LIBRARY DIVISION

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

LIBRARY DIVISION

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

SPECIAL: LOCAL HISTORY

1,274

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

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
LOCAL HISTORY COLLECTION & SEATING				714	
Copier, B&W Countertop	1	0	0		
15"w x 16"d x 5"h					
Desk, Local History	1	60	60		
72"w x 36"d					
File Cabinet, Lateral (Four Drawer)	4	20	80		
36"w x 18"d x 52"h					
Printer, Laser (B&W)	1	0	0		
Scanner, Flat	1	0	0		
Table, Conference	1	260	260		
144"w x 54"d x 29"h (10 to 14 Person)					
Technology Carrel	1	40	40		
41"w x 30"d (1 Person) sit-down w/ power & data management					
Waste Basket	1	4	4		
13"w x 15"d x 15"h					
Workstation, Local History Counter	1	60	60		
8'w x 30"d - against wall					
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	15	10	150		
3'W x 12"D unit w/end panels					
2,500 Local History					
LOCAL HISTORY WORKROOM				560	
Book Truck	4	10	40		
36"w x 24"d					
Bulletin Board	1	0	0		
Cabinets, Above Counter	18	0	0		
1 linear foot x 24"d					
Cabinets, Below Counter	6	0	0		
1 linear foot x 24"d					
Chair, Task	2	0	0		
Low back mid-quality with casters 25"w x 25"d					
Computer Stand	1	20	20		
Computer, Staff Desktop	1	0	0		
CPU, w/15" flat panel monitor, keyboard & mouse					
File Cabinet, Lateral (Four Drawer)	9	20	180		
36"w x 18"d x 52"h					
Paper Towel Dispenser	1	0	0		
Wall-mounted					
Recycling Bin	1	10	10		
Scanner, Flat	1	0	0		
Shelving, SF 90"h Steel W/ 7 Shelves	10	10	100		
3'w x 12"d unit					
Sink	1	16	16		
36"w x 24"d - In counter					
Telephone Handset	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
LOCAL HISTORY WORKROOM				560	
Waste Basket	1	4	4		
13"w x 15"d x 15"h					
Workstation, Local History Counter	3	45	135		
6'w x 30"d - against wall					
Workstation, Local History Office System	1	55	55		
6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal					

SPECIAL: PLACENTIA LIBRARY LITERACY SERVICES   1,474

LITERACY COLLECTION & SEATING				665	
Bulletin Board	1	0	0		
Chair, Lounge	2	35	70		
36"w x 36"d					
Chair, Professional's	1	0	0		
Low back high quality with casters					
Chair, Reader's	12	0	0		
21"w x 21"d					
Chair, Technology Workstation	4	0	0		
21"w x 21"d					
Clock	1	0	0		
Wall-mounted					
Computer, Public Desktop	6	0	0		
CPU, w/17" flat panel monitor, keyboard & mouse					
Desk, Volunteer's	1	45	45		
60"w x 30"d					
Literacy Tutoring Counter	2	40	80		
6'w x 30"d (2 Person) - against wall					
Printer, Laser (B&W)	1	0	0		
Table, Reader's	2	80	160		
48" diameter x 29"h (4 Person)					
Technology Carrel	6	40	240		
41"w x 30"d (1 Person) sit-down w/ power & data management					
Waste Basket	2	0	0		
13"w x 15"d x 15"h					
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	3	10	30		
3'W x 12"D unit w/end panels					
450 Literacy Self Instruction					
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	1	10	10		
3'W x 12"D unit w/end panels					
200 Literacy Reference					
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	3	10	30		
3'W x 12"D unit w/end panels					
1,350 Literacy					

LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

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

LIBRARY DIVISION

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

STAFF: ADMINISTRATION   1,090

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

LIBRARY DIVISION

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

Placentia Library Facility Master Plan

LIBRARY DIVISION

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

LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
PLACENTIA LIBRARY FRIENDS FOUNDATION OFFICE				140	
Shelving, SF 66"h Steel W/ 5 Shelves	2	10	20		
3'w x 12"d unit					
Telephone Handset	1	0	0		
STAFF REST ROOM				N/A	
Commode	2	0	0		
Rest room					
Hand Dryer	2	0	0		
12"w x 7"d x 10"h - wall-mounted					
Mirror, With Shelf	2	0	0		
Above counter					
Paper Towel Dispenser	2	0	0		
Wall-mounted					
Sink And Counter	2	0	0		
Rest room					
Soap Dispenser	2	0	0		
5"w x 4"d x 10"h - Wall-mounted					
Stall	2	0	0		
Rest room					
Urinal	1	0	0		
STORAGE/SUPPLY ROOM				70	
Box, Cardboard	5	4	20		
In transition or storage					
Shelving, SF 90"h Steel W/ 7 Shelves	5	10	50		
3'w x 12"d unit					

STAFF: LOUNGE AND ENTRANCE

368

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
KITCHENETTE				106	
Cabinets, Above Counter	8	0	0		
1 linear foot x 24"d					
Cabinets, Below Counter	8	0	0		
1 linear foot x 24"d					
Coffee Maker/Urn	1	0	0		
Coffee Thermos	2	0	0		
Stainless steel					
Cutting Board, Kitchen	1	0	0		
22"w x 18"d x 1"h					
First Aid Kit	1	0	0		
10"w x 3"d x 10"h - Wall-mounted					
Hot Water Urn	1	0	0		
Microwave Oven	1	0	0		
30"w x 14"d x 16"h - countertop or under cabinet					

LIBRARY DIVISION

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

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
STAFF REST ROOMS				N/A	
Paper Towel Dispenser	2	0	0		
Wall-mounted					
Sink And Counter	2	0	0		
Rest room					
Soap Dispenser	2	0	0		
5"w x 4"d x 10"h - Wall-mounted					
Stall	3	0	0		
Rest room					
Urinal	1	0	0		

STAFF: STORAGE AND BUILDING SERVICES

1,178

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

LIBRARY DIVISION

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

LIBRARY DIVISION

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

STAFF: TECHNICAL SERVICES

783

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

LIBRARY DIVISION

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

LIBRARY DIVISION

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

TEEN SERVICES   1,180

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

LIBRARY DIVISION

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

Net Assignable Square Footage:	**33,510**
Non-Assignable Square Footage (@ 25% of Gross):	11,170
Gross Square Footage:	**44,680**

Net Sq. Ft. Summary for Furniture & Equipment

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

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

Inventory Items:

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

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

Inventory Items:

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

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

Inventory Items:

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

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

Inventory Items:

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

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

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

Inventory Items:

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

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

Inventory Items:

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

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

Furniture and Equipment

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

Furniture and Equipment

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

Inventory Items:

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

Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTEND SQ. FT.

Inventory Items:

	Inventory Sub-Total:		24,558

Shelving Units:

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

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

<u>Shelving Units:</u>

Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelvs 3'W x 12"D unit - 28 video cassettes / shelf	5	10	50

Shelving Sub-Total:		**8,952**

Total Net Assignable SqFt for Furniture and Equipment: <u>33,510</u>

Placentia Library District

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CWA AIA INC.

ARCHITECTURE PLANNING INTERIOR DESIGN

QUALIFICATIONS
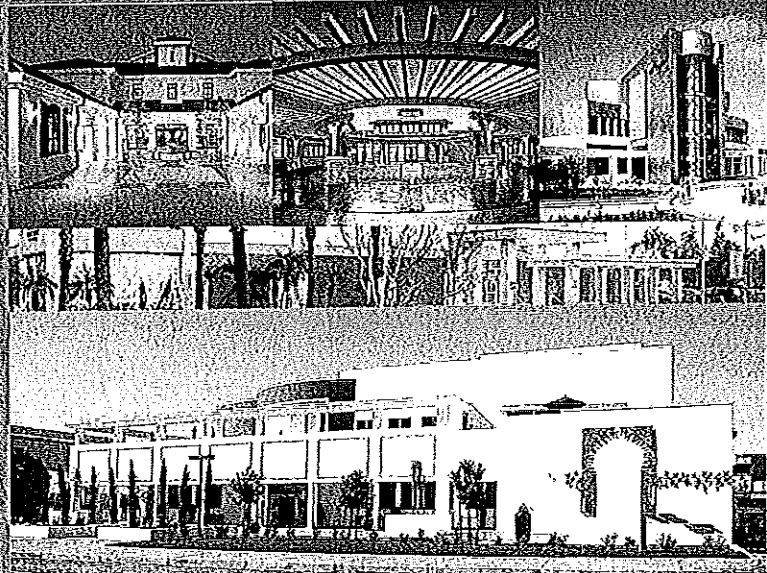
TO PROVIDE ARCHITECTURAL SERVICES FOR THE

PLACENTIA LIBRARY

ARCHITECTURAL SERVICES FOR THE
PLACENTIA LIBRARY
TABLE OF CONTENTS

Cover Letter

Firm History

Firm's Legal Name:
CWA AIA, Inc.
Firm's Address:
320 Arden Avenue, Suite 210,
Glendale, CA 91203
T: 818.240.5456
F: 818.546.8503
Contact Person:
Stephen E. Finney AIA, President
E-mail Address: sfinney@cwaaia.com

CWA was founded in 1946 as Ray Jones & Associates, and then became Jones and Walton in 1958. In 1980, upon the retirement of Ray Jones the firm was renamed Charles Walton Associates and ultimately shortened to CWA in 2004.

CWA AIA, Inc. is a California Corporation. We are a multi-discipline design firm providing Architectural, Planning, Engineering and Interior Design Services throughout the Western United States.

Stephen E. Finney AIA is the principal shareholder who has been with CWA for 29 years.

Through the years, CWA has designed over ten million square feet of commercial space, libraries, numerous governmental and civic projects, thousands of housing units, schools, hotels, industrial parks and specialty facilities. We have been responsible for over five hundred million dollars in construction projects.

Our projects vary in size, scope, complexity and design solutions. Foremost in the process is meeting the client's needs for function, quality, cost, schedule and personal service.

The firm's size and philosophy promotes active principal involvement from the inception of a project to its completion. Our philosophy is based on our belief that the success of a project is achieved through innovative and progressive design that is stimulated by a practical and concise approach to all aspects and phases of a project. We believe that thorough and well documented programming and research results in more realistic planning and distinctive architecture and interiors.

CWA enjoys a reputation of working within a pragmatic economic framework, while producing award winning buildings. Client confidence in the quality of our services is evident in that 85% of our business is generated from past and present clients and recommended referrals.

Project Team

CWA specializes in Civic, Educational, Law Enforcement, Parks, Recreation, and Public Transportation Structures. We feel that we specialize in "People" buildings. Buildings where the public uses the facility. There is no better civic "People" building than a Library. Our experience extends not only to the structures but civic spaces that surround them and the unique siting opportunities and expectations that accompany a civic building.

Our quality control program begins with the firm principals and ends with the dedication of every member of the staff. CWA maintains a constant staffing level of approximately ten staff members. This insures Principal involvement and oversight with every project.

CWA prides itself on the consistency of its staffing of a project from beginning to the end. We feel that this is an important component of any project but even more important in a project with a high level of community input.

This size and structure of the firm actively encourages communications and facilitates the dissemination of information between the team members. Team members work closely throughout the process and continually provide the wealth of years of experience in both the design and utilization and the construction and systems management of the building.

The CWA team for the Project will include:
- Stephen Finney- Principal-in-charge
- James Nardini AIA - Project Architect
- Judy Van Wyk- Director of Interior Design
- AutoCAD and Administrative Support

The proposed team members are available to work on the project immediately through completion.

CWA's goal is to ensure that your project remains a top priority within the firm. The quality of our team's work is never compromised due to competing workload. Once assigned to your project, the team will remain with the project through design and construction administration. If your project requires additional staffing, CWA supplies the necessary resources. To ensure all project deadlines are met. Refer to each team member's resume for background of qualifications, education, and representative experience.

CWA AIA, Inc.

Resumes

STEPHEN E. FINNEY, AIA
Princiapl – In - Charge

Thirty years of experience in Municipal, Educational, Commercial, Retail and Residential projects. Stephen has been President of CWA AIA Inc since 2000, beginning at CWA in 1980 and has experience in, Design, Construction Documents and Administration, and Office Management. Portfolio includes an extensive body of award winning work. As President of CWA Stephen manages and stresses Principal Involvement in all aspects of the projects. Stephen specializes in project development from creative development to project completion, and has extensive technical knowledge in all disciplines of Architecture.

Relevant Experience:
Public Libraries:
- Castaic Library Renovation
- Stevenson Ranch Library
- Alhambra Civic Center Library
- Cerritos Main Library
- El Segundo Main Library
- Los Angeles-Platt Branch Library
- Glendale-Montrose Branch Library Add.
- Arcadia Main Library
- Marina Del Rey Library
- Graham Library
- Paso Robles Library
- Palmdale Youth Library
- Buena Vista Branch Library
- Burbank Central Library
- Little Tokyo Branch Library
- East Los Angeles Library
- Camarillo Public Library
- Edenvale Branch Library
- Lennox Library and Constituent Services

Office Buildings/Parking Structures:
- Exchange – Retail
- Palmdale Transportation Center
- Palmdale Worksource Center

Police / Fire / Public Services:
- Cerritos Sheriff Station Renovation/Expansion
- Buena Park Police Bond Analysis
- Hawthorne Police Station – Main
- South Bay Regional 911 Center
- Glendale Main Fire Station

Community Centers and Parks:
- Ovrom Park Community Center – Burbank
- Marie Kerr Community Center – Palmdale
- Palmdale Oasis Park Community Center - Palmdale
- Best of the West Softball Complex- Palmdale

Registration
Architect, California -1983, C14554
Education
Kent State University
Bachelor of Science -1979
Bachelor of Architecture -1980
National Architectural Honor Society Member
Professional Affiliations
American Institute of Architects-Pasadena & Foothill Chapter
Libris Design Advisory Committee Member
Traffic Calming Taskforce Member-City of Glendale
Oral Board Member-City of Glendale
Housing& Urban Development-
Glendale Chamber of Commerce
Imagine it, Explore it, Create it-Conference Sponsor

- DryTown Water Park- Palmdale
- Palmdale Amphitheater- Palmdale

Commercial / Other:
- Lancaster Water Works LA County
- Burbank Airport Terminal
- Hughes Helicopter- Cayuse Assembly
- Surfas- Commercial
- Whole Foods Malibu
- Surfas Mixed Use- Culver City
- Lakewood Sheriff's Service Garage
- Burbank Print Shop
- Hermosa Beach Life Guard Support Station
- Pasadena /Glendale/Burbank Police Heliport

Schools – Colleges:
- West Los Angeles Community College - Math & Science Bldg.
- Pierce College, LACCD Center for the Sciences
- Hoover High Classroom Building – GUSD
- Marshall Elementary Classroom Building- GUSD
- Glendale Community College- Bookstore
- GCC- Central Computer
- SMUSD- Portables
- SMUSD- Lincoln School Natatorium Renovation

Subterranean Parking Structures
- 710 S. Central Office Building and Parking - 100 spaces
- 320 E. Broadway Office Building and Parking Structure – 100 spaces
- Orange St Parking Structure -620 Spaces
- Brand Village Office / Retail / Parking Structure - 212 spaces
- Alhambra Civic Center Parking Structure – 240 spaces
- Agoura Hills Civic Center Parking Structure – 123 spaces
- Verdugo Mental Health Parking Structure – 85 spaces
- Valley Hunt County Club Parking Structure – 99 spaces

City Halls – Civic Centers:
- Palmdale Civic Center Master Plan
- Palmdale Cultural Center
- Paso Robles City Hall
- Palmdale City Hall

CWA AIA, Inc.

Resumes

JAMES NARDINI, AIA
Project Arhictect

Mr. Nardini has an impressive amount of experience during his thirty five years in architectural practice at CWA. He has worked in all phases of architecture from schematic design, design development, contract documents and construction administration for various commercial and institutional clients. He has been with CWA for over 35 years. Mr. Nardini's experiences include the following:

Relevant Experience:
Public Libraries:
- Anaheim Central Library Renovations and Addition
- Mark Twain Branch Library
- Frazier Park Branch Library
- Cerritos Millennium Library
- Camarillo Public Library
- Corona Main Library
- El Segundo Main Library
- Whittier College Library
- Los Angeles.Platt Branch Library
- Glendale-Montrose Library Addition
- Arcadia Main Library
- Paso Robles Main Library
- Lamont Branch Library
- Whittwood Branch Library Renovation and Addition
- Whittier Main Library mezzanine and first floor renovation
- Castaic Library Renovation

Schools / Colleges:
- Santa Monica Unified School District
- Glendale High School
- Glendale Community College

Fire & Police Stations:
- Glendale Fire
- Cerritos Sheriff
- Glendale Police
- Glendale Hazardous Waste
- Lakewood Sheriff Station Expansion
- Cerritos Sheriff Station
- Paso Robles City Hall

Swim Centers / Pool Buildings:
- Cerritos Swim Center Expansion
- Lincoln Middle School / Pool Building/

Registration
Architect, California -1978, C10429

Education
California Polytechnic University -
San Luis Obispo
Bachelor of Architecture -1973

Professional Affiliations
Professional & Civic Organizations
American Institute of Architects-
Pasadena & Foothill Chapter
Corporate Member
Libris Design Advisory Committee Member
Glendale Chamber of Commerce

CWA AIA, Inc.

Resumes

JUDY VAN WYK, CID
Director of Interior Design

Judy Van Wyk joined the CWA team as Director of Interior Design in 1999. During her 15 years of experience, she has worked on a variety of projects in diverse markets. Her expertise ranges from developing a creative approach to a traditional workplace to highly themed concepts for experiential environments. She is well versed in taking projects from conception through development drawings, budgeting, construction and installation. She has exceptional experience in interior color/material, texture and lighting design.

Relevant Experience:
Public Libraries
- Cerritos Millennium Library
- Agoura Hills Library and Civic Center
- Iacoboni Public Library
- Buena Vista Branch Library
- Palms Rancho Park Branch Library
- East Los Angeles Public Library
- Alhambra Library and Civic Center
- Camarillo Public Library
- Little Tokyo Branch Library
- Anaheim Central Library Addition and Renovation
- Frazier Park Branch Library
- Lennox Library and Constituent Service
- Castaic Library Renovation
- Stevenson Ranch Library

City Halls, Civic Centers, Community Centers
Ovrom Community Center
Cerritos City Hall
Hawthorne Police Station
South Bay Communication

Entertainment
Universal City
Euro Disney
Hotels/Restaurants
Four Seasons
Wilshire Comstock

Education
Education
California State University Northridge
Bachelor of Arts - Interior Design Program

Professional Registration
Professional Registration
California Certified
Designer

Camarillo Public Library
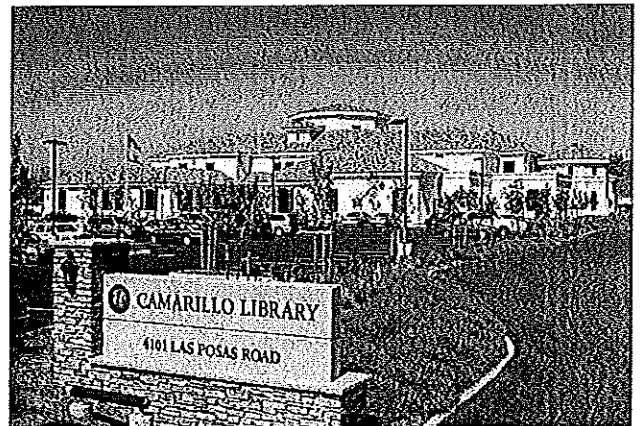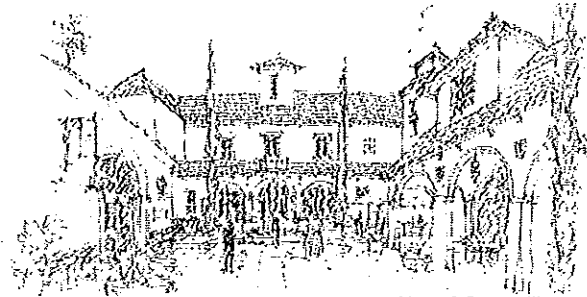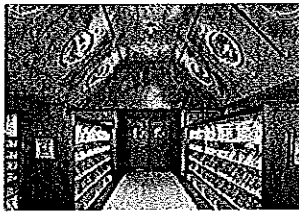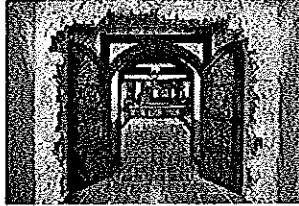
Experience

Client	City of Camarillo
Construction Cost:	$15,600,000
Size:	65,621 s.f.
Beginning date of project:	2004
Ending Date of the project:	2007
Project Team Member:	James Nardini, AIA / Judy Van Wyk
Reference Contact info:	Jerry Bankston, City Manager - T: 805-383-5307
	601 Carmen Drive, Camarillo, CA 93011

Brief Project Description: Camarillo Public Library was one of the California State Bond Funded library projects that CWA AIA, Inc. was awarded to design and provide architectural services. The project scope was the construction of a new two-story 65,621 s.f. state of the art public library on 10 acres at Las Posas Road and Fieldgate Drive. Excellent communication skills and stellar work ethic to our client was an essential element in the design of the project. Color boards, drawings, samples and even artisans were brought to countless City Council design sessions. Ideas, opinions and options were generously presented and freely discussed.

