



*Honoring the past, cultivating the present, empowering the future*

**AGENDA  
Regular Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **July 23, 2018** – 5:00 p.m.

**PUBLIC REQUESTS FOR DOCUMENTS:** The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

**1) CALL TO ORDER**

**2) ROLL CALL:**

- a) Terry Andrues
- b) Ira Bershatsky
- c) Betsy Kahn, President
- d) Gwendolyn McMullins, Secretary
- e) Armando Zambrano

**3) ADOPTION OF AGENDA**

- a) Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

**4) PUBLIC COMMUNICATION**

- a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and state the agenda item and/or issue you wish to address.

**5) CLOSED SESSION**

The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:

- a) CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION  
Pursuant to Government Code Section 54956.9(d)(1)  
*Kittay v. Altadena Library District, et al.*
- b) CONFERENCE WITH LEGAL COUNSEL RE ANTICIPATED LITIGATION  
Pursuant to Government Code Section 54956.9(d)(2)  
2 potential cases

**6) RECESS BACK INTO OPEN SESSION**

**7) PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.** (Section 54960 et seq.)

**8) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

**New Hires:**

**Kiri Lahey - PT Temporary Library Clerk I - June 18, 2018**

**Jonathan Arevalo - FT Building Projects Manager - June 29, 2018**

**Resignations:**

**Deysi Flores - PT Library Clerk I - June 23, 2018**

**Abel Sepulveda - PT Library Page - June 30, 2018**

**9) FINANCIAL REPORTS**

- a) **Financial reports for May 2017 (INFORMATION/ACTION) (10 Minutes) Page # 18\$**  
**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

**10) CONSENT CALENDAR (5 Minutes)**

- a) The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.

**Recommended Action:** The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- i) Approval of Minutes – Regular meeting held June 25, 2018, Page #G F G H
- ii) Statistical Reports – YTD – June 2018, Page #G H I
- iii) Departmental Monthly Reports – June 2018, Page #G H I
- iv) District Director’s Report – June 2018, Page #I J

**11) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

- a) Items removed from the Consent Calendar will be discussed individually at this time.

**12) NEW BUSINESS**

- a) Los Angeles County and Municipal Consolidated Elections November 6, 2018 Nomination Period – Filing Declaration of Candidacy July 16, 2018 and August 10, 2018 is the First and Last day for Candidates to File Declarations of Candidacy. (INFORMATION) Úæ ^• ÅÍ Æ F
- b) ISES Facilities Assessment Presentation (INFORMATION/ACTION) Úæ ^• ÅÍ G H
- c) Consideration for Extending Branch Hours (INFORMATION) Úæ ^• ÅÍ I J
- d) Operating Plan 2018/19 (INFORMATION) Úæ ^• ÅÍ J

**13) OLD BUSINESS**

- a) December Board of Trustees Meeting Date (INFORMATION/ACTION) Úæ ^• ÅÍ J Á

**14) CORRESPONDENCE, Page #& \$!&\*,**

**15) REPORTS OF SUPPORT GROUPS (5 minutes)**

- a) Altadena Library Foundation
- b) Friends of the Altadena Library

**16) REPORTS OF TRUSTEES**

**17) AGENDA ITEMS FOR FUTURE AGENDAS**

- a) This is an opportunity for Board members to request that items be placed on future agendas.

**18) ADJOURNMENT**

- a) **Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.

**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration      **MEETING DATE:** July 23, 2018

**PREPARED BY:** Nicole Fabry      **LOCATION:** Community Room

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**TITLE: Summary Report of Financial Statements for May 2018**

**April 2018 FINANCIAL STATEMENTS**

The following financial reports are for the month of May 2018. The financial statements are unaudited.

As indicated on this report, actual year-to-date revenues exceed actual year-to-date expenditures, reflecting a net income of \$607,849.93. ALD cash and cash equivalents are \$3,620,444.09.

**REVENUE HIGHLIGHTS**

The District currently has \$3,620,444.09 in cash and cash equivalents. The (unaudited) net income for the month of May is \$607,849.93.

Passport services and printing revenue continue to exceed budget expectations and are at 120% and 117% of budget, respectively.

**PAYMENTS FROM SUPPORT ORGANIZATIONS**

We received a donation of \$200 from the Altadena Children's Center for children's books in May 2018.

**EXPENDITURE HIGHLIGHTS**

No highlights to report for May 2018.

**Altadena Library District**  
**Balance Sheet**  
As of May 31, 2018

May 31, 18

**ASSETS****Current Assets****Checking/Savings****Cash & Cash Equivalents****Cash in Banks**

1021 · Chase General Acct...2951	96,042.83
1026 · Chase HY Svgs...6883	5,658.24
1041 · Chase HY Svgs...6875	405,771.79

<b>Total Cash in Banks</b>	<b>507,472.86</b>
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**Cash on Hand**

1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00

<b>Total Cash on Hand</b>	<b>850.00</b>
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**Cash with County**

1010.00 · Cash in County Treasury	3,112,673.02
1013 · FMV - COLA Funds	-551.79

<b>Total Cash with County</b>	<b>3,112,121.23</b>
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<b>Total Cash &amp; Cash Equivalents</b>	<b>3,620,444.09</b>
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<b>Total Checking/Savings</b>	<b>3,620,444.09</b>
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<b>Total Current Assets</b>	<b>3,620,444.09</b>
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**Fixed Assets****Capital Assets****Accumulated Depreciation**

1800 · Accum Depr (S & I)	-1,055,179.72
1900 · Accum Depr (FF & E)	-624,015.44

<b>Total Accumulated Depreciation</b>	<b>-1,679,195.16</b>
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**Depreciable Assets**

1550 · Structures & Improvements	1,638,708.10
1700 · Furniture, Fixtures & Equipment	709,469.89

<b>Total Depreciable Assets</b>	<b>2,348,177.99</b>
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**Altadena Library District**  
**Balance Sheet**  
As of May 31, 2018

07/12/18

Accrual Basis

	<b>May 31, 18</b>
<b>Non-Depreciable Assets</b>	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
<b>Total Non-Depreciable Assets</b>	179,780.28
<b>Total Capital Assets</b>	848,763.11
<b>Total Fixed Assets</b>	848,763.11
<b>Other Assets</b>	
<b>Deferred Outflows of Resources</b>	
1990 · DOR - Pension Contributions	161,019.00
1991 · DOR - Pension Related	345,523.00
<b>Total Deferred Outflows of Resources</b>	506,542.00
<b>Prepays</b>	
1076 · Prepaid Items & Deposits	1,000.00
<b>Total Prepays</b>	1,000.00
<b>Total Other Assets</b>	507,542.00
<b>TOTAL ASSETS</b>	<b>4,976,749.20</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	22,584.25
<b>Total Accounts Payable</b>	22,584.25
<b>Credit Cards</b>	
2010 · UMB Card Services...3219	37,448.90
<b>Total Credit Cards</b>	37,448.90
<b>Other Current Liabilities</b>	
2005 · Other Accrued Expenses	
2050 · Accrued Vacation Payable	51,715.66
<b>Total 2005 · Other Accrued Expenses</b>	51,715.66

**Altadena Library District**  
**Balance Sheet**  
As of May 31, 2018

	May 31, 18
2100 · Payroll Payable	
2100.03 · CalPers CLASSIC (EE Ded)	698.69
2100.04 · CalPers PEPRA (EE Ded)	1,987.46
2100.07 · CalPers 457 (EE Contribution)	1,251.48
2100.08 · CalPers 457 (EE Loan Repayment)	84.17
2100.09 · Disability Insurance	-209.48
<b>Total 2100 · Payroll Payable</b>	<b>3,812.32</b>
<b>Total Other Current Liabilities</b>	<b>55,527.98</b>
<b>Total Current Liabilities</b>	<b>115,561.13</b>
<b>Long Term Liabilities</b>	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	318,758.00
<b>Total Deferred Inflows of Resources</b>	<b>318,758.00</b>
2700 · Net Pension Liability	1,966,172.00
2701 · Net OPEB Liability	-18,314.34
<b>Total Long Term Liabilities</b>	<b>2,266,615.66</b>
<b>Total Liabilities</b>	<b>2,382,176.79</b>
<b>Equity</b>	
3300 · Retained Earnings	1,986,722.48
Net Income	607,849.93
<b>Total Equity</b>	<b>2,594,572.41</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,976,749.20</b>

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
**July 2017 through May 2018**

	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4710 · Friends of the Library	12,000.00	24,000.00	(12,000.00)	50.0%
4730 · Undesignated	1,912.15		1,912.15	100.0%
4735 · Designated		1,100.00	(1,100.00)	
4740 · CA Library Literacy Services	18,000.00	22,649.00	(4,649.00)	79.5%
4750 · Cal State Library	22,930.00	18,281.00	4,649.00	125.4%
4755 · HUD Grant				
<b>Total DONATIONS AND GRANTS</b>	<b>54,842.15</b>	<b>66,030.00</b>	<b>(11,187.85)</b>	<b>83.1%</b>
<b>FINES &amp; FEES</b>				
4305 · Fees	5,473.78	9,000.00	(3,526.22)	60.8%
4310 · MFM Revenue	7,066.75	6,000.00	1,066.75	117.8%
4340 · Passport Services Fees	108,297.69	90,000.00	18,297.69	120.3%
4350 · Sales of Products	3,326.55	5,000.00	(1,673.45)	66.5%
<b>Total FINES &amp; FEES</b>	<b>124,164.77</b>	<b>110,000.00</b>	<b>14,164.77</b>	<b>112.9%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	1,730.79		1,730.79	100.0%
4221 · FMV COLA		3,000.00	(3,000.00)	
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>1,730.79</b>	<b>3,000.00</b>	<b>(1,269.21)</b>	<b>57.7%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income				
4915 · Rental Revenue	10,110.00			
4920 · Reimbursements	10,740.60			
4940 · Transfer in from Reserves		150,000.00	(150,000.00)	
4999 · Rewards & Incentives	5,539.05	6,000.00	(460.95)	92.3%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>26,389.65</b>	<b>156,000.00</b>	<b>(129,610.35)</b>	<b>16.9%</b>
<b>REVENUES</b>				
<b>Property Taxes</b>				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,192,393.41	15,010.28	2,177,383.13	14,605.9%
4010.01 · Revenue Residual	18,120.28		18,120.28	100.0%
4010.02 · Statutory Revenue	2,271.68		2,271.68	100.0%
4010.03 · SB 813 Supplemental	54,703.40		54,703.40	100.0%
4010 · Current-Year Secured - Other		2,118,250.62	(2,118,250.62)	
<b>Total 4010 · Current-Year Secured</b>	<b>2,267,488.77</b>	<b>2,133,260.90</b>	<b>134,227.87</b>	<b>106.3%</b>

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through May 2018

	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
<b>4020 · Current-Year Unsecured</b>				
4020.00 · Current Unsecured	79,499.64		79,499.64	100.0%
4020 · Current-Year Unsecured - Other		74,263.00	(74,263.00)	
<b>Total 4020 · Current-Year Unsecured</b>	79,499.64	74,263.00	5,236.64	107.1%
<b>4030 · Prior-Year Secured</b>				
4030.00 · Prior Secured	34,305.19		34,305.19	100.0%
4030.01 · Secured Refunds				
4030.02 · Statutory Revenue				
4030.03 · SB 813 Redemption	3,246.50		3,246.50	100.0%
4030.04 · Property Tax Penalties				
4030.05 · Secured Tax Refunds	(32,358.05)			
4030 · Prior-Year Secured - Other		10,600.00	(10,600.00)	
<b>Total 4030 · Prior-Year Secured</b>	5,193.64	10,600.00	(5,406.36)	49.0%
<b>4040 · Prior-Year Unsecured</b>				
4040.00 · Prior Unsecured	9,514.02		9,514.02	100.0%
<b>Total 4040 · Prior-Year Unsecured</b>	9,514.02		9,514.02	100.0%
<b>4050 · Homeowners Exemption</b>	11,799.60	7,725.00	4,074.60	152.7%
<b>4060 · Special Assessment</b>				
4060.01 · Per Parcel Benefit Assessment	795,828.51	802,160.99	(6,332.48)	99.2%
4060.02 · Direct Assessments				
<b>Total 4060 · Special Assessment</b>	795,828.51	802,160.99	(6,332.48)	99.2%
<b>4080 · Penalties, Interest &amp; Costs-Ref</b>	10,882.66	10,000.00	882.66	108.8%
<b>4090 · RDA ABx126 Income</b>		26,500.00	(26,500.00)	
<b>4220 · County Interest Allocation</b>	9,472.64	500.00	8,972.64	1,894.5%
<b>4250 · Change in Property Tax Accrual</b>	(5,793.87)			
<b>Total Property Taxes</b>	3,183,885.61	3,065,009.89	118,875.72	103.9%
<b>Total REVENUES</b>	3,183,885.61	3,065,009.89	118,875.72	103.9%
<b>Total Income</b>	3,391,012.97	3,400,039.89	(9,026.92)	99.7%
<b>Expense</b>				
<b>'PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	308,140.46	373,972.29	(65,831.83)	82.4%
5020 · Hourly	1,007,437.90	1,189,448.66	(182,010.76)	84.7%
<b>Total 5000 · SALARIES &amp; WAGES</b>	1,315,578.36	1,563,420.95	(247,842.59)	84.1%



**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through May 2018

	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
<b>5100 · Employer-Portion Taxes/Benefits</b>				
<b>5120 · Payroll Taxes (ER)</b>				
5250 · FUTA	4,867.71	14,700.00	(9,832.29)	33.1%
5120 · Payroll Taxes (ER) - Other	107,602.18	120,236.94	(12,634.76)	89.5%
<b>Total 5120 · Payroll Taxes (ER)</b>	112,469.89	134,936.94	(22,467.05)	83.3%
<b>5120.01 · Soc Security &amp; Medicare, Salary</b>				
<b>5120.02 · Soc Security &amp; Medicare, Hourly</b>				
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	23,634.73		23,634.73	100.0%
5210.02 · CalPers PEPRA (ER Contr)	63,132.37		63,132.37	100.0%
5211 · PERS Retirement 2% @ 55				
5212 · PERS Retirement 2% @ 60				
5213 · PERS Retirement 2% @ 62				
5218 · PERS Unfunded	84,165.39	91,806.00	(7,640.61)	91.7%
5210 · PERS Retirement - Other		100,179.46	(100,179.46)	
<b>Total 5210 · PERS Retirement</b>	170,932.49	191,985.46	(21,052.97)	89.0%
<b>5222 · OPEB Contribution</b>				
5251 · SUI, Hourly		41,000.00	(41,000.00)	
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	283,402.38	367,922.40	(84,520.02)	77.0%
<b>5200 · Insurance</b>				
5220 · Health Insurance	108,066.00	129,000.00	(20,934.00)	83.8%
5221 · Health Insurance - Retirees	68,024.00	75,600.00	(7,576.00)	90.0%
5230 · Dental Insurance	12,706.60	14,300.00	(1,593.40)	88.9%
5240 · Vision Insurance	3,797.86	4,100.00	(302.14)	92.6%
5260 · Life Insurance	1,201.87	2,000.00	(798.13)	60.1%
5270 · Workers' Compensation	13,493.59	20,000.00	(6,506.41)	67.5%
5280 · Disability Insurance		2,500.00	(2,500.00)	
<b>Total 5200 · Insurance</b>	207,289.92	247,500.00	(40,210.08)	83.8%
<b>Total 'PERSONNEL RELATED EXPENSES</b>	1,806,270.66	2,178,843.35	(372,572.69)	82.9%
<b>CAPITAL</b>				
7310 · Equipment, Furniture & Fixtures	16,593.23	32,995.00	(16,401.77)	50.3%
7320 · Structures & Improvements	73,390.00	150,000.00	(76,610.00)	48.9%
<b>Total CAPITAL</b>	89,983.23	182,995.00	(93,011.77)	49.2%

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through May 2018

	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
7205 · Maintenance Contracts	48,234.95	18,000.00	30,234.95	268.0%
7210 · Building Maint & Repairs	30,694.81	20,000.00	10,694.81	153.5%
7220 · Landscape	8,639.93	15,000.00	(6,360.07)	57.6%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>87,569.69</b>	<b>53,000.00</b>	<b>34,569.69</b>	<b>165.2%</b>
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	17,903.45	20,000.00	(2,096.55)	89.5%
6115 · Electronic Databases & Subscrip	16,497.22	21,500.00	(5,002.78)	76.7%
6120 · Books	104,881.22	207,000.00	(102,118.78)	50.7%
6125 · Audio CD	16,028.57	18,000.00	(1,971.43)	89.0%
6130 · DVD's & Videogames	26,145.20	23,000.00	3,145.20	113.7%
6135 · Processing of Materials	39,541.78	46,850.00	(7,308.22)	84.4%
6140 · Periodicals	15,794.08	17,500.00	(1,705.92)	90.3%
6150 · Downloadables	15,158.78	20,000.00	(4,841.22)	75.8%
<b>Total LIBRARY MATERIALS</b>	<b>251,950.30</b>	<b>373,850.00</b>	<b>(121,899.70)</b>	<b>67.4%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense				
7520 · Refunds/Parcel		1,000.00	(1,000.00)	
7540 · Trustee Election	10,084.06			
<b>Total MISCELLANEOUS EXPENSE</b>	<b>10,084.06</b>	<b>1,000.00</b>	<b>9,084.06</b>	<b>1,008.4%</b>
<b>OPERATING EXPENSES</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	38,693.92		100.0%
6620 · Membership Dues & Subscriptions	11,486.31	13,000.00	(1,513.69)	88.4%
6625 · Training & Education	5,700.24	12,000.00	(6,299.76)	47.5%
6626 · Recruitment & Recognition	1,008.78	5,000.00	(3,991.22)	20.2%
6627 · Advertising / Marketing	3,877.49	5,000.00	(1,122.51)	77.5%
6710 · Meetings & Travel	5,343.37	10,000.00	(4,656.63)	53.4%
6730 · Mileage & Parking Reimbursement	560.01	800.00	(239.99)	70.0%
6740 · Postage & Delivery	6,919.07	9,000.00	(2,080.93)	76.9%
6745 · Banking & Service Fees	1,734.95	2,000.00	(265.05)	86.7%
6746 · Payroll Fees	8,715.00	12,000.00	(3,285.00)	72.6%
6750 · Printing & Reproduction	13,305.98	21,000.00	(7,694.02)	63.4%
6755 · Small Equipment	7,019.60	10,000.00	(2,980.40)	70.2%
6765 · Janitorial Supplies	19,385.10	13,000.00	6,385.10	149.1%
6770 · Operating Supplies	21,144.19	15,000.00	6,144.19	141.0%
6780 · Operating Software	2,697.30	3,000.00	(302.70)	89.9%
6785 · Computer Supplies				
6790 · Hardware (Computers / Tech)				
6920 · Electricity	31,943.89	42,100.00	(10,156.11)	75.9%
6930 · Natural Gas	2,347.35	5,500.00	(3,152.65)	42.7%
6940 · Water & Sewage	5,305.55	8,600.00	(3,294.45)	61.7%
6950 · Refuse	4,280.44	4,500.00	(219.56)	95.1%
6960 · Products for Resale	3,346.95	5,000.00	(1,653.05)	66.9%

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through May 2018

	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
6970 · Equipment Lease & Rental	16,786.58	15,424.00	1,362.58	108.8%
7530 · County Tax Collection Fees	35,940.07	45,084.06	(9,143.99)	79.7%
<b>Total OPERATING EXPENSES</b>	<b>247,542.14</b>	<b>295,701.98</b>	<b>(48,159.84)</b>	<b>83.7%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>				
7125 · Audit and Financial Consulting	39,376.45	75,000.00	(35,623.55)	52.5%
7130 · Legal Fees	20,648.66	25,000.00	(4,351.34)	82.6%
7135 · Technology Consulting	2,400.00	1,500.00	900.00	160.0%
7140 · Architectural & Engineering	19,630.00	23,000.00	(3,370.00)	85.3%
7145 · Collection Agency	2,282.25	1,800.00	482.25	126.8%
7155 · Consultants - Other	73,196.08	74,000.00	(803.92)	98.9%
7170 · Telecommunications	6,399.66	7,500.00	(1,100.34)	85.3%
7175 · Internet Service	40,160.53	4,000.00	36,160.53	1,004.0%
7180 · Technology Equipment	30,578.03	34,281.00	(3,702.97)	89.2%
7185 · Technology Maintenance Fees	16,919.66	20,000.00	(3,080.34)	84.6%
7190 · Website Development	858.00	2,000.00	(1,142.00)	42.9%
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>252,449.32</b>	<b>268,081.00</b>	<b>(15,631.68)</b>	<b>94.2%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	5,946.48	10,000.00	(4,053.52)	59.5%
6210 · Teen Services	4,459.16	5,500.00	(1,040.84)	81.1%
6220 · Adult Services	22,151.71	26,068.56	(3,916.85)	85.0%
6230 · Bob Lucas Branch Services	2,898.89	3,000.00	(101.11)	96.6%
6240 · Literacy Services	1,857.40	2,000.00	(142.60)	92.9%
<b>Total PROGRAMS</b>	<b>37,313.64</b>	<b>46,568.56</b>	<b>(9,254.92)</b>	<b>80.1%</b>
<b>Total Expense</b>	<b>2,783,163.04</b>	<b>3,400,039.89</b>	<b>(616,876.85)</b>	<b>81.9%</b>
<b>Net Ordinary Income</b>	<b>607,849.93</b>		<b>607,849.93</b>	<b>100.0%</b>
<b>Net Income</b>	<b>607,849.93</b>		<b>607,849.93</b>	<b>100.0%</b>

**Altadena Library District**  
**Profit & Loss**  
 July 2017 through May 2018

Jul '17 - May 18

Ordinary Income/Expense

Income

**DONATIONS AND GRANTS**

4710 · Friends of the Library	12,000.00
4730 · Undesignated	1,912.15
4740 · CA Library Literacy Services	18,000.00
4750 · Cal State Library	22,930.00

**Total DONATIONS AND GRANTS** 54,842.15

**FINES & FEES**

4305 · Fees	5,473.78
4310 · MFM Revenue	7,066.75
4340 · Passport Services Fees	108,297.69
4350 · Sales of Products	3,326.55

**Total FINES & FEES** 124,164.77

**INTEREST INCOME & ADJUSTMENTS**

4210 · Chase Bank	1,730.79
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**Total INTEREST INCOME & ADJUSTMENTS** 1,730.79

**OTHER REVENUE & ADJUSTMENT**

4915 · Rental Revenue	10,110.00
4920 · Reimbursements	10,740.60
4999 · Rewards & Incentives	5,539.05

**Total OTHER REVENUE & ADJUSTMENT** 26,389.65

**REVENUES**

Property Taxes

4010 · Current-Year Secured	
4010.00 · Current Secured	2,192,393.41
4010.01 · Revenue Residual	18,120.28
4010.02 · Statutory Revenue	2,271.68
4010.03 · SB 813 Supplemental	54,703.40

**Total 4010 · Current-Year Secured** 2,267,488.77

4020 · Current-Year Unsecured	
4020.00 · Current Unsecured	79,499.64

**Total 4020 · Current-Year Unsecured** 79,499.64

4030 · Prior-Year Secured	
4030.00 · Prior Secured	34,305.19
4030.03 · SB 813 Redemption	3,246.50
4030.05 · Secured Tax Refunds	(32,358.05)

**Total 4030 · Prior-Year Secured** 5,193.64

4040 · Prior-Year Unsecured	
4040.00 · Prior Unsecured	9,514.02

**Total 4040 · Prior-Year Unsecured** 9,514.02

4050 · Homeowners Exemption 11,799.60

4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	795,828.51

**Total 4060 · Special Assessment** 795,828.51

**Altadena Library District**  
**Profit & Loss**  
 July 2017 through May 2018

	Jul '17 - May 18
4080 · Penalties, Interest & Costs-Ref	10,882.66
4220 · County Interest Allocation	9,472.64
4250 · Change in Property Tax Accrual	(5,793.87)
<b>Total Property Taxes</b>	<b>3,183,885.61</b>
<b>Total REVENUES</b>	<b>3,183,885.61</b>
<b>Total Income</b>	<b>3,391,012.97</b>
<b>Expense</b>	
<b>'PERSONNEL RELATED EXPENSES</b>	
5000 · SALARIES & WAGES	
5010 · Salaried	308,140.46
5020 · Hourly	1,007,437.90
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,315,578.36</b>
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	
5250 · FUTA	4,867.71
5120 · Payroll Taxes (ER) - Other	107,602.18
<b>Total 5120 · Payroll Taxes (ER)</b>	<b>112,469.89</b>
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	23,634.73
5210.02 · CalPers PEPRA (ER Contr)	63,132.37
5218 · PERS Unfunded	84,165.39
<b>Total 5210 · PERS Retirement</b>	<b>170,932.49</b>
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>283,402.38</b>
5200 · Insurance	
5220 · Health Insurance	108,066.00
5221 · Health Insurance - Retirees	68,024.00
5230 · Dental Insurance	12,706.60
5240 · Vision Insurance	3,797.86
5260 · Life Insurance	1,201.87
5270 · Workers' Compensation	13,493.59
5280 · Disability Insurance	
<b>Total 5200 · Insurance</b>	<b>207,289.92</b>
<b>Total 'PERSONNEL RELATED EXPENSES</b>	<b>1,806,270.66</b>
<b>CAPITAL</b>	
7310 · Equipment, Furniture & Fixtures	16,593.23
7320 · Structures & Improvements	73,390.00
<b>Total CAPITAL</b>	<b>89,983.23</b>
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>	
7205 · Maintenance Contracts	48,234.95
7210 · Building Maint & Repairs	30,694.81
7220 · Landscape	8,639.93
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>87,569.69</b>

**Altadena Library District**  
**Profit & Loss**  
 July 2017 through May 2018

Jul '17 - May 18

<b>LIBRARY MATERIALS</b>	
6110 · Cataloging Expenses	17,903.45
6115 · Electronic Databases & Subscrip	16,497.22
6120 · Books	104,881.22
6125 · Audio CD	16,028.57
6130 · DVD's & Videogames	26,145.20
6135 · Processing of Materials	39,541.78
6140 · Periodicals	15,794.08
6150 · Downloadables	15,158.78
<b>Total LIBRARY MATERIALS</b>	<b>251,950.30</b>
<b>MISCELLANEOUS EXPENSE</b>	
7510 · Miscellaneous Expense	
7540 · Trustee Election	10,084.06
<b>Total MISCELLANEOUS EXPENSE</b>	<b>10,084.06</b>
<b>OPERATING EXPENSES</b>	
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92
6620 · Membership Dues & Subscriptions	11,486.31
6625 · Training & Education	5,700.24
6626 · Recruitment & Recognition	1,008.78
6627 · Advertising / Marketing	3,877.49
6710 · Meetings & Travel	5,343.37
6730 · Mileage & Parking Reimbursement	560.01
6740 · Postage & Delivery	6,919.07
6745 · Banking & Service Fees	1,734.95
6746 · Payroll Fees	8,715.00
6750 · Printing & Reproduction	13,305.98
6755 · Small Equipment	7,019.60
6765 · Janitorial Supplies	19,385.10
6770 · Operating Supplies	21,144.19
6780 · Operating Software	2,697.30
6920 · Electricity	31,943.89
6930 · Natural Gas	2,347.35
6940 · Water & Sewage	5,305.55
6950 · Refuse	4,280.44
6960 · Products for Resale	3,346.95
6970 · Equipment Lease & Rental	16,786.58
7530 · County Tax Collection Fees	35,940.07
<b>Total OPERATING EXPENSES</b>	<b>247,542.14</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>	
7125 · Audit and Financial Consulting	39,376.45
7130 · Legal Fees	20,648.66
7135 · Technology Consulting	2,400.00
7140 · Architectural & Engineering	19,630.00
7145 · Collection Agency	2,282.25
7155 · Consultants - Other	73,196.08
7170 · Telecommunications	6,399.66
7175 · Internet Service	40,160.53
7180 · Technology Equipment	30,578.03
7185 · Technology Maintenance Fees	16,919.66
7190 · Website Development	858.00
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>252,449.32</b>

Altadena Library District  
**Profit & Loss**  
July 2017 through May 2018

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Jul '17 - May 18

<b>PROGRAMS</b>	
6200 · Youth Services	5,946.48
6210 · Teen Services	4,459.16
6220 · Adult Services	22,151.71
6230 · Bob Lucas Branch Services	2,898.89
6240 · Literacy Services	1,857.40
<b>Total PROGRAMS</b>	<b>37,313.64</b>
<b>Total Expense</b>	<b>2,783,163.04</b>
<b>Net Ordinary Income</b>	<b>607,849.93</b>
<b>Net Income</b>	<b>607,849.93</b>

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**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2017 through May 2018**

	Jul '17 - May 18	Jul '16 - May 17	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4710 · Friends of the Library	12,000.00	20,000.00	(8,000.00)	(40.0)%
4730 · Undesignated	1,912.15	17,503.00	(15,590.85)	(89.1)%
4735 · Designated		1,875.00	(1,875.00)	(100.0)%
4740 · CA Library Literacy Services	18,000.00	26,300.00	(8,300.00)	(31.6)%
4750 · Cal State Library	22,930.00	13,500.00	9,430.00	69.9%
4755 · HUD Grant		293,176.90	(293,176.90)	(100.0)%
<b>Total DONATIONS AND GRANTS</b>	<b>54,842.15</b>	<b>372,354.90</b>	<b>(317,512.75)</b>	<b>(85.3)%</b>
<b>FINES &amp; FEES</b>				
4305 · Fees	5,473.78	17,189.56	(11,715.78)	(68.2)%
4310 · MFM Revenue	7,066.75	5,452.30	1,614.45	29.6%
4340 · Passport Services Fees	108,297.69	67,764.50	40,533.19	59.8%
4350 · Sales of Products	3,326.55		3,326.55	100.0%
<b>Total FINES &amp; FEES</b>	<b>124,164.77</b>	<b>90,406.36</b>	<b>33,758.41</b>	<b>37.3%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	1,730.79	1,366.13	364.66	26.7%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>1,730.79</b>	<b>1,366.13</b>	<b>364.66</b>	<b>26.7%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income		297.89	(297.89)	(100.0)%
4915 · Rental Revenue	10,110.00		10,110.00	100.0%
4920 · Reimbursements	10,740.60		10,740.60	100.0%
4999 · Rewards & Incentives	5,539.05	2,000.00	3,539.05	177.0%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>26,389.65</b>	<b>2,297.89</b>	<b>24,091.76</b>	<b>1,048.4%</b>
<b>REVENUES</b>				
<b>Property Taxes</b>				
<b>4010 · Current-Year Secured</b>				
4010.00 · Current Secured	2,192,393.41	2,068,265.00	124,128.41	6.0%
4010.01 · Revenue Residual	18,120.28	19,260.94	(1,140.66)	(5.9)%
4010.02 · Statutory Revenue	2,271.68	2,027.10	244.58	12.1%
4010.03 · SB 813 Supplemental	54,703.40	35,840.75	18,862.65	52.6%
<b>Total 4010 · Current-Year Secured</b>	<b>2,267,488.77</b>	<b>2,125,393.79</b>	<b>142,094.98</b>	<b>6.7%</b>
<b>4020 · Current-Year Unsecured</b>				
4020.00 · Current Unsecured	79,499.64	3,252.81	76,246.83	2,344.0%
4020 · Current-Year Unsecured - Other		71,057.05	(71,057.05)	(100.0)%
<b>Total 4020 · Current-Year Unsecured</b>	<b>79,499.64</b>	<b>74,309.86</b>	<b>5,189.78</b>	<b>7.0%</b>



**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2017 through May 2018**

	Jul '17 - May 18	Jul '16 - May 17	\$ Change	% Change
<b>4030 · Prior-Year Secured</b>				
4030.00 · Prior Secured	34,305.19	8,262.15	26,043.04	315.2%
4030.01 · Secured Refunds		(26,590.66)	26,590.66	100.0%
4030.02 · Statutory Revenue		939.04	(939.04)	(100.0)%
4030.03 · SB 813 Redemption	3,246.50	12,362.14	(9,115.64)	(73.7)%
4030.04 · Property Tax Penalties		1,958.81	(1,958.81)	(100.0)%
4030.05 · Secured Tax Refunds	(32,358.05)		(32,358.05)	(100.0)%
4030 · Prior-Year Secured - Other		9,744.01	(9,744.01)	(100.0)%
<b>Total 4030 · Prior-Year Secured</b>	<b>5,193.64</b>	<b>6,675.49</b>	<b>(1,481.85)</b>	<b>(22.2)%</b>
<b>4040 · Prior-Year Unsecured</b>				
4040.00 · Prior Unsecured	9,514.02	2,372.90	7,141.12	300.9%
<b>Total 4040 · Prior-Year Unsecured</b>	<b>9,514.02</b>	<b>2,372.90</b>	<b>7,141.12</b>	<b>300.9%</b>
<b>4050 · Homeowners Exemption</b>	<b>11,799.60</b>	<b>11,913.49</b>	<b>(113.89)</b>	<b>(1.0)%</b>
<b>4060 · Special Assessment</b>				
4060.01 · Per Parcel Benefit Assessment	795,828.51	768,424.97	27,403.54	3.6%
4060.02 · Direct Assessments		2,566.94	(2,566.94)	(100.0)%
<b>Total 4060 · Special Assessment</b>	<b>795,828.51</b>	<b>770,991.91</b>	<b>24,836.60</b>	<b>3.2%</b>
<b>4080 · Penalties, Interest &amp; Costs-Ref</b>	<b>10,882.66</b>	<b>11,497.84</b>	<b>(615.18)</b>	<b>(5.4)%</b>
<b>4220 · County Interest Allocation</b>	<b>9,472.64</b>	<b>2,370.54</b>	<b>7,102.10</b>	<b>299.6%</b>
<b>4250 · Change in Property Tax Accrual</b>	<b>(5,793.87)</b>		<b>(5,793.87)</b>	<b>(100.0)%</b>
<b>Total Property Taxes</b>	<b>3,183,885.61</b>	<b>3,005,525.82</b>	<b>178,359.79</b>	<b>5.9%</b>
<b>Total REVENUES</b>	<b>3,183,885.61</b>	<b>3,005,525.82</b>	<b>178,359.79</b>	<b>5.9%</b>
<b>Total Income</b>	<b>3,391,012.97</b>	<b>3,471,951.10</b>	<b>(80,938.13)</b>	<b>(2.3)%</b>
<b>Expense</b>				
<b>'PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	308,140.46	921,935.92	(613,795.46)	(66.6)%
5020 · Hourly	1,007,437.90	409,843.97	597,593.93	145.8%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,315,578.36</b>	<b>1,331,779.89</b>	<b>(16,201.53)</b>	<b>(1.2)%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
5120 · Payroll Taxes (ER)				
5250 · FUTA	4,867.71	112.01	4,755.70	4,245.8%
5120 · Payroll Taxes (ER) - Other	107,602.18	79,945.50	27,656.68	34.6%
<b>Total 5120 · Payroll Taxes (ER)</b>	<b>112,469.89</b>	<b>80,057.51</b>	<b>32,412.38</b>	<b>40.5%</b>
5120.01 · Soc Security & Medicare, Salary		20,486.21	(20,486.21)	(100.0)%
5120.02 · Soc Security & Medicare, Hourly		6,028.52	(6,028.52)	(100.0)%

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2017 through May 2018**

	Jul '17 - May 18	Jul '16 - May 17	\$ Change	% Change
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	23,634.73	14,677.33	8,957.40	61.0%
5210.02 · CalPers PEPRA (ER Contr)	63,132.37	16,549.62	46,582.75	281.5%
5211 · PERS Retirement 2% @ 55		85,323.82	(85,323.82)	(100.0)%
5212 · PERS Retirement 2% @ 60		792.10	(792.10)	(100.0)%
5213 · PERS Retirement 2% @ 62		9,129.11	(9,129.11)	(100.0)%
5218 · PERS Unfunded	84,165.39		84,165.39	100.0%
5210 · PERS Retirement - Other		258.37	(258.37)	(100.0)%
<b>Total 5210 · PERS Retirement</b>	170,932.49	126,730.35	44,202.14	34.9%
<b>5222 · OPEB Contribution</b>		140,004.00	(140,004.00)	(100.0)%
<b>5251 · SUI, Hourly</b>		697.64	(697.64)	(100.0)%
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	283,402.38	374,004.23	(90,601.85)	(24.2)%
<b>5200 · Insurance</b>				
5220 · Health Insurance	108,066.00	109,491.54	(1,425.54)	(1.3)%
5221 · Health Insurance - Retirees	68,024.00	63,146.57	4,877.43	7.7%
5230 · Dental Insurance	12,706.60	14,496.63	(1,790.03)	(12.4)%
5240 · Vision Insurance	3,797.86	4,329.54	(531.68)	(12.3)%
5260 · Life Insurance	1,201.87	1,295.27	(93.40)	(7.2)%
5270 · Workers' Compensation	13,493.59	17,802.97	(4,309.38)	(24.2)%
5280 · Disability Insurance		298.32	(298.32)	(100.0)%
<b>Total 5200 · Insurance</b>	207,289.92	210,860.84	(3,570.92)	(1.7)%
<b>Total 'PERSONNEL RELATED EXPENSES</b>	1,806,270.66	1,916,644.96	(110,374.30)	(5.8)%
<b>CAPITAL</b>				
7310 · Equipment, Furniture & Fixtures	16,593.23	300,511.24	(283,918.01)	(94.5)%
7320 · Structures & Improvements	73,390.00	109,248.14	(35,858.14)	(32.8)%
<b>Total CAPITAL</b>	89,983.23	409,759.38	(319,776.15)	(78.0)%
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
7205 · Maintenance Contracts	48,234.95	16,003.56	32,231.39	201.4%
7210 · Building Maint & Repairs	30,694.81	76,244.79	(45,549.98)	(59.7)%
7220 · Landscape	8,639.93	23,174.79	(14,534.86)	(62.7)%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	87,569.69	115,423.14	(27,853.45)	(24.1)%

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2017 through May 2018**

	Jul '17 - May 18	Jul '16 - May 17	\$ Change	% Change
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	17,903.45	15,861.08	2,042.37	12.9%
6115 · Electronic Databases & Subscrip	16,497.22	17,658.77	(1,161.55)	(6.6)%
6120 · Books	104,881.22	89,400.84	15,480.38	17.3%
6125 · Audio CD	16,028.57	11,933.73	4,094.84	34.3%
6130 · DVD's & Videogames	26,145.20	17,576.49	8,568.71	48.8%
6135 · Processing of Materials	39,541.78	22,849.68	16,692.10	73.1%
6140 · Periodicals	15,794.08	12,954.34	2,839.74	21.9%
6150 · Downloadables	15,158.78	16,834.86	(1,676.08)	(10.0)%
<b>Total LIBRARY MATERIALS</b>	<b>251,950.30</b>	<b>205,069.79</b>	<b>46,880.51</b>	<b>22.9%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense		(594.86)	594.86	100.0%
7540 · Trustee Election	10,084.06		10,084.06	100.0%
<b>Total MISCELLANEOUS EXPENSE</b>	<b>10,084.06</b>	<b>(594.86)</b>	<b>10,678.92</b>	<b>1,795.2%</b>
<b>OPERATING EXPENSES</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	41,517.61	(2,823.69)	(6.8)%
6620 · Membership Dues & Subscriptions	11,486.31	12,882.00	(1,395.69)	(10.8)%
6625 · Training & Education	5,700.24	5,748.40	(48.16)	(0.8)%
6626 · Recruitment & Recognition	1,008.78	6,625.03	(5,616.25)	(84.8)%
6627 · Advertising / Marketing	3,877.49	23,816.90	(19,939.41)	(83.7)%
6710 · Meetings & Travel	5,343.37	10,905.71	(5,562.34)	(51.0)%
6730 · Mileage & Parking Reimbursement	560.01	587.08	(27.07)	(4.6)%
6740 · Postage & Delivery	6,919.07	8,218.80	(1,299.73)	(15.8)%
6745 · Banking & Service Fees	1,734.95	1,236.43	498.52	40.3%
6746 · Payroll Fees	8,715.00	12,529.78	(3,814.78)	(30.5)%
6750 · Printing & Reproduction	13,305.98	6,198.17	7,107.81	114.7%
6755 · Small Equipment	7,019.60	31,385.60	(24,366.00)	(77.6)%
6765 · Janitorial Supplies	19,385.10	11,804.20	7,580.90	64.2%
6770 · Operating Supplies	21,144.19	35,834.78	(14,690.59)	(41.0)%
6780 · Operating Software	2,697.30	319.54	2,377.76	744.1%
6790 · Hardware (Computers / Tech)		2,533.63	(2,533.63)	(100.0)%
6920 · Electricity	31,943.89	29,169.33	2,774.56	9.5%
6930 · Natural Gas	2,347.35	4,076.72	(1,729.37)	(42.4)%
6940 · Water & Sewage	5,305.55	4,642.18	663.37	14.3%
6950 · Refuse	4,280.44	4,284.13	(3.69)	(0.1)%
6960 · Products for Resale	3,346.95	2,164.71	1,182.24	54.6%
6970 · Equipment Lease & Rental	16,786.58	10,806.29	5,980.29	55.3%
7530 · County Tax Collection Fees	35,940.07	27,677.23	8,262.84	29.9%
<b>Total OPERATING EXPENSES</b>	<b>247,542.14</b>	<b>294,964.25</b>	<b>(47,422.11)</b>	<b>(16.1)%</b>

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2017 through May 2018**

	Jul '17 - May 18	Jul '16 - May 17	\$ Change	% Change
<b>PROFESSIONAL &amp; TECHNICAL</b>				
7125 · Audit and Financial Consulting	39,376.45	33,533.34	5,843.11	17.4%
7130 · Legal Fees	20,648.66	18,980.98	1,667.68	8.8%
7135 · Technology Consulting	2,400.00	1,078.80	1,321.20	122.5%
7140 · Architectural & Engineering	19,630.00	5,000.00	14,630.00	292.6%
7145 · Collection Agency	2,282.25	1,163.50	1,118.75	96.2%
7155 · Consultants - Other	73,196.08	58,440.38	14,755.70	25.3%
7170 · Telecommunications	6,399.66	(2,350.51)	8,750.17	372.3%
7175 · Internet Service	40,160.53	39,882.33	278.20	0.7%
7180 · Technology Equipment	30,578.03	57,137.58	(26,559.55)	(46.5)%
7185 · Technology Maintenance Fees	16,919.66	46,706.74	(29,787.08)	(63.8)%
7190 · Website Development	858.00	360.00	498.00	138.3%
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>252,449.32</b>	<b>259,933.14</b>	<b>(7,483.82)</b>	<b>(2.9)%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	5,946.48	6,452.86	(506.38)	(7.9)%
6210 · Teen Services	4,459.16	1,982.08	2,477.08	125.0%
6220 · Adult Services	22,151.71	18,207.49	3,944.22	21.7%
6230 · Bob Lucas Branch Services	2,898.89	1,297.64	1,601.25	123.4%
6240 · Literacy Services	1,857.40	84.35	1,773.05	2,102.0%
<b>Total PROGRAMS</b>	<b>37,313.64</b>	<b>28,024.42</b>	<b>9,289.22</b>	<b>33.2%</b>
<b>Total Expense</b>	<b>2,783,163.04</b>	<b>3,229,224.22</b>	<b>(446,061.18)</b>	<b>(13.8)%</b>
<b>Net Ordinary Income</b>	<b>607,849.93</b>	<b>242,726.88</b>	<b>365,123.05</b>	<b>150.4%</b>
<b>Net Income</b>	<b>607,849.93</b>	<b>242,726.88</b>	<b>365,123.05</b>	<b>150.4%</b>



*Honoring the past, cultivating the present, empowering the future*

**MINUTES**

**Regular Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **June 25, 2018** – 5:00 p.m.

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

**1) CALL TO ORDER**

[https://youtu.be/qPVIkB\\_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=4](https://youtu.be/qPVIkB_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=4)

**2) ROLL CALL:**

- a) Terry Andrues
- b) Ira Bershatsky – **Absent, Excused**
- c) Betsy Kahn, President – **Absent, Excused**
- d) Gwendolyn McMullins, Secretary
- e) Armando Zambrano

**3) ADOPTION OF AGENDA**

[https://youtu.be/qPVIkB\\_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=46](https://youtu.be/qPVIkB_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=46)

- a) Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

**Motion by Trustee Andrues to adopt the agenda**

**Second by Trustee Zambrano**

**Aye: Trustee Andrues, Trustee McMullins, Trustee Zambrano**

**No:**

**Abstain:**

**4) PUBLIC COMMUNICATION**

[https://youtu.be/qPVIkB\\_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=76](https://youtu.be/qPVIkB_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=76)

- a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and state the agenda item and/or issue you wish to address.

**H. “Grannie” Shakur, Rene Amy, Dale Gronemeier**

**5) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

**None to Report**

**6) FINANCIAL REPORTS**

[https://youtu.be/qPVIkB\\_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=709](https://youtu.be/qPVIkB_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=709)

- a) **Financial reports for April 2017 (INFORMATION/ACTION) (10 Minutes) Page #**  
**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

**Paul Kaymark spoke on the financial reports and tax revenue**

**Motion by Trustee Andrues to receive and file the financial reports**

**Second by Trustee Zambrano**

**Aye: Trustee Andrues, Trustee McMullins, Trustee Zambrano**

**No:**

**Abstain:**

**7) CONSENT CALENDAR (5 Minutes)**

[https://youtu.be/qPVIkB\\_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=923](https://youtu.be/qPVIkB_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=923)

- a) The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under “Items removed from the Consent Calendar”. The entire remaining Consent Calendar is then voted upon by roll call under one motion.

**Recommended Action:** The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- i) Approval of Minutes – Regular Meeting held May 21, 2018, Page #
- ii) Approval of Minutes – Special Meeting held May 31, 2018, Page #
- iii) Approval of Minutes – Special meeting held June 11, 2018, Page #
- iv) Approval of Minutes – Special meeting held May 7, 2018, Page #
- v) Statistical Reports – YTD – May 2018, Page #
- vi) Departmental Monthly Reports – May 2018, Page #
- vii) District Director’s Report – May 2018, Page #

**Public Comment: Rene Amy**

**Motion by Trustee Andruess to approve the consent calendar**

**Second by Trustee Zambrano**

**Aye: Trustee Andruess, Trustee McMullins, Trustee Zambrano**

**No:**

**Abstain:**

**8) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

- a) Items removed from the Consent Calendar will be discussed individually at this time.

