



Honoring the past, cultivating the present, empowering the future

AGENDA
Regular Meeting

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **August 27, 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) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

New Hires:

Resignations / Terminations:

Sebastian Zelepin - FT Library Clerk II - July 24, 2018

6) FINANCIAL REPORTS

- a) **Financial reports for June 2018 (INFORMATION/ACTION) (10 Minutes) Page #3-20**
Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

7) 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 – Special meeting held June 11, 2018, Page #21-23
- ii) Approval of Minutes – Regular Meeting held July 23, 2018 Page # 24-27
- iii) Statistical Reports – YTD – July 2018, Page #28-31
- iv) Departmental Monthly Reports – July 2018, Page #32-48
- v) District Director's Report – July 2018, Page #49-50

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

- a) Overview of Summer Reading Program 2018 (INFORMATION)Pages #51-52
- b) FY 2018-19 Budget Impact for Hiring a Librarian II Position (INFORMATION/ACTION)Page # 53

10) 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

11) RECESS BACK INTO OPEN SESSION

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

13) OLD BUSINESS

- a) Los Angeles County and Municipal Consolidated Elections on November 6, 2018 (INFORMATION)Page #54
- b) Facilities Assessment Presentation and Discussion (INFORMATION/ACTION)Page #55-257

14) CORRESPONDENCE, Page #258-268

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:** August 27, 2018

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

TITLE: Summary Report of Financial Statements for June 2018

June 2018 FINANCIAL STATEMENTS

The following financial reports are for the month of June 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 \$220,751.36. ALD cash and cash equivalents are \$3,311,345.46.

REVENUE HIGHLIGHTS

The District currently has \$3,311,345.46 in cash and cash equivalents. The (unaudited) net income for the month of June is \$220,751.36.

Passport services and printing revenue continue to exceed budget expectations and are at 126% and 122% of budget, respectively.

The District received a reimbursement for retiree health benefit premiums from CalPERS in the amount of \$73,921.64, zeroing out that line item for FY17-18.

PAYMENTS FROM SUPPORT ORGANIZATIONS

We received a donation of \$12,000 from the Friends of Altadena Library in June 2018.

EXPENDITURE HIGHLIGHTS

No highlights to report for June 2018.

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

	Jul '17 - Jun 18	Jul '16 - Jun 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	24,000.00	21,000.00	3,000.00	14.3%
4730 · Undesignated	1,912.15	17,503.00	(15,590.85)	(89.1)%
4735 · Designated		71,802.37	(71,802.37)	(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		319,998.29	(319,998.29)	(100.0)%
Total DONATIONS AND GRANTS	66,842.15	470,103.66	(403,261.51)	(85.8)%
FINES & FEES				
4305 · Fees	5,810.90	18,797.99	(12,987.09)	(69.1)%
4310 · MFM Revenue	7,357.95	6,103.35	1,254.60	20.6%
4340 · Passport Services Fees	113,437.69	78,566.50	34,871.19	44.4%
4350 · Sales of Products	3,378.55		3,378.55	100.0%
Total FINES & FEES	129,985.09	103,467.84	26,517.25	25.6%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	1,761.75	1,530.31	231.44	15.1%
4221 · FMV COLA		(3,516.48)	3,516.48	100.0%
Total INTEREST INCOME & ADJUSTMENTS	1,761.75	(1,986.17)	3,747.92	188.7%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income		892.87	(892.87)	(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%
Total OTHER REVENUE & ADJUSTMENT	26,389.65	2,892.87	23,496.78	812.2%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,192,393.41	2,072,928.51	119,464.90	5.8%
4010.01 · Revenue Residual	43,646.95	40,754.58	2,892.37	7.1%
4010.02 · Statutory Revenue	4,543.36	4,054.19	489.17	12.1%
4010.03 · SB 813 Supplemental	58,312.33	60,512.21	(2,199.88)	(3.6)%
4010 · Current-Year Secured - Other		123,650.92	(123,650.92)	(100.0)%
Total 4010 · Current-Year Secured	2,298,896.05	2,301,900.41	(3,004.36)	(0.1)%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	79,499.64	74,456.10	5,043.54	6.8%
4020 · Current-Year Unsecured - Other		14,063.48	(14,063.48)	(100.0)%
Total 4020 · Current-Year Unsecured	79,499.64	88,519.58	(9,019.94)	(10.2)%

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

	Jul '17 - Jun 18	Jul '16 - Jun 17	\$ Change	% Change
4030 · Prior-Year Secured				
4030.00 · Prior Secured	34,305.19	35,151.42	(846.23)	(2.4)%
4030.01 · Secured Refunds		(39,856.39)	39,856.39	100.0%
4030.02 · Statutory Revenue		939.04	(939.04)	(100.0)%
4030.03 · SB 813 Redemption	3,246.50	2,968.11	278.39	9.4%
4030.04 · Property Tax Penalties				
4030.05 · Secured Tax Refunds	(32,358.05)		(32,358.05)	(100.0)%
4030 · Prior-Year Secured - Other		(39,217.97)	39,217.97	100.0%
Total 4030 · Prior-Year Secured	5,193.64	(40,015.79)	45,209.43	113.0%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	9,514.02	4,829.74	4,684.28	97.0%
4040 · Prior-Year Unsecured - Other		(9,445.14)	9,445.14	100.0%
Total 4040 · Prior-Year Unsecured	9,514.02	(4,615.40)	14,129.42	306.1%
4050 · Homeowners Exemption	13,881.90	14,015.88	(133.98)	(1.0)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	795,828.51	748,196.67	47,631.84	6.4%
4060.02 · Direct Assessments		57.88	(57.88)	(100.0)%
4060 · Special Assessment - Other		32,350.77	(32,350.77)	(100.0)%
Total 4060 · Special Assessment	795,828.51	780,605.32	15,223.19	2.0%
4080 · Penalties,Interest & Costs-Ref	10,882.66	11,672.80	(790.14)	(6.8)%
4220 · County Interest Allocation	12,700.97	8,338.49	4,362.48	52.3%
4250 · Change in Property Tax Accrual	(5,793.87)		(5,793.87)	(100.0)%
Total Property Taxes	3,220,603.52	3,160,421.29	60,182.23	1.9%
Total REVENUES	3,220,603.52	3,160,421.29	60,182.23	1.9%
Total Income	3,445,582.16	3,734,899.49	(289,317.33)	(7.8)%
Expense				
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	355,332.48	948,892.59	(593,560.11)	(62.6)%
5020 · Hourly	1,154,701.16	505,803.15	648,898.01	128.3%
Total 5000 · SALARIES & WAGES	1,510,033.64	1,454,695.74	55,337.90	3.8%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	4,867.71	112.01	4,755.70	4,245.8%
5120 · Payroll Taxes (ER) - Other	122,579.87	91,002.20	31,577.67	34.7%
Total 5120 · Payroll Taxes (ER)	127,447.58	91,114.21	36,333.37	39.9%
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 June 2018

	Jul '17 - Jun 18	Jul '16 - Jun 17	\$ Change	% Change
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	26,759.04	35,742.32	(8,983.28)	(25.1)%
5210.02 · CalPers PEPRA (ER Contr)	74,847.23	16,549.62	58,297.61	352.3%
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	91,815.88		91,815.88	100.0%
5219 · GASB 68 Pension expense (income)	118,525.00	42,145.00	76,380.00	181.2%
5210 · PERS Retirement - Other		258.37	(258.37)	(100.0)%
Total 5210 · PERS Retirement	311,947.15	189,940.34	122,006.81	64.2%
5222 · OPEB Contribution		140,004.00	(140,004.00)	(100.0)%
5223 · OPEB liability change		(107,428.00)	107,428.00	100.0%
5251 · SUI, Hourly		697.64	(697.64)	(100.0)%
Total 5100 · Employer-Portion Taxes/Benefits	439,394.73	340,842.92	98,551.81	28.9%
5200 · Insurance				
5220 · Health Insurance	118,905.54	119,406.31	(500.77)	(0.4)%
5221 · Health Insurance - Retirees		69,408.47	(69,408.47)	(100.0)%
5230 · Dental Insurance	14,086.61	15,473.93	(1,387.32)	(9.0)%
5240 · Vision Insurance	4,134.98	4,642.20	(507.22)	(10.9)%
5260 · Life Insurance	1,340.32	1,533.18	(192.86)	(12.6)%
5270 · Workers' Compensation	13,493.59	17,802.97	(4,309.38)	(24.2)%
5280 · Disability Insurance		252.75	(252.75)	(100.0)%
Total 5200 · Insurance	151,961.04	228,519.81	(76,558.77)	(33.5)%
Total 'PERSONNEL RELATED EXPENSES	2,101,389.41	2,024,058.47	77,330.94	3.8%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	16,593.23		16,593.23	100.0%
7320 · Structures & Improvements	73,390.00	1,080.00	72,310.00	6,695.4%
7399 · Capitalized Expenditures	(89,983.23)		(89,983.23)	(100.0)%
Total CAPITAL		1,080.00	(1,080.00)	(100.0)%
DEPRECIATION EXPENSE				
7700 · Depreciation Expense	101,176.99	45,045.60	56,131.39	124.6%
Total DEPRECIATION EXPENSE	101,176.99	45,045.60	56,131.39	124.6%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	52,134.95	23,375.06	28,759.89	123.0%
7210 · Building Maint & Repairs	32,623.70	82,937.60	(50,313.90)	(60.7)%
7220 · Landscape	9,094.28	23,429.14	(14,334.86)	(61.2)%
Total FACILITIES, GROUNDS & MAINTENAN	93,852.93	129,741.80	(35,888.87)	(27.7)%

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

	Jul '17 - Jun 18	Jul '16 - Jun 17	\$ Change	% Change
LIBRARY MATERIALS				
6110 · Cataloging Expenses	17,903.45	18,168.08	(264.63)	(1.5)%
6115 · Electronic Databases & Subscrip	18,447.22	19,162.98	(715.76)	(3.7)%
6120 · Books	130,327.96	104,920.34	25,407.62	24.2%
6125 · Audio CD	19,218.12	13,177.21	6,040.91	45.8%
6130 · DVD's & Videogames	30,364.63	23,227.26	7,137.37	30.7%
6135 · Processing of Materials	47,851.24	28,445.19	19,406.05	68.2%
6140 · Periodicals	16,985.48	12,954.34	4,031.14	31.1%
6150 · Downloadables	21,022.11	23,618.21	(2,596.10)	(11.0)%
Total LIBRARY MATERIALS	302,120.21	243,673.61	58,446.60	24.0%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense		91,577.37	(91,577.37)	(100.0)%
7540 · Trustee Election	10,084.06		10,084.06	100.0%
Total MISCELLANEOUS EXPENSE	10,084.06	91,577.37	(81,493.31)	(89.0)%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	41,517.61	(2,823.69)	(6.8)%
6620 · Membership Dues & Subscriptions	11,778.55	13,110.00	(1,331.45)	(10.2)%
6625 · Training & Education	5,790.24	5,898.40	(108.16)	(1.8)%
6626 · Recruitment & Recognition	1,073.53	6,682.78	(5,609.25)	(83.9)%
6627 · Advertising / Marketing	4,238.01	27,467.95	(23,229.94)	(84.6)%
6710 · Meetings & Travel	5,653.64	11,819.43	(6,165.79)	(52.2)%
6730 · Mileage & Parking Reimbursement	6.47	667.48	(661.01)	(99.0)%
6740 · Postage & Delivery	8,126.80	8,831.00	(704.20)	(8.0)%
6745 · Banking & Service Fees	1,869.21	1,341.33	527.88	39.4%
6746 · Payroll Fees	9,505.00	13,319.78	(3,814.78)	(28.6)%
6750 · Printing & Reproduction	13,485.52	7,191.07	6,294.45	87.5%
6755 · Small Equipment	9,169.81	33,987.15	(24,817.34)	(73.0)%
6765 · Janitorial Supplies	24,253.47	12,416.05	11,837.42	95.3%
6770 · Operating Supplies	24,871.97	36,711.84	(11,839.87)	(32.3)%
6780 · Operating Software	2,722.29	325.53	2,396.76	736.3%
6790 · Hardware (Computers / Tech)		2,983.46	(2,983.46)	(100.0)%
6920 · Electricity	31,943.89	34,938.22	(2,994.33)	(8.6)%
6930 · Natural Gas	2,975.63	4,797.05	(1,821.42)	(38.0)%
6940 · Water & Sewage	5,681.88	5,165.84	516.04	10.0%
6950 · Refuse	4,747.64	4,678.92	68.72	1.5%
6960 · Products for Resale	3,481.54	2,970.23	511.31	17.2%
6970 · Equipment Lease & Rental	20,064.15	12,802.39	7,261.76	56.7%
7530 · County Tax Collection Fees	35,940.07	32,492.92	3,447.15	10.6%
Total OPERATING EXPENSES	266,073.23	322,116.43	(56,043.20)	(17.4)%

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

	Jul '17 - Jun 18	Jul '16 - Jun 17	\$ Change	% Change
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	45,555.55	35,583.34	9,972.21	28.0%
7130 · Legal Fees	50,667.28	18,980.98	31,686.30	166.9%
7135 · Technology Consulting	2,400.00	7,178.80	(4,778.80)	(66.6)%
7140 · Architectural & Engineering	27,075.00	5,000.00	22,075.00	441.5%
7145 · Collection Agency	2,514.95	1,414.10	1,100.85	77.9%
7155 · Consultants - Other	77,463.41	70,168.24	7,295.17	10.4%
7170 · Telecommunications	7,300.47	(1,495.09)	8,795.56	588.3%
7175 · Internet Service	40,160.53	23,915.17	16,245.36	67.9%
7180 · Technology Equipment	34,290.25	59,110.71	(24,820.46)	(42.0)%
7185 · Technology Maintenance Fees	16,929.66	47,015.74	(30,086.08)	(64.0)%
7190 · Website Development	858.00	360.00	498.00	138.3%
Total PROFESSIONAL & TECHNICAL	305,215.10	267,231.99	37,983.11	14.2%
PROGRAMS				
6200 · Youth Services	8,045.80	9,248.37	(1,202.57)	(13.0)%
6210 · Teen Services	6,931.97	2,516.04	4,415.93	175.5%
6220 · Adult Services	25,027.91	18,599.37	6,428.54	34.6%
6230 · Bob Lucas Branch Services	2,940.61	1,354.59	1,586.02	117.1%
6240 · Literacy Services	1,972.58	84.35	1,888.23	2,238.6%
Total PROGRAMS	44,918.87	31,802.72	13,116.15	41.2%
Total Expense	3,224,830.80	3,156,327.99	68,502.81	2.2%
Net Ordinary Income	220,751.36	578,571.50	(357,820.14)	(61.9)%
Net Income	220,751.36	578,571.50	(357,820.14)	(61.9)%

Altadena Library District
Profit & Loss
 June 2018

Jun 18

Ordinary Income/Expense	
Income	
DONATIONS AND GRANTS	
4710 · Friends of the Library	12,000.00
Total DONATIONS AND GRANTS	12,000.00
FINES & FEES	
4305 · Fees	337.12
4310 · MFM Revenue	291.20
4340 · Passport Services Fees	5,140.00
4350 · Sales of Products	52.00
Total FINES & FEES	5,820.32
INTEREST INCOME & ADJUSTMENTS	
4210 · Chase Bank	30.96
Total INTEREST INCOME & ADJUSTMENTS	30.96
REVENUES	
Property Taxes	
4010 · Current-Year Secured	
4010.01 · Revenue Residual	25,526.67
4010.02 · Statutory Revenue	2,271.68
4010.03 · SB 813 Supplemental	3,608.93
Total 4010 · Current-Year Secured	31,407.28
4050 · Homeowners Exemption	2,082.30
4220 · County Interest Allocation	3,228.33
Total Property Taxes	36,717.91
Total REVENUES	36,717.91
Total Income	54,569.19
Expense	
PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	47,192.02
5020 · Hourly	147,263.26
Total 5000 · SALARIES & WAGES	194,455.28
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	14,863.75

Altadena Library District
Profit & Loss
June 2018

	Jun 18
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	3,824.35
5210.02 · CalPers PEPRA (ER Contr)	11,650.93
5218 · PERS Unfunded	7,650.49
5219 · GASB 68 Pension expense (income)	118,525.00
Total 5210 · PERS Retirement	141,650.77
Total 5100 · Employer-Portion Taxes/Benefits	156,514.52
5200 · Insurance	
5220 · Health Insurance	10,839.54
5221 · Health Insurance - Retirees	(68,024.00)
5230 · Dental Insurance	1,380.01
5240 · Vision Insurance	337.12
5260 · Life Insurance	138.45
Total 5200 · Insurance	(55,328.88)
Total 'PERSONNEL RELATED EXPENSES	295,640.92
CAPITAL	
7399 · Capitalized Expenditures	(89,983.23)
Total CAPITAL	(89,983.23)
DEPRECIATION EXPENSE	
7700 · Depreciation Expense	101,176.99
Total DEPRECIATION EXPENSE	101,176.99
FACILITIES, GROUNDS & MAINTENAN	
7205 · Maintenance Contracts	3,900.00
7210 · Building Maint & Repairs	1,928.89
7220 · Landscape	454.35
Total FACILITIES, GROUNDS & MAINTENAN	6,283.24
LIBRARY MATERIALS	
6115 · Electronic Databases & Subscrip	1,950.00
6120 · Books	25,446.74
6125 · Audio CD	3,189.55
6130 · DVD's & Videogames	4,219.43
6135 · Processing of Materials	8,309.46
6140 · Periodicals	1,191.40
6150 · Downloadables	5,863.33
Total LIBRARY MATERIALS	50,169.91

Altadena Library District
Profit & Loss
June 2018

Jun 18

OPERATING EXPENSES

6620 · Membership Dues & Subscriptions	292.24
6625 · Training & Education	90.00
6626 · Recruitment & Recognition	64.75
6627 · Advertising / Marketing	360.52
6710 · Meetings & Travel	310.27
6730 · Mileage & Parking Reimbursement	(553.54)
6740 · Postage & Delivery	1,207.73
6745 · Banking & Service Fees	134.26
6746 · Payroll Fees	790.00
6750 · Printing & Reproduction	179.54
6755 · Small Equipment	2,150.21
6765 · Janitorial Supplies	4,868.37
6770 · Operating Supplies	3,727.78
6780 · Operating Software	24.99
6930 · Natural Gas	628.28
6940 · Water & Sewage	376.33
6950 · Refuse	467.20
6960 · Products for Resale	134.59
6970 · Equipment Lease & Rental	3,277.57

Total OPERATING EXPENSES

18,531.09

PROFESSIONAL & TECHNICAL

7125 · Audit and Financial Consulting	6,179.10
7130 · Legal Fees	30,018.62
7140 · Architectural & Engineering	7,445.00
7145 · Collection Agency	232.70
7155 · Consultants - Other	4,267.33
7170 · Telecommunications	900.81
7180 · Technology Equipment	3,712.22
7185 · Technology Maintenance Fees	10.00

Total PROFESSIONAL & TECHNICAL

52,765.78

PROGRAMS

6200 · Youth Services	2,099.32
6210 · Teen Services	2,472.81
6220 · Adult Services	2,876.20

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Accrual Basis

Altadena Library District
Profit & Loss
June 2018

	Jun 18
6230 · Bob Lucas Branch Services	41.72
6240 · Literacy Services	115.18
Total PROGRAMS	7,605.23
Total Expense	442,189.93
Net Ordinary Income	(387,620.74)
Net Income	<u>(387,620.74)</u>

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	24,000.00	24,000.00		100.0%
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				
Total DONATIONS AND GRANTS	66,842.15	66,030.00	812.15	101.2%
FINES & FEES				
4305 · Fees	5,810.90	9,000.00	(3,189.10)	64.6%
4310 · MFM Revenue	7,357.95	6,000.00	1,357.95	122.6%
4340 · Passport Services Fees	113,437.69	90,000.00	23,437.69	126.0%
4350 · Sales of Products	3,378.55	5,000.00	(1,621.45)	67.6%
Total FINES & FEES	129,985.09	110,000.00	19,985.09	118.2%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	1,761.75		1,761.75	100.0%
4221 · FMV COLA		3,000.00	(3,000.00)	
Total INTEREST INCOME & ADJUSTMENTS	1,761.75	3,000.00	(1,238.25)	58.7%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income				
4915 · Rental Revenue	10,110.00		10,110.00	100.0%
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%
Total OTHER REVENUE & ADJUSTMENT	26,389.65	156,000.00	(129,610.35)	16.9%
REVENUES				
Property Taxes				
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	43,646.95		43,646.95	100.0%
4010.02 · Statutory Revenue	4,543.36		4,543.36	100.0%
4010.03 · SB 813 Supplemental	58,312.33		58,312.33	100.0%
4010 · Current-Year Secured - Other		2,118,250.62	(2,118,250.62)	
Total 4010 · Current-Year Secured	2,298,896.05	2,133,260.90	165,635.15	107.8%

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	79,499.64		79,499.64	100.0%
4020 · Current-Year Unsecured - Other		74,263.00	(74,263.00)	
Total 4020 · Current-Year Unsecured	79,499.64	74,263.00	5,236.64	107.1%
4030 · Prior-Year Secured				
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)		(32,358.05)	100.0%
4030 · Prior-Year Secured - Other		10,600.00	(10,600.00)	
Total 4030 · Prior-Year Secured	5,193.64	10,600.00	(5,406.36)	49.0%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	9,514.02		9,514.02	100.0%
Total 4040 · Prior-Year Unsecured	9,514.02		9,514.02	100.0%
4050 · Homeowners Exemption	13,881.90	7,725.00	6,156.90	179.7%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	795,828.51	802,160.99	(6,332.48)	99.2%
4060.02 · Direct Assessments				
Total 4060 · Special Assessment	795,828.51	802,160.99	(6,332.48)	99.2%
4080 · Penalties, Interest & Costs-Ref	10,882.66	10,000.00	882.66	108.8%
4090 · RDA ABx126 Income		26,500.00	(26,500.00)	
4220 · County Interest Allocation	12,700.97	500.00	12,200.97	2,540.2%
4250 · Change in Property Tax Accrual	(5,793.87)			
Total Property Taxes	3,220,603.52	3,065,009.89	155,593.63	105.1%
Total REVENUES	3,220,603.52	3,065,009.89	155,593.63	105.1%
Total Income	3,445,582.16	3,400,039.89	45,542.27	101.3%
Expense				
*PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	355,332.48	373,972.29	(18,639.81)	95.0%
5020 · Hourly	1,154,701.16	1,189,448.66	(34,747.50)	97.1%
Total 5000 · SALARIES & WAGES	1,510,033.64	1,563,420.95	(53,387.31)	96.6%

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	4,867.71	14,700.00	(9,832.29)	33.1%
5120 · Payroll Taxes (ER) - Other	122,579.87	120,236.94	2,342.93	101.9%
Total 5120 · Payroll Taxes (ER)	127,447.58	134,936.94	(7,489.36)	94.4%
5120.01 · Soc Security & Medicare, Salary				
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	26,759.04		26,759.04	100.0%
5210.02 · CalPers PEPRA (ER Contr)	74,847.23		74,847.23	100.0%
5211 · PERS Retirement 2% @ 55				
5212 · PERS Retirement 2% @ 60				
5213 · PERS Retirement 2% @ 62				
5218 · PERS Unfunded	91,815.88	91,806.00	9.88	100.0%
5219 · GASB 68 Pension expense (income	118,525.00			
5210 · PERS Retirement - Other		100,179.46	(100,179.46)	
Total 5210 · PERS Retirement	311,947.15	191,985.46	119,961.69	162.5%
5222 · OPEB Contribution				
5251 · SUI, Hourly		41,000.00	(41,000.00)	
Total 5100 · Employer-Portion Taxes/Benefits	439,394.73	367,922.40	71,472.33	119.4%
5200 · Insurance				
5220 · Health Insurance	118,905.54	129,000.00	(10,094.46)	92.2%
5221 · Health Insurance - Retirees		75,600.00	(75,600.00)	
5230 · Dental Insurance	14,086.61	14,300.00	(213.39)	98.5%
5240 · Vision Insurance	4,134.98	4,100.00	34.98	100.9%
5260 · Life Insurance	1,340.32	2,000.00	(659.68)	67.0%
5270 · Workers' Compensation	13,493.59	20,000.00	(6,506.41)	67.5%
5280 · Disability Insurance		2,500.00	(2,500.00)	
Total 5200 · Insurance	151,961.04	247,500.00	(95,538.96)	61.4%
Total 'PERSONNEL RELATED EXPENSES	2,101,389.41	2,178,843.35	(77,453.94)	96.4%
CAPITAL				
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%
7399 · Capitalized Expenditures	(89,983.23)			
Total CAPITAL		182,995.00	(182,995.00)	

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
DEPRECIATION EXPENSE				
7700 · Depreciation Expense	101,176.99			
Total DEPRECIATION EXPENSE	101,176.99			
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	52,134.95	18,000.00	34,134.95	289.6%
7210 · Building Maint & Repairs	32,623.70	20,000.00	12,623.70	163.1%
7220 · Landscape	9,094.28	15,000.00	(5,905.72)	60.6%
Total FACILITIES, GROUNDS & MAINTENAN	93,852.93	53,000.00	40,852.93	177.1%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	17,903.45	20,000.00	(2,096.55)	89.5%
6115 · Electronic Databases & Subscrip	18,447.22	21,500.00	(3,052.78)	85.8%
6120 · Books	130,327.96	207,000.00	(76,672.04)	63.0%
6125 · Audio CD	19,218.12	18,000.00	1,218.12	106.8%
6130 · DVD's & Videogames	30,364.63	23,000.00	7,364.63	132.0%
6135 · Processing of Materials	47,851.24	46,850.00	1,001.24	102.1%
6140 · Periodicals	16,985.48	17,500.00	(514.52)	97.1%
6150 · Downloadables	21,022.11	20,000.00	1,022.11	105.1%
6155 · Library of Things				
Total LIBRARY MATERIALS	302,120.21	373,850.00	(71,729.79)	80.8%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense				
7520 · Refunds/Parcel		1,000.00	(1,000.00)	
7540 · Trustee Election	10,084.06		10,084.06	100.0%
Total MISCELLANEOUS EXPENSE	10,084.06	1,000.00	9,084.06	1,008.4%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	38,693.92		100.0%
6620 · Membership Dues & Subscriptions	11,778.55	13,000.00	(1,221.45)	90.6%
6625 · Training & Education	5,790.24	12,000.00	(6,209.76)	48.3%
6626 · Recruitment & Recognition	1,073.53	5,000.00	(3,926.47)	21.5%
6627 · Advertising / Marketing	4,238.01	5,000.00	(761.99)	84.8%
6710 · Meetings & Travel	5,653.64	10,000.00	(4,346.36)	56.5%
6730 · Mileage & Parking Reimbursement	6.47	800.00	(793.53)	0.8%
6740 · Postage & Delivery	8,126.80	9,000.00	(873.20)	90.3%
6745 · Banking & Service Fees	1,869.21	2,000.00	(130.79)	93.5%
6746 · Payroll Fees	9,505.00	12,000.00	(2,495.00)	79.2%
6750 · Printing & Reproduction	13,485.52	21,000.00	(7,514.48)	64.2%
6755 · Small Equipment	9,169.81	10,000.00	(830.19)	91.7%
6765 · Janitorial Supplies	24,253.47	13,000.00	11,253.47	186.6%
6770 · Operating Supplies	24,871.97	15,000.00	9,871.97	165.8%
6780 · Operating Software	2,722.29	3,000.00	(277.71)	90.7%
6785 · Computer Supplies				

