



AGENDA

Board of Library Trustees | Altadena Library District
Virtual – Zoom – January 23, 2023 – 4:00 p.m.

IMPORTANT NOTICE REGARDING January 23, 2023 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 December 19, 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. If you would like to make your comment virtually, you may also select on the form "*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, online, or attend the meeting in-person, 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 4:00 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 Acknowledgement
- II. Consideration of Urgency items to be added to Closed Session
 - a. Approval/Reordering of Closed Session Agenda Items
 - b. Adoption of Closed Session Agenda
- III. 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.
- IV. Closed Session – 4:00 pm
 - 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:
 - i. Conference with Labor Negotiator
 - ii. Pursuant to Government Code Section 54957.6 District Designated Negotiator: Roger Crawford, Unrepresented employee: District Director
 - iii. Reconvene to Open Session
- V. Open Session
 - a. Roll Call
 - b. Approval/Reordering of Agenda Items
 - c. Adoption of Agenda
 - d. Public Comment on Non-Agenda Items
- VI. Consent Calendar
 - a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

Approval of Minutes – Regular Meeting held December 19, 2022
- VII. Consideration of Items Removed from the Consent Calendar
Items removed from the Consent Calendar discussed individually at this time.
- VIII. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – December 2022

- b. Redistricting Presentation (NDC) **Pages 35 - 45**
 - c. Annual Audit (Nigro & Nigro) **Pages 46 - 104**

- IX. Reports (Informational)
 - a. Support Groups
 - i. Altadena Library Foundation **Pages 105**
 - 1. Welcome to the new Altadena Library President
 - ii. Friends of the Altadena Library
 - b. District Director's Report **Pages 106 - 114**
 - c. Financial Reports – December 2022 **Pages 115 - 127**
 - d. Board of Trustees Standing Committee Reports
 - i. CFD Committee Report **Pages 128 - 129**
 - e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee **Pages 130**
 - f. Liaison Reports
 - i. Government Liaison Report **Pages 131 - 136**
 - g. Trustee Reports

- X. Unfinished Business

- XI. New Business
 - a. 2022 Operational Plan Results **(Informational) Pages 137 - 146**
 - b. 2023 Operational Plan **(Action) Pages 147 - 154**
 - c. Review and Approval of RFP for the District E-Rate **(Action) Pages 155 - 293**
 - d. IT and Facilities Assessment Proposal **(Action) Pages 294 - 298**
 - e. Review and approval of late opening of Library on 1/27 for Staff Training 9am –12pm **(Action) Pages 299**
 - f. Review and approval of closure on 4/27/23 for ALD Employee Habitat for Humanity Build **(Action) Pages 300**
 - g. Review and Approval of Resolution 2023-01 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 February 1, 2023 – February 28, 2023 **(Action) Pages 304**

- XII. Governance
 - a. *Virtual Committee Meeting continuance*

- XIII. Announcements & Planning
 - a. Correspondence
 - i. Notice of Vacancy for LAFCO Alternate Public Member **Pages**
 - b. Proposed Future Agenda Items

- XIV. Adjournment
 - a. Adjourn Meeting



MINUTES

Board of Library Trustees | Altadena Library District
Virtual – Zoom – December 19, 2022 – 3:30 p.m.

IMPORTANT NOTICE REGARDING December 19, 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
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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 Gabrielino 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 Wilkerson at 3:30 pm.

a. Land Acknowledgement

Trustee Wilkerson read the Land Acknowledgment.

II. Open Session

a. Roll Call

Trustee Wilkerson called roll. Trustee Andruess, Trustee Capell, Trustee Clark, and Trustee Lim responded as present. Quorum confirmed.

b. Approval/Reordering of Agenda Items

No adjustments were made

c. Adoption of Agenda

Moved by Trustee Capell to adopt the agenda.

Seconded by Trustee Clark

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

d. Public Comment on Non-Agenda Items

No public comment made

III. Ceremonial Swearing-In and Oath of Office for newly appointed Board Member (Government Code section 1360)

a. Boon Lim

Trustee Lim was ceremonially sworn in by the District's Administrative Assistant/Notary Public.

IV. Consideration of Urgency items to be added to Closed Session

a. Approval/Reordering of Closed Session Agenda Items

No adjustments were made

- b. Adoption of Closed Session Agenda
Moved by Trustee Capell to adopt the Closed Session agenda.
Seconded by Trustee Clark
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

- V. 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.
No Closed session public comment made.

- VI. Closed Session – 5:00 pm

- a. Motion to convene to Closed Session
Moved by Trustee Andruess to convene to Closed Session.
Seconded by Trustee Capell
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

- 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:
 - i. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: District Director
 - ii. Conference with Labor Negotiator
 - iii. Pursuant to Government Code Section 54957.6 District Designated Negotiator: Roger Crawford, Unrepresented employee: District Director
 - iv. Reconvene to Open Session

The meeting reconvened to open session by Trustee Wilkerson at 6:09 pm.

Trustee Wilkerson provided the Closed Session Report stating there was

no reportable Action.

VII. Consent Calendar

Moved by Trustee Clark to adopt the Consent Calendar.

Seconded by Trustee Andrues

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

Approval of Minutes – Regular Meeting held November 28, 2022

VIII. Consideration of Items Removed from the Consent Calendar

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

No items removed.

IX. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – November 2022
- b. 2022 Service Awards
 - Anthony Green –25 years
 - Modesta Nava –20 years
 - Carlene Chiu –15 years
 - Natalie Herrera –15 years
 - Helen Milner –15 Years
 - Diana Wong – 5 Years
 - Mark Parsons – 5 years
 - Jonathan Arevalo – 5 years

Managers recognized staff for their dedicated service to the District.

- c. Recognition for Outgoing Foundation President
Bridget Brewster.

The District director gave thanks and recognition to outgoing Foundation President, Bridget Brewster.

X. Reports (Informational)

- a. Support Groups
 - i. Altadena Library Foundation

Foundation President Bridget Brewster provided the report.

- ii. Friends of the Altadena Library

No report provided.

- b. District Director's Report

District Director Winslow provided the report.

- c. Financial Reports – November 2022

District Director Winslow provided the report.

- d. Board of Trustees Standing Committee Reports

- i. CFD

Trustee Andruess reported that the CFD meeting for December 14th did not have a quorum. The December 14 CFD meeting was adjourned without taking action.

- ii. Redistricting Committee

No report.

- e. Board of Trustees Ad Hoc Committee Reports

- i. Facilities Committee

Trustee Capell provided the report. There will be two upcoming Town Halls inviting the public to provide their feedback on the preliminary Main Library renovation plans.

- f. Liaison Reports

None.

- g. Trustee Reports

None.

- XI. Unfinished Business

None.

XII. New Business

- a. Authorization for District Director to contract with a Human Resources Consulting Services firm **(Action)**

District Director Winslow provided the report.

Moved by Trustee Andruess to Authorize the District Director to contract with a Human Resources Consulting Services Firm.

Seconded by Trustee Clark

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- b. Strategic Plan Update **(Informational)**

Strategic Planning Consultant Danielle Milam provided the presentation. Danielle was available to answer questions from the Board following the presentation. The Board made several inquiries and provided positive commentary regarding the report.

- c. Annual Report **(Informational)**

District Director Winslow provided the report.

- d. Review and Approval of Investment with CLASS **(Action)**

District Director Winslow provided the report. Cindy Byerrum from Eide Bailly was available to answer questions from the Board.

Moved by Trustee Andruess to Authorize the District Director to invest with CLASS.

Seconded by Trustee Clark

Trustee Wilkerson opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Abstain

Motion passed

- e. Review and Approval of Employment Agreement Appointing District Director **(Action)**

Trustee Clark introduced the agenda item.

Moved by Trustee Clark to extend the District Director's contract through February 28, 2023 (pending negotiation).

Seconded by Trustee Lim

Trustee Wilkerson opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- f. SB 165: Local Agency Special Tax and Bond Accountability Act report for Altadena Library District CFD No. 2020-1 **(Informational)**

District Director Winslow provided the report. The CFD committee will review the document in further detail at their scheduled January 11, 2023 meeting. The Committee will then report at during the February Regular Meeting

- g. Review and Approval of Resolution 2022-22 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 January 1, 2022 – January 31, 2023 **(Action)**

Moved by Trustee Clark to extend the Provisions of Resolution 2021-05.

Seconded by Trustee Capell.

Trustee Wilkerson opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

XIII. Governance

- a. Election of Board Officers **(Action)**

Trustee Wilkerson opened the floor for nominations for Board Chair and Board Secretary.

Trustee Capell nominated Trustee Cervantes with support from other Trustees for Board Chair. Trustee Capell accepted the nomination. Trustee Wilkerson confirmed that there were no other nominations on the floor for Board Chair for calendar year 2023.

Moved by Trustee Andruess to vote for Trustee Capell as Board Chair for the calendar year 2023.

Seconded by Trustee Clark.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed.

Trustee Wilkerson opened the floor for nominations for Board Secretary.

Trustee Wilkerson nominated herself with support from other Trustees for Board Secretary. Trustee Wilkerson accepted the nomination. Trustee Wilkerson confirmed that there were no other nominations on the floor for Board Secretary for calendar year 2023.

Moved by Trustee Clark to vote for Trustee Capell as Board Chair for the calendar year 2023.

Seconded by Trustee Capell.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed.

- b. Appointment of 2023 Board Committees
- c. Board President Jason Capell Appointed the following Board Liaisons, Standing Committee Members, and Ad Hoc Committee Members

Standing Committees

Budget Committee

Chair: Jason Capell

Member: Boon Lim

Community Facilities District Committee

Chair: Trustee Terry Andrues
Member: Trustee Boon Lim

Ad-Hoc Committees

Redistricting Committee
Chair: Trustee Kameelah Wilkerson
Member: Trustee Katie Clark

Facilities Committee
Chair: Trustee Katie Clark
Member: Trustees Jason Capell

Appointment of 2023 Board Liaisons

Governmental Relations Liaison:
Trustee Terry Andrues

Friends of the Altadena Library Liaison:
Trustee Boon Lim

Altadena Library Foundation Liaison:
Trustee Kameelah Wilkerson

Board Orientation and Retreat

The plan is to invite Danielle Milam to facilitate. More planning will begin the first week of January 2023, to survey the Board on dates.

XIV. Announcements & Planning a. Correspondence

Proposed Future Agenda Items
District Director Winslow notified the Board that upcoming agenda items include:
Annual Audit
Operational plan review 2023
Library Vending Machines

There will be no planned Special Meeting in February

XV. Adjournment a. Adjourn Meeting

Trustee Capell adjourned the meeting at 8:26 pm



**BOARD OF LIBRARY TRUSTEES
ADULT SERVICES REPORT FOR D 2022**

DEPARTMENT: Adult Services

MEETING DATE: January 23, 2022

PREPARED BY: Ashley Watts

LOCATION: Hybrid Meeting

Mobile Library

The Curiosity Connection had a bit of a quiet month in December with the season of outdoor story times ending and no Farmers' Market visits in the month. However, there were three busy events in the month:

- The Curiosity Connection was the library's representation during the CTLA lighting event on the 10th of the month. Staff got to connect with hundreds of community members and outside visitors.
- The Curiosity Connection attended a Chapcare outreach event on the 14th at the grounds of their Lincoln Ave facility. Bob Lucas staff were present for this event that helped to solidify an ongoing partnership with Chapcare. There were also small The Holiday Sip and Shop was another fun event that connected the library with our community. People at the event loved our book giveaways and the craft that was brought to the event.



ALD Staff at the Curiosity Connection for CTLA lighting.



Fab Lab

We're open!!! Open hours began for the Fab Lab on December 6th and the response has been incredibly positive.

- 28 Members were added to the Fab Lab during the month. Fab Lab staff were delighted to meet the curious and creative members of the Altadena community that believe in learning, making, and creating.
- In just 2 days a week, 6 hours per day the Fab Lab has already seen Members use the space for 30 hours.



Seed Library

For our December Seed Library, Sydney Kaye presented on propagating California native plants to support pollinators. We had 30+ people attend. Sydney generously prepared wildflower seed packets of species specifically native to the Altadena area for folks to take home, -- along with a generous donation of CA native seeds to add to our seed library! Sydney Kaye is a horticulturist with a focus on native plants. She has studied botany and horticulture at New York Botanic Garden and is currently working towards her master's degree in Regenerative Studies — with an emphasis on horticultural therapy and ecological restoration — at Cal Poly Pomona. She works as a Curatorial Assistant for the Herbarium at California Botanic Garden.

**support our ecosystem by
Planting Native**

Learn when*, how, and why
to propagate native plants

Join **horticulturist Sydney Kaye**
for propagation methods (including
milkweed) and how native plants
support our local pollinators.
Sydney's focus is on native plants
and working on her Masters Degree
in Regenerative Studies, so come
and learn!

* Now is when you should plant, so don't miss this!

Live and in Person

Find us
on Instagram
@SLOLAaltadena
or email
SLOLAaltadena@gmail.com

**Saturday
December 3rd
10-11:30 am**

**Altadena Main Library
600 E Mariposa St.
Altadena, CA**

slola
Local Library of Long Angeles

Art at the Library

November/December Art Exhibition: What if the Matriarchy Was Here All Along?

As mentioned in November, we welcomed a show curated by Jacqueline Falcone who is the Director of a curatorial practice called Bed & Breakfast. The show includes 3 artists Akina Cox (Pasadena), Ali Prosch (Los Angeles), and Najja Moon (Miami) with works displayed in the reading court, a pedestal custom made for an audio piece, the glass display case, and a site-specific installation in the trees along Mariposa. The exhibition also includes an original story written by Akina Cox with the same title which is free for patrons to take. Full show details can be found [here](#). Akina Cox read the story aloud with accompaniment by acclaimed harpist, Mary Lattimore, on the piano. The program was well attended by 40 patrons of varying ages. "The program was really well-received, and attendees enjoyed reading along to the live reading with the zines that we made for the exhibition. Several people commented on how this program tied the whole exhibition together, adding more context to the theme of the show, and of course everyone loved the Mary Lattimore collaboration." -Jacqueline Falcone, exhibition and program curator.



Art Curation Team

Artist-in-Residence

In December we ran a five-class series on ***Botanical Printing on Paper & Book Making***. 5 students spent 20+ hours together in the month of December making original botanical printed paper and then designing unique and one-of-a-kind books. January will be our last Botanical Printing classes held at the Main library until April – for the months on February & March we will be offering these workshops out in the community at the Altadena Community Garden and The Arlington Garden.



3X3 Art Workshops

Carolyn James taught 7+ participants how to make homemade accordion-fold paper banners with personal greetings. Carolyn James is an artist, teacher and proprietor of Green Dog Workshop in Los Angeles. Her work can be found at Aarnun Gallery in Pasadena, and she teaches weekly printmaking workshops for adults at the Armory Center for the Arts. The participants had a great time and gave a lot of positive feedback for this hands-on art workshop.



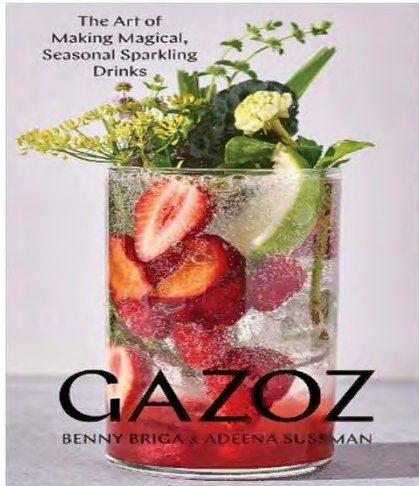
Second Saturdays

Just as a reminder, Second Saturday takes a break in December and returns in January with R&B/Soul Band *Might Love*.



Gazoz

There were 7 participants who learned how to make festive sparkly drinks with flair from fermented fruits, syrups, and herbs from Bob Lucas Library's garden. The crafters made an Egg Cream, a fresh peach and blueberry drink, and for the finale, they were free to use any of the provided ingredients to come up with their own concoction and garnishments. This program was inspired by the book, *Gazoz: The Art of Making Magical, Seasonal Sparkling Drinks* by Benny Briga.



Loteria Night

Adult Services & Youth and Family Series partnered up to offer a Loteria Night. We had 7+ families attend. Everyone had a great time connecting with neighbors and winning prizes. We hope to make Loteria a more regular program in 2023!

Flu Shot Clinic/Health screening

At the last Huntington health screening, we had 4 people come and visit the nurse. We thank the Huntington Hospital for partnering with us this past year. Keep an eye on our events calendar this year, for we will host some health talks with Huntington doctors and continue our health screenings on a new day!

Chess Night

Chess night, like always, was well attended with 22 this month.

We want to thank our amazing volunteers for coming out and leading this program for our community!



No Guilt Book Club

No Guilt Book Club is back! We will be moving to the 2nd Saturday of the month from 4-5pm, starting January 14. It will now be conducted via Zoom, which we hope will provide easy access and attendance.

The titles for January 14th are Harry's Trees by Jon Cohen and Becoming Duchess Goldblatt by Anonymous.

True Crime Book Club

The True Crime All the Time Book Club will resume on the 4th Saturday of the month from 4-5pm via Zoom. The first meeting of the new year will be on January 28th. The book to be discussed is The Rope: a true story of murder, heroism, and the dawn of the NAACP by Alex Tresniowski.

Collection Development

Diversity Audit

For the month of December, we spent 23 hours auditing the Adult Collection at the Main Library.

Displays

In this month's display, we had Chilling Mysteries. It was a hit! We had to fill in missing spots on display daily.



Inspiration stations

For the holiday we had a holiday ornament decoration station for our patrons. Patrons were able to decorate an ornament to take home to add to their holiday decorations and give out as a gift. We gave out 150!



Patron comment cards

We received 1 comment card received this month:

"I am so happy to find the lending items on the things section. How about yard tools?" We are happy to share that yard tools will be debuting in the library of things collection soon!



**BOARD OF LIBRARY TRUSTEES
YOUTH & FAMILY SERVICES REPORT FOR
DECEMBER 2022**

DEPARTMENT: Youth & Family Services

MEETING DATE: January 23, 2023

PREPARED BY: Ashley Watts

LOCATION: Hybrid Meeting

Children's Services

Programs

This month is a programming break for the Youth and Family Services Department. The team was hard at work planning and marketing our Winter/Spring programs. We are excited to bring back toddler playdates and sewing programs next season.

JANUARY
Youth and Family Services Calendar

Altadena Libraries

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 LIBRARIES CLOSED	3 10:30am Outdoor Family Storytime Charles White Park	4 4:00pm Around the World Craft at Bob Lucas Registration Required Bob Lucas Library	5 10:30am Preschool Storytime Main Library - Front Lawn	6	7 2:00pm Stitch & Sew! (Ages 8-12) Registration Required Main Library - Community Room
9 10:30am Baby/Toddler Storytime Main Library - Front Lawn	10 10:30am Outdoor Family Storytime Charles White Park	11	12 10:30am Preschool Storytime Main Library - Front Lawn	13 10:30 - 11:30am Play & Learn: Imaginative Play! (Ages 2-5) Main Library - Community Room	14
16 LIBRARIES CLOSED	17 10:30am Outdoor Family Storytime Charles White Park 4:00pm Craftersnoons for Kids! (Ages 4-12) Main Library - Community Room	18	19 10:30am Preschool Storytime Main Library - Front Lawn	20	21
23 10:30am Baby/Toddler Storytime Main Library - Front Lawn	24 10:30am Outdoor Family Storytime Charles White Park 4:00pm Lunar New Year Storytelling with Barbara Wong Bob Lucas Library	25	26 10:30am Preschool Storytime Main Library - Front Lawn	27 2:00 - 6:00pm Lego Day! All Ages Bob Lucas Library	28 10:00am - 4:00pm Lego Day! All Ages Main Library - Reading Court
30 10:30am Baby/Toddler Storytime Main Library - Front Lawn	31 10:30am Outdoor Family Storytime Charles White Park				

For details and to sign up, go to www.altadenalibrary.org/programs

Calendar of upcoming January programs.

Christmas Storytime and Ornament Craft

We hosted a special afternoon storytime at the Main library to celebrate the holiday season. We provided a 30-minute storytime with a special ornament craft. We had 50 participants!



Books read at storytime and a special snowman. Ornament Craft made at storytime.

Lotería Night

Lotería is traditionally played at family or community gatherings during the holiday seasons in many Latinx and Hispanic households. In the spirit of the holiday season, we invited families to play *Lotería* and enjoy pan dulce at the main library. We had 19 participants.



Welcoming slide from our Lotería Night slideshow.

Reading Challenges

We kicked off our Winter Bingo Reading Challenge this month. The challenge invited children ages 4 to 12 to read and complete activities to win prizes and be entered into a raffle. Families were excited to see a winter challenge!

WINTER BINGO CHALLENGE



NAME: _____



Take a trip to the library.	Read in bed.	Make a bookmark.	Check out a library book.	Read a book by a BIPOC author.
Read to your pet.	Read a book with a family member.	Read a nonfiction book.	Read a book someone else recommends.	Read a book new to you.
Read a book that was turned into a movie.	Read aloud to someone or have someone read to you.	FREE SPACE	Read a biography.	Read a book about animals.
Read outside.	Read about your favorite sport or hobby.	Read a book that won an award.	Tell a librarian a joke.	Read a graphic novel.
Read a book set in winter.	Watch a movie based on a book.	Read a poem.	Read a fiction book.	Read in your pajamas.



Track your winter reading by completing this fun Bingo card December 1, 2022 to January 7, 2023!

How to participate:

- Color each square as you complete it.
 - Complete 5 activities in a row for a bingo. Bring in your card to collect a prize!
 - Keep reading and finish all 25 activities to collect a free book (while supplies last) and be entered into our Grand Prize Raffle.
- Limit 1 prize and raffle entry per child.**

Winter Bingo Board that was used in challenge.

Patron feedback

Teen Services

Programming

Teen Services offered 3 programs this month: two meetings of the Teen Gardening Club and the monthly Teen Leadership Club meeting. In the cooler months, the Teen Gardening Club has focused on a lot of indoor plant care, and it's paid off! Our reading court looks very lush and healthy. The winter vegetable beds have been consistent, and some teens participants have harvested arugula, mustard, and romaine for their families.

At the Teen Leadership Council this month there were returning volunteers who hadn't been active since the early summer, and it was great to see them in person. They offered some critical feedback that they had heard about the meeting through the Teen Instagram page, which was an affirmation of its value for teen marketing. At the meeting we discussed plans for upcoming programs in 2023.

With 2023 right around the corner, December was also a month for lots of planning and preparations! The new year will see new and returning teen programs offered in-person and virtually, new marketing materials and social media, and new volunteer programs!

Volunteers

November volunteer statistics are as follows:

- 7 new volunteer applications and 6 new volunteers completed orientation.
- 18 volunteers were active this month, completing 57 service hours across 10 events.
- The highlight of this month's volunteer calendar was the Christmas Tree Lane Lighting! There were 10 volunteers present throughout the evening and one of them called their parents to ask for a later ride home so they could stay for an extra shift! The volunteers were instrumental in assisting with setup and breakdown of the Friends of the Altadena Library tent, and they also helped with crowd control, directing traffic, and supervising activities. At one point, CTLA staff even gave some volunteers walkies and safety vests – the volunteers looked very official and seemed thrilled to have more responsibility! Too bad no one got photos of their awesome work!



**BOARD OF LIBRARY TRUSTEES
BOB LUCAS BRANCH REPORT FOR DECEMBER 2022**

DEPARTMENT: Bob Lucas Branch

MEETING DATE: January 23, 2022

PREPARED BY: Diana Wong

LOCATION: Hybrid

BOB LUCAS LIBRARY & LITERACY UPDATES

It is hard to believe that 2022 is over! We finished off the year strong by offering six programs and attending one outreach event, reaching 175 participants.

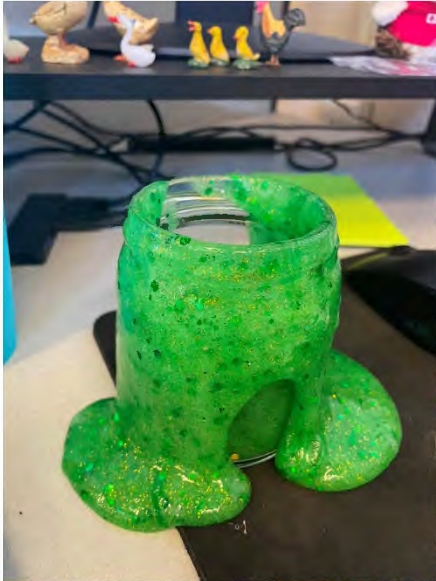
We kicked off the District-wide **Winter Bingo Challenge** this month for children ages 4-12. This fun, interactive program invited kids to complete reading challenges and fun activities. Those who completed the program will be entered into a raffle drawing for a chance to win a special prize. One of the activities of the challenge asked kids to “Tell a librarian a joke”... and, boy, were we treated to a pretty clever one: *Where do prairie dogs like to hang out?* **ANSWER—***The LIB-PRARIE.*

Early in the month, our young library patrons journeyed to the snow-capped mountains of Austria during our regularly scheduled **Around the World Craft** program. They learned about the country and its connection to the snow globe. Then, they got the chance to make their very own snow globe to take home (which I hear are adorning many mantelpieces across the town over the holidays).



We also offered another **Family Film** afternoon program, where we had a full house of kids and their adults, who enjoyed a showing of *Happy Feet* and free popcorn.

We hosted a special (atypical) **Winter Storytime and Craft program**. Participants were treated to a reading of *Frankenslime* (Joy Keller), a story of a little scientist who sets out to make amazing slime. Afterwards, we experimented ourselves by making tubs of wintery slime! Definitely a great way to make a mess!



Due to the program's popularity, Bob Lucas hosted another all-ages, afterhours **Loteria Night**. We served pan dulce and hot chocolate again, which is always appreciated by our patrons. While we had a smaller group for the program this time around, everyone enjoyed themselves over several rounds of the game and helped themselves to seconds to the sweet bread.

At the **Adult Craft at Loma Alta Park** this month, our participants crafted a seasonal candle holder. This has become such a popular program that we are expanding the series to Main branch beginning next year. A great way to resource share, we are reducing excess leftover

supplies and bringing down costs by offering the same program at two locations on different



days of the week.

Just in time for the holidays, we offered a special program demonstrating adults on how to make simple, festive, non-alcoholic beverages called **Gazoz!** to our adult patrons. The program was well received by our participants as we had tons of ingredients on hand for everyone to craft their own special concoctions.



Chap Care held their Annual Holiday Cheer event mid-month and ALD was one of several key social service organizations in the local area. This annual holiday program provided a safe, outdoor walk-through experience where families were able to get gifts and books, win raffles prizes, and take a picture with Santa himself, and more. Council Member Tyrone Hampton was there at the event to support the event as well. Over 70 people visited the Curiosity Connection to learn about library programs, sign up for library cards and participate in the child's craft.



Adult Literacy Services hours remain stable-- literacy pairs logged in 59 hours of tutoring and the library provided 19.5 hours of ESL instruction. ESL participants celebrated the holidays with a potluck brunch. Cuisine from Guatemala, Mexico, China, and Pakistan were featured. This was definitely a fun way for our participants to get in some practice with speaking English as they each had to describe the dish they brought, but it also created a warm atmosphere for sharing their respective cultures.



Personnel and Hiring Updates: We received almost 20 applications for the Branch Librarian position since we posted last month, and we have scheduled interviews with an external panel to take place mid-January 2023.

At the end of December, our Library Assistant, Danielle Galvan-Gomez, announced that she had accepted an opportunity with the Los Angeles County Civic Art Division. With her background in art, she helped build welcoming and creative spaces that aimed to educate patrons about local history and promote our programs and services. We will miss her but know of her natural talent and affinity for art and wish her well. With this departure, we will put out a job bulletin to fill the vacancy for a Library Assistant beginning early January 2023.



**BOARD OF LIBRARY TRUSTEES
I.T. & TECHNICAL SERVICES REPORT FOR DECEMBER 2022**

DEPARTMENT: IT & Technical Services

MEETING DATE: January 23, 2023

PREPARED BY: David Zearbaugh

LOCATION: Hybrid Meeting

-
- **Network** – The IT Manager performed a regular Critical Firewall Firmware Upgrade early December. The firmware upgrade completed successfully at had only a few minutes of downtime.
 - **Phones System Updates** – We added new features and minor improvements to ALD’s phone systems which included emailed voicemail transcripts in addition to the attached recording.
 - **Library Materials Vending Machine RFP** – Review, interviews, and scoring have been pushed back to the February Board of Trustees meeting. The decision made by the scorers will be presented to the board at that time.
 - **Training Platform** – ALD is in the process of onboarding a new training platform called Niche Academy (used by many other libraries including the California State Library). Niche Academy provides stock trainings and allows for varied end user created training customization. This will be the repository for all public and staff trainings beginning early next year and will include things like use guides for Hoopla and Cloudlibrary for patrons and All Staff Meeting content and Staff Trainings for staff.
 - **Open+ Update** – Network testing and pre-configuration setup of the Open+ controller with the entry panel with Bibliotheca went well. All pre-configuration and library system logistics have been prepared. We are reviewing vendor bids for internal security cameras and brainstorming access equipment
 - **Building Forward Grant** – Final paperwork was submitted, approved by the California State Library, and the agreement has been signed. This means we can expect half of the funding (just under \$3.8 million) to arrive very soon!
 - **Email Security Audit** – In December, IT Services initiated a new round of attack simulation to all ALD staff. The results are listed below:
 - Microsoft predicted we would have a 35% Compromise Rate.
 - Out of 31 emails sent to staff, 1 link was clicked.
 - We had a 3% Click / 3% Compromise rate.
 - We had a 90% Report/Deletion Rate.

- This email was prepared nearly identical to a real Microsoft password reset document and therefore we are not surprised that this did fool 1 individual. Microsoft predicted a much higher compromise rate, so we did much better than Microsoft expected. We hope that continued conversations at All Staff Meetings and future training through Niche Academy can further reduce potential compromises in the event of a real attack. Luckily, current email safeguards are catching 99% of phishing/spam email attempts.

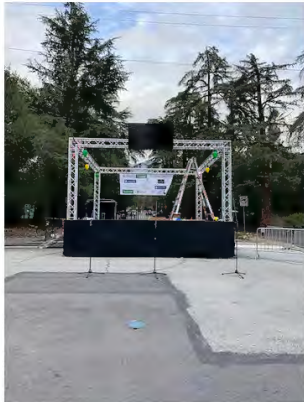
**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR DECEMBER 2022**

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: January 23, 2023
LOCATION: Hybrid Meeting

Facilities Highlights for the Month of December:

- The facilities team assisted with the CTLA lighting ceremony on December 10th. The event was a great success.
- A commercial was filmed at the Main Library after hours on the 22nd of December.
- Continued General maintenance of both libraries



Altadena Library District Public Hearing on Districting Process



“By-Trustee Area” Elections

“At-Large”

Altadena Library District currently uses an “At-Large” election system to elect members of the Board of Trustees

“By-Trustee Area”

The District is transitioning to a “By-Trustee Area” election system, in which voters in each Trustee Area will elect one Library Trustee who resides in their Trustee Area

The District is adopting “By-Trustee Area” elections to align with the **California Voting Rights Act (CVRA)**, which specifically encourages by-district elections

Districting Process

Schedule	Description
<p>Public Hearings</p> <p>January 23, 2023 (Board Meeting) February 13, 2023 (Special Meeting)</p>	<p>Conducted to solicit input on neighborhoods, communities of interest, and other factors in the composition of Trustee Areas</p>
<p>Draft Maps Released</p> <p><i>By February 18, 2023</i></p>	<p>Draft Trustee Area maps posted at least 7 days prior to 3rd hearing</p>
<p>Public Hearings</p> <p>March 25, 2023* (Town Hall) April 24, 2023 (Board Meeting)</p> <p>*Saturday</p>	<p>Conducted to discuss and revise the draft maps and to discuss the election sequence</p>
<p>Map Adoption</p> <p>April 24, 2023 (Board Meeting)</p>	<p>Final Trustee Area map posted at least 7 days prior to adoption</p>
<p>Election Day</p> <p>November 5, 2024</p>	<p>First “By-Trustee Area” elections held</p>

Districting Rules and Goals

Federal Laws

Equal Population Rule
Federal Voting Rights Act
No Racial Gerrymandering



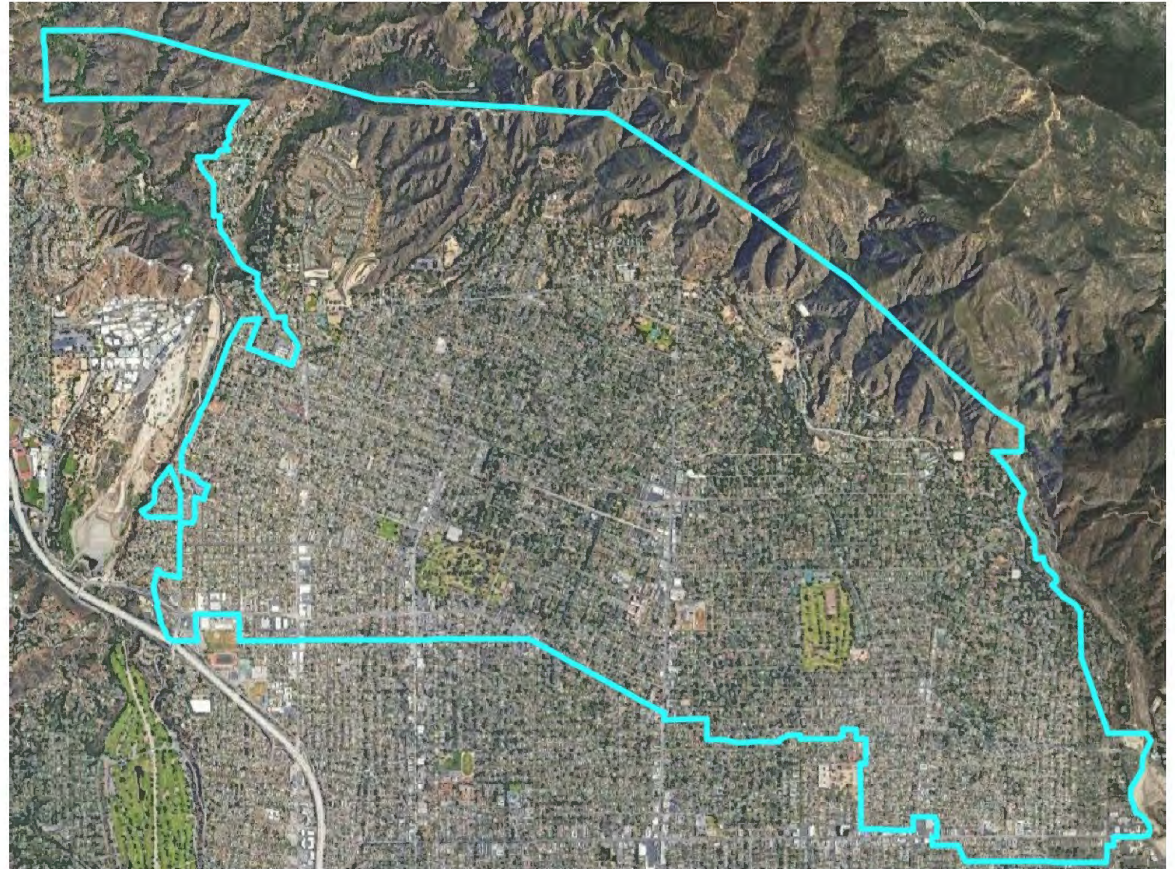
Traditional Districting Principles

Communities of interest
Compact
Contiguous
Visible boundaries (natural & man-made)
Respect voters' choices
/continuity in office
Planned future growth

Altadena Library District

2020 Total Population:
43,015

Each of the five
Trustee Areas must
contain approximately
8,603 people

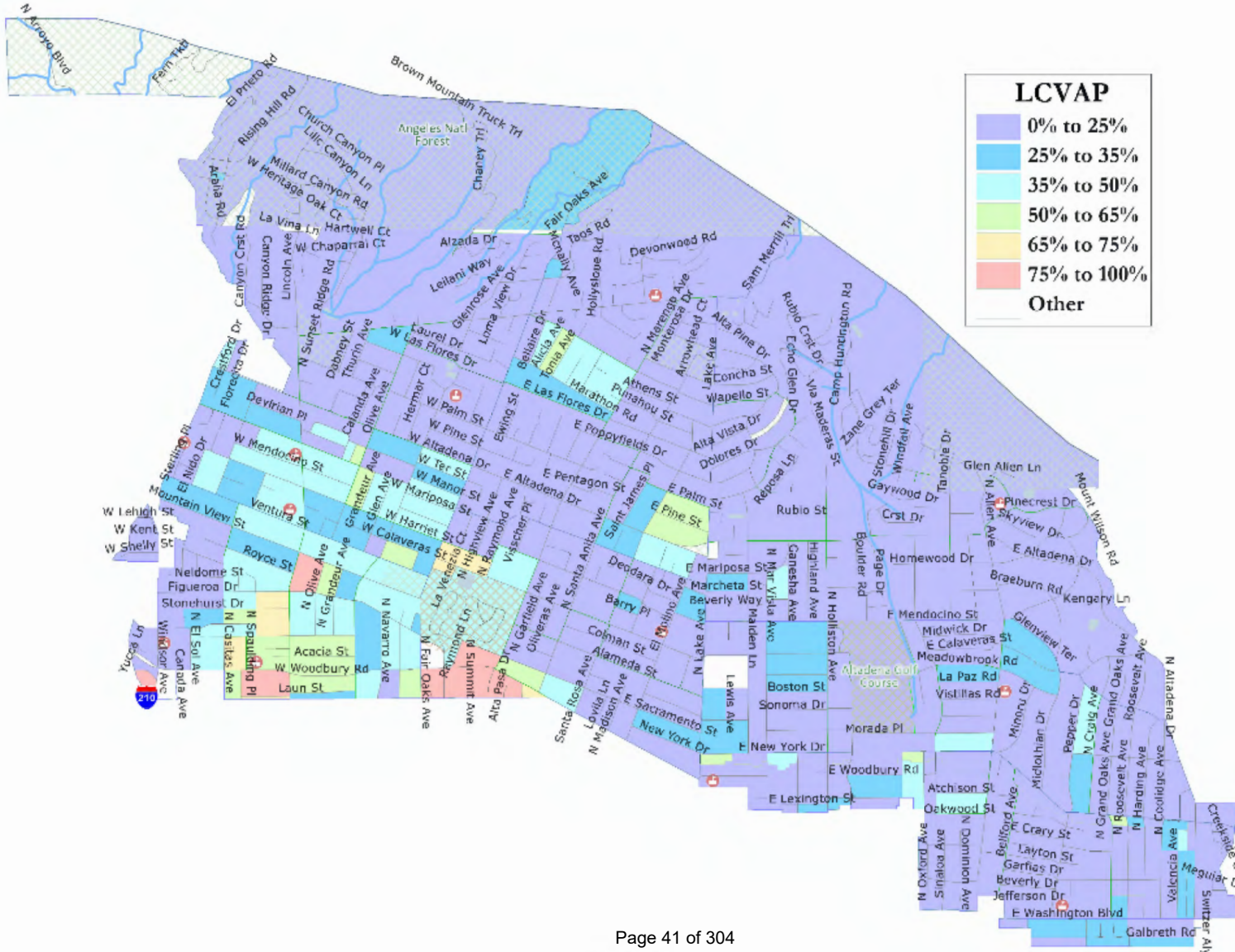


Demographic Summary

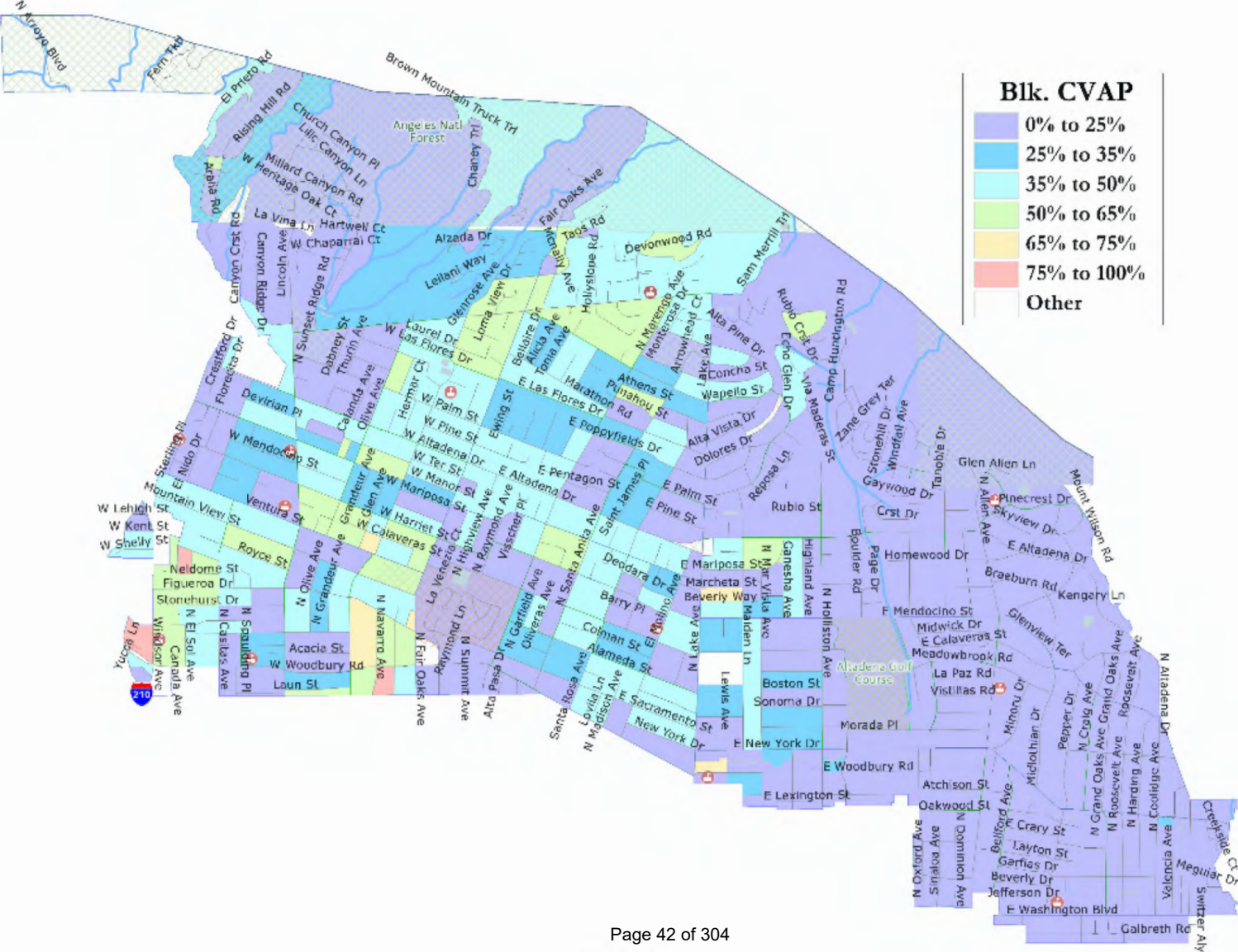
Summary data compiled by National Demographics Corporation. Total population data from California's state-adjusted 2020 Census data. Age, Immigration, and other demographics from the American Community Survey 5-year data.

2020 Census	Total Population	43,015	
Total Pop.	Hispanic/Latino	12,220	28%
	NH White	17,916	42%
	NH Black	7,704	18%
	NH Asian/Pac.Isl.	3,803	10%
	NH Native Amer.	262	1%
Age	0 - 19	9,057	21%
	20 - 60	22,707	52%
	60 +	11,554	27%
Immigration	immigrants	9,831	23%
	naturalized	6,627	67%
Language spoken at home	english	26,744	65%
	spanish	9,327	23%
	asian-lang	1,051	3%
	other lang	3,937	10%
Language Fluency	Speaks Eng. "Less than Very Well"	5,187	13%
Education (among those age 25+)	less than high school grad.	3,347	8%
	high school grad.	13,848	43%
	bachelor	7,252	23%
	Graduate degree	7,758	24%
Pct of Pop. Age 16+	employed	21,289	59%
Households	Housing Units	16,275	
	Child Under18 in Household	4,586	30%
Household Income	income 0-25k	1,792	12%
	income 25-50k	1,958	13%
	income 50-75k	1,953	13%
	income 75-200k	6,317	42%
	income 200k-plus	3,147	21%
Housing Stats	single family	14,686	90%
	multi-family	1,589	10%
	renter-occupied	4,311	28%
	owner-occupied	10,856	72%

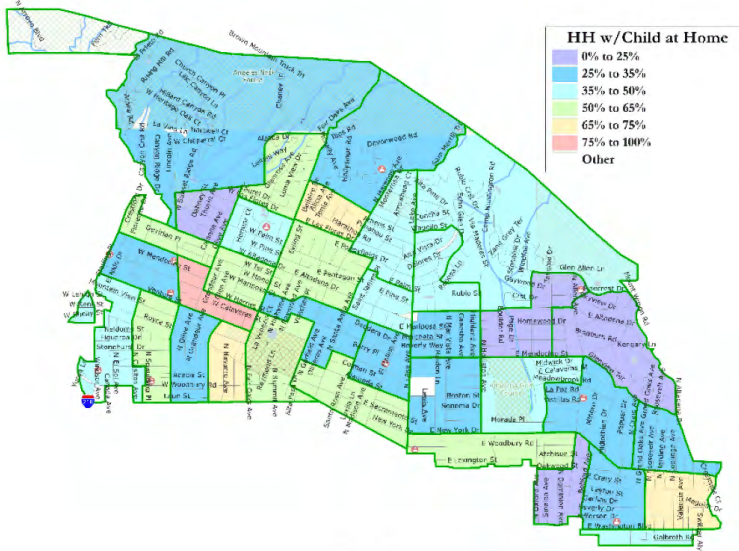
Latino Citizen Voting Age Pop.



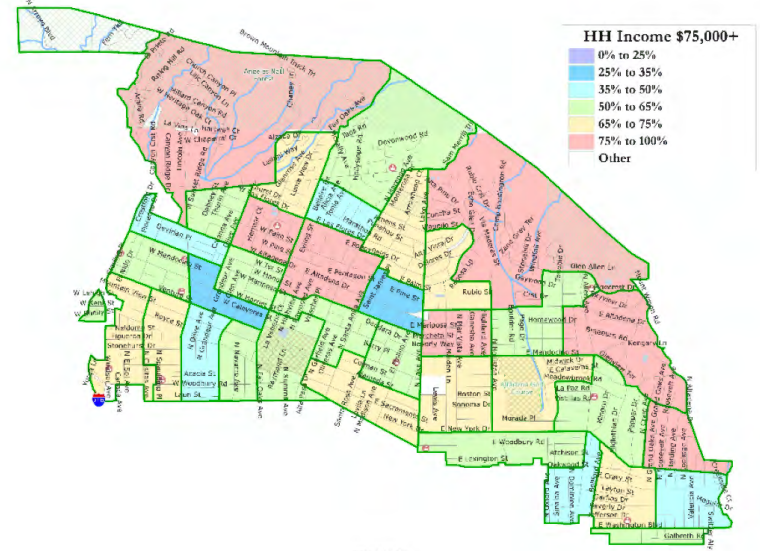
Black Citizen Voting Age Pop.



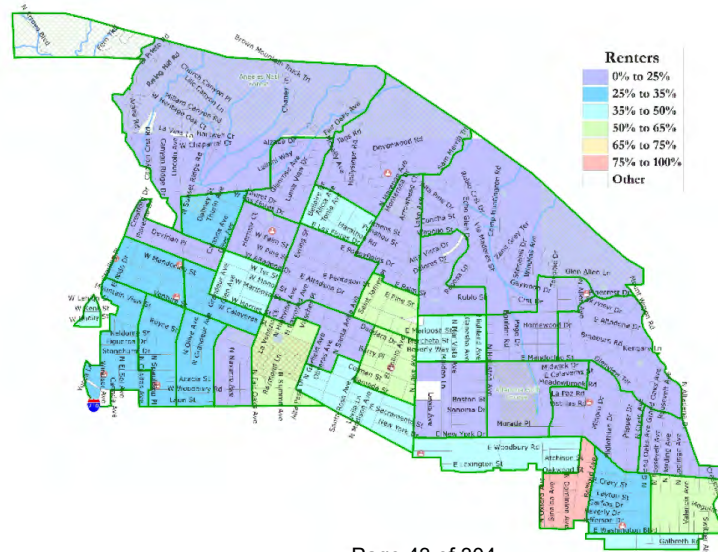
Other Socio-Economic Demographics



©2021 CALPER



©2021 CALPER



Interactive Online Map

The screenshot displays an interactive online map interface. At the top, a search bar contains the text "Altadena Library District 2023". Below the search bar, a navigation bar includes icons for Legend, Layers, Basemap gallery, Share, and Print. The main map area shows a blue-outlined boundary of the Altadena Library District, overlaid on a street map. A red callout box with white text "Click here to launch the map" is positioned in the lower-left corner of the map area. On the right side, a "Layers" panel is open, listing various data layers with checkboxes. The "Census Blocks (2016-20 ACS Data)" layer is checked, while others are unchecked. The map also shows geographical features like Echo Mountain (968 m) and Muir Peak (1427 m), and the Hahamonga Watershed Natural Park. The bottom left corner of the map area includes the Esri logo and the text "Map data © OpenStreetMap contributors, CC-BY-SA".

Click here to launch the map

Altadena Library District 2023

Layers

- Census Blocks (2016-20 ACS Data)
- Percent CVAP Latino
- Percent CVAP Asian
- Percent CVAP Black
- Percent CVAP White
- Percent CVAP Non-White
- Census Block Groups
- Percent Renter Housing
- Percent Multi-Family Housing
- Percent High School Grads
- Percent College Grads



Map data © OpenStreetMap contributors, CC-BY-SA

Public Hearing & Discussion

Questions to Consider

- Which neighborhoods and communities should NOT be divided into different trustee areas?
- Which neighborhoods and communities should be grouped together in the same trustee area?

Next Hearing Date:
February 13, 2023 (Special Meeting)



**ALTADENA LIBRARY DISTRICT
FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT**
**For the Fiscal Year Ended
June 30, 2022**
(With Comparative Amounts as of June 30, 2021)

NIGRO & NIGRO^{PC}

ALTADENA LIBRARY DISTRICT
For the Fiscal Year Ended June 30, 2022
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Financial Section



INDEPENDENT AUDITORS' REPORT

Board of Trustees
Altadena Library District
Altadena, California

Opinion

We have audited the accompanying financial statements of the governmental activities and each major fund of the Altadena Library District as of and for the fiscal year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of the District as of June 30, 2022, and the respective changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of proportionate share of the net pension liability, schedule of pension contributions, schedule of changes in the District's total OPEB liability and related ratios, and the notes to the required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Prior-Year Comparative Information

The financial statements include partial prior-year comparative information. Such information does not include sufficient detail to constitute a presentation in accordance with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the District's financial statements for the year ended June 30, 2021, from which such partial information was derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a separate report dated January 23, 2023 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Murrieta, California
January 23, 2023

ALTADENA LIBRARY DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2022

Management's Discussion and Analysis (MD&A) offers readers of Altadena Library District's (District) financial statements a narrative overview of the District's financial activities for the fiscal year ended June 30, 2022. This MD&A presents financial highlights, an overview of the accompanying financial statements, an analysis of net position and results of operations, current-to-prior year analysis, a discussion on restrictions, commitments and limitations, and a discussion of significant activity involving capital assets and long-term debt. Please read in conjunction with the financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

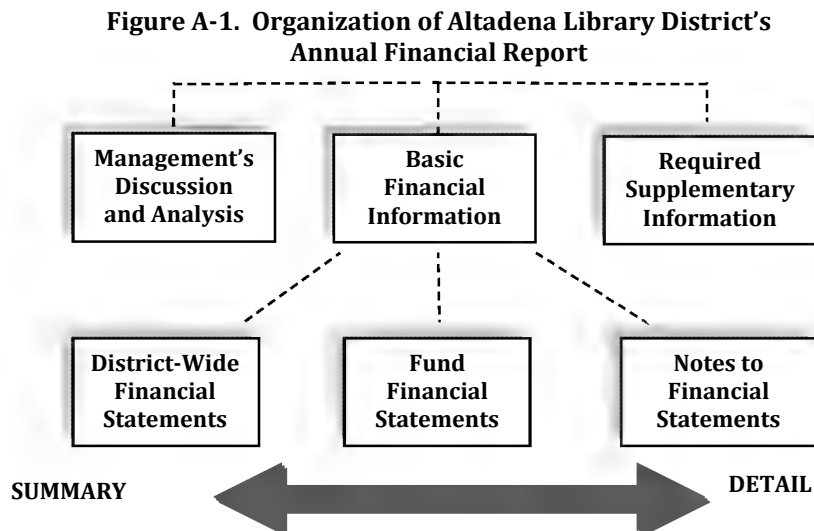
- The District's net position decreased 70.87%, or \$1,017,582 from the prior year's net position of \$1,435,913 to \$418,331 as a result of this year's operations.
- Total revenues from all sources decreased by 6.85%, or \$296,968 from prior year revenues of \$4,338,391 to \$4,041,423 primarily due to a decrease in investment earnings and change in fair-value, and a decrease in operating grants and contributions.
- Total expenses for the District's operations increased by 25.6% or \$1,031,824 from prior year expenses of \$4,027,181 to \$5,059,005, primarily due to an increase in employee benefits, interest expense and cost of debt issuance.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts – management discussion and analysis (this section), the basic financial statements, and required supplementary information. The basic financial statements include two kinds of statements that present different views of the District:

- *District-wide financial statements* provide both short-term and long-term information about the District's overall financial status.
- *Fund financial statements* focus on individual parts of the District, reporting the District's operations in more detail than the district-wide statements.
 - The *governmental funds* statements tell how basic services were financed in the short term as well as what remains for future spending.

The financial statements also include *notes* that explain some of the information in the statements and provide more detailed data. Figure A-1 shows how the various parts of this annual report are arranged and related to one another.



ALTADENA LIBRARY DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2022

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Figure A-2 summarizes the major features of the District's financial statements, including the portion of the District's activities they cover and the types of information they contain.

Figure A-2. Major Features of the District-Wide and Fund Financial Statements

Type of Statements	District-Wide	Governmental Fund
<i>Scope</i>	Entire District	The activities of the District that are not proprietary or fiduciary, such as donations and library programs
<i>Required financial statements</i>	<ul style="list-style-type: none"> • Statement of Net Position • Statement of Activities 	<ul style="list-style-type: none"> • Balance Sheet • Statement of Revenues, Expenditures & Changes in Fund Balances
<i>Accounting basis and measurement focus</i>	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
<i>Type of asset/liability information</i>	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included
<i>Type of inflow/outflow information</i>	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter

ALTADENA LIBRARY DISTRICT

*Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2022*

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

The remainder of this overview section of management's discussion and analysis highlights the structure and contents of each of the statements.

District-Wide Statements

The district-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the District's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two district-wide statements report the District's net position and how it has changed. Net position – the difference between the District's assets and deferred outflows of resources and liabilities and deferred inflows of resources – is one way to measure the District's financial health, or *position*.

- Over time, increases and decreases in the District's net position are an indicator of whether its financial position is improving or deteriorating, respectively.
- To assess the overall health of the District, you need to consider additional nonfinancial factors such as changes in the District's demographics and the condition of buildings and other facilities.
- In the district-wide financial statements, the District's activities are categorized as *Governmental Activities*. Most of the District's basic services are included here, such as library services and administration. State and local programs finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant funds – not the District as a whole. Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs. Some funds are required by State law and by grantor requirements.

The District has three funds: the General Fund, Capital Fund, and Debt Service Fund.

ALTADENA LIBRARY DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2022

FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION

Analysis of Net Position

Table A-1: Condensed Statement of Net Position

	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>Change</u>
Assets:			
Current assets	\$ 4,666,157	\$ 4,013,795	\$ 652,362
Capital assets, net	<u>24,227,043</u>	<u>1,148,586</u>	<u>23,078,457</u>
Total assets	<u>28,893,200</u>	<u>5,162,381</u>	<u>23,730,819</u>
Deferred outflows of resources	<u>863,352</u>	<u>775,707</u>	<u>87,645</u>
Liabilities:			
Current liabilities	754,391	284,277	470,114
Non-current liabilities	<u>26,417,642</u>	<u>3,799,713</u>	<u>22,617,929</u>
Total liabilities	<u>27,172,033</u>	<u>4,083,990</u>	<u>23,088,043</u>
Deferred inflows of resources	<u>2,166,188</u>	<u>418,185</u>	<u>1,748,003</u>
Net position:			
Investment in capital assets	495,643	1,148,586	(652,943)
Unrestricted (Deficit)	<u>(77,312)</u>	<u>287,327</u>	<u>(364,639)</u>
Total net position	<u>\$ 418,331</u>	<u>\$ 1,435,913</u>	<u>\$ (1,017,582)</u>

At the end of fiscal year 2022, the District shows a deficit balance in its unrestricted net position of (\$77,312).

ALTADENA LIBRARY DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2022

FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION (Continued)

Analysis of Revenues and Expenses

Table A-2: Condensed Statement of Activities

	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>Change</u>
Program revenues	\$ 1,094,144	\$ 1,398,004	\$ (303,860)
Expenses	<u>(5,059,005)</u>	<u>(4,027,181)</u>	<u>(1,031,824)</u>
Net program expense	(3,964,861)	(2,629,177)	(1,335,684)
General revenues	<u>2,947,279</u>	<u>2,940,387</u>	<u>6,892</u>
Change in net position	(1,017,582)	311,210	(1,328,792)
Net position:			
Beginning of year	<u>1,435,913</u>	<u>1,124,703</u>	<u>311,210</u>
End of year	<u>\$ 418,331</u>	<u>\$ 1,435,913</u>	<u>\$ (1,017,582)</u>

The statement of activities shows how the government's net position changed during the fiscal year. In the case of the District, the net position of the District decreased by \$1,017,582 during the fiscal year ended June 30, 2022.

Table A-3: Total Revenues

	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>Increase (Decrease)</u>
Program revenues:			
Special assessments	\$ 891,997	\$ 880,024	\$ 11,973
Charges for services	60,501	19,429	41,072
Operating grants and contributions	<u>141,646</u>	<u>498,551</u>	<u>(356,905)</u>
Total program revenues	<u>1,094,144</u>	<u>1,398,004</u>	<u>(303,860)</u>
General revenues:			
Property taxes	3,086,948	2,880,202	206,746
Property taxes - redevelopment increment	37,610	51,723	(14,113)
Investment earnings and change in fair-value	(196,890)	(8,995)	(187,895)
Other revenues	<u>19,611</u>	<u>17,457</u>	<u>2,154</u>
Total general revenues	<u>2,947,279</u>	<u>2,940,387</u>	<u>6,892</u>
Total revenues	<u>\$ 4,041,423</u>	<u>\$ 4,338,391</u>	<u>\$ (296,968)</u>

Total revenues from all sources decreased by 6.85%, or \$296,968 from prior year revenues of \$4,338,391 to \$4,041,423 primarily due to a decrease in investment earnings and change in fair-value, and a decrease in operating grants and contributions

ALTADENA LIBRARY DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2022

FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION (Continued)

Analysis of Revenues and Expenses (Continued)

Table A-4: Total Expenses

	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>Increase (Decrease)</u>
Expenses:			
Salaries and benefits	\$ 2,115,844	\$ 2,071,237	\$ 44,607
Employee benefits	1,158,440	695,661	462,779
Materials and services	1,161,212	1,148,234	12,978
Depreciation expense	126,941	84,549	42,392
Interest expense	255,907	-	255,907
Cost of debt issuance	240,661	-	240,661
Loss on impairment of capital asset	-	27,500	(27,500)
Total expenses	<u>\$ 5,059,005</u>	<u>\$ 4,027,181</u>	<u>\$ 1,031,824</u>

Total expenses for the District's operations increased by 25.6% or \$1,031,824 from prior year expenses of \$4,027,181 to \$5,059,005, primarily due to an increase in employee benefits, interest expense and cost of debt issuance.

GOVERNMENTAL FUNDS FINANCIAL ANALYSIS

The focus of the District's *governmental funds* is to provide information on current inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the District's financing requirements. In particular, the *unreserved fund balance* may serve as a useful measure of the government's net resources for spending at the end of the fiscal year.

As of June 30, 2022, the District reported a total fund balance in the general fund of \$4,108,691. An amount of \$3,993,203 constitutes the District's *unassigned fund balance*, which is available for future expenditures.

GENERAL FUND BUDGETARY HIGHLIGHTS

The final budgeted expenditures for the District at year-end were \$716,372 less than actual. The variance is principally due to over budgeting materials and services. Actual revenues were less than the anticipated budget by \$33,172, mostly due to less operating grants and contributions revenue.

ALTADENA LIBRARY DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2022

CAPITAL ASSET ADMINISTRATION

Table A-5: Capital Assets at Year End, Net of Depreciation

	<u>Balance</u> <u>June 30, 2022</u>	<u>Balance</u> <u>June 30, 2021</u>	<u>Increase</u> <u>(Decrease)</u>
Capital assets:			
Non-depreciable assets	\$ 565,137	\$ 152,280	\$ 412,857
Depreciable assets	2,352,529	2,347,773	4,756
Accumulated depreciation	<u>(1,478,408)</u>	<u>(1,351,467)</u>	<u>(126,941)</u>
Total capital assets, net	<u>\$ 1,439,258</u>	<u>\$ 1,148,586</u>	<u>\$ 290,672</u>

At the end of fiscal year 2022, the District's investment in capital assets amounted to \$1,439,257 (net of accumulated depreciation). This investment in capital assets includes structures, improvements and equipment. Major capital asset additions during the year include various ongoing structural improvements totaling \$412,857 and furniture and equipment totaling \$4,756.

See Note 4 for further information on the District's capital assets.

Debt Administration

The long-term debt of the District is summarized below:

	<u>Balance</u> <u>June 30, 2022</u>	<u>Balance</u> <u>June 30, 2021</u>
Long-term debt:		
Bonds payable, net	<u>\$ 23,731,400</u>	<u>\$ -</u>

In 2022, the District issued \$21,125,000 in bonds payable and \$2,636,105 in a bond premium. Principal payments were \$0 and amortization of the bond premium amounted to \$29,705. See Note 6 for further information.

FACTORS AFFECTING CURRENT FINANCIAL POSITION

Management is unaware of any item that would affect the District's current financial position.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

The District's basic financial statements are designed to present users with a general overview of the District's finances and to demonstrate the District's accountability. If you have any questions about the report or need additional information, please contact the Library Director at (626) 798-0833.

ALTADENA LIBRARY DISTRICT*Statement of Net Position**June 30, 2022 (With Comparative Amounts as of June 30, 2021)*

<u>ASSETS</u>	<u>2022</u>	<u>2021</u>
Current assets:		
Cash and investments (Note 2)	\$ 4,122,328	\$ 3,764,816
Accrued interest receivable	8,847	5,281
Property taxes and assessments receivable	318,456	193,879
Accounts receivable – other	52,395	38,037
Prepaid items	164,131	11,782
Total current assets	<u>4,666,157</u>	<u>4,013,795</u>
Non-current assets:		
Restricted – cash and investments (Note 2 and 3)	22,787,786	-
Capital assets – not being depreciated (Note 4)	565,137	152,280
Capital assets – being depreciated, net (Note 4)	874,120	996,306
Total non-current assets	<u>24,227,043</u>	<u>1,148,586</u>
Total assets	<u>28,893,200</u>	<u>5,162,381</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Deferred amounts related to net pension liability (Note 7)	572,372	606,616
Deferred amounts related to net OPEB liability (Note 8)	290,980	169,091
Total deferred outflows of resources	<u>863,352</u>	<u>775,707</u>
<u>LIABILITIES</u>		
Current liabilities:		
Accounts payable and accrued expenses	103,927	162,438
Accrued salaries and benefits	56,430	105,866
Unearned grant revenue	293,000	-
Accrued interest payable	285,611	-
Long-term liabilities – due in one year:		
Compensated absences (Note 5)	15,423	15,973
Total current liabilities	<u>754,391</u>	<u>284,277</u>
Non-current liabilities:		
Long-term liabilities – due in more than one year:		
Compensated absences (Note 5)	77,114	79,864
Bond payable, net (Note 6)	23,731,400	-
Net pension liability (Note 7)	1,737,243	2,718,477
Net other post-employment benefits obligations (Note 8)	871,885	1,001,372
Total non-current liabilities	<u>26,417,642</u>	<u>3,799,713</u>
Total liabilities	<u>27,172,033</u>	<u>4,083,990</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Deferred amounts related to net pension liability (Note 7)	1,609,114	111,504
Deferred amounts related to net OPEB liability (Note 8)	557,074	306,681
Total deferred inflows of resources	<u>2,166,188</u>	<u>418,185</u>
<u>NET POSITION</u>		
Net investment in capital assets (Note 9)	495,643	1,148,586
Unrestricted (Defecit) (Note 10)	(77,312)	287,327
Total net position	<u>\$ 418,331</u>	<u>\$ 1,435,913</u>

The notes to financial statements are an integral part of this statement.

