IMPORTANT NOTICE REGARDING August 22, 2022 MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person means consistent with the State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees’ Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District’s YouTube channel at the following URL
https://www.youtube.com/c/AltadenaLibrary

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the August 22, 2022 Meeting, you may present your comments in-person during the meeting, or submit by email to be read aloud at the meeting. For emailed comments, if multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org with the subject line: “Public Comment”. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email or select “Yes – I want to provide this comment in real-time and need the Zoom link” in the online form.

Email and Electronic Comments will be submitted to the legislative body and shall become part of the record of the meeting.

If you are unable to submit via email or the online, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00 pm.

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.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

LAND ACKNOWLEDGEMENT: The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about
the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

I. Call to order
   a. Land Acknowledgment

II. Open Session
   a. Roll Call
   b. Approval/Reordering of Agenda Items
   c. Adoption of Agenda
   d. Public Comment on Non-Agenda Items

III. Consent Calendar

   The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
   a. Approval of Minutes – Regular Meeting held July 25, 2022 Pages 4-10
   b. Approval of Minutes – Special Meeting held August 8, 2022 Pages 11-13

IV. Consideration of Items Removed from the Consent Calendar

   Items removed from the Consent Calendar discussed individually at this time.

V. Department Updates & Special Presentations (Informational)
   a. Department Update Reports – July 2022 Pages 14-37

VI. Reports (Informational)
   a. Support Groups
      1. Altadena Library Foundation Page 38
      2. Friends of the Altadena Library
         No Report - Friends did not Meet in July
   b. District Director’s Report Pages 39-44
   c. Financial Reports – June and July 2022 Pages 45-53
   d. Board of Trustees Standing Committee Reports
   e. Board of Trustees Ad Hoc Committee Reports
      1. Facilities Committee Pages 54-55
   f. Liaison Reports
   g. Trustee Reports

VII. Unfinished Business

VIII. New Business
   b. Review and Approval of CalPERS Open Enrollment (Action) Pages 141-143
   c. Review and Approval of Updated ALD Volunteer Policy (Action) Pages 144-148
   d. Review and Approval of Updated ALD Art Display Policy (Action) Pages 149-150
   e. Review and Approval of Resolution 2022-15 to Extend the Provisions of Resolution 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of August 1, 2022 – August 31, 2022 (Action) Pages 151-153

IX. Consideration of Urgency items to be added to Closed Session
a. Approval/Reordering of Closed Session Agenda Items
b. Adoption of Closed Session Agenda

X. **Closed Session Public Comment** – This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the Board, as a whole, through the Chair. Individuals will be given three (3) minutes to address the board.

XI. **Closed Session**
   a. Motion to convene to Closed Session
   b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
      1. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: District Director
      2. Reconvene to Open Session

XII. **Governance**

XIII. **Announcements & Planning**
   a. Correspondence
   b. Proposed Future Agenda Items

XIV. **Adjournment**
   a. Adjourn Meeting
MINUTES
Board of Library Trustees | Altadena Library District
Virtual – Zoom – July 25, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING July 25, 2022 MEETING
This meeting will be conducted utilizing teleconference and electronic means consistent with the
State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19
pandemic and Altadena Library District Board of Trustees’ Resolution 2021-05. The live stream
of the meeting may be viewed by visiting the Altadena Library District’s YouTube channel at the
following URL https://www.youtube.com/c/AltadenaLibrary

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25, 2022 Meeting, please submit your comments by email to be read aloud at the meeting. If
multiple comments are submitted, only the first comment will be read aloud during the meeting.
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start of the meeting. Email comments can be submitted to hello@altadenalibrary.org with the
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including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library
commits to learning, educating, and informing its staff and residents of present-day Altadena about
the rich histories, vibrant communities, and culture of Gabrieleno Tongva people, present and past,
through our collection development, resources, and program offerings.
I. Call to order
The meeting was called to order by Trustee Cervantes at 5:09 pm.
   a. Land Acknowledgment
      Trustee Cervantes read the Land Acknowledgement into the record.

II. Open Session
   a. Roll Call
      Trustee Cervantes called roll. Trustee Andrues, Trustee Capell and Trustee Clark
      responded as present. Quorum confirmed.
   b. Approval/Reordering of Agenda Items
      Trustee Cervantes noted that the Facilities Committee report had been added to the
      amended Agenda and Agenda Package. No other adjustments were made.
   c. Adoption of Agenda
      Moved by Trustee Clark to adopt the Agenda
      Seconded by Trustee Andrues
      Trustee Andrues: Aye
      Trustee Capell: Aye
      Trustee Clark: Aye
      Trustee Cervantes: Aye
      Motion passed
   d. Public Comment on Non-Agenda Items
      No public comment made.

III. Consent Calendar
      The Board of Library Trustees hereby approves the items and recommended actions
      in the Consent Calendar listed below:
      a. Approval of Minutes – Regular Meeting held June 27, 2022
         Trustee Clark expressed her gratitude for the summary of the discussions of
         agenda items being included in the minutes.
         Moved by Trustee Clark to adopt the Agenda
         Seconded by Trustee Capell
         Trustee Andrues: Aye
         Trustee Capell: Aye
         Trustee Clark: Aye
         Trustee Cervantes: Aye
         Motion passed

IV. Consideration of Items Removed from the Consent Calendar
      Items removed from the Consent Calendar discussed individually at this time.

V. Department Updates & Special Presentations (Informational)
   a. Department Update Reports – June 2022
      Trustee Capell thanked staff for additions to the Library of Things and for staff getting
      out in the community for programming to meet patrons where they are at.

VI. Reports (Informational)
   a. Support Groups
1. Altadena Library Foundation
Foundation President Bridget Brewster provided the Foundation report. She mentioned their work on a strategic plan as well as promotion of their Taste of Dena annual fundraiser on September 24, 2022. She also asked those that haven’t filled out the survey they sent out for feedback to please do so.

2. Friends of the Altadena Library
Friends President Tom Ruffner provided the Friends report. He shared that they had their Annual Membership Meeting in June and presented Director Winslow with their annual donation in the amount of $28,000. They also elected their officers for this next year. They do not have Board meetings in July or August.

b. District Director’s Report
District Director Nikki Winslow thanked both support groups for their continued fundraising and support of the Library District. She also introduced the new Library Aide Gabriella Ortiz. She also let the Board know of Office Manager Ana Villalobos’ resignation in July. Director Winslow also congratulated Administrative Assistant Catalina Quintero on passing the notary exam and that notary services will be resuming in the near future. Passport Services will be taking photos again starting in mid-August. As of July 15, 2022, ALD staff are again required to wear masks when in the two library buildings. In-person programs have been very well attended and encouraged people to attend the end of Summer Reading Programs that upcoming weekend. She also gave her thanks to Marketing Specialist Brin Wall for her tireless marketing and promotional work, and for continuing to send out Altadena Connections e-blasts. Director Winslow also emphasized the filing period for the upcoming Board Elections running from July 18-August 12, 2022. She also updated the Board on the Land Acknowledgement work being done with consultant Tina Calderon of the Tongva tribe.

c. Financial Reports – May 2022
District Director Nikki Winslow provided the May Financials report. Trustee Cervantes asked about the grant application to the California State Library (CSL) for infrastructure funding and Director Winslow let the Board know that additional information was requested by CSL and provided to them the week before.

d. Board of Trustees Standing Committee Reports
e. Board of Trustees Ad Hoc Committee Reports
1. Facilities Committee
Trustee Capell updated the Board on the progress of the building projects. The Committee learned that we will have to go through a Conditional Use Permit (CUP) process due to expanding the square footage of the Bob Lucas Library, which is typically a 6-12 month process. He asked the Trustees if they are supportive of continuing with the current plan to expand Bob Lucas Library even if it means a delay. Trustee Cervantes asked what the percentage of increase of the square footage triggers a CUP and Director Winslow provided that it is between 10-20%. Trustee Capell confirmed that the District’s spending timeline will not be impacted by the CUP delay, even in a worst case scenario situation. Trustee Capell touched on the current challenges of securing a rental location for the branch library during renovations, given the budget. Trustee Cervantes noted that everything seems in order for the building project to continue moving forward. Trustee Cervantes wanted to assure that the District is being diligent in informing the
community via social media concerning the building projects, and continuing
other avenues of communication with the community. Trustee Capell
confirmed this is the case.

f. Liaison Reports
   1. Government Liaison Report
      Trustee Andrues provided the Government Liaison Report. Items covered the
      funds approved by the state going toward library infrastructure, Lunch at the
      Library, and Online Job Training (to name a few). Trustee Andrues will provide
      more information on the upcoming report regarding Assembly Bill 737.
      Opposition from CLA has been strong, as this would put strain on library
      operating costs (mostly for Summer Programming). There will be a hearing in
      August regarding the Assembly Bill.

g. Trustee Reports
   No Reports.

VII. Unfinished Business
   a. Resolution 2022-12 Levying Special Taxes within Altadena Library District
      Community Facilities District NO. 2020-1 (FACILITIES AND SERVICES) (Action)
      Mrs. Winslow introduced the agenda item, and offered first an overview of why the
      Parcel Tax rates are not seen the same way as the Special Tax rates. Sara Mares of
      NBS and Christine Drazil, CFD administrator, were present to address any questions
      from the Board. The biggest difference is the parcel tax is a rate per parcel, and the
      special tax is a rate per square footage. So for exact numbers to be prepared on the
      tax roll, the District would need to wait for square footage data from the county, which
      is released very close to the date the levy information is due to the county. Trustee
      Clark requested that a special meeting be held to approve the tax rates using the
      county data, so that the exact rates can be used. Mrs. Mares clarified that the reason
      those numbers are not used, is the county data is released too close to the date the
      tax rates are due. Trustee Rushmore expressed a desire by the board to hold a
      special meeting, regardless the tight deadline, in order to present the tax roll with the
      exact county numbers.
      Moved by Trustee Clark to postpone the Resolution to Prepare the CFD New
      Tax Roll (Resolution 2022-09) to a special meeting to be held Tuesday, August
      9th at 5pm.
      Seconded by Trustee Andrues
      Trustee Andrues: Aye
      Trustee Capell: Aye
      Trustee Clark: Aye
      Trustee Wilkerson: Abstain
      Trustee Cervantes: Aye
      Motion passed

VIII. New Business
   a. Expanding Eide Bailly Scope of Services (Action)
      Mrs. Winslow introduced the agenda item. Mrs. Winslow outlined the difficulty in
      recruiting and retaining the position of Business/Office Manager, due both to the
      demands of the position itself in overseeing financials and HR, and external factors
      related to the Covid-19 pandemic. Mrs. Winslow, in discussion with Eide Bailey,
      came to the determination that moving forward it may be best to outsource most
Mrs. Winslow noted that Eide Bailey is already very familiar with the District financials, and this would be an expansion of their scope of service for the District. The part-time CPA would come in once a week to cover bill paying, payroll, and any other tasks that need to be completed in the office. Cindy Byernum overviewed the team who would be overseeing services for the District, and noted that within the organization, all employees are cross-trained on every client. District Director Winslow discussed the estimated cost to the District for both Eide Bailey and the part-time CPA, and noted costs for the District would not increase if this proposal is approved. Trustee Capell inquired about the necessity to prepare an RFP. Considering the urgency of filling the financial responsibilities for the district, Trustee Cervantes proposed an approval of an emergency contract through the next 6 months. This would give District Director Winslow time to work with Eide Bailey to determine the full scope of services, prepare an RFP, and draft a job description for the part-time CPA.

**Moved by Trustee Clark to authorize the District Director to expand Eide Bailey’s scope of services for the next six months on an emergency basis, and further request that District staff prepare an RFP for the expanded scope of service, as well as prepare a CPA job description for the district.**

**Seconded by Trustee Capell**

Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Abstain
Trustee Cervantes: Aye

**Motion passed**

b. **Mid-year Operational Plan Review (Informational)**

District Director Winslow introduced the agenda item. Mrs. Winslow discussed the Diversity Audit, and how this District-wide effort to ensure the library is continuing to honor equity in our services and the materials we provide. The District Director, Assistant District Director, and the Technical Services manager are working together to continuously assess which materials are being circulated the most, and ensuring the library materials budget honors the community’s wants and needs. Mrs. Winslow expects an increase in both digital and physical circulation. Mrs. Winslow also discussed the success of the ongoing Project Ready groups, and complimented the engaged and positive participation of staff. Further, District Director Winslow also discussed the Personnel Policy currently under review, which is being reviewed by both management and staff before it is approved. It is currently under review by the District’s attorneys. Trustee Andrues and Trustee Cervantes thanked Mrs. Winslow for the work being done by the District.

c. **Resolution 2022-13 to Establish the Formal Appointment of the Altadena Library District Poets Laureate. (Action)**

District Director Winslow introduced the agenda item. Mrs. Winslow gave background regarding the decision to propose a formal appointment of a Poets Laureate. Mrs. Winslow introduced Peter Harris (present), and Carla Sameth (unable to attend the meeting due to illness), the District 2022-2023 Poets Laureates. Mrs. Winslow noted that Mr. Harris and Mrs. Sameth proposed formal appointment, as this expands the options for grant applications. Mr. Harris provided a few words regarding future plans by both Poets Laureates to expand the reach of the program in the community, and sanction the position. Mr. Harris also complimented the library staff in this process. Trustee Clark thanked Mr. Harris for his work and proposed that the District invite our
Poets Laureates in the future to do a reading for the Board. Mr. Harris announced there is an August 24th launch event for the program, to honor the first Poets Laureate, and all past Poets Laureates.

Moved by Trustee Clark to approve Resolution 2022-13.
Seconded by Trustee Andrues
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Abstain
Trustee Cervantes: Aye
Motion passed

d. Update to Holiday Closure Dates for 2022 (Action)
District Director Winslow introduced the agenda item.

Moved by Trustee Capell to approve the Update to the Holiday Closure Date
Seconded by Trustee Andrues
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Abstain
Trustee Cervantes: Aye
Motion passed

e. Review and Approval of Resolution 2022-14 to Extend the Provisions of Resolution 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of August 1, 2022 – August 31, 2022 (Action)
District Director Winslow introduced the agenda item. The Board discussed the plans for a hybrid meeting model to commence during the August 22, 2022 meeting. This allows for the public and attending members of the board to meet either in-person or virtually.

Moved by Trustee Clark to approve Resolution 2022-14.
Seconded by Trustee Capell
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Abstain
Trustee Cervantes: Aye
Motion passed

IX. Governance
   a. Notice of Election (Informational)
District Director Winslow announced the filing deadlines for the Altadena Library District Board seats. District Director Winslow thanked members of the board for promoting the open election seats during community events.

X. Announcements & Planning
a. Correspondence
b. Proposed Future Agenda Items
   1. Any updates to training for Members of the Board

XI. Adjournment
   a. Adjourn Meeting
   Moved by Trustee Clark to adjourn.
   The meeting was adjourned at 7:18 PM by Trustee Cervantes.
MINUTES
Board of Library Trustees Special Meeting | Altadena Library District
Virtual – Zoom – August 8, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING August 8, 2022 SPECIAL MEETING
This meeting will be conducted utilizing teleconference and electronic means consistent with the
State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19
pandemic and Altadena Library District Board of Trustees’ Resolution 2021-05. The live stream
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following URL https://www.youtube.com/c/AltadenaLibrary

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August 8, 2022 Meeting, please submit your comments by email to be read aloud at the meeting.
If multiple comments are submitted, only the first comment will be read aloud during the meeting.
Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the
start of the meeting. Email comments can be submitted to hello@altadenalibrary.org with the
subject line: “Public Comment.” Electronic Comments may also be submitted online at
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commits to learning, educating, and informing its staff and residents of present-day Altadena about
the rich histories, vibrant communities, and culture of Gabrieleno Tongva people, present and past,
through our collection development, resources, and program offerings.
I. Call to order
The meeting was called to order by Trustee Cervantes at 5:02 pm.
   a. Land Acknowledgment
Trustee Cervantes read the Land Acknowledgement statement into the record.

II. Open Session
   a. Roll Call
Trustee Cervantes called roll. Trustee Andrues, Trustee Capell, Trustee Clark and Trustee Wilkerson responded as present. Quorum confirmed.
   b. Approval/Reordering of Agenda Items
   No adjustments were made.
   c. Adoption of Agenda
   Moved by Trustee Clark to adopt the Agenda
   Seconded by Trustee Andrues
   Trustee Andrues: Aye
   Trustee Capell: Aye
   Trustee Clark: Aye
   Trustee Wilkerson: Aye
   Trustee Cervantes: Aye
   Motion passed
   d. Public Comment on Non-Agenda Items
   No public comment made.

III. Unfinished Business
   a. Resolution 2022-12 Levying Special Taxes within Altadena Library District
      Community Facilities District NO. 2020-1 (FACILITIES AND SERVICES) (Action)
      District Director Nikki Winslow introduced the agenda item. She explained that this is the third time the Board has seen this item and was asked to bring the rates being set for the Special Taxes by the Board at their July 25, 2022 meeting. She presented the rates compiled by NBS, the District’s CFD Administrator, which were compiled using the L.A. County data from last fiscal year and made the suggestion that the previous year’s data be used in the future so the Board can vote on it ahead of the deadline set by L.A. County to levy this on the tax roll each year. Trustee Clark asked about an ability to carry over any shortage in the tax collection into the next year’s budget and Sara Mares from NBS confirmed that a shortfall in reserves can be included in the next year’s budget levy.
      Moved by Trustee Clark to the approve Resolution 2022-12 to levy the Special Taxes at the rates presented. Seconded by Trustee Capell.
      Roll Call Vote:
      Trustee Andrues: Aye
      Trustee Capell: Aye
      Trustee Clark: Aye
      Trustee Wilkerson: Aye
      Aye Trustee Cervantes: Aye
      Motion passed
IV. New Business
No new business.