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
6790 · Hardware (Computers / Tech)				
6920 · Electricity	31,943.89	42,100.00	(10,156.11)	75.9%
6930 · Natural Gas	2,975.63	5,500.00	(2,524.37)	54.1%
6940 · Water & Sewage	5,681.88	8,600.00	(2,918.12)	66.1%
6950 · Refuse	4,747.64	4,500.00	247.64	105.5%
6960 · Products for Resale	3,481.54	5,000.00	(1,518.46)	69.6%
6970 · Equipment Lease & Rental	20,064.15	15,424.00	4,640.15	130.1%
7530 · County Tax Collection Fees	35,940.07	45,084.06	(9,143.99)	79.7%
Total OPERATING EXPENSES	266,073.23	295,701.98	(29,628.75)	90.0%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	45,555.55	75,000.00	(29,444.45)	60.7%
7130 · Legal Fees	50,667.28	25,000.00	25,667.28	202.7%
7135 · Technology Consulting	2,400.00	1,500.00	900.00	160.0%
7140 · Architectural & Engineering	27,075.00	23,000.00	4,075.00	117.7%
7145 · Collection Agency	2,514.95	1,800.00	714.95	139.7%
7155 · Consultants - Other	77,463.41	74,000.00	3,463.41	104.7%
7170 · Telecommunications	7,300.47	7,500.00	(199.53)	97.3%
7175 · Internet Service	40,160.53	4,000.00	36,160.53	1,004.0%
7180 · Technology Equipment	34,290.25	34,281.00	9.25	100.0%
7185 · Technology Maintenance Fees	16,929.66	20,000.00	(3,070.34)	84.6%
7190 · Website Development	858.00	2,000.00	(1,142.00)	42.9%
Total PROFESSIONAL & TECHNICAL	305,215.10	268,081.00	37,134.10	113.9%
PROGRAMS				
6200 · Youth Services	8,045.80	10,000.00	(1,954.20)	80.5%
6210 · Teen Services	6,931.97	5,500.00	1,431.97	126.0%
6220 · Adult Services	25,027.91	26,068.56	(1,040.65)	96.0%
6230 · Bob Lucas Branch Services	2,940.61	3,000.00	(59.39)	98.0%
6240 · Literacy Services	1,972.58	2,000.00	(27.42)	98.6%
Total PROGRAMS	44,918.87	46,568.56	(1,649.69)	96.5%
Total Expense	3,224,830.80	3,400,039.89	(175,209.09)	94.8%
Net Ordinary Income	220,751.36		220,751.36	100.0%
Net Income	220,751.36		220,751.36	100.0%

Altadena Library District
Balance Sheet
 As of June 30, 2018

Jun 30, 18

ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
Cash in Banks	
1021 · Chase General Acct...2951	521,737.22
1026 · Chase HY Svgs...6883	9,117.40
1041 · Chase HY Svgs...6875	30,801.70
Total Cash in Banks	561,656.32
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
Total Cash on Hand	850.00
Cash with County	
1010.00 · Cash in County Treasury	2,749,390.93
1013 · FMV - COLA Funds	(551.79)
Total Cash with County	2,748,839.14
Total Cash & Cash Equivalents	3,311,345.46
Total Checking/Savings	3,311,345.46
Other Current Assets	
1220 · Miscellaneous Receivable	73,921.64
Total Other Current Assets	73,921.64
Total Current Assets	3,385,267.10
Fixed Assets	
Capital Assets	
Accumulated Depreciation	
1800 · Accum Depr (S & I)	(1,118,428.14)
1900 · Accum Depr (FF & E)	(15,846.24)
Total Accumulated Depreciation	(1,134,274.38)
Depreciable Assets	
1550 · Structures & Improvements	1,712,098.10
1700 · Furniture, Fixtures & Equipment	79,965.35
Total Depreciable Assets	1,792,063.45

Altadena Library District
Balance Sheet
As of June 30, 2018

	Jun 30, 18
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Total Capital Assets	837,569.35
Total Fixed Assets	837,569.35
Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Pension Contributions	180,238.00
1991 · DOR - Pension Related	442,748.00
Total Deferred Outflows of Resources	622,986.00
Prepays	
1076 · Prepaid Items & Deposits	1,000.00
Total Prepays	1,000.00
Total Other Assets	623,986.00
TOTAL ASSETS	4,846,822.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	11,311.75
Total Accounts Payable	11,311.75
Credit Cards	
2010 · UMB Card Services...3219	74,815.14
Total Credit Cards	74,815.14
Other Current Liabilities	
2005 · Other Accrued Expenses	
2050 · Accrued Vacation Payable	51,715.66
Total 2005 · Other Accrued Expenses	51,715.66

Altadena Library District
Balance Sheet
 As of June 30, 2018

	Jun 30, 18
2100 · Payroll Payable	
2100.09 · Disability Insurance	(78.60)
Total 2100 · Payroll Payable	(78.60)
Total Other Current Liabilities	51,637.06
Total Current Liabilities	137,763.95
Long Term Liabilities	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	217,492.00
Total Deferred Inflows of Resources	217,492.00
2700 · Net Pension Liability	2,302,407.00
2701 · Net OPEB Liability	(18,314.34)
Total Long Term Liabilities	2,501,584.66
Total Liabilities	2,639,348.61
Equity	
3300 · Retained Earnings	1,986,722.48
Net Income	220,751.36
Total Equity	2,207,473.84
TOTAL LIABILITIES & EQUITY	<u>4,846,822.45</u>



Honoring the past, cultivating the present, empowering the future

**CORRECTED
MINUTES**

Special Meeting

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **June 11, 2018** – 5:09 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/HrCy-suT9yA?t=5>

2) ROLL CALL:

- a) Terry Andruess
 - b) Ira Bershatsky
 - c) Betsy Kahn
 - d) Gwendolyn McMullins
- Arrived at 5:59 p.m.
- e) Armando Zambrano

3) BOARD PRESIDENT’S COMMENTS/REPORT – President Kahn provided her comments and report. <https://youtu.be/HrCy-suT9yA?t=148>

Public Comment: Mark Mariscal, Dale Gronemeier

4) GENERAL COUNSEL PRESENTATION AND POTENTIAL FINDINGS REGARDING BROWN ACT CONCERNS (INFORMATION/POTENTIAL ACTION)

<https://youtu.be/HrCy-suT9yA?t=1091>

Motion finding that the Board confirms that it substantially complied with the provisions of the Brown Act in its appointment of Trustee Kahn

Moved by Trustee Andruess
Second by Trustee Zambrano
Aye: 4
No:
Abstain:

Public Comment: Dale Gronemeier, Rene Amy, Patricia Cunliffe

5) 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.

<https://youtu.be/HrCy-suT9yA?t=1933>

The Board Went into Recess from 5:43 to 5:48 p.m.

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Public Comment: Lucy Molina, Mindy Kittay, Skip Hickambottom, Jan Sanders, Michelle Zack,

Dave Herman, Mark Goldschmidt, Rene Amy, Elisa Callow, Chloe Cavelier d'Esclavelles, Kylynn Chaney, Mark Mariscal, Dale Gronemeier, Dale LaCasella, Dave Datz

The Board Went into Recess from 6:38 p.m. to 6:44 p.m.

6) CLOSED SESSION

- a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: District Director

- b) CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) subdivision (d) of Section 54956.9: (One potential case)

Public Comment: <https://youtu.be/HrCy-suT9yA?t=4923>

Bridget Brewster, Mark Mariscal, Dale Gronemeier, Roberta Martinez, Monica Hubbard, Jan Sanders, Rene Amy, Mindy Kittay, Gail Meltzer, Karen Gibson, Patricia Cunliffe, Dave Datz

The Board went into closed session at 8:20 p.m.
The Board came back into open session at 10:42 p.m.

Attorney Duran reported out from closed session:

Item 6a:

Motion by Trustee McMullins to extend Director Kittay's contract expiring June 30, 2018 for 90 days.

Second by Trustee Andruess

Aye: Trustee Andruess, Trustee Kahn, Trustee McMullins, Trustee Zambrano

No:

Abstain: Trustee Bershatsky

Item 6b:

The trustees received a briefing from legal counsel and provided direction.

7) NEW BUSINESS

- a) Resolution of the Board of Trustees No. 201806 to Ask Auditor/Controller of Los Angeles County to Prepare New Tax Roll (INFORMATION/ACTION)
<https://youtu.be/HrCy-suT9yA?t=8164>
Public Comment: Mark Mariscal, Rene Amy

Motion by Trustee McMullins to adopt Resolution 201806

Second by Trustee Andruess

Aye: Trustee Andruess, Trustee Bershatsky, Trustee Kahn, Trustee McMullins

No: Trustee Zambrano

Abstain:

The board went into recess from 7:58 to 8:06 p.m.

Attorney Duran provided comment before the closed session regarding item 7b.

- b) Altadena Library District Director Position (INFORMATION/POTENTIAL ACTION)
Public Comment: H. (Grannie) Shakur, Rene Amy, Mindy Kittay

Motion by Trustee McMullins to Remove Item 7b from the agenda
Second by Trustee Andruess

Passed Unanimously

8) ADJOURNMENT

a) **Recommended Action**: There being no further business, the meeting is adjourned.

Motion by Trustee McMullins to adjourn the meeting

Second by Trustee Zambrano

Meeting Adjourned at 10:43 p.m.



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 - 5:05 p.m. <https://youtu.be/QRyx5Ago3Hg?t=2>

2) ROLL CALL: <https://youtu.be/QRyx5Ago3Hg?t=24>

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

3) ADOPTION OF AGENDA <https://youtu.be/QRyx5Ago3Hg?t=54>

- 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 McMullins to adopt the agenda

Second by Trustee Bershatsky

Aye: 4

No:

Abstain:

Absent: 1

4) PUBLIC COMMUNICATION <https://youtu.be/QRyx5Ago3Hg?t=86>

- 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.

Karen Gibson – Expressed wish for more transparency in the Board process.

Dale Gronemeier – Addressed the investigation regarding Director Kittay’s claims and concern regarding her administrative leave.

Rene Amy – Commented on a number of items including the request for resignation of Board Members, and Public Records Act requests, and expressed concern for transparency.

Mindy Kittay – Read from a provided handout which included comments regarding the facilities assessment, Bob Lucas branch and a strategic planning.

H. “Grannie” Shakur – Expressed disagreement with Director Kittay’s comments.

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

Public Comment: <https://youtu.be/QRyx5Ago3Hg?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=870>

Rene Amy – Commented on closed session items, noting he has been in contact with the Los Angeles County District Attorney’s Office, and expressed concern over mounting legal expenses.

Dale Gronemeier – Commented on Director Kittay’s administrative leave and perceived Brown Act Violations.

The Board Went into Closed Session at 5:27 p.m.

6) RECESS BACK INTO OPEN SESSION

The Board Came out of Closed Session at 8:34 p.m.

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

President Kahn reported no reportable action.

<https://youtu.be/QRyx5Ago3Hg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1294>

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

Acting Director Roy reported.

<https://youtu.be/QRyx5Ago3Hg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1331>

9) FINANCIAL REPORTS

a) Financial reports for May 2017 (INFORMATION/ACTION) (10 Minutes) Page #

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

Acting Director Roy presented the Financial Reports. Trustee Andrues presented a question regarding an item in the Financial Reports – Non-Depreciable Assets, Artwork. He asked if most of this was the painting that hangs in the Main Library. Director Roy stated he believed so. Administrative Assistant Kylynn Chaney stated she believed this also included the sculptures inside and outside of the Main Library.

<https://youtu.be/QRyx5Ago3Hg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1416>

Motion by Trustee McMullins to receive and file the financial reports.

Second by Trustee Bershatsky

Aye: 4

No:

Abstain:

Absent: 1

10) CONSENT CALENDAR (5 Minutes)

<https://youtu.be/QRyx5Ago3Hg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1544>

- 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 – Special meeting held June 25, 2018
- ii) Statistical Reports – YTD – June 2018
- iii) Departmental Monthly Reports – June 2018
- iv) District Director's Report – June 2018

Acting Director Roy commented on the work of Town Council Member Dorothy Wong and the planning of the Pop Up Bike Park at the Bob Lucas Branch in partnership with the District.

Trustee Kahn expressed the Board's appreciation of the staff and work that goes into the monthly reports.

Trustee Andrues asked about the date of the Pop Up Bike Park. Director Roy commented that the date was tentative pending notification of the Board. Trustee McMullins noted that this was also mentioned at the Town Council Meeting.

Motion by Trustee Andrues to Approve the Items and Recommended actions in the consent calendar

Second by Trustee Bershatsky

Aye: 4

No:

Abstain:

Absent: 1

11) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

None

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)

<https://youtu.be/QRyx5Ago3Hg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1720>

Public Comment: Rene Amy asked that the Board indicate their intention to seek re-election.

- b) ISES Facilities Assessment Presentation (INFORMATION/ACTION) <https://youtu.be/QRyx5Ago3Hg?t=1901>
Public Comment: Mindy Kittay – continued reading from her letter, **Rene Amy** – expressed his concern regarding the facilities assessment.

Trustee Kahn noted the potential for a special meeting to address this item.

Motion by Trustee Andruess to table this agenda item for a later date

Second by Trustee McMullins

Aye: 4

No:

Abstain:

Absent: 1

- c) Consideration for Extending Branch Hours (INFORMATION)

<https://youtu.be/QRyx5Ago3Hg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=2414>

Public Comment: Michele Zack – on behalf of Altadena Heritage, addressed the Branch and issues facing West Altadena, noted her experience/knowledge of Director Kittay’s work on this issue. **Mindy Kittay**- continued reading from her letter. **Rene Amy** – addressed concerns regarding the Board’s role and responsibilities and Branch hours.

Acting Director Roy reported on the potential for expanded Branch hours.

- d) Operating Plan 2018/19 (INFORMATION)

<https://youtu.be/QRyx5Ago3Hg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=3686>

Public Comment- Rene Amy – provided comments regarding the operating plan document in the Board Package and concern for long term strategic planning.

Acting Director Roy presented the Operating Plan update.

13) OLD BUSINESS

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

<https://youtu.be/QRyx5Ago3Hg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=3961>

Public Comment- Rene Amy – expressed his hope that the Board to take action on a December meeting date.

Administrative Assistant Klynn Chaney mentioned the code and her opinion that the Board should schedule a meeting on the first Friday in December.

Trustee Kahn expressed concern of having a meeting on a Friday and asked if any Board meeting will satisfy the requirement for having a meeting in December.

Trustee Kahn suggested a Regular meeting date of Monday, December 10th and that the Board can determine at a later date if there is a need for a Special Meeting on Friday, December 7th.

Motion by Trustee Andruess to schedule a regular Board Meeting for Monday, December 10th at 5 p.m.

Second by Trustee Bershatsky

Aye: 4

No:

Abstain:

Absent: 1

14) CORRESPONDENCE,

15) REPORTS OF SUPPORT GROUPS (5 minutes)

<https://youtu.be/QRyx5Ago3Hg?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=4592>

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

Marge Nichols provided an update on NBBA and the League of Women Voters

Mikayla Arevalo provided an update on the Foundation and Taste of Dena

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.

- Facilities Assessment

18) ADJOURNMENT

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

Motion by Trustee McMullins to Adjourn the Meeting

Second by Trustee Andrues

Aye: 4

No:

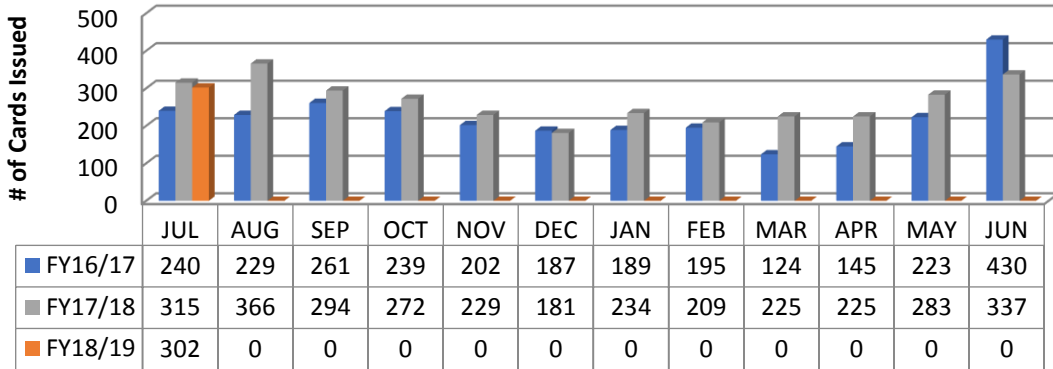
Abstain:

Absent: 1

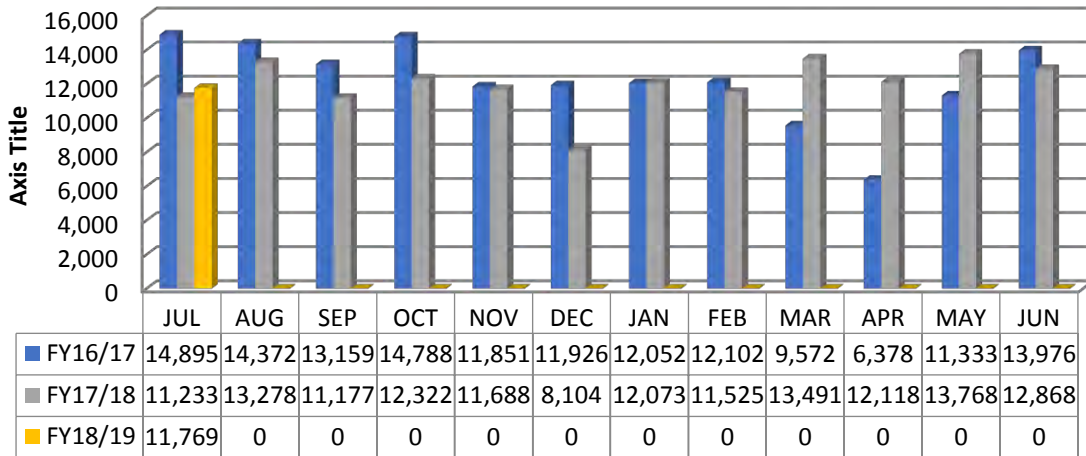
Meeting Adjourned at 9:35 p.m.

