



AGENDA






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, February 28, 2011
6:30 P.M.
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Acting Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

CONSENT CALENDAR (Items 8 – 26)

Presentation: Acting Library Director

Recommendation: Approve by Motion

Items 8 – 26 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the January 15, 2011 Library Board of Trustees Emergency Meeting, January 17, 2011 Library Board of Trustees Emergency Meeting, January 17, 2011 Library Board of Trustees Regular Meeting, and January 31, 2011 Library Board of Trustees Emergency Meeting (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2010-2011 Cash Flow Analysis through January 2011; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for January 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for January 2011. (Receive & File)
15. Acquisitions Report for January 2011. (Receive & File)
16. Entrepreneurial Activities Report for January 2011. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for January 2011. (Receive, File, and Ratify Appointments)
18. Circulation Report for January 2011. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 26)

20. Library Director's Report for January 2011.
21. Library Services Manager's Report for January 2011. (No report due to vacancy).
22. Children's Services Report for January 2011.
23. Literacy / Volunteer Services Report for January 2011.
24. Reference and Adult Services Report for January 2011.
25. Local History Room Report for January 2011.
26. Placentia Library Web Site & Technology Report for January 2011.

CONTINUING BUSINESS

27. Update on Re-flooring Project
Presentation: Acting Library Director Joanne Hardy
28. Update on Computer Upgrades and Replacements
Presentation: Trustee Shkoler

NEW BUSINESS

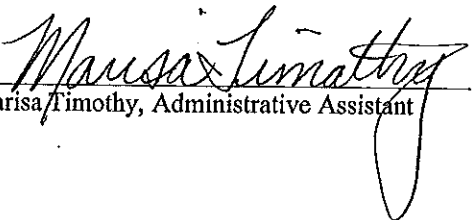
29. Presentation of Fiscal Year 2009-2010 Financial Audit by Linda Hurley, CPA from Macias Gini & O'Connell.
Presentation: Linda Hurley, CPA
Recommendation: Receive & File the Fiscal Year 2009-2010 Financial Audit for the Placentia Library District of Orange County.
30. Travel Authorizations: Library Board of Trustees and Library Director to attend the California Association of Library Trustees and Commissioners (CALTAC) the Spring Workshop on March 12, 2011 at the Monrovia Public Library.
Presentation: Acting Library Director
Recommendation: Authorize Library Board of Trustees and Library Director to attend the Spring Workshop on Saturday, March 12, 2011 at the Monrovia Public Library, at a cost of \$20 per person plus mileage, with the expenses to be drawn from the General Fund.
31. Discussion of Estimates for Post-construction Cleaning of the Placentia Library.
Presentation: Acting Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

ADJOURNMENT

32. Agenda Preparation for the March Regular Date Meeting which will be held on Monday, March 21, 2011 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the February 28, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 24, 2011.



Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
EMERGENCY MEETING OF THE BOARD OF TRUSTEES
January 15, 2011

CALL TO ORDER President Wood called the Emergency Meeting of the Placentia Library District Board of Trustees to order on January 15, 2011 at 2:00 P.M.

ROLL CALL Members Present: President Wood, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Al Shkoler, Trustee Jean Turner

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras; Bob Turner

ADOPTION OF AGENDA It was moved by Trustee Escobosa and seconded by Trustee Shkoler to adopt the agenda as presented:

AYES:	Wood, DeVecchio, Escobosa, Shkoler, Turner
NOES:	None
ABSTAIN:	None
ABSENT:	None

ORAL COMMUNICATION President Wood shared information regarding the upcoming Principal for A Day event to take place Thursday, March 3rd throughout the school district. It is being facilitated by the Chamber of Commerce. She encouraged Board members to participate in the event. (Item 4)

NEW BUSINESS Library Director Contreras presented three bids for concrete work to restore the subflooring in the Lobby area. She explained that per the flooring contractor's consultant, the bids were comparable, with the difference being in the quality of materials to be used. Extensive discussion was held regarding the materials to be used, height/elevation differences, self-leveling materials, and wait time. Guest Bob Turner provided his opinions and recommendations including going with the lowest bidder and asking specific questions before a contract is granted. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to go with the best offer by Concrete Construction Corporation: (Item 5)

AYES:	Wood, DeVecchio, Escobosa, Shkoler, Turner
NOES:	None
ABSTAIN:	None
ABSENT:	None

PORTABLE RESTROOMS Library Director Contreras presented information and service proposals for providing portable restrooms for patrons by the temporary library entrance door during the re-flooring project. Discussion was made regarding the two proposals presented. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to authorize library staff to purchase the rental of portable restrooms that include one four unit VIP Trailer and one Handicap Restroom from Southern California Sanitation in the amount of \$1,608.32: (Item 6)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner
NOES: None
ABSTAIN: None
ABSENT: None

ADJOURNMENT

The Emergency Meeting of the Board of Trustees of the Placentia Library District on January 15, 2011 adjourned at 2:46 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Gaeten Wood
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
EMERGENCY MEETING OF THE BOARD OF TRUSTEES
January 17, 2011

CALL TO ORDER President Wood called the Emergency Meeting of the Placentia Library District Board of Trustees to order on January 17, 2011 at 6:03 P.M.

ROLL CALL Members Present: President Wood, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Al Shkoler, Trustee Jean Turner

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Human Resources/Finance Analyst Yesenia Baltierra, Marisa Timothy, Edgar Pineda (exited at 6:08 pm)

ADOPTION OF AGENDA It was moved by Trustee Escobosa and seconded by Trustee Turner to adopt the agenda as presented:

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner
NOES: None
ABSTAIN: None
ABSENT: None

ORAL COMMUNICATION

No oral communication was made at this time. (Item 4)

NEW BUSINESS

CONCRETE CONSTRUCTION CONTRACT

Library Director Contreras presented a revised bid from Concrete Construction Corporation containing the additional specifications as recommended in the Emergency Meeting of January 15, 2011. Discussion was made regarding the estimated time frame and funding for the work. Library Director Contreras stated that the funds would be drawn from the Capital Improvements account. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize the Library Director to sign the Concrete Construction Corporation contract on behalf of the Placentia Library District: (Item 5)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner
NOES: None
ABSTAIN: None
ABSENT: None

ADJOURNMENT

The Emergency Meeting of the Board of Trustees of the Placentia Library District on January 17, 2011 adjourned at 6:11 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Gaeten Wood
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 17, 2011

CALL TO ORDER

President Wood called the Regular Meeting of the Placentia Library District Board of Trustees to order on January 17, 2011 at 6:32 P.M.

ROLL CALL

Members Present: President Gaeten Wood, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Al Shkoler, Trustee Jean Turner

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Marisa Timothy, Vanita Todker (departed at 6:42pm), Beatrice Quintanar (departed at 6:42pm), Winston Wong (departed at 6:42pm), Lori Worden (departed at 6:42pm); Placentia Library Friends Foundation (PLFF) Vice President Jack Hanley, PLFF President Brenda Benner, PLFF Recording Secretary Carol Fizzard (departed at 6:45pm), PLFF Board Member Barbara Hemmerling (departed at 6:45pm); presenters veronica Martinez and Dennis Yu from PARS, and Ahmed Khatib from Highmark Capital Management (departed at 7:18pm); guests Linda Katsouleas, John Lewis, and Cheryl Brothers

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt the agenda as presented:

AYES:	Wood, DeVecchio, Escobosa, Shkoler, Turner
NOES:	None
ABSTAIN:	None
ABSENT:	None

ORAL COMMUNICATION

John Lewis, retired State Senator from North Orange County addressed the Board regarding Cheryl Brothers who is campaigning for a seat on the LAFCO Board. He presented her experience and qualifications for the position and the importance of her representing the interests of districts other than south county water districts.

AJOURNMENT

In recognition for twelve years of outstanding service to the Board and District as Board President, President Wood presented a plaque to Trustee Shkoler. The meeting was adjourned at 6:40pm for a small reception in his honor.

CALL TO ORDER

President Wood called the meeting to order at 6:48pm, to resume where it was adjourned.

TRUSTEE REPORTS

President Wood reported that she attended the Chamber of Commerce Best Western opening event. She looks forward to attending the upcoming PLFF Author's Luncheon on March 5th with guest John Dean. (Item 5)

Secretary DeVecchio had nothing to report.

Trustee Escobosa reported that she has sold two tables of tickets for the

upcoming PLFF Author's Luncheon.

Trustee Shkoler reported that he has sold nearly one table of tickets for the upcoming PLFF author's Luncheon. He also mentioned local support for the Miss California candidates.

Trustee Turner reported her attendance at the recent Chamber Best Western opening event. She also participated in the Book Discussion and Play Reading at the Library. (Item 6)

PLFF REPORT

PLFF Vice President Jack Hanley reported efforts to prepare for the upcoming Author's Luncheon including the goal to have fifteen baskets for the silent auction. Ticket sales are not strong at this time possibly due to the re-flooring project. He announced that the Foundation provided over \$100,000 of funds to the Library in 2010, with \$82, 000 going to the Computer Lab. Discussions are ongoing regarding PLFF Board member expectations. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee Escobosa to approve Agenda Items 8-26:

AYES:	Wood, DeVecchio, Escobosa, Shkoler, Turner
NOES:	None
ABSTAIN:	None
ABSENT:	None

CLAIMS

Nonstandard Claims in excess of \$300 (Item 9)

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

FY2010-2011 Cash Flow Analysis through December 2010; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for December 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for December 2010 (Item 14)

Acquisitions Report for December 2010 (Item 15)

Entrepreneurial Activities Report for December 2010 (Item 16)

GENERAL CONSENT

Personnel Report for December 2010 (Item 17)

Circulation Report for December 2010 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

STAFF REPORTS

Library Director's Report for December 2010 (Item 20)

Library Services Manager's Report for December 2010 (Item 21)

Children's Services Report for December 2010 (Item 22)

Literacy / Volunteer Services Report for December 2010 (Item 23)

Reference and Adult Services Report for December 2010 (Item 24)

Local History Room Report for December 2010 (Item 25)

Web Site & Technology Report for December 2010 (Item 26)

**CONTINUING
BUSINESS**

**EMPLOYEE OF THE
QUARTER**

President Wood announced Vanita Todker is now the Placentia Library District Employee of the Quarter and presented her with a plaque. On behalf of PLFF, a \$200 check was also presented to Ms. Todker for her excellent service to the District. (Item 27)

**CANDIDATE
NOMINATION FOR
LAFCO**

Guest and candidate Cheryl Brothers addressed the Board regarding her experience and qualifications to serve on the Local Agency Formation Commission (LAFCO) as a Regular Special District Member. She also expressed her history and involvement with the Friends Foundation of her local library. It was moved by Trustee Escobosa and seconded by Trustee Shkoler to select Cheryl Brothers to serve as a Regular Special District Member on LAFCO: (Item 28)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Shkoler and seconded by Trustee Escobosa to authorize Trustee Turner to vote on behalf of the Placentia Library District in the January 27, 2011 LAFCO election for a Regular Special District Member: (Item 28)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

NEW

BUSINESS

PARS PRESENTATION

Guest Veronica Martinez, CEBS, Senior Client Services Coordinator of Public Agency Retirement Services (PARS) presented general information on PARS and the plan the District has in place. She communicated that employee contributions to the plan are available, yet none have been activated since the July 1, 2008 effective date. Guest Dennis Yu of PARS further explained that employees can contribute up to 12 percent, making a 20% total contribution with the employer's portion. Questions were asked regarding employee participation in this option. Human Resources/Finance Analyst Baltierra explained that the employee contribution was not originally presented as an option as the Deferred Compensation program was in place also. Guest Ahmed Khatib, Managing Partner of Highmark Capital Management, a department of Union Bank,

reviewed the investment structure for the plan, summarizing the detailed information that was provided in the distributed PARS Report booklet. He stated that overall the plan has generated good returns in the past, yet, due to the current financial environment, some instability should be expected. (Item 29)

**PARTNERSHIP WITH
PLACENTIA-YORBA
LINDA ARTS
ASSOCIATION**

Library Director Contreras presented the idea that as part of the re-flooring project, the southeast wall would be used to display artwork from the Placentia Yorba Linda Art Association as they have traditionally exhibited artwork from their members at the Library, their artwork is professionally presented, and the artwork draws a large number of patrons to the Library. She explained the attached agreement for such purpose. Discussion was made regarding hanging of the pieces, liability, and the term of the contract. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize the Placentia Library District to enter into a partnership with the Placentia Yorba Linda Arts Association to provide artwork for the library as specified in the aforementioned agreement as amended with the changes designated: (Item 30)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner
NOES: None
ABSTAIN: None
ABSENT: None

**TRAVEL
AUTHORIZATIONS –
SPECIAL DISTRICT
LEADERSHIP
ACADEMY**

Library Director Contreras presented information for the upcoming California Special District Association (CSDA) Special District Leadership Academy (Academy) four-module program that provides governance training for Directors and Trustees. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize President Wood, Secretary DeVecchio, Trustee Escobosa, and Trustee Shkoler to attend the Academy to be held on February 24 and 25, April 1, and June 24th in Ontario: (Item 31)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Shkoler and seconded by Trustee Escobosa to authorize President Wood, Secretary DeVecchio, Trustee Escobosa to authorize travel expenses of \$800 per Trustee registration fee and per diem expenses to attend the Academy to be drawn from the General Fund : (Item 31)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner
NOES: None
ABSTAIN: None
ABSENT: None

**TRAVEL
AUTHORIZATIONS –
BOARD MEMBER
WORKSHOP**

Library Director Contreras presented information for the upcoming CSDA How to be An Effective Board Member Workshop. The Board members determined that the Leadership Academy would be more helpful for them; no action was taken. (Item 32)

**CIRCULATION
SUPERVISOR**

Human Resources/Finance Analyst Baltierra reported that interviews for the Circulation Supervisor position that will include a written exam will

RECRUITMENT UPDATE take place on Thursday, January 20th. Eight candidates have been selected for interviews that include two current staff. Interview panel will include Supervisors from the City of Orange and County of Orange libraries. (Item 33)

NAMING OF CHILDREN'S DEPARTMENT TO HONOR DIXIE SHAW Library Director Contreras explained that PLFF has considered the possibility of honoring a long-time supporter of PLFF and the Library, Miss Dixie Shaw, by naming the Children's Department after her and is now asking the Board to consider their wish. Secretary DeVecchio initiated discussion regarding District policy and precedent of naming departments. Trustee Shkoler stated that the naming should include Dixie's late husband, Gordon Shaw. Trustee Turner reiterated that the naming is a very popular idea. It was moved by Trustee Escobosa and seconded by Trustee Turner to authorize the naming of the Children's Department to 'the Gordon and Dixie Shaw Children's Department': (Item 34)

AYES: Wood, Escobosa, Shkoler, Turner
NOES: None
ABSTAIN: DeVecchio
ABSENT: None

PLD INFRASTRUCTURE NEEDS Library Director Contreras presented a list of PLD infrastructure items that were identified as needing improvement. Discussion was made on the priority of action needed as well of as the funding of such repairs. Secretary DeVecchio requested designation of the items that impacted patrons and staff most. The following items were targeted to be addressed: Staff Lounge water heater, Women's and Men's Staff Restrooms sinks and faucets, Childrens' Area plumbing needs, Friends Sorting Room shelving security, Public Restrooms privacy partition for ADA restroom and keyless access for both, Book-drop replacement and possible relocation in parking lot, Loading Dock Area pavement repair, Parking Lot lighting. Library Director Contreras explained that this direction is for the next fiscal year, as a list of improvements has already been established for the current fiscal year. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize staff to move forward with obtaining Quotes for the above listed repairs and improvements needed:

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner
NOES: None
ABSTAIN: None
ABSENT: None

AGENDA PREPARATION Agenda Preparation for the February Board of Trustees Meeting which will be held on Monday, February 28, 2011 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT The Regular Meeting of the Board of Trustees of the Placentia Library District on January 17, 2010 adjourned at 8:09 P.M.