The project addressed needs for expanded print and multimedia collections, increased reader seating and study areas, a children's are and storytelling room, young adult area, K-8 homework center family literacy center, technology training center, public computers, a community room, Friends of the Library Bookstore and a refreshment area. On March 2007, new Camarillo Library opened its doors on Las Posas Drive.

Camarillo Public Library
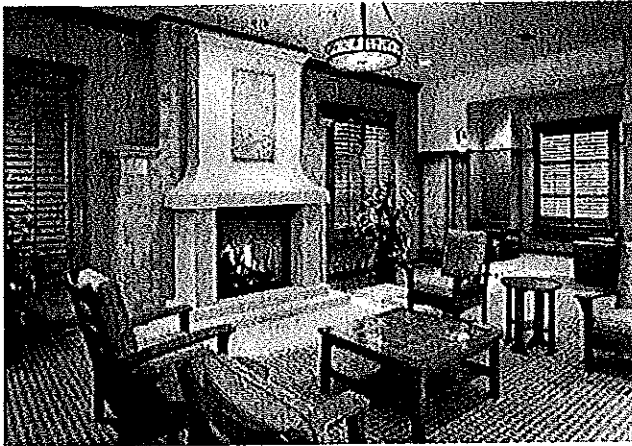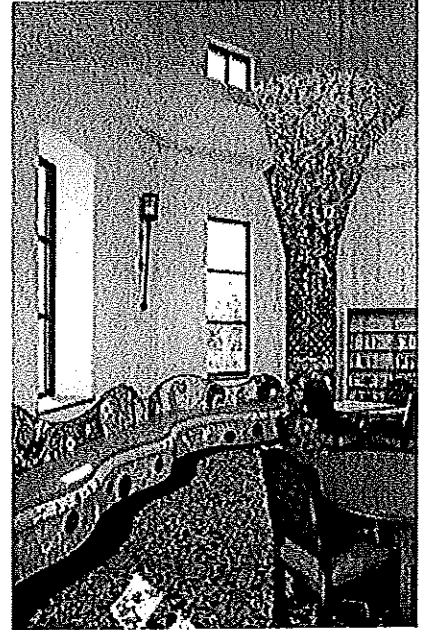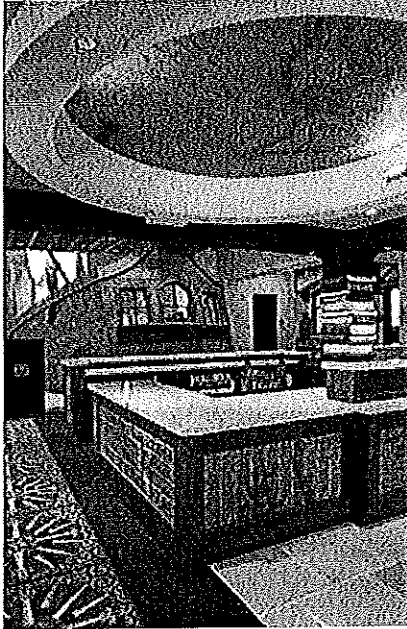
Experience

Alhambra Library and Civic Center

Experience
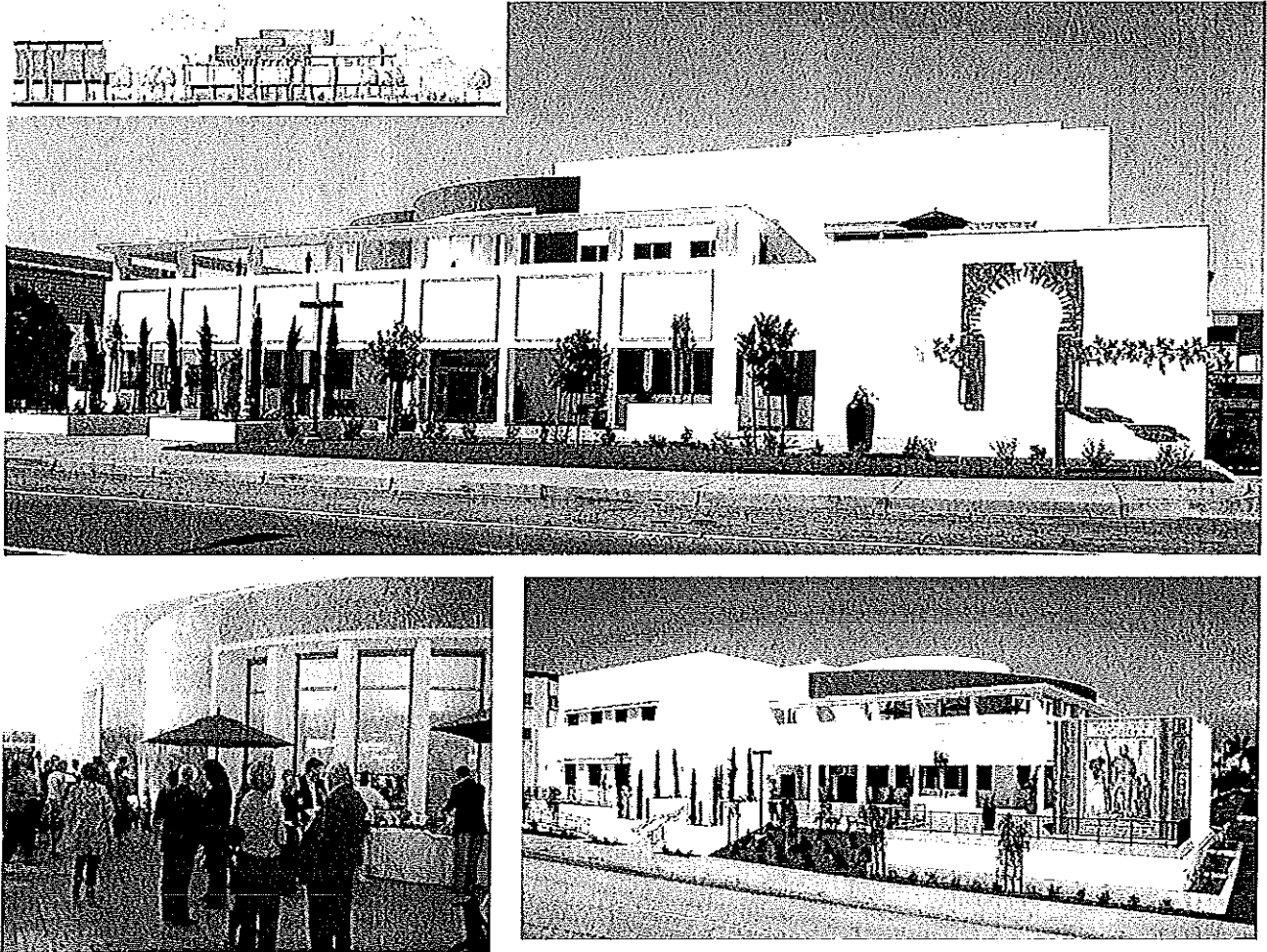
Client | City of Alhambra
Construction Cost: | $29,800,000
Size: | 45,000 s.f. and two level 240 car subterranean parking structure
Beginning date of project: | 2006
Ending Date of the project: | 2008
Project Team Member: | Stephen Finney, AIA / Judy Van Wyk
Reference Contact info: | Ali Cayir, PE - Transtech Engineers, Inc.: 909-595-5899 X 121
Project Scope: | Alhambra Civic Center Library with a two-story subterranean parking located below

the Library with virtually no change orders. The library integrated public Art and technology resources that make it a cutting edge example of Library technology. CWA did all the interiors work and coordinated and worked with artists to develop the interior character of the Library. The cost containment was remarkable in the face of the material cost increases that occurred throughout the course of the construction. It includes an international language collection room, patio, beverage kiosk. The exterior of the building compliments Alhambra's other Civic Center facilities, while the interior is bright, colorful and comfortable. Service areas feature unique design elements to clearly identify where you are with portals for each section, including areas for young children, teens, and adults, as well as a Literacy center and space devoted to an International Language collection.

Alhambra Library and Civic Center
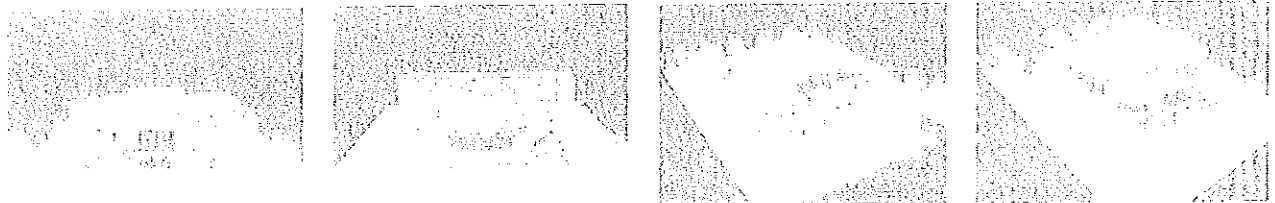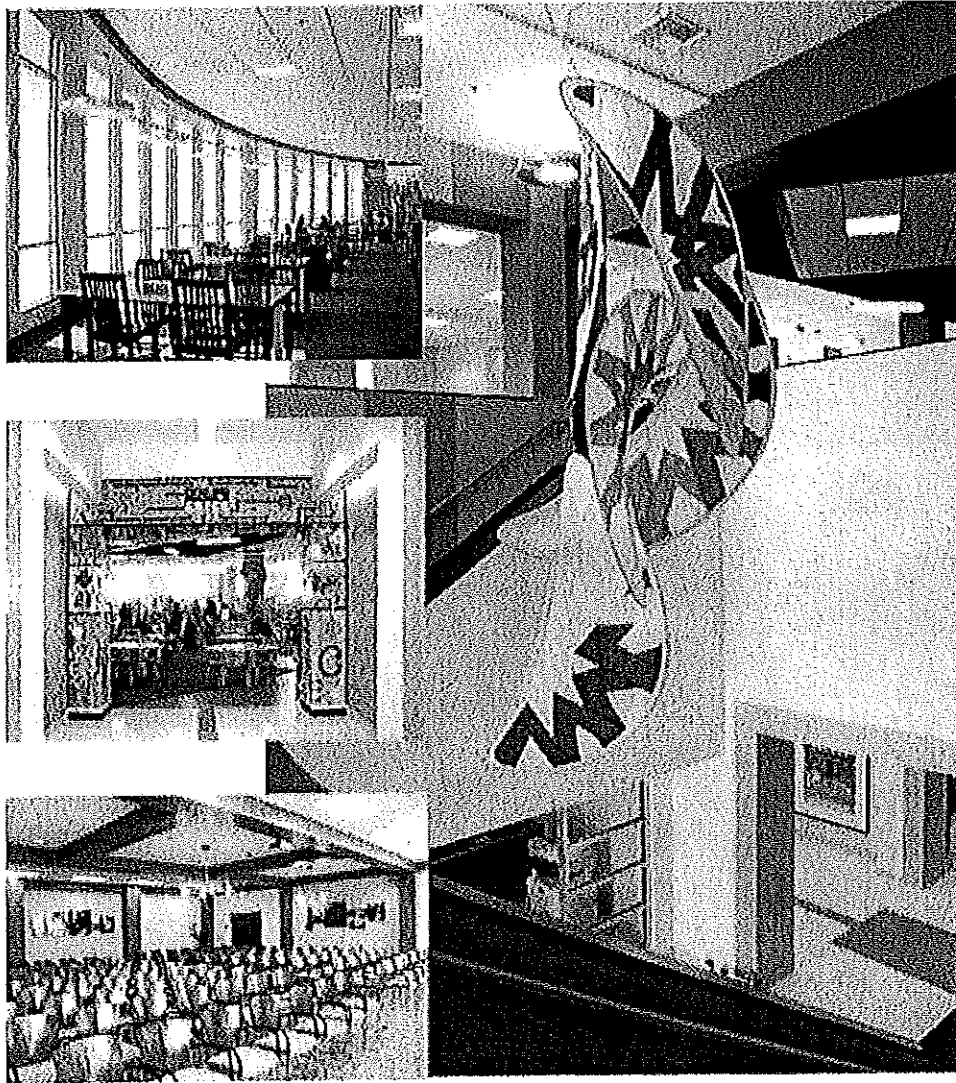
Experience

Service areas feature unique design elements to clearly identify where you are with portals for each section, including areas for young children, teens, and adults, as well as a Literacy center and space devoted to an International Language collection. The Library is one of the busiest libraries in the State of California, circulating as many as 500 items an hour.
On average, about 44,000 individuals visit the library every month.

Anaheim Central Library and Addition – Phase 1, 2, 3

Experience
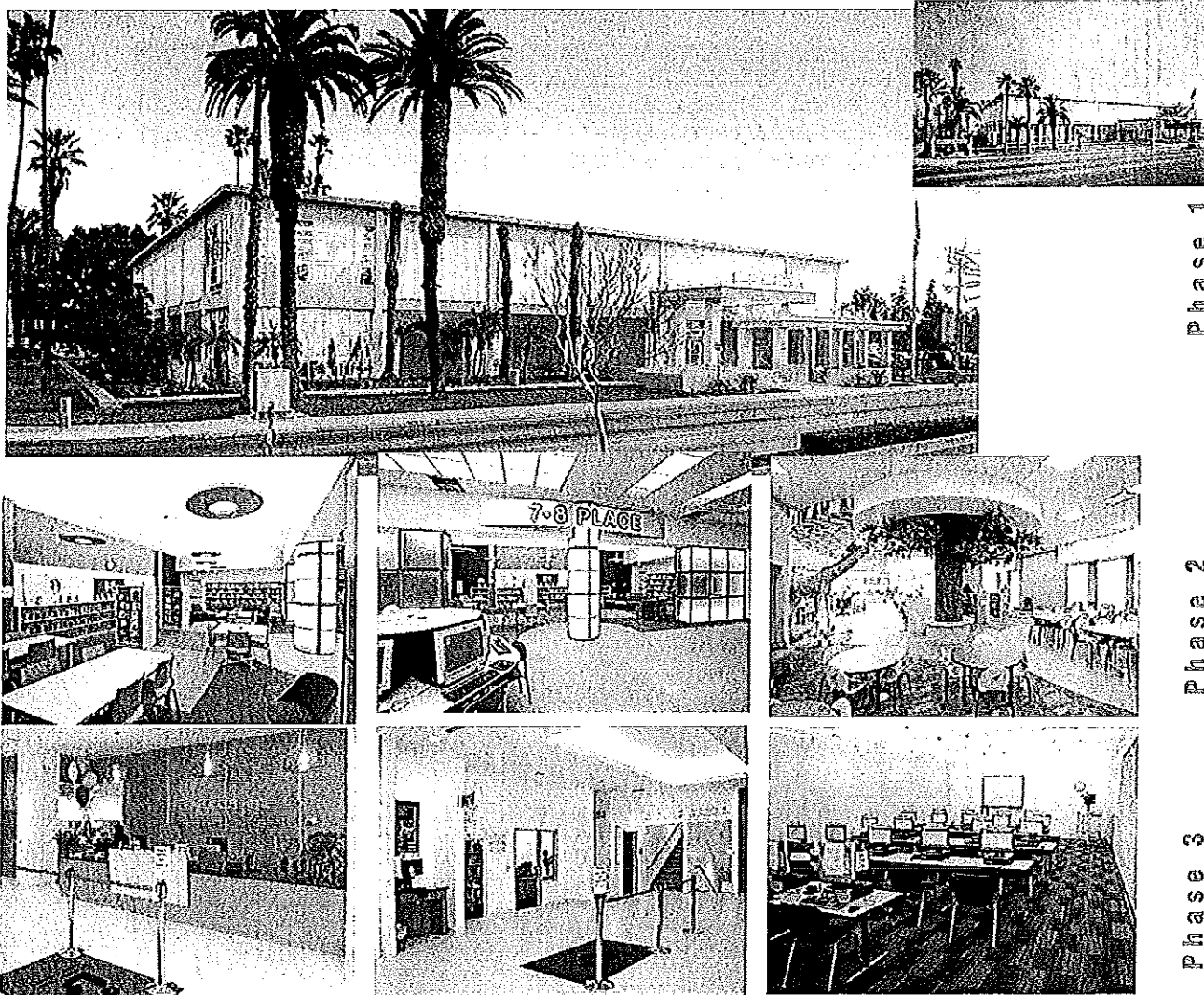
Phase 1

Phase 2

Phase 3

Client:	City of Anaheim
Address:	500 West Broadway, Anaheim, California
Construction Cost:	$4,000,000
Size:	66,104 s.f.
Beginning date of project:	2007
Ending Date of the project:	2010
Reference Contact info:	Carol Stone, Library Director: tel. 714-765-1710
Project Scope:	Phase 1: The exterior renovation of the Anaheim Central Library provided ADA

accessibility from the parking lot and a new entrance with concrete ramps and walkways. The refurbishment of the exterior maintained the historic 1960's elements that reflect the building's 40 year history. The new entrance canopy, exterior painting, landscaping and irrigation upgrades include colors and plants that complement the original design. Phase 2: The interior scope included the renovation of an existing 4,200 sq ft Children's Area and enlarged it to 10,000 sq ft. The library theming was developed from the community book mobile which included the giraffe and other animals representing each continent. These animals are used quite a few times: at the entry to the Children's Library, at the portal to the story time area and as a backdrop for the story presenters. Great care was taken to provide flexible seating for adults as well as children and a mobile reference desk for the staff. Phase 3 consisted rehabilitation of existing structure, including the 1st floor, basement level and 2nd floor, restrooms, elevator and stair upgrades.

CWA AIA INC.
ARCHITECTURE PLANNING INTERIOR DESIGN

Edenvale Branch Library

Experience

SAVINGS BY DESIGN
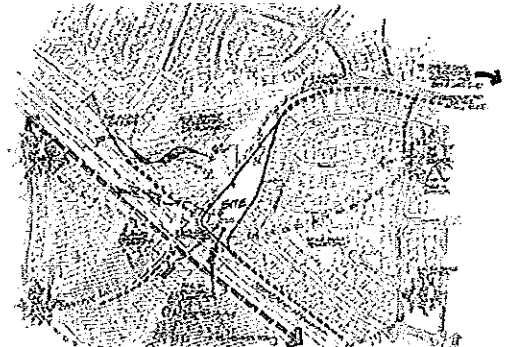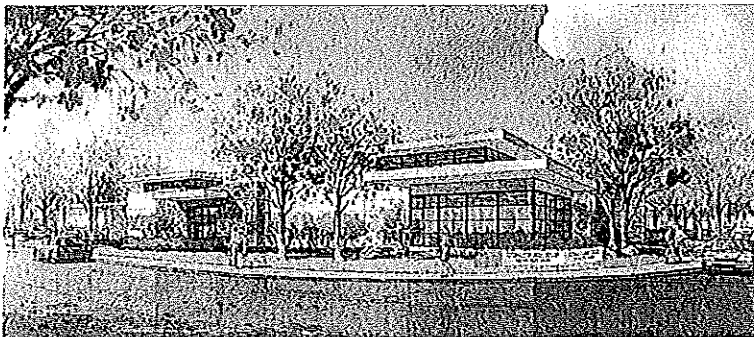
Client	City of San Jose
Address:	101 Branham Lane Each, City of San Jose, CA
Construction Cost:	$7,400,000
Size:	22,222 s.f.
Beginning date of project:	2005
Ending Date of the project:	2007
Project Team Member:	Stephen Finney, AIA / Judy Van Wyk / B & A Dave Banducci, Mike Moretto
Reference Contact info:	Steven Blum , Project Manager - P: 408-535-8350
	200 East Santa Clara Street - Tower 6, San Jose, CA 95113

Project Scope: Recently completed the 22,222 square foot Edenvale Branch Library was a bond-funded project. It offers the neighborhood an Internet café, community living room with a fireplace, tech center, group and quiet study areas and a community room that will accommodate 100 people, as well as generous space for seating, collections and computers. On-site parking accommodates 76 vehicles. The entry showcases San Jose Public Art with the Web of Native Botanicals by artists Troy Corliss with Elin Christopherson. Organic glass and steel plant forms provide a canopy suspended overhead using California native plants: redbud, purple needle grass, buckwheat and black walnut. The art was designed with the help of community members through public design meetings.

