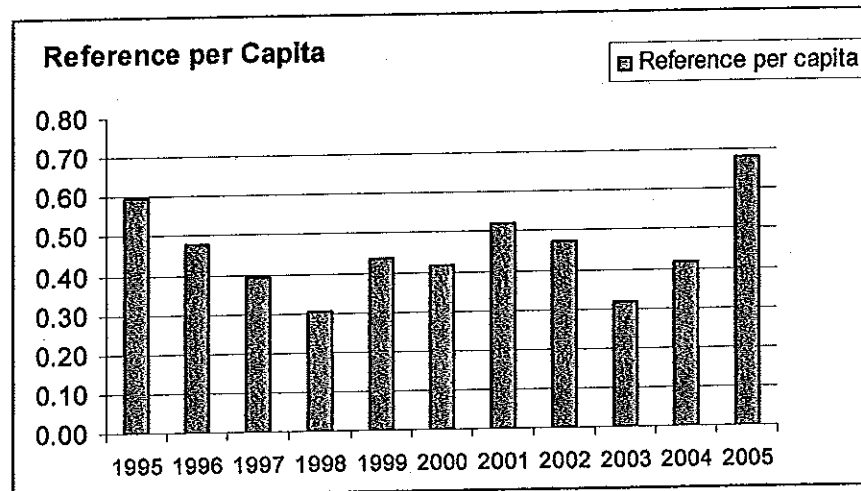


Chart II: Reference per Capita 1995 - 2005

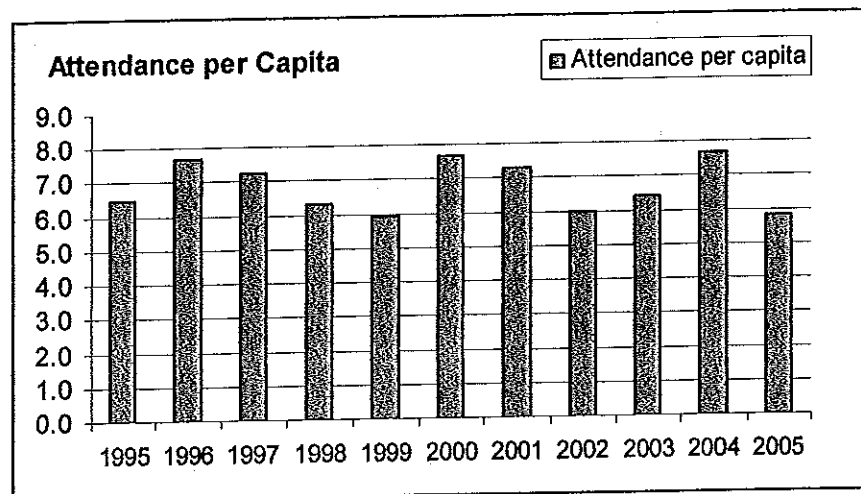


Chart III: Attendance per Capita 1995 - 2005

## **Programs**

Beyond its collections, Placentia Library District provides a wide range of programs and services to its users, including passport and notary services, test proctoring, seasonal reading programs for children and teens, literacy tutoring, and homework help. Library users praise the literacy program, the children's programs, and the great customer service provided by the staff. They note that the Library is an integral part of the community and is engaged with the school district and other community organizations.

Community members noted that the following services need to be expanded: public use computers, self-check stations, home delivery, adult programs, literacy, book clubs, hours, classes, cultural materials,

## **Children's Programs**

The Library offers over 200 children's programs a year including three weekly story times, two weekly music time programs, "Read to the Dogs" program, craft programs and a well subscribed reading incentive program. The annual attendance for children's programs is over 6,000. Small story time programs are staged in the children's area in a small dedicated area. Larger programs are hosted in the meeting room. Most larger programs greatly exceed the capacity of the 952 square foot meeting room.

## **Literacy and Homework Programs**

The Placentia Library Literacy Services (PLLS) began in 1980 as an affiliate of Literacy Volunteers of America. It was the first public library-based literacy program in Orange County. In 1984 PLSS became one of twenty-seven (27) charter members of the California State Library Literacy Campaign. The program serves more than 1,200 children, adults and families annually through a variety of programs developed in partnership with agencies and organizations throughout Orange County. Tutors, who volunteer over 16,000 hours annually, work with students from cities beyond Placentia's borders. Volunteers are recruited from the community, Cal State Fullerton, Western State University College of Law, local high schools and other service groups in the community. Services include tutoring for adults and children, English Language and Literacy Intensive Study, Families for Literacy, Placentia Rotary Reading Enrichment Program, partnerships with local schools, colleges and organizations, and the Placentia Achieves School Success (PASS) Homework Clubs. The PASS Homework Club is held at the Placentia Library from 4 - 6 p.m. Mondays through Thursdays. Other locations include the Homeless Intervention Shelter House and Tuffree Middle School Homework clubs. The Literacy Program is so successful that it requires additional space in the library as well as implementation of additional PASS programs at local schools.

## **Placentia Library Friends Foundation**

The Placentia Library District has a large and dedicated Friends organization that operates a used book store to benefit the library. The sale area is currently housed in a small 164 square foot enclosed room and occupies another 130 square feet in an exit corridor. Although sales are consistently high the organization requires a workroom and a larger store to continue to provide this level of contribution to the library.

## **History Room**

The purpose of the Placentia History Collection is to acquire, organize, preserve, and make available both primary and secondary materials relevant to the history of Placentia and its vicinity. As a resource center for the people of Placentia, this collection includes both historical and current information concerning the cultural, geographic, agricultural, economic, social, and political development of the Placentia area. The collections are managed by a professional librarian with a part-time assignment to the History Room who is ably assisted by several excellent volunteers. The public portion of the facility contains a large conference table and elegant display cabinets. The processing and other support functions are staged in a small workroom close to the History Room.

## **Passport and Notary Services**

Processing and expediting passport applications and offering notary services are supplemental services to the community provided by the Placentia Library District. These are heavily used and greatly appreciated by residents of the area. The processing and support functions are staged in a small private office with queuing and pre-screening activities provided by staff at the circulation desk. The library processes over 6,000 passport applications and 500 notary certifications a year, providing both a valuable service to residents and generating income for the library.

## **IV: Planning Process**

The planning process for the Facility Master Plan was conducted by a library planning consultant under the direction of the Library District's Board of Trustees and the District Librarian. Community meetings, staff interviews, a community survey, and demographic and benchmark studies were the basis of the Facility Master Plan.

### **Community Participation**

The process was kicked off at a Board of Trustees meeting in October 2006. The community was invited to participate in the facility master plan process at three open meetings held in November 2006, January 2007, and March 2007. Attendees at the meetings provided information on the needs of the library service area. They reviewed the results of the demographic analysis, staff interviews, benchmark study, community survey and approved the facility planning standards.

### **Community Survey**

A survey, conducted in the winter of 2007 as part of the study, received over 230 responses. Over two-thirds of the respondents were from the 92870 zip code area; two-thirds do not have children under the age of 18 living at home, and one-third was over the age of 65. 96% of respondents have access to a computer at home. Respondents represented a group of regular library users with 85% having used a library in the past year. Two-thirds of respondents use a library at least several times a month or more frequently with 5% reporting daily use and 7% reporting that they use the library several times a week.

Those who do not use the library use their own computer at home, buy their own books, or do not have the time. Twenty-three percent of respondents noted that they would use materials in a language other than English with the most identified languages being Spanish, Japanese, Chinese, and French.

Ninety-four per cent of library users arrive by automobile followed a distant second by 4% that walk to the library.

<b>Activity</b>	<b>% of Responses</b>
Borrow Books	73%
Borrow DVDs or Videos	33%
FOL Bookstore	32%
Bestsellers/Popular Materials	27%
Reference Assistance	25%
Browse Magazines	21%
Sit and read	21%
Use Library Computers	46%
Borrow Audio Books	45%
Children's Books	45%

**Table 3: Top Ranked Current Activities**

<b>Materials</b>	<b>% of Responses</b>
Best sellers & Popular Materials	53%
Children's books	47%
Adult fiction	43%
Adult non-fictions	40%
Reference	39%
Community information	33%
School curriculum	31%
Teen books	30%
Local History	29%
DVDs	27%

**Table 4: Top Ranked Materials to Increase**

<b>Services</b>	<b>% of Responses</b>
Children's Reading Programs	50%
Homework Programs	43%
Reference Assistance	41%
Passport Service	40%
Basic Literacy Programs	39%
Public Computer Access	37%
Teen Programs	33%
Preschool Story Time	32%
English Language Skills	30%
Book Discussion Groups	63%

**Table 5: Top Ranked Services to Increase**

<b>Qualities</b>	<b>% of Responses</b>
Quiet areas	52%
Children's area	48%
Comfortable seating	47%
Friends of Library Bookstore	43%
Wireless Internet access	40%
Homework center	39%
Internet stations	37%
Local history	36%
Public meeting room	36%
Individual study	27%

**Table 6: Top Ranked Qualities to Emphasize**

## Benchmark Study

To better assess the level of service that the Placentia Library District is and should be providing to its constituents, a benchmark of service indicators for libraries of similar jurisdictions was developed. In all categories of input measures, the Placentia Library placed far below the comparison group average, below the California state average, and below the national average.

Library Name	Print per Capita	Serial Subscriptions per 1K	Video Materials per 1K	Audio Materials per 1K
<b>Comparison Group Average</b>	<b>3.07</b>	<b>8.16</b>	<b>130.74</b>	<b>161.5</b>
State Average (CA)	3.07	8.42	124.61	123.59
National Average	6.5	15.07	285.19	196.57
Comparison Group Median	2.5	4.9	104.92	115.25
State Median (CA)	2.26	4.08	81.75	79.08
National Median	4.42	9.2	167.15	129.69
<b>PLACENTIA LIBRARY DISTRICT</b>	<b>1.93</b>	<b>2.97</b>	<b>71.52</b>	<b>70.49</b>
ALTADENA LIBRARY DISTRICT	2.52	23.51	41.58	96.19
ARCADIA PUBLIC LIBRARY	3.31	4.65	93.36	74.03
BUENA PARK LIBRARY DISTRICT	1.22	4.33	47.41	52.13
CARLSBAD CITY LIBRARY	3.09	15.05	169.03	261.73
EL SEGUNDO PUBLIC LIBRARY	9.19	16.74	368.66	581.9
FULLERTON PUBLIC LIBRARY	2.14	2.16	85.71	100.69
GLENDORA LIBRARY & CULTURAL CENTER	2.47	5.15	117.52	142.5
NATIONAL CITY PUBLIC LIBRARY	3.17	4.39	161.82	79.46
ORANGE PUBLIC LIBRARY	1.82	1.46	83.2	173.24
PALOS VERDES LIBRARY DISTRICT,	3.52	10.68	191.19	145.63
SAN BRUNO PUBLIC LIBRARY	2.34	5.5	116.48	122.11
YORBA LINDA PUBLIC LIBRARY	2.05	4.33	92.91	108.4

**Table 7: Benchmark Input Measures**

In output measures, the Placentia Library fell below the comparison group, state and national average and median for circulation and reference per capita, but above all groups' average and median for visits per capita and above the comparison group average and the national and state median for Interlibrary Loan items received.



Library Name	Circulation per Capita	Visits per Capita	Ref per Capita	ILL Received per 1K
<b>Comparison Group Average</b>	<b>9.01</b>	<b>7.27</b>	<b>2.09</b>	<b>44.89</b>
State Average (CA)	7.39	5.97	1.05	128.18
National Average	8.3	5.77	0.9	262.76
Comparison Group Median	7.38	5.24	0.88	5.28
State Median (CA)	5.22	4.3	0.73	13.96
National Median	6.54	4.43	0.49	53.62
<b>PLACENTIA LIBRARY DISTRICT</b>	<b>3.34</b>	<b>7.67</b>	<b>0.42</b>	<b>60.09</b>
ALTADENA LIBRARY DISTRICT	7.43	3.88	0.78	1.6
ARCADIA PUBLIC LIBRARY	12.77	9.67	1.48	1.42
BUENA PARK LIBRARY DISTRICT	2.92	N/A	0.82	6.34
CARLSBAD CITY LIBRARY	10.19	3.97	1.16	104.71
EL SEGUNDO PUBLIC LIBRARY	16.74	17.29	14.65	42.26
FULLERTON PUBLIC LIBRARY	5.64	3.53	0.63	0.24
GLENDORA LIBRARY & CULTURAL CENTER	7.32	5.22	0.94	8.9
NATIONAL CITY PUBLIC LIBRARY	12.66	11.48	1.17	4.22
ORANGE PUBLIC LIBRARY	5.14	4.39	0.74	N/A
PALOS VERDES LIBRARY DISTRICT,	14.55	9.1	1.78	9.22
SAN BRUNO PUBLIC LIBRARY	7.25	6.19	0.63	314.28
YORBA LINDA PUBLIC LIBRARY	5.49	5.26	0.28	0.59

**Table 8: Benchmark Output Measures**

In 2005, the statewide average for square feet of library space per capita was .68. It is currently closer to .90 square feet per capita with many jurisdictions setting their standards at between .61 and one square foot per capita. Statewide the average number of volumes per capita was 3.17 in 2005 and the number of Internet terminals available in libraries statewide was .39 per 1,000 residents.

## V: Service Goals and Strategic Plan

The Strategic Plan for Placentia Library for 2010 outlines the Library's goals for Public Service, Technology, Operations, Finance, and the Facility.

The goals for the **facility** are:

Placentia Library District seeks to improve its physical facility by making it compliant with Americans with Disabilities Act requirements, by making better use of the space available through remodeling and interior design, by expanding the facility on the current site and by improving the parking. Identified objectives are:

- Select and work with a public library building consultant to develop a plan for space utilization of the current building and propose uses for expanded space.
- Select and work with a capital project finance consulting firm to develop a plan for capital funding options for remodeling, renovation, and expansion.
- Implement minimal-cost facility projects costing less than \$20,000 per project, that will improve staff productivity and the public's ability to use the library.

Other goals identified in the report include collection expansion, increase of self-check, and increased availability of computer access. Public service goals include expanded homework clubs, development of a business center, migrating collections to new formats, and remodel the preschool reading area.

The Strategic Plan outlines capital improvements projects for the short-term; i.e., those that can be undertaken to improve the existing facility without expansion.

## VI: Facility Planning Standards

Using benchmarks averages for peer institutions and existing planning guidelines of other local, regional, and state organizations, the Placentia Library District adopted the recommendation of the planning consultant to implement following standards.

	Placentia Library Current	Adopted Standard
Print per capita	1.93	3
Serials per 1K	2.97	4
Reader seats per 1K	4.3	5
A/V per capita	.13	.33
Meeting seats per 1K	1.5	5
Technology stns per 1K	.39	1
Square feet per capita	.46	.75

**Table 9: Recommended Facility Planning Standards**

Based on a service population in 2007 of 54,980, the Library has a significant deficit in collections, seats, and meeting space, with an overall facility deficit of 18,436 square feet.

	Current holdings	Implemented Standards 2007	2007 Deficit 54,980 pop.
Print volumes	102,849	159,600	56,751
Serials	158	219	62
Reader seats	220	274	54
Video/DVD/CD	7,501	18,143	10,642
Meeting seats	80	274	194
Technology stns.	21	55	34
Facility GSF	22,800	41,235	18,436

**Table 10: 2007 Facility and Collection Deficit**

At the 2025 service population, with an additional 5,000 residents to be served, the space deficit increases to 22,200 square feet.