NEXT MEETING The next meeting will be on February 28, 2011 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Gaeten Wood
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
EMERGENCY MEETING OF THE BOARD OF TRUSTEES
January 31, 2011

CALL TO ORDER President Wood called the Emergency Meeting of the Placentia Library District Board of Trustees to order on January 31, 2011 at 3:02 P.M.

ROLL CALL Members Present: President Wood, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Al Shkoler, Trustee Jean Turner (at 3:30pm)

Members Absent: None

Others Present: Library Staff: Acting Library Director Linda Katsoules, Interim Acting Library Director Joanne Hardy, Human Resources/Finance Analyst Yesenia Baltierra, Marisa Timothy; Bob Turner

ADOPTION OF AGENDA It was moved by Trustee Shkoler and seconded by Trustee Escobosa to adopt the agenda as presented:

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner
NOES: None
ABSTAIN: None
ABSENT: None

ORAL COMMUNICATION

No oral communication was made at this time. (Item 4)

NEW BUSINESS

DISCUSSION OF RE-FLOORING PROJECT

President Wood initiated discussion regarding the quality of the recent vinyl flooring installation and possible actions to be taken. Several members voiced their dissatisfaction with the end result of the project. Extensive discussion was held regarding the process of the project including the concrete contractor's work and the flooring contractor's commitment to inspect and approve the sub-flooring before installation of the flooring. Human Resources/Finance Analyst Baltierra clarified that upon the first review of the work, unlevel areas were identified and a sample placement of the vinyl proved the sub-flooring was not satisfactory. The concrete contractor corrected some of the areas, yet not all of it as they deemed it was not in the contract to do such work. The re-leveling work was only partially completed when it was viewed by the flooring contractor. There was further discussion regarding possible actions concerning the responsibility of the finished product, warranty of work, payment and legal counsel. President Wood recommended that the flooring contractor be contacted to view the final work as performed by their company and recommend how corrections are to be made.

ADJOURNMENT

The Emergency Meeting of the Board of Trustees of the Placentia Library District on January 31, 2011 adjourned at 3:52 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Gaeten Wood
President
Library Board of Trustees

PLACENTIA LIBRARY BOARD MEETING CALENDAR

January 2011 – December 2011

MONTH	DATE	TIME	LOCATION
January	17	6:30 p.m.	Meeting Room
February	28	6:30 p.m.	Meeting Room
March	21	6:30 p.m.	Meeting Room
April	18	6:30 p.m.	Meeting Room
May	16	6:30 p.m.	Meeting Room
June	20	6:30 p.m.	Meeting Room
July	18	6:30 p.m.	Meeting Room
August	15	6:30 p.m.	Meeting Room
September	19	6:30 p.m.	Meeting Room
October	17	6:30 p.m.	Meeting Room
November	21	6:30 p.m.	Meeting Room
December	19	6:30 p.m.	Meeting Room

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for December 2010
DATE: February 28, 2011

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: February 28, 2011

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	02/01/11	5353	\$10,944.78
	02/01/11	5354	\$ 7,529.25
	02/01/11	5355	\$ 1,271.18
	02/02/11	5356	\$ 7,945.94
	02/09/11	5357	\$38,345.34
	02/10/11	5358	\$13,278.98
	02/10/11	5359	\$ 548.31
		TOTAL	\$79,863.78

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: February 28, 2011

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	02/28/11	5360	\$ 893.76
707	02/28/11	5361	\$ 2,816.74
707	02/28/11	5362	\$ 3,648.78
707	02/28/11	5363	\$ 2,290.01
707	02/28/11	5364	\$ 2,200.13
707	02/28/11	5365	\$ 3,369.32
707	02/28/11	5366	\$ 1,867.42
707	02/28/11	5367	\$ 42,953.88
707	02/28/11	5368	\$ 2,230.54
707	02/28/11	5369	\$ 1,618.40

Subtotal for Claims \$63,888.98

Payroll

On Demand Wire	03/04/11	20	\$40,000.00
	03/18/11	21	\$40,000.00
	04/01/11	22	\$40,000.00

Subtotal for Payroll \$120,000.00

**TOTAL
CURRENT CLAIMS &
PAYROLL** **\$183,888.98**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 5360

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-01-10		2400	0760			
		W54164700			\$ 16.49		
	12-01-10		2400	0760			
		W53809960			\$ 16.49		
	12-01-10		2400	0760			
		W53724930			\$ 18.90		
	12-01-10		2400	0760			
		W54176790			\$ 10.85		
	12-01-10		2400	0760			
		W54194190			\$ 10.85		
	12-03-10		2400	0760			
		W54324820			\$ 18.90		
	12-02-10		2400	0760			
		W53688570			\$ 224.16		
	12-10-10		2400	0760			
		W53687610			\$ 84.56		
	12-13-10		2400	0760			
		W54644400			\$ 121.13		
	12-13-10		2400	0760			
		W55613620			\$ 20.33		
	12-13-10		2400	0760			
		W54739120			\$ 14.60		
	12-14-10		2400	0760			
	W54811090			\$ 12.47			
12-14-10		2400	0760				
	W56005640			\$ 10.85			
12-14-10		2400	0760				
	W56368980			\$ 18.90			
12-14-10		2400	0760				
	W55081040			\$ 20.51			
12-14-10		2400	0760				
	W54744670			\$ 13.27			
12-14-10		2400	0760				
	W54645110			\$ 73.99			
12-14-10		2400	0760				
	W55978650			\$ 11.66			
12-14-10		2400	0760				
	W56238050			\$ 73.19			
12-14-10		2400	0760				
	W54903750			\$ 21.32			
12-14-10		2400	0760				
	W54645450			\$ 42.21			
12-23-10		2400	0760				
	W56236960			\$ 38.13			
				\$ 893.76			
TOTAL REMITTANCE:							
The claims listed above (totaling \$893.76) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 5361

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-23-10	2400	0760				
	W56357210				\$ 18.70		
	11-29-10	2400	0760				
	4009625630				\$ 463.86		
	11-29-10	2400	0760				
	4009625631				\$ 18.73		
	11-29-10	2400	0760				
	4009625632				\$ 91.19		
	11-29-10	2400	0760				
	4009648064				\$ 22.01		
	11-30-10	2400	0760				
	4009608386				\$ 15.29		
	12-01-10	2400	0760				
	4009625647				\$ 50.30		
	12-01-10	2400	0760				
	4009625648				\$ 18.29		
	12-01-10	2400	0760				
	4009625649				\$ 143.85		
	12-01-10	2400	0760				
	4009625650				\$ 260.28		
	12-02-10	2400	0760				
	4009642811				\$ 14.62		
	12-02-10	2400	0760				
4009642812				\$ 11.88			
12-02-10	2400	0760					
4009642813				\$ 33.05			
12-02-10	2400	0760					
4009642814				\$ 95.43			
12-02-10	2400	0760					
4009642815				\$ 299.55			
12-03-10	2400	0760					
4009625660				\$ 19.73			
12-03-10	2400	0760					
4009625661				\$ 25.67			
12-03-10	2400	0760					
4009625662				\$ 45.79			
12-03-10	2400	0760					
4009625663				\$ 14.62			
12-03-10	2400	0760					
4009625664				\$ 21.55			
12-03-10	2400	0760					
4009625665				\$ 80.75			
12-03-10	2400	0760					
4009625666				\$ 1,051.60			
				\$ 2,816.74			
TOTAL REMITTANCE:					\$ 2,816.74		
The claims listed above (totaling \$2,816.74) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 5362

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-03-10	4009625667	2400	0760	\$ 25.18		
	12-03-10	4009625668	2400	0760	\$ 45.12		
	12-03-10	4009625669	2400	0760	\$ 464.56		
	12-03-10	4009625670	2400	0760	\$ 457.65		
	12-03-10	4009625671	2400	0760	\$ 433.55		
	12-03-10	4009625672	2400	0760	\$ 16.53		
	12-03-10	4009625673	2400	0760	\$ 175.12		
	12-03-10	4009625674	2400	0760	\$ 341.54		
	12-03-10	4009625675	2400	0760	\$ 14.52		
	12-06-10	4009655088	2400	0760	\$ 531.18		
	12-07-10	4009655969	2400	0760	\$ 31.24		
	12-09-10	4009641874	2400	0760	\$ 756.52		
	12-09-10	4009641875	2400	0760	\$ 26.05		
	12-10-10	4009638457	2400	0760	\$ 82.62		
	12-10-10	4009638458	2400	0760	\$ 35.64		
	12-10-10	4009638460	2400	0760	\$ 36.12		
	12-10-10	4009638462	2400	0760	\$ 62.96		
	12-10-10	4009638463	2400	0760	\$ 20.99		
	12-10-10	4009638464	2400	0760	\$ 52.41		
	12-10-10	4009638465	2400	0760	\$ 10.80		
	12-10-10	4009638466	2400	0760	\$ 14.50		
	12-10-10	4009638467	2400	0760	\$ 13.98		
	TOTAL REMITTANCE:					\$ 3,648.78	

The claims listed above (totaling \$3,648.78) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 5363

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-10-10	2400	0760				
	4009638468	2400	0760		\$ 97.60		
	12-10-10	2400	0760		\$ 16.51		
	4009638469	2400	0760		\$ 33.65		
	12-10-10	2400	0760		\$ 97.10		
	4009638470	2400	0760		\$ 136.09		
	12-10-10	2400	0760		\$ 15.25		
	4009638471	2400	0760		\$ 43.85		
	12-10-10	2400	0760		\$ 23.13		
	4009638472	2400	0760		\$ 102.74		
	12-10-10	2400	0760		\$ 61.02		
	4009638473	2400	0760		\$ 13.99		
	12-10-10	2400	0760		\$ 25.68		
	4009638474	2400	0760		\$ 46.74		
	12-10-10	2400	0760		\$ 10.88		
	4009638475	2400	0760		\$ 22.23		
	12-10-10	2400	0760		\$ 35.63		
	4009638476	2400	0760		\$ 15.84		
	12-10-10	2400	0760		\$ 40.91		
	4009638477	2400	0760		\$ 587.00		
	12-10-10	2400	0760		\$ 27.30		
	4009638478	2400	0760		\$ 104.12		
	12-10-10	2400	0760		\$ 732.75		
4009638479	2400	0760		\$ 2,290.01			
12-13-10	2400	0760					
4009662956	2400	0760					
12-13-10	2400	0760					
W259095DM	2400	0760					
12-14-10	2400	0760					
4009641860	2400	0760					
12-14-10	2400	0760					
4009641861	2400	0760					
12-14-10	2400	0760					
4009641862	2400	0760					
12-14-10	2400	0760					
4009641863	2400	0760					
12-14-10	2400	0760					
4009641864	2400	0760					
12-14-10	2400	0760					
4009641865	2400	0760					
12-14-10	2400	0760					
4009641866	2400	0760					
12-14-10	2400	0760					
4009641867	2400	0760					
TOTAL REMITTANCE:					\$ 2,290.01		

The claims listed above (totaling \$2,290.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____ Countersigned by _____ Attested and/or countersigned by _____
Page Total: _____
(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 5364

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-14-10	2400	0760				
	4009641868				\$ 358.80		
	12-14-10	2400	0760				
	4009641869				\$ 332.02		
	12-14-10	2400	0760				
	4009641870				\$ 433.41		
	12-14-10	2400	0760				
	4009641871				\$ 165.45		
	12-14-10	2400	0760				
	4009641872				\$ 229.26		
	12-14-10	2400	0760				
	4009649503				\$ 70.53		
	12-16-10	2400	0760				
	4009655073				\$ 31.52		
	12-16-10	2400	0760				
	4009655074				\$ 183.76		
	12-16-10	2400	0760				
	4009655075				\$ 42.22		
	12-16-10	2400	0760				
	4009655076				\$ 32.97		
	12-16-10	2400	0760				
	4009635778				\$ 63.53		
	12-17-10	2400	0760				
	4009655975				\$ 26.32		
12-17-10	2400	0760					
4009655976				\$ 14.62			
12-17-10	2400	0760					
4009655977				\$ 15.83			
12-17-10	2400	0760					
4009655978				\$ 13.95			
12-17-10	2400	0760					
4009655979				\$ 28.45			
12-17-10	2400	0760					
4009655980				\$ 21.00			
12-17-10	2400	0760					
4009655981				\$ 22.47			
12-17-10	2400	0760					
4009655982				\$ 19.68			
12-19-10	2400	0760					
4009655094				\$ 33.31			
12-19-10	2400	0760					
4009655095				\$ 30.06			
12-19-10	2400	0760					
4009655096				\$ 30.97			
					\$ 2,200.13		
TOTAL REMITTANCE:					\$	2,200.13	
The claims listed above (totalling \$2,200.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 5365