**9) NEW BUSINESS [https://youtu.be/qPVIkB\\_toFE?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1262](https://youtu.be/qPVIkB_toFE?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1262)**

- a) Delegation of Authority to Request Disbursements – CalPERS CERBT Program (INFORMATION/ACTION)

**Motion by Trustee Zambrano to adopt the resolution to sign the delegation of authority to request disbursements**

**Second by Trustee Andruess**

**Aye: Trustee Andruess, Trustee McMullins, Trustee Zambrano**

**No:**

**Abstain:**

- b) Earthquake Insurance Policy Renewal (INFORMATION/ACTION)

[https://youtu.be/qPVIkB\\_toFE?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1431](https://youtu.be/qPVIkB_toFE?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1431)

**Public Comment: Rene Amy**

**Motion by Trustee Zambrano to authorize Acting District Director to sign the renewal with Golden Bear Insurance**

**Second by Trustee Andruess**

**Aye: Trustee Andruess, Trustee McMullins, Trustee Zambrano**

**No:**

**Abstain:**

- c) December Board of Trustees Meeting Date (INFORMATION/ACTION)

[https://youtu.be/qPVIkB\\_toFE?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1634](https://youtu.be/qPVIkB_toFE?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1634)

**Public Comment: Rene Amy**

**Motion by Trustee Andruess to table this item to the next meeting of the Board**

**Second by Trustee Zambrano**

**Aye: Trustee Andruess, Trustee McMullins, Trustee Zambrano**

**No:**

**Abstain:**

**10) OLD BUSINESS**

- a) Presentation of Final Draft Budget for FY 18/19 (INFORMATION/ACTION)

[https://youtu.be/qPVIkB\\_toFE?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1952](https://youtu.be/qPVIkB_toFE?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1952)

**Public Comment: Dale Gronemeier, Rene Amy**

**Paul Kaymark provided a presentation of the final budget**

**Public Comment: Mindy Kittay**

**Motion by Trustee Andruess to approve the final budget**

**Second by Trustee Zambrano**

**Aye: Trustee Andruess, Trustee McMullins, Trustee Zambrano**

**No:**

**Abstain:**

- b) RFID (Radio Frequency Identification) Presentation and Award of Contract to Invengo Technology Corp. (INFORMATION/ACTION)

[https://youtu.be/qPVIkB\\_toFE?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=3172](https://youtu.be/qPVIkB_toFE?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=3172)

**Public Comment: Rene Amy**

I.T. Manager Christopher Kellermeyer presented on the RFID Technology  
Motion by Trustee Andruess to award the contract and approve the acting director to approve the contract  
with Invengo Technology Corp.  
Second by Trustee Zambrano  
Aye: Trustee Andruess, Trustee McMullins, Trustee Zambrano  
No:  
Abstain:

11) CORRESPONDENCE, Page #  
Public Comment: Mindy Kittay

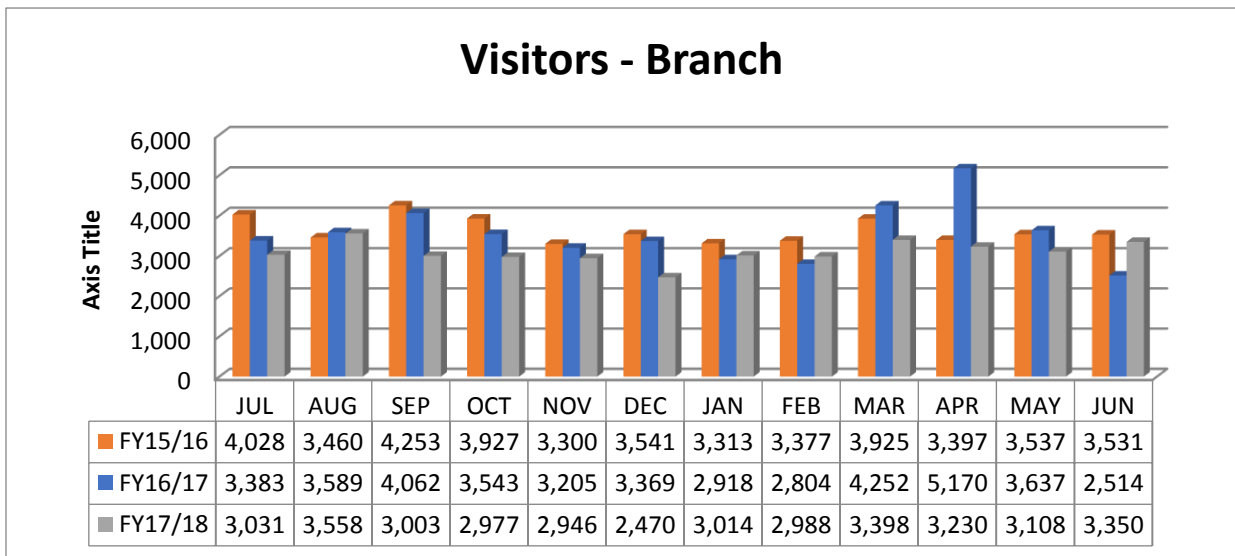
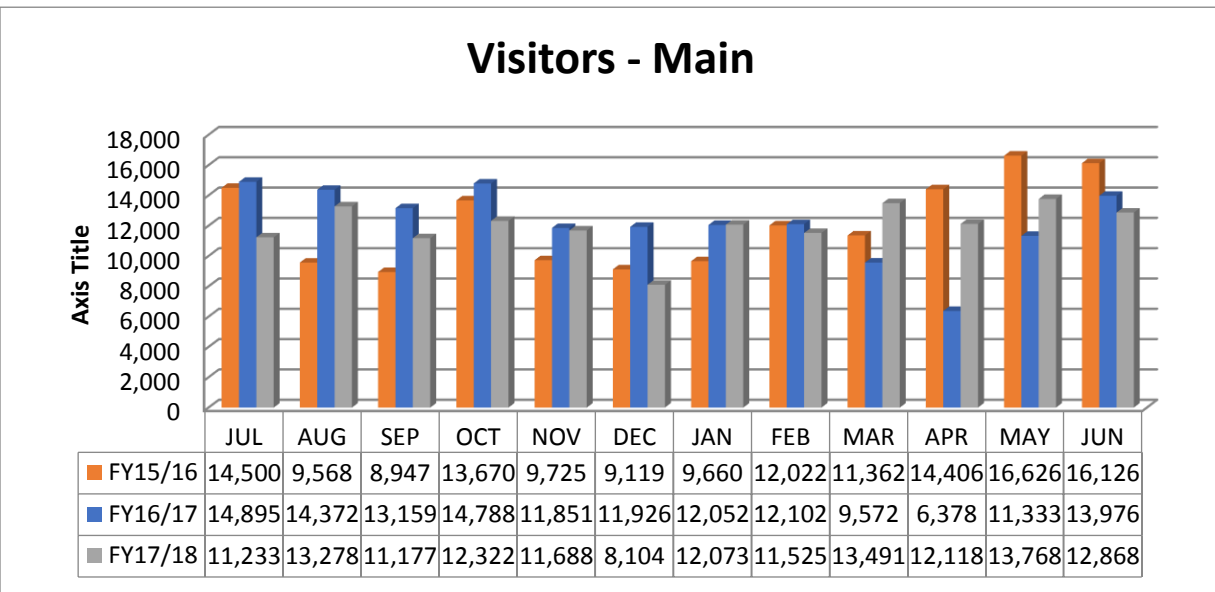
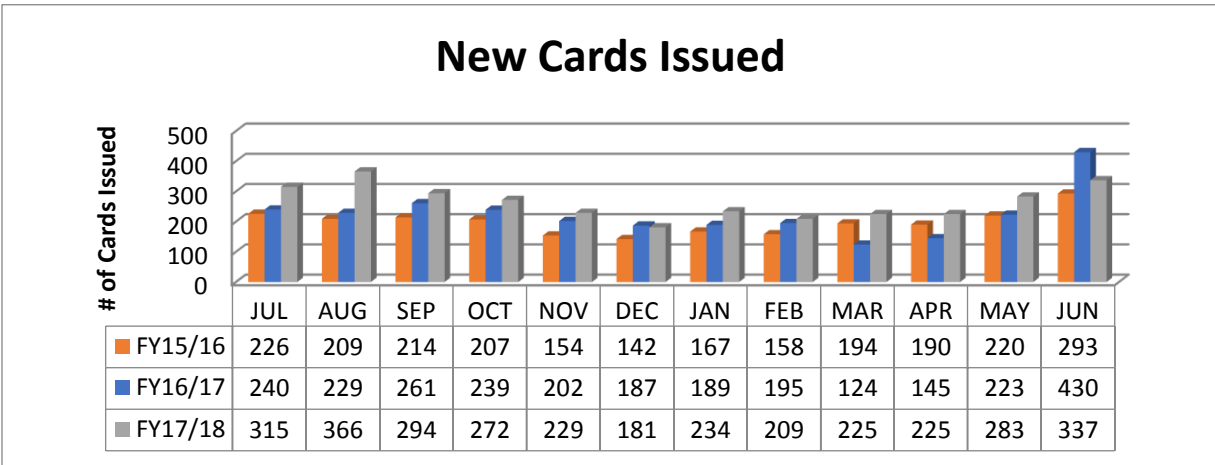
12) REPORTS OF SUPPORT GROUPS (5 minutes)  
[https://youtu.be/qPVIkB\\_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=5091](https://youtu.be/qPVIkB_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=5091)  
a) Altadena Library Foundation – Foundation President Cynthia Carmona presented for the Foundation  
b) Friends of the Altadena Library

13) REPORTS OF TRUSTEES  
[https://youtu.be/qPVIkB\\_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=5240](https://youtu.be/qPVIkB_toFE?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=5240)  
Trustee Andruess, Trustee McMullins

14) AGENDA ITEMS FOR FUTURE AGENDAS  
a) This is an opportunity for Board members to request that items be placed on future agendas.  
The December Board of Trustees meeting will be added to the next agenda.

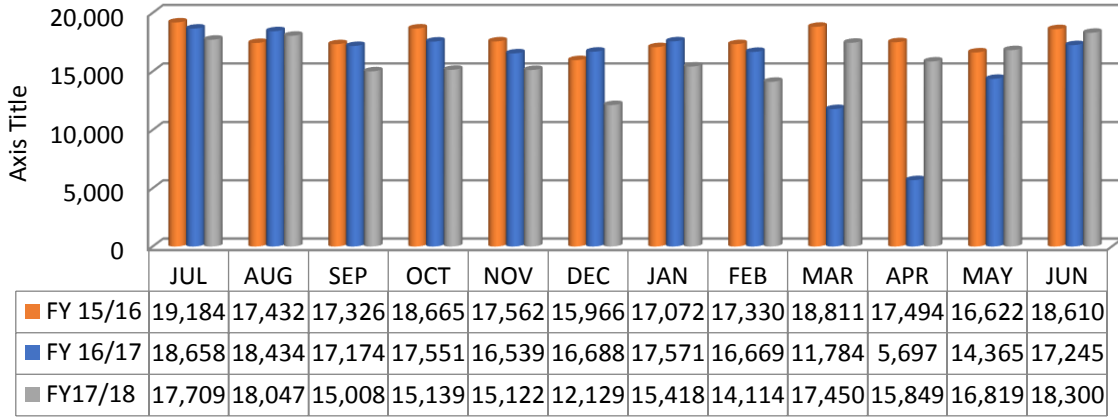
15) ADJOURNMENT  
a) **Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.  
Motion by Trustee Zambrano to adjourn the meeting  
Second by Trustee Andruess  
Aye: Trustee Andruess, Trustee McMullins, Trustee Zambrano  
No:  
Abstain:  
Meeting Adjourned at 6:34 p.m.

## Statistical Graphs for the Month of June 2018

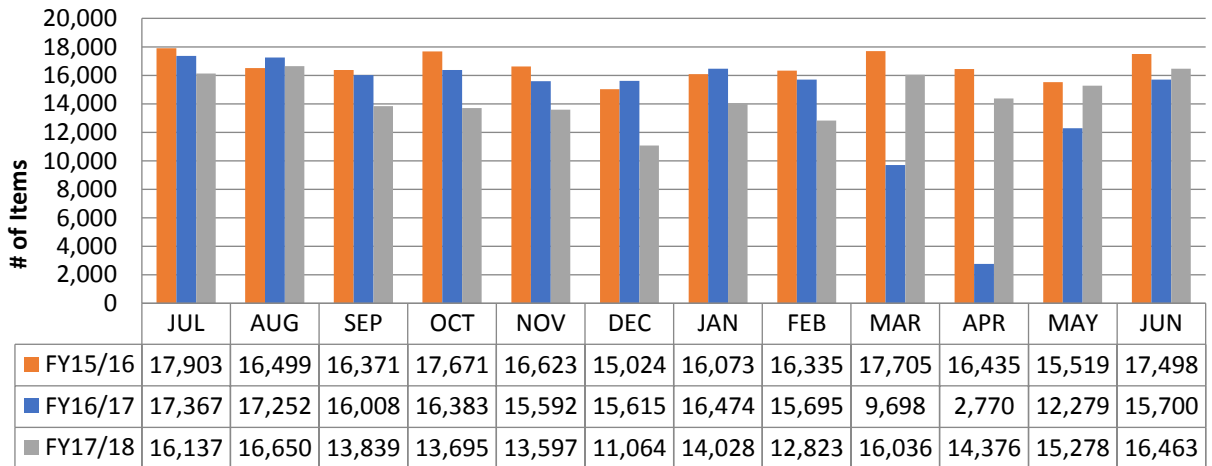




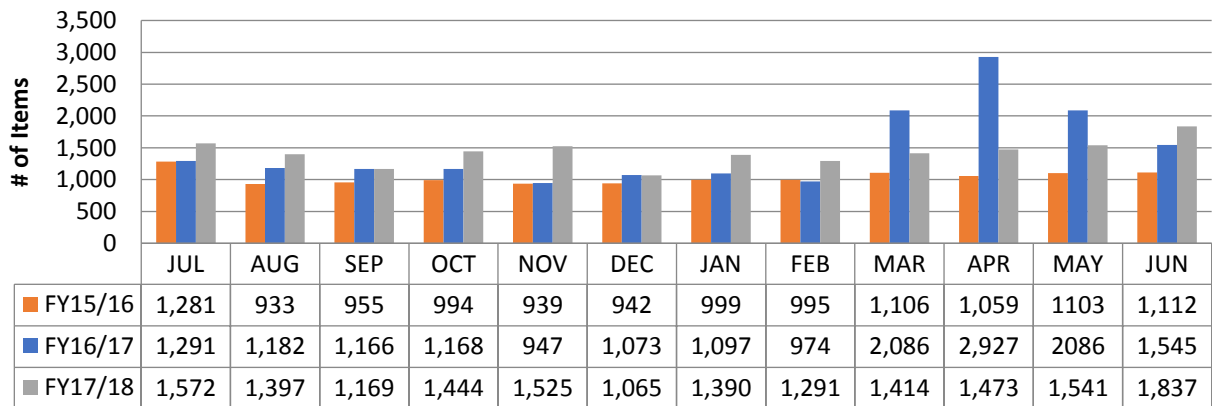
### Items Checked Out



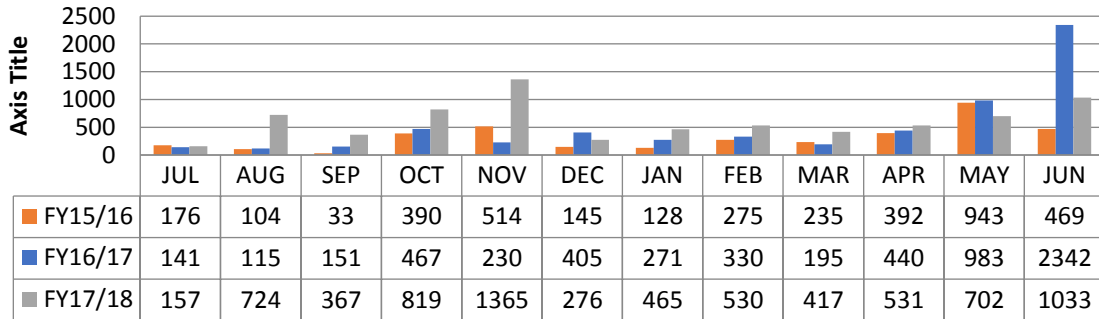
### Circulation Main



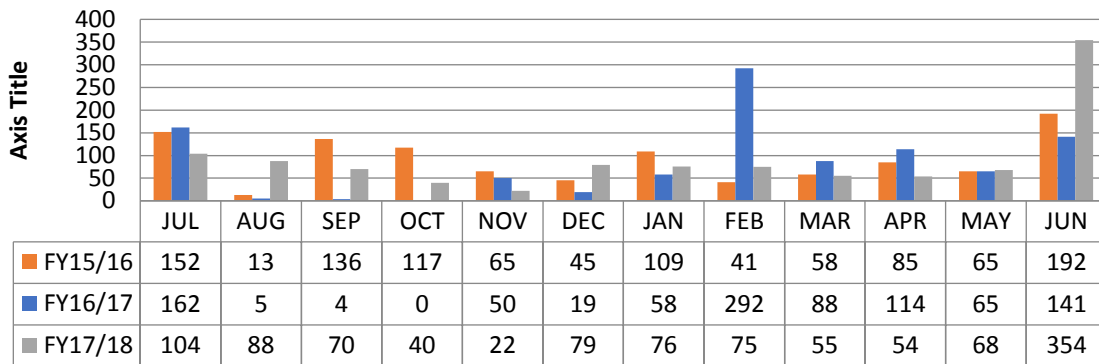
### Circulation Branch



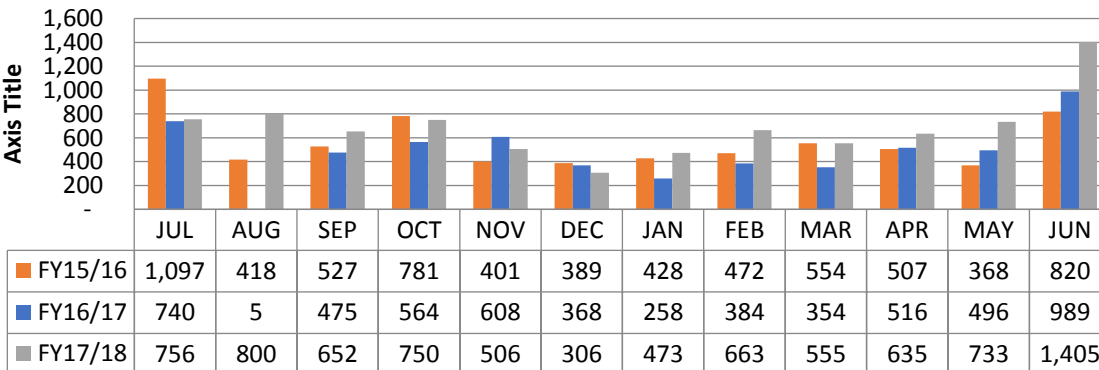
## Adult Program Attendance



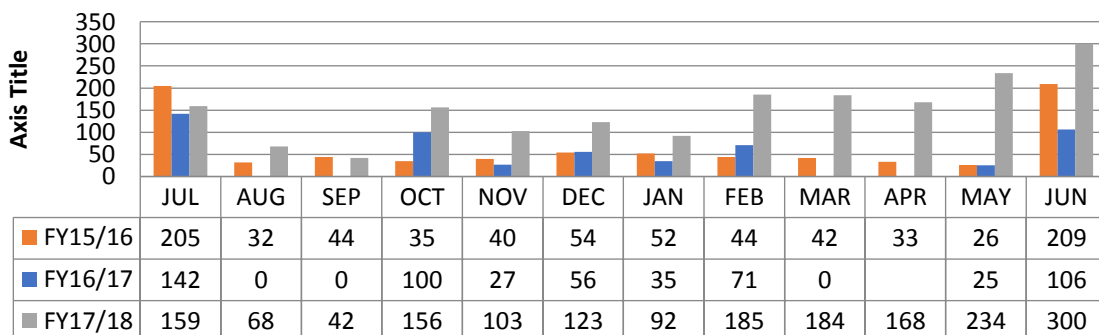
## Young Adult Program Attendance



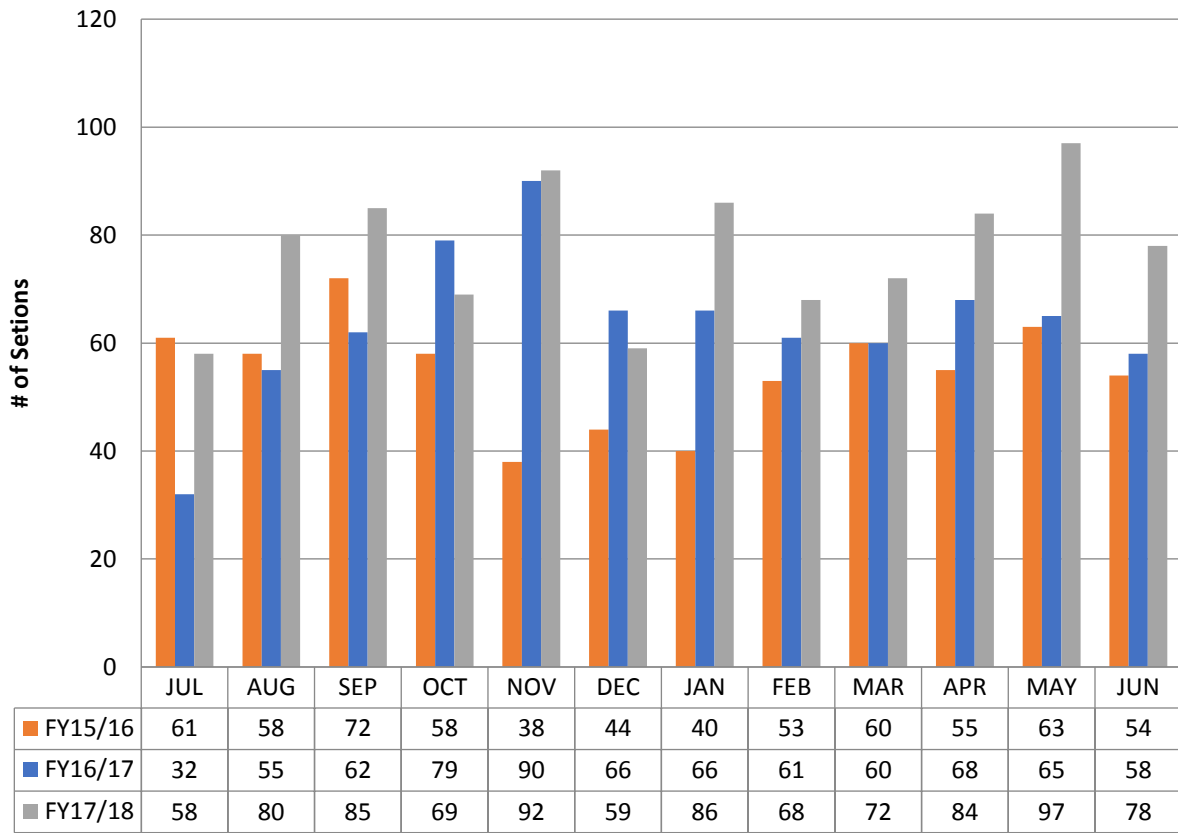
## Childrens Program Attendance



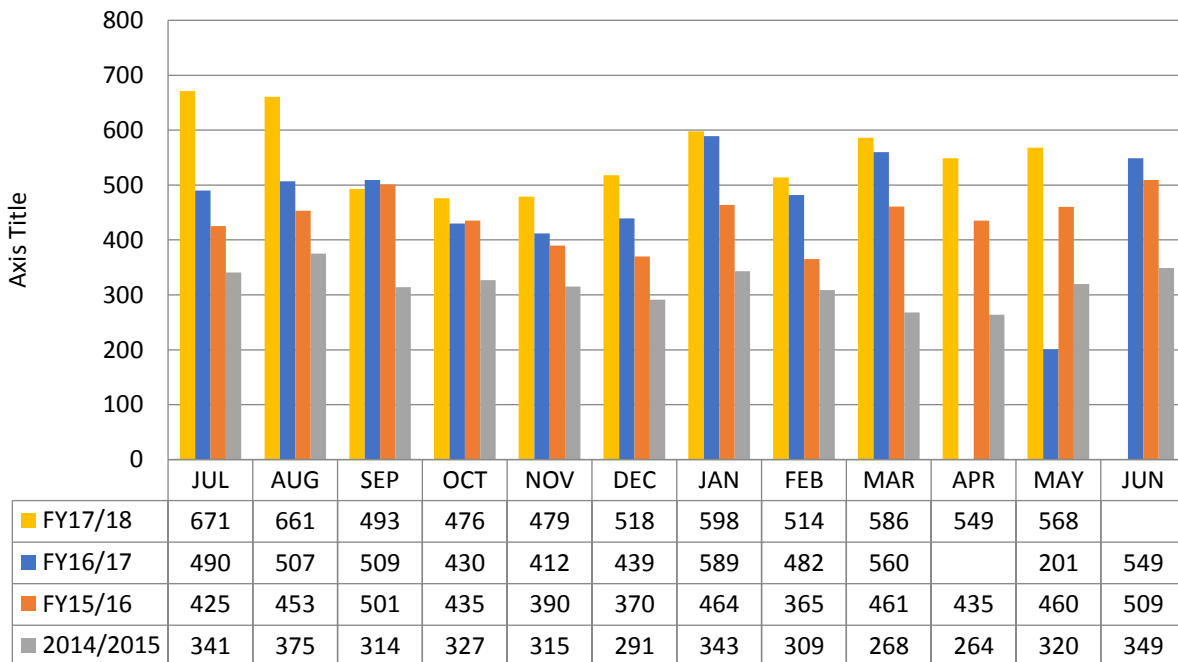
## Branch Program Attendance



### Literacy Tutor Sessions



### eBook Circulation



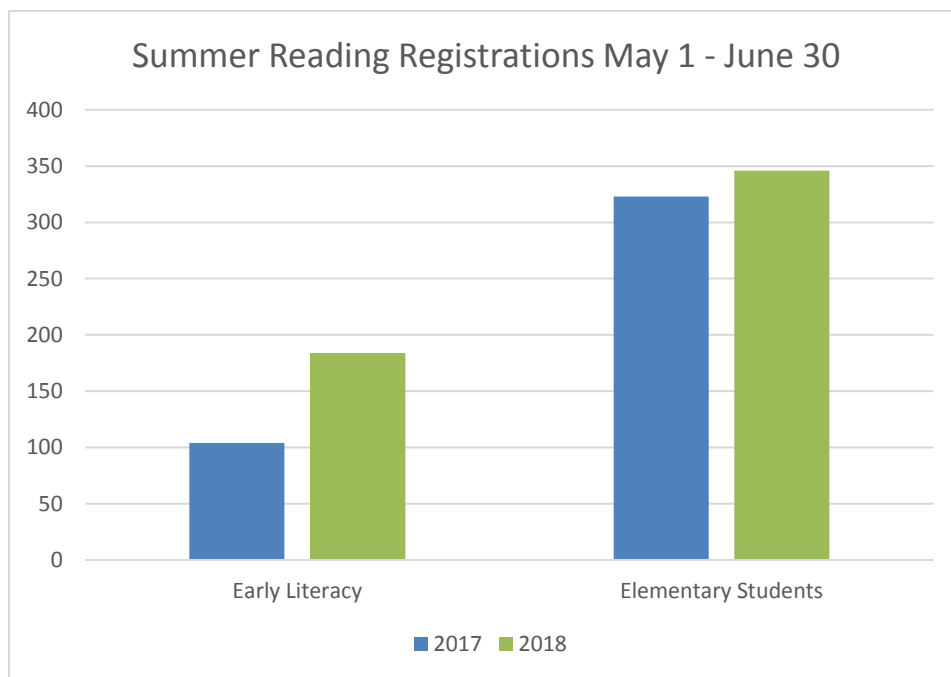
# Children’s Board Report

June 2018

Summer Reading! Truck Day! Magicians and Mexican music and mad science! We’ve got it all.

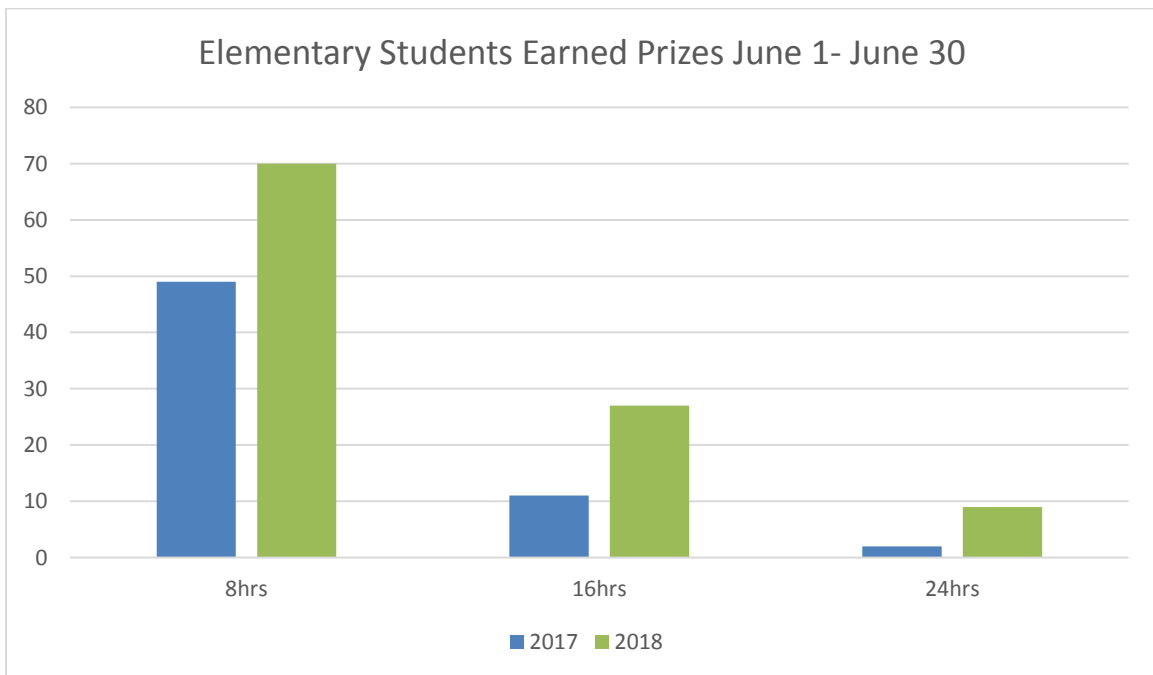
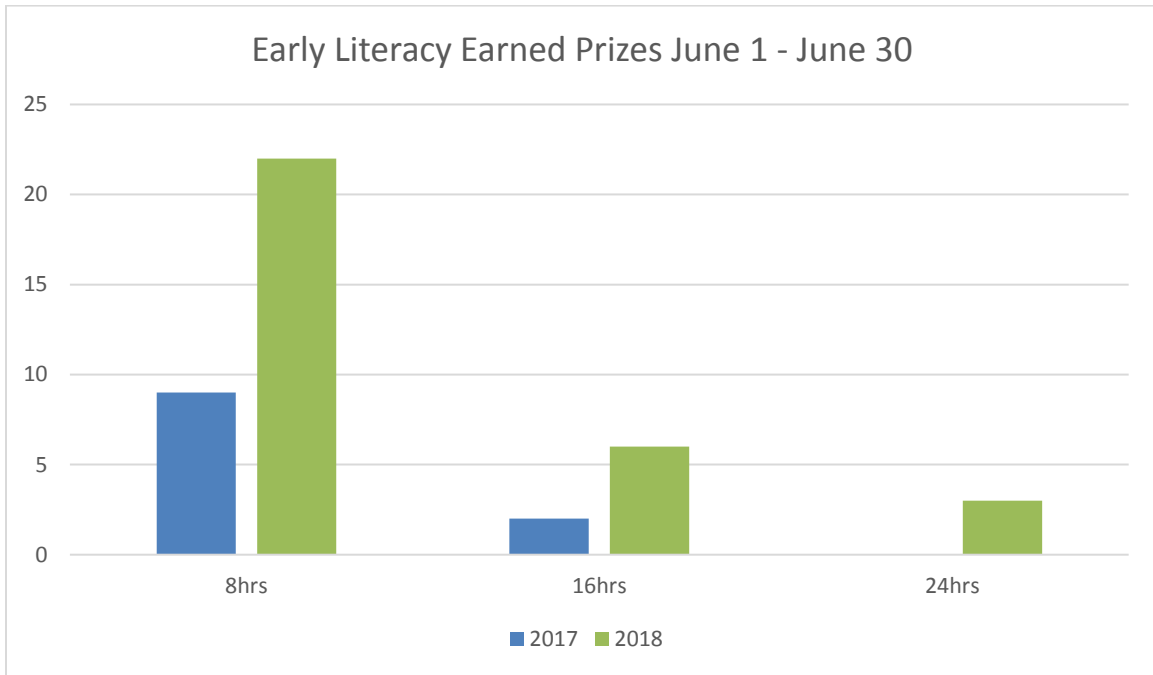
We’ve certainly been busy this month. We saw 1,057 patrons aged 0-5 at 24 programs, 348 patrons in K-5<sup>th</sup> grade at 18 programs, and we were visited by or went to see 77 kids at 2 different schools.

Summer Reading 2018 kicked off on Saturday, June 2. This year’s theme is Reading Takes You Everywhere, and we’ve had a great response so far. As of June 30, we had 184 babies, toddlers, and preschoolers and 346 elementary students registered. For reference, as of June 30 of 2017, we had 104 babies, toddlers, and preschoolers, and 323 elementary students. This is an increase of 76% in the early literacy program, and 7% in the elementary school program.



We are particularly pleased with the increase in the number of young children who are participating. Based on verbal feedback that we got from families as we registered them last year, many did not seem to think that their young preschool-aged children were eligible to participate since they could not “read on their own” yet. We’ve been working hard to dismantle the idea that Summer Reading is only for independent readers through outreach at story times and in using the preschool-targeted Truck Day as our Summer Reading kickoff event. The numbers would indicate that we have been successful in this endeavor.

We've also had a significant uptick in the number of children who are actively participating over the summer, as shown by the number of prizes that have been awarded over the month of June in both 2017 and 2018. In Altadena's Summer Reading program, readers are able to earn prizes by reading for 8 hours, 16 hours, and 24 hours. We can look at the number of children who have reached these prize levels and use that information to discern how many children are actively participating after registering.



Overall, just looking at the 8 hour prizes, we see a 144% increase in the early literacy program and a 42% increase in elementary participation. These increases only grow when we look further down the line in the program. We are very pleased with these results and we hope to see this trend continue throughout the rest of the program.

Truck Day 2018 was certainly a highlight of the month. We brought in community partners from the LA County Fire Department (Station 11), the California Highway Patrol Altadena office, LA County Public Works, Southern California Edison, and the LA Donut Truck to help us kick off Summer Reading for our youngest patrons. We saw approximately 450 patrons at this event, where kids and families had the opportunity to climb in and on cool trucks, meet truck drivers, make crafts, and stand directly in front of the bubble machine. As always, we can't wait until next year.

## Volunteer Report June 2018

Volunteers have been active in the month of June and their participation has helped to support many activities for our Altadena Library community.

The beginning of Summer marks the beginning of Summer Reading, Summer activities and Summer volunteers! Volunteers have continued to sign up to assist with programs, self check out, Summer Reading enrollment and our many great events.

### Truck Day!

Our second annual Truck Day was another great success for our Childrens Librarians and another opportunity for our volunteering community to show up and support our library. Volunteers helped, manage the lines, hand out water, assisted with art activities and helped to sing up new Summer Reading participants!



CIT Garden Service Team!

June also saw the return of volunteers from CIT Banking. We are very pleased that CIT Banking has again chosen us to be the beneficiaries of their Employee Community Volunteer activities. We are deeply grateful to have such great ongoing relationships with people and business in our community. With contributions from The Altadena Library Foundation our CIT volunteers were able to take a previously grass covered landscape at our parking entrance and create a new sustainable low-water garden design using drought-friendly and native plants that not only enhances the aesthetic appeal of our library but also provide an example of environmentally responsible practice.



## Wil Wheton Dungeons and Dragons

We are so lucky to have such great programs at the Altadena Library. The Will Wheaton, Dungeons and Dragons talk is just one of the many fabulous programs created by our Teens Department that appealed to community members of all ages! Our volunteers were as excited and engaged in this event as all the patrons who showed up to hear Wil speak and play Dungeons and Dragons. Volunteers helped to set up, Clean up, sign patrons in, sell refreshments and even ran and continue to run our Dungeons and Dragons games!



## Statistics

There were 48 Volunteers working in June

32 of them were adults who completed 314 hours of volunteer service

16 were Teens who complete 118 hours of volunteer service.

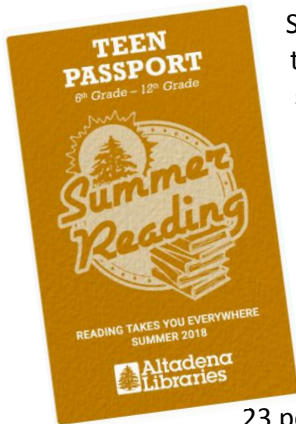
Total Hours: 432

Activity	Hours
<b>Altadena Library Foundation</b>	12
<b>Bob Lucas Branch</b>	7
<b>Children's Crafts</b>	8
<b>Fab Lab/3D Printing</b>	44
<b>Friends Of The Altadena Library</b>	102.5
<b>Gardening</b>	2.5
<b>Literacy Tutor</b>	100.5
<b>Other</b>	17
<b>Self Check Out</b>	6
<b>Shelving</b>	10.5
<b>Sorting Donated Books</b>	6
<b>Special Event</b>	112
<b>Summer Reading Sign In</b>	3



# Teen Services Board Report

June 2018



Summer Reading is in full swing for the teen department! We have already had 145 teens register and 13 have already completed the program. Last summer, 153 teens signed up, so we are well on our way to surpassing last year's numbers. Summer Reading always brings an increase in program participation and Summer 2018 is no exception! Overall averages are up even without the runaway success of our Dungeons and Dragons!

A few of June's program highlights include Ice Cream Making. In those two-part program, 11 teens attended the first day and 17 attended the second day making chocolate, coffee, strawberry, and vanilla ice cream sundae's. Even though the ice cream was a little soupy, a good time was had by all and much sugar was consumed.

23 people attended our screening of Black Panther, which is largest number to attend a movie this year! Several teens made hooded capes and enjoyed strolling through the library wearing them.

The largest program that the teen department hosted was our Dungeons and Dragons Dungeon Master Training with Wil Wheaton! Over 350 teens and adults attended making it the



largest program I have ever put together.

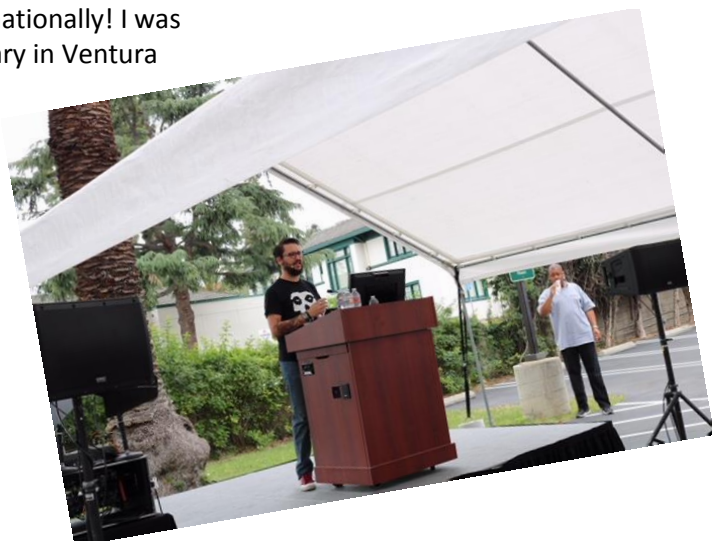
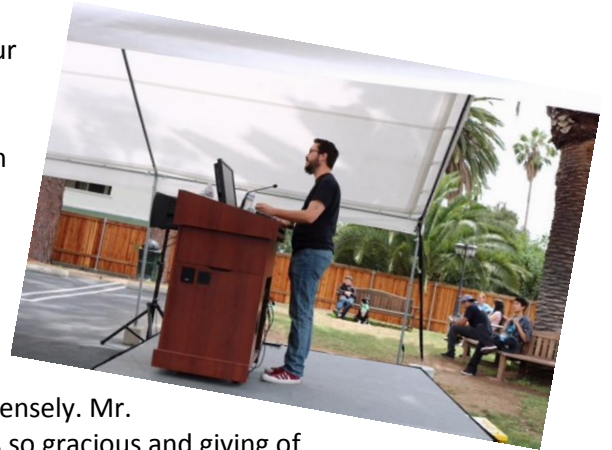
Everyone seemed very happy and enjoyed the program immensely. Mr.

Wheaton was so gracious and giving of himself and answered 45 minutes of questions including several from the live stream, which was viewed

internationally! I was

approached by the Thousand Oaks library in Ventura

County to ask a few questions about putting on a similar event at their library. Dungeon Master training kicked off a new addition to Family Game Night at the library with Dungeons and Dragons players meeting weekly to get their role-playing game on. The first Tuesday night had such a large group that they had to move their games down to the Community Room! The program was conceptualized the Teen Advisory Board and put together by small team of staff members.



June's display of Road Trippin' Reads featured books and audio books about teens on adventure. I had to refresh my display part way through the month, which is always exciting. As June is also PRIDE month, Chloe and I created bookmarks featuring a selection of LGBTQ+ materials for teens. Teens who might be uncomfortable asking for these materials can use the bookmarks to help them find titles. Again, I've also created a much larger list of LGBTQ+ titles in Koha.



In the end of June, the FabLab implementation team began the process of refreshing the FabLab. We took advantage of a sale at Michael's to purchase a Cricut Maker machine, a cutting and drawing machine. You'll hear more about that in July as it was purchased on the 30<sup>th</sup>. We also purchased more rolls of 3D printer filament to replace what has been used and give us a few new color options. Christopher and I have been working to troubleshoot a few 3D printer errors including purchasing a few new parts and updating the software.

### CHECK OUT THESE LGBT+ PICKS!

Chosen by your Teen Librarian Kate

-  **My Fairy Godmother is a Drag Queen**  
By David Clawson
-  **Love & Other Carnivorous Plants**  
By Florence Gonsalves
-  **We Are Okay**  
By Nina LaCour
-  **All We Can Do Is Wait**  
By Richard Lawson
-  **The Gentleman's Guide to Vice and Virtue**  
By Mackenzi Lee

## June Technology News

The intermediary distribution frame move at 600 East Mariposa St. has been scheduled to occur July 23<sup>rd</sup> to July 27<sup>th</sup>. This migration is subsidized by ERate. Details of the temporary impact to public services will be posted physically throughout the ALD, on social media, and in our monthly newsletter. The execution of this project could cause intermittent outages with internet service. The result of this work will be higher level of physical network security, reduction of copper and fiber data lines degradation rate, and freeing square footage in the circulation office.

ALD has renewed its umbrella policy with Cisco for filtered DNS services for public workstations, laptops, and general Wi-Fi access. The service is required as part of our one gigabit ERate subsidized backbone and makes our connectivity Children's Internet Protection Act (CIPA) compliant. ALD negotiated a modest discount on the service over previous years costs of \$143.43 each year, until renewal 2021.

### Miscellaneous Notes:

The Library is in the process of moving local storage into the cloud for redundancy and availability.

All Libraries Illuminated equipment is deployed, and the programming committee is planning usage.

The iCell unit has been reskinned, and the process for updating the content has been established. We are in the process of generating content and will deploy the iCell after testing the new content.

The Library is in the process of developing a new website and is expected to have a prototype come August 2018.

Bob Lucas Branch has a new square system installed that has a smaller physical footprint.

Bob Lucas' Ipad used by the public to access the catalog has been mounted on the wall by the hand sanitizer dispenser.

Email notices from our integrated library system, Koha, have been adjusted to only go out between 10:00 a.m. and 10:00 p.m.

Motorola walkies were purchased to facilitate communication of facilities staff and for special events.

# July 2018 – Marketing & Communications Report

Prepared by Chloé Cavalier d'Esclavelles, Marketing & Communications Coordinator

## SOCIAL MEDIA

### Facebook – Primary Page – 1,403 Likes (Increase of 30 followers from last month)

(Statistics between June 12 and July 10)

20,390 ↑737%	Reach (The number of people who saw any of our page posts)
529 ↑12%	Page Views (The number of people that viewed our page)
5,999 ↑138%	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)
6,185 ↑2,117%	Video Views

### Facebook – Youth Services – 430 Likes (Increase of 11 followers from last month)

(Statistics between June 12 and July 10)

455	Reach (The number of people who saw any of our page posts)
23	Page Views (The number of people that viewed our page)
124	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)

### Instagram – 697 Followers (Increase of 73 followers from last month!)

(Statistics between May 8 and June 7)

381 ↑35%	Reach (The number of unique accounts that saw our posts)
371 ↑26%	Average Post Impressions (The average number of times each post has been seen)

**FUN FACT: Of our 15 top performing posts on Instagram of the past two years, 9 were posted this June!**

### Twitter – 128 Followers (Increase of 8 followers from last month)

## EMAIL MARKETING (“This Week @ Altadena Libraries”)

(Statistics as of July 10)

June 1	“June Newsletter, Launch of Summer...”	15.78% opened
June 8	“Truck Day, Second Saturday, Magic...”	15.97% opened
June 15	“Pub Trivia, Chalk Walk, Live Improv...”	16.25% opened
June 22	“Summer Chalk Walk, Live Improv, Altadena...”	15.85% opened
June 29	“July News, Live Improv, Haikus at the FM...”	17.09% opened

## COMMENTARY

Let's take a look at our growth in the past year! Since July 2017:

- The Library's social media followers (combining all platforms) have increased by 54%.
- The Library's e-newsletter subscriber list has increased by 20%.
- Attendance to District programs (across all age groups and branches) has increased by 57%.
  - While these increases in attendance are not entirely due to Marketing (we all work together to spread the word about programs), our Marketing efforts **do** play a role in getting people in the door!

Here are some recent reviews that were submitted on Yelp:

[5 STARS] “I love this library. Truly a hidden gem. I came here to get my passport a few years back, and boom. Easy and smooth process. Sometimes I come here to study or do HW. It's not the always ideal place for those two things because sometimes it can get noisy (teens messing around and story time with kids) but I don't mind it much since I have my headphones in most of the time. And can we talk about the aesthetic? SUPER OLD SCHOOL! And I love it. I hope they don't change the look of this library, that's my favorite part about it lol.”

[5 STARS] “My favorite library in LA. Environment is so so nice, great architecture, huuuge trees, and particularly nice employees. They have a lot of unique things here such as virtual reality, 3-D printing, events, exciting board meetings (lol), and a loving small community vibe (which is probably my favorite aspect)”

## Collection Development Monthly Highlights – June 2018

Utilizing the Summer Reading theme, "Reading Takes You Everywhere," our main June display focused on things to do in the Great Outdoors. We included some animal figurines, trees, and, a stream alongside books about outdoor activities.



Miki is holding one of our display books, Bill Bryson's, A Walk in the Woods.

The display includes prize bags for patrons to drop their entry slips for the weekly drawings for gift cards to local businesses.

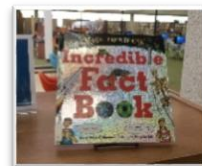


The GLBT Pride Display included books on the history of the gay liberation movement, memoirs about growing up queer, and books written by parents of



GLBTQ children. This annual display is an important gathering of materials that educate us about human/civil rights.

The Trivia Display



coincided with ALD's first Trivia Night, which was a great success. Everyone had so much fun!

Thanks Koha!

The migration in September 2017 from our old desktop restricted ILS (Integrated Library System), to Koha, a Web based system, is beneficial to the library staff and patrons in so many ways! A real time improvement is the Purchase Suggestion feature. In Koha, a patron can log into their library account and suggest items for purchase. Once the library orders the item, we change the request to “accepted,” and, the next time the patron looks at their account, they see the acknowledgement! Although we still accept paper submissions, the amount of waste is decreasing, and, patrons receive quicker feedback about their requests.