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ALTADENA LIBRARY DISTRICT*Statement of Activities**For the Fiscal Year Ended June 30, 2022**(With Comparative Amounts for the Fiscal Year Ended June 30, 2021)*

	Governmental Activities	
	2022	2021
Expenses:		
Library operations:		
Salaries and wages	\$ 2,115,844	\$ 2,071,237
Employee benefits	1,158,440	695,661
Materials and services	1,161,212	1,148,234
Depreciation expense (Note 4)	126,941	84,549
Interest expense	255,907	-
Cost of debt issuance	240,661	-
Loss on impairment of capital asset	-	27,500
Total expenses	5,059,005	4,027,181
Program revenues:		
Charges for services:		
Special assessments	891,997	880,024
Charges for services	60,501	19,429
Operating/capital grants and contributions	141,646	498,551
Total program revenues	1,094,144	1,398,004
Net program expense	(3,964,861)	(2,629,177)
General revenues:		
Property taxes	3,086,948	2,880,202
Property taxes – redevelopment increment	37,610	51,723
Investment earnings and change in fair-value	(196,890)	(8,995)
Other revenues	19,611	17,457
Total general revenues	2,947,279	2,940,387
Change in net position	(1,017,582)	311,210
Net position:		
Beginning of year	1,435,913	1,124,703
End of year	\$ 418,331	\$ 1,435,913

ALTADENA LIBRARY DISTRICT
Balance Sheet – Governmental Funds
June 30, 2022

	<u>General Fund</u>	<u>Capital Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
<u>ASSETS</u>				
Assets:				
Cash and investments	\$ 4,122,328	\$ -	\$ 22,787,786	\$ 26,910,114
Accrued interest receivable	8,847	-	-	8,847
Property taxes and assessments receivable	318,456	-	-	318,456
Accounts receivable – other	52,395	-	-	52,395
Due from other fund (Note 11)	668	-	-	668
Prepaid items	22,951	-	141,180	164,131
Total assets	<u>\$ 4,525,645</u>	<u>\$ -</u>	<u>\$ 22,928,966</u>	<u>\$ 27,454,611</u>
<u>LIABILITIES AND FUND BALANCE</u>				
Liabilities:				
Accounts payable and accrued expenses	\$ 67,524	\$ -	\$ 36,403	\$ 103,927
Accrued salaries and benefits	56,430	-	-	56,430
Unearned grant revenue	293,000	-	-	293,000
Due to other fund (Note 12)	-	-	668	668
Total liabilities	<u>416,954</u>	<u>-</u>	<u>37,071</u>	<u>454,025</u>
Fund balance: (Note 11)				
Nonspendable	22,951	-	141,180	164,131
Restricted	-	-	22,750,715	22,750,715
Assigned	92,537	-	-	92,537
Unassigned	3,993,203	-	-	3,993,203
Total fund balance	<u>4,108,691</u>	<u>-</u>	<u>22,891,895</u>	<u>27,000,586</u>
Total liabilities and fund balance	<u>\$ 4,525,645</u>	<u>\$ -</u>	<u>\$ 22,928,966</u>	<u>\$ 27,454,611</u>

ALTADENA LIBRARY DISTRICT

*Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
June 30, 2022*

	<u>2022</u>
Fund Balances – Governmental Funds	<u>\$ 27,000,586</u>
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those assets as capital assets. The net book value of capital assets is:	1,439,257
Deferred outflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those deferred outflows of resources.	863,352
Long-term liabilities applicable to the District are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities' both current and long-term, are reported in the statement of net position as follows:	
Compensated absences	(92,537)
Accrued interest payable	(285,611)
Bonds payable, net	(23,731,400)
Net other post-employment benefits obligations	(871,885)
Net pension liability	(1,737,243)
Deferred inflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those deferred inflows of resources.	<u>(2,166,188)</u>
Total adjustments	<u>(26,582,255)</u>
Net Position of Governmental Activities	<u>\$ 418,331</u>

ALTADENA LIBRARY DISTRICT

*Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds
For the Fiscal Year Ended June 30, 2022*

	<u>General Fund</u>	<u>Capital Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
Revenues:				
Property taxes	\$ 3,086,948	\$ -	\$ -	\$ 3,086,948
Property taxes – redevelopment increment	37,610	-	-	37,610
Special assessments	891,997	-	-	891,997
Charges for services	60,501	-	-	60,501
Operating/capital grants and contributions	141,646	-	-	141,646
Investment earnings and change in fair-value	(22,485)	-	(174,405)	(196,890)
Other revenues	19,611	-	-	19,611
Total revenues	<u>4,215,828</u>	<u>-</u>	<u>(174,405)</u>	<u>4,041,423</u>
Expenditures:				
Current:				
Salaries and wages	2,119,144	-	-	2,119,144
Employee benefits	608,803	-	-	608,803
Materials and services	1,119,926	-	41,286	1,161,212
Capital outlay	4,755	412,857	-	417,612
Total expenditures	<u>3,852,628</u>	<u>412,857</u>	<u>41,286</u>	<u>4,306,771</u>
Revenue over (under) expenditures	<u>363,200</u>	<u>(412,857)</u>	<u>(215,691)</u>	<u>(265,348)</u>
Other financing sources(uses):				
Transfers in(out)	-	412,857	(412,857)	-
Proceeds from the issuance of bonds payable	-	-	23,761,105	23,761,105
Cost of debt issuance	-	-	(240,662)	(240,662)
Total other financing sources (uses)	<u>-</u>	<u>412,857</u>	<u>23,107,586</u>	<u>23,520,443</u>
Net Change in fund balance	<u>363,200</u>	<u>-</u>	<u>22,891,895</u>	<u>23,255,095</u>
Fund balance:				
Beginning of year	3,745,491	-	-	3,745,491
End of year	<u>\$ 4,108,691</u>	<u>\$ -</u>	<u>\$ 22,891,895</u>	<u>\$ 27,000,586</u>

ALTADENA LIBRARY DISTRICT

*Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes
in Fund Balances to the Statement of Activities
For the Fiscal Year Ended June 30, 2022*

	<u>2022</u>
Net Change in Fund Balances – Governmental Funds	<u>\$ 23,255,095</u>
Amounts reported for governmental activities in the statement of activities is different because:	
Some expenses reported in the statement of activities do not require the use of current financial resources. Therefore, those expenses are not reported as expenditures in governmental funds as follows:	
Change in compensated absences	3,300
Change in accrued interest payable	(285,611)
Change in net pension liability	(550,620)
Change in net other post-employment benefits obligations	983
Amortization of bond premium	29,705
Governmental funds report capital outlay as expenditures. However, in the statement of activities the cost of those capitalized assets is allocated over their estimated useful lives as	
Capital outlay	417,612
Depreciation expense	(126,941)
Proceeds from issuance of debt are reported as other financing sources in governmental funds and thus contribute to the change in fund balances. In the government-wide statements, however, issuance of debt increases long-term liabilities in the statement of net position and does not affect the statement of activities.	<u>(23,761,105)</u>
Total adjustments	<u>(24,272,677)</u>
Change in Net Position of Governmental Activities	<u>\$ (1,017,582)</u>

ALTADENA LIBRARY DISTRICT

Notes to Financial Statements

June 30, 2022

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

A. Description of Organization

The Altadena Library District (District) was formed on December 8, 1926, and operates under sections 19600 et seq., of the California Education Code. The main library is located at 600 E. Mariposa Street in Altadena. The branch library is located at 2659 Lincoln Avenue in Altadena and was re-opened in 1991. The District is administered by a five-member Board of Trustees.

The criteria used in determining the scope of the financial reporting entity is based on the provisions of Governmental Accounting Statements No. 61, The Financial Reporting Entity. The District is the primary governmental unit based on the foundation of a separately elected governing board that is elected by the citizens in a general popular election. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The District is financially accountable if it appoints a voting majority of the organization's governing body and: 1) It is able to impose its will on that organization, or 2) There is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. The District has no component units as of year-end.

B. Basis of Presentation, Basis of Accounting

1. Basis of Presentation

Government-Wide Financial Statements

The statement of net position and the statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, charges for services, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements

The fund financial statements provide information about the District's funds. The District reports the following governmental funds:

General Fund: This fund is used to account for all financial resources of the District.

Capital Fund: Capital projects fund was established to account for financial resources to be used for the acquisition or construction of major capital facilities.

Debt Service Fund: This fund is used for the repayment of bonds issued for the District.

ALTADENA LIBRARY DISTRICT

Notes to Financial Statements

June 30, 2022

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Presentation, Basis of Accounting (Continued)

2. Measurement Focus, Basis of Accounting

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and financing from capital leases are reported as other financing sources.

3. Revenues - Exchange and Non-Exchange Transactions

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year. Generally, available is defined as collectible within 60 days.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, certain grants, entitlements, and donations. Revenue from property taxes is recognized in the fiscal year in which the taxes are received. Revenue from certain grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include time and purpose requirements. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

C. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position

1. Cash and Cash Equivalents

The District considers all highly liquid investments with a maturity of three months or less, when purchased, to be cash equivalents.

2. Prepaid Items

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

ALTADENA LIBRARY DISTRICT

Notes to Financial Statements

June 30, 2022

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)

3. Capital Assets

Capital assets are stated at cost or at their estimated fair value at date of donation. It is the District’s policy to capitalize assets costing over \$5,000. The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. The District considers library books and other media resources as a current period expense rather than a composite capital asset.

Estimated service lives for the District’s classes of assets are as follows:

<u>Description</u>	<u>Estimated Lives</u>
Buildings	50 years
Building Improvements	20 years
Furniture and Equipment	5-7 years

4. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time.

5. Compensated Absences

The District’s policy is to permit employees to accumulate earned but unused vacation pay benefits. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

6. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District’s California Public Employees’ Retirement System (CalPERS) plans and addition to/deductions from the Plans’ fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. CalPERS audited financial statements are publicly available reports that can be obtained at the CalPERS’s website. Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2020
Measurement Date	June 30, 2021
Measurement Period	July 1, 2020 to June 30, 2021

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)

7. Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's Other Post-Employment Retiree Benefits Plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost. Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2020
Measurement Date	June 30, 2021
Measurement Period	July 1, 2020 to June 30, 2021

8. Net Position

Net position is classified into two components: investment in capital assets and unrestricted. These classifications are defined as follows:

- **Investment in capital assets** - This component of net position consists of capital assets net of accumulated depreciation.
- **Unrestricted net position** - This component of net position consists of net position that does not meet the definition of investment in capital assets.

9. Fund Balances

The fund balance for governmental funds is reported in classifications based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Nonspendable: Fund balance is reported as nonspendable when the resources cannot be spent because they are either in a nonspendable form or are legally or contractually required to be maintained intact. Resources in nonspendable form include inventories and prepaid assets.

Assigned: Resources that are constrained by the District's intent to use them for a specific purpose, but are neither restricted nor committed, are reported as assigned fund balance. Intent may be expressed by either the Board, committees (such as budget or finance), or officials to which the Board has delegated authority.

Unassigned: Unassigned fund balance represents fund balance that has not been restricted, committed, or assigned and may be utilized by the District for any purpose. When expenditures are incurred, and both restricted and unrestricted resources are available, it is the District's policy to use restricted resources first, then unrestricted resources in the order of committed, assigned, and then unassigned, as they are needed.

ALTADENA LIBRARY DISTRICT

Notes to Financial Statements

June 30, 2022

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)

10. Fund Balance Policy

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain an unrestricted fund balance in its funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned and unassigned fund balances are considered unrestricted.

The purpose of the District's fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising assessments and fees because of temporary revenue shortfalls or unpredicted onetime expenditures.

D. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reported period. Actual results could differ from those estimates.

E. Property Taxes

Property taxes attach as an enforceable lien on property as of January 1, each year. Secured property taxes are levied on July 1 and are payable in two installments, on December 10 and April 10. The County of Los Angeles Assessor's Office assesses all real and personal property within the County each year.

Property tax in California is levied in accordance with Article 13A of the State Constitution at one percent of countywide assessed valuations. The County of Los Angeles Treasurer's Office remits an undisclosed portion of the one percent current and delinquent property tax collections to the District throughout the year.

F. Budgetary Accounting

An annual unappropriated budget, which establishes the total spending authority for the General Fund, is adopted by the Board of Directors just prior to the beginning of the District's fiscal year. Estimated revenue is the original estimate with modifications for new programs which are anticipated to be received during the fiscal year. Expenditures cannot legally exceed appropriations at the fund level. Appropriations for the General Fund lapse at the end of the fiscal year. The Board of Directors may authorize amendments to the budget during the year as deemed necessary. Budgeted amounts were not amended for the fiscal year ended June 30, 2022.

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2022

NOTE 2 – CASH AND INVESTMENTS

Cash and investments at June 30, 2022, consist of the following:

<u>Description</u>	<u>Balance</u>
Cash and investments	\$ 4,122,328
Restricted – cash and investments	22,787,786
	<u>\$ 26,910,114</u>
<u>Description</u>	<u>Balance</u>
Cash on hand	\$ 600
Deposits held with financial institutions	23,696,202
Los Angeles County Pooled Investment Fund	3,213,312
Total cash and cash equivalents	<u>\$ 26,910,114</u>

Demand Deposits

At June 30 2022, the carrying amount of the District’s demand deposits were \$23,696,202, and the financial institution’s balance was \$23,700,048. The net difference of \$3,846 represents outstanding checks, deposits-in-transit and/or other reconciling items between the financial institution’s balance and the District’s balance.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Authority’s deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. Cash balances held in banks are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC) and are collateralized by the respective financial institutions. In addition, the California Government Code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits.

Los Angeles County Pooled Investment Fund (LACPIF)

The District is a voluntary participant in the Los Angeles County Pooled Investment Fund (LACPIF) pursuant to Government Code Section 53694. The cash flow needs of participants are monitored daily to ensure that sufficient liquidity is maintained to meet the needs of those participants. At the time deposits are made, the Los Angeles County Treasurer may require the depositing entity to provide annual cash flow projections or an anticipated withdrawal schedule for deposits in excess of \$1 million. Projections are performed no less than semi-annually. In accordance with Government Code Section 27136, all request for withdrawal of funds for the purpose of investing or deposits the funds elsewhere shall be evaluated to ensure the proposed withdrawal will not adversely affect the principal deposits of the other participants. Pool detail may be obtained from the County of Los Angeles Treasurer’s Office – 225 N. Hill Street – Los Angeles, CA 90012 or the Treasurer and Tax Collector’s office website at www.ttc.lacounty.gov.

LACPIF is not categorized under the fair value hierarchy established by GAAP as it is held at an amortized cost basis and it is Not Rated under the current credit risk ratings format. For financial reporting purposes, the District considers the LACPIF a cash equivalent due to its highly liquid nature and dollar-in dollar-out amortized cost methodology. As of June 30, 2022, the District held \$3,213,312 in LACPIF.

ALTADENA LIBRARY DISTRICT

Notes to Financial Statements

June 30, 2022

NOTE 2 – CASH AND INVESTMENTS (Continued)

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. As of June 30, 2022, the District’s investment in the LACPIF was rated by Standard & Poor’s as AAf/S1.

Concentration of Credit Risk

The District’s investment policy contains no limitations on the amount that can be invested in any one governmental agency or non-governmental issuer beyond that stipulated by the California Government Code. There were no investments in any one governmental or non-governmental issuer that represented 5% or more of the District’s total investments except for those in the LACPIF.

NOTE 3 – RESTRICTED – CASH AND INVESTMENTS

Restricted – cash and cash equivalents as of June 30th consisted of the following:

<u>Description</u>	<u>June 30, 2022</u>
Unspent proceeds from bond issuance	\$ 22,787,786
Less: Unspent proceeds from bond issuance	<u>(22,787,786)</u>
Total restricted - net position	<u>\$ -</u>

The restricted – cash and investments balance on the statement of net position at June 30, 2022 was cash holdings by the District’s financial institution from the remaining unused proceeds from the bond payable. This amount was then used in the calculation of net investment in capital assets (See Note 9).

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2022

NOTE 4 – CAPITAL ASSETS

Changes in capital assets for the year were as follows:

Description	Balance July 1, 2021	Additions	Deletions/ Transfers	Balance June 30, 2022
Non-depreciable assets:				
Land	\$ 77,280	\$ -	\$ -	\$ 77,280
Artwork	75,000	-	-	75,000
Construction in progress	-	412,857	-	412,857
Total non-depreciable assets	152,280	412,857	-	565,137
Depreciable assets:				
Library building	1,686,788	-	-	1,686,788
Branch building	77,933	-	-	77,933
Furniture and equipment	583,052	4,756	-	587,808
Total depreciable assets	2,347,773	4,756	-	2,352,529
Accumulated depreciation:				
Library building	(1,138,823)	(54,809)	-	(1,193,632)
Branch building	(77,933)	-	-	(77,933)
Furniture and equipment	(134,711)	(72,132)	-	(206,843)
Total accumulated depreciation	(1,351,467)	(126,941)	-	(1,478,408)
Total depreciable assets, net	996,306	(122,185)	-	874,121
Total capital assets, net	\$ 1,148,586	\$ 290,672	\$ -	\$ 1,439,258

NOTE 5 – COMPENSATED ABSENCES

Compensated absences comprise unpaid vacation leave which is accrued as earned. The District’s liability for compensated absences is determined annually. The changes to the compensated absences balance at June 30, 2022 were as follows:

Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022	Due Within One Year	Due in More Than One Year
\$ 95,837	\$ 121,454	\$ (124,754)	\$ 92,537	\$ 15,423	\$ 77,114

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2022

NOTE 6 – BOND PAYABLE

	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022	Due Within One Year	Due in More Than One Year
Bond payable	\$ -	\$ 21,125,000	\$ -	\$ 21,125,000	\$ -	\$ 21,125,000
Bond premium	-	2,636,105	(29,705)	2,606,400	-	2,606,400
Total	\$ -	\$ 23,761,105	\$ (29,705)	\$ 23,731,400	\$ -	\$ 23,731,400

In August 2020, the Altadena Library District Community Facilities District (CFD) No. 2020-1 was formed to finance capital improvements of certain public facilities. Measure Z was approved in November 2020 which authorizes the CFD to levy a \$0.10 per square foot for single-family residences special parcel assessment annually to pay for the capital improvements.

On March 3, 2022, the District issued the 2022 Special Tax Bonds in the amount of \$21,125,000. The 2022 bonds were placed with U.S. Bank National Association. The bonds were issued to finance public improvements funded by the District and to pay costs in connection with the issuance of the bonds. The bonds bear an interest rate of 5% and are payable semiannually on September 1 and March 1 of each year, commencing September 1, 2022 until maturity or earlier redemption. The bonds mature in fiscal year 2052.

The bonds were issued at a premium of \$2,636,105, which is being amortized over the life of the debt on a straight-line basis.

Maturities of the bonds and interest payments subsequent to June 30, 2022, are as follows:

Fiscal Year	Principal	Interest	Total
2023	\$ -	\$ 878,542	\$ 878,542
2024	350,000	874,700	1,224,700
2025	365,000	856,825	1,221,825
2026	385,000	838,075	1,223,075
2027	405,000	818,325	1,223,325
2028-2032	2,340,000	3,759,750	6,099,750
2033-2037	2,925,000	3,172,700	6,097,700
2038-2042	3,565,000	2,525,500	6,090,500
2043-2047	4,330,000	1,738,600	6,068,600
2048-2052	5,275,000	781,100	6,056,100
2053	1,185,000	23,700	1,208,700
Total	21,125,000	\$ 16,267,817	\$ 37,392,817
Current	-		
Long-term	\$ 21,125,000		

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
 June 30, 2022

NOTE 7 – PENSION PLAN

Summary

A summary of the District’s pension plan deferred outflows/inflows and net pension liability account balances for the fiscal year ending June 30, 2022 is as follows:

<u>Description</u>	<u>2022</u>
Pension related deferred outflows	\$ 572,372
Net pension liability	1,737,243
Pension related deferred inflows	1,609,114

A. General Information about the Pension Plans

The Plans Description Schedule

The District has engaged with CalPERS to administer the following pension plans for its employees (members):

	<u>Miscellaneous Plans</u>		
	<u>Classic Tier 1</u>	<u>Classic Tier 2</u>	<u>PEPRA Tier 3</u>
	Prior to December 24, 2012	On or after December 24, 2012	On or after January 1, 2013
Hire date			
Benefit formula	2.0% @ 55	2.0% @ 60	2.0% @ 62
Benefit vesting schedule	5-years of service	5-years of service	5-years of service
Benefits payments	monthly for life	monthly for life	monthly for life
Retirement age	50 - 67 & up	50 - 67 & up	52 - 67 & up
Monthly benefits, as a % of eligible compensation	1.0% to 2.0%	1.0% to 2.0%	1.0% to 2.0%
Required member contribution rates	6.908%	6.918%	7.250%
Required employer contribution rates – FY 2021	11.746%	9.929%	7.874%

Plan Description

The District contributes to the California Public Employees’ Retirement System (CalPERS), a cost-sharing multiple-employer defined benefit pension plan. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. A full description of the pension plan, benefit provisions, assumptions (for funding, but not accounting purposes), and membership information are listed in the June 30, 2020 Annual Actuarial Valuation Report. This report and CalPERS’ audited financial statements are publicly available reports that can be obtained at CalPERS’ website under Forms and Publications.

Members Covered by Benefit Terms

At June 30, 2021 (Measurement Date), the following members were covered by the benefit terms:

<u>Plan Members</u>	<u>Miscellaneous Plans</u>		<u>Total</u>
	<u>Classic Tier 1 & 2</u>	<u>PEPRA Tier 3</u>	
Active members	4	17	21
Transferred and terminated members	13	15	28
Retired members and beneficiaries	28	-	28
Total plan members	45	32	77

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2022

NOTE 7 – PENSION PLAN (Continued)

A. General Information about the Pension Plans (Continued)

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to Plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for nonindustrial disability benefits after five years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost-of-living adjustments for each Plan are applied as specified by the Public Employees’ Retirement Law.

Contributions

Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Contributions for the year ended June 30, 2022, were as follows:

Contribution Type	Miscellaneous Plans		Total
	Classic Tier 1 & 2	PEPRA Tier 3	
Contributions – employer	\$ 216,201	\$ 113,973	\$ 330,174

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

Proportionate Share of Net Pension Liability and Pension Expense

The District’s net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the Plans is measured as of June 30, 2021, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2020, rolled forward to June 30, 2021, using standard update procedures. The District’s proportionate share of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2022

NOTE 7 – PENSION PLAN (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

The following table shows the District’s proportionate share of the risk pool collective net pension liability over the measurement period for the Miscellaneous Plan for the fiscal year ended June 30, 2022:

<u>Plan Type and Balance Descriptions</u>	<u>Plan Total Pension Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Change in Plan Net Pension Liability</u>
CalPERS – Miscellaneous Plan:			
Balance as of June 30, 2020 (Measurement Date)	\$ 9,602,122	\$ 6,883,646	\$ 2,718,476
Balance as of June 30, 2021 (Measurement Date)	\$ 10,098,092	\$ 8,360,849	\$ 1,737,243
Change in Plan Net Pension Liability	\$ 495,970	\$ 1,477,203	\$ (981,233)

The District’s proportionate share percentage of the net pension liability for the June 30, 2021 measurement date was as follows:

	<u>Percentage Share of Risk Pool</u>		<u>Change Increase/ (Decrease)</u>
	<u>Fiscal Year Ending June 30, 2022</u>	<u>Fiscal Year Ending June 30, 2021</u>	
Measurement Date	<u>June 30, 2021</u>	<u>June 30, 2020</u>	
Percentage of Risk Pool Net Pension Liability	0.091492%	0.064448%	0.027044%
Percentage of Plan (PERF C) Net Pension Liability	0.032122%	0.024985%	0.007137%

For the fiscal year ended June 30, 2022, the District recognized pension expense of \$880,795. At June 30, 2022, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Account Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions made after the measurement date	\$ 330,174	\$ -
Difference between actual and proportionate share of employer contributions	-	(65,369)
Adjustment due to differences in proportions	47,385	(27,224)
Differences between expected and actual experience	194,813	-
Differences between projected and actual earnings on pension plan investments	-	(1,516,521)
Changes in assumptions	-	-
Total Deferred Outflows/(Inflows) of Resources	\$ 572,372	\$ (1,609,114)

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2022

NOTE 7 – PENSION PLAN (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year. The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period. The deferred outflows/(inflows) of resources related to the net change in proportionate share of net pension liability, changes of assumptions, and differences between expected and actual experience in the measurement of the total pension liability will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the measurement period is 3.8 years.

An amount of \$330,174 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as a reduction to pension expense as follows:

<u>Amortization Period</u> <u>Fiscal Year Ended June 30</u>	<u>Deferred</u> <u>Outflows/(Inflows)</u> <u>of Resources</u>
2023	\$ (290,016)
2024	(309,507)
2025	(348,304)
2026	(419,089)
Total	<u>\$ (1,366,916)</u>

Actuarial Methods and Assumptions Used to Determine Total Pension Liability

For the measurement period ending June 30, 2021 (the measurement date), the total pension liability was determined by rolling forward the June 30, 2020 total pension liability. The June 30, 2021, total pension liability was based on the following actuarial methods and assumptions:

<p>Actuarial Cost Method</p> <p>Actuarial Assumptions:</p> <p>Discount Rate</p> <p>Inflation</p> <p>Salary Increases</p> <p>Mortality Rate Table</p> <p>Post Retirement Benefit Increase</p>	<p>Entry Age Normal in accordance with the requirement of GASB Statement No. 68</p> <p>7.15%</p> <p>2.50%</p> <p>Varies by Entry Age and Service</p> <p>Derived using CalPERS' Membership Data for all Funds.</p> <p>Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.50% thereafter</p>
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NOTE 7 – PENSION PLAN (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

Long-term Expected Rate of Return

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects long-term expected real rate of return by asset class.

Investment Type¹	New Strategic Allocation	Real Return Years 1 - 10²	Real Return Years 11+³
Global equity	50.0%	4.80%	5.98%
Fixed income	28.0%	1.00%	2.62%
Inflation assets	0.0%	0.77%	1.81%
Private equity	8.0%	6.30%	7.23%
Real assets	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%
	<u>100.0%</u>		

¹ In the CalPERS's ACFR, fixed income is included in global debt securities; liquidity is included in short-term investments; inflation assets are included in both global equity securities and global debt securities.

² An expected inflation rate-of-return of 2.5% is used for years 1-10.

³ An expected inflation rate-of-return of 2.9% is used for years 11+.

Discount Rate

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

NOTE 7 – PENSION PLAN (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

Subsequent Events

There were no subsequent events that would materially affect the results in this disclosure.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability/(asset) of the Plan as of the measurement date, calculated using the discount rate of 7.15%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.15%) or 1 percentage-point higher (8.15%) than the current rate:

Plan's Net Pension Liability/(Asset)		
Discount Rate -	Current	Discount Rate +
1%	Discount	1%
6.15%	Rate 7.15%	8.15%
3,070,504	\$ 1,737,243	\$ 635,056

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial report and can be obtained from CalPERS' website under Forms and Publications.

C. Payable to the Pension Plans

At June 30, 2022, the District reported no payables for outstanding contributions to the CalPERS pension plan required for the year ended June 30, 2022.

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS

A. General Information about the OPEB Plan

Summary

A summary of the District’s OPEB plan deferred outflows/inflows and net pension liability account balances for the fiscal year ending June 30, 2022 is as follows:

<u>Description</u>	<u>2022</u>
OPEB related deferred outflows	\$ 290,980
Net other post-employment benefits obligation	871,885
OPEB related deferred inflows	557,074

Plan description

The District provides Other Post-Employment Benefits (OPEB) to employees who retire from the District and meet certain eligibility requirements. The plan is considered a single-employer plan for purposes of GASB 75. Spouses and surviving spouses are also eligible to receive benefits. Retirees may enroll in any plan available through the District’s CalPERS medical. The contribution requirements of Plan members and the District are established and may be amended by the District’s Board of Trustees.

Benefits provided

Medical coverage is currently provided through CalPERS as permitted under the Public Employees’ Medical and Hospital Care Act (PEMHCA). This coverage requires the employee to satisfy the requirements for retirement under CalPERS: either (a) attainment of age 50 (age 52, if a miscellaneous employee new to PERS on or after January 1, 2013) with 5 years of State or public agency service or (b) an approved disability retirement.

The employee must begin his or her retirement benefit within 120 days of terminating employment with the District to be eligible to continue medical coverage through the District and be entitled to the benefits described below. If an eligible employee is not already enrolled in the medical plan, he or she may enroll within 60 days of retirement, during any future open enrollment period or with a qualifying life event. In other words, it is the timing of initiating retirement benefits and not timing of enrollment in the medical program which determines whether or not the retiree qualifies for lifetime medical coverage and any benefits defined in the PEMHCA resolution. Once eligible, coverage may be Continued at the retiree’s option for his or her lifetime. A surviving spouse and other eligible dependents may also continue coverage.

As a PEMHCA employer, the District is obligated to contribute toward the cost of retiree medical coverage for the retiree’s lifetime or until coverage is discontinued. The current PEMHCA resolution provides for the District to contribute up to \$500 per month toward medical premiums for active employees or retirees and/or their eligible dependents. If the retiree’s spouse has coverage and survives the retiree, the contribution continues to the surviving spouse provided he or she is entitled to survivor benefits under the retirement plan.

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2022

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (Continued)

A. General Information about the OPEB Plan (Continued)

Employees covered by benefit terms

At June 30, 2021 (Measurement Date), the following employees were covered by the benefit terms:

	<u>2021</u>
Inactive plan members or beneficiaries currently receiving benefit payments	15
Inactive plan members entitled to but not yet receiving benefit payments	-
Active plan members	<u>23</u>
Total	<u><u>38</u></u>

B. Total OPEB Liability

The District’s total OPEB liability of \$871,885 for the District Plan as measured as of June 30, 2021 and was determined by an actuarial valuation as of that date.

Actuarial assumptions and other inputs

The total OPEB liability in the June 30, 2021 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Valuation Date	June 30, 2021
Measurement Date	June 30, 2021
Actuarial Cost Method	Entry age normal, level percentage of payroll
Asset Valuation Method	Market value of assets as of the measurement date
Actuarial Assumptions:	
Discount Rate	
Long-Term Expected	
Rate of Return on Investments	5.75%
Inflation	2.50%
Payroll increases	2.75%
Healthcare Trend Rates	4.00%
Morbidity	CalPERS 2017 Study
Mortality	CalPERS 2017 Study
Disability	Not valued
Retirement	CalPERS Public Agency Miscellaneous
	2.0% @55, 2.0%@60 and 2.0% @62
Percent Married	80% of participants are married

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
 June 30, 2022

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (Continued)

B. Total OPEB Liability (Continued)

District Plan

The discount rate is 5.75 percent based upon the expected return on assets.

At the time the June 2021 valuation was prepared, CalPERS determined and published expected returns shown below for CERBT Asset Allocation Strategy 3 using a building-block method and best-estimate ranges of expected future real rates of return for each major asset class (expected returns, net of OPEB plan investment expense and inflation). These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Using the District’s projected benefit cash flows and the rates of return shown below, a long-term expected return of 6.3% was determined; however, the District must use the 5.75% for the assumed trust rate of return and discount rate for the actuarial study. Expected asset returns were updated and published by CalPERS for October 1, 2020 and beyond and the expected allocation were as follows:

Asset Class	Target Allocation	LTERR
Global Equities	22%	6.80%
Fixed Income	49%	3.10%
REITs	8%	5.50%
TIPS	16%	2.25%
Commodities	5%	3.50%
Total	100%	

C. Changes in the Total OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
Balance at July 1, 2021 (Measurement date July 1, 2020)	\$ 1,677,564	\$ 676,192	\$ 1,001,372
Changes for the year:			
Service cost	82,044	-	82,044
Interest	95,716	-	95,716
Change in assumptions	(302,889)	-	(302,889)
Experience (gains)/losses	165,793	-	165,793
Net investment income	-	91,689	(91,689)
Employer contributions	-	78,701	(78,701)
Benefit payments	(78,701)	(78,701)	-
Administrative expense	-	(239)	239
Net changes	(38,037)	91,450	(129,487)
Balance at June 30, 2022 (Measurement date June 30, 2021)	\$ 1,639,527	\$ 767,642	\$ 871,885

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
 June 30, 2022

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (Continued)

C. Changes in the Total OPEB Liability (Continued)

Sensitivity of the total OPEB liability to changes in the discount rate

The following presents the total OPEB liability of the District, as well as what the District’s total OPEB liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

1% Decrease 4.75%	Discount Rate 5.75%	1% Increase 6.75%
\$ 1,087,202	\$ 871,885	\$ 694,671

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates

The following presents the total OPEB liability of the District, as well as what the District’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

1% Decrease 4.75%	Healthcare Cost Trend Rates 5.75%	1% Increase 6.75%
\$ 662,592	\$ 871,885	\$ 1,135,537

D. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2022, the District recognized OPEB expense of \$75,049. At June 30, 2022, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Account Description	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions made after the measurement date	\$ 76,037	\$ -
Changes in assumptions	68,177	(286,391)
Differences between expected and actual experience	145,574	(225,729)
Differences between projected and actual earnings on OPEB plan investments	1,192	(44,954)
Total Deferred Outflows/(Inflows) of Resources	\$ 290,980	\$ (557,074)

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2022

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (Continued)

D. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2022, the District reported \$76,037 of deferred outflows of resources for employer contributions made subsequent to the measurement date which will be used to reduce the net OPEB liability balance in the coming year. Amortization of the (\$342,131) of remaining deferred outflows/(inflows) of resources, net related to the net OPEB obligation is as follows:

<u>Amortization Period</u> <u>Fiscal Year Ended June 30</u>	<u>Deferred</u> <u>Outflows/(Inflows)</u> <u>of Resources</u>
2023	\$ (66,244)
2024	(68,403)
2025	(71,227)
2026	(78,647)
2027	(20,828)
Thereafter	<u>(36,782)</u>
Total	\$ (342,131)

NOTE 9 – NET INVESTMENT IN CAPITAL ASSETS

At June 30, 2022, the net investment in capital assets was calculated as follows:

<u>Description</u>	<u>Balance</u>
Capital assets – not being depreciated	\$ 565,137
Capital assets – being depreciated, net	874,120
Bond payable, net	(23,731,400)
Unspent proceeds from bond issuance (Note 3)	<u>22,787,786</u>
Total net investment in capital assets	<u>\$ 495,643</u>

NOTE 10 – UNRESTRICTED NET POSITION (DEFICIT)

As of June 30, 2022, the District had an unrestricted net position deficit of (\$77,312). Due to the nature of the deficit from the District’s – Net Pension Liability – and – Net OPEB Obligation, the District will continue to make its actuarial determined contributions for the Net Pension Liability and retiree healthcare costs for the Net OPEB Obligation and annually review the District’s outstanding funding requirements for future periods to reduce the deficit position.

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2022

NOTE 11 – FUND BALANCES

At June 30, 2022, fund balances of the District’s governmental funds were classified as follows:

Description	General Fund	Capital Fund	Debt Service Fund	Total
Nonspendable:				
Prepaid items	\$ 22,951	\$ -	\$ 141,180	\$ 164,131
Restricted:				
Capital outlay	-	-	22,750,715	22,750,715
Assigned:				
Compensated absences	92,537	-	-	92,537
Unassigned:				
Operations	3,993,203	-	-	3,993,203
Total fund balances	<u>\$ 4,108,691</u>	<u>\$ -</u>	<u>\$ 22,891,895</u>	<u>\$ 27,000,586</u>

NOTE 12 – DUE TO/DUE FROM

Amounts due from/(to) other funds are as follows:

Due to	Due From	Balance	Purpose
General Fund	Debt Service	<u>\$ 668</u>	CFD expenses

NOTE 13 – DEFERRED COMPENSATION SAVINGS PLAN

For the benefit of its employees, the District participates in a 457 Deferred Compensation Program. The purpose of this Program is to provide deferred compensation for public employees that elect to participate in the Program. Generally, eligible employees may defer receipt of a portion of their salary until termination, retirement, death or unforeseeable emergency. Until the funds are paid or otherwise made available to the employee, the employee is not obligated to report the deferred salary for income tax purposes.

Federal law requires deferred compensation assets to be held in trust for the exclusive benefit of the participants. Accordingly, the District is in compliance with this legislation. Therefore, these assets are not the legal property of the District, and are not subject to claims of the District’s general creditors.

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2022

NOTE 14 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District is a member of the Special District Risk Management Authority (SDRMA), an intergovernmental risk sharing joint powers authority created to provide self-insurance programs for California special districts. The purpose of the SDRMA is to arrange and administer programs of self-insured losses and to purchase excess insurance coverage.

A. Entity	SDRMA	
B. Purpose	To pool member contributions and realize the advantages of self-insurance	
C. Participants	As of June 30, 2021 – 499 member agencies	
D. Governing board	Seven representatives employed by members	
E. District payments for FY 2022:		
Property/Liability policy	\$60,050	
F. Condensed financial information	June 30, 2021	
Statement of net position:		June 30, 2021
Total assets		<u>\$ 139,860,914</u>
Deferred outflows		<u>606,052</u>
Total liabilities		<u>73,886,665</u>
Deferred inflows		<u>237,014</u>
Net position		<u>\$ 66,343,287</u>
Statement of revenues, expenses and changes in net position:		
Total revenues		\$ 84,001,505
Total expenses		<u>(78,600,852)</u>
Change in net position		5,400,653
Beginning – net position		<u>60,942,634</u>
Ending – net position		<u>\$ 66,343,287</u>
G. Member agencies share of year-end financial position		Not Calculated

At June 30, 2022, the District participated in the liability and property programs of the SDRMA as follows:

- General and auto liability, public officials and employees’ errors and omissions: Total risk financing self-insurance limits of \$2,500,000, combined single limit at \$2,500,000 per occurrence.

In addition to the above, the District also has the following insurance coverage:

- Employee dishonesty coverage up to \$1,000,000 per loss includes public employee dishonesty, forgery or alteration and theft, disappearance and destruction coverage.
- Property loss is paid at the replacement cost for property on file, if replaced within three years after the loss, otherwise paid on an actual cash value basis, to a combined total of \$800 million per occurrence, subject to a \$2,000 deductible per occurrence.
- Boiler and machinery coverage for the replacement cost up to \$100 million per occurrence, subject to a \$1,000 deductible per occurrence.
- Public official’s personal liability up to \$500,000 each occurrence, with an annual aggregate of \$500,000 per each elected/appointed official to which this coverage applies, subject to the terms, with a deductible of \$500 per claim.

ALTADENA LIBRARY DISTRICT

Notes to Financial Statements

June 30, 2022

NOTE 14 – RISK MANAGEMENT (Continued)

The District maintains workers' compensation coverage and employer's liability coverage in accordance with the statutory requirements of the State of California.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years. There were no reductions in insurance coverage in fiscal year 2022, 2021, and 2020. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There were no IBNR claims payable as of June 30, 2022, 2021, and 2020.

NOTE 15 – COMMITMENTS AND CONTINGENCIES

Excluded – Short-Term Leases and De Minimis Leases

The District does not recognize a lease receivable and a deferred inflow of resources for Short-Term or *De Minimis* leases.

Short-Term leases are certain leases that have a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised.

De Minimis leases are certain leases (i.e., copiers, printers, postage machines) that regardless of their lease contract period are *de minimis* with regards to their aggregate total dollar amount to the financial statements as a whole.

Grant Awards

Grant funds received by the District are subject to audit by the grantor agencies. Such audit could lead to requests for reimbursements to the grantor agencies for expenditures disallowed under terms of the grant. Management of the District believes that such disallowances, if any, would not be significant.

Litigation

The District is involved in routine litigation incidental to its business and may be subject to claims and litigation from outside parties.

NOTE 16 – SUBSEQUENT EVENTS

The District has evaluated subsequent events through January 23, 2023, the date which the financial statements were available to be issued.

Required Supplementary Information

ALTADENA LIBRARY DISTRICT
Budgetary Comparison Schedule – General Fund
For the Fiscal Year Ended June 30, 2022

	<u>Adopted Original Budget</u>	<u>Revised Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
Revenues:				
Property taxes	\$ 2,868,900	\$ 2,909,500	\$ 3,124,558	\$ 215,058
Special assessments	879,300	879,300	891,997	12,697
Charges for services	97,000	54,000	60,501	6,501
Operating grants and contributions	65,000	344,800	141,646	(203,154)
Investment earnings and change in fair-value	4,400	4,400	(22,485)	(26,885)
Other revenues	62,000	57,000	19,611	(37,389)
Total revenues	<u>3,976,600</u>	<u>4,249,000</u>	<u>4,215,828</u>	<u>(33,172)</u>
Expenditures:				
Current:				
Salaries and wages	2,233,900	2,195,000	2,119,144	75,856
Employee benefits	645,300	635,800	608,803	26,997
Materials and services	1,381,400	1,738,200	1,119,926	618,274
Capital outlay	-	-	4,755	(4,755)
Total expenditures	<u>4,260,600</u>	<u>4,569,000</u>	<u>3,852,628</u>	<u>716,372</u>
Net change in fund balance	<u>\$ (284,000)</u>	<u>\$ (320,000)</u>	363,200	<u>\$ 683,200</u>
Fund balance:				
Beginning of year			<u>3,745,491</u>	
End of year			<u>\$ 4,108,691</u>	

ALTADENA LIBRARY DISTRICT

*Schedule of Proportionate Share of the Net Pension Liability
For the Fiscal Year Ended June 30, 2022*

Last Ten Fiscal Years*

California Public Employees' Retirement System (CalPERS) Miscellaneous Plan

Measurement Date	District's Proportion of the Net Pension Liability	District's Proportionate Share of the Net Pension Liability	District's Covered Payroll	District's Proportionate Share of the Net Pension Liability as a Percentage of Covered	Plan's Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability
June 30, 2014	0.022681%	\$ 1,411,297	\$ 1,173,208	120.29%	83.03%
June 30, 2015	0.021385%	1,467,863	1,025,728	143.10%	82.04%
June 30, 2016	0.022722%	2,866,172	1,186,696	241.53%	66.27%
June 30, 2017	0.023216%	2,302,407	1,126,039	204.47%	75.05%
June 30, 2018	0.023696%	2,283,423	1,164,987	196.00%	75.24%
June 30, 2019	0.024437%	2,504,038	1,089,459	229.84%	73.76%
June 30, 2020	0.024985%	2,718,477	1,359,171	200.01%	71.69%
June 30, 2021	0.032122%	1,737,243	1,469,493	118.22%	82.80%

Notes to Schedule:

Benefit Changes:

There were no changes in benefits.

Changes in Assumptions:

From fiscal year June 30, 2015 and June 30, 2016:

GASB 68, paragraph 68 states that the long-term expected rate of return should be determined net of pension plan investment expense but without reduction for pension plan administrative expense. The discount rate of 7.50% used for the June 30, 2014, measurement date was net of administrative expenses. The discount rate of 7.65% used for the June 30, 2015, measurement date is without reduction of pension plan administrative expense.

From fiscal year June 30, 2016 to June 30, 2017:

There were no changes in assumptions.

From fiscal year June 30, 2017 to June 30, 2018:

The discount rate was reduced from 7.65% to 7.15%.

From fiscal year June 30, 2018 to June 30, 2019:

There were no significant changes in assumptions.

From fiscal year June 30, 2019 to June 30, 2020:

There were no significant changes in assumptions.

From fiscal year June 30, 2020 to June 30, 2021:

There were no significant changes in assumptions.

*Fiscal year 2014 was the first measurement date year of implementation; therefore, only eight years are shown.

ALTADENA LIBRARY DISTRICT
Schedule of Pension Contributions
For the Fiscal Year Ended June 30, 2022

Last Ten Fiscal Years*

California Public Employees' Retirement System (CalPERS) Miscellaneous Plan

Fiscal Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2015	\$ 118,150	\$ (118,150)	\$ -	\$ 1,025,728	11.52%
June 30, 2016	159,174	(159,174)	-	1,186,696	13.41%
June 30, 2017	161,019	(161,019)	-	1,126,039	14.30%
June 30, 2018	180,238	(180,238)	-	1,164,987	15.47%
June 30, 2019	215,284	(215,284)	-	1,089,459	19.76%
June 30, 2020	255,705	(255,705)	-	1,359,171	18.81%
June 30, 2021	294,976	(294,976)	-	1,469,493	20.07%
June 30, 2022	330,174	(330,174)	-	1,693,673	19.49%

Notes to Schedule:

Fiscal Year	Valuation Date	Actuarial Cost Method	Asset Valuation Method	Inflation	Investment Rate of Return
June 30, 2015	June 30, 2013	Entry Age	Market Value	2.75%	7.65%
June 30, 2016	June 30, 2014	Entry Age	Market Value	2.75%	7.65%
June 30, 2017	June 30, 2015	Entry Age	Market Value	2.75%	7.65%
June 30, 2018	June 30, 2016	Entry Age	Market Value	2.75%	7.15%
June 30, 2019	June 30, 2017	Entry Age	Market Value	2.50%	7.15%
June 30, 2020	June 30, 2018	Entry Age	Market Value	2.50%	7.15%
June 30, 2021	June 30, 2019	Entry Age	Market Value	2.50%	7.15%
June 30, 2022	June 30, 2020	Entry Age	Market Value	2.50%	7.15%

Amortization Method Level percentage of payroll, closed
Salary Increases Depending on age, service, and type of employment
Investment Rate of Return Net of pension plan investment expense, including inflation
Retirement Age 50 years (2.0%@55 and 2.0%@60), 52 years (2.0%@62)
Mortality Mortality assumptions are based on mortality rates resulting from the most recent CalPERS Experience Study adopted by the CalPERS Board.

*Fiscal year 2015 was the first implementation year; therefore, only eight years are shown.

ALTADENA LIBRARY DISTRICT

Schedule of Changes in the District's Net OPEB Liability and Related Ratios For the Fiscal Year Ended June 30, 2022

Fiscal Year Ended Measurement Date	Last Ten Fiscal Years*				
	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018
	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017
Total OPEB liability:					
Service cost	\$ 82,044	\$ 79,654	\$ 93,540	\$ 85,458	\$ 82,767
Interest	95,716	91,867	108,531	104,602	97,819
Changes in assumptions	(302,889)	(29,561)	(282,036)	25,309	-
Differences between expected and actual experience	165,793	-	-	-	-
Benefit payments	(78,701)	(68,120)	(82,905)	(73,922)	(75,542)
Net change in total OPEB liability	(38,037)	73,840	(162,870)	141,447	105,044
Total OPEB liability - beginning	1,677,564	1,603,724	1,766,594	1,625,147	1,520,103
Total OPEB liability - ending	1,639,527	1,677,564	1,603,724	1,766,594	1,625,147
Plan fiduciary net position:					
Contributions - employer	78,701	128,120	141,905	-	215,546
Net investment income	91,689	36,839	35,124	25,154	18,767
Administrative expense	(239)	(288)	(105)	(987)	(224)
Benefit payments	(78,701)	(68,120)	(82,905)	(73,922)	(75,542)
Net change in plan fiduciary net position	91,450	96,551	94,019	(49,755)	158,547
Plan fiduciary net position - beginning	676,192	579,641	485,622	535,377	376,830
Plan fiduciary net position - ending	767,642	676,192	579,641	485,622	535,377
District's net OPEB liability	\$ 871,885	\$ 1,001,372	\$ 1,024,083	\$ 1,280,972	\$ 1,089,770
Plan fiduciary net position as a percentage of the total OPEB liability	46.82%	40.31%	36.14%	27.49%	32.94%
Covered-employee payroll	\$ 1,469,493	\$ 1,492,733	\$ 1,268,278	\$ 1,387,550	\$ 1,164,987
District's net OPEB liability as a percentage of covered-employee payroll	59.33%	67.08%	80.75%	92.32%	93.54%

Notes to Schedule:

Benefit Changes:

Measurement Date June 30, 2017 – There were no changes of benefits terms
 Measurement Date June 30, 2018 – There were no changes of benefits terms
 Measurement Date June 30, 2019 – There were no changes of benefits terms
 Measurement Date June 30, 2020 – There were no changes of benefits terms

Changes in Assumptions:

Measurement Date June 30, 2017 – There were no changes in assumptions
 Measurement Date June 30, 2018 – There were no changes in assumptions
 Measurement Date June 30, 2019 – There were no changes in assumptions except change in discount rate
 Measurement Date June 30, 2020 – There were no changes in assumptions

* Fiscal year 2018 was the first year of implementation; therefore, only five years are shown.

ALTADENA LIBRARY DISTRICT
Schedule of OPEB Contributions
For the Fiscal Year Ended June 30, 2022

Fiscal Year Ended	Last Ten Fiscal Years*				
	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018
Actuarially determined contribution	\$ 152,972	\$ 151,196	\$ 146,104	\$ 167,539	\$ 102,875
Contributions in relation to the actuarially determined contributions	(78,701)	(78,701)	(128,120)	(141,905)	-
Contribution deficiency (excess)	\$ 74,271	\$ 72,495	\$ 17,984	\$ 25,634	\$ 102,875
Covered payroll	\$ 1,693,673	\$ 1,537,515	\$ 1,492,733	\$ 1,268,278	\$ 1,387,550
Contributions as a percentage of covered payroll	4.65%	5.12%	8.58%	11.19%	0.00%

Notes to Schedule:

Valuation Date	June 30, 2021	June 30, 2019	June 30, 2019	June 30, 2017	June 30, 2017
Methods and Assumptions Used to Determine Contribution Rates:					
Actuarial cost method	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age
Amortization method	(1)	(1)	(1)	(1)	(1)
Amortization period	30-years	30-years	30-years	30-years	30-years
Asset valuation method	Market Value	Market Value	Market Value	Market Value	Market Value
Investment rate of return	5.75%	5.70%	5.70%	6.25%	6.25%
Inflation	2.50%	2.50%	2.50%	2.75%	2.75%
Payroll increases	2.75%	3.00%	3.00%	3.25%	3.25%
Mortality	(2)	(2)	(2)	(3)	(3)
Morbidity	Not Valued	Not Valued	Not Valued	Not Valued	Not Valued
Disability	Not Valued	Not Valued	Not Valued	Not Valued	Not Valued
Retirement	(4)	(4)	(4)	(4)	(4)
Percent Married - Spouse Support	80%	25%	25%	25%	25%
Healthcare trend rates	4.00%	5.4% to 4.0%	5.4% to 4.0%	4.00%	4.00%

(1) Closed period, level percent of pay

(3) CalPERS 2017 Experience Study

(3) CalPERS 2014 Experience Study

(4) CalPERS Public Agency Miscellaneous 2.0% @55, 2.0% @60 and 2.0% @62

* Fiscal year 2018 was the first year of implementation; therefore, only five years are shown.

Other Independent Auditors' Report



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees
Altadena Library District
Altadena, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and general fund of Altadena Library District as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Altadena Library District's basic financial statements, and have issued our report thereon dated January 23, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Altadena Library District's internal control over financial reporting (internal control) as a basis for designing audit procedures to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Altadena Library District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Altadena Library District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



Compliance and Other Matters

As part of obtaining reasonable assurance about whether Altadena Library District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Murrieta, California
January 23, 2023



ALTADENA LIBRARY DISTRICT
Report to the Board of Trustees
For the Fiscal Year Ended
June 30, 2022

NIGRO & NIGRO^{PC}

ALTADENA LIBRARY DISTRICT
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For the Fiscal Year Ended June 30, 2022

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Board of Trustees
Altadena Library District
Altadena, California

We are pleased to present this report related to our audit of the financial statements of the Altadena Library District (District) as of and for the year ended June 30, 2022. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the District's financial reporting process.

This report is intended solely for the information and use of the Board of Trustees and management and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to the District.

Very truly yours,

Murrieta, California
January 23, 2023

Required Communications

ALTADENA LIBRARY DISTRICT
Required Communications
For the Fiscal Year Ended June 30, 2022

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
<p>Our Responsibilities with Regard to the Financial Statement Audit</p>	<p>Our responsibilities under auditing standards generally accepted in the United States of America have been described to you in our arrangement letter dated April 1, 2022. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.</p>
<p>Overview of the Planned Scope and Timing of the Financial Statement Audit</p>	<p>An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions and the account-type of areas tested. There were no changes to the planned scope and timing of our audit testwork.</p>
<p>Accounting Policies and Practices</p>	<p>Accounting Policies and Practices Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. During our audit, no such circumstances were noted.</p> <p>Adoption of, or Change in, Significant Accounting Policies or Their Application Management has the ultimate responsibility for the appropriateness of the accounting policies used by the District. The District did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period.</p> <p>Significant or Unusual Transactions We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p> <p>Management's Judgments and Accounting Estimates Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgement. No such significant accounting estimates were noted or estimate applications were changed from the previous year.</p>
<p>Audit Adjustments</p>	<p>Audit adjustments are summarized in the attached Summary of Adjusting Journal Entries.</p>
<p>Uncorrected Misstatements</p>	<p>We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.</p>

ALTADENA LIBRARY DISTRICT
Required Communications
For the Fiscal Year Ended June 30, 2022

Area	Comments
Discussions With Management	We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.
Disagreements With Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.
Consultations With Other Accountants	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
Significant Issues Discussed With Management	No significant issues arising from the audit were discussed or the subject of correspondence with management.
Significant Difficulties Encountered in Performing the Audit	No significant difficulties were encountered in performing our audit.
Required Supplementary Information	<p>We applied certain limited procedures to the:</p> <ol style="list-style-type: none"> 1. Management's Discussion and Analysis 2. Budget to Actual Comparison 3. Required Pension Plan Disclosures 4. Required OPEB Plan Disclosures <p>Which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.</p>

This information is intended solely for the information and use of Board of Trustees and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Summary of Adjusting Journal Entries

ALTADENA LIBRARY DISTRICT
Summary of Adjusting Journal Entries
For the Fiscal Year Ended June 30, 2022

Account	Description	Debit	Credit
Adjusting Journal Entries			
Adjusting Journal Entries JE # 1			
Additional CIP to Main Library. PBC			
1526	CIP - Main Library	7,314.00	
7399	Capitalized Expenditures		7,314.00
Total		7,314.00	7,314.00
Adjusting Journal Entries JE # 2			
To adjust OPEB DOR			
1993	DOR - OPEB Related	76,037.00	
5223	OPEB Expense		76,037.00
Total		76,037.00	76,037.00
	Total Adjusting Journal Entries	83,351.00	83,351.00
	Total All Journal Entries	83,351.00	83,351.00



MISSION: *Bringing people, ideas and resources together through fundraising and advocacy in support of our Altadena Libraries.*

VISION: *Our Altadena Libraries fully resourced. Our community fully engaged.*

TRUSTEE REPORT

January 2023

SUBMITTED BY: Anita Lawler, *President*

We began this new year with a social gathering to honor our Directors whose terms ended:

- Lola Warlick Bryant has served since 2015 and held the office of Secretary
- Mark Mariscal has served since 2015 and held the office of Treasurer

Our 3 standing committees will meet in January to map out our 2023 Operational Plan. This plan will be the roadmap for our Strategic Plan.

We are reviewing our draft of the Naming and Donor Recognition Policy and will have it ready for a vote of approval at our February meeting. We will have the final version prepared for the Trustee February meeting.

We look forward to working with Kameelah Wilkerson as our Trustee Liaison and extend our appreciation to Katie Clark for her year of service in this role.

2023 MEETINGS

- * Wednesday, February 8, 2023 - 5:30pm-7:30pm.
- * Wednesday, May 10, 2023 - 5:30pm-7:30pm
- * Wednesday, August 9, 2023 - 5:30pm-7:30pm
- * Wednesday, October 11, 2023 - 5:30pm-7:30pm



**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT FOR JANUARY 2023**

DEPARTMENT: Administration

MEETING DATE: January 23, 2023

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

Staffing Updates:

- a) Hires/Promotions: None
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Retirements/Terminations: Danielle Galván Gomez – Library Assistant – January 5, 2023

We were sad to hear that **Danielle Galván Gomez** had accepted a position with the Los Angeles County Arts & Culture Department and resigned her position with ALD. Her last day with us was January 5, 2023. We really appreciated all her work and contributions to helping create welcoming and creative spaces at both ALD branches. With her ability for art, she produced beautiful and intricate displays at Bob Lucas that aimed to educate patrons of local history and promote our programs and literacy services. Her incredible art background also brought so much to the Art Curation Team, where she not only worked diligently on establishing processes and procedures to provide access to artists who want to display their work at our libraries. We wish Danielle all the best with her future endeavors!

Hiring Update

We are holding interviews for the vacant **Youth & Family Services Manager** position the week of January 16th and are hopeful we will have a candidate selected and in this position soon. We will also be holding first round interviews with the external panel for the vacant **Branch Librarian** position, and then second/final round interviews the following week with the top candidates. I know Bob Lucas staff are excited to get this position filled with a new librarian!

With the recent resignation of the **Bob Lucas Library Assistant** position, we posted this recruitment on January 3, 2023 on Government Jobs and our website. We have had a good number of applicants already. We will be doing our initial review of applications on January 20, 2023 and schedule the external interview panel shortly thereafter. We are also working posting a new **Adult Services Manager** position sometime the week of January 16th – more information to come about this position. Please spread the word to interested library professionals!

Altadena Library Staff Service Awards

We celebrated 105 years of service to the Altadena Library District at the Board of Trustees meeting on December 19th! We are so lucky to have so many dedicated and supportive members of our staff! They included:

- Anthony Green – District-wide Library Monitor – 25 years
- Modesta Nava – Bob Lucas Library and ESL Assistant – 20 years
- Carlene Chiu – Technical Services Librarian – 15 years
- Natalie Herrera – Passport Services Library Assistant – 15 years

- Helen Milner – Adult Services Library Assistant – 15 years
- Jonathan Arevalo – Facilities Manager – 5 years
- Mark Parsons – Adult Services Library Assistant – 5 years
- Diana Wong – Bob Lucas Branch Manager – 5 years

With the Board meeting on a Monday, several of the staff members were not able to attend due to vacation leave or not being their scheduled day, so below are pictures from those that were able to attend (thanks to Helen Milner for attending virtually as well!).



Modesta Nava – 20 years



Carlene Chiu – 15 years



Jonathan Arevalo – 5 years



Diana Wong – 5 years

Welcome to our new Human Resources Services Consultant Patty Francisco!

I was authorized by the Board of Trustees to contract with Municipal Resources Group to provide Human Resources consulting services at their meeting on December 19, 2022. We have signed the agreement with the firm and have started work with our assigned consultant Patty Francisco. Patty has over 30 years of public sector human resources experience and is primarily responsible for the consulting practice in the Southern California region. Patty focuses on strategic human resources advice and counsel to help organizations achieve successful results. She provides expert consulting services on various HR functions including organizational strategy and staffing design, labor relations and MOU administration, employee benefits, classification, and compensation. Through collaboration and partnership with clients, Patty works well in identifying issues and offering meaningful recommendations to ensure sustainable outcomes.

Patty attended our All-Staff Meeting on January 5, 2023 and presented about all of the services and guidance she will be providing to the District moving forward. On this first visit she also conducted

her first exit interview for us as well. She has scheduled some one-on-one opportunities for staff to meet with her this month called "Tea with Patty" where employees will have 15 minutes to discuss anything on their mind. Overall I am very pleased with this new service being provided to the ALD!

Two Amazing Art Exhibits at the Main Library!

Thank you to our fantastic **Art Curation Team (ACT)**, led by **Mel Aldama**, for continuing to schedule AMAZING art displays in the Community Room and throughout the library building!

In both the glass display case and throughout the Main floor, patrons can find the beautiful ceramic cactus sculptures created by **artist Mary Vaselich** throughout the month of January. Many of the pieces are for sale so if you or a patron inquire about purchasing, please provide her email address: aceramicgarden@gmail.com. Here are a few photos of some of her amazing pieces...



There is also an exhibition called "**Eyes on Altadena**," done in partnership with the Altadena Historical Society. The display invites you to examine the role of photojournalism in documenting local Altadena history from the 1960s to the 2010s.

The images are on display in the Main Library Community Room from Jan. 7 - Feb. 27, 2023 are the work of photojournalists **Walt Mancini**, **Herb Shoebridge**, and our very own **Trustee Terry Andruess**.



Main Library Design Town Halls – SPREAD THE WORD!

We are so excited to share the early schematic designs of the upcoming Main Library renovation at two meetings that we hope as many invested community members will attend and provide their feedback and thoughts on the design. [Here is a link](#) to the bilingual flyer that can be shared as well.



Partnerships & Programming Update:

Altadena Library Foundation Board Recognition Dinner

My husband Jarrad, Assistant Library Director Ashley Watts and I attended the ALF Board Recognition Dinner on January 11th. They welcomed two new Directors to their Board and also recognized two Directors whose terms have ended and are no longer on the Board. Lola Warwick-Bryant and Mark Mariscal started serving on the ALF Board in 2016 and contributed greatly! They will definitely be missed, especially with their service to the Governance and Finance committees.



Directors Kevin Koga, Bridget Brewster & Mark Mariscal



Former Director Cushon Bell, Lola Warwick-Bryant, Bridget Brewster



2023 Second Saturday Concert Series is here!

My husband Jarrad, best friend Judi visiting from Mesquite, Nevada and son Landon attending our first FREE concert of the 2023 Second Saturday concert series featuring **Mighty Love**, who performed classics to current Soul, RnB, Fun & Dance hits. The band included our own **Ben Eisen**, a marvelous Library Aide slash amazing bass player and vocalist!

We were all worried that no one would show up due to the crazy rain that weekend but that was an unfounded fear, as we had almost 200 people

attend! Thanks to the Friends of the Altadena Libraries for their financial support for this amazing concert series (and President Tom Ruffner for attending!), the Altadena Alehouse for selling beer and wine, and My Curated Favorites for selling their delicious treats for attendees. Every time I go to Second Saturday I have to pinch myself because it is a dream to be part of a library system that offers these amazing community building events!



Read Local, Shop Local is back!!

We originally launched Read Local, Shop Local (RLSL) in the summer of 2021 and had 24 local businesses sign up to participate and offer discounts to customers that showed their library card as they patronized the businesses. A new RLSL committee was formed a few months ago and they decided to revamp the program. It officially launched on January 17th! The new focus of this initiative is to feature the participating businesses in flyers and our website

(<https://www.altadenalibrary.org/shoplocal/>).

Library patrons are encouraged to pick up a RLSL Rewards card at either library location and then get it initialed every time they visit participating businesses. With every 10 initials collected, patrons will receive exclusive library merchandise! Please spread the word!

Library Users Make Great Customers

Our Read Local, Shop Local program — updated for 2023! — is designed to promote both your business and our libraries.

How it works

- As a business owner, you sign up to participate; we provide you with a Read Local, Shop Local kit (including window sticker for display).
- We provide interested library users with a rewards card.
- When a rewards card holder checks in at your business, your staff initials a checkbox on the rewards card.
- After collecting 10 check-ins, the card holder brings the rewards card to the library to be redeemed for exclusive Altadena Library merchandise.

How your business benefits
By participating, you tap into our communication network for these promotional opportunities:

- A spotlight mention in the eConnect newsletter
- Inclusion in the Read Local, Shop Local display
- A listing on the Read Local, Shop Local webpage
- A reservation in the annual Read Local, Shop Local Market event (new for 2023)!

What we ask of you
With the launch of the updated program, we request that you:

- Allow us to post a monthly flyer in your business.
- Consider placing a "deposit library" (a box of free-to-take books provided by the library) in your space.
- Think about hosting a pop-up event with our mobile library, the Curiosity Connection, at your business.
- Let us know how the program is going by responding to semi-annual surveys emailed to you.

400,000+
Annual Website Views

16,000+
Email Newsletter Subscribers

72,000+
Annual Visitors to the Libraries

SOUND GOOD?
We encourage you to join Read Local, Shop Local today. Just follow the QR Code → to our sign up form bit.ly/ReadLocal2023

ALD Poets Laureate Applying for a Fellowship

Assistant Director Ashley Watts and I met with our two Poets Laureate Peter Harris and Carla Sameth to discuss a fellowship application they are planning to submit in the next few weeks. This \$50,000 award opportunity is offered by the Academy of American Poets, which has a long history of championing the role of poet laureate. They began to offer these fellowships in 2019 to honor poets of literary merit that are appointed to serve in civic positions, and to enable them to undertake meaningful, impactful and innovative projects that engage their fellow residents. District staff need to confirm their official appointment as the ALD Poets Laureate by our Board of Trustees and the work they have done for us this past year. We wish them the best on their application and hope they are awarded one of the fellowships this year. They will let us know when they will find out if they were selected in June 2023.

Statistical Update
FY21-22 and FY22-23 Comparison – Page 1 of 3

System-Wide Statistics	Jul-21	Jul-22	Aug-21	Aug-22	Sep-21	Sep-22	Oct-21	Oct-22	Nov-21	Nov-22	Dec-21	Dec-22
E-Resource Checkouts	5,232	4,254	5,104	3,941	5,596	3,748	5,291	3,521	5,053	3,866	5,356	4,061
Virtual Visits to Library Website	37,874	40,163	37,082	40,973	36,776	39,630	29,318	40,876	27,126	37,691	27,105	38,093
Public Wireless Sessions	5,113	8,347	4,659	9,700	6,841	9,588	6,952	8,985	6,401	8,327	5,975	8,643
Open Rate of Monthly E-Connect (%)	27%	40%		44%	21%	49%	32%	43%	33%	49%	33%	52%
Reference Sessions	249	575	422	2,182	310	1,421	410	1,686	424	1,578	279	1,174
Live Chat Sessions	21	10	15	20	29	14	26	18	26	16	19	23
No. of Curiosity Connection Programs/Outreach	6	13	2	5	1	3	3	6	6	7	3	2
Curiosity Connection Program Attendance	281	620	110	260	50	12	210	246	106	158	150	205
Main Library Statistics												
Physical Collections Checkouts	13,427	17,193	13,069	17,780	13,394	16,910	13,133	16,458	14,012	15,177	10,129	13,914
Library of Things	22	137	53	137	55	135	72	94	50	111	15	140
New Patrons	183	311	153	378	160	283	181	276	187	232	119	211
Visitor Count	4,663	7,287	4,616	8,096	4,758	8,145	5,138	8,202	4,879	7,926	4,291	7,260
No. of Adult Programs/Outreach	2	14	1	19	2	16	4	25	5	22	7	11
Adult Program Attendance	61	334	9	693	19	200	193	572	75	479	160	184
Number of Youth Programs/Outreach	16	27	0	2	10	19	15	28	12	14	0	5
Youth Program Attendance	211	1,133	0	137	164	325	356	778	293	26	0	158
Number of Teen Programs/Outreach	7	12	2	0	5	8	8	7	4	5	3	3
Teen Program Attendance	42	92	17	0	103	36	51	84	36	74	57	9
Bob Lucas Statistics												
Physical Collection Checkout	862	797	707	731	679	612	697	744	766	715	713	515
Library of Things	6	1	13	13	13	19	13	29	14	16	5	13
New Patrons	22	15	9	15	3	21	13	19	17	25	4	13
Visitor Count	471	1,949	457	2,137	469	1,871	314	2,183	312	1,867	293	1,747
No. of Bob Lucas Programs/Outreach	23	18	21	19	25	20	9	16	16	17	0	16
Bob Lucas Program Attendance	104	152	88	103	104	150	516	96	104	100	0	111
Passport Services												
Passports Processed	161	131	161	131	128	118	104	133	83	129	78	98
Passport Photo Sessions	0	0	0	8	0	16	0	46	0	52	0	45
Phone Calls Received	655	531	564	591	386	548	371	425	425	344	431	348

Statistical Update
FY21-22 and FY22-23 Comparison – Page 2 of 3

System-Wide Statistics	Jan-21	Jan-22	Feb-21	Feb-22	Mar-21	Mar-22	Apr-21	Apr-22	May-21	May-22	Jun-21	Jun-22
E-Resource Checkouts	4,852	5,577	4,959	5,433	4,657	3,421	4,589	4,360	4,373	4,819	5,691	4,870
Virtual Visits to Library Website	6,311	26,948	9,188	27,153	10,553	32,639	10,960	33,598	26,498	41,653	36,258	42,876
Public Wireless Sessions	1	4,754	1	6,030	145	6,451	182	6,794	4,623	7,092	5,316	7,278
Open Rate of Monthly E-Connect (%)	23%		28%	39%	19%	45%	19%	41%	26%	49%	19%	43%
Reference Sessions	128	117	128	303	133	451	163	443	244	669	311	703
Live Chat Sessions	14	53	14	28	38	28	29	17	17	14	21	12
No. of Curiosity Connection Programs/Outreach				4		9		12		3		9
Curiosity Connection Program Attendance				239		334		584		237		192
Main Library Statistics												
Physical Collections Checkouts	1	9,673	1	11,141	4,891	15,734	5,348	15,104	6,173	15,136	12,040	15,851
Library of Things	0	22	0	33	40	25	88	21	78	15	64	17
New Patrons	47	89	62	178	68	208	98	222	120	231	211	280
Visitor Count		2,168		4,703		6,066	1,200	6,409	1,200	7,413	4,115	7,927
No. of Adult Programs/Outreach				21		10		11		12		10
Adult Program Attendance				82		294		480		612		673
Number of Youth Programs/Outreach				11		18		15		2		29
Youth Program Attendance				314		635		697		67		595
Number of Teen Programs/Outreach				19		6		8		10		11
Teen Program Attendance				31		118		22		39		50
Bob Lucas Statistics												
Physical Collection Checkout	101	340	1	679	207	714	676	665	1,002	698	1,062	774
Library of Things	0	2	0	10	1	2	24	2	26	2	19	2
New Patrons	0	7	0	6	0	14	7	15	13	29	20	4
Visitor Count		94		400		492	348	2,064	303	1,998	441	2,177
No. of Bob Lucas Programs/Outreach				25		27		26		21		22
Bob Lucas Program Attendance				107		210		133		173		132
Passport Services												
Passports Processed		94		122	116	183	115	146	105	165	121	129
Passport Photo Sessions		0		0	0	0	0	0	0	0	0	0
Phone Calls Received		498		521	609	1033	917	1220	945	912	823	750

Statistical Update
FY21-22 and FY22-23 Comparison – Page 3 of 3

December has historically been a slow month for statistics for libraries in every position I have held and that was the case in Altadena last month as well. I must say that with it being a “programming break” in December, it should be noted that we had 483 people attend library programs in December due to the dedication of management and staff to provide programs and experiences even in a month that is considered program free!