V. Governance
   a. Discussion of Hybrid In-Person and Teleconference Format for August 22, 2022
      Regular Meeting (Informational)
      The Board discussed and decided to have a hybrid meeting to allow for both in-
      person and teleconference attendance for their August 22, 2022 meeting.

VI. Announcements & Planning
   a. Correspondence
   b. Proposed Future Agenda Items
      Trustee Clark asked to include the quarterly District Director Evaluation Update in the
      agenda for the August 22, 2022 meeting.

VII. Adjournment
   a. Adjourn Meeting
      Trustee Cervantes adjourned the meeting at 5:23 pm.
Summer Reading

Meet Us @ the Trails
In July, we partnered with the Arroyo Seco Foundation to offer an educational hike at the Hahamongna Watershed Park. We learned about California Native Edible & Medicinal plants along with the work the Arroyo Seco Foundation does to protect our natural resources in Los Angeles. Neighbors got to spend time together on the trails connecting, learning, and enjoying our beautiful arroyo seco. The hike concluded with a food tasting prepared by our hike leader, Angel Pinedo. Angel Pinedo is the Education Director for the Arroyo Seco Foundation and a Biology professor at Cal State Fullerton. Just before our hike Angel was featured on the Discovery Channel on the topic of conservation and the Los Angeles River. We were so lucky to get to partner with Angel and the Arroyo Seco Foundation!

We have received lots of great feedback from participants including Rosa’s letter below.
**Murder Mystery Event**

We held a Mardi Gras Murder Mystery game, and the night was filled with fun, laughter, and mystery. The best part was when the players came dressed up as their characters! We had two games of 8 running that night. We will be hosting more Murder Mysteries in the future, so be sure to keep a look at our events calendar so that you can join the fun!
Scavenger Hunt
Also, this month, we had a week-long scavenger hunt. Patrons came in to pick up their scavenger hunt guide to figure out the clues to solve the final answer. We had a total of 6 winners who won a $10 gift card to local businesses.

Millennial Trivia Night
You Aughta Know, the millennial trivia event on 07/16, was a success. It was multi-generational and fun for all.

Zine Workshop
Zine library day workshop on 07/21 was well attended with 16 people showing up. An attendee created a YouTube video that reviewed the workshop and featured our collection.

Rising Seas
Adult Services hosted Rising Seas: The Impacts and How We Plan for Them in the Community Room on 07/26. Ben Hamlington from JPL presented to the attendees on the impacts from sea level rise that are being felt along the coastlines of the United States. Dr. Benjamin Hamlington is a Research Scientist in the Sea Level and Ice Group, in the Earth Sciences Section at the NASA Jet Propulsion Laboratory (JPL).

End of Summer Reading
We ended Summer Reading with a concert by Susie Hansen Latin Band! We had a blast dancing the night away to Salsa, Cumbia, Merengue, Bachata, and Latin Jazz! It was great to see our attendees of 200 out on the dance floor all night. It was also fun to see the volunteers teaching our Assistant Director, Ashley Watts, how to line dance! We are glad we can offer this kind of program to our community.
End of Summer Reading Final Statistics
Registrations: 109
Active Participants: 48
Challenge Completions: 28
Number of Programs: 24
Number of Attendees: 414

What a great return to a Summer Reading Program for Adult Services, considering we did not have one last year!

Mobile Library
The Mobile Library had a very productive July with 13 outings over the course of July. Total attendance and visitors to the Curiosity Connection in July was 620. The Curiosity Connection visited the Altadena Rotary’s concert series 4 times, had 4 outdoor storytimes at Charles White Park, and visited the Farmers’ Market as part of the regular outings for the Mobile Library. Special outings for the month included Summer Reading events at Charles White on July 7th and 21st. The first featured a balloon magician and the second was the latest appearance of the always-popular Chazz Ross for a session of group drumming. Two special highlights for the month were a live screen-printing experience where visitors could print a design on a tote bag to take home while visiting the Altadena Night Market, and attending the mural unveiling at Grocery Outlet with many other community groups.
The Night Market event demonstrated the strengths of the Altadena Library as it involved multiple departments, teen volunteers from the community, the Mobile Library, and showed off the fun and engagement of future Fablab operations. Having these capabilities and the staff to execute them helps ALD serve the community in unique and innovative ways.

**Fablab**

The Fablab continues to develop behind the scenes with planning completed for the fall season’s upcoming Fablab Foundations series. Weekly use of the Fablab for teen art happenings run by the Teen Librarian have helped prepare the space for more regular use in the near future. Additionally, the Night Market event demonstrated the popularity and appeal of future Fablab programming and opportunities. Curiosity Connection staff ran out of the dedicated materials (bags) for screen printing early on in the evening but provided alternative supplies to continue the event until the end of the evening.
Seed Library
Our July Seed Library meeting was on hiatus for the Fourth of July Holiday Weekend. Our July From the Garden workshop was well attended with 35+ participants. This workshop was held out in the community at the Altadena Community Garden. Our presenter, Herb Machleder, has an incredible wealth of knowledge around fruit tree care. Many participants requested more classes with Herb! People shared how lovely it was to be able to take a gardening class in the garden! Silvera Grant who runs the historic community garden was a gracious host and invited us back to hold more classes!

Art at the Library
For the month of July & August we have the exhibit, Touch & Go on display. Touch & Go is an exhibition of art as an act of connection. Feminism, politics, motherhood, memory, and the artists’ lived experience, environment, and community can be found as common thematic threads. The artists engage in tactile dialogues of these themes through the acts of making and the varied visual and physical evidence of that making.

- Bell Johnson’s spatial work discusses gendered labor, consumerism, and dichotomies of high and low art.
- Chen confronts the ramifications of the transformation into “mother” and the simultaneous shift in her relationship to time and mortality.
• For Mardónez, artistic work is a way of expressing resistance.
• In Page Russell’s latest series, Bloom Back, impressions from local growth stay long enough to photograph, temporarily changing the tactility of the skin, mirroring what is pressed against it.
• Creating pictorial works using play dough and polymer clay, the work of Potts Aguirre is inspired by the intersection between ecological concern and the female experience, especially that of motherhood and trauma.

The exhibition runs until August 30 at the Main Library.

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**Chess Night**

Chess night continued this summer, and attendance is excellent! We had a total of 33 attendees for this month. So be sure to stop on Tuesdays from 5:30-7:30 if you want to play chess with your neighbors! We plan to continue this program through the fall.

**Huntington Hospital**

In this month’s Huntington Health screening visit, we had 9 participants.

**True Crime All The Time**

9 participants for *The Suspicions of Mr. Whicher* by Kate Summerscale.

Comments from 2 members who were unable to attend:
I think the book is very good. I am not finished with the book yet. I am interested in finding out who did it. - J.L.

I will hate missing it because I finally got the satisfaction of getting to the good part of the book — the confession! - E.F

Comment from a member that attended:
Thank you for selecting this book. I am not particularly a fan of the Victorian era but I learned a lot about history, detective work, and mystery novels reading it. - L.G.

**Displays**
For this month’s display, we celebrated the outdoors as a tie-in to our Summer Reading theme: Read Beyond the Beaten Path. AS staff put together a great selection of materials for our patrons to check out.
CHILDREN’S SERVICES – Yvette Casillas, Youth & Family Services Librarian

Summer Reading Program
• Our Summer Reading Program concluded on Saturday July 30th with a performance by Noteworthy Puppets. After the performance attendees cooled off with a cold treat and enjoyed time with friends and neighbors!

• This summer we had 423 Summer Reading Program registrations across ages 0 to 12. We offered 28 programs for ages 0 to 5 and 25 programs for grades K-7 during June and July.

Recurring Programs
• Baby/Toddler Storytime on Monday mornings continued to gain attendance throughout July.
• Pajama Storytime has brought music and singing to Tuesday evenings. Families are excited to see Pajama Storytime come back in the Fall!
• Bilingual Preschool Storytime on Thursday mornings has brought in new patrons, many of whom were recommended to the library by friends and neighbors.

Summer Programs & Performers
• Tween Laser Tag invited 12 tweens (9 – 12-year-olds) to play laser tag after-hours at the Main Library. Attendees practiced their teamwork skills and got some exercise in.
• K – 2nd Grade Family STEAM Club invited families to explore different STEAM topics from ecosystems to chemistry. This program was a four-part series and a few of the programs had full registration.

• Toddler Free Play this month explored sensory play with bubble stations. This program invited families of toddlers ages 3 to 5 to enjoy a fun morning of bubble play, music, and “fishing” on our front lawn. We had over 40 attendees!
Summer Crafting was a two-program series that invited children of all ages to come and make sun and ocean themed crafts on the front lawn!

We hosted a stuffed animal sleepover and family breakfast! 41 friends visited our library overnight.
- We had two amazing performers at the main library this month, Bubblemania and Noteworthy Puppets. Over 80 attendees attended each event!

Outreach
- Altadena Library's Curiosity Connection joined the celebration of Grocery Outlet's one year anniversary and the unveiling of their new mural "Greetings from Altadena.". Fin Lee represented YFS at the event while signing up new patrons and promoting the end of summer reading festivities!

Training & Staffing
- Heather Honig completed a 4-week course about Equity and Early Literacy. The course focused on how children develop concepts about race, strategies to use in storytime, being inclusive, and affirming when talking about race.
- We hired a new library aide, Gabriella Ortiz. We are excited to have her join our team!

TEEN SERVICES – Isabelle Briggs, Teen Librarian

Programming
This was the last month of Teen Summer Programs and the Summer of Service volunteer challenge! It was a busy and fun month for teens and staff. A total of 12 programs were held with a total of 92 participants.

- Art Lab continued to be the best attended recurring teen program, with a total of 46 attendees over the month. Participants worked on their own projects, in addition to contributing promotional art and design work for upcoming programs. On July 22, a new teen volunteer brought 7 additional attendees from the residential program where they live and it was a great moment of organic outreach to foster care and transitional home communities in Altadena.

- D&D@ALD concluded its four-week campaign in July. Four of the participants enjoyed playing so much that they have now formed their own D&D group with additional friends and have been meeting almost weekly at the library throughout the rest of the month. It’s been great to see a program grow beyond staff facilitation and become an independent gathering!
- Teen Leadership Council met twice this month with a total of 11 participants including four new non-volunteer teens. We had a great time talking about plans for upcoming teen events, including the Summer of Service Wrap Party and an anticipated fall-themed party in October.
• Teen Gardening Club had 8 participants this month. We continued to work on indoor plants at the beginning of the month and spent our final session on July 30 weeding and tending to the outdoor vegetable beds.
• Teen Laser Tag was a blast with 6 participants! It was lots of fun, and we plan to continue using the equipment for more programs in the fall and winter when it’s actually dark outside by 6 o’clock!
• The final program of the summer was the Summer of Service Wrap Party which had 22 participants. It was an incredible afternoon to watch teens who had been working together all summer get to relax and socialize. Some teens came to the party to meet up with other teen volunteers, and some people didn’t even know each other going into the party but sat talking together for hours and exchanged contact information by the end. Despite the party being held in honor of the teen volunteers, many arrived early and stayed late to help with set-up and clean-up. We played jenga and cornhole, enjoyed lots of food and drink, took pictures, painted a giant poster for Teen Space, shared stories and photos from our summer, and everyone took home lots more prizes! A beautiful end to the summer!

The Summer of Service challenge received great anecdotal feedback from teens, parents, and staff. It was an amazing experience to watch teens grow relationships with each other and with library staff, and to contribute so much of their free time this summer to supporting library services. Over the course of the two-month summer challenge:

• 55 teens volunteered
• 507 hours of volunteer service were completed
• 29 new teens enrolled in the volunteer program
• 87% of summer volunteers (48 teens) volunteered more than once
• The record for most volunteer hours completed was 36 hours
• The record for most shifts completed was 29 shifts
Outreach

This month, Aaron Kimbrell and Fin Lee attended the Altadena Night Market on Saturday, July 2, with the Curiosity Connection and hosted a screen-printing workshop for teens and tweens and had 141 people stop by, including several teens and tweens who came specifically for the activity. They brought 15 tote bags for participants to print the Summer of Service logo onto, and they ran out of bags within 45 minutes! People also made screen prints on paper and picked up buttons and postcards made by teens in the Art Lab.
Volunteers

In July, 6 new teens completed volunteer orientation. There were 30 volunteer shifts offered in July, with 30 teens completing a total of 241 hours. The Adult Services End of Summer Party was the best attended volunteer shift with 10 volunteers completing 30 hours at the event.

Collection

For July, YFS Library Clerk Alden Herrera took the lead on creating a book display in the Teen Space about healthcare rights and bodily autonomy.

Staff & Professional Development

In July, the final report was submitted for the California Humanities “Humanities for All” Quick Grant awarded in April 2021 to the Teen Services Project “Shared Landscapes: Mapping Teen Altadena.”
BOB LUCAS LIBRARY & LITERACY UPDATES

July was hot, but there is no cooler place to be than at the Bob Lucas branch! Staff organized a fun-filled month full of activities, offering 11 programs that reached 281 participants.

- **Family Storytime at Charles White Park** continued its weekly run on Tuesdays from 10:30-11:00am. Participants love being in an outdoor setting, taking in the cool morning air before summer heat sets in. As always, we are thrilled to have new participants attend this off-site program.

- A couple different **children’s craft programs** were offered this month, each attracting over 30 participants, which brought in lots of hustle and bustle to our cozy branch. **Explore the Galaxy** had children and their families learning about galaxies and nebulae and afterwards, they bottled cosmic dust and gases, creating their very own galaxy jar. **Wild Crafts** focused on animal tracks and learning about local wildlife. Clay was provided for them to imprint their favorite animal paws to take home.

- We returned to Charles White Park for two wonderful, **family-friendly performances** by Brettso the Great and by Chazz Ross this July. Lots of laughs with Brettso as he showcased his magic and wacky humor. Chazz Ross transported children and adults to an imaginative land with an interactive drum program. You could hear the train whistle and drums all along Ventura Avenue and Mountain View Street.

- Our regularly scheduled **Adult Craft at Loma Alta Park** had crafters engaged in a morning mandala dot painting activity. Colorful paints and a variety of tools were at their disposal so they could create beautiful geometric mandalas. This adult program is on a break next month but will return this September.

- Altadena local, Christopher Martinez, lead a **Vegetable Fermentation** program that taught about the power of microbes in agriculture and personal nutrition. He generously supplied a variety of vegetables such as ginger, beets, carrots and all the materials for attendees to assemble and bring home a jar of fermenting vegetables. To everyone’s gut health!

- Our **From the Garden** program was held at the Altadena Community Garden this month. Participants enjoyed a morning lecture presented by an incredibly knowledgeable UC Master Gardener, Herb Machleder. He had over 50 people in attendance for his talk.
on Fruit Tree Care. A big Thanks to Silvera Grant and the Altadena Community Garden for hosting the event. We noted that this was a popular topic and are planning to bring Mr. Machleder back next Winter for a work day at the garden, where participants will receive some pruning practice with the garden’s fruit trees. Look out for more information!

- BL staff set up another **Deposit Library** at Red Hen Café, making it our 6th location around Altadena.

- July was a quiet month for **Adult Literacy**, as our pairs logged in 41.25 hours of tutoring and ESL 22.5 hours of instruction.

PICTURES

*Figure 1-3 Wild Crafts*
Figure 1-4 Explore the Galaxy
Figure 1-2 Veggie Fermentation

Figure 1-3 Adult Craft-Mandala
Figure 2 Chazz and Brettso Performances
Facilities Highlights for the Month of July:

The facilities team, along with the support of the ALD foundation, was able to install another FLL (free little library) at the Lincoln Avenue Chap Care facility. We are one of Chap Care’s community partners. The request was made from their marketing Director, Mauricio Ramos (second picture from the left), who wanted to make it available for their clinic patients that use their facilities daily. Since the installation of the FLL, it has already had to be restocked (In less than a week and a half) with new books.

People from all over the community are coming to visit the FLL. Even City of Pasadena council member Tyron Hampton took an opportunity to visit.

Facilities team is looking forward to installing more FLL’s in the community.

Also, in the month of July:

- Irrigation upgrades and repairs done at Main Library
- Assisted with the Teen Gardening club
- Continued General maintenance of both libraries
• July - Quarterly Updates
  o Passwords for all systems where staff login were updated.
  o Network infrastructure firmware updates were applied. This included further review and revision of access to the ALD networks for added levels of security and risk mitigation.
  o All onsite servers received updates and critical security patches.
  o Public Computers received operating system updates.

• A quarterly Selectors Meeting was held on July 5th where the new 2022 – 2023 Fiscal Year budget was shared. A new unified Budget Tracking Sheet was established so that selectors will have access to the newest and most up-to-date details of the materials budget and their budgets. In addition, new procedures were established for Patron Initiated Purchase requests (PIPs) to ensure Selectors are able to review the requests prior to purchase.

• The Bob Lucas Memorial Library converted its print services to a Release Station model where patrons will approach the staff to release prints rather than having direct printing access to the copier.

• The Main Library received its first copier from Xerox and the IT Manager worked in tandem with Xerox to set the configuration. Since these are trickling in slowly, we will extend month-to-month service with prior copier services vendor CBE at the same cost while not incurring any monthly services fees from Xerox until all units have been delivered and configured.

• Altadena Library District applied for a grant funding opportunity from Califa and Bibliotheca to use technology and library systems to extend existing open hours at the Main Library. On July 7th, ALD found out that we were awarded the grant!
  o This technology would allow for vetted patrons to scan their library card and enter the building during hours where the library is normally closed. The initial goal is to provide open non-staffed access to the library during the morning hours where patrons would be able to use the WiFi, public computers, small meeting room, self-checkout machines, and photo copier. There will be additional security measures in place to ensure that the library’s assets are secured and there will always be a staff member on site if an issue arises. Much more to come on this.
• ALD QuickBooks files are now being saved and backed up via Microsoft’s virtual servers to ensure that we are able to retrieve the files or backups in the event of computer failure. This also allows for agencies to have varying avenues of remote access.