One happy patron:

Sent: Tuesday, June 5, 2018 11:13 AM

To: Altadena Library

Subject: Re: Purchase suggestion accepted

*Thank you so much Altadena Library!*

*This is the first time I've ever gotten a reply back to a library acquire request and I am so grateful.*

*Best library ever.*

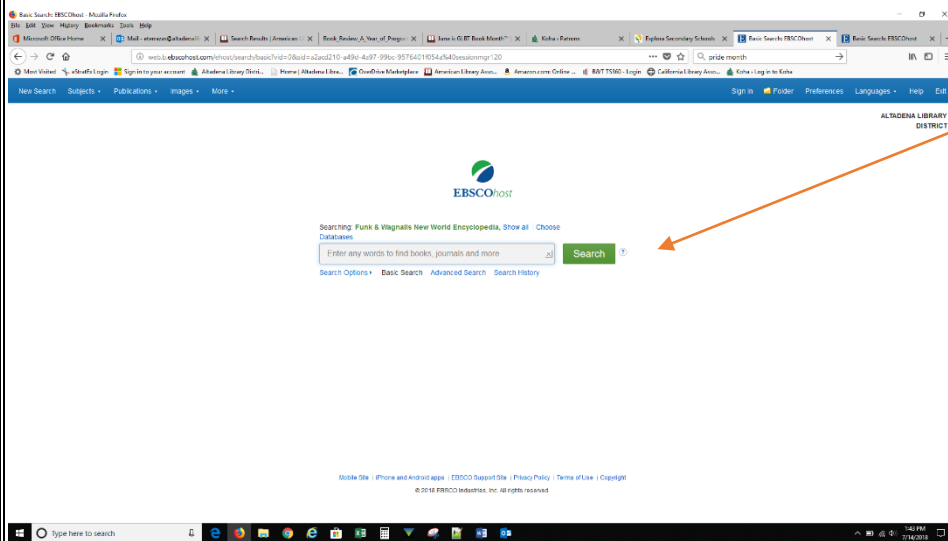
Sent: Monday, June 4, 2018 9:17 PM

To: Altadena Library

Subject: Re: Purchase suggestion accepted

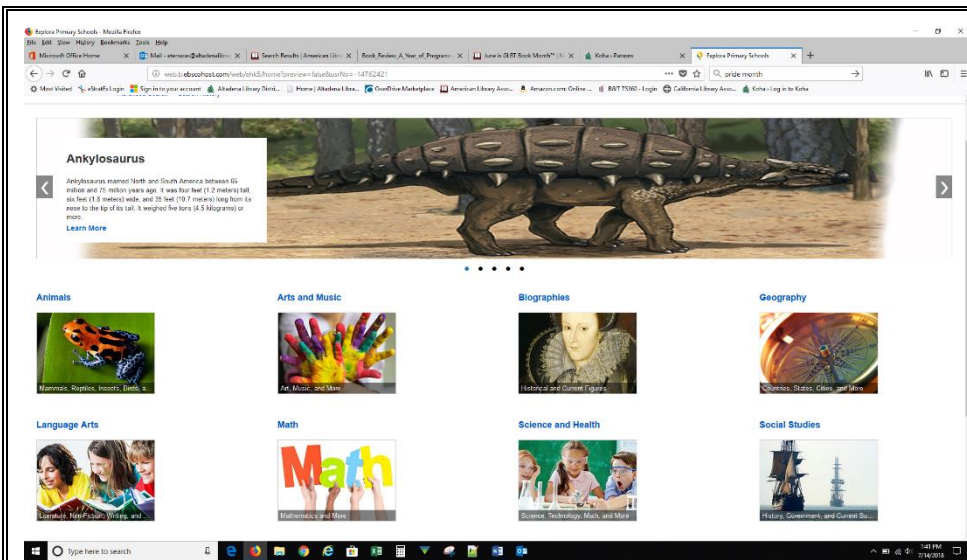
*Thank you. I love our Altadena library!*

In June, I met with our EBSCO Regional Sales Manager and found out that three of our EBSCO databases had new interfaces. Whereas the previous interfaces had only text, the new interfaces have graphical displays, and, are much more user friendly.

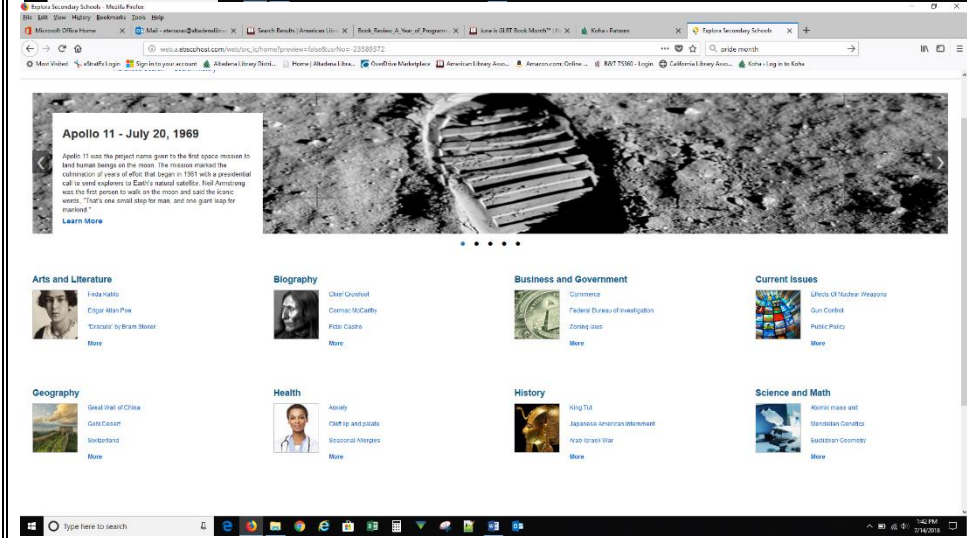


The previous version is bland!

We have three EBSCO databases, each geared towards a different learning level, and each had this similar boring launch page.



This interface is more inviting to children and will encourage more use of the database.



Tweens and teens will find the new interface easier to use, with categories listing topics of interest and related to their school studies.

“I have never seen this before!”  
Vicky's response to UPS delivering 30 boxes of books in one day!



You can get a sense of the volume of boxes, as these stacks are almost as tall as Carlene!!



I put a call out to all staff to see if anyone could help us unpack the incoming materials. Amanda, Felipe, and Melissa were willing to learn how the process of unpacking. Thanks for the teamwork!!!! The shipment came in two days before the end of our fiscal year spending, during a mad rush for Carlene, Mark, and myself to select quality materials for the adult collections. Earlier in the month, Carlene ordered for the 600's (mainly cooking and gardening) and the 700's (primarily sports and entertainment multiple genres. Vicky stayed busy placing orders for all the items we selected, and, Selena and Mark continued trying to process the incoming materials.

In addition, I worked on some information Christopher needed to finalize our contract for RFID.



Felipe working in Collection Development!!

Considering that developing and maintaining the collection includes, but is not limited to: selection, ordering, cataloging, processing, paying invoices, marketing, moving/installing/cleaning the shelving, taking care of holds, shifting materials from the new items shelves to the rest of the shelving and providing purchase suggestions, almost every staff member of the Altadena Library District had a hand in contributing to providing our patrons a great collection of reads, games, audio books, films, and music during Fiscal Year 2017-2018!

Thank You staff of ALD!!

Submitted by: Estella Terrazas, Collection Development Manager



## Bob Lucas Branch | June 2018 Report

### **Library News**

#### Summer Reading Program

After a two-week programming break, the Bob Lucas Branch welcomed its Summer Reading program. With this year's theme being "Reading Takes You Everywhere" our performers have so far taken patrons to a place of wacky magic, a madcap laboratory and ancient Mexico. Our first show of the summer season whole heartedly welcomed back **Christopher T. Magician** and his assistant, *Oreo* (a large, friendly rat). He dazzled children with his version of silly magic. Then, the **Mad Science** performer transformed our library into a laboratory and amazed patrons with interactive science experiments. To close out this month, **Martin Espino** came with an educational and interactive show entitled *Sounds & Songs of My Ancestors*. Thanks to all our performers this month! **Lego Club** returned to the Bob Lucas Branch this summer and we have a weekly group of kids meeting up to play with Legos. We offer regular *Legos*, as well as, *Lego Duplo* for kiddos under 4 years.

Regulars and new faces continue to attend **Baby Storytime** and **Toddler Storytime**. We are delighted to see that the summer break has brought in new little ones. Our monthly **Crafternoon** session had a beach theme to it as kids and parents diligently painted smooth stones into sea creatures and made decorative jars filled with sand and shells. An **Inspiration Station** was set up to accommodate those who wanted to create a nifty card for Father's Day. Supplies like cardstock, stickers and printouts were provided. At the end of the month, we showed *Early Man* for **Family Film Friday** and served popcorn.

We continue to offer a monthly **Adult Craft** to patrons and this month adults learned how to *upcycle* jars and bottles. Using yarn, a glass bottle or jar and some craft glue, our adults were able to make a decorative piece for their home.

Lastly, our **3D Printing** program will change slightly to reflect its current usage. Since February, branch staff and its volunteer have been taking print requests from patrons and our Opens Hours does not provide much of an opportunity for anyone to use the machine. As such, a 3D printing policy has been written to provide a scope of usage for patrons.





*Smiling faces from our adult and children's crafts, as well as, our Tuesday SRP performance.*



### ***Literacy Services News***

Tutors and learners alike are taking time off for the summer, but many are continuing to work through the summer. I am excited to mention that we have added several new learners and tutors to our roster, which brings the CLLS funded Literacy program to a total of **19 active tutors** and **29 active learners**.

This is the last month of the 2017-18 year for California State Literacy Services. I am in the process of collecting data for the annual report. Aside from learner and tutor demographics, I am asking tutors for the any significant milestones set and achieved by the learners. To mention a few, one of learners sent her first email late last year. Another learner, who could not read the alphabet at the start of the program, has since jumped forward to being able to read short paragraphs in several months. I am eagerly awaiting more achievements!

Lastly, our ESL class celebrated another year of learning with an end of the year party. The library provided pizza, drinks and fruit to compliment the pot luck dishes from the students. While Modesta's class is attended by a regular group, old learners came back to reconnect and talk about all their lives since finishing up ESL classes.

## Adult Services June 2018 Report

Summer reading has officially arrived in June! This year's adult program not only encourages reading but also attending library events.

The reward is not only the joy of reading but the exposure to all the things the libraries offer. Also, there are some exciting prizes that promote local businesses such as a gift card from Fair Oaks Burger or Café De Leche to incentivize participants.



Our first weekly winner, Barbie!

To kick off the adult summer reading program, we had our first adult trivia night. Each member of the winning trivia team will win a book bag and a \$20 gift card to Vroman's!



Levi and the Jets were the Trivia Champs!

The Friends had their annual event in which the Hutchins Consort band delighted audiences. Before the concert, the Friends held the annual general meeting where they gave a check donation to Ryan.

Christine Meadows, Treasurer, gave a yearly update of income and expenses. The membership approved the slate of officers for the new fiscal year that began on July 1<sup>st</sup>.



The Hutchins Consort band

Our popular Second Saturdays series concluded with the Crown City Bombers. What made the evening even more special was dancing lessons before the concert by the Connected Dancer.

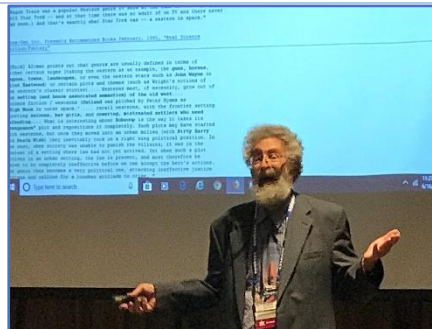


Dance lessons and dancing on the floor

Presented by Food Forward, this month's Seed Library's program this month was about food waste – rescuing fresh surplus produce. Attendees learned how they could get involved to reduce food waste and fight hunger in their communities.



Professor Jonathan Vos Post took listeners on a fascinating, illustrated journey through the literary worlds of science-fiction and the wild wild west in his presentation which was entitled "Beyond the Frontier: Sci-Fi & The Western."



Professor Jonathan Vos Post

Crowne Comedy Live Improv held a performance this month. The audience enjoyed engaging improvisation by talented performers Erin Berry, Matt Catanzano, Tim Johnson, and Bill Connolly who brought their combined four decades of comedy experience to the Library!



Crowne Comedy Live interacts with the audience



**BOARD OF LIBRARY TRUSTEES  
DIRECTOR'S REPORT**

**DEPARTMENT:** District Director  
**PREPARED BY:** Ryan Roy

**MEETING DATE:** July 23, 2018  
**LOCATION:** Community Room

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**Brown Act Training**

- On Wednesday, July 18<sup>th</sup>, I completed the 2-hour online seminar "Keeping Up the Brown Act," which was provided free to SDRMA members through the California Special District Association. The presenter, Heather R. Coffman (attorney with Liebert Cassidy Whitmore), offered an overview of the Brown Act, including key principles and specific applications. The seminar walked participants through practical scenarios that identified best practices for Brown Act compliance.



## **Grant Opportunities**

- Since receiving the ISES Facilities Assessment report that is being presented to the Board of Trustees this month, I have been working with our grant-writing consultant, Karrie Hyatt, to identify and apply for any grant opportunities that may assist in funding the most needed building improvements as outlined in the report. At this time, we are focusing on the "Infrastructure and Capacity Building Challenge Grant" offered by the National Endowment for the Humanities.
- This grant offers funding for "construction, restoration, or renovation of facilities" and could potentially provide partial funding for Bob Lucas Branch upgrades, ADA compliance upgrades, or other critical safety upgrades.

## **Pop-up Bike Skills Workshop**

- Library staff members have been working with Altadena Town Council member Dorothy Wong to plan a Pop-up Bike Skills Workshop in the parking lot of the Bob Lucas Branch Library.
- In partnership with the Altadena Safe Streets Committee, this demonstration event would include a "kids safety skills course" with chalk art crosswalks, sidewalks, stop signs, a traffic signal, bike lanes, and more. It would also include an exposition area for community organizations; a visioning map for West Altadena; a food truck; and even the participation of local community groups holding engagement workshops for initiatives like "Mobility Mapping Your Neighborhood."
- The goal of the event is to bring awareness about street safety solutions, as well as to educate local citizens about mobility mapping and the need for safer streets.
- The tentative date for the workshop is Sunday, August 26<sup>th</sup>, 2018. The time of the event is 10am – 2pm, and the Bob Lucas Branch Library would be open to the public during this time.
- The full proposal from event organizer Dorothy Wong can be found on the following pages:



**Project Description:**

**Pop Up Bike Skills Park / Safe Routes to Schools Community Event - Altadena Bob Lucas Library**

In partnership with Altadena Safe Streets Committee and the Altadena Library will co-host: Altadena Safe Streets Pop Up Bike Park at the Altadena Bob Lucas Library West Altadena

This demonstration event will empower families and youth in Altadena to ride a bicycle and pedestrian safety. This will in turn engage the family and community to get involved with safer streets.

The Altadena Bob Lucas Library is located along Lincoln Avenue in West Altadena and identified in a walkability study with needs for safer sidewalks and crossings as is park poor. Lincoln Ave is also a businesses corridor and main arterial from freeway to homes. Metro Bus 264/267 runs north south. There is little to no Metro service in this corridor otherwise, so walkability is important for all users including ADA. We will host this pop up Bike Skills Park in the parking lot of the Bob Lucas Library on a Sunday when the library is closed but would use the library for promotion/outreach and perhaps small workshops for the community.

The Bike Park will include a kids bicycle/pedestrian safety skills course with chalk art crosswalks, sidewalks, stop signs, traffic signal, bike lanes even a round-a-bout! Community based and government organizations will be invited to participate in a modest expo area to help further engage the community.

We will host a visioning map of Lincoln Ave and West Altadena for residents to identify how they want to see their streets for example: How to improve streets, identify dangerous streets, where trees and meeting places could be identified, bike parking, car parking, etc.

End goal, bring awareness to the community on the solutions to street safety as well participate in the process, Altadena Safe Streets is a newly forming community based committee of the Altadena Town Council and can use this workshop to further gain mobility and traffic safety data for LA County Public Works, Public Health - Vision Zero and our Supervisor, Kathryn Barger. This will be a key engagement point for our community to better understand mobility mapping and educate families on the need for safe streets for all users especially our kids!

**The event schedule would be as follows: SUNDAY, August 26th (ALT date: Sept 16 or 23)**

- 8AM-10AM Set up Expo/Kids Bike/Ped Safety Skills Course - Library Parking Lot
- 10AM-2PM Altadena Safe Streets Pop Up Bike Park & Workshops
- 2PM-3PM Close Event / Clean Up Time

Community Engagement workshops will be hosted by the Safe Streets Committee and Altadena Community Partners will be set up around the Library grounds next to the Bike Park while kids safety skills course runs non-stop:

- Mobility Mapping Your Neighborhood - how do you get to places you go? How would you like to go and safely? By foot? Bike? Car? Bus? Horse?
- What are Complete Streets? What is Street Greening?

Altadena Safe Streets Committee includes residents of Altadena including: Certified by Bike League Safety Instructor - Dorothy Wong, Complete Streets Planner - Tom Rielly Resident, Law Enforcement Community Engagement Officers - CHP and LA County Sheriff, Metro Los Angeles will be invited to talk engage as a key partner in traffic safety solutions.

Budget: \$1,000 expense reimbursement from grant. Donations for volunteer drinks/snacks/food.

- \$500 Bike Park/Ped Skills Course/Supplies/Instructors
- \$150 Truck Rental
- \$150 Expo Area: Tents, Tables, Sound PA rental
- \$100 Advertisements/Community Flyers/Posters
- \$100 Supplies: Mapping, Surveys
- \$N/C Insurance included by League of American Bicyclists\

Expected Attendance: 200-300 target audience community members and organizations. 45,000 people live in Altadena - Northwest Pasadena another 50,000 interact with the Library.

Email List Serve: 10,000+ combined with CBOs, Library, Altadena Town Council

Website: Thousands combined with CBOs, Library, Altadena Town Council, Next Door

Social Media: Thousands combined with CBO's, Community Pages, Library, Town Council,

Outreach: Present at Community Meetings, Farmers Market, Businesses, Coalition of Neighborhood Community Associations, County of LA Parks, Schools, Community Center, Town Council meeting.

Food truck or other food service will be available for participants to buy food. We will work with community partners for donation food for volunteers.



Zero Waste Green Circle will provide reusable cups/utensils to reduce impact of trash and no plastics with water coolers provided free.

This project is especially focusing on the disparity between East and West Altadena where traffic collisions and speeds are higher in West Altadena. Lincoln Avenue as a business corridor and residential that has identified poor walkability and street crossings in some key areas and has a high rate of traffic collisions both much to do with street design and is a key connector and the future street planning engaged by community members can help create a walkable, bikeable, transit route to benefit all users and improve community safety.

By visioning safer streets and how to accomplish that would be the end goal. This demonstration project steps for further community engagement! It would be AMAZING to have an open street festival connecting NW Pasadena and Altadena via Fair Oaks with Black History Month Parade which already occurs and host an open street festival to include Woodbury Ave and focus the same programming and address the needs of traffic safety with Woodbury bordering two cities and the highest traffic collision and hot spot in Altadena/Pasadena is Fair Oaks and Woodbury! Pasadena Unified School in Altadena Jackson Elementary has already had a rash of pedestrian collisions near Jackson Elementary.

Contact: Dorothy Wong Altadena Town Council - Safe Streets Committee  
Certified Cycling Instructor - LCI #3888 626.622.2595  
626.622.2595



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** July 23, 2018

**PREPARED BY:** Klylynn Chaney

**LOCATION:** Community Room

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**TITLE:** Notice of Election for Altadena Library District to be held on November 6, 2018

**BACKGROUND:** The Election Coordination Unit of the Los Angeles Registrar-Recorder/County Clerk's office sent the Altadena Library District the Notice of Election via e-mail on July 10<sup>th</sup>, 2018. The Registrar-Recorder/County Clerk's Election Coordination Unit also forwarded the notice to the Pasadena Star News for publication.

Pursuant to Elections Code Section 12113, the notice must be posted in the district office.

The Election Coordination Unit has prepared a Candidate Handbook and Resource Guide which will be available on the Registrar-Recorder/County Clerk's web site at [www.lavote.net](http://www.lavote.net).

The Filing period is from Monday, July 16, 2018 to Friday, August 10, 2018.

Pursuant to Education Code Section 19700, Trustees take office the first Friday in December succeeding their election. (Friday, December 7<sup>th</sup> for 2018)

## NOTICE OF ELECTION

NOTICE IS HEREBY GIVEN TO ALL QUALIFIED VOTERS in the COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, that an election will be held on TUESDAY, NOVEMBER 6, 2018 for the purpose of electing officers for each of the following districts:

4 Members of ALTADENA LIBRARY DISTRICT

3 Members of FOOTHILL MUNICIPAL WATER DISTRICT  
DIVISIONS 2, 4 and 5

Candidates for the above offices must be registered voters residing within the district or division, if applicable, at the time declaration of candidacy is issued pursuant to Section 19611 of the Education Code, Section 71250 and 71501 of the Water Code and Section 201 of the Elections Code.

Declaration of Candidacy forms for the election are available no earlier than Monday, JULY 16, 2018 and no later than Friday, AUGUST 10, 2018 at the REGISTRAR-RECORDER/COUNTY CLERK'S OFFICE, 12400 Imperial Highway, Norwalk, Ca. 90650, 2nd Floor, Room 2013, between the hours of 8:00 a.m. and 5:00 p.m. Appointment to each elective office will be made as prescribed by Section 10515 of the Elections Code in the event:

- a. There are no nominees or there is an insufficient number of nominees for such office(s) and
- b. A petition signed by 10% or 50 voters in the district or division, if applicable, whichever is the smaller number, requesting that an election be held, has not been presented by 5:00 p.m., Wednesday, AUGUST 15, 2018.

Persons requiring multilingual assistance in Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Spanish, Tagalog/Filipino, Thai or Vietnamese regarding information in the notice may call (800) 481-8683.

DEAN C. LOGAN  
Registrar-Recorder/County Clerk  
County of Los Angeles

PUBLICATION DATE: JULY 12, 2018 (THURS)  
REQUISITION  
PUBLISH IN: PASADENA STAR NEWS

S:ECA:W: ALL HANDBOOKS:GENERAL 2018:Publications



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** July 23, 2018

**PREPARED BY:** Ryan Roy

**LOCATION:** Community Room

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**TITLE:** ISES Facilities Assessment Presentation

**BACKGROUND:** In March of 2018, the Altadena Library District (ALD) contracted with ISES Corporation to perform a full facilities assessment of ALD's Main and Branch library facilities. The initial inspection was completed in April and the full report delivered in June.

The purpose of the facilities assessment report is to identify critical and recurring maintenance/building improvement needs in order to:

- Bring facilities up to established standards and conditions
- Enhance user safety and mitigate liability
- Replenish the lifecycle of existing equipment
- Maximize the life of newly installed equipment

Identifying these needs is vital to making the strategic decisions necessary for budgeting improvements in the current fiscal year and beyond.

The full report follows, and a slideshow of the report's highlights will be presented to the Board of Trustees by Building Projects Manager Jonathan Arevalo.

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**RECOMMENDATION:** That the Board of Trustees review the facilities assessment report and provide staff with input regarding priorities.

**ALTADENA LIBRARY DISTRICT**

Facility Condition Assessment

ALD Main

Asset 0001

Inspected April 24, 2018



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# FACILITY CONDITION ASSESSMENT

## SECTION 1

### ASSET OVERVIEW

### ASSET EXECUTIVE SUMMARY

All costs shown as Present Value

<b>ASSET CODE</b> 0001	<b>CURRENT REPLACEMENT VALUE</b> \$10,941,000
<b>ASSET NAME</b> ALD MAIN	<b>FACILITY CONDITION NEEDS INDEX</b> 0.47
<b>ASSET USE</b> Library	<b>FACILITY CONDITION INDEX</b> 0.23
<b>YEAR BUILT</b> 1967	<b>10-YEAR \$/SF</b> 197.93
<b>GSF</b> 26,000	
<b>INSPECTION DATE</b> 04/24/2018	

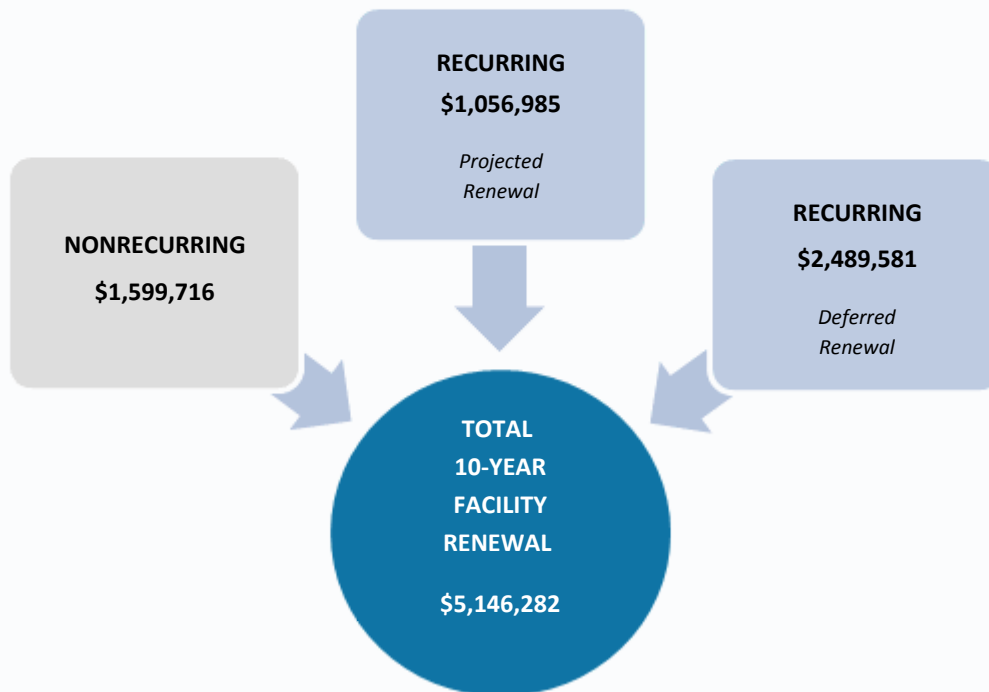
#### FCNI Scale

The FCNI for this asset is **0.47**

- Excellent Condition (typically new construction)
- Below Average Condition (major renovation required)
- Good Condition (maintained within lifecycle)
- Poor Condition (total renovation required)
- Fair Condition (normal renovations required)
- Replacement Indicated (unless historic)



#### Total Facility Renewal Costs

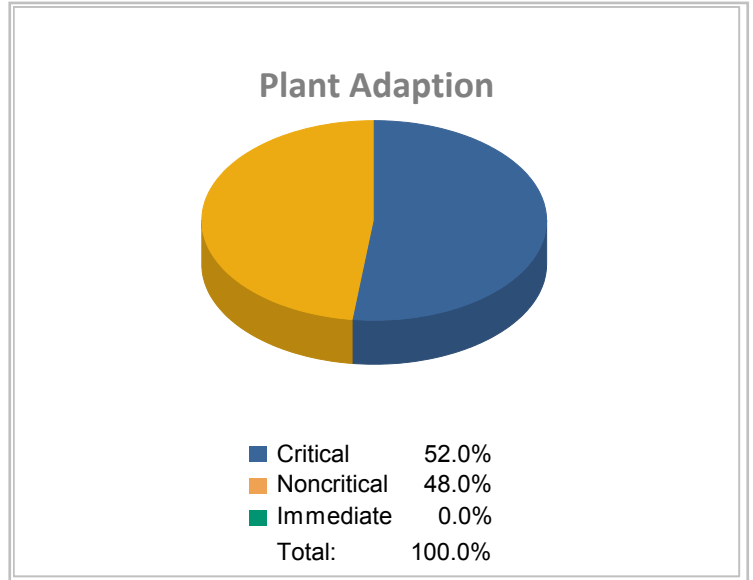




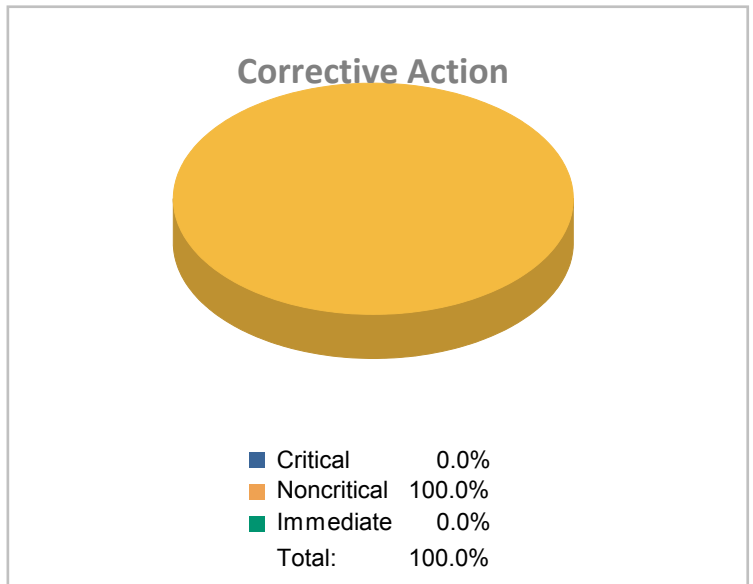
## Nonrecurring Costs

### Project Cost by Priority

PLANT ADAPTION	
1 - Immediate	\$0
2 - Critical	\$611,040
3 - Noncritical	\$564,942

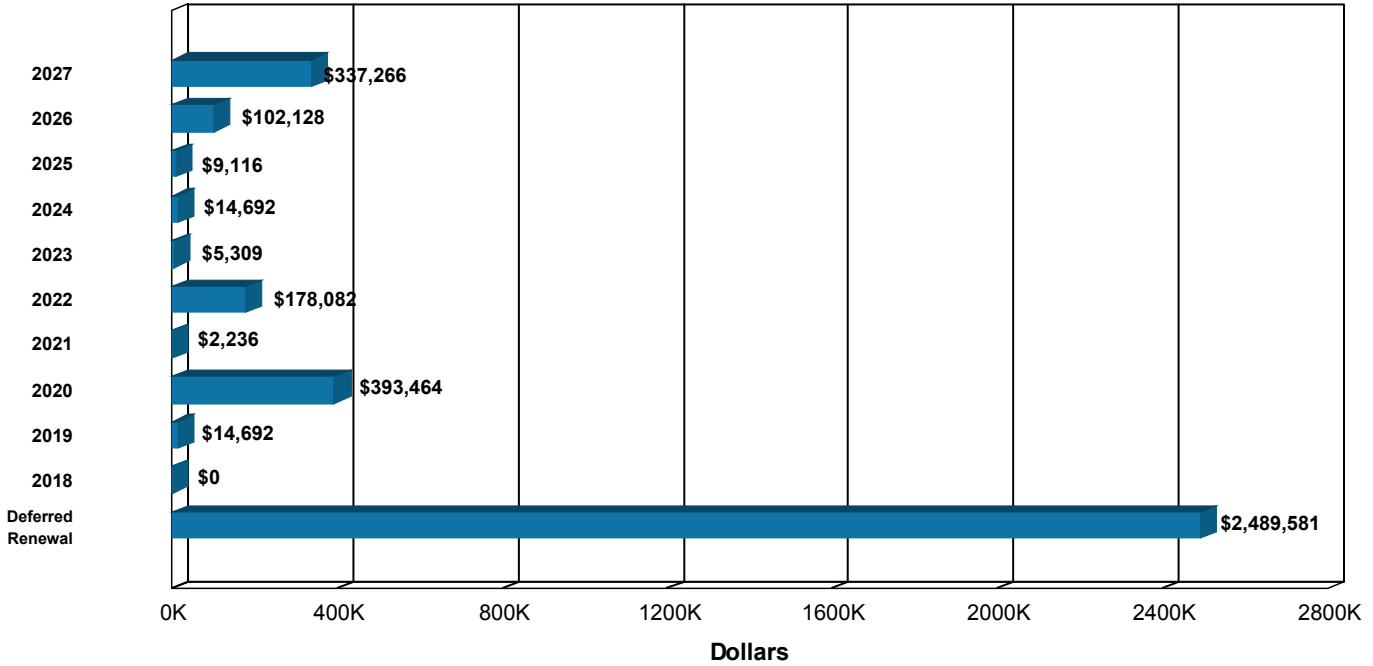


CORRECTIVE ACTION	
1 - Immediate	\$0
2 - Critical	\$0
3 - Noncritical	\$423,734

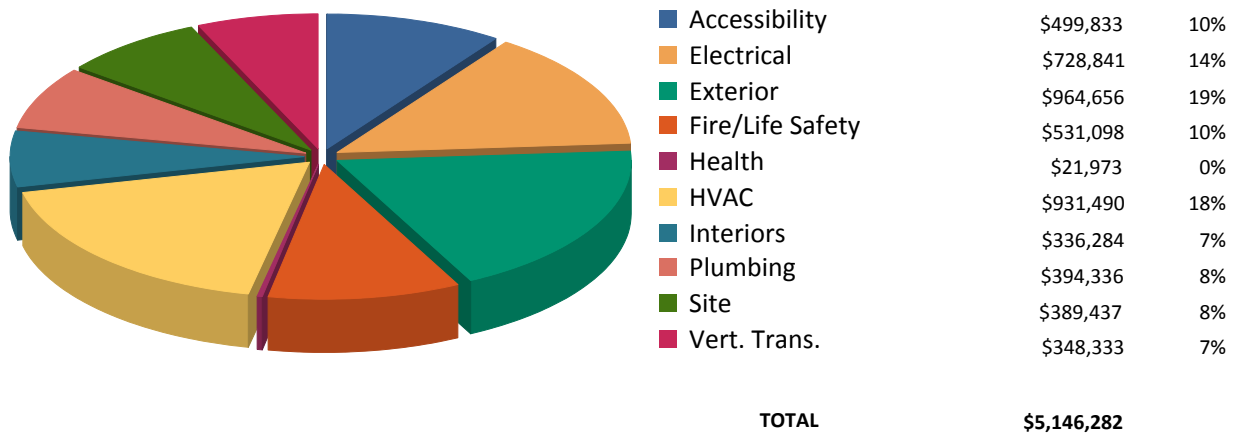


## Recurring Costs

Component Replacement Cost by Year



## Facilities Renewal Cost by System



## ASSET SUMMARY

Altadena Library District's Main Library is located at the southwest corner of the intersection of East Mariposa Street and Santa Rosa Avenue in Altadena, California. This two-story, decorative concrete masonry unit (CMU) and stucco building was constructed in 1967 and has a structural concrete superstructure with multi-level flat roofs. The building was designed by local architect Boyd Georgi. It is designed in the mid-century modernist International Style architecture of California, incorporating modern materials and rectilinear forms into the building aesthetic. The library and site are comprised of a unique indoor and outdoor design aesthetic that was influenced by the landscape architecture firm Erickson, Peters & Thomas.

A partial first floor located at the south side contains offices, technical support, storage and mechanical areas, and a breakroom. A conference/multipurpose room is located on a split-level at the southeast side of the building. The second floor contains the stacks, director's office, and circulation room. A US Postal Service passport office is also located on the second floor. Restrooms are present on each level. This facility has a reported 26,000 gross square feet of space.

Information for this report was gathered during a site visit conducted on April 24, 2018.

### Site

The building is located on a parcel of land that slopes downward from north to south and includes two pedestrian bridges. A 2016 survey documented the condition of the bridges, which are in need of major maintenance due to age and the effects of the environment. The site has been professionally landscaped with shrubbery beds, areas of established turf, natural areas, and established trees and has been well maintained. A row of a protected species of trees is located at the east side of the property along Santa Rosa Avenue.

Concrete sidewalks connect the building entrances to pedestrian parking and adjacent municipal concrete sidewalks. The concrete walkways are in overall good condition, but there are areas where sections have settled and cracked. Concrete sidewalk replacement is recommended in those areas. In addition, some of the tile on the southeast landing is damaged and should be repaired.

Asphalt parking is located at the south side and was recently scarified, repaved, and sealcoated. Another sealcoat is recommended within ten years. A manual sliding gate at the east entrance to the parking lot appeared to be in good working order.

### Exterior Structure

The building's roof appears to be a modified bitumen roll asphalt application. The age of the roof is unknown, but it is thought to be over 22 years old. Some roof seams are exposed, and there is a leak at one of the drains on the northwest side. Roof replacement may be warranted within the next five years.

A long semicircular skylight may also warrant maintenance or replacement at that time as well. Three compliant rooftop ladders are recommended for installation to access the different levels. The metal rooftop equipment screens are rusting and should be sanded and repainted.

The exterior walls are decorative CMU block and painted stucco. To maintain the aesthetics of the facility, the CMU exterior should be pressure washed and the stucco exterior repainted due to random staining. Single-pane glass windows, some of which rattle within the frames, are recommended for replacement with energy-efficient units with double-pane insulating glass. All of the exterior metal doors are recommended for replacement along with their hardware. The metal-framed glass doors at the southeast entrance and the powered sliding glass doors at the main east entrance to the library appeared to be in good working order. However, the power door operator at the southeast entrance may need to be replaced within the next ten years. A sliding glass door to the director's patio should be replaced in conjunction with the proposed window upgrades.

## Interior Finishes/Systems

Some of the interior of the building has been renovated. Carpet and laminated flooring throughout the building is only a few years old. Roll vinyl flooring in the first floor custodial closet was in good condition. Vinyl tile floors throughout the building should be replaced soon due to wear and possible asbestos-containing material (ACM). The wood strip floor on the conference/multipurpose room stage should be refinished. A ceramic tile floor in the sunken area of the library appeared to be in good condition.

Ceilings are a combination of painted applications and suspended grid systems. The painted ceilings were in overall good condition, with only some minor maintenance needed. Suspended grid ceiling tiles were still functional but have different shades from selective replacement over the years. For aesthetics, the suspended grid ceiling tile is recommended for replacement within the next ten years.

Restrooms have ceramic tile floors and walls that are recommended for upgrade when being remodeled for handicap accessibility (addressed in Accessibility section below). Painted walls throughout the building are expected to need repainting within ten years. Wallpaper in the conference/multipurpose room should be replaced, but wood panels in this room were in fair condition. Breakroom cabinetry and two kitchenettes are recommended for near-term replacement, but the library service counter appeared to be in good condition. Interior doors are wood, and most are scarred and should be replaced.

## Accessibility

This facility has entrances with powered door operators on the east and southeast sides. A powered door operator to the first floor exterior door hallway entrance should also be considered. An accessibility package with Braille signage, audible signals, and hands-free emergency call is recommended for the elevator. A stair climber is also proposed to provide interior access between the second floor library and the conference/multipurpose room located on the split-level. Compliant wall-mounted handrails with end extensions are needed in the stairwell and at the split-level steps.

Wheelchair ramps are needed to access the conference/multipurpose room stage and the sunken area in the library. Modification of a public telephone by the phone company is recommended as outlined in a previous accessibility study.

Restrooms are not fully handicap accessible. The installation of accessible fixtures in the library restrooms is needed. The split-level men's restroom is recommended for conversion to a unisex handicap accessible restroom. Due to space limitations, the two small first floor restrooms are commended for conversion to one unisex handicap accessible restroom. The single-level drinking fountain in the library should be replaced with a dual-level unit. Kitchenettes should be replaced with wheelchair-accessible units. Lever door hardware and Braille signage should be installed in conjunction with the recommended replacement of the interior doors.

Designated handicap parking is located in the south parking lot and curbside along Mariposa Street. The curb cut and sidewalk from Mariposa Street to the pedestrian bridge leading to the east entrance are not compliant with accessibility codes and should be replaced with a concrete sidewalk and curb cut that do not exceed the maximum slope for wheelchair accessibility. Freestanding handrails are also needed. For ALD consideration, a separate project budget has been created to provide off-street handicap parking at the north side to mitigate safety concerns with the curbside parking caused by oncoming traffic.

A new freestanding handrail is recommended for the interior side of the southeast sidewalk. Compliant handrails with end extensions are needed on both sides of all exterior steps, and around the perimeter of the southeast entrance landing. A wheelchair access ramp to the southeast entrance should also be considered. The west side fire escape is missing compliant handrails, and the open risers should be enclosed.

It should be noted that the elevator is not wheelchair accessible and has reached the end of its useful life. If shaft dimensions allow for wheelchair accessibility in the new elevator, a unit with both front and rear doors could allow for access to the split-level conference/multipurpose room as well as access to the first and second floors. This could eliminate costs for other proposed accessibility projects.

## Health

ACM is suspected to exist in the 9-inch vinyl floor tile and supply piping insulation. Prior to replacing these systems, the ACM should be properly investigated and abated.

## Fire/Life Safety

The building has adequate, safe egress paths. No additional exits are proposed. Emergency lighting is provided by combination exit sign/emergency light units. The equipment has internal batteries to provide emergency power. The east and southeast side library entry and exit pathways are marked with a lighted LED exit sign. However, additional LED exit signs are needed at the west side fire escape exit, in the first floor hallway, and in the office and technical support rooms located on the first floor. Additional twin beam emergency lights with internal batteries should also be installed along the egress pathway. A

project has been recommended in the Electrical section of this report to install an emergency generator. If the generator project is completed, the emergency lighting could be placed in select overhead light fixtures.

As previously mentioned, three compliant rooftop ladders are recommended for installation to access the different levels of the roof. Fire detection is provided by local-only smoke detectors with batteries. It is recommended that a modern fire alarm system be installed throughout to monitor the facility in the event of a fire. The system should have a main addressable panel that reports to a local fire monitoring service. Devices should include smoke detectors, heat detectors, pull stations, and audible/visual strobes.

Fire protection is provided by manual chemical fire extinguishers mounted on walls. Two original sprinkler heads were observed in the elevator machine room and tool storage room on the first floor, but these devices are not believed to be in service. While the fire suppression system was an adequate application when the facility was constructed, it is recommended that an automatic sprinkler system be installed throughout. This will reduce overall liability for the District.

Two built-in stoves serve the staff lounge and conference room. There is no direct fire suppression above the stoves. It is recommended that a residential-grade, wet chemical fire suppression system be installed over each stove. The equipment can be mounted in cabinets directly overhead.

## HVAC

The facility utilizes four package HVAC units housed on the roof to provide heating and cooling. The package units are charged with DX refrigerant for cooling purposes and utilize natural gas for heating. Controls are digital applications and were installed at different times. Distribution equipment consists of metal ductwork with exterior wrapped insulation that appears to be original. The package units were installed in 1994 and 2000. Package unit #1 is not in operation and is believed to be in disrepair. Replacement of the unit is recommended. Package unit #2 recently had the compressors replaced to include R407-C DX refrigerant, which has extended the service life of this unit. However, over the next ten years, replacement should be considered based on overall age. Additionally, this unit compensates for the lack of cooling due to package unit #1 being out of service. Maintenance personnel stated that on warm days, cooling is a problem for sections of the second floor. Package unit #3 is the newest unit and was installed in 2000. It is charged with R-22 refrigerant. The equipment appears to be well maintained and in good condition. However, based on industry standards and efficiency, replacement should be considered within the scope of this report. Package unit #4 was manufactured by Lennox in 1994 and appears to be in adequate condition. This unit serves the conference room and is also charged with R-22 DX refrigerant. It was noted that it has been slated for replacement within the next few years and has reached the end of its service life. The distribution system for the facility is believed to be original, and based on industry standards, it has reached the end of its service life. Distribution equipment and controls can be upgraded when the package units are replaced.

An IT room on the second floor houses the server. Cooling to the room is provided by one of the rooftop package units, but maintenance personnel stated that the room is still not properly cooled. It is

recommended that a dedicated cooling system be installed in this room for heat rejection. This can be accomplished by installing a ductless split system, including an evaporator, condensing unit, and thermostat.

Facility exhaust for restrooms, a kitchen area, and the IT room is served by utility set fans and through-wall propeller fans. The exhaust equipment appears to be in fair condition and is believed to be original. The exhaust fans have generally reached the end of their service lives and are recommended for replacement.

## Electrical

Power is supplied to the facility by an oil-filled transformer on site. The unit steps power down to 120/208 volts and is believed to be owned by the local utility. There are no recommendations for the transformer. Power is then supplied to a switchboard in the main electrical room on the first floor. The unit was manufactured by Benjamin Electric in 1967 and has a rated capacity of 1,000 amps. The switchboard appears to be in fair condition and contains original breakers, except for one added breaker that is newer. The switchboard is due for renovation and should be budgeted for replacement.

The electrical distribution system consists of panelboards that supply power at 120/208 volts. Circuits are then energized for mechanical, lighting, and general purpose loads. Most of the system dates to 1967, except where some renovation work was performed in 2006. The original panelboards appear to be in fair condition and contain aged breakers. Newer panelboards appear to be properly installed and labeled. Conduit consists of metal tube and is hard wired in several locations. Non-GFCI receptacles were observed in several wet locations, and some switches and receptacles appear aged. The original electrical equipment has reached the end of its service life and is recommended for replacement. Newer portions of the system have substantial remaining life. A separate project was added to replace the suspended electrical reel cords with conduit and electrical receptacles placed in the floor.

The interior lighting scheme consists of lay-in, suspended, and surface-mounted fixtures with acrylic lenses or no lenses. The equipment is lamped with T8 fluorescent, T12 fluorescent, and LED bulbs. Additional lighting is provided by can-type fixtures with compact fluorescent bulbs and track lighting serving the conference room. Occupancy sensors were not observed in the facility. The interior lighting scheme appears to be in adequate condition. LED bulbs have been installed in some of the fixtures. However, the fixtures are believed to be original and contain upgraded ballasts. Several fixtures throughout the facility have yellowed or missing lenses. Replacement of the interior lighting is recommended. Install occupancy sensors in areas where energy conservation can be obtained.

The exterior lighting scheme consists of wall-mounted HID, wall-mounted non-HID, and eave-mounted can-type fixtures. Additional lighting is provided by pole-mounted fixtures, ground lighting, and bollard-style fixtures on site. The fixtures were installed at various times, and some are original. New LED wall lights and some LED pole-mounted fixtures were observed. However, several fixtures have reached the end of their service life, and other units will reach lifecycle depletion over the next ten years. Replacement of these units is recommended. Newer lighting has substantial remaining life. Although the inspection was performed during the daylight, the lighting scheme appeared to provide adequate

coverage with the exception of two areas. The ADA path along the road did not appear to have exterior lighting, and the north exterior lacked fixtures. It is recommended that additional lighting be installed in these areas to illuminate the entire site.

Emergency power is provided by select devices with internal batteries. It is recommended that an emergency generator, automatic transfer switch (ATS), and emergency power grid be installed throughout the facility. The emergency power network should support life safety and specific nonessential loads. Loads considered to be life safety include egress lighting, exit signs, elevators, and fire alarm systems. Nonessential loads include HVAC equipment, computer equipment, etc.

## Plumbing

The domestic water supply is fed from a water meter at the roadway through a 2-inch copper piping network. No backflow preventer is present to protect the supply from cross contamination. Asbestos wrapped insulation may be present on the supply piping. Sanitary waste and stormwater piping that could be viewed consists mainly of cast-iron or galvanized steel, with hub-and-spigot connections. The piping systems are believed to be original. The domestic water supply piping has reached the end of its service life and is recommended for replacement. If asbestos insulation is present, it should be abated accordingly. Sanitary waste and stormwater piping will reach the end of its lifecycle within the scope of this report and should be budgeted for modernization. Because of the size of the facility, a project was created to install a backflow preventer in conjunction with the modernization of the domestic water supply piping.

Domestic hot water is produced by a residential-grade, gas-fired water heater. The unit was manufactured by Bradford White in 2001 and has a rated tank capacity of 40 gallons. A small pump circulates the domestic hot water throughout the facility. The equipment appears to be well maintained, but the water heater is approaching the end of its service life. The pump has remaining life beyond the scope of this report.