	Current holdings	Implemented Standards 2025	2025 Deficit 60,000 pop.
Print volumes	102,849	180,000	77,151
Serials	158	240	82
Reader seats	220	300	80
Video/DVD/CD	7,501	19,800	12,299
Meeting seats	80	300	220
Technology stns.	21	60	39
Facility GSF	22,800	45,000	22,200

**Table 11: 2025 Facility and Collection Deficit**

## VII: Space Needs Analysis

The Placentia Library will require significant additional space to provide the collections and new and expanded services that its constituents require. The current facility is 34 years old and nearly full to capacity. Minor reorganizations might yield space for additional collections and reader seats, but fall far short of the current space deficit. Major renovation will be required to accommodate the required technology; the group and individual study spaces; the quiet areas; the signature spaces for teens, children, and the business community; and expanded meeting room capacity.

In order to meet the minimum standards recommended in the Facility Master Plan, to serve today's population, 18,435 additional square feet are required. To meet the needs of the next 20 years growth will require an additional 22,200 square feet. In order to meet the needs of the population in 2025, the library will require 45,000 square feet of space.

The 20 year requirement for the Placentia Library District includes a print collection of 180,000 volumes, 19,800 audio-visual collections, 290 reader seats, 300 meeting room seats, and 60 public use terminals as well as expanded space for Local History collections, storage and use, expanded and improved Friends of the Library book sale and work facilities; and increased space allocated to Literacy Services and Homework Clubs.

	Library Space	Items <sup>1</sup>
Existing Library Facilities	22,800	110,350
New Facilities needed (square feet/volumes)	22,200	89,450
Total Facilities (2025)	45,000	199,800
Service population 2025	60,000	
Facility Standard (sq. ft/volumes per capita)	.75	3.33

**Table 12: Library Facilities Needs and Standards (2025)**

As shown in Table 12 above, the District currently owns 22,800 square feet of library space. Using the newly adopted standards, the Facility Master Plan requires 45,000 square feet, or an increase of 22,200 square feet by 2025. The equivalent facility planning standards is .75 square feet per of capita. The project cost of new library space in 2007 is approximately \$700 per square foot.

The current facility requires significant finish and fixture upgrade and may require the replacement of major mechanical systems. A major renovation of the current facility can be estimated at a minimum of \$2.2 million.

<sup>1</sup> Items are based on the standards for book collections at 3 volumes per capita and audio-visual collections at .33 items per capita.

The District currently has 102,849 print volumes (2.4 volumes per capita). The master plan recommends a collection of 3.0 volumes per capita or the acquisition of an additional 77,151 volumes. The Library owns 7,501 audio-visual items or .14 items per capita. The estimated cost of acquiring one book or one audio-visual item is \$50.

<u>New Library Space</u>	22,200
Cost per square foot	\$700
Subtotal	\$15,540,000
Upgrades to current facility	\$2,200,000
Total Space Costs	\$17,740,000
<u>Volumes</u>	
New library volumes <sup>2</sup>	89,450
Cost per volume	\$50
Total Volumes Costs	\$4,472,500
Total Library Facilities Costs	\$22,212,500

**Table 13: Cost of Library Facilities Needed by 2025**

	Space	Volumes
<u>New Library Space</u>		
Facility Standard (per capita)	.75	3.33
Service population growth 2007 - 2025 <sup>3</sup>	<u>5,020</u>	<u>5,020</u>
Facility needs for growth	3,765	16,716
Cost per sq.ft/volume	<u>\$700</u>	<u>\$50</u>
Subtotal	\$2,373,000	\$835,830
Total Cost of Facilities Needed to Accommodate Growth		\$3,208,830

**Table 14: Library Facilities Needed to Accommodate Growth**

	Library Space	Volumes/Items
Facility standards	.75	3.33
Existing service population	<u>54,980</u>	<u>54,980</u>
Facility needs for existing population	41,235	183,083
Existing facilities	<u>22,800</u>	<u>110,350</u>
Net facilities needed (sq. ft./volumes)	18,435	72,733
Cost per square foot/volume	<u>\$700</u>	<u>\$50</u>
Subtotal	\$12,904,500	\$3,636,650
Upgrades to existing facility	<u>\$2,200,000</u>	n/a
Total All Facilities	\$15,104,500	
Total Cost to Accommodate Existing Population		\$18,741,150

**Table 15: Library Facilities Needed to Accommodate Existing Service Population**

<sup>2</sup> New collections are calculated at 3.33 items per capita for 3 print volumes and .33 audio-visual items per capita.  
<sup>3</sup> Excludes weighted employment population which would increase the Library Service District population growth by approximately 200.

A Library Services Impact Fee Study can fully assess the costs of providing library services to residents of the District in coming years. Based on 2007 cost projections and an average household size of 3.07, the estimated additional burden of each household can be calculated to be the following:

Volumes per capita (3.33) x \$50/each x 3.07 residents = \$511.15  
Facilities per capita (.5 sq. ft.) x \$700 x 3.07 residents = \$1074.50  
Estimated cost per additional household = \$1585.65

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# Allocation of the Library's Book Collection

CATEGORY				Projected	Volumes/
Subcategory	Percent of	Projected	Percent in	Volumes	Linear
Volume Type	Collection	Total Volumes	Circulation	on Shelf	Foot
<b><u>Adult/Young Adult</u></b>	<b><u>64.48%</u></b>	<b><u>112,173</u></b>	<b><u>19.04%</u></b>	<b><u>90,818</u></b>	<b><u>9.14</u></b>
<b>Browsing</b>					
New Books	0.55%	960	50.00%	480	8
New Books (Face Out)	0.29%	500	50.00%	250	1
<b>Fiction</b>					
Fiction	8.05%	14,000	25.00%	10,500	9
Mysteries	2.76%	4,800	25.00%	3,600	9
Paperbacks	6.90%	12,000	30.00%	8,400	10
Romance	1.44%	2,500	25.00%	1,875	9
Science Fiction & Fantasy	1.15%	2,000	25.00%	1,500	9
Westerns	0.69%	1,200	25.00%	900	9
<b>International Languages</b>					
Asian Languages	0.86%	1,500	20.00%	1,200	12
International Languages	0.57%	1,000	20.00%	800	14
Spanish Language	1.44%	2,500	20.00%	2,000	8
<b>Large Print</b>					
Large Print	2.30%	4,000	10.00%	3,600	8
<b>Literacy</b>					
Literacy	0.86%	1,500	10.00%	1,350	24
Literacy Reference	0.11%	200	0.00%	200	12
Literacy Self Instruction	0.29%	500	10.00%	450	10
<b>Local History</b>					
Local History	1.44%	2,500	0.00%	2,500	8
<b>Non-Fiction</b>					
Non-Fiction	28.74%	50,000	15.00%	42,500	9
<b>Ready Reference</b>					
Ready Reference	0.13%	225	0.00%	225	6
<b>Reference</b>					
Reference	2.30%	4,000	0.00%	4,000	8
Reference (Encyclopedias, Directories, Etc.)	0.17%	288	0.00%	288	8
<b>Young Adult</b>					
Young Adult	3.45%	6,000	30.00%	4,200	14
<b><u>Children/Juvenile</u></b>	<b><u>35.52%</u></b>	<b><u>61,805</u></b>	<b><u>26.92%</u></b>	<b><u>45,167</u></b>	<b><u>14.9</u></b>
<b>Children's Easy Readers</b>					
Children's Easy Readers	2.59%	4,500	25.00%	3,375	20
<b>Children's Picture Books</b>					
Children's Picture Books	5.17%	9,000	35.00%	5,850	20
Children's Spanish Language Picture Books	0.29%	500	45.00%	275	20



<b>Children's Ready Reference</b>					
Children's Ready Reference	0.04%	70	0.00%	70	8
<b>Children's Reference</b>					
Children's Reference	0.38%	660	0.00%	660	
<b>Homework</b>					
Homework	0.30%	525	10.00%	472	8
<b>Juvenile Fiction</b>					
Juvenile Fiction	6.75%	11,750	30.00%	8,225	13
<b>Juvenile International Language</b>					
Juvenile International Languages	0.46%	800	20.00%	640	26
Juvenile Spanish Language	0.86%	1,500	20.00%	1,200	20
<b>Juvenile Non-Fiction</b>					
Juvenile Non-Fiction	18.39%	32,000	25.00%	24,000	13
<b>Parent/Teacher Books</b>					
Parent/Teacher Books	0.29%	500	20.00%	400	8
<hr/>					
<b>Totals:</b>	<b><u>100.00%</u></b>	<b><u>173,978</u></b>	<b><u>21.84%</u></b>	<b><u>135,985</u></b>	<b><u>11.1</u></b>



# Allocation of the Library's Multimedia Collection

<b>CATEGORY</b>					
Subcategory	Percent of Collection	Projected Total Volumes	Percent In Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
Volume Type					
<b><u>Adult/Young Adult</u></b>	<b><u>77.50%</u></b>	<b><u>15,500</u></b>	<b><u>40.00%</u></b>	<b><u>9,300</u></b>	<b><u>10.8</u></b>
<b>Audio Book Cassette</b>					
Audio Book Cassette	5.00%	1,000	30.00%	700	7
<b>Audio Book Compact Disc</b>					
Audio Book CD (CD ROM)	17.50%	3,500	30.00%	2,450	7
<b>Audio Compact Disc (CD)</b>					
Audio Compact Disc (CD)	10.00%	2,000	30.00%	1,400	15
<b>DVD</b>					
DVD	32.50%	6,500	50.00%	3,250	15
<b>Video Cassette</b>					
Video Cassette	12.50%	2,500	40.00%	1,500	10
<b><u>Children/Juvenile</u></b>	<b><u>22.50%</u></b>	<b><u>4,500</u></b>	<b><u>42.49%</u></b>	<b><u>2,588</u></b>	<b><u>13.4</u></b>
<b>Audio Compact Disc (CD)</b>					
Audio Compact Disc (CD)	3.75%	750	40.00%	450	15
<b>DVD</b>					
DVD	10.00%	2,000	50.00%	1,000	15
<b>Juvenile Audio books</b>					
Audio Book CD (CD ROM)	2.50%	500	30.00%	350	7
<b>Media Kits</b>					
Media Kit (Audio Cassette W/ Book)	1.25%	250	25.00%	188	20
<b>Video Cassette</b>					
Video Cassette	5.00%	1,000	40.00%	600	10
<b>Totals:</b>	<b><u>100.00%</u></b>	<b><u>20,000</u></b>	<b><u>40.56%</u></b>	<b><u>11,888</u></b>	<b><u>12.1</u></b>



## Allocation of the Library's Periodical Collection

<b>CATEGORY</b>					
Subcategory	Percent of	Projected	Percent in	Projected	Volu.
Volume Type	Collection	Total Volumes	Circulation	Volumes	Linear
				on Shelf	Foot
<b><u>Adult/Young Adult</u></b>	<b><u>89.38%</u></b>	<b><u>202</u></b>	<b><u>0.00%</u></b>	<b><u>202</u></b>	<b><u>1</u></b>
<b>Current Magazines</b>					
Current Magazines	77.43%	175	0.00%	175	1
<b>Current Newspapers</b>					
Current Newspapers	3.98%	9	0.00%	9	1
<b>Spanish Language</b>					
Current Spanish Language Magazines	3.98%	9	0.00%	9	1
<b>Young Adult Current Magazines</b>					
Young Adult Current Magazines	3.98%	9	0.00%	9	1
<b><u>Children/Juvenile</u></b>	<b><u>10.62%</u></b>	<b><u>24</u></b>	<b><u>0.00%</u></b>	<b><u>24</u></b>	<b><u>1</u></b>
<b>Children's Current Magazines</b>					
Children's Current Magazines	7.96%	18	0.00%	18	1
Children's Current Spanish Language Magazines	2.65%	6	0.00%	6	1
<b>Totals:</b>	<b><u>100.00%</u></b>	<b><u>226</u></b>	<b><u>0.00%</u></b>	<b><u>226</u></b>	<b><u>1</u></b>



## Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION SQ. FT.	Percent of Total
Adult Area: Fiction	2,262	7%
Adult Area: International Languages	242	1%
Adult Area: Non-Fiction	3,416	10%
Adult Area: Periodicals	1,178	4%
Adult Area: Reference	2,814	8%
Audio-Visual Library	704	2%
Browsing	704	2%
Children: Children's Services	7,409	22%
Circulation, Self-check & Staff Workroom	1,284	4%
Circulation: Passport and Notary Services	1,002	3%
Entrance: Meeting Rooms	4,267	13%
Entrance: Lobby, Bookstore and Café	881	3%
Special: Local History	1,274	4%
Special: Placentia Library Literacy Services	1,474	4%
Staff: Administration	1,090	3%
Staff: Lounge and Entrance	368	1%
Staff: Storage and Building Services	1,178	4%
Staff: Technical Services	783	2%
Teen Services	1,180	4%
<b>Net Assignable Square Footage:</b>		<b>33,510</b>
Non-Assignable Square Footage (@ 25% of Gross):		11,170
<b>Gross Square Footage:</b>		<b>44,680</b>



## Library Space Sq. Ft. Summary

<u>LIBRARY DIVISION</u> Space Name	SPACE SQ. FT.	DIVISION SQ. FT.
		<b><u>2,262</u></b>
<b><u>Adult Area: Fiction</u></b>		
Fiction Collection & Seating	2,262	
		<b><u>242</u></b>
<b><u>Adult Area: International Languages</u></b>		
International Languages Collection & Seating	242	
		<b><u>3,416</u></b>
<b><u>Adult Area: Non-Fiction</u></b>		
Non-Fiction Collection & Seating	3,416	
		<b><u>1,178</u></b>
<b><u>Adult Area: Periodicals</u></b>		
Current Magazine & Newspaper Display & Seating	1,178	
		<b><u>2,814</u></b>
<b><u>Adult Area: Reference</u></b>		
Conference Room	229	
Head of Public Service	151	
Reference Collection & Seating	1,458	
Reference Desk	276	
Reference Workroom	400	
Study Room A	150	
Study Room B	150	
		<b><u>704</u></b>
<b><u>Audio-Visual Library</u></b>		
AV Collection & Seating	704	
		<b><u>704</u></b>
<b><u>Browsing</u></b>		
New Book Display	704	
		<b><u>7,409</u></b>
<b><u>Children: Children's Services</u></b>		
Children's AV Collection & Seating	274	
Children's Collection & Seating	1,160	
Children's Desk	138	
Children's Office	143	
Children's Reference & Technology Area	860	
Children's Workroom	440	



**LIBRARY DIVISION**

Space Name

**SPACE**  
**SQ. FT.**

**DIVISION**  
**SQ. FT.**

**Children: Children's Services**

**7,409**

Family Rest Room	N/A
Homework Center	1,933
Juvenile Collection & Seating	1,884
Parenting & Teachers' Collection & Seating	112
Storage/Supply Room	76
Storytime Area	389

**Circulation, Self-check & Staff Workroom**

**1,284**

Book Return Room	64
Circulation Desk	451
Circulation Workroom	485
Copy Center	164
Self-Check Out Bay	60
Self-Service Reserved Book Bay	60

**Circulation: Passport and Notary Services**

**1,002**

Passport/Notary Check In & Payment	83
Passport/Notary Processing Room	180
Passport/Notary Processing Room A	180
Passport/Notary Processing Room B	180
Passport/Notary Reception & Waiting Area	379