Edenvale Branch Library

Experience

CWA AIA
ARCHITECTURE PLANNING INTERIOR DESIGN
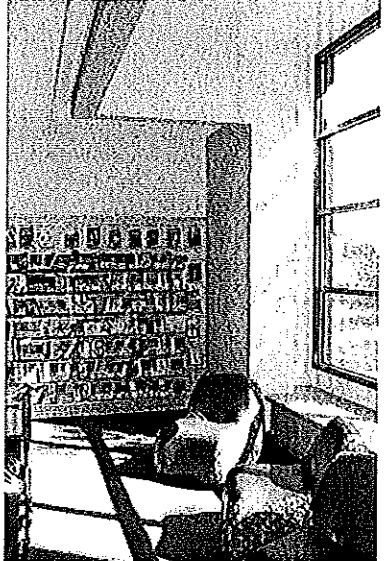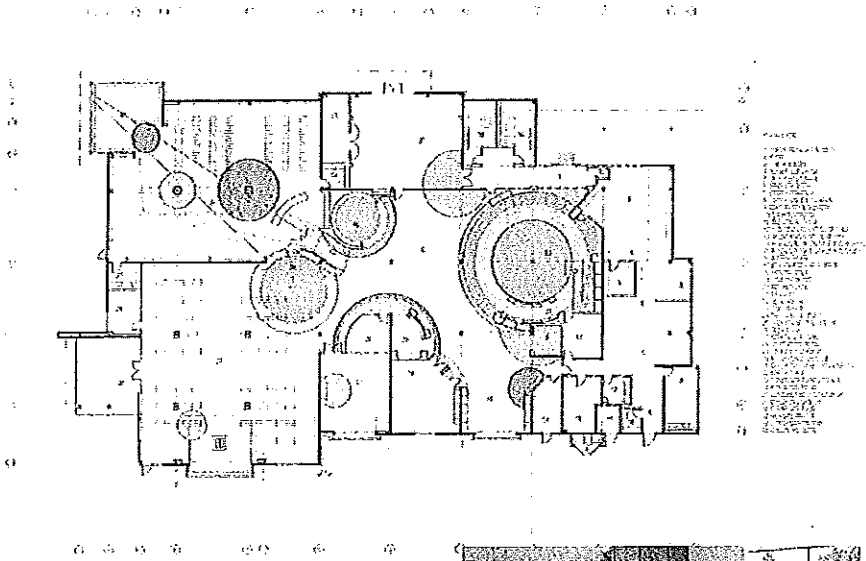
Altadena Library Addition and Renovation

Experience
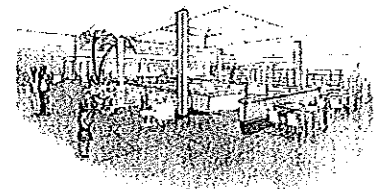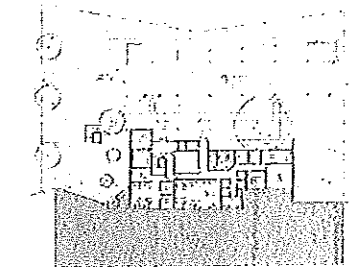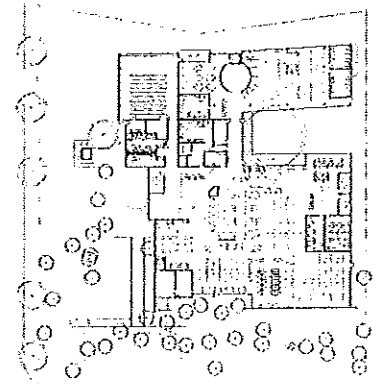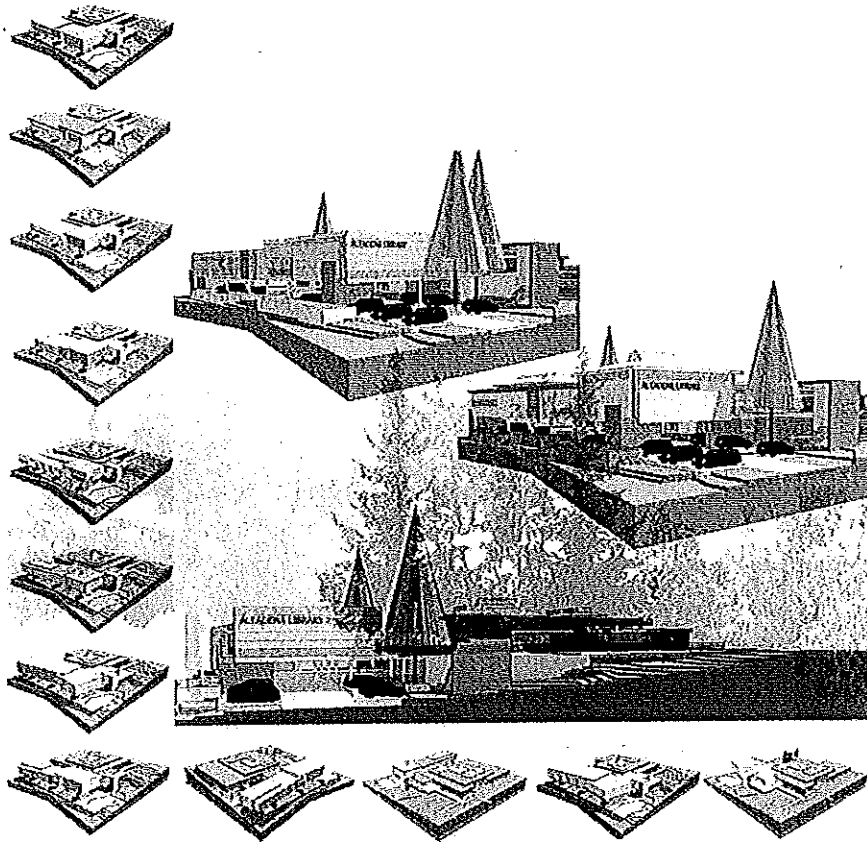
Client	City of Altadena
Construction Cost:	$22,854,933
Size:	39,000 s.f.
Beginning date of project:	2005
Ending Date of the project:	Currently Executing
Project Team Member:	Stephen Finney, AIA / Judy Van Wyk CID
Reference Contact info:	Barbara Pearson, Altadena District Director P: 626-798-2950
	600 East Mariposa Street, Altadena, CA 92805

Project Scope: The Altadena Library has served as a beacon for the community for over 40 years. Designed by noted Los Angeles Architect Boyd Georgi, the Mid-Century Modern design with its park-like setting has been much beloved by the community since it opened in 1967.Located on a sloping site nestled amongst mature trees, the library is a celebration of the spirit of Altadena. Arrival to the Library is an experience in itself with an entry bridge that separates from grade as you approach the main Library entrance through a garden of mature Deodar trees.

CWA then developed studies to illustrate the impact of the challenges of adding significant square footage to the structure. Agraphical depiction of the program was generated to verify the space needs. Concurrent with the process were several design camps and presentations to the Library Board to solicit input and disseminate information regarding the project with the community. During the course of these meetings an even greater understanding of the significance of the structure was expressed by the community. The meetings resulted in very affective dialogue with stakeholders in the Library. A satisfactory solution was achieved that incorporated the planning goals and the preservation goals for both the site and the structure.

Little Tokyo Branch Library Experience
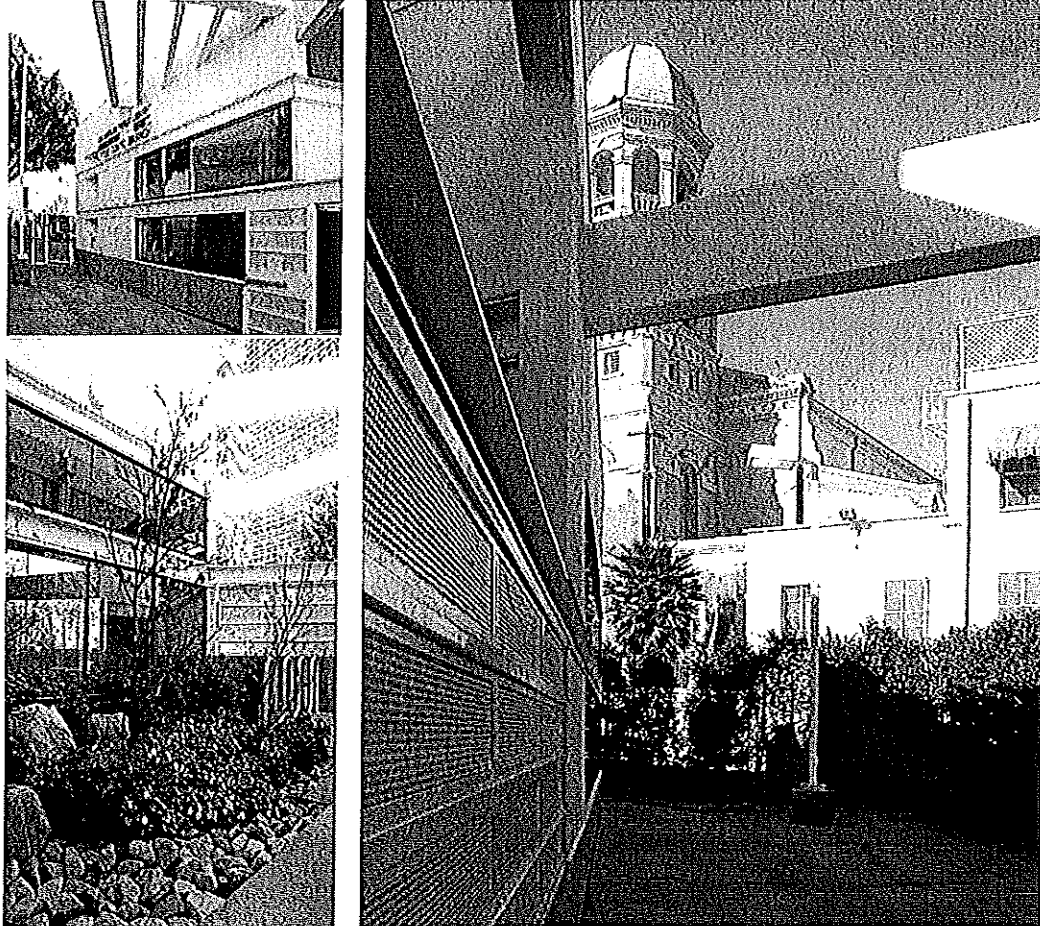
Client   City of Los Angles
Construction Cost: $3,100,000
Size: 10,000 s.f.
Beginning date of project: 2004
Ending Date of the project: 2005
Project Team Member: Stephen Finney, AIA / Judy Van Wyk CID / Design by: AJLA
Reference Contact info: Juliana Cheng (Assistant Director of Library Facilities Division)
                                    P: 213-228-7576
Project Scope: In conjunction with design architect AJLA (Anthony J. Lumsden & Associates), CWA
AIA, Inc. provided the construction documents and construction administration for the 12,500 sf. one-story library in Little Tokyo,
Los Angeles. The $3 million structure opened is September 2005, is a visions of Asian influence deign and pacific gardens.
achieved that incorporated the planning goals and the preservation goals for both the site and the structure.

The interior is full of natural light and views of the neighboring St. Vibiana's. It contains separate sections for children and young
adults, as well as 30 computers.   The spatial design and construction of the Little Tokyo Branch Library embodies the urban and
cultural influences surrounding the 20,000 s.f. site as well as caters to the needs of the community and individual users.
The Little Tokyo Branch Library gives the neighborhood something it has never had: a permanent library with an array of
materials serving all ages and residential segments.

CWA AIA INC
ARCHITECTURE PLANNING INTERIOR DESIGN

Little Tokyo Branch Library

Experience

CWAAIA
ARCHITECTURE PLANNING INTERIOR DESIGN
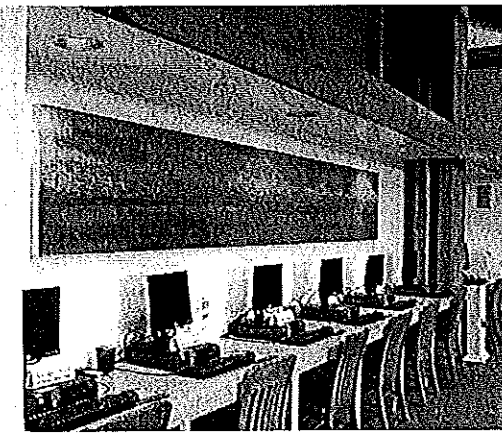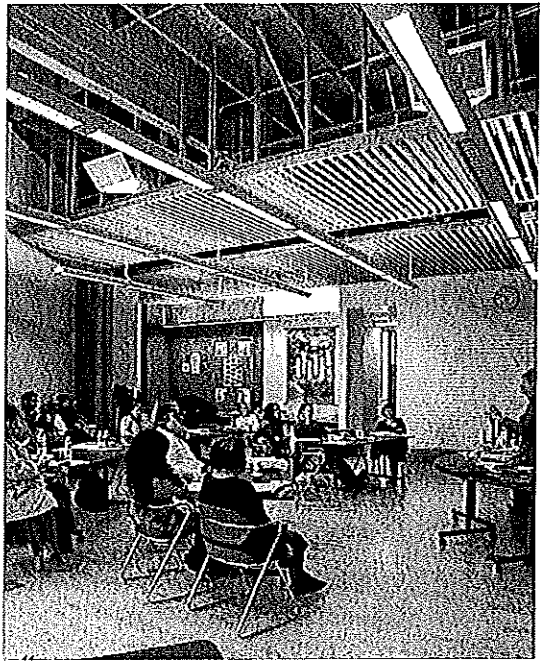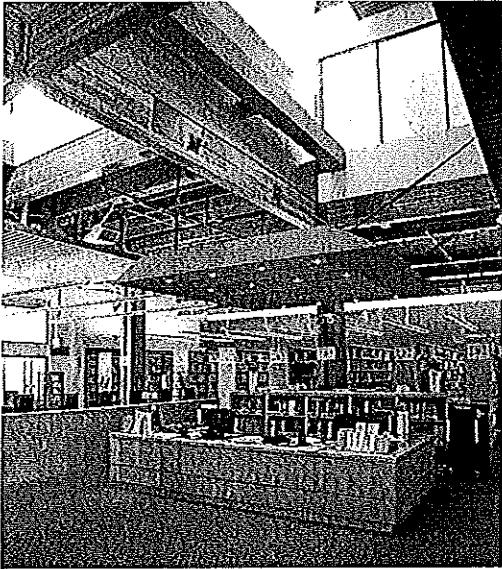
Buena Vista Branch Library

Experience
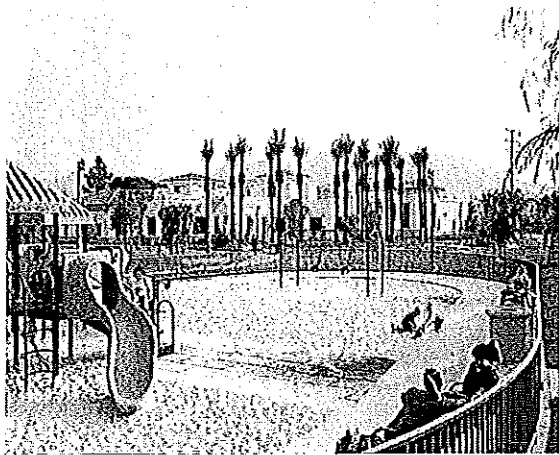
Client:	City of Burbank
Construction Cost:	$6,600,000
Size:	28,000 s.f.
Beginning date of project:	2000
Ending Date of the project:	2002
Project Team Member:	Stephen Finney, AIA / Judy Van Wyk CID
Reference Contact Info:	Sharon Cohen Library Director- City of Burbank 818-238-5551
Project Scope:	Buena Vista Branch Library opened in December, 2002. It replaced the former

facility which had been serving the community since 1948. This 28,000-squarefoot facility features state-of-the-art technology, including fiber optic wiring and public access computers connected to the Internet. There is a satellite conference room, study rooms, a 200-capacity auditorium, and a separate Storytime room in the Children's Library. Described as a passive park, the gently sloping grassy area with winding pathways and numerous shade trees offers a tranquil oasis to the community. A tot lot, an outdoor storytelling amphitheater, and a patio with fountain complete the setting for the new library. On the south side of the library is a 150-space parking lot. At the entrance to the library is a sculpture by artist Wayne Healey. Stephen E. Finney, AIA is the principal architect of this project, which came in under budget and ahead of schedule.

Cerritos Public Library - Children's Library Expansion

Experience
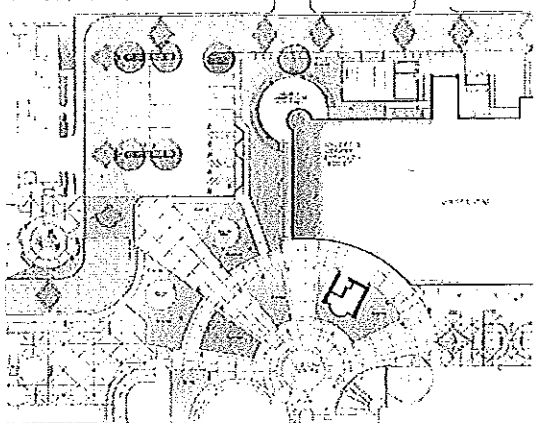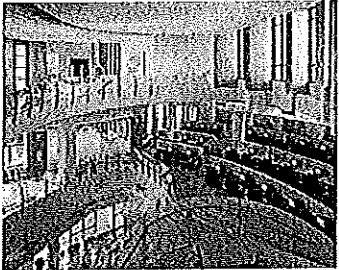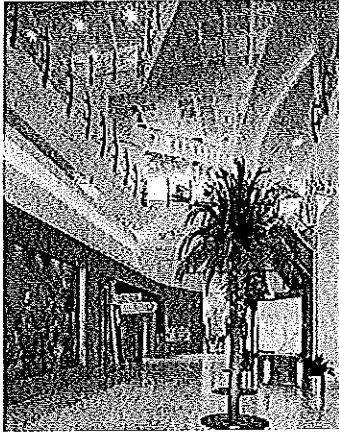
Client	City of Cerritos
Size:	90,000 s.f.
Beginning date of project:	2008
Project Team Member:	James Nardini, AIA / Judy Van Wyk
Reference Contact info:	Hal Arbogast, City Engineer - City of Cerritos - 562-916-1228
	18125 Bloomfield Ave., Cerritos, CA 90703

Brief Project Description: Cerritos Millennium Library- CWA began working with the City of Cerritos in 1984 on the Cerritos Library. The project was completed in 1987and won numerous design awards including AIA and ALA Awards. Cerritos then asked CWA to design a Sheriff's Facility in the Civic Center adjacent to the New Library. This was completed in 1998. The City then asked CWA to remodel the Library for a second time. This Library was completed in 2002. The project is the first experience library. Traditional library service is being rethought in this landmark project. The Library is a 90,000 sq ft concrete and titanium clad structure.   In 2008 CWA AIA, Inc. was commissioned to do provide design services for the Children's Library Expansion. The project is currently on hold for funding.