• IT Services was able to add enhanced email security measures to all ALD email accounts. This includes the following items below:
  o Exchange (email) Security Updates
    ▪ Anti-spam, Anti-malware, and Anti-spoofing
  o Defender for Office Security Updates
    ▪ Anti-phishing, Safe Attachments, and Safe Links
    ▪ An example of the Safe Links feature is shown below
The Foundation Board has been busy, even though we don’t meet in August. We have a few things on our plate, but Taste of ‘Dena is top of the list (tired of hearing that?). The Planning Committee has been busy asking for Silent Auction items, sponsorships and inviting friends and neighbors to attend. We would love to see each of the Trustees at this event to connect with our donors and continue to thank them for their support of the library.

UPDATES:

• Submitted a $23,000 grant proposal to Pasadena Community Foundation for support of the Fab Lab
• Preparing to help with 55th Anniversary (will provide designed coloring page with crayons, and promote Taste of ‘Dena)
• Executive Team will be working on a Vision Statement to discuss with full board
• Supporting the Altadena Music Theatre (producing Hair at Farnsworth Park) in exchange for 50 tickets (to be placed in drawing for staff and patrons) and a playbill ad

Please mark your calendars:

➢ Taste of ‘Dena – Saturday, September 24 at 5:00pm
Board of Library Trustees
Director’s Report for August 2022

Department: Administration
Prepared By: Nikki Winslow
Meeting Date: August 22, 2022
Location: Main Library Community Room and Virtual Participation

Staffing Updates:

b) Appointments: None
c) Transfers: None
d) Resignations/Retirements/Terminations: None

Welcome to our Temporary CPA Yvonne Green!

I am thrilled to formally introduce Yvonne Green, our new temporary CPA, that started with us on July 27, 2022. She will be taking care of bill paying, including cutting checks, bank deposits, bookkeeping and payroll for us. She worked as a consultant for us from October 2021-March 2022 as we were filling the Office Manager position and did a great job keeping everything going so, again, I am so excited to have her join the staff!

Yvonne graduated from USC with a B.S. degree as an accounting major. She also earned her MBT (Master in Business Taxation) from USC. Yvonne has worked for several accounting firms early in her career. After her son was born, Yvonne opened her own tax practice and has been providing tax preparation services and tax planning services to high-net-worth individuals for over 30 years. She also provides an array of services to small business clients.

Yvonne grew up in Glendale and then raised her family in Toluca Lake. In 2016, Yvonne moved to Altadena and loves being able to walk to the library. Yvonne’s favorite book is In Dubious Battle by John Steinbeck. Her favorite hobby is cooking, entertaining and sharing her wine collection. She enjoys being an active supporter of education and the arts. She has two adult married children, Joseph and Nicole.

Yvonne is the Treasurer of the non-profit, Elevate Burbank whose mission is to promote the understanding of cultural diversity through events, engagement & partnerships with the Burbank community. She was also a long-term board member of the non-profit The Village Family Services and currently serves as the head of their finance committee. The Village Family Services is committed to ending youth homelessness and provides mental health services to help youths overcome trauma.
**Passport Services Offering Photos Again Soon**

Our Passport Services officially started taking passport photos on Tuesday, August 16th. They purchased additional equipment needed in the space they moved into in 2020, as well as promotes distancing and safe practices in taking photos with members of the public. The cost for photos is $15 per person and all Passport Services must be scheduled through an appointment. All information about our services can be found on the [Passport Services webpage](#).

**Special Tax Rates**

The Board of Trustees held a Special Meeting on Monday, August 8th to pass a Resolution that established the Special Tax Rates to Levy for the Community Facilities District that is the source of revenue for the two library renovation projects. The rates for the FY22-23 Tax Roll are:

<table>
<thead>
<tr>
<th>Property Type</th>
<th>Per</th>
<th>Maximum Special Tax Rate</th>
<th>Approved Special Tax Rate</th>
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<tbody>
<tr>
<td>Single Family Residential Property</td>
<td>Building Square Foot</td>
<td>$0.102</td>
<td>$0.049</td>
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<tr>
<td>Apartment Property</td>
<td>Unit</td>
<td>117.54</td>
<td>56.87</td>
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<tr>
<td>Commercial Property less than 10,000 Square Feet</td>
<td>Assessor's Parcel</td>
<td>347.74</td>
<td>168.23</td>
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<tr>
<td>Commercial Property greater than 10,000 Square Feet</td>
<td>Assessor's Parcel</td>
<td>470.19</td>
<td>227.47</td>
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Single family residential properties will pay $.049 per square foot, so a home that is 1,500 square feet will see a tax bill, that will be listed as a “Special Tax Lien”, of $73.50. All other property types will have a flat rate as listed above.

These rates were set using square footage data from L.A. County for Fiscal Year 2021-22, due to a delay in the County releasing updated data in time to establish rates by the August 10, 2022 deadline. The Board is planning to use the previous year’s data moving forward so the rates can be established during the Budget Preparation process each year in May and June. This is when the Parcel Tax rates, passed by voters in 2014, are established each year as well. Those rates were approved by the Board of Trustees at their meeting on June 27, 2022 and are currently:

If residents have any questions or concerns about these taxes, please don’t hesitate to reach out to me either by calling 626-798-0833, ext. 103 or emailing me at nwinslow@altadenalibrary.org.

**Board of Trustees Election Update**

The filing period for the three open Board of Trustee seats was from July 18 – August 12. Two of the seats are four-year, expired terms, currently filled by Trustees Jason Capell and Katie Clark. One of the seats is a two-year, unexpired term, currently filled by Trustee Rushmore Cervantes. As of the deadline, only Jason Capell and Katie Clark filed for the open seats. The Board will have an application process after the November election to appoint a new Trustee for the two-year, unexpired term.
Partnerships & Programming Update:

Poets Laureate Launch Event

Come one, come all to the first Poets Laureate program of the season. This will include readings by the 2022-2024 Co-Laurates Peter J. Harris, Poet Laureate Editor in Chief & Carla R. Sameth, Poet Laureate for Community Events.

There will also be:

- Readings by former Altadena Poets Laureate & founder of the Poets Laureate program
- Programming season schedule announcement
- First call for Altadena Poetry Review submissions

We hope to see you there!

55th Anniversary Party

The Main Library opened on August 28, 1967!! To celebrate our 55th anniversary and thank our wonderful community, we will be hosting a party that includes fun crafts, outdoor games, free ice cream, Fiesta Fantastic balloon artist, Tacos Don Pillo (available for purchase), and a live performance from INCA, The Peruvian Ensemble.

When: Sunday, August 28th
Time: 11am-2pm
Where: Main Library Parking Lot

Event schedule:
11:00am | Event begins
12:00pm | Special presentation
1:00-1:45pm | Performance by INCA
1:50pm | Closing statement by ALD Director Nikki Winslow

We would love to have our Trustees, staff, elected officials and members of the public there to help us celebrate in the Main Library Parking lot. We hope to see you there!
Visit to the Whittier Public Library

I had the great pleasure of visiting the newly renovated Whittier Public Main Library on August 9th. The library building grand reopened on June 18, 2022. It is also a Mid-Century Modern design by architect William H. Harrison. Library Director Paymaneh Maghsoudi proudly toured with me, showing me a vibrant redesigned Children’s Library, which included a digital entry way that can be updated on both sides of the screen (see photo below), original furniture pieces refurbished for the space, new furniture that maintained the architectural feel, as well as demonstration of a repurposed Oak tree that had to be removed to allow space for their new Community Room. I highly recommend a visit if you are in the area.
## Statistical Update
### FY21-22 and FY22-23 Comparison – Page 1 of 2

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<td>575</td>
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<td>422</td>
<td>123</td>
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<td>No. of Curiosity Connection Programs/Outreach</td>
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<td>2</td>
<td>1</td>
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<td>Curiosity Connection Program Attendance</td>
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<td>210</td>
<td>106</td>
<td>150</td>
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<th>Main Library Statistics</th>
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<td>New Patrons</td>
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<td>153</td>
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<td>160</td>
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<td>Number of Youth Programs/Outreach</td>
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<td>12</td>
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<td>Number of Teen Programs/Outreach</td>
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### Statistical Update

**FY21-22 and FY22-23 Comparison – Page 2 of 2**

#### System-Wide Statistics

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#### Main Library Statistics

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#### Bob Lucas Statistics

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#### Passport Services

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June 2022 FINANCIAL STATEMENTS
The following unaudited financial reports are preliminary for the month of June 2022. We are at 100% of the fiscal year, but additional accruals and adjustments will be made for the final audited statements.

As indicated on the Revenue & Expense report, actual year-to-date expenditures are $3,724,900, with year-to-date revenues at $3,985,713, reflecting a net income of $260,812. Cash and investments are $28,238,111 – this is due to the bond proceeds. Note these funds are considered restricted cash, liquid funds are $4,213,329.

Total cash with the County is $3,253,344. The total amount required to satisfy District policy of six months’ (50%) operating expenses held in reserves is $1,941,850.

Total assets are $30,430,919.

REVENUE HIGHLIGHTS
At June 2022 close, we’re at 102% of target revenues. We have surpassed our budgeted income for lines 2-4, Property Taxes, Fines & Fees, and Interest Income respectively. We did not receive our E-Rate portion in June 2022 as anticipated, which will add approximately $40,000 to Line 5 when accrued for the audited statements.

GENERAL FUND EXPENSES
Line 12, Total Wages is $70,000 higher than last month due to a third pay period that was accrued for the year. Line 30 expended $2,444 during the month due to three staff members traveling to Sacramento, CA for the California Library Association Conference. Line 36 expended $8,147 for coaching and planning for management and staff. Lines 56-61 reflect expenditures for Summer Reading Program totaling $5,323 in June 2022.

Total Expenses for Fiscal Year 21-22 were $3,856,550, which is 97% of the Adopted Budget approved by the Board of Trustees after mid-year adjustments in February 2022.

CAPITAL FUND ACTIVITY
Capital Fund revenue on Line 2 is related to the interest earned on the bond proceeds invested in money market and treasury notes. The unrealized loss on Line 3 will vary month to month. Investments are held to maturity, so it is unlikely that losses will be realized. $6.75 million of the $24,000,000 in bond proceeds remains in the money market account. The remaining funds are invested in Treasury Notes with a Moodys AAA rating. Line 14 shows expenditures of $71,215 for renovations to the Bob Lucas Branch. The Construction costs of $17,091 were for topographic and land surveys and engineering consulting also completed at the Bob Lucas Branch. These are not ground-breaking costs but are necessary to prepare for construction.
FUNDING FROM SUPPORT ORGANIZATIONS

Funding from the Altadena Library Foundation of $30,000 was fully expended during the fiscal year, largely to support Staff Recognition efforts, operational and maintenance costs of the Mobile Library Unit and other program initiatives, such as the Little Free Libraries, Art Programming and more. The Friends of the Library $15,000 support for FY21-22 was 90% expended, also largely for programming support, such as Second Saturdays and funding of Summer Reading Program performers and activities. The California Library Grant has $255,000 which will be carried over to the next fiscal year, primarily for the purchase of library materials vending machines and an additional Mobile Library Unit that is currently in production.
### Revenue & Expense (Unaudited)

**General Fund**  
**June 2022** (Before year-end adjustments)

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<td>52,638</td>
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<td></td>
</tr>
<tr>
<td>Technology Equipment</td>
<td>23,989</td>
<td>25,000</td>
<td>96%</td>
<td></td>
</tr>
</tbody>
</table>

No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.
## Revenue & Expense (Unaudited)

### General Fund

**June 2022 (Before year-end adjustments)**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D = B/C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>June 2022</strong></td>
<td><strong>YTD</strong></td>
<td><strong>FY 2021/22 Adopted Budget</strong></td>
<td><strong>YTD Target 100%</strong></td>
</tr>
<tr>
<td>Technology Maintenance Fees</td>
<td>473</td>
<td>21,505</td>
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<td>Telecommunications</td>
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<td><strong>Total Information Technology (IT)</strong></td>
<td><strong>18,731</strong></td>
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<tr>
<td>Books</td>
<td>3,586</td>
<td>140,248</td>
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<td>Downloadables</td>
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<td>DVDs &amp; Videogames</td>
<td>171</td>
<td>11,452</td>
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<td>Electronic Databases / Subscriptions</td>
<td>4,085</td>
<td>31,741</td>
<td>26,500</td>
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<td>(277)</td>
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<td>353</td>
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<td>9,890</td>
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<td>289</td>
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<td>11,000</td>
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<tr>
<td>Teen Services</td>
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<td>5,506</td>
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<tr>
<td>Bob Lucas Branch Services</td>
<td>332</td>
<td>5,557</td>
<td>5,700</td>
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<td>Volunteer Services</td>
<td>-</td>
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<td><strong>(306,958)</strong></td>
<td><strong>260,812</strong></td>
<td><strong>47,650</strong></td>
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<tr>
<td><strong>Use Of / (Addition To) Reserves</strong></td>
<td><strong>306,958</strong></td>
<td><strong>(260,812)</strong></td>
<td><strong>(47,650)</strong></td>
</tr>
<tr>
<td><strong>NET BALANCE</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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</table>

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## Revenue & Expense (Unaudited)

**Donations & Grants Fund**  
June 2022 YTD (Before year-end adjustments)

<table>
<thead>
<tr>
<th>A</th>
<th>Altadena Library Foundation</th>
<th>B</th>
<th>Friends of Altadena Library</th>
<th>C</th>
<th>Emergency Connectivity Fund</th>
<th>D</th>
<th>CA Library Grants</th>
<th>E</th>
<th>FY 2021/22 Adopted Budget</th>
<th>F = Total/E</th>
<th>YTD Target 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>REVENUE</strong></td>
<td>2</td>
<td><strong>Donations &amp; Grants</strong></td>
<td>3</td>
<td>Altadena Library Foundation</td>
<td>$ 30,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 34,000</td>
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</tr>
<tr>
<td>4</td>
<td>Friends of the Library</td>
<td>-</td>
<td>15,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>15,000</td>
<td>100%</td>
</tr>
<tr>
<td>5</td>
<td>CA Library Literacy Services</td>
<td>-</td>
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<td>24,053</td>
<td>20,000</td>
<td>120%</td>
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<tr>
<td>6</td>
<td>ECF</td>
<td>-</td>
<td>25,646</td>
<td>-</td>
<td>-</td>
<td>25,800</td>
<td>99%</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>Expanding our Footprint</td>
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<td>250,000</td>
<td>100%</td>
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</tr>
<tr>
<td>8</td>
<td><strong>Total Donations &amp; Grants</strong></td>
<td>30,000</td>
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<td>274,053</td>
<td>344,800</td>
<td>100%</td>
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</tr>
<tr>
<td>9</td>
<td><strong>TOTAL REVENUE</strong></td>
<td>30,000</td>
<td>15,000</td>
<td>25,646</td>
<td>274,053</td>
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<td>100%</td>
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<td>Staff Recognition</td>
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<td>(23)</td>
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<td>-</td>
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<tr>
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<td>Equipment, Furniture &amp; Fixtures</td>
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<td>Facilities, Grounds &amp; Maintenance</td>
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<td>15,000</td>
<td>0%</td>
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<td>2%</td>
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</tr>
<tr>
<td>20</td>
<td>Adult Services</td>
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<td>100%</td>
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<td>100%</td>
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<tr>
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<td>Youth Services</td>
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<td>4,000</td>
<td>100%</td>
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<tr>
<td>24</td>
<td>Literacy Services</td>
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<tr>
<td>25</td>
<td><strong>Total Programs</strong></td>
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<td>13,490</td>
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<td>3,758</td>
<td>46,000</td>
<td>93%</td>
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<tr>
<td>26</td>
<td><strong>Library Materials</strong></td>
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</tr>
<tr>
<td>27</td>
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<td>0%</td>
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<tr>
<td>28</td>
<td><strong>Total Library Materials</strong></td>
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<td>-</td>
<td>3,000</td>
<td>0%</td>
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<tr>
<td>29</td>
<td><strong>Information Technology (IT)</strong></td>
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<td></td>
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</tr>
<tr>
<td>30</td>
<td>Internet Service / E-Rate</td>
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<td>0%</td>
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</tr>
<tr>
<td>31</td>
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<td>100%</td>
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<tr>
<td>32</td>
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<tr>
<td>33</td>
<td>Technology Maintenance Fees</td>
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<td>18%</td>
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<tr>
<td>34</td>
<td><strong>Total Information Technology (IT)</strong></td>
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<td>48,300</td>
<td>53%</td>
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<tr>
<td>35</td>
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<td>18,758</td>
<td>344,800</td>
<td>26%</td>
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<tr>
<td>36</td>
<td><strong>NET REVENUE / (EXPENSES)</strong></td>
<td><strong>$ (124)</strong></td>
<td><strong>$ 1,533</strong></td>
<td><strong>$ (66)</strong></td>
<td><strong>$ 255,295</strong></td>
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</tr>
</tbody>
</table>

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# Revenue & Expense (Unaudited)