**Entrance: Meeting Rooms**

**4,267**

AV, Chair & Table Storage Room	237
Kitchen	243
Kitchenette	81
Meeting Room	3,706

**Entrance: Lobby, Bookstore and Café**

**881**

Friends' Bookstore, Café, Coffee Shop & Gift Shop	881
Public Entrance & Lobby	N/A
Public Rest Rooms	N/A

**Special: Local History**

**1,274**

Local History Collection & Seating	714
Local History Workroom	560



**LIBRARY DIVISION**

Space Name	SPACE SQ. FT.	DIVISION SQ. FT.
<b><u>Special: Placentia Library Literacy Services</u></b>		<b><u>1,474</u></b>
Literacy Collection & Seating	665	
Literacy Office	139	
Literacy Study/Tutoring Room	150	
Literacy Study/Tutoring Room A	150	
Literacy Workroom	370	
<b><u>Staff: Administration</u></b>		<b><u>1,090</u></b>
Administrative Staff Office	174	
Copy Room	239	
Library Director's Office	322	
Manager of Administrative Services	145	
Placentia Library Friends Foundation Office	140	
Staff Rest Room	N/A	
Storage/Supply Room	70	
<b><u>Staff: Lounge and Entrance</u></b>		<b><u>368</u></b>
Kitchenette	106	
Staff Entrance & Lobby	N/A	
Staff Lounge	262	
Staff Rest Rooms	N/A	
<b><u>Staff: Storage and Building Services</u></b>		<b><u>1,178</u></b>
Custodial Workroom	137	
Friends' Book Storage & Workroom	458	
General Library Storage Room	440	
Mechanical Equipment Room	N/A	
Shipping & Receiving	143	
<b><u>Staff: Technical Services</u></b>		<b><u>783</u></b>
Computer/Telecommunications Room	126	
Technical Services Office	149	
Technical Services Workroom	508	
<b><u>Teen Services</u></b>		<b><u>1,180</u></b>
Teen Area	1,041	
Teen Study Room	139	





**LIBRARY DIVISION**

**SPACE  
SQ. FT.**

**DIVISION  
SQ. FT.**

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<b>Space Name</b>	<b>SPACE SQ. FT.</b>	<b>DIVISION SQ. FT.</b>
<b>Net Assignable Square Footage:</b>		<b><u>33,510</u></b>
Non-Assignable Square Footage (@ 25% of Gross):		11,170
<b>Gross Square Footage:</b>		<b><u>44,680</u></b>



## Library Space Sq. Ft. Summary with Furniture and Equipment

**LIBRARY DIVISION**

LIBRARY SPACE NAME  
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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**ADULT AREA: FICTION**

**2,262**

FICTION COLLECTION & SEATING	12	35	420	2,262
Chair, Lounge 36"w x 36"d	12	35	420	
Chair, Reader's 21"w x 21"d	12	0	0	
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	2	0	0	
Stool, Kick-Step	8	0	0	
Table, End 30"w x 30"d x 20"h	3	12	36	
Table, Reader's 48" diameter x 29"h (4 Person)	3	80	240	
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	2	20	40	
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24'D unit w/end panels & canopy top 3,600 Large Print	15	18	270	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24'D unit w/end panels 3,600 Mysteries	10	18	180	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24'D unit w/end panels 8,400 Paperbacks	20	18	360	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24'D unit w/end panels 10,500 Fiction	28	18	504	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24'D unit w/end panels 1,500 Science Fiction & Fantasy	4	18	72	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24'D unit w/end panels 1,875 Romance	5	18	90	
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12'D unit w/end panels 900 Westerns	5	10	50	



**LIBRARY DIVISION**  
LIBRARY SPACE NAME  
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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**242**

**ADULT AREA: INTERNATIONAL LANGUAGES**

INTERNATIONAL LANGUAGES COLLECTION & SEATING			242
Computer, OPAC Desktop	1	0	0
CPU, w/ monitor, keyboard & mouse			
Technology Carrel	1	20	20
36"w x 30"d (1 Person) stand-up w/ power & data management			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	3	18	54
3"W x 24"D unit w/end panels			
1,200 Asian Languages			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	2	18	36
3"W x 24"D unit w/end panels			
800 International Languages			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	12	10	120
3"W x 12"D unit w/end panels			
2,000 Spanish Language			
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	1	12	12
3"W x 12"D unit w/ flip up sloping shelf & shelf underneath			
9 Current Spanish Language Magazines			

**3,416**

**ADULT AREA: NON-FICTION**

NON-FICTION COLLECTION & SEATING			3,416
Carrel, Reader's Wood	6	40	240
48"w x 30"d (1 Person) w/ power & data management & task light			
Chair, Reader's	38	0	0
21"w x 21"d			
Security Camera, B & W	1	0	0
2 1/4"w x 5'l x 2 1/4"h			
Stool, Kick-Step	10	0	0
Table, Reader's	8	100	800
72"w x 48"d x 29"h (4 Person)			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	132	18	2,376
3"W x 24"D unit w/end panels			
42,500 Non-Fiction			

**1,178**

**ADULT AREA: PERIODICALS**

CURRENT MAGAZINE & NEWSPAPER DISPLAY & SEATING			1,178
Chair, Lounge	16	35	560
36"w x 36"d			
Chair, Reader's	16	0	0
21"w x 21"d			
Table, End	4	12	48
30"w x 30"d x 20"h			



**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>CURRENT MAGAZINE &amp; NEWSPAPER DISPLAY &amp; SEATING</b>				<b>1,178</b>	
Table, Reader's 48" diameter x 29"h (4 Person)	4	80	320		
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelv 3'W x 12"D unit w/ fixed sloping shelf 9 Current Newspapers	1	10	10		
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 175 Current Magazines	20	12	240		

**ADULT AREA: REFERENCE**

**2,814**

<b>CONFERENCE ROOM</b>				<b>229</b>	
Chair, Conference Room At conference table - 26"w x 28"d	8	0	0		
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0		
Projection Screen, Wall Mounted Front projection	1	0	0		
Table, Conference 120"w x 48"d x 29"h (8 to 10 Person)	1	225	225		
Telephone Handset	1	0	0		
Waste Basket 13"w x 15"d x 15"h	1	4	4		
<b>HEAD OF PUBLIC SERVICE</b>				<b>151</b>	
Art Print Framed	1	0	0		
Chair, Department Head's Mid-back high quality with casters	1	0	0		
Chair, Visitor's	1	15	15		
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0		
Credenza 66"w x 24"d x 30"h	1	25	25		
Desk, Department Head's 66"w x 36"d	1	55	55		
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20		
Printer, Laser (B&W)	1	0	0		
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14'd unit	3	12	36		
Telephone Handset	1	0	0		
Waste Basket 13"w x 15"d x 15"h	1	0	0		



**LIBRARY DIVISION**

**LIBRARY SPACE NAME**

Furniture and Equipment

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>REFERENCE COLLECTION &amp; SEATING</b>				<b>1,458</b>	
Chair, Reader's 21"w x 21"d	16	0	0		
Chair, Technology Workstation 21"w x 21"d	18	0	0		
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	18	0	0		
Print Release Station PC workstation with 15" touch screen monitor and high speed laser printer	2	0	0		
Table, Reader's 72"w x 48"d x 29"h (4 Person)	4	100	400		
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	18	40	720		
Technology Equipment Counter 4"w x 30"d with lockable storage underneath	2	25	50		
Waste Basket 13"w x 15"d x 15"h	2	0	0		
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3"W x 24"D unit w/end panels & canopy top 288 Reference (Encyclopedias, Directories, Etc.)	2	18	36		
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3"W x 24"D unit w/end panels 4,000 Reference	14	18	252		
<b>REFERENCE DESK</b>				<b>276</b>	
Chair, Task Low back mid-quality with casters 25"w x 25"d	3	0	0		
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	2	0	0		
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	20	40		
Printer, Laser (B&W)	1	0	0		
Queuing Space (Per Person)	3	6	18		
Telephone Handset	2	0	0		
Waste Basket 13"w x 15"d x 15"h	2	4	8		
Workstation, Reference Desk 6"w x 30"d w/ 7" behind desk & 3.5' in front	2	80	160		
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3"W x 12"D unit w/end panels & canopy top 225 Ready Reference	5	10	50		
<b>REFERENCE WORKROOM</b>				<b>400</b>	
Book Truck 36"w x 24"d	4	10	40		
Bulletin Board	1	0	0		



**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>REFERENCE WORKROOM</b>				<b>400</b>	
<b>Cabinets, Above Counter</b> 1 linear foot x 24"d	6	0	0		
<b>Cabinets, Below Counter</b> 1 linear foot x 24"d	6	0	0		
<b>Chair, Task</b> Low back mid-quality with casters 25"w x 25"d	4	0	0		
<b>Computer, Staff Desktop</b> CPU, w/17" flat panel monitor, keyboard & mouse	4	0	0		
<b>File Cabinet, Vertical (Four Drawer)</b> 18"w x 29"d x 52"h	4	14	56		
<b>Printer, Laser (Color)</b>	1	0	0		
<b>Recycling Bin</b>	1	10	10		
<b>Shelving, SF 90"h Steel W/ 7 Shelves</b> 3"w x 12"d unit	4	10	40		
<b>Storage Cabinet</b> 36"w x 18"d x 65"h	1	18	18		
<b>Telephone Handset</b>	4	0	0		
<b>Waste Basket</b> 13"w x 15"d x 15"h	4	4	16		
<b>White Board</b> 3' x 4' – erasable marker board	1	0	0		
<b>Workstation, Reference Office System</b> 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	55	220		
<b>STUDY ROOM A</b>				<b>150</b>	
<b>Chair, Group Study</b> At table or counter - 21"w x 21"d	4	0	0		
<b>Table, Group Study</b> 60"w x 36"d x 29"h (4 Person)	1	150	150		
<b>Waste Basket</b> 13"w x 15"d x 15"h	1	0	0		
<b>White Board</b> 3' x 4' – erasable marker board	1	0	0		
<b>STUDY ROOM B</b>				<b>150</b>	
<b>Chair, Group Study</b> At table or counter - 21"w x 21"d	4	0	0		
<b>Table, Group Study</b> 60"w x 36"d x 29"h (4 Person)	1	150	150		
<b>Waste Basket</b> 13"w x 15"d x 15"h	1	0	0		
<b>White Board</b> 3' x 4' – erasable marker board	1	0	0		



**LIBRARY DIVISION**

**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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**AUDIO-VISUAL LIBRARY**

**704**

**AV COLLECTION & SEATING**

**704**

<b>36" Aisle DF 66"H Steel Shelving W/ 10 Divider Shelves</b> 3'W x 24'D unit with End panels & Canopy top 700 Audio Book Cassette	4	18	72	
<b>36" Aisle DF 66"H Steel Shelving W/ 10 Divider Shelves</b> 3'W x 24'D unit with End panels & Canopy top 2,450 Audio Book CD (CD ROM)	13	18	234	
<b>Compact Disc, CD-ROM &amp; DVD Display Browser</b> Four extendable drawers 38"w x 20"d x 61"h 1,400 Audio Compact Disc (CD)	5	24	120	
<b>DVD SF Shelving Unit W/ 4 Sliding Browser Boxes</b> 3'W x 12'D unit - 96 DVD / box 3,250 DVD	17	10	170	
<b>Video Cassette DF 66" Shelving Unit W/10 Divider Shelves</b> 3'W x 24'D unit - 28 video cassettes/shelf 1,500 Video Cassette	6	18	108	

**BROWSING**

**704**

**NEW BOOK DISPLAY**

**704**

<b>Chair, Lounge</b> 36"w x 36"d	4	35	140	
<b>Chair, Reader's</b> 21"w x 21"d	8	0	0	
<b>Computer, OPAC Desktop</b> CPU, w/ monitor, keyboard & mouse	2	0	0	
<b>Lamp, Table</b>	2	0	0	
<b>Rack, Literature Display Handout</b> Wall-mounted	1	0	0	
<b>Table, Reader's</b> 48" diameter x 29"h (4 Person)	2	80	160	
<b>Technology Carrel</b> 42"w x 30"d (1 Person) stand-up w/ power & data management	2	35	70	
<b>Waste Basket</b> 13"w x 15"d x 15"h	1	4	4	
<b>42" Aisle DF 58"H Bookstore Display Shelving</b> 3'W x 36'D w/10 angled shelves 250 New Books (Face Out)	9	30	270	
<b>42" Aisle DF 58"H Bookstore Display Shelving</b> 3'W x 36'D w/10 angled shelves 480 New Books	2	30	60	



**LIBRARY DIVISION**  
LIBRARY SPACE NAME  
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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**CHILDREN: CHILDREN'S SERVICES**

**7,409**

**CHILDREN'S AV COLLECTION & SEATING** **274**

36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24'D unit w/end panels & canopy top 350 Audio Book CD (CD ROM)	2	18	36	
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves 3'W x 12'D unit w/end panels & canopy top 188 Media Kit (Audio Cassette W/ Book)	2	10	20	
Compact Disc, CD-ROM & DVD Display Browser Three extendable drawers 38"w x 20"d x 42"h 450 Audio Compact Disc (CD)	2	24	48	
Compact Disc, CD-ROM & DVD Display Browser Three extendable drawers 38"w x 20"d x 42"h 1,000 DVD	5	24	120	
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelves 3'W x 12'D unit - 28 video cassettes / shelf 600 Video Cassette	5	10	50	

**CHILDREN'S COLLECTION & SEATING** **1,160**

Chair, Child's 14"w x 13"d x 10-16"h	30	0	0	
Chair, Child's Lounge 21"w x 19"d	4	20	80	
Table, Children's 60"w x 36"d x 21-26"h (4 Person)	6	80	480	
Table, Children's Slant Top 78"w x 30"d x 21-26"h (6 Person)	1	90	90	
Waste Basket 13"w x 15"d x 15"h	1	4	4	
36" Aisle DF 45"H Steel Shelving W/6 Divider Shelves 3'W x 24'D unit w/end panels & canopy top 5,850 Children's Picture Books	17	18	306	
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24'D unit w/end panels & canopy top 3,375 Children's Easy Readers	10	18	180	
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12'D unit w/end panels & canopy top 275 Children's Spanish Language Picture Books	2	10	20	

**CHILDREN'S DESK** **138**

Book Truck 36"w x 24"d	1	10	10	
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0	
Clock Wall-mounted	1	0	0	





**LIBRARY DIVISION**

**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION  
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

**CHILDREN'S DESK**

138

Computer, Staff Desktop	1	0	0
CPU, w/17" flat panel monitor, keyboard & mouse			
Printer, Laser (Color)	1	0	0
Queuing Space (Per Person)	4	6	24
Telephone Handset	1	0	0
Waste Basket	1	4	4
13'w x 15'd x 15'h			
Workstation, Children's Desk	1	90	90
7'w x 30'd w/ 7' behind desk & 3.5' in front			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1	10	10
3'W x 12"D unit w/end panels & canopy top			
70 Children's Ready Reference			