The restrooms are equipped with typical plumbing fixtures, including wall-mounted sinks, wall-mounted urinals, and tankless toilets. An old countertop sink is located in the director's office bathroom, which also has a newer low-flow, tank-type water closet. The library breakroom has an old sink, and the custodial closet has an original wall-mounted utility sink. Only a few of the plumbing fixtures have been upgraded with low-flow fixtures. The remaining plumbing fixtures are recommended for near-term replacement.

Current code requires plumbing fixture water consumption to be less than or equal to 1.6 gpf for toilets, 1 gpf for urinals, 2.5 gpm for showers, and 2.2 gpm for faucets. Plumbing fixtures in this facility generally do not appear to comply with these requirements. Most alterations or renovations will require plumbing fixture replacement throughout the facility to meet code.



## Vertical Transportation

The facility has a 2,000 pound capacity hydraulic passenger elevator that was installed in 1967 and serves the first and second floors. The system is believed to have been manufactured by Dover. The elevator appears to be in fair condition and was operating properly on the day of the inspection. However, the elevator system has reached the end of its service life and is recommended for replacement. The expansion of the elevator could provide service to all three levels of this facility. Currently, the conference room is accessed from the outside at a level lower than the main entrance, and steps prevent wheelchair access between this split level and the first and second floors. During elevator modernization, a third elevator doorway could be installed in the conference room. This would allow the elevator cab to have front and rear doors. Access through the front door of the library would then also allow access to the conference room and first floor.

Note: The renewal needs outlined in this report were identified from the visual inspection and staff interviews. Our professional architectural and engineering inspectors examined the accessible equipment and various building components to determine what repairs or modifications may be necessary to restore the systems and asset to an acceptable condition, or to a level defined by the Client. The estimated costs represent correction of existing deficiencies and anticipated lifecycle failures within a ten-year period. These recommendations are to bring the facility to modern standards without any anticipation of change to facility space layout or function. The total costs include variable project delivery costs as determined by the Owner. The costs developed do not represent the cost of a complete facility renovation. Soft costs not represented in this report include telecommunications, security, furniture, window treatment, space change, program issues, relocation, swing space, contingency, or costs that could not be identified or determined from the visual inspection and available building information.

## INSPECTION TEAM DATA

### Report Development

ISES Corporation  
3100 Breckinridge Boulevard, Suite 400  
Duluth, GA 30096

### Project Manager

Tony Simpson  
909.206.3303  
tonys@isescorp.com

### Date of Inspection

April 24, 2018

### Inspection Team Personnel

NAME	POSITION	SPECIALTY
John Holder	Senior Project Engineer	Mechanical, Electrical, Plumbing, Energy, Fire/Life Safety, Health
John Jones, PE	Senior Project Engineer	Interior Finishes, Exterior Structure, ADA Compliance, Site, Fire/Life Safety, Health

### Client Contact

NAME	POSITION
Jonathan Arevalo	Facilities Project Manager

## DEFINITIONS

The following information is a clarification of the Facility Condition Assessment report using example definitions.

### Overview

#### Recurring and Nonrecurring Facility Renewal Costs

Facility renewal costs are divided into two main categories – recurring and nonrecurring. Recurring costs are cyclical and consist primarily of major repairs to or replacement/rebuilding of facility systems and components (e.g., roof or HVAC system replacement at or past the end of its normal useful life). The tool for projecting the recurring renewal costs is the Asset Component Inventory, which is explained in detail below. Nonrecurring costs typically consist of modifications or repairs necessary to comply with fire/life safety or accessibility code requirements or to address isolated, nonrecurring deficiencies that could negatively affect the structure of the facility or the systems and components within. For these nonrecurring costs, projects have been developed and include estimated material and labor costs.

#### Facility Condition Needs Index (FCNI)

The FCNI provides a lifecycle cost comparison. It is a ratio of the sum of the recurring and nonrecurring renewal costs over ten years to the current replacement value of the asset. The current replacement value is based on replacement with current construction standards for the facility use type, and not original design parameters. This index gives the district a comparison within all buildings for identifying worst case/best case building conditions.

$$\text{FCNI} = \frac{\text{Nonrecurring Projects} + \text{10-Year Recurring Component Renewal}}{\text{Current Replacement Value}}$$

#### Facility Condition Index (FCI)

The FCI is a ratio of the Deferred Renewal costs to the current replacement value.

$$\text{FCI} = \frac{\text{Deferred Renewal}}{\text{Current Replacement Value}}$$

## Material and Labor Cost Factors and Additional Markups

The project costs are adjusted from the national averages to reflect conditions in Altadena using the R. S. Means City Cost Index for material and labor cost factors. The percentage adjustment of the national average is shown in the table below. Also included in the renewal costs are the construction markup (general contractor profit and overhead, construction management, permitting, accounting, site security, insurance, bonds, sales tax, institutional fees, site utilities, refuse fees, and insurance) and professional fees (architect or engineer design fees and in-house design costs).

GLOBAL MARKUP	%
Local Labor Index	125.3
Local Materials Index	96.0
Construction Markup	20.0
Professional Fees	16.0

## Recurring Costs

### Asset Component Inventory and Cost Projections

The Asset Component Inventory (starting on page 4.1.1) is based on industry standard lifecycle expectancies applied to an inventory of major building systems and major components within a facility. This is a list of all major systems and components within the facility. Each indicated component has the following associated information:

CATEGORY	DEFINITION
Unifomat Code	The standard Unifomat Code that applies to the component
Component Description	This line item describes the individual component
Identifier	Unique identifying information entered for a component as necessary
Quantity	The quantity of the listed component
Units	The unit of measure associated with the quantity
Unit Cost	The cost to replace each individual component unit (this cost is in today's dollars)
Complexity Adjustment	A factor utilized to adjust component replacement costs accordingly when it is anticipated that the actual cost will deviate from the average for that component
Total Cost	Unit cost multiplied by quantity, in today's dollars. Note that this is a one-time renewal/replacement cost
Install Date	Year that the component was or is estimated to have been installed. When this data is not available, it defaults to the year the asset was constructed
Life Expectancy	Average life expectancy for each individual component
Life Expectancy Adjustment	Utilized to adjust the first lifecycle of the component and to express when the next replacement should occur

The component listing forms the basis of the Component Renewal Cost by Year report, which provides a year-by-year list of projected recurring renewal costs over the next ten years. Each individual component is assigned a replacement year based on lifecycles, and the costs for each item are in future year dollars. For items that are already past the end of their lifecycle, the replacement year is shown as Deferred Renewal.

For a longer term perspective, the Recurring Component Expenditure Projections Graph presents recurring renewal cost projections over a 50-year period (starting from the date the report is run) based on each individual item's renewal cost and life span. Some components might require renewal several times within the 50-year model, while others might not occur at all. The vertical bars on the graph represent the accumulated total costs for each individual year. The average annual cost per gross square foot (\$/GSF) is shown at the bottom of the graph. In this calculation, costs are not escalated. This figure can be utilized to assess the adequacy of existing capital renewal and repair budgets.

## Recurring Cost Classifications

- **Deferred Renewal**  
Recurring repairs, generated by the Asset Component Inventory, that are past due for completion but have not yet been accomplished as part of normal maintenance or capital repair efforts. Further deferral of such renewal could impair the proper functioning of the facility. Deferred Renewal upgrades should include compliance with applicable codes, even if such compliance requires expenditures beyond those essential to effect the needed repairs.
- **Projected Renewal**  
Recurring renewal efforts, generated by the Asset Component Inventory, that will be due within the scope of the assessment. These are regular or normal facility maintenance, repair, or renovation efforts that should be planned in the near future.

## Nonrecurring Costs

As previously mentioned, modifications or repairs necessary to comply with fire/life safety or accessibility code requirements and those that address isolated, nonrecurring deficiencies that could negatively affect the structure of the facility or the systems and components within are not included in the Asset Component Inventory. For each such deficiency identified during the facility inspection, a project with an estimated cost to rectify said deficiency is recommended. These projects each have a unique identifier and are categorized by system type, priority, and classification, which are defined below. The costs in these projects are also indexed to local conditions and markups applied as the situation dictates.

## Project Number

Each project has a unique number consisting of three elements, the asset identification number, system code, and a sequential number assigned by the FCA software. For example, the third fire/life safety project identified for asset 0001 would have a project number of 0001FS03 (0001 for the asset number, FS for fire/life safety, and 03 being the next sequential number for a fire/life safety project).

## Project Classifications

- **Plant Adaption**  
Nonrecurring expenditures, stored in the Projects module, required to adapt the physical plant to the evolving needs of the institution and to changing codes or standards. These are expenditures beyond normal maintenance. Examples include compliance with changing codes (e.g., accessibility), facility alterations required by changing teaching or research methods, and improvements occasioned by the adoption of modern technology (e.g., the use of personal computer networks).
- **Corrective Action**  
Nonrecurring expenditures, stored in the Projects module, for repairs needed to correct random and unpredictable deficiencies. Such projects are not related to aligning a building with codes or standards. Deficiencies classified as Corrective Action could have an effect on building aesthetics, safety, or usability.

## Priority Classes

Recurring renewal needs do not receive individual prioritization, as the entire data set of needs in this category is year-based. Each separate component has a distinct need year, rendering further prioritization unnecessary. Each nonrecurring renewal project, however, has a priority assigned to indicate the criticality of the recommended work. The prioritization utilized for this subset of the data is as follows.

- **Immediate**  
Projects in this category require immediate action to:
  - a. correct a cited safety hazard
  - b. stop accelerated deterioration
  - c. and/or return a facility to normal operation
- **Critical**  
Projects in this category include actions that must be addressed in the short-term:
  - a. repairs to prevent further deterioration
  - b. improvements to facilities associated with critical accessibility needs
  - c. potential safety hazards

- **Noncritical**

Projects in this category include:

- a. improvements to facilities associated with noncritical accessibility needs
- b. actions to bring a facility into compliance with current building codes as grandfather clauses expire
- c. actions to improve the usability of a facility following an occupancy or use change

### Category Codes

CATEGORY CODE*	SYSTEM DESCRIPTION
AC1A – AC4B	ACCESSIBILITY
EL1A – EL8A	ELECTRICAL
ES1A – ES6E	EXTERIOR STRUCTURE
FS1A – FS6A	FIRE/LIFE SAFETY
HE1A – HE7A	HEALTH
HV1A – HV8B	HVAC
IS1A – IS6D	INTERIOR FINISHES/SYSTEMS
PL1A – PL5A	PLUMBING
SI1A – SI4A	SITE
SS1A – SS7A	SECURITY SYSTEMS
VT1A – VT7A	VERTICAL TRANSPORTATION

<i>Example:</i> Category Code = EL5A	
<b>EL</b>	System Description
<b>5</b>	Component Description
<b>A</b>	Element Description

### Priority Sequence

A Priority Sequence number is automatically assigned to each project to rank the projects in order of relative criticality and show the recommended execution order. This number is calculated based on the Priority Class and identified system of each project.

*Example:*

Priority Class	Category Code	Project Number	Priority Sequence
1	HV2C	0001HV04	01
1	PL1D	0001PL02	02
2	IS1E	0001IS06	03
2	EL4C	0001EL03	04

## Drawings/Project Locations

The drawings for this facility are marked with icons (see legend on plans) denoting the specific location(s) for each project. Within each icon are the last four characters of the respective project number (e.g., 0001IS01 is marked on the plan as IS01).

## Photographs

A code shown on the Photo Log identifies the asset number, photo sequence, and a letter designation for architect (a) or engineer (e).

<i>Example:</i> Photo Number: 0001006e	
<b>0001</b>	Asset Number
<b>006</b>	Photo Sequence
<b>e</b>	Engineering Photo

## Sustainability/Energy Analysis

Energy/resource conservation measures (ECMs) are recommendations that will reduce resource consumption or the rate of growth in consumption. Examples include improving the efficiency of an HVAC system (e.g., digital motor speed controls, exhaust energy recovery, retrocommissioning) or directly reducing the consumption of a resource (e.g., low flow plumbing fixtures, high-efficiency lighting, or structural insulation improvement). Where significant conservation opportunities are evident for this facility, ECMs are identified and tabulated in Section 7 as a basis for further viability investigation.



FACILITY CONDITION ASSESSMENT

**SECTION 2**

**COST SUMMARIES  
AND TOTALS**

**RENEWAL COSTS MATRIX**

*All dollars shown as Present Value*

CATEGORY	NONRECURRING PROJECT NEEDS			RECURRING COMPONENT REPLACEMENT NEEDS											
	Immediate	Critical	Noncritical	Deferred Renewal	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	TOTAL
ACCESSIBILITY	0	452,303	47,530	0	0	0	0	0	0	0	0	0	0	0	\$499,833
EXTERIOR	0	0	39,599	520,215	0	0	390,958	0	0	0	0	0	13,885	0	\$964,656
INTERIOR	0	0	3,814	91,571	0	14,692	0	0	89,839	0	14,692	0	0	121,676	\$336,284
PLUMBING	0	7,274	0	169,236	0	0	0	2,236	0	0	0	0	0	215,590	\$394,336
HVAC	0	0	8,824	743,675	0	0	2,506	0	88,243	0	0	0	88,243	0	\$931,490
FIRE/LIFE SAFETY	0	137,104	393,994	0	0	0	0	0	0	0	0	0	0	0	\$531,098
ELECTRICAL	0	0	106,980	616,552	0	0	0	0	0	5,309	0	0	0	0	\$728,841
SITE	0	0	380,321	0	0	0	0	0	0	0	0	9,116	0	0	\$389,437
VERT. TRANS.	0	0	0	348,333	0	0	0	0	0	0	0	0	0	0	\$348,333
HEALTH/EQUIP.	0	14,358	7,615	0	0	0	0	0	0	0	0	0	0	0	\$21,973
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$611,040</b>	<b>\$988,676</b>	<b>\$2,489,581</b>	<b>\$0</b>	<b>\$14,692</b>	<b>\$393,464</b>	<b>\$2,236</b>	<b>\$178,082</b>	<b>\$5,309</b>	<b>\$14,692</b>	<b>\$9,116</b>	<b>\$102,128</b>	<b>\$337,266</b>	<b>\$5,146,282</b>
<b>TOTAL NONRECURRING PROJECT NEEDS</b>			<b>\$1,599,716</b>	<b>TOTAL RECURRING COMPONENT REPLACEMENT NEEDS</b>										<b>\$3,546,566</b>	

<b>CURRENT REPLACEMENT VALUE</b>	<b>\$10,941,000</b>
<b>FACILITY CONDITION NEEDS INDEX</b>	<b>0.47</b>
<b>FACILITY CONDITION INDEX</b>	<b>0.23</b>

<b>GSF</b>	<b>TOTAL 10-YEAR FACILITY RENEWAL NEEDS</b>	<b>10-YEAR NEEDS/SF</b>
<b>26,000</b>	<b>\$5,146,282</b>	<b>\$197.93</b>

### RENEWAL COSTS BY SYSTEM

*All costs shown as Present Value*

CATEGORY	NONRECURRING ASSESSMENT RECOMENDATON	RECURRING COMPONENT REPLACEMENT COSTS	TOTAL 10-YEAR FACILITY RENEWAL COSTS
ACCESSIBILITY	\$499,833	\$0	\$499,833
EXTERIOR	\$39,599	\$925,058	\$964,656
INTERIOR	\$3,814	\$332,470	\$336,284
PLUMBING	\$7,274	\$387,062	\$394,336
HVAC	\$8,824	\$922,666	\$931,490
FIRE/LIFE SAFETY	\$531,098	\$0	\$531,098
ELECTRICAL	\$106,980	\$621,862	\$728,841
SITE	\$380,321	\$9,116	\$389,437
VERT. TRANS	\$0	\$348,333	\$348,333
HEALTH	\$21,973	\$0	\$21,973
<b>TOTALS</b>	<b>\$1,599,716</b>	<b>\$3,546,566</b>	<b>\$5,146,282</b>

**FACILITIES RENEWAL PLAN**  
**NONRECURRING PROJECT COST**

*All costs shown as Present Value*

PROJECT NUMBER	PROJECT TITLE	UNI-FORMAT	PRIORITY CLASS	PROJECT CLASSIFICATION	PROJECT COST
0001AC02	OFF-STREET ADA PARKING SITE ACCESSIBILITY UPGRADES		2	Plant Adaption	68,252
0001AC01	BUILDING ENTRY ACCESSIBILITY UPGRADES	B2030	2	Plant Adaption	239,297
0001AC03	INTERIOR PATH OF TRAVEL ACCESSIBILITY UPGRADES	C1010	2	Plant Adaption	43,278
0001AC05	INTERIOR DOOR ACCESSIBILITY UPGRADES	C1010	2	Plant Adaption	21,899
0001FS05	INSTALL COMPLIANT ROOFTOP LADDERS	C1010	2	Plant Adaption	4,033
0001AC06	RESTROOM ACCESSIBILITY UPGRADES	D2010	2	Plant Adaption	29,152
0001AC07	UNISEX RESTROOM INSTALLATION	D2010	2	Plant Adaption	50,424
0001PL01	BACKFLOW PREVENTER INSTALLATION	D2020	2	Plant Adaption	7,274
0001FS04	INSTALL RANGE FIRE SUPPRESSION SYSTEM	D4090	2	Plant Adaption	6,217
0001FS01	FIRE ALARM SYSTEM INSTALLATION	D5030	2	Plant Adaption	123,199
0001FS03	INSTALL ADDITIONAL EXIT SIGNS AND EMERGENCY LIGHTS	D5090	2	Plant Adaption	3,655
0001HE01	ASBESTOS ABATEMENT - MECHANICAL SYSTEMS	F2020	2	Plant Adaption	14,358
0001ES01	EXTERIOR WALL FINISH RENEWAL	B2010	3	Corrective Action	39,599
0001AC04	INTERIOR AMENITY ACCESSIBILITY UPGRADES	C1010	3	Plant Adaption	28,761
0001AC08	INTERIOR STAIR AND FIRE ESCAPE UPGRADES	C2020	3	Plant Adaption	18,768
0001IS01	REFINISH HARDWOOD FLOORING	C3020	3	Corrective Action	3,814
0001HV01	INSTALL DUCTLESS SPLIT SYSTEM	D3040	3	Plant Adaption	8,824
0001FS02	FIRE SPRINKLER SYSTEM INSTALLATION	D4010	3	Plant Adaption	393,994
0001EL02	INSTALL THREAD POWER SYSTEM	D5010	3	Plant Adaption	17,998
0001EL03	INSTALL ADDITIONAL EXTERIOR LIGHTING	D5020	3	Plant Adaption	9,706
0001EL01	INSTALL EMERGENCY GENERATOR AND POWER NETWORK	D5090	3	Plant Adaption	79,276
0001HE02	ASBESTOS ABATEMENT - INTERIOR FINISH SYSTEMS	F2020	3	Plant Adaption	7,615
0001SI01	SITE PEDESTRIAN PAVING RENEWAL	G2030	3	Corrective Action	11,789
0001SI02	PEDESTRIAN BRIDGE REPAIRS	G2040	3	Corrective Action	368,532
<b>TOTAL</b>					<b>\$1,599,716</b>

## FACILITIES RENEWAL PLAN

### RECURRING COMPONENT REPLACEMENT COSTS

*All costs shown as Present Value*

ASSET CODE COMP CODE	COMPONENT	IDENTIFIER	UNI- FORMAT	REPLACEMENT YEAR	REPLACEMENT COST
0001 WN01	GLASS, WINDOW, ALUMINUM OR WOOD, STANDARD	BLDG, SINGLE PANE	B2020	Deferred Renewal	489,125
0001 DR08	DOOR AND FRAME, EXTERIOR, SWINGING, HOLLOW METAL	CONFERENCE RM EXIT	B2030	Deferred Renewal	2,059
0001 DR08	DOOR AND FRAME, EXTERIOR, SWINGING, HOLLOW METAL	1ST STORAGE	B2030	Deferred Renewal	4,119
0001 DR08	DOOR AND FRAME, EXTERIOR, SWINGING, HOLLOW METAL	1ST ELEC	B2030	Deferred Renewal	4,119
0001 DR08	DOOR AND FRAME, EXTERIOR, SWINGING, HOLLOW METAL	1ST S OFFICES	B2030	Deferred Renewal	6,178
0001 DR18	DOOR, EXTERIOR, SLIDING, RESIDENTIAL PATIO, LOCK, SCREEN	2ND N CONFERENCE	B2030	Deferred Renewal	4,183
0001 DR34	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	1ST STORAGE	B2030	Deferred Renewal	1,949
0001 DR34	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	1ST ELEC	B2030	Deferred Renewal	1,949
0001 DR34	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	1ST S OFFICES	B2030	Deferred Renewal	2,923
0001 DR36	DOOR PANIC HARDWARE, EXTERIOR	CONFERENCE RM EXIT	B2030	Deferred Renewal	1,204
0001 DR36	DOOR PANIC HARDWARE, EXTERIOR	E-SE ENTRY	B2030	Deferred Renewal	2,408
0001 CW01	CASEWORK - WOOD BASE AND WALL, TOP, STANDARD	2ND BREAKROOM	C1030	Deferred Renewal	22,790
0001 CW03	KITCHENETTE UNIT WITH CABINETRY AND AMENITIES	CONFERENCE RM	C1030	Deferred Renewal	12,931
0001 CW03	KITCHENETTE UNIT WITH CABINETRY AND AMENITIES	1ST FL BREAKROOM	C1030	Deferred Renewal	12,931
0001 IW09	WALL FINISH - WALL COVERING, ROLL	CONFERENCE RM WALLPAPER	C3010	Deferred Renewal	5,441
0001 IF03	FLOORING - VINYL COMPOSITION TILE, STANDARD	2ND FL CIRCULATION RM	C3020	Deferred Renewal	4,371
0001 IF03	FLOORING - VINYL COMPOSITION TILE, STANDARD	BLDG, 9 INCH SQ	C3020	Deferred Renewal	14,543
0001 IF06	FLOORING - TILE, CERAMIC / STONE / QUARRY STANDARD	RESTROOMS	C3020	Deferred Renewal	18,564
0001 VT03	ELEVATOR MODERNIZATION - HYDRAULIC 2-5 FLOORS	ELEV MR	D1010	Deferred Renewal	348,333
0001 FX01	PLUMBING FIXTURE - LAVATORY, COUNTER	2ND FL	D2010	Deferred Renewal	945
0001 FX02	PLUMBING FIXTURE - LAVATORY, WALL HUNG	1ST FL	D2010	Deferred Renewal	2,837
0001 FX02	PLUMBING FIXTURE - LAVATORY, WALL HUNG	SPLIT LEVEL	D2010	Deferred Renewal	2,837
0001 FX02	PLUMBING FIXTURE - LAVATORY, WALL HUNG	2ND FL	D2010	Deferred Renewal	2,837
0001 FX04	PLUMBING FIXTURE - SINK, KITCHEN	2ND FL	D2010	Deferred Renewal	838
0001 FX06	PLUMBING FIXTURE - SINK, SERVICE/LAUNDRY/UTILITY	1ST FL	D2010	Deferred Renewal	1,748

**FACILITIES RENEWAL PLAN**  
**RECURRING COMPONENT REPLACEMENT COSTS**

*All costs shown as Present Value*

ASSET CODE COMP CODE	COMPONENT	IDENTIFIER	UNI- FORMAT	REPLACEMENT YEAR	REPLACEMENT COST
0001 FX10	PLUMBING FIXTURE - URINAL	SPLIT LEVEL	D2010	Deferred Renewal	1,227
0001 FX10	PLUMBING FIXTURE - URINAL	2ND FL	D2010	Deferred Renewal	1,227
0001 FX12	PLUMBING FIXTURE - WATER CLOSET, TANKLESS	2ND FL	D2010	Deferred Renewal	1,710
0001 FX12	PLUMBING FIXTURE - WATER CLOSET, TANKLESS	1ST FL	D2010	Deferred Renewal	3,420
0001 FX12	PLUMBING FIXTURE - WATER CLOSET, TANKLESS	SPLIT LEVEL	D2010	Deferred Renewal	5,130
0001 PS10	SUPPLY PIPING SYSTEM - LIBRARY		D2020	Deferred Renewal	144,480
0001 FN26	FAN - PROPELLER WITH LOUVER, 1/4" SP (.5-1 HP)	DIR OFFICE RESTRM	D3040	Deferred Renewal	418
0001 FN26	FAN - PROPELLER WITH LOUVER, 1/4" SP (.5-1 HP)	CONFERENCE RM KITCHEN	D3040	Deferred Renewal	418
0001 FN32	FAN - UTILITY SET, 1/4" SP (.4-1.25 HP)	IT RM, ROOF	D3040	Deferred Renewal	1,389
0001 FN32	FAN - UTILITY SET, 1/4" SP (.4-1.25 HP)	RESTRMS, CUST CLOSET 1ST FL	D3040	Deferred Renewal	5,557
0001 HV10	HVAC DISTRIBUTION NETWORKS - LIBRARY		D3040	Deferred Renewal	665,418
0001 HU31	PACKAGE HVAC UNIT, DX, GAS OR ELECTRIC HEAT, SINGLE-ZONE (5- 9 TON)	AHU-4, ROOF	D3050	Deferred Renewal	18,836
0001 HU32	PACKAGE HVAC UNIT, DX, GAS OR ELECTRIC HEAT, SINGLE-ZONE (9-35 TON)	AHU-1, ROOF	D3050	Deferred Renewal	44,121
0001 BA10	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY	AHU-1	D3060	Deferred Renewal	2,506
0001 BA10	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY	AHU-2	D3060	Deferred Renewal	2,506
0001 BA10	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY	AHU-4	D3060	Deferred Renewal	2,506
0001 SE10	ELECTRICAL DISTRIBUTION NETWORK - LIBRARY	ORIG	D5010	Deferred Renewal	306,444
0001 SG04	MAIN SWITCHBOARD W/BREAKERS (800-1200 AMP)	BENJAMIN ELEC, MAIN ELEC RM	D5010	Deferred Renewal	78,781
0001 LE02	COM EXTERIOR BLDG MT DECO LIGHTING (COACH, SCONCE, PEND, SOFFIT)	RECESSED EAVE-MOUNT	D5020	Deferred Renewal	1,028
0001 LE02	COM EXTERIOR BLDG MT DECO LIGHTING (COACH, SCONCE, PEND, SOFFIT)	WALL-MOUNT	D5020	Deferred Renewal	2,057
0001 LE02	COM EXTERIOR BLDG MT DECO LIGHTING (COACH, SCONCE, PEND, SOFFIT)	SURFACE EAVE-MOUNT	D5020	Deferred Renewal	2,057
0001 LE02	COM EXTERIOR BLDG MT DECO LIGHTING (COACH, SCONCE, PEND, SOFFIT)	RECESSED EAVE-MOUNT	D5020	Deferred Renewal	3,085
0001 LE06	COM EXTERIOR POLE ONLY - SHORT (<=20 FT, POLE, 2 ARMS)	SITE	D5020	Deferred Renewal	29,443
0001 LE07	COM EXTERIOR POLE ARM FIXTURE STD (LPS, HPS, MH) NO POLE OR ARM	LANTERN STYLE, SITE	D5020	Deferred Renewal	1,313

**FACILITIES RENEWAL PLAN**  
**RECURRING COMPONENT REPLACEMENT COSTS**

*All costs shown as Present Value*

ASSET CODE COMP CODE	COMPONENT	IDENTIFIER	UNI- FORMAT	REPLACEMENT YEAR	REPLACEMENT COST
0001 LE07	COM EXTERIOR POLE ARM FIXTURE STD (LPS, HPS, MH) NO POLE OR ARM	GLOBE, SITE	D5020	Deferred Renewal	19,698
0001 LI10	LIGHTING SYSTEM, INTERIOR - LIBRARY		D5020	Deferred Renewal	172,647
0001 IW01	WALL FINISH - APPLIED, STANDARD	BLDG	C3010	2019	14,692
0001 RR07	ROOF - BITUMINOUS, 2-PLY, APPLIED MODIFIED BITUMEN, TORCH	BLDG	B3010	2020	353,206
0001 RR24	ROOF SKYLIGHT - FIBERGLASS ROOF SANDWICH PANEL	BLDG	B3020	2020	37,752
0001 BA10	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY	AHU-3	D3060	2020	2,506
0001 WH08	WATER HEATER - RESIDENTIAL, GAS (35-45 GAL)	BRADFORD WHITE, CUST CLOSET 2ND FL	D2020	2021	2,236
0001 DR02	DOOR AND FRAME, INTERIOR, FIRE-RATED	BLDG	C1020	2022	89,839
0001 HU32	PACKAGE HVAC UNIT, DX, GAS OR ELECTRIC HEAT, SINGLE-ZONE (9-35 TON)	AHU-3, ROOF	D3050	2022	88,243
0001 LE04	COM EXTERIOR BOLLARD LIGHTING	SITE	D5020	2023	5,309
0001 IW01	WALL FINISH - APPLIED, STANDARD	BLDG	C3010	2024	14,692
0001 SI06	ASPHALT VEHICULAR PAVING - SEALCOAT AND STRIPE	PARKING LOT	G2020	2025	9,116
0001 DR28	DOOR OPERATOR, POWER-ASSIST	E-SE ENTRY	B2030	2026	13,885
0001 HU32	PACKAGE HVAC UNIT, DX, GAS OR ELECTRIC HEAT, SINGLE-ZONE (9-35 TON)	AHU-2, ROOF	D3050	2026	88,243
0001 IW03	WALL FINISH - TILE, CERAMIC / STONE, STANDARD	RESTROOMS	C3010	2027	22,331
0001 IC01	CEILING FINISH - SUSPENDED ACOUSTICAL TILE, STANDARD	2ND FL LIBRARY	C3030	2027	99,344
0001 PD10	DRAIN PIPING SYSTEM - LIBRARY		D2030	2027	215,590
<b>TOTAL</b>					<b>\$3,546,566</b>

## PROJECT LIST BY CLASSIFICATION

All costs shown as Present Value

CORRECTIVE ACTION				
PRI SEQ	PROJECT NUMBER	PROJECT TITLE	PRI CLS	TOTAL COST
17	0001ES01	EXTERIOR WALL FINISH RENEWAL	3	\$39,599
22	0001IS01	REFINISH HARDWOOD FLOORING	3	\$3,814
23	0001SI01	SITE PEDESTRIAN PAVING RENEWAL	3	\$11,789
24	0001SI02	PEDESTRIAN BRIDGE REPAIRS	3	\$368,532
<b>TOTAL FOR CORRECTIVE ACTION</b>				<b>\$423,734</b>

PLANT ADAPTION				
PRI SEQ	PROJECT NUMBER	PROJECT TITLE	PRI CLS	TOTAL COST
1	0001FS01	FIRE ALARM SYSTEM INSTALLATION	2	\$123,199
2	0001FS04	INSTALL RANGE FIRE SUPPRESSION SYSTEM	2	\$6,217
3	0001FS03	INSTALL ADDITIONAL EXIT SIGNS AND EMERGENCY LIGHTS	2	\$3,655
4	0001FS05	INSTALL COMPLIANT ROOFTOP LADDERS	2	\$4,033
5	0001HE01	ASBESTOS ABATEMENT - MECHANICAL SYSTEMS	2	\$14,358
6	0001AC01	BUILDING ENTRY ACCESSIBILITY UPGRADES	2	\$239,297
7	0001AC03	INTERIOR PATH OF TRAVEL ACCESSIBILITY UPGRADES	2	\$43,278
8	0001AC06	RESTROOM ACCESSIBILITY UPGRADES	2	\$29,152
9	0001AC07	UNISEX RESTROOM INSTALLATION	2	\$50,424



PROJECT LIST BY CLASSIFICATION

			<i>All costs shown as Present Value</i>	
10	0001AC02	OFF-STREET ADA PARKING SITE ACCESSIBILITY UPGRADES	2	\$68,252
11	0001AC05	INTERIOR DOOR ACCESSIBILITY UPGRADES	2	\$21,899
12	0001PL01	BACKFLOW PREVENTER INSTALLATION	2	\$7,274
13	0001FS02	FIRE SPRINKLER SYSTEM INSTALLATION	3	\$393,994
14	0001HE02	ASBESTOS ABATEMENT - INTERIOR FINISH SYSTEMS	3	\$7,615
15	0001AC04	INTERIOR AMENITY ACCESSIBILITY UPGRADES	3	\$28,761
16	0001AC08	INTERIOR STAIR AND FIRE ESCAPE UPGRADES	3	\$18,768
18	0001HV01	INSTALL DUCTLESS SPLIT SYSTEM	3	\$8,824
19	0001EL01	INSTALL EMERGENCY GENERATOR AND POWER NETWORK	3	\$79,276
20	0001EL03	INSTALL ADDITIONAL EXTERIOR LIGHTING	3	\$9,706
21	0001EL02	INSTALL THREAD POWER SYSTEM	3	\$17,998
<b>TOTAL FOR PLANT ADAPTION</b>				<b>\$1,175,982</b>
<b>GRAND TOTAL:</b>				<b>\$1,599,716</b>

PROJECT LIST BY CATEGORY CODE

All costs shown as Present Value

PRI SEQ	PROJECT NUMBER	PRI CLS	PROJECT CLASSIFICATION	PROJECT TITLE	TOTAL COST
6	0001AC01	2	Plant Adaption	BUILDING ENTRY ACCESSIBILITY UPGRADES	\$239,297
7	0001AC03	2	Plant Adaption	INTERIOR PATH OF TRAVEL ACCESSIBILITY UPGRADES	\$43,278
8	0001AC06	2	Plant Adaption	RESTROOM ACCESSIBILITY UPGRADES	\$29,152
9	0001AC07	2	Plant Adaption	UNISEX RESTROOM INSTALLATION	\$50,424
10	0001AC02	2	Plant Adaption	OFF-STREET ADA PARKING SITE ACCESSIBILITY UPGRADES	\$68,252
11	0001AC05	2	Plant Adaption	INTERIOR DOOR ACCESSIBILITY UPGRADES	\$21,899
15	0001AC04	3	Plant Adaption	INTERIOR AMENITY ACCESSIBILITY UPGRADES	\$28,761
16	0001AC08	3	Plant Adaption	INTERIOR STAIR AND FIRE ESCAPE UPGRADES	\$18,768
<b>TOTAL FOR ACCESSIBILITY</b>					<b>\$499,833</b>
19	0001EL01	3	Plant Adaption	INSTALL EMERGENCY GENERATOR AND POWER NETWORK	\$79,276
20	0001EL03	3	Plant Adaption	INSTALL ADDITIONAL EXTERIOR LIGHTING	\$9,706
21	0001EL02	3	Plant Adaption	INSTALL THREAD POWER SYSTEM	\$17,998
<b>TOTAL FOR ELECTRICAL</b>					<b>\$106,980</b>
17	0001ES01	3	Corrective Action	EXTERIOR WALL FINISH RENEWAL	\$39,599
<b>TOTAL FOR EXTERIOR</b>					<b>\$39,599</b>
1	0001FS01	2	Plant Adaption	FIRE ALARM SYSTEM INSTALLATION	\$123,199
2	0001FS04	2	Plant Adaption	INSTALL RANGE FIRE SUPPRESSION SYSTEM	\$6,217
3	0001FS03	2	Plant Adaption	INSTALL ADDITIONAL EXIT SIGNS AND EMERGENCY LIGHTS	\$3,655
4	0001FS05	2	Plant Adaption	INSTALL COMPLIANT ROOFTOP LADDERS	\$4,033
13	0001FS02	3	Plant Adaption	FIRE SPRINKLER SYSTEM INSTALLATION	\$393,994

PROJECT LIST BY CATEGORY CODE

All costs shown as Present Value

PRI SEQ	PROJECT NUMBER	PRI CLS	PROJECT CLASSIFICATION	PROJECT TITLE	TOTAL COST
<b>TOTAL FOR FIRE/LIFE SAFETY</b>					<b>\$531,098</b>
5	0001HE01	2	Plant Adaption	ASBESTOS ABATEMENT - MECHANICAL SYSTEMS	\$14,358
14	0001HE02	3	Plant Adaption	ASBESTOS ABATEMENT - INTERIOR FINISH SYSTEMS	\$7,615
<b>TOTAL FOR HEALTH</b>					<b>\$21,973</b>
18	0001HV01	3	Plant Adaption	INSTALL DUCTLESS SPLIT SYSTEM	\$8,824
<b>TOTAL FOR HVAC</b>					<b>\$8,824</b>
22	0001IS01	3	Corrective Action	REFINISH HARDWOOD FLOORING	\$3,814
<b>TOTAL FOR INTERIORS</b>					<b>\$3,814</b>
12	0001PL01	2	Plant Adaption	BACKFLOW PREVENTER INSTALLATION	\$7,274
<b>TOTAL FOR PLUMBING</b>					<b>\$7,274</b>
23	0001SI01	3	Corrective Action	SITE PEDESTRIAN PAVING RENEWAL	\$11,789
24	0001SI02	3	Corrective Action	PEDESTRIAN BRIDGE REPAIRS	\$368,532
<b>TOTAL FOR SITE</b>					<b>\$380,321</b>
<b>GRAND TOTAL:</b>					<b>\$1,599,716</b>

FACILITY CONDITION ASSESSMENT

**SECTION 3**

NONRECURRING  
PROJECT DETAILS

All costs shown as Present Value

FIRE ALARM SYSTEM INSTALLATION			
<b>Project Number:</b>	0001FS01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	1	FS2A	
<b>Priority Class:</b>	Critical	<b>System:</b>	FIRE/LIFE SAFETY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	DETECTION ALARM
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	GENERAL

Code Application:		Subclass/Savings:	Project Location:
ADAAG	702.1	Not Applicable	Floor-wide: Floor(s) 1,2
NFPA	1, 101		

**Description**

Install a modern fire alarm system to serve this facility. Specify a point addressable supervised main fire alarm panel with an annunciator. This work includes pull stations, audible and visible alarms, smoke and heat detectors, and an associated wiring network. Install all devices in accordance with current NFPA and ADA requirements. The system should be monitored to report activation or trouble to an applicable receiving station.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost	
Smoke and heat detectors, manual pull stations, audible and visual alarms, wiring, conduit, and cut and patching materials	SF	26,000	\$1.83	\$47,580	\$1.26	\$32,760	\$80,340	
Fire alarm control panel (up to 50 points), annunciator, and cut and patching materials	EA	1	\$844	\$844	\$774	\$774	\$1,618	
<b>Base Material/Labor Costs</b>				<b>\$48,424</b>		<b>\$33,534</b>		
<b>Indexed Material/Labor Costs</b>				<b>\$46,487</b>		<b>\$42,018</b>	<b>\$88,505</b>	
<b>Construction Mark Up at 20.0%</b>								<b>\$17,701</b>
<b>Original Construction Cost</b>								<b>\$106,206</b>
<b>Date of Original Estimate:</b>	4/24/2018				<b>Inflation</b>		<b>\$0</b>	
<b>Current Year Construction Cost</b>								<b>\$106,206</b>
<b>Professional Fees at 16.0%</b>								<b>\$16,993</b>
<b>TOTAL PROJECT COST</b>								<b>\$123,199</b>

All costs shown as Present Value

INSTALL RANGE FIRE SUPPRESSION SYSTEM			
<b>Project Number:</b>	0001FS04	<b>Category Code:</b>	
<b>Priority Sequence:</b>	2	FS3D	
<b>Priority Class:</b>	Critical	<b>System:</b>	FIRE/LIFE SAFETY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	SUPPRESSION
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	OTHER

**Code Application:**

Not Applicable

**Subclass/Savings:**

Not Applicable

**Project Location:**

Item Only: Floor(s) 1,2

**Description**

There is no permanent fire suppression system directly over the stoves in the second floor conference room and first floor breakroom. It is recommended that residential-grade, range-top fire suppression systems be installed over the stoves.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Residential, wet chemical, range-top fire suppression system	EA	2	\$2,000	\$4,000	\$250	\$500	\$4,500
<b>Base Material/Labor Costs</b>				<b>\$4,000</b>		<b>\$500</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$3,840</b>		<b>\$627</b>	<b>\$4,467</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$893</b>
<b>Original Construction Cost</b>							<b>\$5,360</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$5,360</b>
<b>Professional Fees at 16.0%</b>							<b>\$858</b>
<b>TOTAL PROJECT COST</b>							<b>\$6,217</b>



All costs shown as Present Value

INSTALL ADDITIONAL EXIT SIGNS AND EMERGENCY LIGHTS			
<b>Project Number:</b>	0001FS03	<b>Category Code:</b>	
<b>Priority Sequence:</b>	3	FS1A	
<b>Priority Class:</b>	Critical	<b>System:</b>	FIRE/LIFE SAFETY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	LIGHTING
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	EGRESS LTG./EXIT SIGNAGE

Code Application:		Subclass/Savings:	Project Location:
NFPA	101-47	Not Applicable	Floor-wide: Floor(s) 1,2
IBC	1011		

**Description**

The path of egress is not clearly designated by exit signs and emergency lights. It is recommended that additional exit signs and twin beam emergency lights be installed. The units should have internal batteries for emergency power.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Install twin beam emergency light	EA	6	\$144	\$864	\$88.50	\$531	\$1,395
Install twin beam emergency light/exit sign	EA	4	\$179	\$716	\$88.50	\$354	\$1,070
<b>Base Material/Labor Costs</b>				<b>\$1,580</b>		<b>\$885</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$1,517</b>		<b>\$1,109</b>	<b>\$2,626</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$525</b>
<b>Original Construction Cost</b>							<b>\$3,151</b>
<b>Date of Original Estimate:</b>	4/24/2018		<b>Inflation</b>			<b>\$0</b>	
<b>Current Year Construction Cost</b>							<b>\$3,151</b>
<b>Professional Fees at 16.0%</b>							<b>\$504</b>
<b>TOTAL PROJECT COST</b>							<b>\$3,655</b>

All costs shown as Present Value

INSTALL COMPLIANT ROOFTOP LADDERS			
<b>Project Number:</b>	0001FS05	<b>Category Code:</b>	
<b>Priority Sequence:</b>	4	FS5A	
<b>Priority Class:</b>	Critical	<b>System:</b>	FIRE/LIFE SAFETY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	EGRESS PATH
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	DESIGNATION

Code Application:		Subclass/Savings:	Project Location:
OSHA	1910.27	Not Applicable	Undefined: Floor(s) R

**Description**

The roof has multiple levels that are not all easily accessible. The installation of OSHA-compliant rooftop access ladders in three locations is needed to promote user safety and limit liability.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Vertical safety ladder	LF	24	\$50.64	\$1,215	\$57.54	\$1,381	\$2,596
<b>Base Material/Labor Costs</b>				<b>\$1,215</b>		<b>\$1,381</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$1,167</b>		<b>\$1,730</b>	<b>\$2,897</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$579</b>
<b>Original Construction Cost</b>							<b>\$3,476</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$3,477</b>
<b>Professional Fees at 16.0%</b>							<b>\$556</b>
<b>TOTAL PROJECT COST</b>							<b>\$4,033</b>

All costs shown as Present Value

ASBESTOS ABATEMENT - MECHANICAL SYSTEMS			
<b>Project Number:</b>	0001HE01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	5	HE6B	
<b>Priority Class:</b>	Critical	<b>System:</b>	HEALTH
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	HAZARDOUS MATERIAL
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	MECHANICAL ASBESTOS

**Code Application:**

**Subclass/Savings:**

**Project Location:**

EPA 40 CFR 61.M, 763  
OSHA 29 CFR 1910.1001,  
1926.1101

Not Applicable

Floor-wide: Floor(s) 1,2

**Description**

Asbestos may be present on the utility piping. Prior to future renovation of this piping, the asbestos, if present, will have to be properly removed from the utility networks.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Plumbing system - abate asbestos from supply piping network	SF	26,000	\$0.10	\$2,600	\$0.24	\$6,240	\$8,840
<b>Base Material/Labor Costs</b>				<b>\$2,600</b>		<b>\$6,240</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$2,496</b>		<b>\$7,819</b>	<b>\$10,315</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$2,063</b>
<b>Original Construction Cost</b>							<b>\$12,378</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$12,378</b>
<b>Professional Fees at 16.0%</b>							<b>\$1,980</b>
<b>TOTAL PROJECT COST</b>							<b>\$14,358</b>

All costs shown as Present Value

BUILDING ENTRY ACCESSIBILITY UPGRADES			
<b>Project Number:</b>	0001AC01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	6	AC2A	
<b>Priority Class:</b>	Critical	<b>System:</b>	ACCESSIBILITY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	BUILDING ENTRY
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	GENERAL

Code Application:		Subclass/Savings:	Project Location:
ADAAG	703.1, 309, 403.6, 405, 505, 410	Not Applicable	Undefined: Floor(s) 1,2

**Description**

Current legislation related to accessibility requires that building entrances be handicap accessible. To comply with the intent of this legislation, it is recommended that a new compliant curb cut and sidewalk with compliant slope be constructed at the north side between the designated curbside handicap parking spaces on Mariposa Street and the pedestrian bridge to the main entrance on the east side of the building. Compliant freestanding handrails should also be installed along this sidewalk. Compliant freestanding and wall-mounted handrails are also needed on both sides of all sidewalk steps, at the south entrance landing, and along the inside of the east sidewalk located adjacent to the protected species of trees. A wheelchair ramp to the southeast entrance and conference room access is also being proposed. The installation of a powered door operator should be considered as well to access the first floor administrative offices.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Door operator, signage, and controls	EA	1	\$3,841	\$3,841	\$1,037	\$1,037	\$4,878
Wheelchair ramp construction, including handrails	VFT	7	\$2,547	\$17,826	\$2,255	\$15,783	\$33,609
Freestanding handrail system, painted (15 feet minimum)	LF	344	\$116	\$39,921	\$191	\$65,701	\$105,622
Wall-mounted handrail system, painted (15 feet minimum)	LF	32	\$64.33	\$2,059	\$45.09	\$1,443	\$3,501
Concrete curb cut	EA	1	\$666	\$666	\$603	\$603	\$1,269
Concrete sidewalk replacement	SF	425	\$4.23	\$1,798	\$4.66	\$1,981	\$3,778
<b>Base Material/Labor Costs</b>				<b>\$66,109</b>		<b>\$86,547</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$63,465</b>		<b>\$108,444</b>	<b>\$171,909</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$34,382</b>
<b>Original Construction Cost</b>							<b>\$206,291</b>
<b>Date of Original Estimate:</b>	4/24/2018		<b>Inflation</b>			<b>\$0</b>	
<b>Current Year Construction Cost</b>							<b>\$206,291</b>
<b>Professional Fees at 16.0%</b>							<b>\$33,007</b>
<b>TOTAL PROJECT COST</b>							<b>\$239,297</b>



All costs shown as Present Value

INTERIOR PATH OF TRAVEL ACCESSIBILITY UPGRADES			
<b>Project Number:</b>	0001AC03	<b>Category Code:</b>	
<b>Priority Sequence:</b>	7	AC3A	
<b>Priority Class:</b>	Critical	<b>System:</b>	ACCESSIBILITY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	INTERIOR PATH OF TRAVEL
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	LIFTS/RAMPS/ELEVATORS

Code Application:		Subclass/Savings:	Project Location:
ADAAG	410, 405, 505, 407	Not Applicable	Floor-wide: Floor(s) 2