Statistical Graphs for the Month of July 2018

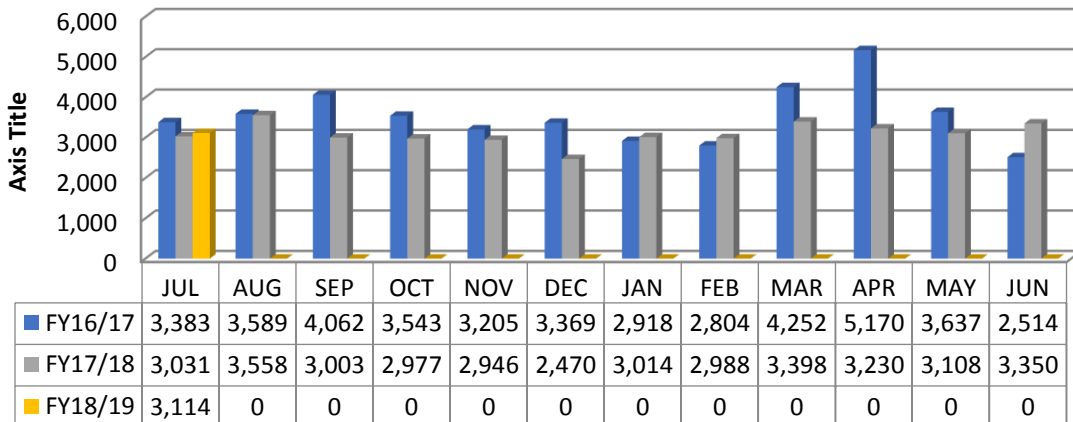
New Cards Issued



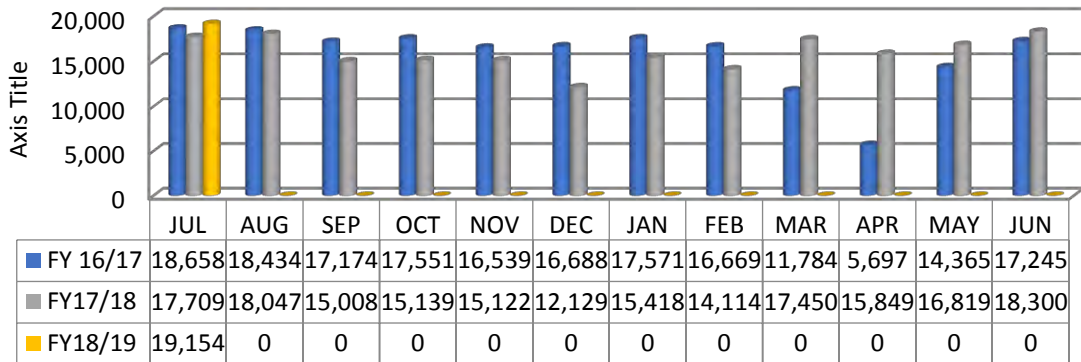
Visitors - Main



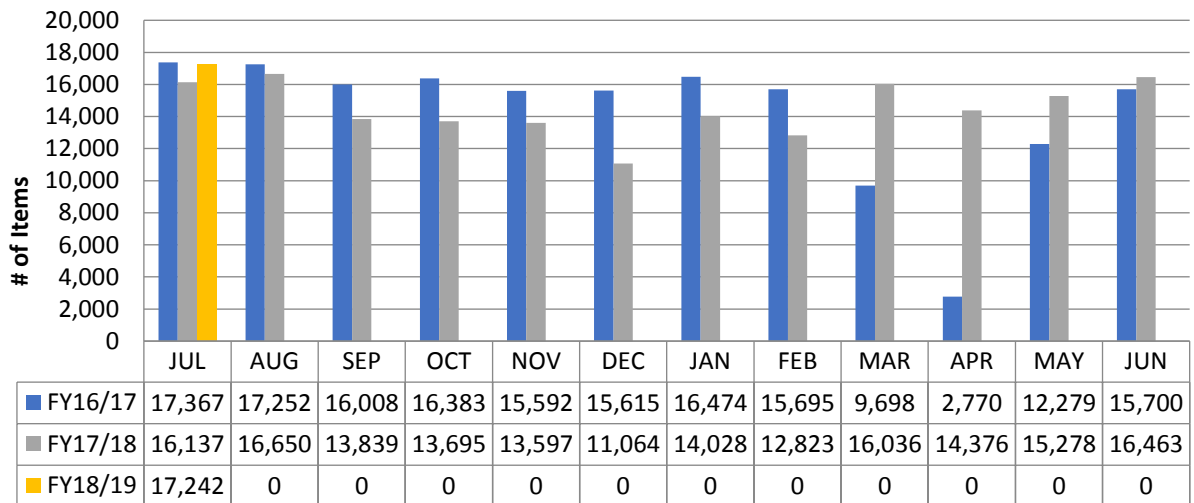
Visitors - Branch



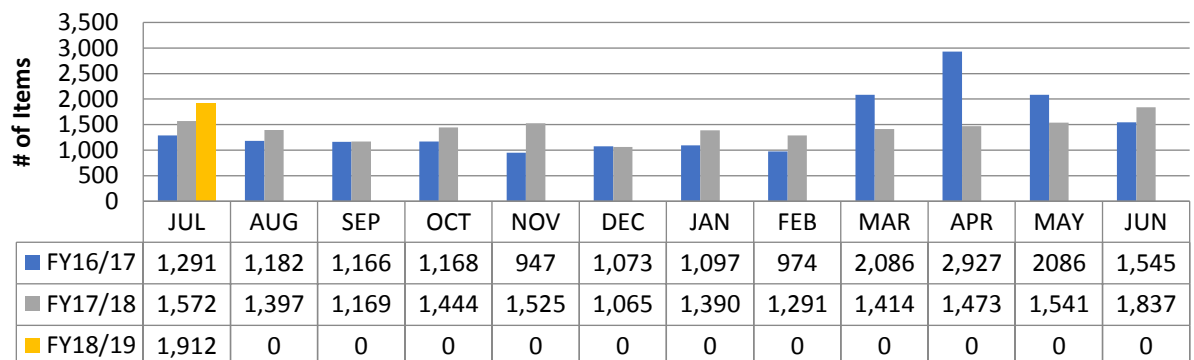
Items Checked Out



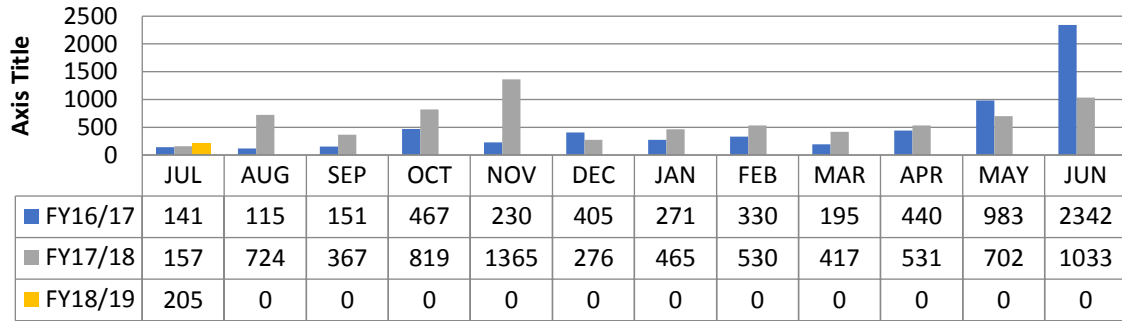
Circulation Main



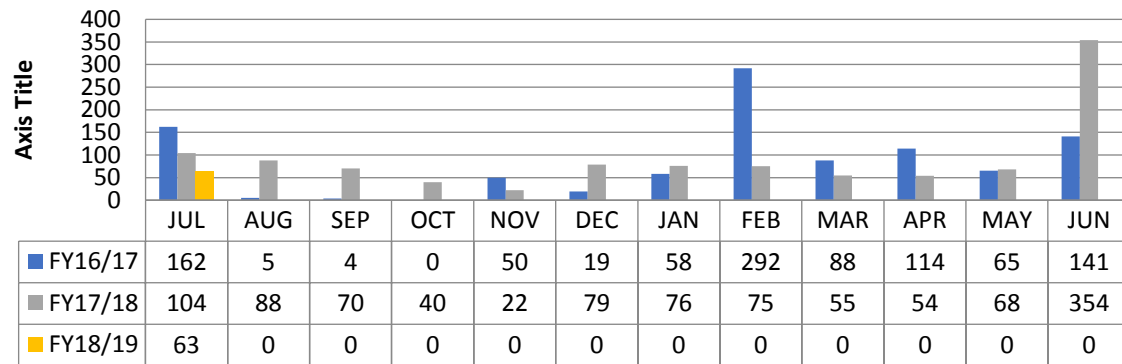
Circulation Branch



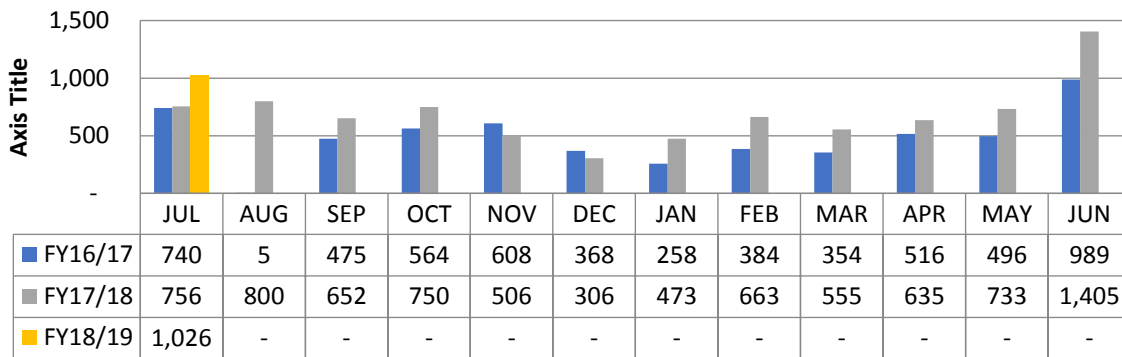
Adult Program Attendance



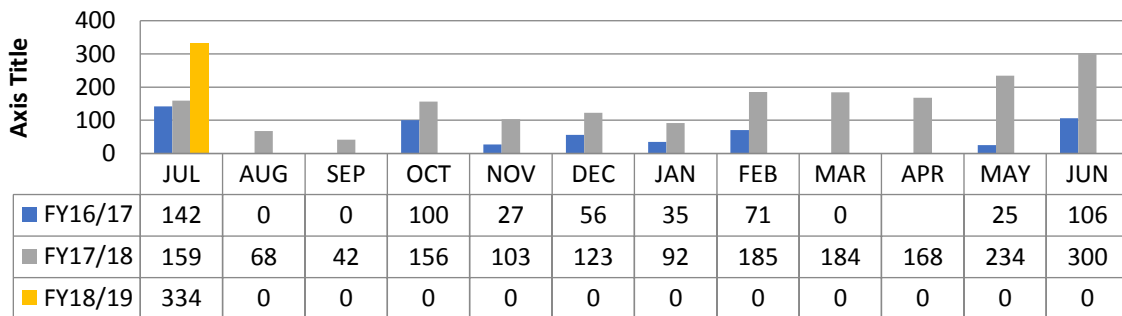
Young Adult Program Attendance



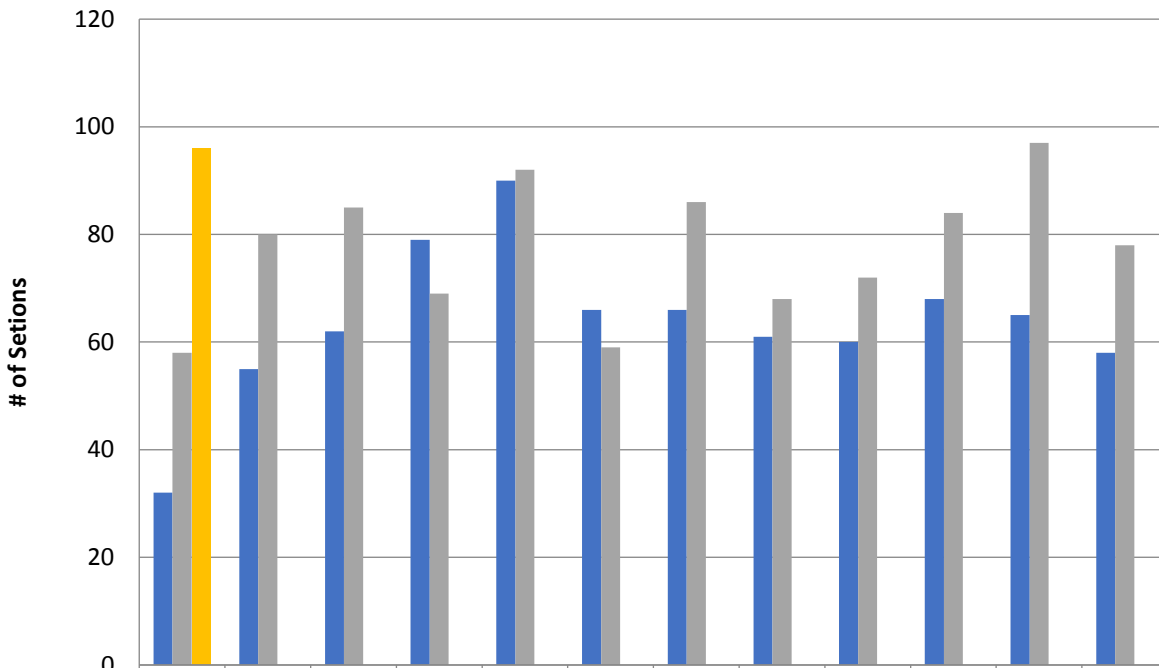
Childrens Program Attendance



Branch Program Attendance

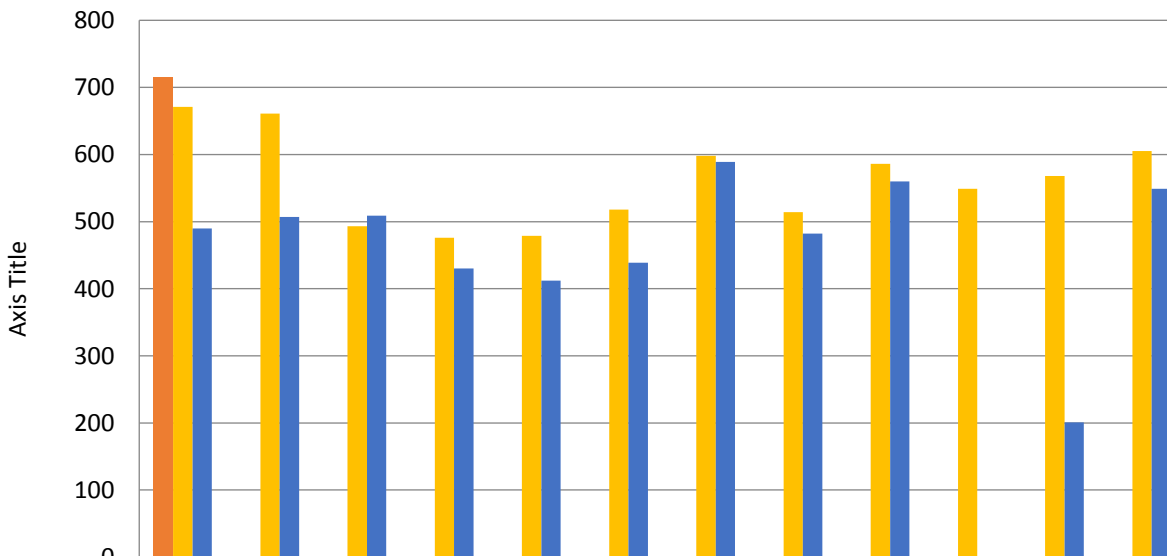


Literacy Tutor Sessions



FY16/17	32	55	62	79	90	66	66	61	60	68	65	58
FY17/18	58	80	85	69	92	59	86	68	72	84	97	78
FY18/19	96	0	0	0	0	0	0	0	0	0	0	0

eBook Circulation



FY16/17	490	507	509	430	412	439	589	482	560		201	549
FY17/18	671	661	493	476	479	518	598	514	586	549	568	605
FY18/19	715	0	0	0	0	0	0	0	0	0	0	0

July 2018 Volunteer Report

July has been a full month for volunteers. The activities at the library have been greatly enhanced by all of the volunteers who gave us their valuable time and energy. 55 volunteers completed 524.5 hours of service for the library. Easter Seals participants, Girl Scouts, student volunteers, Friends and Foundation members are just some of the many volunteers at work at the library this July. The Fab Lab continues to be a place of new discoveries, and so many patrons have gained new interest in 3D printing and virtual reality with the help of knowledgeable volunteers who enjoy sharing their enthusiasm for emerging technology. The month of July topped up a busy summer with a lot of great activities supported by volunteers. Indoors and outdoors, our volunteers had a strong presence at the library this summer. The pumpkins planted by Girl Scouts and the Native Plant and Water Conservation Garden have continued to thrive because of all the hard work done by volunteers who arrive as early as 6:30am to help our gardens survive through the summer heat. Our numerous teen volunteers have made themselves a valuable part of Summer Reading and Children's programs.

Girl Scouts from Camp Mariposa came by and continued the work on our pumpkin patch.



Outreach:

On July 26th The Bob Lucas Branch and volunteer programs teamed up to bring the library outside of our walls at The Loma Alta Resources Fair as part of their Park's After Dark program we continued in our efforts to better serve the West Altadena community and in the process found a valuable new volunteer who has agreed to bring chess night to our library.

This August I attended the PTA meeting for Altadena Elementary School as a representative of The Altadena Library. The principal, parents and faculty are preparing for a bright new school year full of active, hands on education and are keen to make the Altadena Library an integral part of their community engagement.



55 Library Volunteers completed 524.5 hours of service to the community.

23 Adult did 404 hours of service

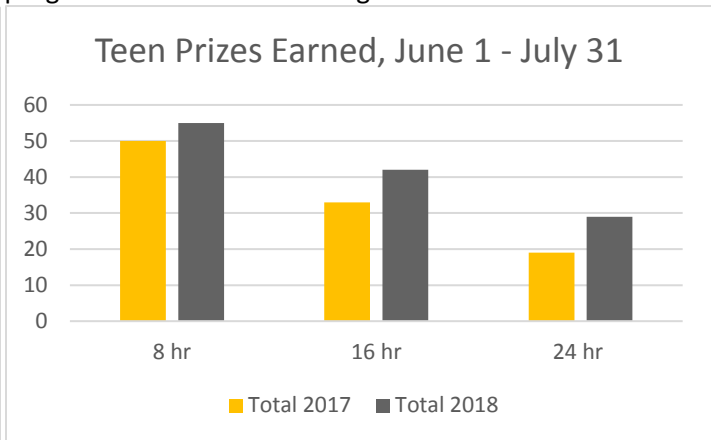
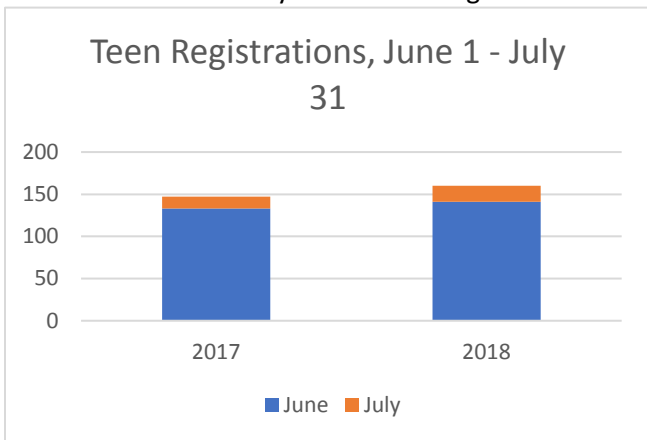
22 Teens did 120.5 hours of service

Altadena Library Foundation	50
Children's Crafts	4
Circulation	18.5
Easter Seals	3
Event Committee	1
Fab Lab/3D Printing	57.5
Friends Of The Altadena Library	156.5
Gardening	20.5
Literacy Tutor	152
Other	3.5
Self Check Out	9
Shelving	34
Summer Reading Sign In	5.5
Technology	9.5
TOTAL	524.5

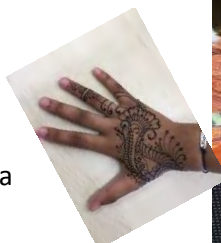
Board Report July 2018

Teen Services

Summer Reading has been going strong with more registrations and prizes earned than last year! We anticipate even more teens will earn prizes over the first few weeks of August. We've increased our registrations and significantly increased follow-through on prize winning. Over the last few weeks of the program, we anticipate even more teens will be earning the 8, 16, and 24 hour prizes. Summer Reading Programming concluded in July with the last few weeks to read and earn prizes in July. It has truly been a fantastic summer with great programs and lots of attendees. Programming averages stayed higher than the school year with some great stand out programs like our Henna Designs afternoon.



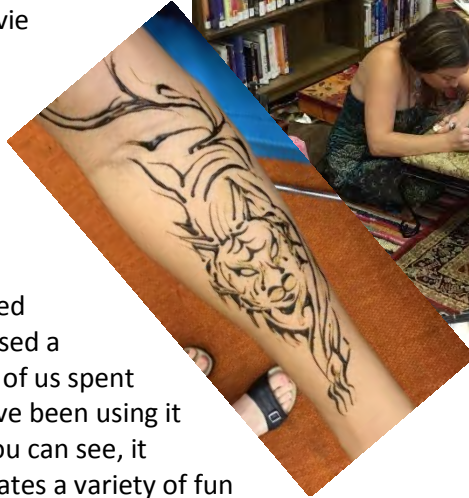
July saw a fun Star Wars Fandom party with 13 teens attending. Teens created light sabers, decorated cookies, and completed trivia quizzes for prizes. A good time was had by all. The light saber duels were epic with the light-up sabers! This program was designed by the Teen Advisory Board. We also hosted a Henna Designs program. 20 teens



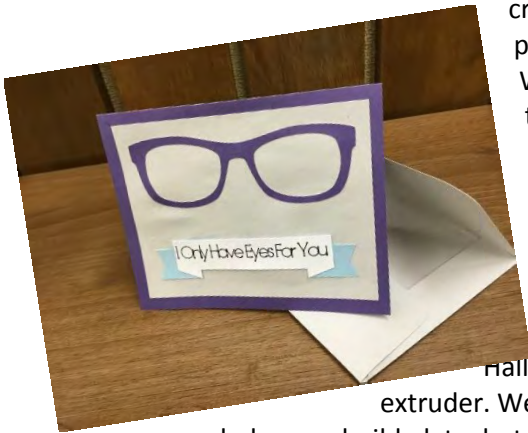
attended and got a variety of designs. We'll definitely be bring Henna Designs by Lindsay back in the future! 11 people enjoyed watching this month's movie screening of A Wrinkle in Time.

July's display focused on the Summer Reading theme of Reading Takes You Everywhere with a variety of books set in exotic or fantastical settings.

The FabLab has been getting a much needed refresh. In the end of June, we had purchased a Cricut Maker Machine, and in July, several of us spent time learning how to use it. Volunteers have been using it to create Taste of 'Dena decorations. As you can see, it



creates a variety of fun projects for patrons and staff. We look forward to completing training for our volunteers and having the Cricut machine out during open hours regularly. The 3D printers have been working non-stop in July! All that use has been causing us quite a few errors. We did a factory reset on



Hall-9000 and gave Wall-E a new extruder. We thought that Megatron just



needed a new build plate, but that didn't seem to stop the problems. We purchased MakerCare for Megatron and will send him in for repairs in August. Hopefully Megatron will be back, better than ever soon so that more patrons can 3D print away. Our FabLab is gaining state-wide attention, and I was approached by a librarian from the Bay Area who is helping libraries get makerspaces started. We were able to share things that have worked and not worked for us in a way to better equip other libraries as they start their own versions of the FabLab.

For professional development in July, I was able to get a tour of La Pintaresca Library and brainstorm how we can work together with the Pasadena Public Library to better serve teens in Altadena. Summer Reading always brings a hectic schedule that makes it hard to in fit professional development, but I've been able to register for a few upcoming sessions in August and September.

I was also awarded the American Library Association 's Great Stories Club Grant. Our library was one of 100 that were chosen to implement this book club to underserved teens in our area. We are partnering with DayOne Pasadena to host this book club. The theme of the club is Empathy, and I am excited to provide this to our community.

I also began a few projects to clean up the catalog in the teen space. I will be filling gaps in my graphic novel series. My short break from programming will be spent cleaning up the collection and working on projects that have needed a bigger time investment.

July Technology News

The intermediary distribution frame move at 600 East Mariposa St. has been rescheduled to September 17th to 21st due to scope creep on the ERate vendor's current project. 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.

Library Volunteer Alex Chen has put together a digital display to accompany materials on display. The unit is constructed from a raspberry pi, 10" touch screen, and headphones. This display will allow patrons to view video footage or soundbites related to displayed materials such as: author interviews, movie trailers, and audio tracks.

Altadena Library District is working with Bluetrot on behalf of Oculus Education to do a trial on seminar experiences using the new Oculus Rift wireless platform, Oculus Go (<https://www.oculus.com/go/>). The Library is slated to receive 2 to 4 units for a preliminary test with staff. If this project goes well, there could be remote experiences available for patrons that have the look and feel of a live event in person. One can read more on this by navigating to the following URL: <https://www.oculus.com/blog/oculus-education-partners-with-research-institutions-to-explore-vrs-impact-on-learning-outcomes/>

Miscellaneous Notes:

Solid State HDD's were purchased for the teen laptops, and will be installed in August.

The Library is evaluating an expansion of its 3D printer fleet.

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.

August 2018 – Marketing & Communications Report

SOCIAL MEDIA

Facebook – Primary Page – 1,443 Likes (Increase of 40 followers from last month)
(Statistics between July 23 and August 19)

7,754 ↑336% Reach (The number of people who saw any of our page posts)
1,863 ↑12% Post Engagement (Likes, Comments, Shares, and more)

Facebook – Youth Services – 436 Likes (Increase of 6 followers from last month)
(Statistics between July 23 and August 19)

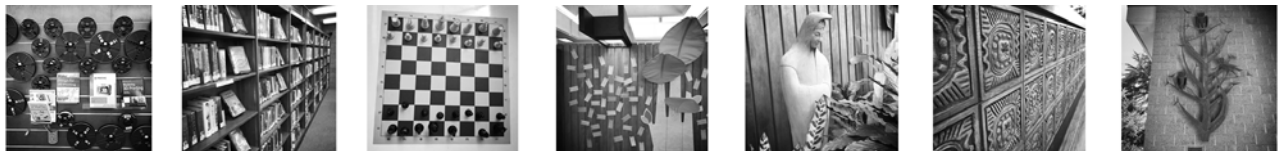
378 Reach (The number of people who saw any of our page posts)
119 Post Engagement (Likes, Comments, Shares, and more)

Instagram – 744 Followers (Increase of 47 followers from last month!)
(Statistics between July 8 and August 18)

378 Reach (The number of unique accounts that saw our posts)
287 Average Post Impressions (The average number of times each post has been seen)

Twitter – 134 Followers (Increase of 6 followers from last month)

Highlight: Alhambra Public Library invited ALD to participate in a weeklong sharing of black and white photos of library life. This series garnered significant positive attention and some of our highest impressions/engagement of posts within the past year. We tagged multiple other local libraries as part of the challenge, turning it into a positive, community-building activity with several of our neighboring districts.



EMAIL MARKETING (“This Week @ Altadena Libraries”)

(Statistics as of August 6)

July 6	“Altadena’s Exotic Plant History...”	18.17% opened
July 13	“Amazing Statistics, Cosmic Journeys...”	18.03% opened
July 20	“The Wizard of Oz, Harry Potter Trivia...”	16.36% opened
July 27	“Taste of Dena Returns, Outdoor Movie...”	17.03% opened

Starting in August, the Library will be adjusting the schedule of its outgoing emails. Based on recent feedback from multiple constituents, e-blasts to the Library’s entire audience will be adjusted to a biweekly schedule, instead of the weekly schedule it has maintained for several years. After a few months of this schedule, we will examine the data and move forward based on its effect on the open rates.

OTHER UPDATES:

Summer Reading 2018 is officially over! Thanks to the efforts of both the Adult Summer Reading Committee and Children and Teen Librarians, as well as our ongoing marketing efforts throughout the year, we reached some record numbers this year for Summer Reading enrollment and hours tracked in Beanstack, the online reading tracking platform. Here are some highlights:

- Overall increase of 24.9% in enrollment (all age groups combined)
 - Highlight – The Adult Summer Reading Program saw the largest increase in enrollment at 72.7%.
- Overall increase of 47.6% in hours tracked (all age groups combined)
 - Highlight – Early Literacy (babies, toddlers, preschoolers) saw the largest increase in hours of reading tracked at 109.7%.

Children's Board Report

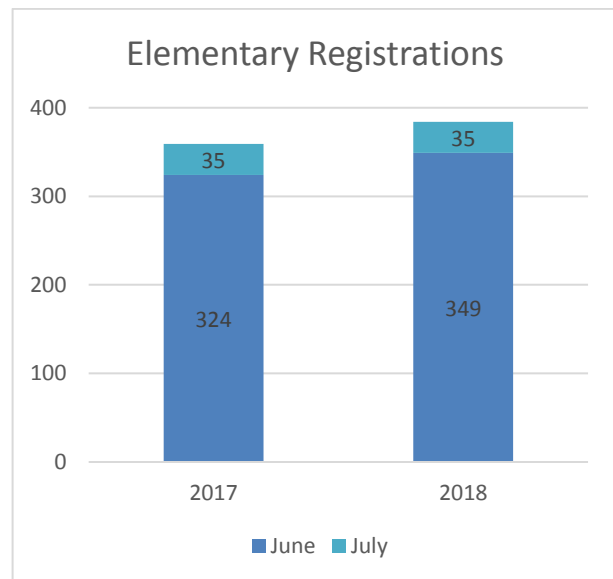
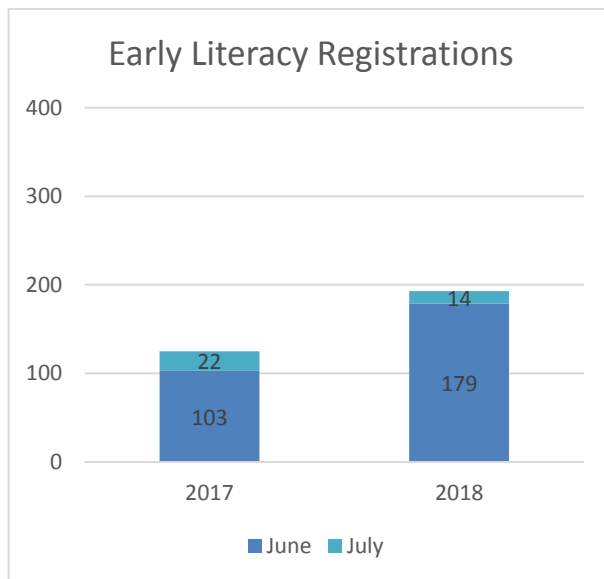
July 2018

It's hot outside, but there's no cooler place to be than the Library! This month saw the back half of our summer reading program, which included Harry Potter, wild animals, reverse engineering, and bubbles (always bubbles).

In the month of July, we hosted 24 programs for children aged 0-5, reaching 487 young patrons and their families. We also hosted 25 programs for elementary students, with 539 patrons attending. We visited or were visited by 2 classrooms and 87 children.

Summer programming wrapped up on Friday, July 27. It was a busy month, with performers, crafts, STEM programming, trivia games, and story times.

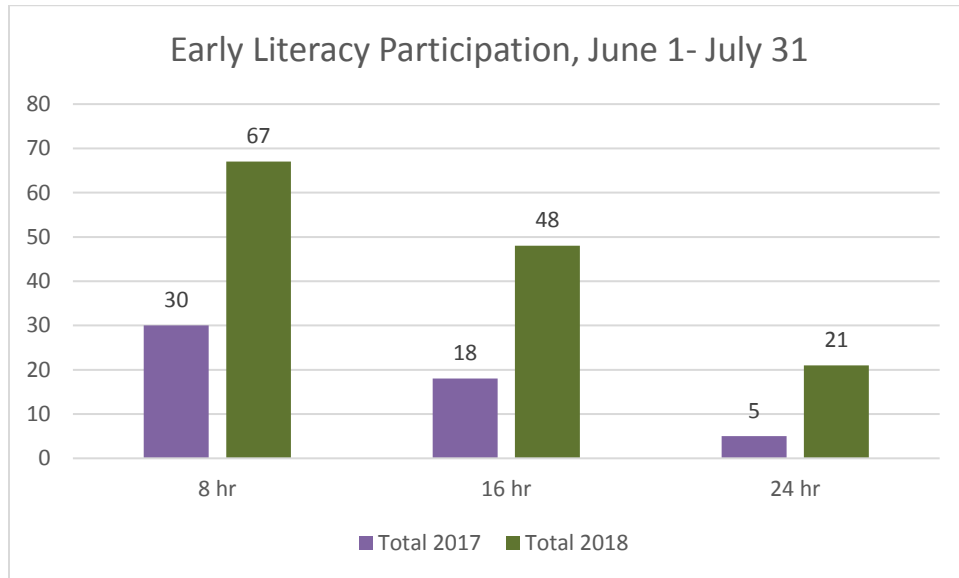
We also continued to see a happy and steady increase in our Summer Reading registration and participation. One of my main goals with the program this year was to not only increase the number of children who were registered for the program, which would indicate strong outreach, but to also increase the number of children who actively participate throughout the summer. This year, the program was based on how many hours patrons spent reading—prizes would be earned at 8 hours, 16 hours, and 24 hours worth of reading.