## Capital Fund

### June 2022 (Before year-end adjustments)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D = B/C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
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</tr>
<tr>
<td>2</td>
<td>Interest Income</td>
<td>$11,870</td>
<td>$22,468</td>
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<td>3</td>
<td>Unrealized Gain/(Loss)</td>
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<td>(157,458)</td>
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</tr>
<tr>
<td>4</td>
<td>TOTAL REVENUE</td>
<td>(95,605)</td>
<td>(134,989)</td>
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<td><strong>EXPENSES</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Professional Services</td>
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</tr>
<tr>
<td>7</td>
<td>Audit and Financial Consulting</td>
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<td>Total Professional Services</td>
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<td>12,835</td>
<td>15,000</td>
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<td>CFD Bond Issuance Consulting</td>
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<td>12</td>
<td>CFD Banking Fees</td>
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<td>13</td>
<td>CFD Project Management</td>
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<td>14</td>
<td>Architect Expenses</td>
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<td>15</td>
<td>Construction Cost</td>
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<td>21,723</td>
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<td>16</td>
<td>Total CFD Bond</td>
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<td>17</td>
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<td>796,117</td>
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<tr>
<td>18</td>
<td>NET REVENUE / (EXPENSES)</td>
<td>(184,408)</td>
<td>(931,107)</td>
<td>(335,000)</td>
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<tr>
<td>19</td>
<td>Use Of Bond Proceeds</td>
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<td>931,107</td>
<td>335,000</td>
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<tr>
<td>20</td>
<td>NET BALANCE</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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## Revenue & Expense (Unaudited)

### Combined

**June 2022 (Before year-end adjustments)**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>D = B/C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td><strong>YTD General</strong></td>
<td><strong>YTD Donations &amp; Grants</strong></td>
<td><strong>FY 2021/22 Adopted Budget</strong></td>
<td><strong>YTD Target 100%</strong></td>
</tr>
<tr>
<td>1</td>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Property Taxes &amp; Assessments</td>
<td>$3,896,641</td>
<td>$ -</td>
<td>$3,788,800</td>
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<tr>
<td>3</td>
<td>Fines &amp; Fees</td>
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<tr>
<td>4</td>
<td>Interest Income</td>
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<td>5</td>
<td>Other Revenue</td>
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<td>Donations &amp; Grants</td>
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<td>344,800</td>
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<td>7</td>
<td><strong>TOTAL REVENUE</strong></td>
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<td>344,699</td>
<td>4,249,000</td>
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<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Wages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Salaried</td>
<td>1,031,488</td>
<td>15,000</td>
<td>1,045,000</td>
</tr>
<tr>
<td>12</td>
<td>Hourly</td>
<td>889,698</td>
<td>-</td>
<td>990,000</td>
</tr>
<tr>
<td>13</td>
<td><strong>Total Wages</strong></td>
<td>1,921,186</td>
<td>15,000</td>
<td>2,035,000</td>
</tr>
<tr>
<td>14</td>
<td>Benefits, Retirement &amp; Taxes</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>15</td>
<td>Health Insurance - Employee</td>
<td>143,475</td>
<td>-</td>
<td>155,000</td>
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<tr>
<td>16</td>
<td>Health Insurance - Retiree</td>
<td>68,733</td>
<td>-</td>
<td>77,000</td>
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<tr>
<td>17</td>
<td>Other Medical Insurance</td>
<td>19,216</td>
<td>-</td>
<td>21,500</td>
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<tr>
<td>18</td>
<td>Workers’ Compensation</td>
<td>42,354</td>
<td>-</td>
<td>42,400</td>
</tr>
<tr>
<td>19</td>
<td>CalPERS Retirement (Normal Costs)</td>
<td>134,981</td>
<td>-</td>
<td>142,000</td>
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<tr>
<td>20</td>
<td>CalPERS UAL Minimum Payment</td>
<td>197,825</td>
<td>-</td>
<td>197,900</td>
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<tr>
<td>21</td>
<td>Payroll Taxes (District-Paid)</td>
<td>151,740</td>
<td>-</td>
<td>160,000</td>
</tr>
<tr>
<td>22</td>
<td><strong>Total Benefits, Retirement &amp; Taxes</strong></td>
<td>758,324</td>
<td>-</td>
<td>795,800</td>
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<tr>
<td>23</td>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td>2,679,509</td>
<td>15,000</td>
<td>2,830,800</td>
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<tr>
<td>24</td>
<td>Operating Expenses</td>
<td></td>
<td></td>
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<tr>
<td>25</td>
<td>Insurance (Liability, Earthquake)</td>
<td>96,541</td>
<td>-</td>
<td>96,550</td>
</tr>
<tr>
<td>26</td>
<td>Utilities</td>
<td>68,345</td>
<td>-</td>
<td>68,000</td>
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<tr>
<td>27</td>
<td>Payroll &amp; Tax Collection Fees</td>
<td>67,534</td>
<td>-</td>
<td>66,300</td>
</tr>
<tr>
<td>28</td>
<td>Other Operating</td>
<td>80,965</td>
<td>-</td>
<td>85,100</td>
</tr>
<tr>
<td>29</td>
<td>Facilities, Grounds &amp; Maintenance</td>
<td>81,843</td>
<td>-</td>
<td>113,500</td>
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<tr>
<td>30</td>
<td>Structures &amp; Improvements</td>
<td>9,418</td>
<td>-</td>
<td>10,000</td>
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<tr>
<td>31</td>
<td>Equipment, Furniture &amp; Fixtures</td>
<td>-</td>
<td>-</td>
<td>212,500</td>
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<tr>
<td>32</td>
<td>Staff Development, Training &amp; Travel</td>
<td>20,407</td>
<td>-</td>
<td>19,100</td>
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<tr>
<td>33</td>
<td>Advertising &amp; Marketing</td>
<td>8,837</td>
<td>-</td>
<td>10,500</td>
</tr>
<tr>
<td>34</td>
<td>Staff Recognition</td>
<td>-</td>
<td>4,392</td>
<td>5,000</td>
</tr>
<tr>
<td>35</td>
<td><strong>Total Operating Expenses</strong></td>
<td>433,890</td>
<td>4,392</td>
<td>686,550</td>
</tr>
<tr>
<td>36</td>
<td><strong>Professional Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Audit and Financial Consulting</td>
<td>124,933</td>
<td>-</td>
<td>90,000</td>
</tr>
<tr>
<td>38</td>
<td>Legal Fees</td>
<td>12,053</td>
<td>-</td>
<td>20,000</td>
</tr>
<tr>
<td>39</td>
<td>Consultants - Other</td>
<td>30,717</td>
<td>-</td>
<td>32,000</td>
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<tr>
<td>40</td>
<td><strong>Total Professional Services</strong></td>
<td>167,702</td>
<td>-</td>
<td>142,000</td>
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<tr>
<td>41</td>
<td><strong>Information Technology (IT)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Internet Service / E-Rate</td>
<td>52,638</td>
<td>-</td>
<td>60,500</td>
</tr>
<tr>
<td>43</td>
<td>Technology Equipment</td>
<td>23,989</td>
<td>19,628</td>
<td>44,600</td>
</tr>
</tbody>
</table>

*No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.*
### Revenue & Expense (Unaudited)

**Combined**

**June 2022 (Before year-end adjustments)**

<table>
<thead>
<tr>
<th></th>
<th>A (YTD General)</th>
<th>B (Donations &amp; Grants)</th>
<th>C (FY 2021/22 Adopted Budget)</th>
<th>D = B/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>44</td>
<td>Technology Maintenance Fees</td>
<td>21,505</td>
<td>4,284</td>
<td>49,900</td>
</tr>
<tr>
<td>45</td>
<td>Technology Consulting</td>
<td>-</td>
<td>1,800</td>
<td>1,800</td>
</tr>
<tr>
<td>46</td>
<td>Telecommunications</td>
<td>8,741</td>
<td>-</td>
<td>9,500</td>
</tr>
<tr>
<td>47</td>
<td>Total Information Technology (IT)</td>
<td><strong>106,874</strong></td>
<td><strong>25,712</strong></td>
<td><strong>166,300</strong></td>
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<tr>
<td>48</td>
<td>Library Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Books</td>
<td>140,248</td>
<td>-</td>
<td>135,000</td>
</tr>
<tr>
<td>50</td>
<td>Downloadables</td>
<td>82,736</td>
<td>-</td>
<td>69,000</td>
</tr>
<tr>
<td>51</td>
<td>DVDs &amp; Videogames</td>
<td>11,452</td>
<td>-</td>
<td>21,500</td>
</tr>
<tr>
<td>52</td>
<td>Electronic Databases / Subscriptions</td>
<td>31,741</td>
<td>-</td>
<td>26,500</td>
</tr>
<tr>
<td>53</td>
<td>Periodicals</td>
<td>13,461</td>
<td>-</td>
<td>13,500</td>
</tr>
<tr>
<td>54</td>
<td>Audio CD</td>
<td>10,401</td>
<td>-</td>
<td>8,000</td>
</tr>
<tr>
<td>55</td>
<td>Purchase Suggestions</td>
<td>10,225</td>
<td>-</td>
<td>9,000</td>
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<tr>
<td>56</td>
<td>Library of Things</td>
<td>3,806</td>
<td>-</td>
<td>6,000</td>
</tr>
<tr>
<td>57</td>
<td>Total Library Materials</td>
<td><strong>304,069</strong></td>
<td>-</td>
<td><strong>291,500</strong></td>
</tr>
<tr>
<td>58</td>
<td>Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Adult Services</td>
<td>9,890</td>
<td>10,000</td>
<td>25,000</td>
</tr>
<tr>
<td>60</td>
<td>Mobile Library</td>
<td>223</td>
<td>10,000</td>
<td>12,000</td>
</tr>
<tr>
<td>61</td>
<td>Summer Reading</td>
<td>818</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>62</td>
<td>Youth Services</td>
<td>10,585</td>
<td>4,000</td>
<td>15,000</td>
</tr>
<tr>
<td>63</td>
<td>Teen Services</td>
<td>5,506</td>
<td>-</td>
<td>6,000</td>
</tr>
<tr>
<td>64</td>
<td>Bob Lucas Branch Services</td>
<td>5,557</td>
<td>-</td>
<td>5,700</td>
</tr>
<tr>
<td>65</td>
<td>Literacy Services</td>
<td>-</td>
<td>3,956</td>
<td>5,000</td>
</tr>
<tr>
<td>66</td>
<td>Volunteer Services</td>
<td>278</td>
<td>-</td>
<td>500</td>
</tr>
<tr>
<td>67</td>
<td>Total Programs</td>
<td><strong>32,857</strong></td>
<td><strong>42,956</strong></td>
<td><strong>84,200</strong></td>
</tr>
<tr>
<td>68</td>
<td>TOTAL EXPENSES</td>
<td>3,724,900</td>
<td>88,061</td>
<td>4,201,350</td>
</tr>
<tr>
<td>69</td>
<td>NET REVENUE / (EXPENSES)</td>
<td>260,812</td>
<td>256,638</td>
<td>47,650</td>
</tr>
<tr>
<td>70</td>
<td>Use Of / (Addition To) Reserves</td>
<td>(260,812)</td>
<td>(256,638)</td>
<td>(47,650)</td>
</tr>
<tr>
<td>71</td>
<td>NET BALANCE</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.
### Balance Sheet (Unaudited)

#### District Total

**June 2022 (Before year-end adjustments)**

<table>
<thead>
<tr>
<th>1</th>
<th><strong>ASSETS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td><strong>Cash &amp; Investments</strong></td>
</tr>
<tr>
<td>3</td>
<td>Cash - LA County</td>
</tr>
<tr>
<td>4</td>
<td>Checking</td>
</tr>
<tr>
<td>5</td>
<td>Special Tax Bonds</td>
</tr>
<tr>
<td>6</td>
<td>Money Market</td>
</tr>
<tr>
<td>7</td>
<td>Paypal</td>
</tr>
<tr>
<td>8</td>
<td>Cash on Hand</td>
</tr>
<tr>
<td>9</td>
<td><strong>Total Cash &amp; Investments</strong></td>
</tr>
<tr>
<td>10</td>
<td><strong>Other Current Assets</strong></td>
</tr>
<tr>
<td>11</td>
<td>Prepaid Items &amp; Deposits</td>
</tr>
<tr>
<td>12</td>
<td>Property Tax &amp; Assessments Receivable</td>
</tr>
<tr>
<td>13</td>
<td>Interest Receivable</td>
</tr>
<tr>
<td>14</td>
<td>Miscellaneous Receivable</td>
</tr>
<tr>
<td>15</td>
<td><strong>Total Other Current Assets</strong></td>
</tr>
<tr>
<td>16</td>
<td><strong>Long-Term Assets</strong></td>
</tr>
<tr>
<td>17</td>
<td>Fixed Assets (Net of Depreciation)</td>
</tr>
<tr>
<td>18</td>
<td>Deferred Outflows of Resources</td>
</tr>
<tr>
<td>19</td>
<td><strong>Total Long-Term Assets</strong></td>
</tr>
<tr>
<td>20</td>
<td><strong>TOTAL ASSETS</strong></td>
</tr>
</tbody>
</table>

| 21 | **LIABILITIES** |
| 22 | **Current Liabilities** |
| 23 | Accounts Payable | 44,838 |
| 24 | Credit Card (UMB) | 20,736 |
| 25 | Payroll and Retirement Liabilities | 70,911 |
| 26 | **Total Current Liabilities** | **136,485** |
| 27 | **Long-Term Liabilities** |
| 28 | Vacation Payable | 95,837 |
| 29 | Deferred Revenue | 43,000 |
| 30 | Deferred Inflows of Resources | 418,185 |
| 31 | Net Pension Liability | 2,718,477 |
| 32 | Net OPEB Liability | 1,001,372 |
| 33 | CFD Bond | 24,995,305 |
| 34 | **Total Long-Term Liabilities** | **29,272,176** |
| 35 | **TOTAL LIABILITIES** | **29,408,660** |

| 36 | **FUND BALANCE** |
| 37 | Fund Balance | 1,435,914 |
| 38 | Net Revenue / (Expenses) | (413,656) |
| 39 | **TOTAL FUND BALANCE** | **1,022,258** |
| 40 | **TOTAL LIABILITIES & FUND BALANCE** | **$30,430,919** |

---

*No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.*
Since our last board meeting the team has continued our weekly Monday meetings with a focus on the following:

a. Build Forward Grant – The Main Library design remains on hold until a determination has been made and the project budget and scope can be finalized. Additional cost detail has been provided to the grant committee at their request.

b. Community Focus Group – Members of the Community Focus Group were provided with the 100% Design Development drawings and were given an opportunity to address any questions or comments with the committee and the design team. Meetings for the Main Library are on hold pending a decision from the State regarding the Build Forward grant (see above).

c. Offsite Facilities – The committee continues to explore options for offsite facilities, and is in contact with Pasadena Unified School District to explore any space they may have available. The committee is also exploring any space the Senior Center may be able to provide.

d. Architectural Services – Design Development for the Bob Lucas Branch is complete. The 100% Design Development documents are attached.

e. Coordination with County departments – ABA has submitted the Bob Lucas Memorial Branch project to the County Planning Department for review. The County has indicated that a CUP will be required due to the extent of expansion from the original library area. The typical timeline for a CUP is 6-12 months.

f. Universal Design – ABA has provided the committee with additional background on their expertise and approach to inclusive design. The committee remains committed to keeping inclusive design at the forefront as the projects are developed, and is planning additional outreach to the community in an effort to identify underserved groups, as well as to better serve the current library users.

g. Communications and Community Outreach – The committee and ABA will participate in an upcoming census tract meeting to seek feedback on the Bob Lucas Memorial Branch Design Development drawings. The Town Hall for the Main Library continues to be on hold pending a determination on the State Library grant.
h. CEQA Services – Chambers Group is working on the Initial Study for the Bob Lucas Memorial Library, as well as a historic resource study of the Main Library. Additional CEQA studies for the Main Library will be started after the project scope has been defined.
As discussed in this report last month, a bill introduced by Assemblyman Chris Holden in January (AB 1737) was concerning to the California Library Association, which opposed its passage.

According to the CLA, the bill originally sought to identify and register “children’s camps” in California and create standards by which they must operate. Unfortunately, the definition of “children’s camps” was drawn so broadly in the bill that it included any conceivable “camp” that a public library might operate during the year for children ages 3 to 17 and lasting 5 days or more.

The bill also mandated the use of child reporters to monitor the camps. This would have required library staff to be background checked and take abuse and neglect identification training. It was feared that this would raise expenses and increase liability for libraries sponsoring such camps.

The CLA lobbied for changes in the bill and the current version, now in committee hearings, has dropped language regarding mandatory reporters. AB 1737 now resembles a “study bill” that “would require the Secretary of the California Health and Human Services Agency, in coordination with the Director of Social Services, to lead the development and implementation of a master plan for children’s camp safety …” the Bill would require the Department of Social Services to submit a report and recommendations by January, 2024.

The Taxpayer Protection and Government Accountability Act is a proposed November ballot initiative that would place controls on how state and local taxes are raised and spent. On August 2, the ballot initiative cleared a major hurdle when its supporters met the deadline for submitting over one million signatures supporting the Measure. If a minimum of 997,139 signatures from this list are from verified California voters, the Initiative will appear on the November Ballot.

The initiative is controversial and has drawn fire from various sources. Critics point out that the initiative will make it harder for local government agencies to raise taxes in the future. It will
also increase fees for legal challenges, thereby restricting the ability of public agencies to fund services and infrastructure needs.

The California Special District Association states that:

The purported “Taxpayer Protection and Government Accountability Act,” a statewide initiative measure to amend the California Constitution sponsored by the California Business Roundtable (“CBRT”), is the most consequential proposal to limit the ability of the state and local governments to enact, modify, or expand taxes, assessments, fees, and property-related charges since the passage of Proposition 218 (1996) and Proposition 26 (2010). If enacted, public agencies would face a drastic rise in litigation that could severely restrict their ability to meet essential services and infrastructure needs.

Ballot Initiative 21-0042A1 would result in the loss of billions of dollars annually in critical state and local funding, restricting the ability of local agencies and the State of California to fund services and infrastructure by:

• Adopting new and stricter rules for raising taxes, fees, assessments, and property-related fees.
• Amending the State Constitution, including portions of Propositions 13, 218, and 26 among other provisions, to the advantage of the initiative’s proponents and plaintiffs; creating new grounds to challenge these funding sources and disrupting fiscal certainty.
• Restricting the ability of local governments to issue fines and penalties to corporations and property owners that violate local environmental, water quality, public health, public safety, fair housing, nuisance and other laws and ordinances.