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-19-10	2400	0760				
	4009655097				\$ 15.81		
	12-19-10	2400	0760				
	4009655098				\$ 37.83		
	12-19-10	2400	0760				
	4009655099				\$ 443.33		
	12-19-10	2400	0760				
	4009655100				\$ 18.06		
	12-19-10	2400	0760				
	4009655101				\$ 621.49		
	12-19-10	2400	0760				
	4009655102				\$ 1,161.92		
	12-19-10	2400	0760				
	4009655103				\$ 24.03		
	12-19-10	2400	0760				
	4009655104				\$ 524.06		
	12-20-10	2400	0760				
	4009651946				\$ 19.73		
	12-20-10	2400	0760				
	4009651947				\$ 56.68		
	12-20-10	2400	0760				
	4009651948				\$ 22.90		
	12-20-10	2400	0760				
4009651949				\$ 45.21			
12-20-10	2400	0760					
4009651950				\$ 77.38			
12-20-10	2400	0760					
4009651951				\$ 56.75			
12-20-10	2400	0760					
4009651952				\$ 16.96			
12-20-10	2400	0760					
4009651953				\$ 22.20			
12-20-10	2400	0760					
4009651954				\$ 20.48			
12-20-10	2400	0760					
4009651955				\$ 57.03			
12-20-10	2400	0760					
4009651956				\$ 23.95			
12-20-10	2400	0760					
4009651957				\$ 23.07			
12-20-10	2400	0760					
4009651958				\$ 30.09			
12-20-10	2400	0760					
4009670761				\$ 50.36			
TOTAL REMITTANCE:					\$ 3,369.32		

The claims listed above (totaling \$3,369.32) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 5366

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-21-10	2400	0760				
	4009657723	2400	0760		\$ 14.60		
	12-21-10	2400	0760				
	4009657724	2400	0760		\$ 10.14		
	12-21-10	2400	0760				
	4009657725	2400	0760		\$ 31.15		
	12-21-10	2400	0760				
	4009657726	2400	0760		\$ 58.77		
	12-21-10	2400	0760				
	4009657727	2400	0760		\$ 10.14		
	12-22-10	2400	0760				
	4009673044	2400	0760		\$ 76.84		
	12-28-10	2400	0760				
4009678003	2400	0760		\$ 8.44			
12-30-10	2400	0760					
4009642157	2400	0760		\$ 30.39			
12-30-10	2400	0760					
4009655253				\$ 30.40			
				\$ 270.87			
VC4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	01-10-11	2400	0760				
	3916				\$ 829.51		
VC5168 Center Point Large Print 600 Brooks Road PO Box 1 Thorndike, ME 04986-0001	12-01-10	2400	0760				
	890394				\$ 128.82		
	12-15-10	2400	0760				
	898522				\$ 174.80		
	01-01-11	2400	0760				
	897442				\$ 128.82		
					\$ 432.44		
VC4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	12-02-10	2400	0760				
	55490072				\$ 26.74		
	12-06-10	2400	0760				
	55605027				\$ 72.46		
					\$ 99.20		
VC0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	11-24-10	2400	0760				
	1080523221				\$ 85.92		
	12-01-10	2400	0760				
	1080565145				\$ 61.40		
	12-22-10	2400	0760				
	1080709736				\$ 88.08		
					\$ 235.40		
TOTAL REMITTANCE:					\$ 1,867.42		

The claims listed above (totaling \$1,867.42) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____ Countersigned by _____ Attested and/or countersigned by _____
Page Total: _____
(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 5367

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC7210-90 County of Orange Treasurer-Tax Collector Revenue Recovery / Accts Receivable Unit P.O. Box 4005 Santa Ana, CA 92702-4005	02-07-11 R148	1900	0744		\$ 21,457.20		
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	02-07-11 0007404-IN	0306			\$ 9,188.70		
VC0000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	02-15-11 60211	2801			\$ 3,412.40		
	02-15-11 60211	1400	0712		\$ 1,595.00		
	02-15-11 60211	0700	0701		\$ 7.68		
	02-15-11 60193	1800	0726		\$ 2,283.00		
					\$ 7,298.08		
VC5077-2 Macias, Gini & O'Connell 3000 S Street, Suite 300 Sacramento, CA 95816	02-08-11 161739	1900	0742		\$ 2,402.50		
(needs vendor#) Linda Katsouleas 428 Malvern Avenue Fullerton, CA 92832	02-07-11 02-07-11	1900	0748		\$ 1,800.00		
VC4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	02-07-11 00559	1900	0739		\$ 700.00		
VC4882-1 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	02-01-11 205734	1900	0741		\$ 107.40		
TOTAL REMITTANCE:					\$ 42,953.88		
The claims listed above (totaling \$42,953.88) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 5368

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC2952 CDW Government 75 Remittance Drive, Suite 1515 Chicago, IL 60675-1515	02-07-11 WJV2638	4000			\$ 690.40		
VC8709 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	02-14-11 24473	1800	0726		\$ 43.50		
	01-27-11 24413	1800	0726		\$ 179.44		
					\$ 222.94		
VC5233-2 AT&T PO Box 989048 West Sacramento, CA 95798-9048	02-02-11 000002055822	0700	0700		\$ 349.44		
VC4739 ADT Security Services Inc. P.O. Box 371956 Pittsburgh, PA 15250-7956	02-05-11 41542367	1300			\$ 182.02		
VC0000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	02-05-11 8448400250276198	0700	0702		\$ 138.95		
VC0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	01-31-11 0676-000668985	1001			\$ 227.28		
VC4156 Dick's Lock & Safe 650 N. Rose #614 Placentia, CA 92806	02-09-11 35681	1400	0716		\$ 105.50		
VC4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	01-31-11 550097333001	1800	0725		\$ 255.44		
	02-07-11 551085027001	1800	0725		\$ 58.57		
					\$ 314.01		
TOTAL REMITTANCE:					\$ 2,230.54		
<p>The claims listed above (totaling \$2,230.54) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 5369

The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC9883 TS Carpet & Design Center 320 Orangethorpe Ave., Suites A & B Placentia, CA 92870	01-26-11 1	4200			\$ 260.00		
VC3113 3M RSP4754 P.O. Box 844127 Dallas, TX 75284-4127	02-06-11 X814707	4200			\$ 1,358.40		
TOTAL REMITTANCE:					\$ 1,618.40		
<p>The claims listed above (totaling \$1,618.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 20

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*03-04-11 Payroll #20	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 21

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*03-18-11 Payroll #21	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/28/11
REPORT NO: 22

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*04-01-11 Payroll #22	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Financial Reports through December 2010 for the Placentia Library District
Accounts on Deposit with the Orange County Treasurer and the Placentia Library
District General Ledger
DATE: February 28, 2011

Summary of Cash and Investments as of January 31, 2011

Cash with Orange County Treasurer Fund 702	10,255.95
Cash with Orange County Treasurer Fund 703	12,229.66
Cash with Orange County Treasurer Fund 706	176,241.92
Cash with Orange County Treasurer Fund 707	1,124,243.74
Cash with Orange County Treasurer Fund 708	11,933.53
General Fund Checking – Bank of the West	85,480.68
General Fund Savings – Bank of the West	258,979.10
Payroll Checking – Wells Fargo Bank	150,748.26
Total Cash and Investments	1,830,112.84

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

Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
January 31, 2011

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,668,964	982,495	686,469	58.9%
6220		Property Taxes - Current Unsecured	61,932	64,609	-2,677	104.3%
6230		Property Taxes - Prior Secured	0	-	0	100.0%
6240		Property Taxes - Prior Unsecured	0	-	0	100.0%
6250		Taxes - Spec Dist Augmentation	3,962	-	3,962	0.0%
6280		Property Taxes - Curr Supplemental	14,621	10,535	4,086	72.1%
6300		Property Taxes - Prior Supplemental	5,847	3,598	2,249	61.5%
6540		Penalties & Costs on Delinq Taxes	1,563	1,129	434	72.2%
REVENUE FROM USE OF MONEY & PROPERTY						
6610		Interest	8,456	3,680	4,776	43.5%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	12,476	7,684	4,792	61.6%
6970		State - Other	18,844	4,080	14,764	21.6%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)	30,000	26,562	3,438	88.5%
		Passports	62,800	38,026	24,774	60.6%
		DVD Rental	4,000	4,643	-643	116.1%
		Meeting Room	4,000	4,620	-620	115.5%
		Test Proctor	0	1,350	0	100%
		FY 09/10 Funds Available	262,713			
TOTAL REVENUES FY 10/11:			2,160,178	1,153,010		53.4%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	23,952	0	100.0%
		Emergency Payroll	0	26,562	0	100.0%
		City of Placentia Tax Sharing Agreement	0	3,896	0	100.0%

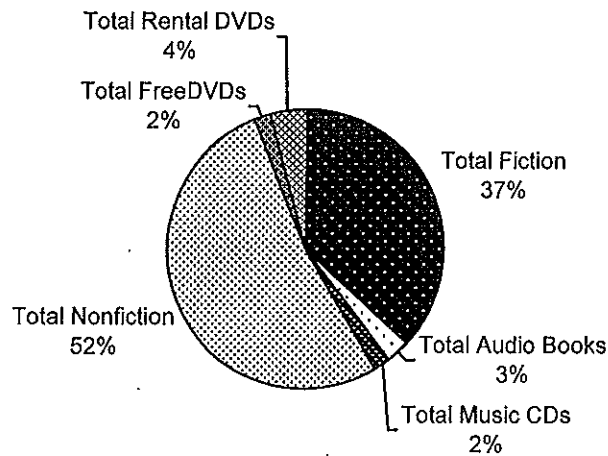
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
January 31, 2011

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,080,094	554,236	0.51	\$525,858
0200	Retirement	77,295	39,091	0.51	\$38,204
0301	Unemployment Insurance	6,000	464	0.08	\$5,536
0306	Health Insurance	106,622	64,773	0.61	\$41,849
306	Employee Assistance Program	787	369	0.47	\$418
0308	Dental Insurance	15,274	8,752	0.57	\$6,522
0309	Life Insurance	8,324	4,565	0.55	\$3,759
0310	AD & D Insurance	4,737	2,458	0.52	\$2,279
0319	Vision Insurance	2,486	1,547	0.62	\$939
0350	Workers' Compensation Insurance	10,000	3,879	0.39	\$6,121
	TOTAL	\$1,311,619	\$680,135	0.52	\$631,484
SERVICES & SUPPLIES					
0700	Communications	17,000	3,453	0.20	\$13,547
0900	Food	1,000	391	0.39	\$609
1000	Household Expenses	8,000	7,597	0.95	\$403
1100	Library Insurance	15,000	11,291	0.75	\$3,709
1300	Maintenance, Equipment	25,000	14,034	0.56	\$10,966
1400	Maintenance, Buildings & Improvements	65,000	10,992	0.17	\$54,008
1600	Memberships	4,700	4,483	0.95	\$217
1800	Office Expenses	35,000	16,200	0.46	\$18,800
1803	Postage	5,000	2,180	0.44	\$2,820
1900	Prof./Specialized Services	149,100	29,523	0.20	\$119,577
1912	Investment Administrative Fees	1,500	560	0.37	\$940
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,000	282	0.28	\$718
2200	Rents & Leases - Buildings & Improvements	35,000	42,829	1.22	-\$7,829
2400	Books/Library Materials	150,000	52,083	0.35	\$97,917
2600	Transportation & Travel	2,000	0	0.00	\$2,000
2700	Meetings	6,500	3,935	0.61	\$2,565
2800	Utilities	85,000	49,836	0.59	\$35,164
	TOTAL	\$606,800	\$249,669	0.41	\$357,131
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$6,187	0.88	\$813
	OPERATING EXPENSES	\$1,918,419	\$935,992	0.49	\$982,427
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$10,000	\$10,672	1.07	-\$672
4200	Structures/Improvements	100,000	\$38,372	0.00	\$61,628
5200	Contingency Funds	\$124,759	\$0	0.00	\$124,759
	TOTAL	\$234,759	\$49,044	0.21	\$185,715
TOTAL BUDGET (Fund 707)					
		\$2,160,178	\$985,036	0.46	\$1,175,142
Reserves	General Reserves	\$10,000	\$0	0.00	\$10,000
	702-Equipment & Structural Repair Fund	\$10,265	\$1	0.00	\$10,264
	703-Automated Replacement Fund	\$12,236	\$1	0.00	\$12,235
	706-Interest & Sinking Bond Redemption	\$175,985	\$15	0.00	\$175,970
	708-Unused Sick Leave Payoff Reserve	\$11,939	\$1	0.00	\$11,938
	Impact Fees	\$42,732	\$0	0.00	\$42,732

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF JAN, 2011

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$28,320	1,862	2,308
Total Non-Fiction	\$40,551	1,388	2,403
Total Music CDs	\$1,352	79	80
Total Audio Books	\$2,161	66	66
Total Free DVDs	\$1,460	62	72
<u>Total Rental DVDs</u>	<u>\$3,294</u>	<u>93</u>	<u>118</u>
TOTAL MATERIALS	\$77,137	3550	5047



The figures on this report reflect items and invoices received through the end of the month. Invoices paid during the month are shown on the Financial report rather than the Acquisitions report.

ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF JANUARY 2011
Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$8,358	329	354	\$164	3	15	\$6,532	332	369	\$640	30	31	\$7,372	362	400
Adult Non-Fiction	\$15,360	710	714	\$240	11	16	\$15,600	721	730	\$105	4	4	\$15,705	725	734
Adult Reference	\$461	7	7	\$0	0	0	\$461	7	7	\$25	1	1	\$486	8	8
Adult Magazines	\$5,078	97	1048	\$0	0	0	\$5,078	97	1048	\$0	0	0	\$5,078	97	1,048
Adult online databases	\$7,770	2	0	\$0	0	0	\$7,770	2	0	\$0	0	0	\$7,770	2	0
Total Adult Non-Fiction	\$28,669	816	1769	\$240	11	16	\$28,909	827	1785	\$130	5	5	\$29,039	832	1790
TOTAL ADULT PRINT MATERIALS	\$35,036	1145	2123	\$405	14	31	\$35,441	1159	2154	\$969	35	36	\$36,411	1194	2190
Adult Music CDs	\$1,310	77	77	\$0	0	0	\$1,310	77	77	\$398	24	24	\$1,708	101	101
Adult Audio Books	\$1,643	42	42	\$0	0	0	\$1,643	42	42	\$164	3	3	\$1,807	45	45
Adult Free DVDs	\$209	7	7	\$0	0	0	\$209	7	7	\$0	0	0	\$209	7	7
Adult Rental DVDs	\$2,026	76	76	\$0	0	0	\$2,026	76	76	\$200	11	11	\$2,226	87	87
TOTAL ADULT NON-PRINT MATERIALS	\$5,187	202	202	\$0	0	0	\$5,187	202	202	\$762	38	38	\$5,950	240	240
TOTAL ADULT MATERIALS	\$40,224	1347	2325	\$405	14	31	\$40,628	1361	2,356	\$1,732	73	74	\$42,360	1,434	2,430
Juvenile Fiction	\$15,280	1,018	1,434	\$0	0	0	\$15,280	1018	1434	\$783	53	57	\$16,063	1,071	1,491
Young Adult Fiction	\$6,672	515	520	\$0	0	0	\$6,672	515	520	\$231	14	14	\$6,903	529	534
Total Juvenile Fiction	\$21,952	1,533	1,954	\$0	0	0	\$21,952	1533	1954	\$1,013	67	71	\$22,965	1,600	2,025
Juvenile Non-Fiction	\$9,701	502	516	\$0	0	0	\$9,701	502	516	\$65	4	4	\$9,766	506	520
Young Adult Non-Fiction	\$1,119	52	52	\$0	0	0	\$1,119	52	52	\$100	4	7	\$1,219	56	59
Juvenile Reference	\$66	2	2	\$366	22	22	\$432	24	24	\$0	0	0	\$432	24	24
Juvenile Magazines	\$597	15	64	\$0	0	0	\$597	15	64	\$0	0	0	\$597	15	64
Juvenile online databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$11,682	572	634	\$366	22	22	\$12,248	594	656	\$165	8	11	\$12,413	602	667
TOTAL JUVENILE PRINT MATERIALS	\$33,634	2,105	2,588	\$366	22	22	\$34,200	2,127	2,610	\$1,178	75	82	\$35,379	2,202	2,692
Juvenile Music CDs	\$42	2	3	\$0	0	0	\$42	2	3	\$20	1	1	\$62	3	4
Juvenile Audio Books	\$518	24	24	\$0	0	0	\$518	24	24	\$0	0	0	\$518	24	24
Juvenile Free DVDs	\$1,251	55	65	\$0	0	0	\$1,251	55	65	\$0	0	0	\$1,251	55	65
Juvenile Rental DVDs	\$1,268	17	42	\$0	0	0	\$1,268	17	42	\$0	0	0	\$1,268	17	42
TOTAL JUVENILE NON-PRINT MATERIALS	\$3,079	98	134	\$0	0	0	\$3,079	98	134	\$20	1	1	\$3,099	99	135
TOTAL JUVENILE MATERIALS	\$36,913	2203	2722	\$366	22	22	\$37,280	2225	2744	\$1,198	76	83	\$38,478	2301	2827
Total Fiction	\$28,320	1,862	2,308	\$164	3	15	\$28,484	1865	2323	\$1,853	97	102	\$30,338	1,962	2,425
Total Non-Fiction	\$40,551	1,398	2,403	\$607	33	38	\$41,157	1421	2441	\$294	13	16	\$41,451	1434	2457
Total Music CDs	\$1,352	79	80	\$0	0	0	\$1,352	79	80	\$418	25	25	\$1,770	104	105
Total Audio Books	\$2,161	66	66	\$0	0	0	\$2,161	66	66	\$164	3	3	\$2,325	69	69
Total Free DVDs	\$1,460	62	72	\$0	0	0	\$1,460	62	72	\$0	0	0	\$1,460	62	72
Total Rental DVDs	\$3,294	33	118	\$0	0	0	\$3,294	33	118	\$200	11	11	\$3,494	104	123
TOTAL MATERIALS	\$77,137	3550	5047	\$771	35	53	\$77,908	3586	5100	\$2,930	149	157	\$80,838	3735	5257

Outstanding Orders as of January 2011

General Fund \$15,436

Adopt-a-book \$175

TOTAL \$15,611

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: Entrepreneurial Activities Report for January 2011

DATE: February 28, 2011

January 2010 Net Revenue Summary

			YTD	YTD
	Jan-11	Jan-10	2010-2011	2009-2010
Passport	9,075.00	6,217.00	38,026.00	35,626.00
Passport Photos	2,052.00	1,130.00	7,832.00	6,155.00
Test Proctor	400.00	250.00	1,350.00	1,950.00
Meeting Room	985.00	335.00	4,620.00	2,700.00
DVD Rentals	1,120.50	660.00	4,642.50	3,850.00
Total	13,632.50	8,592.00	56,470.50	50,281.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Personnel Report for December 2010
DATE: February 28, 2011

			YTD	YTD
	Jan-11	Jan-10	2010-2011	2009-2010
Separation	0	0	2	1
Retirement	0	0	0	0
Appointments	1	0	2	7
Open Positions	0	0	1	5
Workers' Compensation Leave	0	0	0	0
Total	1	0	4	13

SEPARATION:

None

OPEN POSITIONS:

None

RETIREMENT:

None

WORKERS' COMPENSATION LEAVE:

None

APPOINTMENTS:

Fernando Maldonado, Circulation Supervisor

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: February 28, 2011

MONTHLY STATISTICS

January 2011

<u>CIRCULATION</u>			Y-T-D	Y-T-D	Y-T-D
	Jan-11	Jan-10	2010-11	2009-10	% change
NEW PATRON REGISTRATIONS	350	369	2,340	2,640	-11.4%
TOTAL CIRCULATION	17,802	17,402	128,378	125,641	2.1%
TOTAL ACTIVE BORROWERS	9,405	17,318	112,970	125,527	-10.0%
ATTENDANCE*	-	24,243	124,105	173,764	-28.6%
Adult Fiction	3,181	3,285	22,007	22,955	-4.1%
Adult Nonfiction	2,530	2,707	18,249	17,619	3.6%
Adult Magazines	236	374	2,809	2,526	11.2%
Adult Music CDs	314	405	2,729	2,587	5.5%
Adult Audio Books	679	657	4,570	4,760	-4.0%
Adult Free DVDs	327	537	3,326	2,833	17.4%
Adult Rental DVDs	565	646	3,485	3,992	-12.7%
JV Fiction	5,988	5,318	42,997	41,486	3.6%
YA Fiction	684	482	4,311	4,821	-10.6%
JV Nonfiction	1,769	1,543	8,438	8,222	2.6%
YA Nonfiction	40	35	294	256	14.8%
JV Magazines	-	8	62	39	59.0%
JV Music CDs	21	21	393	255	54.1%
JV Audio Books	30	26	225	192	17.2%
JV Free DVDs	678	573	5,866	5,771	1.6%
JV Rental DVDs	200	166	1,171	1,259	-7.0%

* No attendance was recorded due to the flooring project.

PATRON COUNT *

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	-	-	-	-	-	-	-
10:00	-	-	-	-	-	-	-
11:00	-	-	-	-	-	-	-
12:00	-	-	-	-	-	-	-
1:00	-	-	-	-	-	-	-
2:00	-	-	-	-	-	-	-
3:00	-	-	-	-	-	-	-
4:00	-	-	-	-	-	-	-
5:00	-	-	-	-	-	-	-
6:00	-	-	-	-	-	-	-
7:00	-	-	-	-	-	-	-
8:00	-	-	-	-	-	-	-
Total/Day	-	-	-	-	-	-	-
							Grand Total

* No patron count available due to flooring project.

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
Total/Day	0	0	0	0	0	0	149
							Grand Total

NOTE: Daily activity for Passport Services not available.

STAFF ACTIVITY

N/A

ONGOING PROJECTS

N/A

NEW PROJECTS AND ACTIVITIES

Setup and staff temporary public entrance/exit at west emergency door.
 Appointment of new Circulation Supervisor, Fernando Maldonado.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: City of Placentia Invoices

DATE: February 28, 2011

**CITY OF PLACENTIA
INVOICES**

PERIOD COVERED FY2010-2011	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
Jul-10	08/31/10	6,892.73	1,452.50	142.50	14.42	\$8,502.15
Aug-10	10/12/10	6,848.56	1,425.50	142.50	*	\$8,443.56
Sep-10	10/28/10	6,571.73	1,452.50	142.50	*	\$8,166.73
Oct-10	11/23/10	4,688.88	1,452.50	142.50	*	\$6,283.88
Nov-10	12/08/10	3,832.05	1,452.50	142.50	*	\$5,427.05
Dec-10	02/01/11	3,337.15	1,452.50	142.50	*	\$4,932.15
Jan-11	02/15/11	3,412.40	1,452.50	142.50	7.68	\$5,015.08
Feb-11	*	*	*	*	*	*
Mar-11	*	*	*	*	*	*
Apr-11	*	*	*	*	*	*
May-11	*	*	*	*	*	*
Jun-11	*	*	*	*	*	*
TOTAL		35,583.50	10,167.50	997.50	22.10	\$46,770.60
AVG		5,083.35	1,452.50	142.50	11.05	\$6,681.51

* City Billing Not Received

FY2009-2010	DATE INVOICE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
Jul-09	02/03/10	7,927.04	1,605.36	137.25	70.71	9,740.36
Aug-09	02/03/10	7,315.95	1,605.36	134.30	12.79	9,068.40
Sep-09	02/03/10	7,803.57	1,605.36	142.53	12.77	9,564.23
Oct-09	02/03/10	3,853.51	1,605.36	*	12.78	5,471.65
Nov-09	02/03/10	3,835.72	1,605.36	138.05	12.80	5,591.93
Dec-09	02/03/10	3,327.17	1,605.36	132.42	*	5,064.95
Jan-10	05/10/10	3,327.17	1,605.36	132.11	*	5,064.64
Feb-10	05/10/10	3,306.59	1,605.36	132.11	*	5,044.06
Mar-10	05/10/10	3,802.36	1,605.36	142.50	14.39	5,564.61
Apr-10	5/10&8/5/10	3,796.14	1,605.36	142.50	14.39	5,558.39
May-10	5/10&8/5/10	3,948.92	1,605.36	142.50	14.44	5,711.22
Jun-10	5/10&7/15/10	7,023.20	1,605.36	142.50	14.41	8,785.47
TOTAL		59,267.34	19,264.32	1,518.77	179.48	\$80,229.91
AVG		4,938.94	1,605.36	138.07	19.94	\$6,685.82



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Library Director's Report for January 2011

DATE: February 28, 2011

Accomplishments

- Finalized and provided Administration Operations Plan (during the Library Director's & Analyst's maternity leaves) to the Library Board of Trustees, PLFF, the City, and Staff
- Filled the Circulation Supervisor position.
- Began the re-flooring project.
- Oversaw the coordination and implementation of the temporary public desks and public restrooms as part of the re-flooring project.
- Completed Easter Eggcitement publicity & coordination of activities with the Children's Librarian II.
- Organized and coordinated activities for EDHS's Interact Club to manage the snack venue for the Miss Placentia Pageant on February 19th.

Meetings

- Emergency Board Meeting – January 15th, Emergency Board Meeting – January 17th, Library Board of Trustees Meeting – January 17th
- Manager's meetings – January 4th, 11th & 18th
- Rotary Weekly meetings – January 5th, 12th & 19th
- Roundtable Women's Club meeting – January 5th
- PLFF Meeting – January 10th
- PLFF Author's Luncheon meeting – January 6th
- Staff Meeting – January 18th
- Meeting with PLFF President & Recording Secretary regarding Dixie Shaw project – January 3rd
- Meeting with EDHS Interact President regarding Rotary RYLA and Speech Contest – January 6th & 19th
- Meeting with Linda Katsouleas – January 7th & 11th
- Meeting with Board President Wood – January 12th
- Meeting with PLFF Board Member Marge Boelman – January 19th
- Meeting with Adult Services Librarian II – January 19th

Training/Workshops:

- Staff Development Half-Day – January 7th

Community Events / Functions

- Rotary Speech Contest – January 19th

- I will be on maternity leave commencing January 24th and will return on March 2nd. During my absence, I will be available via e-mail and phone should the Library Board of Trustees and/or staff need to contact me.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Services Manager Report for January 2011
DATE: February 28, 2011

No report available due to vacancy of position.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Librarian

SUBJECT: Children's Services Monthly Activity Report for January 2011

DATE: February 28, 2011

MONTHLY STATISTICS

	January 2011	January 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
Phone reference:	61	37	328	173	89.60%
In person reference/research:	805	591	4183	3490	19.86%
Total Reference	866	628	4511	3669	22.95%
Total Number of Programs	19	16	167	177	-5.65%
Total Programs Attendance	584	552	6433	5658	13.70%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
F.I.R.S.T. -- Family Interactive Reading and Sharing Time	1	33
Read to the Dogs	1	15
Preschool Story Times I & II: 3-6 years	6	148
Pocket Tales: Stories, music, and movement.	3	94
Lap Sit 24 months & younger	3	168
P-TAC	2	38
Family Game Day	1	28
Super STAR Storytime	1	22
1/15 YA: Kaplan SAT Practice Test	1	19
1/20 YA: Kaplan SAT Practice Test Results	1	19
Total January 2011	19	584
Total January 2010	16	552

Current FY to date	167	6,433
Previous FY to date	177	5,658

Achievements:

- Coleen Wakai planned and conducted a successful Kaplan Practice SAT/ACT testing program and results session.
- Children's staff attended the Staff Development program on Jan. 7.
- Lori Worden attended library Supervisor/ Management meetings on Jan. 6 and Jan. 25.
- Children's staff attended the all-staff meeting on Jan. 18.
- Lori Worden attended the SCLC Performer's Showcase workshop at the Yorba Linda Community Center on Jan. 27 to see potential performers for this year's Summer Reading Program.
- Brenda Ramirez, Toby Silberfarb and Lindsay Whipple presented popular storytime programs.
- Children's staff attended the Adult Services/ Children's Services staff meeting on Jan. 26.