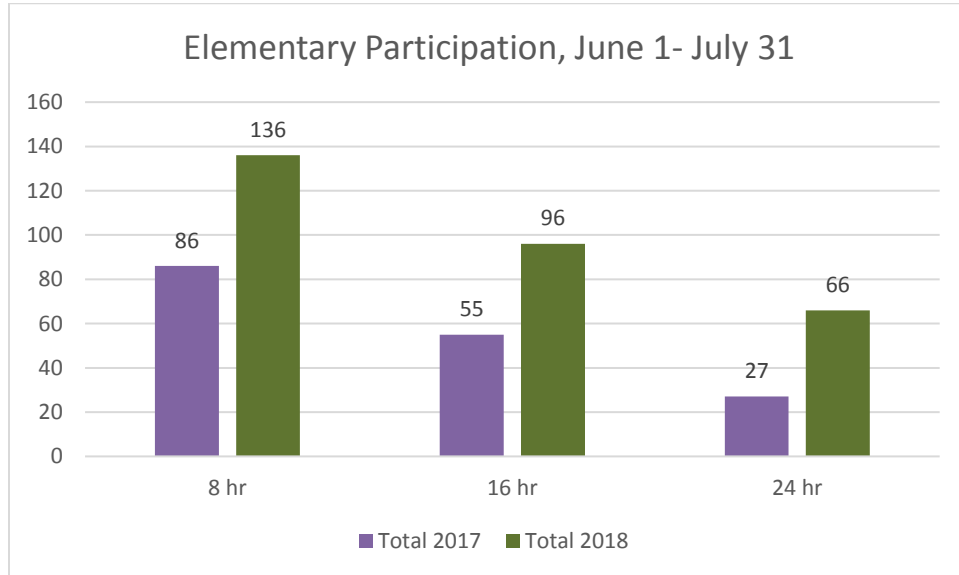
Our registrations tapered off for the month of July, but they remain, overall, higher than last year.

We continued, throughout July, to see an increase in sustained participation, which has really been incredible and exciting to watch. A major concern that we had going into Summer Reading was that the same children would be participating year after year, and that those children were probably the least likely to *need* Summer Reading—that is, they would be reading regardless of the program or prizes offered.

We don't have insight into the test scores or demographics of our Summer Readers, but what we do see through our increases in participation is that new patrons—not the same ones as last year—are spending time reading over the summer.



We are able to see an astounding increase across the board in all our Early Literacy prize levels. Every category saw participation double as compared to last year.



And our Elementary participation doesn't look too shabby, either! While the format of the program is basically identical to last year, I think we can contribute a lot of our success so far to two factors: one being that people are familiar with the process and the program at this point, and, perhaps most importantly, the work that Chloe has done to market the program and to increase our outreach and informational presence in the community.

We also purchased and installed a new light table and assorted toys and accessories in the children's department. The light table is a play table illuminated by LED lights and can be used for a variety of building and letter recognition activities. It's been a hit with our patrons so far, and we look forward to seeing what creations they come up with.

That's it for July! We'll see you next month with a Summer Reading wrap up, back to school, and more!

Bob Lucas Branch | July 2018 Report

Library News

Summer was in full swing this month as patrons young and old alike enjoyed crafts, activities and music. The Bob Lucas Branch's weekly **Storytimes** continue to be popular among some of our youngest patrons. We aim to educate and entertain both the babies and toddler groups with songs, books, crafts and activities. Also, as part of our regular storytime offerings, Amanda from Main branch lead Hora de Cuentos, a bilingual Spanish-English storytime for ages 0-5 on the third Tuesday of every month. This month's baby storytimes included sensory play activities that stimulated senses and encouraged a baby's natural inclination for exploration. Colored water, frozen into different shapes piqued infant curiosity with its cooling sensation and the melting process. Dyed pasta was a hit as infants were sorting the shells into their respective color and shape categories. We also purchased hardware and built a couple of neat sensory boards. Locks, switches, buttons and lights all satisfied the inquisitiveness the babies. Thanks to Felipe who did all the work putting together the boards!

The **Summer Reading Programming** continued this month with four fun educational performers that amazed and entertained both the kiddos and adults. *Hey Hey Entertainment* brought magic and puppets to our younger audiences at the start of July. Then, we received a visit from *Wild Wonders*, a San Diego-based organization that brought an interactive wildlife presentation to our families. Children and parents saw and touched animals from around the world: a Burmese python, American alligator, African pygmy hedgehogs and macaw. The following week, the library welcomed back the popular *Bubblemania*--their bubbologist performed a show on the science of bubbles to an audience of sixty! To close out the month, *SplatBoomBang!*, a one-man percussionist band entertained our families with song and stories. Thanks to all our performers for a great summer of entertainment!



Top-Bottom: Bubbologist trapping a youngster inside a giant bubble; young crafters with their bird wind-chimes; Wild Wonders porcupine with a curious, brave youngster; audience watching puppetry.



This month’s family friendly **Crafternoon** program featured a Bird Wind Chime craft. It was a very creative endeavor as kids used different mediums, like beads, foam cutouts, bells and cardstock to create their wind chime. **Family Film Friday** is held every fourth Friday of the month and this month we showed the animated film *Sherlock Gnomes*. About twenty kids and adults came for the film and enjoyed a sweet, cool treat—generously sized ice cream sundaes!



Top-Bottom: ALD staff at Loma Alta Community Service Fair; Adult Craft program participants and their creations!

The Bob Lucas branch’s **Adult Craft** program this month had adults painting up a storm! Our participants learned a cool and easy way to create a piece of wall art for their home by applying a resist art technique using painter’s tape and acrylic paint to layer and expose a unique design on a stretch canvas. Additionally, by providing supplies for their young children to color and draw independently, our adult craft program accommodates stay-at-home parents who want to participate in our activity. However, it appeared some parents enjoyed sharing the experience with their little ones.

As part of ALD’s **Outreach** efforts, Yuni, Modesta and Diana attended the Community Service Fair held at Loma Alta park this month. Our table at the event included an assortment of take-away of books, promotional materials, lanyards and a special craft for kids.

A *Women’s Voter Registration Training* presented by Neighbors Building a Better Altadena (NBBA) was held after hours at the Bob Lucas branch. Conducted by a member of the League of Women Voters, the training provided the necessary information and tools to help residents help others register and prepare for the upcoming November general election. Another training session will be offered at the Bob Lucas branch in August.

The Bob Lucas branch will prepare for and train on the RFID process and will be on a brief hiatus. Then, starting in mid-August, the library will begin the tagging process on its collection. We will resume programming the week of August 20th.

Literacy News

Adult Literacy & ESL

It has been an exciting year for our literacy learners and tutors! I would like to share some quick statistics. The numbers below are for the period between July 2017-June 2018.

Total Number of Literacy Learners: 28

Total Number of ESL Students: 7

Current number of Active Literacy Volunteers: 20

Total hours of Literacy Tutoring: 1529.5 hours

Our learners are ambitious! They have set goals for themselves and are making progress towards reaching these goals and some have already met their goals and are pushing towards others. Just to list a few of the goals:

- Learner M set a goal to learn the alphabet, letters and sounds; our learner reached this goal in four short months.
- Learner S sent her first email from her phone last year.
- Learner E is working toward passing the citizenship exam in English.
- Learner W aims to get his high school diploma and Baccalaureate from Cal-State LA.
- Learner F has his sights set on earning his AA degree.

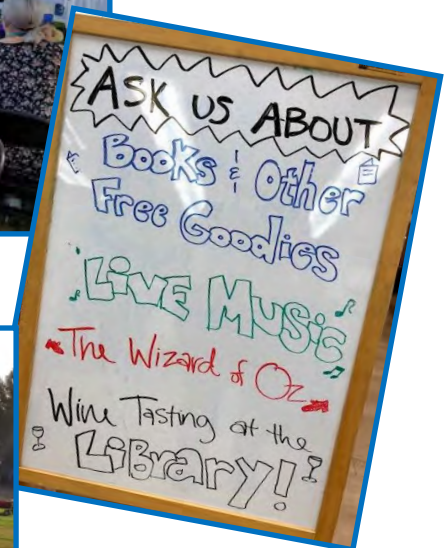
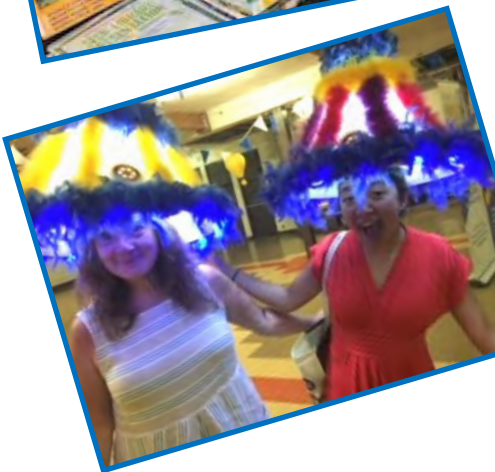
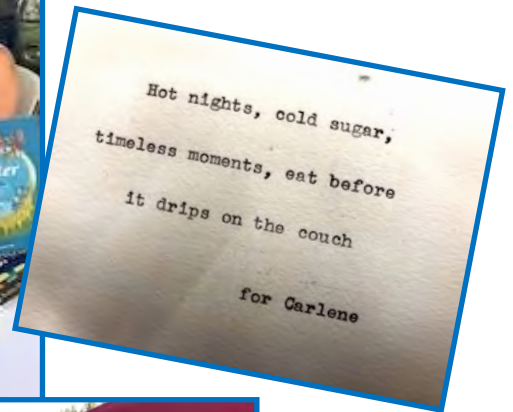
Citizenship

As we fast forward to the fall, the Bob Lucas Branch will again offer Citizenship classes. Classes will be held Tuesday evenings after the library closes to the general public. We are working to get the word out on the classes by canvassing the Altadena and Pasadena vicinity. This course is made possible by a continued partnership with the San Gabriel Valley Literacy Council that began in Spring 2018.

Adult Services July 2018 Highlights

Outside the Walls

In July, we are in full swing with our summer reading programs. It is a great time to be outside in the sunshine. The first Wednesdays of the month, the Library has had a presence at the Loma Alta Farmer's Market. It is great seeing patrons outside the Library and being able to expose new people to all the Library has to offer. Staff members were able to sign people up for Library cards and check out Library books at our table. A special addition was the Haiku Guys + Gals who were able to write and type on their vintage typewriters a haiku for visitors on the spot.



The Library also had a presence at the Farnsworth Park concert nights and Parks After Dark at the Alta Loma Park.



This summer the Library also took its programming beyond its walls by offering a photography class for the YWCA- Pasadena Foothill Valley: Girls Rise Leadership Camp at The Huntington Library. This 4x4 photography workshop was taught by local photographer, Alfred Haymond, who exhibited at the Altadena Main Library last December 2017.

Girls Rise Leadership Camp's first priority is Girls Empowerment. Everything they do at summer camp is to make girls feel powerful! This innovative program encourages girls to seek new experiences, builds self-esteem, explore new ideas, and develop fresh skills.

They spent the afternoon at The Huntington Library learning the art of photography. The YWCA- Pasadena Foothill Valley is looking to include additional photography workshops, with Alfred, for their Fall 2018 After School program Express Yourself.



Programs & Activities



Chess players



Dungeon & Dragons



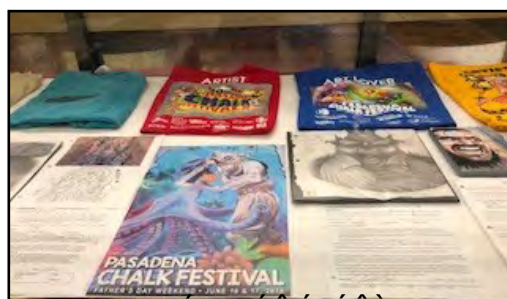
Shark Week

Other Programs Not Pictured

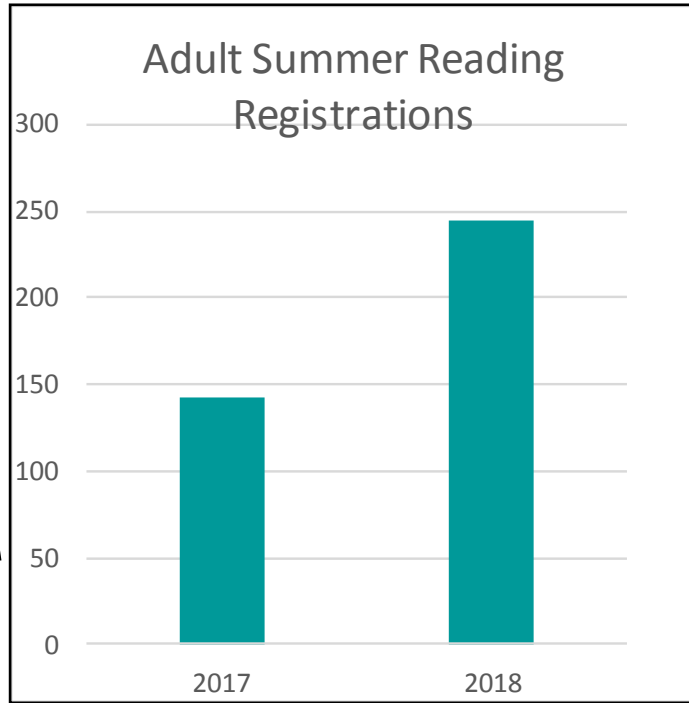
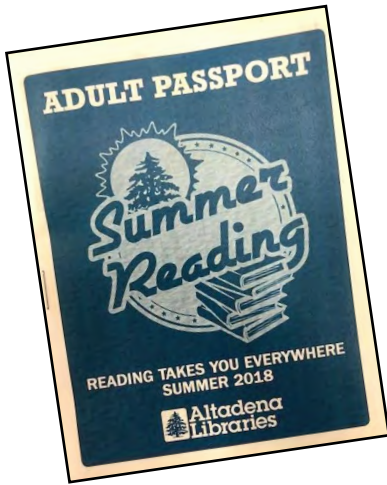
- Seed Library—”Adventures with Altadena’s Exotic Plant– Exploring Popenoes”
- Storytelling Jam sessions
- No Guilt Book Club
- Worlds Fantastic, Worlds Familiar book talk with Bonnie Buratti
- Open Mic Night

Exhibit & Display

This month’s exhibit featured pieces that told the story of the Light Bringer Project and its relationship with the Pasadena Unified School District and Pasadena Chalk Art Festival. Based in Pasadena, the Light Bringer Project “builds community through the power of art and education.” The exhibit featured the history of the Pasadena Chalk Art Festival.



Adult Summer Reading Program



Adult Summer Reading Registration is up!



Owl prize being printed by our 3D printer



Finished 3D owls, 16 hour reading prize!



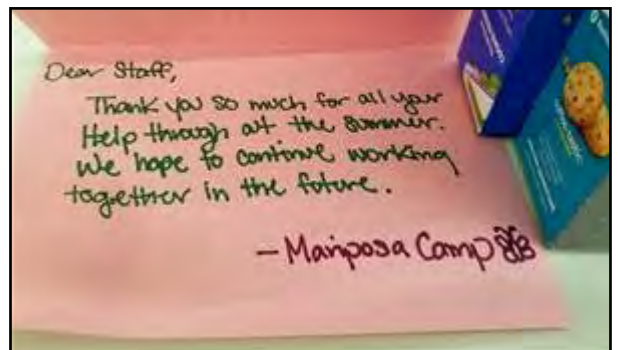
Weekly prize winner

Thanks to many of our volunteers who helped out during Summer Reading.

The volunteers were thankful for the volunteer opportunities:



Thank you orchids from one of our volunteers



Thank you note from the Mariposa Camp Girl Scouts.

Beatification & Wildlife



Agapanthus Africanus



Sunflowers



CIT Bank volunteer project

Our water conservation/native plant garden is now designated as a certified Wildlife Habitat by the National Wildlife Federation. Thank you to Yuni, Volunteer Coordinator, for helping us get this certification.

L.A. Work's Back-to-School Backpack & School Supplies Drive

From July 9 to July 30, the Main and Branch Libraries were glad to be collection locations for people to donate backpacks and back-to-school supplies.

LA Works is a nonprofit, volunteer action center that serves the Los Angeles area with hands on community service projects. For this year's major service day, L.A. Works Day, in August, they will be giving out backpacks and school supplies for children transitioning out of homelessness in Los Angeles based nonprofit programs. It was wonderful to see the containers fill up with supplies throughout the month. Thanks to all the people who contributed to this worthwhile drive.



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

DEPARTMENT: District Director
PREPARED BY: Ryan Roy

MEETING DATE: August 27, 2018
LOCATION: Community Room

NOTES AND NEWS:

- On the afternoon of Sunday, August 12th, a film crew from Roo & Kanga Productions used the Main library facilities to shoot a short film that was directed by and starred young adults facing terminal and life-threatening illnesses. Both Jonathan and I were on site during the shoot, and the production team compensated the District \$1,000 for the use of our space.
- On Thursday, August 23rd, I attended the Administrative Council Meeting of the Southern California Library Cooperative. The meeting was held at the Alhambra Public Library.

FACILITIES:

- On Thursday, August 9th, Craig Hudson – a safety consultant for SDRMA – visited the library for a loss control inspection. This meeting involved a discussion with me and the ALD maintenance team to go over best practices for a safe work environment and offer guidance on steps to take to improve safety protocols.
- A full written report from SDRMA regarding the findings of the inspection will be forthcoming in September and will be included in the Board package at that time.
- In the meantime, Felipe and Jonathan have already begun implementing many of the suggested improvements.

PROGRAMMING:

- On Saturday, August 18th, community members of all ages filled our parking lot after regular hours to enjoy an end-of-summer celebration. Food and activities were enjoyed by all, Summer Reading Program prize winners were announced, and when the sun set, over 200 attendees enjoyed viewing *The Wizard of Oz* on a giant outdoor screen.
- The date of the Pop-up Bike Skills Park at the Bob Lucas Library has changed since the discussion at the last Board meeting. This will now be held on Sunday, September 23rd, from 10am to 3pm. The Branch library will be open during this event, and Chloe has created our first flyer highlighting some of the sponsors and partners involved in this special event:

Altadena Safe Streets and the Altadena Library partner up for the first ever

POP UP Bike Skills PARK

at the BOB LUCAS
MEMORIAL LIBRARY



Sunday, September 23
from 10:00am to 3:00pm



at the Bob Lucas Memorial Library
2659 Lincoln Avenue, Altadena 91001

Learn about traffic safety just in time for school to begin! With fall right around the corner, the theme of this Pop Up Bike Skills Park is focused on Safe Routes to Schools.

Kids of all ages (parents too!) can learn traffic safety skills for both biking and walking. A skills course will take place in the parking lot of the Library as part of the Pop Up Park festivities.

Event Highlights:

- Kids Bicycling Skills Course
- Safe Routes to Schools Workshop
- Outdoor Games
- Picnic in the Park
- Yoga in the Park
- Community Expo with Food Vendors



ALTADENA
TOWN COUNCIL



A BIG THANK YOU TO OUR GENEROUS SPONSORS!

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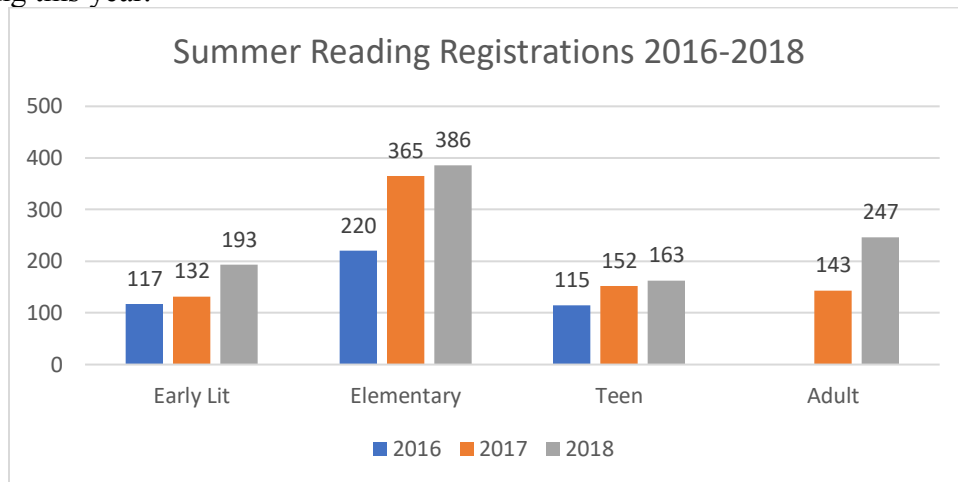
**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Youth Services
PREPARED BY: Christina McTighe

MEETING DATE: August 27, 2018
LOCATION: Community Room

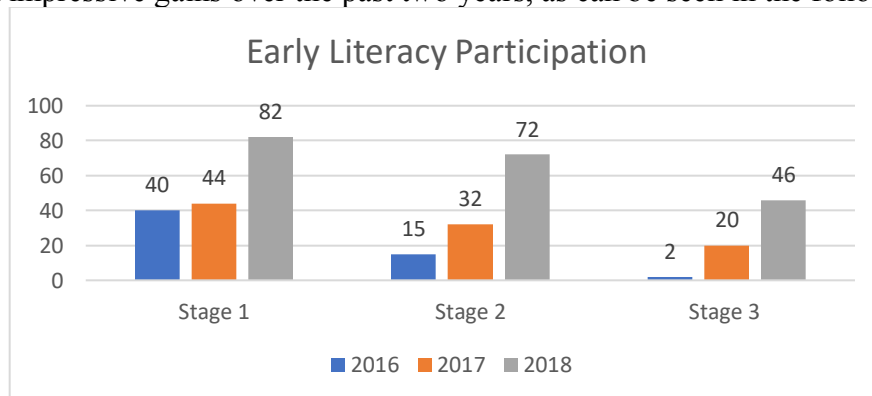
TITLE: Overview of Summer Reading Program 2018

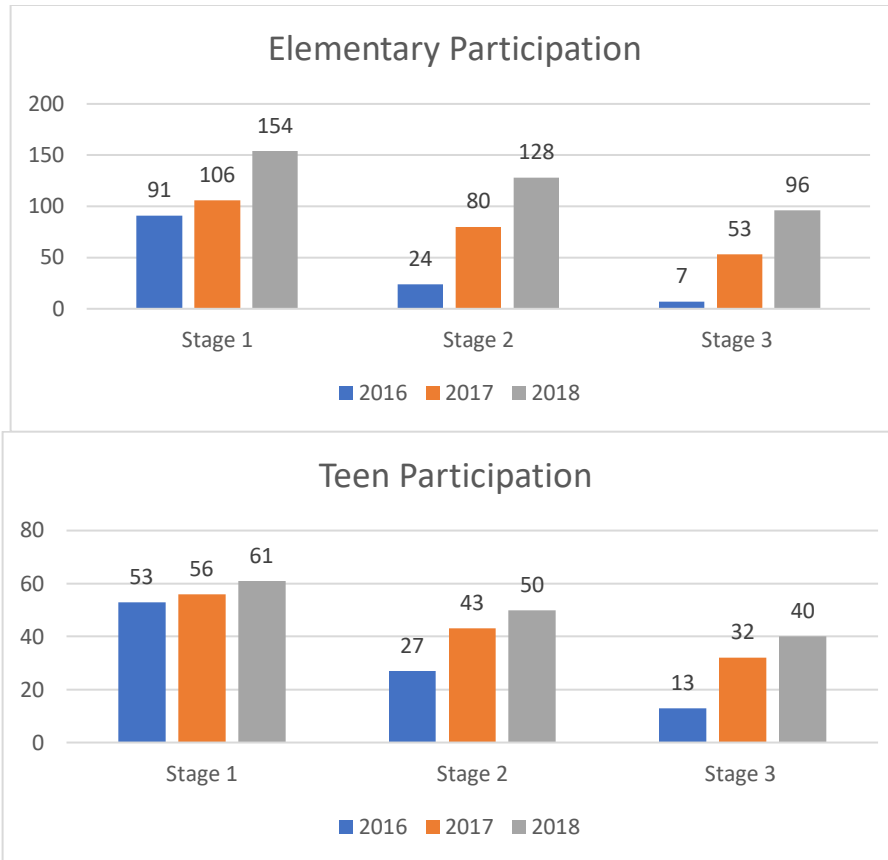
BACKGROUND: Our 2018 Summer Reading program for early literacy learners, elementary students, and teens was a resounding success. We increased our participation by 14% over our 2017 numbers and by 44% since Summer 2016, with a total of 742 patrons aged 0-18 participating this year.



We also saw an incredible increase in the level of participation over the summer, as well. It’s all well and good for patrons to sign up—that’s the easy part. What we wanted was to see new patrons participating throughout the entirety of the program. We track this through watching the prizes that are earned at each stage of the program. In the case of both 2017 and 2018, prizes were given at the 8 hour, 16 hour, and 24 hour marks. No documentation exists for the 2016 program that would indicate what standard was being met for the 3 levels of prizes, but we do know that there was a similar leveled reading program.

We have seen impressive gains over the past two years, as can be seen in the following charts:





We are very pleased by these numbers, and we are eager to explore ways to, in the future, to continue to reach out to areas of Altadena where we don't see a lot of engagement with the library, as well as to explore ways to make Summer Reading more equitable for a variety of readers and skill levels.