Mark Twain Neighborhood Library

Experience

"The new Mark Twain Library is truly a catalyst for positive change and is important to both the neighborhood and the City as a whole."
— Denise Soddner, PE, LEED AP — City of Long Beach Project Management
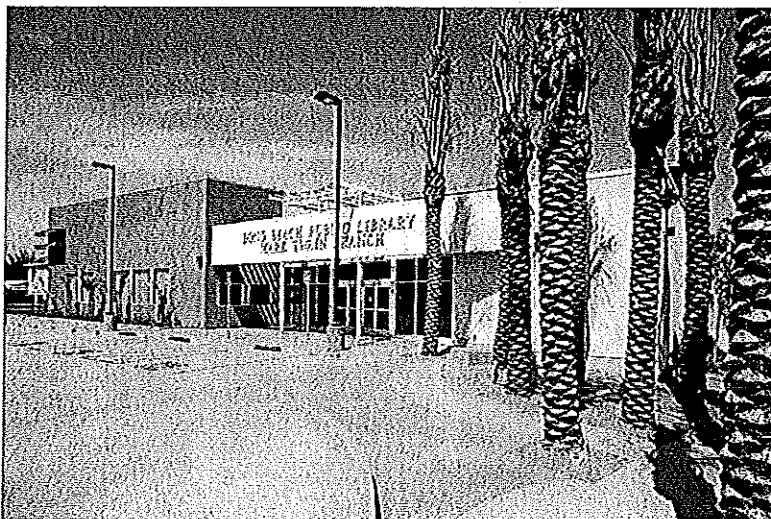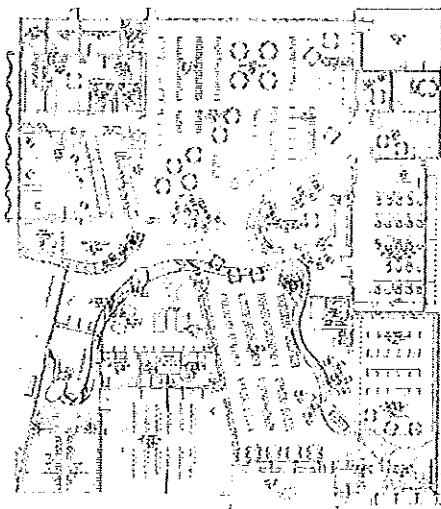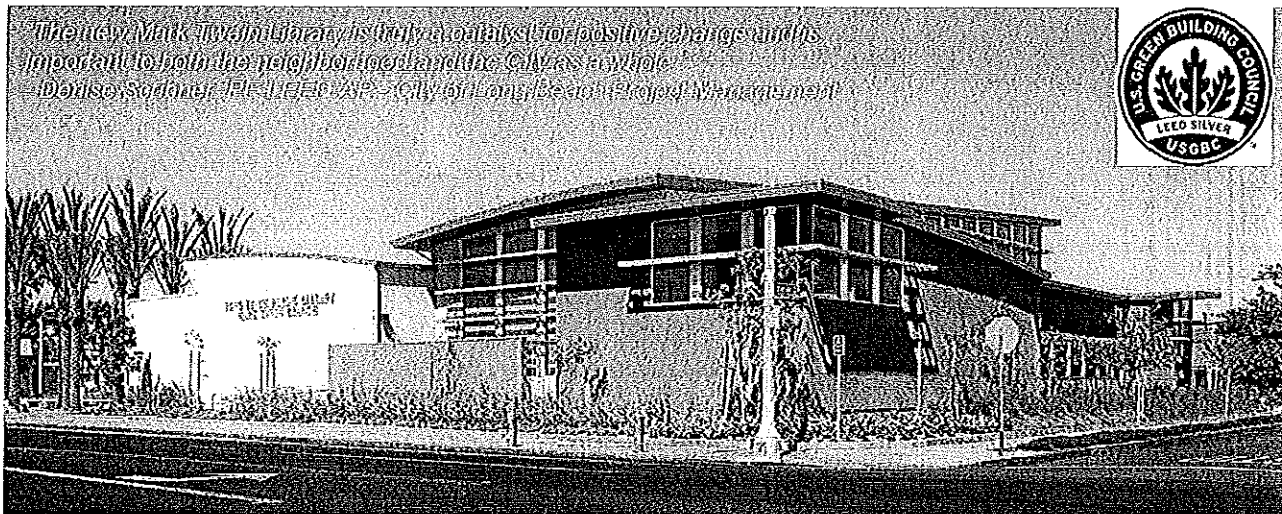
Client: City of Long Beach – Public Works Department
Address: 1401 East Anaheim Street, Long Beach California
Construction cost: $8,350,000
Size: 28,000 s.f.
Beginning date of project: 2005
Ending Date of the project: 2007
Project Address: 1401 E Anaheim St, Long Beach, CA 90813
Reference Contact info: Nancy Messineo, Manager, Neighborhood Library Services; tel: 562-570-6540
Project Scope: On August 11, 2007, the doors were opened to the City's new Library at the Mark
Twain Branch, which is serving over 1000 people per day. It is the City's first LEED™Silver (Leaders in Energy and Environmental Design) certified building through the US Green Building Council. The library was designed and constructed to conserve natural resources, increase emergency efficiency, and improve indoor air quality. In other words, the building will last longer, cost less to operate, and will not harm workers or residents. The location of the site contributes to community connectivity due the density of the basis services in the area, including bus and metro lines. Potable water is reduced by 50%. The building achieves increased energy levels by 27% and will use 100% green wind power over the first two years. Construction waste was diverted from landfills (over 80%) and the design specified recycled materials, regional materials, and certified wood.

Mark Twain Neighborhood Library

Experience
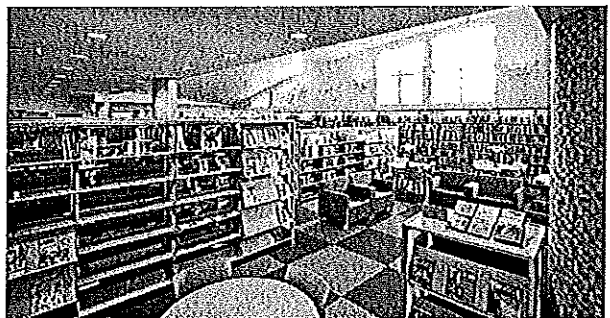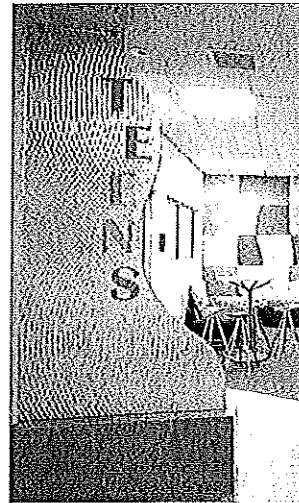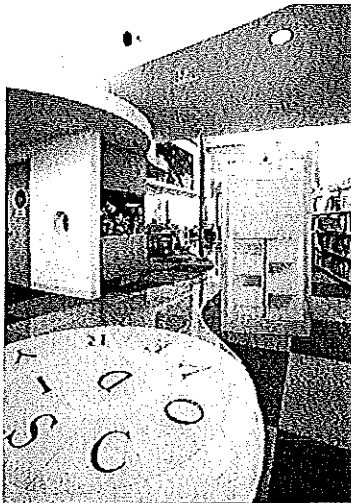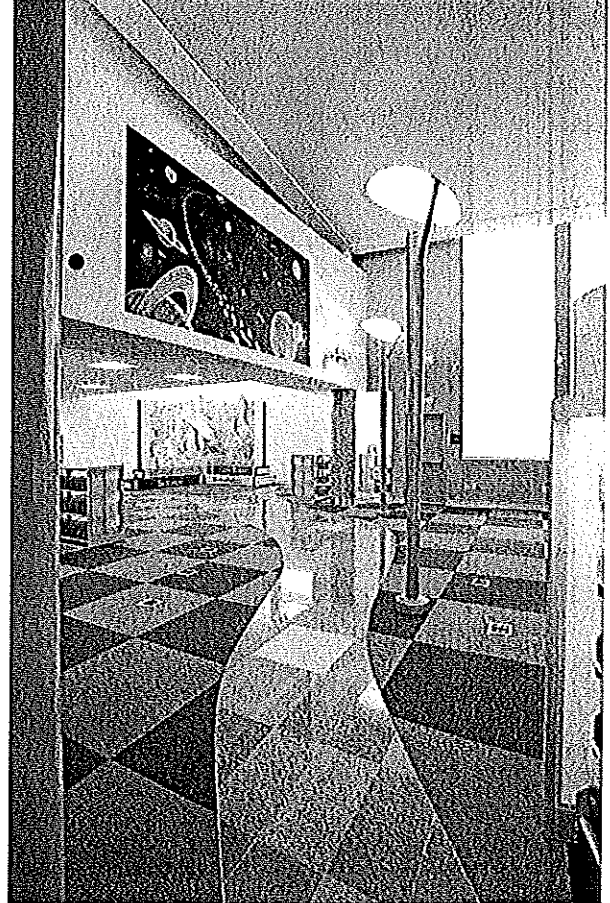
Continuous monitors regulate fresh air intake and the indoor air quality is maintained by using daylight and green cleaning products. Most importantly the building is actively instructional providing tours, signage and a plasma touchscreen to educate occupants and visitors of the benefits of green buildings. The library plays a major role in the lives of residents of the community, providing a center for education, technology and recreation. Bond Application Architect: Manuel Oncina Architects, Inc.

The new library was expanded to 16,000 s.f. to provide more services, larger collection, more space and computers for its users. The Family Learning Center and Computer Learning Lab that houses computer station and technology training was integrated to provide learning assistance to the community. The intent of the new library was to provide a resource where all members of the community can come to actively learn, improve skills or lounge with a book.

320 ARDEN AVENUE, SUITE 210 | GLENDALE, CALIFORNIA 91203 | t: 818.240.5456 | f.818.546.8503

Kern County Library Frazier Park Branch

Experience

Client:	County of Kern
Address:	3732 Park Dive, Frazier Park, CA 93225
Construction Cost:	$5,500,000
Size:	9,972 s.f.
Beginning date of project:	2007
Ending Date of the project:	2011
Reference Contact info:	Nanette True, Construction Services tel. 661-868-2025
Project Scope:	The Frazier Park Branch Library has been in the planning process for over 10 years. Due to

public need and joint school programming requirements, the project was selected for funds through the 2000 State Library Bond Act.

A site previously owned by the school district was selected for the library. The long rectangular shaped parcel had many challenging features including a severe grade differential, many mature oak trees, snow and storm water runoff and an earthquake fault running through the site. Located in a residential mountain community, the design of the library needed to be compatible with its surrounding environment as well as act as a distinctive community civic structure. With the constant threat of fire, the exterior materials including metal roofing, fiber cement siding and cultured stone base elements were selected for their non-flammable characteristics and are complimentary to the local residential vernacular. The project brings to the community not only a state of the art library, including technology, computer training / learning resources lab, a dedicated children's library and a multi-purpose community room with full technology and audio visual capabilities but a social and cultural center where all are welcome.

The community had expressed a desire for an interactive building that reflected the local mountain communities and culture. This was achieved with scenic elements including a 130' long photographic mural of local wildflowers that flows above the main circulation path, a 12' tall children's entry book portal with a monarch butterfly and botanical illustrations of local animals and plant life. The children's library has a 12' high by 30' long hand painted mural in the storytelling area that illustrates the local Chumash Indian life and folklore. Interior exposed structural steel was treated with rust accelerator to support the warmth and richness of the interior. Throughout the library, a series of interior and exterior stained glass windows and doors bring the richness of the local oak tree heritage into the library.

Kern County Library Frazier Park Branch

Experience
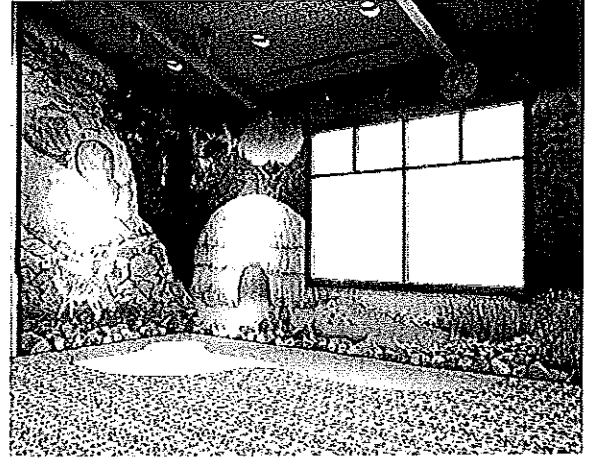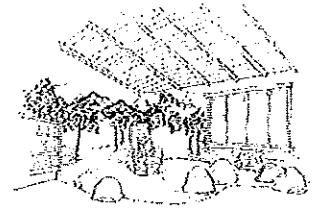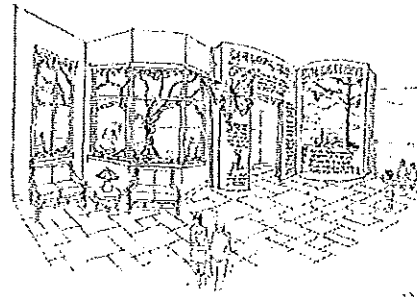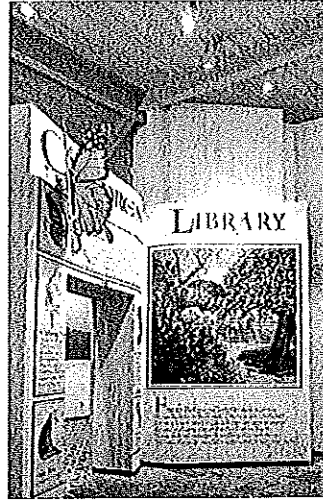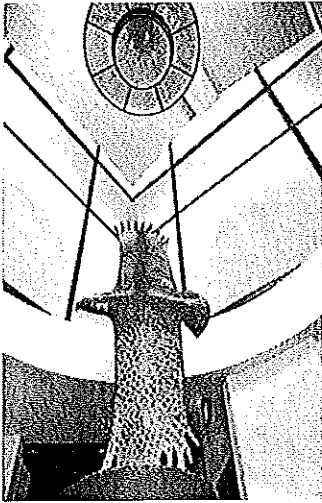
The interior design elements area themed, a mini teepee in the children's area, mountain landscapes, pictographs from the cliff dwellings of the area, native American Indian and local history artifacts and cultural items. The art includes various mixed media types from local and regional artists including a stained glass window in the entrance tower of the facility, petroglyphs from the area, quilts with a representative themes and a bronze sculpture of an eagle at entrance lobby area. The building materials, flooring and finishes were designed to be environmentally safe, energy efficient and sustainable. The biology of the building is considered (baubiologie) to eliminate or reduce exposure to electromagnetic radiation and energy fields.

The design team has taken full advantage of the site as an integral part of the Frazier Mountain Park and developed it to be a civic element of the community. It is to serve as a "gateway" or "signature" to the relaxing way of the life present in the mountain communities to enhance social interaction and community support. CWA and KSA has created a building that is unmistakably public in character and function, yet very comfortable and welcoming to encourage and attract users and non-users of all ages and to stimulate their metal activity.

Agoura Hills Library and Civic Center
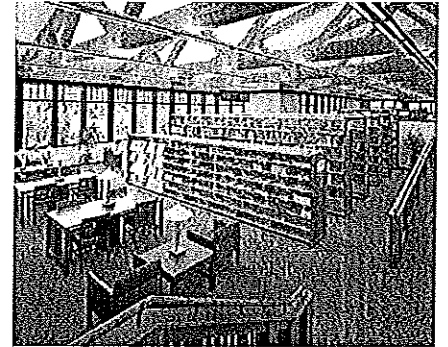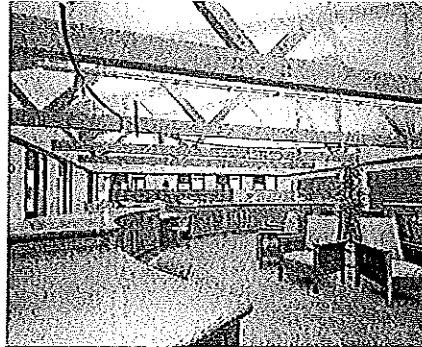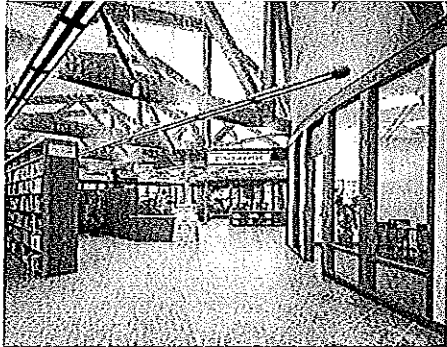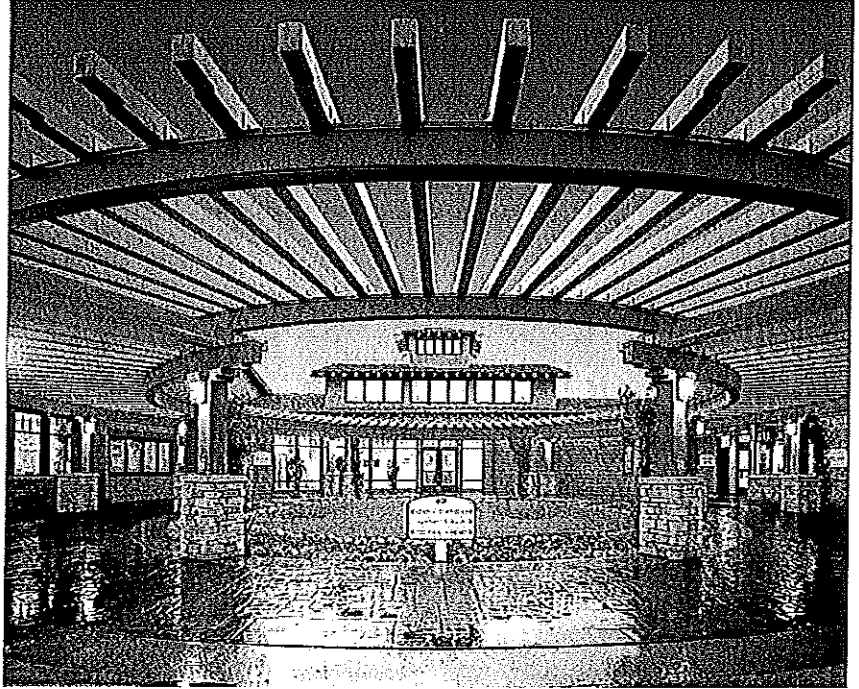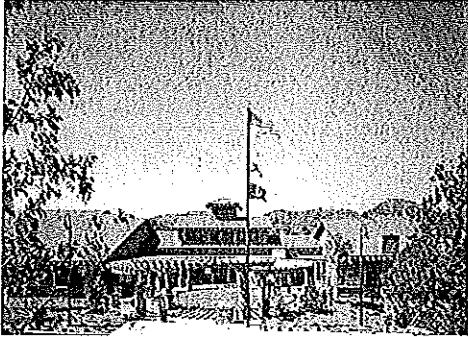
Experience

Client	Los Angeles County Public Library
Construction Cost:	$7,030,000
Size:	34,125 s.f.
Beginning date of project:	1999
Ending Date of the project:	2001
Project Team Member:	Stephen E. Finney, AIA / Judy Van Wyk
Reference Contact info:	Chris Dodd (Project Manager) p: 818-597-7311
	Agoura Hills, CA
Brief Project Description:	The City of Agoura hired CWA to construct a Library and City Hall Complex. The Architecture is Craftsman Style that meanders through existing mature oak trees on a sloping site. The project was completed in October 2001 with a budget of 34,125 S.F. $7,030,000.00.