**CHILDREN'S OFFICE**

143

Art Print	1	0	0
Framed			
Bulletin Board	1	0	0
Chair, Department Head's	1	0	0
Mid-back high quality with casters			
Chair, Visitor's	1	15	15
Computer Stand	1	20	20
Computer, Staff Desktop	1	0	0
CPU, w/17" flat panel monitor, keyboard & mouse			
Credenza	1	25	25
60'w x 24'd x 30'h			
Desk, Department Head's	1	55	55
66'w x 36'd			
File Cabinet, Vertical (Four Drawer)	1	14	14
18'w x 29'd x 52'h			
Printer, Laser (Color)	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves	1	10	10
3'w x 12'd unit			
Telephone Handset	1	0	0
Waste Basket	1	4	4
13'w x 15'd x 15'h			

**CHILDREN'S REFERENCE & TECHNOLOGY AREA**

860

Chair, Juvenile	18	0	0
16'w x 16'd x 16-18'h			
Chair, Technology Workstation	12	0	0
21'w x 21'd			
Computer, Public Desktop	12	0	0
CPU, w/17" flat panel monitor, keyboard & mouse			
Dictionary Table Top Stand	1	0	0
22'w x 14'd x 6'h wood			



**LIBRARY DIVISION**

**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION  
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

**CHILDREN'S REFERENCE & TECHNOLOGY AREA**

**860**

<b>Print Release Station</b>	2	0	0
PC workstation with 15" touch screen monitor and high speed laser printer			
<b>Table, Juvenile</b>	3	90	270
72"w x 36"d x 27"h (6 Person)			
<b>Technology Carrel</b>	12	40	480
41"w x 30"d (1 Person) sit-down w/ power & data management			
<b>Technology Equipment Counter</b>	2	25	50
4"w x 30"d with lockable storage underneath			
<b>Waste Basket</b>	2	0	0
13"w x 15"d x 15"h			
<b>36" Aisle SF 66"H Steel Shelving W/ 5 Shelves</b>	6	10	60
3'W x 12'D unit w/end panels & canopy top			
660 Children's Reference			

**CHILDREN'S WORKROOM**

**440**

<b>Book Truck</b>	3	10	30
36"w x 24"d			
<b>Bulletin Board</b>	1	0	0
<b>Cabinet, AV Equipment</b>	1	15	15
36"w x 26"d x 60"h, lockable			
<b>Cabinets, Above Counter</b>	18	0	0
1 linear foot x 24"d			
<b>Cabinets, Below Counter</b>	6	0	0
1 linear foot x 24"d			
<b>Chair, Task</b>	4	0	0
Low back mid-quality with casters 25"w x 25"d			
<b>Computer, Staff Desktop</b>	2	0	0
CPU, w/17" flat panel monitor, keyboard & mouse			
<b>File Cabinet, Lateral (Four Drawer)</b>	1	20	20
36"w x 18"d x 52"h			
<b>First Aid Kit</b>	1	0	0
10"w x 3"d x 10"h - Wall-mounted			
<b>Flat File</b>	1	36	36
54"w x 42"d x 36"h -10 drawers for posters, maps, paper			
<b>Paper Towel Dispenser</b>	1	0	0
Wall-mounted			
<b>Printer, Laser (Color)</b>	1	0	0
<b>Recycling Bin</b>	1	10	10
<b>Shelving, SF 90"h Steel W/ 7 Shelves</b>	6	10	60
3'w x 12'd unit			
<b>Sink</b>	1	16	16
36"w x 24"d - In counter			
<b>Soap Dispenser</b>	1	0	0
5"w x 4"d x 10"h - Wall-mounted			



**LIBRARY DIVISION**  
**LIBRARY SPACE NAME**  
**Furniture and Equipment**

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
				<b>440</b>	
<b>CHILDREN'S WORKROOM</b>					
<b>Storage Cabinet</b> 36"w x 18"d x 65"h	2	18	36		
<b>Telephone Handset</b>	3	0	0		
<b>Waste Basket</b> 13"w x 15"d x 15"h	3	4	12		
<b>White Board</b> 3' x 6' - erasable marker board	1	0	0		
<b>Workstation, Children's Counter</b> 6'w x 30'd - against wall	1	50	50		
<b>Workstation, Children's Office System</b> 6' x 8' modular panels, U-shaped work surface 30'd w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	2	55	110		
<b>Workstation, Volunteer's Counter</b> 6'w x 30'd - against wall	1	45	45		
				<b>N/A</b>	
<b>FAMILY REST ROOM</b>					
<b>Commode</b> Rest room	1	0	0		
<b>Diaper Changing Counter</b> 36"w x 18"d	1	0	0		
<b>Paper Towel Dispenser</b> Wall-mounted	1	0	0		
<b>Sink And Counter</b> Rest room	1	0	0		
<b>Soap Dispenser</b> 5'w x 4'd x 10"h - Wall-mounted	1	0	0		
<b>Stall</b> Rest room	1	0	0		
<b>Waste Basket</b> 13'w x 15'd x 15'h	1	0	0		
				<b>1,933</b>	
<b>HOMEWORK CENTER</b>					
<b>Chair, Juvenile</b> 16"w x 16'd x 16-18"h	48	0	0		
<b>Chair, Lounge</b> 36"w x 36'd	15	35	525		
<b>Chair, Task</b> Low back mid-quality with casters 25"w x 25'd	1	0	0		
<b>Clock</b> Wall-mounted	1	0	0		
<b>Computer, Public Desktop</b> CPU, w/17" flat panel monitor, keyboard & mouse	8	0	0		
<b>Dictionary Table Top Stand</b> 22"w x 14'd x 6'h wood	1	0	0		



**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
				<b>1,933</b>	
<b>HOMEWORK CENTER</b>					
Shelving, SF 66" h Steel W/ 5 Shelves 3'w x 12'd unit	2	10	20		
Table, Juvenile 66" w x 36" d x 27" h (4 Person)	12	85	1,020		
Technology Carrel 41" w x 30" d (1 Person) sit-down w/ power & data management	8	40	320		
Waste Basket 13" w x 15" d x 15" h	2	4	8		
36" Aisle SF 66" H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 472 Homework	4	10	40		
				<b>1,884</b>	
<b>JUVENILE COLLECTION &amp; SEATING</b>					
36" Aisle DF 66" H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 1,200 Juvenile Spanish Language	2	18	36		
36" Aisle DF 66" H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 640 Juvenile International Languages	1	18	18		
36" Aisle DF 66" H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 8,225 Juvenile Fiction	22	18	396		
36" Aisle DF 66" H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top 24,000 Juvenile Non-Fiction	77	18	1,386		
44" Aisle SF 45" H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 18 Children's Current Magazines	3	12	36		
44" Aisle SF 45" H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 6 Children's Current Spanish Language Magazines	1	12	12		
				<b>112</b>	
<b>PARENTING &amp; TEACHERS' COLLECTION &amp; SEATING</b>					
Chair, Lounge 36" w x 36" d	2	35	70		
Table, End 30" w x 30" d x 20" h	1	12	12		
36" Aisle SF 90" H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 400 Parent/Teacher Books	3	10	30		
				<b>76</b>	
<b>STORAGE/SUPPLY ROOM</b>					
Box, Cardboard In transition or storage	6	4	24		
Shelving, SF 90" h Steel W/ 7 Shelves 3'w x 12'd unit	5	10	50		



**LIBRARY DIVISION**

LIBRARY SPACE NAME  
Furniture and Equipment

UNIT QTY    UNIT SQ. FT.    EXTENDED SQ. FT.    SPACE SQ. FT.    DIVISION SQ. FT.

<b>STORAGE/SUPPLY ROOM</b>				<b>76</b>
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Stool, Step	1	2	2	
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<b>STORYTIME AREA</b>				<b>389</b>
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AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15	
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15	
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	9	0	0	
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0	
Chair, Rocking 20"w x 31"d	1	20	20	
Children's Craft Counter 6"w x 30"d - against wall	1	40	40	
Clock Wall-mounted	1	0	0	
Cushion, Floor 16"w x 16"d	35	8	280	
DVD Player 17"w x 13"d x 5"h	1	0	0	
Easel 25"w x 24"d x 60"h	1	15	15	
Paper Towel Dispenser Wall-mounted	1	0	0	
Projection Screen, Motorized Ceiling Front projection	1	0	0	
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0	
Sign, Announcement Free standing	1	4	4	
Waste Basket 13"w x 15"d x 15"h	1	4	4	

**1,284**

**CIRCULATION, SELF-CHECK & STAFF WORKROOM**

<b>BOOK RETURN ROOM</b>				<b>64</b>
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AV Bin, Depressible	2	16	32	
Book Bin, Depressible	2	16	32	

<b>CIRCULATION DESK</b>				<b>451</b>
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Bar Code Reader, Fixed Mount	3	0	0	
Book Bin, Depressible In Circulation Desk	2	0	0	



**LIBRARY DIVISION**

**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION  
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

**CIRCULATION DESK**

**451**

Book Truck 36"w x 24"d	4	10	40
Cash Register	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	3	0	0
Chair, Visitor's	1	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	3	0	0
Printer, Laser (B&W)	2	0	0
Printer, Receipt	3	0	0
Queuing Space (Per Person)	8	6	48
Recycling Bin	1	10	10
Security System Book & Media Resensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	2	0	0
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5'h	2	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	75	75
Security System Media Desensitizer Desktop non-electric unit 10"w x 4.25"d x 2.25"h	2	0	0
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12'd unit	3	10	30
Telephone Handset	2	0	0
Waste Basket 13"w x 15'd x 15"h	2	4	8
Workstation, Circulation Check-Out Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Circulation Fines & Fees Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Circulation Patron Registration Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80

**CIRCULATION WORKROOM**

**485**

Bar Code Reader, Fixed Mount	4	0	0
Book Truck 36"w x 24"d	10	10	100
Box, Cardboard In transition or storage	4	4	16
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	9	0	0



**LIBRARY DIVISION**

LIBRARY SPACE NAME  
Furniture and Equipment

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
				<b>485</b>	
<b>CIRCULATION WORKROOM</b>					
<b>Cabinets, Below Counter</b> 1 linear foot x 24"d	9	0	0		
<b>Chair, Task</b> Low back mid-quality with casters 25"w x 25"d	5	0	0		
<b>Clock</b> Wall-mounted	1	0	0		
<b>Computer, Staff Desktop</b> CPU, w/17" flat panel monitor, keyboard & mouse	5	0	0		
<b>Digital Staff Workstation</b> Digital staff circulation check in station	1	0	0		
<b>File Cabinet, Vertical (Four Drawer)</b> 18"w x 29"d x 52"h	1	14	14		
<b>First Aid Kit</b> 10"w x 3"d x 10"h - Wall-mounted	1	0	0		
<b>In &amp; Out Board</b> Staff location	1	0	0		
<b>Key Cabinet</b> 12"w x 5"d x 16"h	1	0	0		
<b>Recycling Bin</b>	1	10	10		
<b>Security System Book Desensitizer</b> Desktop non-electric unit 10"w x 5"d x 1.5"h	4	0	0		
<b>Security System Book Resensitizer</b> Hand-held non-electric unit 5.5"w x 3"d x 3.5"h	1	0	0		
<b>Security System Desensitizer/Resensitizer</b> Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	1	0	0		
<b>Security System Media Resensitizer</b> Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	1	0	0		
<b>Shelving, SF 90"h Steel W/ 7 Shelves</b> 3'w x 12'd unit	5	10	50		
<b>Telephone Handset</b>	5	0	0		
<b>Waste Basket</b> 13"w x 15"d x 15"h	5	4	20		
<b>White Board</b> 3' x 6' - erasable marker board	1	0	0		
<b>Workstation, Clerical Office System</b> 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	5	55	275		
				<b>164</b>	
<b>COPY CENTER</b>					
<b>Cabinets, Above Counter (Lockable)</b> 1 linear foot x 24"d	6	0	0		
<b>Cabinets, Below Counter (Lockable)</b> 1 linear foot x 24"d	6	0	0		
<b>Change Machine (Bill &amp; Coin)</b> Wall-mounted, 12"w x 15"d x 22"h	1	10	10		



**LIBRARY DIVISION**

**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION  
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

<b>COPY CENTER</b>				<b>164</b>
<b>Copier, B&amp;W Freestanding</b>	1	50	50	
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h				
<b>Copier, Color Freestanding</b>	1	50	50	
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h				
<b>FAX Machine, Desktop Coin-Operated</b>	1	0	0	
18"w x 17"d x 13"h				
<b>Preparation Counter</b>	1	40	40	
6"w x 30"d - against wall				
<b>Recycling Bin</b>	1	10	10	
<b>Stamp Machine, Postal</b>	1	0	0	
Coin Operated - wall-mounted				
<b>Stapler, Electronic Binding</b>	1	0	0	
10"h x 4"w x 9"l				
<b>Waste Basket</b>	1	4	4	
13"w x 15"d x 15"h				

<b>SELF-CHECK OUT BAY</b>				<b>60</b>
<b>Self Check-Out Counter</b>	2	30	60	
4"w x 30"d - against wall				
<b>Self Check-Out Machine</b>	2	0	0	
25"w x 29"d x 27"h - counter top unit				

<b>SELF-SERVICE RESERVED BOOK BAY</b>				<b>60</b>
<b>Shelving, SF 90"h Steel W/ 7 Shelves</b>	6	10	60	
3"w x 12"d unit				

**CIRCULATION: PASSPORT AND NOTARY SERVICES**

**1,002**

<b>PASSPORT/NOTARY CHECK IN &amp; PAYMENT</b>				<b>83</b>
<b>Cash Register</b>	1	0	0	
<b>Chair, Task</b>	1	0	0	
Low back mid-quality with casters 25"w x 25"d				
<b>Coat &amp; Hat Rack</b>	1	20	20	
<b>Computer, Staff Desktop</b>	1	0	0	
CPU, w/17" flat panel monitor, keyboard & mouse				
<b>Desk, Secretarial</b>	1	45	45	
60"w x 30"d				
<b>Printer, Laser (Color)</b>	1	0	0	
<b>Storage Cabinet</b>	1	18	18	
36"w x 18"d x 78"h				
<b>Telephone Handset</b>	1	0	0	

<b>PASSPORT/NOTARY PROCESSING ROOM</b>				<b>180</b>
<b>Chair, Task</b>	1	0	0	
Low back mid-quality with casters 25"w x 25"d				
<b>Chair, Visitor's</b>	6	0	0	





**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>PASSPORT/NOTARY PROCESSING ROOM</b>					<b>180</b>
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20		
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	1	10	10		
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	150	150		
<b>PASSPORT/NOTARY PROCESSING ROOM A</b>					<b>180</b>
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0		
Chair, Visitor's	6	0	0		
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20		
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	1	10	10		
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	150	150		
<b>PASSPORT/NOTARY PROCESSING ROOM B</b>					<b>180</b>
Camera, Photo I.D.	1	0	0		
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0		
Chair, Visitor's	6	0	0		
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20		
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	1	10	10		
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	150	150		
<b>PASSPORT/NOTARY RECEPTION &amp; WAITING AREA</b>					<b>379</b>
Bench (3 Person) 76"w x 22"d x 18"h	4	25	100		
Chair, Child's 14"w x 13"d x 10-16"h	4	0	0		
Chair, Lounge 36"w x 36"d	4	35	140		
Projection Screen, Folding/Tripod Front projection	1	35	35		
Rack, Literature Display Handout Wall-mounted	2	0	0		
Table, Children's Play 27"w x 27"d x 21-26"h (4 Person)	1	55	55		
Table, End 30"w x 30"d x 20"h	2	12	24		



**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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**PASSPORT/NOTARY RECEPTION & WAITING AREA** **379**