In Progress:

- Children's staff continued book and materials ordering, as well as weeding of their collections.
- Children's staff planned for upcoming programs in February, including the Lunar New Year program and the Valentine's Day program.
- Children's staff are making plans for this year's Summer Reading Program, including a program for children, preschoolers ("Read to Me") and a program for teens.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Toby Silberfarb, Library Assistant Children's / Volunteers
SUBJECT: Literacy / Volunteer Report for January 2011
DATE: February 28, 2011

Volunteer Hours:

	January 2011	January 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
History Room	43	35	259.5	134	93.66%
PLFF	172	502	2461	1440	58.96%
Library (General)	173	208	2749.5	750	263.80%
Technical	35	12	145.25	26	N/A
Homework Club	97	111	465	299	55.52%
Tutors (Adult Literacy)	99	63	270	157	71.97%

Achievements:

- Held a F.I.R.S.T. family book discussion of **Mr. Tanen's Ties**
- Participated in the staff development activities
- Met with 3 potential Cal State Fullerton interns

Projects in Progress

- Mentoring 3 interns from Cal State Fullerton
- Planning the July-Dec 2011 F.I.R.S.T. book discussions
- Planning for volunteer recruitment for SRP celebration

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Librarian
SUBJECT: Reference and Adult Services Monthly Activity Report for January 2011

DATE: FEBRUARY 28, 2011

MONTHLY STATISTICS

Adult Services Programs

		January 2011
January 5, 2011	Play Reading: The Cherry Orchard	7
January 5, 2011	Tech Help	5
January 11, 2011	Book Discussion: To Try Men's Souls	10
January 11, 2011	Computer Workshop: Introduction to the Internet	12
January 12, 2011	Tech Help	9
January 19, 2011	Computer Workshop: Introduction to Computers	5
January 19, 2011	Tech Help	7
January 26, 2011	Computer Workshop: Word Processing	6
January 26, 2011	Tech Help	8
		69

Reference Desk Activity

	January 2011	January 2010	Y-T-D 2010-2011	Y-T-D 2009-10	Y-T-D % change
Reference -- in person	1151	1287	7398	8644	-14.41%
Reference -- telephone	392	369	2347	2098	11.87%
Reference -- email/chat	0	0	1	0	100.00%
Technology assistance	645	834	4772	4590	3.97%
Guest passes	201	26	1134	108	950.00%
Public computer use (desktops)	3220	3059	20345	20222	0.61%
Public computer use (express laptops)*	166	2159	7062	11819	-40.25%
In library use -- cleanup	3921	3654	24757	23508	5.31%
Adult Program Attendance**	69	0	641	0	100.00%

**Only 1 laptop in use due to flooring project*

***No statistics available for FY2009-2010*

ACHIEVEMENTS

- *Kathy Staymates* continues to update the Librarians' Choice book trough.
- *Kathy Staymates* created a bibliography and a PowerPoint presentation featuring Katsushika Hokusai for Dixie Shaw's Artist of the Month program.
- *Gary Bell* and Jean Turner led the January 5th play reading of *The Cherry Orchard* by Anton Chekhov.
- *Martha Leonard* led the January 11th book discussion of *To Try Men's Souls* by Newt Gingrich.
- *Trustee Shkoler* prepared materials and taught the Introduction to the Internet Computer Workshop on January 11.
- *Trustee Shkoler* prepared materials and taught Introduction to Computers on January 19.
- *Nadia Dallstream* prepared materials and taught Introduction to Computers on January 26.
- *Nadia Dallstream* continues to update the Library's Facebook account with upcoming events and wall posts.
- *Nadia Dallstream* is coordinating the Tech Volunteer Program and Computer Workshops. Six volunteers provided 35 hours of assistance.
- *Gary Bell* is coordinating the Adult Literacy Program. Nine Volunteers provided 99 hours of assistance.
- *Gary Bell* interviewed and accepted nine students for Adult Literacy tutoring.
- *Gary Bell* interviewed and accepted one Adult Literacy tutor from the Cal-State Fullerton Human Services Department.
- *Gary Bell* connected five students with tutors.

MEETINGS

- *Gary Bell* attended four meetings with literacy intern.
- *Nadia Dallstream* attended the Managers/Supervisors Meeting on January 4, January 11 and January 25.
- *Kathy Staymates, Katie Matas, Nadia Dallstream and Gary Bell* attended the Adult Services/Reference Meeting on January 19.
- *Katie Matas, Nadia Dallstream and Gary Bell* attended the Staff Meeting on January 25.
- *Kathy Staymates, Katie Matas, Nadia Dallstream and Gary Bell* attended the Adult Services and Children's Services Staff Meeting on January 26.

WORKSHOPS/TRAINING

- *Gary Bell* attended a Word Processing Computer Workshop on January 26.
- *Nadia Dallstream* attended the Performers Showcase on January 27.
- *Katie Matas* attended the Overdrive training on January 27.

IN PROGRESS

- *Gary Bell* is preparing for the February 1st Play Reading of *Tesla's Letters* by Jeffrey Stanley.
- *Martha Leonard* is preparing for the February 8th Book Discussion of *Worse than Watergate* by John Dean.
- *Nadia Dallstream* is preparing a brochure on computer workshops.
- *Katie Matas and Nadia Dallstream* are preparing to launch the Overdrive e-books subscription.
- *Nadia Dallstream* is working with Trustee Shkoler and volunteers to provide overflow computer workshops.
- *Nadia Dallstream* is coordinating an April 2nd Spanish/English program in celebration of Cesar Chavez Day.
- *Kathy Staymates and Nadia Dallstream* are working on the Adult Summer Reading Program and the Summer Reading Celebration.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for January 2011
DATE: February 28, 2011

	January 2011	January 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
History Room Visitors	1	8	57	54	5.56%
History Room Volunteer Hours	43	35	252	293	-13.99%

ACHIEVEMENTS:

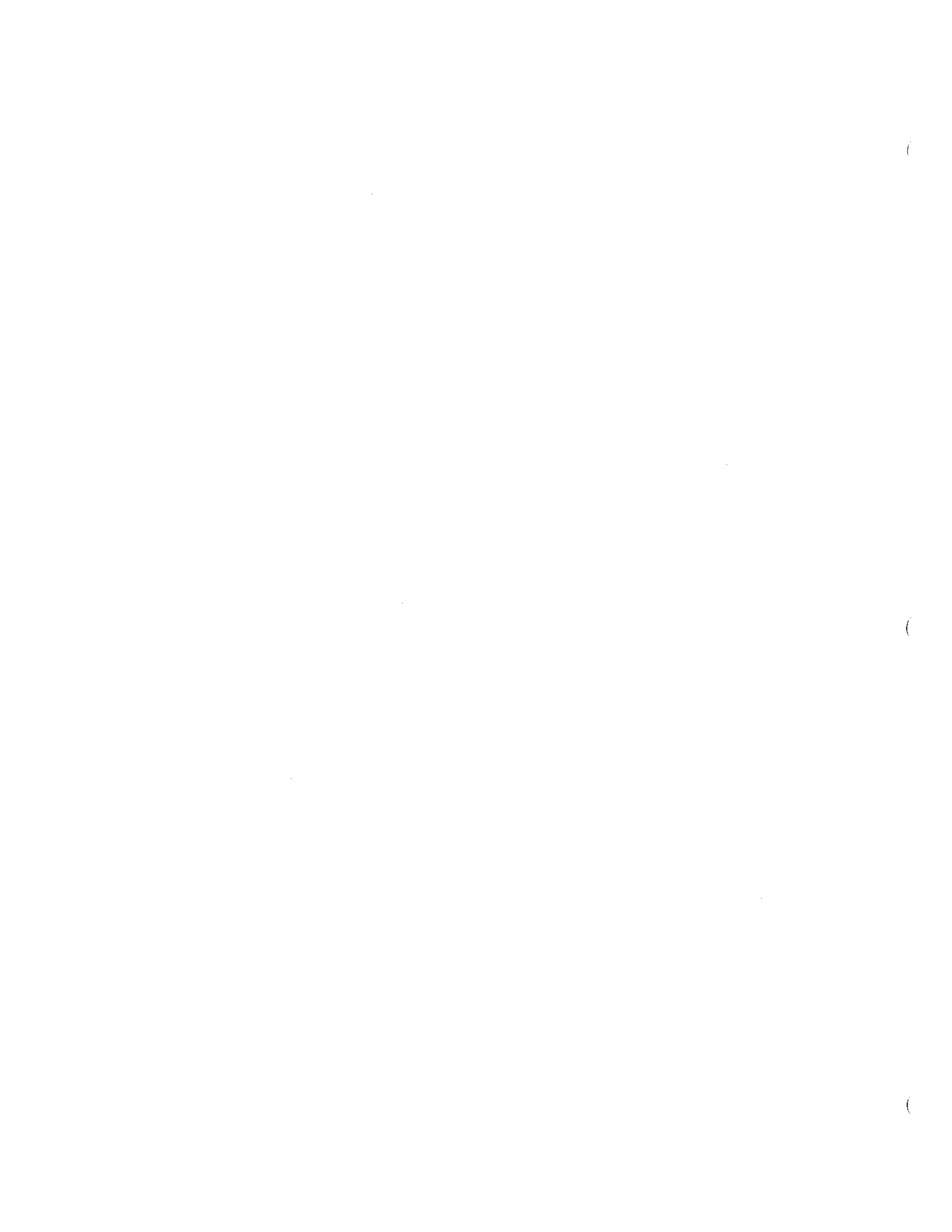
- *Gary Bell* gave a presentation on the History Room at the Reference/Children's meeting on January 26th.
- *Gary Bell* submitted a project plan for the Placentia Historical Homes DVD project.

MEETINGS:

- *Gary Bell* met with a prospective videographer for the Placentia Historical Homes DVD project.

IN PROGRESS

- Volunteers continue with archiving History Room collections.
- *Gary Bell and Nadia Dallstream* are preparing an action plan for History Room project.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for January 2011
DATE: February 28, 2011

MONTHLY STATISTICS

Online database usage:

	January 2011	January 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
General Reference Center Career Transitions (new for FY10/11)	638	252	2,332	1,320	77%
Heritage Quest	3	0	257	0	NA
Novelist	509	460	3,813	4,605	-17%
Tumblebooks	46	28	391	321	22%
Reference USA	451	584	2,490	2,157	15%
	142	100	656	608	7%
	1789	1424	9,939	9,011	10%

Website traffic for January 2011:

In January 2011 we had 20,254 visitors to our website. In January 2010 there were 38,867 page hits. Last year we had 17,675 visitors and 39,282 page hits in January.

STAFF ACTIVITY

- Katie attended a reference and children's meeting, a reference meeting and a staff meeting.
- Katie helped plan and facilitate the half-day staff development workshop.
- Katie proctored three exams.
- Katie participated in an online/telephone training for Overdrive title purchasing.
- Katie updated the holiday schedule for January – June 2001 in Horizon.

ONGOING PROJECTS

- Jesus continues to update Library events on the website and the outside digital sign.
- Katie helped patrons and staff with day-to-day computer and copier questions.
- Katie updates the messages on the telephone system.
- Nadia updates the Library's Facebook account.
- Coleen updates the Library's Flickr and Twitter accounts.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Joanne Hardy, Acting Library Director
SUBJECT: Update on Re-flooring Project
DATE: February 28, 2011

BACKGROUND

The improvements to the library building which resulted from the re-flooring project are nearly complete. February brought reopening of the library's front entrance, fresh, well-functioning Circulation Services and Reference Services areas, and an attractive, refurbished Friends' Bookstore.

Attachment A is the timeline showing when important components were completed and what remains to be completed.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



TIMELINE OF IMPROVEMENTS TO THE PLACENTIA LIBRARY BUILDING

Joanne Hardy, Acting Library Director

2011

- FEB 3: New Furniture installation completed
- FEB 4: Art Wall Lighting completed
Floor repair to Entry completed
Friends Bookstore Shelving installed
Vending Machines repositioned
- FEB 7: Materials security system (3M) installation completed
Computer System/Horizon Stations installation completed
- FEB 9: Professional cleaning of Atrium/Lobby completed
Display Monitor installed; not functioning
- FEB 10: Circulation Desk functioning
West emergency exit secured
Front entrance reopened at 9:00 a.m.
- FEB 11: Trenching and cabling to Reference Desk completed
- FEB 12: Floor repair to Reference Desk completed
Transition trim for flooring at Reference Desk completed
- FEB 14: Electrical & Cat-6 wiring completed, inspected and approved
- FEB 15: Express Stations reconnected
Conduit Covers for Ref. Desk ordered
STS setup (cash register) completed
Portable Restroom Units removed

- FEB 17: Telephone line connection for Reference Desk re-established
Reference Desk functioning
ADT System repaired
- FEB 22: Meeting Room door repaired
- FEB 25: First selection of art work installed
Welcome Lettering installed
Trustees READ photos hung
PLFF Donors Poster and Employees of the Quarter photos hung

YET TO BE DONE

- Connect display monitor to server
- Purchase plants & planters for entry at Security Gates
- Receive delivery of Reference Desk conduit covers
- Repair drinking fountain
- Fix sliding entrance doors
- Place line control signage or ropes
- Paint vertical conduit on Art Wall
- Select and purchase chairs for Circulation and Reference Desks
- Install swinging gate at west end of Circulation Desk

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Trustee Al Shkoler
SUBJECT: Computer Updates and Replacements Update
DATE: February 28, 2011

Activities Report:

Survived!

Achievements

Moved Circulation and Reference systems to temporary locations and then moved them back after construction and new desk installations were completed.

Upgraded RAM (Random Access Memory) on all Adult Desktop PC's (not the computer lab pc's). This improved the boot up time from 4-5 minutes to 2-3 minutes. Since these computers are rebooted after each patron finishes the upgrade reduces the wait time before the next patron can use the machine.

Configured and installed 9 of 13 new computers for staff. They are VERY happy!

Purchased and installed a new anti-virus system for ALL computers. The new system is compatible with the Public computers Deep Freeze software. Previously we had several different anti-virus programs which were a headache to maintain.

Taught several classes in the lab.

Despite the antiquated equipment we still have the library functions with minimal down time.

Projects in Progress

Continue to configure and install remaining four staff computers.

More updates remain to be done in off hours. (The network needs to be taken down)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Joanne Hardy, Acting Library Director

SUBJECT: Presentation of Fiscal Year 2009-2010 Financial Audit by Linda Hurley, CPA from Macias Gini & O'Connell.

DATE: February 28, 2011

BACKGROUND

Linda Hurley, CPA from Macias Gini & O'Connell, will present the findings for the Fiscal Year 2009 – 2010 Audit of Financial Transactions for the Placentia Library District.

Draft reports will be presented at the meeting.

RECOMMENDATION

Receive and File the Financial Audit for Fiscal Year 2009 – 2010.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Joanne Hardy, Acting Library Director

SUBJECT: Discussion of Travel Authorizations for Library Board of Trustees and Library Director to attend the CALTAC Workshop.

DATE: February 28, 2011

BACKGROUND

The CALTAC Spring Workshop in Library Leadership “Strong Library Communities -- Making It Work In Your Hometown” will be held in Monrovia on March 12, 2011. The format and theme for the workshop is a panel discussion of “Library Movers: Sharing Success!” Library Director Contreras encourages attendance by members of the Board of Trustees and by the Library Director, at a cost not to exceed the registration fee of \$20 per attendee, plus mileage, with the expenses to be drawn from the General Fund. The deadline for payment is extended to payment on site, as per Doris Lau at CALTAC – Southern.

Attachment A is the Program/Registration Form and fees.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

2011 Application For CALTAC MEMBERSHIP

Date of Application: _____ NEW: _____ RENEWAL: _____
Name: _____
Address: _____ Home Phone: _____
City, State, Zip: _____ Work Phone: _____
Email: _____ FAX Number: _____

CALTAC MEMBERSHIP is open to anyone who is or has been a trustee, commissioner, or advisory board member of any library or library system in California as well as library directors, librarians, library staff, Friends, and other library supporters. For each member, please indicate name of library or library system and position in the library community.