Lennox Library and Constituent Service Center | Experience
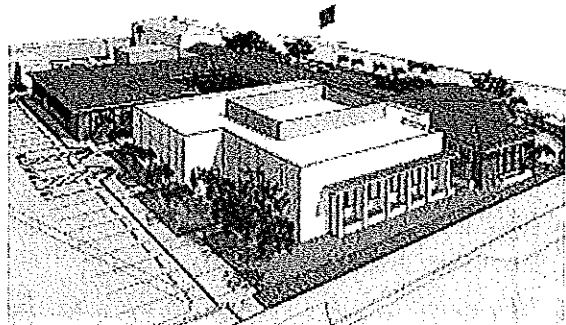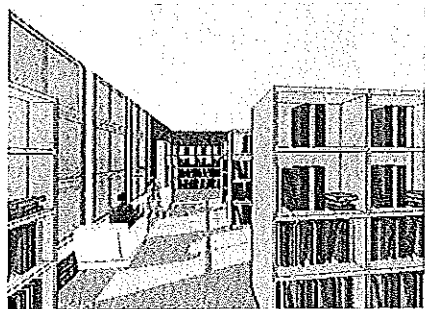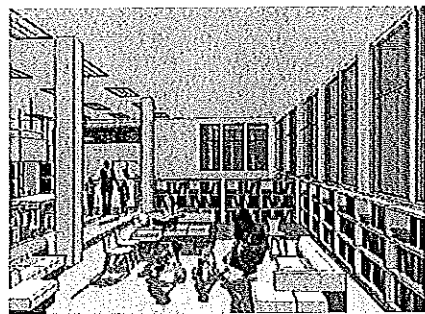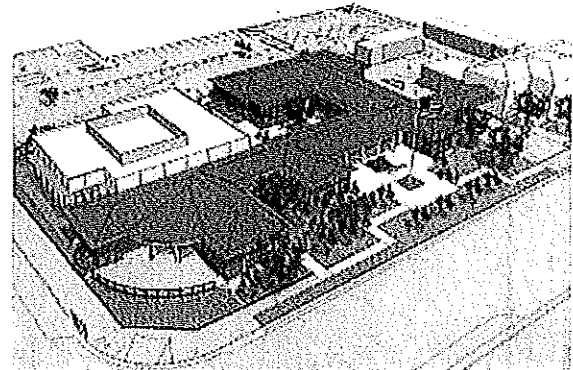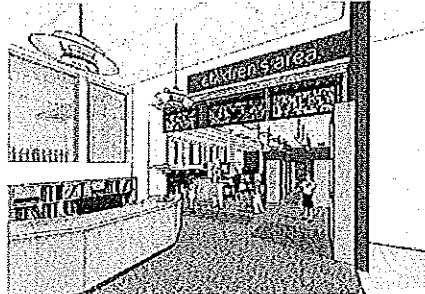
Project:	**Lennox Library and Constituent Service Center**
Client:	County of Los Angeles
Address:	4359 Lennox Boulevard, Lennox, CA 90304
Construction Cost:	$4,400,000
Size:	10,000 s.f.
Beginning date of the project:	2012
Ending date of the project:	Currently under construction - 2013
Reference Contact info:	Ken Schumann, P.E. Project Management Division II tel. (626) 300-3246
Project Team Member:	Stephen Finney, AIA – Principal, Judy Van Wyk – Dir. of Interiors
Project Scope:	The oldest library in the Los Angeles County's public library system and the adjacent Sheriff's station in Lennox are getting makeovers. August 2012, construction begins on both the old Sheriff's station, which will be transformed into a new, 7,200-square-foot community service center, and the library, which will more than double in size, becoming a 10,000-square-foot, state-of-the-art facility. Once completed, the new community center will house meeting rooms, a Second District field office, and office space for various County Departments. The remodeled library also will include a community meeting room, as well as a teen study room, children's library, homework center, audio-visual area, and nine public access computers
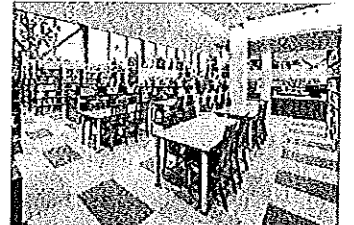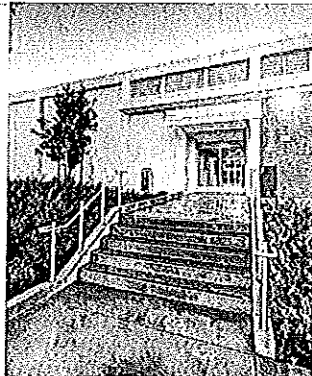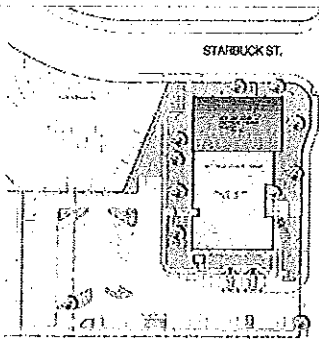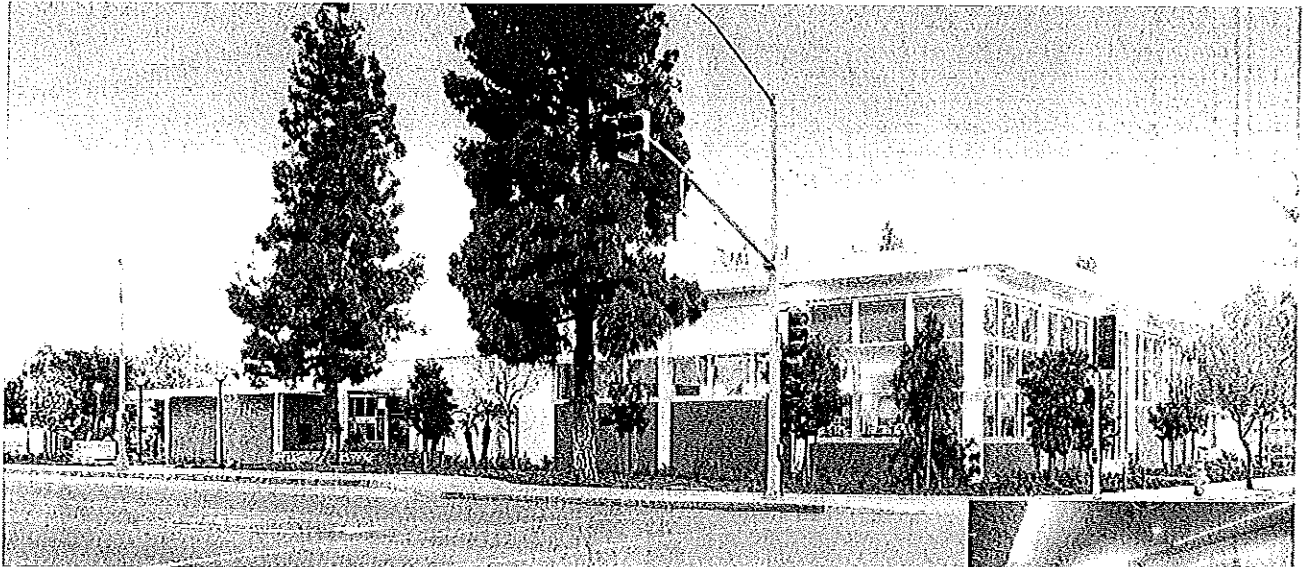
CWAAIA
ARCHITECTURE PLANNING INTERIOR DESIGN

Whittwood Branch Library and Renovation

Experience

STARBUCK ST.

SANTA GERTRUDES AVE.

Project: Whittwood Branch Library and Renovation
Client: City of Whittier
Address: 10537 Santa Gertrudes Ave. Whittier, CA 90078
Construction Cost: $3,600,000
Size: 16,000 s.f.
Beginning date of the project: 2011
Ending date of the project: 2012
Reference Contact info: Paymaneh Maghsoudi, Director of Library Services tel. 562-567-9922
Project Team Member: James Nardini, AIA – Project Architect, Judy Van Wyk – Dir. of Interiors
Project Scope: Originally opened on July 21st, 1968, the 10,000 SF Whittwood Library is an integral part of the community. The renovation included installing additional shelving, remodeling both the Children's and Adult Services areas, and modernizing the infrastructure. The 6,000 SF expansion increased the library's footprint to just over 16,000 SF. The new wing incorporates exterior store front glass systems with new steel and masonry structural components. New, sustainable landscape was incorporated and site improvements included slurry sealing and re-striping the parking lot. Accessibility throughout the site and building was enhanced with various ADA upgrades. A fast-track approach to construction was used to return this valued facility to the community as quickly as possible.

Palmdale Work Source Center

Experience
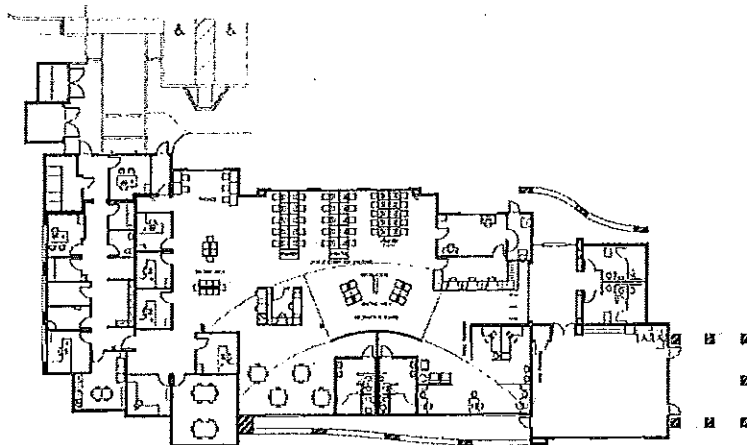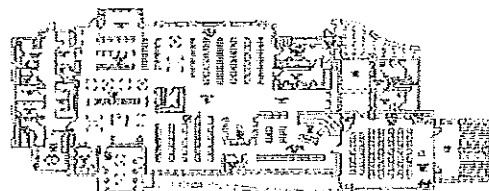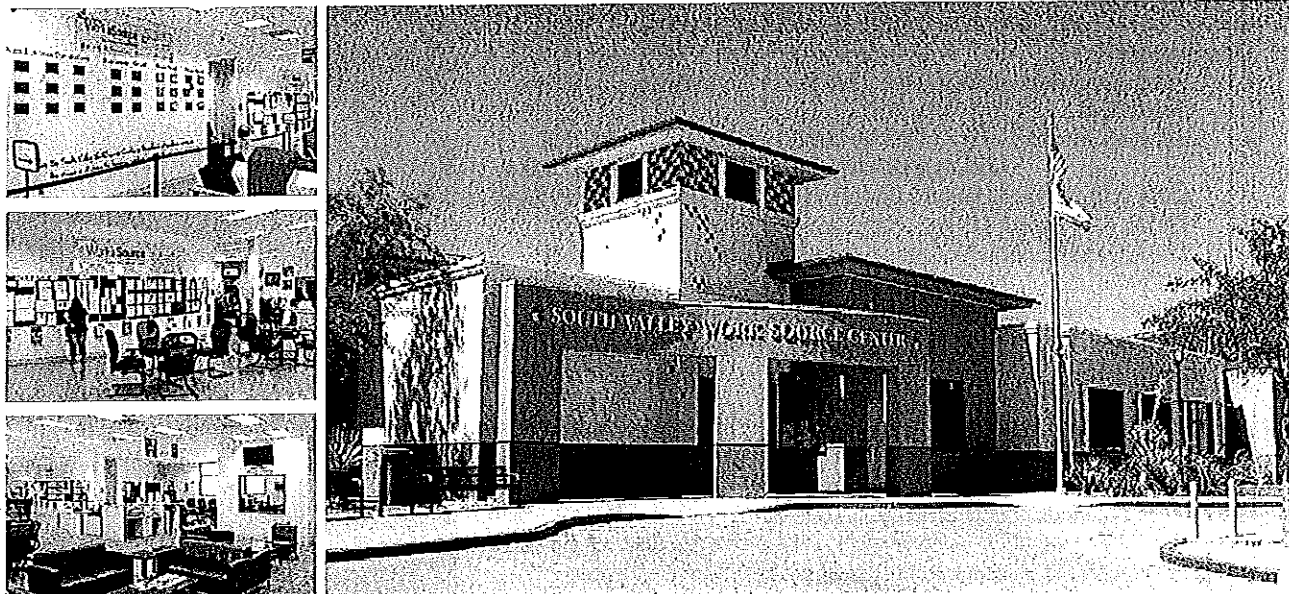
Youth Library ─────────────▶ **Transformed to Work Source Center**

Project:	**Palmdale Work Source Center**
Client:	City of Palmdale
Address:	38510 Sierra Highway, Palmdale, California
Reference Contact info:	Lynn Glidden: tel. City of Cerritos - Project Manager: tel. 562-916-1228
Project Team Member:	Stephen Finney, AIA – Principal
Project Scope:	CWA AIA, Inc. along with Webb Brothers Construction provided design and

Construct Facility Improvements for the City of Palmdale and Work Sourer Center. The project consisted of redesigning and construction facility improvements on the existing Palmdale Youth Library designed by CWA located at 38510 Sierra Highway. The scope of work consisted completing the design, obtaining all necessary approvals and permits, providing construction of facility improvements including interior and exterior, warranties and turn over items for the building. This project is an example of our expertise on transforming a previous use to a competently different function.

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Sustainable Design and LEED

CWA has experience in LEEDS Certification and sustainable design.
Examples include:

- *Long Beach Mark Twain Branch Library- LEED Silver* rating-City of Long Beach 2008
- *Edenvale Branch Library-* LEED Certified Level- City of San Jose 2007
   The City is pursing LEED Certification- Post construction.
- *Little Tokyo Branch Library* - City of Los Angles - (completed construction)*
- *Frazier Park Branch Library* – Kern County - (completed construction)*
- *Los Angeles Community College projects* - (completed construction)

*These projects have used LEED ratings and sustainable design elements in their design. However, due to cost impact the Owners have chosen not purse LEED Certification.

Jim Ogden, LEED AP of WCS/Cs is our Green Building and LEED Consultant. *Long Beach Mark Twain Branch Library* – LEED Silver. Jim is providing both LEED Administration and Green consulting on the *West Los Angeles College - New Math and Science Buildings.* LEED Silver certification is the projected goal of the project. Jim is also serving as LEED Administration and Green consultant for the *Pierce College Center for the Sciences* project pursuit of LEED Silver Certification.

CWA with 3QC Inc. uses the following process to monitor LEED standards compliance:

LEED Online Administration—register the project with the USGBC and act as project administrator for the LEED online credit tracking system. They will set up the project team in the LEED online system and coordinate the design and construction phase reviews with the USGBC and the project team.

LEED Point Tracking— At the onset of the project, conduct a LEED charrette, which will establish a LEED Credit Matrix to help determine which LEED level of certification is achievable and to assist in the decision-making process. The LEED Credit Matrix includes the current point tally for the project, action items, team member responsibilities and current point status.

LEED Documentation— complete all architecturally based LEED documentation. They will coordinate and review all MEP, Contractor, Civil, and Landscape (if applicable) documentation.

Sustainable Design—advise all project stakeholders on sustainable strategies, their appropriateness for the project, and how they contribute to the LEED system.

CWAIA
ARCHITECTURE PLANNING INTERIOR DESIGN
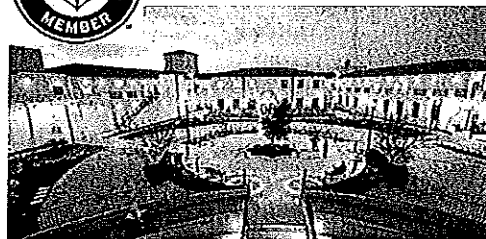
References

	Contact Information
City of Cerritos Cerritos Public Library Cerritos City Hall Renovation Cerritos Sheriff Station Expansion	**Hal Arbogast** City of Cerritos - Project Manager (562) 916-1228 hal_arbogast@ci.cerritos.ca.us 18125 Bloomfield Ave. Cerritos, CA 90703 **Kanna Vancheswaran** Assistant City Engineer (562) 916-1219 kvancheswaran@cerritos.us
City of Anaheim Anaheim Central Library Renovation	**Carol Stone** Library Director (714)765-1710 CStone@anaheim.net 500 West Broadway Anaheim, CA 92805
City of Long Beach Mark Twain Branch Library	**Nancy Messineo** Manager, Neighborhood Library Services Long Beach Public Library (562) 570-6540 nmessineo@lbpl.org
City of Camarillo Camarillo Public Library	**Bruce Feng** City Manager (805) 388-5307 citymanager@ci.camarillo.ca.us 601 Carmen Drive Camarillo, CA 93011
City of Burbank Buena Vista Branch Library	**Sharon L. Cohen** Library Services Director (818) 238-5551 scohen@ci.burbank.ca.us 110 North Glenaoks Blvd. Burbank, CA 91502
City of Whittier Whittwood Branch Library	**Paymaneh Maghsoudi** Library Services Director (562) 464-3452 pmaghsoudi@whittierpl.org 7344 S. Washington Ave Whittier, CA 90602

PFIC

Privatized Development for the Public Sector

☐ Design/Build
☐ Own or Lease
☐ Finance
☐ Program Management

October 8, 2013

Ms. Jeanette Contreras
Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Dear Ms. Contreras:

It was a pleasure meeting you in Placentia and discussing your proposed library renovation and expansion. As we discussed, PFIC is a nationwide developer that specializes in the privatized development and tax-exempt financing of facilities for cities, counties, special districts and states. To date, we have completed over 200 public and private projects in 96 cities in 36 states.

As the Developer, we offer a full range of comprehensive services that satisfy every aspect of development. We assemble a specialized development team involving the District, the architect, and contractor at the beginning of the planning process. This core team remains in close contact throughout the entire project so that every step is anticipated, managed, and resolved in a professional manner.

The highlights of our program are as follows:

Project:
Library renovation and expansion.

Programming & Needs Assessment:
We will work with you to determine the exact specifications and facility needs for your proposed library expansion and renovation.

Design:
We have relationships with Southern California architects that specialize in the design of libraries. We will forward you examples of project for your review. Final architect selection is subject to the approval of the District.

Ms. Jeanette Contreras
October 8, 2013
Page 2

Construction:
We have relationships with experienced contractors who have completed the construction of similar facilities or we can work with the contractor of the District's choice.

Lease Term:
Up to 35 years. At the end of the lease term, the title to the Project is transferred to the District for $1.00.

Financing:
We provide financing at tax-exempt rates that covers 100% of the project cost or a portion thereof for the District to own or lease upon completion of construction.

We foster a spirit of teamwork, trust and cooperation to meet the District's objectives. Our experience with public/private partnerships is the foundation that allows us to address the District's concerns and goals, efficiently manage the development process, and create a project of which the District and the community can be proud.

Our development program transfers the design, construction and financing risk from the District to the private sector. We will work with the District to:

1. Determine the District's development objectives including function, design and budget by:

   o Analyzing design versus cost to determine the most efficient construction plan through a continuous design/budgeting process including value engineering, constructability review, and schedule conformance.

   o Leading the team effort with solid recommendations and professional direction.

   o Overseeing the development schedule and budget proformas. The District will be notified immediately if any aspects of the schedule or budget changes.

2. Arrange the financing by employing creative financial arrangements tailored to meet the District's needs. We have several different lease programs that will give the District the most cost effective financing available in the market.
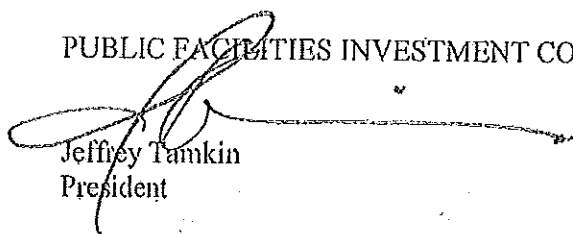
3. Supervise the design and construction. We encourage the full participation and approval of the District staff during the design and construction phases.

Ms. Jeanette Contreras
October 8, 2013
Page 3

To start the ball rolling, we have attached our development service agreement for your review and execution to formally begin working on the Project. Please let us know if you have any questions and we look forward to working with you to make this important project a reality.

With kindest regards,

PUBLIC FACILITIES INVESTMENT CORPORATION

Jeffrey Tamkin
President

DEVELOPMENT & FINANCING FEE AGREEMENT

THIS DEVELOPMENT AND FINANCING FEE AGREEMENT (this "Agreement") is made and entered into by and between the **Placentia Library District** together with its affiliates, agents, representatives, officers, directors, employees, heirs, successors and assigns, (the "**Client**") and **Public Facilities Investment Corporation** ("**PFIC**"), effective as of _____, 20__ (the "**Effective Date**"). For and in consideration of the mutual covenants of this Agreement, the parties hereto agree as follows:

1.   **Basic Agreement.** Client grants PFIC the exclusive right to provide development services and locate financing sources for the Client's proposed library renovation and expansion (the "Project") subject to the terms and conditions set forth below.

2.   **Services.** PFIC will provide development services by acting as the Client's representative and assist Client in Client's negotiation of design and construction agreements (between the Client and the applicable designer and/or contractor) for the design and construction of improvements on the Project. In no event shall PFIC have any design or construction responsibility, and Client agrees to look solely to the applicable designer and/or contractor in connection with any claims, losses and liabilities relating thereto.

In addition, PFIC shall use commercially reasonable efforts to introduce Client to bankers, investors, and/or lenders (collectively, "Lenders") willing to issue equity and/or debt financing for the Project (collectively, "Financing"). However, nothing in this Agreement shall be construed as a guarantee or warranty on the part of PFIC.

A scope of services provided is attached hereto as "Exhibit A."

3.   **Independent Contractor.** It is understood and agreed that PFIC is acting as an independent contractor in performing the services hereunder. PFIC does not have any authority to execute any contract or other instrument for, or on behalf of, Client.

4.   **Due Diligence Materials.** Client shall furnish PFIC with all requested information in a timely manner so that PFIC may process the Financing request. Client warrants that all such information shall be true, complete and accurate to the best of its knowledge.

5.   **Term.** Subject to extension as described in Section 6, this Agreement shall be in effect for a period of 2 years.

6.   **Fees.** For providing Services for the Project, PFIC shall be compensated in an amount equal to five percent (5%) of the total project cost including cost of any building/land acquisition, design and construction. PFIC's compensation shall be allocated as follows: three percent (3%) shall be PFIC's fee and two percent (2%) shall be for PFIC's overhead.

The compensation shall be earned upon funding of the Financing, and shall be paid with funds directly out of escrow concurrently with the funding of the Financing. This Section 6 shall survive the expiration of termination of this Agreement.

If Client is in active negotiations with, or if a signed term sheet/application is in process with any Lender at the end of the Term, the Term of this Agreement shall be automatically extended until the completion of the transaction. If within twelve (12) months after the expiration of the Term, Client enters into a Financing agreement for the Project with any Lender with whom PFIC introduced to Client during the Term (as such may be extended), Client will pay PFIC the compensation due under this Agreement as if the Agreement had not ended. Upon expiration of the Term, PFIC shall remit to Client a list of any parties with whom PFIC had discussions regarding the Financing for the Project. If the Lender that completes the transaction governed by this Agreement agrees to provide Financing for any other projects of Client during the 12-month period following the close of escrow, then two percent (2%) of the amount contained in such Financing of Client's other projects shall become due and payable by Client to PFIC upon funding of the Financing. The compensation will be included in the total amount of the Financing, and shall be funded upon the closing of the Financing.

7. **Authority.** Each of the undersigned warrants and represents that he has the requisite authority to bind his company, and is duly authorized to execute and deliver this Agreement to the other party on behalf of the party whose signature appears below.

8. **Arbitration.** If a dispute arises from this Agreement and cannot be resolved informally between the parties, both parties agree to submit the dispute to binding arbitration under the rules of the American Arbitration Association – Judicial Arbitration Mediation Services (End Dispute) in Los Angeles County, California.

9. **Governing Laws and Venue.** The laws of the State of California shall govern the validity, enforcement, and interpretation of this Agreement. The obligations of the parties are performable in Los Angeles County, California, and the parties hereby consent that the venue for any legal action arising out of this Agreement shall be in Los Angeles County, California.

10. **Attorneys' Fees.** In the event any of the parties hereto shall institute any action or proceeding against any other party relating to this Agreement, the unsuccessful party in such action or proceeding shall reimburse the successful party for its reasonable attorneys' fees, as determined by the court or arbitrator.