Toy Bin 42"w x 18"d x 18"h	1	25	25		
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**ENTRANCE: MEETING ROOMS**

**4,267**

**AV, CHAIR & TABLE STORAGE ROOM** **237**

AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	2	15	30		
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15		
Dolly, Chair 2"w x 3"d w/ 10 - 20 chairs stacked	10	12	120		
Dolly, Table 3"w x 2"d w/ 4 tables per dolly	6	12	72		
Laser Pointer	3	0	0		
Microphone, Floor	4	0	0		
Microphone, Lavalliere Wireless	2	0	0		
Microphone, Table	6	0	0		

**KITCHEN** **243**

Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	16	0	0		
Clock Wall-mounted	1	0	0		
Coffee Maker/Urn	4	0	0		
Garbage Disposal	3	0	0		
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	2	0	0		
Refrigerator, Commercial 54"w x 36"d x 84"h - 2 door w/ freezer	3	35	105		
Sink 36"w x 24"d - In counter	3	16	48		
Water Purifier, Under Counter 5" diameter x 6"h	3	0	0		
Workstation, Food Preparation Counter 6"w x 30"d - against wall	2	45	90		

**KITCHENETTE** **81**

Bulletin Board	1	0	0		
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	6	0	0		
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0		
Coffee Maker/Urn	1	0	0		



**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
				<b>81</b>	
<b>KITCHENETTE</b>					
Coffee Thermos Stainless steel	2	0	0		
Hot Water Urn	2	0	0		
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0		
Paper Towel Dispenser Wall-mounted	1	0	0		
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	1	20	20		
Sink 36"w x 24"d - In counter	1	16	16		
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0		
Workstation, Food Preparation Counter 6"w x 30"d - against wall	1	45	45		
				<b>3,706</b>	
<b>MEETING ROOM</b>					
Chair, Meeting Room - Stacking 25"w x 21"d	300	12	3,600		
Clock Wall-mounted	1	0	0		
Computer, Staff Portable Portable CPU, w/ monitor, keyboard & mouse	2	0	0		
Flip Chart With Stand 28"w x 24"d x 70"h	1	18	18		
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	2	40	80		
Projection Screen, Wall Mounted Front projection	2	0	0		
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	2	0	0		
Table, Meeting Room 60"w x 24"d x 29"h - folding	12	0	0		
Telephone Handset	1	0	0		
Waste Basket 13"w x 15"d x 15"h	2	4	8		
White Board 4' x 10' - erasable marker board	1	0	0		
				<b>881</b>	
<b>ENTRANCE: LOBBY, BOOKSTORE AND CAFÉ</b>					
				<b>881</b>	
<b>FRIENDS' BOOKSTORE, CAFÉ, COFFEE SHOP &amp; GIFT SHOP</b>					
Cabinets, Below Counter 1 linear foot x 24"d	5	0	0		
Cappuccino Machine	1	0	0		



**LIBRARY DIVISION**

LIBRARY SPACE NAME  
Furniture and Equipment

LIBRARY SPACE NAME	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>FRIENDS' BOOKSTORE, CAFÉ, COFFEE SHOP &amp; GIFT SHOP</b>				<b>881</b>	
Case, Merchandise Display 48"w x 21"d x 40"h	1	30	30		
Cash Register	1	0	0		
Chair, Café	12	0	0		
Chair, Lounge 36"w x 36"d	4	35	140		
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0		
Coffee Maker/Urn	1	0	0		
Coffee Thermos Stainless steel	4	0	0		
Hot Water Urn	1	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Rack, Literature Display Handout Wall-mounted	1	0	0		
Refrigerator, Commercial 54"w x 36"d x 84"h - 2 door w/ freezer	1	35	35		
Shelving, DF 58"h Bookstore Display 42" aisles - 3"w x 36"d w/10 angled shelves, wood	3	30	90		
Shelving, SF 82"h Bookstore Display 36" aisles - 3"w x 20"d w/ 7 angled shelves, wood	12	21	252		
Sign, Announcement Free standing	1	0	0		
Sink 36"w x 24"d - In counter	1	16	16		
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0		
Stool	2	0	0		
Table, Café 36" diameter (4 Person)	3	60	180		
Telephone Handset	1	0	0		
Waste Basket 13"w x 15"d x 15"h	2	4	8		
Workstation, Café Service Counter 6"w x 30"d w/ 5' behind desk & 3.5' in front	1	65	65		
Workstation, Food Service Counter 6"w x 30"d w/ 5' behind counter & 3.5' in front	1	65	65		
<b>PUBLIC ENTRANCE &amp; LOBBY</b>				<b>N/A</b>	
Bench, Lobby (3 Person) 76"w x 22"d x 18"h	2	0	0		
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	2	0	0		



**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>PUBLIC ENTRANCE &amp; LOBBY</b>					N/A
<b>Directory</b> Freestanding w/ changeable letters - 24"w x 25"d x 68"h	1	0	0		
<b>Drinking Fountain</b> 18"w x 19"d x 24"h - Built-in	2	0	0		
<b>Rack, Literature Display Handout</b> 32"w x 18"d x 60"h - freestanding	2	0	0		
<b>Sign, Announcement</b> Free standing	1	0	0		
<b>PUBLIC REST ROOMS</b>					N/A
<b>Commode</b> Rest room	7	0	0		
<b>Diaper Changing Counter</b> 36"w x 18"d	2	0	0		
<b>Hand Dryer</b> 12"w x 7"d x 10"h - wall-mounted	2	0	0		
<b>Mirror, With Shelf</b> Above counter	2	0	0		
<b>Paper Towel Dispenser</b> Wall-mounted	4	0	0		
<b>Sink And Counter</b> Rest room	6	0	0		
<b>Soap Dispenser</b> 5"w x 4"d x 10"h - Wall-mounted	6	0	0		
<b>Stall</b> Rest room	7	0	0		
<b>Urinal</b>	3	0	0		

**1,274**

**SPECIAL: LOCAL HISTORY**

<b>LOCAL HISTORY COLLECTION &amp; SEATING</b>				714
<b>Case, Exhibit</b> 48"w x 24"d x 72"h	2	30	60	
<b>Case, In-Wall Display</b> Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	6	0	0	
<b>Chair, Conference Room</b> At conference table - 26"w x 28"d	16	0	0	
<b>Chair, Technology Workstation</b> 21"w x 21"d	1	0	0	
<b>Clock</b> Wall-mounted	1	0	0	
<b>Computer, OPAC Desktop</b> CPU, w/ monitor, keyboard & mouse	1	0	0	
<b>Computer, Staff Desktop</b> CPU, w/15" flat panel monitor, keyboard & mouse	1	0	0	



**LIBRARY DIVISION**

**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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**LOCAL HISTORY COLLECTION & SEATING**

**714**

Copier, B&W Countertop 15'w x 16'd x 5'h	1	0	0
Desk, Local History 72'w x 36'd	1	60	60
File Cabinet, Lateral (Four Drawer) 36'w x 18'd x 52'h	4	20	80
Printer, Laser (B&W)	1	0	0
Scanner, Flat	1	0	0
Table, Conference 144'w x 54'd x 29'h (10 to 14 Person)	1	260	260
Technology Carrel 41'w x 30'd (1 Person) sit-down w/ power & data management	1	40	40
Waste Basket 13'w x 15'd x 15'h	1	4	4
Workstation, Local History Counter 8'w x 30'd - against wall	1	60	60
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12'D unit w/end panels 2,500 Local History	15	10	150

**LOCAL HISTORY WORKROOM**

**560**

Book Truck 36'w x 24'd	4	10	40
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24'd	18	0	0
Cabinets, Below Counter 1 linear foot x 24'd	6	0	0
Chair, Task Low back mid-quality with casters 25'w x 25'd	2	0	0
Computer Stand	1	20	20
Computer, Staff Desktop CPU, w/15" flat panel monitor, keyboard & mouse	1	0	0
File Cabinet, Lateral (Four Drawer) 36'w x 18'd x 52'h	9	20	180
Paper Towel Dispenser Wall-mounted	1	0	0
Recycling Bin	1	10	10
Scanner, Flat	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12'd unit	10	10	100
Sink 36'w x 24'd - In counter	1	16	16
Telephone Handset	1	0	0



**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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**LOCAL HISTORY WORKROOM**

560

Waste Basket 13"w x 15"d x 15"h	1	4	4		
Workstation, Local History Counter 6'w x 30'd - against wall	3	45	135		
Workstation, Local History Office System 6' x 8' modular panels, U-shaped work surface 30'd w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	55	55		

**SPECIAL: PLACENTIA LIBRARY LITERACY SERVICES**

**1,474**

**LITERACY COLLECTION & SEATING**

665

Bulletin Board	1	0	0		
Chair, Lounge 36"w x 36"d	2	35	70		
Chair, Professional's Low back high quality with casters	1	0	0		
Chair, Reader's 21"w x 21"d	12	0	0		
Chair, Technology Workstation 21"w x 21"d	4	0	0		
Clock Wall-mounted	1	0	0		
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	6	0	0		
Desk, Volunteer's 60"w x 30"d	1	45	45		
Literacy Tutoring Counter 6'w x 30'd (2 Person) - against wall	2	40	80		
Printer, Laser (B&W)	1	0	0		
Table, Reader's 48" diameter x 29"h (4 Person)	2	80	160		
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	6	40	240		
Waste Basket 13"w x 15"d x 15"h	2	0	0		
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12'D unit w/end panels 450 Literacy Self Instruction	3	10	30		
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12'D unit w/end panels 200 Literacy Reference	1	10	10		
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12'D unit w/end panels 1,350 Literacy	3	10	30		



**LIBRARY DIVISION**

**LIBRARY SPACE NAME**

**Furniture and Equipment**

**UNIT QTY    UNIT SQ. FT.    EXTENDED SQ. FT.    SPACE SQ. FT.    DIVISION SQ. FT.**

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>LITERACY OFFICE</b>				<b>139</b>	
Art Print Framed	1	0	0		
Chair, Department Head's Mid-back high quality with casters	1	0	0		
Chair, Visitor's	2	15	30		
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0		
Desk, Department Head's 66" w x 36" d	1	55	55		
File Cabinet, Lateral (Four Drawer) 36" w x 18" d x 52" h	2	20	40		
Printer, Laser (B&W)	1	0	0		
Shelving, SF 84" h Steel W/ 6 Shelves 3' w x 12" d unit	1	10	10		
Telephone Handset	1	0	0		
Waste Basket 13" w x 15" d x 15" h	1	4	4		
<b>LITERACY STUDY/TUTORING ROOM</b>				<b>150</b>	
Chair, Group Study At table or counter - 21" w x 21" d	4	0	0		
Table, Group Study 60" w x 36" d x 29" h (4 Person)	1	150	150		
Waste Basket 13" w x 15" d x 15" h	1	0	0		
White Board 3' x 6' - erasable marker board	1	0	0		
<b>LITERACY STUDY/TUTORING ROOM A</b>				<b>150</b>	
Chair, Group Study At table or counter - 21" w x 21" d	4	0	0		
Table, Group Study 60" w x 36" d x 29" h (4 Person)	1	150	150		
Waste Basket 13" w x 15" d x 15" h	1	0	0		
White Board 3' x 6' - erasable marker board	1	0	0		
<b>LITERACY WORKROOM</b>				<b>370</b>	
Bulletin Board	1	0	0		
Cabinets, Above Counter 1 linear foot x 24" d	8	0	0		
Chair, Task Low back mid-quality with casters 25" w x 25" d	3	0	0		
Chair, Visitor's	2	15	30		





**LIBRARY DIVISION**

**LIBRARY SPACE NAME**  
Furniture and Equipment

**UNIT QTY**    **UNIT SQ. FT.**    **EXTENDED SQ. FT.**    **SPACE SQ. FT.**    **DIVISION SQ. FT.**

				370
<b>LITERACY WORKROOM</b>				
Clock	1	0	0	
Wall-mounted				
Computer, Staff Desktop	2	0	0	
CPU, w/15" flat panel monitor, keyboard & mouse				
Copier, B&W Freestanding	1	50	50	
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h				
File Cabinet, Lateral (Four Drawer)	2	20	40	
36"w x 18"d x 52"h				
Recycling Bin	1	10	10	
Shelving, SF 84"h Steel W/ 6 Shelves	3	10	30	
3'w x 12"d unit				
Storage Cabinet	2	18	36	
36"w x 18"d x 78"h				
Telephone Handset	2	0	0	
Waste Basket	1	4	4	
13"w x 15"d x 15"h				
Workstation, Literacy Counter	1	60	60	
8'w x 30"d - against wall				
Workstation, Literacy Office System	2	55	110	
6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal				

**1,090**

**STAFF: ADMINISTRATION**

				174
<b>ADMINISTRATIVE STAFF OFFICE</b>				
Bulletin Board	1	0	0	
Cabinets, Above Counter	5	0	0	
1 linear foot x 24"d				
Chair, Task	2	0	0	
Low back mid-quality with casters 25"w x 25"d				
Chair, Visitor's	1	15	15	
Computer, Staff Desktop	1	0	0	
CPU, w/17" flat panel monitor, keyboard & mouse				
FAX Machine, Desktop	1	0	0	
30"w x 17"d x 21"h				
File Cabinet, Lateral (Four Drawer)	1	20	20	
36"w x 18"d x 52"h				
In & Out Board	1	0	0	
Staff location				
Mail Boxes, Staff	1	30	30	
72"w x 16"d x 32"h - 24 slots per unit w/ counter				
Paper Shredder	1	0	0	
20"w x 18"d x 33"h				
Printer, Laser (Color)	1	0	0	



**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>ADMINISTRATIVE STAFF OFFICE</b>				<b>174</b>	
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12'd unit	2	10	20		
Technology Equipment Counter 5'w x 30'd with lockable storage underneath	1	30	30		
Telephone Handset	1	0	0		
Waste Basket 13'w x 15'd x 15'h	1	4	4		
Workstation, Administrative Asst. Office System 6' x 8' modular panels, U-shaped work surface 30'd w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	55	55		
<b>COPY ROOM</b>				<b>239</b>	
Binding Machine	1	0	0		
Bulletin Board	1	0	0		
Cabinets, Above Counter 1 linear foot x 24'd	8	0	0		
Cabinets, Below Counter 1 linear foot x 24'd	8	0	0		
Collator	1	0	0		
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50		
File Cabinet, Lateral (Four Drawer) 36'w x 18'd x 52'h	6	20	120		
Paper Cutter	1	0	0		
Preparation Counter 8'w x 30'd - against wall	1	55	55		
Recycling Bin	1	10	10		
Stool	1	0	0		
Waste Basket 13'w x 15'd x 15'h	1	4	4		
<b>LIBRARY DIRECTOR'S OFFICE</b>				<b>322</b>	
Art Print Framed	2	0	0		
Chair, Conference Room At conference table - 26'w x 28'd	6	0	0		
Chair, Library Director's High back high quality	1	0	0		
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0		
Credenza 72'w x 24'd x 30'h	1	30	30		
Desk, Library Director's 84'w x 42'd	1	80	80		
Lamp, Desk	1	0	0		



**LIBRARY DIVISION**

**LIBRARY SPACE NAME**

**Furniture and Equipment**

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>LIBRARY DIRECTOR'S OFFICE</b>				<b>322</b>	
<b>Presentation Center</b> 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0		
<b>Printer, Laser (B&amp;W)</b>	1	0	0		
<b>Shelving, SF 84"h Wood W/ 6 Shelves</b> 3'w x 14'd unit	4	12	48		
<b>Table, Conference</b> Staff (4 to 6) - 72"w x 36"d x 29"h	1	160	160		
<b>Telephone Handset</b>	1	0	0		
<b>Waste Basket</b> 13"w x 15"d x 15"h	1	4	4		
<b>MANAGER OF ADMINISTRATIVE SERVICES</b>				<b>145</b>	
<b>Art Print</b> Framed	1	0	0		
<b>Chair, Assistant Library Director's</b> High back mid-quality w/ casters	1	0	0		
<b>Chair, Visitor's</b>	2	15	30		
<b>Computer, Staff Desktop</b> CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0		
<b>Credenza</b> 60"w x 24"d x 30"h	1	25	25		
<b>Desk, Assistant Library Director's</b> 72"w x 36"d	1	60	60		
<b>File Cabinet, Vertical (Four Drawer)</b> 18"w x 29"d x 52"h	1	14	14		
<b>Printer, Laser (B&amp;W)</b>	1	0	0		
<b>Shelving, SF 84"h Wood W/ 6 Shelves</b> 3'w x 14'd unit	1	12	12		
<b>Telephone Handset</b>	1	0	0		
<b>Waste Basket</b> 13"w x 15"d x 15"h	1	4	4		
<b>PLACENTIA LIBRARY FRIENDS FOUNDATION OFFICE</b>				<b>140</b>	
<b>Chair, Supervisor's</b> Mid-back mid-quality	1	0	0		
<b>Chair, Visitor's</b>	1	15	15		
<b>Computer, Staff Desktop</b> CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0		
<b>Credenza</b> 60"w x 24"d x 30"h	1	25	25		
<b>Desk, Foundation Development Officer's</b> 72"w x 36"d	1	60	60		
<b>File Cabinet, Lateral (Three Drawer))</b> 36"w x 18"d x 40"h	1	20	20		



**LIBRARY DIVISION**

**LIBRARY SPACE NAME**

**Furniture and Equipment**

UNIT QTY UNIT SQ. FT. EXTENDED SQ. FT. SPACE SQ. FT. DIVISION SQ. FT.