I also wanted to point out that the open rate for the December E-Connect (email with all programming for the month for ALD) was 52%! The number just continues to grow. To provide some context, the email was sent to our full email list from library account holders, which is 16,210 accounts, and 7,360 opened the email. Thanks to our wonderful community that stays engaged with our library announcement and programming each month!



**BOARD OF LIBRARY TRUSTEES FINANCE
REPORT FOR DECEMBER 2022**

DEPARTMENT: Administration

MEETING DATE: January 23, 2023

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: Summary Report of Financial Statements for December 2022

DECEMBER 2022 FINANCIAL STATEMENTS

The following financial reports are for the month of December 2022. The financial statements are unaudited. Currently we are at 50% of our budget year.

As indicated on the Revenue & Expense report, actual year-to-date expenditures are \$2,081,078, with year-to-date revenues at \$2,229,384, reflecting a net income of \$148,306. The District received the first installment of property tax revenue this month, bringing total revenue tot 55% of the budget for the fiscal year. We anticipate the other large portion of property taxes to be credited to our accounts in January 2023.

As indicated on the Balance Sheet, cash and investments are \$26,660,590, of which \$22,154,114 is bond proceeds. Note these funds are considered restricted cash; liquid funds are \$4,506,476.

Total cash with the County is \$4,281,538. The amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$2,045,350.

Total assets are \$29,093,916.

REVENUE HIGHLIGHTS

Line 2 Property Taxes & Assessments reflects \$2,117,837, the first installment of our FY22-23 property tax assessments. Line 3 Fines & Fees contributed \$5,423, primarily from Passport Services. Line 5 Other Revenue saw a \$4,500 increase due to filming one evening at the Main Library when the building was closed. This line item is still waiting for the E-rate reimbursement which will take it much closer to 100%.

GENERAL FUND EXPENSES

See Variance Report for details on the expenditures. Line 39 Legal Fees – A portion of the expenses pertain to capital projects; they will be reimbursed from bond proceeds and reclassified to Capital during January.

DONATIONS & GRANT FUND HIGHLIGHTS

None.

CAPITAL FUND HIGHLIGHTS

None.

Revenue & Expense (Unaudited)

General Fund

For the Period July 1, 2022 to December 31, 2022

	A	B	C	D = B/C
	December 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 50%
1 REVENUE				
2 Property Taxes & Assessments	\$ 2,117,837	\$ 2,170,742	\$ 3,955,000	55%
3 Fines & Fees	5,423	30,746	52,500	59%
4 Interest Income	4,888	11,764	5,100	231%
5 Other Revenue	6,236	16,131	59,000	27%
6 TOTAL REVENUE	2,134,384	2,229,384	4,071,600	55%
7 EXPENSES				
8 Salaries & Benefits				
9 Wages				
10 Salaried	117,663	568,721	1,282,900	44%
11 Hourly	98,540	423,024	893,300	47%
12 Total Wages	216,202	991,745	2,176,200	46%
13 Benefits, Retirement & Taxes				
14 Health Insurance - Employee	10,232	77,356	154,000	50%
15 Health Insurance - Retiree	5,524	33,641	66,700	50%
16 Other Medical Insurance	1,152	9,378	22,000	43%
17 Workers' Compensation	-	19,984	45,400	44%
18 CalPERS Retirement (Normal Costs)	12,756	63,508	153,400	41%
19 CalPERS Unfunded Accrued Liability	-	226,006	226,000	100%
20 Payroll Taxes (District-Paid)	14,963	72,793	172,900	42%
21 Total Benefits, Retirement & Taxes	44,626	502,666	840,400	60%
22 Total Salaries & Benefits	260,829	1,494,411	3,016,600	50%
23 Operating Expenses				
24 Insurance (Liability, Earthquake)	-	127,771	98,500	130%
25 Utilities	5,562	39,398	68,000	58%
26 County Tax Collection Fees	39,757	40,901	42,400	96%
27 Other Operating	5,452	39,241	53,700	73%
28 Facilities, Grounds & Maintenance	9,389	61,435	110,000	56%
29 Structures & Improvements	-	-	10,000	0%
30 Vehicles & Equipment Maintenance	251	1,339	20,000	7%
31 Staff Development, Training & Travel	1,314	10,212	20,500	50%
32 Advertising & Marketing	1,665	6,421	9,500	68%
33 Website Development	-	-	100	0%
34 Miscellaneous Expenses	75	1,570	2,600	60%
35 Trustee Election	-	-	75,000	0%
36 Total Operating Expenses	63,466	326,717	510,300	64%
37 Professional Services				
38 Audit & Financial Consulting	6,758	57,051	60,000	95%
39 Legal Fees	11,071	13,297	15,000	89%
40 Consultants - Other	3,258	22,922	45,000	51%
41 Total Professional Services	21,088	93,271	120,000	78%
42 Information Technology (IT)				
43 Internet Service / E-Rate	-	-	58,000	0%
44 Technology Equipment	247	8,122	20,000	41%

Revenue & Expense (Unaudited)

General Fund

For the Period July 1, 2022 to December 31, 2022

	A	B	C	D = B/C
	December 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 50%
45 Technology Maintenance Fees	459	13,946	33,000	42%
46 Technology Consulting	-	300	1,800	17%
47 Telecommunications	2,167	7,614	8,500	90%
48 Total Information Technology (IT)	2,873	29,983	121,300	25%
49 Library Materials				
50 Books	890	40,943	139,300	29%
51 Downloadables	7,862	31,955	69,300	46%
52 DVDs & Videogames	704	6,376	12,600	51%
53 Electronic Databases / Subscriptions	21,692	32,459	29,000	112%
54 Periodicals	18	63	12,000	1%
55 Audio CD	36	2,827	9,100	31%
56 Purchase Suggestions	279	2,513	11,200	22%
57 Library of Things	35	1,173	6,000	20%
58 Total Library Materials	31,516	118,309	288,500	41%
59 Programs				
60 Adult Services	1,031	8,037	12,000	67%
61 Youth Services	369	1,705	10,000	17%
62 Teen Services	165	1,828	5,500	33%
63 Bob Lucas Branch Services	368	2,910	5,500	53%
64 Volunteer Services	-	-	200	0%
65 All Ages	275	697	-	0%
66 Poets Laureate	-	1,400	-	0%
67 Total Programs	2,208	16,818	34,000	49%
68 TOTAL EXPENSES	381,981	2,081,078	4,090,700	51%
69 NET REVENUE / (EXPENSES)	1,752,403	148,306	(19,100)	
70 Use Of / (Addition To) Reserves / Fund Balance	(1,752,403)	(148,306)	19,100	
71 NET BALANCE	\$ -	\$ -	\$ -	



Revenue & Expense (Unaudited)

Donations / Grants Fund

For the Period July 1, 2022 to December 31, 2022

	A	B	C	D	E	F = Total/E
	Altadena Library Foundation	Friends of Altadena Library	Emergency Connectivity Fund	California Library Grants	FY 2022/23 Adopted Budget	YTD Target 50%
1 REVENUE						
2 Donations & Grants						
3 Altadena Library Foundation	\$ 15,000	\$ -	\$ -	\$ -	\$ 35,000	43%
4 Friends of the Library	-	28,000	-	-	22,000	127%
5 California Library Literacy Services	-	-	-	34,982	24,400	143%
6 Emergency Connectivity Fund	-	-	-	-	8,000	0%
7 California Library Expanding our Footpri	-	-	-	250,000	200,000	125%
8 Total Donations & Grants	15,000	28,000	-	284,982	289,400	113%
9 TOTAL REVENUE	15,000	28,000	-	284,982	289,400	113%
10 EXPENSES						
11 Wages						
12 Salaried	-	-	-	10,205	20,400	50%
13 Hourly	-	-	-	6,020	-	0%
14 Total Wages	-	-	-	16,225	20,400	50%
15 Operating Expenses						
16 Staff Recognition	-	-	-	-	-	0%
17 Staff Development, Training & Travel	3,103	1,571	-	-	4,500	104%
18 Equipment, Furniture & Fixtures	-	-	-	-	162,500	0%
19 Structures & Improvements	-	-	-	2,354	-	0%
20 Facilities, Grounds & Maintenance	-	-	-	-	15,000	0%
21 Total Operating Expenses	3,103	1,571	-	9,382	182,000	4%
22 Programs						
23 Adult Services	1,439	4,305	-	-	18,000	32%
24 Vehicles & Equipment Maintenance	464	-	-	-	10,000	5%
25 Summer Reading	-	1,007	-	-	13,000	8%
26 Youth Services	-	-	-	-	1,000	0%
27 Teen Services	-	-	-	-	500	0%
28 Bob Lucas Branch Services	-	-	-	-	500	0%
29 Literacy Services	-	-	-	542	4,500	12%
30 Volunteer Services	-	-	-	240	-	0%
31 All Ages	-	-	-	-	6,000	0%
32 Total Programs	1,903	5,312	-	782	53,500	15%
33 Library Materials						
34 Mobile Library Collection	-	-	-	-	3,000	0%
35 Total Library Materials	-	-	-	-	3,000	0%
36 Information Technology (IT)						
37 Internet Service / E-Rate	-	-	-	-	2,500	0%
38 Technology Equipment	-	-	6,000	-	6,000	100%
39 Technology Maintenance Fees	-	-	2,000	-	2,000	100%
40 Website Development	-	-	-	7,770	20,000	39%
41 Total Information Technology (IT)	-	-	8,000	-	10,500	76%
42 TOTAL EXPENSES	5,006	6,883	8,000	27,131	289,400	16%
43 NET REVENUE / (EXPENSES)	\$ 9,994	\$ 21,117	\$ (8,000)	\$ 257,851	\$ -	

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

For the Period July 1, 2022 to December 31, 2022

	A	B	C	D = Total/C
	YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 50%
1 REVENUE				
2 Property Taxes & Assessments	\$ 2,170,742	\$ -	\$ 3,955,000	55%
3 Fines & Fees	30,746	-	52,500	59%
4 Interest Income	11,764	-	5,100	231%
5 Other Revenue	16,131	-	59,000	27%
6 Donations & Grants	-	327,982	289,400	113%
7 TOTAL REVENUE	2,229,384	327,982	4,361,000	59%
8 EXPENSES				
9 Salaries & Benefits				
10 Wages				
11 Salaried	568,721	10,205	1,303,300	44%
12 Hourly	423,024	6,020	893,300	48%
13 Total Wages	991,745	16,225	2,196,600	46%
14 Benefits, Retirement & Taxes				
15 Health Insurance - Employee	77,356	-	154,000	50%
16 Health Insurance - Retiree	33,641	-	66,700	50%
17 Other Medical Insurance	9,378	-	22,000	43%
18 Workers' Compensation	19,984	-	45,400	44%
19 CalPERS Retirement (Normal Costs)	63,508	-	153,400	41%
20 CalPERS Unfunded Accrued Liability	226,006	-	226,000	100%
21 Payroll Taxes (District-Paid)	72,793	-	172,900	42%
22 Total Benefits, Retirement & Taxes	502,666	-	840,400	60%
23 Total Salaries & Benefits	1,494,411	16,225	3,037,000	50%
24 Operating Expenses				
25 Insurance (Liability, Earthquake)	127,771	-	98,500	130%
26 Utilities	39,398	-	68,000	58%
27 County Tax Collection Fees	40,901	-	42,400	96%
28 Other Operating	39,241	-	53,700	73%
29 Facilities, Grounds & Maintenance	61,435	-	125,000	49%
30 Structures & Improvements	-	2,354	10,000	24%
31 Vehicles & Equipment Maintenance	1,339	464	30,000	6%
32 Staff Development, Training & Travel	10,212	4,674	25,000	60%
33 Staff Recognition	-	-	-	0%
34 Equipment, Furniture & Fixtures	-	-	162,500	0%
35 Advertising & Marketing	6,421	-	9,500	68%
36 Miscellaneous Expenses	1,570	-	2,600	60%
37 Trustee Election	-	-	75,000	0%
38 Total Operating Expenses	328,287	7,492	702,200	48%
39 Professional Services				
40 Audit & Financial Consulting	57,051	-	60,000	95%
41 Legal Fees	13,297	-	15,000	89%
42 Consultants - Other	22,922	-	45,000	51%
43 Total Professional Services	93,271	-	120,000	78%
44 Information Technology (IT)				
45 Internet Service / E-Rate	-	-	60,500	0%

Revenue & Expense (Unaudited)
Combined
For the Period July 1, 2022 to December 31, 2022

	A	B	C	D = Total/C
	YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 50%
46 Technology Equipment	8,122	6,000	26,000	54%
47 Technology Maintenance Fees	13,946	2,000	35,000	46%
48 Technology Consulting	300	-	1,800	17%
49 Telecommunications	7,614	-	8,500	90%
50 Website Development	-	7,770	20,100	39%
51 Total Information Technology (IT)	29,983	8,000	151,900	25%
52 Library Materials				
53 Books	40,943	-	139,300	29%
54 Downloadables	31,955	-	69,300	46%
55 DVDs & Videogames	6,376	-	12,600	51%
56 Electronic Databases / Subscriptions	32,459	-	29,000	112%
57 Periodicals	63	-	12,000	1%
58 Audio CD	2,827	-	9,100	31%
59 Purchase Suggestions	2,513	-	11,200	22%
60 Library of Things	1,173	-	6,000	20%
61 Total Library Materials	118,309	-	291,500	41%
62 Programs				
63 Adult Services	8,037	5,744	30,000	46%
64 Summer Reading	-	1,007	13,000	8%
65 Youth Services	1,705	-	11,000	16%
66 Teen Services	1,828	-	6,000	30%
67 Bob Lucas Branch Services	2,910	-	6,000	49%
68 Literacy Services	240	542	5,300	15%
69 Volunteer Services	-	240	200	120%
70 All Ages	697	-	6,000	12%
71 Poets Laureate	1,400	-	-	100%
72 Total Programs	16,818	7,533	77,500	31%
73 TOTAL EXPENSES	2,081,078	47,020	4,380,100	49%
74 NET REVENUE / (EXPENSES)	148,306	280,962	(19,100)	
75 Use Of / (Addition To) Fund Balance	(148,306)	(280,962)	19,100	
76 NET BALANCE	\$ -	\$ -	\$ -	

Revenue & Expense (Unaudited)

Capital Fund

For the Period July 1, 2022 to December 31, 2022

	A	B	C	D = B/C
	December 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 50%
1 REVENUE				
2 Interest Income	\$ 364	\$ 69,188	\$ 110,000	63%
3 Unrealized Gain/Loss	38,510	(98,944)	-	0%
4 TOTAL REVENUE	38,874	(29,756)	110,000	
5 EXPENSES				
6 CFD Bond				
7 Community Facilities District Administration	3,189	9,066	-	0%
8 Community Facilities District Project Management	15,555	21,158	199,000	11%
9 Contingencies	-	-	146,400	0%
10 Total CFD Bond	18,743	30,224	345,400	9%
11 Capital Project Expenses				
12 Bob Lucas Memorial Library	26,557	71,057	2,500,000	3%
13 Main Library	10,623	28,423	1,000,000	0%
14 Total Capital Project Expenses	37,180	99,480	3,500,000	3%
15 TOTAL EXPENSES	55,924	129,704	3,845,400	3%
16 NET REVENUE / (EXPENSES)	(17,049)	\$ (159,460)	\$ (3,735,400)	4%
17 Use Of Bond Proceeds	17,049	159,460	3,735,400	
18 NET BALANCE	\$ -	\$ -	\$ -	

Capital Fund

Activity through December 31, 2022

	A							B		C= A+B
	FY22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	FY23	Total	
1 CFD Proceeds										
2 Community Facilities District Measure Z Bond Proceeds	\$ 23,761,105	\$ -	\$ -					\$ -	\$ 23,761,105	
3 Underwriter's Discount (Commission)	(87,968)	-	-					-	(87,968)	
4 Interest Income	(16,947)	1,254	24,978	18,256	13,220	11,117	365	69,190	52,243	
5 Unrealized Gain/(Loss)	(157,458)	31,016	(78,882)	(117,790)	(18,742)	46,942	38,510	(98,944)	(256,403)	
6 Less Bond Interest Paid 9/1/2022	(436,822)	2	2					4	(436,817)	
7 Net Proceeds	23,061,909	32,270	(53,904)	(99,534)	(5,521)	58,059	38,876	(29,750)	23,032,161	
8 Administrative CFD Costs										
9 Administration	(26,598)	(2,806)	-	(3,072)			(3,189)	(9,066)	(35,665)	
10 Audit and Financial Consulting	(12,835)	-	-	-	(325)			(325)	(13,160)	
11 Bond Issuance Costs	(295,726)	-	-	-				-	(295,726)	
12 Total Administrative Costs	(335,159)	(2,806)	-	(3,072)	(325)	-	(3,189)	(9,391)	(344,551)	
13 Direct Renovation Costs										
14 Project Management	(186,042)	(1,201)	-	-	(4,403)		(15,555)	(21,158)	(207,200)	
15 Construction Cost	(21,723)	(11,889)	-	-	-		(1,650)	(13,539)	(35,262)	
16 Architect Expenses	(205,092)	(35,363)	-	(4,518)	(4,023)	(6,508)	(35,530)	(85,942)	(291,034)	
17 Total Direct Renovation Costs	(412,857)	(48,453)	-	(4,518)	(8,425)	(6,508)	(52,735)	(120,639)	(533,495)	
18 CFD Financial Activity Ending Balance	22,313,893	(18,989)	(53,904)	(107,123)	(14,271)	51,552	(17,048)	(159,781)	22,154,114	

Balance Sheet (Unaudited)

District Total

As of December 31, 2022

1	ASSETS		
2	Cash & Investments		
3	Cash - Los Angeles County	\$ 4,281,538	
4	Checking	207,574	
5	Special Tax Bonds	22,154,114	
6	Money Market	15,780	
7	Paypal	984	
8	Cash on Hand	600	
9	Total Cash & Investments	26,660,590	
10	Other Current Assets		
11	Prepaid Items & Deposits	25,268	
12	Prepaid Insurance & Surety	141,180	
13	Property Tax & Assessments Receivable	671	
14	Miscellaneous Receivable	46,947	
15	Total Other Current Assets	214,066	
16	Long-Term Assets		
17	Fixed Assets (Net of Depreciation)	1,431,945	
18	Deferred Outflows of Resources	787,315	
19	Total Long-Term Assets	2,219,260	
20	TOTAL ASSETS	29,093,916	
21	LIABILITIES		
22	Current Liabilities		
23	Accounts Payable	11,065	
24	Credit Card (UMB)	9,643	
25	Payroll and Retirement Liabilities	34,857	
26	Total Current Liabilities	55,565	
27	Long-Term Liabilities		
28	Vacation Payable	92,537	
29	Deferred Inflows of Resources	2,166,188	
30	Net Pension Liability	1,737,243	
31	Net OPEB Liability	871,885	
32	Community Facilities District Bond	23,731,400	
33	Total Long-Term Liabilities	28,599,253	
34	TOTAL LIABILITIES	28,654,817	
35	FUND BALANCE		
36	Fund Balance	334,984	
37	Net Revenue / (Expenses)	104,114	
38	TOTAL FUND BALANCE	439,099	
39	TOTAL LIABILITIES & FUND BALANCE	\$ 29,093,916	

Altadena Library District
Monthly Variance Analysis
December 2022 - 50% Year to Date (YTD)

General Fund Profit & Loss

Revenue

Line 2 – Property Taxes & Assessments includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County in November and December. The county remits payment for collections throughout the year. This will trend under expected budget until December and January, when the majority of revenue is recognized. YTD activity is at 55%.

Line 3 – Fines & Fees includes library fines, printing fees, video game rentals, community room fees, and passport services. YTD is trending over budget at 59% due to increased collection of passport service fees.

Line 4 – Interest Income includes earnings from cash and investments held with the County of Los Angeles and checking and money market accounts at Pacific West Bank. YTD is over budget due to conservative budgeting and rising interest rates.

Line 5 – Other Revenue is generated from film rentals, E-Rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. YTD is trending under budget at 27% due to the unpredictable nature and timing of these receipts.

Expenses

Line 10 – Salaried includes employee wages and an annual wellness stipend of \$400, less a small portion funded from donations and grants. YTD is trending under budget at 44% due to the eliminated office manager position which is partially offset by a part-time accountant in Line 11.

Line 11 – Hourly includes employee wages and an annual wellness stipend of \$400 for hourly employees. YTD is trending under budget at 47% due to an additional grant received for \$12K that is being used to cover a portion of hourly wages, (reported in the Donations/Grants Fund).

Line 14 – Health Insurance - Employee includes the District's contribution toward health benefits for full-time employees. The total contribution from the District for health and other medical insurance is \$650 per month per employee. YTD is in line with the budget at 50%.

Line 15 – Health Insurance - Retiree includes health benefits for retired employees. YTD is in line with the budget at 50%.

Line 16 – Other Medical Insurance includes the District's contribution toward dental, vision, and life insurance for full-time employees. YTD is trending under budget at 43% and aligns with the decrease in Line 10 - Salaried.

Line 17 – Workers' Compensation insurance is paid in full at the beginning of the fiscal year. YTD is in line with the budget at 44% and will remain under budget due to a discount realized after budget.

Line 18 – CalPERS Retirement (Normal Costs) is the District's portion of employee retirement costs. YTD is trending under budget at 41% and aligns with the decrease in Line 10 - Salaried.

Altadena Library District
Monthly Variance Analysis
December 2022 – 50% Year to Date (YTD)

Line 19 – CalPERS UAL Minimum Payment is the annual required payment toward the unfunded accrued liability. This is paid in full at the beginning of the fiscal year to take advantage of a 3% discount. YTD is 100%.

Line 20 – Payroll Taxes include the District’s portion of federal and state taxes. YTD is trending under budget at 42% and aligns with the decrease in Line 10 - Salaried.

Line 24 – Insurance includes property, liability and earthquake insurance paid in full at the beginning of the year. YTD is over budget due to higher than anticipated insurance premium renewals.

Line 25 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending over budget at 58% due to higher usage during summer months.

Line 26 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected in Line 2. YTD is trending over budget at 96% because the County assessed the majority of fees in December, while the remainder of property tax revenues will be reported in January.

Line 27 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 73% due to equipment leases that ended in FY 22 and were not budgeted in FY 23. The equipment is being leased month to month until the new purchased equipment (delayed by supply chain issues) is received.

Line 28 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. A portion is also funded from donations and grants. YTD is trending over budget at 56% due to an air conditioner service call, a tree survey and inventory in October.

Line 29 – Structures & Improvements includes emergency funds for unanticipated expenses. There is no activity YTD.

Line 30 – Vehicles & Equipment Maintenance includes the cost of vehicle purchases and related maintenance. The budget also includes a one-time set-up/conversion fee for a new mobile library van which has not occurred. YTD is 7%.

Line 31 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is in line with the budget at 50%.

Line 32 – Advertising & Marketing includes general marketing for the District. YTD is trending over budget at 68% due to the timing of advertisements.

Line 33 – Website Development includes work on the District’s website. This line is primarily budgeted in the Donations and Grants budget where the activity has begun. There is no YTD activity for the General Fund.

Line 34 – Miscellaneous Expenses includes immaterial expenses not accounted for in other lines. YTD is trending over budget at 60% due to the unpredictable nature of these expenses.

Altadena Library District
Monthly Variance Analysis
December 2022 - 50% Year to Date (YTD)

Line 35 - Trustee Election accounts for expenses necessary to hold a biannual election. This year's budget includes three open seats. The election is held in November and there is no activity YTD. Expenses will be recorded when billed by the County.

Line 38 - Audit & Financial Consulting includes external/consulting services and annual audit services. YTD is trending over budget at 95% due to audit services performed at the beginning of the fiscal year and increased financial consulting services due to the Office Manager vacancy.

Line 39 - Legal Fees are for general District matters. YTD trending over budget at 89% due to additional legal bills for matters not anticipated in the budget.

Line 40 - Consultants include other miscellaneous consulting services. YTD is trending in line with the budget at 51%.

Line 43 - Internet Service / E-Rate includes the total cost of providing internet service to the main library and the Bob Lucas branch. The E-Rate reimbursement is recorded separately in Other Revenue. This is recorded as estimates are received throughout the year and will trend under the expected budget until fiscal year-end. There is no activity YTD.

Line 44 - Technology Equipment includes the purchase of an office copier that replaces the leased copier from previous years. A portion is also funded from donations and grants. YTD is trending under budget at 41%.

Line 45 - Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending under budget at 42%.

Line 46 - Technology Consulting includes miscellaneous consulting expenses for technology. YTD is trending under budget at 17%.

Line 47 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is 90% due to payments made early in the fiscal year.

Lines 50 - 57 - Library Materials include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, purchase suggestions from members, and Library of Things. Total Library material expenses are trending under budget at 41%.

Lines 60- 66 - Programs includes program costs for adult, teen, and youth services. It also supports programs for the Bob Lucas Branch, Literacy services, and volunteer services. Total program expenses are in line with the budget at 49%.

Line 69 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is \$148,306. This will fluctuate throughout the year based on the timing of revenue and expenses.

Altadena Library District
Monthly Variance Analysis
December 2022 – 50% Year to Date (YTD)

Donations / Grants Profit & Loss

Revenue

Line 3 – Altadena Library Foundation is at 43% of budget due to a portion of the grant received at the beginning of the year and the remainder expected in January.

Line 4 – Friends of the Library is over budget due to their increased commitment after the budget was approved.

Line 5 – California Library Literary Services increased their funding to include a \$13K grant for English as a second language services.

Line 6 - Emergency Connectivity Fund is a reimbursable grant for the purchase of hot spots and related maintenance in Lines . It is anticipated that the entire amount will be reimbursed by the grant.

Line 7 - California Library Expanding our Footprint budget includes a vending machine and website development. It is trending over budget due to a van that was anticipated to be completed in FY 22 but is now planned for the end of FY 23.

Expenses

Line 12 – Salaried includes a portion of salaries at the Bob Lucas Branch paid for by the California Library Literary Services grant.

Line 13 – Hourly corresponds to the \$13K in increased funding for the California Library Literary Services grant for English as a second language services, not budgeted.

Line 21 – Total Operating Expenses are trending under budget at 4% due to the delay in purchasing a vending machine and structural and facilities improvements scheduled for Spring 2023.

Line 32 – Total Programs is trending under budget at 15% due to shared funding from the general fund and the timing of programs.

Line 35 Total Library Materials has no activity year to date.

Line 41 – Total Information Technology is trending over budget at 76% due to equipment and maintenance fees paid early in the fiscal year.

Line 43 Net Revenue / (Expenses) is the year-to-date balance of unused grant funds. YTD is \$280,962 and it is anticipated that the balance will be utilized by fiscal year-end.



**BOARD OF LIBRARY TRUSTEES
COMMUNITY FACILITIES DISTRICT REPORT**

DEPARTMENT: CFD Committee

MEETING DATE: January 23, 2023

PREPARED BY: Trustee Terry Andrues

LOCATION: Hybrid Meeting

Community Facilities District Committee Meeting 1-11-03

The Community Facilities District (CFD) Committee convened via ZOOM at 3:05pm on January 11, 2023.

Committee members in attendance were Trustee Terry Andrues, community member Doug Colliflower and Trustee Boon Lim. Library Director Nikki Winslow also attended.

The CFD committee had not met since October, 2022 and there were changes in its structure. The previous configuration of two Trustee members and three community members had changed to two Trustee members and one new community member from the Altadena Town Council. The re-configuration was approved by the committee via unanimous vote at the October 3, 2022 meeting.

With the goal of describing the work done by the committee since it was formed, Terry Andrues opened the meeting with a presentation about the CFD process, its history, its purpose and its goals for 2023. A flow chart of CFD vendors was presented. A management chart of the CFD activities was also presented.

Nikki Winslow gave a presentation regarding the structure and the financial methods of the CFD for the benefit of the new members. She also reported on CFD financial activity through October, 2022. The financial reviews will be more current in future meetings.

Nikki also reported on SB 165: Local Agency Special Tax and Bond Accountability Act report for the Altadena Library District CFS No. 2020-1. This is a compliance report that must be done periodically to insure transparency on CFD spending. The report was presented and reviewed by the entire Board, as required by law, at the year-ending ALD Board Meeting on December 19, 2022.

The Committee approved the new meeting calendar for 2023. There meetings will be held quarterly at 3pm on the following dates:

January 11, 2023

April 12, 2023

July 12, 2023

October 11, 2023

The committee will continue to be a standing committee and members will receive Brown Act training at the April meeting.

The meeting was adjourned at 3:45 pm.



**BOARD OF LIBRARY TRUSTEES
FACILITIES COMMITTEE REPORT FOR JANUARY 2023**

REPORT: Facilities Committee Report

MEETING DATE: January 23, 2023

PREPARED BY: Trustee Katie Clark

LOCATION: Hybrid Meeting

Since our last board meeting the team has continued our weekly Monday meetings with a focus on the following:

- a. Community Focus Group – The committee and the design team continue to address comments from the December 14 meeting. Future meetings will be scheduled as needed to obtain feedback on design updates.
- b. Offsite Facilities – The committee has made contact with Pasadena Unified School District staff and will participate in a site walk at Franklin Elementary School to explore its potential for use as interim housing later in January.
- c. Architectural Services – Design work and coordination with Regional Planning continues for the Bob Lucas Branch. Schematic Design for the Main Library is expected to be completed in February.
- d. Coordination with County departments – The Bob Lucas CUP is still in process with Regional Planning. A planning application for the Main Library project has been submitted.
- e. Universal Design – The Library staff continues to seek feedback from the community to identify underserved groups, as well as to better serve the current library users. This feedback will be used to inform design decisions to create a more inclusive built environment for the community to enjoy.
- f. Communications and Community Outreach – Two Town Hall meetings will be scheduled to present the schematic design of the Main Library. Meetings will be held **January 28, 2023 at 2:30 pm** and **February 1 at 6:30 pm**. and will be a hybrid virtual and in-person format.
- g. CEQA Services – The committee has reviewed proposals from the two previously approved CEQA consultants for services related to the Main Library. Chambers Group has been selected for the project. Their fee falls within the previously-approved total fees for CEQA services.
- h. Bob Lucas Historical Preservation: On January 9, the committee met with Lucas family members as well as two community members who led the development of The Reading Wall mural. The group discussed the history and current condition of the mural and agreed that the best approach to preservation of the mural is to document it, clean and prep the wall, and repaint the same mural in an inclusive process that brings together original artists, students, and community members. The original artist who led the process kindly agreed to advise and lead the process of repainting the mural. The group discussed exploring potential alternatives to paint (e.g. ceramic tile) and offered suggestions for funding and technical resources, as well as outreach to the Armory Center for the Arts, who funded and were involved in the original Walk to Art program that funded the mural's creation in 1999.



**BOARD OF LIBRARY TRUSTEES
GOVERNMENT LIAISON REPORT FOR JANUARY 2023**

REPORT: Government Liaison Report

MEETING DATE: January 23, 2023

PREPARED BY: Trustee Terry Andrues

LOCATION: Hybrid Meeting

According to the LA Times, “2022 proved to be a moderate year when it comes to the number of bills approved by the California Legislature and signed into law by Gov. Gavin Newsom, perhaps a continuation of the COVID-19 pandemic lull in recent years. The Legislature sent 1,166 bills to Newsom for consideration in 2022. He signed 997 into law and vetoed 169. By comparison, California enacted 1,821 new laws in 1971, when Gov. Ronald Reagan was governor...”

Most of California’s new bills go into effect on New Year’s Day, 2023. Here are a handful of new state laws that may be of interest to the Altadena Library District and the Altadena Town Council.

Workplace

Due to inflation, on Jan. 1 **California’s minimum wage will increase to \$15.50**. Many California cities or counties have ordinances that set the minimum wage even higher. Gov. Jerry Brown signed the multiyear minimum wage increase into law in 2016.

Assembly Bill 1041 expands California’s paid family leave law to allow employees to add to the list one extended family member or a person they consider to be family.

AB 1041, Wicks. Employment: leave.

(1) Existing law, commonly known as the California Family Rights Act, makes it an unlawful employment practice for a California public employer or an employer with 5 or more employees to refuse to grant a request from an employee who meets specified requirements to take up to a total of 12 workweeks in any 12-month period for family care and medical leave, as defined.

This bill would expand the class of people for whom an employee may take leave to care for to include a designated person. The bill would define “designated person” to mean any individual related by blood or whose association with the employee is the equivalent of a family relationship. The bill would authorize a designated person to be identified at the time the employee requests the leave. The bill would authorize an employer to limit an employee to one designated person per 12-month period.

(2) Existing law, the Healthy Workplaces, Healthy Families Act of 2014, generally entitles an employee who works in California for the same employer for 30 or more days within a year to paid sick days, as specified, including the use of paid sick days for diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee’s family member. Existing law defines “family member” for this purpose to include individuals who share a prescribed relationship with the employee.

This bill would expand the definition of the term “family member” to include a designated person, which, for purposes of these provisions, would mean a person identified by the employee at the time the employee requests paid sick days, subject to limitation by the employer, as prescribed.

Assembly Bill 1949. Employees are now eligible for five days of job-protected bereavement leave if a close family member dies.

AB 1949, Low. Employees: bereavement leave.

Existing law, commonly known as the California Family Rights Act, which is a part of the California Fair Employment and Housing Act, makes it an unlawful employment practice for an employer, as defined, to refuse to grant a request by an eligible employee to take up to 12 workweeks of unpaid protected leave during any 12-month period for family care and medical leave, as specified.

This bill would additionally make it an unlawful employment practice for an employer to refuse to grant a request by an eligible employee to take up to 5 days of bereavement leave upon the death of a family member, as defined. The bill would require that leave be completed within 3 months of the date of death. The bill would require that leave be taken pursuant to any existing bereavement leave policy of the employer. Under the bill, in the absence of an existing policy, the bereavement leave may be unpaid. However, the bill would authorize an employee to use certain other leave balances otherwise available to the employee, including accrued and available paid sick leave.

This bill would require, if an existing leave policy provides for less than 5 days of bereavement leave, a total of at least 5 days of bereavement leave for the employee, as prescribed. The bill would make it an unlawful employment practice for an employer to engage in specified acts of discrimination, interference, or retaliation relating to an individual's exercise of rights under the bill. The bill would require the employer to maintain employee confidentiality relating to bereavement leave, as specified. The bill would not apply to an employee who is covered by a valid collective bargaining agreement that provides for prescribed bereavement leave and other specified working conditions.

Cycling and Pedestrian Safety

Assembly Bill 1909. Vehicles must move over to an adjacent lane of traffic, if one is available, before passing or overtaking a bicycle. Assembly Bill 1909 changes current law, which only requires that vehicles pass in a safe manner and at a distance of no less than three feet. The law also prohibits governments from requiring bicycles to be licensed.

AB 1909, Friedman. Vehicles: bicycle omnibus bill.

Existing law generally regulates the operation of bicycles upon a highway. A violation of these provisions, generally, is punishable as an infraction.

(1) Existing law prohibits the operation of a motorized bicycle or a class 3 electric bicycle on a bicycle path or trail, bikeway, bicycle lane, equestrian trail, or hiking or recreational trail, as specified. Existing law authorizes a local authority to additionally prohibit the operation of class 1 and class 2 electric bicycles on these facilities.

This bill would remove the prohibition of class 3 electric bicycles on these facilities and would instead authorize a local authority to prohibit the operation of any electric bicycle or any class of electric bicycle on an equestrian trail, or hiking or recreational trail. The bill would also authorize the Department of Parks and Recreation to prohibit the operation of an electric bicycle or any class of electric bicycle on any bicycle path or trail within the department's jurisdiction.

(2) Existing law requires a vehicle at an intersection controlled by a traffic control signal, or traffic light, to stop or proceed as directed by the signal. Existing law makes these provisions applicable to pedestrians and bicycles, as specified. Under existing law, a pedestrian facing a solid red traffic control signal may enter the intersection if directed to do so by a pedestrian control signal displaying "WALK" or an approved "walking person" symbol.

This bill would, commencing January 1, 2024, extend this authorization to cross the intersection to a bicycle, unless otherwise directed by a bicycle control signal.

(3) Existing law requires the driver of a motor vehicle that is passing or overtaking a bicycle to do so in a safe manner, as specified, and in no case at a distance of less than 3 feet.

This bill would additionally require a vehicle that is passing or overtaking a vehicle to move over to an adjacent lane of traffic, as specified, if one is available, before passing or overtaking the bicycle.

(4) Existing law authorizes a local authority to adopt a bicycle licensing ordinance or resolution, as specified. Existing law authorizes a local authority that has adopted a bicycle licensing ordinance or resolution to prohibit a resident of that jurisdiction to operate a bicycle in a public place within the jurisdiction unless the bicycle is licensed.

This bill would instead prohibit a jurisdiction from requiring any bicycle operated within its jurisdiction to be licensed.

Assembly Bill 2147. Pedestrians would be able to legally cross the street outside of designated intersections without the threat of a hefty jaywalking citation “unless a reasonably careful person would realize there is an immediate danger of collision with a moving vehicle or other device moving exclusively by human power.”

AB 2147, Ting. Pedestrians.

Existing law imposes various duties relating to the rules of the road, including, but not limited to, traffic signs, symbols, and markings, and pedestrians’ rights and duties. Existing law prohibits pedestrians from entering roadways and crosswalks, except under specified circumstances. Under existing law, a violation of these provisions is an infraction. Existing law establishes procedures for peace officers to make arrests for violations of the Vehicle Code without a warrant for offenses committed in their presence, as specified.

This bill would prohibit a peace officer, as defined, from stopping a pedestrian for specified traffic infractions unless a reasonably careful person would realize there is an immediate danger of collision with a moving vehicle or other device moving exclusively by human power. The bill would require the Commissioner of the California Highway Patrol, in consultation with the Institute of Transportation Studies at the University of California, to submit a report to the Legislature on or before January 1, 2028, regarding statewide pedestrian-related traffic crash data and any associated impacts to traffic safety, including an evaluation of whether and how the changes made by this bill have impacted pedestrian safety.

Civil rights & government

AB 2799 Forms of creative expression, from music to books, are now restricted from being used as evidence in criminal proceedings. Assemblymember Reggie Jones-Sawyer, a Los Angeles Democrat, authored after he found out that many men of color, particularly Black men, were being prosecuted using their lyrics.

AB 2799, Jones-Sawyer. Evidence: admissibility of creative expressions.

Existing law permits a court to exclude evidence if its probative value is substantially outweighed by specified factors, including the probability that its admission will create substantial danger of undue prejudice. Existing law permits a court to hear and determine the question of admissibility of evidence out of the presence or hearing of the jury.

This bill would require a court, in a criminal proceeding where a party seeks to admit as evidence a form of creative expression, to consider specified factors when balancing the probative value of that evidence against the substantial danger of undue prejudice. The bill would define “creative expression” as the expression or application of creativity or imagination in the production or arrangement of forms, sounds, words, movements, or symbols, as specified. The bill would require a court, in balancing the probative value of a creative expression against the substantial danger of undue prejudice, to first consider that the probative value of the creative expression for its literal truth is minimal unless that expression meets specified conditions. The bill would then require a court to consider that undue prejudice includes the possibility that the trier of fact will treat the creative expression as evidence of the defendant’s propensity for violence or criminal disposition, as well as the possibility that the evidence will inject racial bias into the proceedings. The bill would require the court to consider, if proffered and relevant to the issues in the case, credible testimony on the genre of creative expression as to the context of the expression, research demonstrating that the introduction of a particular type of expression introduces racial bias into the proceedings, and evidence to rebut such research or testimony. The bill would require a court to determine the admissibility of a form of creative expression in a hearing outside the presence and hearing of the jury, and state on the record the court’s ruling and reasoning therefor.

Senate Bill 1100 California school boards, city councils and boards of supervisors would have clearer authority to remove disruptive participants from their meetings. Senate Bill 1100 modifies the Brown Act, a 1953 state law that requires an opportunity for public input during meetings to increase accessibility and transparency in local government.

SB 1100, Cortese. Open meetings: orderly conduct.

(1) Existing law, the Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. Existing law requires every agenda for regular meetings of a local agency to provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body’s consideration of the item, that is within the subject matter jurisdiction of the legislative body. Existing law authorizes the legislative body to adopt reasonable regulations to ensure that the intent of the provisions relating to this public comment requirement is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. Existing law authorizes the members of the legislative body conducting the meeting to order the meeting room cleared and continue in session, as prescribed, if a group or groups have willfully interrupted the orderly conduct of a meeting and order cannot be restored by the removal of individuals who are willfully interrupting the meeting.

This bill would authorize the presiding member of the legislative body conducting a meeting or their designee to remove, or cause the removal of, an individual for disrupting the meeting. The bill, except as provided, would require removal to be preceded by a warning to the individual by the presiding member of the legislative body or their designee that the individual’s behavior is disrupting the meeting and that the individual’s failure to cease their behavior may result in their removal. The bill would authorize the presiding member or their designee to then remove the individual if the individual does not promptly cease their disruptive behavior. The bill would define “disrupting” for this purpose.

(2) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

(3) The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

Assembly Bill 1925 to be appointed to a county or district office, it will no longer be required to be a registered voter in that jurisdiction.

AB 1925, Santiago. County and district offices: qualifications.

Existing law generally provides that a person is not eligible to hold a county or district office, unless the person is a registered voter of the county or district in which the duties of the office are to be exercised at the time nomination papers are issued to the person or at the time of the appointment of the person. Existing law authorizes the board of supervisors or any other legally constituted appointing authority in a county or district, if it finds that the best interests of the county or district will be served, to waive the registered voter requirement for an appointed county or district office.

This bill would remove that waiver authority and, instead, apply the registered voter requirement only to elective county or district offices, as specified.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.A.**

DEPARTMENT: Agenda Item XI.a.

MEETING DATE: January 23, 2023

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: ALD 2022 Operational Plan Final Report

BACKGROUND: ALD embarked on a Strategic Planning process in the middle of 2019. From this plan, three Strategic Priorities were identified, which were:

- We are Curious
- We are Connectors
- We are Neighbors

The Management Team presented our ALD 2022 Operational Plan Mid-Year Update to the Board for their review and feedback their July 25, 2022 meeting. It was organized to address all three of our Strategic Priorities with clear objectives and evaluation methods for each objective. We have updated the plan for the Board's review to reflect final status of each of these goals. As you can see in the following pages, the ALD staff have accomplished most of these objectives, with some being moved to 2023 for completion.

Please see the following pages for this updated information.

2022 OPERATIONAL PLAN – END-YEAR UPDATE

We are CURIOUS.

Goal #1: Continue to develop and maintain our diversity-centric and patron-driven collection.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	END-YEAR UPDATE
Complete our district-wide diversity audits and implement procedures for collection analysis and improvement, and inclusive collection development training for all selectors	January 2022	December 2022	Use diversity audit to compare Youth & Family Services (YFS) collection purchased through FY 20/21 to items purchased FY 21/22; Use lessons learned during YFS audit to guide and implement diversity audits for Bob Lucas Branch (BL) and Adult Services (AS) collections; Train selectors in inclusive collection development	Completed audit comparison and analysis of YFS collections; Creation of audit guidelines and procedures; Completed audit of BL collection; Make significant progress in AS collections' audits; All Selectors complete inclusive collection development training	The Adult Services (AS) sub-team successfully created a diversity audit tool that will be used to evaluate the collection. All AS staff have been trained to use this tool. The audit began mid-October and all AS team members are expected to devote 1-2 hours/week to this project. So far, the team has completed 60+ hours of auditing. Teen volunteers continue to work on YA audit, but collection audit is still incomplete due to staff scheduling.
Expand Library of Things (LOT) collection based on public and staff recommendations	January 2022	Ongoing	Circulation; Number of "Things" added to collection	Newly added LOT items will circulate at least once within the first three months of becoming available; Increased number of items in Library of Things	New kits continue to be added including puppetry kits, pickle ball, gardening tools, and more Nintendo switch game consoles. The LOT has used patron feedback to guide their purchasing and has worked on easier check-out methods. With the help of Technical Services (TS) staff, more information about each item has been added to Koha.

Analyze physical vs. digital formats for all library collections	January 2022	May 2022	Circulation statistics on physical and digital library resources	Develop library collection budget protocols for FY 22/23 that ensure spending is representative of circulation and usage	Both physical and digital budgets have received reallocations to better match circulation and usage. Further refinements and strategies continue into FY 23/24 to ensure funding is allocated to appropriate resources.
Improve our Cataloging, Processing, & Electronic Data Interchange (EDI) system	October 2021	June 2022	Research alternative vendors that provide these services within District budget	All pre-processed items are cataloged and processed accurately upon receipt	Vox books and Midwest Tapes are now supplying all preprocessed materials. Ingram is currently finalizing complete EDI ordering and processing. Baker & Taylor materials and records are being received with much fewer errors.

OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	END-YEAR UPDATE
Develop district-wide operating manual that includes circulation and reference procedures as well as sections for each service point.	January 2022	June 2022	Drafting of the manual with staff input; Details kept as generic as possible to keep essential updates to a minimum	Completed desk manual available in paper and digital format; All staff read, understand, and implement the manual procedures; The manual becomes a self-guided learning tool during employee onboarding	Operating manual continues to be developed, but all policies that have been approved are available at the service points. Staff are always given the opportunity to provide feedback on procedures before they are finalized. Draft in progress for Youth and Family procedures to be added to district wide operating manual.
Fill all open Management positions and develop manuals for each position for succession planning	going	December 2022	Managers will draft manuals outlining their roles and task work to pass on in the event of absences and vacancies	All management positions are filled with high quality candidates; Each manager will have a succession manual drafted and reviewed by the Management Team.	All Management positions have been filled by high quality candidates, except for the YFS Manager, which will be filled within the first quarter of the year. A new manager will be added to the team: AS Manager. Members of the Management Team are working on succession manuals

Continue Project READY and other EDI training including all abilities programing training for staff	Ongoing	December 2022	All staff continue to work through Project READY and hold small group discussions after each module; Research and select appropriate trainings on all-abilities programming and service training	Completion of Project READY by all staff through Module 20 (of 27 total); Completion of age-relevant all-abilities training for public service staff.	With new staff joining ALD, we currently have 4 cohorts completing this training. Cohorts meet 1x/month.
Complete the Staff Resources Survey	2021	June 2022	Review by the management team of the ranked priorities for each department and position	Completed list of tasks and priorities of each department and positions within those departments.	The Management Team is continuing to study tasks assigned to each position and what percentage of time should be devoted to those tasks each week.
Explore locations for off-site staff retreat	January 2022	August 2022	Work with the Staff Recognition Team to survey staff on potential sites to host Professional Development Day (PDD) in October 2022	Identify and host PDD in October 2022 at an off-site location	PDD held on October 10, 2022 at the Main Library. SRT and Administration decided the cost of an off-site training was not worth the projected minimal benefit to staff.
Personnel Policy Updates	January 2022	June 2022	Research and explore updating personnel policies to include sick leave designated for mental health and self-care time; ability to pay staff that provide bilingual services; integrate funding into the budget for wellness or healthy habits pay	Updates to the Personnel Policies are approved by the Board prior to the FY22-23 budget approval	Management Team sent the redlined Personnel Policies to General Counsel for review and feedback on legal compliance in July 2022. They have not been returned to the District by the end of 2022.
Onboarding and training procedures	January 2022	December 2022	Develop clear procedures for early	Written procedures for the entire process are	Have updated the Onboarding Checklist for new staff that includes meetings with all

for new or promoted staff			recruitment, onboarding in Paychex, cross-training, and coaching for all new or promoted staff members	drafted and approved by the Management Team; New staff are onboarded in a consistent manner and uniformly cross-trained and coached	District Managers. Will work with MRG in the next year to standardize onboarding.
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We are CONNECTORS.

Goal #4: Increase awareness of library programming and services through marketing strategies.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	END-YEAR UPDATE
Improved marketing strategy for digital resources and special collections	November 2021	Ongoing	Circulation and database utilization statistics; increased use of webpage	Increased circulation of digital resources and special collections; Increased use of webpage compared to FY 20/21; Creation and implementation of marketing plan for digital resources	In September, launched 6-month multi-channel (social - organic and paid, email, website) eResources marketing campaign to promote digital reading and database resources. Created a general tri-fold brochure for library, includes information about myLIBRO app, LOT special collection and digital resources. Created bookmark for top 5 things to do with library card, includes LOT special collection and digital resources. Continue to promote new LOT special collection in social.
Identification of new channels to recruit new tutors and promote and highlight Literacy Services and programs	January 2022	August 2022	Data collected from literacy intake forms indicate new learners and tutors learning about literacy program via marketing efforts	Creation of promotional content and implementation of marketing plan by March 2022; Attainment of new tutors through marketing campaign	Promotional flyer and information tri-fold created and available at public desks. Material is also handed out during outreach events. Literacy staff has established a schedule to replenish and repost flyers quarterly.

Expanded merchandising of library branded items	January 2022	August 2022	Collaboration with support groups to strategize distribution; Sales data collected from website	Branded collection of merchandise by April 2022; Creation of physical merchandise displays in Main Library and BL; E-commerce section in redesigned website (launch coincides with launch of full site); Profit from sales	Creating a cross-functional team (Marketing, Public Services, IT) to develop technical design for eCommerce plan. Once eCommerce plan established, work with support group(s) to establish full merchandising plan.
Grow bilingual marketing for programs and services	January 2022	Ongoing	Identify funding for translation service; Establish vendor relationship and process for translating materials; Analyze marketing materials use and effectiveness; Observe and report on usage of bilingual marketing materials	By July 2022: >50% of all printed materials, and emails delivered in both English and Spanish; Increased attendance from Spanish speaking patrons	Focusing limited resources on translating marketing assets that will have most impact (general library trifold, flyers for ongoing programs, monthly eblasts). Looking to shorten turn-around time/streamline translation process in 2023.

Goal #5: Increase and maintain partnerships and connections with the community of Altadena.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	END-YEAR UPDATE
Establish a plan to implement a Library of Experts and a Community Asset Map initiative	January 2021	December 2022	Research and development of procedures and processes to build and utilize each initiative	Established goals, procedures and usage of these initiatives	The Community Asset Map will be repurposed as an internal resource for staff. Hope to grow the Adult Volunteer program in the next year which could include some form of the Library of Experts.

Provide early literacy and community resources for Parents and Educators	May 2022	December 2022	Statistics on page navigation; feedback from parents and educators; use of early literacy handout	Awareness of webpage and utilization of resources; Creation of an early literacy handout for patrons	Progress towards this goal has been delayed with the absence of a YFS Manager. However, it is a high priority and initial ideas are being developed to re-launch the 1000 Books Before Kindergarten initiative and to create Early Literacy reading kits by Spring/Summer 2023.
Establish an ALD App with MyLibro	November 2021	August 2022	Review data from insights component of MyLibro app.	Development and implementation of MyLibro/ALD app	MyLibro has been fully launched and is being utilized heavily by those who have it downloaded. Marketing has been in full effect and is included in eConnect newsletter and the eResources Marketing Strategy.
Teen Volunteer Program	September 2021	Ongoing	Feedback from staff; number of volunteers; number of volunteer hours; feedback from volunteers	Consistent group of 10-20 reliable volunteers; established opportunities that support library operations across departments; ability to regularly meet internal volunteer needs and provide quality support	The Teen Volunteer program had 87 volunteers complete at least one shift in 2022, with 76 of those volunteers active in the last 6 months. Volunteers completed a total of 1,310 hours this year at 208 different volunteer shifts. 50% of volunteers this year listed their home zip code as 91001. The Summer of Service volunteer challenge received positive feedback from staff and volunteers. Frequent comments were that staff loved seeing so many teens in the library supporting our services, and volunteers reported feeling active and engaged in the community and made new friends through the program.
Assessment of Read Local Shop Local (RLSL) Program and potential updates	January 2022	June 2022	Conversations with current businesses and potential new partners; Reevaluate criteria and decide on overarching goal of program	Positive feedback from current RLSL partners; Multi-year plan for program going forward	A RLSL team was created and this program has been completely revamped! The launch is set for January 2023. So far, we have 5 businesses signed up and are looking forward to being out in the community to recruit more. Patrons have an opportunity to earn prizes for their visits to local businesses. A feature has been added in Koha to help track participation.

Goal #6: Maintaining library services during closures due to renovation by providing resources and programming outside of existing facilities.

OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	END-YEAR UPDATE
Provide the community with library materials through strategically placed self-service vending machine.	Dec 2021	Ongoing	Submission of application for \$250K; identify locations; statistics on use	Deployment of vending machines hosted by a community partner; regular use by community	We issued an RFP at the end of October and received two proposals in response. Plan to take a recommendation to the Board in early 2023 and then identify locations in Altadena to install these new machines by mid-2023.
Optimize ALD website with a professional redesign.	March 2022	July/August 2022	Survey patrons and staff on ease of use, mobile friendliness, search capabilities, and ability to find what they are looking for	Launch updated website by Q3; Data collected from survey and ongoing anecdotal feedback from patrons and staff; Faster load time, ease of discoverability compared to previous website iteration	Based on input from IT management, working to upgrade current platform, archive out-of-date information, update/create new content, and improve navigation, speed, and ADA accessibility.
Acquire and convert a 2nd vehicle to meet service and program needs.	January 2022	May 2022	Identify service design for second vehicle; Research and identify vehicle type, purchasing under budget, modifications needed	Successful launch of second vehicle and regular usage by staff	Second mobile library unit is still in production. Last update from Ford was January 1, 2023. Will reach out to dealership within first quarter of 2023.
Research innovative technology and equipment	January 2022	Ongoing	Identifying new or updated equipment, such as 3-D printers, MakerSpace items and other mobile technology to use throughout the community.	Purchase of items and regular usage both in and outside the library branches, including the Curiosity Connection	ALD received a grant in Fall 2022, which allowed the purchase of 3D printers, a screen printer, iPads, Cricut tools, and much more! Fab Lab staff are currently brainstorming innovative ways to incorporate these tools into the Mobile Library.

We are NEIGHBORS.

Goal #7: Bringing resources and services to patrons where they are.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	END-YEAR UPDATE
Strengthen relationships with local Transitional Age Youth Residential Programs	Summer 2021	Ongoing	Evaluations or anecdotal feedback from visits; consistency/frequency of communication; statistics from interactions and deposit libraries	Scheduled regular visits; establishing and maintaining deposit libraries; ongoing communication	Regular visits and deposit libraries have not been established at any local residential programs. However, semi-regular communication with program staff has been ongoing, and scheduling conflicts have been the primary reason for slow development of this partnership.
Establish Homebound Services	Fall 2022	Ongoing	Number of registrations; circulation, number of trips; use of marketing materials; conversations with possible partners to increase reach	Successful implementation of Homebound Services with a documented workflow process; Active participation by community	Homebound Services have continued with patron visits on a monthly basis. A plan to expand this service is ongoing.
Develop a plan and conduct Community Survey	September 2021	December 2022	Creation of survey questions which are statistically relevant; Staff committee established; Volunteers found, trained, and implemented	True representative sample of all residents in Altadena; Statistically useful data that can be used for marketing and programming purposes	Committee was formed and initial goals and questions were identified. This has been placed on hold due to Building Renovation and will resume once renovations of both libraries have been completed.
Schedule programming and events outside library buildings including outreach visits with the Curiosity Connection	June 2021	Ongoing	Participation in community events including those aimed at focused age groups; Feedback from participants; Staff participation	Increased number of outings and attendance statistics; Expansion of partnership opportunities	Curiosity Connection regularly participated in Aveson's Movie Night at their elementary school campus, providing library card sign ups and activities and crafts. CC also attended Sci Fi Fest at Octavia E. Butler Middle School, Science Night at Eliot Middle School & Alma Fuerte Event. CC efforts will continue to grow in the coming year.

Goal #8 Continue moving building renovation process forward for both library sites.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	END-YEAR UPDATE
Work with Capital Project Management (CPM) Firm and Architectural team to create design for both libraries	January 2022	Ongoing	Schedule regular meetings with the CPM and ABA to develop design plans; meet with the Community Focus Group and other public-facing town hall meetings in the community to gather feedback and input on design process	Designs incorporate feedback and input provided by staff, stakeholders and community members in an open and transparent way; building plans reflect universal and inclusive design	The District Director and Facilities Manager meet each Monday with the Facilities Committee to keep the design process moving forward. The Bob Lucas project is going through a Conditional Use Permit process with LA County; will be doing an RFP process to hire a contractor for this project soon. Main Library Design Schematics have been created and shared with the Community Focus Group.
Preparing buildings for closure, remodel, and reopening	January 2022	Completion of design process per building	Analyze items to keep, store, and dispose of and evaluate size needed to store items kept; Identify alternate sites and/or storage locations	Appropriate space found for temporary service locations and/or needed storage; Costs for storage kept as low as possible	Creation of the moving and inventory team (MIT) to help assist with the transition of storing and relocating items during renovations. MIT to complete inventory of the Main Libraries public and administration areas. Have been meeting with a local realtor to help identify an alternate site to offer services when the Main Library is closed.
Coordinate with the Senior Center to create connections between our two properties	January 2022	Completion of the design process	Working with the Senior Center and LA County to build a physical connection between our two sites	A physical connection is created between the two properties as part of the design process with ABA	The District Director and facilities manager had a meeting with the senior center manager and saw a possible location for passport services to be there during the Main Library's closure. The location has potential for holding certain library programs during closure.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.B. REPORT FOR JANUARY 2023**

REPORT: Agenda Item XI.b.

MEETING DATE: January 23 2023

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: Review and Approval of the ALD Operational Plan 2023

BACKGROUND:

The ALD Management Team worked with staff to compile an Operational Plan for 2023. Similar to last year, we have organized it in support of the three service priorities that were identified in our 2020 Strategic Plan, as well as the complete review done by Strategic Planning Consultant Danielle Milam from September 2022-December 2022. Those are:

- We are Curious
- We are Connectors
- We are Neighbors

This year we maintained a similar format that includes evaluation methods and evidence of success for all of the identified objectives throughout. We agreed that identifying 2-3 larger goals for each Strategic Priority and then the individual objectives to achieve those goals was the most effective and achievable way to ensure these goals are met.

Some of the more notable objectives that we hope to accomplish this year based on staff and community feedback include:

- Critical analysis and planning of library collections in consideration of the two upcoming building closures and of the potential availability of technology for patrons during that time
- Establishing Individual Development Plans that are customized to each staff member's goals and growth
- Development of customized marketing strategies to reach more of the community members that are currently not using or aware of library services and programming, including an expansion of bilingual marketing targeting Spanish speakers. 2023
- Integration of the second mobile library unit, including Homebound Services, and library materials vending machines in at least two locations in Altadena

Staff are excited about these goals and objectives for 2023.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board review and approve the ALD Operational Plan 2023.

2023 OPERATIONAL PLAN & GOALS

We are CURIOUS.

Goal #1: Evaluate current and future resource and collection needs and changes through a renovation lens.				
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Create a collection evaluation plan that considers needs during renovations	January 2023	Ongoing	Use of circulation data and review of community need to determine which materials should remain available	Good physical and digital circulation numbers during renovations relative to amount of collection available for circulation
Establishment of new vendor Electronic Data Interchange (EDI) setup with remaining vendors	January 2023	June 2022	Successful electronic ordering, processing, and receipt of materials from newly established vendor.	Access to ordering from multiple vendors to ensure diverse material selection and prioritize processing accuracy and delivery efficiency.
Evaluate digital resources and provide devices to those who may not have them (and how)	January 2023	End of renovations	Circulation data for Hotspots and Laptops (total circulation and amount checked out)	Distribution/Checkout of current in-house and circulating laptops and hotspots during renovation.
Complete our district-wide diversity audits and implement procedures for collection analysis and improvement, inclusive collection development training for all selectors	January 2022	Ongoing	Use diversity audit to compare Youth & Family Services (YFS) collection purchased through FY 20/21 to items purchased FY 21/22; Use audit results from Adult Services (AS) and Bob to develop strategies for continued selection.	Completed audit comparison and analysis of YFS collections; Completed audit of BL and AS collection; All Selectors complete inclusive collection development training Technical Services Team has developed a plan and updated out-of-date and inappropriate Subject Headings

Goal #2: Enhance available training and development opportunities for staff				
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Customize annual evaluation forms by job classification	Feb 2023	June 2023	Work with MRG to update annual evaluations with competencies needed by position	Each job classification has a performance evaluation tailored to the essential functions and skills of that position.

Establish Individual Development Plans	Feb 2023	Ongoing	Individual meetings with staff, their managers and MRG to establish a 2023 IDP	IDPs are drafted and being discussed at monthly workplan meetings
Continue development of onboarding and offboarding procedures for new, promoted or departing staff members	April 2023	October 2023	Work with MRG on best practices in on and offboarding so there is a clear and sustainable process in place.	Both onboarding and offboarding steps and procedures are clearly defined and outlined for future use.
Deploy Niche Academy and first training	January 2023	April 2023	Management Team using Niche to track progress and completion	All ALD staff have completed the PCI Training in Niche Academy
Implement Training Tuesday	March 2023	Ongoing	Amount of trainings developed and completed	Development of 15 staff trainings including PCI and customer service and making them available via Niche Academy.
Continue Project READY and other EDI training	Ongoing	December 2023	All staff continue to work through Project READY and hold small group discussions after each module; Research and select appropriate trainings on all-abilities programming and service training	Completion of Project READY modules depending on start date of existing and new employees.

Goal #3: Ensure programming meets community needs and incorporates EDI Standards

OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Create an audit tool to evaluate the diversity of library programs and to develop EDI programming standards.	January 2023	Ongoing	Audit tool development and staff training	Completed audit tool and its implementation across public service departments to begin the process of collecting data for program analysis.
Measuring and Collecting Feedback/ User Experiences / Measuring Success	January 2023	Ongoing	Program survey data	Consistently offering the program evaluation survey and using data from it to define/measure successful programs.
Develop and provide special needs programming for patrons of all ages	January 2023	Ongoing	Increased engagement with special needs patrons;	At least 2 programs hosted at the Main or BL branch; At least 1 program hosted by a partner organization

			Increased feedback by participants and partner organization	
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We are CONNECTORS.

Goal #4: Utilize targeted marketing strategies to increase awareness of library programming and services				
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Development of personalized marketing strategy to target patron specific needs	January 2023	Ongoing	Review of use statistics and email views and click throughs in Patron Point marketing emails. Deployment of additional targeted email campaigns	Increased use of digital assets such as library's electronic resources, website, and app., and increased program attendance and growth of social channels, including Teen Instagram page
Board of Trustee Membership and elections/redistricting	January 2023	Ongoing	Ongoing	Launch of page on ALD site; promotion of community engagement in social channels
Expanded merchandising of library branded items	January 2023	Ongoing	Collaboration with support groups to strategize distribution; Sales data collected from website	E-commerce site in partnership with support group and ALD branded collection by November 2023; creation of physical merchandise displays in Main Library and BL; profit from sales
Grow bilingual marketing for programs and services	January 2023	Ongoing	Evaluate process for translation service for efficiency; continue to focus limited resources on long-term marketing materials (brochures/ongoing programs and events; observe and report on usage of bilingual marketing materials	By July 2023: Monthly eConnect and all long-term marketing materials available in both English and Spanish; increased attendance from Spanish speaking patrons

Goal #5: Maintain and expand partnerships and connections with the community of Altadena.				
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Assessment of Read Local Shop Local (RLSL) Program participation and potential updates.	January 2023	December 2023	Conversations with current businesses and potential new partners; Koha statistics reports	Positive feedback from current RLSL partners; Multi-year plan for program going forward; Successful RLSL Market event.

Provide early literacy and community resources for Parents and Educators	May 2023	December 2023	Statistics on page navigation; feedback from parents and educators; use of early literacy handout	Awareness of webpage and utilization of resources; Creation of an early literacy handout for patrons; Research into potential early literacy strategies; Connection with an early literacy consultant; Creation of early literacy kits and handouts

We are NEIGHBORS.

Goal #6: Maintaining library services during closures due to renovation by providing resources and programming outside of existing facilities.

OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Further extend library materials access beyond traditional library locations	January 2023	December 2023	Circulation of materials in library materials vending machines	Deployment and patron use of library materials vending machine(s) in key locations in the community
New curiosity connection conversion and launch	January 2023	June 2023	Identify service design for second vehicle; purchase under budget and add modifications where needed	Successful launch of second vehicle and regular usage by staff
Optimize/update ALD website (including ADA compliance)	January 2023	Ongoing	Survey patrons and staff on ease of use, mobile friendliness, search capabilities, and ability to find what they are looking for. Review Google analytics (bounce rate) for issue areas/landing pages	Website will be updated/optimized in incremental stages; Data collected from survey after major updates and ongoing anecdotal feedback from patrons and staff; Faster load time, ease of discoverability compared to previous website iteration. Implement feedback form on site for patron issues with site.

Goal #7: Bringing resources and services to patrons where they are.

OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
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Identify locations throughout the community for pop-up and other programming	January 2023	December 2023	Research and identify locations in the community to visit. Establish a consistent schedule of visits.	Increased number of outreach visits. Successfully implementing a schedule of visitation
Strengthen relationships with local Transitional Age Youth Residential Programs	January 2023	Ongoing	Evaluations or anecdotal feedback from visits; consistency/frequency of communication; statistics from interactions and deposit libraries	Scheduled regular visits; establishing and maintaining deposit libraries; ongoing communication
Develop a Homebound Services strategy	Summer 2023	Ongoing	Number of registrations; circulation, number of trips; use of marketing materials; conversations with possible partners to increase reach	Successful implementation of Homebound Services with a documented workflow process; Active participation by community
Develop a public map of the Little Free Libraries and Deposit Libraries to create a consistent plan for visits. Develop process for new installations	January 2023	August 2023	Feedback from our support group; number of requests to receive a LFL; Increased usage of LFL and Deposit Libraries.	Completion of a public map; Scheduled regular visits; Successful process for new installations; Increased number of Deposit Libraries

Goal #8: Move building renovation process forward for both library sites including community feedback and buy in.

OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Provide District transparency in the renovation process. Encourage community participation through Town Halls and other open meetings to inform the library design process.	March 2022	Ongoing	Feedback and input built into the design work by our architectural firm, especially as it relates to the historical significance of both library buildings	Positive input concerning the library designs. Overall satisfaction from community members and groups about the proposed designs.
Continue Work with Capital Project Management (CPM) Firm and Architectural team to create design for both libraries	January 2022	Ongoing	Schedule regular meetings with the CPM and ABA to develop design plans; meet with the Community Focus Group and	Designs incorporate feedback and input provided by staff, stakeholders and community members in an open and transparent way; building plans reflect universal and inclusive design

			other public-facing town hall meetings in the community to gather feedback and input on design process	
Preparing buildings for closure, remodel, and reopening	January 2022	Completion of design process per building	Analyze items to keep, store, and dispose of and evaluate size needed to store items kept; Identify alternate sites and/or storage locations	Appropriate space found for temporary service locations and/or needed storage; Costs for storage kept as low as possible



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.C. REPORT FOR JANUARY 2022**

REPORT: AGENDA ITEM VIII.C.

MEETING DATE: January 23, 2022

PREPARED BY: David Zearbaugh

LOCATION: Hybrid Meeting

TITLE: RFP for Network Cabling Services for the Bob Lucas Memorial Library Renovation.

BACKGROUND:

As an educational entity, the Altadena Library District is eligible to receive funding from Universal Service Administrative Company (USAC) under the direction of the FCC for specific projects and services related to communication infrastructure via an eRate program. The Altadena Library District is eligible for funding based on the square footage of each building under its jurisdiction. In 2019, with the assistance of the consulting firm EdTechnologyFunds Inc, the Altadena Library District was able to secure funding over a 4 year period. The funding secured requires a 20% commitment from ALD for any planned infrastructure projects and the remaining 80% is supplied by USAC. The filing window for funds commitment in the fiscal year of July 2023 – June 2024 ends in mid-March of 2023.

With plans to renovate the Bob Lucas Memorial Library during the next fiscal year, ALD would like to utilize some of the funding available for the telecommunication infrastructure costs involved in the building renovation project since this is covered by eRate funding.