11. **Additional Costs.** While PFIC will exercise commercially reasonable efforts to minimize all costs associated with the transaction, PFIC shall not be responsible for any costs (including, but not limited to: construction fees & costs, design fees & costs, brokerage fees, title insurance, ALTA survey, escrow fees and deposits, building inspections, geotechnical and environmental inspections, recording charges, entitlements and processing fees, appraisal fee, notary fee, tax service fee, financing fees, Lender's or Client's legal fees or any other closing expenses) incurred in making and completing of the Development and Financing pursuant to the terms of this Agreement. To the extent approved by Lender, these costs shall be reimbursed to the Client or PFIC at the time of closing of the Financing for their respective "out of pocket" expenditures made prior to the closing.

12. **Indemnity.** Each party to this Agreement shall indemnify, defend, and hold harmless the other party from any Claim (as defined herein) incurred directly or indirectly by reason of the material inaccuracy of any representation in this Agreement or in any of its

supporting documents supplied by the party making that representation. Client indemnifies, defends, and holds PFIC harmless from and against all costs, claims, demands, liabilities, losses, actions, and expenses (including attorneys' fees) ("Claim") arising directly or indirectly from the Project, except to the extent caused by the gross negligence or willful misconduct of PFIC.

13. **Entire Agreement: Modifications.** With no exceptions, whether oral or in writing, this Agreement contains the entire understanding and agreement of the parties to this Agreement. The parties understand and agree that this Agreement may not be altered, amended, modified, or otherwise changed in any respect or any particular whatsoever, except by an instrument in writing, duly executed by each of the parties to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.
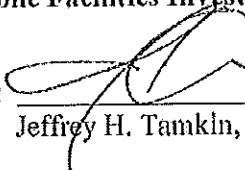
"Client"   **"PFIC"**

Placentia Library District   **Public Facilities Investment Corporation**

By: _____   By: _____

                                                              Jeffrey H. Tamkin, President

Its: _____

"EXHIBIT A"

SCOPE OF SERVICES

PRE-CONSTRUCTION PHASE

- Determine needs, space and programming requirements of Client.

- Advise and assist Client in architect and contractor selection.

- Coordinate architect, engineers and other consultants necessary for the project. Typical consultant teams will include feasibility consultants, civil engineer, structural engineer, electrical and mechanical engineer, landscape architect, interior designer in addition to surveyor, geotechnical engineer and environmental consultant.

- Attend, in person or via teleconference, planning and design meetings with architect, contractor, engineers, and Client.

- Advise and assist on value engineering throughout the design process.

- Advise and assist in the preparation of a development budget.

- Assist in the preparation of cost evaluations on specific components during design phase (detailed cost estimating shall be provided by the contractors.)

FINANCING

- Identify financing sources for all costs of the project.

- Present financial firms and propose financial structures to Client such as a long term tax-exempt lease or a turnkey construction program.

- Ensure all required documents, property reports, surveys and contracts are completed for close of financing.

CONSTRUCTION PHASE

- Attend jobsite meetings as necessary.

- Participate in Client meetings to report on the progress of the construction of the Project.

- Review and advise the Client with respect to submittals and approvals required to be signed or approved by the Client.

- Assist in the coordination of contractors & consultants during construction.

- Review Requests for Information Clarification (RFIC's), Change Order Requests (COR's), Change Orders (CO's) and advise the Client with respect to propriety, costs, time extensions, schedule delays and related issues.

- PFIC will make jobsite visits periodically in order to advise the Client that the construction complies with the plans and specifications, Contract Documents and industry standards of construction quality. This service will be performed on a "spot check basis", it being understood that the architect is principally responsible for determining compliance with the plans and specifications, Contract Documents and of industry standards of construction quality. PFIC does not warrant the accuracy and/or compliance of the work completed by general contractor and/or designed by architect.

- Assist in coordinating obtaining final approvals and punch list completion. PFIC will update and advise Client at appropriate intervals with respect to estimates on construction schedule provided by Contractor. PFIC shall advise Owner if it appears that the construction schedule may exceed the latest approved project schedule, and make recommendations for corrective action. PFIC does not warrant the Contractor's accuracy.

PFIC

PUBLIC/PRIVATE DEVELOPMENT & TAX-EXEMPT FINANCING SERVICES
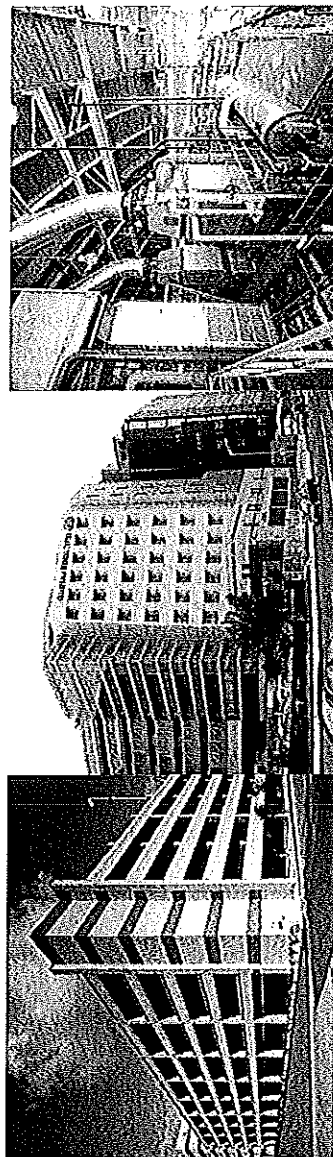
Specializing in Public Private Partnerships

PFIC

COMPANY BACKGROUND

Since 1969, PFIC has developed and financed over 200 projects in 96 cities in 36 states.

- Catering to the facility needs of public entities and non-profit organizations.

- Specializing in three programs to assist Public Entities with their facility needs:

  1. Ground-Up Development
  2. Renovation of Existing Facilities
  3. Asset Monetization

- Providing a comprehensive program management and development service under a single source concept including design, construction and tax-exempt financing.
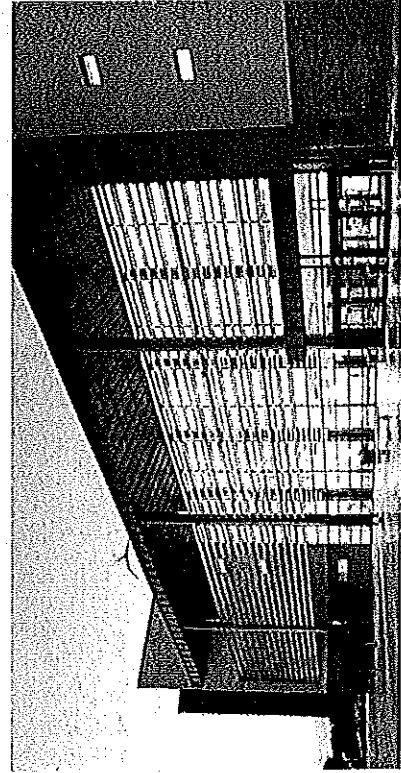
Specializing in Public Private Partnerships

PFIC

SELECT PROJECT EXPERIENCE

Palmdale Youth Library - Palmdale, CA

Putnam County Business Park - Palatka, FL

Brentwood School Auditorium & Science Center - Los Angeles, CA

Intermodal Container Transfer Facility - Long Beach, CA

Social Security Building - Temple, TX
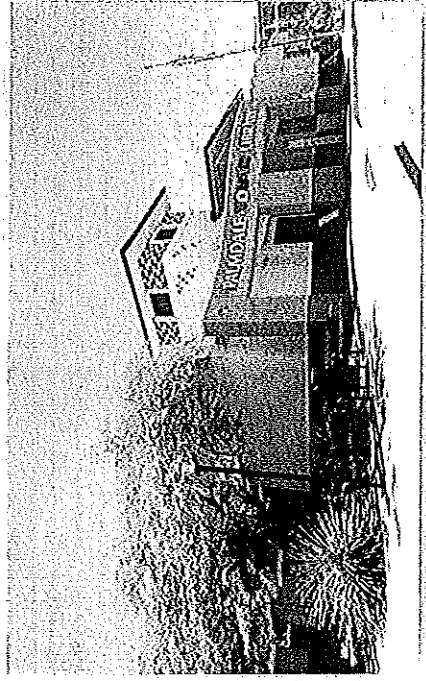
Bank of California Building - San Bernardino, CA

Western Union Building - Fontana, CA

Laredo International Shopping Center - Laredo, TX

Northern Kentucky Telecom Authority - 8 Cities in Northern KY

Ohio Telecommunications System - 6 Cities in Ohio
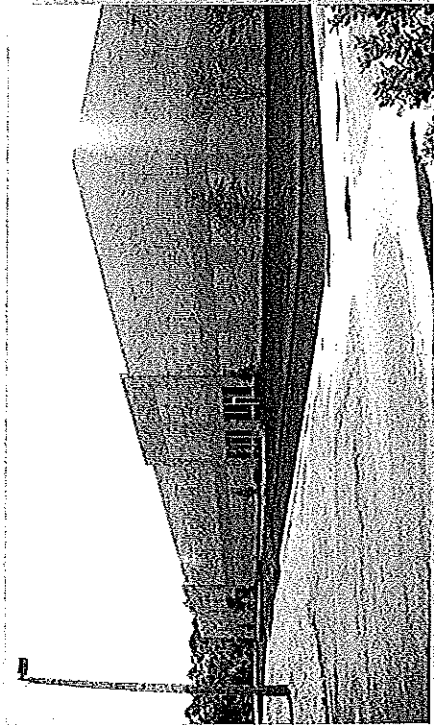
Specializing in Public Private Partnerships

PFIC

MARKETS SERVED

- Cities
- Counties
- States
- Federal Government
- K-12 School Districts
- Higher Education (Public and Private)
- Hospitals and Medical Systems

Specializing in Public Private Partnerships
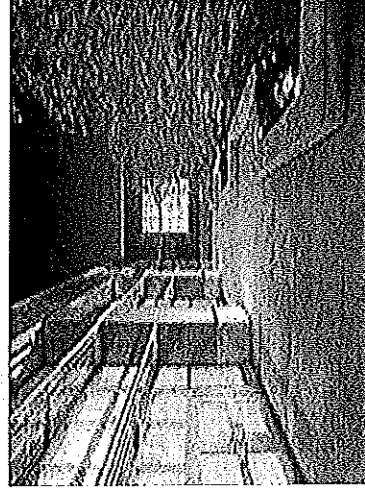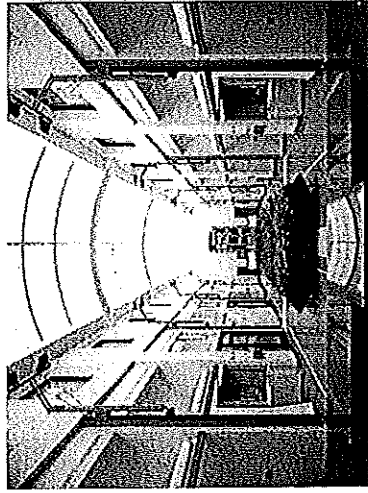
PFIC

Specializing in Public Private Partnerships

PROJECT TYPES

- Government Office Buildings
- Municipal Admin. Buildings
- Courts / Justice Facilities
- Correctional Facilities
- City Halls
- Parking Garages
- Police Stations
- Fire Stations
- Public Libraries
- Museums
- Elementary, Middle and High Schools
- Central Service Plants
- Wastewater Treatment Facilities

- Parks
- Recreation Centers
- Hospitals
- Medical Office Buildings
- Ambulatory Care Facilities
- Non-Profit Research Facilities
- Laboratories
- Higher Education Facilities
- Student Housing
- Arenas and Stadiums
- Event/Convention Centers
- Transportation Facilities
- Roads, Bridges and Tunnels
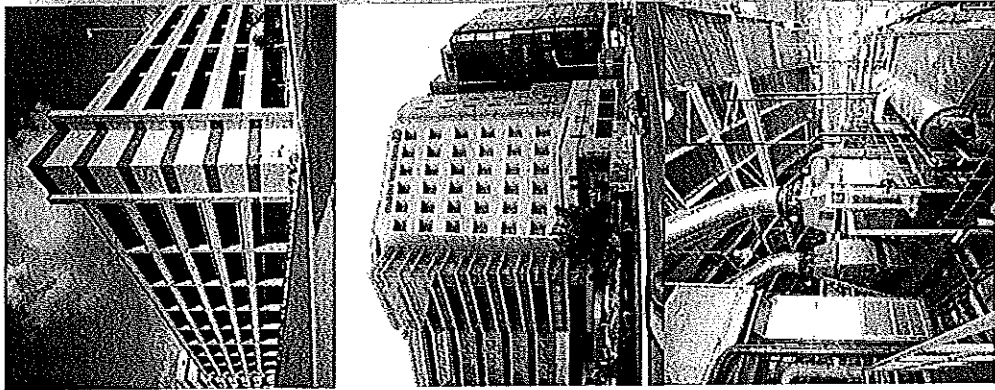
Our Programs

Even though current economic conditions have left the Public Sector with reduced budgets, the need for modern facilities and infrastructure grows every day. PFIC has created the following P3 programs to help our clients develop and finance their facility needs.

PFIC

SOLUTION 1
GROUND-UP DEVELOPMENT

How it works:

• PFIC provides a comprehensive service for the ground-up development process through its single source responsibility concept.

• The Public Entity retains title to the land by ground leasing the underlying land to PFIC or PFIC can purchase a site not currently owned by the Public Entity.

• PFIC proposes architects and contractors to the Public Entity for its approval or the Public Entity can use an architect or contractor they have already selected.

• PFIC takes full charge of the development of the project through the following steps:

1. Architect designs project to meet the Public Entity's exact specifications and needs.
2. Contractor provides a fixed price contract guaranteed and bonded for labor, performance and material.
3. PFIC arranges tax-exempt financing for 100% of the Project cost.
4. Construction of the Project begins.

• After construction is completed, PFIC leases the Project back to the Public Entity.

• Upon expiration of the lease, title to the Project transfers to the Public Entity.

Specializing in Public Private Partnerships

SOLUTION 2
RENOVATION OF EXISTING FACILITIES

PFIC

How it works:

- The Public Entity selects the Building to be renovated.

- The Public Entity retains title to the land by ground leasing the underlying land to PFIC.

- PFIC purchases or leases the Building from the Public Entity and also provides funds for renovating the building.

- PFIC takes full charge of the renovations including design and construction through its single source responsibility concept.

- Upon completion of the renovations, PFIC leases the Building back to the Public Entity at tax-exempt rates.

- Upon expiration of the lease, title to the Building reverts back to the Public Entity.

Specializing in Public Private Partnerships

PFIC

SOLUTION 3
ASSET MONETIZATION

How it works:

- The Public Entity selects the Building to be sold and leased back.

- The Public Entity retains title to the land by ground leasing the underlying land to PFIC.

- PFIC purchases only the Building from the Public Entity .

- PFIC can provide funds to retire any existing debt encumbering the Building.

- PFIC leases the Building back to the Public Entity at tax-exempt rates.

- The Public Entity can use the funds generated from the sale for other facilities and programs.

- Upon expiration of the Building lease, title to the Building transfers back to the Public Entity.

Specializing in Public Private Partnerships

PFIC

SINGLE SOURCE RESPONSIBILITY

our experience

Over 40 years of development and finance experience allows PFIC to efficiently manage the development process and create a project of which the entire community can be proud.

Program Management
- Responsible for Design, Construction and Financing
- Fixed Budget & Schedule

Predevelopment
- Master Planning
- Needs Assessment
- Feasibility Studies
- Budgeting / Estimating
- Site Selection

Development
- Architectural, Engineering & Design
- Value Engineering
- Construction

Management
- PFIC can provide daily management services for existing and proposed projects or the Public Entity can retain its current management operations.

Specializing in Public Private Partnerships

PFIC

PUBLIC PRIVATE PARTNERSHIPS
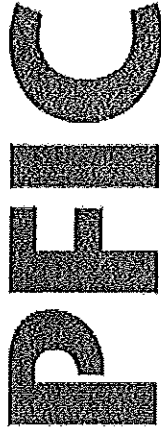
Advantages:

• Provides an alternative source of financing.

• Accommodates the growing demand for additional facilities and services.

• Turnkey delivery minimizes contractual risk and simplifies legal, accounting and administrative services.

• The Public Entity has complete control of the development process with minimal impact on staffing.

• Streamlines procurement process, saves time and ensures quality construction.

• Development experience and budget control prevents the project from being "overdesigned".

• Creates a new sources of funds to retire existing debt or reinvest in aging projects in need of renovation.

• The Public Entity retains ownership of land through life of the lease and gains title to project upon lease expiration.

• Utilizing private management allows the Public Entity to focus on its core functions/mission.

Specializing in Public Private Partnerships

PFIC

AVAILABLE LEASE TERMS
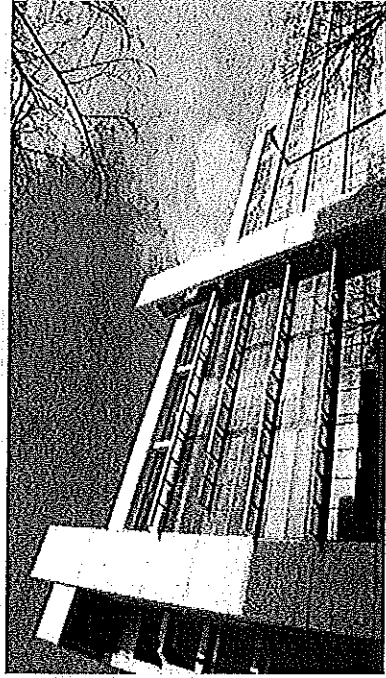
- Tax-exempt rates at the current credit rating of the Public Entity.

- 15-30 year terms.

- Level lease payments.

- Public Entity retains title to the land.

- Title to Building transfers to the Public Entity at lease expiration.

- Early prepayment provisions are available

- For all projects, PFIC provides 100% of total project cost including:
  1. All design and construction costs/fees
  2. Capitalized (construction) interest
  3. Financing, legal and issuance fees

Specializing in Public Private Partnerships

PFIC

CONTACT INFO
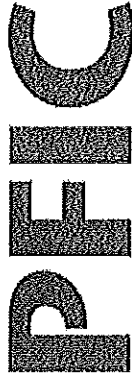
Jeffrey H. Tamkin
President
jeff@tamkin.com

Kyle J. Hines
Vice President
kyle@tamkin.com

Chicago
161 N. Clark Street
Suite 4700
Chicago, IL 60601
(312) 945-6447

Dallas
3333 Lee Pkwy.
Suite 600
Dallas, TX 75219
(214) 531-7287

National Headquarters
11755 Wilshire Boulevard
23rd Floor
Los Angeles, California
(310) 575-9447
(310) 473-9250 fax
www.tamkin.com

Miami
80 S.W. 8th Street
Suite 2000
Miami, FL 33130
(305) 379-7377

Raleigh
12800 Spruce Tree Way
Raleigh, NC 27614
(919) 556-5505

Specializing in Public Private Partnerships

The PFIC Approach

Public Facilities Investment Corporation specializes in the privatized development and tax-exempt financing of facilities for public entities. Since 1969, our team has completed over 200 public and private projects in 96 cities in 36 states. Our experience with public-private partnerships and real estate development is the foundation that allows us to address your concerns and goals to create a project of which the entire community can be proud.

Even though current economic conditions have left the public sector with reduced budgets, the need for modern facilities and infrastructure grows every day. PFIC has created the following P3 programs to help our clients develop and finance their facility needs:

1. Ground-Up Development
2. Renovation of Existing Buildings
3. Asset Monetization

All of our programs provide financing for 100% of the project cost at the same tax-exempt rates available to our clients at the time of close. We customize our services to fit the individual needs of the following clients:

1. Cities, Counties, States
2. Federal Government
3. Colleges & Universities
4. K-12 & Charter Schools
5. Health Care
6. Infrastructure

Public/Private Partnerships for Your Facility Needs

Headquarters:
11755 Wilshire Boulevard, Suite 2350
Los Angeles, California 90025
(310) 575-9447
www.tamkin.com

Chicago
161 N. Clark Street
Suite 4700
Chicago, IL 60601
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3333 Lee Parkway
Suite 600
Dallas, TX 75219
(214) 531-7287

Public Private Partnerships Offer a Creative and Cost Effective Solution to Meet All of Your Facility Needs
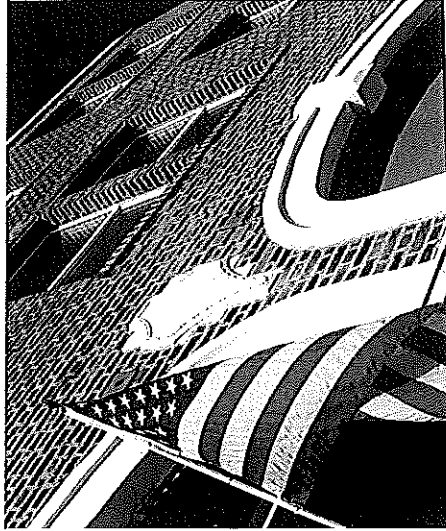
Jeffrey R. Tamkin
President & CEO

PFIC

Phone 310-575-9447
Fax   310-473-9250
jeff@tamkin.com

Public Facilities Investment Corporation
11755 Wilshire Boulevard, Suite 2350
Los Angeles, CA 90025
www.tamkin.com

Public Facilities Investment Corporation

PUBLIC/PRIVATE DEVELOPMENT AND TAX-EXEMPT FINANCING PROGRAMS

RENOVATION

PFIC provides its privatized development services and tax-exempt financing to renovate and modernize aging facilities and infrastructure. We can provide 100% of the funds for the total cost of the renovation.