The initiative includes provisions that would retroactively void all state and local taxes or fees adopted after January 1, 2022 if they did not align with the provisions of this initiative.

This may also affect indexed fees that adjust over time for inflation or other factors. Effectively, it would allow voters throughout California to invalidate the prior actions of local voters, undermining local control and voter-approved decisions about investments needed in their communities.

CSDA has joined a coalition of local government leaders in adopting an Oppose position on Initiative 21-0042A1 and encourages all special districts, partners, and community leaders to join the coalition by passing a board resolution. A sample copy of this resolution appears below.

RESOLUTION TO OPPOSE INITIATIVE 21-0042A1
WHEREAS, an association representing California’s wealthiest corporations and developers is spending millions to push a deceptive proposition aimed for the November 2022 statewide ballot; and

WHEREAS, the proposed proposition, Initiative 21-0042A1, has received the official title: “LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT.”

WHEREAS, the measure includes provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure, and would limit voter input by prohibiting local advisory measures where voters provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure exposes taxpayers to a new wave of costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure; and

WHEREAS, the measure severely restricts state and local officials’ ability to protect our environment, public health and safety, and our neighborhoods against corporations and others who violate the law; and

WHEREAS, the measure creates new constitutional loopholes that would allow corporations to pay less than their fair share for the impacts they impose on our communities, including local infrastructure, our environment, water quality, air quality, and natural resources; and

WHEREAS, the measure threatens billions of dollars currently dedicated to state and local services, and could force cuts to [SPECIFIC SERVICES PROVIDED BY DISTRICT/ORGANIZATION] as well as public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to address homelessness, mental health services, and more; and

WHEREAS, the measure would also reduce funding for critical infrastructure like streets and roads, public transportation, ports, drinking water, sanitation, utilities, and more.

THEREFORE, BE IT RESOLVED that the [DISTRICT/ORGANIZATION NAME] opposes Initiative 21-0042A1;

BE IT FURTHER RESOLVED, that the [DISTRICT/ORGANIZATION NAME] will join the No on Initiative 21-0042A1 coalition, a growing coalition of public safety, labor, local government, infrastructure advocates, and other organizations throughout the state.

We direct staff to email a copy of this adopted resolution to the California Special Districts Association at advocacy@csda.net.

PASSED, APPROVED, AND ADOPTED
# BOARD OF LIBRARY TRUSTEES
## STAFF REPORT FOR AUGUST 2022

**REPORT:** Agenda Item VIII.a.  
**MEETING DATE:** August 22, 2022  
**PREPARED BY:** Mark Schoenman, ABA  
**LOCATION:** Main Library Community Room and Virtual Participation

**TITLE:** Review of Bob Lucas Memorial Library Design Development Plans

**BACKGROUND:**

The renovations and additions for the Bob Lucas Memorial Branch have reached the next milestone in the design process. Having completed schematic design last March, we are bringing forth the next level of information for approval so we may submit said plans to the County of Los Angeles Planning Department to acquire a Conditional Use Permit, (CUP), which is required to obtain building permits.

The Design Development plans include information beyond the aesthetics and functions of the building, including systems design, (structural, mechanical, plumbing, and electrical), as well as furthering the civil and landscape plans.

We are providing these documents for review and to provide feedback this month. We plan to bring this item back for approval by the Board in September, where the Board would be committing to the design to date for the submittal to County Planning as well as the project moving into Construction Documents.
The planned improvements at the Bob Lucas Library include an expansion of the building footprint (795 square feet) and the addition of a new exterior reading court with landscaping, a water feature, shade structure, and seating options. In addition to the exterior improvements, the interior spaces are being renovated to improve function and flow. The proposed project is designed to include new exterior reading areas, a new children's area, and improved restrooms, among other enhancements. The project is being managed by DCGA Engineers, Inc., and additional details are available in the project directory and sheet index.
2. BUILDING ANALYSIS DATA BLOCK

1. APPLICABLE CODES

2. BUILDING ANALYSIS DATA BLOCK

3. SPECIAL DETAILED REQUIREMENTS BASED ON OCCUPANCY & USE

4. GENERAL BUILDING LIMITATIONS (BUILDING HEIGHT AND AREA)

5. CONSTRUCTION TYPE

6. SPRINKLERS

PLUMBING CALCULATIONS

PLUMBING FIXTURE SUMMARY

OCCUPANCY CALCULATIONS

2019 CAFLORNIA PLUMBING CODE

CODE ANALYSIS

2019 CALIFORNIA BUILDING CODE (CBC)

2019 CALIFORNIA FIRE CODE

2019 CALIFORNIA PLUMBING CODE

2019 CALIFORNIA ELECTRICAL CODE

2019 CALIFORNIA MECHANICAL CODE

2019 CALIFORNIA BUILDING CODE

2019 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN)

2019 CALIFORNIA ENERGY CODE

CODE REQUIREMENTS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:
Accessibility Details and Mounting Heights

1. Accessible Mounting Heights

General Requirements
- Front Approach
  - Latch Approach
  - Hinge Approach

Door Clearances
- Push
- Side Pull

Accessible Door Clearances

Note: At exterior locations, clear space @ doors shall have a max. slope of 2%.
GENERAL NOTES:

A. ALL WORK PERFORMED IN THIS CONTRACT SHALL CONFORM TO:
   I. PROJECT SPECIFICATIONS.
   II. THE LATEST EDITION AND SUPPLEMENTS OF THE STANDARD 
      SPECIFICATIONS FOR PUBLIC WORKS CONTRACTORS (SD-66) 
      PUBLISHED BY THE STATE OF CALIFORNIA. 
   III. CALIFORNIA BUILDING CODE, LATEST EDITION.

B. ALL WORK SHALL COMPLY WITH THE REQUIREMENTS OF THE WORK SPECIFIED 
   ON THE DRAWINGS AND WITHIN THE VARIOUS NOTE LAYERS HEREIN.

C. THE EXISTING CONDITIONS SHOWN DIAGRAMMATICALLY ON THE PLANS 
   ORIGINATED FROM AS BUILT, SURVEYING AND FIELD SURVEYS. AND 
   COMMISSIONS SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT USING 
   THE PROPER FORM FOR INFORMATION TO BE SUBMITTED TO THE 
   PROJECT MANAGER PRIOR TO PROCEEDING.

D. ALL EXISTING UTILITIES WHICH MAY BE DISCOVERED DURING CONSTRUCTION 
   SHALL BE REPORTED TO THE CONSTRUCTION MANAGER IMMEDIATELY.

E. ALL FILL OR BACKFILL SHALL BE COMPACTED TO 90% MAXIMUM DENSITY PER 
   THE REQUIREMENTS OF THE STANDARD SPECIFICATIONS.

F. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

G. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC 
   AND PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

H. THE COMPANY SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

I. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

J. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

K. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

L. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

M. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

N. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

O. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
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   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

P. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

Q. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

R. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

S. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

T. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

U. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

V. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

W. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

X. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

Y. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

Z. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND 
   PRIVATE PROPERTY ADJACENT TO THE WORK PERFORMED OR 10 FT. ON 
   EITHER SIDE OF THE WORK DESCRIPTIONS SHOWN ON THESE PLANS.

LEGENDS (cont):
CONSTRUCTION NOTES:
1. CONSTRUCT PERMEABLE PAVEMENT PER ARCHITECTURAL PLAN.
2. CONSTRUCT 6" THICK CONCRETE PAVEMENT PER DETAIL 2 ON SHEET C-0.05.
3. CONSTRUCT CONCRETE CURB PER DETAIL 10 ON SHEET C-0.05.
4. CONSTRUCT TRUNCATED DOMES PER ARCHITECTURAL DRAWINGS.
5. CONSTRUCT CONCRETE CURB RAMP PER DETAIL X ON SHEET C-0.05.
6. NEW STRIPING PER ARCHITECTURAL PLAN.
7. NEW LANDSCAPE AREA PER ARCHITECTURAL PLAN.
8. NEW ROCK PAVER PER LANDSCAPE PLAN.

LEGENDS:
- NEW AC PAVEMENT
- NEW LANDSCAPE
- NEW CONCRETE PAVEMENT
- LIMIT OF WORK

EXISTING
RECONFIGURED BUILDING

VENTURA STREET
N68°26'39"W

SITE CONTROL PLAN

SHEET NOTES:
1. FOR GENERAL NOTES, LEGENDS AND ASSIGNMENTS SEE SHEET C-1.01.
2. SEE ARCHITECTURAL DRAWINGS FOR OTHER SITE RELATED DESIGN
3. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE ALL
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148. CONSTRUCTION DRAWINGS ARE COMPLIANT WITH THE
1. All planting, trees, and decorative concrete curbs to be protected in place with temporary chainlink fence. Provide perimeter garden access for community members. Move fence temporarily as needed to access building facade.

2. Maintain existing irrigation for all perimeter planting areas, install temporary irrigation system and/or hand water as needed.

3. Building to be accessed from the west parking area for construction.
PLANTING PLAN

1. VERIFY LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES PRIOR TO START OF WORK.
2. UPON COMPLETION OF ROUGH GRADE, CONTRACTOR SHALL TAKE A MINIMUM OF 72 BULLSEYE SAMPLES ON SITE AND SUBMIT TO LANDSCAPE ARCHITECT.
3. SOIL PREPARATION: PRIOR TO PLANTING OF ANY MATERIALS, COMPACTED SOILS SHALL BE DISTURBED TO A DEPTH APPROPRIATE FOR THE SPECIFIC MATERIAL TO BE USED.
4. CONTRACTOR SHALL SUBMIT A METHOD STATEMENT TO LANDSCAPE ARCHITECT FOR REVIEW AND APPROVAL. ALL SUCH MATERIAL AND EQUIPMENT SHALL BE CLEANED OF ALL POTENTIAL CONTAMINANTS. CONTRACTOR SHALL SUBMIT A METHOD STATEMENT TO LANDSCAPE ARCHITECT FOR REVIEW AND APPROVAL.
5. LANDSCAPE CONTRACTOR TO PROVIDE THE FOLLOWING SUBMITTALS FOR REVIEW AND APPROVAL:
   A. PHOTOGRAPHS OF PLANT MATERIAL 15 GALLON AND SMALLER (SHRUBS) WITH NURSERY LOCATION
   B. PHOTOGRAPHS OF TREES WITH NURSERY LOCATION FOR TAGGING
   C. CUTSHEETS OF ALL PROPOSED DRY GOOD MATERIALS INCLUDING BUT NOT LIMITED TO OVERHEAD SPRAY AND DRIP SYSTEMS.
6. LANDSCAPE CONTRACTOR TO PROVIDE THE FOLLOWING SUBMITTALS FOR REVIEW AND APPROVAL:
   A. PHOTOGRAPHS OF TREE PLANT MATERIAL 90 DAYS
   B. PHOTOGRAPHS OF TREE PLANT MATERIAL 15 GALLON AND SMALLER (SHRUBS) WITH NURSERY LOCATION
   C. CUTSHEETS OF ALL PROPOSED DRY GOOD MATERIALS INCLUDING BUT NOT LIMITED TO OVERHEAD SPRAY AND DRIP SYSTEMS.
7. NO SUBSTITUTIONS FOR PLANT MATERIAL SHALL BE MADE WITHOUT PRIOR WRITTEN APPROVAL FROM LANDSCAPE ARCHITECT.
8. LANDSCAPE ARCHITECT SHALL HAVE THE OPPORTUNITY TO INSPECT AND ACCEPT THE PROJECT. CONTRACTOR SHALL SUBMIT 72 BULLSEYE SAMPLES ON SITE AND SUBMIT TO LANDSCAPE ARCHITECT.
9. LANDSCAPE ARCHITECT SHALL APPROVE FINAL PLACEMENT OF TREES PRIOR TO PLANTING. CONTRACTOR SHALL GIVE AT LEAST THREE (3) BUSINESS DAYS NOTICE FOR PLANT LAYOUT APPROVAL. IN THE EVENT A PLANT MATERIAL CANNOT BE LOCATED, THE LANDSCAPE CONTRACTOR SHALL PROVIDE A LIST OF NURSERIES CONTACTED, AS WELL AS AVAILABLE POTENTIAL SUBSTITUTIONS. IN THE EVENT A PLANT MATERIAL CANNOT BE LOCATED, THE LANDSCAPE CONTRACTOR SHALL PROVIDE A LIST OF NURSERIES CONTACTED, AS WELL AS AVAILABLE POTENTIAL SUBSTITUTIONS.
10. LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL THEFT OR DAMAGE TO PLANT MATERIAL.
11. PRIOR TO PLACING ANY BARK MULCH OR AGGREGATE MULCH, OR SOD, A ROOT BARRIER SHALL BE USED.
12. CONTRACTOR SHALL INCLUDE AND PERFORM A COMPLETE IRRIGATION COVERAGE TEST IS TO BE PERFORMED, INCLUDING BUT NOT LIMITED TO TREE STAKES, TREE TIES, PLANT TABLETS, EDGING, WOOD MULCH, SOIL AMENDMENTS, DECORATIVE STONE, AND WEED FABRIC.
13. ALL AREAS SHALL BE GRADED TO SLOPE TO CATCH BASINS OR FLOW LINES AS NOTED ON PLANS.
14. UPON COMPLETION OF ALL PLANTING OPERATIONS, THE PORTION OF THE WORK WITHIN MAIN ENTRANCE AREAS SHALL BE COMPLETE AND FUNCTIONAL FOR PROJECT USE.
15. UPON COMPLETION OF PLANTING, THE CONTRACTOR SHALL ARRANGE FOR A SUBSTANTIAL COMPLETION INSPECTION BY LANDSCAPE ARCHITECT. CONTRACTOR SHALL CORRECT ANY DISSENSIONS OR REMARKS FROM FINAL INSPECTION.
17. GUARANTEE: ALL PLANT MATERIAL SHALL BE GUARANTEED FOR REPLACEMENT FOR THE ENTIRE SITE, NO INDIVIDUAL PORTIONS WILL BE RELEASED UNDER A GUARANTEE INSPECTION AND ACCEPTANCE OF THE PROJECT. CONTRACTOR SHALL MAINTAIN AND CLEAN THE CONTRACTOR'S APPARATUS OF THIS WORK UNTIL COMPLETION OF THE APPARATUS OF THIS WORK SHALL BE ENTIRELY REMOVED FROM THE PROJECT SITE. PAVING DEBRIS, SUPERFLUOUS MATERIAL AND EQUIPMENT. ALL SUCH MATERIALS AND EQUIPMENT. ALL SUCH MATERIALS AND EQUIPMENT. ALL SUCH MATERIALS AND EQUIPMENT. ALL SUCH MATERIALS AND EQUIPMENT. ALL SUCH MATERIALS AND EQUIPMENT. ALL SUCH MATERIALS AND EQUIPMENT.
18. UPON FINAL ACCEPTANCE OF THE WORK, THE CONTRACTOR SHALL SUBMIT TO LANDSCAPE ARCHITECT A 90% NEEDLE AND 100% VINE INSPECTION AND FINAL MAINTENANCE INSPECTION TO PROVIDE AND RETAIL ALL PLANT MATERIAL.
19. PLANTING NOTES:
   A. VERIFY LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES PRIOR TO START OF WORK.
   B. PHOTOGRAPHS OF TREES WITH NURSERY LOCATION FOR TAGGING
   C. CUTSHEETS OF ALL PROPOSED DRY GOOD MATERIALS INCLUDING BUT NOT LIMITED TO OVERHEAD SPRAY AND DRIP SYSTEMS.
   D. PHOTOGRAPHS OF TREE PLANT MATERIAL 90 DAYS
   E. PHOTOGRAPHS OF TREE PLANT MATERIAL 15 GALLON AND SMALLER (SHRUBS) WITH NURSERY LOCATION
   F. CUTSHEETS OF ALL PROPOSED DRY GOOD MATERIALS INCLUDING BUT NOT LIMITED TO OVERHEAD SPRAY AND DRIP SYSTEMS.
   G. PHOTOGRAPHS OF TREE PLANT MATERIAL 15 GALLON AND SMALLER (SHRUBS) WITH NURSERY LOCATION
   H. CUTSHEETS OF ALL PROPOSED DRY GOOD MATERIALS INCLUDING BUT NOT LIMITED TO OVERHEAD SPRAY AND DRIP SYSTEMS.
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   V. CUTSHEETS OF ALL PROPOSED DRY GOOD MATERIALS INCLUDING BUT NOT LIMITED TO OVERHEAD SPRAY AND DRIP SYSTEMS.
   W. PHOTOGRAPHS OF TREE PLANT MATERIAL 15 GALLON AND SMALLER (SHRUBS) WITH NURSERY LOCATION
   X. CUTSHEETS OF ALL PROPOSED DRY GOOD MATERIALS INCLUDING BUT NOT LIMITED TO OVERHEAD SPRAY AND DRIP SYSTEMS.
   Y. PHOTOGRAPHS OF TREE PLANT MATERIAL 15 GALLON AND SMALLER (SHRUBS) WITH NURSERY LOCATION
   Z. CUTSHEETS OF ALL PROPOSED DRY GOOD MATERIALS INCLUDING BUT NOT LIMITED TO OVERHEAD SPRAY AND DRIP SYSTEMS.
1. 24" X 24" ROOT CONTROL BARRIER UB 24-2 BY DEEP ROOT 415-781-9700. TOP OF BARRIER SHALL BE 1"-2" BELOW FINISH GRADE AND SHALL NOT BE VISIBLE.