(Name of Library or Library System)

____ Individual Membership (\$25) _____ Present/Former Library or System Trustee
____ Group Membership (\$23 each for 5 or more members = Honor Board.) Attach a separate Membership Application form for each member off the Group and identify library director, if he/she is joining. _____ Commissioner, or Advisory Board Member.
____ Library Director
____ Librarian/Library Staff
____ Other (please specify)

Please mail this Membership Application separately to CLA, 950 Glenn Drive Suite 150, Folsom, CA 95630

Milpitas Public Library

160 North Main Street • Milpitas, California • 95035

Highway 680: Take the Calaveras Boulevard (237) exit WEST. Make a right turn at the Main Street off-ramp. The library is at the end of the off ramp.

Highway 880 (17): Take the Calaveras Boulevard (237) exit EAST. Make a left turn at Abel Street then a right turn on to Weller Lane. The library is at the end of Weller on Main Street on the right.

Bus Routes: VTA Bus #66 stops in front of the Milpitas Public Library.

AC Transit bus #217 also stops in front of the Library on Main Street.

Monrovia Public Library

321 South Myrtle Avenue, Monrovia, CA (626) 256-8274

North of the I-210 west of the I-605 -- North on S. Myrtle Ave

Registration Form for SOUTHERN WORKSHOP

Monrovia Public Library --- Saturday, March 12, 2011

321 South Myrtle Avenue, Monrovia, CA (626) 256-8274

Name: _____ Library System: _____
Address: _____ Position: _____
City, State, Zip: _____ Are you a CALTAC Member? yes no
Phone: _____ Fax: _____ Do you wish to share your email address
Email: _____ with other workshop attendees? yes no

Registration Fee (due by 2/26/11)

CALTAC Member \$18

Non-member 20

TOTAL _____

Make checks payable to CALTAC and mail to:

Doris Lau (626) 991-7822

c/o P.O. Box 609

Long Beach, CA 90801

NO REFUNDS

Early Bird registration fee \$18 when postmarked by February 26, 2011; otherwise \$20.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Joanne Hardy, Acting Library Director
SUBJECT: Discussion of Estimates for Post-construction Cleaning of the Placentia Library.
DATE: February 28, 2011

BACKGROUND

During the tile removal and subfloor preparation phases of the Re-flooring Project, fine concrete dust spread throughout areas of the library not protected by Visqueen barriers. Affected areas include the library entry and tangential open spaces, Community Meeting Room, public restrooms, staff offices and work areas, and the staff lounge.

Individual staff members have cleaned their personal work spaces, Edgar Pineda vacuumed the carpet, and a professional crew cleaned public areas attached to the library entry up to 8' high. The fine dust is still ubiquitous – on walls and baseboards, in carpeting, on top of door ledges, picture frames, countertops, shelves, equipment, books, supplies, etc.

For health and safety reasons, the fine concrete dust needs to be removed from the areas listed above.

Two estimates from licensed professional post-construction cleaning & restoration companies are submitted for your review and consideration.

One of the estimates includes cleaning the areas referred to as the “main library” and “library offset”. These terms represent, respectively, the area housing the open stacks for adults and for children. Cleaning in this combined area may be considered separately.

If scheduled in sections, the cleaning is likely to take approximately 6 working days.

Both estimators recommend exploring cost recovery through the Certificate of Liability Insurance held by Concrete Construction Company.

Attachment A is the Estimate submitted by Better Floors & Restorations
Attachment B is the Estimate submitted by Emercon Restoration & Interiors
Attachment C is the Certificate of Liability Insurance for Concrete Construction Corp.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



Disaster Kleenup / Better Restorations

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

Operator Info:
Operator: AMANDA

Estimator: Chad Laffoon

Business: (714) 524-8500 x 111

Reference:
Company: Better Floors & Restorations

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

Price List: CAOG7X_FEB11
Restoration/Service/Remodel
Estimate: 47253-CLNFCC
File Number: 47277

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

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

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

Fee Summary:

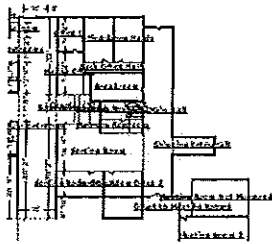
Cleaning Services Total: \$16,600.03



Disaster Kleenup / Better Restorations

47253-CLNFCC

Library



Main Entry Hall

Height: 8'

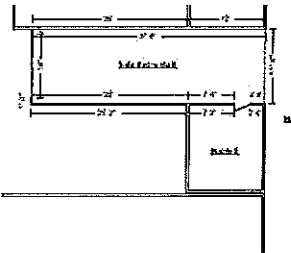
1,200.97 SF Walls	1,334.18 SF Ceiling
2,535.15 SF Walls & Ceiling	1,334.18 SF Floor
148.24 SY Flooring	148.41 LF Floor Perimeter
158.66 LF Ceil. Perimeter	

Missing Wall:	1 -	10' 3" X 6' 8"	Opens into HALL_TO_REST	Goes to Floor
Missing Wall:	1 -	11' 8" X 8'	Opens into SIDE_ENTRY_H	Goes to Floor/Ceiling
Missing Wall:	1 -	15' 11 15/16" X 8'	Opens into MAIN_LIBRARY	Goes to Floor/Ceiling
Missing Wall:	1 -	12' X 8'	Opens into BOOK_RETURN_	Goes to Floor/Ceiling

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

Totals: Main Entry Hall

1,381.17



Side Entry Hall

Height: 8'

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

Missing Wall:	1 -	11' 8" X 8'	Opens into MAIN_ENTRY_H	Goes to Floor/Ceiling
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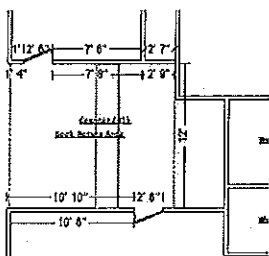
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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Disaster Kleenup / Better Restorations

CONTINUED - Side Entry Hall

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



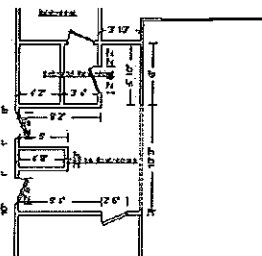
Book Return Area

Height: 8'

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

- Missing Wall: 1 - 12' X 8' Opens into Exterior Goes to Floor/Ceiling
- Missing Wall: 1 - 12' X 8' Opens into MAIN_ENTRY_H Goes to Floor/Ceiling

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



Hall to Restrooms

Height: 8'

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

- Missing Wall: 1 - 10' 3" X 6' 8" Opens into MAIN_ENTRY_H Goes to Floor

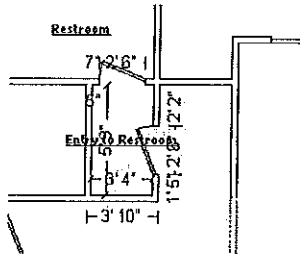
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (This are to be cleaned with main entry)				



Disaster Kleenup / Better Restorations

CONTINUED - Hall to Restrooms

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

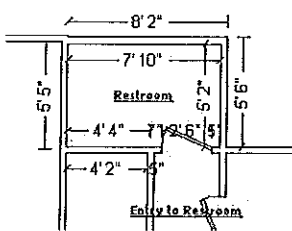


Entry to Restroom

Height: 8'

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

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Included with restroom cleaning				
Totals: Entry to Restroom				0.00



Restroom

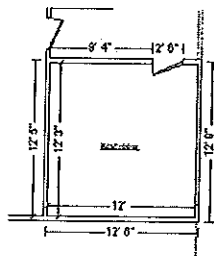
Height: 8'

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

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



Disaster Kleenup / Better Restorations

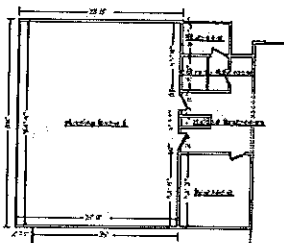


Restroom

Height: 8'

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

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



Meeting Room 1

Height: 8'

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

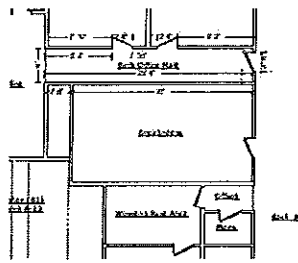
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
50. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
51. Cleaning Technician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



Disaster Kleenup / Better Restorations

CONTINUED - Marisa Office

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



Back Office Hall

Height: 8'

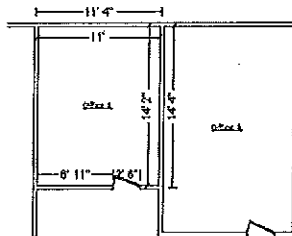
437.33 SF Walls	100.67 SF Ceiling
538.00 SF Walls & Ceiling	100.67 SF Floor
11.19 SY Flooring	54.67 LF Floor Perimeter
54.67 LF Ceil. Perimeter	

Missing Wall: 1 - 4' X 8'

Opens into MARISA_OFFIC

Goes to Floor/Ceiling

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



Office 1

Height: 8'

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

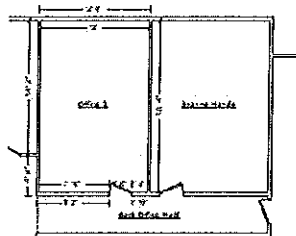
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
65. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
66. Cleaning Technician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



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CONTINUED - Office 1

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



Office 2

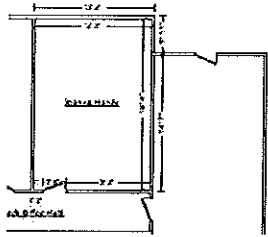
Height: 8'

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

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



Disaster Kleenup / Better Restorations

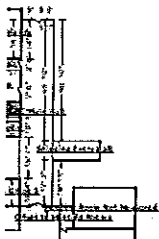


Joanne Hardy

Height: 8'

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

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



Back Main Hall

Height: 8'

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

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

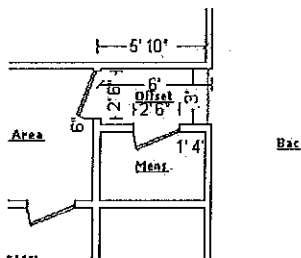
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with sorting area)				
77. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
78. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00



Disaster Kleenup / Better Restorations

CONTINUED - Back Main Hall

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



Offset

Height: 8'

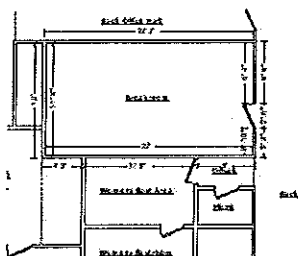
120.00 SF Walls	17.50 SF Ceiling
137.50 SF Walls & Ceiling	17.50 SF Floor
1.94 SY Flooring	15.00 LF Floor Perimeter
15.00 LF Ceil. Perimeter	

Missing Wall: 1 - 3' X 8'

Opens into BACK_MAIN_H

Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
This area included in Back main hall				
Totals: Offset				0.00



Breakroom

Height: 8'

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

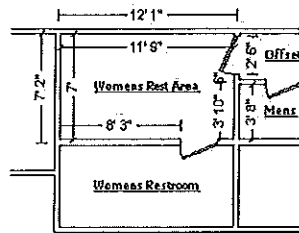
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas)				
85. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
86. Cleaning Technician - per hour	3.00 HR	0.00	32.50	97.50
3 men 1 hour				
87. Negative air fan/Air scrubber (24 hr period) - No monit.	1.00 DA	0.00	70.00	70.00



Disaster Kleenup / Better Restorations

CONTINUED - Breakroom

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

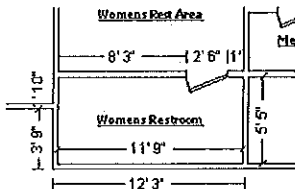


Womens Rest Area

Height: 8'

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

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



Womens Restroom

Height: 8'

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

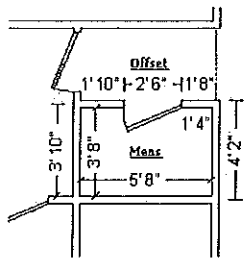
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
95. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00



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CONTINUED - Womens Restroom

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

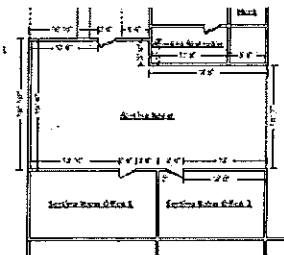


Mens

Height: 8'

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

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



Sorting Room

Height: 8'

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

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

Opens into BACK_MAIN_H

Goes to Floor/Ceiling

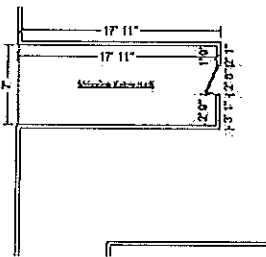
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents				
81. Cleaning - Supervisory/Administrative - per hour	8.00 HR	0.00	56.70	453.60
82. Cleaning Technician - per hour	32.00 HR	0.00	32.50	1,040.00



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CONTINUED - Sorting Room

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



Shipping Entry Hall

Height: 8'

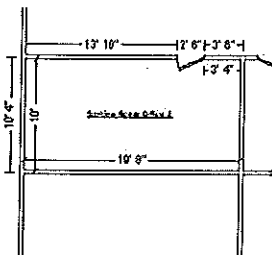
342.60 SF Walls	124.10 SF Ceiling
466.70 SF Walls & Ceiling	124.10 SF Floor
13.79 SY Flooring	42.82 LF Floor Perimeter
42.82 LF Cell. Perimeter	

Missing Wall: 1 - 6' 11 7/8" X 8'

Opens into BACK_MAIN_H

Goes to Floor/Ceiling

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



Sorting Room Office 1

Height: 8'

474.63 SF Walls	196.65 SF Ceiling
671.28 SF Walls & Ceiling	196.65 SF Floor
21.85 SY Flooring	59.33 LF Floor Perimeter
59.33 LF Cell. Perimeter	

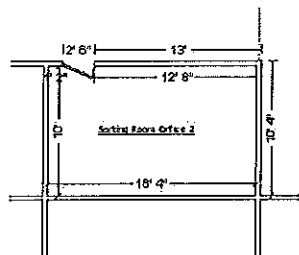
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
47253-CLNFCC			2/22/2011	Page: 13



Disaster Kleenup / Better Restorations

CONTINUED - Sorting Room Office 1

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

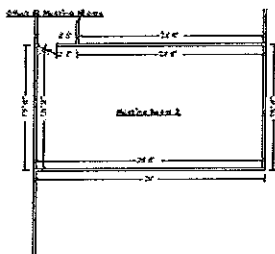


Sorting Room Office 2

Height: 8'

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

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



Meeting Room 2

Height: 8'

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

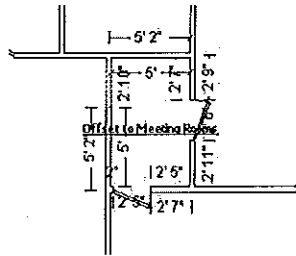
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				