**PLACENTIA LIBRARY FRIENDS FOUNDATION OFFICE 140**

Shelving, SF 66"h Steel W/ 5 Shelves	2	10	20
3'w x 12'd unit	1	0	0
Telephone Handset			

**STAFF REST ROOM N/A**

Commode	2	0	0
Rest room			
Hand Dryer	2	0	0
12"w x 7"d x 10"h - wall-mounted			
Mirror, With Shelf	2	0	0
Above counter			
Paper Towel Dispenser	2	0	0
Wall-mounted			
Sink And Counter	2	0	0
Rest room			
Soap Dispenser	2	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	2	0	0
Rest room			
Urinal	1	0	0

**STORAGE/SUPPLY ROOM 70**

Box, Cardboard	5	4	20
In transition or storage			
Shelving, SF 90"h Steel W/ 7 Shelves	5	10	50
3'w x 12'd unit			

**STAFF: LOUNGE AND ENTRANCE**

**KITCHENETTE 106**

Cabinets, Above Counter	8	0	0
1 linear foot x 24"d			
Cabinets, Below Counter	8	0	0
1 linear foot x 24"d			
Coffee Maker/Urn	1	0	0
Coffee Thermos	2	0	0
Stainless steel			
Cutting Board, Kitchen	1	0	0
22"w x 18"d x 1"h			
First Aid Kit	1	0	0
10"w x 3"d x 10"h - Wall-mounted			
Hot Water Urn	1	0	0
Microwave Oven	1	0	0
30"w x 14"d x 16"h - countertop or under cabinet			

**368**



**LIBRARY DIVISION**

**LIBRARY SPACE NAME**

**Furniture and Equipment**

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
				<b>106</b>	
<b>KITCHENETTE</b>					
Paper Towel Dispenser	1	0	0		
Wall-mounted					
Refrigerator	1	20	20		
Full-sized - 32"w x 36"d x 68"h w/ freezer					
Sink	1	16	16		
36"w x 24"d - In counter					
Soap Dispenser	1	0	0		
5"w x 4"d x 10"h - Wall-mounted					
Toaster Oven	1	0	0		
Trash Compactor	1	10	10		
15"w x 24"d x 35"h - In counter					
Water Purifier, Under Counter	1	0	0		
5" diameter x 6"h					
Workstation, Food Preparation Counter	1	60	60		
8w x 30"d - against wall					
				<b>N/A</b>	
<b>STAFF ENTRANCE &amp; LOBBY</b>					
Bulletin Board	1	0	0		
White Board	1	0	0		
2' x 3' - erasable marker board					
				<b>262</b>	
<b>STAFF LOUNGE</b>					
Bulletin Board	1	0	0		
Chair, Café	8	0	0		
Chair, Staff Lounge	2	35	70		
36"w x 36"d					
Lamp, Floor	2	6	12		
Rack, Literature Display Handout	1	0	0		
Wall-mounted					
Sofa (3 Seat)	1	60	60		
78"w x 32"d					
Table, Café	2	60	120		
Staff (4) - 36" diameter					
Telephone Handset	1	0	0		
White Board	1	0	0		
3' x 4' - erasable marker board					
				<b>N/A</b>	
<b>STAFF REST ROOMS</b>					
Commode	3	0	0		
Rest room					
Hand Dryer	2	0	0		
12"w x 7"d x 10"h - wall-mounted					
Mirror	2	0	0		
Full length					



**LIBRARY DIVISION**  
**LIBRARY SPACE NAME**  
**Furniture and Equipment**

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>STAFF REST ROOMS</b>					N/A
Paper Towel Dispenser	2	0	0		
Wall-mounted					
Sink And Counter	2	0	0		
Rest room					
Soap Dispenser	2	0	0		
5'w x 4'd x 10'h - Wall-mounted					
Stall	3	0	0		
Rest room					
Urinal	1	0	0		

**STAFF: STORAGE AND BUILDING SERVICES**

**1,178**

<b>CUSTODIAL WORKROOM</b>					137
Bulletin Board	1	0	0		
Cabinets, Above Counter	8	0	0		
1 linear foot x 24"d					
Carpet Cleaning Machine	1	5	5		
Cleaning Cart	1	10	10		
38"w x 20"d x 38"h					
Clock	1	0	0		
Wall-mounted					
First Aid Kit	1	0	0		
10"w x 3"d x 10"h - Wall-mounted					
Garbage Bin, Interior	2	10	20		
Hand Truck	1	4	4		
23"w x 18"d x 51"h					
Key Cabinet	1	0	0		
12"w x 5"d x 16"h					
Ladder, Extension	1	0	0		
22"w x 55"-156"h - Wall-mounted					
Ladder, Step	1	2	2		
Mop Bucket	1	4	4		
20"w x 18"d - On casters w/ mop wringer					
Paper Towel Dispenser	1	0	0		
Wall-mounted					
Recycling Bin	1	10	10		
Shelving, Industrial	2	15	30		
SF 36"w x 24"d x 84"h steel w/ 6 shelves					
Sink	1	16	16		
36"w x 24"d - In counter					
Sink, Mop	1	6	6		
Stool	1	0	0		
Storage Cabinet	1	18	18		
36"w x 18"d x 65"h					



**LIBRARY DIVISION**

**LIBRARY SPACE NAME  
Furniture and Equipment**

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>CUSTODIAL WORKROOM</b>				<b>137</b>	
Telephone Handset	1	0	0		
Tool Box	1	0	0		
Vacuum Cleaner, Dry Upright 15'w x 12'd x 42'h	1	8	8		
Waste Basket 13'w x 15'd x 15'h	1	4	4		
<b>FRIENDS' BOOK STORAGE &amp; WORKROOM</b>				<b>458</b>	
Book Truck 36'w x 24'd	6	10	60		
Box, Cardboard In transition or storage	6	4	24		
Bulletin Board	1	0	0		
Cabinets, Above Counter 1 linear foot x 24'd	8	0	0		
Chair, Task Low back mid-quality with casters 25'w x 25'd	5	0	0		
Recycling Bin	1	10	10		
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12'd unit	12	10	120		
Table, Work 60'w x 36'd x 29'h (1 to 2 Person)	1	120	120		
Telephone Handset	1	0	0		
Waste Basket 13'w x 15'd x 15'h	1	4	4		
Workstation, Friends' Work Counter 8'w x 30'd - against wall	2	60	120		
<b>GENERAL LIBRARY STORAGE ROOM</b>				<b>440</b>	
Box, Cardboard In transition or storage	10	4	40		
Shelving, Industrial SF 36'w x 24'd x 84'h steel w/ 6 shelves	8	15	120		
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12'd unit	8	10	80		
Storage Cage	1	200	200		
<b>MECHANICAL EQUIPMENT ROOM</b>				<b>N/A</b>	
<b>SHIPPING &amp; RECEIVING</b>				<b>143</b>	
Box, Cardboard In transition or storage	5	4	20		
Bulletin Board	1	0	0		
Hand Truck 23'w x 18'd x 51'h	1	4	4		



**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>SHIPPING &amp; RECEIVING</b>				<b>143</b>	
Recycling Bin	1	10	10		
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	2	15	30		
Stool	1	0	0		
Waste Basket 13"w x 15"d x 15"h	1	4	4		
Workstation, Shipping & Receiving Counter 10"w x 30"d - against wall	1	75	75		

**STAFF: TECHNICAL SERVICES**

**783**

COMPUTER/TELECOMMUNICATIONS ROOM	<b>126</b>				
Battery Charger	1	0	0		
Bulletin Board	1	0	0		
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	2	0	0		
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	0	0		
Disc Drive (External) Rack-mount - 16"w x 30"d x 30"h	1	0	0		
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	0	0		
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0		
Printer, Laser (B&W)	1	0	0		
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	30	60		
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	2	0	0		
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	0	0		
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	1	0	0		
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	4	0	0		
Storage Cabinet 36"w x 18"d x 65"h	1	18	18		
Tape Drive, External DAT / Cartridge Tape	1	0	0		
Telecommunications Backboard 8"w x 8"h wall-mounted fire-rated plywood	1	28	28		
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	0	0		
Telephone Handset	1	0	0		





**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>COMPUTER/TELECOMMUNICATIONS ROOM</b>				<b>126</b>	
Uninterruptible Power Supply (UPS), Multiple Devices Floor mount - 12'w x 24'd x 72'h	2	10	20		
White Board 3' x 6' - erasable marker board	1	0	0		
<b>TECHNICAL SERVICES OFFICE</b>				<b>149</b>	
Art Print Framed	1	0	0		
Book Truck 36'w x 24'd	1	10	10		
Chair, Department Head's Mid-back high quality with casters	1	0	0		
Chair, Visitor's	1	15	15		
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0		
Credenza 60'w x 24'd x 30'h	1	25	25		
Desk, Department Head's 66'w x 36'd	1	55	55		
File Cabinet, Lateral (Four Drawer) 36'w x 18'd x 52'h	1	20	20		
Printer, Laser (B&W)	1	0	0		
Shelving, SF 84" h Wood W/ 6 Shelves 3'w x 14'd unit	2	12	24		
Telephone Handset	1	0	0		
<b>TECHNICAL SERVICES WORKROOM</b>				<b>508</b>	
Book Truck 36'w x 24'd	4	10	40		
Chair, Task Low back mid-quality with casters 25'w x 25'd	4	0	0		
Clock Wall-mounted	1	0	0		
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	4	0	0		
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60'w x 30'd x 40'h	1	50	50		
File Cabinet, Vertical (Four Drawer) 18'w x 29'd x 52'h	1	14	14		
Paper Towel Dispenser Wall-mounted	1	0	0		
Printer, Laser (B&W)	1	0	0		
Recycling Bin	1	10	10		
Shelving, SF 90" h Steel W/ 7 Shelves 3'w x 12'd unit	8	10	80		



**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>TECHNICAL SERVICES WORKROOM</b>				<b>508</b>	
Sink 36"w x 24"d - In counter	1	16	16		
Stool	2	0	0		
Telephone Handset	4	0	0		
Waste Basket 13"w x 15"d x 15"h	2	4	8		
Workstation, Acquisitions Office System 8' x 9' modular panels 60"h, L-shaped work surface 30*d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	80	80		
Workstation, Cataloging Office System 8' x 9' modular panels 60"h, L-shaped work surface 30*d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	80	80		
Workstation, Clerical Office System 6' x 8' modular panels, U-shaped work surface 30*d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	55	55		
Workstation, Processing Counter 10'w x 30*d - against wall	1	75	75		

**TEEN SERVICES**

**1,180**

TEEN AREA				<b>1,041</b>	
Chair, Lounge 36"w x 36"d	6	35	210		
Chair, Reader's 21"w x 21"d	12	0	0		
Chair, Technology Workstation 21"w x 21"d	8	0	0		
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	8	0	0		
Print Release Station PC workstation with 15" touch screen monitor and high speed laser printer	1	0	0		
Table, Reader's 72"w x 48"d x 29"h (4 Person)	3	100	300		
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	8	40	320		
Technology Equipment Counter 4'w x 30"d with lockable storage underneath	1	25	25		
Waste Basket 13"w x 15"d x 15"h	1	4	4		
36" Aisle SF 78"H Steel Shelving W/ 6 Shelves 3'W x 12'D unit w/end panels 4,200 Young Adult	17	10	170		
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12'D unit w/ flip up sloping shelf & shelf underneath 9 Young Adult Current Magazines	1	12	12		



**LIBRARY DIVISION**

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
<b>TEEN STUDY ROOM</b>				<b>139</b>	
Chair, Group Study At table or counter - 21"w x 21"d	4	0	0		
Clock Wall-mounted	1	0	0		
Table, Group Study 48" Diameter x 29"h (4 Person)	1	135	135		
Waste Basket 13"w x 15"d x 15"h	1	4	4		
White Board 3' x 6' -- erasable marker board	1	0	0		

**Net Assignable Square Footage: 33,510**

Non-Assignable Square Footage (@ 25% of Gross): 11,170

**Gross Square Footage: 44,680**





## Net Sq. Ft. Summary for Furniture & Equipment

Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<b><u>Inventory Items:</u></b>			
Art Print Framed	7	0	0
AV Bin, Depressible	2	16	32
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	3	15	45
Bar Code Reader, Fixed Mount	7	0	0
Battery Charger	1	0	0
Bench (3 Person) 76"w x 22"d x 18"h	4	25	100
Bench, Lobby (3 Person) 76"w x 22"d x 18"h	2	0	0
Binding Machine	1	0	0
Book Bin, Depressible	2	16	32
Book Bin, Depressible In Circulation Desk	2	0	0
Book Truck 36"w x 24"d	37	10	370
Box, Cardboard In transition or storage	36	4	144
Bulletin Board	16	0	0
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	3	15	45
Cabinets, Above Counter 1 linear foot x 24"d	96	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	37	0	0
Cabinets, Below Counter 1 linear foot x 24"d	48	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	18	0	0
Camera, Photo I.D.	1	0	0
Cappuccino Machine	1	0	0
Carpet Cleaning Machine	1	5	5
Carrel, Reader's Wood 48"w x 30"d (1 Person) w/ power & data management & task light	6	40	240
Case, Exhibit 48"w x 24"d x 72"h	2	30	60
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	8	0	0