ALD works with consulting firm EdTechnologyFunds Inc in order to follow proper protocol and procedures in filing paperwork on time, submitting RFPs in a federally standardized format, review of bids, and the rating and selection of the vendor. ABA and Huckabee aided in providing current building Design Development documentation as well as Telecommunication Cabling Plans and the Master Specifications for the Bob Lucas Memorial Library renovation.

The RFP supplied elicits bids for a vendor who will provide network cable and labor needed to run cabling through conduit designated in the documentation in the RFP during the building renovation of the Bob Lucas Memorial Library.

FISCAL IMPACT:

Reduction in costs for the purchase of network cable and cabling services rendered down to \$0.20 on the \$1.00 due to the above mentioned eRate program. This is in contrast to ALD paying for the purchase of network cable and cabling services at full cost.

RECOMMENDATION:

That the Board of Trustees approve the use of an RFP to solicit bids for Cabling Services so that the Altadena Library District may utilize the services for the renovation project during the July 2023 – June 2024, fiscal year.

E-RATE YEAR 2023-2024 RFP
Internal Connections – Network Infrastructure Upgrade

ALTADENA LIBRARY DISTRICT (#143532)
E-rate Form 470 Application

Submission Deadline – Tuesday, February 21, 2023 12pm PST

The ALTADENA LIBRARY DISTRICT is seeking proposals to upgrade the network infrastructure at 1 site for its E-rate FY2023 application. The contract term is **July 1, 2023 through June 30, 2025**. Depending on when the funding is awarded, a contract extension may be necessary to complete the full scope of work at each site.

- Altadena Library District is seeking proposals for the Bob Lucas Branch located at 2659 Lincoln Ave. Altadena, CA 91001.

Key Dates:

The proposed project schedule for this RFP is as follows:

RFP Published/Form 470 Posted:**January 24, 2023**
Service Provider Questions Due:**February 1, 2023**
Walkthrough Dates: **February 14, 2023, February 15, 2023**
Walkthrough RSVP Dates: **February 9, 2023**
Addendum with Replies to Service Provider Questions:**February 6, 2023**
Service Provider Responses Due:**February 21, 2023**
Service Start Date:**July 1, 2023**

Service Provider Requirements:

1. Service Provider must provide a valid SPIN at the time the bid is submitted, and the SPIN must be included in the response documentation.
2. Service Providers must have a current FCC Red Light Display System Status of Green.
3. Service Providers must demonstrate a minimum of 10 years of experience in K-12 education or city/county government markets.
4. Service Providers must demonstrate a minimum of 5 years of E-Rate Category 2 Internal Connections experience.
5. Service Providers must reference a minimum of (3) similar sized projects where E-Rate Category 2 Internal Connections funds must have been used on at least (2) of these projects. Please include contact name, contact email, contact phone number, total project dollar amount, project completion time, and a brief description of the project.

6. Service Providers must hold a valid and current manufacturers certification or equivalent for other manufacturers proposed. A copy of the certificate must be included in the proposal.
7. Service Providers must have Certified Network Resources. Service Providers may be required by the **ALTADENA LIBRARY DISTRICT** to provide proof certification.
8. The **ALTADENA LIBRARY DISTRICT** may elect either the Billed Entity Reimbursement or Service Provider method of invoicing.
9. The Service Provider may attend the walk through of 1 library branch on **February 14, 2023 at either 12pm or 3pm PST or February 15, 2023 at either 8am or 9:30am PST.** Walk Through to be held at **Bob Lucas Branch** (located at 2659 Lincoln Ave. Altadena, CA 91001). **Vendors must follow COVID-19 and CDC guidelines. All vendors must register by email at altadena.erate@edtechnologyfunds.com no later than 02/09/23 to participate in the optional walkthroughs.**

Project and Contract Requirements

This project is dependent on partial funding from the E-rate program. All contracts entered into as a result of the posting of the Form 470/RFP will be contingent upon the approval of discounts from the Universal Services Administrative Company (USAC) and the ALTADENA LIBRARY DISTRICT acceptance of the funding award. No part of this contract will be valid or executed outside of E-Rate timelines and approvals unless authorized by the ALTADENA LIBRARY DISTRICT.

- a. **Appendix A Details the equipment required at each site.** Manufacturers with equivalent functionality can be quoted however all options must be compatible with existing infrastructure.
- b. All equipment and supporting components must be new. Used or refurbished items will not be accepted by the **ALTADENA LIBRARY DISTRICT**
- c. All components and associated labor not eligible for E-rate funding must be provided in a separate quote.
- d. Estimated Discount is **80%** for the **ALTADENA LIBRARY DISTRICT**.
- e. All proposals submitted must include a validated Item21 attachment using USAC's latest template.
- f. ALL Item 21 Attachments must be submitted individually for each site.
- g. All ineligible allocations on eligible must be clearly included in your proposal and in the Item21 attachment.
- h. Ineligible items and features must be clearly included in your proposal and in the Item21 attachment.
- i. All pricing must include taxes, shipping/handling, and all other eligible fees.
- j. Manufacturer's multi-year warranty for a period up to three years may be included in the cost of the component
- k. Manufacturer's warranty must be valid and verifiable.

- l. Prices must be held firm for the duration of the contract or until all work associated with the project(s) are complete (including any Universal Services Administrative Company (USAC) approved extensions).
- m. Any implementation that is done prior to the funding award must be requested and approved in writing by the **ALTADENA LIBRARY DISTRICT**.
- n. Services covered by this contract cannot take place before the contract start date of July 1, 2023 unless requested by the **ALTADENA LIBRARY DISTRICT**.
- o. All vendors must comply with **ALTADENA LIBRARY DISTRICT** Local, State, and Federal contracting requirements including but not limited to:
 - Prevailing Wage
 - Insurance
- p. Notice To Proceed:

This project is contingent on funding from the E-rate program. As such, the **ALTADENA LIBRARY DISTRICT** will not issue a Notice to Proceed until a copy of the approved Funding Commitment Decision Letter (FCDL) has been received from USAC and a Form 486 "Receipt of Service Conformation" has been filed. Contractor will not be permitted to commence work, unless otherwise directed by the **ALTADENA LIBRARY DISTRICT**, until a Notice to Proceed has been issued. The **ALTADENA LIBRARY DISTRICT** will not be responsible for costs incurred by the Service Provider prior to receiving a Notice to Proceed.
- q. Reservation of Rights:
 - a. **ALTADENA LIBRARY DISTRICT** reserves the right to award all, none, or select portions of this bid to one or multiple Service Providers. **ALTADENA LIBRARY DISTRICT** reserves the right to negotiate terms and conditions of the RFP as necessary, to reject any or all proposals, to increase quantities, and to waive any irregularities or informalities in the RFP or in this process.

Proposal Evaluation:

It is anticipated that a contract will be made with the provider whose proposal is determined to be the most cost effective and in the overall best interest of **ALTADENA LIBRARY DISTRICT**. The main evaluation considerations are: 1) Price, 2) Compatibly with Existing Infrastructure 3) Understanding of Needs, 4) Experience and Qualifications, and 5) Completeness of Response.

APPENDIX A

List of Equipment and scope of work required

ALTADENA LIBRARY DISTRICT is seeking proposals from qualified vendors for the purpose of obtaining equipment and services for various infrastructure upgrades through the E-rate program for 1 Site of its **ALTADENA LIBRARY DISTRICT** sites. For all items being requested (see Attachment 1_2023-01-13 ALD Bob Lucas CD Progress – Telecom Master Specs.pdf). An alternative manufactures and solutions can be proposed, but any alternatives must be compatible with the existing infrastructure and must be cost effective. Additional items and quantities may be quoted as needed to complete solution. All ineligible allocations on eligible components must be clearly included in your proposal and in the Item21 attachment. Components not eligible for E-rate funding must be provided on a separate quote.

Overview:

Altadena Library is in the process of renovating the Bob Lucas Branch, at 2659 Lincoln Ave, Altadena, CA 91001. In 2020, the Altadena Library modernized its network infrastructure by upgrading existing APS and other network equipment. Currently, at the Bob Lucas Branch, they have 2 Meraki MR46 APS and plans on adding on 2 additional APs of similar model post renovation. Renovation plans include pathways for cabling to endpoints such as wall drops, light sensors, drivers, switches, and controllers, security cameras, or access points placements.

The library seeks a vendor to provide SFTP CAT 7 (or equivalent) Ethernet cabling, installation from MDF to eligible endpoints, and certification.

TELECOMMUNICATION SHEET SET	
SHEET NUMBER	SHEET TITLE
0 - TELECOMMUNICATION REFERENCE & DETAILS	
T000	TELECOM SYMBOLS AND NOTES
T001	TELECOM STANDARDS (1 OF 2)
T002	TELECOM STANDARDS (2 OF 2)
1 - TELECOMMUNICATION PLANS	
T100	TELECOM LEVEL 1 FLOOR PLAN
2 - TELECOMMUNICATION ENLARGED PLANS	
T201	TELECOM ENLARGED PLAN
2 - TELECOMMUNICATION RACK ELEVATIONS	
T202	TELECOM RACK ELEVATIONS
3 - TELECOMMUNICATION RISER DIAGRAMS	
T301	TELECOM RISER DIAGRAMS

GENERAL PROJECT NOTES

- ALL MOUNTING HEIGHTS ARE TO THE CENTER LINE OF THE DEVICE BACKBOX UNLESS NOTED OTHERWISE.
- ALL BOXES AND CONDUITS IN WALLS AND CEILINGS SHALL BE FLUSH MOUNTED OR CONCEALED UNLESS NOTED OTHERWISE.
- ALL EXTERIOR OUTLETS SHALL BE EXTERIOR RATED OUTLET, IP-67 RATED (NEMA 6).
- EXACT LOCATION OF ALL TELECOM OUTLETS LOCATED IN FURNITURE AND MILLWORK TO BE VERIFIED WITH ARCHITECT PRIOR TO INSTALLATION.
- ELECTRICAL OUTLETS SHALL BE PROVIDED WITHIN THREE-SIX INCHES OF COMMUNICATION OUTLETS AT EQUAL HEIGHT.
- IT SHALL BE UNDERSTOOD ALL INFORMATION WITHIN THIS DRAWING PACKAGE IS DIAGRAMMATIC TO SHOW THE DESIGN INTENT. ANY FIELD DEVIATIONS FROM THE DRAWINGS BY THE CONTRACTOR HOWEVER, SHALL BE SUBMITTED IN WRITING TO THE ARCHITECT OR CONSULTANT. IF FIELD DEVIATIONS ARE NOT SUBMITTED BEFOREHAND, THE INDIVIDUAL CHANGE(S) 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

CONDITION	MINIMUM SEPARATION DISTANCE		
	< 2 kVA	2-5 kVA	> 5kVA
UNSHIELDED POWER LINES OR ELECTRICAL EQUIPMENT IN PROXIMITY TO OPEN OR NONMETAL PATHWAYS.	5"	12"	24"
UNSHIELDED POWER LINES OR ELECTRICAL EQUIPMENT IN PROXIMITY TO A GROUNDED METAL CONDUIT PATHWAY.	2.5"	6"	12"
POWER LINES ENCLOSED IN A GROUNDED METAL CONDUIT (OR EQUIVALENT SHIELDING) IN PROXIMITY TO A GROUNDED METAL CONDUIT PATHWAY.		3"	6"
ELECTRICAL MOTORS AND TRANSFORMERS.			48"

SEPARATION DISTANCE BETWEEN DATA CABLES AND SPECIFIC EMI SOURCES

SOURCE OF DISTURBANCE	MINIMUM SEPARATION DISTANCE
FLUORESCENT LAMPS	5"
NEON LAMPS	5"
MERCURY VAPOUR LAMPS	5"
HIGH-INTENSITY DISCHARGE LAMPS	5"
ARC WELDERS	31"
FREQUENCY INDUCTION HEATING	39"

TELECOMMUNICATION SYMBOLS

SYMBOL	DESCRIPTION
	WALL PHONE OUTLET - PROVIDE ONE DROP COMPLETE WITH CAT6 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 - PROVIDE 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 AT PROJECT'S STANDARD RECEPTACLE HEIGHT UNLESS NOTED OTHERWISE.
	FLOOR STANDARD COMMUNICATION OUTLET - PROVIDE TWO DATA DROPS COMPLETE WITH CAT6 CABLES, CONNECTORS AND TERMINATIONS AS REQUIRED. STUB ONE 1" CONDUIT TO ACCESSIBLE CEILING ON THE SAME FLOOR AS SHOWN UNLESS NOTED OTHERWISE. MOUNT IN FLOOR BOX. EXACT LOCATION TO BE COORDINATED BY ARCHITECT.
	WIRELESS COMMUNICATION OUTLET - PROVIDE 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 UNLESS NOTED OTHERWISE.
	WALL DATA COMMUNICATION OUTLET - PROVIDE QUANTITY OF DROPS AS INDICATED BY SUBSCRIPT 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 UNLESS NOTED OTHERWISE. MOUNT AT 18" AFF UNLESS NOTED OTHERWISE.
	FLOOR DATA COMMUNICATION OUTLET - PROVIDE QUANTITY OF DROPS AS INDICATED BY SUBSCRIPT COMPLETE WITH CAT6 CABLES, CONNECTORS AND TERMINATIONS AS REQUIRED. STUB ONE 1" CONDUIT TO ACCESSIBLE CEILING ON THE SAME FLOOR AS SHOWN UNLESS NOTED OTHERWISE. MOUNT IN FLOOR BOX. EXACT LOCATION TO BE COORDINATED BY ARCHITECT.
	DATA COMMUNICATION OUTLET AT FLAT PANEL DISPLAY LOCATION - PROVIDE TWO DATA DROPS COMPLETE WITH CAT6 CABLES, CONNECTORS AND TERMINATIONS AS REQUIRED. MOUNTED IN FLAT PANEL IN-WALL BACKBOX. SEE EAV DRAWINGS FOR INFORMATION OF THE FLAT PANEL IN-WALL BACKBOX. STUB ONE 1" CONDUIT TO ACCESSIBLE CEILING ON THE SAME FLOOR AS SHOWN UNLESS NOTED OTHERWISE.
	CEILING DATA COMMUNICATION OUTLET AT FLAT PANEL DISPLAY LOCATION - PROVIDE 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 UNLESS NOTED OTHERWISE. MOUNT FLUSH IN CEILING.
	DATA FOR AV ROOM CONTROL PANEL - PROVIDE ONE DATA DROP COMPLETE WITH CAT6 CABLE, CONNECTOR AND TERMINATION AS REQUIRED. NO FACEPLATE. STUB ONE 1" CONDUIT FROM AV BACKBOX TO ACCESSIBLE CEILING ON THE SAME FLOOR AS SHOWN. SEE EAV DRAWINGS FOR INFORMATION OF THE AV BACKBOX.
	DATA FOR AV ROOM SCHEDULING PANEL - PROVIDE ONE DATA DROP COMPLETE WITH CAT6 CABLE, CONNECTOR AND TERMINATION AS REQUIRED. NO FACEPLATE. STUB ONE 1" CONDUIT FROM AV BACKBOX TO ACCESSIBLE CEILING ON THE SAME FLOOR AS SHOWN. SEE EAV DRAWINGS FOR INFORMATION OF THE AV BACKBOX.
	SYSTEM FURNITURE STANDARD COMMUNICATION OUTLET - PROVIDE TWO DATA DROPS COMPLETE WITH CAT6 CABLES, CONNECTORS AND TERMINATIONS AS REQUIRED. COORDINATE WITH THE ARCHITECT AND FURNITURE CONSULTANT FOR MOUNTING HEIGHT.
	DATA FOR AV ROOM SCHEDULING PANEL - PROVIDE ONE DATA DROP COMPLETE WITH CAT6 CABLE, CONNECTOR AND TERMINATION AS REQUIRED. NO FACEPLATE. STUB ONE 1" CONDUIT FROM AV BACKBOX TO ACCESSIBLE CEILING ON THE SAME FLOOR AS SHOWN. SEE EAV DRAWINGS FOR INFORMATION OF THE AV BACKBOX.
	FURNITURE FEED POKE-THRU DEVICE. WIREMOLD 4FFATC SERIES WITH FURNITURE FEED COVER. PROVIDE ONE 1.25" CONDUIT TO CABLE TRAY ON THE SAME FLOOR AS SHOWN UNLESS NOTED OTHERWISE. EXACT LOCATION TO BE COORDINATED BY ARCHITECT.
	FURNITURE FEED POKE-THRU DEVICE. WIREMOLD RC9AM2TC SERIES WITH FURNITURE FEED COVER. PROVIDE ONE 2" CONDUIT TO CABLE TRAY ON THE SAME FLOOR AS SHOWN UNLESS NOTED OTHERWISE. EXACT LOCATION TO BE COORDINATED BY ARCHITECT.
	4"x4"x4" JUNCTION BOX. PROVIDE ONE 1.25" CONDUIT TO CABLE TRAY ON THE SAME FLOOR AS SHOWN UNLESS NOTED OTHERWISE. MOUNT AT PROJECT'S STANDARD RECEPTACLE HEIGHT UNLESS NOTED OTHERWISE.
	6"x6"x4" JUNCTION BOX. PROVIDE ONE 2" CONDUIT TO CABLE TRAY ON THE SAME FLOOR AS SHOWN UNLESS NOTED OTHERWISE. MOUNT AT PROJECT'S STANDARD RECEPTACLE HEIGHT UNLESS NOTED OTHERWISE.
	19" TELECOMMUNICATIONS RACK.
	TELECOMMUNICATIONS GROUND BUS BAR.
	FIRE RETARDANT .75" PLYWOOD BACKBOARD. PAINTED WITH TWO COATS OF WHITE FIRE RETARDANT PAINT PRIOR TO INSTALLATION. EACH SHEET OF PLYWOOD BACKBOARD SHALL BE 4' WIDE X 8' HIGH.
	TELECOMMUNICATIONS BASKET CABLE TRAY, 12" WIDE x 4" DEEP. UNO. MOUNT ABOVE ACCESSIBLE CEILING. COORDINATE LOCATION WITH DUCTWORK, PLUMBING, FIRE PROTECTION, ELECTRICAL, AND LIGHT FIXTURES.
	TELECOMMUNICATIONS LADDER CABLE RUNWAY. SIZE AS INDICATED ON DRAWINGS.
	EMT CONDUIT CONCEALED IN SLAB OR UNDER FINISHED FLOOR. ROUTE AS INDICATED.
	EMT CONDUIT CONCEALED IN WALL OR ABOVE FINISHED CEILING. ROUTE AS INDICATED.
	EMT CONDUIT STUB UP INTO ACCESSIBLE CEILING UNLESS NOTED OTHERWISE.
	CONDUIT ABOVE CEILING UNLESS NOTED OTHERWISE. CONDUIT SHALL BE CONCEALED.
AFF	ABOVE FINISHED FLOOR
BFC	BELOW FINISHED CEILING
UNO	UNLESS NOTED OTHERWISE
TR	TELECOMMUNICATION ROOM
ER	EQUIPMENT ROOM
TGB	TELECOMMUNICATION GROUNDING BUSBAR
TMGB	TELECOMMUNICATION MAIN GROUNDING BUSBAR
TBB	TELECOMMUNICATION BONDING BACKBONE



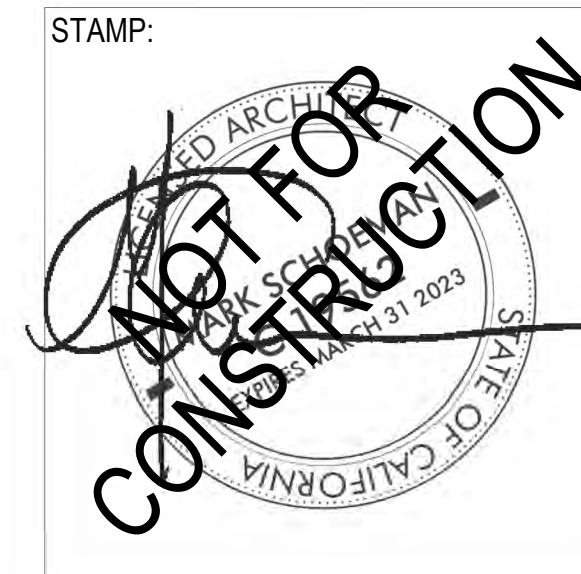
ANDERSON BRULÉ
ARCHITECTS

325 South First Street, 4th Floor
San Jose, California 95113
408.298.1885 | www.aba-arch.com

CONSULTANTS LOGO:



100% DESIGN DEVELOPMENT



NO.	DATE	REVISIONS
	6.15.22	50% DD
	7.29.22	100% DD

PROJECT TITLE:

Bob Lucas
Literacy Center
Renovations
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: 01/12/2023

SHEET TITLE:

TELECOM SYMBOLS
AND NOTES

SCALE: 12" = 1'-0"

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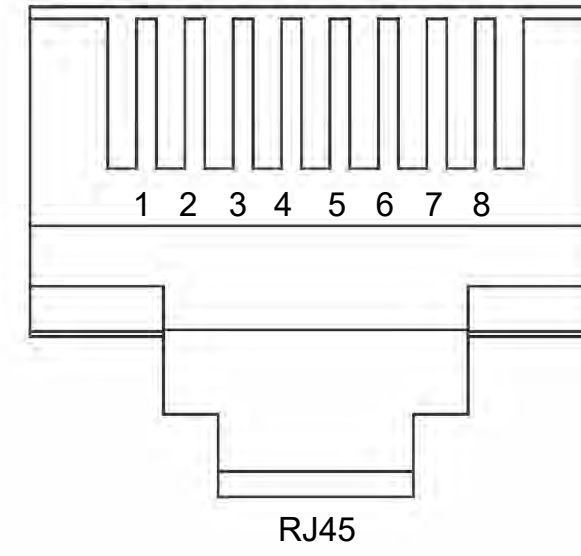
CONDUIT INSTALLATION NOTES

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

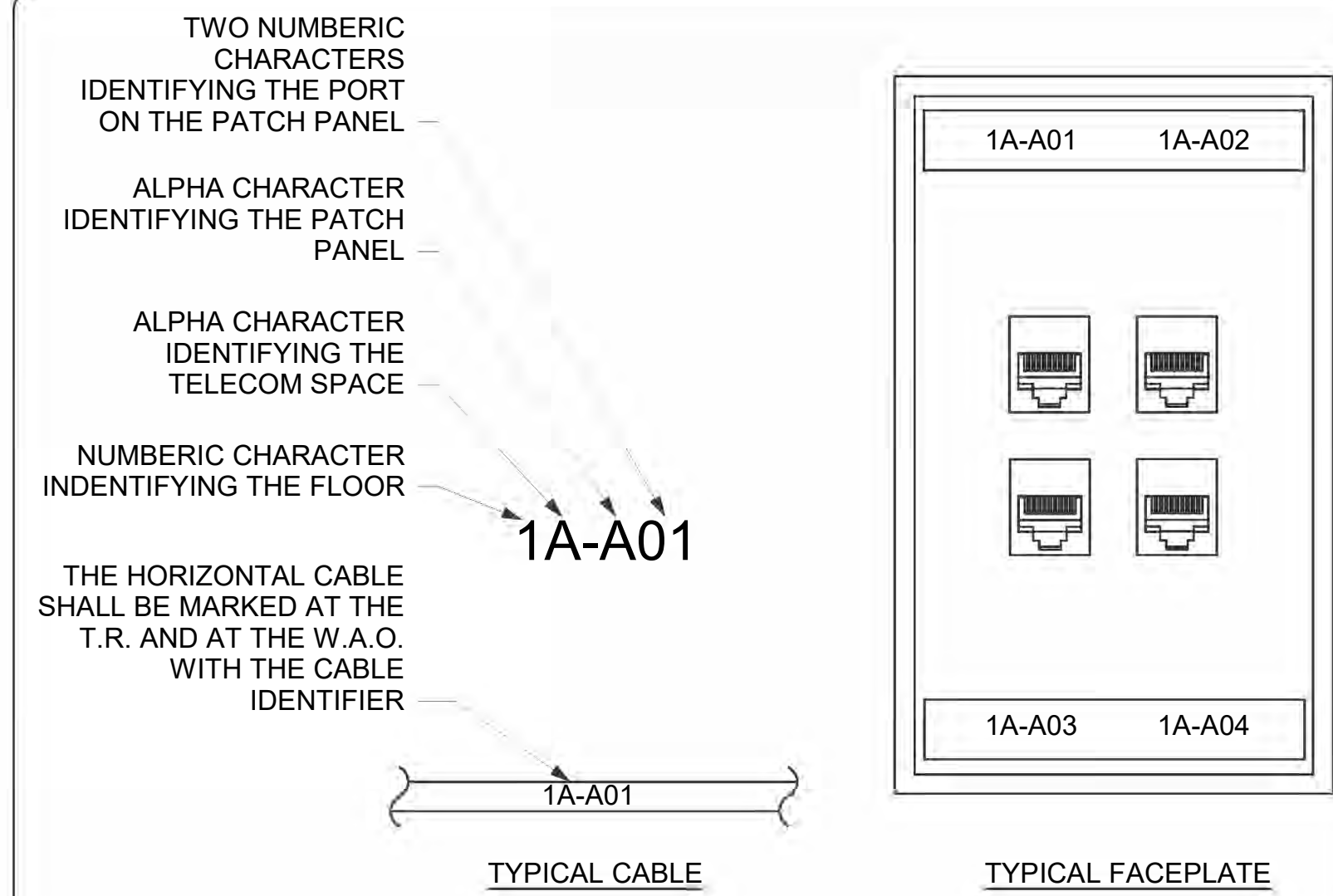
1. A PULL CORD (NYLON, 1/8" MINIMUM) SHALL BE INSTALLED WITHIN ALL CONDUITS.
2. A PULL ROPE (NYLON/POLYESTER, 3/8" MINIMUM) SHALL BE INSTALLED WITHIN ALL OUTSIDE PLANT CONDUITS. MINIMUM TENSILE STRENGTH OF ROPE SHALL BE 2000 LBS PER FOOT.
3. PULL CORD AND PULL ROPE WITHIN ALL CONDUITS SHALL BE RE-PULLED AFTER EACH USE. CONDUITS SHALL NOT REMAIN EMPTY.
4. CONDUIT SHALL RUN IN MOST DIRECT ROUTE POSSIBLE, USUALLY PARALLEL WITH BUILDING LINES.
5. CONDUIT SLEEVES SHOULD BE RIGID GALVANIZED STEEL FOR PENETRATIONS OF CONCRETE SLABS, CONCRETE WALLS. ALL SLEEVES SHALL BE RIGIDLY INSTALLED USING APPROPRIATE FITTINGS AND ALL PENETRATIONS SHALL BE GROUTED AROUND THE SLEEVE. SLEEVES SHALL PROJECT A MINIMUM OF 4" BEYOND WALL OR FLOOR SURFACE. ALL PENETRATIONS SHALL BE FIRESTOPPED.
6. CONDUIT RUN SHALL CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 100 FEET. IF RUNS TOTAL MORE THAN 100 FEET, PULL POINTS OR PULL BOXES SHALL BE INSERTED.
7. CONDUIT RUNS TO WORK AREAS SHALL SERVE NO MORE THAN ONE COMMUNICATION OUTLET. DAISY CHAINING IS NEVER ALLOWED.
8. CONDUIT SHALL HAVE NO MORE THAN TWO 90 DEGREES OF BENDS AT ANY POINT OR MORE THAN 180 DEGREES OF CUMULATIVE BENDS BETWEEN PULL POINTS.
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 RACEWAY'S 1" TRADE SIZE AND LARGER. BENDS RADIUS SHALL BE 6 TIMES INTERNAL DIAMETER FOR CONDUIT SIZES UP TO 2". A CONDUIT GREATER THAN 2" SHALL HAVE BEND RADIUS AT LEAST 10 TIMES DIAMETER OF CONDUIT. DO NOT USE PULL BOX IN LIEU OF A BEND RADIUS. BEND RADIUS ON CABLING SHOULD ALWAYS BE MADE WITHIN THE CONDUIT.
10. DO NOT INSTALL CONDUIT OVER OR ADJACENT TO BOILERS, INCINERATORS, HOT WATER LINES, OR STEAM LINES.
11. REAM ALL CONDUIT ENDS AND FIT THEM WITH AN INSULATED BUSHING TO ELIMINATE SHARP EDGES THAT MAY DAMAGE CABLES.
12. AFTER INSTALLATION, LEAVE CONDUITS CLEAN, DRY AND UNOBSTRUCTED, REAMED AND FITTED WITH BUSHINGS.
13. ELECTRICAL METALLIC 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 GALVANIZED STEEL.
 - 14.2 INTERIOR LOCATIONS: EMT AND RMC.
 - 14.3 CABLE BELOW GRADE: SCHEDULE 40 PVC.
15. ALL METALLIC CONDUITS SHALL BE APPROPRIATELY GROUNDED AS SPECIFIED IN THE NEC, ANSI/TIA/EIA J-STD-607-B AND 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 SUPPORT.
17. CABLE PATHWAY SHOULD BE LESS THAN 270 FEET. THE LENGTH SHALL BE MEASURED FROM THE OUTLET IN THE WORK AREA TO PATCH PANEL IN THE RACK.
18. FOR OUTSIDE PLANT CONDUITS ROUTES PROVIDE A SITE LEVEL ACCESSIBLE HANDHOLE EVERY (2) 90 DEGREE BENDS OR 180 DEGREES IN BENDS TOTAL. DISTANCE BETWEEN EACH HANDHOLE SHALL NOT EXCEED 600 FEET DISTANCE. DO NOT USE HANDHOLE IN LIEU OF A BEND RADIUS. BEND RADIUS ON CABLING SHOULD ALWAYS BE MADE WITHIN THE CONDUIT.
19. OUTSIDE PLANT LOCATIONS, ROUTES, AND PULL POINTS ARE INDICATIVE ONLY. CONTRACTOR TO REVIEW THE PROJECT SITE AND SUBMIT SHOP DRAWING WHICH INCLUDES BUT IS NOT LIMITED TO ROUTES, CONFIGURATION OF CONDUITS, AND DESIGN OF HANDHOLES AND MANHOLES FOR REVIEW BY THE DESIGN TEAM BEFORE COMMENCING WORK.
20. CONTRACTOR TO SUBMIT PRE-CAST HANDHOLE AND MANHOLE PRODUCTS WHICH ARE TO BE INTEGRATED INTO THE OUTSIDE PLANT COMMUNICATIONS DUCTBANK FOR REVIEW BEFORE COMMENCING WORK.
21. CONTRACTOR SHALL PROVIDE A 2" CONDUIT SLEEVES EXTENDING INTO ACCESSIBLE CEILING AS NECESSARY INTO AREAS AND ROOMS WHERE OUTLET CONDUITS CANNOT EXTEND INTO THE ADJACENT CORRIDOR.

568B PIN CONFIGURATION

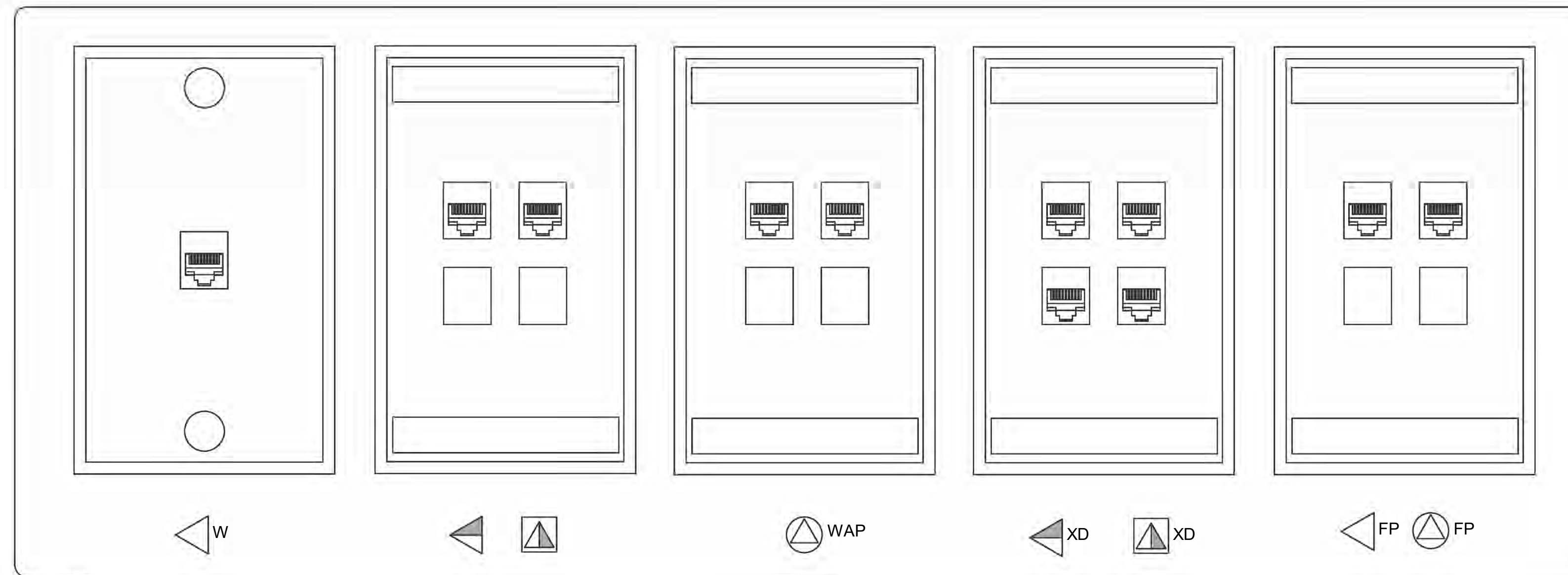
PIN	WIRE COLOR
1	WHITE/ORANGE
2	ORANGE
3	WHITE/GREEN
4	BLUE
5	WHITE/BLUE
6	GREEN
7	WHITE/BROWN
8	BROWN



1 568B PIN OUT CONFIGURATION
NTS



2 TYPICAL LABELING SCHEME
NTS



3 TYPICAL FACEPLATE
NTS



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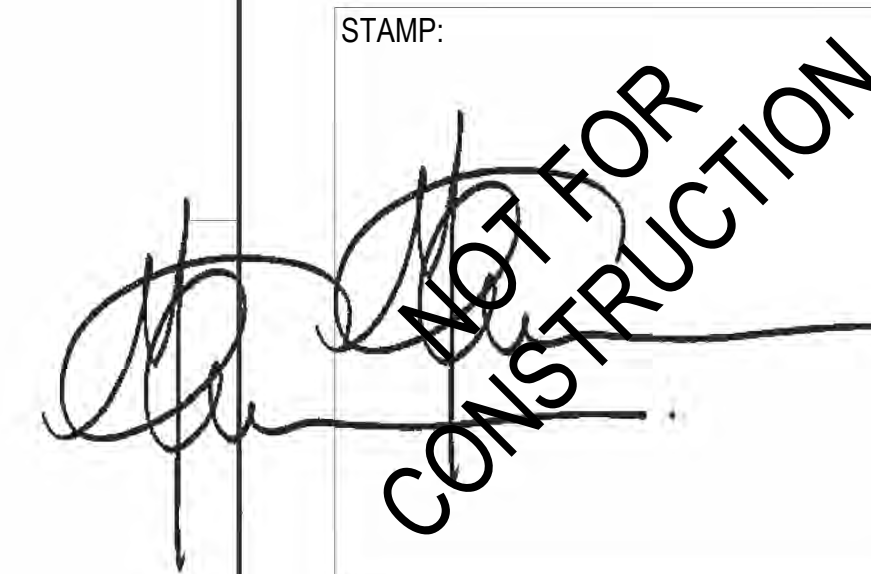
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CONSULTANTS LOGO:



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STAMP:



NO.	DATE	REVISIONS
	6.15.22	50% DD
	7.29.22	100% DD

PROJECT TITLE:

Bob Lucas
Literacy Center
Renovations
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: 07/29/2022

SHEET TITLE:

TELECOM
STANDARDS (1 OF
2)

SCALE: As indicated

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T001



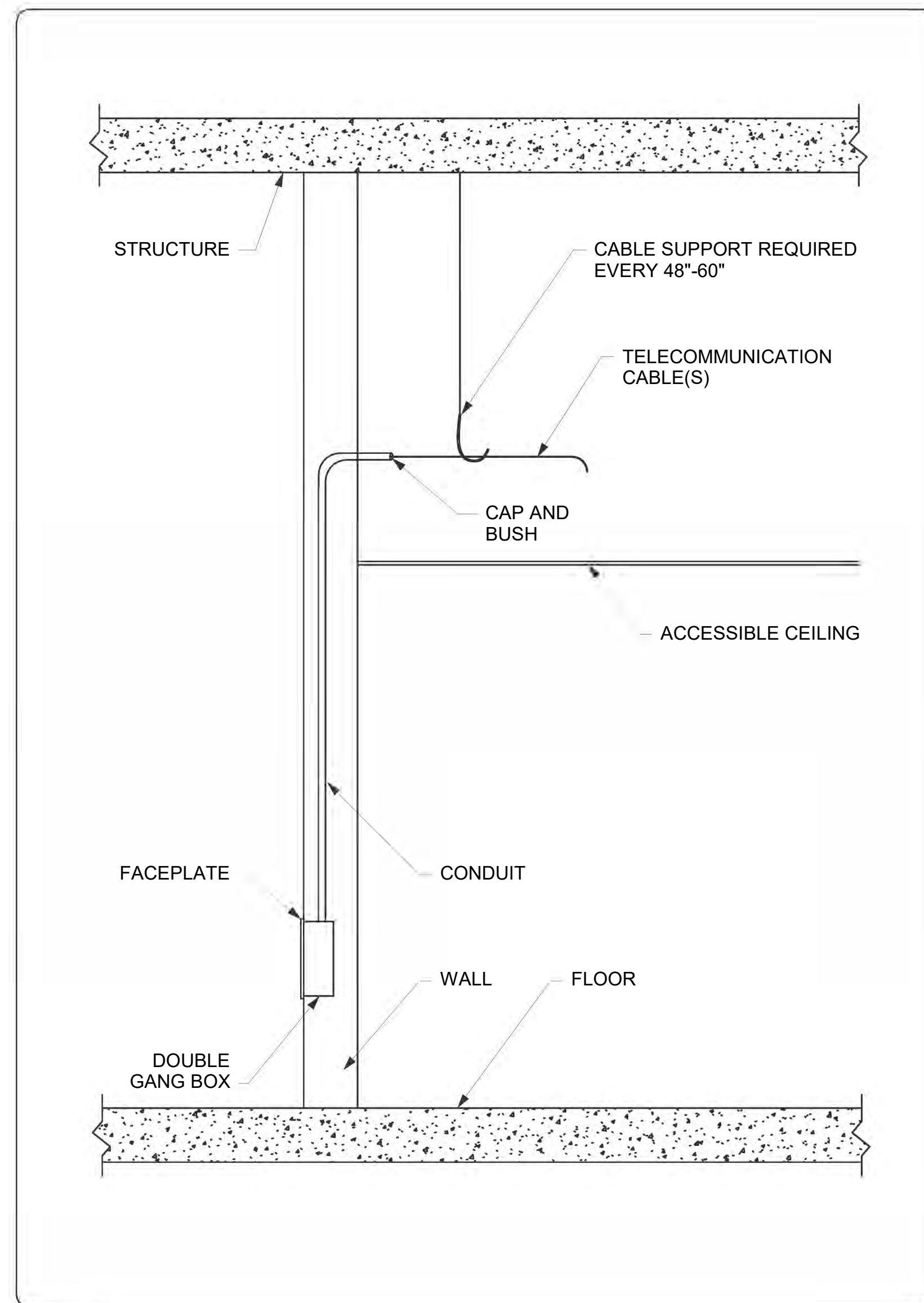
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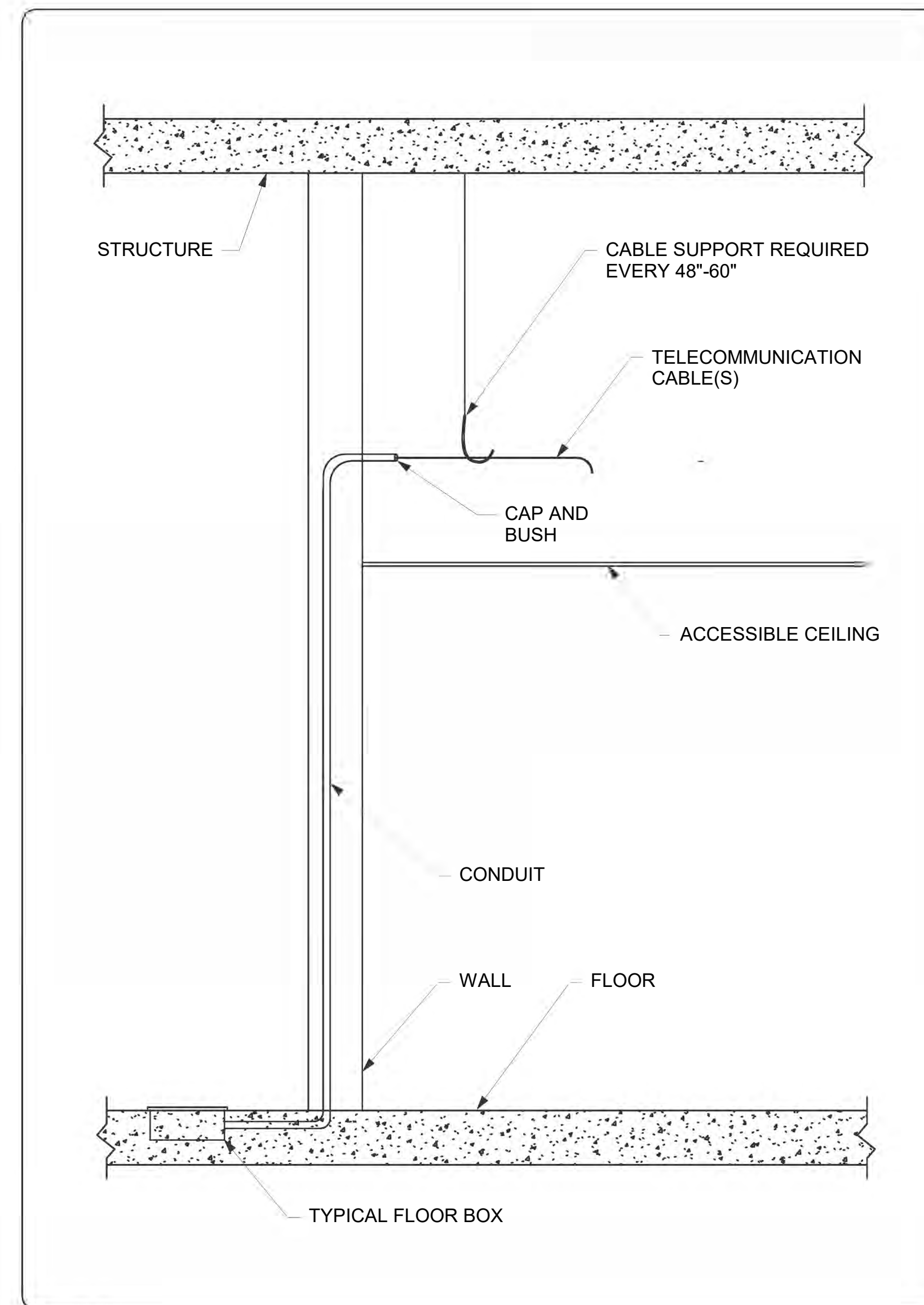
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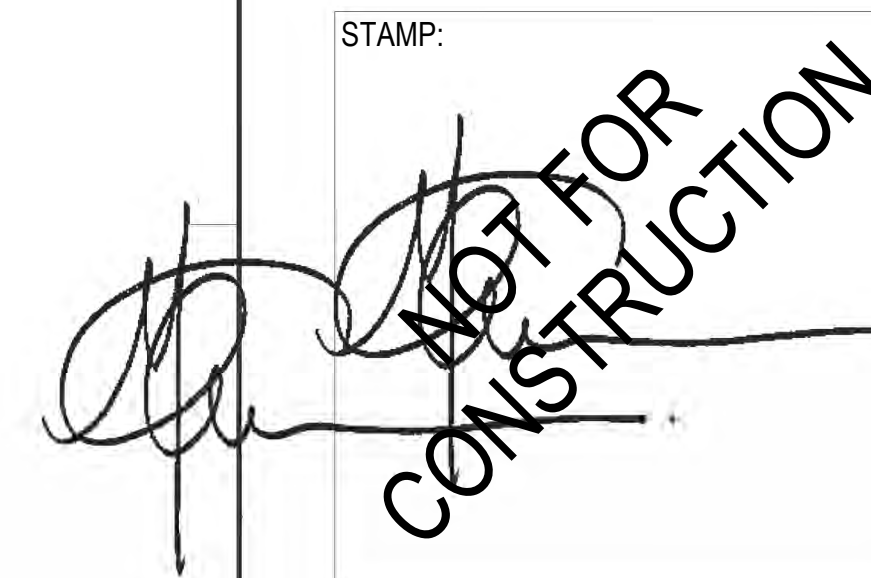


1 TYPICAL FLUSH WALL MOUNT TELECOM OUTLET
NTS



2 TYPICAL FLOOR MOUNT TELECOM OUTLET
NTS

STAMP:



NO.	DATE	REVISIONS
	6.15.22	50% DD
	7.29.22	100% DD

PROJECT TITLE:

**Bob Lucas
Literacy Center
Renovations**
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: 07/29/2022

SHEET TITLE:

**TELECOM
STANDARDS (2 OF
2)**

SCALE: NTS

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T002



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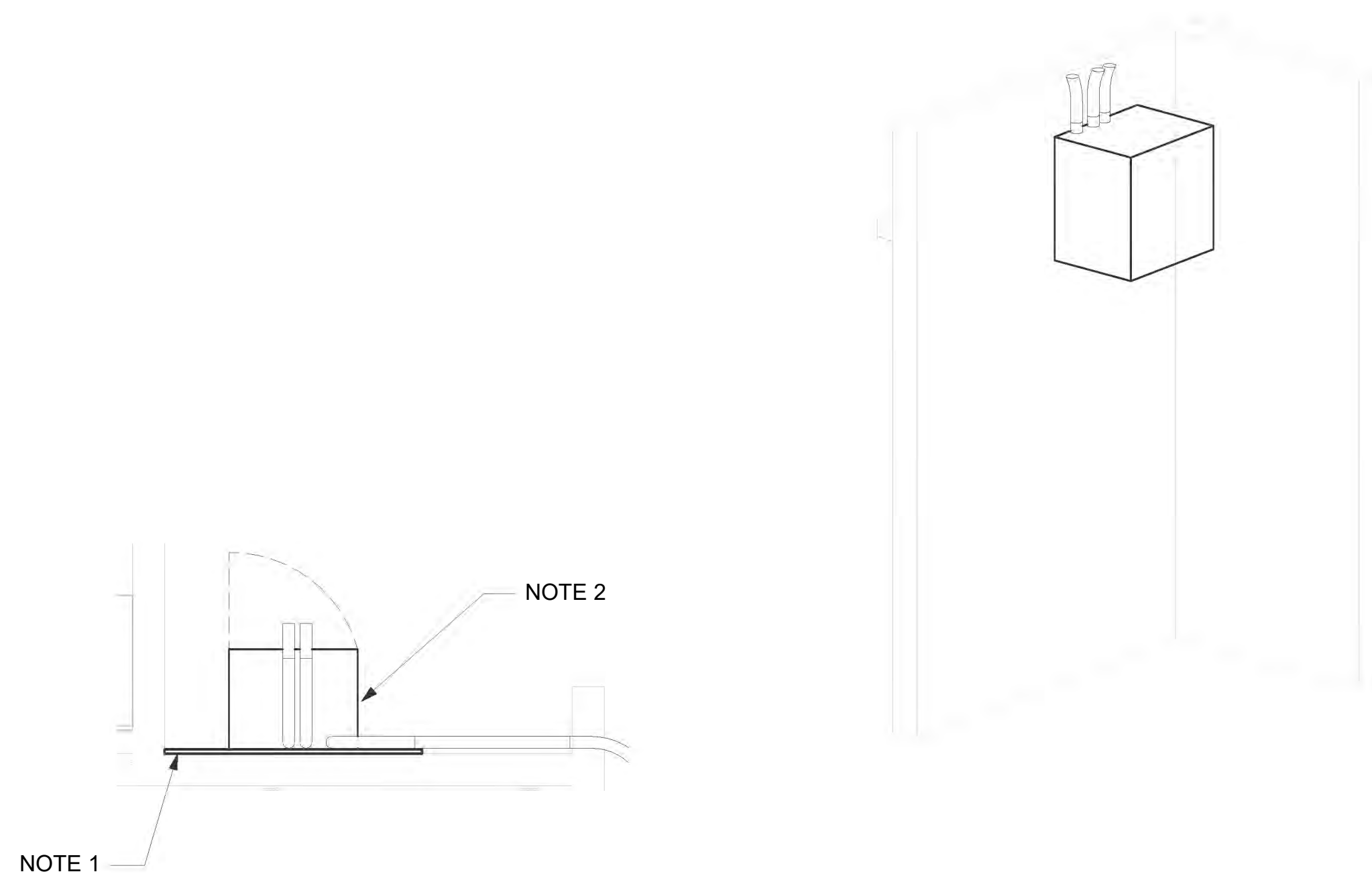
CONSULTANTS LOGO:



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SHEET NOTES (THIS SHEET ONLY)

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, 24"Wx24"Hx18"D. MOUNTED AT 84" AFF TO THE BOTTOM OF CABINET.



1 LEVEL 1 - WALL MOUNTED CABINET
1/2" = 1'-0"

STAMP:

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PROJECT TITLE:

**Bob Lucas
Literacy Center
Renovations**
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: 07/29/2023

SHEET TITLE:

**TELECOM
ENLARGED PLAN**

SCALE: 1/2" = 1'-0"

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T201



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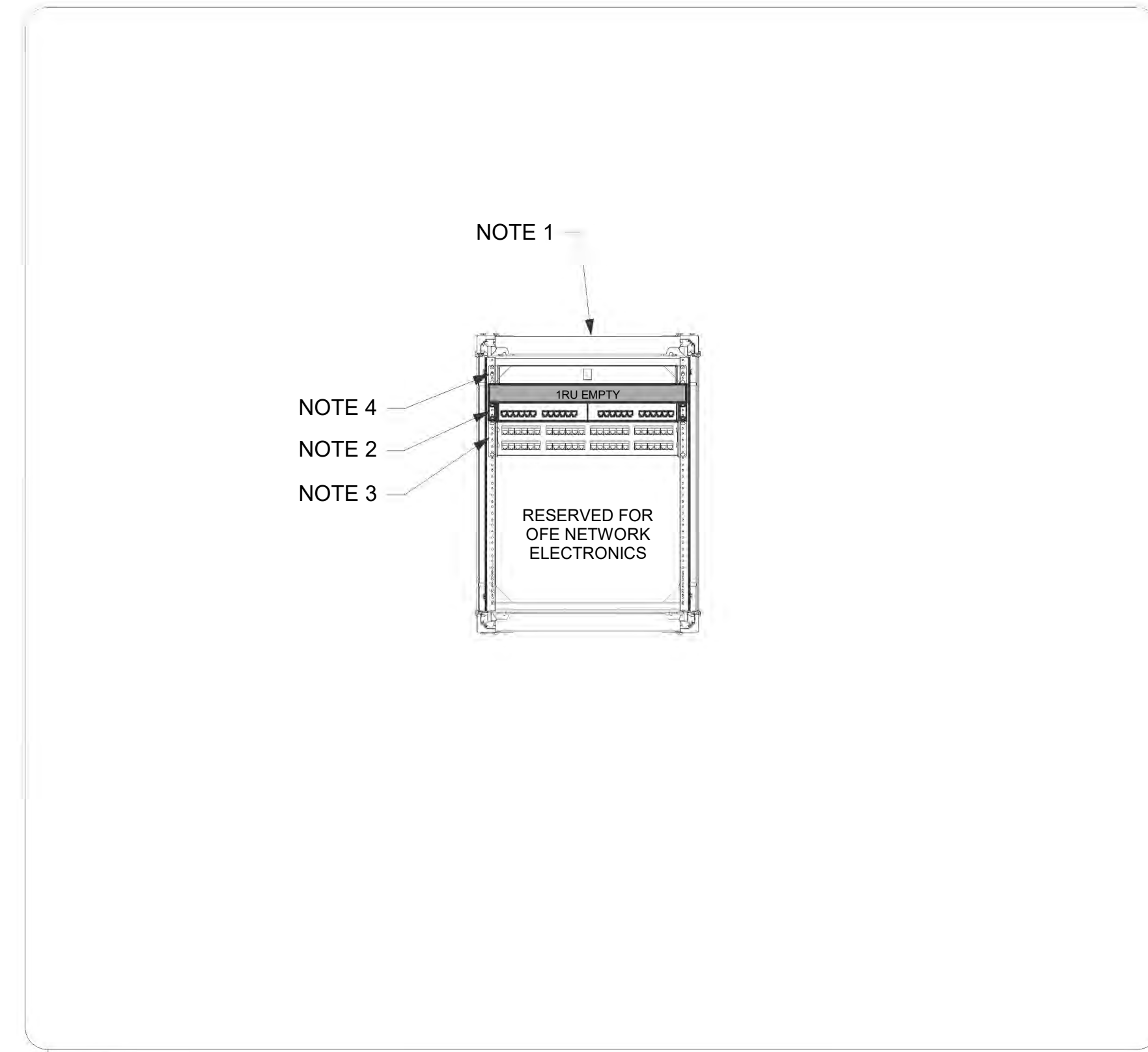
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CONSULTANTS LOGO:



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- SHEET NOTES (THIS SHEET ONLY)**
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 CAT6 PATCH PANEL.
 4. 1RU FIBER OPTIC PATCH PANEL.



1 LEVEL 02 WALL MOUNTED RACK ELEVATION
NTS

STAMP:

[Handwritten signature]

NOT FOR CONSTRUCTION

NO.	DATE	REVISIONS
6	15.22	50% DD
7	29.22	100% DD

PROJECT TITLE:

**Bob Lucas
Literacy Center
Renovations**

2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020
DATE: 07/29/2022
SHEET TITLE:

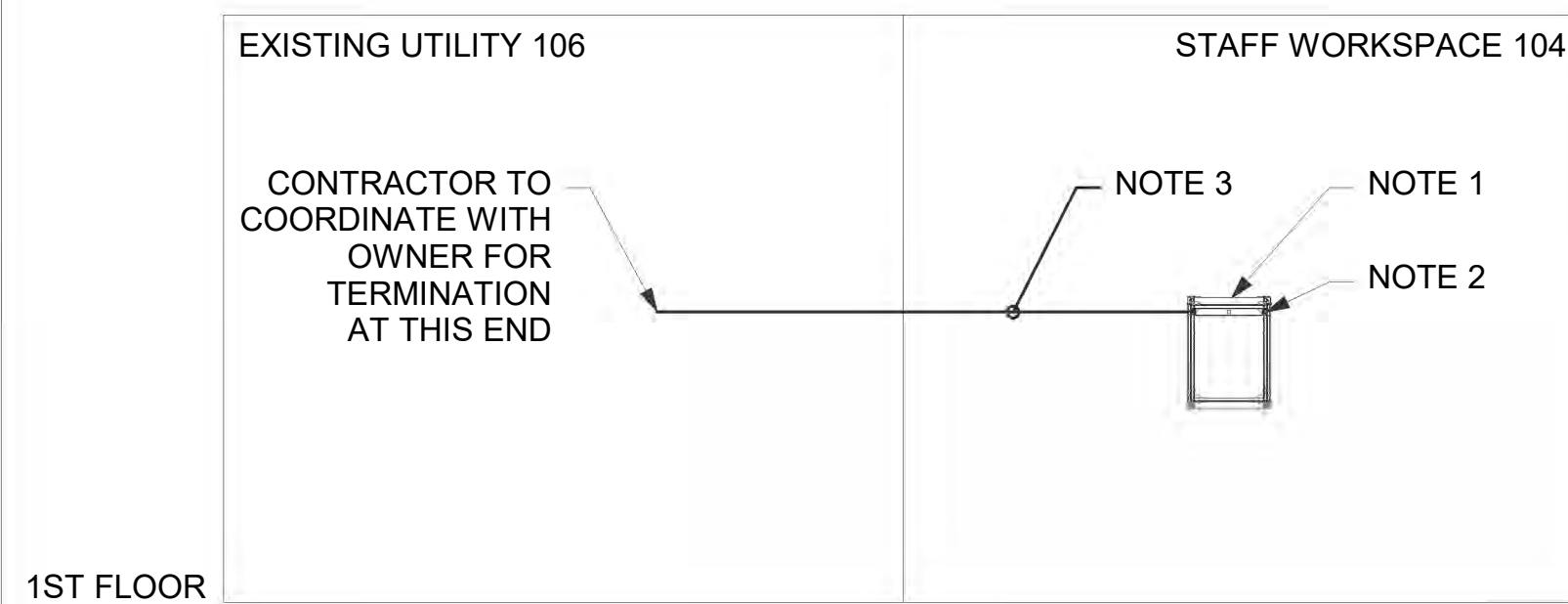
TELECOM RACK ELEVATIONS

SCALE: As indicated

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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



1ST FLOOR

1 FIBER OPTIC RISER DIAGRAM
NO SCALE



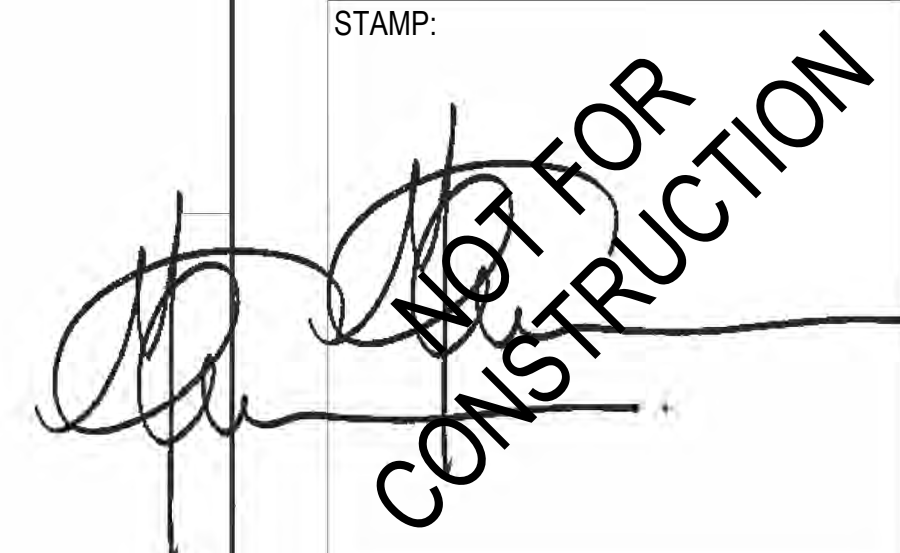
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PROJECT TITLE:

**Bob Lucas
Literacy Center
Renovations**
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: 07/29/2023

SHEET TITLE:

**TELECOM RISER
DIAGRAMS**

SCALE: 1/4" = 1'-0"

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T301



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NO. DATE REVISIONS

NO.	DATE	REVISIONS

PROJECT TITLE:

**Bob Lucas
Literacy Center
Renovations**
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: Issue Date

SHEET TITLE:

COVER SHEET

SCALE:

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CODE PLAN SHEET NOTES

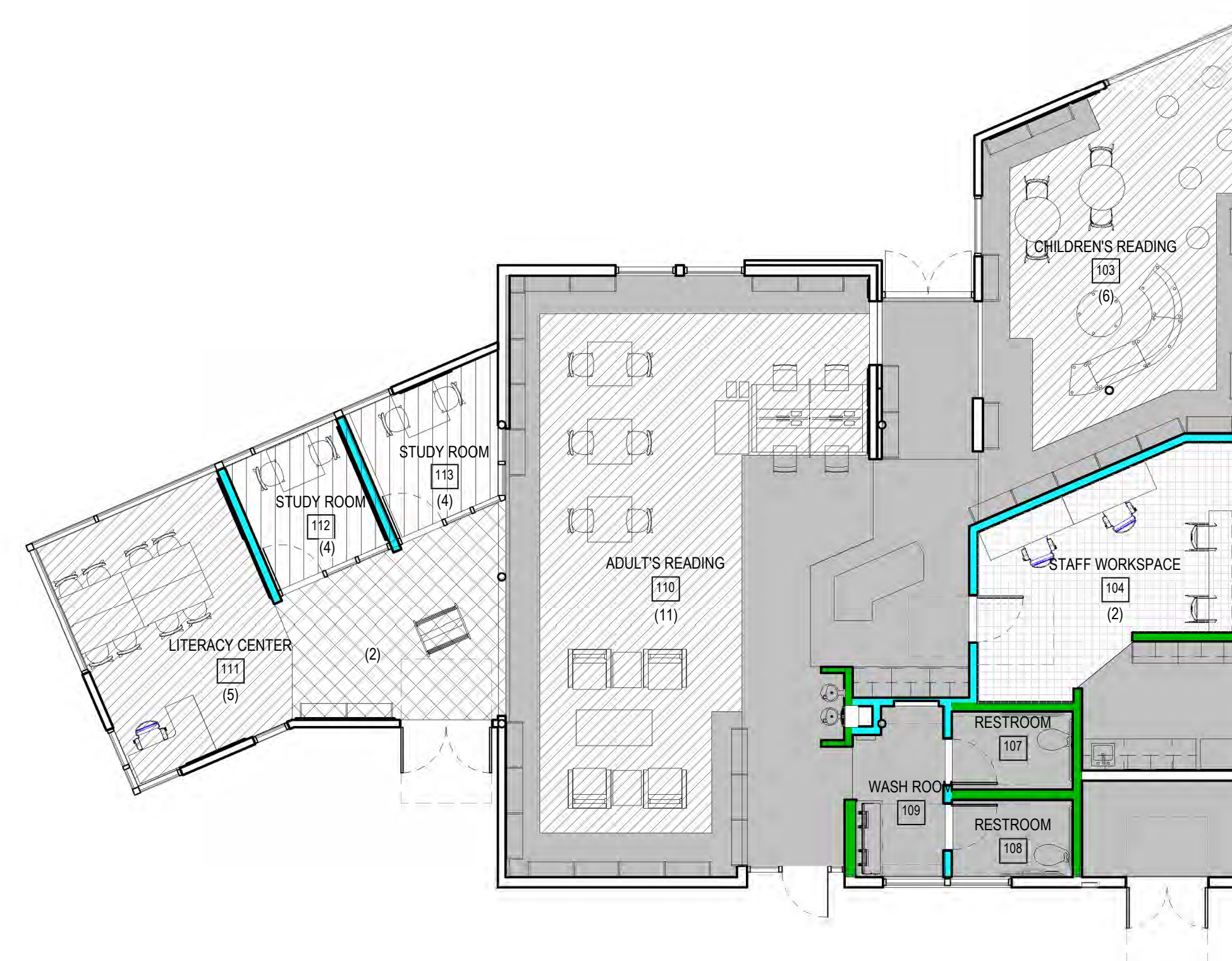
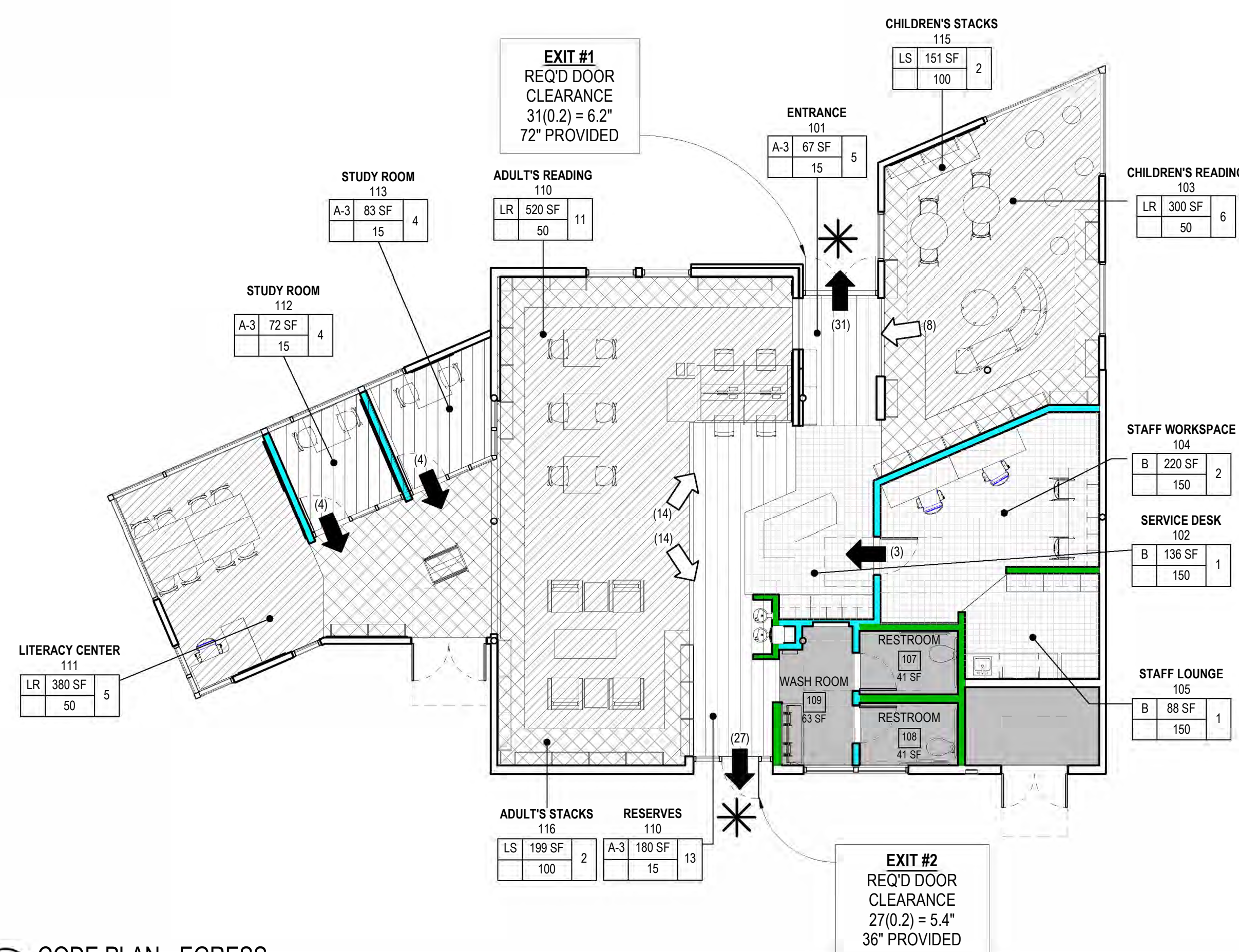
CODE PLAN KEYNOTES

CODE PLAN LEGEND

- A-3 (ASSEMBLY USE - 15 NET)
- B (BUSINESS AREAS - 150 GROSS)
- LS (LIBRARY STACKS - 100 GROSS)
- LR (LIBRARY READING ROOMS - 50 NET)
- NOT PART OF CALCULATION
- OCCUPANT LOAD EXITING THROUGH AN EXIT OR EXIT ACCESS DOORWAY
- OCCUPANT LOAD EXITING THROUGH INTERMEDIATE SPACES
- EGRESSES PATH OF TRAVEL FROM PROJECT AREA
- OCCUPANT LOAD
- OCCUPANCY GROUP
- # OF OCCUPANTS
- OCCUPANCY LOAD FACTOR
- MINIMUM NUMBER OF REQUIRED EXITS
- EXIT SIGNAGE: SEE ELECTRICAL DRAWINGS
- FIRE EXTINGUISHER CABINET
- EXIT DISCHARGE
- 1 HOUR FIRE RATED PARTITION
- 2 HOUR FIRE RATED BARRIER

TOTAL OCCUPANTS: 58
EXITS REQUIRED: 2
EXITS PROVIDED: 2

TOTAL OCCUPANTS FOR PARKING CALCULATIONS: 34



1 CODE PLAN - EGRESS
1/8" = 1'-0"

2 CODE PLAN - PARKING CALCS
1/8" = 1'-0"

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NO.	DATE	REVISIONS

PROJECT TITLE:
Bob Lucas Literacy Center Renovations
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020
DATE: Issue Date
SHEET TITLE:

CODE PLANS

SCALE: 1/8" = 1'-0"

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G110

GENERAL NOTES:

ALL WORK PERFORMED IN THIS CONTRACT SHALL CONFORM TO:

- A. PROJECT SPECIFICATIONS.
- B. THE LATEST EDITION AND SUPPLEMENTS OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (SSPWC) AND AMERICAN PUBLIC WORKS ASSOCIATION (APWA).
- C. CALIFORNIA BUILDING CODE, LATEST VERSION.