A special thanks to the Friends of the Library for helping to fund our Summer Reading program every year, and to the Summer Reading Committee for all of their hard work over the summer.

RECOMMENDATION: Information only.

BOARD OF LIBRARY TRUSTEES STAFF REPORT

DEPARTMENT: Finance & Administration
PREPARED BY: Nicole Fabry & Ryan Roy

MEETING DATE: August 27, 2018
LOCATION: Community Room

TITLE: Fiscal Impact of adding one full-time Librarian II to Public Services staff

BACKGROUND: After assessing the needs of the Public Services Department and the Library overall, Altadena Library District would like to propose adding a Librarian II to our Public Services staff. This would be a full-time, benefited position working primarily in Adult Services and Circulation. These are the primary points defining the need for this position:

- Currently, we have a Librarian II directly managing staff in all Public Services departments *except* Adult Services.
- For over 15 years prior to September 2015, ALD did employ a MLIS librarian manager to directly oversee the Adult Services staff and run that department.
- After September 2015, these staff were managed by the Public Services Director. However, in rethinking our management strategy, it makes more sense to have a Librarian II manager to oversee the 6 full-time and 5 part-time staff members that make up the Adult Services/One-Point-of-Service (OPOS) team, rather than have them under the supervision of the Public Services Director. This way, the Public Services Director would be in charge of all public department managers, rather than three managers and every employee on the OPOS team, from the librarians, to the library associates, to the clerks, to the pages shelving books. In essence, this change will add the same middle management to the Adult Services department as is the structure with all other public departments.
- This would also add another valuable MLIS librarian to our library. At the time the previous Adult Services manager transitioned out in 2015, there were three MLIS librarians working in Adult Services. We currently have one MLIS librarian in Adult Services, who spends only 50% of her time in Adult Services and the other 50% working in Collection Development (a non-public facing department).

FISCAL IMPACT: Hiring of a full-time Librarian II would require an increase of \$59,871.80 to the Library's Salaries & Wages budget, resulting in a 1% increase to Personnel Related Expenses. This would make Personnel Related Expenses 69% of the Library's overall budget. In comparison, these Personnel expenses made up 70% of the overall budget in FY13/14, 73% in FY14/15, 68% in FY15/16, and 66% in FY16/17.

RECOMMENDATION: that the Board review the fiscal impact to the budget and approve the hiring of a Librarian II with the noted budget adjustment.



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: August 27, 2018

PREPARED BY: Klyynn Chaney

LOCATION: Community Room

TITLE: Updated Notice of Election

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 10th, 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.

The Filing period was from Monday, July 16, 2018 to Friday, August 10, 2018, with an extension to August 15, 2018.

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

Continued from previous meeting:

After a conversation with Alex Olvera, Division Manager of Election Information and Preparation for the LA County Registrar, Recorder and County Clerk, it has been noted by Administration that the District is not required to schedule a special meeting on December 7th, 2018 for the purpose of new Trustees taking office, however, those new Trustees must come in on Friday, December 7th to complete their Oath of Office with the District's Notary. These appointments can take place at any time during regular business hours.

The Board may also conduct a ceremonial 'swearing in' at the previously scheduled regular meeting on Monday, December 10th, 2018.

No further action is needed by the Board at this time.

**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration
PREPARED BY: Ryan Roy

MEETING DATE: August 27, 2018
LOCATION: Community Room

TITLE: Facilities Assessment Presentation and Discussion

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.

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

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

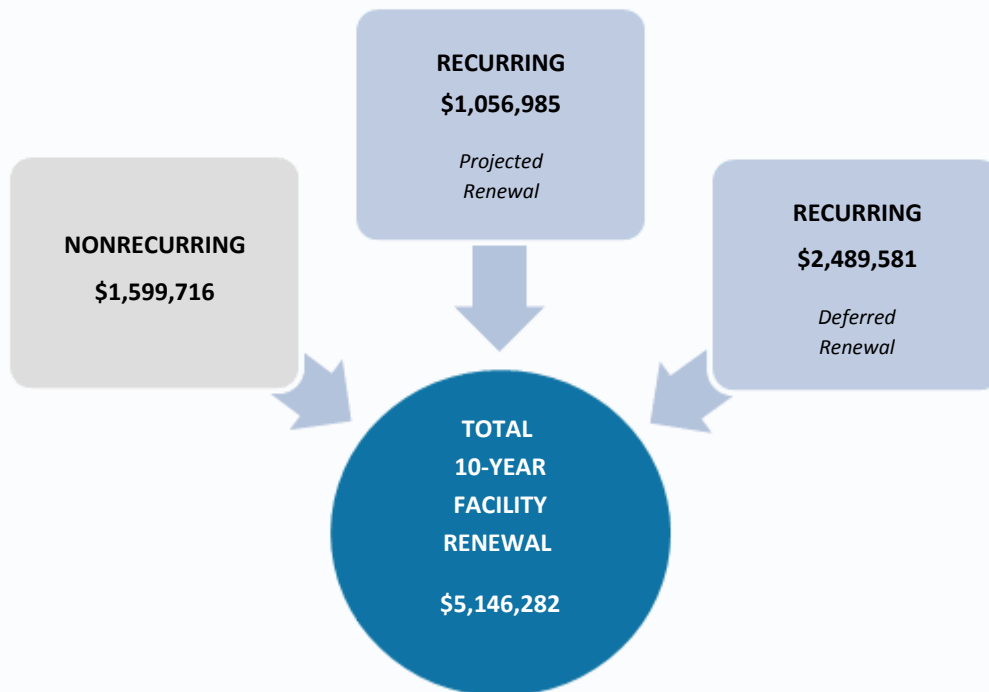
FCNI Scale

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)



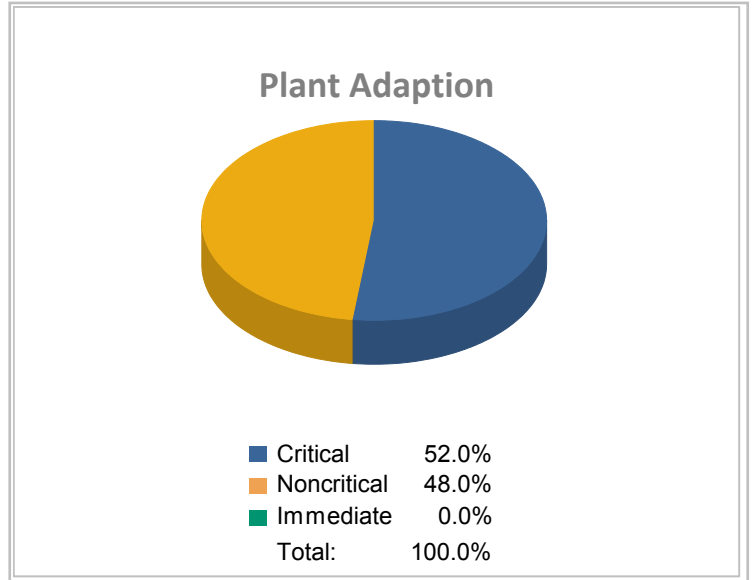
Total Facility Renewal Costs



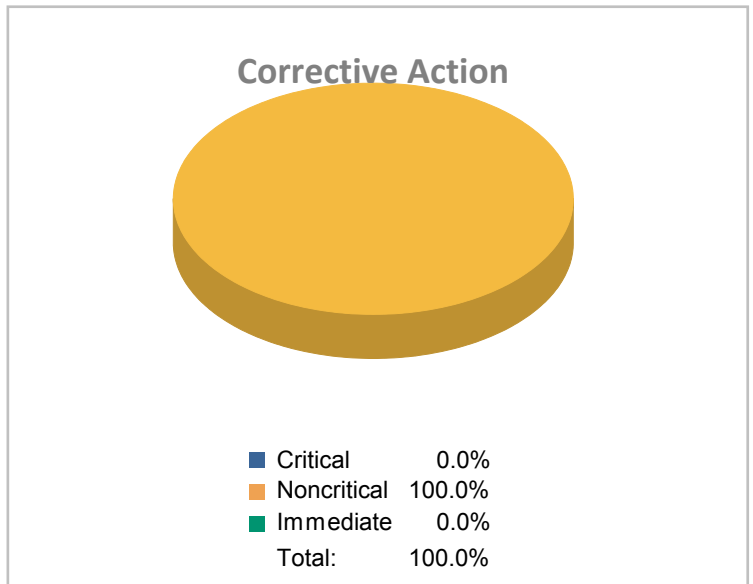
Nonrecurring Costs

Project Cost by Priority

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

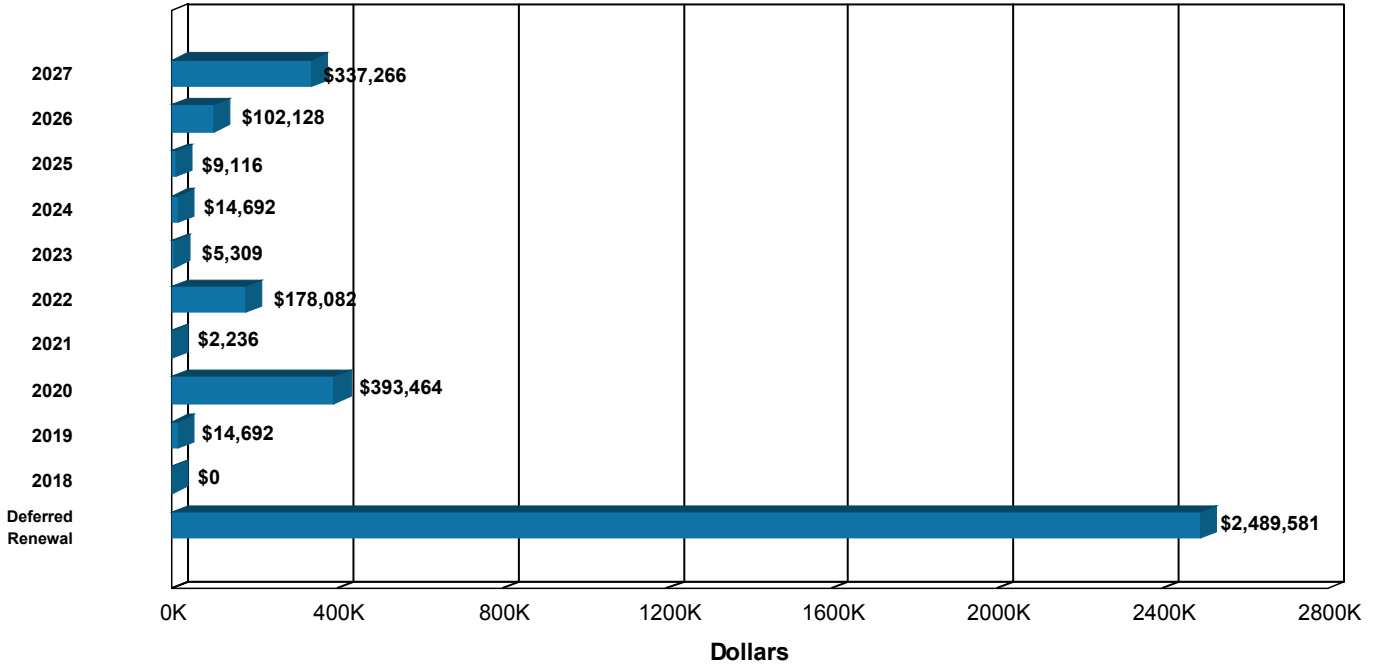


CORRECTIVE ACTION	
1 - Immediate	\$0
2 - Critical	\$0
3 - Noncritical	\$423,734

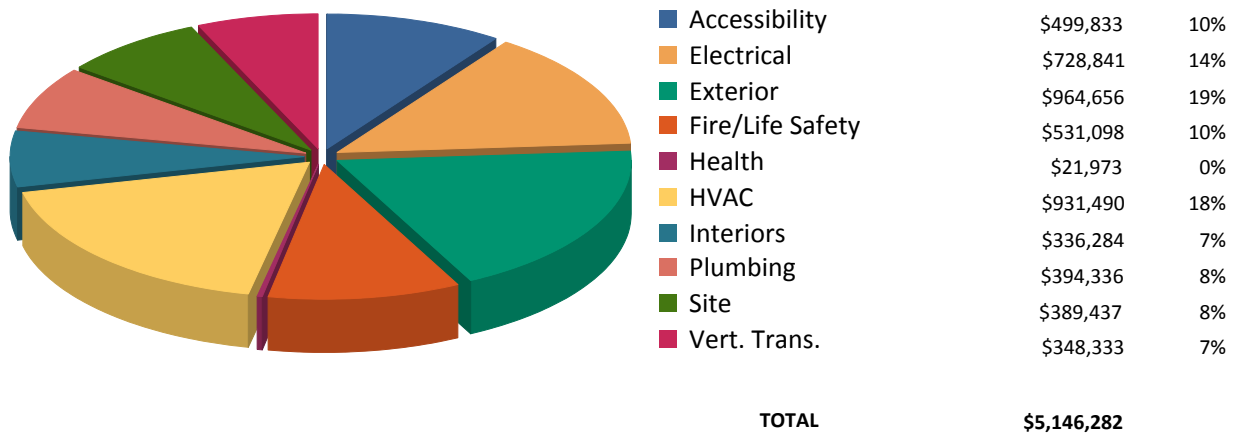


Recurring Costs

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

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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).

- **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	
EL	System Description
5	Component Description
A	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	
0001	Asset Number
006	Photo Sequence
e	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
SUBTOTAL	\$0	\$611,040	\$988,676	\$2,489,581	\$0	\$14,692	\$393,464	\$2,236	\$178,082	\$5,309	\$14,692	\$9,116	\$102,128	\$337,266	\$5,146,282
TOTAL NONRECURRING PROJECT NEEDS			\$1,599,716	TOTAL RECURRING COMPONENT REPLACEMENT NEEDS										\$3,546,566	

CURRENT REPLACEMENT VALUE	\$10,941,000
FACILITY CONDITION NEEDS INDEX	0.47
FACILITY CONDITION INDEX	0.23

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

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
TOTALS	\$1,599,716	\$3,546,566	\$5,146,282

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
TOTAL					\$1,599,716

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 CABINETS AND AMENITIES	CONFERENCE RM	C1030	Deferred Renewal	12,931
0001 CW03	KITCHENETTE UNIT WITH CABINETS 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
TOTAL					\$3,546,566

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
TOTAL FOR CORRECTIVE ACTION				\$423,734

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
TOTAL FOR PLANT ADAPTION				\$1,175,982
GRAND TOTAL:				\$1,599,716

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
TOTAL FOR ACCESSIBILITY					\$499,833
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
TOTAL FOR ELECTRICAL					\$106,980
17	0001ES01	3	Corrective Action	EXTERIOR WALL FINISH RENEWAL	\$39,599
TOTAL FOR EXTERIOR					\$39,599
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
TOTAL FOR FIRE/LIFE SAFETY					\$531,098
5	0001HE01	2	Plant Adaption	ASBESTOS ABATEMENT - MECHANICAL SYSTEMS	\$14,358
14	0001HE02	3	Plant Adaption	ASBESTOS ABATEMENT - INTERIOR FINISH SYSTEMS	\$7,615
TOTAL FOR HEALTH					\$21,973
18	0001HV01	3	Plant Adaption	INSTALL DUCTLESS SPLIT SYSTEM	\$8,824
TOTAL FOR HVAC					\$8,824
22	0001IS01	3	Corrective Action	REFINISH HARDWOOD FLOORING	\$3,814
TOTAL FOR INTERIORS					\$3,814
12	0001PL01	2	Plant Adaption	BACKFLOW PREVENTER INSTALLATION	\$7,274
TOTAL FOR PLUMBING					\$7,274
23	0001SI01	3	Corrective Action	SITE PEDESTRIAN PAVING RENEWAL	\$11,789
24	0001SI02	3	Corrective Action	PEDESTRIAN BRIDGE REPAIRS	\$368,532
TOTAL FOR SITE					\$380,321
GRAND TOTAL:					\$1,599,716

FACILITY CONDITION ASSESSMENT

SECTION 3

NONRECURRING
PROJECT DETAILS

All costs shown as Present Value

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

Code Application:

Subclass/Savings:

Project Location:

ADAAG 702.1
 NFPA 1, 101

Not Applicable

Floor-wide: Floor(s) 1,2

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
Base Material/Labor Costs				\$48,424		\$33,534	
Indexed Material/Labor Costs				\$46,487		\$42,018	\$88,505
Construction Mark Up at 20.0%							\$17,701
Original Construction Cost							\$106,206
Date of Original Estimate:	4/24/2018				Inflation		\$0
Current Year Construction Cost							\$106,206
Professional Fees at 16.0%							\$16,993
TOTAL PROJECT COST							\$123,199

All costs shown as Present Value

INSTALL RANGE FIRE SUPPRESSION SYSTEM			
Project Number:	0001FS04	Category Code:	
Priority Sequence:	2	FS3D	
Priority Class:	Critical	System:	FIRE/LIFE SAFETY
Project Class:	Plant Adaption	Component:	SUPPRESSION
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$4,000		\$500	
Indexed Material/Labor Costs				\$3,840		\$627	\$4,467
Construction Mark Up at 20.0%							\$893
Original Construction Cost							\$5,360
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$5,360
Professional Fees at 16.0%							\$858
TOTAL PROJECT COST							\$6,217

All costs shown as Present Value

INSTALL ADDITIONAL EXIT SIGNS AND EMERGENCY LIGHTS			
Project Number:	0001FS03	Category Code:	
Priority Sequence:	3	FS1A	
Priority Class:	Critical	System:	FIRE/LIFE SAFETY
Project Class:	Plant Adaption	Component:	LIGHTING
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$1,580		\$885	
Indexed Material/Labor Costs				\$1,517		\$1,109	\$2,626
Construction Mark Up at 20.0%							\$525
Original Construction Cost							\$3,151
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$3,151
Professional Fees at 16.0%							\$504
TOTAL PROJECT COST							\$3,655

All costs shown as Present Value

INSTALL COMPLIANT ROOFTOP LADDERS			
Project Number:	0001FS05	Category Code:	
Priority Sequence:	4	FS5A	
Priority Class:	Critical	System:	FIRE/LIFE SAFETY
Project Class:	Plant Adaption	Component:	EGRESS PATH
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$1,215		\$1,381	
Indexed Material/Labor Costs				\$1,167		\$1,730	\$2,897
Construction Mark Up at 20.0%							\$579
Original Construction Cost							\$3,476
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$3,477
Professional Fees at 16.0%							\$556
TOTAL PROJECT COST							\$4,033

All costs shown as Present Value

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

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 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
Base Material/Labor Costs				\$2,600		\$6,240	
Indexed Material/Labor Costs				\$2,496		\$7,819	\$10,315
Construction Mark Up at 20.0%							\$2,063
Original Construction Cost							\$12,378
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$12,378
Professional Fees at 16.0%							\$1,980
TOTAL PROJECT COST							\$14,358

All costs shown as Present Value

BUILDING ENTRY ACCESSIBILITY UPGRADES			
Project Number:	0001AC01	Category Code:	
Priority Sequence:	6	AC2A	
Priority Class:	Critical	System:	ACCESSIBILITY
Project Class:	Plant Adaption	Component:	BUILDING ENTRY
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$66,109		\$86,547	
Indexed Material/Labor Costs				\$63,465		\$108,444	\$171,909
Construction Mark Up at 20.0%							\$34,382
Original Construction Cost							\$206,291
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$206,291
Professional Fees at 16.0%							\$33,007
TOTAL PROJECT COST							\$239,297

All costs shown as Present Value

INTERIOR PATH OF TRAVEL ACCESSIBILITY UPGRADES			
Project Number:	0001AC03	Category Code:	
Priority Sequence:	7	AC3A	
Priority Class:	Critical	System:	ACCESSIBILITY
Project Class:	Plant Adaption	Component:	INTERIOR PATH OF TRAVEL
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$19,299		\$10,027	
Indexed Material/Labor Costs				\$18,527		\$12,564	\$31,091
Construction Mark Up at 20.0%							\$6,218
Original Construction Cost							\$37,309
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$37,309
Professional Fees at 16.0%							\$5,969
TOTAL PROJECT COST							\$43,278

All costs shown as Present Value

RESTROOM ACCESSIBILITY UPGRADES			
Project Number:	0001AC06	Category Code:	
Priority Sequence:	8	AC3E	
Priority Class:	Critical	System:	ACCESSIBILITY
Project Class:	Plant Adaption	Component:	INTERIOR PATH OF TRAVEL
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$13,635		\$6,268	
Indexed Material/Labor Costs				\$13,089		\$7,854	\$20,943
Construction Mark Up at 20.0%							\$4,189
Original Construction Cost							\$25,131
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$25,131
Professional Fees at 16.0%							\$4,021
TOTAL PROJECT COST							\$29,152

All costs shown as Present Value

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

Code Application:

ADAAG 604, 605, 606

Subclass/Savings:

Not Applicable

Project Location:

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
Base Material/Labor Costs				\$13,356		\$18,677	
Indexed Material/Labor Costs				\$12,822		\$23,402	\$36,224
Construction Mark Up at 20.0%							\$7,245
Original Construction Cost							\$43,469
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$43,469
Professional Fees at 16.0%							\$6,955
TOTAL PROJECT COST							\$50,424

All costs shown as Present Value

OFF-STREET ADA PARKING SITE ACCESSIBILITY UPGRADES			
Project Number:	0001AC02	Category Code:	
Priority Sequence:	10	AC1C	
Priority Class:	Critical	System:	ACCESSIBILITY
Project Class:	Plant Adaption	Component:	SITE
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$11,441		\$30,366	
Indexed Material/Labor Costs				\$10,983		\$38,048	\$49,032
Construction Mark Up at 20.0%							\$9,806
Original Construction Cost							\$58,838
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$58,838
Professional Fees at 16.0%							\$9,414
TOTAL PROJECT COST							\$68,252

All costs shown as Present Value

INTERIOR DOOR ACCESSIBILITY UPGRADES			
Project Number:	0001AC05	Category Code:	
Priority Sequence:	11	AC3C	
Priority Class:	Critical	System:	ACCESSIBILITY
Project Class:	Plant Adaption	Component:	INTERIOR PATH OF TRAVEL
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$10,909		\$4,197	
Indexed Material/Labor Costs				\$10,473		\$5,259	\$15,732
Construction Mark Up at 20.0%							\$3,146
Original Construction Cost							\$18,879
Date of Original Estimate:	4/24/2018		Inflation			\$0	
Current Year Construction Cost							\$18,879
Professional Fees at 16.0%							\$3,021
TOTAL PROJECT COST							\$21,899

All costs shown as Present Value

BACKFLOW PREVENTER INSTALLATION			
Project Number:	0001PL01	Category Code:	
Priority Sequence:	12	PL1I	
Priority Class:	Critical	System:	PLUMBING
Project Class:	Plant Adaption	Component:	DOMESTIC WATER
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$4,790		\$501	
Indexed Material/Labor Costs				\$4,598		\$627	\$5,226
Construction Mark Up at 20.0%							\$1,045
Original Construction Cost							\$6,271
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$6,271
Professional Fees at 16.0%							\$1,003
TOTAL PROJECT COST							\$7,274

All costs shown as Present Value

FIRE SPRINKLER SYSTEM INSTALLATION			
Project Number:	0001FS02	Category Code:	
Priority Sequence:	13	FS3A	
Priority Class:	Noncritical	System:	FIRE/LIFE SAFETY
Project Class:	Plant Adaption	Component:	SUPPRESSION
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$113,620		\$138,840	
Indexed Material/Labor Costs				\$109,075		\$173,967	\$283,042
Construction Mark Up at 20.0%							\$56,608
Original Construction Cost							\$339,650
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$339,650
Professional Fees at 16.0%							\$54,344
TOTAL PROJECT COST							\$393,994

All costs shown as Present Value

ASBESTOS ABATEMENT - INTERIOR FINISH SYSTEMS			
Project Number:	0001HE02	Category Code:	
Priority Sequence:	14	HE6F	
Priority Class:	Noncritical	System:	HEALTH
Project Class:	Plant Adaption	Component:	HAZARDOUS MATERIAL
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$560		\$3,937	
Indexed Material/Labor Costs				\$537		\$4,933	\$5,471
Construction Mark Up at 20.0%							\$1,094
Original Construction Cost							\$6,565
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$6,565
Professional Fees at 16.0%							\$1,050
TOTAL PROJECT COST							\$7,615

All costs shown as Present Value

INTERIOR AMENITY ACCESSIBILITY UPGRADES			
Project Number:	0001AC04	Category Code:	
Priority Sequence:	15	AC4A	
Priority Class:	Noncritical	System:	ACCESSIBILITY
Project Class:	Plant Adaption	Component:	GENERAL
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$14,835		\$5,124	
Indexed Material/Labor Costs				\$14,242		\$6,420	\$20,662
Construction Mark Up at 20.0%							\$4,132
Original Construction Cost							\$24,794
Date of Original Estimate:	4/24/2018		Inflation			\$0	
Current Year Construction Cost							\$24,794
Professional Fees at 16.0%							\$3,967
TOTAL PROJECT COST							\$28,761

All costs shown as Present Value

INTERIOR STAIR AND FIRE ESCAPE UPGRADES			
Project Number:	0001AC08	Category Code:	
Priority Sequence:	16	AC3B	
Priority Class:	Noncritical	System:	ACCESSIBILITY
Project Class:	Plant Adaption	Component:	INTERIOR PATH OF TRAVEL
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$7,370		\$5,114	
Indexed Material/Labor Costs				\$7,076		\$6,407	\$13,483
Construction Mark Up at 20.0%							\$2,697
Original Construction Cost							\$16,180
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$16,180
Professional Fees at 16.0%							\$2,589
TOTAL PROJECT COST							\$18,768

All costs shown as Present Value

EXTERIOR WALL FINISH RENEWAL			
Project Number:	0001ES01	Category Code:	
Priority Sequence:	17	ES2B	
Priority Class:	Noncritical	System:	EXTERIOR
Project Class:	Corrective Action	Component:	COLUMNS/BEAMS/WALLS
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$4,754		\$19,061	
Indexed Material/Labor Costs				\$4,564		\$23,883	\$28,447
Construction Mark Up at 20.0%							\$5,689
Original Construction Cost							\$34,137
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$34,137
Professional Fees at 16.0%							\$5,462
TOTAL PROJECT COST							\$39,599