The total cost of the design and renovation is funded through our comprehensive financing programs.

GROUND-UP DEVELOPMENT

PFIC's development and finance group works with architects and contractors experienced in the proposed project. Together, this team custom tailors a program that meets the specific challenges of our client's facility needs and satisfies every aspect of the development process.

The entire cost of the project is funded using our financing programs. Upon expiration of the lease, title to the project reverts to the public entity. The cost and completion are guaranteed prior to breaking ground.

FINANCING

We provide 100% of the financing for the project at the most cost effective structure available in the market. This includes conventional financing, tax-exempt bond financing, Build America Bonds, New Market Tax Credits, grants and Recovery Zone Bonds.

ASSET MONETIZATION

PFIC purchases and leases back existing facilities and infrastructure to provide our clients with additional funds for new projects programs or working capital.

PFIC can purchase projects that are either encumbered with existing debt or projects that are owned free and clear.
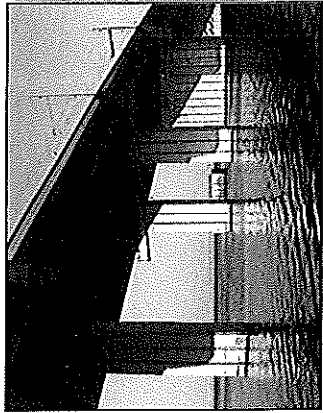
Public Private Partnership Advantages

Provides an alternative source of capital at tax-exempt rates.	Turnkey delivery minimizes contractual risk and simplifies legal, accounting and administrative services.	You have complete control of the development process with minimal impact on staffing.	Streamlines procurement process, saves time and ensures quality construction.	You retain ownership of land through life of the lease and gain title to project upon lease expiration.
	Accommodates the growing demand for additional facilities and services.		Development experience and budget control prevents the project from being "overdesigned".	

CWAAIA INC

ARCHITECTURE PLANNING INTERIOR DESIGN

Stephen E. Finney, AIA
President

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Glendale, CA 91203
t: 818.240.5456
f: 818.546.8503

sfinney@cwaaia.com
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Phone   310-575-9447
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11755 Wilshire Boulevard, Suite 2350
Los Angeles, CA 90025
www.tamkin.com

Item 27
11/25/13 BOT Mtg

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Changing the Employee of the Quarter Award to be amended to an annual program**

DATE: November 25, 2013

BACKGROUND
The Employee of the Quarter (EOQ) Award started in 2009 with support from the Placentia Library Friends Foundation (PLFF). The purpose of the award was to encourage staff to nominate their colleagues who provided outstanding service to our patrons and peers. The program recognizes employees for outstanding accomplishments and contributions to the Library's mission. Nominations must identify excellent performance, innovative improvements, community service, teamwork, and savings to the Library and/or demonstration of the Library's core values. Exempt employees are not qualified for the award.

Recipients receive a proclamation from the Library Board of Trustees, a $200 check from PLFF, and the EOQ parking space for the quarter. Since the implementation of the program, the Library has recognized 15 employees. Of those, two employees have received the award twice. Currently, we have a total of 12 full-time, 11 part-time, and 17 substitutes.

It is recommended that the EOQ program be amended from quarterly to annually and that the monetary reward increase from $200 to $500, the amount to be approved by PLFF. The recommendation is due to staffing number. The employee will be announced at the Staff Appreciation & Recognition Dinner.

Fiscal Impact: N/A

RECOMMENDATION
Authorize amendments to the Employee of the Quarter Award as presented and inclusive of feedback from the Library Board of Trustees.

Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Report on the work session of November 12, 2013 – Sound System for meeting room**

DATE: November 25, 2013

BACKGROUND

The Library Board of Trustees met on November 12, 2013 for a work session. One item discussed was the possibility of installing a sound system in the newly remodeled community meeting room.

The community meeting room currently has a projector for use for presentations and programs such as Family Flicks. Library staff was asked to obtain estimates for a sound system to be installed in the community meeting room. The current portable sound system is setup by circulation staff and the system has already experienced malfunction.

President Shkoler and Library Director Contreras met with Mr. Lee Castner and Mr. Jeremy Yamaguchi to inquire about sound systems and costs for the community meeting room.

Attachment A are quotes for three different systems.

Fiscal Impact: $2,000 - $10,000

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

Budget PA Quotation
October 21, 2013

Contractor
Eagle Multi-Media
411 Park Industrial dr.
La Habra, CA 90631
(714) 345-2513
Productions@jeremyyamaguchi.com

Client
Placentia Library District
411 E., Chapman Ave.
Placentia, CA 92870

Item	Description	Quantity	Unit Price	Sub-Total
Speaker	JBL Control 28- white	2	$ 240.00	$ 480.00
Microphone	Shure CVC 18 B/C	8	$ 99.98	$ 799.84
Mixer/Amp	Yamaha EMX 312	1	$ 470.00	$ 470.00
Wireless Mic	Shure Wireless BLX	1	$ 440.00	$ 440.00
Microphonce Cable	XLR Cable & Conectors	1	$ 200.00	$ 200.00
Speaker Cable	12 Guage /2 conductor	1	$ 150.00	$ 150.00
Labor	Instalation and Training	1	$ 750.00	$ 750.00

Sub total	$	2,539.84
Tax	$	203.19
Labor	$	750.00
Total	$	3,493.03

2 Speaker Quotation
October 21, 2013

Contractor
Eagle Multi-Media
411 Park Industrial dr.
La Habra, CA 90631
(714) 345-2513
Productions@jeremyyamaguchi.com

Client
Placentia Library District
411 E., Chapman Ave.
Placentia, CA 92870

Item	Description	Quantity	Unit Price	Sub-Total
Speaker	JBL Control 28- white	2	$ 240.00	$ 480.00
Microphone	Anchor Councilman	8	$ 233.00	$ 1,864.00
Mixer/Amp	Yamaha EMX 312	1	$ 470.00	$ 470.00
Wireless Mic	sennheiser wireless	1	$ 990.00	$ 990.00
Microphonce Cable	XLR Cable & Conectors	1	$ 200.00	$ 200.00
HDMI De-embedder	Atlona AT HD570	1	$ 200.00	$ 200.00
Speaker Cable	12 Guage /2 conductor	1	$ 150.00	$ 150.00
Labor	Instalation and Training	1	$ 1,000.00	$ 1,000.00

Sub total	$	3,874.00
Tax	$	309.92
Labor	$	1,000.00
Total	$	5,183.92

4 Speaker Quotation
October 21, 2013

Contractor
Eagle Multi-Media
411 Park Industrial dr.
La Habra, CA 90631
(714) 345-2513
Productions@jeremyyamaguchi.com

Client
Placentia Library Distri
411 E., Chapman Ave.
Placentia, CA 92870

Item	Description	Quantity	Unit Price	Sub-Total
Speaker	JBL Control 28- white	4	$ 240.00	$ 960.00
Microphone	Anchor Councilman	8	$ 233.00	$ 1,864.00
Wireless Mic	sennheiser wireless	1	$ 990.00	$ 990.00
Microphone Cable	XLR Cable & Connectors	2	$ 200.00	$ 400.00
Speaker Cable	12 Gauge /2 conductor	2	$ 150.00	$ 300.00
Mixer	Berhenger x32 Rack	1	$ 1,400.00	$ 1,400.00
HDMI De-embedder	Atlona AT HD570	1	$ 200.00	$ 200.00
Amplifier	QSC CX404	1	$ 1,300.00	$ 1,300.00
Labor	Installation and Training	1	$ 1,500.00	$ 1,500.00

Sub total	$ 7,414.00
Tax	$ 593.12
Labor	$ 1,500.00
Total	$ 9,507.12

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Report on the work session of November 12, 2013 – Fingerprinting Policy**

DATE: November 25, 2013

BACKGROUND

At the June 17, 2013 Library Board of Trustees meeting, a proposed Policy 2205 – Fingerprinting Policy was presented. Trustees approved Policy 2205 as a first reading. Staff was asked to present recommendations to determine the classifications that need to be fingerprinted. Staff presented recommendations as requested by the Library Board of Trustees at the October 21, 2013 work session. The recommendations were not discussed and staff was asked to present them again at a November work session for further discussions.

The Library Board of Trustees met on November 12, 2013 to further discuss the proposed Fingerprinting Policy. Staff was asked to ask legal counsel to review the proposed policy inclusive of feedback from the Library Board of Trustees.

Recommended changes are noted in bold and underlined with the former versions in parenthesis.

Attachment A is Policy 2205 – Fingerprinting Policy.

The fingerprinting process will begin upon the Library receiving its originating agency identifier (ORI) number from the State of California.

Fiscal Impact: To Be Determined

RECOMMENDATION
Approve the proposed Policy 2205 – Fingerprinting Policy as presented inclusive of feedback from the Library Board of Trustees, with an effective date of December 1, 2013.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Fingerprinting Policy**
POLICY NUMBER: **2205**

2205.1 POLICY STATEMENT

2205.1.1   To **further the interest** (ensure that) of the Placentia Library District, its employees and members of the public are protected and to help minimize potential liability, the Placentia Library District has passed a resolution authorizing fingerprinting to be conducted in order to obtain from the Department of Justice summary criminal background information on applicants for employment and volunteer positions.

2205.1.2   The Placentia Library District desires to identify those prospective employees and volunteers who have a criminal history so that information about criminal history can be used in employment decisions.

2205.1.3   The Placentia Library District wishes to comply with Public Resources Code Section 5164 which requires that the Placentia Library District take reasonable steps to determine if a prospective employee or volunteer has been convicted of any crimes specified in **Section 5164** (Penal Code Section 11105).

2205.1.4   The Placentia Library District shall not consider a person who has been convicted of a felony or misdemeanor involving moral turpitude eligible for employment or to be a volunteer if the felony or misdemeanor is to a crime specified in Section 2205.3 below as being relevant to the employment in question or in the case of a crime not actually listed it is determined by the Placentia Library District's Attorney to be substantially similar in nature to those listed that a reasonable person would have had notice that such a crime would bar employment.

2205.2 AUTHORITY

California Penal Code Section 11105 allows cities, counties and districts to obtain state summary criminal background information from the Department of Justice if the Placentia Library District has given the Director of Personnel authority to obtain such records. The Library Director has such authority pursuant to Resolution No. 14-05 of the Placentia Library District.

2205.3 APPLICABILITY

2205.3.1   The Placentia Library District shall conduct a fingerprinting scan in order to obtain criminal background information on all prospective full-time and part-time employees, and volunteers. There will grounds to not hire or administer discipline up to and including termination if records show convictions of the following **Penal Code sections** (crimes) of moral turpitude within ten (10) years of the date of application or after hiring:

Section 68:	Asking for or receiving bribes
Section 72:	Presentation of fraudulent claims
Section 73, 74:	Bribes for appointment to office
Section 187, 189:	Murder
Section 209:	Kidnapping for ransom, extortion or robbery
Section 211:	Robbery: taking personal property in possession of someone by force or fear
Section 245:	Assault with deadly weapon
Section 261:	Rape
Section 451:	Arson of structure, forest land or property
Section 459:	Burglary
Section 484:	Theft
Section 503:	Embezzlement: fraudulent appropriation of property by a person to whom it has been entrusted
Section 518:	Extortion: obtain property by a wrongful use of force or fear or under color of official right

2205.3.2   **For positions which would interact with minors convictions of any of the following crimes or attempts to commit the following crimes, inclduing all such crimes listed in Public Resources Code section 5164, and as it may be amended, shall disqualify an applicant for employment.**(In addition to Section 2205.31 above, for positions relating to interaction with minors the following areas shall also be grounds to not hire or for discipline up to and including termination):

2205.3.2.1   Violations or attempted violations of Penal Code Sections 220, 261.5, 262, 273a, 273d, or 273.5, 288, or any sex Offense listed in Section 290.

2205.3.2.2   Any crime described in the California Uniform Controlled Substances Act (Division 10, commencing with Section 11000, of the Health and Safety Code), provided that, except as otherwise provided in subdivision (c), no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in this section within the immediately preceding 10-year period.

2205.3.2.3   Any felony or misdemeanor conviction within 10 years of the date of the employer's request under subdivision (a), for a violation or attempted violation of Chapter 3 of Title 8 of the California Penal Code (commencing with Section 207), Section 211 or 215, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022, in the commission of that offense, Section 217.1, Chapter 8 of Title 8 of the Penal Code (commencing with Section 236), Chapter 9 (commencing with Section 240), and for a violation of any of the offenses specified in subdivision (c) of Section 667.5, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in this section within the immediately preceding 10-year period.

2205.3.2.4   Any felony or misdemeanor conviction under Penal Code Section 311, et seq., photographic use of children relative o Sexual conduct.

2205.3.3   In addition to those crimes listed in Section 2205.3.1 above, for positions relating to use of public funds and public records, the following **Penal Code** shall also be grounds not to hire or for discipline up to and including termination.

Section 115, 1153:   Use of false or forged public record; alteration of certified copy of public record

Section 424:   Embezzlement and falsification of accounts

Title 13, Chapter 4:   Any violation of forgery or counterfeiting

2205.3.4   **It is the applicant's responsibility to immediately report any conviction or arrest pending final disposition to the Library Director. The duty to report shall be included on all employment applications. Employees and volunteers shall report any arrests or convictions of crimes listed in this Policy to their supervisor, who shall forward the information to the Library Director. Supervisors who become aware of any such arrests or convictions shall report those immediately to the Library Director.** (For positions requiring strict public confidence such as the Library Director and the Business Manager, in addition to Sections 2205.3.1, 2205.3.2 and 2205.3.3 above, any Penal Code violation which resulted in conviction shall be grounds not to hire and after hiring grounds for discipline up to and including termination.)

2205.4 ASSIGNMENT RESPONSIBILITY

It is the applicant's responsibility to report any conviction or arrest pending final adjudication to the Placentia Library District. The information shall be included on all employment applications. Once a person has been hired under this procedure, convictions or arrests pending conviction which occur that are in the list specified for that employee under Section 2205.3 above, the employee, trustee or volunteer shall report that conviction or arrest to his or her supervisor who shall forward the information to the Library Director.

2205.5 PROCEDURES

2205.5.1   All prospective Placentia Library District employees and volunteers shall be subject to a criminal records check as a condition of employment.

         2205.5.1.1   The Placentia Library District shall submit a completed Applicant Fingerprint Card to the Department of Justice accompanied by any other forms or information required by the Department of Justice in order to obtain the criminal background information.

         2205.5.1.2   Any information obtained from the Department of Justice and <u>will</u> (shall) be used to determine whether the applicant shall be offered a position with the Placentia Library District.

2205.5.2   **At the time an employee or volunteer has been hired, they shall sign
an acknowledgement that conviction of crimes listed in this Policy
may be grounds for disciplinary action up and including termination
and that they have an ongoing responsibility to report any arrests or
convictions to their immediate supervisor or the Library Director as
the case may be.** (For any employee or volunteer who has been hired
subsequent to the adoption of the policy, who passed the initial screening,
the individual must sign an acknowledgement that conviction of crimes
listed in Section 2205.3 above under their job category or determined to be
substantially similar by the Placentia Library District Attorney shall be
grounds for disciplinary action up to and including termination. Further,
any such individual has the responsibility to report any such conviction to
the Library Director.)

2205.5.3   The Placentia Library shall enter into a contract with the Department of
Justice so that any subsequent conviction or arrest information concerning
an employee or volunteer that was originally hired subject to this policy
may be obtained.

        2205.5.3.1   Any information about existing employees' or volunteers'
convictions and/or arrests pending **disposition**
(adjudication) shall be reported to the Library Director.

        2205.5.3.2   Upon receipt of information regarding a conviction and/or
arrest pending adjudication which is specified as not
acceptable for the given position in Section 2205.3 above,
the Library Director shall evaluate the effect and potential
effect of the employee's or volunteer's record or arrest on
their position of employment, fellow employees and the
public, and shall take appropriate action to maximize public
safety. (**DELETE** and minimize potential liability while
respecting the rights of the employee or volunteer.)

2205.6 CONFIDENTIALITY

State summary criminal history information is confidential and shall not be disclosed,
except to those individuals designated to make employment decisions.

2205.6.1   Pursuant to California Penal Code Section 11077 the Attorney General is responsible for the security of Criminal Offender Record Information (CORI) and has the authority to establish regulations to assure the security of CORI from unauthorized disclosures. The following are requirements as prescribed by the State of California, Department of Justice, Bureau of Criminal Identification and Information, Field Operations and Record Security for any agency that maintains or receives history information.

2205.6.1.1   Record Security: Any inquiries regarding eh release, security or privacy of Criminal Offender Record Information (CORI) are to be resolved by the Library Director.

2205.6.1.2   Record Storage: CORI shall be under lock and key and accessible only to the Library Director and the Business Manager who shall be committed to protect CORI from unauthorized access, use or disclosure.

2205.6.1.3   Record Dissemination: CORI shall be used only for the purpose for which the Library Director requested it.

2205.6.1.4   Record Destruction: CORI and copies of the same shall be destroyed after employment determination has been made in such a way and to the extent that the employee's name can no longer be identified.

2205.6.1.5   Record Reproduction: CORI may not be reproduced for dissemination.

2205.6.1.6   Training: The Library Director and the Business Manager with access to CORI are required:

2205.6.1.6.1   To read and abide by this policy.

2205.6.1.6.2   To be fingerprinted and have a clearance check completed.

2205.6.1.6.3   To have on file a signed copy of the Employee Statement Regarding the use of Criminal Record Information, which acknowledges an understanding of laws prohibiting misuse of CORI.

2205.6.1.7   Penalties: Misuse of CORI is a criminal offense. Violation of this policy regarding CORI may result in suspension, dismissal, and/or criminal or civil prosecution.

2205.7 MONITORING OF THIS PROGRAM

The Library Director will monitor compliance with this policy and all other manager and supervisors shall assist the Library Director as needed.

This policy is adopted by the Placentia Library District and shall be effective _____.

2205.8 REFERENCES
California Penal Code

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Report on the work session of November 12, 2013 – Information Technology Equipment Use Policy**

DATE: November 25, 2013

BACKGROUND
At its September 11, 2013 Work Session, it was decided to postpone the discussion of the proposed Information Technology Equipment Use Policy until October 21, 2013. Discussion was held and recommendations were made at the October 21, 2013 work session and staff was asked to schedule another work session in November to further discuss the proposed Information Technology Equipment Use Policy.

At the June 17, 2013 Library Board of Trustees meeting, library staff received approval to purchase technology tools for staff to use as learning and developmental resources. The Library was directed by the Library Board of Trustees to develop a policy to address the loaning process and related issues for distributing these tools to staff. Attachment A is a copy of the proposed draft of the Information Technology Equipment Use Policy.

Attachment A is proposed draft of the Information Technology Equipment Use Policy with changes as recommended by the Library Board of Trustees at the November 12, 2013 Work Session.

Fiscal Impact: N/A

RECOMMENDATION
Approve the proposed Information Technology Equipment Use Policy as presented inclusive of feedback from the Library Board of Trustees, with an effective date of December 1, 2013.

Information Technology (IT) Equipment Use Policy
Policy Number: 2265

The Placentia Library District supports its employees by providing them with the tools they need to perform their jobs. The continued use of technology tools in the workplace is providing employees the opportunity to perform their daily tasks more efficiently and effectively, while conducting business inside and outside the Library.

IT equipment takes on two primary forms:

1. Computer and Related Tools
This includes such things as desktop PC's, tablets, laptops, projectors, servers, printers, scanners, modems, Internet access, e-mail, and the software that makes each tool functional. For policies related to Internet access and e-mail, please refer to Placentia Library District Policy 2270 – Internet, E-mail, and Electronics Communication Ethics, Usage and Security. Employees requesting use of computer and related tools to take outside the Library must checkout the device with Administration. No more than one unit is permitted for checkout, unless approved by the Library Director. Checkout period is one week with extension to be approved by the Library Director. Employees will be responsible for lost and/or damaged equipment.

2. Communications Related Tools
This includes equipment such as telephones, voicemail, and fax machines.

IT equipment has played an increasing role in a majority of our employee's daily tasks. The District's policy is to provide computer and communications equipment to those employees who need it to perform their job responsibilities. These tools are meant to be used on official District business. Furthermore, this policy is intended to supplement the District's Policy 2270 and other personnel policies, such as the Workplace Harassment Policy, that govern rules of conduct and performance in the workplace. Specific policies are adopted as follows:

1. Personal use -- The District recognizes that staff may need to use telephones for emergency use. Staff should use the computer in the staff lounge for personal matters. However, staff should keep such use to a minimum outside of breaks, and the District shall be reimbursed for any charges used for such purpose.