ALL WORK SHALL COMPLY WITH THE REQUIREMENTS OF THE WORK SPECIFIED ON THE DRAWINGS AND WITHIN THE VARIOUS NOTES SHOWN HEREIN.

THE EXISTING CONDITIONS SHOWN DIAGRAMMATICALLY ON THE PLANS ORIGINATED FROM AS BUILT DRAWINGS AND FIELD SURVEY. ANY DISCREPANCY SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT/OAR USING THE PROPER REQUEST FOR INFORMATION FORMS PRIOR TO SUBMITTING HIS BID FOR PROPER ACTION.

THE CONTRACTOR SHALL PROTECT ALL EXISTING STRUCTURES IN THE AREA OF WORK WHICH ARE NOT INCLUDED IN THIS CONSTRUCTION. ANY DAMAGE RESULTING FROM THIS WORK SHALL BE REPAIRED AND/OR REPLACED AT NO ADDITIONAL COST TO THE OWNER.

UNDERGROUND SERVICE ALERT:

BEFORE COMMENCING ANY EXCAVATION, THE CONTRACTOR SHALL OBTAIN AN UNDERGROUND SERVICE ALERT INQUIRY I.D. NUMBER BY CALLING 1-800-422-4133. TWO (2) WORKING DAYS SHALL BE ALLOWED AFTER THE I.D. NUMBER IS OBTAINED AND BEFORE THE EXCAVATION WORK IS STARTED SO THAT UTILITY OWNERS CAN BE NOTIFIED.

PROTECTION AND RESTORATION OF EXISTING IMPROVEMENTS:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF PUBLIC AND PRIVATE PROPERTY ADJACENT TO THE WORK PER SECTION 01-1100 OF THE STANDARD SPECIFICATIONS.

REMOVALS:

EXISTING STRUCTURES AND SUBSTRUCTURES WHICH ARE INDICATED TO BE REMOVED IN THIS CONSTRUCTION DOCUMENTS SHALL BE TOTALLY REMOVED AND DISPOSED OF OFFSITE, UNLESS OTHERWISE INDICATED. EXISTING FACILITIES WHICH ARE DISCOVERED DURING CONSTRUCTION (INCLUDING WALLS, FOOTINGS AND FOUNDATIONS) SHALL BE REPORTED TO AND COORDINATED WITH THE ARCHITECT AS TO THEIR REMOVAL. CONTRACTOR WILL NOTIFY THE IOR AND OAR IN WRITING PRIOR TO COMMENCING THE WORK.

ALL SITE PREPARATION AS INDICATED SHALL BE MADE UNDER THE CONTINUOUS INSPECTION OF THE IOR. SECURE THE REQUIRED PERMIT FROM THE CALIFORNIA DIVISION OF INDUSTRIAL SAFETY FOR THE CONSTRUCTION OF TRENCHES, SHORING OR EXCAVATIONS WHICH ARE 5 FEET OR DEEPER OR WORK THAT MAY JEOPARDIZE THE WORKERS. SHORING CALCULATIONS SHALL BE PROVIDED BY THE CONTRACTOR AS REQUIRED FOR APPROVAL AND PERMITTING.

THE CONTRACTOR SHALL KEEP THE CONSTRUCTION AREA SUFFICIENTLY DAMPENED TO CONTROL DUST CAUSED BY WORK ACTIVITIES AS REQUIRED BY THE DISTRICT AND JURISDICTIONAL AGENCY.

ALL FILL OR BACKFILL SHALL BE COMPACTED TO 90% MAXIMUM DENSITY PER GEOTECHNICAL REPORT.

CONSTRUCTION STAKING AND ADJUSTMENTS FOR IMPROVEMENTS SHOWN ON THESE PLANS SHALL BE PERFORMED BY A LICENSED LAND SURVEYOR PAID FOR BY THE CONTRACTOR AND INCLUDED IN THE CONTRACT.

VOIDS RESULTING FROM REMOVAL WORK SHALL BE FILLED WITH SUITABLE MATERIALS APPROVED BY THE OWNER RETAINED GEOTECHNICAL ENGINEER AND COMPACTED TO 90% MAXIMUM DENSITY PER GEOTECHNICAL REPORT.

UPON COMPLETION OF THE PROJECT, CONTRACTOR SHALL REMOVE EXISTING CONSTRUCTION FENCING, APPURTENANCES AND OFFICE TRAILERS FROM THE SITE. PAVEMENT SHALL BE PATCHED AND REPAIRED TO MATCH ADJACENT PAVEMENT AND APPROVED BY THE IOR.

ANY ADDITIONAL SURVEYS OR TESTING AS A RESULT OF CONTRACTOR ERROR OR MISINFORMATION WILL BE CHARGED TO THE CONTRACTOR.

CONSTRUCT STRAIGHT GRADES BETWEEN ELEVATIONS SHOWN ON PLAN UNLESS INTERRUPTED BY A GRADE CHANGE LINE. ANY DEVIATION FROM THE GRADING PLAN MUST HAVE PRIOR APPROVAL FROM THE ARCHITECT.

GRADE LAWN, TURF, AND PLANTING AREA 1" BELOW DESIGN GRADES INDICATED.

ADJUST TO GRADE EXISTING MANHOLE RIMS, VALVE BOXES AND ELECTRICAL VAULT LIDS TO DESIGN GRADES WITHIN THE IMPROVEMENT AREA, UNLESS NOTED OTHERWISE.

MAINTAIN A RECORD OF LOCATION OF UTILITY MARKERS ON THE AS-BUILT PLAN AND REINSTALL THEM AFTER PAVING. REPLACE BENT OR UNUSABLE MARKERS FOR ALL UTILITY LINES DISCOVERED WITHIN THE WORK AREA. INSTALL BRASS UTILITY MARKERS INDICATING DIRECTIONS OF LINES AT ALL CHANGES IN DIRECTIONS AFTER PAVING. INFORM THE SURVEYOR TO LOCATE AND RECORD ACTUAL LOCATIONS.

IF EXISTING UTILITIES ARE EXPOSED OR DETERMINED TO EXIST UNDER THE ROUGH GRADING SITE, CONTRACTOR SHALL PROVIDE A FLAGGED STAKE THAT INDICATES THEIR LOCATION, TYPE OF UTILITY, SIZE, PIPE MATERIAL AND DEPTH. STAKES SHALL BE INSTALLED NO LESS THAN 50' ON CENTER ON STRAIGHT LINES AND AT BENDS.

UNCLOG, CLEAN AND FLUSH THE WORK AREA DRAINAGE SYSTEM AFTER PAVING AND IMMEDIATELY BEFORE A RAIN FORECAST.

ALL EXPORT OF MATERIAL FROM THE SITE MUST GO TO A PERMITTED SITE OR A LEGAL DUMPSITE. RECEIPTS FOR ACCEPTANCE OF EXCESS MATERIAL BY A DUMPSITE ARE REQUIRED AND MUST BE PROVIDED TO THE INSPECTOR OF RECORD UPON REQUEST.

A COPY OF THE GRADING PERMIT AND APPROVED GRADING PLANS MUST BE IN THE POSSESSION OF A RESPONSIBLE PERSON AND AVAILABLE AT THE SITE AT ALL TIMES.

SITE BOUNDARIES, EASEMENTS, DRAINAGE DEVICES, RESTRICTED USE AREAS SHALL BE LOCATED PER CONSTRUCTION STAKING BY A LICENSED SURVEYOR. PRIOR TO GRADING, AS REQUESTED BY THE INSPECTOR OF RECORD, ALL PROPERTY LINES, EASEMENTS, AND RESTRICTED USE AREAS SHALL BE STAKED.

GENERAL NOTES (cont):

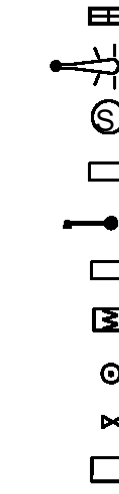
- 24. IF GRADING AUTHORIZED BY THIS PLAN IS TO EXTEND THROUGH THE RAINY SEASON, APRIL THROUGH NOVEMBER OF THE FOLLOWING YEAR, SEPARATE UPDATED PLANS FOR EROSION CONTROL MUST BE SUBMITTED PRIOR TO OCTOBER TO THE CITY ENGINEER FOR APPROVAL. CONTRACTOR TO PROVIDE STORM WATER PREVENTION PLAN, PRE-CONSTRUCTION AND POST CONSTRUCTION BMPs AND UPDATE FROM TIME TO TIME TO COMPLY WITH THE REQUIREMENTS.
- 25. CONTRACTOR SHALL INSTALL TEMPORARY FENCING AROUND THE PERIMETER OF THE CONSTRUCTION SITE AND STAGING AREA. FENCING SHALL BE MINIMUM 8' TALL AND SHALL HAVE A DUST/VISION BARRIER ALONG THE FULL LENGTH. THE DUST/VISION BARRIER SHALL EXTEND THE LENGTH OF THE CONSTRUCTION SITE. THE FENCING SHALL BE ANCHORED TO THE SURFACE AND SHALL BE ABLE TO WITHSTAND A 200-POUND HORIZONTAL POINT LOAD IN ANY DIRECTION. WORK AREA AND STAGING AREA SHALL BE SECURE AT ALL TIMES.
- 26. CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS, INCLUDING NPDES, FROM THE APPROPRIATE JURISDICTIONAL AGENCIES FOR DISCHARGE OF GROUND WATER THAT MAY BE NECESSARY TO ACCOMPLISH EXCAVATIONS SHOWN ON THESE PLANS.
- 27. STORM DRAINAGE SYSTEMS SHOWN ON THESE PLANS HAVE BEEN DESIGNED FOR THE FINAL SITE CONDITION AT COMPLETION OF THE PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ADEQUATE DRAINAGE OF THE SITE, DURING INTERIM CONDITIONS OF CONSTRUCTION.
- 28. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE THE ARCHITECT WITH A COMPLETE SET OF REPRODUCIBLE "AS-BUILT" DRAWINGS OF ALL WORK PERFORMED UNDER THIS CONTRACT, AS SHOWN WITHIN THESE CONSTRUCTION DRAWINGS. ALL FIELD CHANGES SHALL BE SHOWN IN DETAIL ON THE "AS-BUILT" DRAWINGS AND SHALL INCORPORATE AS A MINIMUM, NEW ELEVATIONS, GRADES AND ALIGNMENT OF UNDERGROUND FACILITIES WITH DIMENSIONAL TIES TO BUILDINGS OR OTHER VISIBLE IMPROVEMENTS.
- 29. THE CONTRACTOR SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR THE JOB SITE CONDITIONS INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY, AND SHALL NOT BE LIMITED TO NORMAL WORKING HOURS.
- 30. THE PROPOSED GRADE IS THE FINAL GRADE AND NOT THE ROUGH GRADE. THE CONTRACTOR SHALL SUBTRACT THE THICKNESS OF THE PAVED SECTION AND/OR LANDSCAPE TOPSOIL SECTION TO ARRIVE AT THE ROUGH GRADE ELEVATION.

LEGEND:

PROPERTY LINE -----	
CENTERLINE -----	
PERMEABLE PAVEMENT -----	
CONCRETE PAVEMENT -----	
WALL -----	
WALL -----	
LIMIT OF WORK -----	
WOOD FENCE -----	
ELECTRICAL -----	
GAS -----	
WATER -----	
SANITARY WATER -----	
STORM DRAIN -----	
CLEAN OUT -----	
ELECTRICAL PANEL -----	
ELECTRICAL PEDESTAL -----	
ELECTRICAL PULLBOX -----	
ELECTRICAL RISER -----	
ELECTRICAL VAULT -----	
FIRE DEPT. CONNECTION -----	
FIRE HYDRANT -----	
FIRE RISER -----	
GUY ANCHOR -----	
GAS METER -----	
GUARD POST -----	
GAS PULLBOX -----	
GAS RISER -----	
GAS VALVE -----	
INTERCEPTOR MANHOLE -----	
IRRIGATION CONTROL VALVE -----	
POST 4" DIA. -----	
POST 6" SQUARE -----	
POWER POLE -----	
UNKNOWN PULLBOX -----	
GROUND PULLBOX -----	
ROOF DRAIN -----	
SEWER CLEANOUT -----	
STORM DRAIN MANHOLE -----	
SIGN -----	

LEGENDS (cont):

STREET LIGHT PULLBOX -----	
STREET LIGHT -----	
SANITARY SEWER MANHOLE -----	
SANITARY SEWER PULLBOX -----	
TRAFFIC SIGNAL -----	
WATER PULLBOX -----	
WATER METER -----	
WATER RISER -----	
WATER VALVE -----	
WATER VAULT -----	



SHEET INDEX:

C-1.00	GENERAL NOTES, LEGENDS AND ABBREVIATIONS
CD-1.00	SITE DEMOLITION PLAN
C-2.00	SITE CONTROL PLAN
C-3.00	SITE GRADING PLAN
C-5.00	MISCELLANEOUS DETAILS

ABBREVIATIONS:

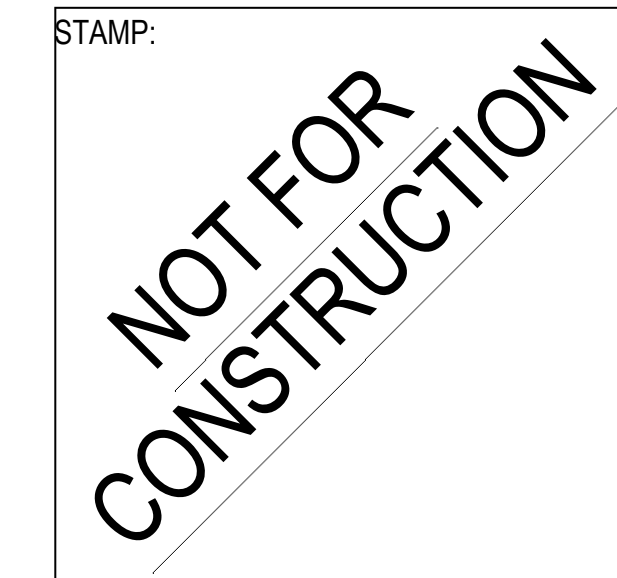
AC	ASPHALT CONCRETE
BS	BOTTOM OF FIRST STEP
BX	BOTTOM OF DWY/RAMP X
CBW	CONCRETE BLOCK WALL
CONC	CONCRETE
CW	CONCRETE WALL
CL	CENTERLINE
CN	CONCRETE NAIL
CSDMON	COUNTY SURVEYOR MON
CEFB	CITY ENGINEER FIELD BOOK
DI	DRAINAGE INLET
DR	DOOR
EG	EDGE OF GUTTER
ETCP	ELEC. TRANSFORMER ON CONCRETE PAD
FF	FINISH FLOOR ELEVATION
FL	FLOW LINE
FS	FINISH SURFACE
GB	GRADE BREAK
GS	GROUND SHOT
INV	INVERT ELEVATION
LSPK	LEAD & SPIKE MON
LT	LEAD & TACK MON
LTAG	LEAD & TAG MON
MON	MONUMENT
N&TAG	NAIL & TAG MON
NG	NATURAL GROUND
OH	OVERHEAD
OH	OVERHEAD (BUILDING LINE)
PK	PK NAIL MON
PE	PIPE
RSR	RISER
SPK&T	SPIKE & TIN MON
SPK&W	SPIKE & WASHER MON
SSM	STANDARD SURVEY MON
TDR	TRUNCATED DOMES @ RAMP
TG	TOP OF GRATE
TL	TOP OF LANDING
TLW	TILE WALL
TP	TOP OF CONC PAD
TS	TOP OF FIRST STEP
TW	TOP OF WALL
TX	TOP OF DWY/RAMP
UG	UNDERGROUND
UP	INDICATES STEP RISE DIRECTION
VLT	UNKNOWN VAULT



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PROJECT TITLE:

**Bob Lucas
Literacy Center
Renovations**
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: 7/29/2022

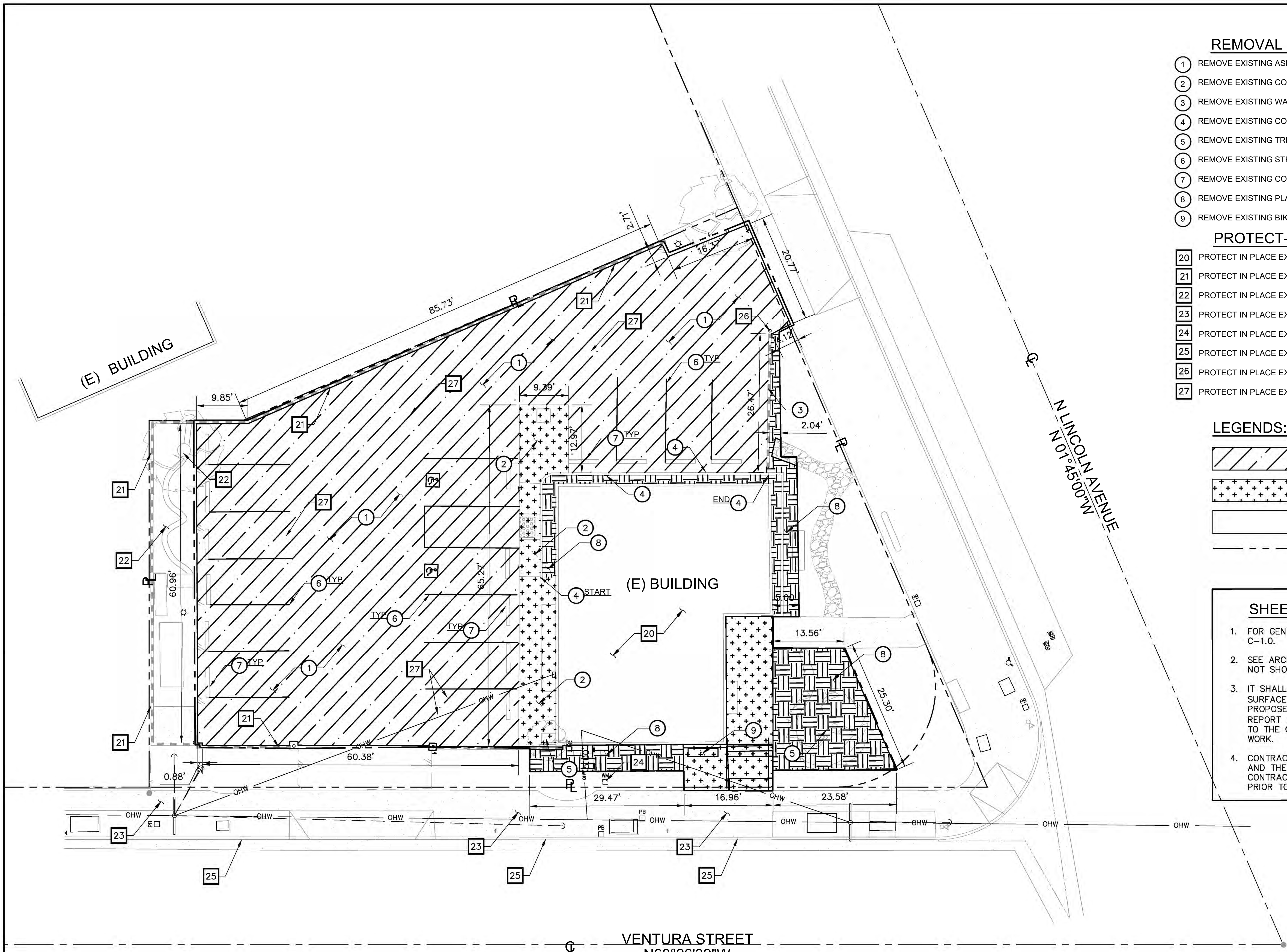
SHEET TITLE:

**GENERAL NOTES,
LEGENDS AND
ABBREVIATIONS**

SCALE:

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C-1.0



REMOVAL NOTES:

- ① REMOVE EXISTING ASPHALT PAVEMENT AND BASE MATERIAL, FULL DEPTH.
- ② REMOVE EXISTING CONCRETE PAVEMENT AND BASE MATERIAL, FULL DEPTH.
- ③ REMOVE EXISTING WALL AND FOOTINGS IN ITS ENTIRETY.
- ④ REMOVE EXISTING CONCRETE CURB IN ITS ENTIRETY.
- ⑤ REMOVE EXISTING TREE IN ITS ENTIRETY.
- ⑥ REMOVE EXISTING STRIPING.
- ⑦ REMOVE EXISTING CONCRETE PARKING STALL.
- ⑧ REMOVE EXISTING PLANTER AREA & EXPOSED SUBGRADE.
- ⑨ REMOVE EXISTING BIKE RACK.

PROTECT-IN-PLACE NOTES:

- ⑳ PROTECT IN PLACE EXISTING BUILDING.
- ㉑ PROTECT IN PLACE EXISTING WALL.
- ㉒ PROTECT IN PLACE EXISTING TREES, SHRUBS, SOD, ETC. COORDINATE WITH LANDSCAPE DRAWINGS.
- ㉓ PROTECT IN PLACE EXISTING ADJACENT CONCRETE SIDEWALK
- ㉔ PROTECT IN PLACE EXISTING UTILITY AND UTILITY PULL BOX.
- ㉕ PROTECT IN PLACE EXISTING CONCRETE CURB.
- ㉖ PROTECT IN PLACE EXISTING BOLLARD.
- ㉗ PROTECT IN PLACE EXISTING UNDERGROUND UTILITY.

LEGENDS:

- REMOVE EXISTING AC PAVEMENT
- REMOVE EXISTING CC PAVEMENT
- REMOVE EXISTING WALL
- LIMIT OF WORK

SHEET NOTES:

1. FOR GENERAL NOTES, LEGENDS AND ABBREVIATIONS, SEE SHEET C-1.0.
2. SEE ARCHITECTURAL DRAWINGS FOR OTHER SITE RELATED DIMENSIONS NOT SHOWN ON THIS DRAWING.
3. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL SURFACE AND/OR UNDERGROUND UTILITIES IN CONFLICT WITH THE PROPOSED DEMOLITION AND DESIGN ITEMS. CONTRACTOR SHALL REPORT ANY DISCREPANCIES AND/OR CONSTRUCTION RELATED ISSUES TO THE OWNER OR DESIGN TEAM PRIOR TO THE COMMENCEMENT OF WORK.
4. CONTRACTOR TO VERIFY IN FIELD THE JOINING TO EXISTING ELEVATION AND THE CURRENT SITE CONDITION WITH THE DESIGN GRADES. CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO THE ARCHITECT PRIOR TO THE COMMENCEMENT OF WORK.



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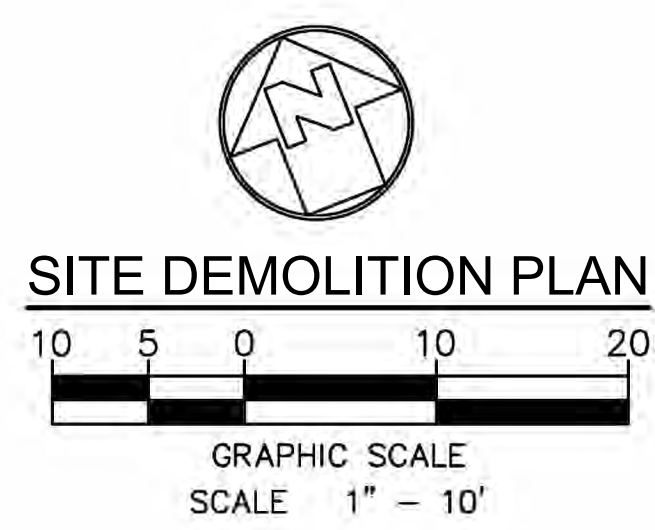


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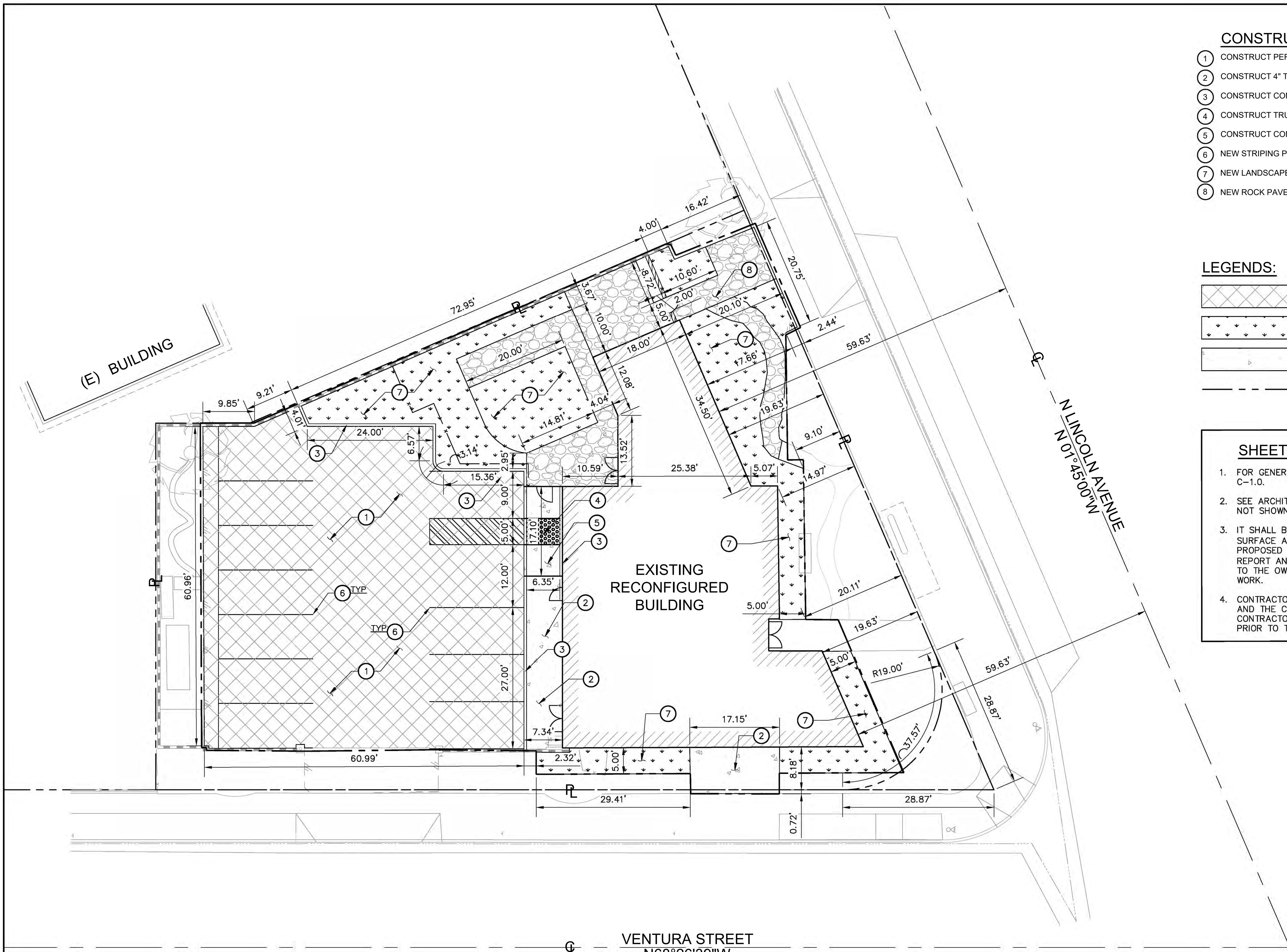
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 SHEET TITLE:

SITE DEMOLITION PLAN







SCALE:
CD-1.0



CONSTRUCTION NOTES:

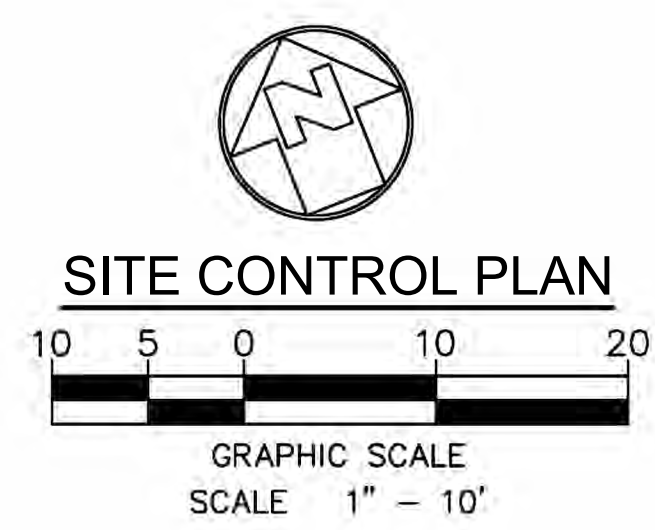
- ① CONSTRUCT PERMEABLE PAVEMENT PER ARCHITECTURAL PLAN.
- ② CONSTRUCT 4" THICK CONCRETE PAVEMENT PER DETAIL 2 ON SHEET C-5.00.
- ③ CONSTRUCT CONCRETE CURB PER DETAIL 1 ON SHEET C-5.00.
- ④ CONSTRUCT TRUNCATED DOME PER ARCHITECTURAL DRAWINGS.
- ⑤ CONSTRUCT CONCRETE CURB RAMP PER DETAIL X ON SHEET C-XX.
- 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

SHEET NOTES:

1. FOR GENERAL NOTES, LEGENDS AND ABBREVIATIONS, SEE SHEET C-1.0.
2. SEE ARCHITECTURAL DRAWINGS FOR OTHER SITE RELATED DIMENSIONS NOT SHOWN ON THIS DRAWING.
3. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL SURFACE AND/OR UNDERGROUND UTILITIES IN CONFLICT WITH THE PROPOSED DEMOLITION AND DESIGN ITEMS. CONTRACTOR SHALL REPORT ANY DISCREPANCIES AND/OR CONSTRUCTION RELATED ISSUES TO THE OWNER OR DESIGN TEAM PRIOR TO THE COMMENCEMENT OF WORK.
4. CONTRACTOR TO VERIFY IN FIELD THE JOINING TO EXISTING ELEVATION AND THE CURRENT SITE CONDITION WITH THE DESIGN GRADES. CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO THE ARCHITECT PRIOR TO THE COMMENCEMENT OF WORK.



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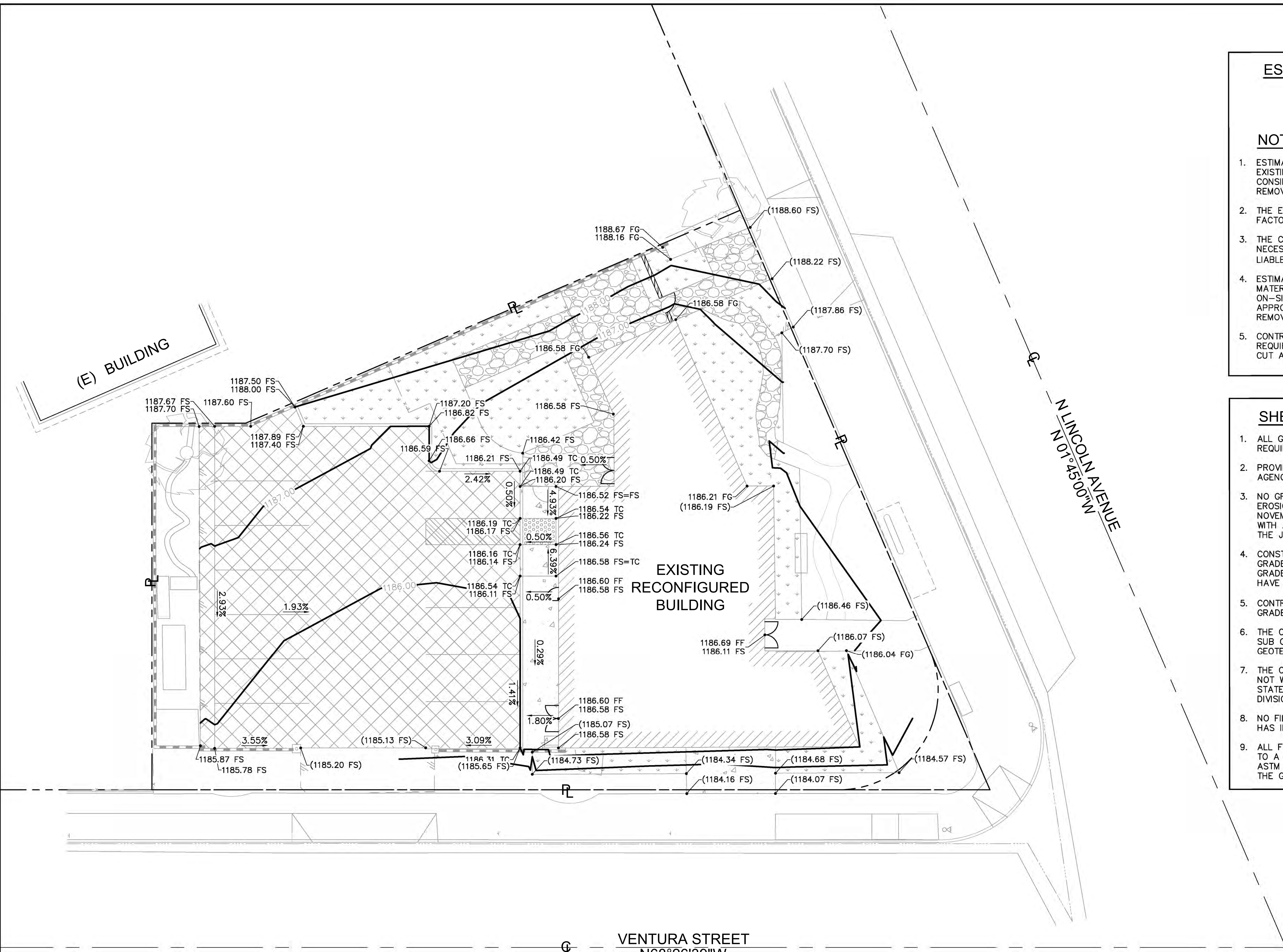
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DATE: 7/29/2022
SHEET TITLE:

SITE CONTROL PLAN

SCALE:
C-2.0



ESTIMATED EARTHWORK QUANTITY

ESTIMATED CUT = XXX CY
 ESTIMATED FILL = XXX CY
 NET VOLUME = XXX CY

NOTES:

- ESTIMATED EARTHWORK ABOVE IS BASED ON DESIGN FINISH GRADES TO EXISTING GRADES IN SURVEY. THE ESTIMATED EARTHWORK DOES NOT CONSIDER THE THICKNESS OF EACH PAVEMENT MATERIAL OR THE REMOVAL OF ANY UNSUITABLE MATERIAL.
- THE ESTIMATED EARTHWORK QUANTITIES DO NOT INCLUDE SHRINKAGE FACTORS DUE TO COMPACTION.
- THE CONTRACTOR SHALL CALCULATE HIS OWN EARTHWORK QUANTITIES NECESSARY FOR HIS BID AND WORK. VCA IS NOT RESPONSIBLE AND LIABLE FOR THE CONTRACTOR'S EARTHWORK CALCULATIONS.
- ESTIMATED EARTHWORK QUANTITIES ABOVE ASSUME THAT ALL ON-SITE MATERIALS ARE SUITABLE FOR BACKFILLING. HOWEVER, ACTUAL EXISTING ON-SITE MATERIALS AND IMPORTED MATERIALS MUST FIRST BE APPROVED BY THE GEOTECHNICAL ENGINEER PRIOR TO INSTALLATION, REMOVAL, OR REPLACEMENT.
- CONTRACTOR SHALL REFER TO GEOTECHNICAL REPORT ALL OTHER REQUIREMENTS THAT MAY BE REQUIRED IN ORDER TO CALCULATE THE CUT AND FILL QUANTITIES.

SHEET NOTES:

- ALL GRADING SHALL BE PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS OF THE JURISDICTIONAL AGENCIES.
- PROVIDE A HAUL ROUTE AS REQUIRED BY THE JURISDICTIONAL AGENCIES.
- NO GRADING WORK SHALL BE PERFORMED AT ANY TIME WITHOUT AN EROSION CONTROL SYSTEM APPROVED BY ENGINEER. BETWEEN NOVEMBER 1 AND APRIL 15, ANY GRADING WORK SHALL BE PERFORMED WITH AN EROSION CONTROL SYSTEM APPROVED BY THE ENGINEER AND THE JURISDICTIONAL DISTRICT.
- CONSTRUCT DESIGN GRADES SHOWN ON PLAN. CONSTRUCT STRAIGHT GRADES BETWEEN INDICATED ELEVATIONS UNLESS INTERRUPTED BY A GRADE CHANGE LINE. ANY DEVIATIONS FROM THE GRADING PLAN MUST HAVE PRIOR APPROVAL OF THE ARCHITECT.
- CONTRACTOR SHALL RECOMPACT THE TOP 12" OF THE PAVING SUB GRADE TO 95% MAXIMUM RELATIVE DENSITY.
- THE CONTRACTOR SHALL NOT BEGIN THE PAVING OPERATION UNTIL THE SUB GRADE HAS BEEN APPROVED BY THE DISTRICT RETAINED GEOTECHNICAL ENGINEER AND IOR.
- THE CONTRACTOR IS ADVISED THAT THE APPROVAL OF THIS PLAN DOES NOT WAIVE THE REQUIREMENTS FOR EXCAVATIONS CONTAINED IN THE STATE CONSTRUCTION SAFETY ORDERS ENFORCED BY THE STATE DIVISION OF INDUSTRIAL SAFETY.
- NO FILL TO BE PLACED, UNTIL THE GEOTECHNICAL ENGINEER OR IOR HAS INSPECTED AND APPROVED THE BOTTOM OF EXCAVATION.
- ALL FILL OR BACK FILL SHALL BE COMPACTED BY MECHANICAL MEANS TO A MINIMUM 95% RELATIVE COMPACTION AS DETERMINED BY THE ASTM D-1557. ALL FILL INSTALLATION SHALL REQUIRE CERTIFICATION BY THE GEOTECHNICAL ENGINEER PRIOR TO FOUNDATION INSTALLATION.



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PROJECT NO. 2111020

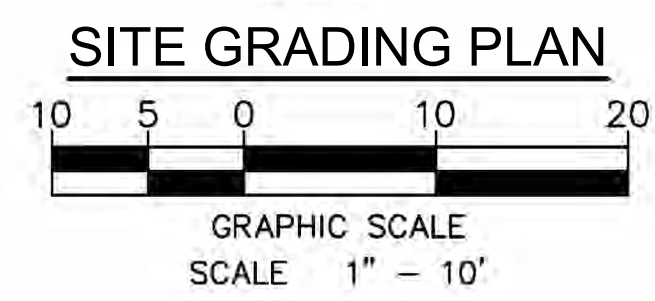
DATE: 7/29/2022

SHEET TITLE:

**SITE
 GRADING
 PLAN**

SCALE:

C-3.0





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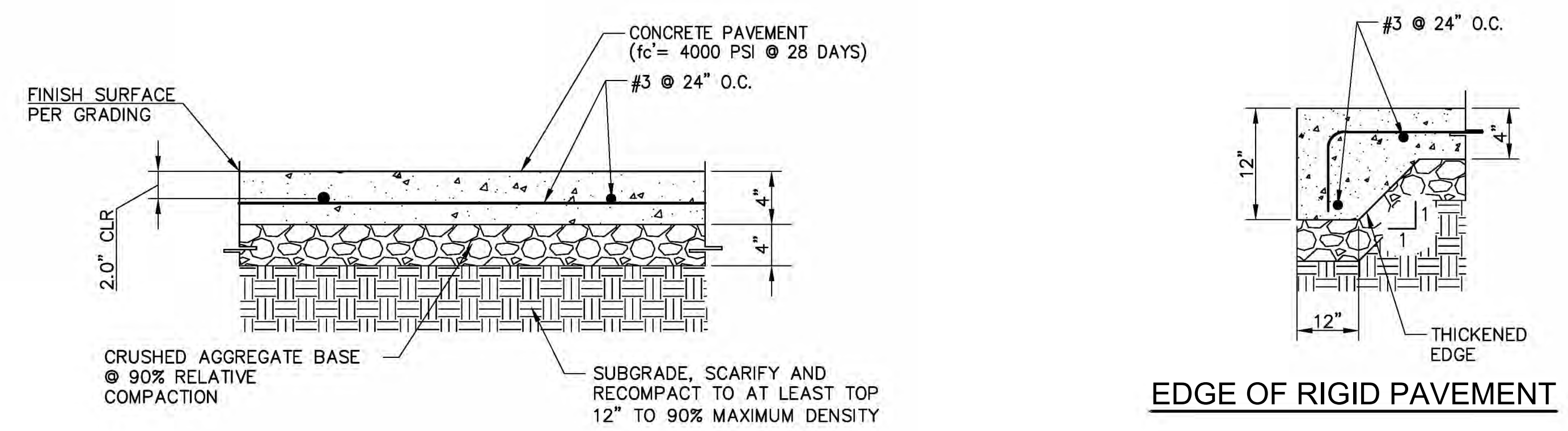
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PROJECT NO. 2111020
DATE: 7/29/2022
SHEET TITLE:

MISCELLANEOUS DETAILS

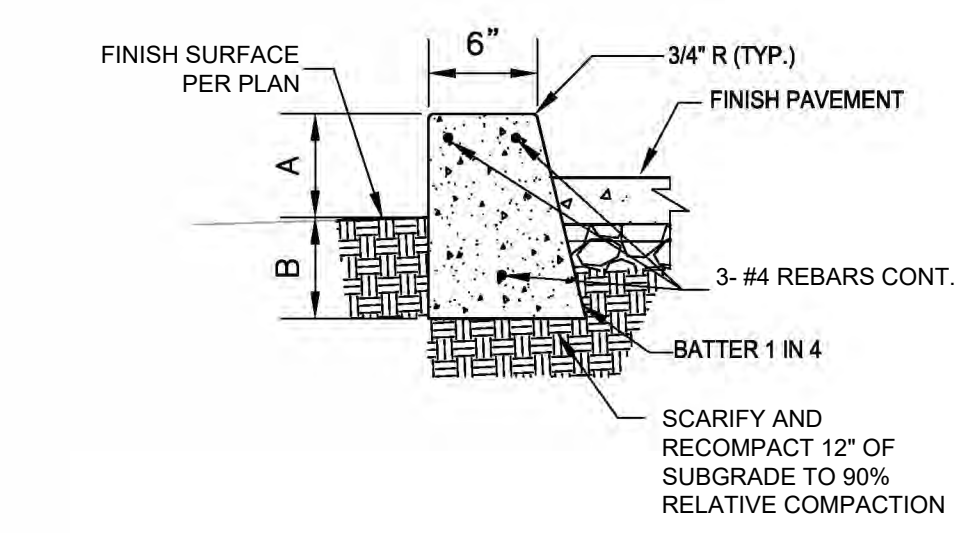
SCALE:
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LOCATION	CONCRETE PAVEMENT THICKNESS "A"	CRUSHED AGGREGATE BASE THICKNESS "B"
NON TRAFFIC	4"	4"

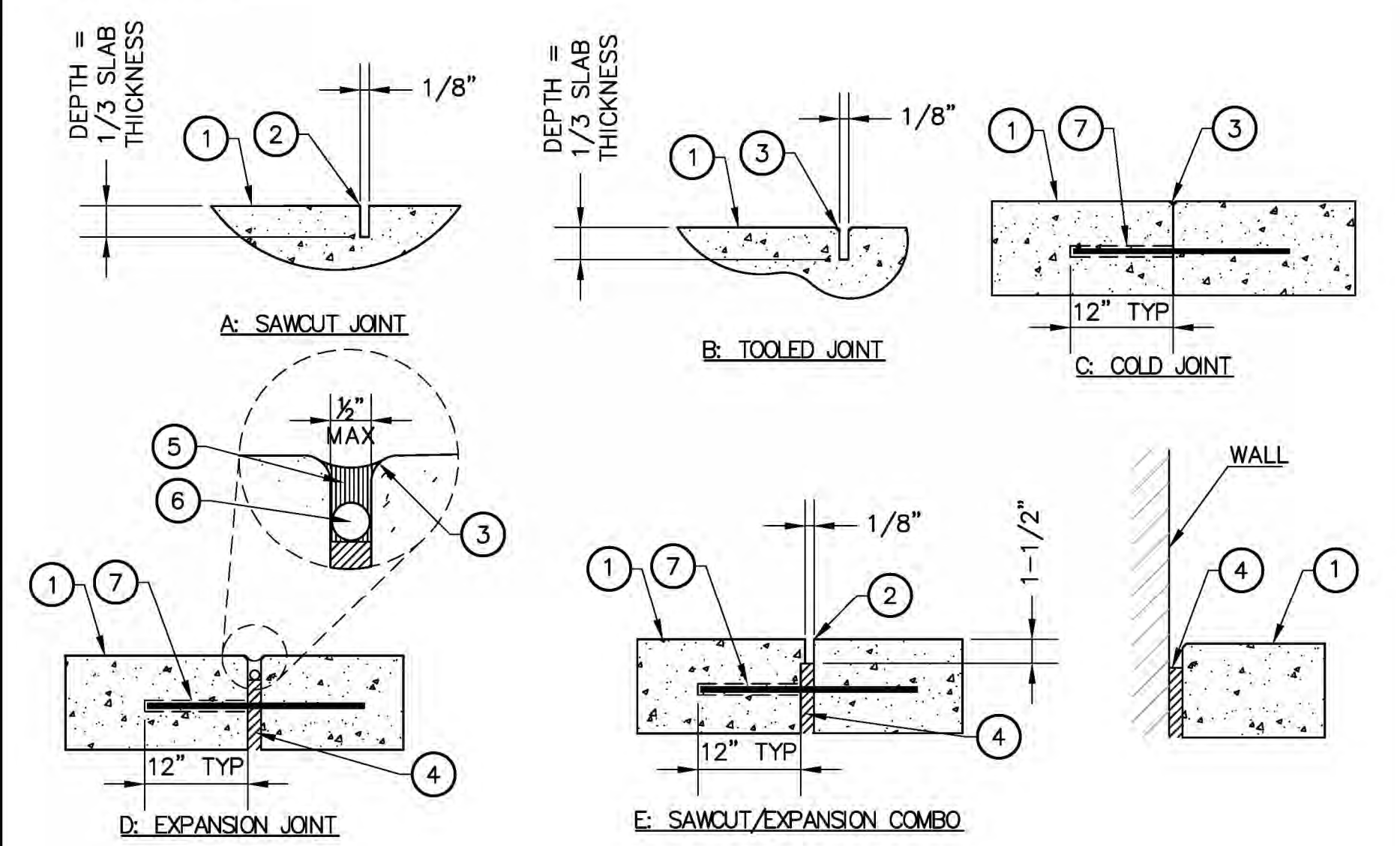
- NOTES:
- FOR CONSTRUCTION JOINTS, EXPANSION JOINTS, AND FINISH SURFACE REQUIREMENTS REFER TO DETAIL 3 ON THIS SHEET.
 - CONCRETE, fc=4000 PSI @ 28 DAYS. REBARS, fy=60,000 PSI PER ASTM A615.
 - CONCRETE FINISHES TO BE EQUIVALENT TO MEDIUM SALTED FINISH FOR SLOPES OF LESS THAN 6%, AND SLIP RESISTANT FOR SLOPES 6% OR GREATER.
 - CONCRETE PAVEMENT SHALL BE DESIGNED AND MAINTAINED TO SUPPORT THE IMPOSED LOADS OF ALL FIRE APPARATUS & SHALL BE SURFACED SO AS TO PROVIDE ALL-WEATHER DRIVING CAPABILITIES FOR FIRE LANE.



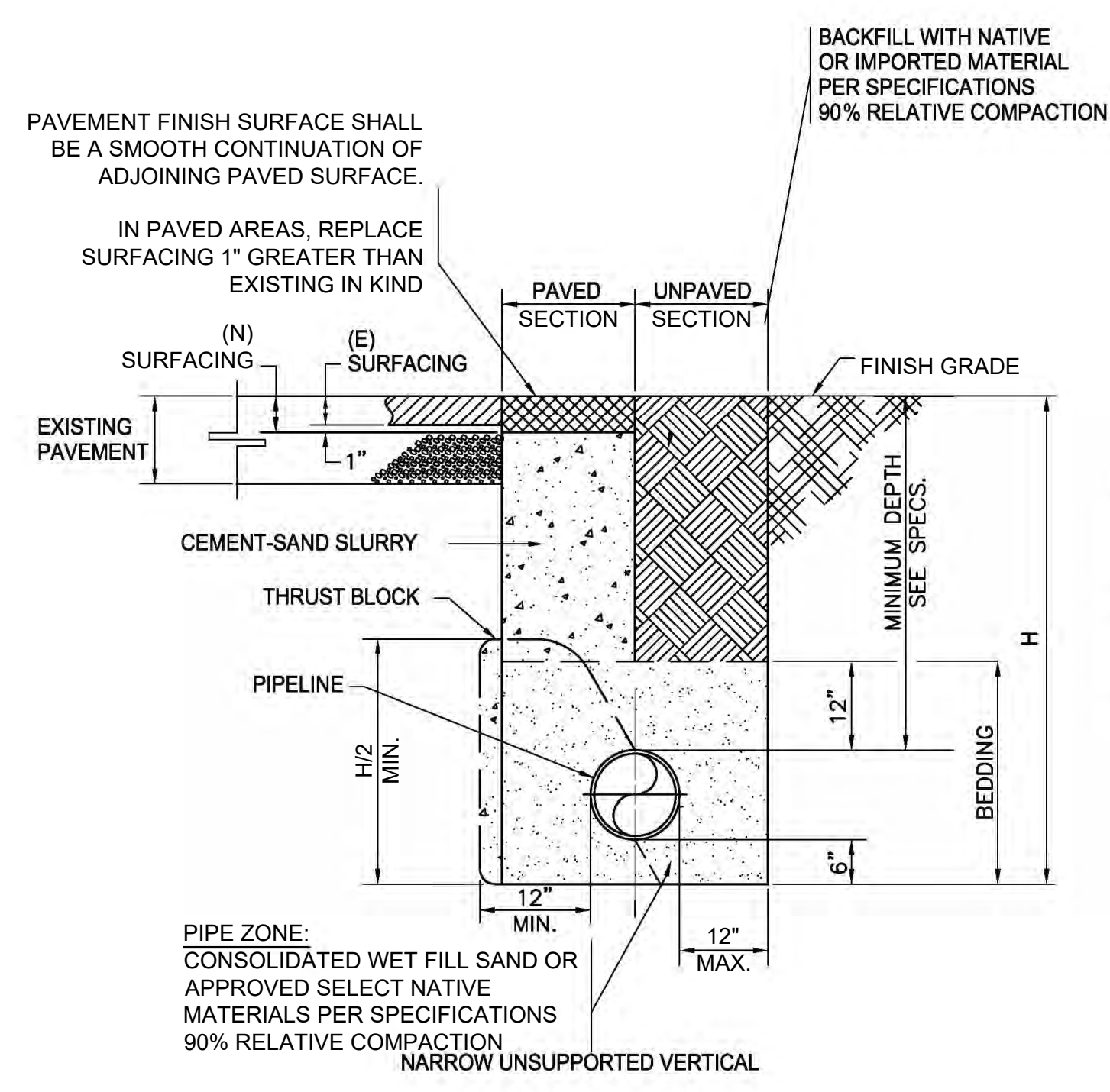
- NOTES:
- WHEN "A" IS 6" OR LESS, B=6".
 - WHEN "A" IS GREATER THAN 6" AND LESS THAN OR EQUAL TO 12", A=B.
 - WHEN "A" IS GREATER THAN 12" AND LESS THAN OR EQUAL TO 18", B=18".
 - WHEN THE SUM OF "A" PLUS "B" IS 18" OR GREATER, PLYWOOD FORM IS REQUIRED.
 - PROVIDE EXPANSION JOINTS AT 30'-0" O.C. MAX.
 - TERMINATE REBARS 1/2" FROM EXPANSION JOINT.

1 CONCRETE CURB DETAIL
NOT TO SCALE

2 CONCRETE PAVEMENT DETAIL
NOT TO SCALE



- LEGEND:
- PAVING FINISH SURFACE.
 - SAWCUT.
 - 1/4" R. @ EDGES. TYP.
 - PREMOLDED E.J. FILLER.
 - JOINT SEALANT. COLOR TO BE SELECTED BY ARCHITECT. SUBMIT COLOR SAMPLES PRIOR TO INSTALLATION.
 - BACKER ROD.
 - 18" #3 REBAR W/ 'SPEED DOWEL' @ 18" OC, CENTER IN CONC. AT COLD JOINTS & E.J.'S.
 - CONTROL JOINTS 20'-0" O.C. MAX.
 - CONTRACTOR TO SUBMIT SHOP DRAWINGS OF CONTROL JOINT AND EXPANSION JOINT LAYOUT.



WALLED TRENCH WIDTH

NOMINAL PIPE DIAMETER (INCHES)	NARROW TRENCH WIDTH MIN. (INCHES)
4	18
6	18
8	24
12	36

3 JOINT DETAILS
NOT TO SCALE

4 BEDDING DETAIL
NOT TO SCALE



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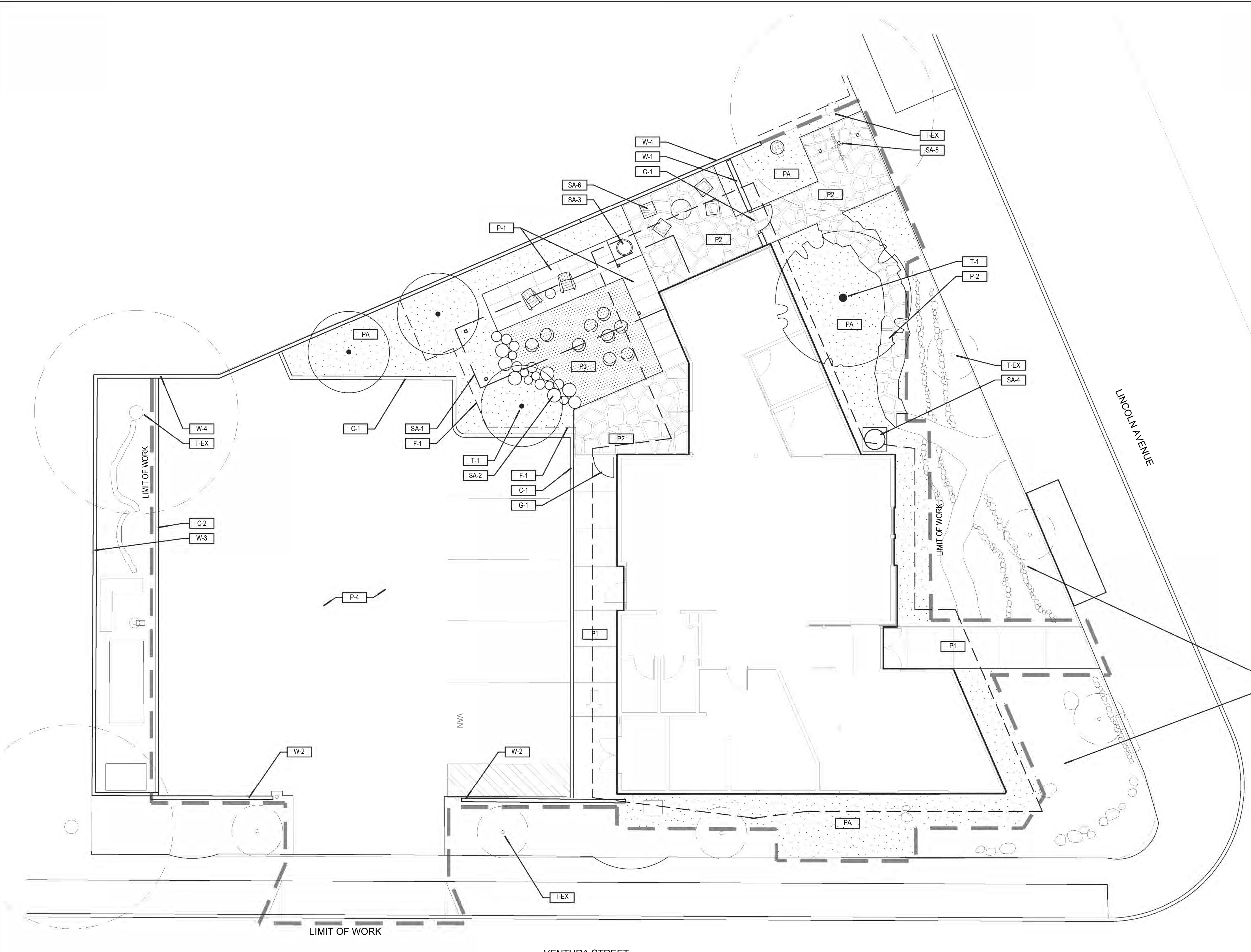
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Claremont, CA 91711

100% DESIGN DEVELOPMENT

ITEM	DESCRIPTION	DETAIL
P1	PEDESTRIAN CONCRETE PAVING INTEGRAL COLOR, SAND FINISH, WITH SEALANT	PER CIVIL
P2	REPURPOSED CONCRETE PAVING, RECLAIMED FROM SITE, OVER 4" COMPACTED ROAD BASE WITH PERMEABLE PEBBLE JOINTS	
P3	SYNTHETIC TURF	
P4	ASPHALT PARKING LOT	PER CIVIL
C-1	6" CONCRETE CURB	PER CIVIL
C-2	6" WIDE FLUSH CONCRETE CURB AT EDGE OF NEW PARKING LOT PAVING	PER CIVIL
W-1	6' TALL STACKED CONCRETE BURNISHED BLOCK WALL WITH 6" WIDE X 2" THICK MATCHING CAP	
W-2	EXISTING LOW CONCRETE WALL TO REMAIN, REMOVE PAINT AND APPLY SEALANT, REPAIR BROKEN AREAS TO MATCH	
W-3	EXISTING +/- 6' PERIMETER BLOCK WALL PENDING STRUCTURAL EVALUATION, PROVIDE ALLOWANCE TO REPLACE WITH 6' HIGH WALL TO MATCH W-1	
W-4	EXISTING +/- 6' PERIMETER BLOCK WALL WITH MURAL PENDING STRUCTURAL EVALUATION, PROVIDE ALLOWANCE TO FILL EXISTING BLOCK VOIDS AND REINFORCE WALL FROM BEHIND MURALS TO REMAIN PROTECTED IN PLACE, CLEANED, AND SEALED	
F-1	6' TALL DECORATIVE WOOD FENCE WITH GALVANIZED POWDERCOATED STEEL FRAME	
G-1	6' TALL DECORATIVE WOOD GATE WITH GALVANIZED POWDERCOATED STEEL FRAME AND LOCKING HARDWARE	
T-1	PROPOSED TREE- SEE PLANTING PLAN	
T-EX	EXISTING TREE- PROTECT IN PLACE	
SA-1	OVERHEAD STRUCTURE BY ARCHITECT	
SA-2	BUILT IN CUSTOM WOOD STUMP SEATING	
SA-3	RECIRCULATING FOUNTAIN	
SA-4	3' DIA. X 5'-8" HIGH STAINLESS STEEL RAIN HARVESTING TANK (300 GALLONS) ON 42" SQ. X 4" THICK CONCRETE PAD	
SA-5	BIKE RACKS- "CAPITOL" BY LANDSCAPE FORMS, 3 SPACES TOTAL	
SA-6	MOVABLE SITE FURNISHINGS TO BE SELECTED	
PA	PLANTING AREA	



FOR ALL AREAS OUTSIDE OF LIMIT OF WORK LINE:

1. ALL PLANTING, TREES, AND HARDSCAPE 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.

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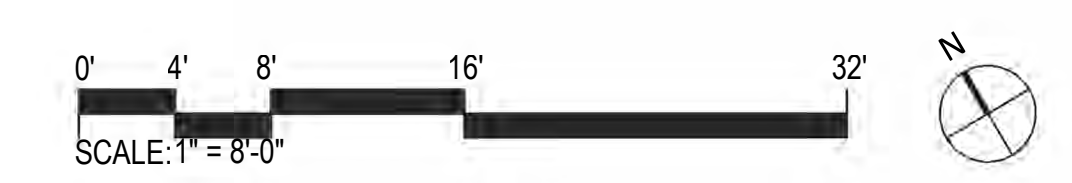
NO.	DATE	REVISIONS

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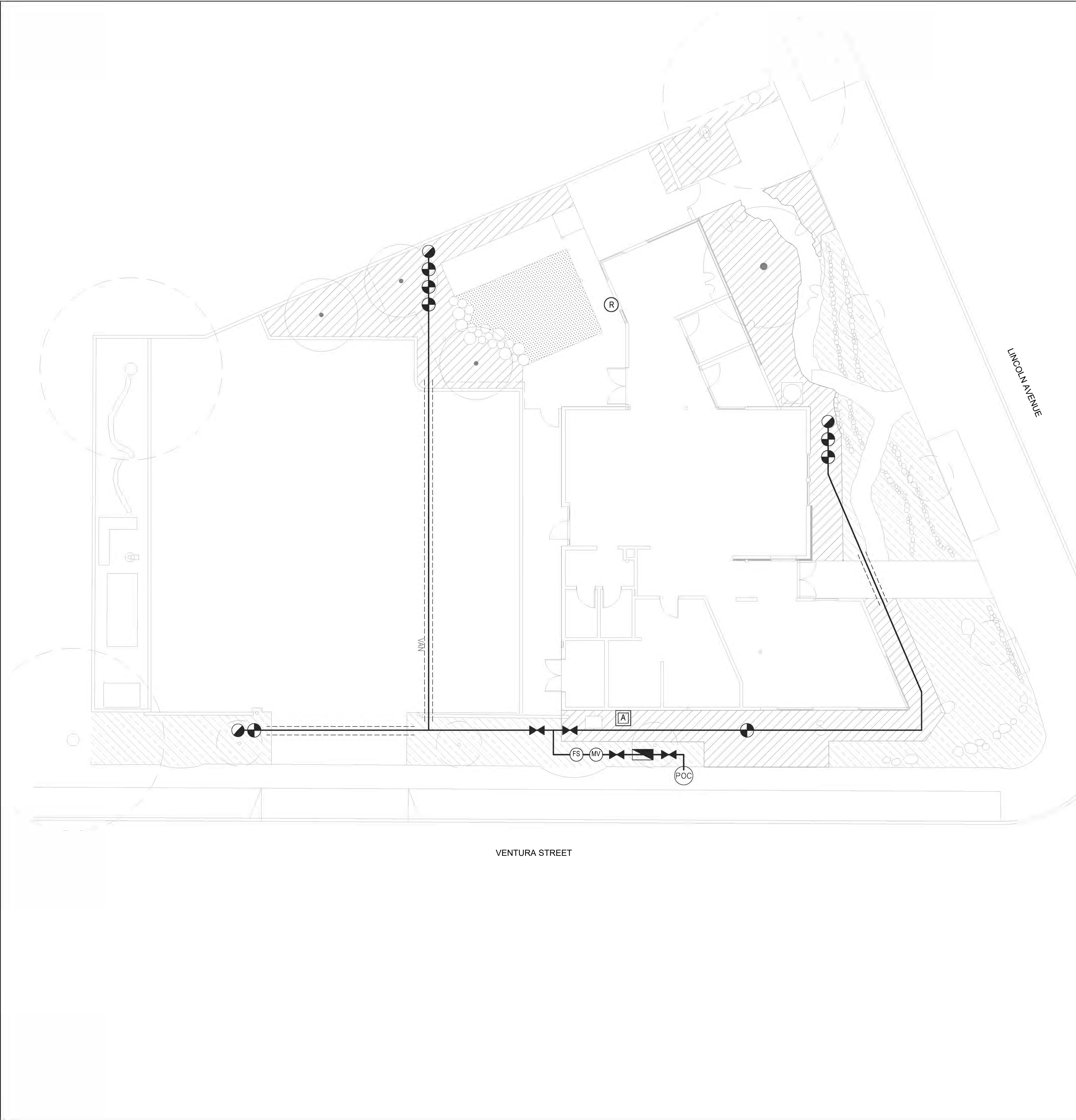
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SHEET TITLE:

SITE CONSTRUCTION PLAN

SCALE: AS SHOWN



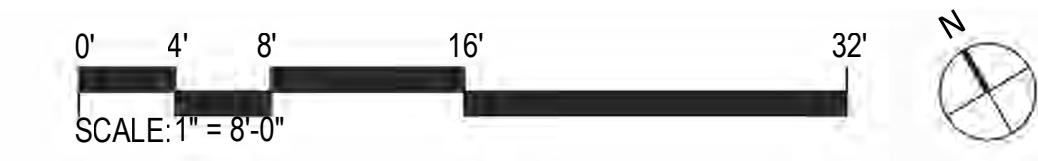
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L100



IRRIGATION LEGEND		
SYMBOL	MANF.	MODEL NO.
■	RAINBIRD	RWS-M-B-1402
▨	NETAFIM	IRRIGATION DRIPLINE - TECHLINE CV DRIPLINE TLCV 6-12
▨	NETAFIM	DRIPLINE AT EXISTING SHRUBS, INSTALL ON GRADE UNDER MULCH, ROWS AT 12"-18", 6" CLEAR MIN. FROM EDGE OF EXISTING PLANTING (PROTECTED IN PLACE)
▨	RAINBIRD	SPRAY IRRIGATION AT SYNTHETIC TURF FOR CLEANING AND COOL DOWN
⊗	NETAFIM	AIR RELIEF VALVE
⊗	NETAFIM	MANUAL FLUSH VALVE- TLISOV
(MV)	BUCKNER SUPERIOR	3100 NORMALLY OPEN MASTER VALVE
(FS)	HUNTER	FLOW-CLIK FLOW SENSOR
⚡	WATTS	719-QT BACKFLOW PREVENTER
⊗	NIBCO	T-133 BRONZE GATE VALVE
⊗	RAINBIRD	100 - EFB-CP WITH PRF-100-RBY
⊗	RAINBIRD	44-LRC - 1" QUICK COUPLER VALVE
(R)	HUNTER	WSS-SEN WIRELESS SOLAR SYNC RAIN SENSOR
(A)	HUNTER	IC-600-SS I-CORE IRRIGATION CONTROLLER WITH SS CABINET
—		MAINLINE
—		LATERAL LINE
- - -		SLEEVING

- IRRIGATION NOTES**
1. THE IRRIGATION DESIGN PRESENTED IN THESE DOCUMENTS IS INTENDED TO BE DIAGRAMMATIC. ALL IRRIGATION EQUIPMENT, PIPING AND VALVE LOCATIONS TO BE COORDINATED AND CONFIRMED ON FIELD.
 2. THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH ALL DIFFERENCES IN GRADE, LOCATION OF DRAINS, LOCATION OF WALLS, CURBS, ETC. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL IRRIGATION WORK WITH THE GENERAL CONTRACTOR, ELECTRICAL CONTRACTOR, AND ALL OTHER SUBCONTRACTORS FOR THE LOCATION AND THE INSTALLATION OF IRRIGATION.
 3. THE IRRIGATION CONTRACTOR SHALL VERIFY WATER PRESSURE PRIOR TO CONSTRUCTION AND SUBMIT TO THE ARCHITECT AND OWNER'S REPRESENTATIVE.
 4. WHEN IT IS APPARENT TO THE LANDSCAPE CONTRACTOR IN THE FIELD THAT OBSTRUCTIONS, GRADE DIFFERENCES, OR DIFFERENCES IN THE CALCULATED AREA DIMENSIONS EXIST THAT MAY HAVE NOT BEEN CONSIDERED IN THE DESIGN OF THE SYSTEM, THE IRRIGATION CONTRACTOR SHALL NOT FULLY INSTALL THE IRRIGATION SYSTEM AS INDICATED ON THE CONSTRUCTION DRAWINGS. THE OWNER'S AUTHORIZED REPRESENTATIVE SHALL BE NOTIFIED IN WRITING OF ANY SUCH OBSTRUCTIONS OR DIFFERENCES PRIOR TO BEGINNING ANY IRRIGATION INSTALLATION. IF NOTIFICATION IS NOT RECEIVED PRIOR TO BEGINNING INSTALLATION, THE IRRIGATION CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL REVISIONS TO THE IRRIGATION SYSTEM AS DEEMED NECESSARY BY OWNER'S REPRESENTATIVE AND ALL COSTS ASSOCIATED WITH THOSE REVISIONS.
 5. THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING THE PRESSURE REGULATOR ON EACH ELECTRIC CONTROL VALVE SO THE IRRIGATION HEAD OR DRIPLINE LOCATION FARTHEST AND HIGHEST IN ELEVATION FROM ITS ASSOCIATED CONTROL VALVE FUNCTIONS WITHIN THE OPERATING PRESSURE SHOWN ON THE IRRIGATION LEGEND (NOT TO EXCEED 5 PSI ABOVE THE INDICATED OPERATING PRESSURE).
 6. THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR MAKING THE FINAL CONNECTION BETWEEN THE POWER SOURCE AND THE AUTOMATIC CONTROLLER. 120 VOLT ELECTRICAL POWER SOURCE SHALL BE LOCATED BY THE GENERAL CONTRACTOR IN FIELD.
 7. MATERIALS LIST SUBMITTAL: PRIOR TO INSTALLATION OF PRODUCTS, SUBMIT A DETAILED LIST OF EACH MATERIAL PROPOSED FOR USE. PREPARE TYPEWRITTEN MATERIAL LIST USING THE FOLLOWING FORMAT.