All costs shown as Present Value

INSTALL DUCTLESS SPLIT SYSTEM			
Project Number:	0001HV01	Category Code:	
Priority Sequence:	18	HV3A	
Priority Class:	Noncritical	System:	HVAC
Project Class:	Plant Adaption	Component:	HEATING/COOLING
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$5,907		\$533	
Indexed Material/Labor Costs				\$5,671		\$668	\$6,339
Construction Mark Up at 20.0%							\$1,268
Original Construction Cost							\$7,607
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$7,607
Professional Fees at 16.0%							\$1,217
TOTAL PROJECT COST							\$8,824

All costs shown as Present Value

INSTALL EMERGENCY GENERATOR AND POWER NETWORK			
Project Number:	0001EL01	Category Code:	
Priority Sequence:	19	EL5A	
Priority Class:	Noncritical	System:	ELECTRICAL
Project Class:	Plant Adaption	Component:	EMERGENCY POWER SYSTEM
Date Basis:	4/24/2018	Element:	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	
Base Material/Labor Costs				\$40,371		\$14,521		
Indexed Material/Labor Costs				\$38,757		\$18,195	\$56,951	
Construction Mark Up at 20.0%								\$11,390
Original Construction Cost								\$68,341
Date of Original Estimate:	4/24/2018					Inflation		\$0
Current Year Construction Cost								\$68,341
Professional Fees at 16.0%								\$10,935
TOTAL PROJECT COST								\$79,276

All costs shown as Present Value

INSTALL ADDITIONAL EXTERIOR LIGHTING			
Project Number:	0001EL03	Category Code:	
Priority Sequence:	20	EL4A	
Priority Class:	Noncritical	System:	ELECTRICAL
Project Class:	Plant Adaption	Component:	DEVICES AND FIXTURES
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$5,428		\$1,406	
Indexed Material/Labor Costs				\$5,211		\$1,761	\$6,973
Construction Mark Up at 20.0%							\$1,395
Original Construction Cost							\$8,367
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$8,367
Professional Fees at 16.0%							\$1,339
TOTAL PROJECT COST							\$9,706

All costs shown as Present Value

INSTALL THREAD POWER SYSTEM			
Project Number:	0001EL02	Category Code:	
Priority Sequence:	21	EL3B	
Priority Class:	Noncritical	System:	ELECTRICAL
Project Class:	Plant Adaption	Component:	SECONDARY DISTRIBUTION
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$8,306		\$8,000	
Indexed Material/Labor Costs				\$7,974		\$10,024	\$17,998
No GCM Required							\$0
Original Construction Cost							\$17,998
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$17,998
No Professional Fees Required							\$0
TOTAL PROJECT COST							\$17,998

All costs shown as Present Value

REFINISH HARDWOOD FLOORING			
Project Number:	0001IS01	Category Code:	
Priority Sequence:	22	IS1A	
Priority Class:	Noncritical	System:	INTERIOR FINISHES/SYS
Project Class:	Corrective Action	Component:	FLOOR
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$597		\$1,729	
Indexed Material/Labor Costs				\$573		\$2,167	\$2,740
Construction Mark Up at 20.0%							\$548
Original Construction Cost							\$3,288
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$3,288
Professional Fees at 16.0%							\$526
TOTAL PROJECT COST							\$3,814

All costs shown as Present Value

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

Code Application:

Not Applicable

Subclass/Savings:

Not Applicable

Project Location:

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
Base Material/Labor Costs				\$3,474		\$4,098	
Indexed Material/Labor Costs				\$3,335		\$5,134	\$8,469
Construction Mark Up at 20.0%							\$1,694
Original Construction Cost							\$10,163
Date of Original Estimate:	4/24/2018		Inflation			\$0	
Current Year Construction Cost							\$10,163
Professional Fees at 16.0%							\$1,626
TOTAL PROJECT COST							\$11,789

All costs shown as Present Value

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

Code Application:	Subclass/Savings:	Project Location:
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
Base Material/Labor Costs				\$80,000		\$150,000	
Indexed Material/Labor Costs				\$76,800		\$187,950	\$264,750
Construction Mark Up at 20.0%							\$52,950
Original Construction Cost							\$317,700
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$317,700
Professional Fees at 16.0%							\$50,832
TOTAL PROJECT COST							\$368,532

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 CABINETRY AND AMENITIES	CONFERENCE RM	1	EA	\$12,931	DR
C1030	KITCHENETTE UNIT WITH CABINETRY 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
TOTAL DEFERRED RENEWAL COST					\$2,489,581	

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
2019					PROJECTED COMPONENT REPLACEMENT COST	\$15,133

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
2020					PROJECTED COMPONENT REPLACEMENT COST	\$417,426

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
2021					PROJECTED COMPONENT REPLACEMENT COST	\$2,444

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

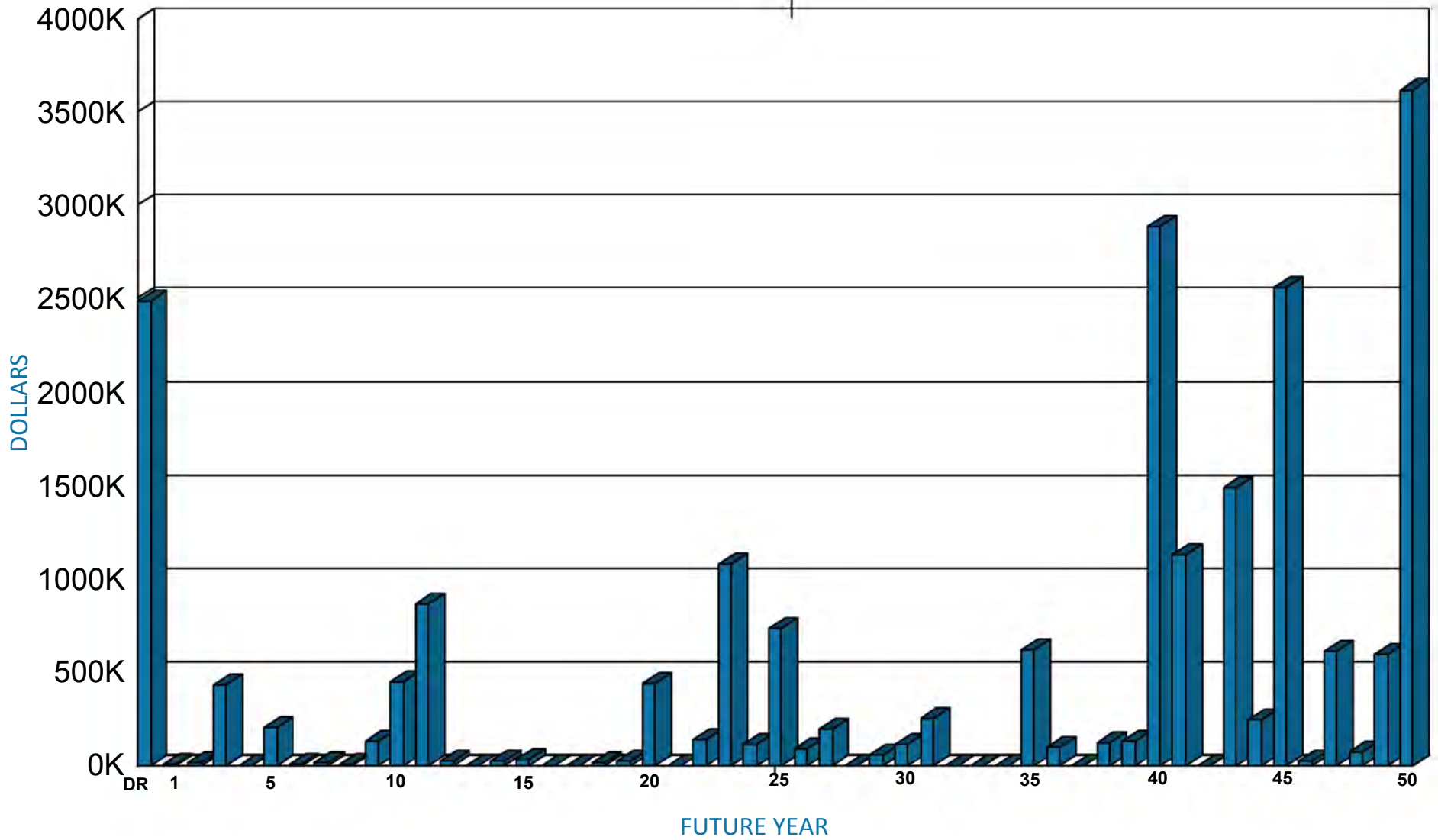
COMPONENT RENEWAL COST BY YEAR

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

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
2026					PROJECTED COMPONENT REPLACEMENT COST	
					\$129,372	

2027						
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
2027					PROJECTED COMPONENT REPLACEMENT COST	
					\$440,055	

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



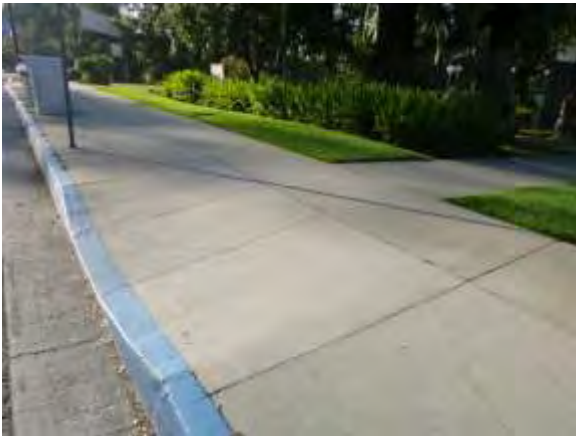
0001006e 4/24/2018
Exterior lighting
Site



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



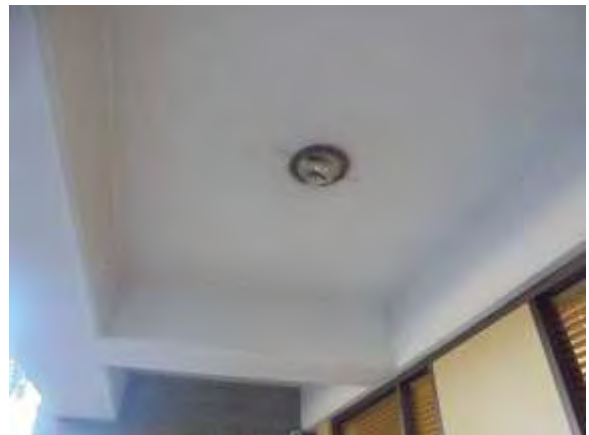
0001023a 4/24/2018
South elevation
South side of building



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



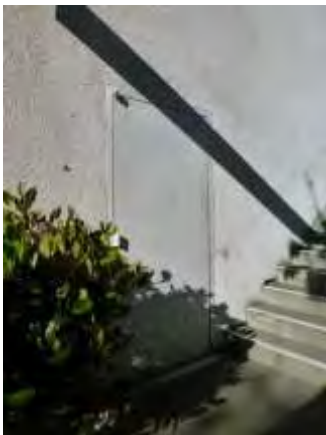
0001025e 4/24/2018
Exterior lighting
Site



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



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



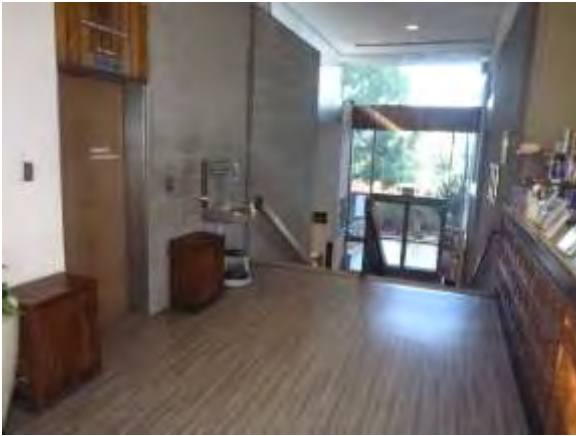
0001038e 4/24/2018
Exhaust fan
Roof



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



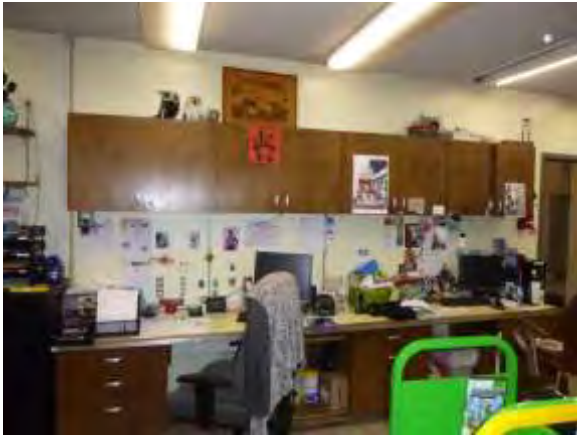
0001044e 4/24/2018
Interior lighting
Second floor, men's restroom



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



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



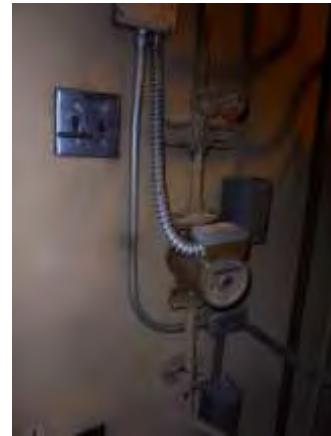
0001046a 4/24/2018
Old cabinets
Second floor, circulation room



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



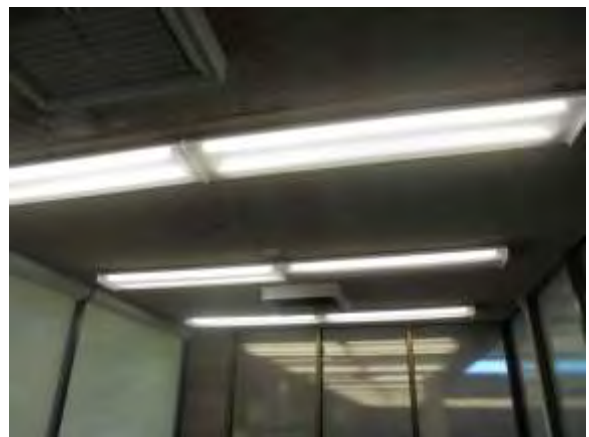
0001050a 4/24/2018
Ceiling damage
Second floor, southeast side



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



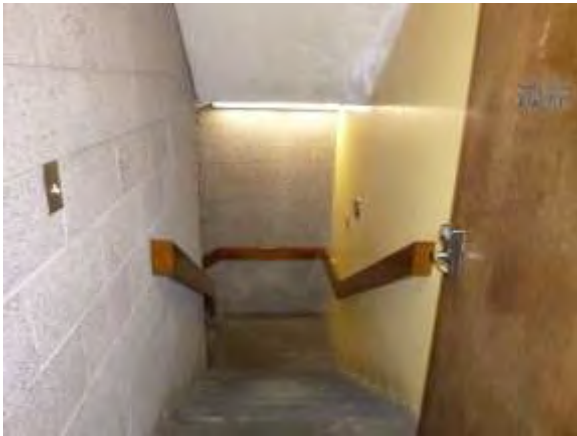
0001060e 4/24/2018
Local-only smoke detector
Second floor, reading room



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



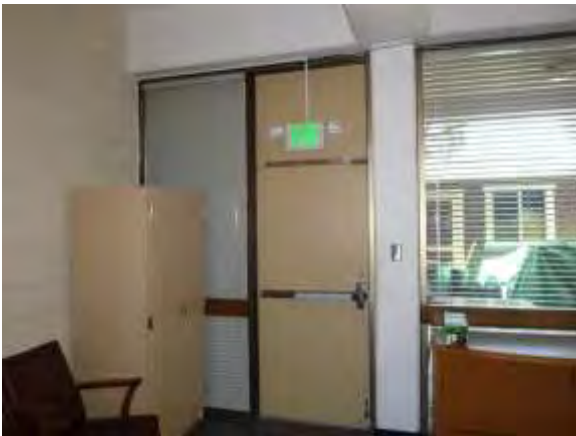
0001064e 4/24/2018
Interior lighting
Second floor, reading room



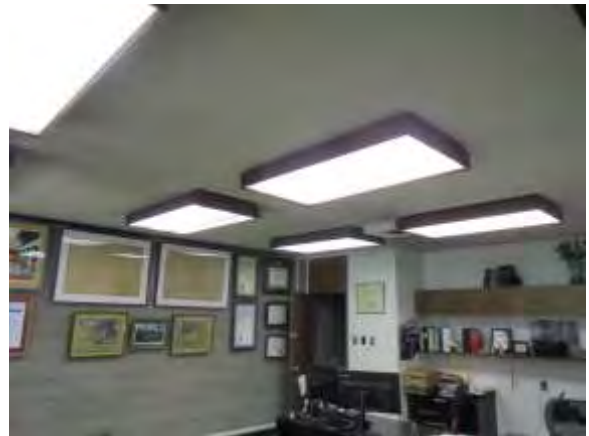
0001065a 4/24/2018
Old kitchenette, laminate flooring, and knob door hardware
First floor, breakroom



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



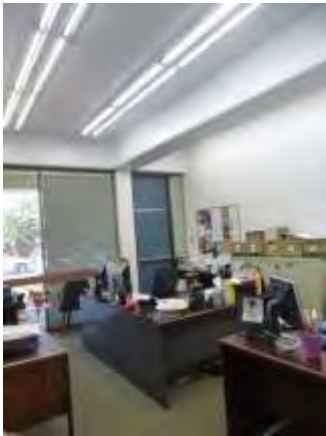
0001066e 4/24/2018
Interior lighting
Second floor, director's office



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



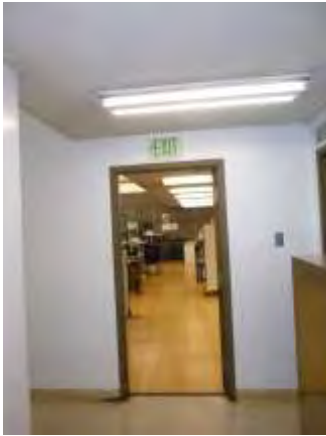
0001068e 4/24/2018
Honeywell thermostat and light switch
Second floor, director's office



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



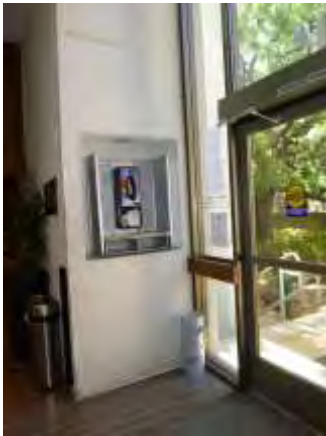
0001072e 4/24/2018
Interior lighting
Second floor, passport office



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



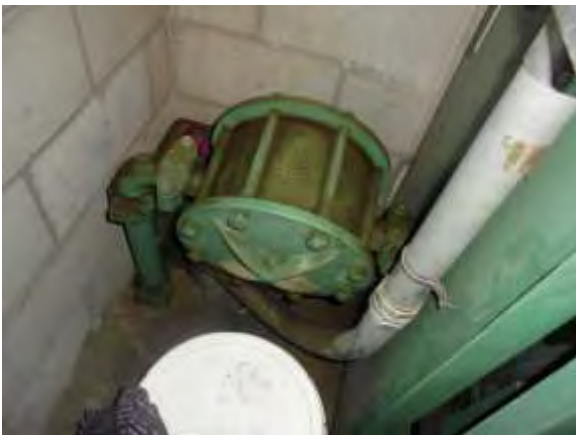
0001084e 4/24/2018
Sprinkler head and interior lighting
First floor, elevator machine room



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



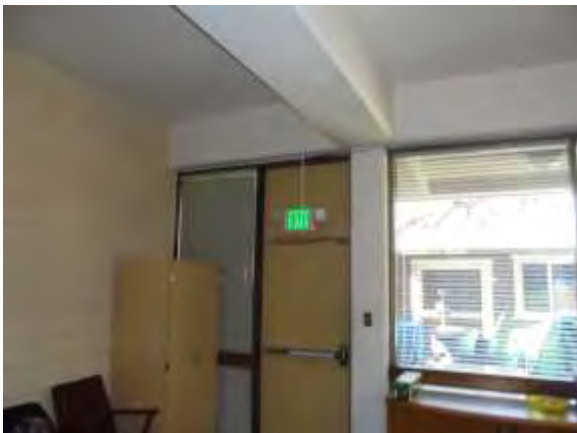
0001090e 4/24/2018
Local-only smoke detector and interior lighting
First floor, corridor



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



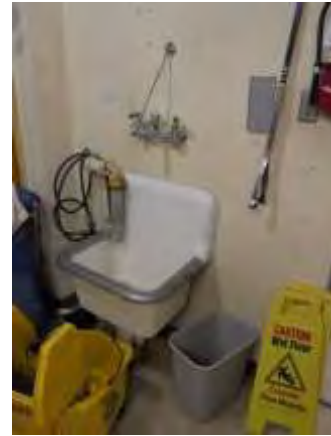
0001093e 4/24/2018
Exit sign and emergency light
First floor, staff lounge



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



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



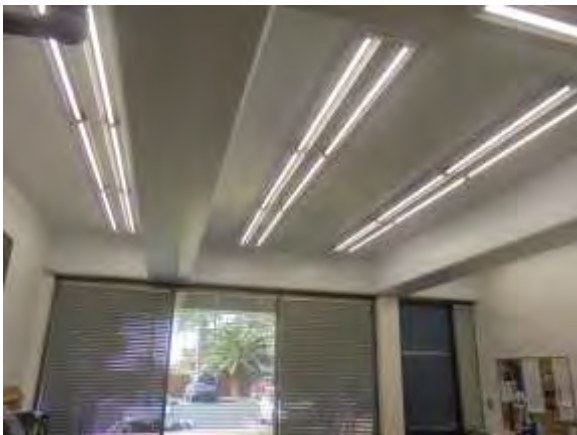
0001096e 4/24/2018
Service sink
First floor, custodial closet



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



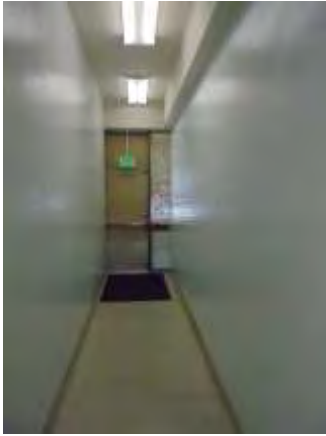
0001100e 4/24/2018
Interior lighting
First floor, women's restroom



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.