2. Unauthorized purposes -- IT equipment shall not be used for any commercial promotional purpose, to conduct personal business affairs, or to communicate any material of a political, religious, obscene or derogatory nature that would conflict with the District's policies.

3. Protecting IT equipment -- All employees share in the responsibility to protect District computer and telecommunications resources from physical and environmental damage and are responsible for the correct operation, security and maintenance of such equipment.

4. Authorized Hardware and Software Configurations -- Computer hardware and software can be installed, configured and supported by the IT department or designated personnel as determined first by the Library Director with approval from the Library Board of Trustees. Only within those parameters is personal preference to be exercised. IT personnel or the Library Director may reconfigure systems and delete unauthorized software and data from time to time. Hardware and software is allowed to be installed on District computers if it is purchased / licensed by the District and installed and configured by the IT department.

5. Games – Games may not be installed on District-owned computers without approval from designated supervisors.

6. Data Backup -- Files stored on the District's computer networks shall be backed up periodically. Users shall utilize network resources to store their data files to the fullest extent possible to protect the District's data resources. Users are responsible for ensuring that critical data not stored on network servers is backed up and stored in a safe location.

7. Security -- The District shall establish information security policies to which employees are expected to adhere. Computers shall not be left unattended in a state that affords inappropriate access to records of the District, or otherwise compromises security.

8. Internet and E-mail Use – Please refer to Placentia Library District Policy 2270.

9. No expectation of privacy for voice and electronic mail – The tools provided by the District in accordance with this policy remain the property of the District and for purpose of business communications. Accordingly, the District retains the right to review employee usage of such equipment. Employees shall have no expectation of privacy for voice and electronic mail (e-mail) communications. Examples when management and systems administrators may, from time to time, have need to review employee usage and messages sent or received.

10. Data will be encrypted. Encryption is a method of protecting data files from unauthorized access (e.g.., passwording documents) above and beyond the network file security systems established by the Library's IT provider.

PLACENTIA LIBRARY DISTRICT
INFORMATION TECHNOLOGY EQUIPMENT USE POLICY

I have read and understand the Information Technology equipment use policy. I understand my obligations and rights governing use of such equipment and shall comply with the provisions of this policy. I further understand violations of any Placentia Library District Policy including Policy 2265 – Information Technology Equipment Use Policy may result in progressive discipline including termination.

_____   _____   _____

Employee Signature   Print Name   Date

Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Report on the work session of November 12, 2013 – Patron Exclusion Policy**

DATE: November 25, 2013

BACKGROUND
At its September 11, 2013 Work Session, it was decided to postpone the discussion of the proposed Policy 6067 – Patron Exclusion Policy until October 21, 2013. Discussion was held and recommendations were made at the work session and staff was asked to reschedule another work session in November to further discuss the proposed Patron Exclusion Policy. The Library Board of Trustees met on November 12, 2013 to further review and discuss the proposed Patron Exclusion Policy. Staff was instructed to seek legal review of the proposed policy.

Recommended changes are noted in bold and underlined with the former versions in parenthesis.

Attachment A is a proposed revised Patron Exclusion Policy as recommended by legal counsel.

RECOMMENDATION
Approve the proposed Policy 6067 – Patron Exclusion Policy as presented inclusive of feedback from the Library Board of Trustees, with an effective date of December 1, 2013.

Policy 6067 -- PATRON EXCLUSION POLICY

According to the Placentia Library District Policy 6065 – Public Behavior Policy, persons who violate the code of conduct will be asked to cease the behavior by library personnel. After being warned, if behavior persists, then the violator will be asked to leave the premises. The first occurrence requiring staff to order person to leave results in the person being excluded from library premises for one month; the second occurrence earns loss of library privileges for two months; the third occurrence merits six months; any future occurrence earns twelve months.

If a person exhibits behavior violates the code of conduct and constitutes a threat to other library patrons, library volunteers, and/or library staff <u>or otherwise disrupts the operationsof the library</u>, then the library can ban a patron from the library premises by following the procedures outlined below:

1. Library staff members have the authority to ban from the library premises for predetermined time periods patrons whose inappropriate behavior has been documented adequately. Staff will refer to and follow the procedures for applying any level of exclusion from the library. This procedure details the process for banning an offending patron for periods less than one year.

2. In the event that a patron's behavior constitutes a perceived imminent serious threat to Library property, other library patrons, volunteers, and/or staff, library personnel may call the police for assistance. The Library Director has the authority to ban from the library premises for a period of twelve months any individual whose behavior is a sufficient threat to the ability of the library to operate in a safe manner or whose behavior prevents staff, volunteers, and/or patrons from using the library services, furniture, facilities and materials for their intended purposes. Permanent and/or indefinite ban will require a decision by the Library Board of Trustees with exception of emergencies or time sensitive occurrences.

3. If an individual who has been excluded attempts to return to the library premises, such an act will be considered trespassing and the police will be called to remove the person from the library premises.

4. Banning or exclusion from library premises denies the patron access to the building, grounds and services of the Placentia Library District (**DELETE** as well as from all telephone reference). The patron may still access from an offsite computer the Library's webpage. The individual's library card will be blocked.

5. If the individual who has been banned wishes to appeal this decision, then the notification must be made in writing to the Library Director within ten (10) days from the date of the exclusion. The appeal will be heard at the next regularly scheduled meeting of the Library Board of Trustees. Trustees will decide by a majority vote to uphold the exclusion if the behavior is a sufficient threat to the ability of the library to operate in a safe manner or if the behavior prevents staff and patrons from using the library services, furniture, facilities and materials for their intended use. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

6. It is the sole responsibility of the individual banned for twelve months to apply for reinstatement of library privileges; these are not automatically available at the end of the period of exclusion. The person notifies the Library Director that he/she plans to attend the regular meeting of the Library Board of Trustees to request reinstatement of his/her library privileges. This request may be made only after the twelve months has been completed. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

7. Following the reinstatement by the Library Board of Trustees of a patron whose privileges had been revoked under this policy, it is understood that even one new violation of the Placentia Library District Policy 6065 – Public Behavior Policy can result in the individual being banned for an additional year from the Placentia Library District.

Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Report on the work session of November 12, 2013 – Securitization Reimbursement and Fiscal Year 2012-2013 Surplus**

DATE: November 12, 2013

BACKGROUND

At the September 11, 2013 Library Board of Trustees, it was decided to postpone discussion of this item to the October 21, 2013 Library Board of Trustees meeting. The discussion was postponed again to a November work session.

The Placentia Library District received $162,050 from the State of California from the Proposition 1A Securitization loan. At the November 12, 2013 Work Session, it was decided the following items would be further considered for the securitization allocations:

- Reserves
- Technology Improvement
- Sound System

Library expansion and a radio frequency identification (RFID) system would be incorporated into the strategic planning discussion. The book budget was no longer considered because the Placentia Library Friends Foundation (PLFF) donated $45,000 for the book budget. The solar panels and new website were no longer considerations for the immediate plans. Salaries and benefits might be considered after a compensation study is conducted with updated information.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PL

Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss and determine the needs for a website updated plan**

DATE: November 25, 2013

BACKGROUND
A representative from Click Consulting will make a presentation for the Library to consider an update to our current website using the Drupal software in lieu of the current Joomla. Currently the website is maintained by Ogosense using Joomla.

Attachment A is the estimated cost from Click Consulting.

Attachment B is the estimated cost from Ogosense.

Fiscal Impact: $5,000

RECOMMENDATION
Actions to be determined by the Library Board of Trustees.

CONSULTING

Estimate

Click Consulting
13924 Seal Beach Blvd
Suite C
Seal Beach CA 90740
562-430-5716
www.clickconsulting.com

Date	10/23/2013
Estimate #	1367
Expires	11/22/2013
Sales Rep	
Project	

Bill To
Placentia Library District
411 E. Chapman Ave.
Placentia CA 92870
United States

Ship To
Placentia Library District
411 E. Chapman Ave.
Placentia CA 92870
United States

Item	Quantity	Description	Rate	Tax	Amount
Fixed Fee	1	This is a fixed fee quote based on the scope of work defined. To the extent the scope of work for this project increases, our fees will increase accordingly. The scope of work is defined as migrating the current website content to Drupal 7. We will migrate the current features of the website to the extent that Drupal 7 supports them with core modules. This project does not include any feature enhancements, which can be accommodated through a separate estimate.	0.00		0.00
Development	4	Install and Configure Drupal 7.0 website framework on Click Development Server.	125.00		500.00
Development	4	Create Custom Content Types to store and display the website content. Drupal allows the creation of content types such as Events, Gallery, Page, Book to group and display similar nodes of information.	125.00		500.00
Development	1	Create User Accounts for website administrators and content editors.	125.00		125.00
Development	8	Create a custom theme (or look and feel) for the new Placentia Libary site based loosely on the Richland Library site suggested by Jeanette.	125.00		1,000.00
Development	4	Analyze site based on current functionality, locate, install and configure Drupal Modules needed to duplicate functionality of current site on new site	125.00		500.00
Development	12	Content Migration - migrate all current content and images to corresponding pages on new site	125.00		1,500.00
Development	2	Testing - test functionality of new site	125.00		250.00
Development	4	Project Management, client interaction, development coordination	125.00		500.00
Development	1	Deployment - once User Acceptance Testing complete and approved on the development version of the site, deploy the new site live	125.00		125.00
Development	0	Notes: Please note that the current site is built on the Joomla platform, and the administration panel is different in Drupal, and thus, the steps to update and add content will be different. Dedicated Project Manager assigned to project. Client to designate library's primary contact for project.	125.00		0.00

Total	**$5,000.00**

Placentia Library Website Support Plan
Between Placentia Library ("Client") and Click Consulting, Inc. ("Vendor")
Dated: October 24, 2013
Effective: When New Drupal site launched

Overview

It is the intent of both parties to enter into an agreement so that Vendor can provide ongoing support for the new client corporate website (http://www.placentialibrary.org/) based on Drupal 7. The terms and scope are discussed below.

Levels and Scope of Support

Based on the historical support and maintenance issues that have been encountered, we have classified issues into 3 Levels of Support. For the purposes of this document, the category titles are:

Content Updates:

- Website Content is defined as copy (text) and images contained within the CMS editable region of a webpage. Content does not include the theme, design, features, modules or functions of the website. The scope of work of this plan is to provide unlimited Content updates to the site. This includes Content edits to all existing pages as well as the creation of new content pages.
- The content will be provided by the Client in an electronic format, and Client agrees to have (or to obtain) the rights for any image files. The Vendor shall not be held liable for any copyright issues for images provided by Client.

Maintenance and Improvements:

- **Maintenance:** maintaining and supporting existing pages, features and screens; for example, code updates, logic updates, label changes, training, support, meetings
- **Improvements:** improvements to existing pages, screens, reports; for example, a new filter on an existing page, a new field for an existing page, a new workflow or permission

Drupal Core and Module Version Updates:

- **Drupal Core and Module Version Updates:** minor version updates to the Drupal Core and installed Modules as new versions become available to ensure compatibility between versions and that the latest security patches are in place. Major version updates will require a separate project; for example updating the site from Drupal 7.x to 8.x.

Enhancements

- **Enhancements:** new pages, features, screens, reports, significant structural changes to existing pages, screens or reports; for example, creating a new discussion forum, new reports

Please select the desired support options below. Please note any Enhancements are excluded from this agreement, and will be billed out separately as special projects.

Pricing
Content Updates: **Select Plan**

      Library is already on this support option   ☑

Maintenance and Improvements:

      The monthly fee for the support plan is agreed to be $149 per month   ☐

Minor Drupal Core and Module Version Updates:

      The monthly fee for the support plan is agreed to be $199 per month   ☐

Enhancements

      The hourly rate for enhancements is agreed to be $125 per hour on a per project basis

The fees provided include all labor costs to provide Maintenance, Improvements, Drupal Core and Module Version Updates (minor version updates), as described above, regardless of the number of hours incurred.

Enhancements and Drupal Core major version updates are excluded from this maintenance plan, and will be billed out as special projects as requested and approved.

Term and Renewal Pricing
The term shall be annual, and will be automatically renewed unless canceled.

At each renewal period, Client and Vendor will review the past term, and discuss the scope and definitions and upon mutual agreement, may adjust the scope and/or pricing accordingly.

Approved by:

_____

Dated:

_____

⊚ogosense

OGO Sense | www.ogosense.com | US + 1-617-418-4646 | UK +44 20 7617 7508

Estimate:
[OPP#1307] Complete website redesign using Joomla 3

Date:
10/23/2013

Prepared for:
placentialibrary.org

Expiration Date:
1/23/2014

Estimate Details

Benefits
- Design and implement a professional Joomla 3 website for Placentia Library.
- Avoid technical and security issues with the latest Joomla 3 version.

Features
- **WEB CONSULTING:**
  a. Project kickoff meeting
  b. 2 different website designs (clean, professional, modern, branded and appropriate to your target audience)
  c. Up to 3 pages for the chosen design (these pages will be specified based on importance)
  d. 1 major + 1 minor revision of the chosen design (revisions are done after client chooses one of the initial 2 designs)
     Notes:
       i. Major revision is related to changing the most important elements of the design (page layouts, overall color palettes, functional interface designs)
       ii. Minor revisions are related to changing some smaller items on pages (buttons, text/wording, icons, colors of some items that are on pages)

- **TEMPLATE AND GRAPHIC DESIGN:**
  a. Implement clean, professional, modern and custom Joomla 3 template that corresponds to approved design recommendations. The website will be supported by the latest 3 versions of the most popular browsers (Chrome, Internet Explorer, Firefox, Safari)

- **STANDARD BUSINESS SOLUTIONS:**
  a. Base Joomla 3 installation and standard Joomla components integration including:
       i. AllVideos Reloaded equivalent
       ii. Event List equivalent.
       iii. Ignite Gallery equivalent.
       iv. Image Browser equivalent.
       v. JEvents equivalent
       vi. sh404SEF.

- **CUSTOM SOFTWARE SOLUTIONS:**
  a. Custom development which requires 100% custom design or significant changes to existing component
    i. none

- **INTELLIGENT SITE ARCHITECTURE:**
  a. OGO Sense will build the site outline, menu navigation and preserve the current site architecture and navigation. All 3 sample images will be implemented by OGO Sense.

- **TRAINING AND TUTORIALS:** OGO Sense will provide necessary written tutorials, videos and online training sessions using desktop sharing software.
  a. 1 Tour of the site w/ features. A copy of the recorded session will be provided after the session.
  b. Instructions with placing new content on the website so it looks professional.

- **AUTOMATED CONTENT IMPORT:**
  a. none.

- **SEO:**
  a. Friendly URLs.
  b. Website sitemap submission to Google Webmaster Tools
  c. Google Analytics code installation.

- **BETA TESTING:**
  a. OGO Sense will test the web site prior to its release and work on resolving any issues.

- **SITE RELEASE OR MOVE:**
  a. OGO Sense will release the website at its current location.

- **PROJECT MANAGEMENT:**
  a. Meetings, phone calls, emails, communication, and project management related activities.

Prerequisites	- none
Client Time Investment	- Attend project kickoff meeting. - Attend design and site architecture meeting. - Provide design feedback and approval. - Create necessary content. - Attend training session. - Enter content on the website. - Clarify some basic questions and comments. - Report website issues if any.
Process	- OGO Sense will use our standard Joomla web design process: http://www.ogosense.com/joomla-web-design

Timeframe
- 2 months. The start date will be mutually set.

Notes

What is NOT included in this estimate:
- Preserving existing website content.
- Preserving existing website urls.
- Responsive design.

The estimated cost is based on 100 hour budget at $50/hr for OGO Sense maintenance clients.

As a valued client, OGO Sense would like to offer you a payment plan consisting of 6 monthly payments ($833.33 each).

TOTAL = $5,000

HOW TO APPROVE THIS ESTIMATE?

To approve this estimate, please email Ogy. If you have any questions or objections preventing your estimate approval, please email Ogy as well. Thank you.

MAILING ADDRESS:

OGO Sense, PMB 220
11 Main St Suite 7
Westbrook ME 04092
USA

Prepared by:

Ogy Nikolic | CEO | www.ogosense.com
email: onikolic@ogosense.com

Placentia Library District

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Slide 1

Click Consulting

Website Upgrade Proposal

Placentia Library

November 25, 2013

PL
Passport to Progress

Slide 2

> Overview

» Click Consulting Background
» Website
» Drupal
» Migration Proposal
» Next Level
» Ongoing Support

Slide 3

> Click Consulting Background

» Departments
  > Tech Support
  > Web Development
  > Training
» Allen
  > Introduction
  > Similar Projects

Website

» Maintenance Agreement – content updates
» Current site issues
> Built on outdated Joomla Ver (1.5 – 3.1)
+ Software is too old to run on our servers, security issues, unsupported versions of software
> Current Developer will not provide access to manage site
» New features
> Requested, but unable to proceed since current developers control site
» Hosting
> Included, but unable to proceed since Joomla version is outdated

Drupal

» Drupal is our firm's standard CMS
> Preference
> Community
> Overall Performance and Flexibility

» Drupal Showcase sites
> .... (Official Site of the White House)
> http://................ (Education Site)
> http://................ (Media and Publishing)

Migration Proposal

» Site migration from Joomla 1.5 to Drupal 7.0
» Create new site in Drupal
> Existing Content
> Existing features; to the extent supported by built-in Drupal core
> Configure User Accounts
> Updated Theme (loosely based on Richland Library theme suggested by Jeanette)
+ http://................
> Testing, Project Management and Deployment
» Excludes
> Any new Features or Functionality not on the current site
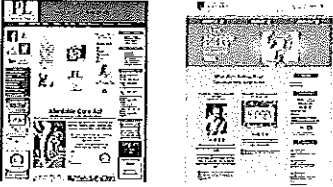
Taking your website to the next level

» Improved User Experience
» Firm Foundation
» Ability to Add New Features & Functionality

Current Site   Proposed Site

Ongoing Support

» Migration to D7 -- fixed fee
» Ongoing support
> Time and materials (hourly)
> Content updates
> Maintenance & Improvements
> Enhancements (hourly)
> Minor Drupal version updates

Thank you

» If you have any questions about the Website Upgrade or Maintenance Plans, we are happy to address them.

» Click Consulting, Inc.

CLICK CONSULTING

JEFF LENNING, CPA

jeff@clickconsulting.com

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Item 34

11/25/13 BOT Mtg

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss the server bundle for the virtualization of public PCs**

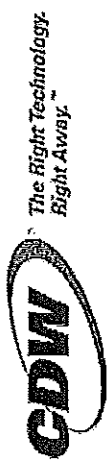**DATE:**   November 25, 2013

BACKGROUND
A representative from Click Consulting will make a presentation for the Library to consider a virtualization bundle for all public PCs.

Attachment A is the estimated cost from CDW.

Fiscal Impact: $26,682

RECOMMENDATION
Actions to be determined by the Library Board of Trustees.

CDW
The Right Technology. Right Away.

Customer:	Placentia Library District
Contact:	
Address:	
QUOTE #	
Telephone:	

Account Manager: Amy Boysen
Storage Specialist: Doug Myrum

Qte date:	November 1, 2013
Prep by:	Doug Myrum
Phone:	847-968-9831
Fax:	
Email:	dougmyr@cdw.com

$ 26,682.02

QTY	PART NUMBER	DESCRIPTION	End-User / Unit	End User Extended
HARDWARE/SOFTWARE				
		HP DL380 Server Config	$	$ —
				$ —
2	CPR-734790-S01	HP DL380P GEN8 IB E5-2620V2 US SVR/S	$ 1,924.00	$ 3,848.00
2	CPR-662250-B21	HP GEN8 DL380P E5-2620 KIT	$ 642.30	$ 1,284.60
8	CPR-655708-S21	HP 500GB 6G SATA 7.2K 2.5IN SC MDL	$ 239.12	$ 1,912.96
2	CPR-631679-B21	HP GEN8 1GB FBWC FOR PSERIES SMT ARY	$ 466.01	$ 932.02
2	CPR-647594-B21	HP GEN8 ETHERNET 1GB 4PORT 331T ADPT	$ 370.00	$ 740.00
2	CPR-672631-96G	HP 96GB 6X 16GB 2RX4 PC3-12800R-11	$ 1,922.78	$ 3,845.56
2	HPE-UE894E	HPE SB 3YR 24X7X4 DL380	$ 599.99	$ 1,199.98
				$ —
		VMWare View Bundle	$	$ —
3	VMM-VU5-PR-STR-C	VMWARE VIEW 5 PRM BND SRT	$ 2,301.00	$ 6,903.00
3	VMM-VU5-PR-STR-P-SSS-C	VMWARE VIEW 5 PRM BND SRT 1Y PSNS	$ 2,005.30	$ 6,015.90
		*For 30 users including VSPHERE, Vcenter Desktopand		$ —
				$ —
HARDWARE/SOFTWARE SUB-TOTAL				**$ 26,682.02**
PROFESSIONAL SERVICES				$ —
MAINTENANCE SUB-TOTAL			$	$ —