**Description**

Current legislation pertaining to handicap access within buildings requires that goods and services offered in buildings be generally accessible to all people. Elevation changes at the conference room stage and the sunken area in the library are not navigable in a wheelchair. It is recommended that a ramp with associated compliant handrails be installed at both locations. There is no apparent way to navigate the split-level change in elevation between the library and the conference room. It is recommended that a stair climber be installed at this location. The elevator control systems lack accessible features. It is recommended that the elevator controls be upgraded with a package consisting of a hands-free two-way telephone, Braille signage, and audible signals.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Wheelchair lift/stair climber, conduit, wiring, tools, and supplies	EA	1	\$8,304	\$8,304	\$1,698	\$1,698	\$10,002
Wheelchair ramp construction, including handrails	VFT	2	\$2,547	\$5,093	\$2,255	\$4,509	\$9,602
Elevator accessibility package	EA	1	\$5,902	\$5,902	\$3,820	\$3,820	\$9,722
<b>Base Material/Labor Costs</b>				<b>\$19,299</b>		<b>\$10,027</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$18,527</b>		<b>\$12,564</b>	<b>\$31,091</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$6,218</b>
<b>Original Construction Cost</b>							<b>\$37,309</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$37,309</b>
<b>Professional Fees at 16.0%</b>							<b>\$5,969</b>
<b>TOTAL PROJECT COST</b>							<b>\$43,278</b>

All costs shown as Present Value

RESTROOM ACCESSIBILITY UPGRADES			
<b>Project Number:</b>	0001AC06	<b>Category Code:</b>	
<b>Priority Sequence:</b>	8	AC3E	
<b>Priority Class:</b>	Critical	<b>System:</b>	ACCESSIBILITY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	INTERIOR PATH OF TRAVEL
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	RESTROOMS/BATHROOMS

**Code Application:**

**Subclass/Savings:**

**Project Location:**

ADAAG 309, 604, 605, 606,  
607, 608

Not Applicable

Room Only: Floor(s) 2

**Description**

The restrooms located in the second floor library are not fully compliant with ADA guidelines for accessibility. The installation of handicap accessible fixtures in both restrooms and new doors is recommended.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Interior door and frame installation	LEAF	2	\$2,129	\$4,258	\$515	\$1,029	\$5,288
Grab bars (per stall)	SYS	2	\$180	\$361	\$424	\$849	\$1,210
Mirror	EA	2	\$371	\$743	\$285	\$570	\$1,313
ADA-compliant signage	EA	2	\$67.64	\$135	\$19.89	\$40	\$175
ADA-compliant lavatory	EA	2	\$783	\$1,566	\$292	\$583	\$2,149
ADA-compliant toilet	EA	2	\$1,230	\$2,460	\$325	\$650	\$3,110
High density polymer toilet partition modification	EA	2	\$2,056	\$4,112	\$1,273	\$2,547	\$6,658
<b>Base Material/Labor Costs</b>				<b>\$13,635</b>		<b>\$6,268</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$13,089</b>		<b>\$7,854</b>	<b>\$20,943</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$4,189</b>
<b>Original Construction Cost</b>							<b>\$25,131</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$25,131</b>
<b>Professional Fees at 16.0%</b>							<b>\$4,021</b>
<b>TOTAL PROJECT COST</b>							<b>\$29,152</b>

All costs shown as Present Value

UNISEX RESTROOM INSTALLATION			
<b>Project Number:</b>	0001AC07	<b>Category Code:</b>	
<b>Priority Sequence:</b>	9	AC3E	
<b>Priority Class:</b>	Critical	<b>System:</b>	ACCESSIBILITY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	INTERIOR PATH OF TRAVEL
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	RESTROOMS/BATHROOMS

**Code Application:**

**Subclass/Savings:**

**Project Location:**

ADAAG

604, 605, 606

Not Applicable

Room Only: Floor(s) 1,2

**Description**

The existing restrooms on the first floor and in the lobby of the split-level southeast entrance are not ADA compliant. Restroom expansion may be not be practical on the first floor. Rather than comprehensive renovations to each of the existing restrooms for ADA compliance, it is recommended that a new unisex restroom be constructed that combines the first floor restrooms and that the men's restroom in the southeast lobby be converted into a unisex ADA restroom. Each should have new fixtures, finishes, and accessories. The project scope also includes the construction of new walls and ceiling, door, door hardware, and all operating door hardware.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Installation of an accessible unisex restroom, including toilet, lavatory, piping, and rough-in (60 square feet in area)	EA	2	\$6,678	\$13,356	\$9,339	\$18,677	\$32,033
<b>Base Material/Labor Costs</b>				<b>\$13,356</b>		<b>\$18,677</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$12,822</b>		<b>\$23,402</b>	<b>\$36,224</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$7,245</b>
<b>Original Construction Cost</b>							<b>\$43,469</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$43,469</b>
<b>Professional Fees at 16.0%</b>							<b>\$6,955</b>
<b>TOTAL PROJECT COST</b>							<b>\$50,424</b>

All costs shown as Present Value

OFF-STREET ADA PARKING SITE ACCESSIBILITY UPGRADES			
<b>Project Number:</b>	0001AC02	<b>Category Code:</b>	
<b>Priority Sequence:</b>	10	AC1C	
<b>Priority Class:</b>	Critical	<b>System:</b>	ACCESSIBILITY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	SITE
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	PARKING

Code Application:		Subclass/Savings:	Project Location:
ADAAG	502	Not Applicable	Undefined: Floor(s) 2

**Description**

Current legislation pertaining to handicap access within buildings requires that goods and services offered in buildings be generally accessible to all people. New designated handicap parking is available in the south side parking lot that provides access to the first floor offices. Current handicap parking for main level access to the library is curbside on Mariposa Street. Driver-side doors have to open beside an oncoming traffic lane. Consideration should be given for the construction of new ADA parking spaces on the north side of the facility and off of the street to provide safe vehicle access to and from the library.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Handicapped parking space, including striping and signage	EA	2	\$340	\$679	\$106	\$212	\$891
Engineering services and permitting	LOT	1	\$1,000	\$1,000	\$15,000	\$15,000	\$16,000
Asphalt parking lot pavement structure	SY	110	\$43.00	\$4,730	\$53.76	\$5,914	\$10,644
Curb cut and concrete sidewalk replacement	SF	320	\$6.35	\$2,032	\$7.00	\$2,240	\$4,272
Grading, excavation, and select fill	LOT	1	\$3,000	\$3,000	\$7,000	\$7,000	\$10,000
<b>Base Material/Labor Costs</b>				<b>\$11,441</b>		<b>\$30,366</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$10,983</b>		<b>\$38,048</b>	<b>\$49,032</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$9,806</b>
<b>Original Construction Cost</b>							<b>\$58,838</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$58,838</b>
<b>Professional Fees at 16.0%</b>							<b>\$9,414</b>
<b>TOTAL PROJECT COST</b>							<b>\$68,252</b>



All costs shown as Present Value

INTERIOR DOOR ACCESSIBILITY UPGRADES			
<b>Project Number:</b>	0001AC05	<b>Category Code:</b>	
<b>Priority Sequence:</b>	11	AC3C	
<b>Priority Class:</b>	Critical	<b>System:</b>	ACCESSIBILITY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	INTERIOR PATH OF TRAVEL
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	DOORS AND HARDWARE

Code Application:		Subclass/Savings:	Project Location:
ADAAG	309.4, 703.1	Not Applicable	Floor-wide: Floor(s) 1,2

**Description**

Knob actuated door hardware presents a barrier to accessibility. Accessibility legislation requires that door hardware be designed for operation by people with little or no ability to grasp objects with their hands. To comply with the intent of this legislation, it is recommended that lever handle door hardware be installed on all doors that currently still have knobs. In addition, the signage to the permanent spaces is missing and/or not compliant. It is recommended that compliant signage be installed to conform to appropriate accessibility standards. Compliant signage should meet specific size, graphical, Braille, height, and location requirements.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
ADA-compliant signage	EA	24	\$67.64	\$1,623	\$19.89	\$477	\$2,101
ADA-compliant commercial-grade door hardware	EA	24	\$387	\$9,286	\$155	\$3,720	\$13,006
<b>Base Material/Labor Costs</b>				<b>\$10,909</b>		<b>\$4,197</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$10,473</b>		<b>\$5,259</b>	<b>\$15,732</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$3,146</b>
<b>Original Construction Cost</b>							<b>\$18,879</b>
<b>Date of Original Estimate:</b>	4/24/2018		<b>Inflation</b>			<b>\$0</b>	
<b>Current Year Construction Cost</b>							<b>\$18,879</b>
<b>Professional Fees at 16.0%</b>							<b>\$3,021</b>
<b>TOTAL PROJECT COST</b>							<b>\$21,899</b>

All costs shown as Present Value

BACKFLOW PREVENTER INSTALLATION			
<b>Project Number:</b>	0001PL01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	12	PL1I	
<b>Priority Class:</b>	Critical	<b>System:</b>	PLUMBING
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	DOMESTIC WATER
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	BACKFLOW PREVENTION

Code Application:		Subclass/Savings:	Project Location:
IPC	608	Not Applicable	Item Only: Floor(s) 1

**Description**

There is no backflow preventer on the domestic water main. Install a backflow preventer assembly at the water main, including backflow preventer, isolation valves, and related piping. This will prevent cross contamination between the building and the potable water supply.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Backflow preventer, isolation valves, piping, and miscellaneous materials (2-3 inches)	EA	1	\$4,790	\$4,790	\$501	\$501	\$5,291
<b>Base Material/Labor Costs</b>				<b>\$4,790</b>		<b>\$501</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$4,598</b>		<b>\$627</b>	<b>\$5,226</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$1,045</b>
<b>Original Construction Cost</b>							<b>\$6,271</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$6,271</b>
<b>Professional Fees at 16.0%</b>							<b>\$1,003</b>
<b>TOTAL PROJECT COST</b>							<b>\$7,274</b>

All costs shown as Present Value

FIRE SPRINKLER SYSTEM INSTALLATION			
<b>Project Number:</b>	0001FS02	<b>Category Code:</b>	
<b>Priority Sequence:</b>	13	FS3A	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	FIRE/LIFE SAFETY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	SUPPRESSION
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	SPRINKLERS

Code Application:		Subclass/Savings:	Project Location:
NFPA	1, 13, 13R, 101	Not Applicable	Floor-wide: Floor(s) 1,2

**Description**

As part of future renovation efforts, it is recommended that this facility be fully protected by an automatic, wet-pipe sprinkler system.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Install a wet-pipe sprinkler system, including valves, piping, sprinkler heads, piping supports, etc.	SF	26,000	\$4.37	\$113,620	\$5.34	\$138,840	\$252,460
<b>Base Material/Labor Costs</b>				<b>\$113,620</b>		<b>\$138,840</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$109,075</b>		<b>\$173,967</b>	<b>\$283,042</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$56,608</b>
<b>Original Construction Cost</b>							<b>\$339,650</b>
<b>Date of Original Estimate:</b>	4/24/2018		<b>Inflation</b>			<b>\$0</b>	
<b>Current Year Construction Cost</b>							<b>\$339,650</b>
<b>Professional Fees at 16.0%</b>							<b>\$54,344</b>
<b>TOTAL PROJECT COST</b>							<b>\$393,994</b>

All costs shown as Present Value

ASBESTOS ABATEMENT - INTERIOR FINISH SYSTEMS			
<b>Project Number:</b>	0001HE02	<b>Category Code:</b>	
<b>Priority Sequence:</b>	14	HE6F	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	HEALTH
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	HAZARDOUS MATERIAL
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	OTHER

Code Application:		Subclass/Savings:	Project Location:
EPA	40 CFR 61.M, 763	Not Applicable	Floor-wide: Floor(s) 1,2
OSHA	29 CFR 1910.1001, 1926.1101		

**Description**

Asbestos-containing material (ACM) is suspected to exist in the 9-inch floor tiles. Prior to replacing this flooring, the ACM should be properly investigated and abated.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Typical asbestos abatement of floor tile and mastic	SF	1,930	\$0.29	\$560	\$2.04	\$3,937	\$4,497
<b>Base Material/Labor Costs</b>				<b>\$560</b>		<b>\$3,937</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$537</b>		<b>\$4,933</b>	<b>\$5,471</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$1,094</b>
<b>Original Construction Cost</b>							<b>\$6,565</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$6,565</b>
<b>Professional Fees at 16.0%</b>							<b>\$1,050</b>
<b>TOTAL PROJECT COST</b>							<b>\$7,615</b>



All costs shown as Present Value

INTERIOR AMENITY ACCESSIBILITY UPGRADES			
<b>Project Number:</b>	0001AC04	<b>Category Code:</b>	
<b>Priority Sequence:</b>	15	AC4A	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	ACCESSIBILITY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	GENERAL
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	FUNCTIONAL SPACE MOD.

Code Application:		Subclass/Savings:	Project Location:
ADAAG	211, 602, 804	Not Applicable	Item Only: Floor(s) 1,2

**Description**

Current legislation requires that building amenities be generally accessible to all people. The configurations of the two original kitchenettes and the single-level drinking fountain are barriers to accessibility. The installation of new wheelchair-accessible kitchenettes in the conference room and first floor breakroom is recommended. The single-level drinking fountain should be replaced with a dual-level unit.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost	
ADA-compliant kitchenette unit with base cabinetry, overhead cabinetry, and amenities	EA	2	\$6,643	\$13,286	\$2,324	\$4,648	\$17,934	
Dual-level drinking fountain	EA	1	\$1,549	\$1,549	\$476	\$476	\$2,025	
<b>Base Material/Labor Costs</b>				<b>\$14,835</b>		<b>\$5,124</b>		
<b>Indexed Material/Labor Costs</b>				<b>\$14,242</b>		<b>\$6,420</b>	<b>\$20,662</b>	
<b>Construction Mark Up at 20.0%</b>								<b>\$4,132</b>
<b>Original Construction Cost</b>								<b>\$24,794</b>
<b>Date of Original Estimate:</b>	4/24/2018				<b>Inflation</b>		<b>\$0</b>	
<b>Current Year Construction Cost</b>								<b>\$24,794</b>
<b>Professional Fees at 16.0%</b>								<b>\$3,967</b>
<b>TOTAL PROJECT COST</b>								<b>\$28,761</b>

All costs shown as Present Value

INTERIOR STAIR AND FIRE ESCAPE UPGRADES			
<b>Project Number:</b>	0001AC08	<b>Category Code:</b>	
<b>Priority Sequence:</b>	16	AC3B	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	ACCESSIBILITY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	INTERIOR PATH OF TRAVEL
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	STAIRS AND RAILINGS

Code Application:		Subclass/Savings:	Project Location:
IBC	1003.3	Not Applicable	Item Only: Floor(s) 1,2
ADAAG	505		

**Description**

Current legislation regarding building accessibility by the handicapped requires that stairs have graspable handrails on both sides, that the rails have a specific end geometry, and that the handrails continue horizontally at the landings. In addition, guardrails must prevent the passage of a 4-inch diameter sphere (6 inches in the triangle formed by the lower rail and tread/riser angle). Although the stairs are compliant with the code enforced at the time of construction until a major renovation occurs, they are deficient in handrail and guardrail design relative to current standards. Future renovation efforts should include comprehensive stair railing upgrades. Compliant wall-mounted handrails are needed on both sides of the interior steps to the southeast entrance and first floor and at the west side fire escape. Compliant infill and open riser enclosures should also be installed on the fire escape steps.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Wall-mounted handrail system per floor	FLR	4	\$729	\$2,918	\$663	\$2,653	\$5,570
Freestanding handrail/guardrail system per floor	FLR	1	\$1,653	\$1,653	\$1,061	\$1,061	\$2,714
Stair riser enclosure	EA	14	\$200	\$2,800	\$100	\$1,400	\$4,200
<b>Base Material/Labor Costs</b>				<b>\$7,370</b>		<b>\$5,114</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$7,076</b>		<b>\$6,407</b>	<b>\$13,483</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$2,697</b>
<b>Original Construction Cost</b>							<b>\$16,180</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$16,180</b>
<b>Professional Fees at 16.0%</b>							<b>\$2,589</b>
<b>TOTAL PROJECT COST</b>							<b>\$18,768</b>

All costs shown as Present Value

EXTERIOR WALL FINISH RENEWAL			
<b>Project Number:</b>	0001ES01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	17	ES2B	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	EXTERIOR
<b>Project Class:</b>	Corrective Action	<b>Component:</b>	COLUMNS/BEAMS/WALLS
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	FINISH

**Code Application:**

Not Applicable

**Subclass/Savings:**

Not Applicable

**Project Location:**

Building-wide: Floor(s) 2

**Description**

To maintain the aesthetics of the facility, the decorative CMU walls should be pressure washed. Stucco surfaces are stained in areas and should be repainted. The metal rooftop mechanical screens have developed rust and should also be repainted.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
General exterior wall surface clean and pressure wash with light chemical	SF	5,920	\$0.21	\$1,243	\$1.43	\$8,466	\$9,709
Exterior painting to include surface preparation, priming, and two coats	SF	6,160	\$0.57	\$3,511	\$1.72	\$10,595	\$14,106
<b>Base Material/Labor Costs</b>				<b>\$4,754</b>		<b>\$19,061</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$4,564</b>		<b>\$23,883</b>	<b>\$28,447</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$5,689</b>
<b>Original Construction Cost</b>							<b>\$34,137</b>
<b>Date of Original Estimate:</b>	4/24/2018				<b>Inflation</b>		<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$34,137</b>
<b>Professional Fees at 16.0%</b>							<b>\$5,462</b>
<b>TOTAL PROJECT COST</b>							<b>\$39,599</b>

All costs shown as Present Value

INSTALL DUCTLESS SPLIT SYSTEM			
<b>Project Number:</b>	0001HV01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	18	HV3A	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	HVAC
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	HEATING/COOLING
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	SYSTEM RETROFIT/REPLACE

**Code Application:**

Not Applicable

**Subclass/Savings:**

Not Applicable

**Project Location:**

Room Only: Floor(s) 2

**Description**

As part of future renovation efforts, it is recommended that a ductless split system be installed in the IT room on the second floor. The system should include an evaporator, condensing unit, thermostat, and all connections.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Ductless split system	TON	2	\$2,954	\$5,907	\$266	\$533	\$6,440
<b>Base Material/Labor Costs</b>				<b>\$5,907</b>		<b>\$533</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$5,671</b>		<b>\$668</b>	<b>\$6,339</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$1,268</b>
<b>Original Construction Cost</b>							<b>\$7,607</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$7,607</b>
<b>Professional Fees at 16.0%</b>							<b>\$1,217</b>
<b>TOTAL PROJECT COST</b>							<b>\$8,824</b>



All costs shown as Present Value

INSTALL EMERGENCY GENERATOR AND POWER NETWORK			
<b>Project Number:</b>	0001EL01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	19	EL5A	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	ELECTRICAL
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	EMERGENCY POWER SYSTEM
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	GENERATION/DISTRIBUTION

Code Application:	Subclass/Savings:	Project Location:
Not Applicable	Not Applicable	Floor-wide: Floor(s) 1,2

**Description**

As part of future renovation efforts, it is recommended that this facility be furnished with a central emergency power system. This includes the installation of an appropriately sized emergency generator, associated automatic transfer switches (ATS), and an emergency distribution network. The emergency power network should support life safety and specific nonessential loads. Loads considered to be life safety include egress lighting, exit signs, elevators, and fire alarm systems. Nonessential loads include HVAC equipment, computer equipment, etc.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Generator set, including fuel tank, battery, charger, exhaust, and connections	KW	30	\$992	\$29,753	\$135	\$4,043	\$33,796
Emergency power network, including power panels, conduit, all connections, and terminations	SF	26,000	\$0.28	\$7,280	\$0.38	\$9,880	\$17,160
Automatic transfer switch (240 V) and connections	AMP	200	\$16.69	\$3,338	\$2.99	\$598	\$3,936
<b>Base Material/Labor Costs</b>				<b>\$40,371</b>		<b>\$14,521</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$38,757</b>		<b>\$18,195</b>	<b>\$56,951</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$11,390</b>
<b>Original Construction Cost</b>							<b>\$68,341</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$68,341</b>
<b>Professional Fees at 16.0%</b>							<b>\$10,935</b>
<b>TOTAL PROJECT COST</b>							<b>\$79,276</b>

All costs shown as Present Value

INSTALL ADDITIONAL EXTERIOR LIGHTING			
<b>Project Number:</b>	0001EL03	<b>Category Code:</b>	
<b>Priority Sequence:</b>	20	EL4A	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	ELECTRICAL
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	DEVICES AND FIXTURES
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	EXTERIOR LIGHTING

**Code Application:**

Not Applicable

**Subclass/Savings:**

Not Applicable

**Project Location:**

Building-wide: Floor(s) 1,2,R

**Description**

During the inspection, a deficiency in the quantity of light fixtures was observed in select areas, including the ADA path along the road and the north exterior. It is recommended that additional exterior lighting be installed to illuminate the areas surrounding this facility to ensure a safe environment for building users during dark hours of the day. Place all new exterior lighting systems on photocell activation.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Install new commercial exterior building-mounted HID floodlight fixture	EA	4	\$444	\$1,777	\$112	\$447	\$2,224
Install new commercial standard quality exterior pole light fixture	EA	2	\$632	\$1,264	\$269	\$538	\$1,801
Install new commercial exterior pole (short, <20 Ft, two arms)	EA	2	\$1,194	\$2,388	\$210	\$421	\$2,809
<b>Base Material/Labor Costs</b>				<b>\$5,428</b>		<b>\$1,406</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$5,211</b>		<b>\$1,761</b>	<b>\$6,973</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$1,395</b>
<b>Original Construction Cost</b>							<b>\$8,367</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$8,367</b>
<b>Professional Fees at 16.0%</b>							<b>\$1,339</b>
<b>TOTAL PROJECT COST</b>							<b>\$9,706</b>

All costs shown as Present Value

INSTALL THREAD POWER SYSTEM			
<b>Project Number:</b>	0001EL02	<b>Category Code:</b>	
<b>Priority Sequence:</b>	21	EL3B	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	ELECTRICAL
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	SECONDARY DISTRIBUTION
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	DISTRIBUTION NETWORK

**Code Application:**

Not Applicable

**Subclass/Savings:**

Not Applicable

**Project Location:**

Floor-wide: Floor(s) 2

**Description**

It is recommended floor-mounted electrical receptacles be installed on the second floor. This will replace the suspended reel receptacles currently in service.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Install thread power system	LOT	1	\$8,306	\$8,306	\$8,000	\$8,000	\$16,306
<b>Base Material/Labor Costs</b>				<b>\$8,306</b>		<b>\$8,000</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$7,974</b>		<b>\$10,024</b>	<b>\$17,998</b>
<b>No GCM Required</b>							<b>\$0</b>
<b>Original Construction Cost</b>							<b>\$17,998</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$17,998</b>
<b>No Professional Fees Required</b>							<b>\$0</b>
<b>TOTAL PROJECT COST</b>							<b>\$17,998</b>

All costs shown as Present Value

REFINISH HARDWOOD FLOORING			
<b>Project Number:</b>	0001IS01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	22	IS1A	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	INTERIOR FINISHES/SYS
<b>Project Class:</b>	Corrective Action	<b>Component:</b>	FLOOR
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	FINISHES-DRY

**Code Application:**

Not Applicable

**Subclass/Savings:**

Not Applicable

**Project Location:**

Area Wide: Floor(s) 2

**Description**

The hardwood flooring on the conference room/multipurpose room stage is worn. Use-related wear has resulted in a timeworn and partially stained finish. It is recommended that the floor surface be sanded and refinished within the purview of this report. Some replacement of the strip flooring may be necessary.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Sand and finish hardwood flooring	SF	330	\$1.81	\$597	\$5.24	\$1,729	\$2,327
<b>Base Material/Labor Costs</b>				<b>\$597</b>		<b>\$1,729</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$573</b>		<b>\$2,167</b>	<b>\$2,740</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$548</b>
<b>Original Construction Cost</b>							<b>\$3,288</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$3,288</b>
<b>Professional Fees at 16.0%</b>							<b>\$526</b>
<b>TOTAL PROJECT COST</b>							<b>\$3,814</b>



All costs shown as Present Value

SITE PEDESTRIAN PAVING RENEWAL			
<b>Project Number:</b>	0001SI01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	23	SI1A	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	SITE
<b>Project Class:</b>	Corrective Action	<b>Component:</b>	ACCESS
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	PEDESTRIAN

Code Application:	Subclass/Savings:	Project Location:
Not Applicable	Not Applicable	Undefined: Floor(s) 2

**Description**

Pedestrian paving systems are in overall good condition. However, some sections of concrete sidewalk have settled or cracked, creating an uneven surface. Replacement of the concrete sidewalk in these areas of concern is recommended to limit owner liability. In addition, the some of the tile on the southeast landing is damaged and should be repaired.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Replace tile pedestrian pavers	SF	100	\$6.82	\$682	\$10.22	\$1,022	\$1,704
Replace pedestrian concrete walkways	SF	660	\$4.23	\$2,792	\$4.66	\$3,076	\$5,867
<b>Base Material/Labor Costs</b>				<b>\$3,474</b>		<b>\$4,098</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$3,335</b>		<b>\$5,134</b>	<b>\$8,469</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$1,694</b>
<b>Original Construction Cost</b>							<b>\$10,163</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$10,163</b>
<b>Professional Fees at 16.0%</b>							<b>\$1,626</b>
<b>TOTAL PROJECT COST</b>							<b>\$11,789</b>

All costs shown as Present Value

PEDESTRIAN BRIDGE REPAIRS			
<b>Project Number:</b>	0001SI02	<b>Category Code:</b>	
<b>Priority Sequence:</b>	24	SI1A	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	SITE
<b>Project Class:</b>	Corrective Action	<b>Component:</b>	ACCESS
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	PEDESTRIAN

<b>Code Application:</b>	<b>Subclass/Savings:</b>	<b>Project Location:</b>
Not Applicable	Not Applicable	Undefined: Floor(s) 1,2

**Description**

Two steel and timber pedestrian bridges are in need of maintenance and repairs. The metal superstructures have developed corrosion. They should be repainted and in some instances replaced. Handrails and guardrail infill need to be replaced. Timber decking is warped, creating an uneven walking surface that could represent a liability to the owner. Rot is also visible on the timber deck of the lower bridge. Remediation of the two bridges is recommended as outlined in a 2016 inspection survey. Costs are based on estimates provided by the architect/engineer and include 3.5% annual inflation.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Pedestrian bridge maintenance and repairs	LOT	1	\$80,000	\$80,000	\$150,000	\$150,000	\$230,000
<b>Base Material/Labor Costs</b>				<b>\$80,000</b>		<b>\$150,000</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$76,800</b>		<b>\$187,950</b>	<b>\$264,750</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$52,950</b>
<b>Original Construction Cost</b>							<b>\$317,700</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$317,700</b>
<b>Professional Fees at 16.0%</b>							<b>\$50,832</b>
<b>TOTAL PROJECT COST</b>							<b>\$368,532</b>

FACILITY CONDITION ASSESSMENT

**SECTION 4**

LIFECYCLE COMPONENT  
INVENTORY

### ASSET COMPONENT INVENTORY

UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	UNIT COST	CMPLX ADJ	TOTAL COST	INSTALL DATE	USEFUL LIFE	USEFUL LIFE ADJ
B1010	FLOORING - WOOD STRIP, FIR PORCH	NE BRIDGE	846	SF	\$23.15	9.00	\$176,255	1967	30	31
B1010	FLOORING - WOOD STRIP, FIR PORCH	SE BRIDGE	234	SF	\$23.15	9.00	\$48,751	1967	30	31
B2010	WALL, EXTERIOR, STUCCO OR CONCRETE RESTORE	BLDG	4,830	SF	\$14.48		\$69,952	1967	30	31
B2010	WALL, EXTERIOR, SIDING, METAL CORRUGATED, V-BEAM, OR RIBBED	ROOFTOP SCREENS	1,330	SF	\$14.97		\$19,907	1967	30	31
B2020	GLASS, WINDOW, ALUMINUM OR WOOD, STANDARD	BLDG, SINGLE PANE	2,800	SF	\$174.69		\$489,125	1967	40	10
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, ALUMINUM AND GLASS	E-SE ENTRY	2	LEAF	\$3,249.04		\$6,498	2002	25	1
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, HOLLOW METAL	1ST S OFFICES	3	LEAF	\$2,059.37		\$6,178	1967	40	10
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, HOLLOW METAL	1ST STORAGE	2	LEAF	\$2,059.37		\$4,119	1967	40	10
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, HOLLOW METAL	1ST ELEC	2	LEAF	\$2,059.37		\$4,119	1967	40	10
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, HOLLOW METAL	CONFERENCE RM EXIT	1	LEAF	\$2,059.37		\$2,059	1967	40	10
B2030	DOOR, EXTERIOR, SLIDING ENTRANCE SYSTEM, POWERED	E MAIN ENTRY	1	EA	\$18,719.50		\$18,719	2007	15	6
B2030	DOOR, EXTERIOR, SLIDING, RESIDENTIAL PATIO, LOCK, SCREEN	2ND N CONFERENCE	1	EA	\$4,182.83		\$4,183	1967	20	30
B2030	DOOR OPERATOR, POWER-ASSIST	E-SE ENTRY	2	EA	\$6,942.36		\$13,885	2002	20	4
B2030	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	1ST S OFFICES	3	EA	\$974.37		\$2,923	2002	12	3
B2030	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	1ST STORAGE	2	EA	\$974.37		\$1,949	1967	12	38
B2030	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	1ST ELEC	2	EA	\$974.37		\$1,949	1967	12	38

ASSET COMPONENT INVENTORY

UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	UNIT COST	CMPLX ADJ	TOTAL COST	INSTALL DATE	USEFUL LIFE	USEFUL LIFE ADJ
B2030	DOOR PANIC HARDWARE, EXTERIOR	CONFERENCE RM EXIT	1	EA	\$1,203.90		\$1,204	1967	12	38
B2030	DOOR PANIC HARDWARE, EXTERIOR	E-SE ENTRY	2	EA	\$1,203.90		\$2,408	1997	12	8
B3010	ROOF - BITUMINOUS, 2-PLY, APPLIED MODIFIED BITUMEN, TORCH	BLDG	18,766	SF	\$15.30	1.23	\$353,206	1995	20	5
B3010	ROOF - PANEL, ALUMINUM OR GALVANIZED, CORRUGATED	ROOF MECH SCREEN	144	SF	\$11.49		\$1,654	1995	40	
B3020	ROOF SKYLIGHT - FIBERGLASS ROOF SANDWICH PANEL	BLDG	604	SF	\$62.50		\$37,752	1995	20	5
C1020	DOOR AND FRAME, INTERIOR, FIRE-RATED	BLDG	24	LEAF	\$3,743.30		\$89,839	1967	60	-5
C1030	CASEWORK - WOOD BASE AND WALL, TOP, STANDARD	2ND BREAKROOM	38	LF	\$599.73		\$22,790	1967	30	20
C1030	CASEWORK - WOOD BASE AND WALL, TOP, STANDARD	INFO DESK	40	LF	\$599.73	0.50	\$11,995	2002	30	
C1030	KITCHENETTE UNIT WITH CABINETRY AND AMENITIES	CONFERENCE RM	1	EA	\$12,931.12		\$12,931	1967	30	20
C1030	KITCHENETTE UNIT WITH CABINETRY AND AMENITIES	1ST FL BREAKROOM	1	EA	\$12,931.12		\$12,931	1967	30	20
C3010	WALL FINISH - APPLIED, STANDARD	BLDG	4,370	SF	\$3.36		\$14,692	2007	12	
C3010	WALL FINISH - APPLIED, STANDARD	BLDG	4,370	SF	\$3.36		\$14,692	2012	12	
C3010	WALL FINISH - TILE, CERAMIC / STONE, STANDARD	RESTROOMS	510	SF	\$43.79		\$22,331	1967	60	
C3010	WALL FINISH - WOOD PANEL, STANDARD	CONFERENCE RM	170	SF	\$23.69		\$4,028	1967	40	21
C3010	WALL FINISH - WALL COVERING, ROLL	CONFERENCE RM WALLPAPER	860	SF	\$6.33		\$5,441	1967	20	30
C3020	FLOORING - CARPET, TILE OR ROLL, STANDARD	2ND FL LIBRARY	12,630	SF	\$12.07		\$152,420	2016	12	

ASSET COMPONENT INVENTORY

UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	UNIT COST	CMPLX ADJ	TOTAL COST	INSTALL DATE	USEFUL LIFE	USEFUL LIFE ADJ
C3020	FLOORING - CARPET, TILE OR ROLL, STANDARD	1ST OFFICE	660	SF	\$12.07		\$7,965	2017	12	
C3020	FLOORING - VINYL COMPOSITION TILE, STANDARD	BLDG, 9 INCH SQ	1,930	SF	\$7.54		\$14,543	1967	20	30
C3020	FLOORING - VINYL COMPOSITION TILE, STANDARD	2ND FL CIRCULATION RM	580	SF	\$7.54		\$4,371	1997	20	
C3020	FLOORING - VINYL SHEET, STANDARD	1ST FL CUST	250	SF	\$12.19		\$3,047	2012	15	1
C3020	FLOORING - TILE, CERAMIC / STONE / QUARRY STANDARD	RESTROOMS	470	SF	\$39.50		\$18,564	1967	40	10
C3020	FLOORING - TILE, CERAMIC / STONE / QUARRY PREMIUM	2ND FL LIBRARY	800	SF	\$89.11		\$71,291	1967	50	11
C3020	FLOORING - HARDWOOD STRIP, STANDARD	CONFERENCE RM	330	SF	\$18.17		\$5,995	1967	50	11
C3020	FLOORING - LAMINATE PLANK, STANDARD	BLDG	4,250	SF	\$8.85		\$37,614	2016	25	
C3030	CEILING FINISH - SUSPENDED ACOUSTICAL TILE, STANDARD	2ND FL LIBRARY	8,000	SF	\$12.42		\$99,344	1987	45	-5
C3030	CEILING FINISH - APPLIED PAINT OR STAIN, STANDARD	BLDG	13,800	SF	\$3.36		\$46,397	2004	24	
D1010	ELEVATOR MODERNIZATION - HYDRAULIC 2-5 FLOORS	ELEV MR	1	EA	\$290,277.46	1.20	\$348,333	1967	25	25
D2010	PLUMBING FIXTURE - LAVATORY, COUNTER	2ND FL	1	EA	\$944.81		\$945	1967	25	25
D2010	PLUMBING FIXTURE - LAVATORY, WALL HUNG	1ST FL	2	EA	\$1,418.35		\$2,837	1967	35	15
D2010	PLUMBING FIXTURE - LAVATORY, WALL HUNG	SPLIT LEVEL	2	EA	\$1,418.35		\$2,837	1967	35	15
D2010	PLUMBING FIXTURE - LAVATORY, WALL HUNG	2ND FL	2	EA	\$1,418.35		\$2,837	1967	35	15



ASSET COMPONENT INVENTORY

UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	UNIT COST	CMPLX ADJ	TOTAL COST	INSTALL DATE	USEFUL LIFE	USEFUL LIFE ADJ
D2010	PLUMBING FIXTURE - SINK, KITCHEN	2ND FL	1	EA	\$838.19		\$838	1967	20	30
D2010	PLUMBING FIXTURE - SINK, SERVICE/LAUNDRY/UTILITY	1ST FL	1	EA	\$1,748.10		\$1,748	1967	50	
D2010	PLUMBING FIXTURE - URINAL	SPLIT LEVEL	1	EA	\$1,226.93		\$1,227	1967	35	15
D2010	PLUMBING FIXTURE - URINAL	2ND FL	1	EA	\$1,226.93		\$1,227	1967	35	15
D2010	PLUMBING FIXTURE - URINAL	LOW FLOW	1	EA	\$1,226.93		\$1,227	2007	35	
D2010	PLUMBING FIXTURE - WATER CLOSET, TANK-TYPE	LOW FLOW	1	EA	\$712.59		\$713	2007	35	
D2010	PLUMBING FIXTURE - WATER CLOSET, TANKLESS	1ST FL	2	EA	\$1,710.11		\$3,420	1967	35	15
D2010	PLUMBING FIXTURE - WATER CLOSET, TANKLESS	SPLIT LEVEL	3	EA	\$1,710.11		\$5,130	1967	35	15
D2010	PLUMBING FIXTURE - WATER CLOSET, TANKLESS	2ND FL	1	EA	\$1,710.11		\$1,710	1967	35	15
D2010	PLUMBING FIXTURE - WATER CLOSET, TANKLESS	LOW FLOW	1	EA	\$1,710.11		\$1,710	2007	35	
D2020	SUPPLY PIPING SYSTEM - LIBRARY		26,000	SF	\$5.56		\$144,480	1967	50	
D2020	WATER HEATER - RESIDENTIAL, GAS (35-45 GAL)	BRADFORD WHITE, CUST CLOSET 2ND FL	40	GAL	\$55.90		\$2,236	2001	20	
D2030	DRAIN PIPING SYSTEM - LIBRARY		26,000	SF	\$8.29		\$215,590	1967	60	
D3040	FAN - PROPELLER WITH LOUVER, 1/4" SP (.5-1 HP)	DIR OFFICE RESTRM	1	HP	\$2,786.25	0.15	\$418	1967	20	30
D3040	FAN - PROPELLER WITH LOUVER, 1/4" SP (.5-1 HP)	CONFERENCE RM KITCHEN	1	HP	\$2,786.25	0.15	\$418	1967	20	30
D3040	FAN - UTILITY SET, 1/4" SP (.4-1.25 HP)	RESTRMS, CUST CLOSET 1ST FL	1	HP	\$5,557.08		\$5,557	1967	40	10

### ASSET COMPONENT INVENTORY

UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	UNIT COST	CMPLX ADJ	TOTAL COST	INSTALL DATE	USEFUL LIFE	USEFUL LIFE ADJ
D3040	FAN - UTILITY SET, 1/4" SP (.4-1.25 HP)	IT RM, ROOF	1	HP	\$5,557.08	0.25	\$1,389	1967	40	10
D3040	HVAC DISTRIBUTION NETWORKS - LIBRARY		26,000	SF	\$42.66	0.60	\$665,418	1967	45	5
D3040	PUMP - ELECTRIC (<=10 HP)	DOM HOT WTR, CUST CLOSET 2ND FL	1	HP	\$1,794.73	0.50	\$897	2001	30	
D3050	PACKAGE HVAC UNIT, DX, GAS OR ELECTRIC HEAT, SINGLE-ZONE (5- 9 TON)	AHU-4, ROOF	7	TON	\$2,690.91		\$18,836	1994	22	1
D3050	PACKAGE HVAC UNIT, DX, GAS OR ELECTRIC HEAT, SINGLE-ZONE (9-35 TON)	AHU-1, ROOF	10	TON	\$4,412.14		\$44,121	1994	22	1
D3050	PACKAGE HVAC UNIT, DX, GAS OR ELECTRIC HEAT, SINGLE-ZONE (9-35 TON)	AHU-2, ROOF	20	TON	\$4,412.14		\$88,243	1994	22	10
D3050	PACKAGE HVAC UNIT, DX, GAS OR ELECTRIC HEAT, SINGLE-ZONE (9-35 TON)	AHU-3, ROOF	20	TON	\$4,412.14		\$88,243	2000	22	
D3060	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY	AHU-1	6,500	SF	\$3.85	0.10	\$2,506	1994	20	3
D3060	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY	AHU-2	6,500	SF	\$3.85	0.10	\$2,506	1994	20	3
D3060	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY	AHU-3	6,500	SF	\$3.85	0.10	\$2,506	2000	20	
D3060	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY	AHU-4	6,500	SF	\$3.85	0.10	\$2,506	1994	20	3
D5010	ELECTRICAL DISTRIBUTION NETWORK - LIBRARY	ORIG	23,000	SF	\$13.32		\$306,444	1967	50	
D5010	ELECTRICAL DISTRIBUTION NETWORK - LIBRARY	UPDATED	3,000	SF	\$13.32		\$39,971	2006	50	
D5010	MAIN SWITCHBOARD W/BREAKERS (800-1200 AMP)	BENJAMIN ELEC, MAIN ELEC RM	1,000	AMP	\$78.78		\$78,781	1967	40	10
D5020	COM EXTERIOR BLDG MT DECO LIGHTING (COACH, SCONCE, PEND, SOFFIT)	WALL-MOUNT	4	EA	\$514.17		\$2,057	1967	20	30

ASSET COMPONENT INVENTORY

UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	UNIT COST	CMPLX ADJ	TOTAL COST	INSTALL DATE	USEFUL LIFE	USEFUL LIFE ADJ
D5020	COM EXTERIOR BLDG MT DECO LIGHTING (COACH, SCONCE, PEND, SOFFIT)	SURFACE EAVE-MOUNT	4	EA	\$514.17		\$2,057	1995	20	2
D5020	COM EXTERIOR BLDG MT DECO LIGHTING (COACH, SCONCE, PEND, SOFFIT)	RECESSED EAVE-MOUNT	2	EA	\$514.17		\$1,028	1967	20	30
D5020	COM EXTERIOR BLDG MT DECO LIGHTING (COACH, SCONCE, PEND, SOFFIT)	RECESSED EAVE-MOUNT	6	EA	\$514.17		\$3,085	1995	20	2
D5020	COM EXTERIOR BLDG MT HI FLOOD LIGHTING (WALLPACK, WALLWASH)	LED, WALL-MOUNT	2	EA	\$788.72		\$1,577	2015	20	
D5020	COM EXTERIOR BOLLARD LIGHTING	SITE	4	EA	\$1,327.35		\$5,309	2003	20	
D5020	COM EXTERIOR POLE ONLY - TALL (>=21 FT, POLE, 4 ARMS)	SITE	4	EA	\$4,446.43		\$17,786	2015	40	
D5020	COM EXTERIOR POLE ONLY - SHORT (<=20 FT, POLE, 2 ARMS)	SITE	15	EA	\$1,962.88		\$29,443	1967	40	10
D5020	COM EXTERIOR POLE ONLY - SHORT (<=20 FT, POLE, 2 ARMS)	SITE	1	EA	\$1,962.88		\$1,963	1995	40	
D5020	COM EXTERIOR POLE ARM FIXTURE STD (LPS, HPS, MH) NO POLE OR ARM	GLOBE, SITE	15	EA	\$1,313.20		\$19,698	1967	20	30
D5020	COM EXTERIOR POLE ARM FIXTURE STD (LPS, HPS, MH) NO POLE OR ARM	LED, SITE	4	EA	\$1,313.20		\$5,253	2015	20	
D5020	COM EXTERIOR POLE ARM FIXTURE STD (LPS, HPS, MH) NO POLE OR ARM	LANTERN STYLE, SITE	1	EA	\$1,313.20		\$1,313	1995	20	2
D5020	LIGHTING SYSTEM, INTERIOR - LIBRARY		26,000	SF	\$6.64		\$172,647	1967	20	30
G2020	ASPHALT VEHICULAR PAVING - SEALCOAT AND STRIPE	PARKING LOT	2,084	SY	\$4.37		\$9,116	2018	7	
G2020	ASPHALT VEHICULAR PAVING - SEALCOAT AND STRIPE	NEW ADA PARKING	110	SY	\$4.37		\$481	2018	7	3
G2040	VEHICLE GATE, SLIDING OR SWINGING, MOTORIZED	SE, MANUAL	1	EA	\$17,951.59	0.35	\$6,283	2017	20	

### ASSET COMPONENT INVENTORY

UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	UNIT COST	CMPLX ADJ	TOTAL COST	INSTALL DATE	USEFUL LIFE	USEFUL LIFE ADJ
Grand Total:							\$4,306,915			

## COMPONENT RENEWAL COST BY YEAR

All costs shown as Future Value using a 3% average inflation rate

DEFERRED RENEWAL						
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR
B2020	GLASS, WINDOW, ALUMINUM OR WOOD, STANDARD	BLDG, SINGLE PANE	2,800	SF	\$489,125	DR
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, HOLLOW METAL	1ST S OFFICES	3	LEAF	\$6,178	DR
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, HOLLOW METAL	1ST STORAGE	2	LEAF	\$4,119	DR
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, HOLLOW METAL	1ST ELEC	2	LEAF	\$4,119	DR
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, HOLLOW METAL	CONFERENCE RM EXIT	1	LEAF	\$2,059	DR
B2030	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	1ST S OFFICES	3	EA	\$2,923	DR
B2030	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	1ST STORAGE	2	EA	\$1,949	DR
B2030	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	1ST ELEC	2	EA	\$1,949	DR
B2030	DOOR PANIC HARDWARE, EXTERIOR	CONFERENCE RM EXIT	1	EA	\$1,204	DR
B2030	DOOR PANIC HARDWARE, EXTERIOR	E-SE ENTRY	2	EA	\$2,408	DR
B2030	DOOR, EXTERIOR, SLIDING, RESIDENTIAL PATIO, LOCK, SCREEN	2ND N CONFERENCE	1	EA	\$4,183	DR
C1030	KITCHENETTE UNIT WITH CABINETS AND AMENITIES	CONFERENCE RM	1	EA	\$12,931	DR
C1030	KITCHENETTE UNIT WITH CABINETS AND AMENITIES	1ST FL BREAKROOM	1	EA	\$12,931	DR
C1030	CASEWORK - WOOD BASE AND WALL, TOP, STANDARD	2ND BREAKROOM	38	LF	\$22,790	DR
C3010	WALL FINISH - WALL COVERING, ROLL	CONFERENCE RM WALLPAPER	860	SF	\$5,441	DR
C3020	FLOORING - VINYL COMPOSITION TILE, STANDARD	BLDG, 9 INCH SQ	1,930	SF	\$14,543	DR
C3020	FLOORING - VINYL COMPOSITION TILE, STANDARD	2ND FL CIRCULATION RM	580	SF	\$4,371	DR
C3020	FLOORING - TILE, CERAMIC / STONE / QUARRY STANDARD	RESTROOMS	470	SF	\$18,564	DR

### COMPONENT RENEWAL COST BY YEAR

*All costs shown as Future Value using a 3% average inflation rate*

D1010	ELEVATOR MODERNIZATION - HYDRAULIC 2-5 FLOORS	ELEV MR	1	EA	\$348,333	DR
D2010	PLUMBING FIXTURE - LAVATORY, WALL HUNG	1ST FL	2	EA	\$2,837	DR
D2010	PLUMBING FIXTURE - SINK, SERVICE/LAUNDRY/UTILITY	1ST FL	1	EA	\$1,748	DR
D2010	PLUMBING FIXTURE - WATER CLOSET, TANKLESS	1ST FL	2	EA	\$3,420	DR
D2010	PLUMBING FIXTURE - LAVATORY, WALL HUNG	SPLIT LEVEL	2	EA	\$2,837	DR
D2010	PLUMBING FIXTURE - URINAL	SPLIT LEVEL	1	EA	\$1,227	DR
D2010	PLUMBING FIXTURE - WATER CLOSET, TANKLESS	SPLIT LEVEL	3	EA	\$5,130	DR
D2010	PLUMBING FIXTURE - LAVATORY, COUNTER	2ND FL	1	EA	\$945	DR
D2010	PLUMBING FIXTURE - LAVATORY, WALL HUNG	2ND FL	2	EA	\$2,837	DR
D2010	PLUMBING FIXTURE - SINK, KITCHEN	2ND FL	1	EA	\$838	DR
D2010	PLUMBING FIXTURE - URINAL	2ND FL	1	EA	\$1,227	DR
D2010	PLUMBING FIXTURE - WATER CLOSET, TANKLESS	2ND FL	1	EA	\$1,710	DR
D2020	SUPPLY PIPING SYSTEM - LIBRARY		26,000	SF	\$144,480	DR
D3040	HVAC DISTRIBUTION NETWORKS - LIBRARY		26,000	SF	\$665,418	DR
D3040	FAN - PROPELLER WITH LOUVER, 1/4" SP (.5-1 HP)	DIR OFFICE RESTRM	1	HP	\$418	DR
D3040	FAN - PROPELLER WITH LOUVER, 1/4" SP (.5-1 HP)	CONFERENCE RM KITCHEN	1	HP	\$418	DR
D3040	FAN - UTILITY SET, 1/4" SP (.4-1.25 HP)	RESTRMS, CUST CLOSET 1ST FL	1	HP	\$5,557	DR
D3040	FAN - UTILITY SET, 1/4" SP (.4-1.25 HP)	IT RM, ROOF	1	HP	\$1,389	DR
D3050	PACKAGE HVAC UNIT, DX, GAS OR ELECTRIC HEAT, SINGLE-ZONE (9-35 TON)	AHU-1, ROOF	10	TON	\$44,121	DR
D3050	PACKAGE HVAC UNIT, DX, GAS OR ELECTRIC HEAT, SINGLE-ZONE (5- 9 TON)	AHU-4, ROOF	7	TON	\$18,836	DR