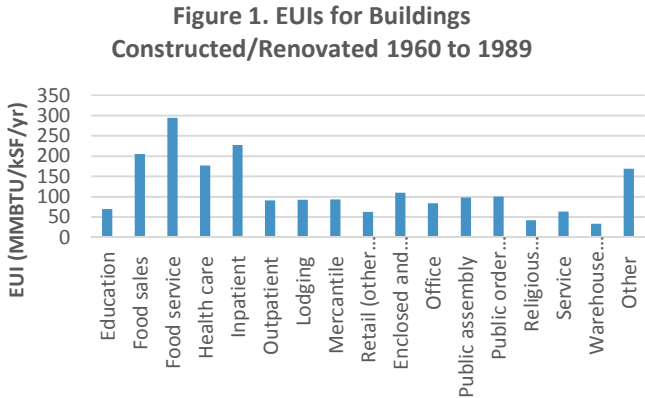
Metric #1: Energy Use Intensity (EUI)

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
Benchmark EUI (MMBTU/kSF/yr) =	97.9
Building EUI to be Calculated by Client (MMBTU/kSF/yr) =	

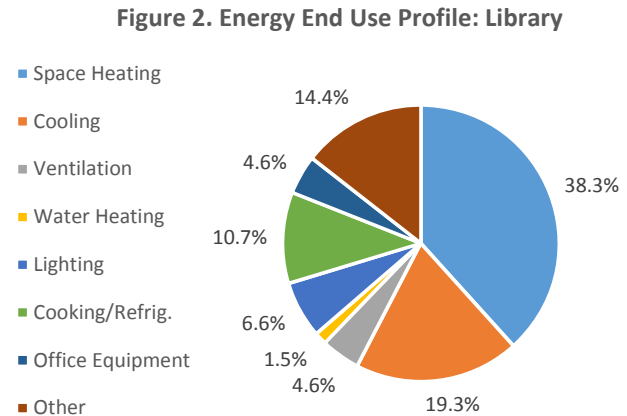
TABLE 3. EUI COMPARISON	
Very Energy Efficient (consumes more than 30% less energy)	EUI < 68.5
Energy Efficient (consumes 10% to 30% less energy)	68.5 <= EUI <= 88.1
Similar (consumes within 10% less or 10% more energy)	88.1 < EUI < 107.7
Energy Inefficient (consumes 10% to 30% more energy)	107.7 <= EUI <= 127.3
Very Energy Inefficient (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%
Total	100.0%



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

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

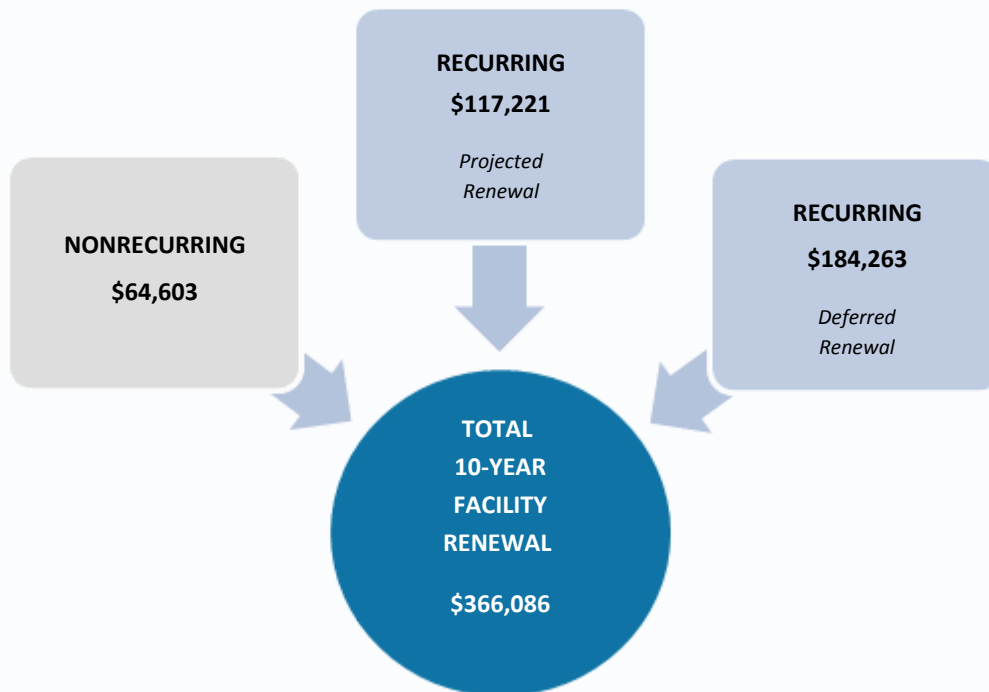
FCNI Scale

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)



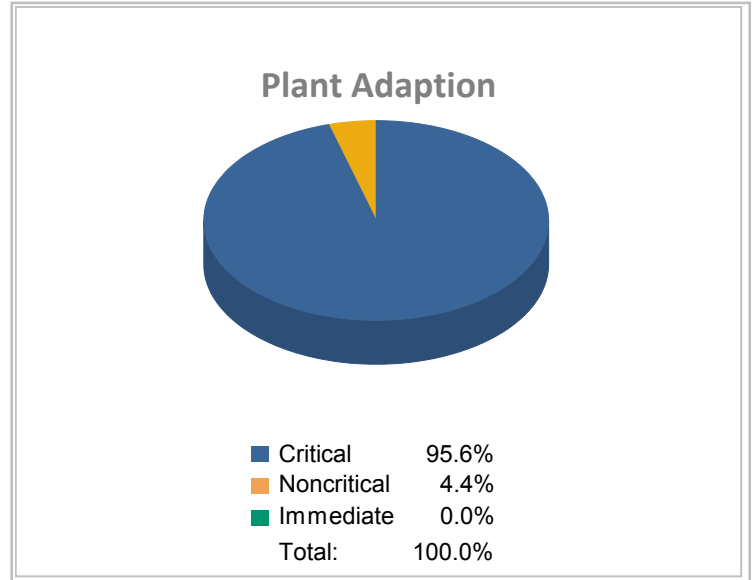
Total Facility Renewal Costs



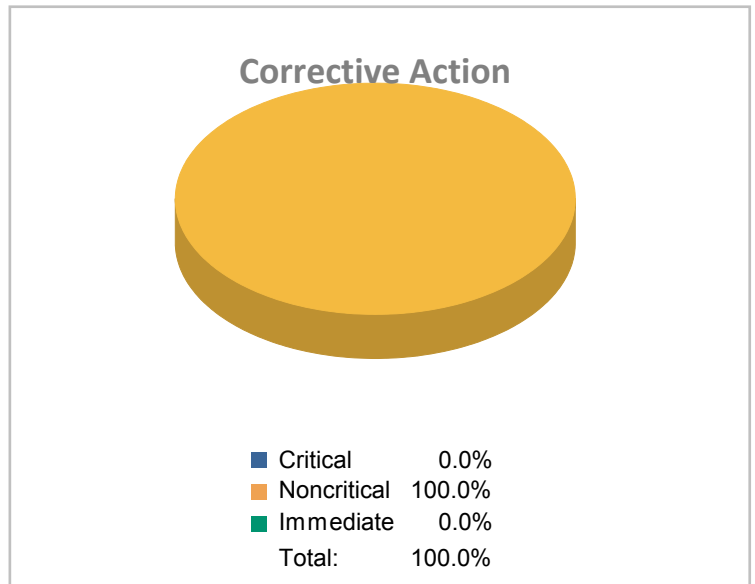
Nonrecurring Costs

Project Cost by Priority

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

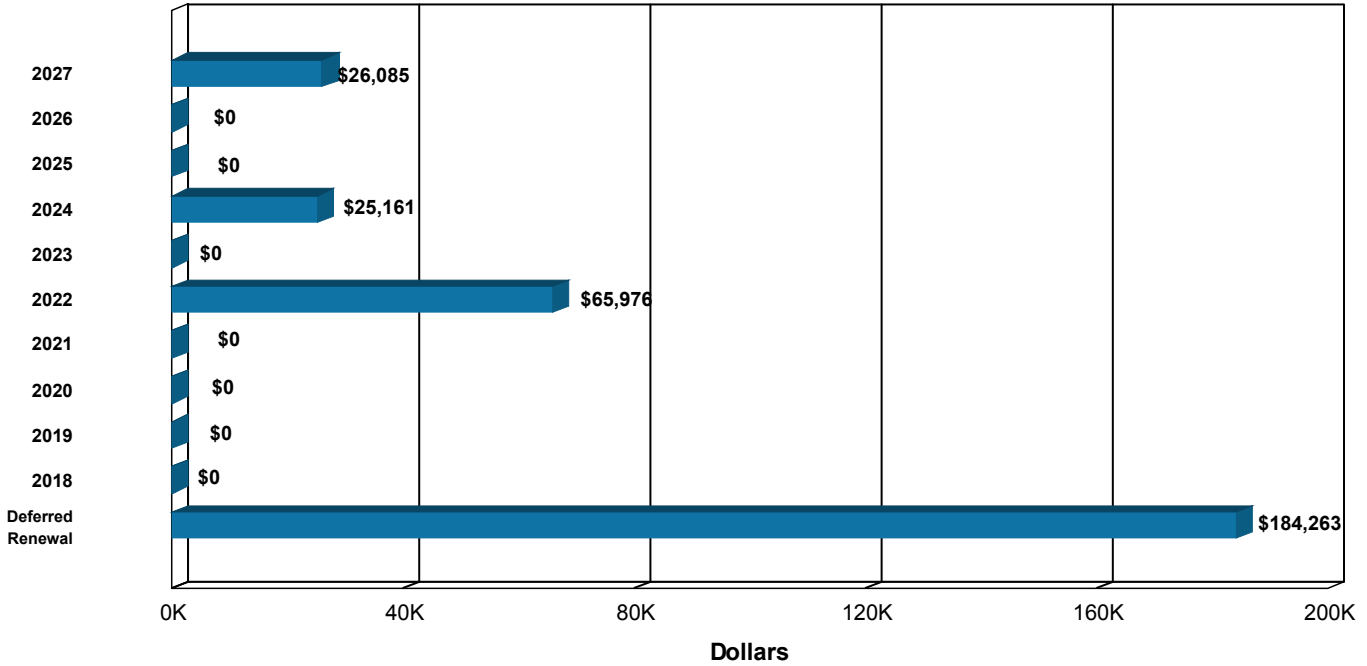


CORRECTIVE ACTION	
1 - Immediate	\$0
2 - Critical	\$0
3 - Noncritical	\$27,779

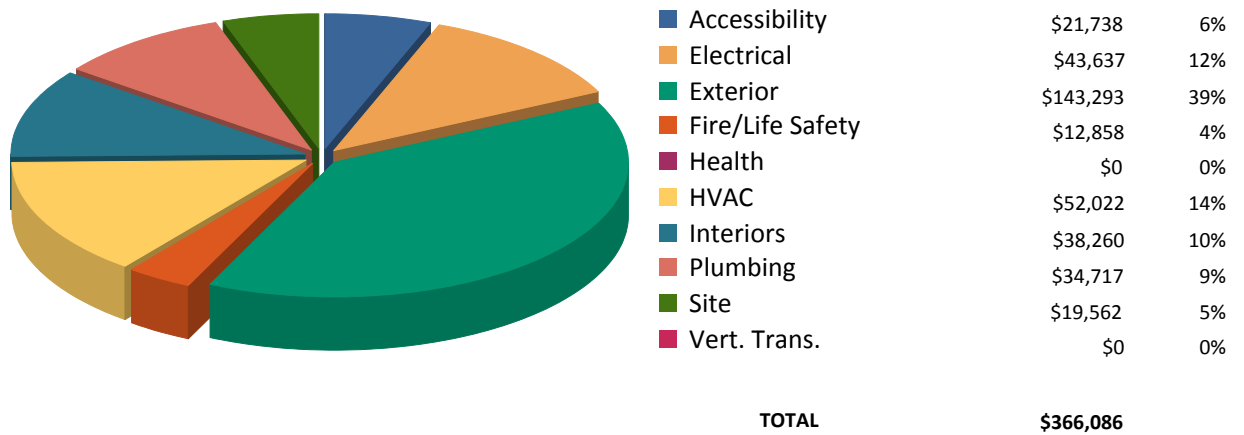


Recurring Costs

Component Replacement Cost by Year



Facilities Renewal Cost by System



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.

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

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	
EL	System Description
5	Component Description
A	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	
0001	Asset Number
006	Photo Sequence
e	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
SUBTOTAL	\$0	\$35,211	\$29,392	\$184,263	\$0	\$0	\$0	\$0	\$65,976	\$0	\$25,161	\$0	\$0	\$26,085	\$366,086
TOTAL NONRECURRING PROJECT NEEDS			\$64,603	TOTAL RECURRING COMPONENT REPLACEMENT NEEDS											\$301,484

CURRENT REPLACEMENT VALUE	\$1,017,000
FACILITY CONDITION NEEDS INDEX	0.36
FACILITY CONDITION INDEX	0.18

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

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
TOTALS	\$64,603	\$301,484	\$366,086

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
TOTAL					\$64,603

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
TOTAL					\$301,484

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
TOTAL FOR CORRECTIVE ACTION				\$27,779

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
TOTAL FOR PLANT ADAPTION				\$36,824
GRAND TOTAL:				\$64,603

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
TOTAL FOR ACCESSIBILITY					\$21,738
7	0002ES01	3	Corrective Action	EXTERIOR WALL FINISH RENEWAL	\$8,216
TOTAL FOR EXTERIOR					\$8,216
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
TOTAL FOR FIRE/LIFE SAFETY					\$12,858
4	0002PL01	2	Plant Adaption	BACKFLOW PREVENTER INSTALLATION	\$2,228
TOTAL FOR PLUMBING					\$2,228
8	0002SI01	3	Corrective Action	SITE VEHICULAR PAVING RENEWAL	\$19,562
TOTAL FOR SITE					\$19,562
GRAND TOTAL:					\$64,603

FACILITY CONDITION ASSESSMENT

SECTION 3

NONRECURRING
PROJECT DETAILS

All costs shown as Present Value

FIRE ALARM SYSTEM INSTALLATION			
Project Number:	0002FS01	Category Code:	
Priority Sequence:	1	FS2A	
Priority Class:	Critical	System:	FIRE/LIFE SAFETY
Project Class:	Plant Adaption	Component:	DETECTION ALARM
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$4,504		\$3,294	
Indexed Material/Labor Costs				\$4,324		\$4,127	\$8,451
Construction Mark Up at 20.0%							\$1,690
Original Construction Cost							\$10,141
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$10,141
Professional Fees at 16.0%							\$1,623
TOTAL PROJECT COST							\$11,764

All costs shown as Present Value

INSTALL COMBINATION EXIT SIGN/EMERGENCY LIGHT			
Project Number:	0002FS03	Category Code:	
Priority Sequence:	2	FS1A	
Priority Class:	Critical	System:	FIRE/LIFE SAFETY
Project Class:	Plant Adaption	Component:	LIGHTING
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$179		\$89	
Indexed Material/Labor Costs				\$172		\$111	\$283
Construction Mark Up at 20.0%							\$57
Original Construction Cost							\$339
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$339
Professional Fees at 16.0%							\$54
TOTAL PROJECT COST							\$394

All costs shown as Present Value

BUILDING ENTRY ACCESSIBILITY UPGRADES			
Project Number:	0002AC01	Category Code:	
Priority Sequence:	3	AC2A	
Priority Class:	Critical	System:	ACCESSIBILITY
Project Class:	Plant Adaption	Component:	BUILDING ENTRY
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$11,522		\$3,112	
Indexed Material/Labor Costs				\$11,061		\$3,900	\$14,961
Construction Mark Up at 20.0%							\$2,992
Original Construction Cost							\$17,953
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$17,953
Professional Fees at 16.0%							\$2,873
TOTAL PROJECT COST							\$20,826

All costs shown as Present Value

BACKFLOW PREVENTER INSTALLATION			
Project Number:	0002PL01	Category Code:	
Priority Sequence:	4	PL1I	
Priority Class:	Critical	System:	PLUMBING
Project Class:	Plant Adaption	Component:	DOMESTIC WATER
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$1,433		\$179	
Indexed Material/Labor Costs				\$1,376		\$224	\$1,600
Construction Mark Up at 20.0%							\$320
Original Construction Cost							\$1,921
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$1,921
Professional Fees at 16.0%							\$307
TOTAL PROJECT COST							\$2,228

All costs shown as Present Value

INSTALL FIRE EXTINGUISHERS			
Project Number:	0002FS02	Category Code:	
Priority Sequence:	5	FS3C	
Priority Class:	Noncritical	System:	FIRE/LIFE SAFETY
Project Class:	Plant Adaption	Component:	SUPPRESSION
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$198		\$250	
Indexed Material/Labor Costs				\$190		\$313	\$503
Construction Mark Up at 20.0%							\$101
Original Construction Cost							\$604
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$604
Professional Fees at 16.0%							\$97
TOTAL PROJECT COST							\$701

All costs shown as Present Value

INTERIOR DOOR ACCESSIBILITY UPGRADES			
Project Number:	0002AC02	Category Code:	
Priority Sequence:	6	AC3C	
Priority Class:	Noncritical	System:	ACCESSIBILITY
Project Class:	Plant Adaption	Component:	INTERIOR PATH OF TRAVEL
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$455		\$175	
Indexed Material/Labor Costs				\$436		\$219	\$656
Construction Mark Up at 20.0%							\$131
Original Construction Cost							\$787
Date of Original Estimate:	4/24/2018		Inflation			\$0	
Current Year Construction Cost							\$787
Professional Fees at 16.0%							\$126
TOTAL PROJECT COST							\$912

All costs shown as Present Value

EXTERIOR WALL FINISH RENEWAL			
Project Number:	0002ES01	Category Code:	
Priority Sequence:	7	ES2B	
Priority Class:	Noncritical	System:	EXTERIOR
Project Class:	Corrective Action	Component:	COLUMNS/BEAMS/WALLS
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$1,215		\$3,780	
Indexed Material/Labor Costs				\$1,166		\$4,736	\$5,903
Construction Mark Up at 20.0%							\$1,181
Original Construction Cost							\$7,083
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$7,083
Professional Fees at 16.0%							\$1,133
TOTAL PROJECT COST							\$8,216

All costs shown as Present Value

SITE VEHICULAR PAVING RENEWAL			
Project Number:	0002SI01	Category Code:	
Priority Sequence:	8	SI1B	
Priority Class:	Noncritical	System:	SITE
Project Class:	Corrective Action	Component:	ACCESS
Date Basis:	4/24/2018	Element:	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
Base Material/Labor Costs				\$7,186		\$5,710	
Indexed Material/Labor Costs				\$6,899		\$7,154	\$14,053
Construction Mark Up at 20.0%							\$2,811
Original Construction Cost							\$16,864
Date of Original Estimate:	4/24/2018					Inflation	\$0
Current Year Construction Cost							\$16,864
Professional Fees at 16.0%							\$2,698
TOTAL PROJECT COST							\$19,562

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	
Grand Total:							\$367,733				

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
TOTAL DEFERRED RENEWAL COST					\$184,263	

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
2022 PROJECTED COMPONENT REPLACEMENT COST					\$74,256	

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

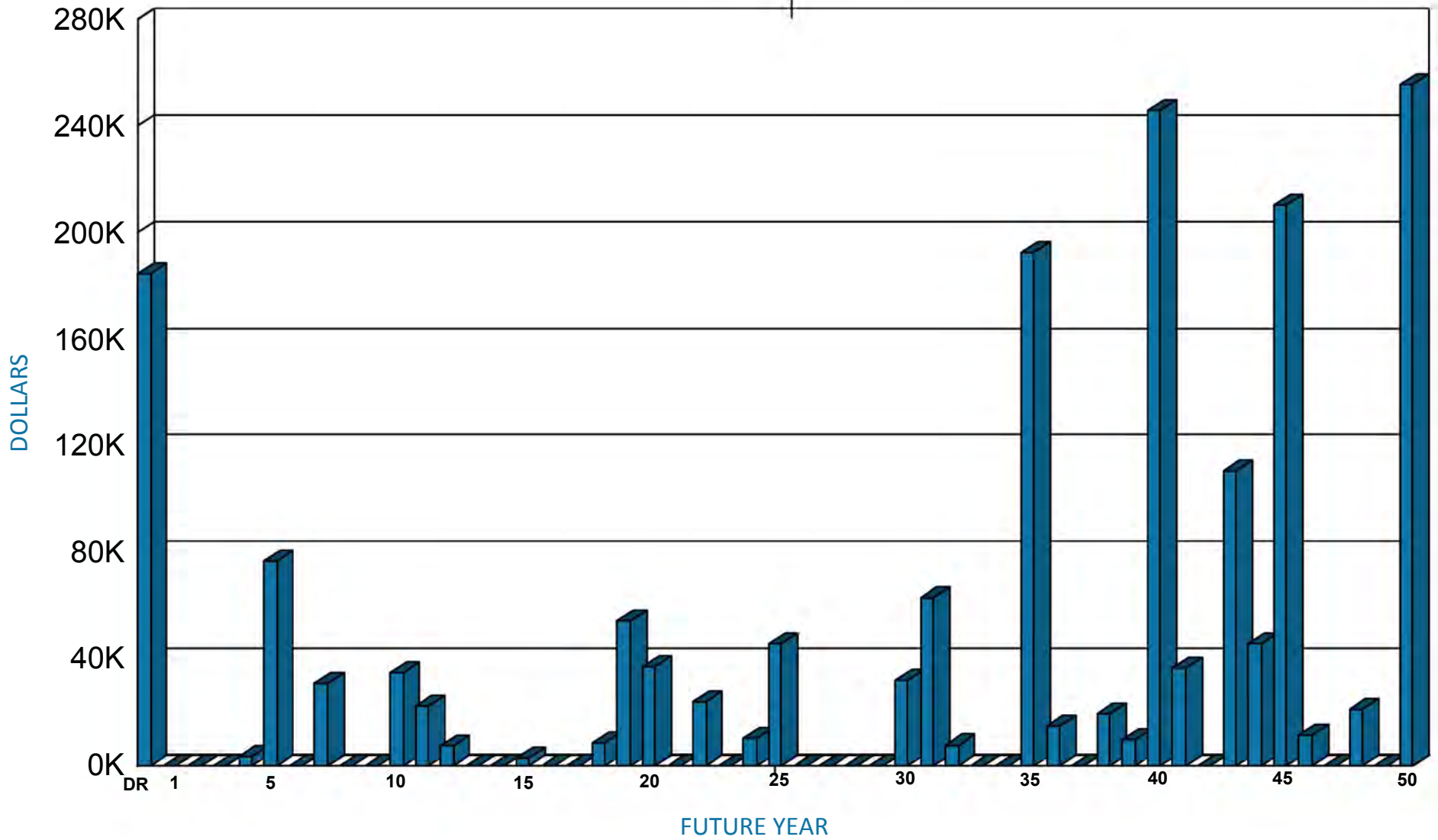
2024						
UNI-FORMAT	COMPONENT DESCRIPTION	IDENTIFIER	QTY	UNITS	REPLACEMENT COST	YEAR
C3020	FLOORING - CARPET, TILE OR ROLL, STANDARD	LIBRARY, STAFF RM	1,550	SF	\$22,335	2024
C3010	WALL FINISH - APPLIED, STANDARD	BLDG	1,920	SF	\$7,708	2024
2024					PROJECTED COMPONENT REPLACEMENT COST	\$30,043

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

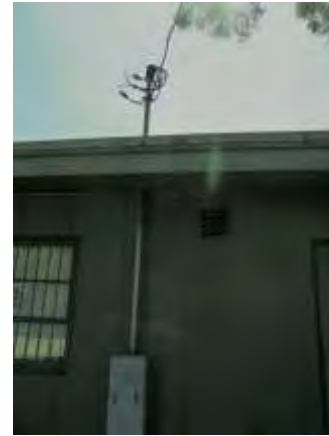
FACILITY CONDITION ASSESSMENT

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



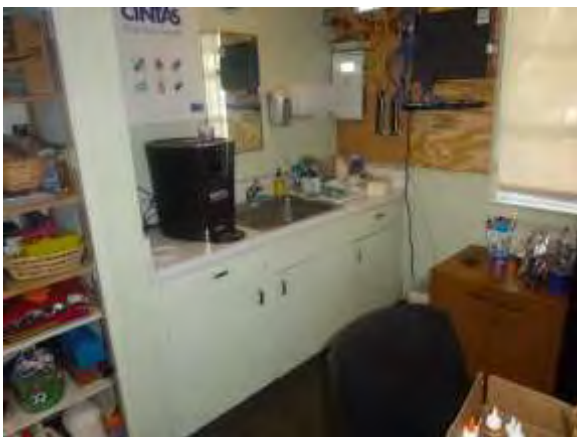
0002010e 4/24/2018
Condensing unit
Site



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



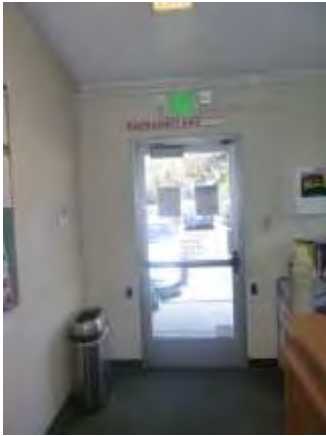
0002014e 4/24/2018
Building exterior
Building exterior



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



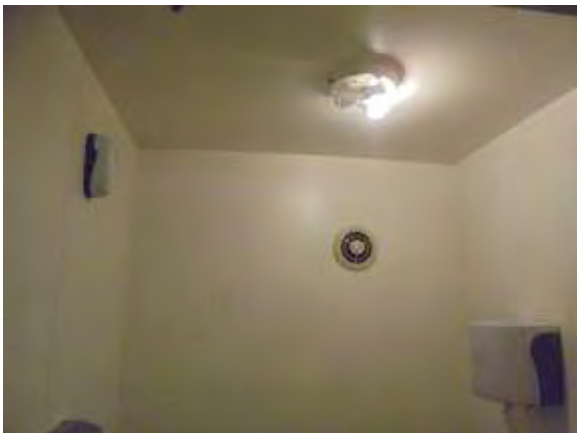
0002016e 4/24/2018
Exterior lighting
Site



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



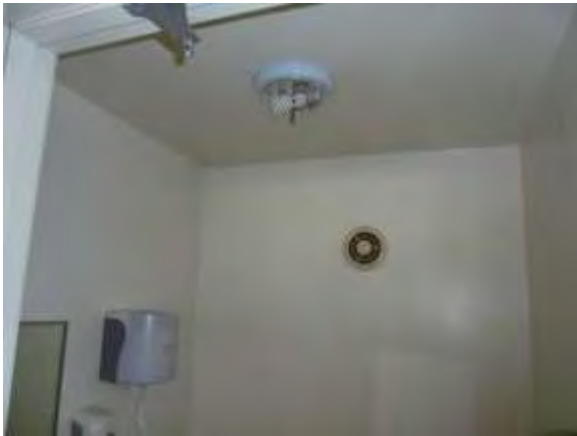
0002019e 4/24/2018
Supply and drain piping
Men's restroom



0002020e 4/24/2018
Occupancy sensor
Men's restroom



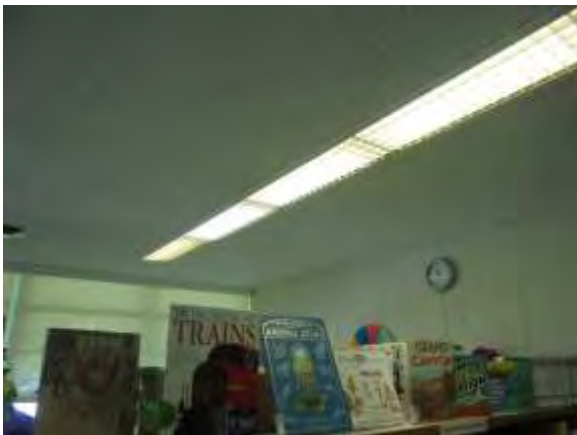
0002021e 4/24/2018
Digital thermostat
Main room



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.

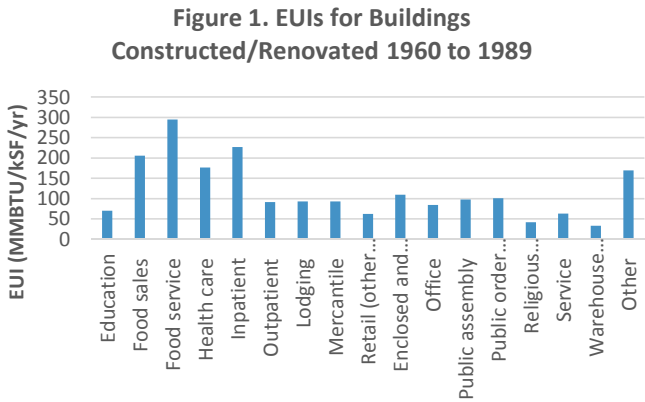
Metric #1: Energy Use Intensity (EUI)

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
Benchmark EUI (MMBTU/kSF/yr) =	97.9
Building EUI to be Calculated by Client (MMBTU/kSF/yr) =	

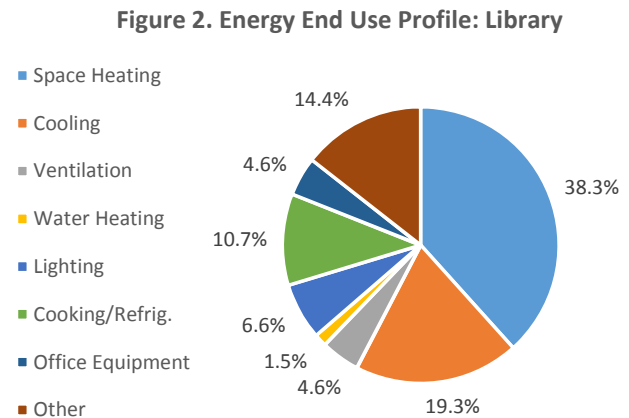
TABLE 3. EUI COMPARISON	
Very Energy Efficient (consumes more than 30% less energy)	EUI < 68.5
Energy Efficient (consumes 10% to 30% less energy)	68.5 <= EUI <= 88.1
Similar (consumes within 10% less or 10% more energy)	88.1 < EUI < 107.7
Energy Inefficient (consumes 10% to 30% more energy)	107.7 <= EUI <= 127.3
Very Energy Inefficient (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%
Total	100.0%



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

Good afternoon,

Tomorrow you will have an important decision to make and present to the public with regards to the Altadena Library's future. As a resident and Library Foundation Board member I am very concerned with the direction and tone the Board of Trustees will take. I ask that you have an open mind when making your decision.