ITEM NO.	DESCRIPTION	MANUFACTURER	MODEL NO.
 8. UPON COMPLETION OF PLANTING AND IRRIGATION, THE CONTRACTOR SHALL ARRANGE FOR A SUBSTANTIAL COMPLETION INSPECTION BY LANDSCAPE ARCHITECT. CONTRACTOR SHALL CORRECT ANY DISCREPANCIES FOUND PRIOR TO FINAL INSPECTION AND ACCEPTANCE OF THE PROJECT.
 9. LANDSCAPE CONTRACTOR TO PROVIDE 30 DAY MAINTENANCE OF PLANTING AND IRRIGATION UPON FINAL ACCEPTANCE.
 10. GUARANTEE: ALL IRRIGATION EQUIPMENT SHALL BE GUARANTEED FOR REPLACEMENT AFTER FINAL INSPECTION FOR ONE YEAR.



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NO.	DATE	REVISIONS

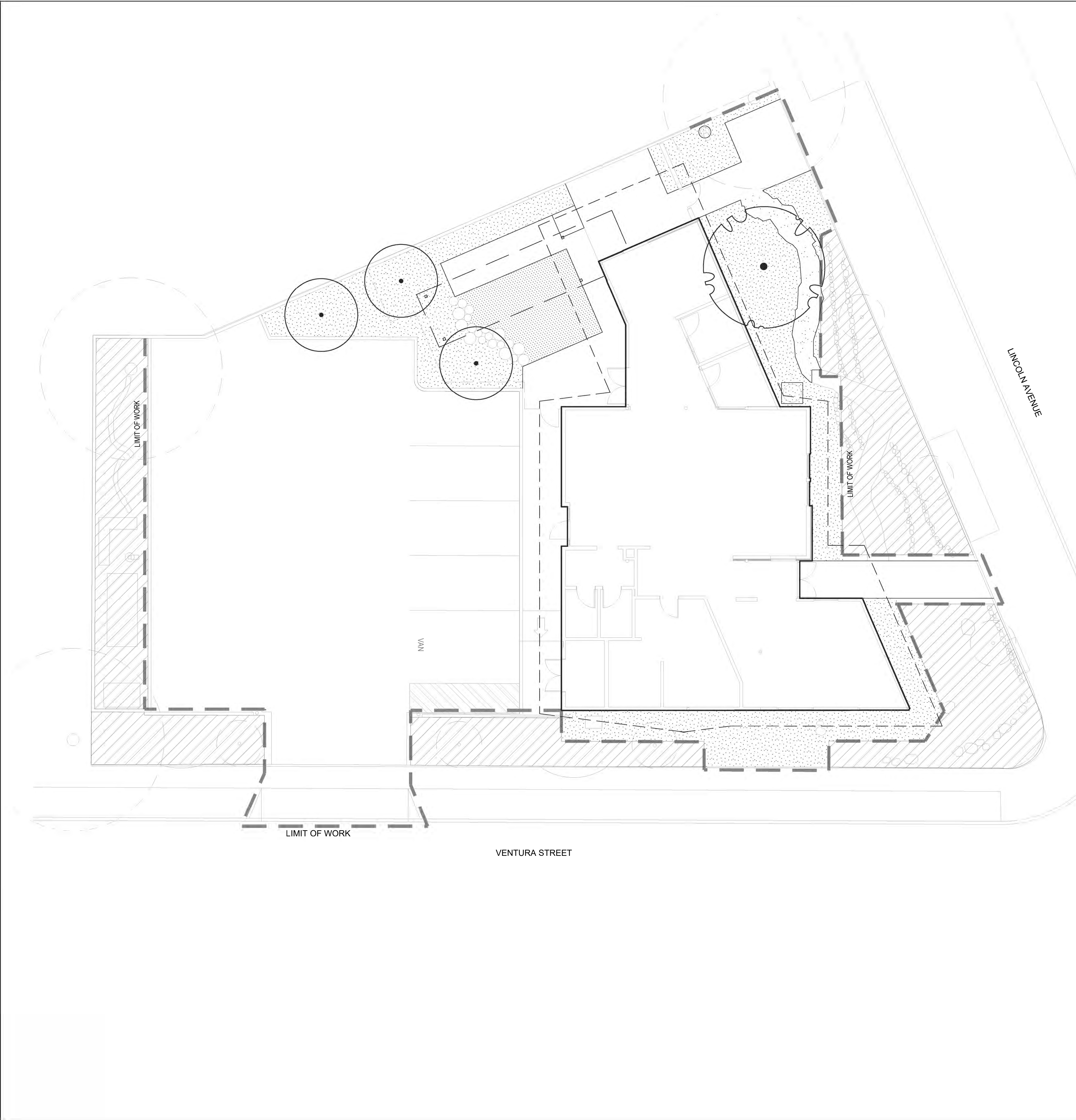
PROJECT TITLE:
Bob Lucas Literacy Center Renovations
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020
DATE: 7/29/22
SHEET TITLE:

IRRIGATION PLAN

SCALE: AS SHOWN

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L200



TREE LEGEND				
SYMBOL	BOTANIC NAME COMMON NAME	SIZE	QTY.	DETAIL
	SPECIMEN TREE (SPECIES TO BE DETERMINED)	96" BOX	1	01 / L310
	SHADE TREE (SPECIES TO BE DETERMINED)	48" BOX	3	
	EXISTING TREE TO REMAIN- PROTECT IN PLACE. PROVIDE 6' TALL TREE PROTECTION FENCING AT DRIPLINE TO BE MOVED TEMPORARILY FOR ACCESS			
	ROOT BARRIER			03 / L310

SHRUB AND GROUND COVER LEGEND				
SYMBOL	BOTANIC NAME COMMON NAME	SIZE	QTY.	DETAIL
	SHRUB AND GROUND COVER PLANTING	TBD	1,215 SF	03, 05 / L310
	SYNTHETIC TURF		250 SF	
	EXISTING COMMUNITY GARDEN AREA- PROTECT IN PLACE		2,200 SF	

- PLANTING NOTES**
- VERIFY LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES PRIOR TO START OF WORK.
 - UPON COMPLETION OF ROUGH GRADING CONTRACTOR SHALL TAKE A MINIMUM OF 3 SOIL SAMPLES ON SITE AND SUBMIT TO:
WALLACE LABORATORIES
365 CORAL CIRCLE EL SEGUNDO, CA 90245
310-615-0116
www.wlabs.com
AMENDED TOPSOIL, BACKFILL MIX, AND SOIL IMPROVEMENT RECOMMENDATIONS PER SOILS REPORT. PROVIDE SUBMITTAL FOR APPROVAL BY LANDSCAPE ARCHITECT.
 - SOIL PREPARATION: PRIOR TO PLANTING OF ANY MATERIALS, COMPACTED SOILS SHALL BE TRANSFORMED TO A FRIABLE CONDITION.
 - AFTER LANDSCAPE DEMO, CONTRACTOR SHALL HAND REMOVE ANY WEEDS PRESENT. HERBICIDE SHALL NOT BE USED ON THIS PROJECT.
 - ALL CLEARANCE DATA PER LOCAL JURISDICTION'S TREE PLANTING STANDARDS AND GUIDELINES.
 - 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 TREE STAKES, TREE TIES, PLANT TABLETS, EDGING, WOOD MULCH, SOIL AMENDMENTS, DECORATIVE STONE, AND WEED FABRIC.
 - NO SUBSTITUTIONS FOR PLANT MATERIAL SHALL BE MADE WITHOUT PRIOR WRITTEN APPROVAL BY THE LANDSCAPE ARCHITECT. IN THE EVENT A PLANT CANNOT BE LOCATED, THE LANDSCAPE CONTRACTOR SHALL PROVIDE A LIST OF NURSERIES CONTACTED, AS WELL AS AVAILABLE POTENTIAL SUBSTITUTIONS.
 - LANDSCAPE ARCHITECT SHALL HAVE THE OPPORTUNITY TO INSPECT AND APPROVE ALL SPECIMEN AND BOX MATERIALS AT JOB SITE PRIOR TO PLANTING. ALL UNACCEPTABLE MATERIAL SHALL BE REMOVED FROM JOB SITE AND REPLACED WITH ACCEPTABLE MATERIAL AT CONTRACTOR'S EXPENSE.
 - 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.
 - LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL THEFT OR DAMAGE TO PLANT MATERIAL ONCE PLANT MATERIAL IS DELIVERED TO THE JOB SITE. PROVIDE PROPER MEASURES TO SECURE AND PROTECT MATERIAL.
 - PRIOR TO PLACING ANY BARK MULCH OR AGGREGATE MULCH, OR SOD, A COMPLETE IRRIGATION COVERAGE TEST IS TO BE PERFORMED, INCLUDING BUT NOT LIMITED TO OVERHEAD SPRAY AND DRIP SYSTEMS.
 - A MINIMUM 3 INCH LAYER OF MULCH SHALL BE APPLIED ON ALL EXPOSED PLANTING AREAS WHERE DECORATIVE STONE IS NOT SPECIFIED. "FOREST FLOOR" BY AGUINA GREEN OR APPROVED EQUAL. CONTRACTOR SHALL SUBMIT SAMPLE TO LANDSCAPE ARCHITECT FOR APPROVAL.
 - ALL AREAS SHALL BE GRADED TO SLOPE TO CATCH BASINS OR FLOW LINES AS INDICATED ON THE CIVIL PLANS. SOIL SHALL BE 1/2" BELOW ADJACENT HEADERS AND PAVING.
 - UPON COMPLETION OF ALL PLANTING OPERATIONS, THE PORTION OF THE PROJECT USED FOR THE APPARATUS OF THIS WORK SHALL BE CLEANED OF ALL DEBRIS, SUPERFLUOUS MATERIAL AND EQUIPMENT. ALL SUCH MATERIALS AND EQUIPMENT SHALL BE ENTIRELY REMOVED FROM THE PROJECT SITE. PAVING SHALL BE WASHED CLEAN AT THE COMPLETION OF WORK.
 - UPON COMPLETION OF PLANTING, THE CONTRACTOR SHALL ARRANGE FOR A SUBSTANTIAL COMPLETION INSPECTION BY LANDSCAPE ARCHITECT. CONTRACTOR SHALL CORRECT ANY DISCREPANCIES FOUND PRIOR TO FINAL INSPECTION AND ACCEPTANCE OF THE PROJECT.
 - CONTRACTOR SHALL INCLUDE AND PERFORM A 90 DAY MAINTENANCE PERIOD UPON COMPLETION OF THE ENTIRE SCOPE OF WORK. MAINTENANCE PERIOD IS FOR THE ENTIRE SITE. NO INDIVIDUAL PORTIONS WILL BE RELEASED UNDER A SEPARATE MAINTENANCE UNLESS PRIOR WRITTEN APPROVAL IS PROVIDED.
 - GUARANTEE: ALL PLANT MATERIAL SHALL BE GUARANTEED FOR REPLACEMENT AFTER FINAL INSPECTION AS FOLLOWS:
5 GAL. AND SMALLER-90 DAYS
15 GAL. AND LARGER-ONE YEAR
 - UPON FINAL ACCEPTANCE OF THE WORK, THE CONTRACTOR SHALL SUBMIT TO THE OWNER SIGNED ORIGINALS OF ALL MATERIALS AND LABOR RELEASES.
 - PLANT QUANTITIES IN LEGEND ARE FOR REFERENCE ONLY. CONTRACTOR TO PROVIDE AND INSTALL ALL PLANT MATERIAL SHOWN ON PLANS.



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ARCHITECTS
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CONSULTANTS LOGO:
DEPARTMENT OF SPACE
SITE DESIGN STUDIO
480 N Indian Hill Blvd, Suite 1C
Claremont, CA 91711

100% DESIGN DEVELOPMENT

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NO.	DATE	REVISIONS

PROJECT TITLE:
**Bob Lucas
Literacy Center
Renovations**
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020
DATE: 7/29/22
SHEET TITLE:

PLANTING PLAN

SCALE: AS SHOWN

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L300



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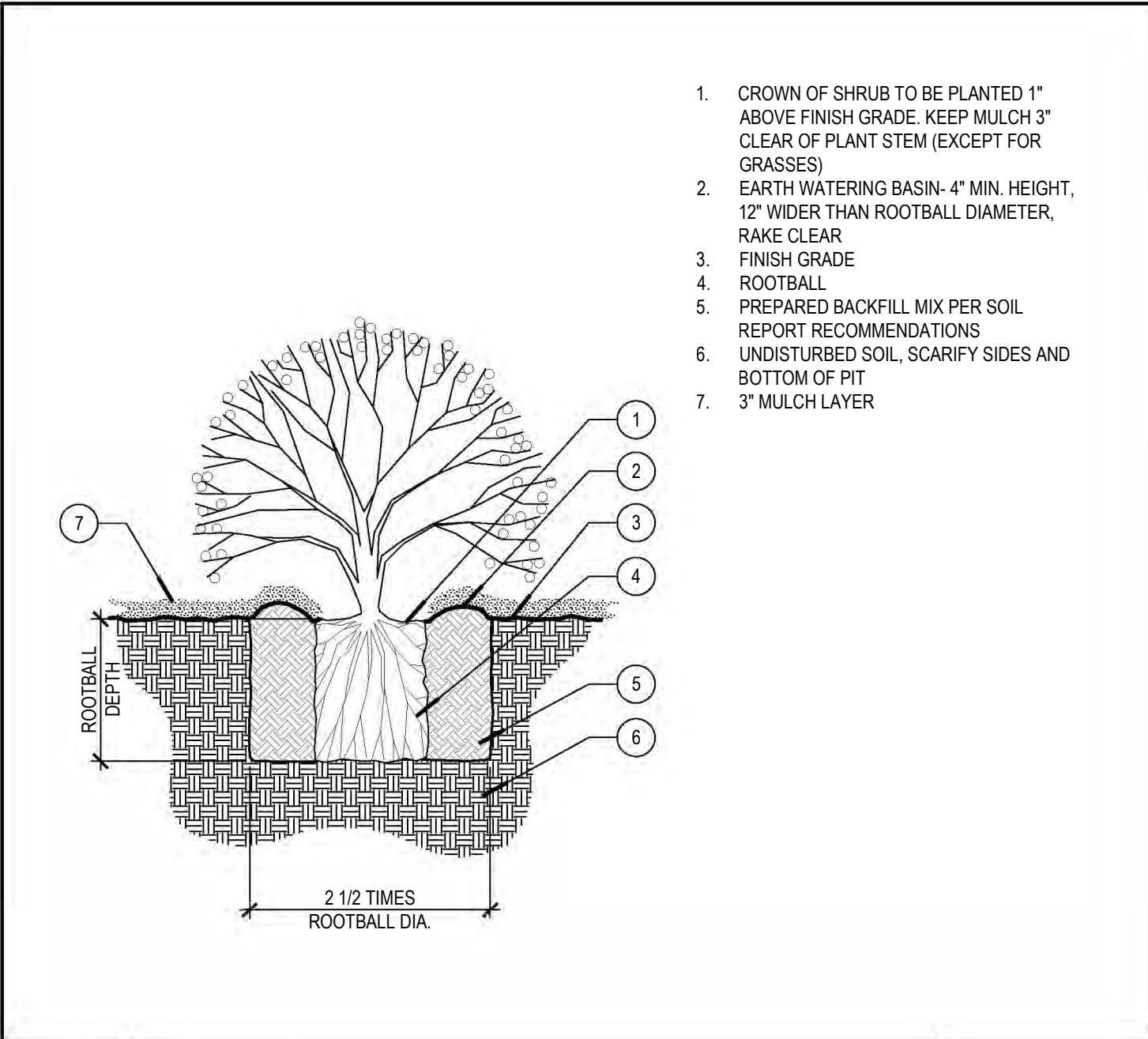
PROJECT TITLE:
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2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020
DATE: 7/29/22
SHEET TITLE:

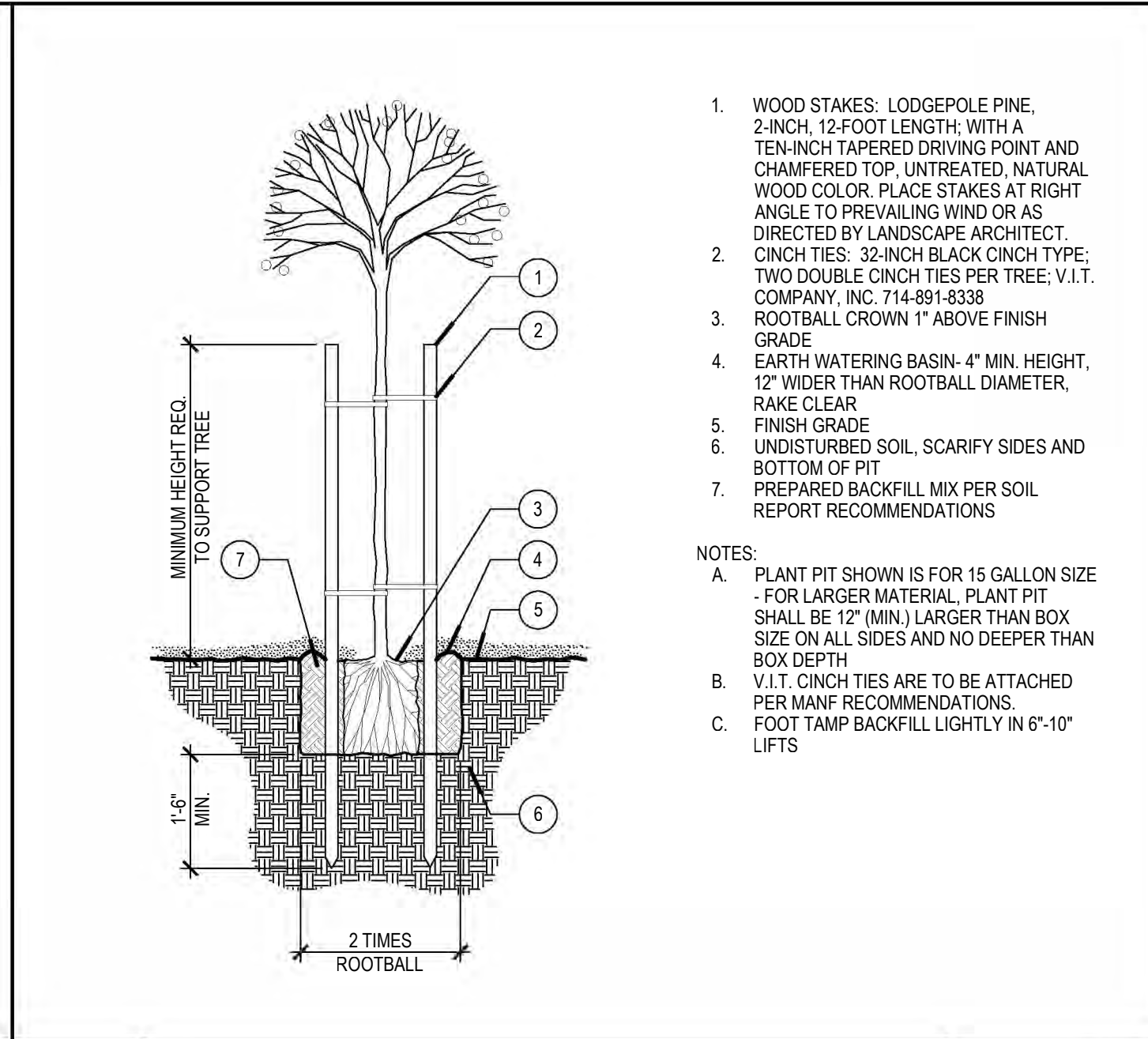
PLANTING DETAILS

SCALE: AS SHOWN

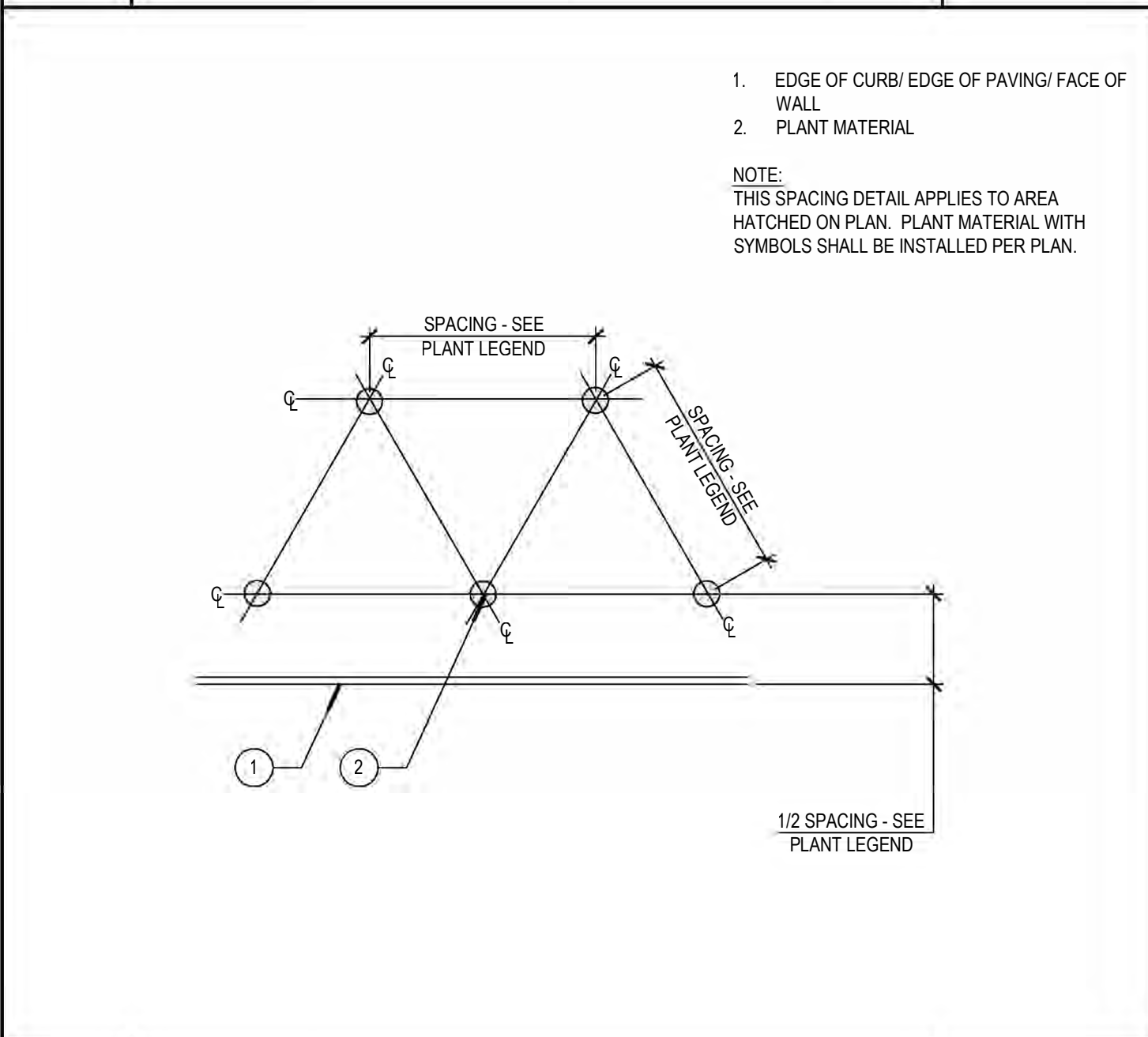
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L310



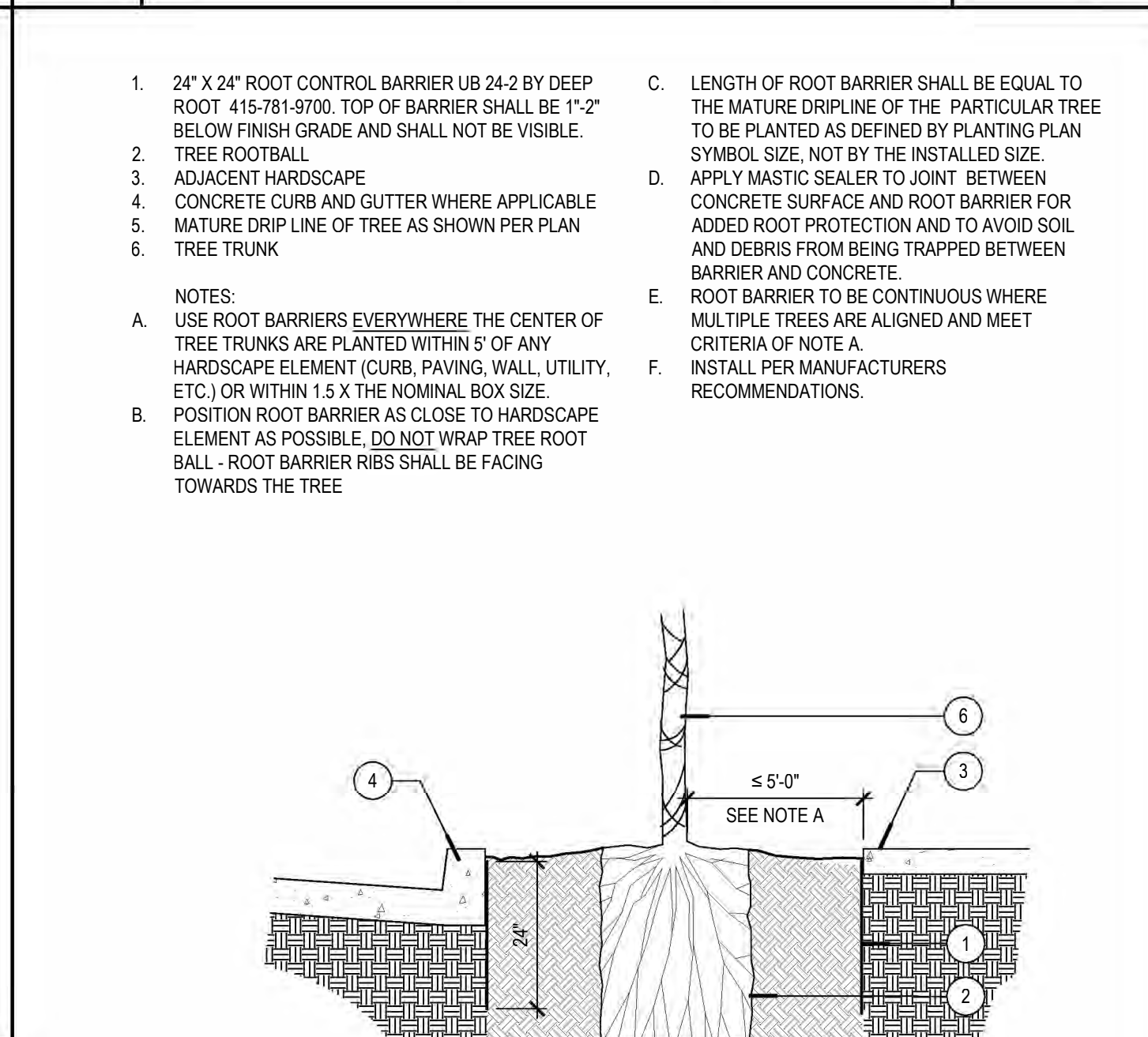
04 SHRUB PLANTING NTS



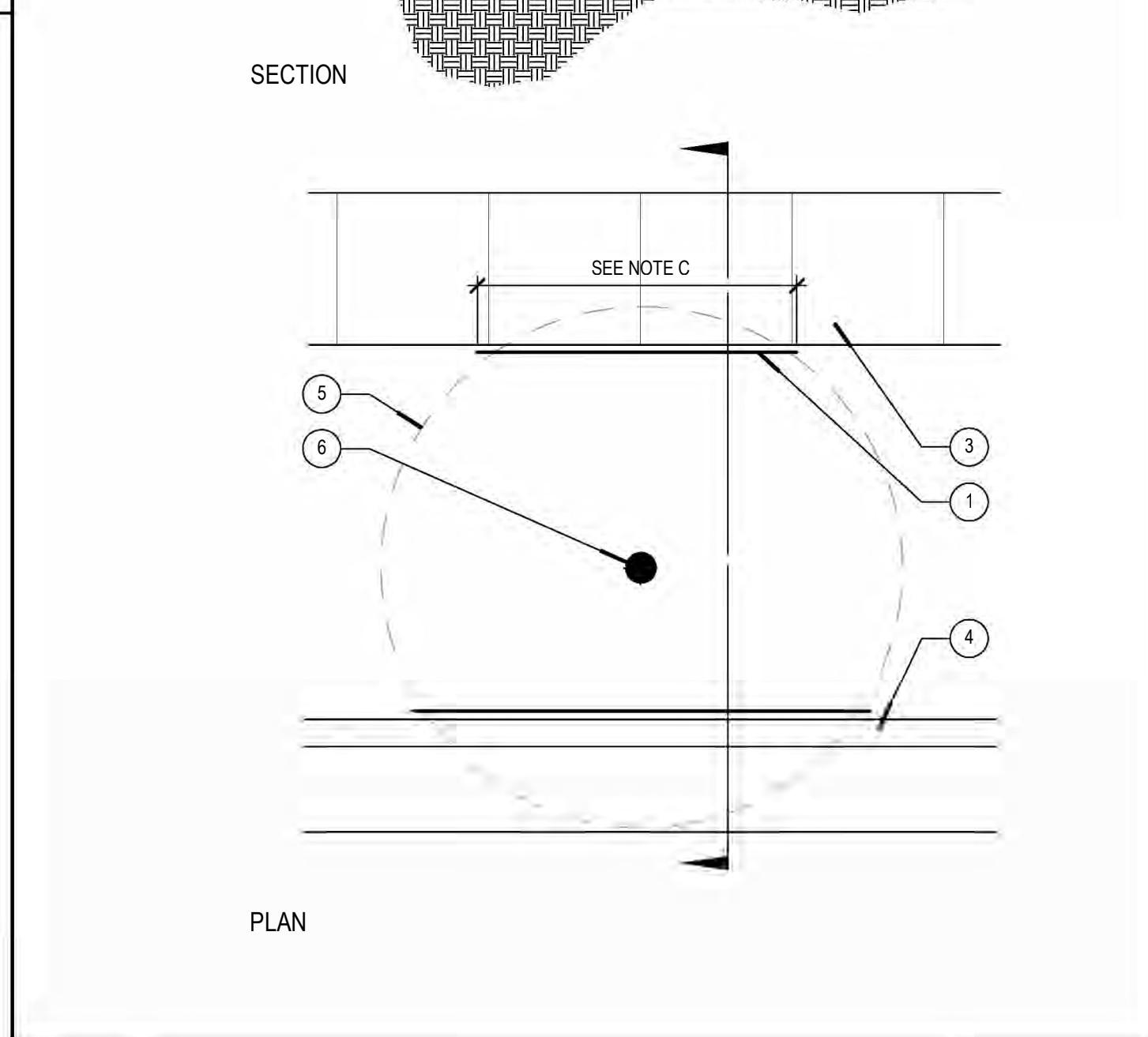
01 TREE PLANTING 1/2"=1'-0"



05 PLANT SPACING NTS



03 ROOT BARRIER 1/2"=1'-0"



03 ROOT BARRIER 1/2"=1'-0"



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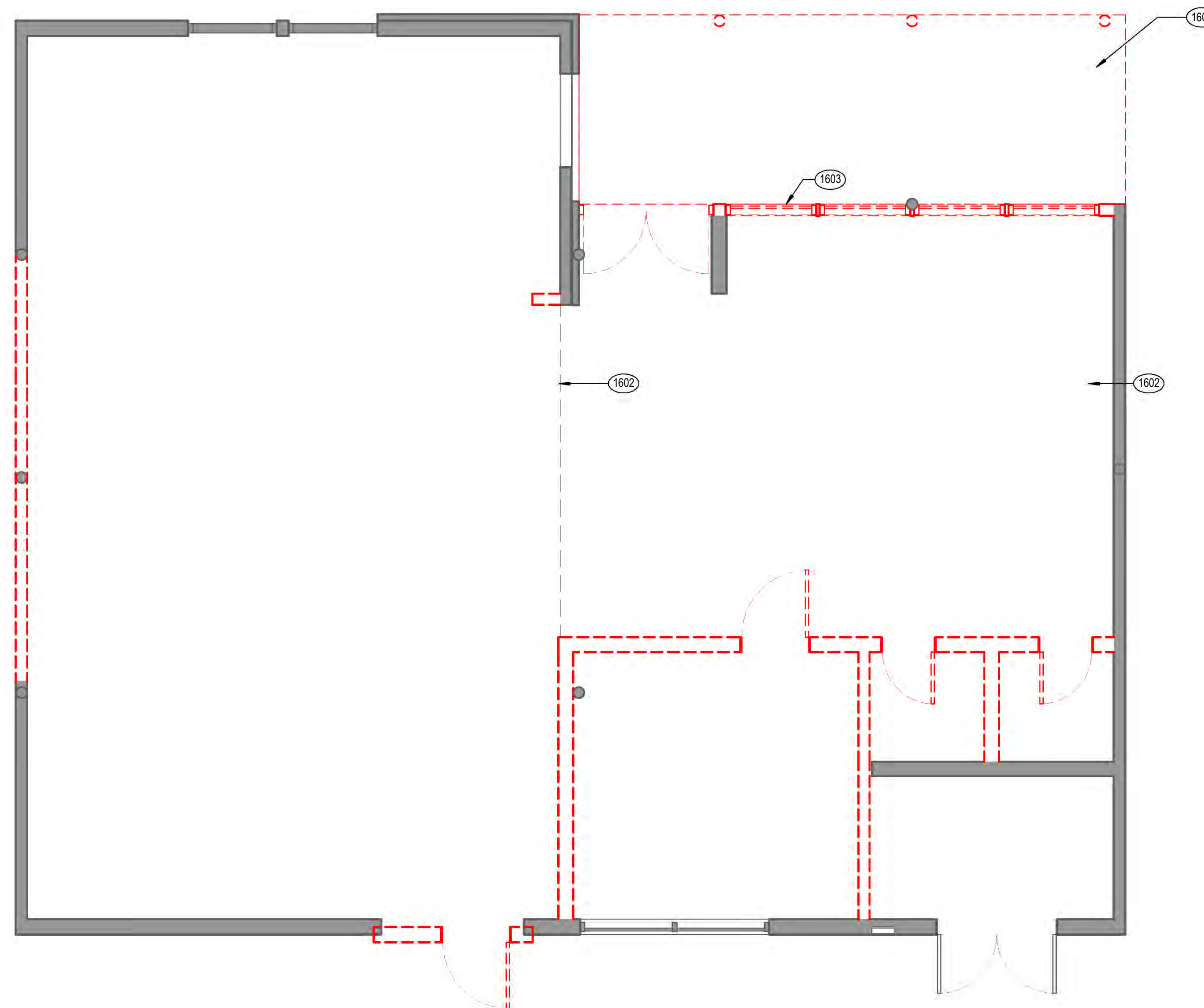
100% DESIGN DEVELOPMENT

DEMOLITION PLAN KEYNOTES

- 1601 SLAB TO BE REMOVED
- 1602 CEILING TO BE REMOVED
- 1603 (E) BOOK DROP TO BE DEMOLISHED

DEMOLITION PLAN LEGEND

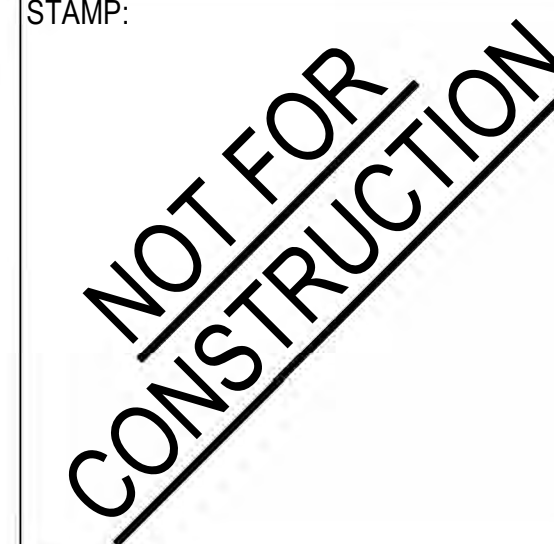
-  EXISTING WALL TO BE REMOVED
-  EXISTING WALL TO REMAIN



2 DEMOLITION PLAN
1/4" = 1'-0"



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Renovations**
2659 LINCOLN AVENUE,
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PROJECT NO. 2111020

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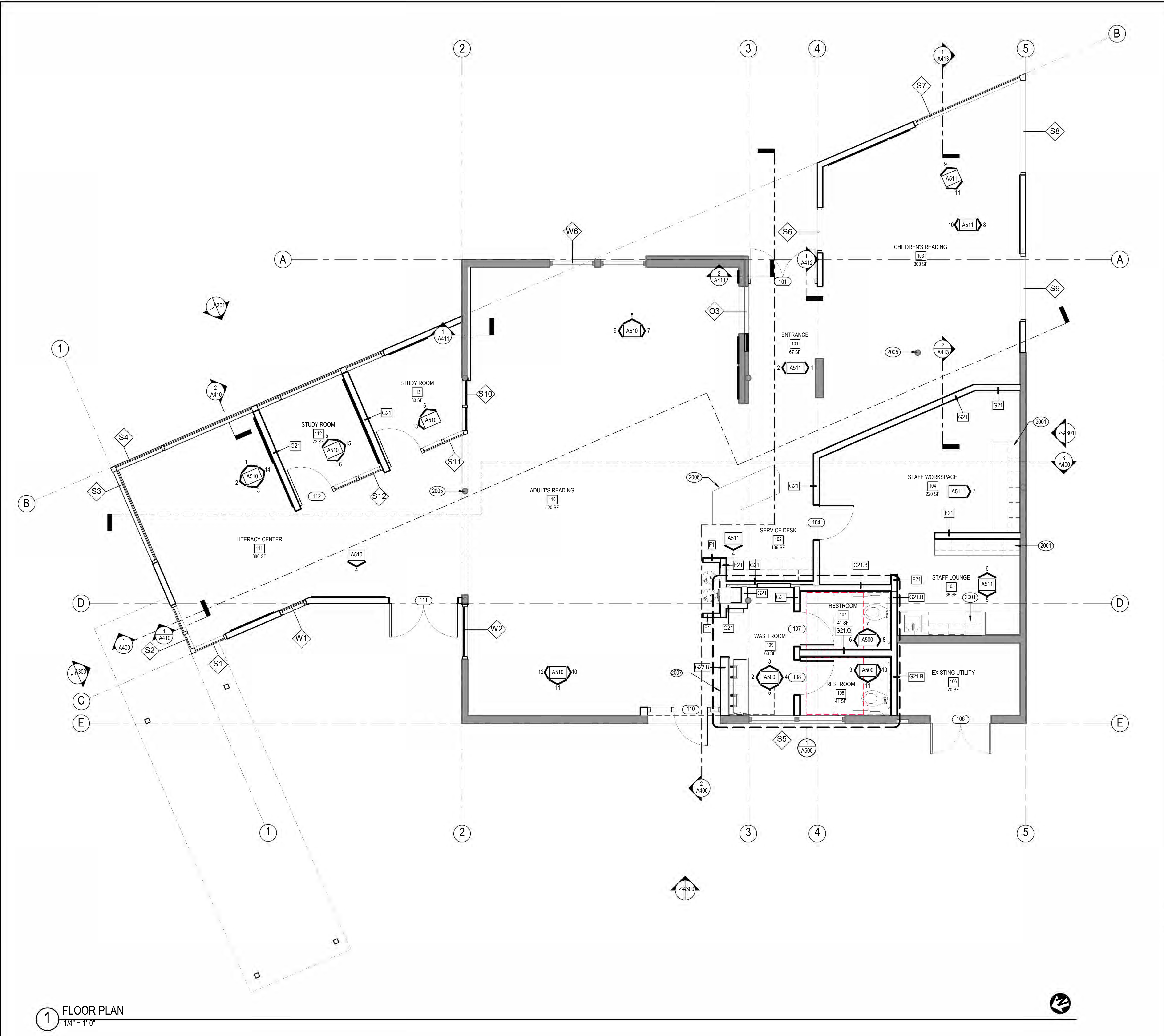
SHEET TITLE:

DEMOLITION PLAN

SCALE: As indicated

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A160



FLOOR PLAN SHEET NOTES

Blank area for floor plan sheet notes.

FLOOR PLAN KEYNOTES

- 2001 CASEWORK
- 2005 COLUMN, TYP.
- 2006 CUSTOM FURNITURE SERVICE DESK
- 2007 COMMUNITY BOARD
- 2201 ROLLER SHADES

FLOOR PLAN LEGEND

- EXISTING WALL TO REMAIN
- NEW PARTITION WALL
- PARTITION TYPE IDENTIFICATION, SEE SHEET A800

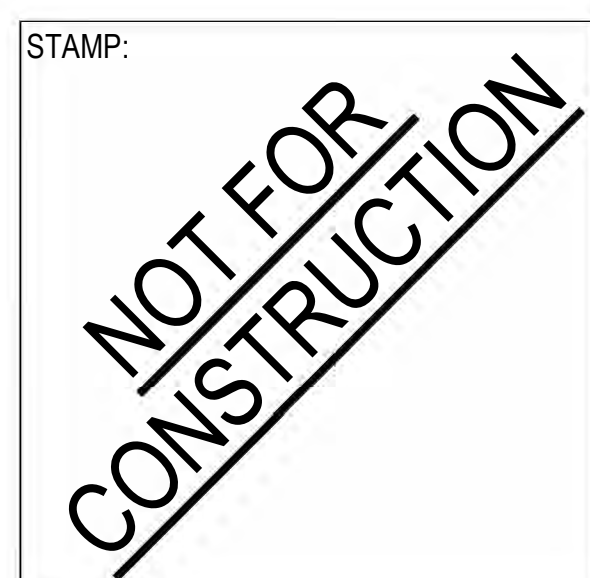


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SHEET TITLE:

FLOOR PLAN

SCALE: As indicated

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A201

8/3/2022 5:23:03 PM

1 FLOOR PLAN
1/4" = 1'-0"

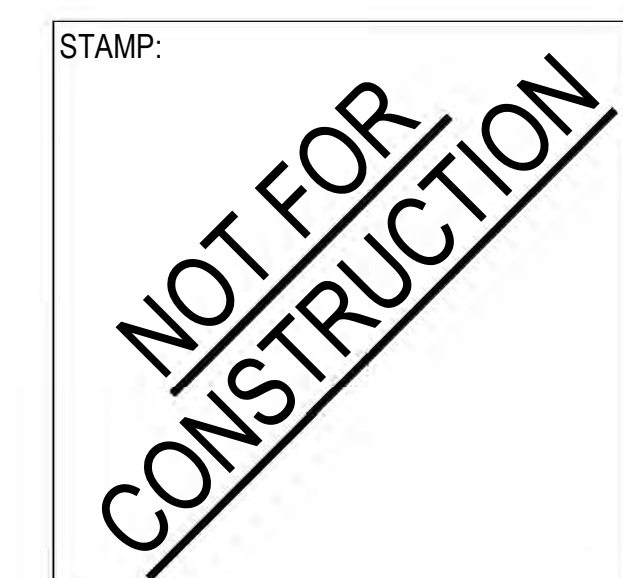


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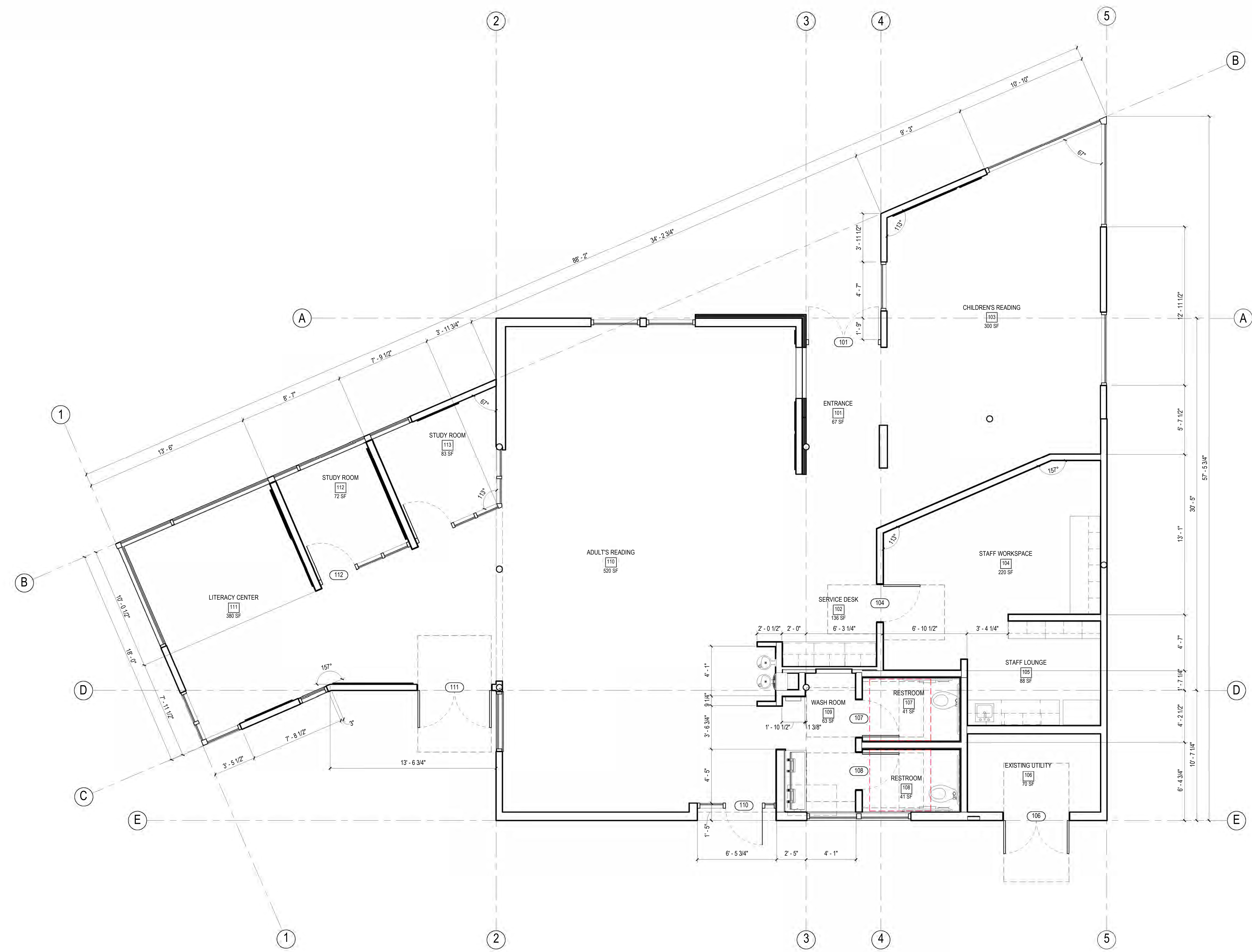
PROJECT NO. 2111020
 DATE: Issue Date
 SHEET TITLE:

DIMENSION PLAN

SCALE: 1/4" = 1'-0"

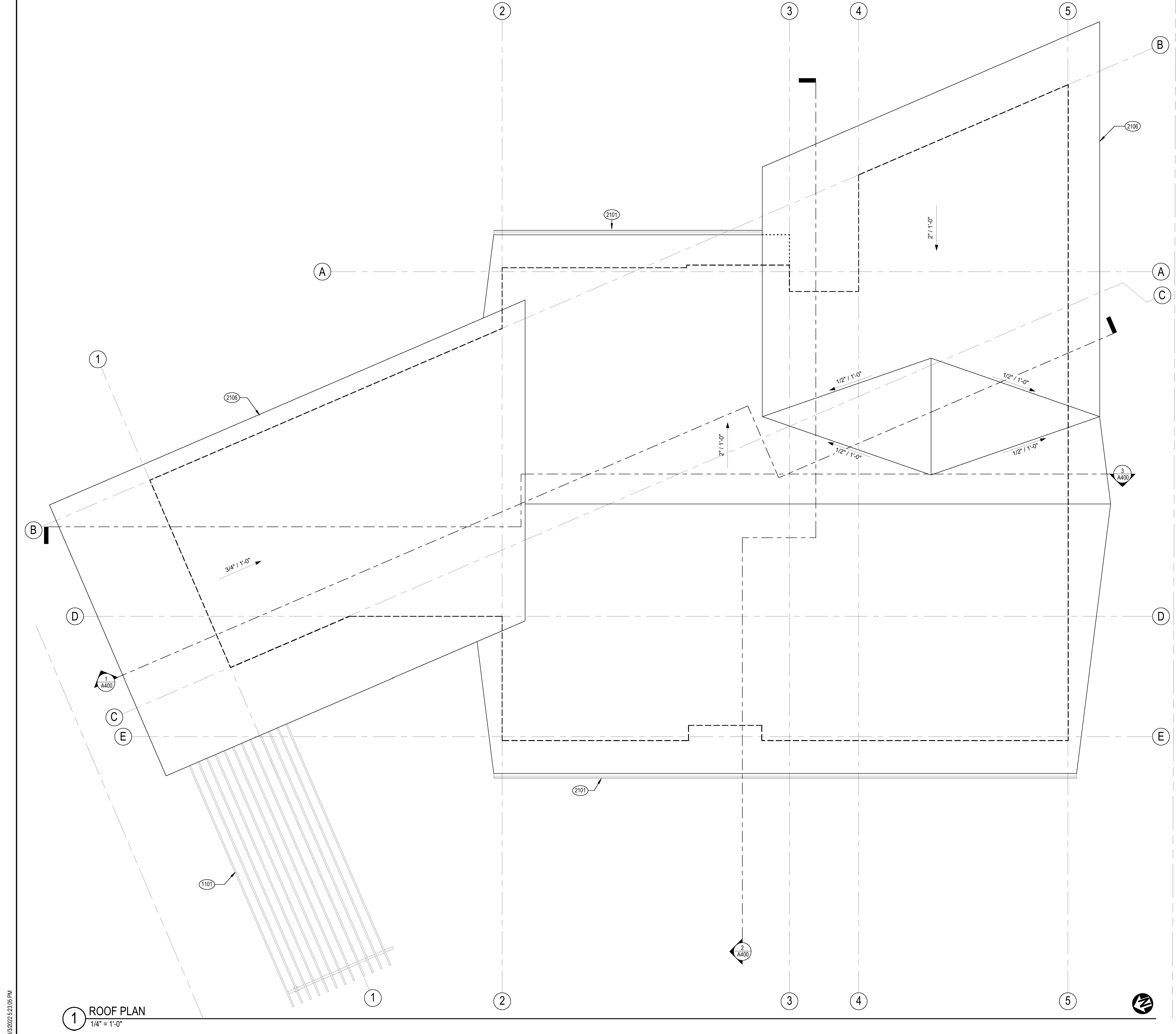
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A202



1 FLOOR PLAN
1/4" = 1'-0"

8/30/22 5:23:04 PM



ROOF PLAN KEYNOTES

- 1101 GARDEN TRELLIS
- 1103 PROPERTY LINE
- 1601 SLAB TO BE REMOVED
- 1602 CEILING TO BE REMOVED
- 1603 (E) BOOK DROP TO BE DEMOLISHED
- 2001 CASEWORK
- 2005 COLUMN, TYP.
- 2006 CUSTOM FURNITURE SERVICE DESK
- 2007 COMMUNITY BOARD
- 2101 GUTTER AND DOWNSPOUT
- 2106 PVC ROOF
- 2201 ROLLER SHADES
- 4001 COVER LIGHT
- 5001 GRAB BAR
- 5002 SANITARY NAPKIN DISPOSAL
- 5003 TOILET SEAT COVER DISPENSER
- 5004 TOILET PAPER DISPENSER
- 5005 MIRROR, TYP.
- 5006 BABY CHANGING STATION
- 5007 TRASH
- 5009 SOAP DISPENSER
- 5100 ACOUSTIC PANEL
- 5101 TACKABLE ACOUSTIC PANEL
- 5102 SLATWALL

ROOF PLAN LEGEND

- LOWER ROOF BELOW
- - - - LINE OF WALLS BELOW



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2659 LINCOLN AVENUE,
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SHEET TITLE:

ROOF PLAN

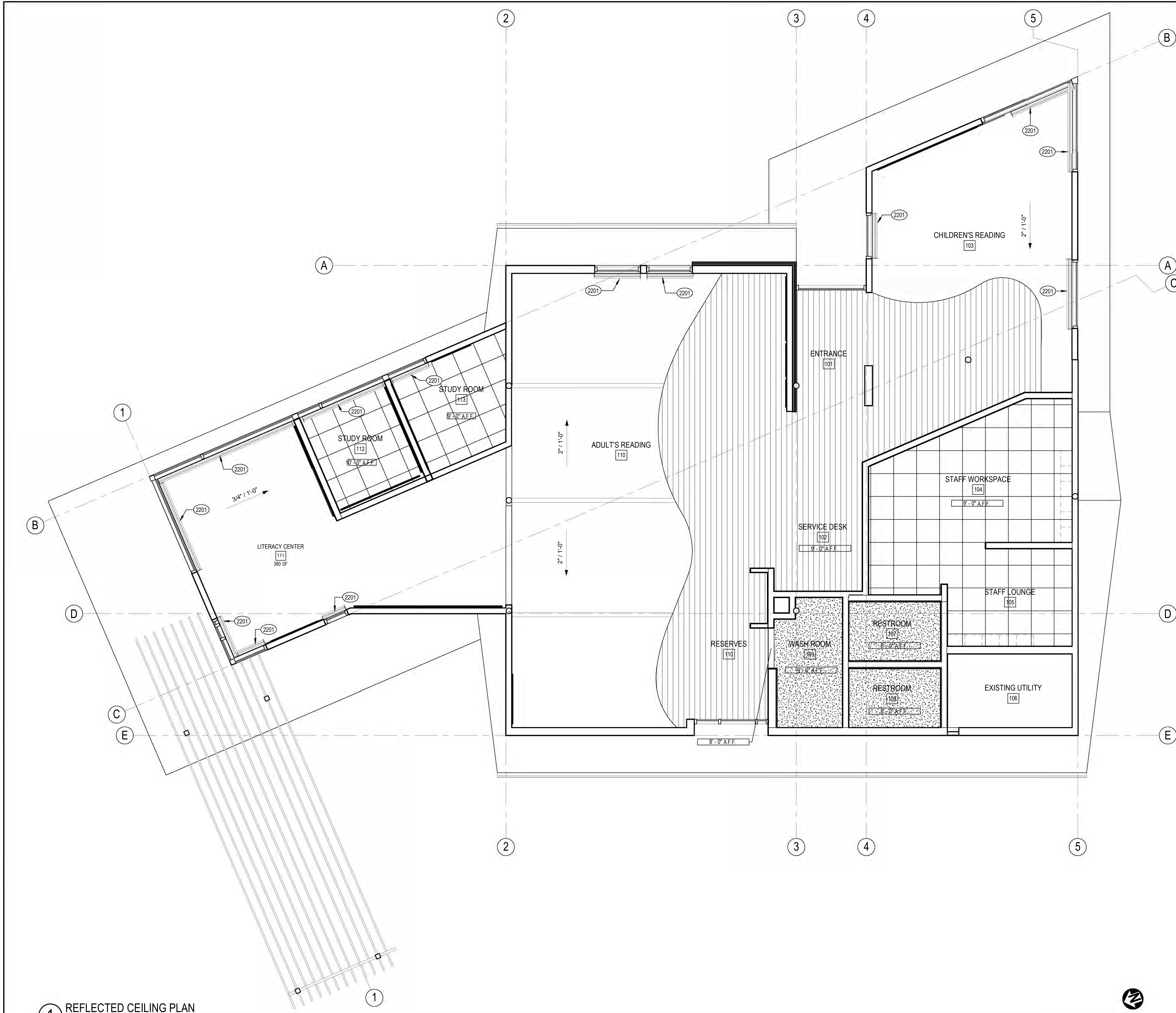
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A210

8/3/2022 5:23:05 PM

1 ROOF PLAN
1/4" = 1'-0"



RCP KEYNOTES

2201	ROLLER SHADES
------	---------------

RCP LEGEND

	2'X2' ACOUSTICAL CEILING TILE
	GYPSUM BOARD CEILING
	WOODEN SLAT CEILING
	NO CEILING, OPEN TO STRUCTURE ABOVE

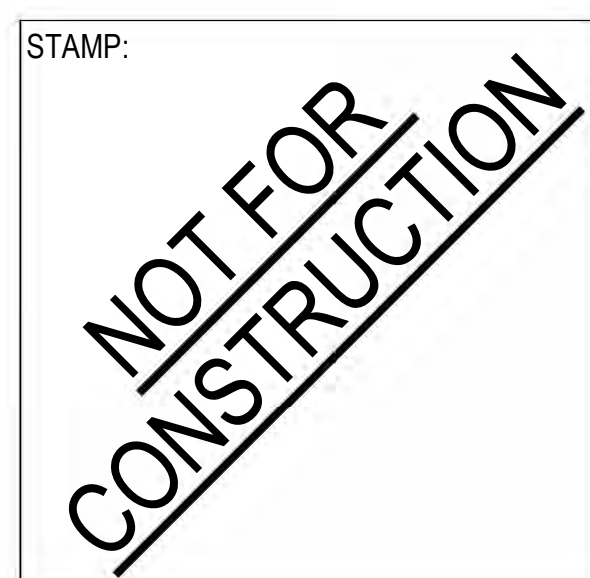


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SHEET TITLE:

REFLECTED CEILING PLAN

SCALE: As indicated

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A220

1 REFLECTED CEILING PLAN
1/4" = 1'-0"

8/30/2022 5:23:06 PM

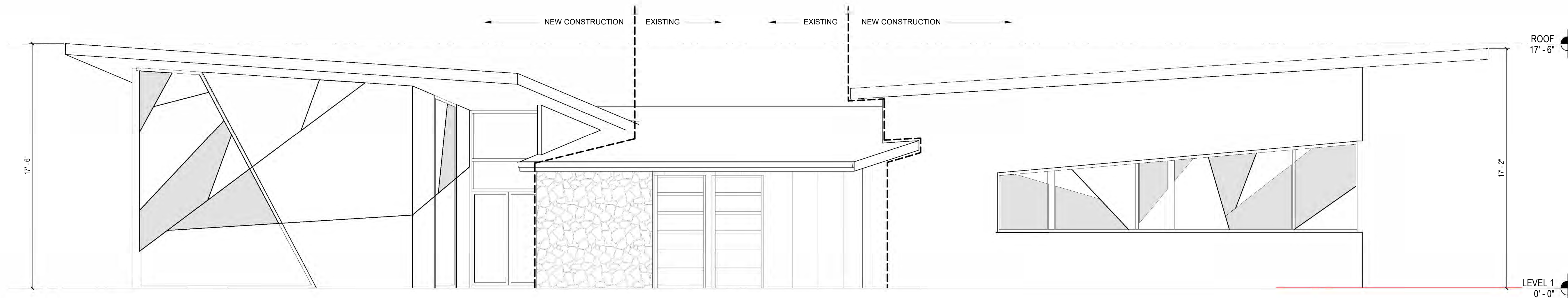


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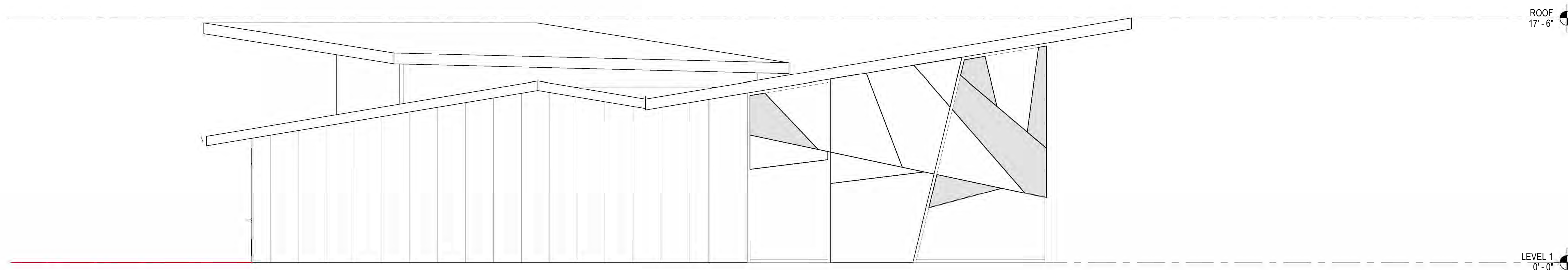
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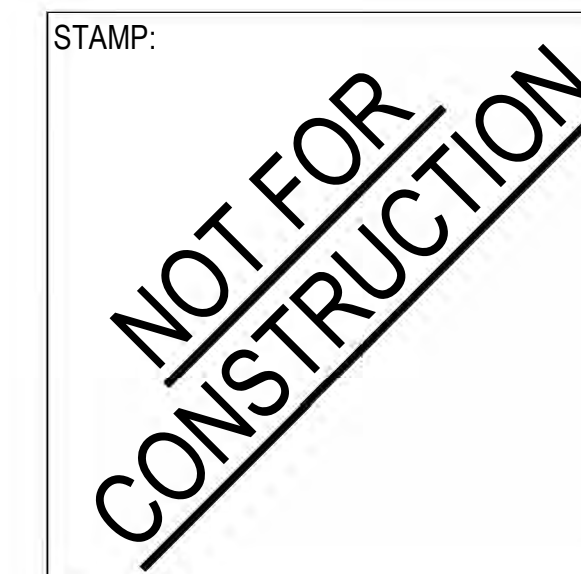
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1 NORTH-EAST ELEVATION
1/4" = 1'-0"



2 SOUTH ELEVATION
1/4" = 1'-0"



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SHEET TITLE:

EXTERIOR
ELEVATIONS

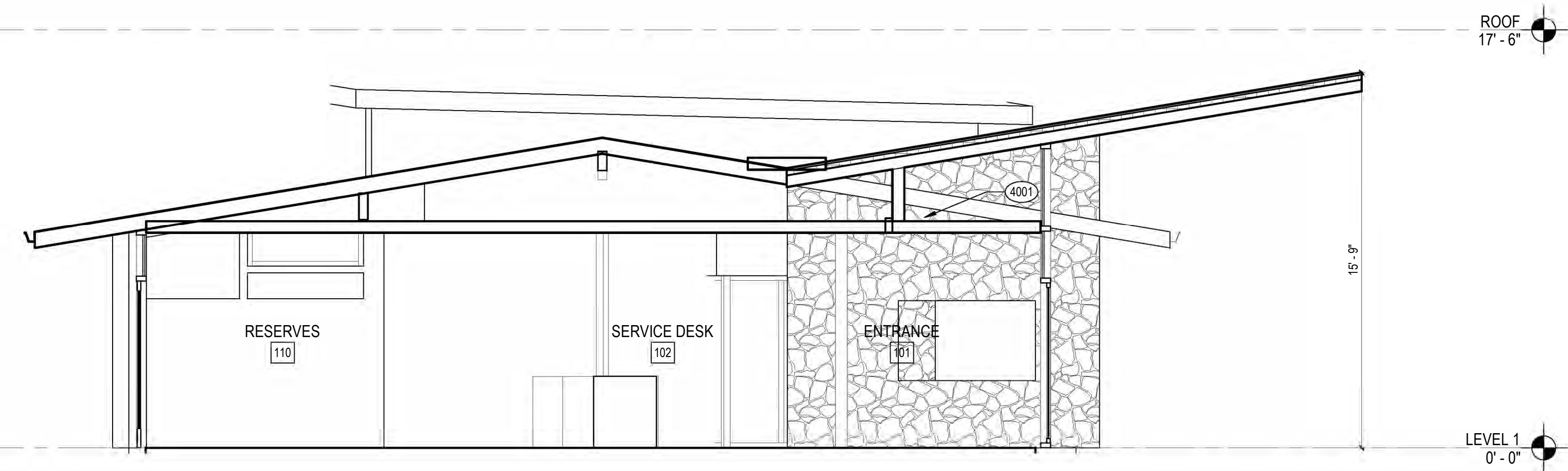
SCALE: 1/4" = 1'-0"

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A301

BUILDING SECTION KEYNOTES

4001 COVE LIGHT



2 BUILDING SECTION 1
1/4" = 1'-0"



1 BUILDING SECTION 2
1/4" = 1'-0"



3 BUILDING SECTION 3
1/4" = 1'-0"

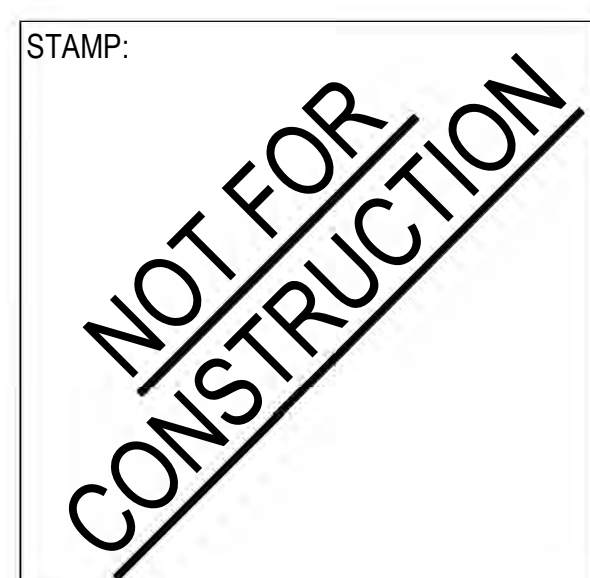


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SHEET TITLE:

BUILDING SECTIONS

SCALE: 1/4" = 1'-0"

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A400

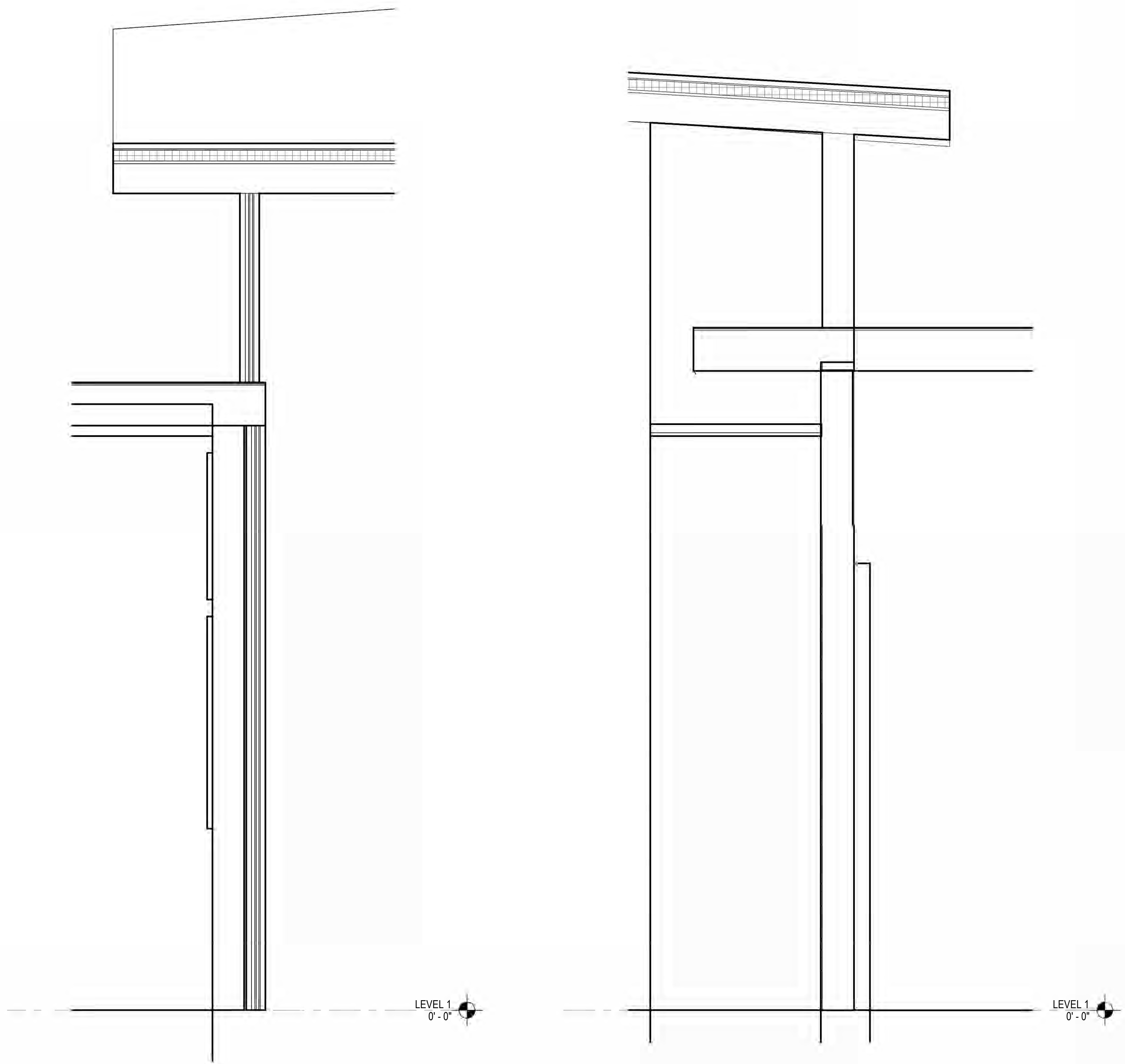


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CONSULTANTS LOGO:

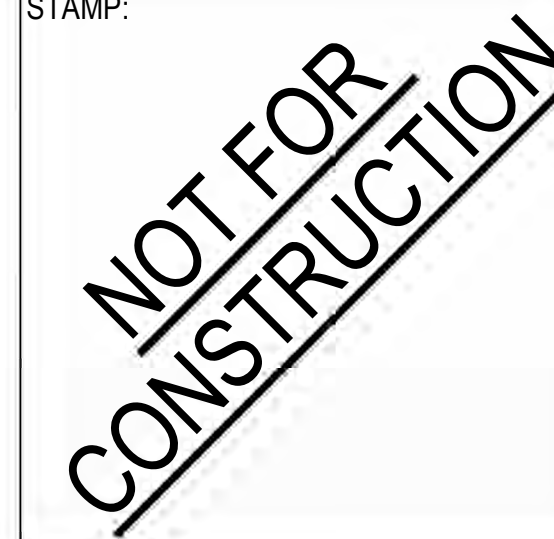
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2 WALL SECTION - ADULT READING 2
1" = 1'-0"

1 WALL SECTION - ADULT READING 1
1" = 1'-0"

STAMP:



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Renovations
2659 LINCOLN AVENUE,
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PROJECT NO. 2111020

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SHEET TITLE:

WALL SECTIONS
AND DETAIL
ELEVATIONS

SCALE: 1" = 1'-0"

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A411

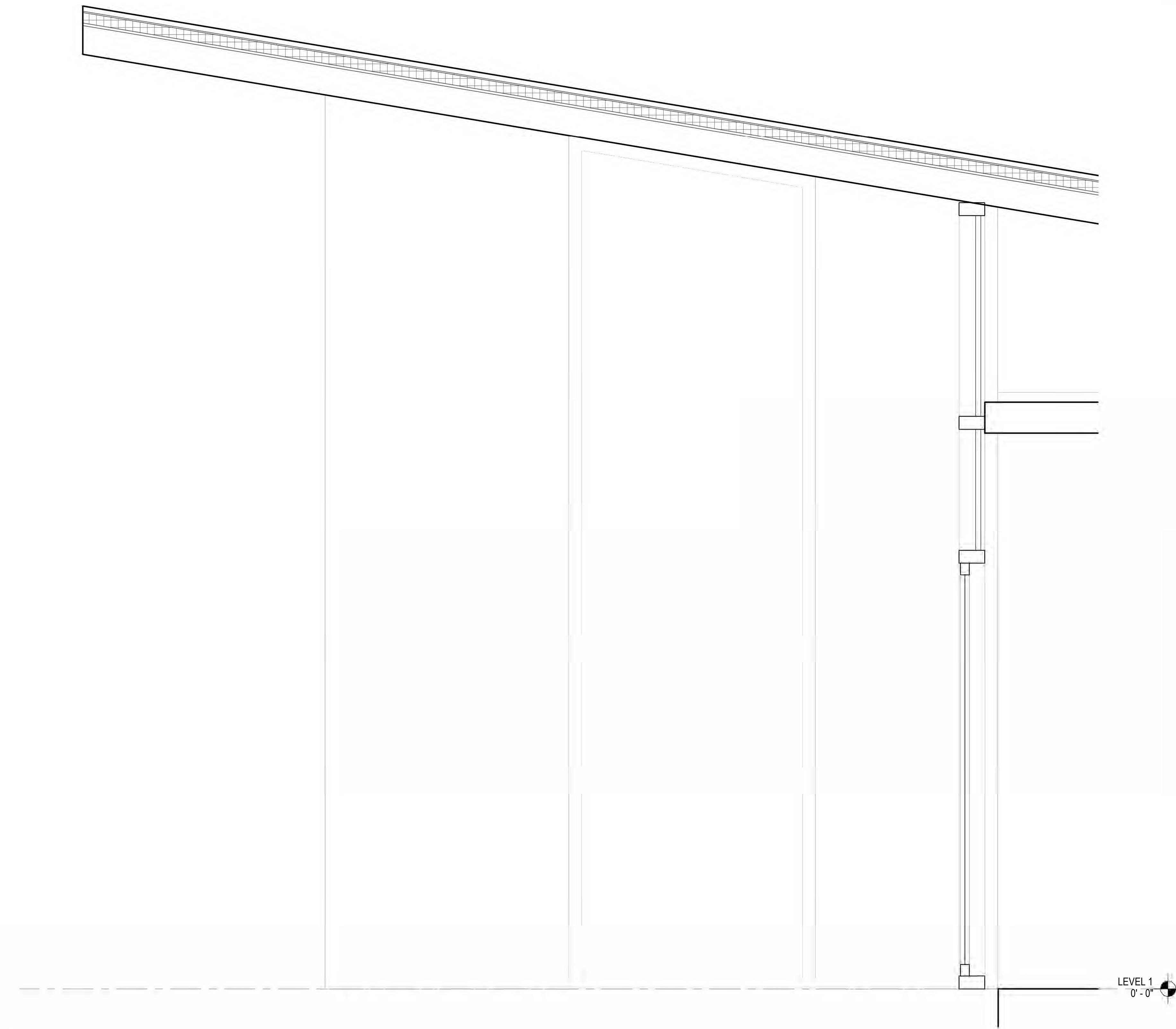


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1 WALL SECTION - ENTRANCE
1" = 1'-0"

LEVEL 1
0'-0"

STAMP:

**NOT FOR
CONSTRUCTION**

NO. DATE REVISIONS

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SHEET TITLE:

**WALL SECTIONS
AND DETAIL
ELEVATIONS**

SCALE: 1" = 1'-0"

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A412

8/3/2022 5:23:13 PM

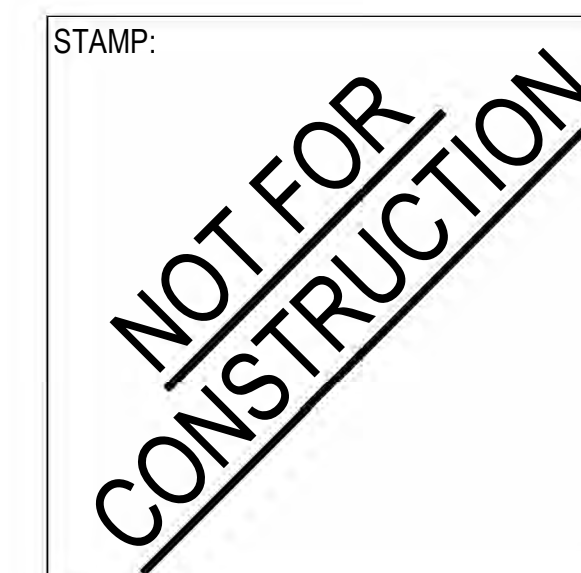


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CONSULTANTS LOGO:

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NO.	DATE	REVISIONS

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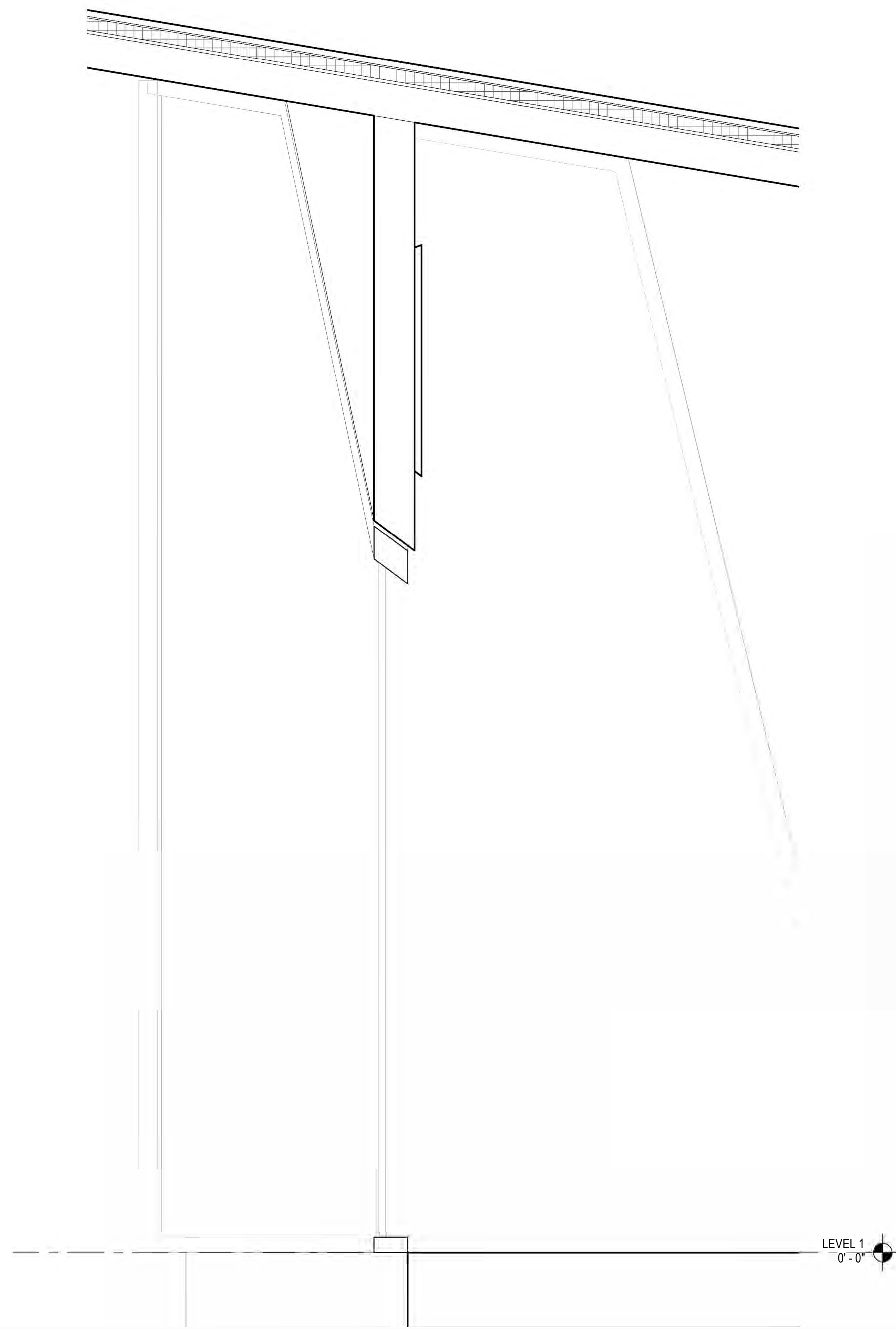
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WALL SECTIONS
AND DETAIL
ELEVATIONS

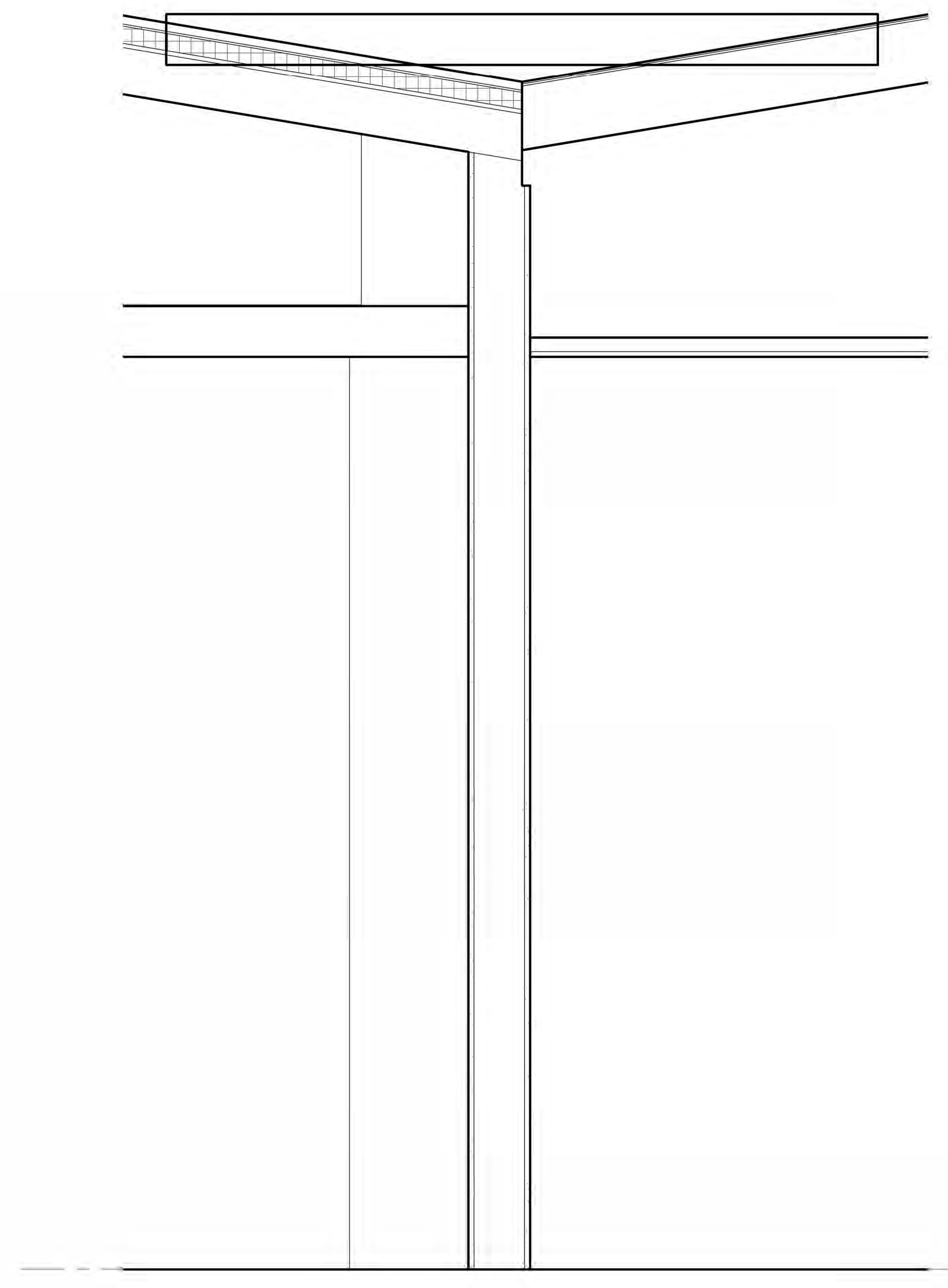
SCALE: 1" = 1'-0"

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A413



1 WALL SECTION - CHILDREN'S CENTER 1
1" = 1'-0"



2 WALL SECTION - CHILDREN'S CENTER AND STAFF WORKSPACE
1" = 1'-0"

8/3/2022 5:23:15 PM



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CONSULTANTS LOGO:

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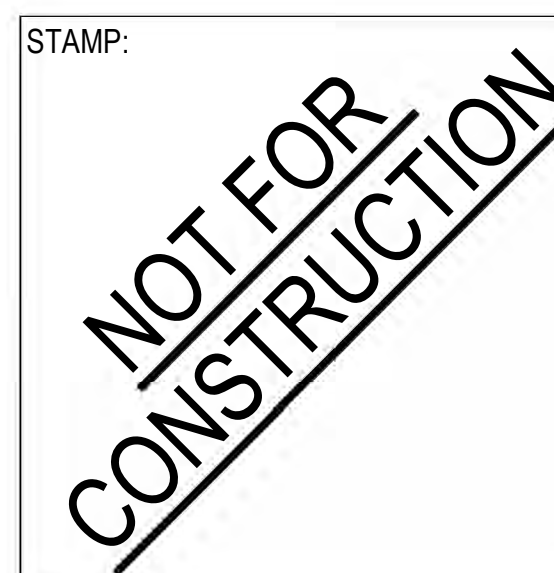
INTERIOR ELEVATION SHEET NOTES

INTERIOR ELEVATION KEYNOTES

- 5001 GRAB BAR
- 5002 SANITARY NAPKIN DISPOSAL
- 5003 TOILET SEAT COVER DISPENSER
- 5004 TOILET PAPER COVER DISPENSER
- 5005 MIRROR, TYP.
- 5006 BABY CHANGING STATION
- 5007 TRASH
- 5009 SOAP DISPENSER

INTERIOR ELEVATION LEGEND

STAMP:



NO. DATE REVISIONS

NO.	DATE	REVISIONS

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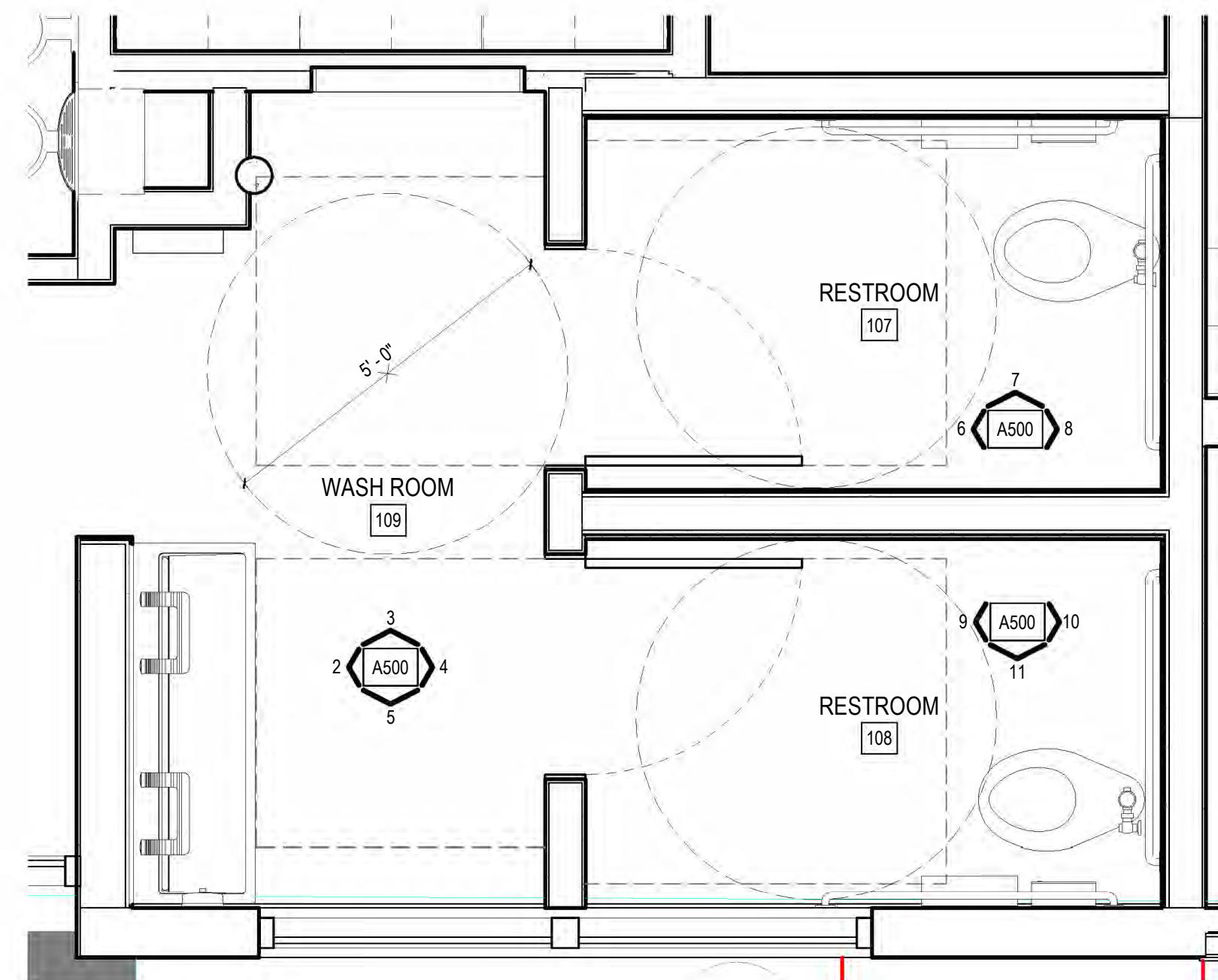
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**ENLARGED TOILET
ROOM PLANS AND
ELEVATIONS**

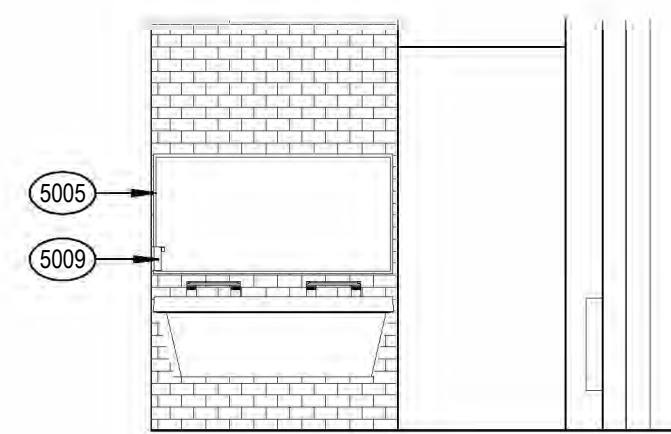
SCALE: As indicated

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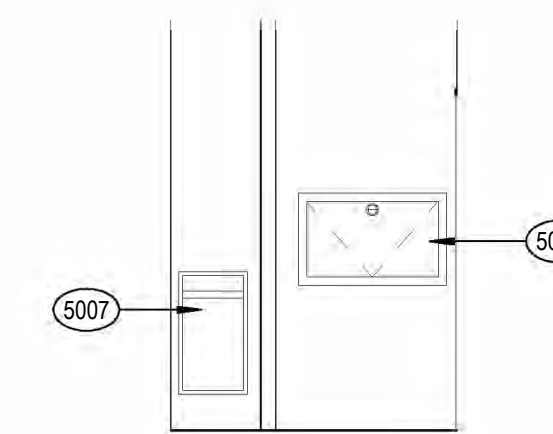
A500



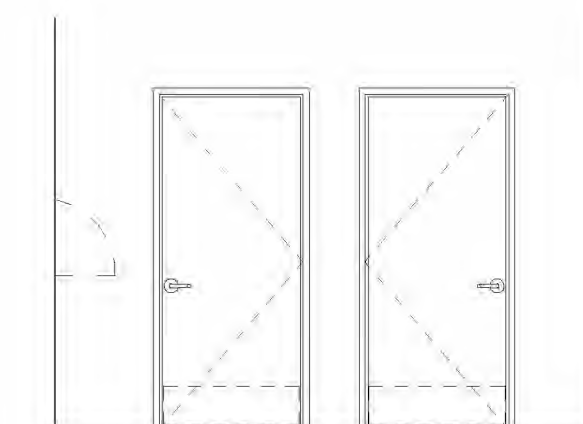
1 ENLARGED RESTROOM PLAN
1/2" = 1'-0"



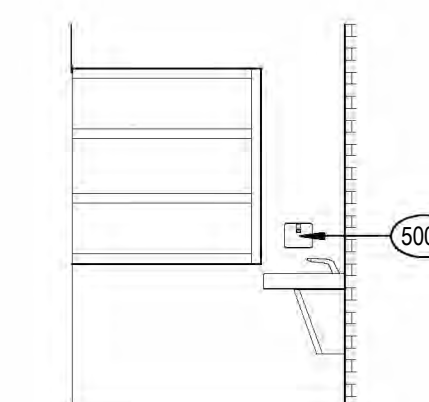
2 WASHROOM 109 - WEST
1/4" = 1'-0"



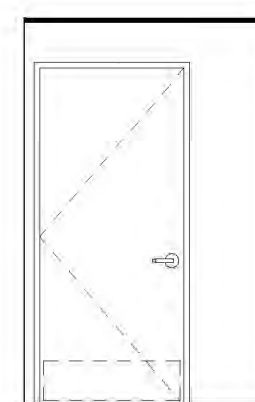
3 WASHROOM 109 - NORTH
1/4" = 1'-0"



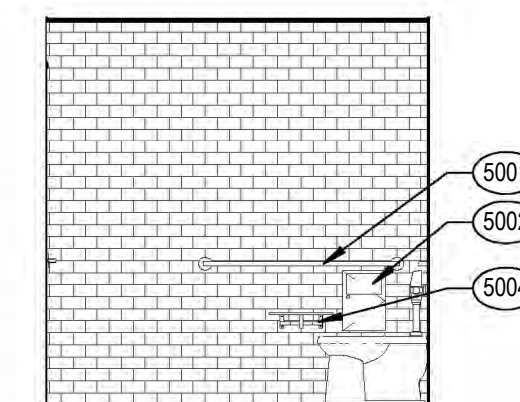
4 WASHROOM 109 - EAST
1/4" = 1'-0"



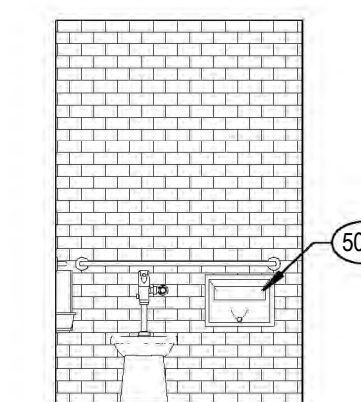
5 WASHROOM 109 - SOUTH
1/4" = 1'-0"



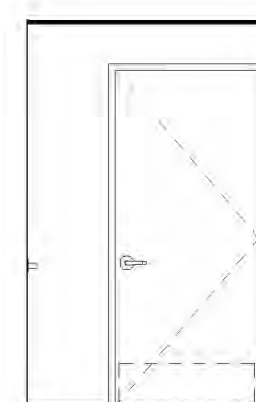
6 RESTROOM 107 - WEST
1/4" = 1'-0"



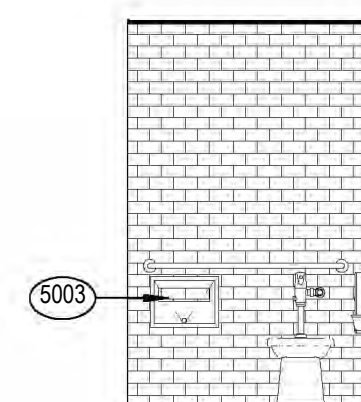
7 RESTROOM 107 - NORTH
1/4" = 1'-0"



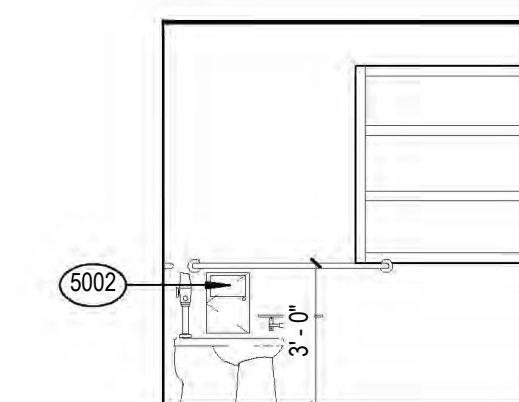
8 RESTROOM 107 - EAST
1/4" = 1'-0"



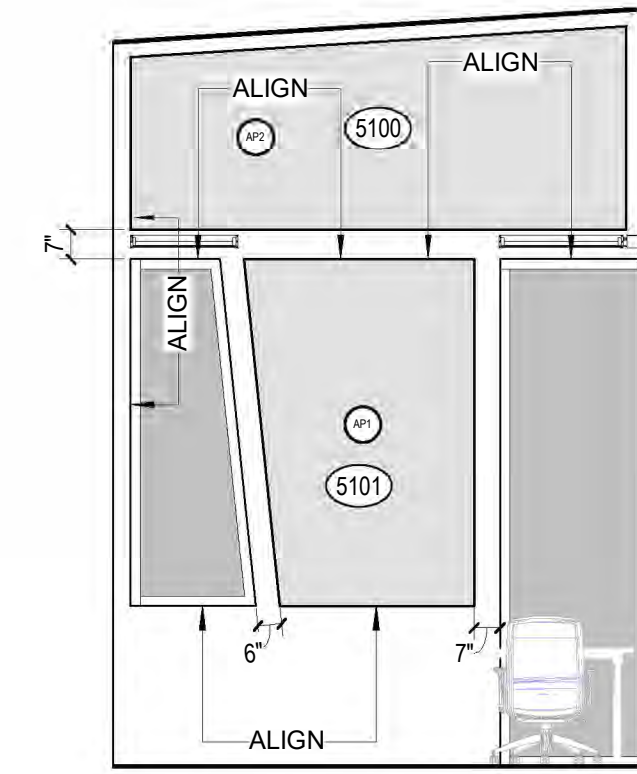
9 RESTROOM 108 - WEST
1/4" = 1'-0"



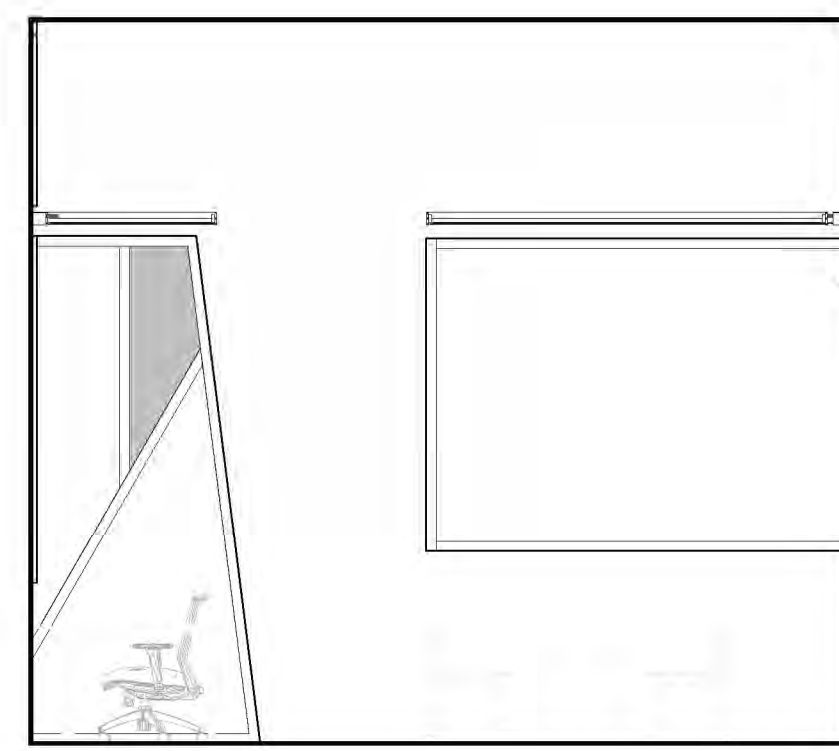
10 RESTROOM 108 - EAST
1/4" = 1'-0"



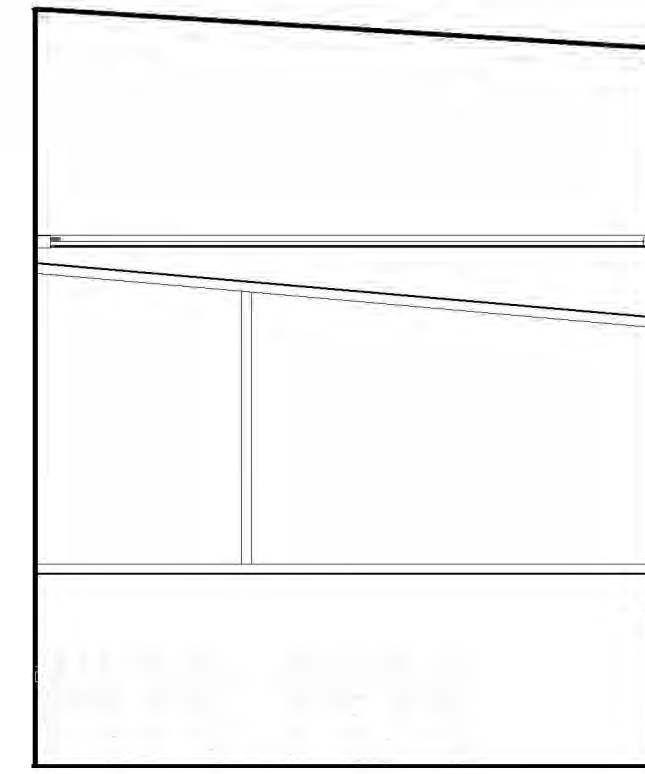
11 RESTROOM 108 - SOUTH
1/4" = 1'-0"



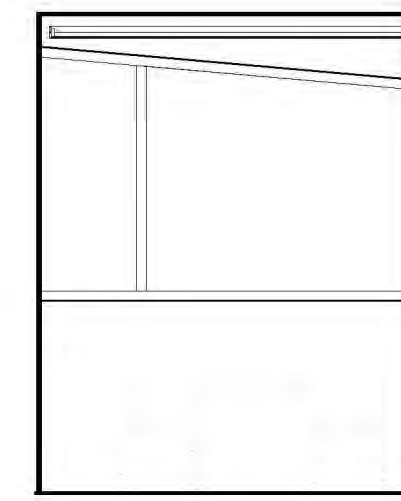
3 ROOM 111 LITERACY CENTER
1/4" = 1'-0"



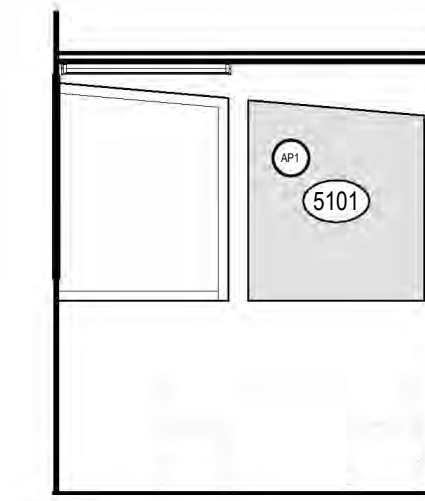
2 ROOM 111 LITERACY CENTER
1/4" = 1'-0"



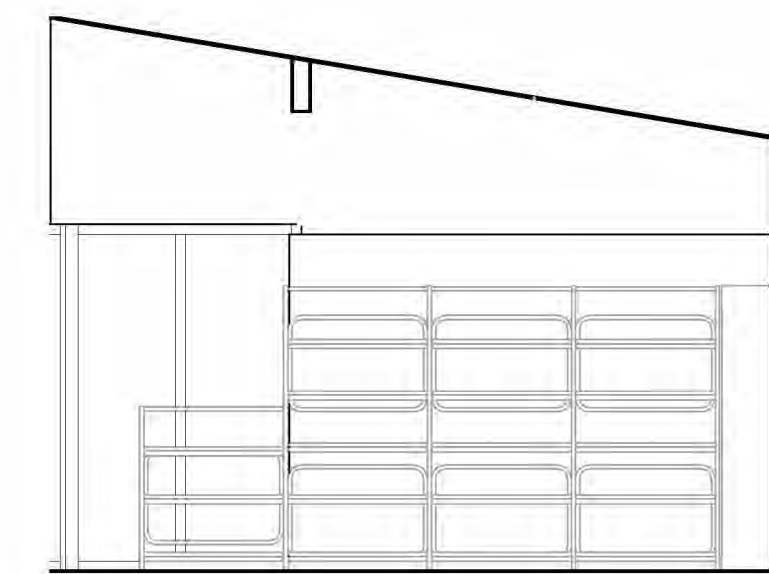
1 ROOM 111 LITERACY CENTER
1/4" = 1'-0"



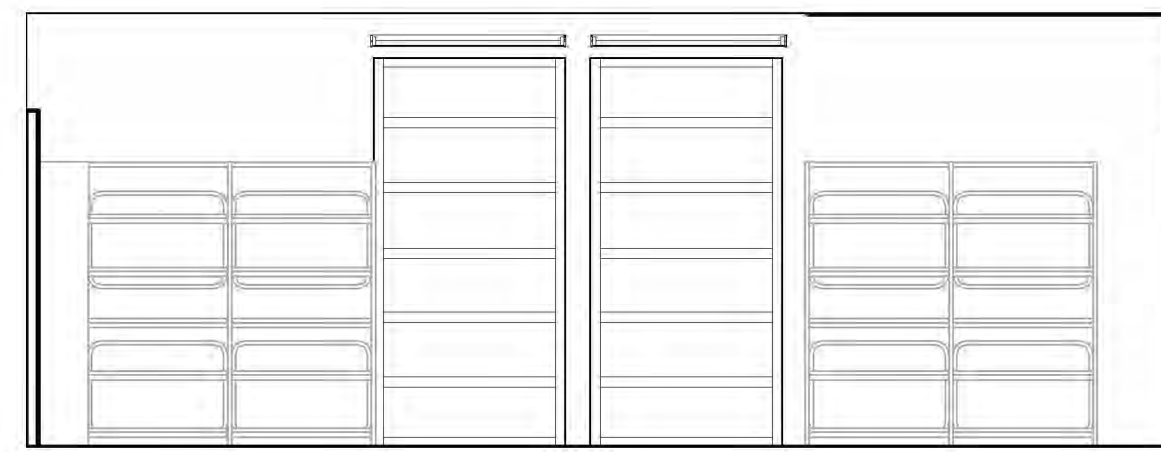
5 ROOM 112 STUDY ROOM
1/4" = 1'-0"



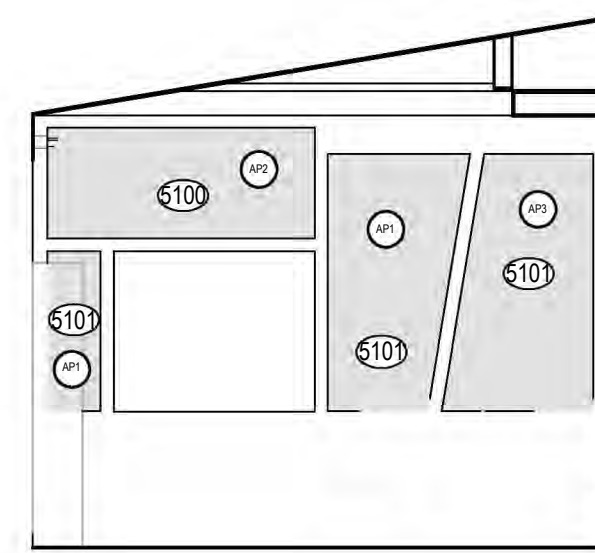
6 ROOM 113 STUDY ROOM
1/4" = 1'-0"



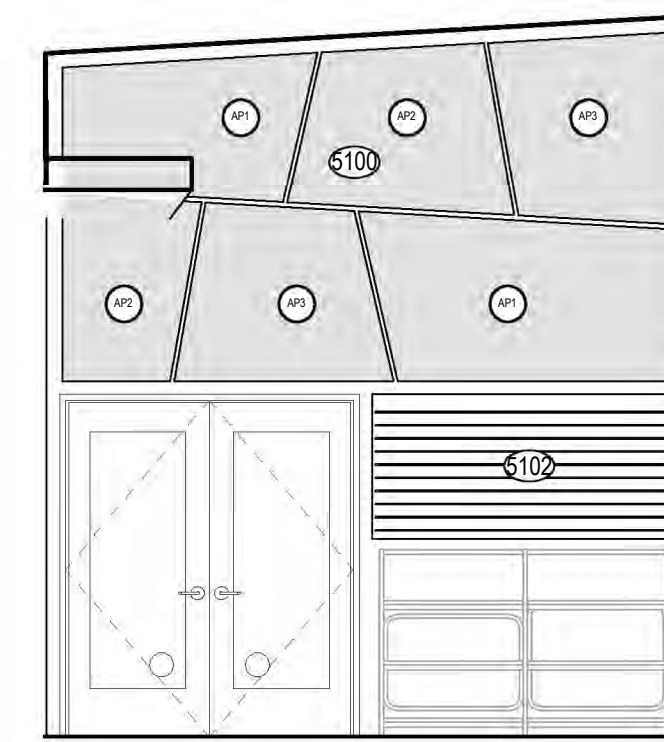
9 ADULT READING - WEST
1/4" = 1'-0"



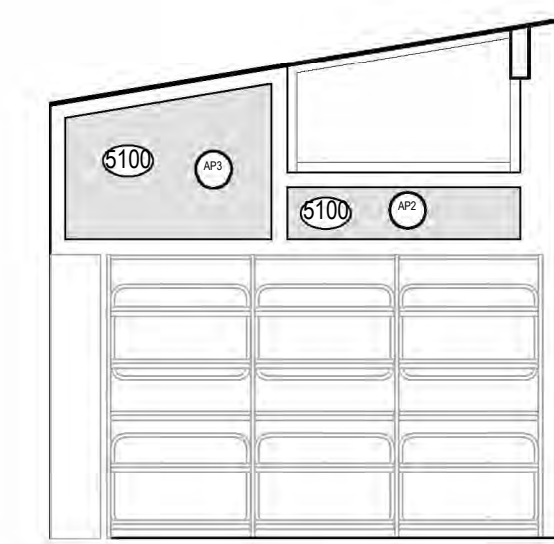
8 ADULT READING - NORTH
1/4" = 1'-0"



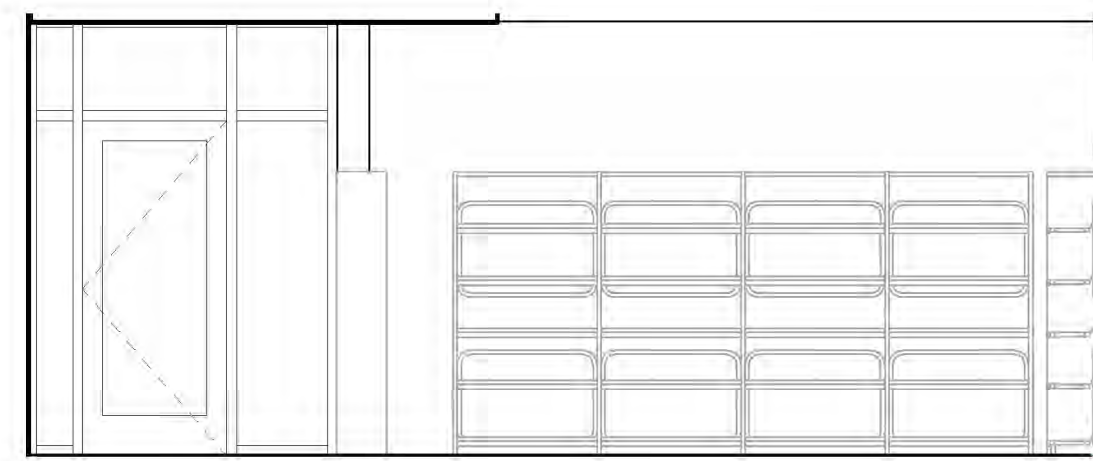
7 ADULT READING - WEST
1/4" = 1'-0"



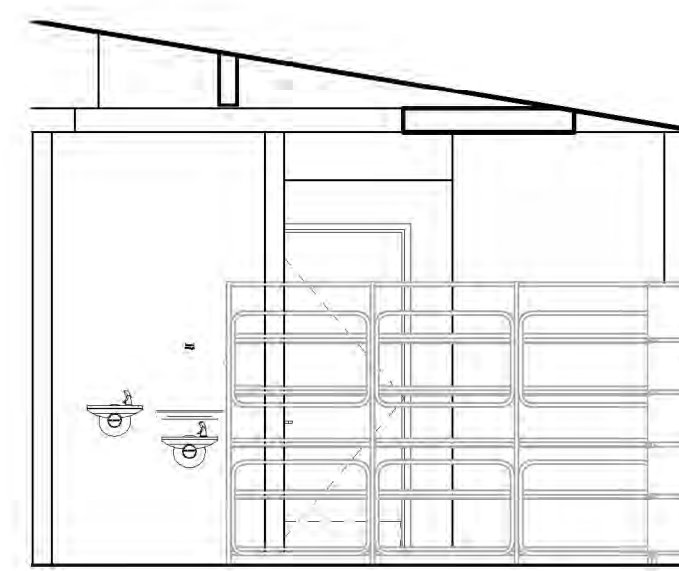
4 ROOM 111 LITERACY CENTER
1/4" = 1'-0"



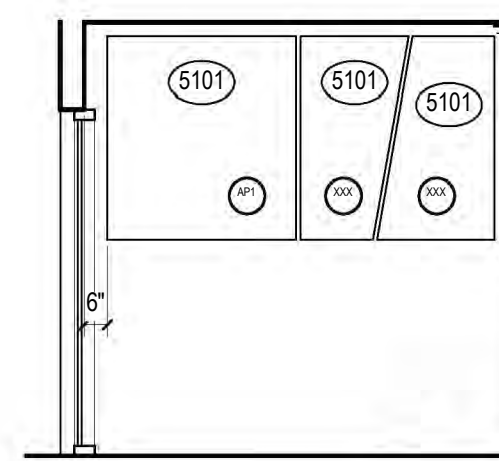
12 ADULT READING - EAST
1/4" = 1'-0"



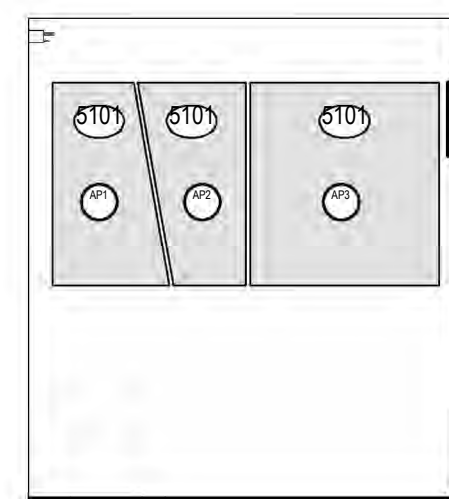
11 ADULT READING - SOUTH
1/4" = 1'-0"



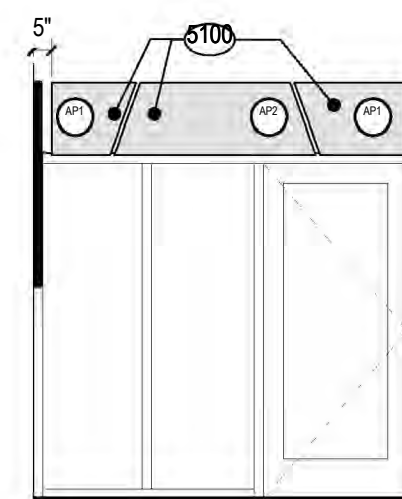
10 ADULT READING - EAST
1/4" = 1'-0"



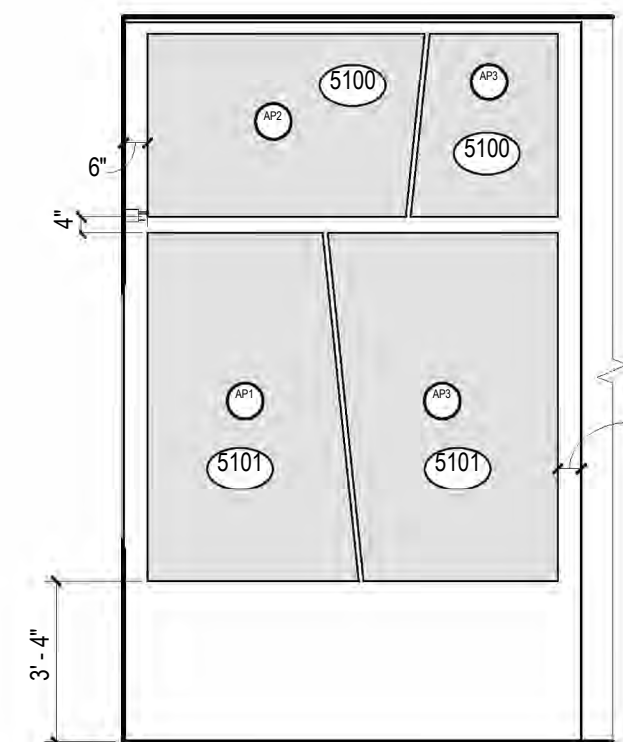
13 STUDY ROOM 113 - SOUTH WEST
1/4" = 1'-0"



15 STUDY ROOM 112 - NORTH EAST
1/4" = 1'-0"



16 STUDY ROOM 112 - SOUTH EAST
1/4" = 1'-0"



14 LITERACY CENTER - NORTH EAST
1/4" = 1'-0"

INTERIOR ELEVATION SHEET NOTES

A. FURNITURE FOR REFERENCE ONLY

INTERIOR ELEVATION KEYNOTES



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INTERIOR ELEVATION LEGEND

INTERIOR ELEVATIONS

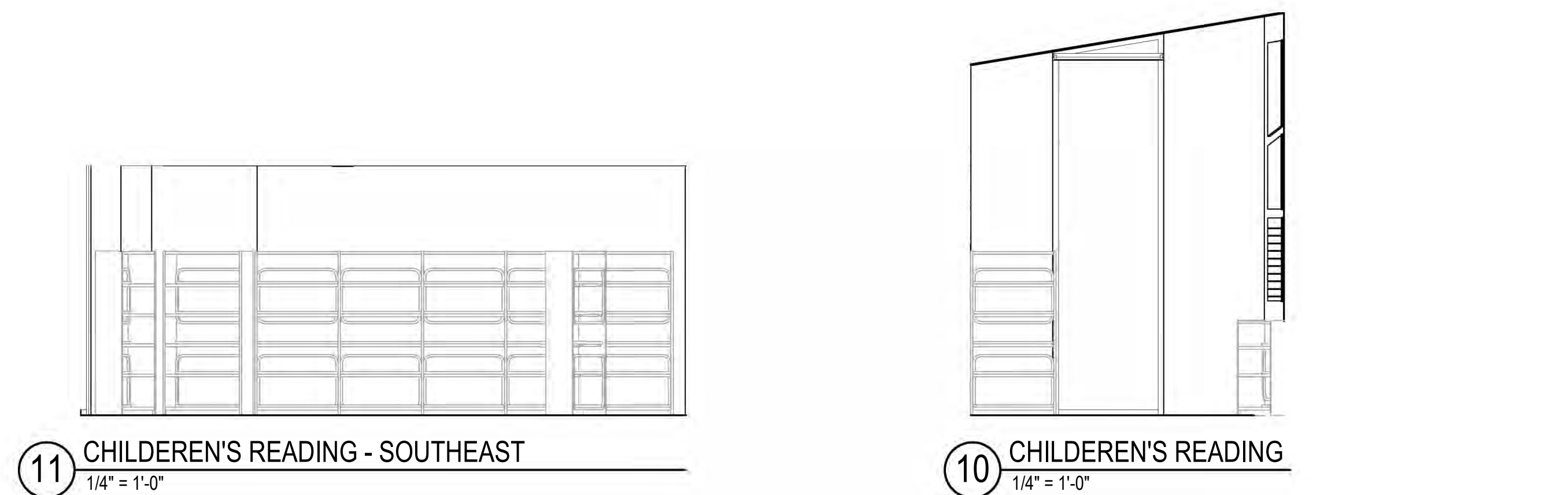
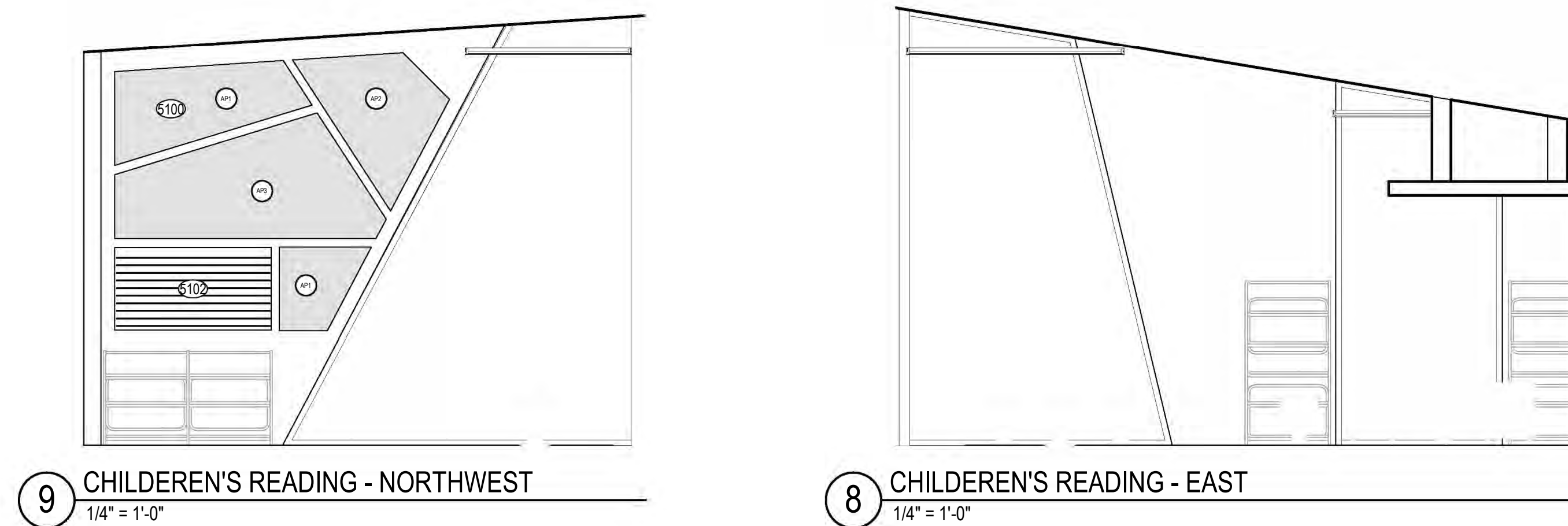
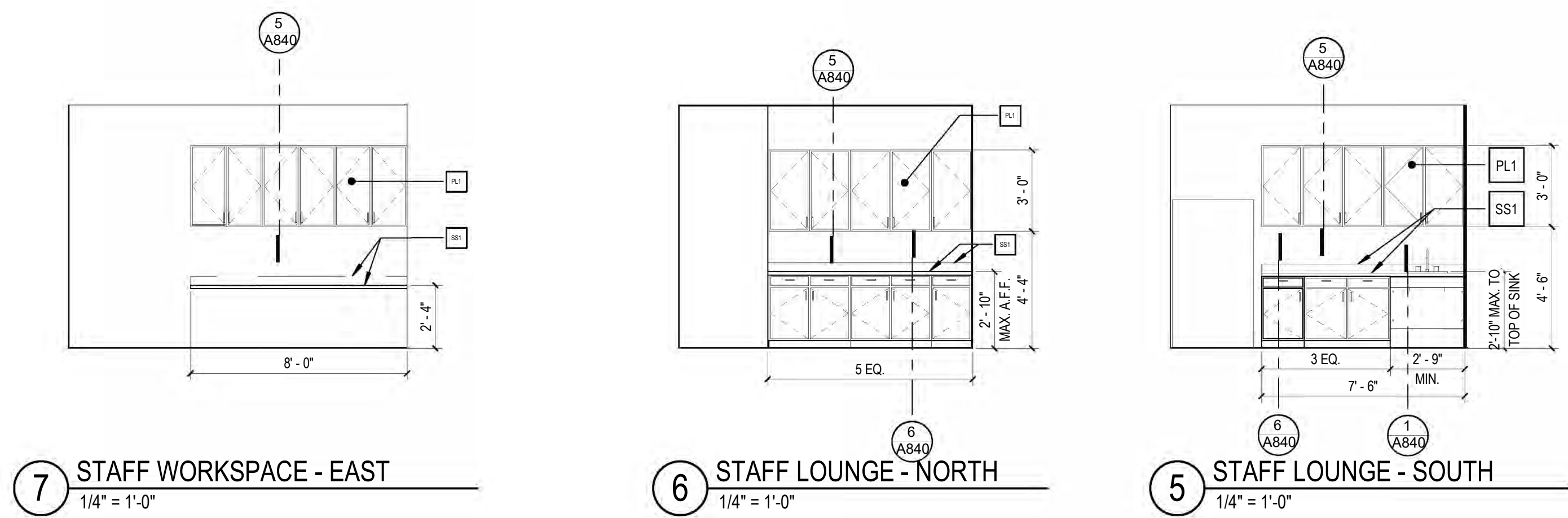
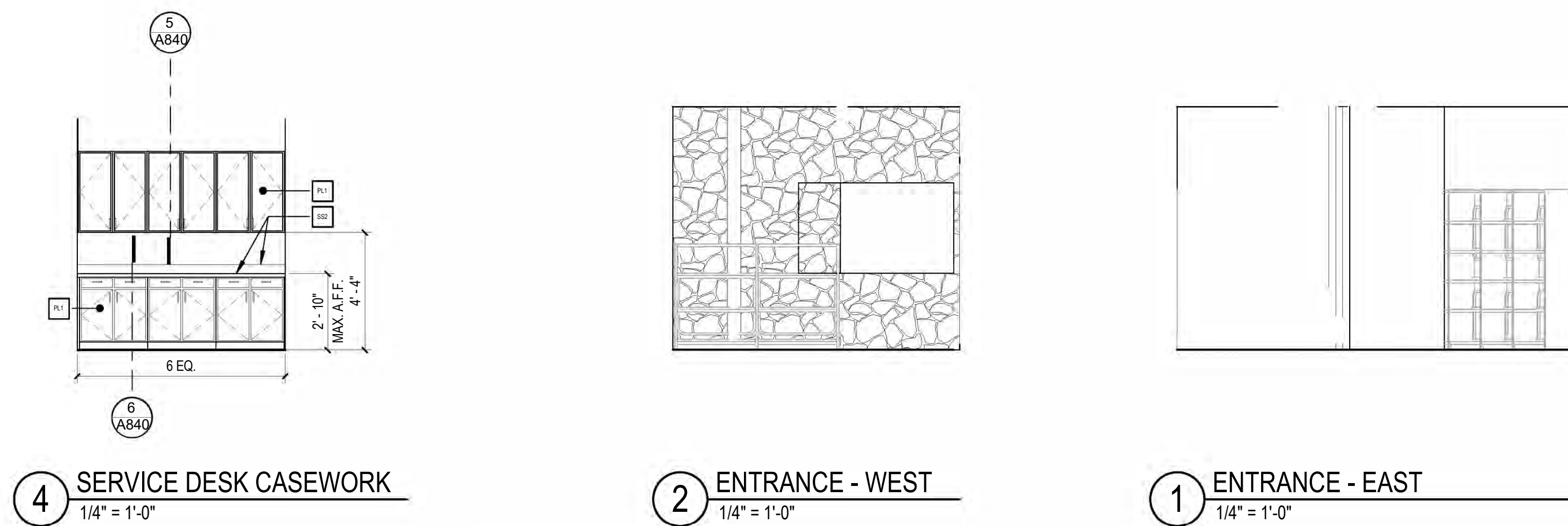
SCALE: As indicated

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A510

INTERIOR ELEVATION SHEET NOTES

A. FURNITURE FOR REFERENCE ONLY



INTERIOR ELEVATIONS KEYNOTES

INTERIOR ELEVATION LEGEND

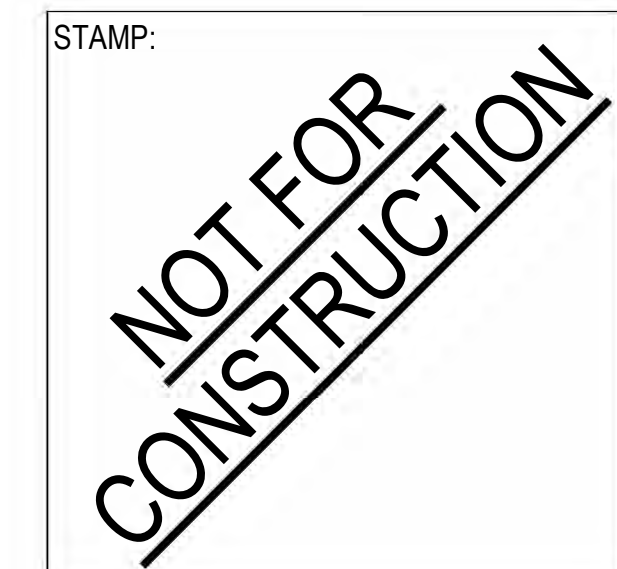


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SHEET TITLE:

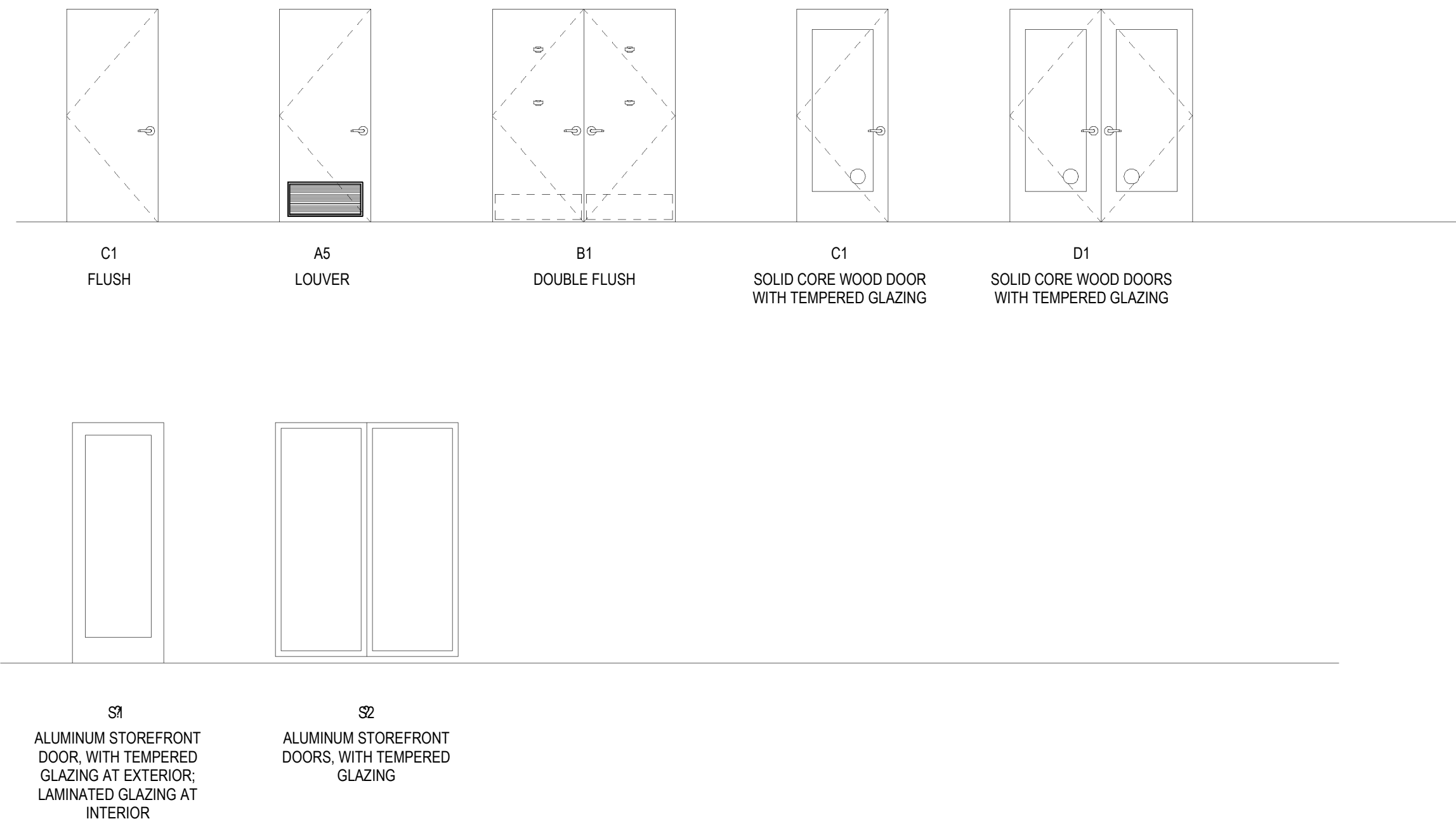
INTERIOR
ELEVATIONS

SCALE: As indicated

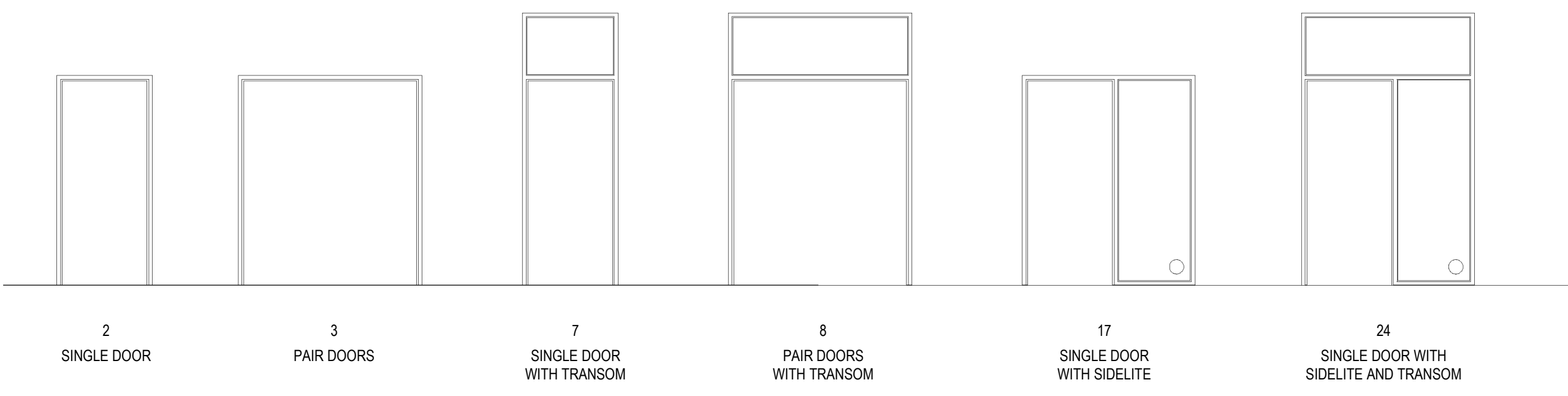
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A511