### COMPONENT RENEWAL COST BY YEAR

*All costs shown as Future Value using a 3% average inflation rate*

D3060	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY	AHU-1	6,500	SF	\$2,506	DR
D3060	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY	AHU-2	6,500	SF	\$2,506	DR
D3060	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY	AHU-4	6,500	SF	\$2,506	DR
D5010	MAIN SWITCHBOARD W/BREAKERS (800-1200 AMP)	BENJAMIN ELEC, MAIN ELEC RM	1,000	AMP	\$78,781	DR
D5010	ELECTRICAL DISTRIBUTION NETWORK - LIBRARY	ORIG	23,000	SF	\$306,444	DR
D5020	COM EXTERIOR BLDG MT DECO LIGHTING (COACH, SCONCE, PEND, SOFFIT)	WALL-MOUNT	4	EA	\$2,057	DR
D5020	COM EXTERIOR POLE ARM FIXTURE STD (LPS, HPS, MH) NO POLE OR ARM	GLOBE, SITE	15	EA	\$19,698	DR
D5020	COM EXTERIOR POLE ONLY - SHORT (<=20 FT, POLE, 2 ARMS)	SITE	15	EA	\$29,443	DR
D5020	COM EXTERIOR BLDG MT DECO LIGHTING (COACH, SCONCE, PEND, SOFFIT)	SURFACE EAVE-MOUNT	4	EA	\$2,057	DR
D5020	COM EXTERIOR BLDG MT DECO LIGHTING (COACH, SCONCE, PEND, SOFFIT)	RECESSED EAVE-MOUNT	2	EA	\$1,028	DR
D5020	COM EXTERIOR POLE ARM FIXTURE STD (LPS, HPS, MH) NO POLE OR ARM	LANTERN STYLE, SITE	1	EA	\$1,313	DR
D5020	COM EXTERIOR BLDG MT DECO LIGHTING (COACH, SCONCE, PEND, SOFFIT)	RECESSED EAVE-MOUNT	6	EA	\$3,085	DR
D5020	LIGHTING SYSTEM, INTERIOR - LIBRARY		26,000	SF	\$172,647	DR
<b>TOTAL DEFERRED RENEWAL COST</b>					<b>\$2,489,581</b>	

*No Projected Component Replacement Cost for Asset No. 0001 for 2018*

### COMPONENT RENEWAL COST BY YEAR

All costs shown as Future Value using a 3% average inflation rate

2019							
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR	
C3010	WALL FINISH - APPLIED, STANDARD	BLDG	4,370	SF	\$15,133	2019	
<b>2019</b>					<b>PROJECTED COMPONENT REPLACEMENT COST</b>	<b>\$15,133</b>	

2020							
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR	
D3060	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY	AHU-3	6,500	SF	\$2,658	2020	
B3010	ROOF - BITUMINOUS, 2-PLY, APPLIED MODIFIED BITUMEN, TORCH	BLDG	18,766	SF	\$374,717	2020	
B3020	ROOF SKYLIGHT - FIBERGLASS ROOF SANDWICH PANEL	BLDG	604	SF	\$40,051	2020	
<b>2020</b>					<b>PROJECTED COMPONENT REPLACEMENT COST</b>	<b>\$417,426</b>	

2021							
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR	
D2020	WATER HEATER - RESIDENTIAL, GAS (35-45 GAL)	BRADFORD WHITE, CUST CLOSET 2ND FL	40	GAL	\$2,444	2021	
<b>2021</b>					<b>PROJECTED COMPONENT REPLACEMENT COST</b>	<b>\$2,444</b>	

2022						
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR
D3050	PACKAGE HVAC UNIT, DX, GAS OR ELECTRIC HEAT, SINGLE-ZONE (9-35 TON)	AHU-3, ROOF	20	TON	\$99,318	2022



### COMPONENT RENEWAL COST BY YEAR

All costs shown as Future Value using a 3% average inflation rate

C1020	DOOR AND FRAME, INTERIOR, FIRE-RATED	BLDG	24	LEAF	\$101,115	2022
<b>2022</b>					<b>PROJECTED COMPONENT REPLACEMENT COST</b>	<b>\$200,433</b>

2023						
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR
D5020	COM EXTERIOR BOLLARD LIGHTING	SITE	4	EA	\$6,155	2023
<b>2023</b>					<b>PROJECTED COMPONENT REPLACEMENT COST</b>	<b>\$6,155</b>

2024						
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR
C3010	WALL FINISH - APPLIED, STANDARD	BLDG	4,370	SF	\$17,543	2024
<b>2024</b>					<b>PROJECTED COMPONENT REPLACEMENT COST</b>	<b>\$17,543</b>

2025						
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR
G2020	ASPHALT VEHICULAR PAVING - SEALCOAT AND STRIPE	PARKING LOT	2,084	SY	\$11,211	2025
<b>2025</b>					<b>PROJECTED COMPONENT REPLACEMENT COST</b>	<b>\$11,211</b>

2026						
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR

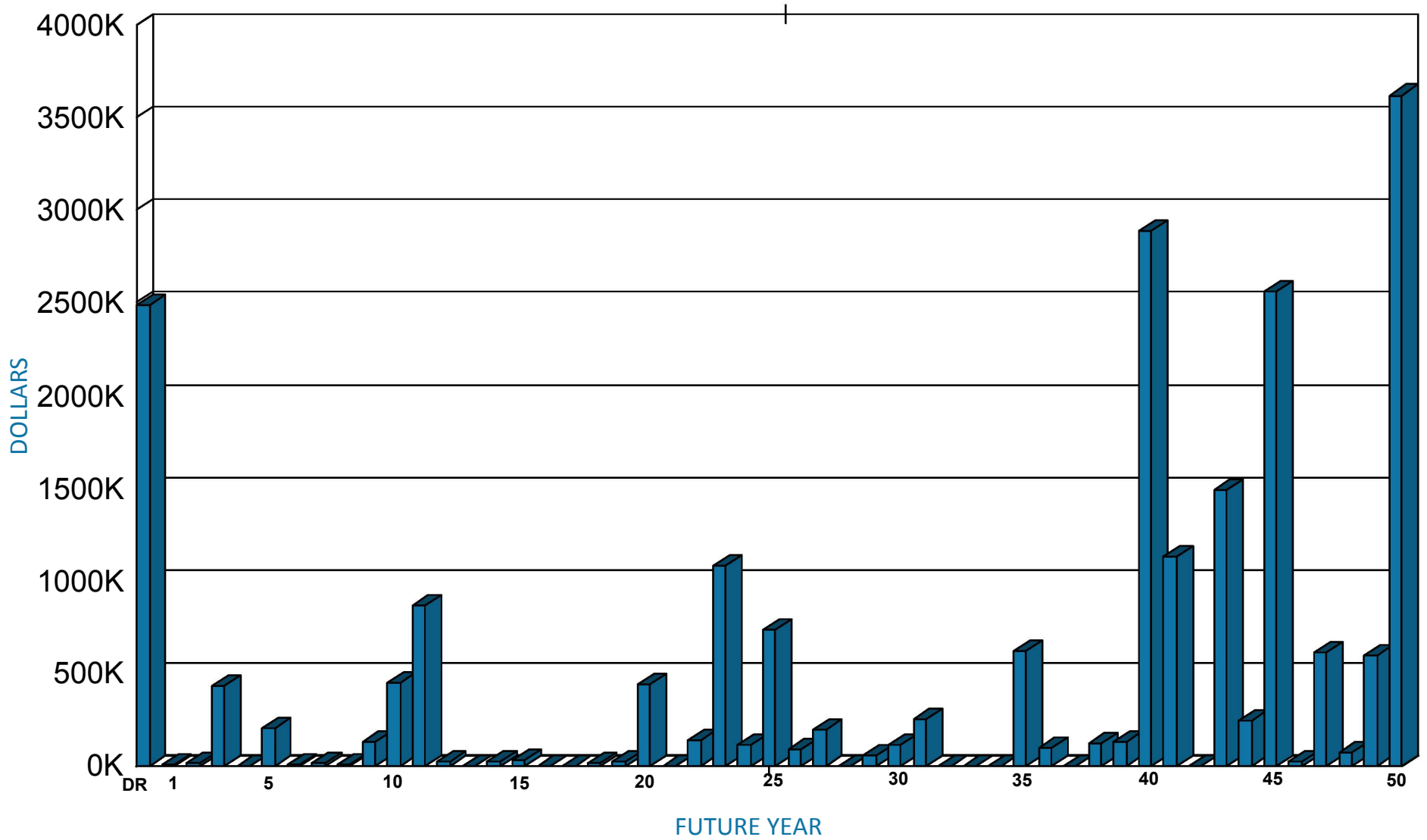
### COMPONENT RENEWAL COST BY YEAR

*All costs shown as Future Value using a 3% average inflation rate*

D3050	PACKAGE HVAC UNIT, DX, GAS OR ELECTRIC HEAT, SINGLE-ZONE (9-35 TON)	AHU-2, ROOF	20	TON	\$111,783	2026	
B2030	DOOR OPERATOR, POWER-ASSIST	E-SE ENTRY	2	EA	\$17,589	2026	
<b>2026</b>					<b>PROJECTED COMPONENT REPLACEMENT COST</b>	<b>\$129,372</b>	

<b>2027</b>							
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR	
D2030	DRAIN PIPING SYSTEM - LIBRARY		26,000	SF	\$281,296	2027	
C3030	CEILING FINISH - SUSPENDED ACOUSTICAL TILE, STANDARD	2ND FL LIBRARY	8,000	SF	\$129,622	2027	
C3010	WALL FINISH - TILE, CERAMIC / STONE, STANDARD	RESTROOMS	510	SF	\$29,137	2027	
<b>2027</b>					<b>PROJECTED COMPONENT REPLACEMENT COST</b>	<b>\$440,055</b>	

### RECURRING COMPONENT EXPENDITURE PROJECTIONS



Average Annual Renewal Cost per SF \$7.31

FACILITY CONDITION ASSESSMENT

**SECTION 5**

**DRAWINGS/PROJECT  
LOCATIONS**

NO CAD DRAWINGS ARE  
AVAILABLE FOR THIS  
BUILDING

# FACILITY CONDITION ASSESSMENT

## **SECTION 6**

### PHOTOGRAPHS



0001001a 4/24/2018  
Recently repaved and sealcoated asphalt parking lot  
South side parking looking east



0001001e 4/24/2018  
Exterior lighting  
Building exterior



0001002a 4/24/2018  
Single-pane windows, metal doors, structural concrete,  
and CMU  
First floor, south side



0001002e 4/24/2018  
Exterior lighting  
Building exterior



0001003a 4/24/2018  
West elevation, fire escape with noncompliant handrails,  
and CMU  
Southwest elevation looking north



0001003e 4/24/2018  
Transformer  
Site



0001004a 4/24/2018  
Old metal doors to electrical and mechanical area and  
CMU exterior  
First floor, west side



0001004e 4/24/2018  
Exterior lighting  
Building exterior



0001005a 4/24/2018  
Northwest elevation, windows, and CMU exterior  
West-northwest side of building



0001005e 4/24/2018  
Exterior lighting  
Site, street



0001006a 4/24/2018  
North-northwest elevation and landscaping  
Northwest side of building



0001006e 4/24/2018  
Exterior lighting  
Site





0001007a 4/24/2018  
Designated curb side handicap parking and curb cut  
Mariposa Street, north side of facility



0001007e 4/24/2018  
Exterior lighting  
Site



0001008a 4/24/2018  
Curb cut in municipal sidewalk with steep slope  
Mariposa Street, north side of facility



0001008e 4/24/2018  
Exterior lighting  
Building exterior



0001009a 4/24/2018  
Concrete sidewalk repair, lack of handrails, and  
landscaping  
North side access from curb cut



0001009e 4/24/2018  
Lack of exterior lighting  
Site



0001010a 4/24/2018  
Concrete sidewalk to first floor access bridge  
Northeast side of building



0001010e 4/24/2018  
Lack of exterior lighting  
Building exterior



0001011a 4/24/2018  
Patio, sliding glass window, and CMU and stucco exterior  
Northeast side of building



0001011e 4/24/2018  
Aged alarm bell  
Building exterior



0001012a 4/24/2018  
Possible location of new off-street handicap parking area  
Northeast side of facility parcel



0001012e 4/24/2018  
Lack of exterior lighting  
Site



0001013a 4/24/2018  
Library sign, landscaping, and concrete sidewalk  
Northeast corner of property



0001013e 4/24/2018  
Exterior lighting  
Site



0001014a 4/24/2018  
Steel and timber pedestrian bridge with uneven surface  
Access to library entrance, second level



0001014e 4/24/2018  
Gas regulator  
Site



0001015a 4/24/2018  
Sliding glass entrance doors and tile entrance  
Main entrance to library, east side



0001015e 4/24/2018  
Lack of exterior lighting  
Site



0001016a 4/24/2018  
Noncompliant and missing handrails and stucco siding  
East side steps at main entrance



0001016e 4/24/2018  
Exterior lighting  
Site



0001017a 4/24/2018  
Northeast elevation and CMU and stucco siding  
Northeast side of building



0001017e 4/24/2018  
Exterior lighting  
Site



0001018a 4/24/2018  
Landscaping, sidewalk, missing handrails, and protected  
trees  
East-southeast side of building



0001018e 4/24/2018  
Exterior lighting  
Building exterior



0001019a 4/24/2018  
Pedestrian bridge and landscaping  
Southeast side of facility



0001019e 4/24/2018  
Exterior lighting  
Site



0001020a 4/24/2018  
Damaged, rotted, uneven wood planks on pedestrian  
bridge  
Southeast side of facility



0001020e 4/24/2018  
Exterior lighting  
Site



0001021a 4/24/2018  
Cracked, sunken sidewalk and leaning and corroded  
handrails  
East side of building



0001021e 4/24/2018  
Exterior lighting  
Site



0001022a 4/24/2018  
Designated handicap van parking  
South parking lot, east side



0001022e 4/24/2018  
Exterior lighting  
Building exterior



0001023a 4/24/2018  
South elevation  
South side of building



0001023e 4/24/2018  
Exterior lighting  
Building exterior



0001024a 4/24/2018  
Missing freestanding handrails  
Southeast sidewalk, south entrance



0001024e 4/24/2018  
Exterior lighting  
Building exterior



0001025a 4/24/2018  
Entrance doors with door operator and damaged tile  
South entrance



0001025e 4/24/2018  
Exterior lighting  
Site



0001026a 4/24/2018  
Concrete sidewalk settlement repairs  
Southeast sidewalk to south entrance



0001026e 4/24/2018  
Exterior lighting  
Site



0001027a 4/24/2018  
Conference room exit door and ADA entrance with some  
corrosion  
Split-level conference room, east side



0001027e 4/24/2018  
Sprinkler head and interior lighting  
First floor, tool storage room



0001028a 4/24/2018  
Storage area and metal doors  
First floor, south side



0001028e 4/24/2018  
Inoperable rooftop package unit #1  
Roof



0001029a 4/24/2018  
Roll asphalt roof, corrugated metal roof, and metal  
screens  
Roof over southeast conference room



0001029e 4/24/2018  
Rusted blower section of rooftop package unit #1  
Roof



0001030a 4/24/2018  
Roll asphalt roofs  
Roof, east side looking north



0001030e 4/24/2018  
Damper section of rooftop package unit #1  
Roof





0001031a 4/24/2018  
Roll asphalt roofs and metal screen  
Roof, south side looking west



0001031e 4/24/2018  
Rooftop package unit #2  
Roof



0001032a 4/24/2018  
Metal equipment screens with some corrosion  
Roof, south side equipment screen



0001032e 4/24/2018  
Fan section of rooftop package unit #2  
Roof



0001033a 4/24/2018  
Skylight  
Central roof



0001033e 4/24/2018  
Coil section of rooftop package unit #2  
Roof



0001034a 4/24/2018  
Roll asphalt roof with exposed seam  
Roof, north side looking west



0001034e 4/24/2018  
Rooftop package unit #3  
Roof



0001035a 4/24/2018  
Exposed seams in roll asphalt roof  
Roof, west side



0001035e 4/24/2018  
Electronic actuators for rooftop package unit #3  
Roof



0001036a 4/24/2018  
Roll asphalt roof  
Roof, west side looking south



0001036e 4/24/2018  
Rooftop package unit #4  
Roof



0001037a 4/24/2018  
Corroded metal equipment screen  
Roof, north side, typical



0001037e 4/24/2018  
Coils for rooftop package unit #4  
Roof



0001038a 4/24/2018  
Missing fixed ladder  
Roof, east side



0001038e 4/24/2018  
Exhaust fan  
Roof



0001039a 4/24/2018  
Old cabinets, knob door hardware, and 9- and 12-inch tile  
Second floor, east side rooms



0001039e 4/24/2018  
Panelboards  
Second floor, IT room



0001040a 4/24/2018  
Elevator, drinking fountain, laminate floor, and step  
handrails  
Second floor, southeast side



0001040e 4/24/2018  
Interior lighting  
Second floor, IT room



0001041a 4/24/2018  
Elevator control panel and emergency phone  
Elevator



0001041e 4/24/2018  
Interior lighting  
Second floor, circulation room



0001042a 4/24/2018  
Carpet, ceiling tile, circulation desk, and sunken area  
Second floor, library



0001042e 4/24/2018  
Sink  
Second floor, circulation room



0001043a 4/24/2018  
Tile floor and planters  
Library, sunken area



0001043e 4/24/2018  
Supply and drain piping  
Second floor, circulation room



0001044a 4/24/2018  
Countertop sink and low flow toilet with tank  
Second floor, director's office bathroom



0001044e 4/24/2018  
Interior lighting  
Second floor, men's restroom



0001045a 4/24/2018  
Worn vinyl tile floor  
Second floor, breakroom/circulation room



0001045e 4/24/2018  
Restroom exhaust fan  
Second floor, custodial closet



0001046a 4/24/2018  
Old cabinets  
Second floor, circulation room



0001046e 4/24/2018  
Water heater  
Second floor, custodial closet



0001047a 4/24/2018  
Old wood doors, knobs, missing Braille, and carpet  
squares  
Second floor, library, south side



0001047e 4/24/2018  
Circulation pump  
Second floor, custodial closet



0001048a 4/24/2018  
Scarred wood door and ceramic tile floor and walls  
Second floor, women's restroom



0001048e 4/24/2018  
Piping  
Second floor, custodial closet



0001049a 4/24/2018  
Restroom fixtures and finishes, door that opens in, and knob hardware  
Second floor, men's restroom



0001049e 4/24/2018  
Original drain piping  
Second floor, attic area



0001050a 4/24/2018  
Ceiling damage  
Second floor, southeast side



0001050e 4/24/2018  
Possible asbestos pipe insulation and duct insulation  
Second floor, attic area



0001051a 4/24/2018  
Cracks in painted ceiling and some staining  
Second floor, library, east side



0001051e 4/24/2018  
Interior lighting  
Second floor, study room



0001052a 4/24/2018  
Elliptical skylight and painted and suspended grid ceilings  
Second floor, library, over sunken area



0001052e 4/24/2018  
Honeywell thermostat  
Second floor, study room



0001053a 4/24/2018  
Fire escape exit door, panic hardware, and missing LED  
exit sign  
Second floor, library, west side



0001053e 4/24/2018  
Interior lighting  
Second floor, reading room



0001054a 4/24/2018  
Single-pane fixed windows, some of which rattle  
Second floor, library, south side



0001054e 4/24/2018  
Interior lighting  
Second floor, reading room





0001055a 4/24/2018  
Laminate floor, suspended grid ceiling tile, wallpaper, and  
LED exit  
Split-level conference room, east side



0001055e 4/24/2018  
Honeywell thermostat  
Second floor, reading room



0001056a 4/24/2018  
Old kitchenette  
Split-level conference room, east side



0001056e 4/24/2018  
Interior lighting  
Second floor, reading room



0001057a 4/24/2018  
Wood stage  
Split-level conference room, east side



0001057e 4/24/2018  
Interior lighting  
Second floor, reading room



0001058a 4/24/2018  
Ceramic tile floor and walls and old sink and partition  
Split-level women's restroom



0001058e 4/24/2018  
Lack of exit sign and emergency light  
Second floor, reading room



0001059a 4/24/2018  
Toilet stall  
Split-level women's restroom



0001059e 4/24/2018  
Interior lighting  
Second floor, reading room



0001060a 4/24/2018  
Ceramic tile floor and walls, urinal, and old sink  
Split-level men's restroom



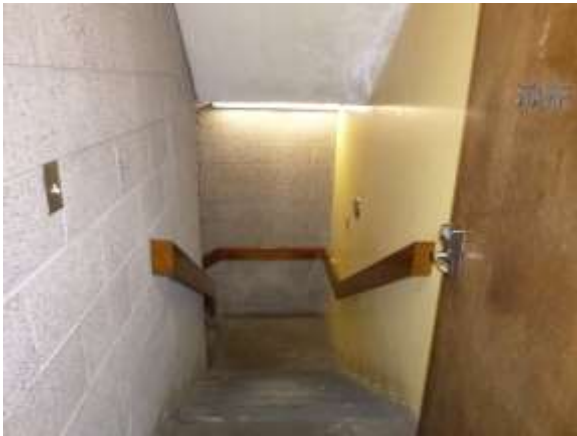
0001060e 4/24/2018  
Local-only smoke detector  
Second floor, reading room



0001061a 4/24/2018  
Entrance door  
Split-level men's restroom



0001061e 4/24/2018  
Interior lighting  
Second floor, reading room



0001062a 4/24/2018  
Scarred door and noncompliant handrails needing end extensions  
Stairwell between split-level and first floor



0001062e 4/24/2018  
Interior lighting  
Second floor, reading room



0001063a 4/24/2018  
9-inch square floor tile, painted ceilings, and knob hardware  
First floor, hallway



0001063e 4/24/2018  
Interior lighting  
Second floor, reading room



0001064a 4/24/2018  
9-inch vinyl floor and open structural concrete ceiling  
First floor, storage room



0001064e 4/24/2018  
Interior lighting  
Second floor, reading room



0001065a 4/24/2018  
Old kitchenette, laminate flooring, and knob door hardware  
First floor, breakroom



0001065e 4/24/2018  
Fire extinguisher  
Second floor, director's office, secretary



0001066a 4/24/2018  
LED exit signage and panic door hardware  
First floor, breakroom



0001066e 4/24/2018  
Interior lighting  
Second floor, director's office



0001067a 4/24/2018  
Service sink, roll vinyl floor, and knob door hardware  
First floor, custodial closet



0001067e 4/24/2018  
Interior lighting  
Second floor, director's office



0001068a 4/24/2018  
Carpet, missing LED exit sign, and painted ceiling  
First floor, office



0001068e 4/24/2018  
Honeywell thermostat and light switch  
Second floor, director's office



0001069a 4/24/2018  
Laminate floor, painted ceiling, and missing LED exit sign  
First floor, technical services room



0001069e 4/24/2018  
Exhaust fan  
Second floor, director's office, restroom



0001070a 4/24/2018  
Nonilluminating exit sign and missing Braille signage  
First floor, hallway



0001070e 4/24/2018  
Non-GFCI receptacle  
Second floor, director's office, restroom



0001071a 4/24/2018  
Narrow restroom entrance door, knob hardware, and  
lack of Braille  
First floor, hallway



0001071e 4/24/2018  
Supply and drain piping  
Second floor, director's office, restroom



0001072a 4/24/2018  
Old restroom fixtures and ceramic tile floor and walls  
First floor, men's restroom



0001072e 4/24/2018  
Interior lighting  
Second floor, passport office



0001073a 4/24/2018  
East elevation and missing sidewalk handrails  
East side of facility



0001073e 4/24/2018  
Interior lighting  
Second floor, conference room



0001074a 4/24/2018  
In-wall public telephone, laminate floor, and door  
operator  
South entrance to split-level floor



0001074e 4/24/2018  
Interior lighting  
Second floor, conference room



0001075e 4/24/2018  
Exit sign and emergency light  
Second floor, conference room



0001076e 4/24/2018  
Digital thermostat  
Second floor, conference room



0001077e 4/24/2018  
Lack of fire suppression  
Second floor, conference room



0001078e 4/24/2018  
Exhaust fan  
Second floor, conference room



0001079e 4/24/2018  
Lighting controls  
Second floor, conference room closet



0001080e 4/24/2018  
Panelboard  
Second floor, conference room closet



0001081e 4/24/2018  
Interior lighting  
Second floor, men's restroom



0001082e 4/24/2018  
Non-GFCI receptacle  
Second floor, men's restroom





0001083e 4/24/2018  
Car operating panel  
Elevator cab



0001084e 4/24/2018  
Sprinkler head and interior lighting  
First floor, elevator machine room



0001085e 4/24/2018  
Electrical disconnect switch  
First floor, elevator machine room



0001086e 4/24/2018  
Elevator controller  
First floor, elevator machine room



0001087e 4/24/2018  
Silencer  
First floor, elevator machine room



0001088e 4/24/2018  
Original drain piping  
First floor, crawlspace



0001089e 4/24/2018  
Inoperable vacuum system  
First floor, crawlspace



0001090e 4/24/2018  
Local-only smoke detector and interior lighting  
First floor, corridor



0001091e 4/24/2018  
Interior lighting  
First floor, book storage room



0001092e 4/24/2018  
Original ductwork and interior lighting  
First floor, book storage room



0001093e 4/24/2018  
Exit sign and emergency light  
First floor, staff lounge



0001094e 4/24/2018  
Lack of fire suppression  
First floor, staff lounge



0001095e 4/24/2018  
Fire extinguisher in cabinet  
First floor, corridor



0001096e 4/24/2018  
Service sink  
First floor, custodial closet



0001097e 4/24/2018  
Interior lighting  
First floor, custodial closet



0001098e 4/24/2018  
Panelboards  
First floor, custodial closet



0001099e 4/24/2018  
Interior lighting  
First floor, office



0001100e 4/24/2018  
Interior lighting  
First floor, women's restroom



0001101e 4/24/2018  
Non-GFCI receptacle  
First floor, men's restroom



0001102e 4/24/2018  
Interior lighting  
First floor, men's restroom



0001103e 4/24/2018  
Exit sign and emergency light  
First floor, corridor



0001104e 4/24/2018  
Interior lighting  
First floor, workroom



0001105e 4/24/2018  
Lack of exit signage and emergency light  
First floor, workroom



0001106e 4/24/2018  
Switchboard  
First floor, exterior electrical room



0001107e 4/24/2018  
Switchboard  
First floor, exterior electrical room



0001108e 4/24/2018  
Water meter  
Site

FACILITY CONDITION ASSESSMENT

**SECTION 7**

PRELIMINARY ENERGY  
ASSESSMENT

## INTRODUCTION

A Preliminary Energy Assessment (PEA) was conducted to identify energy conservation opportunities. The PEA is intended to be a preliminary energy screening only. The goal is to identify potential energy savings opportunities in a building. It is not equivalent to an American Society of Heating, Refrigeration, or Air Conditioning Engineers (ASHRAE) Level 1, 2, or 3 audit. The PEA has two sections: 1) Benchmarking Data and 2) Energy Conservation Opportunities. Basic building information is provided in **Table 1**.

TABLE 1. BUILDING INFORMATION	
Client	Altadena Library District
Asset Number	0001
Asset Name	ALD Main
Year Built or Last Energy Renovation	1967

## BENCHMARKING DATA

The purpose of benchmarking building performance is to determine how well a building performs in comparison to other similar buildings. For this analysis, buildings were assessed based on their primary use (e.g., education, food sales, food service, etc.) and year constructed. Two metrics -- energy use intensity and energy end use -- are presented for the building manager to use to assess how efficiently the building performs compared to similar buildings.

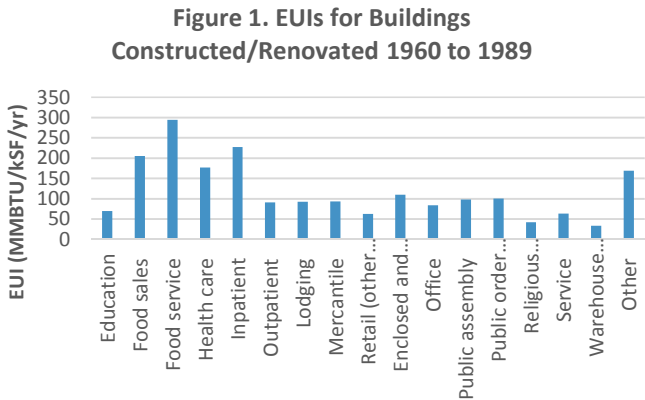
### Metric #1: Energy Use Intensity (EUI)

EUI is a measure of energy consumption per square foot of building space per year. The units of measurement are million British thermal units per thousand square foot per year (MMBTU/kSF/yr). The US-DOE EUI can be compared to the actual EUI of the client building to determine how efficient the building is compared to other similar buildings. A building manager can calculate EUI by summing total energy consumption per year (in MMBTU/yr) and dividing it by the building area (in kSF). Benchmarking data from the U.S. Energy Information Administration (EIA) Commercial Building Energy Consumption Survey (CBECS) database was used for this analysis.

Basic information about the building use and the time of the most recent major HVAC or lighting upgrade is provided in **Table 2**. That information is used to determine the Benchmark EUI. The building manager can calculate the Building EUI and compare it to the Benchmark EUI to determine how building efficiency compares to similar buildings (see **Table 3**). In addition, **Figure 1** shows the EUIs of various building types for further comparison.

TABLE 2. BUILDING DETAILS	
FCA Building Type	Library
Range of Years Constructed/Last Major Energy Renovation	1960 to 1989
<b>Benchmark EUI (MMBTU/kSF/yr) =</b>	<b>97.9</b>
<b>Building EUI to be Calculated by Client (MMBTU/kSF/yr) =</b>	

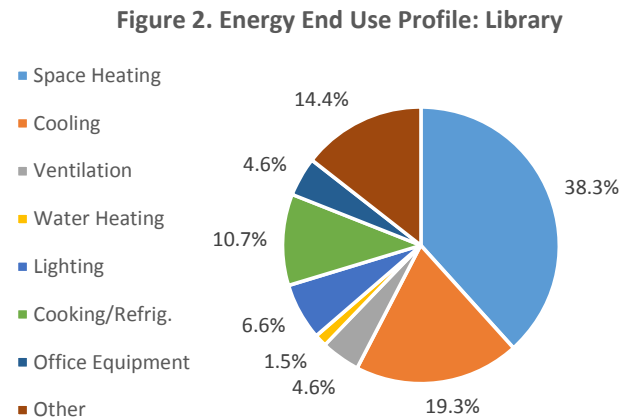
TABLE 3. EUI COMPARISON	
<b>Very Energy Efficient</b> (consumes more than 30% less energy)	EUI < 68.5
<b>Energy Efficient</b> (consumes 10% to 30% less energy)	68.5 <= EUI <= 88.1
<b>Similar</b> (consumes within 10% less or 10% more energy)	88.1 < EUI < 107.7
<b>Energy Inefficient</b> (consumes 10% to 30% more energy)	107.7 <= EUI <= 127.3
<b>Very Energy Inefficient</b> (consumes more than 30% more energy)	EUI > 127.3



### Metric #2: Energy End Use

Energy end use data characterizes how energy is used by profiling energy consumption into end use categories such as space heating, cooling, ventilation, lighting, etc. When energy end use data is presented in a pie chart, high energy-consuming activities are readily identified. A building manager can determine the energy end use profile for a building by analyzing trend data from a Building Automation System and/or Energy Management Control System.

TABLE 4. ENERGY END USE PROFILE: LIBRARY	
Space Heating	38.3%
Cooling	19.3%
Ventilation	4.6%
Water Heating	1.5%
Lighting	6.6%
Cooking/Refrig.	10.7%
Office Equipment	4.6%
Other	14.4%
<b>Total</b>	<b>100.0%</b>



References:

1. U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy. "Technologies and Products by Category." Efficient Technologies and Products for Federal Facilities. DOE. <http://energy.gov/eere/femp/efficient-technologies-and-products-federal-facilities>. Accessed: June 2016.
2. U.S. Energy Information Administration [EIA]. "2012 CBECS Survey Data." Commercial Building Energy Consumption Survey. EIA. <http://www.eia.gov/consumption/commercial/data/2012/index.cfm?view=consumption#c1-c12>, Accessed: June 2016.



## ENERGY CONSERVATION OPPORTUNITIES

This section presents energy conservation measures (ECMs) recommended for further investigation. Recommended ECMs are categorized into one or more cost categories to indicate an approximate level of resources required to implement the ECM. These cost categories are:

**Operation and Maintenance Measures (O&M):** O&M actions usually (a) can be completed by in-house maintenance personnel and (b) result in an immediate return on investment.

**Low-Cost/No-Cost Measures (LC/NC):** LC/NC measures typically (a) can be done by in-house personnel, (b) require little to no investment cost, and (c) result in significant energy savings. In other words, LC/NC measures typically have a quick payback period (less than one year).

**Capital Improvement Measures (CAP):** CAP measures are major capital investments that usually require significant time (i.e., approximately six months to three years) for planning, design, and implementation. Oftentimes, a request for proposal, design/bid/build (D/B/B), and/or design/build (D/B) package is required. The return on investment for CAP projects ranges significantly, varying from a payback period from one to twenty plus years.

ECM CATEGORY	ECM RECOMMENDED FOR FURTHER CONSIDERATION	COST CATEGORY
HVAC - EMCS	CONNECT BAS TO EMCS. Consider connecting the BAS to a central EMCS so that the system can be monitored and controlled at a central location.	CAP
HVAC - Building Comfort/Tuning	CONDUCT RETROCOMMISSIONING (RCX). RCx the building to identify and address operating deficiencies, optimize HVAC operations, reduce energy bills, and improve occupant comfort.	CAP
Plumbing - DHW Piping Insulation	INSULATE THE DOMESTIC HOT WATER PIPES. Insulating piping reduces heat loss, thereby reducing the amount of energy consumption.	LC/NC; CAP
Plumbing - DHW Heater Efficiency	INSTALL A HIGH-EFFICIENCY WATER HEATER. High efficiency/ENERGY STAR water heaters consume less energy. Consider condensing water heaters that capture the latent heat from water vapor contained in the flue gases.	LC/NC; CAP
Building Envelope - Insulation	INSTALL ADDITIONAL INSULATION. Insulation increases the R-value of the envelope and reduces the heat gain/loss through the envelope.	LC/NC; CAP
Building Envelope - Roof Material	INSTALL A COOL ROOF PRODUCT. Cool roofs reflect sunlight/reduce solar heat gain. ENERGY STAR qualified cool roof products can lower roof surface temperature by up to 50°F, significantly decreasing the amount of heat transferred into a building.	CAP
Building Envelope - Window/Door Heat Gain/Loss	INCREASE THE R-VALUE OF THE WINDOWS/DOORS. ENERGY STAR qualified fenestration products such as windows and doors can minimize HVAC energy consumption by reducing solar heat gain/loss.	CAP
Building Envelope - Window/Door Air Infiltration	WEATHERSTRIP/CAULK WINDOWS/DOORS. When there is air leakage, weatherstrip around movable components and caulk around rigid components to reduce infiltration and save on heating/cooling costs.	O&M; LC/NC
Plumbing - Water Closets	INSTALL LOW-FLOW FLUSH VALVES/NEW WATER CLOSETS. WaterSense labeled water closets save water and reduce the energy required to pump water.	LC/NC; CAP

ECM CATEGORY	ECM RECOMMENDED FOR FURTHER CONSIDERATION	COST CATEGORY
Plumbing - Urinals	INSTALL LOW-FLOW URINALS. WaterSense labeled urinals save water and reduce the energy required to pump water.	LC/NC; CAP

**ALTADENA LIBRARY DISTRICT**

Facility Condition Assessment

ALD Bob Lucas Branch

Asset 0002

Inspected April 24, 2018



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# FACILITY CONDITION ASSESSMENT

## SECTION 1

### ASSET OVERVIEW

### ASSET EXECUTIVE SUMMARY

All costs shown as Present Value

<b>ASSET CODE</b> 0002	<b>CURRENT REPLACEMENT VALUE</b> \$1,017,000
<b>ASSET NAME</b> ALD BOB LUCAS BRANCH	<b>FACILITY CONDITION NEEDS INDEX</b> 0.36
<b>ASSET USE</b> Library	<b>FACILITY CONDITION INDEX</b> 0.18
<b>YEAR BUILT</b> 1967	<b>10-YEAR \$/SF</b> 183.04
<b>GSF</b> 2,000	
<b>INSPECTION DATE</b> 04/24/2018	

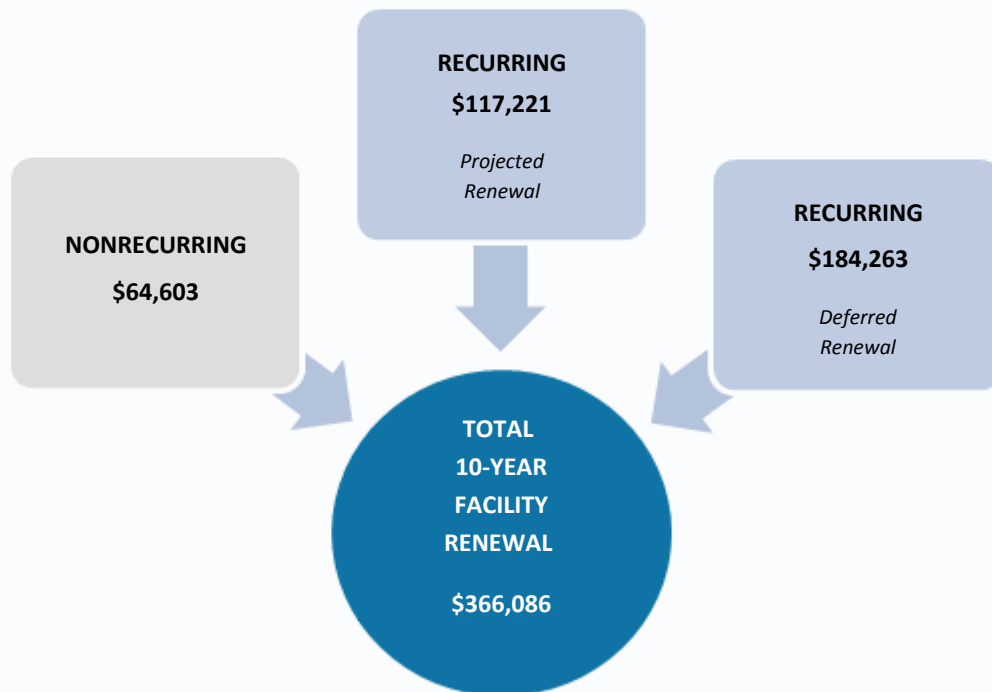
#### FCNI Scale

The FCNI for this asset is **0.36**

- Excellent Condition (typically new construction)
- Below Average Condition (major renovation required)
- Good Condition (maintained within lifecycle)
- Poor Condition (total renovation required)
- Fair Condition (normal renovations required)
- Replacement Indicated (unless historic)



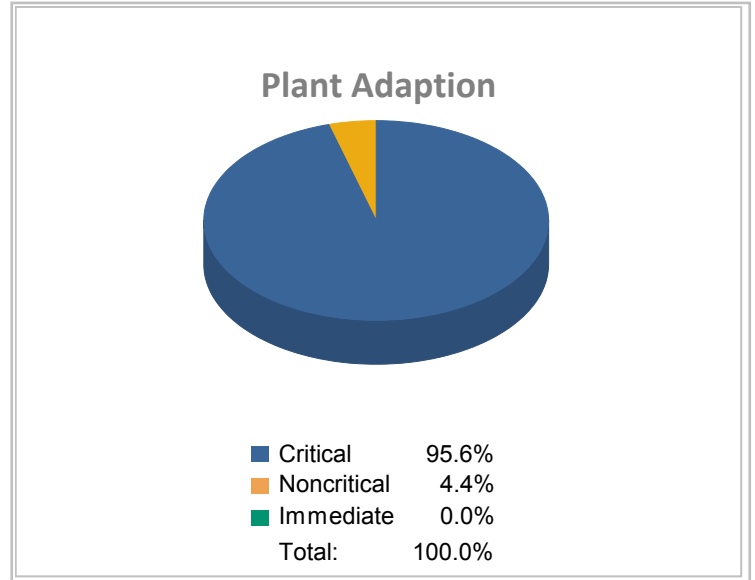
#### Total Facility Renewal Costs



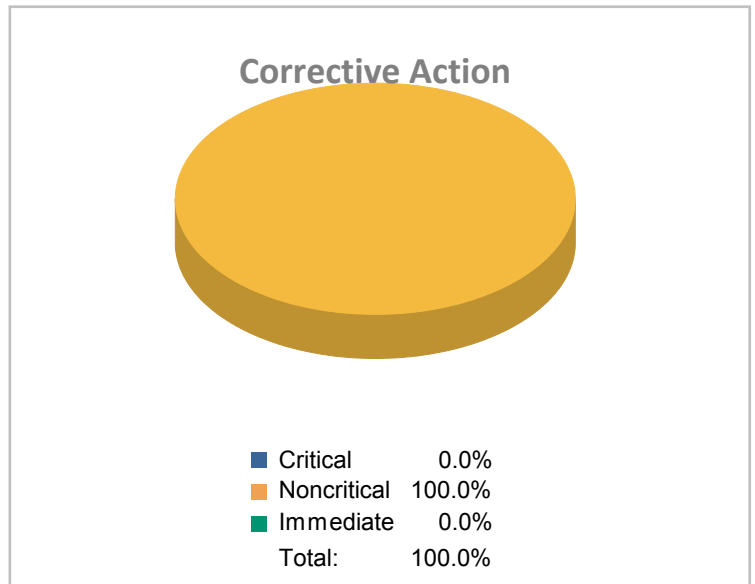
## Nonrecurring Costs

### Project Cost by Priority

PLANT ADAPTION	
1 - Immediate	\$0
2 - Critical	\$35,211
3 - Noncritical	\$1,613

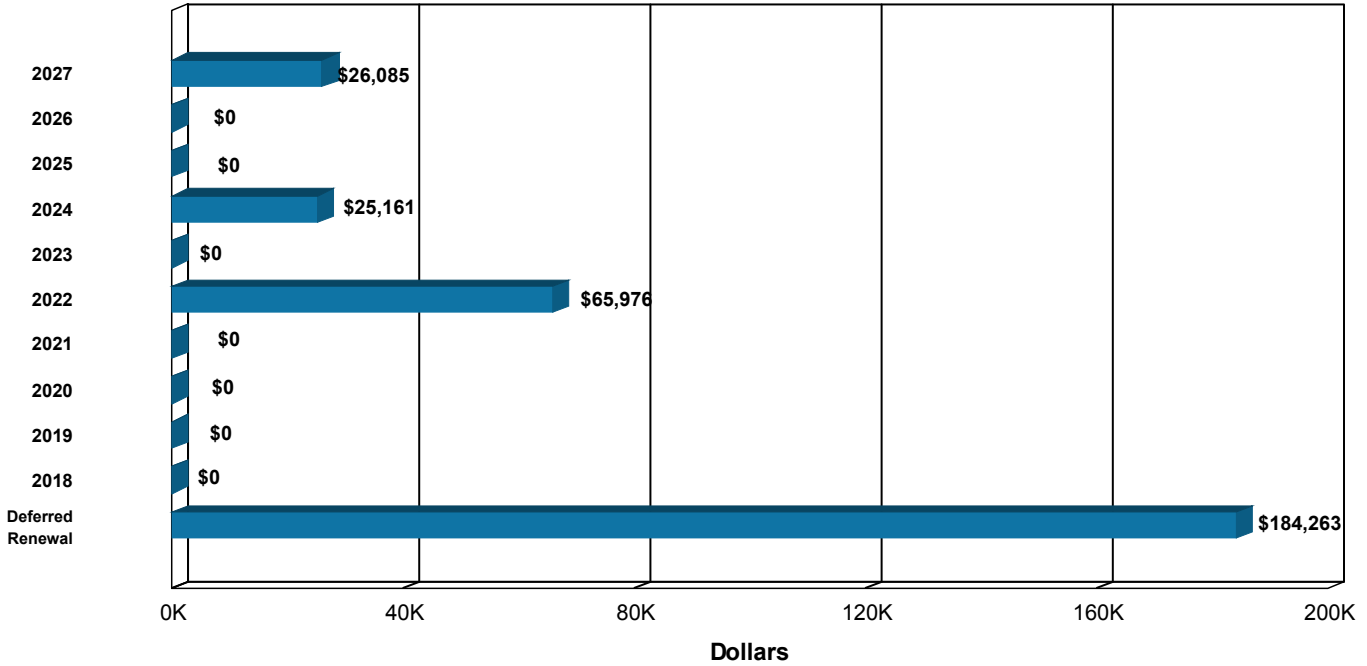


CORRECTIVE ACTION	
1 - Immediate	\$0
2 - Critical	\$0
3 - Noncritical	\$27,779

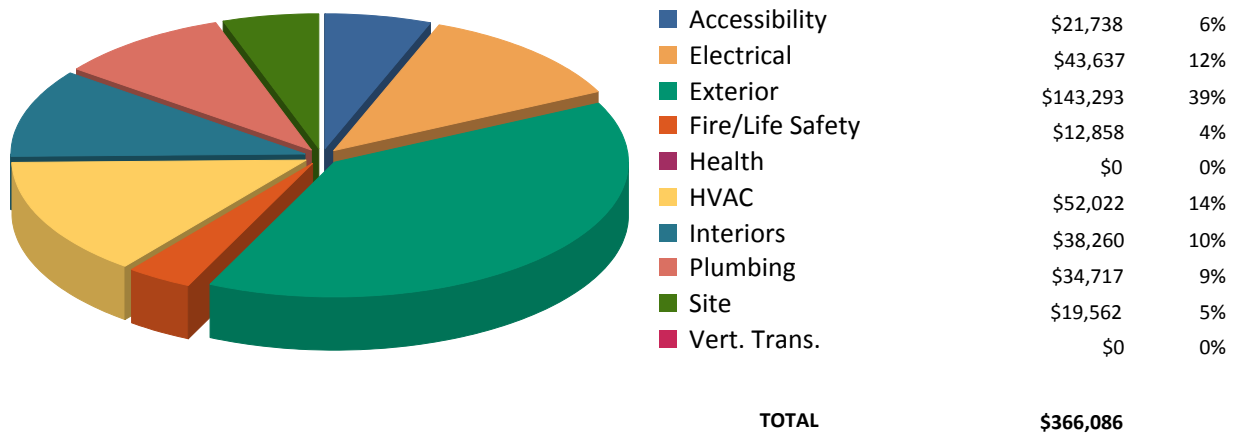


## Recurring Costs

Component Replacement Cost by Year



## Facilities Renewal Cost by System





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## ASSET SUMMARY

Altadena Library District's Bob Lucas Branch library is located on the northwest corner of the intersection of North Lincoln Avenue and Ventura Street in Altadena, California. This single-story, painted concrete building was constructed in 1967 and has a structural concrete superstructure, timber roof framing, and a sloped built-up roof. The facility has a reported 2,000 gross square feet of space.