**Furniture and Equipment**

**UNIT**      **UNIT**      **EXTENDED**  
**QTY**      **SQ. FT.**      **SQ. FT.**

**Inventory Items:**

Case, Merchandise Display 48"w x 21"d x 40"h	1	30	30
Cash Register	3	0	0
Chair, Assistant Library Director's High back mid-quality w/ casters	1	0	0
Chair, Café	12	0	0
Chair, Café	8	0	0
Chair, Child's 14"w x 13"d x 10-16"h	34	0	0
Chair, Child's Lounge 21"w x 19"d	4	20	80
Chair, Conference Room At conference table - 26"w x 28"d	30	0	0
Chair, Department Head's Mid-back high quality with casters	4	0	0
Chair, Group Study At table or counter - 21"w x 21"d	20	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	66	0	0
Chair, Library Director's High back high quality	1	0	0
Chair, Lounge 36"w x 36"d	57	35	1,995
Chair, Lounge 36"w x 36"d	8	35	280
Chair, Meeting Room - Stacking 25"w x 21"d	300	12	3,600
Chair, Professional's Low back high quality with casters	1	0	0
Chair, Reader's 21"w x 21"d	114	0	0
Chair, Rocking 20"w x 31"d	1	20	20
Chair, Staff Lounge 36"w x 36"d	2	35	70
Chair, Supervisor's Mid-back mid-quality	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	42	0	0
Chair, Technology Workstation 21"w x 21"d	43	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	2	0	0



UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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**Furniture and Equipment**

**Inventory Items:**

Chair, Visitor's	6	0	0
Chair, Visitor's	6	0	0
Chair, Visitor's	11	15	165
Chair, Visitor's	7	0	0
Chair, Visitor's	1	10	10
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	40	40
Children's Craft Counter 6'w x 30"d - against wall	1	10	10
Cleaning Cart 38"w x 20"d x 38"h	13	0	0
Clock Wall-mounted	1	20	20
Coat & Hat Rack	7	0	0
Coffee Maker/Urn	8	0	0
Coffee Thermos Stainless steel	1	0	0
Collator	13	0	0
Commode Rest room	2	20	40
Computer Stand	6	0	0
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	52	0	0
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	4	0	0
Computer, Staff Desktop CPU, w/15" flat panel monitor, keyboard & mouse	30	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	2	0	0
Computer, Staff Portable Portable CPU, w/ monitor, keyboard & mouse	1	0	0
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	0	0
Copier, B&W Countertop 15"w x 16"d x 5"h	4	50	200
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	4	25	100
Credenza 60"w x 24"d x 30"h	1	25	25
Credenza 66"w x 24"d x 30"h			



**Furniture and Equipment**

UNIT UNIT EXTENDED  
QTY SQ. FT. SQ. FT.

**Inventory Items:**

FAX Machine, Desktop Coin-Operated 18"w x 17"d x 13"h	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	30	20	600
File Cabinet, Lateral (Three Drawer) 36"w x 18"d x 40"h	1	20	20
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	20	40
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	8	14	112
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	4	0	0
Flat File 54"w x 42"d x 36"h -10 drawers for posters, maps, paper	1	36	36
Flip Chart With Stand 28"w x 24"d x 70"h	1	18	18
Garbage Bin, Interior	2	10	20
Garbage Disposal	3	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	6	0	0
Hand Truck 23"w x 18"d x 51"h	2	4	8
Hot Water Urn	4	0	0
In & Out Board Staff location	2	0	0
Key Cabinet 12"w x 5"d x 16"h	2	0	0
Ladder, Extension 22"w x 55"-156"h - Wall-mounted	1	0	0
Ladder, Step	1	2	2
Lamp, Desk	1	0	0
Lamp, Floor	2	6	12
Lamp, Table	2	0	0
Laser Pointer	3	0	0
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	2	40	80
Literacy Tutoring Counter 6'w x 30"d (2 Person) - against wall	2	40	80
Mail Boxes, Staff 72"w x 16"d x 32"h - 24 slots per unit w/ counter	1	30	30





UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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**Furniture and Equipment**

**Inventory Items:**

Credenza 72"w x 24"d x 30"h	1	30	30
Cushion, Floor 16"w x 16"d	35	8	280
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0
Desk, Assistant Library Director's 72"w x 36"d	1	60	60
Desk, Department Head's 66"w x 36"d	4	55	220
Desk, Foundation Development Officer's 72"w x 36"d	1	60	60
Desk, Library Director's 84"w x 42"d	1	80	80
Desk, Local History 72"w x 36"d	1	60	60
Desk, Secretarial 60"w x 30"d	1	45	45
Desk, Volunteer's 60"w x 30"d	1	45	45
Diaper Changing Counter 36"w x 18"d	3	0	0
Dictionary Table Top Stand 22"w x 14"d x 6"h wood	2	0	0
Digital Staff Workstation Digital staff circulation check in station	1	0	0
Directory Freestanding w/ changeable letters - 24"w x 25"d x 68"h	1	0	0
Disc Drive (External) Rack-mount - 16"w x 30"d x 30"h	10	12	120
Dolly, Chair 2"w x 3'd w/ 10 - 20 chairs stacked	6	12	72
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	2	0	0
Drinking Fountain 18"w x 19"d x 24"h - Built-in	1	0	0
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	0	0
DVD Player 17"w x 13"d x 5"h	1	15	15
Easel 25"w x 24"d x 60"h	1	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h			

Placentia Library District



## Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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**Inventory Items:**

Microphone, Floor	4	0	0
Microphone, Lavallere Wireless	2	0	0
Microphone, Table	6	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	4	0	0
Mirror Full length	2	0	0
Mirror, With Shelf Above counter	4	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4
Paper Cutter	1	0	0
Paper Shredder 20"w x 18"d x 33"h	1	0	0
Paper Towel Dispenser Wall-mounted	16	0	0
Preparation Counter 6'w x 30"d - against wall	1	40	40
Preparation Counter 8'w x 30"d - against wall	1	55	55
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	2	0	0
Print Release Station PC workstation with 15" touch screen monitor and high speed laser printer	5	0	0
Printer, Ink-Jet (B&W)	1	0	0
Printer, Laser (B&W)	12	0	0
Printer, Laser (Color)	6	0	0
Printer, Receipt	3	0	0
Projection Screen, Folding/Tripod Front projection	1	35	35
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projection Screen, Wall Mounted Front projection	3	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	3	0	0
Queuing Space (Per Person)	3	0	0
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	15	6	90
Rack, Literature Display Handout Wall-mounted	2	30	60
	5	0	0



## Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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**Inventory Items:**

Rack, Literature Display Handout 32"w x 18"d x 60"h - freestanding	2	0	0
Recycling Bin	12	10	120
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	2	20	40
Refrigerator, Commercial 54"w x 36"d x 84"h - 2 door w/ freezer	4	35	140
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	2	0	0
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	0	0
Scanner, Flat	2	0	0
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	2	0	0
Security System Book & Media Resensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	2	0	0
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5"h	6	0	0
Security System Book Resensitizer Hand-held non-electric unit 5.5"w x 3"d x 3.5"h	1	0	0
Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	1	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	75	75
Security System Media Desensitizer Desktop non-electric unit 10"w x 4.25"d x 2.25"h	2	0	0
Security System Media Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	1	0	0
Self Check-Out Counter 4'w x 30"d - against wall	2	30	60
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	2	0	0
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	4	0	0
Shelving, DF 58"h Bookstore Display 42" aisles - 3'w x 36"d w/10 angled shelves, wood	3	30	90
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	12	15	180
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	2	10	20
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	2	10	20



**Furniture and Equipment**

**Inventory Items:**

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Shelving, SF 82"h Bookstore Display 36" aisles - 3'w x 20"d w/ 7 angled shelves, wood	12	21	252
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	7	10	70
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14"d unit	10	12	120
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	58	10	580
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	17	10	170
Sign, Announcement Free standing	3	0	0
Sink 36"w x 24"d - In counter	10	16	160
Sink And Counter Rest room	11	0	0
Sink, Mop	1	6	6
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	15	0	0
Sofa (3 Seat) 78"w x 32"d	1	60	60
Stall Rest room	13	0	0
Stamp Machine, Postal Coin Operated - wall-mounted	1	0	0
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Stool	7	0	0
Stool, Kick-Step	18	0	0
Stool, Step	1	2	2
Storage Cabinet 36"w x 18"d x 65"h	5	18	90
Storage Cabinet 36"w x 18"d x 78"h	3	18	54
Storage Cage	1	200	200
Table, Café 36" diameter (4 Person)	3	60	180
Table, Café Staff (4) - 36" diameter	2	60	120
Table, Children's 60"w x 36"d x 21-26"h (4 Person)	6	80	480
Table, Children's Play 27"w x 27"d x 21-26"h (4 Person)	1	55	55



UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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## Furniture and Equipment

### Inventory Items:

Table, Children's Slant Top 78"w x 30"d x 21-26"h (6 Person)	1	90	90
Table, Conference 120"w x 48"d x 29"h (8 to 10 Person)	1	225	225
Table, Conference 144"w x 54"d x 29"h (10 to 14 Person)	1	260	260
Table, Conference Staff (4 to 6) - 72"w x 36"d x 29"h	1	160	160
Table, End 30"w x 30"d x 20"h	10	12	120
Table, Group Study 60"w x 36"d x 29"h (4 Person)	4	150	600
Table, Group Study 72"w x 36"d x 29"h (4 Person)	3	150	450
Table, Group Study 48" Diameter x 29"h (4 Person)	1	135	135
Table, Group Study 48" Diameter x 29"h (4 Person)	3	90	270
Table, Juvenile 72"w x 36"d x 27"h (6 Person)	12	85	1,020
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	12	0	0
Table, Meeting Room 60"w x 24"d x 29"h - folding	15	100	1,500
Table, Reader's 72"w x 48"d x 29"h (4 Person)	11	80	880
Table, Reader's 48" diameter x 29"h (4 Person)	1	120	120
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	1	0	0
Tape Drive, External DAT / Cartridge Tape	2	35	70
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	53	40	2,120
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	3	20	60
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	1	30	30
Technology Equipment Counter 5'w x 30"d with lockable storage underneath	5	25	125
Technology Equipment Counter 4'w x 30"d with lockable storage underneath	1	28	28
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	1	0	0
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop			



## Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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**Inventory Items:**

Telephone Handset	40	0	0
Toaster Oven	1	0	0
Tool Box	1	0	0
Toy Bin	1	25	25
42"w x 18"d x 18"h	1	10	10
Trash Compactor			
15"w x 24"d x 35"h - in counter	2	10	20
Uninterruptible Power Supply (UPS), Multiple Devices			
Floor mount - 12"w x 24"d x 72"h	5	0	0
Urinal	1	8	8
Vacuum Cleaner, Dry Upright			
15"w x 12"d x 42"h	9	0	0
Waste Basket			
13"w x 15"d x 15"h	44	4	176
Waste Basket			
13"w x 15"d x 15"h	3	0	0
Waste Basket			
13"w x 15"d x 15"h	4	0	0
Water Purifier, Under Counter			
5" diameter x 6"h	1	0	0
White Board			
2' x 3' - erasable marker board	4	0	0
White Board			
3' x 4' - erasable marker board	6	0	0
White Board			
3' x 6' - erasable marker board	1	0	0
White Board			
4' x 10' - erasable marker board	1	80	80
Workstation, Acquisitions Office System			
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	55	55
Workstation, Administrative Asst. Office System			
6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	65	65
Workstation, Café Service Counter			
6'w x 30"d w/ 5' behind desk & 3.5' in front	1	80	80
Workstation, Cataloging Office System			
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	50	50
Workstation, Children's Counter			
6'w x 30"d - against wall	1	90	90
Workstation, Children's Desk			
7'w x 30"d w/ 7' behind desk & 3.5' in front			



**Furniture and Equipment**

UNIT QTY	UNITS SQ. FT.	EXTENDED SQ. FT.
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**Inventory Items:**

<b>Workstation, Children's Office System</b> 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	2	55	110
<b>Workstation, Circulation Check-Out Desk</b> 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
<b>Workstation, Circulation Fines &amp; Fees Desk</b> 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
<b>Workstation, Circulation Patron Registration Desk</b> 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
<b>Workstation, Clerical Office System</b> 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	6	55	330
<b>Workstation, Food Preparation Counter</b> 8'w x 30"d - against wall	1	60	60
<b>Workstation, Food Preparation Counter</b> 6'w x 30"d - against wall	3	45	135
<b>Workstation, Food Service Counter</b> 6'w x 30"d w/ 5' behind counter & 3.5' in front	1	65	65
<b>Workstation, Friends' Work Counter</b> 8'w x 30"d - against wall	2	60	120
<b>Workstation, Literacy Counter</b> 8'w x 30"d - against wall	1	60	60
<b>Workstation, Literacy Office System</b> 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	2	55	110
<b>Workstation, Local History Counter</b> 8'w x 30"d - against wall	1	60	60
<b>Workstation, Local History Counter</b> 6'w x 30"d - against wall	3	45	135
<b>Workstation, Local History Office System</b> 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	55	55
<b>Workstation, Processing Counter</b> 10'w x 30"d - against wall	1	75	75
<b>Workstation, Reference Desk</b> 6'w x 30"d w/ 7' behind desk & 3.5' in front	2	80	160
<b>Workstation, Reference Office System</b> 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	55	220
<b>Workstation, Shipping &amp; Receiving Counter</b> 10'w x 30"d - against wall	1	75	75
<b>Workstation, Volunteer's Counter</b> 6'w x 30"d - against wall	1	45	45



## Furniture and Equipment

### Inventory Items:

**Inventory Sub-Total:      24,558**

### Shelving Units:

36" Aisle DF 45"H Steel Shelving W/6 Divider Shelves 3"W x 24"D unit w/end panels & canopy top	17	18	306
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3"W x 24"D unit w/end panels & canopy top	12	18	216
36" Aisle DF 66"H Steel Shelving W/ 10 Divider Shelves 3"W x 24"D unit with End panels & Canopy top	17	18	306
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top	42	18	756
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3"W x 24"D unit w/end panels & canopy top	77	18	1,386
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3"W x 24"D unit w/end panels	146	18	2,628
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3"W x 24"D unit w/end panels	72	18	1,296
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves 3"W x 12"D unit w/end panels & canopy top	2	10	20
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3"W x 12"D unit w/end panels & canopy top	8	10	80
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3"W x 12"D unit w/end panels & canopy top	10	10	100
36" Aisle SF 78"H Steel Shelving W/ 6 Shelves 3"W x 12"D unit w/end panels	17	10	170
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3"W x 12"D unit w/end panels	42	10	420
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelf 3"W x 12"D unit w/ fixed sloping shelf	1	10	10
42" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves	11	30	330
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3"W x 12"D unit w/ flip up sloping shelf & shelf underneath	4	12	48
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3"W x 12"D unit w/ flip up sloping shelf & shelf underneath	22	12	264
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h	5	24	120
Compact Disc, CD-ROM & DVD Display Browser Three extendable drawers 38"w x 20"d x 42"h	7	24	168
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3"W x 12"D unit - 96 DVD / box	17	10	170
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves 3"W x 24"D unit - 28 video cassettes/shelf	6	18	108





**Furniture and Equipment**

UNIT	UNIT	EXTENDED
QTY	SQ. FT.	SQ. FT.