Therefore, I recommend that Mindy Kittay's contract be reinstated for another three years. Her vision and leadership has brought the Altadena Library into the 21st century. In addition, her networking and community building has enriched the Library's status and value. More businesses and individuals were willing to donate their services, time and funds to the Library. My husband Brian and I have contributed funds, participated in events and volunteered because of Mindy.

The Library has become a place for community conversations, music/wine events, art presentations, teen programs, film fests, book clubs and story-telling workshops. Its complete remodel and refurbishment of the interior is efficiently arranged to serve the public with the Special Teen section, new Children's Area and Fab Lab for technology users, all due to Mindy's leadership.

Don't be blindsided by gossip and innuendo. Individuals have tarnished Mindy's reputation at community meetings and unfair tactics and comments have prevented her from doing her job. I believe that Mindy has not been treated fairly. She deserves a chance to redeem herself and pursue her goals for the Library.

The community needs answers and transparency, not shown previously. The Board of Trustees should listen to all community viewpoints, clear up any past misunderstandings and resolve issues in a fair manner.

Regards,

Cynthia Kumanchik
3560 Glenrose Ave.
Altadena, CA 91001
209-559-9969

Cc: Pasadena Star News
Pasadena Now
Altadena Now
Colorado Boulevard Net
MTN views News
Pasadena Weekly

Altadena Board of Trustees, Betsy Kahn, President
Ryan Roy, Acting Director

I have been a patron of the Altadena Library District for almost three years now and over the past year have attended numerous board meetings. I am writing to you to express my concern and to provide you with some input that I hope you will take to heart.

I would like to draw your attention to the powerful non-verbal communications the ALD Board is making. They are much louder than any verbal statements made (not that the ALD Board makes any statements--it doesn't). Consider thinking about this as a person who is merely observing the Board from the outside, putting yourselves in the shoes of this outside observer as much as you can, letting go of all the additional information you know about what is going on behind the scenes. Outside observers don't know those things, and they are *not at all relevant to your behavior as a Board*. And what that outside observer sees is *very telling*, revealing most all of what one needs to know about any behind the scenes information.

The outside observer sees a stoic, stiff, non-responsive, taciturn and non-communicative body. The ALD board rarely responds to questions or comments from the community it purports to serve. It never explains its reasoning. One example is that this Board cannot find a way to make a neutral statement that it does not support violations of the Brown Act. Another example is that this Board appears to have such contempt for the community that it will not answer a question as simple as whether or not specific Board members are willing to run for office at the next election! Do you not realize the message this sends, as if shouting?

The message of this Board is very dismal: A Board that is closed minded, backward, and completely out of touch with the community it serves as well as completely disinterested in engaging with that community. Are you aware of the statements you are making with this thoughtlessly poor behavior?

It was also quite surprising to me that at a previous meeting, staff members had to come up and speak at public comment to express their dismay at this Board's lack of outreach to staff. How can anyone get any other opinion but that this Board is in a closed vacuum believing that somehow, magically, it knows and/or can make informed decisions based on reality when it obviously doesn't seek input from relevant sources? This most strikingly and consistently visible lack of communication is not engendering any goodwill of any kind or any sense that this Board is interested in the community.

(Continued)

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Altadena Board of Trustees, Betsy Kahn, President
Ryan Roy, Acting Director

In comparing the ALD Board's behavior with the behavior of the Library Director, Ms. Kittay, I have personally observed that Ms. Kittay engages the community. She works with people. She talks to people. She includes people. She started the very popular Community Conversations that have helped transform Altadena. I hope you understand why Ms. Kittay has so much support among the vast majority of community leaders. It is because she talks to them, she considers their points of view, she incorporates their points of view, she values them and shows it through all of these behaviors. This is called leadership. The ALD board would be well served to initiate similar behaviors.

Looking at the current situation of harassment of Ms Kittay since July of 2017, and where she has been placed on administrative leave since May 2018 and not allowed to work as Library Director, there is no reason whatsoever to continue with this farce that somehow Ms. Kittay has done something wrong, so wrong that she is subjected to this truly awful treatment. This has gone on for far too long without a single viable accusation of any kind that would warrant this kind of behavior from the Board. One of the primary harassers, Trustee John McDonald, who is one of the three male majority harassers and instigators of this witch hunt, tellingly resigned the Board at the first sign of scrutiny into his actions by Ms. Kittay's attorney.

Ms. Kittay has had to actually sue the library to get these issues addressed, and yet still is providing valuable advice that no other person is providing or can provide! She has to do this as public comment at a meeting, because this Board will not allow her to work. And for what reason will this Board not allow her to work? This Board is silent on this—in contempt of the community. And since when is the victim of harassment removed from the workplace? What is this Board thinking?!

You have the power to end this ridiculous situation. Ms. Kittay is clearly passionate about libraries in general and the Altadena Library in particular. Emails released show that unquestionably, over the past year, Board Members have harassed her to no end. The only issue I have heard against her is complaints from a small number of disgruntled employees from over two years ago. Previous Board Packages and reports have shown outstanding staff morale so why is the ALD board giving these any import at this time? It gives the appearance that the Board is on a witch hunt, one without any substance whatsoever. It can be easily assumed that these disgruntled employees were arguably *not*-performing in ways that served the library, because with the influx of new staff it is very apparent that the Library has made remarkable progress in achieving its goals, becoming central to the Community, renovating its spaces and creating cultural and educational programming that has been heralded by the community and other organizations as inspirational.

Consider the situation that Ms. Kittay finds herself in. Would members of this Board as individuals do what she is doing in her place? Would you be coming to board meetings facing a hostile Board, a Board that ***allows speakers to state outright lies*** about her and ***does not correct them***, giving the impression that they are accurate? A Board that ***allows people in the audience to interrupt and heckle her?*** A Board that won't let her return to work and yet she is still willing to give advice about helping the library and the community? **This is an incredibly powerful statement of character on the part of Ms. Kittay.**

Altadena Board of Trustees, Betsy Kahn, President
Ryan Roy, Acting Director

And when she speaks at Board Meetings, this Board only gives Ms. Kittay three minutes to address important library issues that she brings up---it is so sad! Your duty is to the community of the library. Getting information is valuable to that end. By stopping the one person who actually has the vision, experience and knowledge to provide complete advice and information, by keeping the Library Director, Ms Kittay, away from work and not letting her speak sufficiently at meetings, this Board is communicating that it prefers to be in the dark, demonstrating that it values procedure more than receiving actual relevant information vital to the operations of the Library this Board is charged to serve!

Ms. Kittay is an incredibly valuable person and again, the Board would do well to learn from her example. The ALD Board's behavior is so far from appropriate it is obvious it needs education: start by providing ANY communication to the community, learn to have the ability to reach out, the ability to demonstrate genuine interest, talk to people in the community (not just the few who may reach out to you), including staff, engage them. Put training on the agenda: Brown Act and training on the roles of the Board and the Director/Staff ASAP. The lack of Brown Act training is what got the Board in this mess in the first place, and the Board has yet to get that training!?! What message are you literally screaming out? Can you not see that? As it appears now this Board is cowering in fear and doing the least possible that it can do, afraid to utter one word other than: "Thank you for your comment." Is that how this Board chooses to engage the community? It appears so.

Ms. Kittay's actions also speak loudly, but they speak of involvement, interest and inclusiveness and more that I've already noted. I am attaching copies of letters of support for the Library Director, Ms. Kittay to this letter that I've seen in the Board packets that you would do well to acquaint yourselves with. There are probably more letters I've missed or not seen.

Support for Ms. Kittay with written letters attached:

Lisa J. Cavelier, Director, Collaborate Pasadena

"Collaborate Pasadena is particularly grateful to Mindy Kittay and her capable and enthusiastic team's vision and support of collaboration on so many levels." "The Altadena Library District has become a gem of the community under Mindy's leadership."

Victoria Knapp, Altadena Town Council Member

"I find Mindy to be approachable, down to earth, and a library booster." "I express my gratitude for all Mindy has accomplished in her 3 years helming our library. It's the beginning of the library becoming central to a flourishing and bustling community."

Cynthia Carmona, President, Altadena Library Foundation

"I've been impressed with Mindy's hard work, dedication and 'outside-the-box' thinking in her work to advance the library's mission and priorities."

Cynthia Kumanchik, Foundation Board member and Large donor to the Library

"I truly believe Mindy is an asset to the Altadena Library District, not only for the reasons listed above, but also for her community outreach, budget management of assets/reserves, staff/volunteer development and training and a Reader Recommended winner from the Pasadena Weekly. It is with Mindy's strategic planning and vision that the Altadena Library has been so successful and a major community player."

Altadena Board of Trustees, Betsy Kahn, President
Ryan Roy, Acting Director

Lance Anderson, Writer, Storyteller, Podcaster

"... but behind all of them is Mindy and her vision for taking the Altadena Library into the future"

-Linda World, Board Chair, Altadena Heritage

"We are amazed at all Mindy has been able to accomplish in just three years" "... our directors voted unanimously to send a letter of commendation for the work Mindy Kittay has done as our library's district director over the past three years"

Leigh Adams, 30 year library patron

"Ms. Kittay has polished the stars in the crown of Altadena, its Library System."

Justin Sager, West Region Lead for ARCH Consultants Ltd.

"In my decades of experience, I can attest that Mrs. Kittay is among the few who understand what it takes to transform an organization for the better, affect positive change, and make a public library deliver on its promise. This includes: improving staff morale and encouraging their contributions, producing an environment which attracts people, and providing the information and programming which is relevant, exciting, and contributes to the richness of the community. Mrs. Kittay does all of this every single day. The condition of the Library which she inherited, and to which I was a witness, presented a tired lifeless box with comparatively uninspired staff, programming and presentation. To see how far ALD has come, on all fronts, is both remarkable and rare."

(are you paying attention ALD Board?)

Michele Zack, Past President, Altadena Heritage, Community Activist, Author

"Even as she has significantly strengthened the library as a civic institution, her work has extended far beyond library walls and deep into the community. In three years our library has undergone transformation, becoming a civic nerve center . . ."

Marge Nichols, Community Activist and active in NBBA and the League of Women Voters

"Her lively and engaging ideas have created excitement and a new level of engagement by community members. Her openness to new ways of doing things is just what we need to keep the library a vital center of our unincorporated community. She has built a wonderful staff team that works to execute new ways of doing things."

Karen Gibson, Map Your Neighborhood and NBBA

"Ms. Kittay was hired to move our Library District into the 21 st 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."

Patricia Cunliffe, Reporter, Library patron

"... 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 Love My Librarian Award nomination, 2017

I repeat, it is Ms. Kittay's **ACTIONS** that engender this kind of support from the community!! Why are you keeping a person of this caliber away from her job and not renewing her contract?

Altadena Board of Trustees, Betsy Kahn, President
Ryan Roy, Acting Director

Look closely at this Board's actions/behaviors! Who are you serving? Not the numerous organizations and people that I just listed! Yet they ARE the community! I am trying to tell this Board what you are communicating and that you apparently seem oblivious of: and that is how bad this Board comes across, and the reasons why. This Board does not communicate. It does not collaborate. It does not reach out or dialog, not even with itself at meetings! The actions of this Board are far from those of a community serving library Board,. Instead, they are the actions of a scared Board filled with scared people doing nothing but attempting to cover their asses. Good luck with that.

Remember, legal counsel is only council---they are not decision-makers. Ms. Kittay is a strong and intelligent woman who is an incredibly high caliber visionary. She can take this library district the places *it would never go otherwise*. And you, the ALD board, are sitting on your hands and frivolously wasting this valuable resource of a person and opportunity. You can stop this. Bring Ms. Kittay back, pay the legal fees and some extra that will be required for that very real pain and suffering that has transpired, and let's move forward! ***This is not only the right thing to do, it's the most affordable thing to do, and it's also the best thing for the library itself and the community for which it serves.***

While these thoughts are my own and I felt the need to write this in strong language in order to get your attention, I have heard these same questions, accusations and claims from so many, so very many, others in the community. The community is wondering what on earth the ALD Board is doing and why. What is the justification for this incredibly off the mark, ill-conceived behavior?

I want to note that some of this does not directly apply to the two newest Board members and I am begging you two to have the **COURAGE** to see through this ridiculous witch hunt, stop the legal hemorrhaging and do the right thing and stand up to the others, publicly! You might ask, in public, that the three still seated Board members that participated in the original Brown Act violations and other illegal and unethical behavior, resign, for example. The larger community is behind you!!

Sincerely,



Paul Antico
Concerned Library Patron

July 23, 2018

Dear Altadena Board of Trustees, Altadena Library Staff, Altadena Library Foundation, Friends of the Altadena Library and the community of Altadena,

There are many challenges facing the Altadena Library District. The July 2018 Board Package contains a Facilities Assessment provided by ISES of over 200 pages outlining facility improvements that are long overdue and necessary and include ADA, asbestos, and many, many other concerns that I have been bringing up during my tenure at the District. Neither facility offers the space, hours or staffing to provide the volume and types of services, cultural and educational activities that this community needs and deserves.

The inequity of service the District provides in Altadena is dismaying. A study I created of the demographics of Altadena clearly show that West Altadena is an area of much lower income, higher crime, less education and a higher concentration of non-Caucasians than the rest of Altadena, but is a substantial percentage of the District's population. As I have been saying for years, this inequity of library facilities and services to West Altadena needs to be addressed and resolved. This inequity cannot be resolved by spending taxpayer dollars on paint and carpet and a few extra open hours. (Please see attached Draft Project Plan for Upgrades to the Bob Lucas Branch Library 2017/2018, from the January 22, 2018 Board Package, attached.)

There are opportunities for partnerships in Altadena with non-profits and organizations that have similar missions and goals as the District. Creating a Literacy and Learning space that can be shared by these entities and the District in Altadena would deliver economy of scale (meeting rooms, technology labs, restrooms, kitchens, common areas and even administrative equipment and services), while providing the community with a central physical resource that offers, all in one location, a platform of services, opportunities and support. This type of innovative facility will be an economic and educational boon to all of Altadena.

A Literacy and Learning Center that has the space, staffing and tools to:

- expand our literacy programs to accommodate all ages,
- provide teens with skills and creative opportunities to make them more attractive to potential employers,
- assist in education and training for those who desire or must change their career paths,
- provide small business support,
- enable businesses, non-profits and other organizations to have a meeting and collaborative space

may be a solution that the constituents of the District of Altadena will support with their votes and dollars.

Doing all this in a symbiotic relationship with entities such as the Alternative Education Program at PUSD, Outward Bound Adventures, Sidestreet Projects, Lightbringers, and Steam:Coders, (to name just a few), all of which are also providing similar and or complimentary services to our community, would expand the return on each and every taxpayer dollar, giving us the most bang for our buck. If possible, this space could also house the libraries administrative services spaces thereby opening up more square footage at the main library for the use of the public.

What it comes down to is Strategic Planning. It is of vital importance that the District engages the staff, support organizations and community in determining their thoughts and ideas about the role, goals and direction desired for the Altadena Library District before commitments of funds and staff hours are put into place. Creating a survey for the community that is well distributed and provides the District with feedback so that the decision making process will be inclusive and provide input from users and non-users alike would be a good initial step. Ask our active and passionate members of the community such as Neighbors Building a Better Altadena, ACONA, Altadena Town Council, Beautiful Altadena, Altadena Now, Altadena Heritage and others to distribute and inform the community about the Survey. Have additional Town Halls, Community Conversations and other gatherings that will create opportunities for all Altadenans to express their ideas, concerns and aspirations.

In the meantime, it is my belief that the District can and should continue to expand hours at both locations by providing special opportunities after hours for cultural, educational and community centered events. But committing to a specific schedule of increased hours will be very difficult to not just fund but to change should the Library find that those hours are not being utilized. We have the statistics and information right now to assess our current usage and we know that there are days and times where the library is not being fully utilized. These hours could and should be exchanged for hours that, after further research, we believe would better meet the needs of the community.

It is the role of the Director to hire a staff that will create and put into place the strategic and operational goals of the Library. This has been accomplished.

ALD has an exceptional staff that is dedicated, educated, experienced, creative, engaged, positive and passionate about Libraries, this Library and this Community. Let's respect and use the staff in a collaborative and transparent way to thoughtfully create a plan for the Districts' future that focuses on the challenges previously noted, the aspirations of our community and the quickly changing role of libraries. They are your experts and they are eagerly awaiting the go ahead to jump into strategic planning. They want to create a road map for and with the Board, the Foundation and the Friends, and a path for the community to engage in and participate in.

The good will and support of the community has been damaged but it can be repaired. Transparent assessment of the District's operations, finances and Board, shared with the community along with steps for improvement can heal these rifts and bring about not just renewed, but enthusiastic support by the community. The District is going to need this as our current funding will not support additional or enlarged facilities, expansion of hours or even a major overhaul of facilities. We will need grants, foundation support and other sources of revenue in order to accomplish our goals should the community wish to have an enhanced and superior library District.

I believe it is time to refocus and put our full attention on the aspirations and needs of Altadena. Let's continue with our efforts to be the heart of Altadena and to be a leader in our community for supporting, educating and providing tools, spaces and opportunities to our constituents. If we all come together, the Board, Staff, Support Organizations, and Community and work on a strategy, a guide map, what we can achieve is boundless. I remain optimistic, dedicated and willing to return as Director of the District and to continue my work creating the best possible library for the community.

Sincerely yours,

Mindy Kittay
Altadena Library Director

DRAFT PROJECT PLAN FOR UPGRADES TO THE BOB LUCAS BRANCH LIBRARY 2017/2018

EXECUTIVE SUMMARY

The Branch Library, in which the District Literacy Services are housed, was dedicated on the current site in 1957 and was called the Arroyo Seco Branch Library. It was closed after Proposition 13 was passed in 1978 and reopened in 1991 at which time its name was changed to the Bob Lucas Memorial Branch Library and Literacy Center. The 2004/05 Annual Report for the Bob Lucas Library noted that the building was repainted both inside and out, new carpeting was installed, the parking lot was resurfaced, and the reading wall was restored. The Branch was closed from January 30 to March 2 in 2012, to undergo renovations to comply with the Americans with Disabilities Act. The renovations included curb and sidewalk ramps, wheelchair access and grab bars in restrooms, and changing aisle widths. During 2016 and 2017 we restructured the space at the branch to better use the space, added all new computers, technology, furniture, and additional shelving. We maintained the facility by resurfacing the parking lot, upgrading the parking lot lighting to LED, and replaced the HVAC system with a more efficient unit.

Because of the size of the facility the District is unable to provide many of the services, classes and cultural activities that it provides at the main Branch. Recently we added story times and other programs that have not previously been offered at the Branch, and these programs are now either filled up or are filling up to capacity on a regular basis. ESL and Literacy classes often are held off-site due to space constraints. The Branch has also expanded hours by opening after hours to accommodate the new citizenship classes.

Altadena Library District serves 55,000 people in two locations. The Main Library, located in east Altadena, is about 26,000 square feet, of which approximately 15,000 is open to the public. The Branch, located in West Altadena, commonly known as a lower income and high crime area of Altadena, is about 1,600 square feet. A frequently found standard for public libraries is approximately one square foot of library space per resident. The District is well under this standard and markedly so in West Altadena with only 1,600 square feet.

It is important to maintain facilities that are safe and attractive. It is also imperative for the District to look at our community as a whole and make sure that we are providing services that meet the needs of the community and are equitable to all Altadenans. The recommendation of the leadership team and the Director is that strategic planning begin with a major focus on determining what the true space needs are for the community of Altadena and where those spaces need to be located in Altadena.

The Altadena Library Foundation has tentatively agreed to fund approximately \$40,000, worth of upgrades to include interior and exterior painting, new flooring and a change to the landscaping that would replicate the proposed changes to the main library landscaping (native, low water, collaborative spaces), that we are currently fundraising for. The remainder of the funding for the work described below will need to be allocated through a Budget Amendment as many of the upgrades outlined in this document were not a part of the current operating plan or budget for the 2017/2018 year.

PROJECT OBJECTIVES AND SCOPE

The objective of the project is to provide upgrades to the facility that will reduce some utility costs and improve the appearance of the Branch Library.

The scope of this project (see attached worksheet), includes upgrades to all technology, facilities both interior and exterior items, landscaping and collection and materials. As noted on the worksheet, some items have been completed and funded through the existing budget.

ASSUMPTIONS, CHALLENGES AND CONCERNS

- 1) The Trustees will approve a Vendor from the RFP process for the Facilities Assessment, which includes the Branch Location, in early 2018. Assessment to be completed in the 1st Quarter of 2018.
- 2) The Facilities Assessment will not find anything that will be counter to, or add to, the plan for upgrades as outlined.
- 3) The Altadena Library Foundation will approve and pay for the items they have earmarked: Flooring, Interior and Exterior Painting and Landscaping, for a maximum of \$40,000 and the amount will cover all of the described work.
- 4) There is no architect currently working with the District to provide a design for signage. It is assumed at this time that staff will receive bids and designs from sign firms in lieu of an Architectural firm.
- 5) The District is able to obtain approval and permits from Los Angeles County for a sign to be placed near the corner of Lincoln and Ventura in a timely manner.
- 6) By the use of neutral colors for paint and flooring there will be no need for community meetings to approve the design beyond a story board located at the branch and an article in the Newsletter describing the approved upgrades.
- 7) The wall mural was originally created in 1999 and restored in 2004/05. It is almost 20 years old. Before spending funds on restoration there should be community input as to the value of the mural to the community.
- 8) There will be the need to close the branch, possibly multiple times, to complete all tasks as outlined. It may not be possible to schedule in a way that multiple tasks can be done at the same time.
- 9) While the outlined upgrades will add value to the physical structure, they do not address the major need which is more space for the public.
- 10) Spending District savings on many of these upgrades at this time, without an updated Strategic Plan that would include broad input from the community regarding the needs of West Altadena, and a well thought out strategy for growth, is premature. This approach may not reflect the wishes of the community and could result in criticism of the District.

PROJECT TEAM

Mindy Kittay, Director

Ryan Roy, Public Services Director

Diana Wong, Branch Manager and Literacy Coordinator

Christopher Kellermeyer, IT Manager

Jonathan Arevalo, Facilities Project Manager (Contract)

PROJECT: Bob Lucas Branch Library Upgrades

Description	Estimate	Funder	Est. Completion Date	Notes
FULL FACILITIES ASSESSMENT				
		ALD	March 2018	RFP Released, Review and decision at January Board Meeting
TECHNOLOGY				
Upgrade Computer Software & Licensing	\$3,000	ALD		
Add Desktop Computer	\$400	ALD	Completed	Waiting for Adobe annual reset deal to purchase via Tech Soup
Add 3D Printer w/Laptop	\$210	ALD	Completed	
Replace all Desktop Computers	\$1,600	ALD	Completed	
Add Mobile Computers (6 Laptops)	\$2,000	ALD	Completed	
Add Hotspots to Collection (10)	\$154	ALD	Completed	Annual Service Fee is \$1,200 for 10
Upgrade Multi Function Machine	\$0	ALD	Completed	
Upgrade to 1G Wifi	\$1,000	ALD	Completed	Funded through erate grant
VOIP		ALD	Completed	Annual Fee of \$600 per year
FACILITY UPGRADES				
INTERIOR				
Flooring	\$ 17,000	ALF		pricing does not include carpet and pad for staff room but does include the installation of the carpet and pad. To be discussed with ALF
Interior Paint	\$10,000	ALF		Three Bids received - discussion with ALF
Window Shades	\$2,171	ALD	Completed	Ordered awaiting install date confirmation
Automated ADA Door for Parking Lot Entrance	\$ 5,687.47	ALD	TBD	Waiting for Board Approval of Full Project Plan and Budget Amendment
Replace Street Side Double Doors		ALD	TBD	Waiting for bid (IF ADA \$11,981.57)
Replace all furniture with rolling/nesting		ALD	Completed	
Add moveable bookshelves		ALD	Completed	
Upgrade Lighting to LED		ALD	TBD	Waiting for bid
Replace HVAC System		ALD	Completed	
Replace Refrigerator	\$375	ALD	Completed	Smaller fridge to provide more space in the staff area
EXTERIOR				
Parking Lot Improvements	\$ 9,950	ALD	TBD	Waiting for Board Approval of Full Project Plan and Budget Amendment
Flag Pole with Lighting		ALD	TBD	Gathering information
Exterior Free Standing Sign		ALD	TBD	Needs County Permit, researching. We also should speak with an architect about design. Will also require underground wiring for lighting
Exterior Painting	\$ 10,000	ALF	TBD	Three Bids Received - Discussion with ALF
Bench	\$ 550	ALD	Completed	Installed
Landscaping & Irrigation		ALF	TBD	Waiting for bids
Additional Exterior Lighting		ALD	TBD	Waiting for bids
Mural		ALD	TBD	Recommendation: Community input prior to any changes or restoration
Upgrade Parking Lot Lighting to LED		ALD	Completed	Gathering information
Upgrade Roofing		ALD	TBD	
Install Enclosed Display Board @ Parking Lot Entrance	\$ 1,000	ALD	February 2018	
Replace Windows? Dual Pane?		ALD	TBD	
COLLECTION				
Review and clean up of collection		ALD		
Upgrade of collection		ALD		
				Please note, most items, unless they are marked as completed will need either approval from the Altadena Library Foundation for funding and a Budget Amendment Adjustment to fund the project from the Altadena Library District