2. TREE ROOTBALL

3. ADJACENT HARDSCAPE

4. CONCRETE CURB AND GUTTER WHERE APPLICABLE

5. MATURE DRIPLINE OF TREE AS SHOWN PER PLAN

6. TREE TRUNK

NOTES:

A. USE ROOT BARRIERS EVERYWHERE THE CENTER OF TREE TRUNKS ARE PLANTED WITHIN 5' OF ANY HARDSCAPE ELEMENT (CURB, PAVING, WALL, UTILITY, ETC.) OR WITHIN 1.5 X THE NOMINAL BOX SIZE.

B. POSITION ROOT BARRIER AS CLOSE TO HARDSCAPE ELEMENT AS POSSIBLE, DO NOT WRAP TREE ROOTBALL - ROOT BARRIER RIBS SHALL BE FACING TOWARDS THE TREE

C. LENGTH OF ROOT BARRIER SHALL BE EQUAL TO THE MATURE DRIPLINE OF THE PARTICULAR TREE TO BE PLANTED AS DEFINED BY PLANTING PLAN SYMBOL SIZE, NOT BY THE INSTALLED SIZE.

D. APPLY MASTIC SEALER TO JOINT BETWEEN CONCRETE SURFACE AND ROOT BARRIER FOR ADDED ROOT PROTECTION AND TO AVOID SOIL AND DEBRIS FROM BEING TRAPPED BETWEEN BARRIER AND CONCRETE.

E. ROOT BARRIER TO BE CONTINUOUS WHERE MULTIPLE TREES ARE ALIGNED AND MEET CRITERIA OF NOTE A.

F. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.

03 PLANT BARRIERS

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Bob Lucas
Literacy Center
Renovations
2599 Lincoln Avenue, Altadena, CA 91001

Sheet Title: PLANTING DETAILS

Scale: 7/18/22 11:25:03 AM

Sheet No.: L310

Not for Construction
ARCHITECTURAL ABBREVIATIONS

ARCHITECTURAL GENERAL NOTES

ARCHITECTURAL DIMENSIONING CONVENTIONS

ARCHITECTURAL LEGEND
WALL SECTIONS AND DETAIL ELEVATIONS

1. WALL SECTION - ADULT READING 1

2. WALL SECTION - ADULT READING 2
WALL SECTION - ENTRANCE
# Door Types, Frame Types, and Schedules

## Door Types

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<tr>
<th>Door Type</th>
<th>Frame Details</th>
<th>Hardware</th>
<th>Remarks</th>
<th>Width</th>
<th>Height</th>
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<th>Material</th>
<th>Finish</th>
<th>Glazing Type</th>
<th>Type</th>
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<td>Single Door</td>
<td>Aluminum, tempered glass</td>
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## Door Frame Types

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<td>Aluminum Door</td>
<td>101 ENTRANCE</td>
<td>104 STAFF WORKSPACE</td>
<td>107 RESTROOM</td>
<td>110 RESERVES</td>
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<tr>
<td>Solid Core Door</td>
<td>111 LITERACY CENTER</td>
<td>112 STUDY ROOM</td>
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## Door Schedules

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<th>Thickness</th>
<th>Material</th>
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<td>ENTRANCE</td>
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<td>STAFF WORKSPACE</td>
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<td>Solid core wood, tempered glass</td>
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<td>STUDY ROOM</td>
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</table>

## Notes

All drawings and written material appearing herein constitute original and unpublished work of Anderson-Brulé Architects and may not be duplicated without the written consent of Anderson-Brulé Architects.

---

Company: Anderson-Brulé Architects

Address: 325 South First Street, 4th Floor
San Jose, California 95113

Phone: 408.298.1885 | www.aba-arch.com
**PARTITION TYPES**

1. **F1 PARTITION TYPE**
   - **TYPE F1**: 5/8" GYP BD
   - 3 5/8" MTL STUDS AT 16" OC
   - FULL HEIGHT

2. **G21 PARTITION TYPE**
   - **TYPE G21**: NON-RATED, ACOUSTICAL, 6" ABOVE CEILING
   - 5/8" GYP BD
   - 2 x 6 WOOD STUDS @ 16" OC
   - W/ ACOUSTICAL BATT INSULATION IN CAVITY

   - **TYPE G21.B**: NON-RATED, ACOUSTICAL, 6" ABOVE CEILING
   - W/ACOUSTICAL OPENING PROTECTION w/TILE
   - 5/8" ALLOWANCE FOR MORTAR & TILE

4. **G21.Q PARTITION TYPE**
   - **TYPE G21.Q**: NON-RATED, ACOUSTICAL, 6" ABOVE CEILING
   - w/TILE ON BOTH SIDES
   - 2 x 6 WOOD STUDS @ 16" OC
   - 5/8" ALLOWANCE FOR MORTAR & TILE

5. **G22.B PARTITION TYPE**
   - **TYPE G22.B**: NON-RATED, ACOUSTICAL, 6" ABOVE CEILING
   - w/ACOUSTICAL INSULATION
   - 2 x 8 WOOD STUDS @ 16" OC
   - W/ ACOUSTICAL BATT INSULATION
   - 5/8" GYP BD

6. **G22.Q PARTITION TYPE**
   - **TYPE G22.Q**: NON-RATED, ACOUSTICAL, 6" ABOVE CEILING
   - w/TILE ON BOTH SIDES
   - 2 x 8 WOOD STUDS @ 16" OC
   - 5/8" ALLOWANCE FOR MORTAR & TILE

**NOTES:**

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**SCALE:** 1 1/2" = 1'-0"
FULL OPTIMA VECTOR PANEL

GYPSUM BOARD SUSPENDED CEILING

ACOUSTICAL SUSPENDED CEILING @ PERIMETER

ACOUSTICAL CEILING TILE SUSPENSION SYSTEM
SOLID SURFACE COUNTERTOP OVER 3/4" PLYWOOD WITH NO DRIP EDGE, SEE ELEVATIONS FOR FINISHES

HSS 3"X1-1/2"X1/4" FLAT, TYP.

HSS 3"X3"X1/4" POST @ SELECT LOCATIONS

SOLID SURFACE COUNTERTOP OVER 3/4" PLYWOOD. VIF 4" WOOD POST WHERE OCCURS. SEE ELEVATION FOR LOCATIONS

RUBBER BASE, TYP. 3 1/4"

ELECTRICAL OUTLET WHERE OCCURS. SEE ENLARGED CASEWORK PLANS FOR LOCATIONS

ACOUSTIC PANEL - WALL ATTACHMENT

LOCKER ATTACHMENT DETAIL

STANDING HEIGHT WORK TABLE

INTERIOR BOOKDROP

STANDING HEIGHT WORK TABLE
1. **Typical Details**
   - **Typical Frame Joint Details**: @ 24" O.C.
   - **Typical Slab Joint Details**: @ 24" O.C.
   - **Typical Shear Wall Opening**: @ 48" O.C. Max.
   - **Typical Ceiling Joist Framing Detail**: @ 24" O.C.
   - **Typical Non-Bearing Wall to Concrete Curb**: @ 24" O.C.

2. **Concrete Specifications**
   - **Concrete Slab**: Per Plan
   - **Concrete Footing**: Per Plan
   - **Concrete Border**: Per Plan

3. **Reinforcement Details**
   - **Reinforcement at Stud Corners and Intersections**: Per Plan
   - **Reinforcement at Stud Footing**: Per Plan
   - **Reinforcement at Stud Wall**: Per Plan
   - **Reinforcement at Stud Wall Beyond**: Per Plan

4. **Wood Details**
   - **Wood Post to Pad Footing**: @ 24" O.C.
   - **Wood Post to Concrete Curb**: @ 48" O.C. Max.
   - **Wood Post to Concrete Curb**: @ 48" O.C. Max.

5. **Metal Details**
   - **Metal Hanger**: Per Plan
   - **Metal Hanger to Concrete Curb**: Per Plan
   - **Metal Hanger to Concrete Curb**: Per Plan

6. **Miscellaneous**
   - **Frame Joint Details**: Per Plan
   - **Concrete Joint Details**: Per Plan
   - **Concrete Joint Details**: Per Plan
   - **Concrete Joint Details**: Per Plan

7. **Additional Notes**
   - **Corner Lap Bar**: @ 24" O.C.
   - **Corner Lap Bar**: @ 24" O.C.
   - **Corner Lap Bar**: @ 24" O.C.
   - **Corner Lap Bar**: @ 24" O.C.
1. COVER EXPOSED HOT & COLD WATER PIPING AND WASTE PIPING AT ALL LAVATORIES WITH NEATLY PRE-FORMED PIPE

6. HEIGHTS AND LOCATION OF ALL FIXTURES SHALL BE ACCORDING TO CBC TABLE 11B-604.9. FIXTURE CONTROLS SHALL ALLOWED IF THE FAUCET REMAINS OPEN FOR AT LEAST 10 SECONDS.

A/C CONDENSATE - TYPE "L" COPPER PIPE AND FITTINGS.

TUBE WITH WROUGHT COPPER SOLDER JOINT FITTINGS.

BELOW GRADE WATER AND CONDENSATE DRAIN PIPING SHALL BE TYPE "K" HARD DRAWN COPPER WATER AND FITTINGS.

REDUCED PRESSURE BACKFLOW PREVENTER (RPBFP)

FLOOR CLEANOUT

PLUMBING SHEET INDEX

Sheet No.
PB1
PB2
PB3
PB4

DESIGN
PLUMBING GENERAL NOTES AND SYMBOLS
PLUMBING SCHEDULES AND TABLES
PLUMBING EIGHT DOOR FLOOR PLAN
PLUMBING PLAIN FLOOR PLAN

TOTAL SHEETS: 4

GENERAL NOTES


2. CONTRACTOR SHALL MAINTAIN ALL SNOW AND ICE REMOVAL AND PAVING WORK PRIORITY TO EIGHT WORK.

3. CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES FOR SEVERITY AND WORK IN A MANNER AS TO AVOID COSTLY INTERRUPTIONS

4. KEEP ALL PIPED CORDS CLEAR OF WORKSTATION FLOOR.

5. REFER TO ARCHITECTURAL DRAWINGS FOR EXACT LOCATION, MONITORING HEIGHTS AND COLORS OF ALL PLUMBING FIXTURES.

6. ALL VENTS SHALL TERMINATE IN EXTERIOR WALL, OR USES TERMS THAN FARTHEST WINDOWS OF THE BUILDING.

7. PROVIDE A:N'TAIL, ACCESSORIES, ALL AT LOCATION OF ADHESIVE MOUNTED, FASTENED TO A SURFACE, REQUIRED TO BE FABRICATED BY ARCHITECT.

8. CLEANERS SHALL BE INSTALLED BY EACH PLUMBING CODE SECTION TO IF, PER TTCR.

9. SLUPE OF ALL PIPED INSTALLATIONS SHALL BE NOT LESS THAN 1/4" IN 5 FEET OR LESS DURING INSTALLATION, AND SHALL BE NOT LESS THAN 1/4" IN 5 FEET OR LESS DURING INSTALLATION.

10. ALL DOMESTIC LEFT WATER PIPE SHALL BE INSTALLED IN ACCORDANCE WITH CALIFORNIA MUNICIPAL CODES AND THE AUTHORIZED MUNICIPAL CODES, AND THE AUTHORIZED MUNICIPAL CODES.

11. MAKE ALL MIPED INSTALLATIONS IN ACCORDANCE WITH THE 2019 CALIFORNIA PLUMBING CODE, CALIFORNIA STATE BUREAU OF MUNICIPAL CODE, AND THE AUTHORIZED MUNICIPAL CODES.

12. DO NOT USE METALIC GUTTER TO GROUND ELECTRICAL SYSTEM.

13. PIPE DUCT TO SUCCEED COPPER BW TO ATTACH TO PLUMBING DUCT WATER TO THE ELECTRICAL TERMINAL WALLS SHALL BE HANDLED WITH A MESSAGE AS REQUIRED.

14. FOR LOCATION OF PIPING SLEEVES AND FLOOR OPENINGS THROUGH STRUCTURAL FLOOR SLABS, COORDINATE REQUIREMENTS WITH OWNER.

15. CONTRACTOR SHALL PATCH AND REPAIR ALL SURFACE AREAS DAMAGED BY HIS EQUIPMENT CONNECTIONS.

16. ALL OUTLETS TO BE PROTECTED BY APPROVED, PROPERLY INSTALLED ATMOSPHERIC TYPE VACUUM BREAKER.

17. ALL OUTLET CONNECTIONS TO WALL OUTLET BOXES BE INSTALLED IN ACCORDANCE WITH THE 2019 CALIFORNIA PLUMBING CODE, CALIFORNIA STATE BUREAU OF MUNICIPAL CODE, AND THE AUTHORIZED MUNICIPAL CODES.

18. NATURAL GAS GLOBE SHALL NOT BE LOCATED UNDER ANY STRUCTURE. 2019DCP

19. DO NOT USE METALIC GUTTER TO GROUND ELECTRICAL SYSTEM.

20. PROVIDE A:N'TAIL, ACCESSORIES, ALL AT LOCATION OF ADHESIVE MOUNTED, FASTENED TO A SURFACE, REQUIRED TO BE FABRICATED BY ARCHITECT.

21. ALL VENTS SHALL TERMINATE IN EXTERIOR WALL, OR USES TERMS THAN FARTHEST WINDOWS OF THE BUILDING.

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40. PROVIDE A:N'TAIL, ACCESSORIES, ALL AT LOCATION OF ADHESIVE MOUNTED, FASTENED TO A SURFACE, REQUIRED TO BE FABRICATED BY ARCHITECT.

41. CONTRACTOR SHALL PATCH AND REPAIR ALL SURFACE AREAS DAMAGED BY HIS EQUIPMENT CONNECTIONS.
<table>
<thead>
<tr>
<th>FIXTURE</th>
<th>TEMPERATURE</th>
<th>SCX</th>
<th>SCD</th>
<th>SRC</th>
<th>SCD</th>
<th>VGC</th>
<th>MC2</th>
<th>BRACKET</th>
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<td>3/4&quot;</td>
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<td>3/4&quot;</td>
<td>1</td>
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</table>
17. EQUIPMENT OUTLETS, LIGHTING FIXTURES, CONDUIT, WIRE, AND CONNECTION

10. AFTER ALL REQUIREMENTS OF THE CONTRACT DOCUMENTS HAVE BEEN FULLY
EXISTING CONDITIONS AND BY SUBMITTING A BID, ACCEPTS THE CONDITIONS
LISTED AND CERTIFIED BY A NATIONALLY RECOGNIZED TESTING AUTHORITY,
DISCREPANCIES, AMBIGUITIES OR CONFLICTS SHALL BE BROUGHT TO THE
CONTRACTOR AFTER CONSTRUCTION IS 90% COMPLETE EXCEPT WHERE
COMPATIBLE WITH THE LATEST VERSION OF AUTOCAD IN DWG OR DXF FORMAT.

SYSTEM IN THE PREPARATION OF RECORD DRAWINGS FOR THIS PROJECT.

WHEN THE ISSUES HAVE DIFFERENT LEVELS OF REQUIREMENTS, THE MOST
STRINGENT RULE SHALL APPLY.

WHERE THERE IS NO AGREEMENT, THE APPLICABLE CODES, STANDARDS, OR
PRODUCTS SPECIFICATIONS TO ENSURE COMPLETE AND OPERABLE SYSTEMS AS REQUIRED

314.20. SEE ARCHITECTURAL ELEVATIONS FOR WALL FINISHES AND LOCATIONS.

13. FIXTURE, OUTLET, DEVICE, ETC., REMAINING IN SERVICE.

OF ALL ELECTRICAL SYSTEMS, EQUIPMENT, ETC., REMAINING IN OPERATION WHICH
CONTRACTOR'S RESPONSIBILITY TO VERIFY LOCATIONS OF HOMERUNS, AND ADJUST
DRAWINGS WERE TAKEN FROM EXISTING RECORD DRAWINGS. IT IS THE
REMOVAL OF EXISTING ELECTRICAL EQUIPMENT AND CONDUCTORS. CONTRACTOR
REQUIRED WHENEVER THE BUILDING (WHOLE OR PARTIAL) IS OCCUPIED.  CFC
ADJACENT PHASE.

3. PROVIDE FLOOR PLANS SHOWING LOCATIONS OF ALL FIRE ALARM
4. PROVIDE SINGLE LINE, RISER, AND POINT-TO-POINT WIRING DIAGRAMS.
5. AN EMERGENCY WARNING SYSTEM WITH VISUAL STROBE DEVICES IS
6. PROVIDE E230 LIGHTING & POWER PLANS
7. PROVIDE E210 LIGHTING & POWER PLANS
8. PROVIDE E200 ELECTRICAL DEMOLITION PLAN

E230 LIGHTING & POWER PLANS
E210 LIGHTING & POWER PLANS
E200 ELECTRICAL DEMOLITION PLAN


111
### LIGHTING FIXTURE SCHEDULE

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<th>Type</th>
<th>Description</th>
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### LIGHTING CONTROL SYSTEM SEQUENCE OF OPERATIONS

1. Exit Signs with Through Wiring shall be equipped with a separate junction box for termination of conductors. Furnish a counter for each circuit.
2. Contractor shall verify all mounting requirements for all recessed lighting fixtures. Provide a sketch showing the location of the fixtures to be installed.
3. For lighting fixtures which are not used as the only source of illumination, provide lighting controls. Provide lighting controls at the wall switch, ceiling light fixture, or both.
4. Provide emergency lights in non-comfortable areas. Provide emergency lights at the exits of stairways and corridors.
5. Lighting fixtures shall be U.L. listed for indoor use.
6. Provide lighting fixtures with a circuit breaker.
7. Low voltage lighting controls shall be connected to a main circuit breaker panel.
8. Provide emergency lights with a separate circuit.
9. Lighting fixtures which are required to have automatic operations shall also be controlled by a timer or photocell. The timer or photocell shall be set to come on or go off at a specified time.
10. The contractor shall verify all window heights and daylit zones prior to ordering fixtures.