Information for this report was gathered during a site visit conducted on April 24, 2018.

### Site

The building is located on a relatively level site, with established grass turf along with some shrubbery and trees. The landscaping appears to be well maintained. Concrete sidewalks connect the building entrances to adjacent municipal concrete sidewalks. The concrete walkways are in good condition and should not need major repairs during the evaluation period.

Asphalt parking is located at the north and west sides of the building, with parking lot entrances at the northeast and southwest sides of the facility. Since the last sealcoat application, large cracks have developed in the asphalt. Scarifying the existing pavement and repaving the parking lot are recommended. Some drainage improvements to the north parking area are also needed where rain water is trapped by the sidewalk.

### Exterior Structure

The building has a sloped built-up roof with a pea gravel surface. The age of the roof is not known, but it appears to be aged and may warrant replacement within the next five years. The exterior walls are painted concrete, and fascia and soffits are painted wood. The painted walls appear faded and have areas that have been painted over with a different shade of paint. Paint on the wood fascia is beginning to peel. It is recommended that the exterior surfaces be repainted. The exterior stone wall at the east entrance should be pressure washed as part of the exterior restoration.

The windows are single-pane glass in metal frames. All of the glazing is original to the building and is recommended for replacement with energy-efficient, double-pane insulating glass applications. The east and west side entrance doors are metal-framed glass. The doors appear to be original. Mechanical room doors are painted wood and are delaminating at the bottom. Near-term replacement of all exterior doors and hardware is recommended.

### Interior Finishes/Systems

Much of the interior of the library was renovated within the last six years. The library and staff room floors are covered with carpet. Renovated restrooms have ceramic tile floors that are in good condition.

Ceilings and walls are painted. The walls may warrant repainting within the ten years, and the carpeting should also be considered for replacement. Ceilings are not expected to need repainting during the ten-year report timeframe.

Restroom doors were upgraded during the renovation and have lever hardware and Braille signage. The staff room door and hardware are older and should be replaced within ten years for aesthetics. Staff room cabinets are also old and should be replaced. Likewise, the library service counter may warrant replacement within ten years.

## Accessibility

The single-story building has a number of accessible features. Designated handicap parking spaces and a sidewalk curb cut are located in the west side parking lot. Compliant freestanding handrails are located at the exterior steps on the southeast side. Renovated restrooms are handicap accessible, and a dual-level drinking fountain has been installed. A few additional upgrades are recommended to enhance accessibility.

New power door operators are recommended for the east and west entrance doors. The knob actuated door hardware to the staff room should be replaced with lever hardware, and Braille signage is also needed.

## Health

No health-related issues were observed or reported by facility personnel at the time of the onsite review for this building. Therefore, no Health category recommendations or assessment comments are included in this report.

## Fire/Life Safety

The building has adequate, safe egress paths. No additional exits are proposed. The west side entry and exit pathway is marked with a combination emergency light/exit sign. The unit has an internal battery in the event of a power failure. A similar unit is needed to mark the east side entry and exit doors.

No dedicated fire alarm system monitors this facility. It is recommended that a modern fire alarm system be installed to serve the building. Specify a point addressable supervised main fire alarm panel with an annunciator. This work includes pull stations, audible and visible alarms, smoke and heat detectors, and an associated wiring network. Install all devices in accordance with current NFPA and ADA requirements. The system should be monitored to report activation or trouble to an applicable receiving station.

A manual chemical fire extinguisher is located in the staff room for fire suppression. Because of the size of the facility, fire extinguishers should be adequate for fire suppression. However, it is recommended that additional extinguishers be installed at the two entrances. The fire extinguishers could be placed in recessed cabinets next to the doors.

## HVAC

The facility is heated and cooled by a split system. The natural gas-fired furnace is in the mechanical room, and the associated condensing unit is on the site. The system was manufactured by Carrier in 2017. The furnace has a rated input heating capacity of 88 MBH. The condenser provides five tons of cooling and is charged with R410A DX refrigerant. A digital thermostat in the main room controls the system. The distribution system consists of metal ductwork with exterior wrapped insulation. The split system and controls are new and in excellent condition, and the equipment has substantial remaining life. However, the distribution system is believed to be original and has reached the end of its service life. Replacement is recommended.

Two small through-wall fans serve exhaust needs in the restrooms. The fans appear to be well maintained, but it was reported that they are original. The fans have exceeded their service lives and are recommended for replacement.

## Electrical

Power is supplied to the facility at 120/240 volts from an overhead service drop. A main panelboard in the mechanical room receives the power for distribution. The unit was manufactured by Trumbull Electric in 1967 and has a capacity rating of 150 amps. The panelboard appears to be in fair condition. Power is then supplied to various circuits for mechanical, lighting, and general purpose loads. Non-GFCI receptacles were observed in wet locations. Conduit is metal construction in the attic and surface-mounted in rooms. One noted area of concern was plastic-coated wiring taped to a bookcase and run under movable mats to provide power to a desk. Light switches serving the main room were also observed to be too low. The main panelboard and electrical distribution system are believed to date to 1967, except for some minor upgrades. The entire system has reached the end of its service life and is recommended for replacement.

Interior lighting consists of lay-in and surface-mounted fixtures with parabolic lenses or no lenses. The fixtures contain T8 fluorescent bulbs or compact fluorescent bulbs. The lay-in fixtures are believed to be original with upgraded ballasts. However, the parabolic lenses are yellowed and showing signs of age. Restroom lighting is surface-mounted fixtures with missing lenses. Occupancy sensors were observed in the restrooms and staff room for energy conservation. The interior lighting has generally reached the end of its lifecycle. Replacement is recommended.

Exterior lighting consists of recessed, eave-mounted fixtures at entryways and the front (to illuminate the building name) and a pole-mounted fixture at the back of the parking lot. Additional lighting is provided by city-owned streetlights along the roadway. Although the inspection was performed in

daylight, the lighting scheme appears to provide adequate coverage. However, the recessed fixtures have reached the end of their service life. Near-term replacement is recommended. The pole-mounted fixture is new and contains LED bulbs. It should outlast the scope of this report.

## Plumbing

The domestic water supply is fed through a copper piping network. The system enters the facility in the mechanical room. No backflow preventer is present to protect the supply from cross contamination. Sanitary waste and stormwater piping consists mainly of cast-iron, hub-and-spigot piping with some plastic applications. The piping systems are believed to be original. The domestic water supply system has reached the end of its service life, and the sanitary waste and stormwater piping is approaching lifecycle depletion. Replacement of both systems is recommended. Additionally, install a backflow preventer to protect the water supply system.

Domestic hot water is produced by a gas-fired, residential-grade water heater that was manufactured by AO Smith in 1994. The unit has a tank capacity of 30 gallons. The water heater appears to be in fair condition and was functioning properly on the day of the inspection. However, based on industry standards, the water heater is at the end of its service life.

Plumbing fixtures in the restrooms and the dual-level drinking fountain were upgraded during renovations and include low-flow tankless toilets and wall-mounted sinks. The sink in the staff room and janitorial service sink in the mechanical room are older and recommended for near-term replacement.

Current code requires plumbing fixture water consumption to be less than or equal to 1.6 gpf for toilets, 1 gpf for urinals, 2.5 gpm for showers, and 2.2 gpm for faucets. Plumbing fixtures in this facility generally appear to comply with these requirements.

Note: The renewal needs outlined in this report were identified from the visual inspection and staff interviews. Our professional architectural and engineering inspectors examined the accessible equipment and various building components to determine what repairs or modifications may be necessary to restore the systems and asset to an acceptable condition, or to a level defined by the Client. The estimated costs represent correction of existing deficiencies and anticipated lifecycle failures within a ten-year period. These recommendations are to bring the facility to modern standards without any anticipation of change to facility space layout or function. The total costs include variable project delivery costs as determined by the Owner. The costs developed do not represent the cost of a complete facility renovation. Soft costs not represented in this report include telecommunications, security, furniture, window treatment, space change, program issues, relocation, swing space, contingency, or costs that could not be identified or determined from the visual inspection and available building information.

## INSPECTION TEAM DATA

### Report Development

ISES Corporation  
3100 Breckinridge Boulevard, Suite 400  
Duluth, GA 30096

### Project Manager

Tony Simpson  
909.206.3303  
tonys@isescorp.com

### Date of Inspection

April 24, 2018

### Inspection Team Personnel

NAME	POSITION	SPECIALTY
John Holder	Senior Project Engineer	Mechanical, Electrical, Plumbing, Energy, Fire/Life Safety, Health
John Jones, PE	Senior Project Engineer	Interior Finishes, Exterior Structure, ADA Compliance, Site, Fire/Life Safety, Health

### Client Contact

NAME	POSITION
Jonathan Arevalo	Facilities Project Manager

## DEFINITIONS

The following information is a clarification of the Facility Condition Assessment report using example definitions.

### Overview

#### Recurring and Nonrecurring Facility Renewal Costs

Facility renewal costs are divided into two main categories – recurring and nonrecurring. Recurring costs are cyclical and consist primarily of major repairs to or replacement/rebuilding of facility systems and components (e.g., roof or HVAC system replacement at or past the end of its normal useful life). The tool for projecting the recurring renewal costs is the Asset Component Inventory, which is explained in detail below. Nonrecurring costs typically consist of modifications or repairs necessary to comply with fire/life safety or accessibility code requirements or to address isolated, nonrecurring deficiencies that could negatively affect the structure of the facility or the systems and components within. For these nonrecurring costs, projects have been developed and include estimated material and labor costs.

#### Facility Condition Needs Index (FCNI)

The FCNI provides a lifecycle cost comparison. It is a ratio of the sum of the recurring and nonrecurring renewal costs over ten years to the current replacement value of the asset. The current replacement value is based on replacement with current construction standards for the facility use type, and not original design parameters. This index gives the district a comparison within all buildings for identifying worst case/best case building conditions.

$$FCNI = \frac{\text{Nonrecurring Projects} + \text{10-Year Recurring Component Renewal}}{\text{Current Replacement Value}}$$

#### Facility Condition Index (FCI)

The FCI is a ratio of the Deferred Renewal costs to the current replacement value.

$$FCI = \frac{\text{Deferred Renewal}}{\text{Current Replacement Value}}$$

## Material and Labor Cost Factors and Additional Markups

The project costs are adjusted from the national averages to reflect conditions in Altadena using the R. S. Means City Cost Index for material and labor cost factors. The percentage adjustment of the national average is shown in the table below. Also included in the renewal costs are the construction markup (general contractor profit and overhead, construction management, permitting, accounting, site security, insurance, bonds, sales tax, institutional fees, site utilities, refuse fees, and insurance) and professional fees (architect or engineer design fees and in-house design costs).

GLOBAL MARKUP	%
Local Labor Index	125.3
Local Materials Index	96.0
Construction Markup	20.0
Professional Fees	16.0

## Recurring Costs

### Asset Component Inventory and Cost Projections

The Asset Component Inventory (starting on page 4.1.1) is based on industry standard lifecycle expectancies applied to an inventory of major building systems and major components within a facility. This is a list of all major systems and components within the facility. Each indicated component has the following associated information:

CATEGORY	DEFINITION
Unifomat Code	The standard Unifomat Code that applies to the component
Component Description	This line item describes the individual component
Identifier	Unique identifying information entered for a component as necessary
Quantity	The quantity of the listed component
Units	The unit of measure associated with the quantity
Unit Cost	The cost to replace each individual component unit (this cost is in today's dollars)
Complexity Adjustment	A factor utilized to adjust component replacement costs accordingly when it is anticipated that the actual cost will deviate from the average for that component
Total Cost	Unit cost multiplied by quantity, in today's dollars. Note that this is a one-time renewal/replacement cost
Install Date	Year that the component was or is estimated to have been installed. When this data is not available, it defaults to the year the asset was constructed
Life Expectancy	Average life expectancy for each individual component
Life Expectancy Adjustment	Utilized to adjust the first lifecycle of the component and to express when the next replacement should occur

The component listing forms the basis of the Component Renewal Cost by Year report, which provides a year-by-year list of projected recurring renewal costs over the next ten years. Each individual component is assigned a replacement year based on lifecycles, and the costs for each item are in future year dollars. For items that are already past the end of their lifecycle, the replacement year is shown as Deferred Renewal.

For a longer term perspective, the Recurring Component Expenditure Projections Graph presents recurring renewal cost projections over a 50-year period (starting from the date the report is run) based on each individual item's renewal cost and life span. Some components might require renewal several times within the 50-year model, while others might not occur at all. The vertical bars on the graph represent the accumulated total costs for each individual year. The average annual cost per gross square foot (\$/GSF) is shown at the bottom of the graph. In this calculation, costs are not escalated. This figure can be utilized to assess the adequacy of existing capital renewal and repair budgets.

## Recurring Cost Classifications

- **Deferred Renewal**  
Recurring repairs, generated by the Asset Component Inventory, that are past due for completion but have not yet been accomplished as part of normal maintenance or capital repair efforts. Further deferral of such renewal could impair the proper functioning of the facility. Deferred Renewal upgrades should include compliance with applicable codes, even if such compliance requires expenditures beyond those essential to effect the needed repairs.
- **Projected Renewal**  
Recurring renewal efforts, generated by the Asset Component Inventory, that will be due within the scope of the assessment. These are regular or normal facility maintenance, repair, or renovation efforts that should be planned in the near future.

## Nonrecurring Costs

As previously mentioned, modifications or repairs necessary to comply with fire/life safety or accessibility code requirements and those that address isolated, nonrecurring deficiencies that could negatively affect the structure of the facility or the systems and components within are not included in the Asset Component Inventory. For each such deficiency identified during the facility inspection, a project with an estimated cost to rectify said deficiency is recommended. These projects each have a unique identifier and are categorized by system type, priority, and classification, which are defined below. The costs in these projects are also indexed to local conditions and markups applied as the situation dictates.

## Project Number

Each project has a unique number consisting of three elements, the asset identification number, system code, and a sequential number assigned by the FCA software. For example, the third fire/life safety project identified for asset 0001 would have a project number of 0001FS03 (0001 for the asset number, FS for fire/life safety, and 03 being the next sequential number for a fire/life safety project).



## Project Classifications

- **Plant Adaption**  
Nonrecurring expenditures, stored in the Projects module, required to adapt the physical plant to the evolving needs of the institution and to changing codes or standards. These are expenditures beyond normal maintenance. Examples include compliance with changing codes (e.g., accessibility), facility alterations required by changing teaching or research methods, and improvements occasioned by the adoption of modern technology (e.g., the use of personal computer networks).
- **Corrective Action**  
Nonrecurring expenditures, stored in the Projects module, for repairs needed to correct random and unpredictable deficiencies. Such projects are not related to aligning a building with codes or standards. Deficiencies classified as Corrective Action could have an effect on building aesthetics, safety, or usability.

## Priority Classes

Recurring renewal needs do not receive individual prioritization, as the entire data set of needs in this category is year-based. Each separate component has a distinct need year, rendering further prioritization unnecessary. Each nonrecurring renewal project, however, has a priority assigned to indicate the criticality of the recommended work. The prioritization utilized for this subset of the data is as follows.

- **Immediate**  
Projects in this category require immediate action to:
  - a. correct a cited safety hazard
  - b. stop accelerated deterioration
  - c. and/or return a facility to normal operation
- **Critical**  
Projects in this category include actions that must be addressed in the short-term:
  - a. repairs to prevent further deterioration
  - b. improvements to facilities associated with critical accessibility needs
  - c. potential safety hazards

- **Noncritical**

Projects in this category include:

- a. improvements to facilities associated with noncritical accessibility needs
- b. actions to bring a facility into compliance with current building codes as grandfather clauses expire
- c. actions to improve the usability of a facility following an occupancy or use change

### Category Codes

CATEGORY CODE*	SYSTEM DESCRIPTION
AC1A – AC4B	ACCESSIBILITY
EL1A – EL8A	ELECTRICAL
ES1A – ES6E	EXTERIOR STRUCTURE
FS1A – FS6A	FIRE/LIFE SAFETY
HE1A – HE7A	HEALTH
HV1A – HV8B	HVAC
IS1A – IS6D	INTERIOR FINISHES/SYSTEMS
PL1A – PL5A	PLUMBING
SI1A – SI4A	SITE
SS1A – SS7A	SECURITY SYSTEMS
VT1A – VT7A	VERTICAL TRANSPORTATION

<i>Example:</i> Category Code = EL5A	
<b>EL</b>	System Description
<b>5</b>	Component Description
<b>A</b>	Element Description

### Priority Sequence

A Priority Sequence number is automatically assigned to each project to rank the projects in order of relative criticality and show the recommended execution order. This number is calculated based on the Priority Class and identified system of each project.

*Example:*

Priority Class	Category Code	Project Number	Priority Sequence
1	HV2C	0001HV04	01
1	PL1D	0001PL02	02
2	IS1E	0001IS06	03
2	EL4C	0001EL03	04

## Drawings/Project Locations

The drawings for this facility are marked with icons (see legend on plans) denoting the specific location(s) for each project. Within each icon are the last four characters of the respective project number (e.g., 0001IS01 is marked on the plan as IS01).

## Photographs

A code shown on the Photo Log identifies the asset number, photo sequence, and a letter designation for architect (a) or engineer (e).

<i>Example:</i> Photo Number: 0001006e	
<b>0001</b>	Asset Number
<b>006</b>	Photo Sequence
<b>e</b>	Engineering Photo

## Sustainability/Energy Analysis

Energy/resource conservation measures (ECMs) are recommendations that will reduce resource consumption or the rate of growth in consumption. Examples include improving the efficiency of an HVAC system (e.g., digital motor speed controls, exhaust energy recovery, retrocommissioning) or directly reducing the consumption of a resource (e.g., low flow plumbing fixtures, high-efficiency lighting, or structural insulation improvement). Where significant conservation opportunities are evident for this facility, ECMs are identified and tabulated in Section 7 as a basis for further viability investigation.

FACILITY CONDITION ASSESSMENT

**SECTION 2**

**COST SUMMARIES  
AND TOTALS**

**RENEWAL COSTS MATRIX**

*All dollars shown as Present Value*

CATEGORY	NONRECURRING PROJECT NEEDS			RECURRING COMPONENT REPLACEMENT NEEDS											
	Immediate	Critical	Noncritical	Deferred Renewal	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	TOTAL
ACCESSIBILITY	0	20,826	912	0	0	0	0	0	0	0	0	0	0	0	\$21,738
EXTERIOR	0	0	8,216	69,101	0	0	0	0	65,976	0	0	0	0	0	\$143,293
INTERIOR	0	0	0	3,598	0	0	0	0	0	0	25,161	0	0	9,501	\$38,260
PLUMBING	0	2,228	0	15,905	0	0	0	0	0	0	0	0	0	16,584	\$34,717
HVAC	0	0	0	52,022	0	0	0	0	0	0	0	0	0	0	\$52,022
FIRE/LIFE SAFETY	0	12,158	701	0	0	0	0	0	0	0	0	0	0	0	\$12,858
ELECTRICAL	0	0	0	43,637	0	0	0	0	0	0	0	0	0	0	\$43,637
SITE	0	0	19,562	0	0	0	0	0	0	0	0	0	0	0	\$19,562
VERT. TRANS.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
HEALTH/EQUIP.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$35,211</b>	<b>\$29,392</b>	<b>\$184,263</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,976</b>	<b>\$0</b>	<b>\$25,161</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,085</b>	<b>\$366,086</b>
<b>TOTAL NONRECURRING PROJECT NEEDS</b>			<b>\$64,603</b>	<b>TOTAL RECURRING COMPONENT REPLACEMENT NEEDS</b>										<b>\$301,484</b>	

<b>CURRENT REPLACEMENT VALUE</b>	<b>\$1,017,000</b>
<b>FACILITY CONDITION NEEDS INDEX</b>	<b>0.36</b>
<b>FACILITY CONDITION INDEX</b>	<b>0.18</b>

<b>GSF</b>	<b>TOTAL 10-YEAR FACILITY RENEWAL NEEDS</b>	<b>10-YEAR NEEDS/SF</b>
<b>2,000</b>	<b>\$366,086</b>	<b>\$183.04</b>

### RENEWAL COSTS BY SYSTEM

*All costs shown as Present Value*

CATEGORY	NONRECURRING ASSESSMENT RECOMENDATON	RECURRING COMPONENT REPLACEMENT COSTS	TOTAL 10-YEAR FACILITY RENEWAL COSTS
ACCESSIBILITY	\$21,738	\$0	\$21,738
EXTERIOR	\$8,216	\$135,076	\$143,293
INTERIOR	\$0	\$38,260	\$38,260
PLUMBING	\$2,228	\$32,489	\$34,717
HVAC	\$0	\$52,022	\$52,022
FIRE/LIFE SAFETY	\$12,858	\$0	\$12,858
ELECTRICAL	\$0	\$43,637	\$43,637
SITE	\$19,562	\$0	\$19,562
VERT. TRANS	\$0	\$0	\$0
HEALTH	\$0	\$0	\$0
<b>TOTALS</b>	<b>\$64,603</b>	<b>\$301,484</b>	<b>\$366,086</b>

**FACILITIES RENEWAL PLAN**  
**NONRECURRING PROJECT COST**

*All costs shown as Present Value*

PROJECT NUMBER	PROJECT TITLE	UNI-FORMAT	PRIORITY CLASS	PROJECT CLASSIFICATION	PROJECT COST
0002AC01	BUILDING ENTRY ACCESSIBILITY UPGRADES	B2030	2	Plant Adaption	20,826
0002PL01	BACKFLOW PREVENTER INSTALLATION	D2020	2	Plant Adaption	2,228
0002FS01	FIRE ALARM SYSTEM INSTALLATION	D5030	2	Plant Adaption	11,764
0002FS03	INSTALL COMBINATION EXIT SIGN/EMERGENCY LIGHT	D5090	2	Plant Adaption	394
0002ES01	EXTERIOR WALL FINISH RENEWAL	B2010	3	Corrective Action	8,216
0002AC02	INTERIOR DOOR ACCESSIBILITY UPGRADES	C1010	3	Plant Adaption	912
0002FS02	INSTALL FIRE EXTINGUISHERS	D4010	3	Plant Adaption	701
0002SI01	SITE VEHICULAR PAVING RENEWAL	G2030	3	Corrective Action	19,562
<b>TOTAL</b>					<b>\$64,603</b>

## FACILITIES RENEWAL PLAN

### RECURRING COMPONENT REPLACEMENT COSTS

*All costs shown as Present Value*

ASSET CODE COMP CODE	COMPONENT	IDENTIFIER	UNI- FORMAT	REPLACEMENT YEAR	REPLACEMENT COST
0002 WN01	GLASS, WINDOW, ALUMINUM OR WOOD, STANDARD	BLDG	B2020	Deferred Renewal	49,611
0002 DR05	DOOR AND FRAME, EXTERIOR, SWINGING, ALUMINUM AND GLASS	W ENTRY	B2030	Deferred Renewal	3,249
0002 DR05	DOOR AND FRAME, EXTERIOR, SWINGING, ALUMINUM AND GLASS	E ENTRY	B2030	Deferred Renewal	6,498
0002 DR10	DOOR AND FRAME, EXTERIOR, SWINGING, WOOD STANDARD	SW MECH	B2030	Deferred Renewal	4,641
0002 DR34	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	E ENTRY	B2030	Deferred Renewal	1,949
0002 DR34	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	SW MECH	B2030	Deferred Renewal	1,949
0002 DR36	DOOR PANIC HARDWARE, EXTERIOR	W ENTRY	B2030	Deferred Renewal	1,204
0002 CW01	CASEWORK - WOOD BASE AND WALL, TOP, STANDARD	STAFF RM	C1030	Deferred Renewal	3,598
0002 FX04	PLUMBING FIXTURE - SINK, KITCHEN	STAFF RM	D2010	Deferred Renewal	838
0002 FX06	PLUMBING FIXTURE - SINK, SERVICE/LAUNDRY/UTILITY	MECH RM	D2010	Deferred Renewal	1,748
0002 PS10	SUPPLY PIPING SYSTEM - LIBRARY		D2020	Deferred Renewal	11,114
0002 WH07	WATER HEATER - RESIDENTIAL, GAS (<=35 GAL)	AO SMITH, MECH RM	D2020	Deferred Renewal	2,205
0002 FN26	FAN - PROPELLER WITH LOUVER, 1/4" SP (.5-1 HP)	MEN'S RESTROOM	D3040	Deferred Renewal	418
0002 FN26	FAN - PROPELLER WITH LOUVER, 1/4" SP (.5-1 HP)	WOMEN'S RESTROOM	D3040	Deferred Renewal	418
0002 HV10	HVAC DISTRIBUTION NETWORKS - LIBRARY		D3040	Deferred Renewal	51,186
0002 SE10	ELECTRICAL DISTRIBUTION NETWORK - LIBRARY		D5010	Deferred Renewal	26,647
0002 SG01	MAIN SWITCHBOARD W/BREAKERS (<400 AMP)	TRUMBULL, MECH RM	D5010	Deferred Renewal	1,973
0002 LE01	RES EXTERIOR BLDG MT DECO OR FLOOD LIGHTING	RECESSED EAVE-MOUNT	D5020	Deferred Renewal	868
0002 LE01	RES EXTERIOR BLDG MT DECO OR FLOOD LIGHTING	RECESSED EAVE-MOUNT	D5020	Deferred Renewal	868
0002 LI10	LIGHTING SYSTEM, INTERIOR - LIBRARY		D5020	Deferred Renewal	13,281
0002 RR08	ROOF - BITUMINOUS, 4-PLY, COAL TAR PITCH - R30		B3010	2022	65,976
0002 IW01	WALL FINISH - APPLIED, STANDARD	BLDG	C3010	2024	6,455
0002 IF01	FLOORING - CARPET, TILE OR ROLL, STANDARD	LIBRARY, STAFF RM	C3020	2024	18,706
0002 DR02	DOOR AND FRAME, INTERIOR, FIRE-RATED	STAFF RM	C1020	2027	3,743
0002 CW01	CASEWORK - WOOD BASE AND WALL, TOP, STANDARD	SVC COUNTER	C1030	2027	5,757



**FACILITIES RENEWAL PLAN**  
 RECURRING COMPONENT REPLACEMENT COSTS

*All costs shown as Present Value*

ASSET CODE COMP CODE	COMPONENT	IDENTIFIER	UNI- FORMAT	REPLACEMENT YEAR	REPLACEMENT COST
0002 PD10	DRAIN PIPING SYSTEM - LIBRARY		D2030	2027	16,584
<b>TOTAL</b>					<b>\$301,484</b>

### PROJECT LIST BY CLASSIFICATION

*All costs shown as Present Value*

CORRECTIVE ACTION				
PRI SEQ	PROJECT NUMBER	PROJECT TITLE	PRI CLS	TOTAL COST
7	0002ES01	EXTERIOR WALL FINISH RENEWAL	3	\$8,216
8	0002SI01	SITE VEHICULAR PAVING RENEWAL	3	\$19,562
<b>TOTAL FOR CORRECTIVE ACTION</b>				<b>\$27,779</b>

PLANT ADAPTION				
PRI SEQ	PROJECT NUMBER	PROJECT TITLE	PRI CLS	TOTAL COST
1	0002FS01	FIRE ALARM SYSTEM INSTALLATION	2	\$11,764
2	0002FS03	INSTALL COMBINATION EXIT SIGN/EMERGENCY LIGHT	2	\$394
3	0002AC01	BUILDING ENTRY ACCESSIBILITY UPGRADES	2	\$20,826
4	0002PL01	BACKFLOW PREVENTER INSTALLATION	2	\$2,228
5	0002FS02	INSTALL FIRE EXTINGUISHERS	3	\$701
6	0002AC02	INTERIOR DOOR ACCESSIBILITY UPGRADES	3	\$912
<b>TOTAL FOR PLANT ADAPTION</b>				<b>\$36,824</b>
<b>GRAND TOTAL:</b>				<b>\$64,603</b>

### PROJECT LIST BY CATEGORY CODE

*All costs shown as Present Value*

PRI SEQ	PROJECT NUMBER	PRI CLS	PROJECT CLASSIFICATION	PROJECT TITLE	TOTAL COST
3	0002AC01	2	Plant Adaption	BUILDING ENTRY ACCESSIBILITY UPGRADES	\$20,826
6	0002AC02	3	Plant Adaption	INTERIOR DOOR ACCESSIBILITY UPGRADES	\$912
<b>TOTAL FOR ACCESSIBILITY</b>					<b>\$21,738</b>
7	0002ES01	3	Corrective Action	EXTERIOR WALL FINISH RENEWAL	\$8,216
<b>TOTAL FOR EXTERIOR</b>					<b>\$8,216</b>
1	0002FS01	2	Plant Adaption	FIRE ALARM SYSTEM INSTALLATION	\$11,764
2	0002FS03	2	Plant Adaption	INSTALL COMBINATION EXIT SIGN/EMERGENCY LIGHT	\$394
5	0002FS02	3	Plant Adaption	INSTALL FIRE EXTINGUISHERS	\$701
<b>TOTAL FOR FIRE/LIFE SAFETY</b>					<b>\$12,858</b>
4	0002PL01	2	Plant Adaption	BACKFLOW PREVENTER INSTALLATION	\$2,228
<b>TOTAL FOR PLUMBING</b>					<b>\$2,228</b>
8	0002SI01	3	Corrective Action	SITE VEHICULAR PAVING RENEWAL	\$19,562
<b>TOTAL FOR SITE</b>					<b>\$19,562</b>
<b>GRAND TOTAL:</b>					<b>\$64,603</b>

FACILITY CONDITION ASSESSMENT

**SECTION 3**

NONRECURRING  
PROJECT DETAILS

All costs shown as Present Value

FIRE ALARM SYSTEM INSTALLATION			
<b>Project Number:</b>	0002FS01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	1	FS2A	
<b>Priority Class:</b>	Critical	<b>System:</b>	FIRE/LIFE SAFETY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	DETECTION ALARM
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	GENERAL

Code Application:		Subclass/Savings:	Project Location:
ADAAG	702.1	Not Applicable	Floor-wide: Floor(s) 1
NFPA	1, 101		

**Description**

Install a modern fire alarm system to serve this facility. Specify a point addressable supervised main fire alarm panel with an annunciator. This work includes pull stations, audible and visible alarms, smoke and heat detectors, and an associated wiring network. Install all devices in accordance with current NFPA and ADA requirements. The system should be monitored to report activation or trouble to an applicable receiving station.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Smoke and heat detectors, manual pull stations, audible and visual alarms, wiring, conduit, and cut and patching materials	SF	2,000	\$1.83	\$3,660	\$1.26	\$2,520	\$6,180
Fire alarm control panel (up to 50 points), annunciator, and cut and patching materials	EA	1	\$844	\$844	\$774	\$774	\$1,618
<b>Base Material/Labor Costs</b>				<b>\$4,504</b>		<b>\$3,294</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$4,324</b>		<b>\$4,127</b>	<b>\$8,451</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$1,690</b>
<b>Original Construction Cost</b>							<b>\$10,141</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$10,141</b>
<b>Professional Fees at 16.0%</b>							<b>\$1,623</b>
<b>TOTAL PROJECT COST</b>							<b>\$11,764</b>

All costs shown as Present Value

INSTALL COMBINATION EXIT SIGN/EMERGENCY LIGHT			
<b>Project Number:</b>	0002FS03	<b>Category Code:</b>	
<b>Priority Sequence:</b>	2	FS1A	
<b>Priority Class:</b>	Critical	<b>System:</b>	FIRE/LIFE SAFETY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	LIGHTING
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	EGRESS LTG./EXIT SIGNAGE

Code Application:		Subclass/Savings:	Project Location:
NFPA	101-47	Not Applicable	Item Only: Floor(s) 1
IBC	1011		

**Description**

The west side entry and exit pathway is marked with a combination emergency light/exit sign. It is recommended that an additional unit be installed at the east entryway. The unit should have an internal battery for emergency power.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Install twin beam emergency light/exit sign	EA	1	\$179	\$179	\$88.50	\$89	\$268
<b>Base Material/Labor Costs</b>				<b>\$179</b>		<b>\$89</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$172</b>		<b>\$111</b>	<b>\$283</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$57</b>
<b>Original Construction Cost</b>							<b>\$339</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$339</b>
<b>Professional Fees at 16.0%</b>							<b>\$54</b>
<b>TOTAL PROJECT COST</b>							<b>\$394</b>



All costs shown as Present Value

BUILDING ENTRY ACCESSIBILITY UPGRADES			
<b>Project Number:</b>	0002AC01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	3	AC2A	
<b>Priority Class:</b>	Critical	<b>System:</b>	ACCESSIBILITY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	BUILDING ENTRY
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	GENERAL

Code Application:		Subclass/Savings:	Project Location:
ADAAG	703.1, 309	Not Applicable	Item Only: Floor(s) 1

**Description**

Current legislation related to accessibility requires that building entrances be wheelchair accessible. To comply with the intent of this legislation, it is recommended that powered door operators be installed at both the east and west entrances.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Door operator, signage, and controls	EA	3	\$3,841	\$11,522	\$1,037	\$3,112	\$14,634
<b>Base Material/Labor Costs</b>				<b>\$11,522</b>		<b>\$3,112</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$11,061</b>		<b>\$3,900</b>	<b>\$14,961</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$2,992</b>
<b>Original Construction Cost</b>							<b>\$17,953</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$17,953</b>
<b>Professional Fees at 16.0%</b>							<b>\$2,873</b>
<b>TOTAL PROJECT COST</b>							<b>\$20,826</b>

All costs shown as Present Value

BACKFLOW PREVENTER INSTALLATION			
<b>Project Number:</b>	0002PL01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	4	PL1I	
<b>Priority Class:</b>	Critical	<b>System:</b>	PLUMBING
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	DOMESTIC WATER
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	BACKFLOW PREVENTION

Code Application:		Subclass/Savings:	Project Location:
IPC	608	Not Applicable	Item Only: Floor(s) 1

**Description**

There is no backflow preventer on the domestic water main. Install a backflow preventer assembly at the water main, including the backflow preventer, isolation valves, and related piping. This will prevent cross contamination between the building and the potable water supply.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Backflow preventer, isolation valves, piping, and miscellaneous materials (1-2 inches)	EA	1	\$1,433	\$1,433	\$179	\$179	\$1,612
<b>Base Material/Labor Costs</b>				<b>\$1,433</b>		<b>\$179</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$1,376</b>		<b>\$224</b>	<b>\$1,600</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$320</b>
<b>Original Construction Cost</b>							<b>\$1,921</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$1,921</b>
<b>Professional Fees at 16.0%</b>							<b>\$307</b>
<b>TOTAL PROJECT COST</b>							<b>\$2,228</b>

All costs shown as Present Value

INSTALL FIRE EXTINGUISHERS			
<b>Project Number:</b>	0002FS02	<b>Category Code:</b>	
<b>Priority Sequence:</b>	5	FS3C	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	FIRE/LIFE SAFETY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	SUPPRESSION
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	EXTINGUISHERS

**Code Application:**

Not Applicable

**Subclass/Savings:**

Not Applicable

**Project Location:**

Floor-wide: Floor(s) 1

**Description**

The facility has one fire extinguisher in the staff room for fire suppression. It is recommended that fire extinguishers be installed in recessed cabinets at both entryways.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Install fire extinguisher and cabinet	EA	2	\$98.98	\$198	\$125	\$250	\$448
<b>Base Material/Labor Costs</b>				<b>\$198</b>		<b>\$250</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$190</b>		<b>\$313</b>	<b>\$503</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$101</b>
<b>Original Construction Cost</b>							<b>\$604</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$604</b>
<b>Professional Fees at 16.0%</b>							<b>\$97</b>
<b>TOTAL PROJECT COST</b>							<b>\$701</b>

All costs shown as Present Value

INTERIOR DOOR ACCESSIBILITY UPGRADES			
<b>Project Number:</b>	0002AC02	<b>Category Code:</b>	
<b>Priority Sequence:</b>	6	AC3C	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	ACCESSIBILITY
<b>Project Class:</b>	Plant Adaption	<b>Component:</b>	INTERIOR PATH OF TRAVEL
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	DOORS AND HARDWARE

Code Application:		Subclass/Savings:	Project Location:
ADAAG	309.4, 703.1	Not Applicable	Item Only: Floor(s) 1

**Description**

Knob actuated door hardware presents a barrier to accessibility. Accessibility legislation requires that door hardware be designed for operation by people with little or no ability to grasp objects with their hands. To comply with the intent of this legislation, it is recommended that lever handle door hardware be installed on the door to the staff room. In addition, the signage to the staff room is missing. It is recommended that compliant signage be installed to conform to appropriate accessibility standards. Compliant signage should meet specific size, graphical, Braille, height, and location requirements.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
ADA-compliant signage	EA	1	\$67.64	\$68	\$19.89	\$20	\$88
ADA-compliant, commercial-grade door hardware	EA	1	\$387	\$387	\$155	\$155	\$542
<b>Base Material/Labor Costs</b>				<b>\$455</b>		<b>\$175</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$436</b>		<b>\$219</b>	<b>\$656</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$131</b>
<b>Original Construction Cost</b>							<b>\$787</b>
<b>Date of Original Estimate:</b>	4/24/2018		<b>Inflation</b>			<b>\$0</b>	
<b>Current Year Construction Cost</b>							<b>\$787</b>
<b>Professional Fees at 16.0%</b>							<b>\$126</b>
<b>TOTAL PROJECT COST</b>							<b>\$912</b>



All costs shown as Present Value

EXTERIOR WALL FINISH RENEWAL			
<b>Project Number:</b>	0002ES01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	7	ES2B	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	EXTERIOR
<b>Project Class:</b>	Corrective Action	<b>Component:</b>	COLUMNS/BEAMS/WALLS
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	FINISH

**Code Application:**

Not Applicable

**Subclass/Savings:**

Not Applicable

**Project Location:**

Building-wide: Floor(s) 1

**Description**

The painted concrete exterior walls are faded and have areas that have been painted over with a different shade of paint. Paint on the wood fascia and soffits is beginning to peel in areas. The exterior surfaces should be repainted within the next couple of years. Exterior stone walls should be pressure washed as part of this project.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
General exterior wall surface clean and pressure wash with light chemical	SF	144	\$0.21	\$30	\$1.43	\$206	\$236
Exterior painting or staining to include surface preparation, priming, and two coats	SF	2,078	\$0.57	\$1,184	\$1.72	\$3,574	\$4,759
<b>Base Material/Labor Costs</b>				<b>\$1,215</b>		<b>\$3,780</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$1,166</b>		<b>\$4,736</b>	<b>\$5,903</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$1,181</b>
<b>Original Construction Cost</b>							<b>\$7,083</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$7,083</b>
<b>Professional Fees at 16.0%</b>							<b>\$1,133</b>
<b>TOTAL PROJECT COST</b>							<b>\$8,216</b>

All costs shown as Present Value

SITE VEHICULAR PAVING RENEWAL			
<b>Project Number:</b>	0002SI01	<b>Category Code:</b>	
<b>Priority Sequence:</b>	8	SI1B	
<b>Priority Class:</b>	Noncritical	<b>System:</b>	SITE
<b>Project Class:</b>	Corrective Action	<b>Component:</b>	ACCESS
<b>Date Basis:</b>	4/24/2018	<b>Element:</b>	VEHICULAR

**Code Application:**

Not Applicable

**Subclass/Savings:**

Not Applicable

**Project Location:**

Undefined: Floor(s) 1

**Description**

Large cracks have developed in the asphalt pavement since the last sealcoat. It is recommended that the existing pavement be removed and the parking lot repaved. Drainage improvements are recommended in the northwest parking area by removing and replacing a small section of concrete sidewalk and adding some drainage piping or a trench drain.

All costs shown as Present Value

**Project Cost Estimate**

Task Description	Unit	Qty	Material Unit Cost	Total Material Cost	Labor Unit Cost	Total Labor Cost	Total Cost
Trench drain with grate	LF	10	\$28.55	\$286	\$44.04	\$440	\$726
Scarify and overlay for asphalt parking lot surfaces	SY	687	\$9.85	\$6,767	\$7.28	\$5,001	\$11,768
Replace pedestrian concrete walkway	SF	20	\$6.70	\$134	\$13.40	\$268	\$402
<b>Base Material/Labor Costs</b>				<b>\$7,186</b>		<b>\$5,710</b>	
<b>Indexed Material/Labor Costs</b>				<b>\$6,899</b>		<b>\$7,154</b>	<b>\$14,053</b>
<b>Construction Mark Up at 20.0%</b>							<b>\$2,811</b>
<b>Original Construction Cost</b>							<b>\$16,864</b>
<b>Date of Original Estimate:</b>	4/24/2018					<b>Inflation</b>	<b>\$0</b>
<b>Current Year Construction Cost</b>							<b>\$16,864</b>
<b>Professional Fees at 16.0%</b>							<b>\$2,698</b>
<b>TOTAL PROJECT COST</b>							<b>\$19,562</b>

FACILITY CONDITION ASSESSMENT

**SECTION 4**

LIFECYCLE COMPONENT  
INVENTORY

ASSET COMPONENT INVENTORY

UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	UNIT COST	CMPLX ADJ	TOTAL COST	INSTALL DATE	USEFUL LIFE	USEFUL LIFE ADJ
B2010	WALL, EXTERIOR, SIDING, WOOD BOARD, STANDARD	FASCIA, SOFFIT, PORCH	776	SF	\$14.02		\$10,877	1967	30	31
B2010	WALL, EXTERIOR, TILT-UP OR PRECAST CONCRETE PANELS - PAINT	BLDG	1,302	SF	\$1.62		\$2,108	1967	50	11
B2020	GLASS, WINDOW, ALUMINUM OR WOOD, STANDARD	BLDG	284	SF	\$174.69		\$49,611	1967	40	10
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, ALUMINUM AND GLASS	W ENTRY	1	LEAF	\$3,249.04		\$3,249	1967	25	25
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, ALUMINUM AND GLASS	E ENTRY	2	LEAF	\$3,249.04		\$6,498	1967	25	25
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, WOOD STANDARD	SW MECH	2	LEAF	\$2,320.60		\$4,641	1967	25	25
B2030	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	E ENTRY	2	EA	\$974.37		\$1,949	1967	12	38
B2030	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	SW MECH	2	EA	\$974.37		\$1,949	1967	12	38
B2030	DOOR PANIC HARDWARE, EXTERIOR	W ENTRY	1	EA	\$1,203.90		\$1,204	1967	12	38
B3010	ROOF - BITUMINOUS, 4-PLY, COAL TAR PITCH - R30		2,660	SF	\$22.15	1.12	\$65,976	1992	30	
C1020	DOOR AND FRAME, INTERIOR, FIRE-RATED	STAFF RM	1	LEAF	\$3,743.30		\$3,743	1967	60	
C1020	DOOR AND FRAME, INTERIOR, FIRE-RATED	RESTROOMS	2	LEAF	\$3,743.30		\$7,487	2012	60	
C1020	DOOR LOCK, COMMERCIAL-GRADE, INTERIOR	RESTROOMS	2	EA	\$787.45		\$1,575	2012	35	
C1030	CASEWORK - WOOD BASE AND WALL, TOP, STANDARD	STAFF RM	6	LF	\$599.73		\$3,598	1967	30	20
C1030	CASEWORK - WOOD BASE AND WALL, TOP, STANDARD	SVC COUNTER	24	LF	\$599.73	0.40	\$5,757	1997	30	
C3010	WALL FINISH - APPLIED, STANDARD	BLDG	1,920	SF	\$3.36		\$6,455	2012	12	

ASSET COMPONENT INVENTORY

UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	UNIT COST	CMPLX ADJ	TOTAL COST	INSTALL DATE	USEFUL LIFE	USEFUL LIFE ADJ
C3020	FLOORING - CARPET, TILE OR ROLL, STANDARD	LIBRARY, STAFF RM	1,550	SF	\$12.07		\$18,706	2012	12	
C3020	FLOORING - TILE, CERAMIC / STONE / QUARRY STANDARD	RESTROOMS	60	SF	\$39.50		\$2,370	2012	40	
C3030	CEILING FINISH - APPLIED PAINT OR STAIN, STANDARD	BLDG	1,744	SF	\$3.36		\$5,863	2012	24	
D2010	DRINKING FOUNTAIN, DUAL-LEVEL		1	EA	\$2,683.92		\$2,684	2012	25	
D2010	PLUMBING FIXTURE - LAVATORY, WALL HUNG	RESTROOMS	2	EA	\$1,418.35		\$2,837	2012	35	
D2010	PLUMBING FIXTURE - SINK, KITCHEN	STAFF RM	1	EA	\$838.19		\$838	1987	20	10
D2010	PLUMBING FIXTURE - SINK, SERVICE/LAUNDRY/UTILITY	MECH RM	1	EA	\$1,748.10		\$1,748	1967	50	
D2010	PLUMBING FIXTURE - WATER CLOSET, TANKLESS	RESTROOMS	2	EA	\$1,710.11		\$3,420	2012	35	
D2020	SUPPLY PIPING SYSTEM - LIBRARY		2,000	SF	\$5.56		\$11,114	1967	50	
D2020	WATER HEATER - RESIDENTIAL, GAS (<=35 GAL)	AO SMITH, MECH RM	30	GAL	\$73.49		\$2,205	1994	20	3
D2030	DRAIN PIPING SYSTEM - LIBRARY		2,000	SF	\$8.29		\$16,584	1967	60	
D3030	CONDENSER - REFRIGERANT, AIR-COOLED (<=10 TON)	CARRIER, SITE	5	TON	\$2,496.71		\$12,484	2017	22	
D3030	EVAPORATOR UNIT, NATURAL GAS HEAT (45-100 MBH)	CARRIER, MECH RM	88	MBH	\$49.76		\$4,379	2017	25	
D3040	FAN - PROPELLER WITH LOUVER, 1/4" SP (.5-1 HP)	MEN'S RESTROOM	1	HP	\$2,786.25	0.15	\$418	1967	20	30
D3040	FAN - PROPELLER WITH LOUVER, 1/4" SP (.5-1 HP)	WOMEN'S RESTROOM	1	HP	\$2,786.25	0.15	\$418	1967	20	30
D3040	HVAC DISTRIBUTION NETWORKS - LIBRARY		2,000	SF	\$42.66	0.60	\$51,186	1967	45	5

### ASSET COMPONENT INVENTORY

UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	UNIT COST	CMPLX ADJ	TOTAL COST	INSTALL DATE	USEFUL LIFE	USEFUL LIFE ADJ	
D3060	HVAC CONTROLS - TERMINAL ASSEMBLIES - LIBRARY		2,000	SF	\$3.85	0.10	\$771	2017	20		
D5010	ELECTRICAL DISTRIBUTION NETWORK - LIBRARY		2,000	SF	\$13.32		\$26,647	1967	50		
D5010	MAIN SWITCHBOARD W/BREAKERS (<400 AMP)	TRUMBULL, MECH RM	150	AMP	\$87.68	0.15	\$1,973	1967	40	10	
D5020	RES EXTERIOR BLDG MT DECO OR FLOOD LIGHTING	RECESSED EAVE-MOUNT	4	EA	\$217.01		\$868	1967	15	35	
D5020	RES EXTERIOR BLDG MT DECO OR FLOOD LIGHTING	RECESSED EAVE-MOUNT	4	EA	\$217.01		\$868	2000	15	2	
D5020	COM EXTERIOR POLE ONLY - TALL (>=21 FT, POLE, 4 ARMS)	SITE	1	EA	\$4,446.43		\$4,446	2015	40		
D5020	COM EXTERIOR POLE ARM FIXTURE STD (LPS, HPS, MH) NO POLE OR ARM	SITE	1	EA	\$1,313.20		\$1,313	2015	20		
D5020	LIGHTING SYSTEM, INTERIOR - LIBRARY		2,000	SF	\$6.64		\$13,281	1967	20	30	
D5020	OCCUPANCY SENSING AND TIMER LIGHTING CONTROL	RESTROOMS, STAFF RM	250	SF	\$2.52		\$631	2015	20		
G2020	ASPHALT VEHICULAR PAVING - SEALCOAT AND STRIPE	PARKING LOT	687	SY	\$4.37		\$3,005	1997	7	24	
<b>Grand Total:</b>							<b>\$367,733</b>				