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CONTINUED - Meeting Room 2

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



Offset to Meeting Rooms

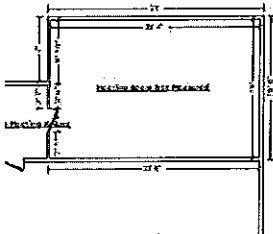
Height: 8'

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

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

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Included with meeting room cleaning				

Totals: Offset to Meeting Rooms 0.00



Meeting Room Not Measured

Height: 8'

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

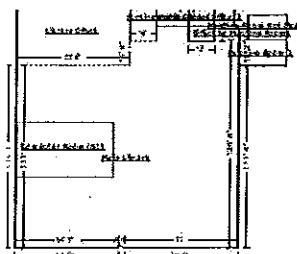
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Room not measured for cleaning				



Disaster Kleenup / Better Restorations

CONTINUED - Meeting Room Not Measured

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



Main Library

Height: 8'

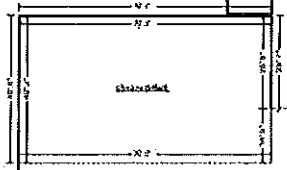
3,686.26 SF Walls	16,726.12 SF Ceiling
20,412.38 SF Walls & Ceiling	16,726.12 SF Floor
1,858.46 SY Flooring	460.31 LF Floor Perimeter
463.16 LF Ceil. Perimeter	

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

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



Disaster Kleenup / Better Restorations



Library Offset

Height: 8'

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

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

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

Grand Total Areas:

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



Disaster Kleenup / Better Restorations

Summary

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

Chad Laffoon



Disaster Kleenup / Better Restorations

Recap by Room

Estimate: 47253-CLNFCC

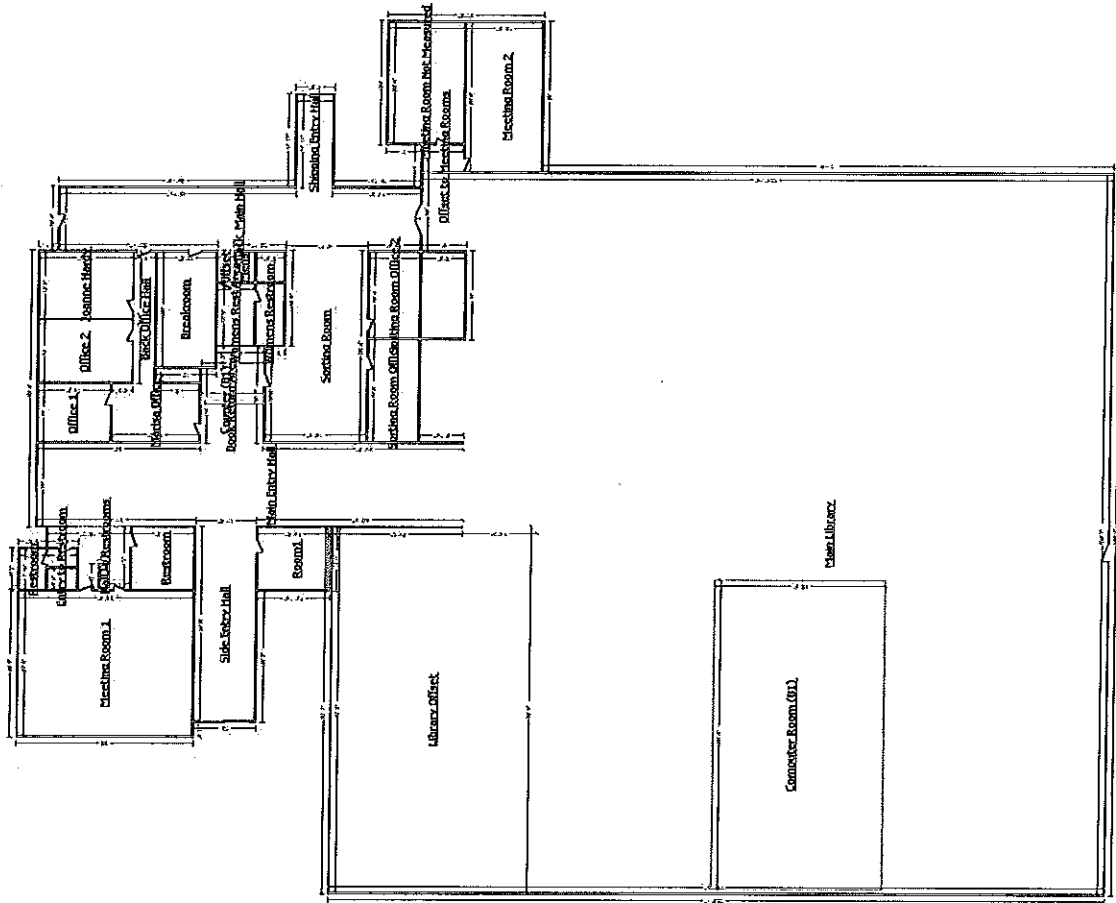
Area: Library

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

Area Subtotal: Library	16,577.50	100.00%
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Subtotal of Areas	16,577.50	100.00%
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Total	16,577.50	100.00%
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Emercon Construction, Inc.

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

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

Contact 1: (714) 528-1906 x 203

Operator Info:

Operator: EMERCON

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

Business: (714) 630-9615 x 136

Type of Estimate:

Date Entered: 2/8/2011

Date Assigned:

Price List: CAOG7X_FEB11
Restoration/Service/Remodel
Estimate: C4789JG

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

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

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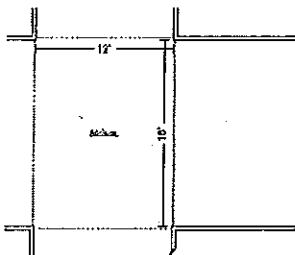
C4789JG
Main Level

Main Level

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

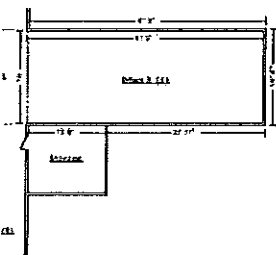
Total: Main Level				0.00
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Atrium **Height: 20'**

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

Missing Wall: 1 - 12' X 20' Opens into OFFSET_2 Goes to Floor/Ceiling



Subroom 1: OFFSET_3 **Height: 9' 6"**

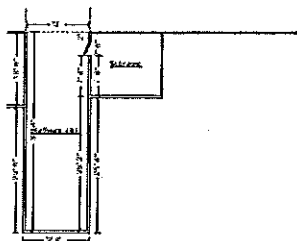
945.25 SF Walls	665.33 SF Ceiling
1,610.58 SF Walls & Ceiling	665.33 SF Floor
73.93 SY Flooring	99.50 LF Floor Perimeter
115.50 LF Ceil. Perimeter	

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

Emercon Construction, Inc.

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CONTINUED - Atrium

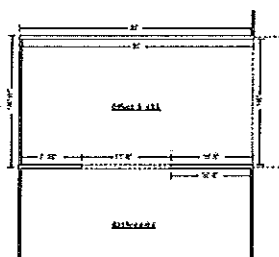


Subroom 2: HALL

Height: 9' 6"

806.67 SF Walls	446.00 SF Ceiling
1,252.67 SF Walls & Ceiling	446.00 SF Floor
49.56 SY Flooring	84.17 LF Floor Perimeter
98.67 LF Ceil. Perimeter	

Missing Wall:	1 -	2' 6" X 6' 8"	Opens into SAI	Goes to Floor
Missing Wall:	1 -	12' X 9' 6"	Opens into ATRIUM	Goes to Floor/Ceiling



Subroom 3: OFFSET_1

Height: 9' 6"

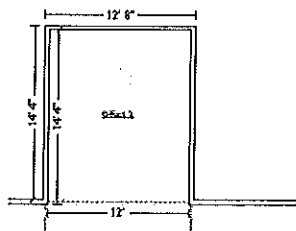
645.19 SF Walls	477.33 SF Ceiling
1,122.52 SF Walls & Ceiling	477.33 SF Floor
53.04 SY Flooring	64.48 LF Floor Perimeter
92.00 LF Ceil. Perimeter	

Missing Wall:	1 -	11' 6 1/4" X 6' 8"	Opens into BATHROOMS	Goes to Floor
Missing Wall:	1 -	16' X 9' 6"	Opens into ATRIUM	Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
2. Clean the walls and ceiling - HEPA vacuums will be utilized in addition to standard cleaning procedures to capture airborne dust	4,775.16 SF	0.00	0.28	1,337.04
1. Clean floor	1,790.06 SF	0.00	0.42	751.83
16. Cleaning Technician - per hour to clean misc items (contents and fixtures)	16.00 HR	0.00	32.50	520.00
Totals: Atrium				2,608.87

Emercon Construction, Inc.

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Offset 2

Height: 9' 6"

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

170.00 SF Ceiling
170.00 SF Floor
40.67 LF Floor Perimeter

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

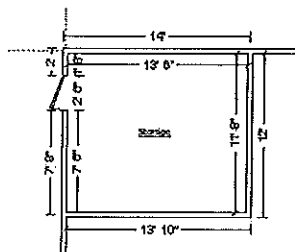
Opens into ATRIUM

Goes to Floor/Ceiling

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

Totals: Offset 2

227.17



Storage

Height: 9' 6"

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

157.50 SF Ceiling
157.50 SF Floor
47.83 LF Floor Perimeter

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

Opens into HALL

Goes to Floor

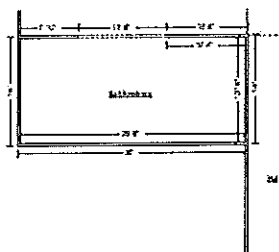
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
8. Clean the walls and ceiling - HEPA vacuums will be utilized in addition to standard cleaning procedures to capture airborne dust	619.00 SF	0.00	0.28	173.32
7. Clean floor	157.50 SF	0.00	0.42	66.15
17. Cleaning Technician - per hour to clean misc items (contents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

Totals: Storage

304.47

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Bathrooms

Height: 9' 6"

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

Missing Wall: 1 - 11' 6 1/4" X 6' 8" Opens into OFFSET_1 Goes to Floor

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
11. Clean the walls and ceiling - HEPA vacuums will be utilized in addition to standard cleaning procedures to capture airborne dust	1,143.86 SF	0.00	0.28	320.28
10. Clean floor	400.50 SF	0.00	0.42	168.21
Totals: Bathrooms				488.49

General Items

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

Emercon Construction, Inc.

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Grand Total Areas:

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

Emercon Construction, Inc.

2906 E. Coronado Street
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Contractors License #525903

Summary

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

Joseph F. Gildner Jr.
Estimating & Sales

Emercon Construction, Inc.

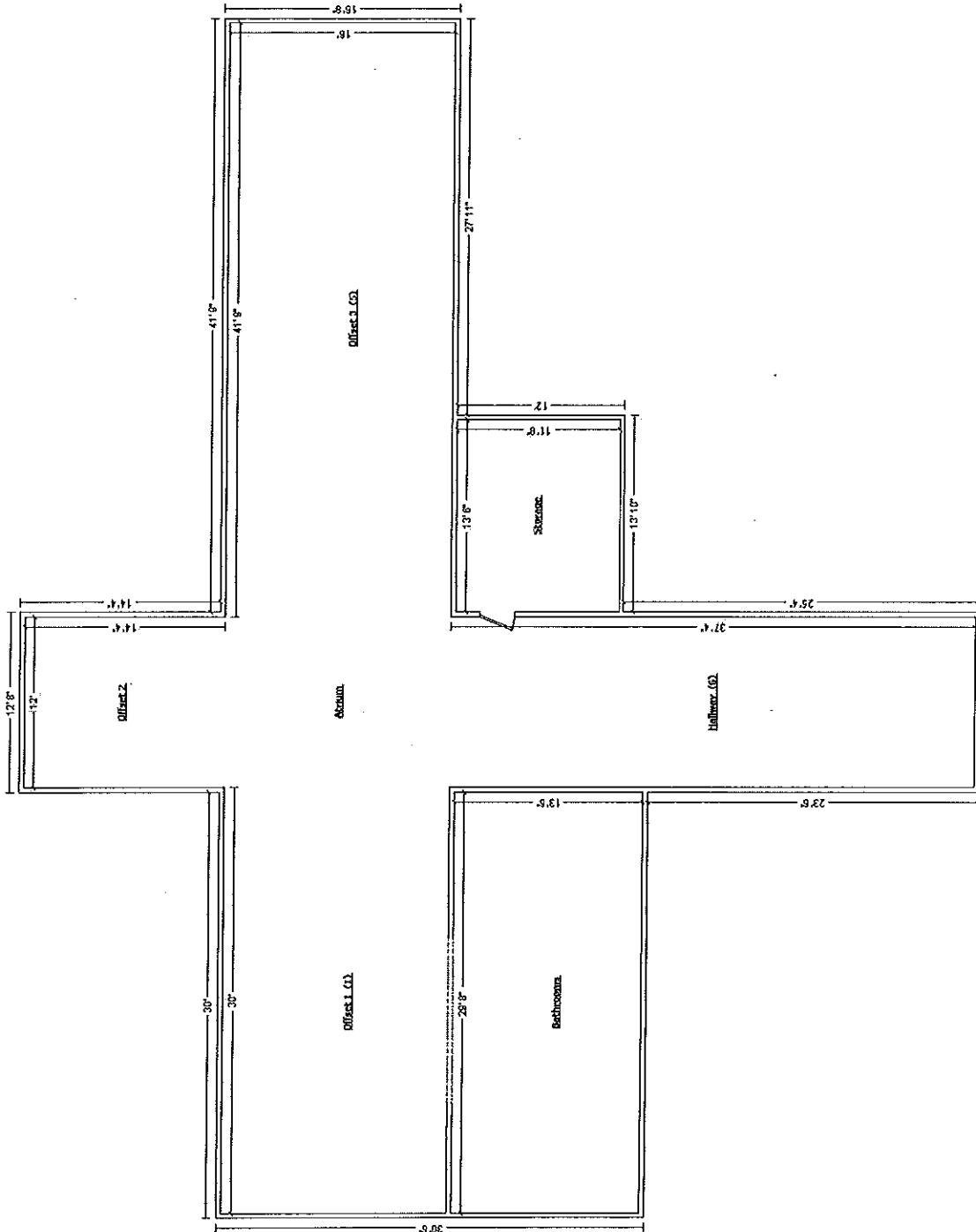
2906 E. Coronado Street
Anahelm, CA 92806
(714) 630-9615
(714) 630-6071 FAX
Contractors License #525903

Recap by Category

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

2/8/2011

Main Level



C4789JG

Emercon Construction, Inc.