### LIGHTING FIXTURE NOTES

1. All LED light fixtures shall be tested to LM-79 and LM-80 IES standards.
2. Contractors shall verify all mounting requirements for all recessed lighting fixtures. Provide a drawing showing the location of the fixtures to be installed.
3. For lighting fixtures voltage ratings, the contractor is responsible to verify the fixture voltage with branch circuit wiring.
4. Lenses of all LED lighting fixtures shall not be less than 0.125" thick.
5. Lenses of all LED lighting fixtures shall be equal to KSH-K12 where applicable.
6. Lighting fixtures which are required to have automatic operations shall also be controlled by a timer or photocell. The timer or photocell shall be set to come on or go off at a specified time.
7. Lighting fixtures shall be U.L. listed for indoor use.
8. Lighting fixtures shall be designed in accordance with Illuminating Engineering Society (IES) guidelines. The following lighting levels will be provided:
   - **Entry**: 40.00 foot candle
   - **Loft**: 20.00 foot candle
   - **Storage/Grants Room**: 12.00 foot candle
   - **Comm./Equipment Rooms**: 50.70 foot candle
   - **Library**: 60.00 foot candle

### LIGHTING CONTROL SYSTEM SEQUENCE OF OPERATIONS

- **Exit Signs**: Shall be equipped with a separate junction box for termination of conductors. Furnish a counter for each circuit.
- **Contractor**: Shall verify all mounting requirements for all recessed lighting fixtures. Provide a sketch showing the location of the fixtures to be installed.
- **Exit Signs with Through Wiring**: Shall be equipped with a separate junction box for termination of conductors. Furnish a counter for each circuit.
- **Low Voltage Lighting Controls**: Shall be connected to a main circuit breaker panel.
- **Emergency Lights**: Shall be equipped with a separate circuit.
- **Lighting Fixtures Which Are Required to Have Automatic Operations**: Shall also be controlled by a timer or photocell. The timer or photocell shall be set to come on or go off at a specified time.
- **The Contractor**: Shall verify all window heights and daylit zones prior to ordering fixtures.

### LIGHTING FIXTURE SCHEDULE AND NOTES

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<th>Date</th>
<th>Project Title</th>
<th>Sheet Title</th>
<th>Scale</th>
<th>Notes</th>
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</thead>
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| 1 Date 1 | PLANNING SUBMITAL | LIGHTING FIXTURE SCHEDULE AND NOTES | 113 | 1

**Lighting Control System Sequence of Operations**

1. Exit signs with through wiring shall be equipped with a separate junction box for termination of conductors. Furnish a counter for each circuit.
2. The contractor shall verify all mounting requirements for all recessed lighting fixtures. Provide a sketch showing the location of the fixtures to be installed.
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ELECTRICAL DEMOLITION PLAN
GENERAL PROJECT NOTES
A. All mounting heights are to the center line of the device.
   All boxes and conduits shall be flush mounted or concealed unless noted otherwise.
B. All exterior outlets shall be exterior rated outdoor IP 47 (NEMA 3R).
C. Exact location of all telecommunications outlets located in furniture shall be verified with architect prior to installation.
D. Electrical outlets shall be provided within three-six inches of communication outlets at equal height.
E. It shall be understood all information within this drawing package is schematic to show the design intent. Any field deviations shall be submitted in writing to the architect or consultant.
F. If field deviations are not submitted in accordance, the individual changes will be considered out of scope from the architect and consultant’s overall design and specification for the project.

**SEPARATION DISTANCE BETWEEN POWER CABLES AND DATA CABLES**

<table>
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<tr>
<th>CONDITION</th>
<th>MINIMUM SEPARATION DISTANCE</th>
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</thead>
<tbody>
<tr>
<td>2 FEET</td>
<td>0&quot; 12&quot; 24&quot;</td>
</tr>
<tr>
<td>3 FEET</td>
<td>0&quot; 12&quot; 24&quot;</td>
</tr>
<tr>
<td>4 FEET</td>
<td>0&quot; 12&quot; 24&quot;</td>
</tr>
</tbody>
</table>

**SEPARATION DISTANCE BETWEEN DATA CABLES AND SPECIFIC EMI SOURCES**

<table>
<thead>
<tr>
<th>SOURCE OF DISTURBANCE</th>
<th>MINIMUM SEPARATION DISTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluorescent lamps</td>
<td>0&quot;</td>
</tr>
<tr>
<td>High-intensity discharge lamps</td>
<td>0&quot;</td>
</tr>
<tr>
<td>Arc welders</td>
<td>30&quot;</td>
</tr>
<tr>
<td>Frequency induction heating</td>
<td>18&quot;</td>
</tr>
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</table>

**TELECOMMUNICATION SYMBOLS**

- **Wall Phone Outlet**: Provides one drop complete with data cable, connector and termination as required. Stub one 1" conduit from double gang box with single gang plaster ring to accessible ceiling on the same floor as shown. Mount at 54" AFF unless noted otherwise.
- **Wall Standard Communication Outlet**: Provides two data drops complete with cat6 cables, connectors and terminations as required. Stub one 1" conduit from double gang box with single gang plaster ring to accessible ceiling on the same floor as shown. Mount in floor box. Exact location to be coordinated by architect.
- **Wireless Communication Outlet**: Provides two data drops complete with cat6a cables, connectors and terminations as required. Stub one 1" conduit from double gang box with single gang plaster ring to accessible ceiling on the same floor as shown. Mount at 18" AFF unless noted otherwise.
- **Wall Data Communication Outlet**: Provides one data drop complete with cat6 cable, connector and termination as required. No faceplate. Mount in wall data communication outlet.
- **Floor Data Communication Outlet**: Provides one data drop complete with cat6 cable, connectors and terminations as required. Mount one 1" conduit from av backbox to accessible ceiling on the same floor as shown. Mount in floor box. Exact location to be coordinated by architect.
- **Furniture Feed Phone Outlet**: Provides one drop complete with data cable and connector to cable tray on the same floor as shown. Mount in furniture feed phone outlet.
- **Furniture Feed Wireless Outlet**: Provides one 120° cut to cable tray on the same floor as shown. Mount in furniture feed wireless outlet.
- **4" x 4" Junction Box**: Provides one 1" 250 conduit to cable tray on the same floor as shown. Mount in 4" x 4" junction box.
- **TELECOMMUNICATIONS GROUND BUS BAR**: Fire retardant 1/2" plywood backboard. Painted with two coats of white fire retardant paint prior to installation. Each sheet of plywood backboard shall be 4'x 8' x 1/2" thick.
- **TELECOMMUNICATIONS BASKET CABLE TRAY**: 12" wide x 4" deep. Uncoated mount above accessible ceiling. Coordinate location with ductwork, plumbing, fire protection, electrical and light fixtures.
- **TELECOMMUNICATIONS LADDER CABLE RUNWAY**: Size as indicated on drawings.
- **ENT Conduct Chased in Slab or Under Finished Floor**: Route as indicated.
- **ENT Conduct Chased in Wall or Above Finished Ceiling**: Route as indicated.
- **ENT Conduct Stub Up into Accessible Ceiling Unless Noted Otherwise**: Conduct above ceiling unless noted otherwise. Conduct shall be concealed.
- **AFF Above Finished Floor**: BGC below finished ceiling. UNO unless noted otherwise.
- **ER Equipment Room**: TSR TELECOMMUNICATION GROUND BUS BAR.
- **TSGB TELECOMMUNICATION MAIN GROUND BUS BAR**
- **TSG TELECOMMUNICATION BONDING BUS BAR**
CONDUIT INSTALLATION NOTES

THE RACEWAY SYSTEM FOR TELECOMMUNICATION CABLES SHALL FOLLOW THE NEC AND ALL LOCAL CODES GOVERNING THIS PROJECT. ADDITIONAL REQUIREMENTS ARE AS FOLLOWS:

1. A PULL CORD (NYLON, 18# MINIMUM) SHALL BE INSTALLED WITH ALL CONDUITS FOR IDENTIFICATION OF LOCATION.

2. A PULL ROPE (NYLON/POLYESTER, 35# MINIMUM) SHALL BE INSTALLED WITHIN ALL OUTSIDE BUILDING CONDUITS. MINIMUM TENSIOL STRENGTH OF ROPE SHALL BE 3000# PER FEET.

3. PULL CORD AND PULL ROPE WITHIN ALL CONDUITS SHALL BE RE-PULLED EACH USE. CONDUITS SHALL NOT REMAIN EMPTY.

4. CONDUIT SHALL RUN IN MOST DIRECT ROUTE POSSIBLE. USUALLY PARALED WITH BUILDING LINE.

5. CONDUIT SLEEVES SHOULD BE RIGID GALVANIZED STEEL. FOR PENETRATIONS OF CONCRETE SLABS, CONCRETE WALLS, ALL SLEEVES SHALL BE RIGID STEEL. ALL SLEEVES ARE TO BE CLEARLY MARKED AT EACH END TO INDICATE THE TRADE (E.G. AV, TELECOM) THAT THE CONDUIT IS INTENDED TO CONDUCT.

6. CONDUIT RUN SHALL CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 100 FEET. IF BENDS TOTAL MORE THAN 100 FEET, FULL POINTS OR PULL BOXES SHALL BE INSERTED.

7. CONDUIT RUNS TO WORK AREAS SHALL SEE NO MORE THAN ONE COMMUNICATION OUTLET. DASH CHANNING IS NEVER ALLOWED.

8. CONDUITS SHALL HAVE NO MORE THAN TWO 90 DEGREES OF BENDS AT ANY POINT OR MORE THAN 180 DEGREES OF CUMULATIVE BENDS IN A RACEWAY SYSTEM.

9. INSTALL CONDUITS WITH A MINIMUM OF BENDS AND OFFSETS. BENDS SHALL NOT KINK OR DESTROY INTERIOR CROSS SECTION OF RACEWAY. FACTORY-MADE BENDS SHALL BE USED FOR BENDS GOING THROUGH A RACEWAY SYSTEM. CONDUITS SHALL BE FLEXIBLE METAL CONDUIT OR ELECTRICAL METAL TUBING. CONDUIT SLEEVES SHALL PROJECT A MINIMUM OF 6 INCHES BEYOND WALL OR FLOOR SURFACE. ALL PENETRATIONS SHALL BE FIRESTOPPED.

10. CONDUIT RUNS SHALL CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 100 FEET. IF BENDS TOTAL MORE THAN 100 FEET, FULL POINTS OR PULL BOXES SHALL BE INSERTED.

11. BENDS RADIUS ON CABLING SHOULD ALWAYS BE MADE WITHIN THE CONDUIT.

12. AFTER INSTALLATION, LEAVE CONDUITS CLEAN, DRY AND UNOBSTRUCTED. REMOVED AND FITTED WITH BUSHINGS.

13. ELECTRICAL, METAL TUBING AND RIGID METAL CONDUIT ARE THE ONLY ALLOWED TYPES FOR INTERIOR BUILDING. FLEXIBLE METAL CONDUIT IS NEVER ALLOWED.

14. CONDUIT SYSTEM INSTALLATION:

14.1) CABLE IN EXTERIOR, ABOVE GRADE LOCATIONS: RIGID METAL CONDUIT.

14.2) CABLE IN EXTERIOR, BELOW GRADE: SCHEDULE 40 PVC.

14.3) CABLE IN INTERIOR LOCATIONS: EMT AND RMC.

15. ALL METALLIC CONDUITS SHALL BE APPROPRIATELY GROUNDED AS PER MANUFACTURER'S SPECIFICATIONS.

16. CONDUITS ARE TO BE CLEARLY MARKED AT EACH END TO INDICATE THE TRADE (E.G. AV, TELECOM) THAT THE CONDUIT IS INTENDED TO CONDUCT.

17. CABLE PATHWAY SHOULD BE LESS THAN 90 FEET. THE LENGTH SHALL BE MEASURED FROM THE OUTLET IN THE WORK AREA TO PATCH PANEL OR MANHOLE.

18. FOR OUTSIDE PLANT CONDUIT ROUTES PROVIDE A SITE LEVEL ACCESSIBLE MANHOLE EVERY 150 DEGREES OF CUMULATIVE BENDS OR 180 DEGREES IN BENDS TOTAL. DISTANCE BETWEEN EACH MANHOLE SHALL NOT EXCEED 600 FEET.

19. OUTSIDE PLANT MANHOLE DEPTH SHALL BE DETERMINED BY THE DESIGN TEAM AND MANHOLE SIZES FOR REVIEW BY THE DESIGN TEAM.

20. CONTRACTOR SHALL PROVIDE A "P" MARKING FOR MANHOLE PRODUCTS WHICH ARE TO BE INTEGRATED INTO THE OUTSIDE PLANT.

21. CONTRACTOR SHALL PROVIDE A "P" MARKING FOR MANHOLE PRODUCTS WHICH ARE TO BE INTEGRATED INTO THE OUTSIDE PLANT.
A. All outlets in this area are served from wall mounted cabinet. Terminate all cables in wall mounted cabinet.

One 2" Conduit from above accessible ceiling down to rack.

Two 2" conduits from above accessible ceiling down to rack.

Literacy Center

Renovations

2659 Lincoln Avenue, Altadena, CA 91001

Bob Lucas

LEVEL 1 - WALL MOUNTED CABINET

1. 4'W x 4'H x 0.75"D A-C GRADE FIRE RETARDANT TREATED PLYWOOD BACKBOARD. BACKBOARD SHALL BE PAINTED WITH TWO COATS OF FIRE RETARDANT PAINT PRIOR TO INSTALLATION.

2. WALL MOUNTED EQUIPMENT CABINET, 34"Wx24"Hx18"D. MOUNTED AT 84" AFF TO THE BOTTOM OF CABINET.
1. WALL MOUNTED EQUIPMENT CABINET, 24"W x 24"H x 18"D.
2. 1RU 24-PORT CAT6A PATCH PANEL. TERMINATE ALL WAP OUTLETS HERE.
3. 2RU 48-PORT CAT5E PATCH PANEL.
4. 1RU FIBER OPTIC PATCH PANEL.
NOTES (THIS DETAIL ONLY)

1. WALL MOUNTED EQUIPMENT CABINET. SEE T202 FOR INFORMATION.
2. FIBER OPTIC PATCH PANEL. SEE T202 FOR INFORMATION.
3. 6-STRAND INTRABUILDING MULTIMODE OM4
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<tr>
<th>AV SHEET SET</th>
<th>SHEET</th>
<th>TITLE</th>
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<td>100-TITLE AND REFERENCE</td>
<td></td>
</tr>
<tr>
<td>10-KEY</td>
<td>AV000 LEGEND</td>
<td></td>
</tr>
<tr>
<td>20-ENLARGED</td>
<td>AV201 STUDY ROOM - ENLARGED PLANS</td>
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<tr>
<td></td>
<td>AV202 SERVICE DESK ENLARGED PLANS</td>
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<td>AV203 ADULTS ROOM ENLARGED PLANS</td>
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<td>30-ELEVATIONS</td>
<td>AV301 STUDY ROOM - AV ELEVATION</td>
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<tr>
<td></td>
<td>AV302 SERVICE DESK - AV ELEVATION</td>
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<tr>
<td></td>
<td>AV303 ADULTS ROOM - AV ELEVATION</td>
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</tbody>
</table>
STUDY ROOM - AV PLAN

KEY DISPLAY WITH AV INPUT BELOW
90"x90" WALL MOUNTED ELECTRIC PROJECTION SCREEN

CONTROL PANEL AND AV INPUT BELOW

PROJECTOR

ADULTS ROOM - AV PLAN

ADULTS ROOM - AV RCP

Sheet Title: ADULTS ROOM ENLARGED PLANS

Scale: 1/2" = 1'-0"
ASSOCIATED WITH DIVISION 26

CONDUIT INSTALLATION NOTES

THE RACEWAY SYSTEM FOR AV CABLE SHALL FOLLOW THE NEC AND ALL LOCAL CODES GOVERNING THIS PROJECT. ADDITIONAL REQUIREMENTS ARE AS FOLLOWS:

1. ALL RACEWAY SHOWN IN THESE "EAV" DRAWINGS IS FOR AV CABLE, AND IS IN ADDITION TO ANY CONDUIT SHOWN ON ANY OTHER DRAWINGS.

2. ROUTING OF CONDUIT SHOWN FOR DESIGN INTENT ONLY. COORDINATE EXACT ROUTE BASED ON FIELD CONDITIONS.

3. ALL CONDUIT CONNECTORS SHALL BE FURNISHED WITH NYLON BUSHINGS AND CHASE NIPPLES TO PREVENT DAMAGE TO CABLES FROM BURIED OR UNEVENLY CUT CONDUIT.

4. KEEP 90° BENDS TO A MINIMUM. THE CONDUIT SYSTEM SHALL NOT HAVE MORE THAN THREE 90° BENDS OR THEIR EQUIVALENT (270°) BETWEEN PULL BOXES.

5. ALL PULL BOXES AND OUTLET BOXES SHALL BE AT LEAST 3.5" DEEP.

6. INSTALL NYLON PULL STRINGS IN ALL CONDUITS.

7. CAULK OR OTHERWISE SEAL ALL PENETRATIONS THROUGH ACOUSTICAL PARTITIONS AND BARRIERS WITH ACOUSTICAL SEALANT. SEE DIV. 7 SEALANT SECTION.

8. ALL AV RELATED JUNCTION BOXES AND STUB OUTS SHALL REMAIN ACCESSIBLE AT ALL TIMES.

9. THE STANDARD SIZE FOR ALL AV CONDUIT SHALL BE 0.75" UNLESS OTHERWISE NOTED. ALL EXPOSED CONDUIT SHALL BE ROUTED PARALLEL OR PERPENDICULAR TO STRUCTURE ABOVE.