### COMPONENT RENEWAL COST BY YEAR

All costs shown as Future Value using a 3% average inflation rate

DEFERRED RENEWAL						
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR
B2020	GLASS, WINDOW, ALUMINUM OR WOOD, STANDARD	BLDG	284	SF	\$49,611	DR
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, ALUMINUM AND GLASS	W ENTRY	1	LEAF	\$3,249	DR
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, ALUMINUM AND GLASS	E ENTRY	2	LEAF	\$6,498	DR
B2030	DOOR AND FRAME, EXTERIOR, SWINGING, WOOD STANDARD	SW MECH	2	LEAF	\$4,641	DR
B2030	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	E ENTRY	2	EA	\$1,949	DR
B2030	DOOR LOCK, COMMERCIAL-GRADE, EXTERIOR	SW MECH	2	EA	\$1,949	DR
B2030	DOOR PANIC HARDWARE, EXTERIOR	W ENTRY	1	EA	\$1,204	DR
C1030	CASEWORK - WOOD BASE AND WALL, TOP, STANDARD	STAFF RM	6	LF	\$3,598	DR
D2010	PLUMBING FIXTURE - SINK, KITCHEN	STAFF RM	1	EA	\$838	DR
D2010	PLUMBING FIXTURE - SINK, SERVICE/LAUNDRY/UTILITY	MECH RM	1	EA	\$1,748	DR
D2020	SUPPLY PIPING SYSTEM - LIBRARY		2,000	SF	\$11,114	DR
D2020	WATER HEATER - RESIDENTIAL, GAS (<=35 GAL)	AO SMITH, MECH RM	30	GAL	\$2,205	DR
D3040	HVAC DISTRIBUTION NETWORKS - LIBRARY		2,000	SF	\$51,186	DR
D3040	FAN - PROPELLER WITH LOUVER, 1/4" SP (.5-1 HP)	MEN'S RESTROOM	1	HP	\$418	DR
D3040	FAN - PROPELLER WITH LOUVER, 1/4" SP (.5-1 HP)	WOMEN'S RESTROOM	1	HP	\$418	DR
D5010	MAIN SWITCHBOARD W/BREAKERS (<400 AMP)	TRUMBULL, MECH RM	150	AMP	\$1,973	DR
D5010	ELECTRICAL DISTRIBUTION NETWORK - LIBRARY		2,000	SF	\$26,647	DR
D5020	RES EXTERIOR BLDG MT DECO OR FLOOD LIGHTING	RECESSED EAVE-MOUNT	4	EA	\$868	DR

### COMPONENT RENEWAL COST BY YEAR

*All costs shown as Future Value using a 3% average inflation rate*

D5020	RES EXTERIOR BLDG MT DECO OR FLOOD LIGHTING	RECESSED EAVE-MOUNT	4	EA	\$868	DR
D5020	LIGHTING SYSTEM, INTERIOR - LIBRARY		2,000	SF	\$13,281	DR
<b>TOTAL DEFERRED RENEWAL COST</b>					<b>\$184,263</b>	

*No Projected Component Replacement Cost for Asset No. 0002 for 2018*

*No Projected Component Replacement Cost for Asset No. 0002 for 2019*

*No Projected Component Replacement Cost for Asset No. 0002 for 2020*

*No Projected Component Replacement Cost for Asset No. 0002 for 2021*

2022						
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR
B3010	ROOF - BITUMINOUS, 4-PLY, COAL TAR PITCH - R30		2,660	SF	\$74,256	2022
<b>2022 PROJECTED COMPONENT REPLACEMENT COST</b>					<b>\$74,256</b>	

## COMPONENT RENEWAL COST BY YEAR

All costs shown as Future Value using a 3% average inflation rate

No Projected Component Replacement Cost for Asset No. 0002 for 2023

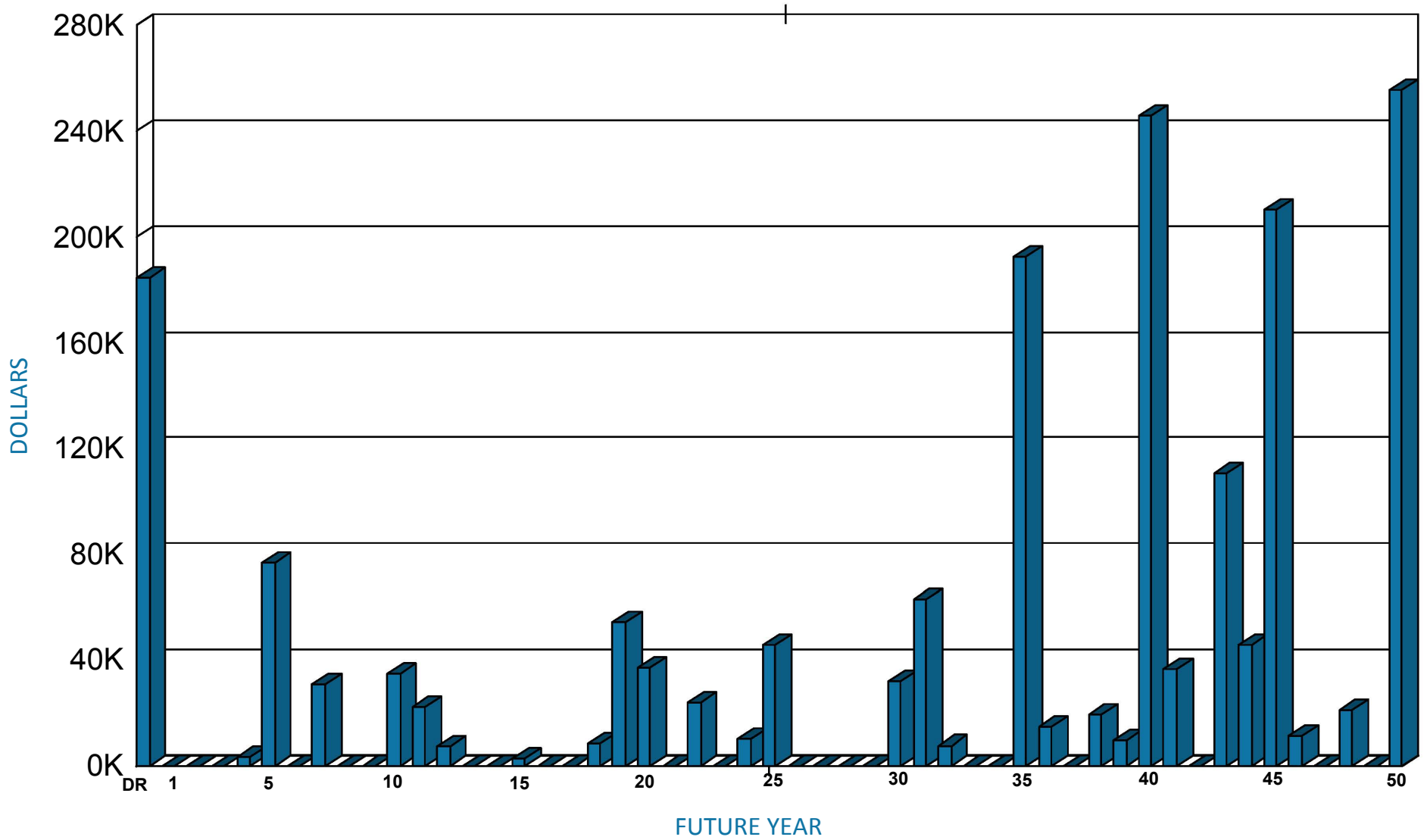
2024						
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR
C3020	FLOORING - CARPET, TILE OR ROLL, STANDARD	LIBRARY, STAFF RM	1,550	SF	\$22,335	2024
C3010	WALL FINISH - APPLIED, STANDARD	BLDG	1,920	SF	\$7,708	2024
2024					PROJECTED COMPONENT REPLACEMENT COST	\$30,043

No Projected Component Replacement Cost for Asset No. 0002 for 2025

No Projected Component Replacement Cost for Asset No. 0002 for 2026

2027						
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR
D2030	DRAIN PIPING SYSTEM - LIBRARY		2,000	SF	\$21,638	2027
C1020	DOOR AND FRAME, INTERIOR, FIRE-RATED	STAFF RM	1	LEAF	\$4,884	2027
C1030	CASEWORK - WOOD BASE AND WALL, TOP, STANDARD	SVC COUNTER	24	LF	\$7,512	2027
2027					PROJECTED COMPONENT REPLACEMENT COST	\$34,034

### RECURRING COMPONENT EXPENDITURE PROJECTIONS



Average Annual Renewal Cost per SF \$7.83

FACILITY CONDITION ASSESSMENT

**SECTION 5**

DRAWINGS/PROJECT  
LOCATIONS

NO CAD DRAWINGS ARE  
AVAILABLE FOR THIS  
BUILDING

# FACILITY CONDITION ASSESSMENT

## SECTION 6

### PHOTOGRAPHS



0002001a 4/24/2018  
North elevation, asphalt pavement, and painted concrete wall  
North side of building



0002001e 4/24/2018  
Electrical service drop  
Building exterior



0002002a 4/24/2018  
West elevation, handicap parking, and west entrance  
West side of building



0002002e 4/24/2018  
Service sink  
Mechanical/tool storage room



0002003a 4/24/2018  
South elevation, painted concrete exterior, and landscaping  
South elevation



0002003e 4/24/2018  
Panelboard and electrical meter  
Mechanical/tool storage room





0002004a 4/24/2018  
Compliant handrails, single-pane windows, and east entrance  
Southeast side of building



0002004e 4/24/2018  
Water heater  
Mechanical/tool storage room



0002005a 4/24/2018  
East elevation, established turf, concrete, and stone exterior  
East side of building



0002005e 4/24/2018  
Conduit  
Mechanical/tool storage room



0002006a 4/24/2018  
Cracked asphalt pavement  
Parking lot, west side of building



0002006e 4/24/2018  
Interior lighting  
Mechanical/tool storage room



0002007a 4/24/2018  
Mechanical room doors that are delaminated at the bottom  
Mechanical room, southwest side of building



0002007e 4/24/2018  
Furnace  
Mechanical/tool storage room



0002008a 4/24/2018  
Sloped built-up roof with pea gravel ballast  
Roof, looking south



0002008e 4/24/2018  
Original supply piping  
Mechanical/tool storage room



0002009a 4/24/2018  
Carpet, painted ceiling, single-pane windows, and wood beams  
Library interior, north side



0002009e 4/24/2018  
Original drain clean out  
Building exterior



0002010a 4/24/2018  
Old metal-framed glass entrance doors and hardware  
East entrance



0002010e 4/24/2018  
Condensing unit  
Site



0002011a 4/24/2018  
Dual-level fountain, restroom entrances, and knob door  
hardware  
Library interior, southwest side



0002011e 4/24/2018  
Gas meter  
Site



0002012a 4/24/2018  
Old cabinets, sink, and carpet  
Staff room



0002012e 4/24/2018  
Exterior lighting  
Building exterior



0002013a 4/24/2018  
Remodeled accessible restroom with ceramic tile floor  
Restroom, typical



0002013e 4/24/2018  
Exterior lighting  
Building exterior



0002014a 4/24/2018  
Restroom fixtures  
Restroom, typical



0002014e 4/24/2018  
Building exterior  
Building exterior



0002015a 4/24/2018  
Accessible service counter  
Library interior, northwest side



0002015e 4/24/2018  
Exterior lighting  
Site



0002016a 4/24/2018  
LED exit sign and lack of door operator  
West side entrance/exit



0002016e 4/24/2018  
Exterior lighting  
Site



0002017a 4/24/2018  
Missing LED exit signage  
East side entrance/exit



0002017e 4/24/2018  
Exterior lighting  
Building exterior



0002018e 4/24/2018  
Exhaust fan and interior lighting  
Men's restroom



0002019e 4/24/2018  
Supply and drain piping  
Men's restroom



0002020e 4/24/2018  
Occupancy sensor  
Men's restroom



0002021e 4/24/2018  
Digital thermostat  
Main room



0002022e 4/24/2018  
Exhaust fan and interior lighting  
Women's restroom



0002023e 4/24/2018  
Occupancy sensor  
Women's restroom



0002024e 4/24/2018  
Interior lighting  
Main room



0002025e 4/24/2018  
Interior lighting  
Main room



0002026e 4/24/2018  
Sink  
Staff room



0002027e 4/24/2018  
Supply and drain piping  
Staff room



0002028e 4/24/2018  
Interior lighting  
Staff room



0002029e 4/24/2018  
Plastic piping  
Main room, pipe chase



0002030e 4/24/2018  
Interior lighting and lack of exit sign/emergency light  
Main room



0002031e 4/24/2018  
Exit sign and emergency light  
Main room



0002032e 4/24/2018  
Interior lighting  
Main room



0002033e 4/24/2018  
Interior lighting  
Main room



0002034e 4/24/2018  
Electrical wiring  
Main room



0002035e 4/24/2018  
Electrical switches at low height  
Main room



0002036e 4/24/2018  
Conduit  
Attic



0002037e 4/24/2018  
Blown in insulation  
Attic





0002038e 4/24/2018  
Duct insulation  
Attic



0002039e 4/24/2018  
Fire extinguisher  
Staff room



0002040e 4/24/2018  
Electrical outlet strip  
Staff room



0002041e 4/24/2018  
Electrical outlet  
Staff room



0002042e 4/24/2018  
Electrical outlet  
Staff room

FACILITY CONDITION ASSESSMENT

**SECTION 7**

PRELIMINARY ENERGY  
ASSESSMENT

## INTRODUCTION

A Preliminary Energy Assessment (PEA) was conducted to identify energy conservation opportunities. The PEA is intended to be a preliminary energy screening only. The goal is to identify potential energy savings opportunities in a building. It is not equivalent to an American Society of Heating, Refrigeration, or Air Conditioning Engineers (ASHRAE) Level 1, 2, or 3 audit. The PEA has two sections: 1) Benchmarking Data and 2) Energy Conservation Opportunities. Basic building information is provided in **Table 1**.

TABLE 1. BUILDING INFORMATION	
Client	Altadena Library District
Asset Number	0002
Asset Name	ALD Bob Lucas Branch
Year Built or Last Energy Renovation	1967

## BENCHMARKING DATA

The purpose of benchmarking building performance is to determine how well a building performs in comparison to other similar buildings. For this analysis, buildings were assessed based on their primary use (e.g., education, food sales, food service, etc.) and year constructed. Two metrics -- energy use intensity and energy end use -- are presented for the building manager to use to assess how efficiently the building performs compared to similar buildings.

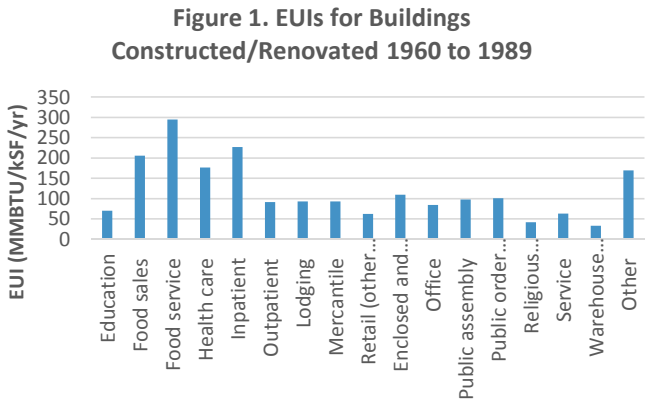
### Metric #1: Energy Use Intensity (EUI)

EUI is a measure of energy consumption per square foot of building space per year. The units of measurement are million British thermal units per thousand square foot per year (MMBTU/kSF/yr). The US-DOE EUI can be compared to the actual EUI of the client building to determine how efficient the building is compared to other similar buildings. A building manager can calculate EUI by summing total energy consumption per year (in MMBTU/yr) and dividing it by the building area (in kSF). Benchmarking data from the U.S. Energy Information Administration (EIA) Commercial Building Energy Consumption Survey (CBECS) database was used for this analysis.

Basic information about the building use and the time of the most recent major HVAC or lighting upgrade is provided in **Table 2**. That information is used to determine the Benchmark EUI. The building manager can calculate the Building EUI and compare it to the Benchmark EUI to determine how building efficiency compares to similar buildings (see **Table 3**). In addition, **Figure 1** shows the EUIs of various building types for further comparison.

TABLE 2. BUILDING DETAILS	
FCA Building Type	Library
Range of Years Constructed/Last Major Energy Renovation	1960 to 1989
<b>Benchmark EUI (MMBTU/kSF/yr) =</b>	<b>97.9</b>
<b>Building EUI to be Calculated by Client (MMBTU/kSF/yr) =</b>	

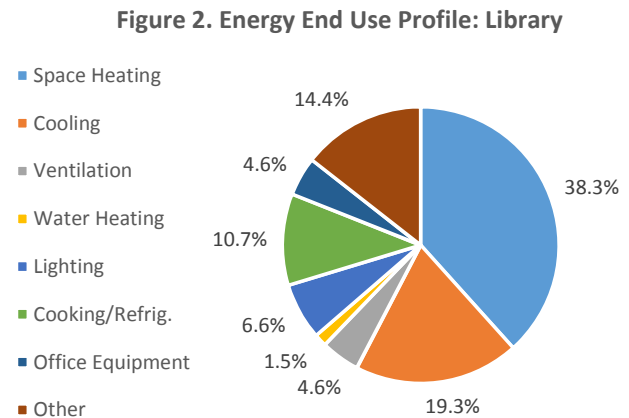
TABLE 3. EUI COMPARISON	
<b>Very Energy Efficient</b> (consumes more than 30% less energy)	EUI < 68.5
<b>Energy Efficient</b> (consumes 10% to 30% less energy)	68.5 <= EUI <= 88.1
<b>Similar</b> (consumes within 10% less or 10% more energy)	88.1 < EUI < 107.7
<b>Energy Inefficient</b> (consumes 10% to 30% more energy)	107.7 <= EUI <= 127.3
<b>Very Energy Inefficient</b> (consumes more than 30% more energy)	EUI > 127.3



### Metric #2: Energy End Use

Energy end use data characterizes how energy is used by profiling energy consumption into end use categories such as space heating, cooling, ventilation, lighting, etc. When energy end use data is presented in a pie chart, high energy-consuming activities are readily identified. A building manager can determine the energy end use profile for a building by analyzing trend data from a Building Automation System and/or Energy Management Control System.

TABLE 4. ENERGY END USE PROFILE: LIBRARY	
Space Heating	38.3%
Cooling	19.3%
Ventilation	4.6%
Water Heating	1.5%
Lighting	6.6%
Cooking/Refrig.	10.7%
Office Equipment	4.6%
Other	14.4%
<b>Total</b>	<b>100.0%</b>



References:

1. U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy. "Technologies and Products by Category." Efficient Technologies and Products for Federal Facilities. DOE. <http://energy.gov/eere/femp/efficient-technologies-and-products-federal-facilities>. Accessed: June 2016.
2. U.S. Energy Information Administration [EIA]. "2012 CBECS Survey Data." Commercial Building Energy Consumption Survey. EIA. <http://www.eia.gov/consumption/commercial/data/2012/index.cfm?view=consumption#c1-c12>, Accessed: June 2016.

## ENERGY CONSERVATION OPPORTUNITIES

This section presents energy conservation measures (ECMs) recommended for further investigation. Recommended ECMs are categorized into one or more cost categories to indicate an approximate level of resources required to implement the ECM. These cost categories are:

**Operation and Maintenance Measures (O&M):** O&M actions usually (a) can be completed by in-house maintenance personnel and (b) result in an immediate return on investment.

**Low-Cost/No-Cost Measures (LC/NC):** LC/NC measures typically (a) can be done by in-house personnel, (b) require little to no investment cost, and (c) result in significant energy savings. In other words, LC/NC measures typically have a quick payback period (less than one year).

**Capital Improvement Measures (CAP):** CAP measures are major capital investments that usually require significant time (i.e., approximately six months to three years) for planning, design, and implementation. Oftentimes, a request for proposal, design/bid/build (D/B/B), and/or design/build (D/B) package is required. The return on investment for CAP projects ranges significantly, varying from a payback period from one to twenty plus years.

ECM CATEGORY	ECM RECOMMENDED FOR FURTHER CONSIDERATION	COST CATEGORY
Plumbing - DHW Piping Insulation	INSULATE THE DOMESTIC HOT WATER PIPES. Insulating piping reduces heat loss, thereby reducing the amount of energy consumption.	LC/NC; CAP
Plumbing - DHW Heater Efficiency	INSTALL A HIGH-EFFICIENCY WATER HEATER. High efficiency/ENERGY STAR water heaters consume less energy. Consider condensing water heaters that capture the latent heat from water vapor contained in the flue gases.	LC/NC; CAP
Building Envelope - Insulation	INSTALL ADDITIONAL INSULATION. Insulation increases the R-value of the envelope and reduces the heat gain/loss through the envelope.	LC/NC; CAP
Building Envelope - Roof Material	INSTALL A COOL ROOF PRODUCT. Cool roofs reflect sunlight/reduce solar heat gain. ENERGY STAR qualified cool roof products can lower roof surface temperature by up to 50°F, significantly decreasing the amount of heat transferred into a building.	CAP
Building Envelope - Window/Door Heat Gain/Loss	INCREASE THE R-VALUE OF THE WINDOWS/DOORS. ENERGY STAR qualified fenestration products such as windows and doors can minimize HVAC energy consumption by reducing solar heat gain/loss.	CAP
Building Envelope - Window/Door Air Infiltration	WEATHERSTRIP/CAULK WINDOWS/DOORS. When there is air leakage, weatherstrip around movable components and caulk around rigid components to reduce infiltration and save on heating/cooling costs.	O&M; LC/NC
Plumbing - Water Closets	INSTALL LOW-FLOW FLUSH VALVES/NEW WATER CLOSETS. WaterSense labeled water closets save water and reduce the energy required to pump water.	LC/NC; CAP
Plumbing - Urinals	INSTALL LOW-FLOW URINALS. WaterSense labeled urinals save water and reduce the energy required to pump water.	LC/NC; CAP



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** July 23, 2018

**PREPARED BY:** Ryan Roy

**LOCATION:** Community Room

---

**TITLE:** Consideration for Extended Branch Hours

**BACKGROUND:** In April of 2018, the Altadena Library District's Leadership Team met twice (April 6<sup>th</sup> and 19<sup>th</sup>) to discuss the possibility of opening the Bob Lucas Branch on the weekends. The need for extra hours was documented in a 2018 survey of Branch users where only 43% of respondents felt the current Branch hours met their needs. Opening extra hours would also invite the possibility of new patrons using the facility as well as new weekend programming options.

In consideration of these factors, the Leadership Team conducted a feasibility study to determine whether or not the District was sufficiently staffed to open the Branch on Saturday and possibly even the Main on Sunday, since both suggestions had been frequently made by library and patrons and community members.

As a result of the study, the Leadership Team found the following:

- The District was not sufficiently staffed at this time to open both the Branch and the Main for extra hours. This being the case, we began to focus on just opening the Branch for extra hours.
- Opening the Branch for a full 8-hour day on Saturday with the current staffing level would likely cause shortfalls during the week, and it would be difficult to schedule since the Main is also open at that time, drawing key personnel from the pool of available staff.
  - Other considerations: The District has an agreement with the Seventh Day Adventist Church across the street from the Branch which allows for our Branch staff to use their meetings spaces to teach our ESL classes as part of our literacy program, and in return, the Church members use our parking lot on Saturdays. This agreement has been in place for 8-10 years, and it would take some time and diplomacy to dissolve that agreement if that was the route the District decided to take.

- The possibility of opening the Branch on Sunday was then examined, and this alternative seemed much more feasible with current staffing, as Sunday hours for many local libraries are typically 1pm-5pm.

It was ultimately determined that the best course of action in terms of pushing this initiative forward would be to open the Branch from 1pm-5pm on Sundays. This could be done with current staffing; it would not cause a staffing shortfall during the week; it would only marginally increase the cost of utilities; it would allow the District to have a facility open to the public 7 days per week; and it could be rolled out as a pilot program with a significant marketing campaign, after the completion of the Branch facility upgrades that are planned for fall 2018. Usage data from the pilot program could then be used to inform further decisions about opening the Branch other hours and/or on Saturdays.

Taking into consideration that the Branch would likely need to close (perhaps for only a week) to undergo some of the proposed renovations, the Leadership Team has determined that an early 2019 post-renovation reopening of the Branch would be the optimal time to introduce the extended hours, as well as the physical improvements and programming additions.

---

**RECOMMENDATION: That the Board of Trustees provide staff with input in regard to extending the Bob Lucas Branch hours.**



**STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** July 23, 2018

**PREPARED BY:** Staff Leadership Team

**LOCATION:** Community Room

---

**TITLE:** Operating Plan 2018/2019

**OBJECTIVE:** To provide an overview of staff objectives through an updated Operating Plan for 2018/2019

**BACKGROUND:** On July 13, 2018, the Leadership Team met to discuss past Operating Plans and develop objectives for the new year that reflect the Library's progress since the last Operating Plan Review. The team developed an outline of objectives that align with the existing Strategic Plan.

---

**STAFF RECOMMENDATION:** That the Board of Trustees review and provide staff with input on the Operating Plan and their priorities.





## **Altadena Library District Operating Plan // 2018-2019**

The following Operating Plan is reflective of the Altadena Library District's mission to provide free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community. This document outlines a plan of action for achieving the five goals set forth in the District's current Strategic Plan, so that the Altadena Libraries can continue to meet the present, future, and everchanging needs and interests of its diverse clientele.

### **STRATEGIC GOAL: FUNDING**

*The Altadena Library District will seek to establish a stable source of funding to sustain current levels of customer service. The District will expand its sources of revenue.*

Operating Objectives:

- Collaborate with Financial Consultants to optimize the District's investment and budgeting strategies.
- Explore new sources of funding, including grants, facility rental for filming, and sponsorships.
- Continue to provide support of the initiatives of the growing Altadena Library Foundation and Friends of the Altadena Library.
  - Provide staff assistance for the Second Annual Taste of Dena to increase revenue of event.
  - Assist in the recruitment of new members to help expand the fundraising capacity of the Friends of the Altadena Library.

### **STRATEGIC GOAL: OUTREACH**

*The Altadena Library District will tell its story to the community through enhanced print, electronic, and social media communications.*

Operating Objectives:

- Continue to expand District's marketing presence through social media, email, and print marketing strategies.
- Build a strong network of mutually beneficial partnerships with community organizations and institutions, through opportunities for cross-promotion and program development.
- Move outside the walls of the Library with active expansion of Deposit Libraries and Little Free Libraries initiatives.
- Solicit and solidify relationships with schools in the District boundaries for outreach purposes.
- Continue to implement Turning Outward approach in daily work and outreach efforts, including the ongoing solicitation of feedback from the public from which to develop responsive programming and services.
- Develop strategic relationships with neighboring libraries.

### **STRATEGIC GOAL: FACILITIES**

*The Altadena Library District will provide facilities that are comfortable, welcoming, safe, energy efficient, flexible, and fully disabled-accessible.*

Operating Objectives:

- Make improvements responsive to the Facility Assessment, focusing on critical upgrades, Bob Lucas Branch upgrades, safety improvements and ADA compliance.
- Implement a plan to expand Bob Lucas Branch hours.

**STRATEGIC GOAL: LIFELONG LEARNING**

*The Altadena Library District will fuel Altadena's passion for reading, personal growth, and learning.*

Operating Objectives:

- Increase public awareness and usage of the District's databases and digital resources.
- Launch 1000 Books Before Kindergarten campaign (1KB4K) and sign up every student in Altadena for a library card through the Student Success initiative.
- Expand and diversify FabLab programming.
- Provide the public with training on navigating and getting the most out of the District's collection.
- Offer staff opportunities for professional development and continued education.

**STRATEGIC GOAL: TECHNOLOGY**

*The Altadena Library District will provide access to the digital world through state-of-the-art technologies.*

Operating Objectives:

- Streamline circulation processes with implementation of radio-frequency identification (RFID) technology.
- Improve accessibility and function of website with newly designed and self-managed website.
- Develop FabLab into a technological hub of community with training in 3D Printers, Virtual Reality, coding, and other state-of-the-art technologies for all ages.



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** July 23, 2018

**PREPARED BY:** Ryan Roy

**LOCATION:** Community Room

---

**TITLE:** December Board of Trustees Meeting Date

**BACKGROUND:** It has been brought to the attention of the library that, pursuant to California Education Code Section 19640, the Altadena Library District Board of Trustees must meet at least once a month. (The Altadena Library District is an independent special district that was formed in December 1926 under the provision of Sections 19600-19734 of the California Education Code.)

Since the ALD Board of Trustees traditionally meets on the fourth Monday of the month, and since that date in December often falls on or near Christmas Eve or Christmas day, the ALD Board of Trustees has not met in December for many years.

At this time, the Board will consider a December a meeting date that does not fall on the fourth Monday.

---

**RECOMMENDATION:** That the Board of Trustees consider and approve a meeting date for December 2018.



July 5, 2018

To the Board of Trustees  
Altadena Public Library District

We are engaged to audit the financial statements of Altadena Public Library District for the year ended June 30, 2018. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

### Our Responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated June 6, 2018, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of Altadena Public Library District. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of Altadena Public Library District's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

### Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the Altadena Public Library District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion.

Jeff Nigro, CPA, CFE | Elizabeth Nigro, CPA | Kevin Brejnak, CPA, CFE | CJ Gaunder Singh, CPA  
Peter Glenn, CPA | Michael Klein, CPA, CMA, EA

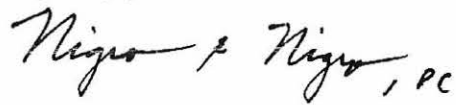
MURRIETA OFFICE 25220 Hancock Avenue, Suite 400, Murrieta, CA 92562 • P: (951) 698-8783 • F: (951) 699-1064  
OAKLAND OFFICE 333 Hegenberger Road, Suite 388, Oakland, CA 94621 • P: (844) 557-3111 • F: (844) 557-3444

We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit in approximately September 2018 and issue our report no later than December 31, 2018. Peter Glenn is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Trustees and management of Altadena Public Library District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "Nigro & Nigro, PC". The signature is written in black ink and is positioned above the printed name of the firm.

Nigro & Nigro, PC

**Subject:** FW: Library Director, steps forward  
**Date:** Wednesday, July 18, 2018 at 12:21:04 PM Pacific Daylight Time  
**From:** William Ryan Roy  
**To:** Kylynn Chaney  
**Attachments:** ILML-questionsfor-public-librarian-nomination-2017 EDITED GM final edit changes accepted REVISED .doc

Below is the Karen Gibson letter.

---

**From:** Betsy Kahn  
**Sent:** Friday, June 08, 2018 7:33 PM  
**To:** William Ryan Roy <WRoy@AltadenaLibrary.org>  
**Subject:** Fw: Library Director, steps forward

---

**From:** Karen Gibson <[gibsonkj@earthlink.net](mailto:gibsonkj@earthlink.net)>  
**Sent:** Friday, June 8, 2018 6:23 PM  
**To:** Gwendolyn McMullins; Ira Bershatsky; Armando Zambrano; Betsy Kahn; Terry Andruess  
**Subject:** Library Director, steps forward

Good day to all,

My name is Karen Gibson and I'm a concerned Altadenan. I'm writing because I have more to say than can be said in three minutes at a Trustees meeting. I'm in favor of restoring Mindy Kittay to the role of Altadena Library District Director. I'm compelled by my conscience to contact you and hope each of you can read my message with an open heart and mind.

I believe your wisest course of action in this moment is to:

- resolve outstanding questions, concerns, and criticisms in person in a civil manner with a trusted outside mediator, if necessary,
- renew Ms. Kittay's contract as Director for three years which would bring back her visionary leadership and enable her to guide the community through the urgently needed process of updating the library's Strategic Plan,
- prepare to move forward with a clean slate among all Trustees as well as Ms. Kittay.

Anything short of these steps threatens a loss of positive momentum and goodwill for the libraries. It would be a waste of time to search for a new Director with strong vision and a fundamental understanding of our community when we already have one. A lawsuit or legal settlement would be a waste of finite taxpayer dollars better spent otherwise. And finally, to let Ms. Kittay go would be the waste of a good person and the career of a fantastic library Director. My husband, Gerry Rothschild and I started attending Board meetings in October. We were stunned by what we witnessed over the following months: disrespect toward staff, palpable tension, innuendo, and even outright false information that went unchallenged. The attitude toward Ms. Kittay was dismissive. Indeed, I had the feeling that the public's presence was barely tolerated. We could never have imagined that this was how the business of the Library District

was being conducted. I won't speculate on how it came to be that way, but would hate to lose Ms. Kittay because of it.

If you believe Ms. Kittay made mistakes, make an effort to determine if she learned from them. As well, examine your own conscience to determine if the Board made mistakes and whether your responsibility as a Board member to hire, support, and evaluate the Director was well and faithfully carried out. By what process were assurances of contract renewal later reversed? Was it fair?

Strong leaders with a purpose bring change and that's often difficult. I allow that you have more information than I do, but I've yet to hear of an offense worthy of nonrenewal. Conflict with personnel around the new direction of the libraries and the updated skills that are required does not rise to that level. As I understand, the introduction of a team approach has empowered employees and recent staff surveys reflect a positive work environment. One Trustee expressed concerns about pay schedules, but surely that is a verifiable, easily-resolved issue. Assertions that the Bob Lucas branch had been ignored gave me pause until I heard Ms. Kittay's reply – by popular demand over Chairman John McDonald's effort to silence her.

Do these issues outweigh the immense progress our Library District has made under Ms. Kittay's leadership? To put her accomplishments front and center, I invite you to read the nomination submitted on her behalf for an American Library Association award (to which I contributed). It's attached here.

I don't believe the current Board is likely to repeat the mistakes of the past, but is at risk of making its own. I hope you won't seek a new Director to avoid the discomfort caused by confrontation and compromise. It may seem simpler, but it wouldn't be fair. Don't let Ms. Kittay go with unanswered questions on your mind. Everyone, especially new members, please find a way to hear her side. Listen carefully. Have a dialog. It may seem too late for this, but I would argue it's not. Seek reconciliation through a more creative, humane process. Otherwise, you may feel you have a clean slate, but the process will have been tainted and will be unhealthy going forward. The best new applicants for the Director position will think twice before coming here, wary of undependable Board support and a tainted atmosphere.

Ms. Kittay was hired to move our Library District into the 21<sup>st</sup> century. She has done so with creativity and commitment that have reverberated throughout Altadena. In the process, she established the library as the vibrant hub of our town, a dream we didn't know we had. If you believe in redemption and reconciliation, I urge you to put your faith in them now, in this situation. Restore joy and high expectations to our beloved libraries. Bring Ms. Kittay back to the job and community she loves.

I appreciate your time and consideration and would welcome your reply.

Sincerely,

Karen Gibson  
260 E. Mariposa St.  
Altadena 91001  
626-429-4785

Karen

*Enjoy the day, it is a gift.*  
626-429-4785

# I Love My Librarian Award

I Love My  
Librarian!  
2017 Award

All nominations must be submitted online at <http://ilovelibraries.org/ilovemylibrarian>.

In addition to information about the nominee such as name, address, library branch and email address, nominators should be prepared to answer the following questions:

## Nominate Your Public Librarian

**Mindy Kittay, Library Director**  
**Altadena Library District (600 E. Mariposa Street, Altadena, CA 91001)**  
**[mkittay@altadenalibrary.org](mailto:mkittay@altadenalibrary.org)**

**Question 1: Please tell us in 2-3 sentences why your nominee should win this award. What sets them apart? (Response limited to 200 words)**

In her three-year tenure at the Altadena Library District, Director Mindy Kittay has transformed a decades-old library district from two simple buildings storing books and operating in a traditional fashion, into innovative, dynamic community hubs, connecting people from all corners of the diverse community of Altadena with extensive educational resources and opportunities for cultural enrichment. From a complete makeover of the District's physical facilities to the District's shift in focus to a mission-minded and community-driven "turned outward" approach, the immense progress Altadena Library District has made, as well as its burgeoning role as a leader among libraries across California, is due to the creativity, courage, and persistence of the District's dedicated Director along with her team. Mindy Kittay's unflagging drive and passion for libraries and for her community make her the ideal candidate for this award.

**Question 2: Please list a few ways in which the nominee has helped you and made your experience of the library a positive one. For instance, did the nominee inspire in you a love for literature; assist you in a project or finding other information? (Response limited to 800 words)**

I am confident that my response, while based on my own personal experiences, is reflective of several other constituents who have become acquainted with Mindy and are now also actively involved with Altadena Library District. As a new resident to Altadena in 2015, the Library quickly became my home away from my new home, my touchpoint to the pulse of the community as I established my new life here. I met Mindy the first week I moved here. She immediately activated her network to connect me with community leaders and stakeholders that could become potential contacts for my consulting business, and shared her vision for the future of the District. She took the initiative to include me in several trainings made available to library volunteers and broadened my cultural horizons by introducing me to the many enlightening opportunities and events both in the community and at the Library. The creative programs she develops are thoughtfully formed for the purpose of community building and connection. From storytelling workshops to free monthly concerts to scientific lectures to community celebrations,



to name a few, the Library's innovative programming for patrons of all ages, stages and backgrounds have provided me ample opportunity to learn new things while connecting with new and interesting people. Through my role on the Library's 50<sup>th</sup> Anniversary Committee, I had further opportunities to connect to Mindy and her staff as well as to get to know other enthusiastic library volunteers.

I am inspired and encouraged to know that there is so much more to come. Mindy sees past obstacles to envision a rich, robust future for all departments in the District. The wide variety of programs that have successfully launched in the three years that she has been Director are tangible examples of this. It's important to me that I see infants and toddlers engaging in early literacy programming and story times; school-age students participating in clubs; teens of all backgrounds gathering in the Teen Space, engaging in creative DIY projects and crafts. Mindy shared with me recently that the Library's Teen Advisory Council rallied on behalf of the Library for the parcel tax. Throughout the month, I gather with other adults in the community at the wide variety of adult programming that has started under Mindy's guidance. People of all ages, myself included, have been welcomed into the Library and have experienced the benefits of her planning and leadership.

Without the Library, I would be lacking a significant connection to the community. It has been Mindy's initiative and ability to build connections with patrons like me that has plugged me into the thriving community resource that is Altadena Library District. She is a true visionary, and her leadership not only has made my experience at the Library positive, but has also helped make my experience in Altadena fulfilling and enriching.

**Question 3: How has the librarian made a difference in the community? Please be specific.  
(Each response limited to 800 words)**

Altadena is a fragmented community; with clear, unspoken divisions between certain population groups, the community of Altadena as a whole has struggled to find a common "core." Mindy has been extraordinary in developing programs and resources through the Library that connect all segments of the community with information and also with one another. Three specific examples stand out about her direct community impact: her leadership in bringing Community Conversations to Altadena, her leadership in improving information sharing across our segmented community, and her commitment to her own personal community involvement and altruism.

First, Mindy led the charge in coordinating and facilitating a truly transformative initiative called Community Conversations, inspired by the American Library Association's "Libraries Transforming Communities" movement and guided by the principles of the Harwood Institute's "Turning Outward" approach. Over the course of a few months, in dozens of Conversations in people's homes, local businesses, community organizations, schools, and places of worship, Altadenans gathered to discuss aspirations for the community, challenges the community faces, and potential action steps for both the Library and individual residents to take to affect change. I participated in one conversation, and Mindy participated in almost every single gathering, meeting hundreds of residents and absorbing all the feedback she could to take back and responsively shape Library programming and offered resources. Eleven key areas of recommended community improvement emerged. There are existing community groups whose efforts on these issues needed a megaphone – through this initiative, the library has provided it. Already, a long list is forming of action steps that individuals, community organizations, and the Library are taking in response to this unique Community Conversation process.

One of the most recurring issues that emerged from the Conversations was information sharing. Mindy firmly believes that one of the Library's primary roles is to connect people with ideas and information. With the help of her Library team, she has launched an online community activity and event calendar for use by all entities in Altadena, the Library distributes a weekly e-newsletter and a monthly printed newsletter packed full of useful community information, and she has leveraged the Library's ever-growing social media presence to bring light to community issues, offer a space for productive discussion, and share with the public all that the Library is doing for its patrons.

Lastly, Mindy leads in community engagement by example. On top of leading the thriving Library District, she carries significant volunteer roles in community organizations such as Altadena Rotary Club and Altadena Chamber of Commerce. Her volunteer work with many local organizations continues to equip her to better lead the District and mold its offerings to meet the needs of its patrons. Her responsiveness has made a direct impact on the community by extending opportunities for local organizations to reach a wider audience and fulfill their important missions. And as part of her larger commitment to the Library community, Mindy also participates on the Board of the Southern California Library Consortium and its finance committee.

**Question 4: How has the library, and the nominee, improved the quality of your life?  
(Response limited to 800 words)**

Again, as in the response to Question 2, I am speaking on behalf of myself and many others. I like to think of quality of life as being comprised of fulfillment of the various “pie slices” of life: family and loved ones, friendships, vocation, spirituality, and the like. All of that and more can be supported in one way or another, whether through the materials available for check out or the innovative programming and events, at our community library. We now have a library with the most up-to-date resources, from technology (which many are not able to find elsewhere) to free skill-building and educational classes of all kinds (such as writing, foraging for wild food, cooking, sewing, chess, book clubs, all kinds of arts classes and many, many more) to live music of all kinds to books, e-books, audiobooks, DVD’s, CD’s, and periodicals. It is a wonderful gift to have so many free, exciting opportunities at our fingertips. We are never at a loss for something to do! As a community, we are more knowledgeable about how to participate productively in civic life. We have much wider opportunities to meet new people whose paths we would most likely never have crossed, not only through recreational events but also through volunteering opportunities. We all are enriched by what the library has become under Mindy’s leadership.

**Question 5: How does the nominee make the library a better place? Please be specific.  
(Response limited to 800 words)**

This past year Mindy used her passion for creating flexible, customer centric libraries and applied her love of design and mid-century modern to renovate the Main Altadena Library. Using HUD funds (set to expire in Fall 2017), Altadena Library Foundation funds, and a small portion of the Libraries’ savings, she was able to bring the library back to its 1967 Mid-Century Modern glory while at the same time addressing as many of the ADA and safety issues as were possible. New flexible shelving, displays and flooring were added and revitalization of all of the original woodwork, planters and mid-century heirloom furniture was completed. Mindy served as the space planner, designer and project manager! The community loves the results and has renewed its dedication to supporting the library by attending programs, fund raisers and volunteering.

She used this opportunity to reconfigure the library, creating special spaces such as a Teen Area and a FabLab out of shelving/slat-wall. She was also able to reallocate staff spaces so that the library now has a quiet study room which was much needed and is appreciated. These new configured spaces have allowed for expansion of what the Altadena Library offers to its community from technology and literacy training of all types including 3D Printing and Virtual Reality programming to innovative and entertaining teen programs and educational opportunities. Due to the open aspect of the library in the past much of this was just not available to the patrons.

Mindy is a firm believer in creating a Learning Organization and having fun at work. She has expanded opportunities for staff to learn new skills in creative ways (Professional Development Days) and to come together as a team (Staff Activities Club). She opens up opportunities for all staff by inviting all team members to take a part in Implementation Teams (projects such as the re-visioning and writing of policies and procedures) and creating programs for the public.

As mentioned in the response to Question 3, as a result of the Community Conversations Mindy began the process of connecting people and people/institutions together in the community to address the findings. She also looked internally at how the library could help and immediately made some changes and additions to operations and the scope of what the library does for the community. When she sees that something is not customer centric she will brainstorm with staff until there is a better solution. Such ideas such as PIPs (Patron Initiated Purchasing whereby the library purchases patron requests rather than use ILL, which costs less to the Library and speeds up the process for the Patron), came from such brainstorming sessions. Offering storytimes at the local farmer's market and holding monthly community conversations with the Director at local businesses are other examples of meeting the community where they want to be rather than where the library thinks they should be.

Aside from the improved customer-centric workflows, the renovations to the grounds and facilities, and the streamlined, modernized policies and procedures, Mindy makes the library a better place simply by being there. She loves to engage and interact with fellow community members. The door to her office is always open. She can also be seen stopping to help library patrons on her way in and out of the office. She is never too busy to lend a hand at the information desk, or to help library visitors find what they need. We can see and feel that she cares about us and our experience of the library, as people and as a community.

As a result of all the progress mentioned above – the heart and soul that Mindy has put into realizing her vision for all that the library could and should be for the community – the public has responded with gratitude and appreciation. Patrons love how beautiful and welcoming the library is and appreciate the outstanding customer service they receive.

We feel that with Mindy Kittay, we're in the very capable hands of someone who deeply understands the future of libraries in general and the needs of our community specifically. She is a true visionary with a passion for the unique impact that a library can and should have on a community. She is most deserving of your I Love My Librarian 2017 Award.

Questions? Email Lindsey Simon, Campaign Coordinator ([lsimon@ala.org](mailto:lsimon@ala.org)).

Patricia Cunliffe  
3010 Highview Ave  
Altadena, CA 91001

June 7, 2018

Altadena Library Board of Trustees  
Altadena Library  
600 E. Mariposa St.  
Altadena, CA 91001

Dear Esteemed Library Board Members,

My name is Patricia Cunliffe. I wrote the most recent story about the Altadena Library in the Pasadena Weekly and have attended a few board meetings.

Today, I am writing to you in the capacity of a long-time Altadena community member who utilizes very much the Altadena Library. I am writing to ask you all, no – to implore you, to PLEASE, PLEASE put aside all of the nonsense that has been going on between the Altadena Library Board of Trustees and Library Director Mindy Kittay.

As a member of this community, I am extremely concerned with the mounting legal bills that are accumulating on behalf of Ms Kittay, which we all know will eventually be paid for by the library. The lawyer is the only person to benefit from prolonging the nonsense, which is much to the detriment of the library community – both staff and patrons. I do believe that the Altadena Library community deserves better than that, and I know that you do too – otherwise you would not have given your time to serve on the library board.

We all make mistakes and we all have differences of opinion. That said, how anyone can even consider not renewing Ms Kittay's contract is completely mind boggling to me. I have lived in this community since 1992 and have many stories to tell about the library before Ms Kittay; and the progress which has been made resulting in the gem which we now have, under her leadership. I, for one, am not willing to give up that gem, nor the resources that can be better spent on library related expenses over lawyer fees.

I would also like to commend Ira Bershatsky, who took the high road on March 7, and changed his vote for who was best for the library, over who was his original choice. Thank you Trustee Bershatsky! As a community member I must express how pleased I am to have Betsy Kahn join the board.

I understand that Mindy Kittay is now feeling better health-wise and would like to return to her position. May I ask you please to do everything in your power to make that happen, sooner rather than later, and get that lawyer off the clock? Please let the past remain the past and move forward. I truly believe we have a positive future ahead – but only with Ms Kittay back at work together with this new group of board members.

Sincerely,

Patricia Cunliffe