**Shelving Units:**

Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelves  
3'W x 12'D unit - 28 video cassettes / shelf

5	10	50
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<b><u>Shelving Sub-Total:</u></b>	<b><u>8,952</u></b>
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<b>Total Net Assignable SqFt for Furniture and Equipment:</b>	<b><u>33,510</u></b>
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Amend the Salary Schedule for Exempt Library Personnel for Fiscal Year 2007-2008, to include the change in the Library Director's salary adopted at the May 22, 2007 Library Board Meeting, to be effective July 1, 2007.

**DATE:** June 18, 2007

**BACKGROUND:**

At its meeting on May 29, 2007 the Library Board of Trustees adopted the Salary Schedules for Library Personnel for Fiscal Year 2007-2008, effective July 1, 2007 by Resolution 07-08.

Subsequently the Library Board of Trustees at its meeting on May 20, 2007 approved a 4% salary adjustment for the Library Director. Attachment A is the revised Salary Schedule for Exempt Library Personnel for Fiscal Year 2007 that changes the Library Director's Annual Salary from \$104,707.20 to \$108,888.00.

**RECOMMENDATION:**

Amend the Salary Schedule for Exempt Library Personnel for Fiscal Year 2007 to change the Library Director's Annual Salary from \$104,707.20 to \$108,888.00 effective July 1, 2007.

*Case/Jan*



PLACENTIA LIBRARY DISTRICT  
SALARY SCALE FOR  
FISCAL YEAR 2007-2008  
Effective July 1, 2007  
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY										
DIRECTOR	HR	52.35								
	PP	4,188.00								
	AN	108,888.00								
	MO	9,074.00								
MANAGERS	HR	26.47	27.13	27.81	28.51	29.22	29.95	30.70	31.46	32.25
ADMIN SVC	PP	2,117.60	2,170.54	2,224.80	2,280.42	2,337.43	2,395.87	2,455.77	2,517.16	2,580.09
	AN	55,057.60	56,434.04	57,844.89	59,291.01	60,773.29	62,292.62	63,849.94	65,446.18	67,082.34
	MO	4,588.13	4,702.84	4,820.41	4,940.92	5,064.44	5,191.05	5,320.83	5,453.85	5,590.19
MANAGERS	HR	31.35	32.13	32.94	33.76	34.60	35.47	36.36	37.27	38.20
PUB SVC	PP	2,508.00	2,570.70	2,634.97	2,700.84	2,768.36	2,837.57	2,908.51	2,981.22	3,055.75
TECH SVC	AN	65,208.00	66,838.20	68,509.16	70,221.88	71,977.43	73,776.87	75,621.29	77,511.82	79,449.62
	MO	5,434.00	5,569.85	5,709.10	5,851.82	5,998.12	6,148.07	6,301.77	6,459.32	6,620.80

PAGES	Starting Wage	6 Months	1 Year	18 Months
	7.50	7.88	8.27	8.68

Signature \_\_\_\_\_ : Approved May 29, 2007 Amended June 18, 2007  
Effective July 1, 2007

Al Shkoler, President



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Establish the Holiday and Library Public Service Schedule for Calendar Years 2007 and 2008, and Adopt by Resolution 07-09.  
**DATE:** June 18, 2007

**BACKGROUND:**

This item was on the Agenda for the May 29, 2007 Library Board of Trustees Meeting and was deferred until the June 18, 2007 Meeting.

The District's Holiday and Library Closure Schedule is based upon the <sup>12</sup> holidays specified in the Placentia Library District Policy 2030. (Attachment A)

Past practice is that the Library is closed on Easter and the Sunday preceding Monday holidays. These are not paid holidays for the staff and require adjusting the work schedule or use of vacation time.

Staff is recommending that the Library Board consider closing the Library on the Saturday of holiday weekends. These would not be paid holidays for the staff and individuals would need to either take time without pay or use vacation time.

*what is use + cost pay*

Staff is also recommending the addition of a staff holiday for Martin Luther King Day on the third Monday in January, and that the Library be closed on the Sunday preceding this holiday.

Attachment B is the Proposed Holiday and Public Service Calendar for Calendar Years 2007 and 2008.

Attachment C is Resolution 07-09, establishing the Placentia Library District Holiday Schedule for Calendar Years 2007 and 2008.

*defer on Sat to 2007-2008. } for next year.*

**RECOMMENDATIONS:**

*Federal & CA Holidays*

1. Determine whether or not to close on the Saturday preceding a Monday holiday.
2. Determine whether or not to add Martin Luther King Day to the list of staff holidays, and whether or not to close the Library on the Sunday preceding Martin Luther King Day.
3. Finalize the Holiday and Public Service Calendar for Calendar Years 2007 and 2008.

*add MLK or delete the*

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Holidays  
**POLICY NUMBER:** 2030

**2030.1** This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

**2030.2** The following days will be recognized and observed as paid holidays:

New Years Day

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year's Eve Day

2 Floating Holidays, one accrued in April and one accrued in October on the second pay period of the month.

**2030.3** All regular work will be suspended and employees will receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the Library Director and received permission to be absent from work on that specific day or days.

**2030.4** Holiday hours are based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

**2030.5** When a holiday falls on an employee's day off or when the Library is closed, the employee will request any day during the work week of the holiday, approved by his/her scheduling supervisor, to compensate for this holiday.

**2030.6** Placentia Library is closed on the Sundays preceding Monday holidays. The Sunday closings are not paid leave. Staff may either take vacation time or schedule the hours on other days during that workweek.



**2030.7** If any employee works on any of the holidays listed above, excluding floating holidays, he/she will be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**Placentia Library District  
Holiday and Library Public Service Schedule  
2007**

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

<b>New Year's Day</b>	<b>Monday</b>	<b>January 1</b>
Day before Monday Holiday	Sunday	February 18
<b>President's Day</b>	<b>Monday</b>	<b>February 19</b>
Easter	Sunday	April 8
Day before Monday Holiday	Sunday	May 27
<b>Memorial Day</b>	<b>Monday</b>	<b>May 28</b>
<b>Independence Day</b>	<b>Wednesday</b>	<b>July 4</b>
Day before Monday Holiday	Sunday	September 2
<b>Labor Day</b>	<b>Monday</b>	<b>September 3</b>
Day before Monday Holiday	Sunday	November 11
<b>Veteran's Day (Legal Holiday)</b>	<b>Monday</b>	<b>November 12</b>
<b>Thanksgiving Day</b>	<b>Thursday</b>	<b>November 22</b>
Day before Monday Holiday	Sunday	December 23
<b>Christmas Eve Day</b>	<b>Monday</b>	<b>December 24</b>
<b>Christmas Day</b>	<b>Tuesday</b>	<b>December 25</b>
Day before Monday Holiday	Sunday	December 30
<b>New Year's Eve Day</b>	<b>Monday</b>	<b>December 31</b>

## Placentia Library District Holiday and Library Public Service Schedule 2008

*(Without Saturday Holiday Closings)*

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

<b>New Year's Day</b>	<b>Tuesday</b>	<b>January 1</b>
Day before Monday Holiday	Sunday	January 20
<b>Martin Luther King Day</b>	<b>Monday</b>	<b>January 21</b>
Day before Monday Holiday	Sunday	February 17
<b>President's Day</b>	<b>Monday</b>	<b>February 18</b>
Easter	Sunday	March 23
Day before Monday Holiday	Sunday	May 25
<b>Memorial Day</b>	<b>Monday</b>	<b>May 26</b>
<b>Independence Day</b>	<b>Friday</b>	<b>July 4</b>
Day before Monday Holiday	Sunday	August 31
<b>Labor Day</b>	<b>Monday</b>	<b>September 1</b>
<b>Veteran's Day</b>	<b>Tuesday</b>	<b>November 11</b>
<b>Thanksgiving Day</b>	<b>Thursday</b>	<b>November 27</b>
<b>Christmas Eve Day</b>	<b>Wednesday</b>	<b>December 24</b>
<b>Christmas Day</b>	<b>Thursday</b>	<b>December 25</b>
<b>New Year's Eve Day</b>	<b>Wednesday</b>	<b>December 31</b>

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## Placentia Library District Holiday and Library Public Service Schedule 2008

*(Without Saturday Holiday Closings)*

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

<b>New Year's Day</b>	<b>Tuesday</b>	<b>January 1</b>
Saturday before a Monday Holiday	Saturday	January 19
Day before Monday Holiday	Sunday	January 20
<b>Martin Luther King Day</b>	<b>Monday</b>	<b>January 21</b>
Saturday before a Monday Holiday	Saturday	February 16
Day before Monday Holiday	Sunday	February 17
<b>President's Day</b>	<b>Monday</b>	<b>February 18</b>
Easter	Sunday	March 23
Saturday before a Monday Holiday	Saturday	May 24
Day before Monday Holiday	Sunday	May 25
<b>Memorial Day</b>	<b>Monday</b>	<b>May 26</b>
<b>Independence Day</b>	<b>Friday</b>	<b>July 4</b>
Saturday before a Monday Holiday	Saturday	August 30
Day before Monday Holiday	Sunday	August 31
<b>Labor Day</b>	<b>Monday</b>	<b>September 1</b>
<b>Veteran's Day</b>	<b>Tuesday</b>	<b>November 11</b>
<b>Thanksgiving Day</b>	<b>Thursday</b>	<b>November 27</b>
<b>Christmas Eve Day</b>	<b>Wednesday</b>	<b>December 24</b>
<b>Christmas Day</b>	<b>Thursday</b>	<b>December 25</b>
<b>New Year's Eve Day</b>	<b>Wednesday</b>	<b>December 31</b>



RESOLUTION 07-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE  
HOLIDAY AND LIBRARY CLOSURE SCHEDULE  
FOR CALENDAR YEARS 2007 AND 2008

WHEREAS, Section 19469 of the Education Code of the State of California  
establishes that the Board of Library Trustees shall designate the hours during which the  
Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board  
Of Trustees established its Holiday Schedule for Calendar Years 2007 and 2008 dated  
June 18, 2007.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California    )  
                                  )ss.  
County of Orange     )

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of  
Orange County hereby certify that the above and foregoing Resolution was duly and  
regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the  
eighteenth day of June 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this eighteenth  
day of June 2007.

\_\_\_\_\_  
Jean Turner, Secretary  
Placentia Library District Board of Trustees





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *2014*  
**SUBJECT:** Authorize Staff Appreciation Dinner  
**DATE:** June 18, 2007

**BACKGROUND:**

At its meeting on May 29, 2007 the Library Board of Trustees authorized a staff appreciation dinner for 2007 and invited the Placentia Library Friends Foundation Board of Directors to co-sponsor the event. Trustee Wood was appointed the Chairman of the Staff Appreciation Dinner.

Trustee Wood will make a status report on the plans for the Staff Appreciation Dinner.

**RECOMMENDATION:**

Action to be determined by the Library Board of Trustees.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES





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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Establish Fines and Fees Schedule for Fiscal Year 2007-2008 and set Public Hearing for Monday, August 13, 2007 at 6:30 P.M.  
**DATE:** June 18, 2007


**BACKGROUND:**

Attachment A is Placentia Library District Policy 6035 – Fines & Fees Schedule adopted August 25, 2003 and revised August 15, 2005. The Policy was reviewed on August 31, 2006 and no changes were made.

Staff is recommending the following changes for Fiscal Year 2007-2008, effective September 1, 2007:

-  That the Special Services, Photocopy, black ink, per page, be reduced from \$ .15 to \$ .10. This change was implemented by staff with the consent of the Library Board of Trustees when the new photocopier was installed with the understanding that the change would be formalized with the Fiscal Year 2007-2008 Fines & Fees Schedule. This amount will be noted as paid in cash or by credit card.
-  That a new Special Services, Photocopy, black ink, per page, paid with a Library Card Deposit Account be established at \$ .08 per page. This is to encourage clients to pay for services with their Library Cards. If they pay with their Library Cards the Library does not have to count the coins or pay a processing fee for a credit card transaction. 15/10
-  That the Special Services, Printing & Photocopy, color, per page, be reduced from \$1.00 to \$ .50. This amount will be noted as paid in cash by credit card. This rate will bring the Library more in line with local commercial printing services.
-  That a new Special Services, Printing & Photocopy, color, per page, paid with a Library Card Deposit Account be established at \$ .45 per page. This is to encourage clients to pay for services with their Library Cards. If they pay with their Library Cards the Library does not have to count the coins or pay a processing fee for a credit card transaction.

 That the Special Services, Passport Check Preparation be increased from \$2.00 to \$5.00 per check.

 That a new fee be established in Special Services for copies of photographs from the Placentia History Room at \$7.50 per photograph, plus actual packaging and postage or shipping costs, if required.

Attachment B is the Proposed Fines & Fees Schedule for Fiscal Year 2007-2008.

The Fines & Fees Schedule needs to be adopted as a first reading and set for public hearing. Final adoption will take place after the public hearing. The recommended date for the public hearing is the August Board Meeting, Monday, August 13, 2007 at 6:30 P.M.. The public hearing on the Fines & Fees Schedule and the Budget will take place at the same meeting.

**RECOMMENDATIONS:**

1. Adopt as a first reading the Fines and Fees Schedule for Fiscal Year 2007-2008.
2. Authorize the amendment of Placentia Library District Policy 6035 – Fines & Fees Schedule to reflect the changes.
3. Set the Fines & Fees Schedule for Fiscal Year 2007-2008 for Public Hearing on Monday, August 13, 2007 at 6:30 P.M.

*amended*

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Fines & Fees Schedule  
**POLICY NUMBER:** 6035

### PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Adopted August 25, 2003, Revised August 15, 2005

#### FINES PER DAY

All Items ..... \$ .20

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 is due, not from the end of the grace period.

#### MAXIMUM FINE PER ITEM ..... MAXIMUM

All Items ..... \$ 10.00

#### RESERVES & SHELF CHECKS..... PER ITEM

All Items ..... \$ .50

Interlibrary Loans, actual charges by lending library, plus postage, plus..... 5.00

#### LOST MATERIALS DEFAULT\*

Cataloged Adult & Children's Books ..... Item Cost + \$ 5.00 ..... \$ 20.00

Uncataloged Paperbacks ..... Item Cost + \$ 5.00 ..... 5.00

Magazines/Pamphlets..... No Processing Fee..... 3.00

Cassettes..... No Processing Fee..... 10.00

CDs, CD ROMs & Videos..... Item Cost + \$ 5.00 ..... 15.00

Audio Books (all formats)..... Item Cost + \$ 5.00 ..... 50.00

*\*Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

#### SPECIAL SERVICES ..... PER ITEM

Library card replacement..... \$ 2.00

Cleaning CD/DVD, next business day service..... 2.00

Cleaning CD/DVD, expedited same day service ..... 5.00

Fax per document (outgoing or incoming) plus \$ .10 per page ..... 2.00

Laminating, per sheet ..... 1.00

Notary services, per signature ..... 10.00

Printing, black ink, per page..... .10

Photocopy, black ink, per page ..... .15

Printing & Photocopy, color, per page ..... 1.00

Passport check preparation..... 2.00

Test monitoring, per exam ..... 30.00

MULTIPURPOSE ROOM.....	PER DAY
Up to four hours .....	\$ 35.00
Additional hours, in four hour increments .....	35.00
Set-up & clean-up combination .....	30.00
Set-up fee .....	20.00
Clean-up fee .. ..	20.00

**SURCHARGES**

Returned check, up to 30 days .....	\$ 30.00
Returned check, 30th day and over: the greater of 3 times value of check or .....	100.00
Report to Collection Agency, per report .....	15.00

**DAMAGES**

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.)*