10. WHERE CONDUIT CONNECTS CEILING SPEAKER ENCLOSURES, THE ENCLOSURES AND ASSOCIATED SUPPORT HARDWARE SHALL BE PROVIDED BY THE ELECTRICAL CONTRACTOR.

11. CEILING SPEAKERS ARE SHOWN FOR ZONING AND CONDUIT SIZING AND ROUTING ONLY. REFER TO DIVISION 26 INTERIOR CEILING PLANS FOR EXACT CEILING SPEAKER LOCATIONS.

12. ALL CONDUIT SHALL BE (EMT) ELECTRICAL METAL TUBING OR (IMC) INTERMEDIATE METALLIC CONDUIT UNLESS OTHERWISE NOTED.

13. PVC IS UNACCEPTABLE UNLESS OTHERWISE NOTED.

14. CONDUIT RUNS NOT TO EXCEED 9M FROM END TO END ON ANY PATHWAY.
SERVE DESK - INFRASTRUCTURE ELEVATION
ADULTS ROOM - INFRASTRUCTURE ELEVATION
BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.B. REPORT FOR AUGUST 2022

REPORT: Agenda Item VIII.b.  
PREPARED BY: Nikki Winslow

MEETING DATE: August 22, 2022  
LOCATION: Main Library Community Room and Virtual Participation


BACKGROUND:

Beginning September 19 through October 14, 2022, Altadena Library Employees will have the opportunity to change Health Plans during Open Enrollment. This year the least expensive individual health plan, which is the PERS GOLD PPO, is $680.37, and the District Personnel Policy states that ALD will cover the cost of the lowest plan for an individual. The District will now contribute $680.37 per current employee.

Attached is the CalPERS 2023 Monthly Premiums for Contracting Agencies Los Angeles Area Region rates for Actives and Annuitants. Below is a chart indicating the percentage increase in premiums from 2022 to 2023, which the weighted average of increase is +7.21%.

<table>
<thead>
<tr>
<th>Basic Plans</th>
<th>% Premium Change</th>
</tr>
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<tbody>
<tr>
<td>Anthem Blue Cross Select HMO</td>
<td>+6.58%</td>
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<tr>
<td>Anthem Blue Cross Traditional HMO</td>
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<tr>
<td>Blue Shield Access+ HMO and EPO</td>
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</tr>
<tr>
<td>Blue Shield Trio HMO</td>
<td>+2.42%</td>
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<td>Health Net Salud y Más</td>
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<tr>
<td>Health Net SmartCare</td>
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<tr>
<td>Kaiser Permanente</td>
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<tr>
<td>Kaiser Permanente Out-of-State</td>
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<td>PERS Gold PPO</td>
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<td>PERS Platinum PPO</td>
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<td>Sharp Performance Plus</td>
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<td>United Healthcare Harmony</td>
<td>-2.04%</td>
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<tr>
<td>Western Health Advantage</td>
<td>+2.55%</td>
</tr>
<tr>
<td><strong>Total Basic Weighted Average Change</strong></td>
<td><strong>+7.21%</strong></td>
</tr>
</tbody>
</table>
FISCAL IMPACT:

District contribution towards employee premiums has been increased from $600 to $680.37 per month for current employees. With 21 staff currently enrolled in CalPERS Health plans, this is a $10,126.62 increase in health insurance expenses for Fiscal Year 22-23. Fiscal Year 21-22 expenditures were $143,475 and the Adopted budget for FY22-23 was set at $154,000 assuming that premiums would increase so should be covered by the budgeted amount.

Rates for dental and vision coverage have not been released yet so may increase slightly. Renewals for those carriers are typically available in late September so are not reflected in these rates below.

Retired staff will continue to get up to $500 a month towards their monthly premiums. Additional increase in premium will fall on Altadena Library District employees.

RECOMMENDATION:

Staff recommends that the Board review and file the attached “CalPERS 2023 Monthly Premiums for Contracting Agencies Los Angeles Area Region rates for Actives and Annuitants” and approve the increase of $80.37 per employee per month for additional health benefits expense
<table>
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<tr>
<th>Plan Type</th>
<th>Premium per Month</th>
<th>Employee Cost MONTHLY</th>
<th>Employee Cost BI-WEEKLY</th>
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<tr>
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<td>$942.73</td>
<td>$262.36</td>
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<td>Employee + 1 dependent</td>
<td>$1,885.46</td>
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<td>$2,451.10</td>
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<td>$737.91</td>
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<td>$1,475.82</td>
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<td>$1,918.57</td>
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<td><strong>BLUE SHIELD ACCESS+ HMO</strong></td>
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<td>$738.29</td>
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<td>$1,476.58</td>
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<td>$661.49</td>
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<td><strong>KAISER PERMANENTE HMO</strong></td>
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<td><strong>PERS GOLD PPO</strong></td>
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<td><strong>VSP VISION PLAN</strong></td>
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<tr>
<td>Employee + dependent(s)</td>
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</table>
BOA

BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.C. REPORT FOR AUGUST 2022

DEPARTMENT: Administration
PREPARED BY: Ashley Watts
MEETING DATE: August 22, 2022
LOCATION: Main Library Community Room
and Virtual Participation

TITLE: Updated District Volunteer Policy

BACKGROUND:

The most recent revision to the District Volunteer Policy occurred 1/27/2020. The policy at the
time used language referring to the leadership role of the Volunteer Coordinator, a position no
longer held at the District. The updated policy instead establishes the leadership role of a
designee, and is flexible in assigning the designee, should the needs of the library change in the
future (the current three areas with an assigned designee are: Literacy, Teens, and Adults). The
revised policy also seeks to clarify the application process, and establish a more concrete
definition of the “introductory period.” The introductory period in the previous policy was loosely
defined. Also of note is the addition of a section concerning district employees who may want to
serve as volunteers.

FISCAL IMPACT: None.

RECOMMENDATION: Staff recommends that the Board review and approve the updated
District Volunteer Policy.
PURPOSE:
The Altadena Library District (ALD) encourages volunteerism as one way to involve members of the community in the day-to-day activities of the library. Volunteering for the District ALD offers a rewarding and exciting experience that provides a means of contributing to the community and reaching personal goals. Volunteers are invaluable assets that enhance the Library’s ability to fulfill its mission in providing quality service to the community. They enhance, rather than replace, the work of the District ALD staff. Volunteer opportunities are available at the Main Library and the Bob Lucas Branch Library.

POLICY:
A Strong Volunteer Program:

- Supports critical daily tasks
- Enhances services of value to new and existing programs
- Promotes public awareness of library services
- Increases involvement and support of the Library
- Promotes civic engagement through participation by employees of local corporations and members of community organizations

Recruitment, Qualifications and Placement:

The District ALD encourages volunteers who are committed, enthusiastic people, eager to use their time, energy and talent for the advancement of library service to the community. Volunteer selection is based on qualifications, interests, and ability to perform specific duties as outlined in volunteer job descriptions. Details such as duties, qualifications, time commitment and training requirements for the various volunteer opportunities are included in the Volunteer Handbook. ALD places volunteers based upon the needs of the library, applicant’s ability to perform required tasks, and applicant’s availability. The District reserves the right to decline volunteer applicants if the District does not have a need for volunteers at that time, or if the qualifications of the applicant do not meet the needs of the District.

Volunteers under the age of 18 must have parental approval on their volunteer application. The District will not accept volunteers under the age of 14. Youth under 18 may not work without direct supervision by a parent, caregiver, staff member, or adult volunteer who has successfully completed the application process. Youth volunteers may be supervised by a pre-approved group leader (i.e., Girl / Boy Scouts, 4H, etc.). Family projects may include children under the age of 13 when a parent has signed the Release of Liability form and is overseeing the children at all times.

Volunteers are recruited and accepted without regard to race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, educational level or any legally protected characteristic. Each volunteer will be placed on a one month in an Introductory Period to ensure that they are a good fit for the work they are committing to do for the District ALD.
Program Leadership:

The ALD program is headed by the Volunteer Coordinator who The District assigns a designee from administration to works closely with staff to identify volunteer need and match volunteers with the appropriate section of the library. There is usually more than one designee assigned at a time, who oversees a specific group of volunteers. That usual arrangement is as follows:

Volunteer Group Designee
Literacy Volunteers Bob Lucas Branch Manager
Teen Volunteers Teen Librarian
Adult Volunteers Administrative Assistant

Additionally, the Library Manager at the Bob Lucas Branch Library oversees a volunteer program for Literacy and English as a Second Language (ESL) services.

The responsibilities of each designee—both the volunteer designee and the Library Manager at the Bob Lucas Branch Library—are to:

• Develop goals and objectives for the volunteer programs, and review written policies and procedures as needed
• Recruit volunteers whose skills are compatible with the mission of the District ALD
• Ensure that all volunteers serve in positions that reflect their skills
• Provide written position descriptions and procedures for all volunteer tasks
• Provide orientation and training to prepare the volunteers to perform their duties
• Assign a lead worker to provide supervision in accordance with sound supervisory practices and library policies
• Serve as liaison between volunteers and staff
• Maintain accurate volunteer data, including hours worked
• Procure and administer related grants
• Report workers’ compensation injuries and complete related reports
• Express appreciation for work performed through evaluations and a regular recognition program
• Promote and publicize volunteer opportunities and accomplishments
• Administer any other matters pertaining to volunteers working with the District ALD

Interviews:

Potential volunteers must complete an application and be scheduled for an interview. The Volunteer Coordinator, Library Manager and/or the appropriate supervisor will conduct interviews. Interviews will be conducted by the volunteer group designees or other administrative staff to determine if applicants are a good fit for the District, and to match the expertise of the volunteers with the needs of the District section. The interview will include a discussion about mutual expectations, job duties and policies of ALD.

Expectations of Volunteers:

District ALD volunteers must meet the following requirements:

• Be 14 years or older
• Read and sign all pertinent documents Read through the volunteer packet and sign the volunteer agreement.
• Commit to a set number of hours and agreed upon work schedule as determined by the District ALD
• Adhere to the same ALD policies and practices required from staff
• Be able to fulfill scheduled responsibilities and time commitments
**Introductory Period:**

All volunteers go through an introductory period before being considered for ongoing volunteer opportunities, and before being considered to supervise activities involving minors. Volunteers in the introductory period are required to:

- Complete at least two separate volunteer shifts, for two separate District events.
- Complete a combined total of at least 8 hours volunteer service.
- Complete their services hours under the direct supervision of a District Staff Member.

In addition, adult volunteers who successfully complete the introductory period are required to pass a background check.

Once completing the one-month introductory period is complete, volunteers will be background checked be fingerprinted if assigned to work with minors or have the potential to work with minors. This includes all members of District ALD support groups, including the ALD Board of Trustees, Friends of the Altadena Library, and Altadena Library Foundation. They will have one month to complete their background check fingerprinting process or volunteering will be suspended until the background check fingerprinting has been completed. Results of the background check fingerprinting process may be used to determine eligibility for volunteership.

**Employees:**

Current District Employees are not eligible to volunteer for any District events, programs, or daily operations, or any event taking place on District property during library operating hours. Employees may be considered for volunteering with partnering organizations, such as the Friends of the Altadena Library and the Altadena Library Foundation.

Volunteers are considered approved to start assignments when all the requirements, including fingerprinting when applicable, are fulfilled and work is assigned.
**Recordkeeping:**

Several documents regarding each volunteer are filed and available from the Volunteer Coordinator or the Library Manager at Bob Lucas. The Volunteer files documents must be maintained in each volunteer file and kept **five years following** the volunteer’s last day of service. The documents included in the Volunteer files include the Volunteer Application, **Volunteer Agreement & Release Form, Release Form, Volunteer Agreement, Release of Liability Form, Dismissal/Removal of Volunteer Services Form, Literacy Tutor Intake Form, and Literacy Adult Tutor Understanding/Agreement Form** (if applicable).

**Confidentiality of patron accounts:**

Volunteers may not have access to confidential patron information in the Integrated Library System (ILS). This includes:

- Performing activities that could reveal confidential patron or staff information or;
- Accessing confidential patron information in the Integrated Library System (ILS).

**Safety/Workers’ Compensation:**

It is the District’s responsibility to provide a safe environment. Volunteers have the responsibility to observe all relevant safety procedures. **Volunteers are covered by Workers’ Compensation once approved as a volunteer and all paperwork pertaining to the volunteer position is completed. Volunteers must be properly registered in order to be covered by Workers’ Compensation insurance benefits.** This coverage will only apply during the time volunteers are on assignment for ALD. Insurance coverage is not in effect during travel time to and from home to a volunteer assignment or at any other time when a volunteer has not been specifically directed to be at a given location to perform work in connection with the agreed upon assignment for ALD.

**Exception:** Workers’ Compensation coverage is not applicable when volunteers join ALD the District through an implicit or explicit arrangement with another agency, which already provides coverage to them (e.g. Boy/Girl Scouts, Red Cross, 4H, etc.). Both the individual volunteer and the agency must be informed of this exception during the initial arrangement for volunteer activities.

**Completion of Assignment or Removal of Assignment:**

Volunteers are expected to conduct themselves as if employed by the District Library and must adhere to the ALD Code of Conduct.

A volunteer’s completion or removal from an assignment should be considered when:

- Assignment durations as agreed upon are is complete
- Abilities are not suited to work assignment
- Volunteer dissatisfaction and there is no other suitable placement
- District policies are inconsistently followed
- Behavior is unprofessional, creates a safety hazard, causes disruption to workflow and/or exposes the District to liabilities
- Any use of drugs or alcohol, except prescription drugs not adversely affecting job performance, while performing any assignment(s) as an ALD volunteer.

**Exhibits:** Volunteer Application, Volunteer Release Form, Volunteer Agreement Form, Release of Liability Form, Dismissal/Removal of Volunteer Services Form, Literacy Tutor Intake Form, and Literacy Adult Tutor Understanding/Agreement Form.
TITLE: Updated District Art Display Policy

BACKGROUND:

The District established an Art Display Policy on October 28, 2002. It was revised in April 25, 2017, but this update appears to not have been Board Approved. The new update also includes a change in contact for art display inquiries. The policy now indicates that interested parties email their request to art@altadenalibrary.org

FISCAL IMPACT: No fiscal impact.

RECOMMENDATION: Staff recommends that the Board review and approve the updated District Art Display Policy.
POLICY OBJECTIVE

The Altadena Library District seeks to provide access to educational, informational and cultural resources to the community. As part of that belief, the library encourages artistic and cultural interests of the community by providing a showcase for art by community and area artists.

STATEMENT OF POLICY:

The Altadena Library District allows artists to display their artwork for a period of one (1) month, unless a special exception has been made to exhibit for a longer period of time. The Library Representative will arrange with the artists the time slots for setup and dismantling of the exhibit, during library hours. All work must be hung using our hanging system. All work is required to have a wire backing. Hanging work with use of nails or tacks is not allowed in the Reading Court.

APPLICATION PROCESS AND WAIVER OF LIABILITY:

Artists interested in displaying their artwork should submit an Artist Exhibition Application or Guest Curator Application with the signed Waiver of Liability to the Altadena Library District, Attn: Art Curation Team; art@altadenalibrary.org Melissa Aldama. Forms can be obtained at the OPOS desk either library building or found online at www.altadenalibrary.org/art.

FEES

The Altadena Library District does not charge fees for the display of artwork.

RIGHT OF REFUSAL

The Altadena Library District reserves the right to decide what is appropriate for display. The Library reserves the right to reject any part of the exhibit or to change the manner of display. The presentation of any artwork does not imply an endorsement of the exhibit by the Altadena Library District, its Trustees, or its staff.

SALES

Sale of artistic work(s) is solely between the artist and the buyer. The Library District is not liable for such transactions.
RESOLUTION NO. 2022-15


WHEREAS, the Altadena Library District is committed to preserving and nurturing public access and participation in meetings of the Board of Trustees; and

WHEREAS, all meetings of the Altadena Library District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Trustees previously adopted Resolution 2021-05 on September 27, 2021 finding that the requisite conditions exist for the legislative bodies of Altadena Library District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and
WHEREAS, such conditions still exist in the District, specifically, an ongoing state of emergency has been proclaimed due to the persistence of the COVID-19 pandemic; and

WHEREAS, California State health officials as well as those in Los Angeles County continue to characterize Los Angeles County as a region of high transmission, meaning that the risk to the health and safety of participants and attendees remains serious, and State and LA County health officials continue to recommend social distancing measures under certain circumstances to reduce the risk of transmission of COVID-19; and

WHEREAS, the Board of Trustees does hereby find that the COVID-19 pandemic has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and finds that there continues to be state of emergency declared by the Governor of the State of California, and desires to remain consistent with recommendations from State and LA County public health officials; and

WHEREAS, as a consequence of the local emergency, the Board of Trustees does hereby find that the legislative bodies of Altadena Library District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, members of the public are encouraged to watch a livestream of all public meetings via YouTube, and are invited to make public comment on any agendized or non-agendized topic via a variety of fashions, both written and oral, including live options as described in each publicly-posted agenda.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Finding of Governor’s Proclamation of a State of Emergency and Recommended Social Distancing Measures; Further Findings. The Board hereby finds that the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, remains in effect, and that State and LA County health officials continue to recommend social distancing measures under certain circumstances. The Board further finds and determines that holding meetings in person at this time would pose an imminent risk to the health, safety, and well-being of participants by requiring participants to gather in an enclosed space where there is a risk of COVID-19 transmission.

Section 3. Remote Teleconference Meetings. The Directors, staff, and legislative bodies of the Altadena Library District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and
Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) September 30, 2022, or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Altadena Library District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Trustees of the Altadena Library District, this 22nd day of August, 2022 by the following vote:

AYE:

NOES:

ABSENT:

ABSTAIN:

ATTEST: APPROVED:

______________________________  ________________________________  
Kameelah Waheed Wilkerson, Board Secretary       Rushmore Cervantes, Board President

APPROVED AS TO FORM:

______________________________
Richard Egger, General Counsel