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Client: Placentia Library
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Contact 1: (714) 528-1906 x 203

Operator Info:

Operator: EMERCON

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

Business: (714) 630-9615 x 136

Type of Estimate:

Date Entered: 2/8/2011

Date Assigned:

Price List: CAOG7X_FEB11
Restoration/Service/Remodel
Estimate: C4789JGA

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

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

Emercon Construction, Inc.

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Contractors License #525903

C4789JGA

Main Level

Main Level

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

Total: Main Level				0.00
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General Items

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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15. Negative air machine - Large to capture particulate matter utilizing HEPA filtration to control dust - 4 units for 3 days	3.00 DA			NO CHARGE
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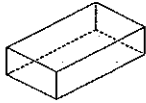
18. Chemical/dry sponges used	125.00 EA	0.00	3.25	406.25
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Totals: General Items				406.25
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Total: Main Level				406.25
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Meeting Room

LxWxH 34' 6" x 28' x 11' 6"



1,437.50 SF Walls			966.00 SF Ceiling	
2,403.50 SF Walls & Ceiling			966.00 SF Floor	
107.33 SY Flooring			125.00 LF Floor Perimeter	
396.75 SF Long Wall			322.00 SF Short Wall	
125.00 LF Ceil. Perimeter				

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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20. Clean and deodorize carpet	966.00 SF	0.00	0.46	444.36
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21. Clean the walls and ceiling	2,403.50 SF	0.00	0.28	672.98
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22. Cleaning Technician - per hour to clean misc. contents and fixtures	4.00 HR	0.00	32.50	130.00
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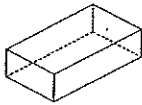
Totals: Meeting Room				1,247.34
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Emercon Construction, Inc.

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Reception Area

LxWxH 17' x 11' x 9' 6"

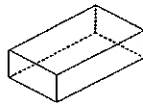


532.00 SF Walls	187.00 SF Ceiling
719.00 SF Walls & Ceiling	187.00 SF Floor
20.78 SY Flooring	56.00 LF Floor Perimeter
161.50 SF Long Wall	104.50 SF Short Wall
56.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
23. Clean and deodorize carpet	187.00 SF	0.00	0.46	86.02
24. Clean the walls and ceiling	719.00 SF	0.00	0.28	201.32
25. Cleaning Technician - per hour to clean misc. contents and fixtures	2.00 HR	0.00	32.50	65.00
29. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Reception Area				400.44

Office 1

LxWxH 14' x 11' x 9' 6"

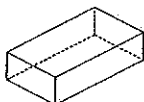


475.00 SF Walls	154.00 SF Ceiling
629.00 SF Walls & Ceiling	154.00 SF Floor
17.11 SY Flooring	50.00 LF Floor Perimeter
133.00 SF Long Wall	104.50 SF Short Wall
50.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
26. Clean and deodorize carpet	154.00 SF	0.00	0.46	70.84
27. Clean the walls and ceiling	629.00 SF	0.00	0.28	176.12
28. Cleaning Technician - per hour to clean misc. contents and fixtures	4.00 HR	0.00	32.50	130.00
30. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Office 1				425.06

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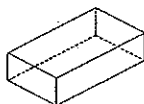


Hallway

LxWxH 25' x 4' x 9' 6"

551.00 SF Walls	100.00 SF Ceiling
651.00 SF Walls & Ceiling	100.00 SF Floor
11.11 SY Flooring	58.00 LF Floor Perimeter
237.50 SF Long Wall	38.00 SF Short Wall
58.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
31. Clean and deodorize carpet	100.00 SF	0.00	0.46	46.00
32. Clean the walls and ceiling	651.00 SF	0.00	0.28	182.28
Totals: Hallway				228.28



Office 2

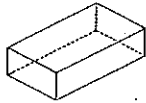
LxWxH 19' x 12' x 9' 6"

589.00 SF Walls	228.00 SF Ceiling
817.00 SF Walls & Ceiling	228.00 SF Floor
25.33 SY Flooring	62.00 LF Floor Perimeter
180.50 SF Long Wall	114.00 SF Short Wall
62.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
34. Clean and deodorize carpet	228.00 SF	0.00	0.46	104.88
35. Clean the walls and ceiling	817.00 SF	0.00	0.28	228.76
36. Cleaning Technician - per hour to clean misc. contents and fixtures	2.00 HR	0.00	32.50	65.00
37. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Office 2				446.74

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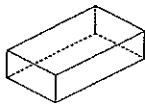


Office 3

LxWxH 19' x 12' x 9' 6"

589.00 SF Walls	228.00 SF Ceiling
817.00 SF Walls & Ceiling	228.00 SF Floor
25.33 SY Flooring	62.00 LF Floor Perimeter
180.50 SF Long Wall	114.00 SF Short Wall
62.00 LF Cell. Perimeter	

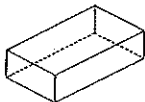
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
38. Clean and deodorize carpet	228.00 SF	0.00	0.46	104.88
39. Clean the walls and ceiling	817.00 SF	0.00	0.28	228.76
40. Cleaning Technician - per hour to clean misc. contents and fixtures	2.00 HR	0.00	32.50	65.00
41. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Office 3				446.74



Hallway 2

LxWxH 78' x 5' 10" x 9' 6"

1,367.21 SF Walls	455.00 SF Ceiling
1,822.21 SF Walls & Ceiling	455.00 SF Floor
50.56 SY Flooring	143.92 LF Floor Perimeter
741.00 SF Long Wall	55.42 SF Short Wall
143.92 LF Ceil. Perimeter	



Subroom 1: Offset 1

LxWxH 18' x 7' x 9' 6"

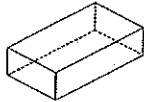
304.00 SF Walls	126.00 SF Ceiling
430.00 SF Walls & Ceiling	126.00 SF Floor
14.00 SY Flooring	32.00 LF Floor Perimeter
171.00 SF Long Wall	66.50 SF Short Wall
32.00 LF Cell. Perimeter	

Missing Wall: 1 - 18' X 9' 6" Opens into Hallway 2 Goes to Floor/Ceiling

Emercon Construction, Inc.

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Contractors License #525903

CONTINUED - Hallway 2



Subroom 2: Offset 2

LxWxH 5' 9" x 4' x 9' 6"

130.63 SF Walls	23.00 SF Ceiling
153.63 SF Walls & Ceiling	23.00 SF Floor
2.56 SY Flooring	13.75 LF Floor Perimeter
54.63 SF Long Wall	38.00 SF Short Wall
13.75 LF Ceil. Perimeter	

Missing Wall: 1 - 5' 9" X 9' 6"

Opens into Hallway 2

Goes to Floor/Ceiling

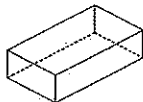
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
42. Clean and deodorize carpet	604.00 SF	0.00	0.46	277.84
43. Clean the walls and ceiling	2,405.83 SF	0.00	0.28	673.63
44. Cleaning Technician - per hour to clean misc. contents and fixtures	0.50 HR	0.00	32.50	16.25

Totals: Hallway 2

967.72

Lounge

LxWxH 22' x 12' x 9' 6"



646.00 SF Walls	264.00 SF Ceiling
910.00 SF Walls & Ceiling	264.00 SF Floor
29.33 SY Flooring	68.00 LF Floor Perimeter
209.00 SF Long Wall	114.00 SF Short Wall
68.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
46. Clean and deodorize carpet	132.00 SF	0.00	0.46	60.72
50. Clean floor	132.00 SF	0.00	0.42	55.44
47. Clean the walls and ceiling	910.00 SF	0.00	0.28	254.80
48. Cleaning Technician - per hour to clean misc. contents and fixtures	4.00 HR	0.00	32.50	130.00
49. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10

Totals: Lounge

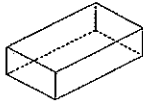
549.06

Emercon Construction, Inc.

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

Sorting Center

LxWxH 36' x 16' x 9' 6"



988.00 SF Walls	576.00 SF Ceiling
1,564.00 SF Walls & Ceiling	576.00 SF Floor
64.00 SY Flooring	104.00 LF Floor Perimeter
342.00 SF Long Wall	152.00 SF Short Wall
104.00 LF Ceil. Perimeter	

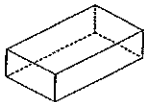
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
51. Clean and deodorize carpet	576.00 SF	0.00	0.46	264.96
52. Clean the walls and ceiling	1,564.00 SF	0.00	0.28	437.92
53. Cleaning Technician - per hour to clean misc. contents and fixtures	16.00 HR	0.00	32.50	520.00
54. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10

Totals: Sorting Center 1,270.98

Cubicles

Office 4

LxWxH 20' x 11' x 9' 6"



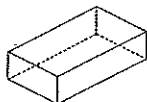
589.00 SF Walls	220.00 SF Ceiling
809.00 SF Walls & Ceiling	220.00 SF Floor
24.44 SY Flooring	62.00 LF Floor Perimeter
190.00 SF Long Wall	104.50 SF Short Wall
62.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
55. Clean and deodorize carpet	220.00 SF	0.00	0.46	101.20
56. Clean the walls and ceiling	809.00 SF	0.00	0.28	226.52
57. Cleaning Technician - per hour to clean misc. contents and fixtures	4.00 HR	0.00	32.50	130.00
58. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10

Totals: Office 4 505.82

Emercon Construction, Inc.

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



Office 5

LxWxH 13' x 11' x 9' 6"

456.00 SF Walls	143.00 SF Ceiling
599.00 SF Walls & Ceiling	143.00 SF Floor
15.89 SY Flooring	48.00 LF Floor Perimeter
123.50 SF Long Wall	104.50 SF Short Wall
48.00 LF Cell. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
59. Clean and deodorize carpet	143.00 SF	0.00	0.46	65.78
60. Clean the walls and ceiling	599.00 SF	0.00	0.28	167.72
61. Cleaning Technician - per hour to clean misc. contents and fixtures	4.00 HR	0.00	32.50	130.00
62. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Office 5				411.60
Total: Cubicles				917.42
Line Item Totals: C4789JGA				7,306.03

Grand Total Areas:

8,654.33 SF Walls	3,670.00 SF Ceiling	12,324.33 SF Walls and Ceiling
3,670.00 SF Floor	407.78 SY Flooring	884.67 LF Floor Perimeter
3,120.88 SF Long Wall	1,431.92 SF Short Wall	884.67 LF Cell. Perimeter
0.00 Floor Area	0.00 Total Area	0.00 Interior Wall Area
0.00 Exterior Wall Area	0.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

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Summary

Line Item Total				7,306.03
Material Sales Tax	@	8.750% x	184.47	16.14
Replacement Cost Value				<u>\$7,322.17</u>
Net Claim				<u><u>\$7,322.17</u></u>

Joseph F. Gildner Jr.
Estimating & Sales

Emercon Construction, Inc.

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(714) 630-6071 FAX
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Recap by Category

Items		Total	%
CLEANING		6,921.23	94.52%
WATER EXTRACTION & REMEDIATION		384.80	5.26%
Subtotal		7,306.03	99.78%
Material Sales Tax	@ 8.750%	16.14	0.22%
Total		7,322.17	100.00%

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 01/20/2011												
PRODUCER LIC #0551220 Goodman Insurance Services 114 Pacifica, Suite 430 Irvine, CA 92618 Justin Goodman	1-949-769-3108	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED Concrete Construction Corp. 2201 E Lambert Rd. La Habra, CA 90631	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURERS AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: AMERICAN SAFETY IND CO</td> <td>25433</td> </tr> <tr> <td>INSURER B: PHILADELPHIA IND INS CO</td> <td>18058</td> </tr> <tr> <td>INSURER C: EVEREST NATL INS CO</td> <td>10120</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>		INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: AMERICAN SAFETY IND CO	25433	INSURER B: PHILADELPHIA IND INS CO	18058	INSURER C: EVEREST NATL INS CO	10120	INSURER D:		INSURER E:	
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INSURER D:														
INSURER E:														

COVERAGES

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

INSR ADD'L LTR	NSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	ESL0063021008	12/31/10	12/31/11	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
B		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	PHPK667125	12/31/10	12/31/11	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				EACH OCCURRENCE \$ AGGREGATE \$ DEDUCTIBLE \$ RETENTION \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ DEDUCTIBLE \$ RETENTION \$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	7600004254101	12/31/10	12/31/11	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 The certificate holder(s) are named additional insured per the attached form ES 98 015 05 08, where required by written contract, with regards to the following project:
 Placentia Library
 411 E. Chapman Avenue
 Placentia, CA 92807

Additional Insured Continued: Placentia Library

CERTIFICATE HOLDER

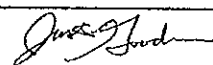
TS Carpet & Design Center
 Jeanette Contreras
 20 Orangethorpe Avenue, Suite A & B
 Placentia, CA 92807

USA

CANCELLATION 10 Days Notice for Non-Payment of Premium

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ES 98 015 05 08

**ADDITIONAL INSURED ENDORSEMENT -- OWNERS, LESSEES OR CONTRACTORS
(MODIFIED FORM B)**

This Endorsement shall not serve to increase our limits of insurance, as described in SECTION III - LIMITS OF INSURANCE.

Name of Person or Organization: Project owners or general contractors, if other than a named insured, as well as their directors, officers and employees where required to be named as an Additional Insured in a written contract with the Named Insured entered into prior to the loss or occurrence.

Effective Date: The later of the effective date of this policy or the date on which "your work" first started on the applicable project for which this Endorsement applies, but in no event later than the policy expiration date or applicable earlier termination date of this policy.

In consideration of the payment of premiums, it is hereby agreed that the following changes are incorporated into the policy:

WHO IS AN INSURED (SECTION II) is amended to include as an insured the person or organization shown above, but only with respect to defense and liability arising out of "your work." This endorsement applies only to ongoing operations performed by the Named Insured for the Additional Insured on or after the effective date of this Endorsement.

Coverage under this Endorsement applies only as respects a legally enforceable written contract with the Named Insured and only for defense and liability arising out of or relating to the Named Insured's sole negligence and only for "bodily injury" or "property damage" caused by an "occurrence" under Coverage A not otherwise excluded in the policy to which this Endorsement applies.

If this policy includes a self-insured retention or deductible endorsement, such endorsement shall apply and affect our obligations pursuant to the policy.

It is further understood and agreed that irrespective of the number of entities named as insureds under this policy in no event shall the Company's limits of liability exceed the limits of liability designated in the Declarations.

All other terms, conditions and exclusions under the policy are applicable to this Endorsement and remain unchanged.

Cleaning Estimate Comparison

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

Comparison of Sample Areas

Comparison of 5 representative areas under consideration for cleaning:

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

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

→ 18% diff