DOOR TYPES



DOOR FRAME TYPES



DOOR SCHEDULE

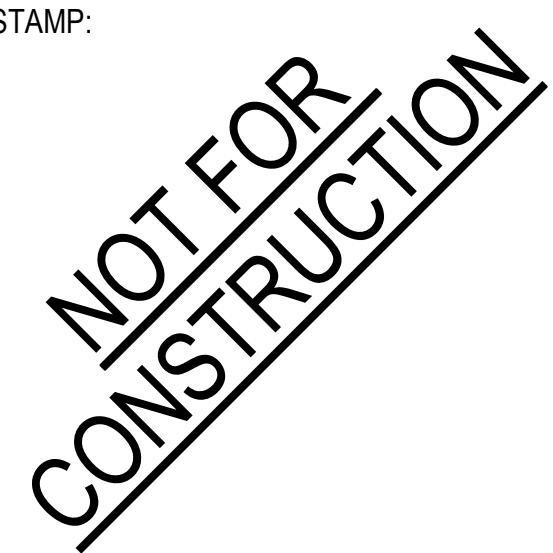
DOOR NUMBER	ROOM NAME	DOOR TYPE	DOOR			FRAME			DETAILS				REMARKS	
			WIDTH	HEIGHT	THICKNESS	MATERIAL	FINISH	GLAZING TYPE	TYPE	MATERIAL	FINISH	HEAD		JAMB
LEVEL 1														
101	ENTRANCE	S2	5'-8 1/2"	6'-8 1/2"	1 3/4"	ALM		TEMPERED	3	ALM				
104	STAFF WORKSPACE	C1	3'-0"	7'-0"	1 1/2"	WD		-	2	ALM				
107	RESTROOM	C1	3'-0"	7'-0"	1 1/2"	WD		-	2	ALM				
108	RESTROOM	C1	3'-0"	7'-0"	1 1/2"	WD		-	2	ALM				
110	RESERVES	S1	3'-0"	7'-0"	5"	ALM		TEMPERED	17	ALM				
111	LITERACY CENTER	C1	6'-0"	7'-0"	1 3/4"	WD		-	3	ALM				
112	STUDY ROOM	S1	3'-0"	7'-0"	1 1/2"	ALM		TEMPERED	2	ALM				
113	STUDY ROOM		3'-0"	7'-0"	5"				17					



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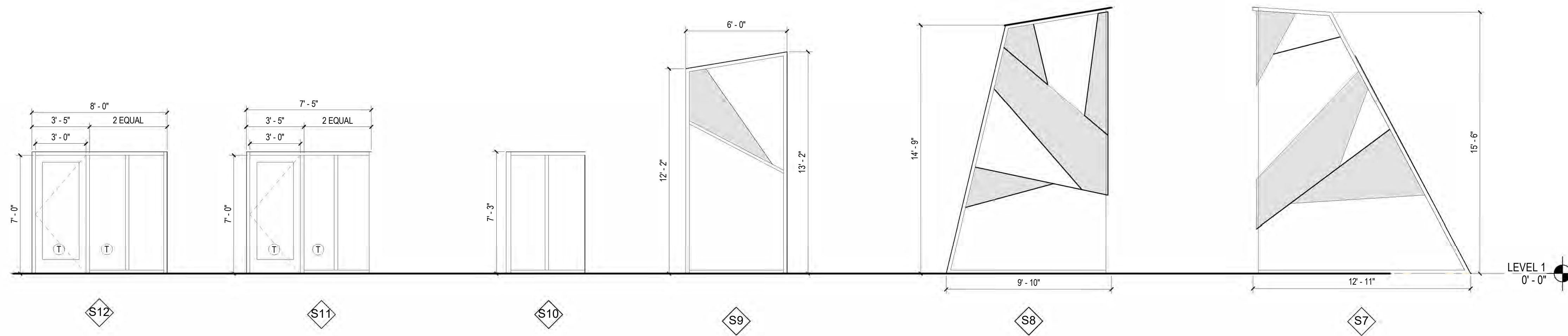
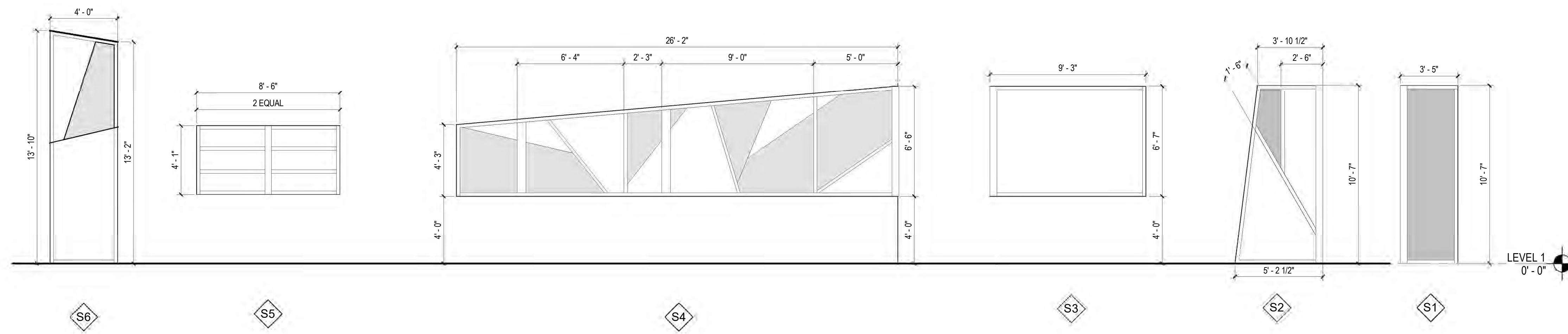
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SHEET TITLE:

DOOR TYPES, FRAME TYPES, AND SCHEDULES




SCALE: 1/4" = 1'-0"

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A600



EXTERIOR AND INTERIOR WINDOW TYPES LEGEND

-  INSULATED GLAZING ASSEMBLY
-  INSULATED COLORED GLAZING ASSEMBLY
-  INSULATED GLAZING ASSEMBLY WITH TEMPERED GLASS BOTH SIDES



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**EXTERIOR AND
 INTERIOR WINDOW
 TYPES**

SCALE: As indicated

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A610

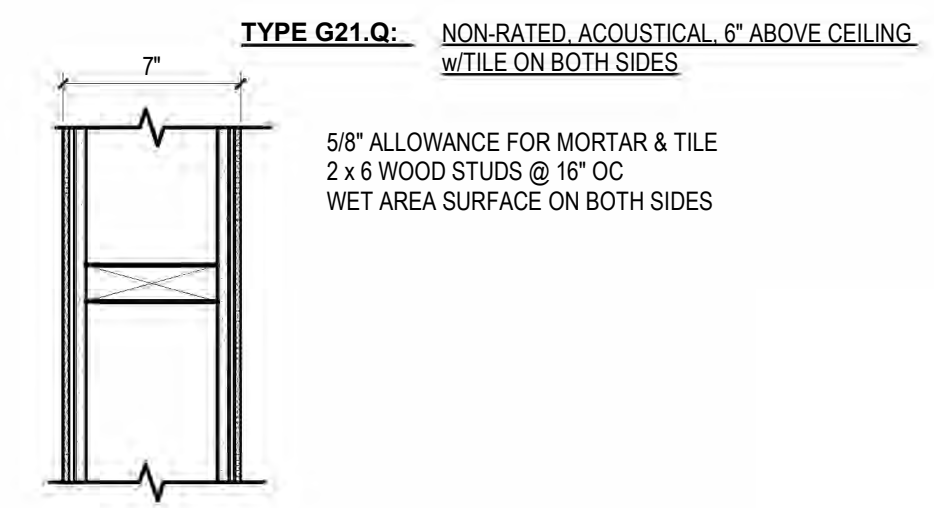


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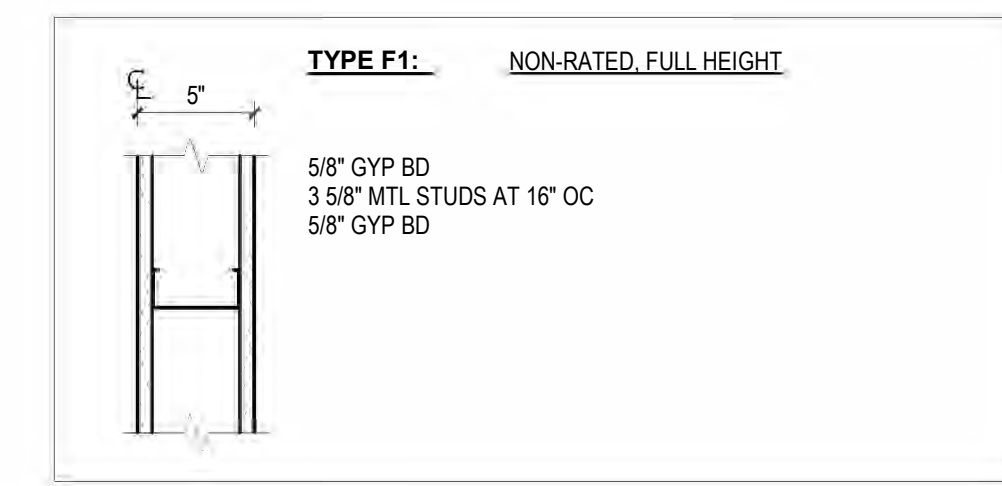
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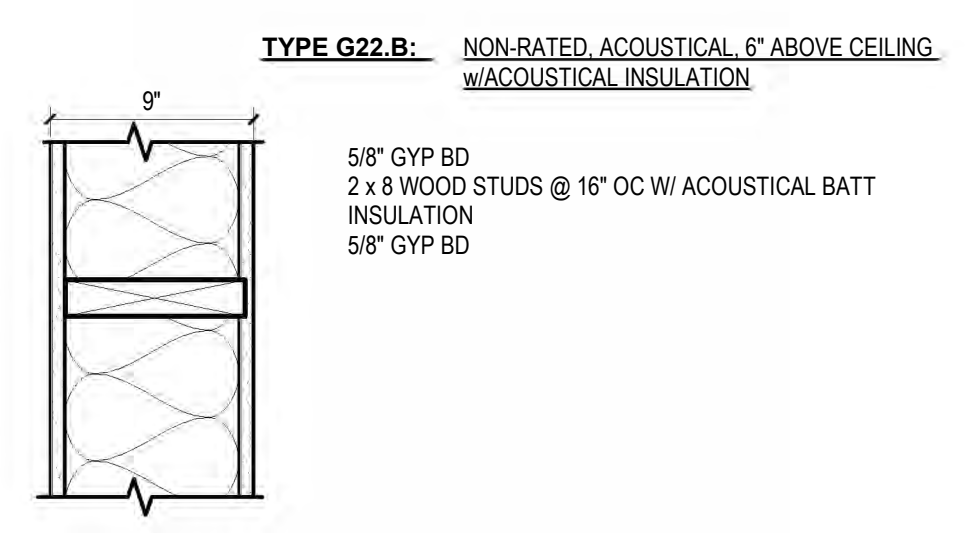
100% DESIGN DEVELOPMENT



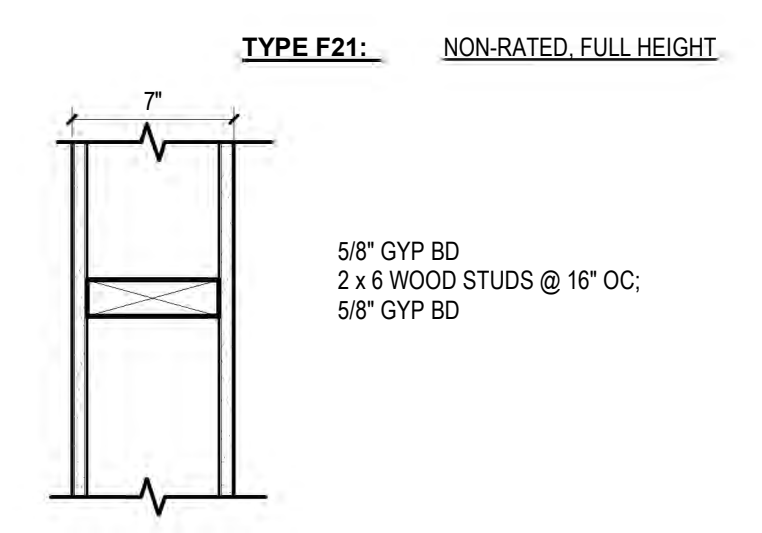
5 G21.Q PARTITION TYPE
1 1/2" = 1'-0"



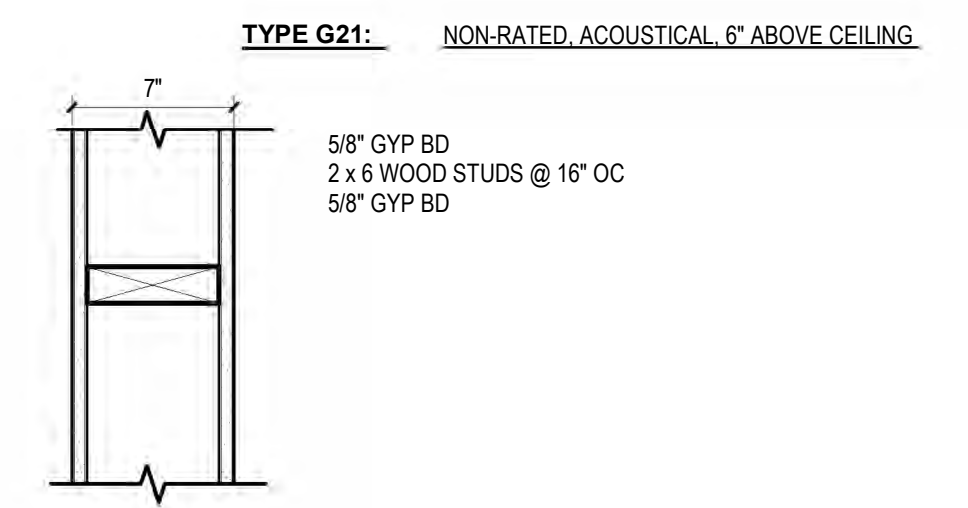
1 F1 PARTITION TYPE
1 1/2" = 1'-0"



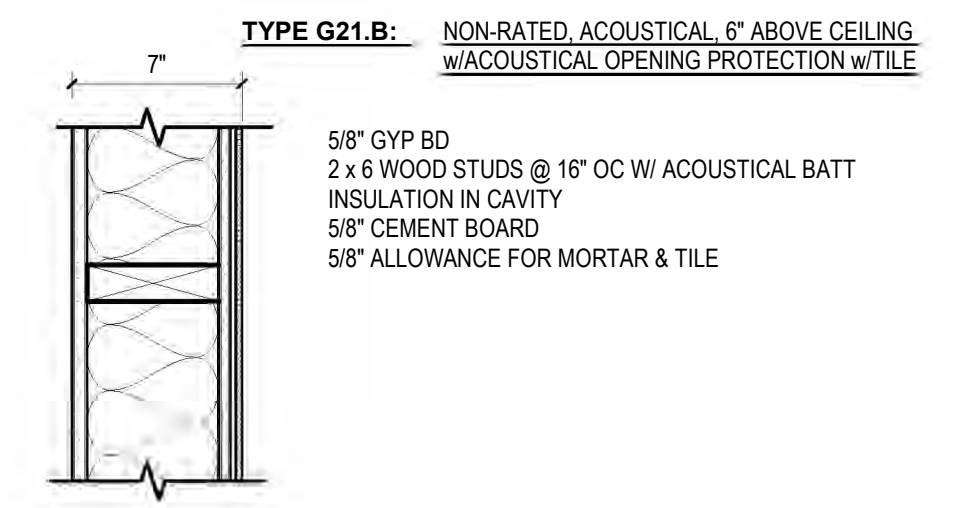
6 G22.B PARTITION TYPE
1 1/2" = 1'-0"



2 F21 PARTITION TYPE
1 1/2" = 1'-0"



3 G21 PARTITION TYPE
1 1/2" = 1'-0"



4 G21.B PARTITION TYPE
1 1/2" = 1'-0"

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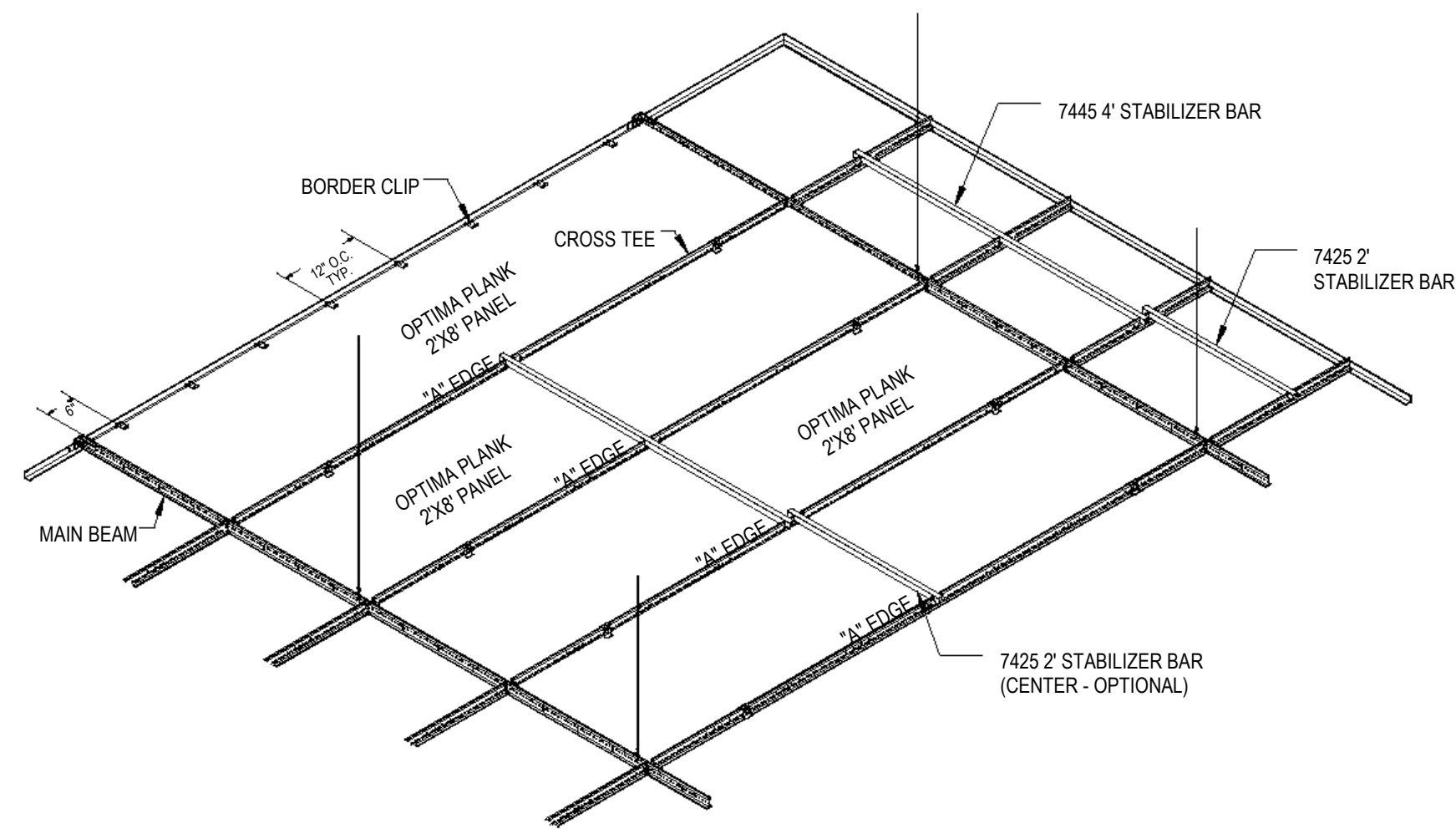
PROJECT TITLE:
Bob Lucas Literacy Center Renovations
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PROJECT NO. 2111020
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SHEET TITLE:

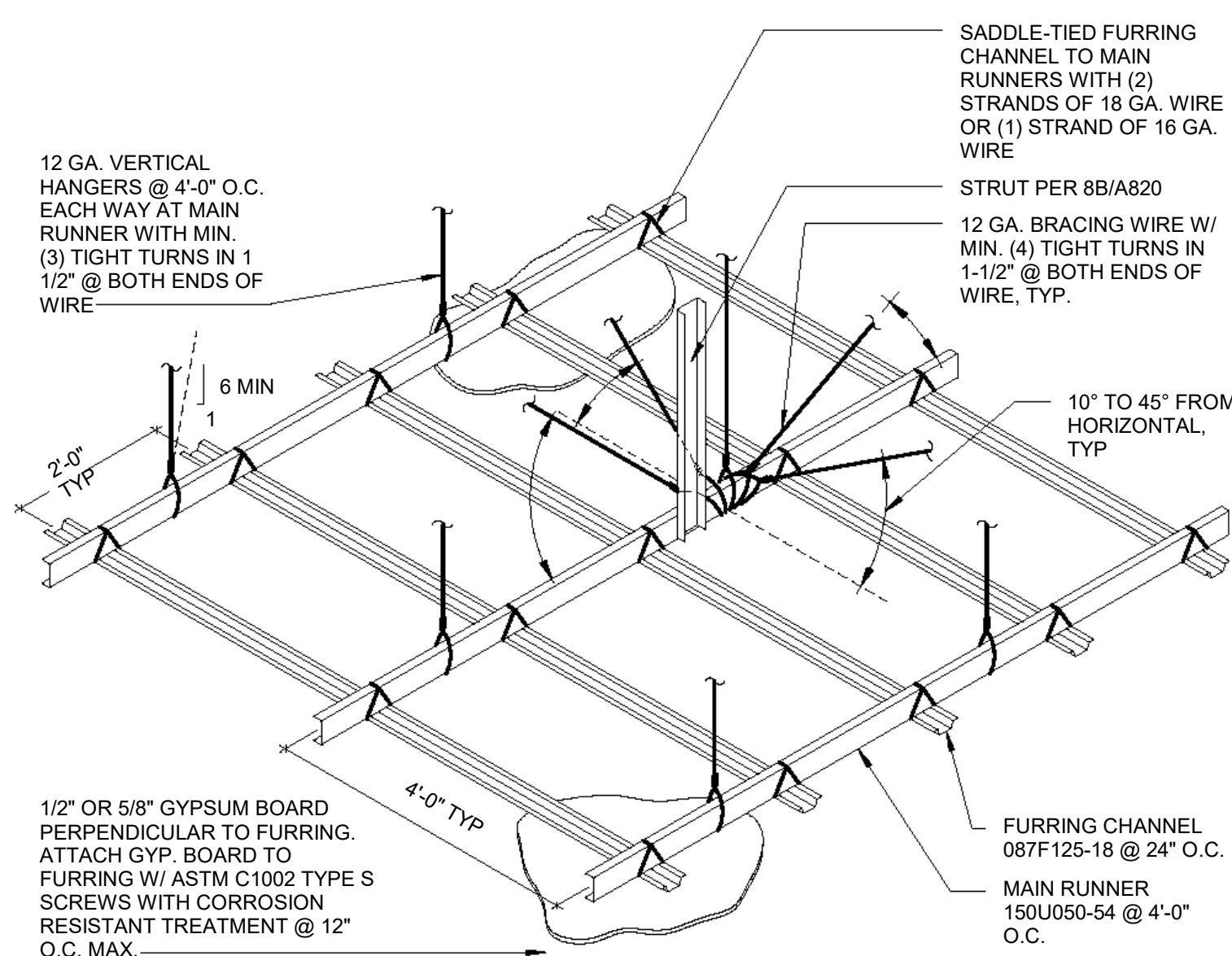
PARTITION TYPES

SCALE: 1 1/2" = 1'-0"

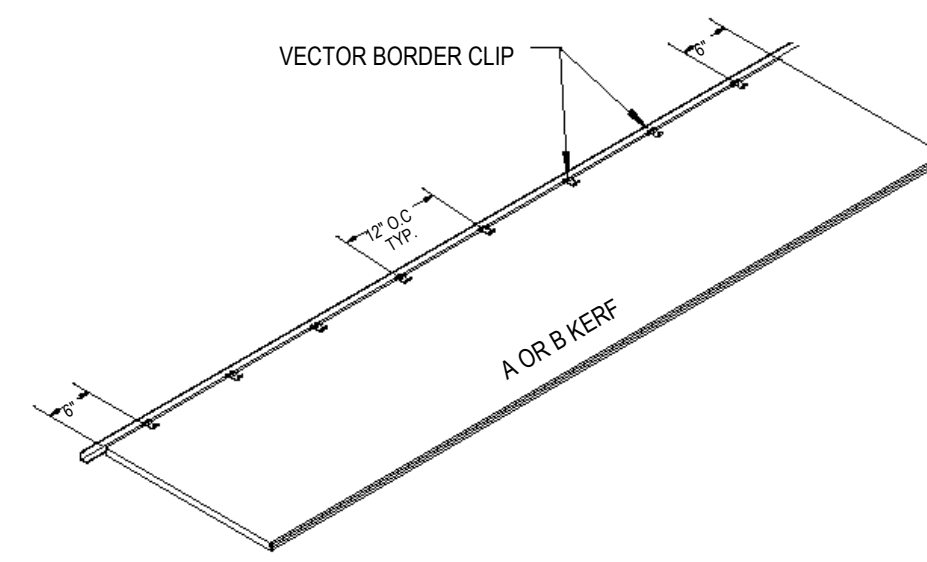
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A800



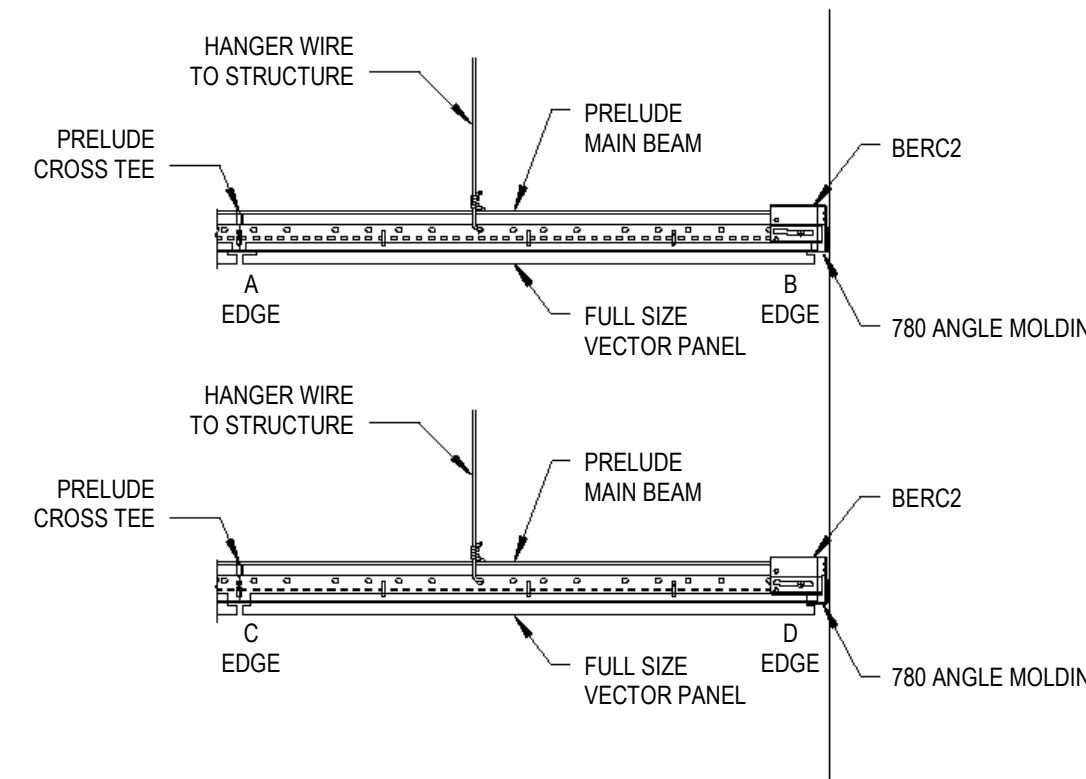
6 FULL OPTIMA VECTOR PANEL
1/2" = 1'-0"



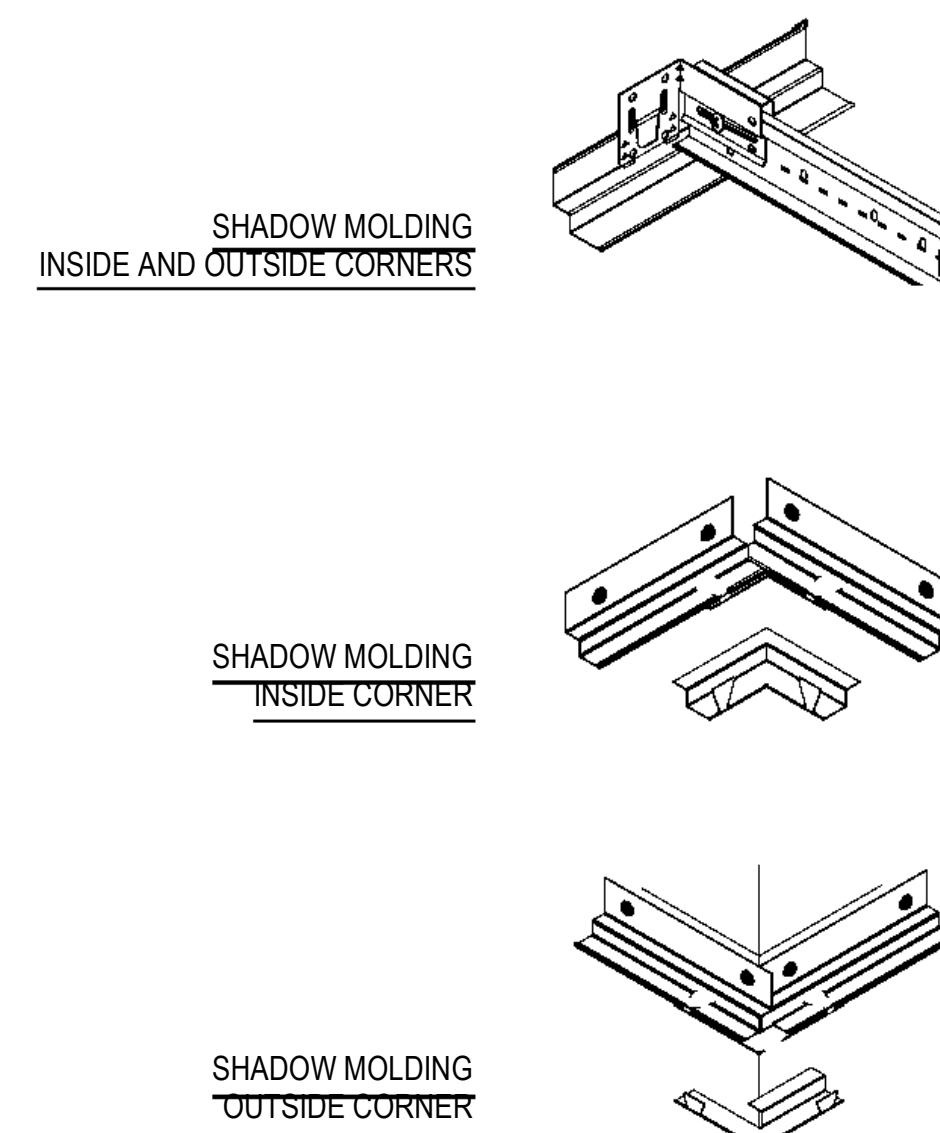
7 GYPSUM BOARD SUSPENDED CEILING
1/2" = 1'-0"



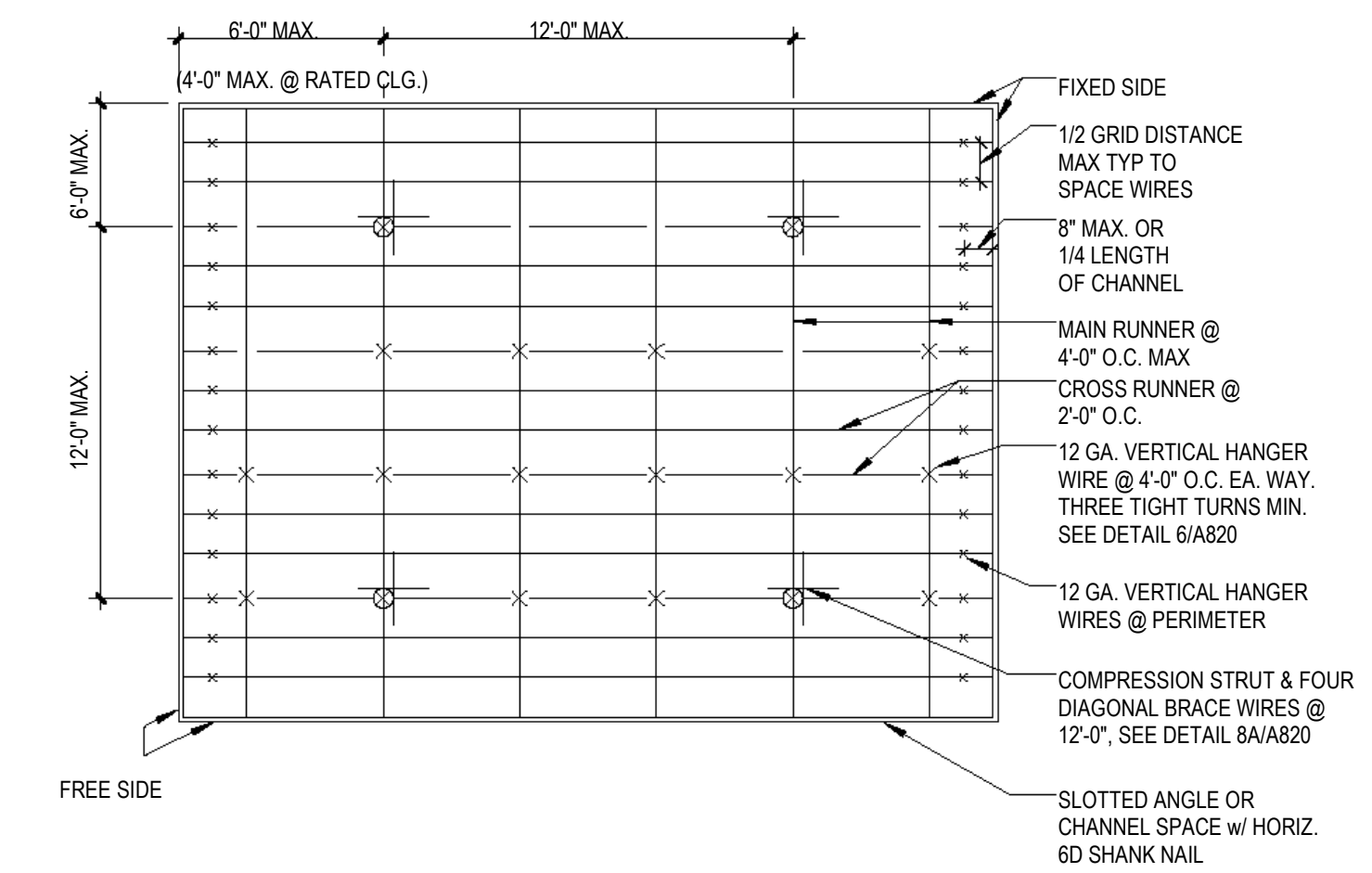
4 ARMSTRONG - OPTIMA PERIMETER TRIM
1/2" = 1'-0"



5 FULL OPTIMA VECTOR PANEL
1 1/2" = 1'-0"

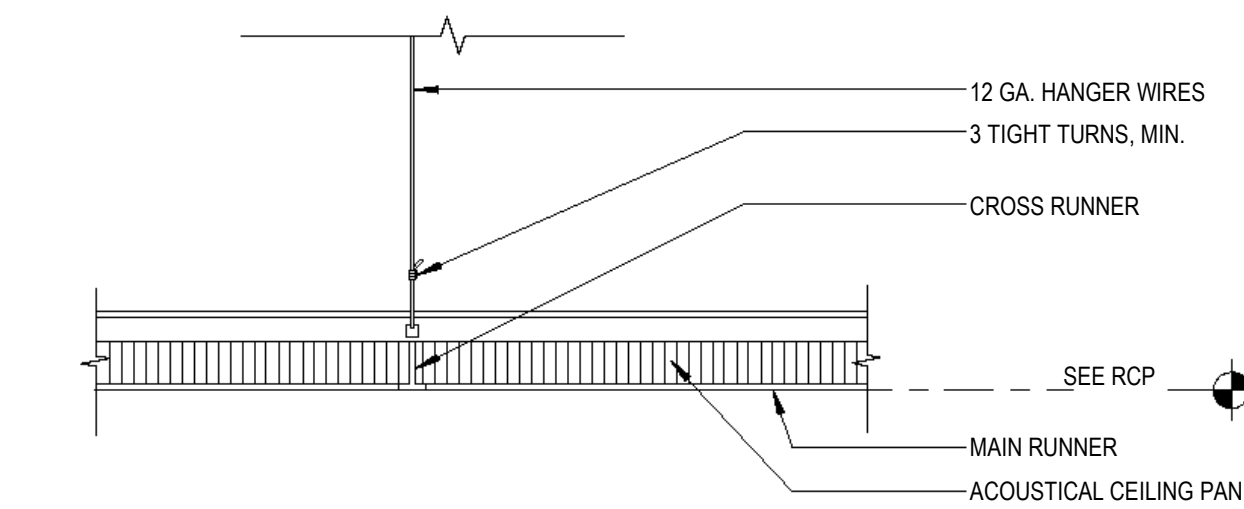


3 ACOUSTICAL SUSPENDED CEILING @ PERIMETER
3" = 1'-0"

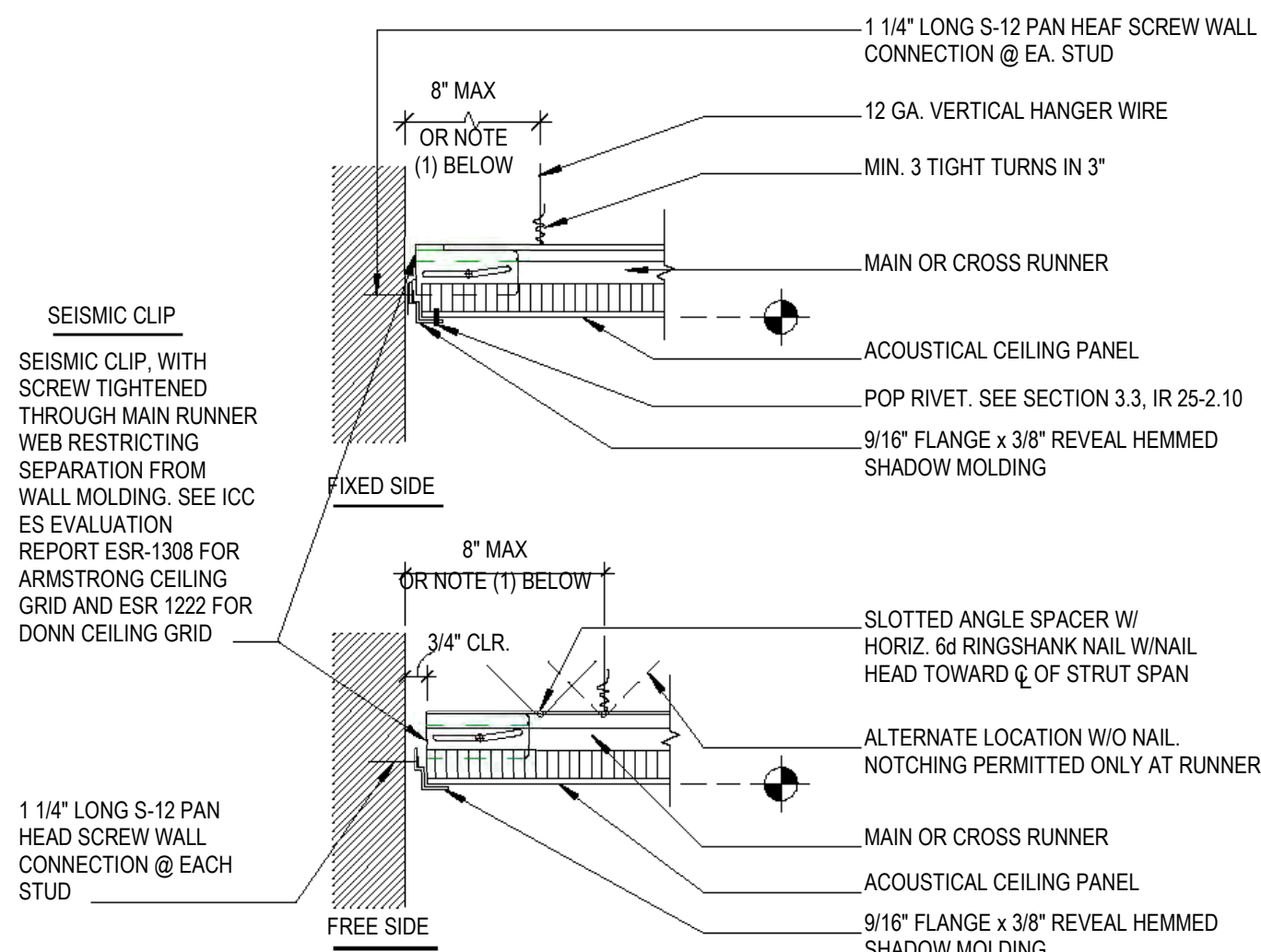


NOTES:
1. STRUTS SHALL NOT REPLACE HANGER WIRES
2. SEE 24/A820 FOR WIRE CONNECTION TO STRUCTURE
3. SEE 7/A820 FOR ATTACHMENT AT PERIMETER
4. INSTALL CEILING SYSTEM IN ACCORDANCE WITH ICC REPORT & MANUFACTURER'S INSTRUCTIONS

1 ACOUSTICAL CEILING TILE SUSPENSION SYSTEM
3" = 1'-0"



2 ACOUSTICAL SUSPENDED CEILING
3" = 1'-0"



NOTE:
(1) 1/4 OF THE LENGTH OF THE END RUNNER WHICHEVER IS LESS.
(2) NAILS AT THE END OF HORIZONTAL STRUTS ARE TO BE PLACED WITH NAIL HEAD TOWARD CENTERLINE OF SPAN OF STRUT.
(3) HANGER WIRE NOT REQUIRED FOR CROSS RUNNERS LESS THAN 8' LONG BETWEEN MAIN RUNNER AND WALL.

3 ACOUSTICAL SUSPENDED CEILING @ PERIMETER
3" = 1'-0"



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SHEET TITLE:

CEILING DETAILS

SCALE: As indicated

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A820

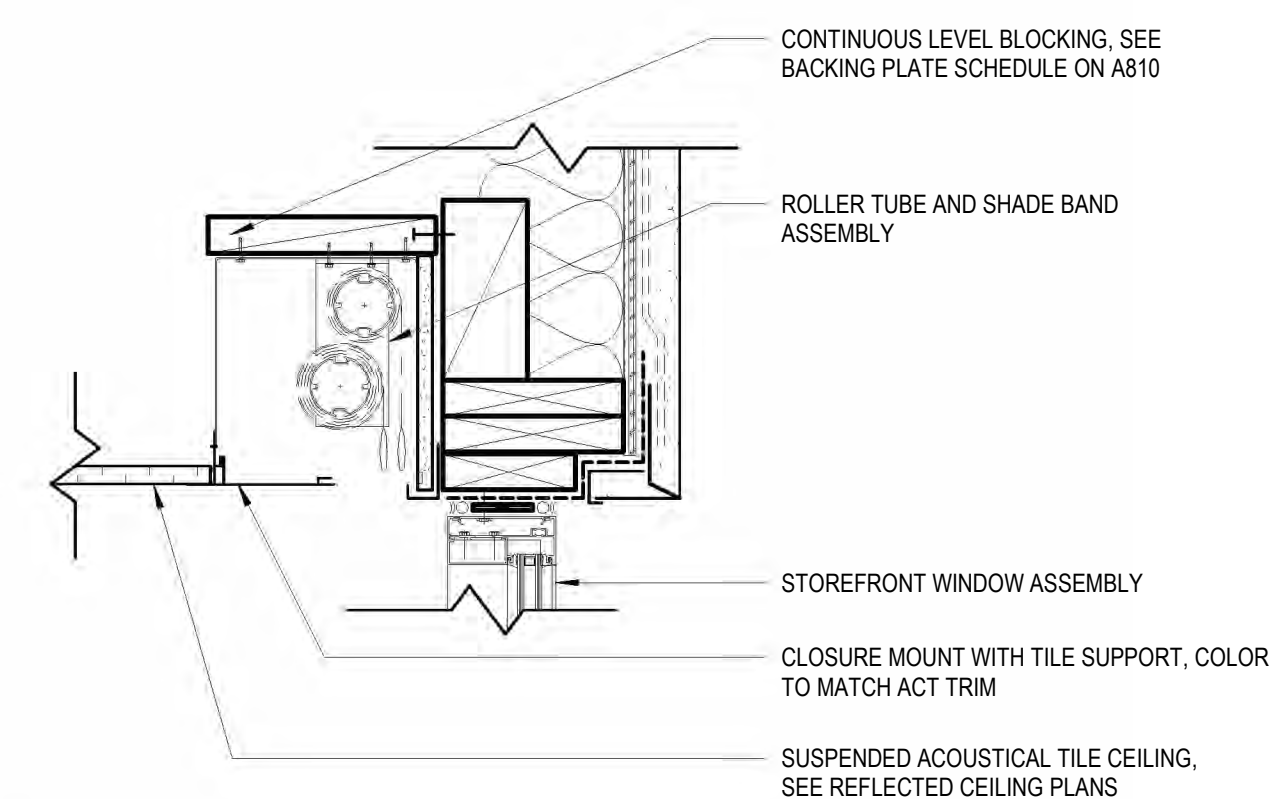


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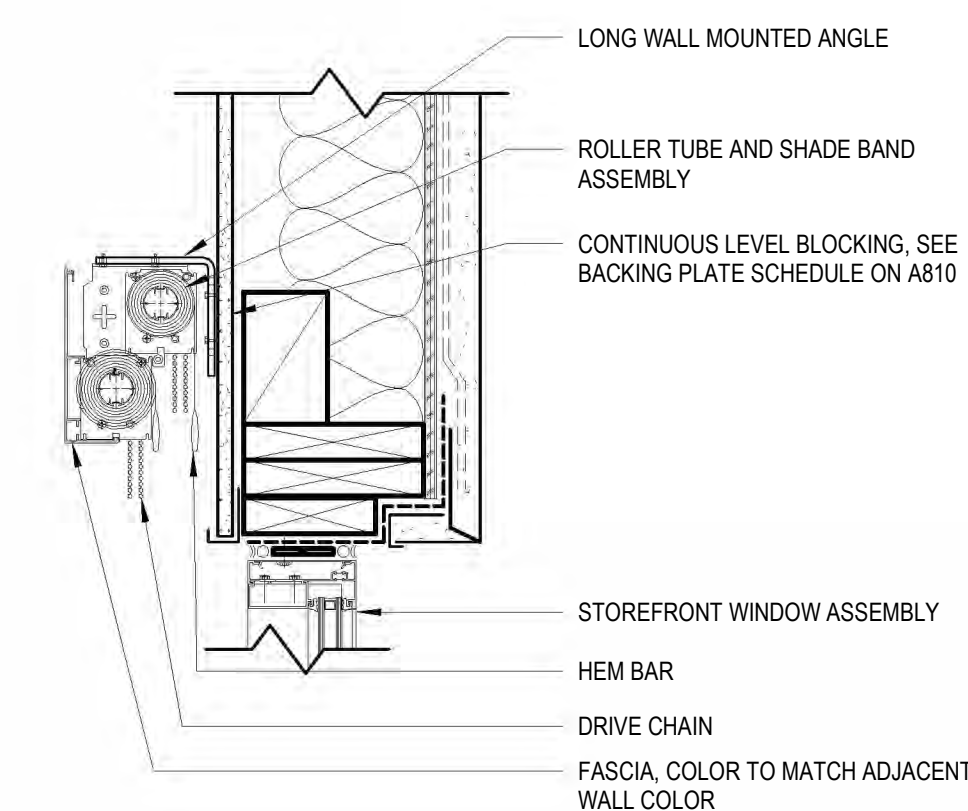
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CONSULTANTS LOGO:

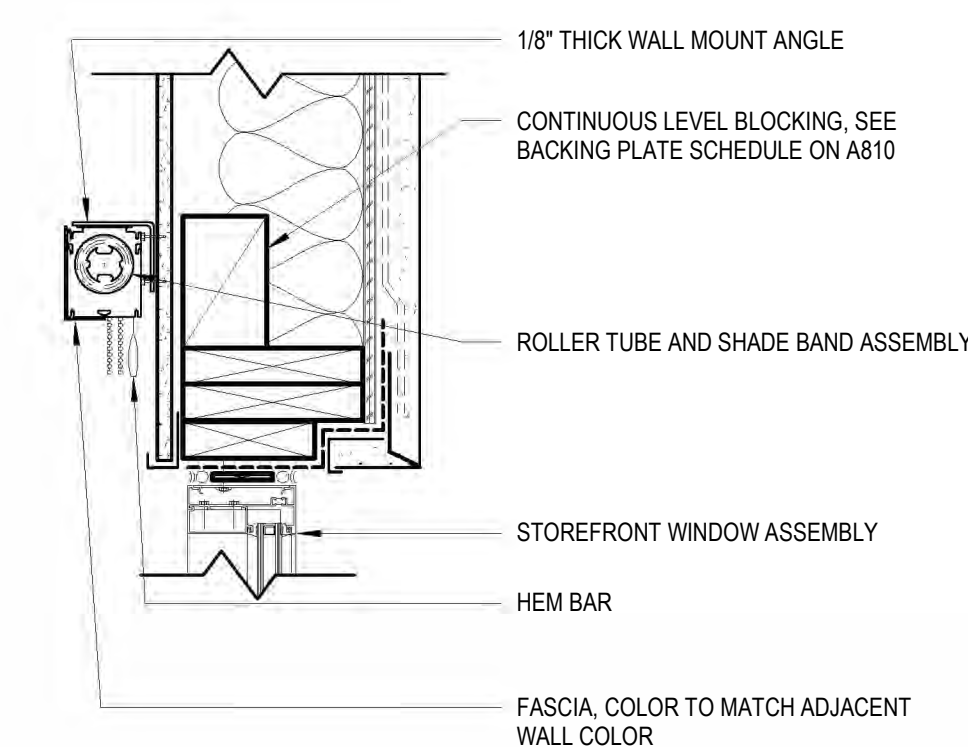
100% DESIGN DEVELOPMENT



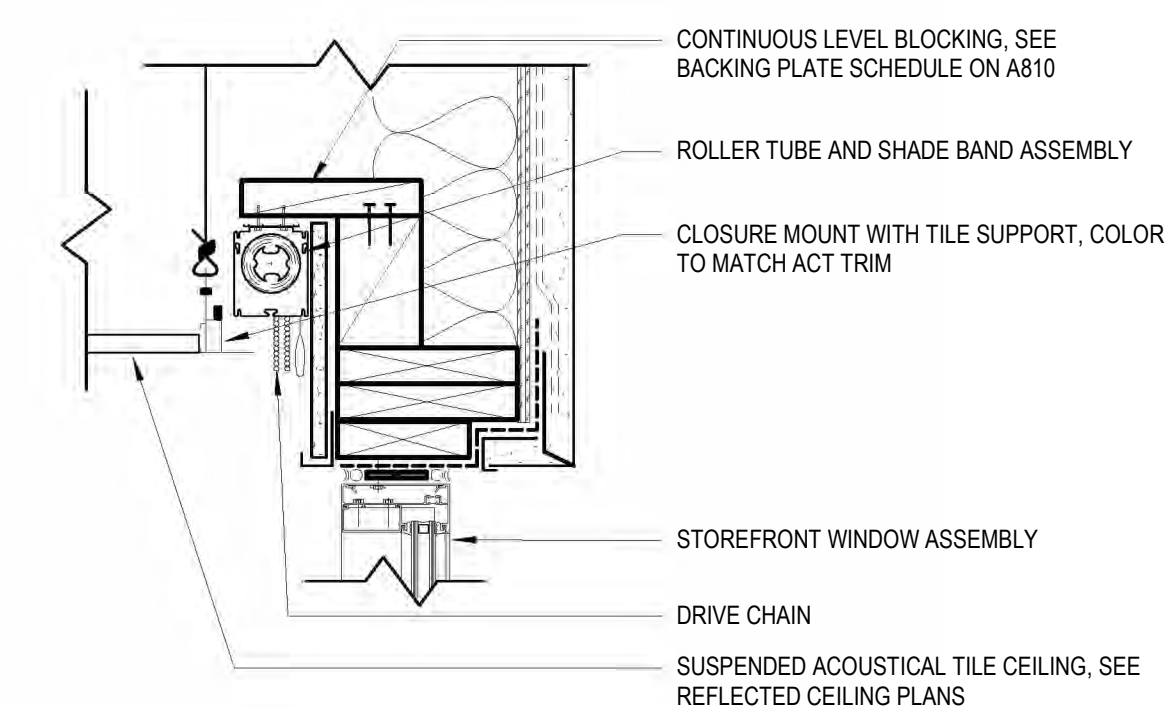
1 TYPICAL DOUBLE SHADE ABOVE CEILING MOUNTING
1 1/2" = 1'-0"



2 TYPICAL DOUBLE SHADE WALL MOUNTED
1 1/2" = 1'-0"



3 TYPICAL MANUAL SINGLE SHADE WALL MOUNTED - MOTORIZED SIM
1 1/2" = 1'-0"



4 TYPICAL SINGLE SHADE ABOVE CEILING MOUNTING
1 1/2" = 1'-0"

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SCALE: 1 1/2" = 1'-0"

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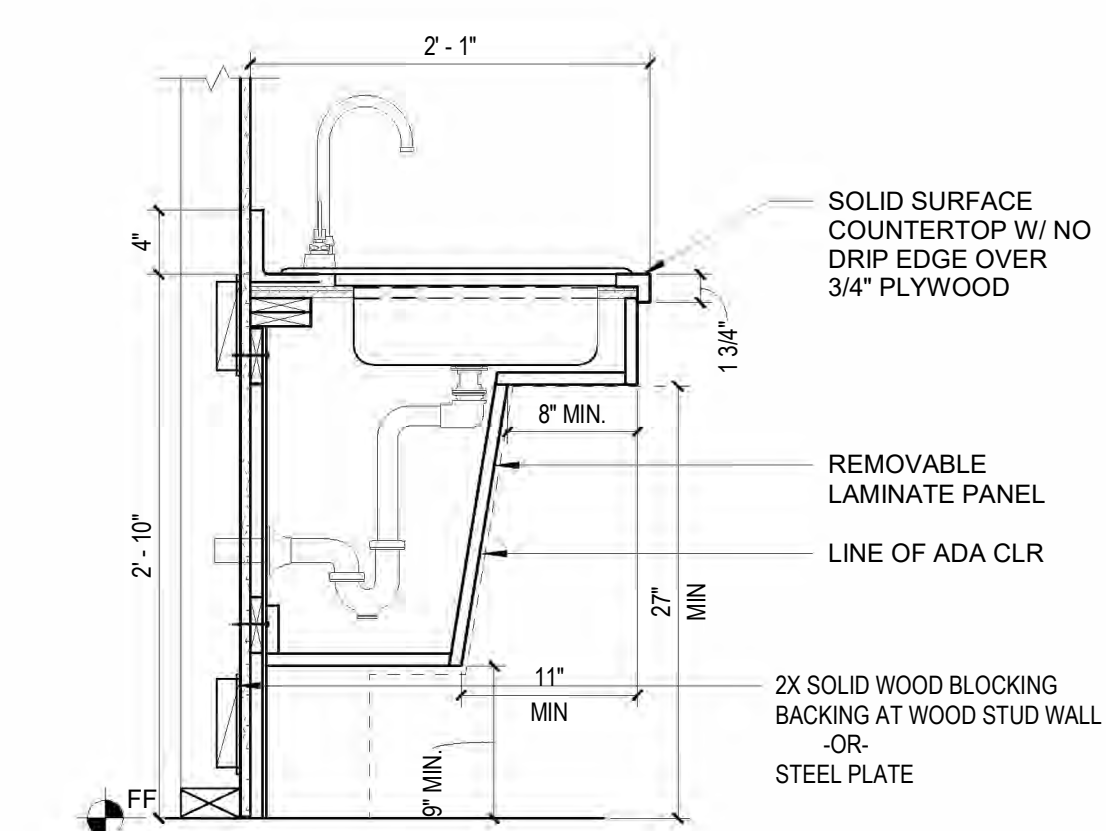


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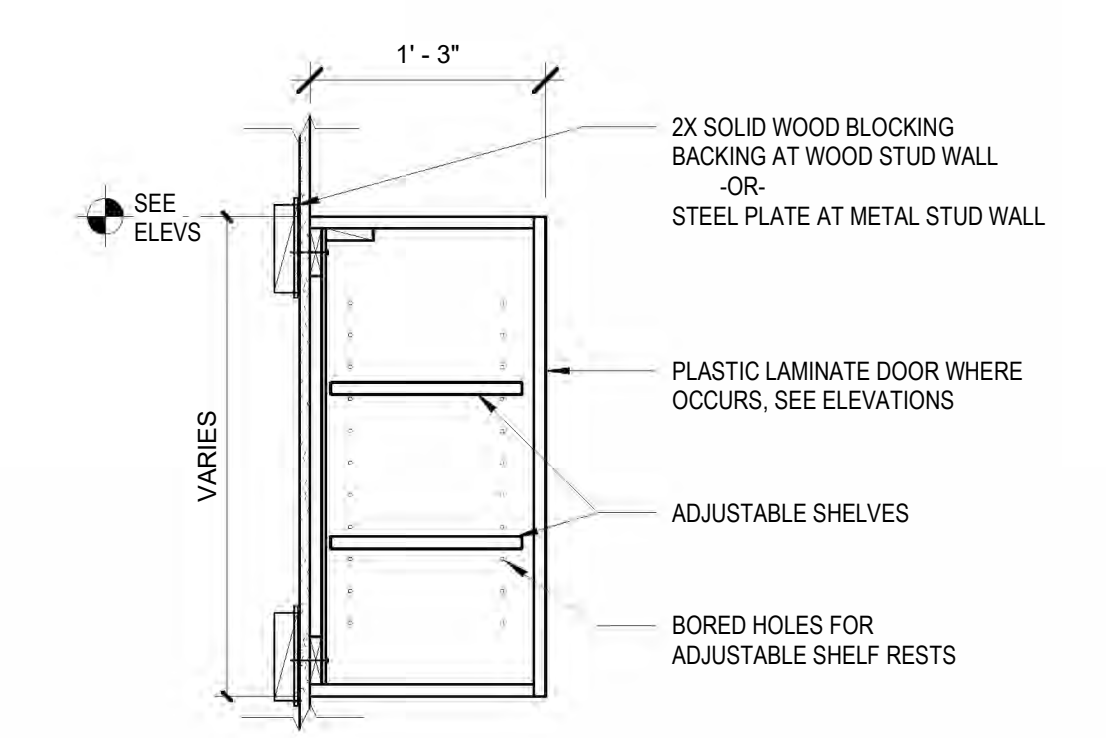
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CONSULTANTS LOGO:

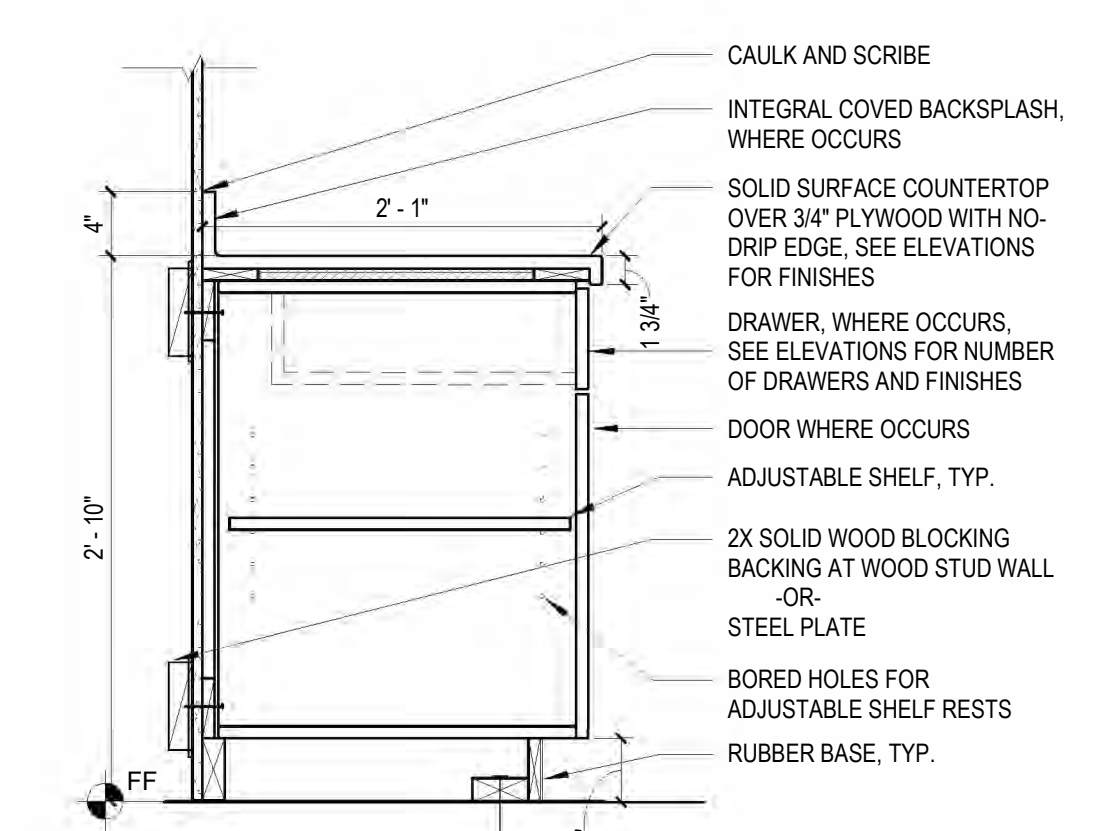
100% DESIGN DEVELOPMENT



1 TYPICAL ACCESSIBLE SINK CABINET
1" = 1'-0"



5 TYPICAL UPPER CABINET
1" = 1'-0"



6 BASE CABINET W. DOOR(S) & ONE DRAWER
1" = 1'-0"

STAMP:
NOT FOR CONSTRUCTION

NO.	DATE	REVISIONS

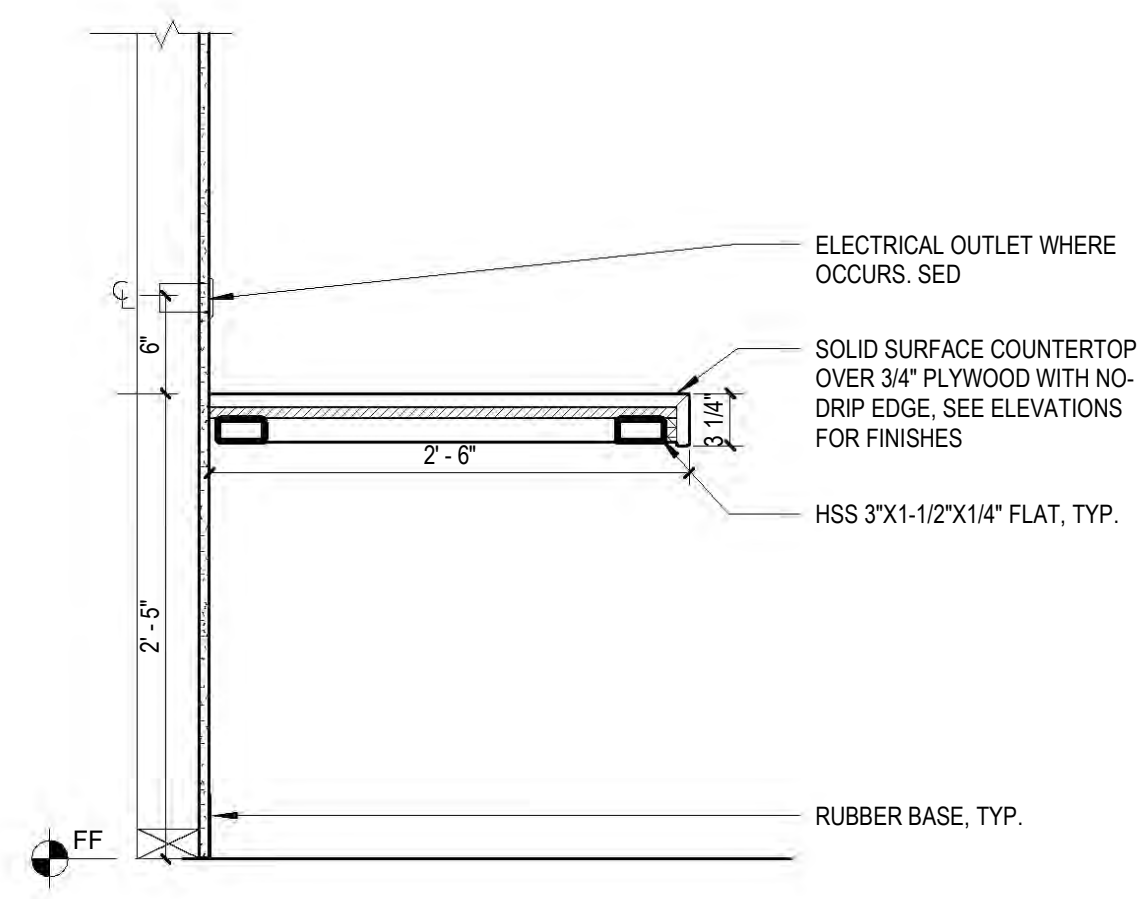
PROJECT TITLE:
**Bob Lucas
Literacy Center
Renovations**
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020
DATE: Issue Date
SHEET TITLE:

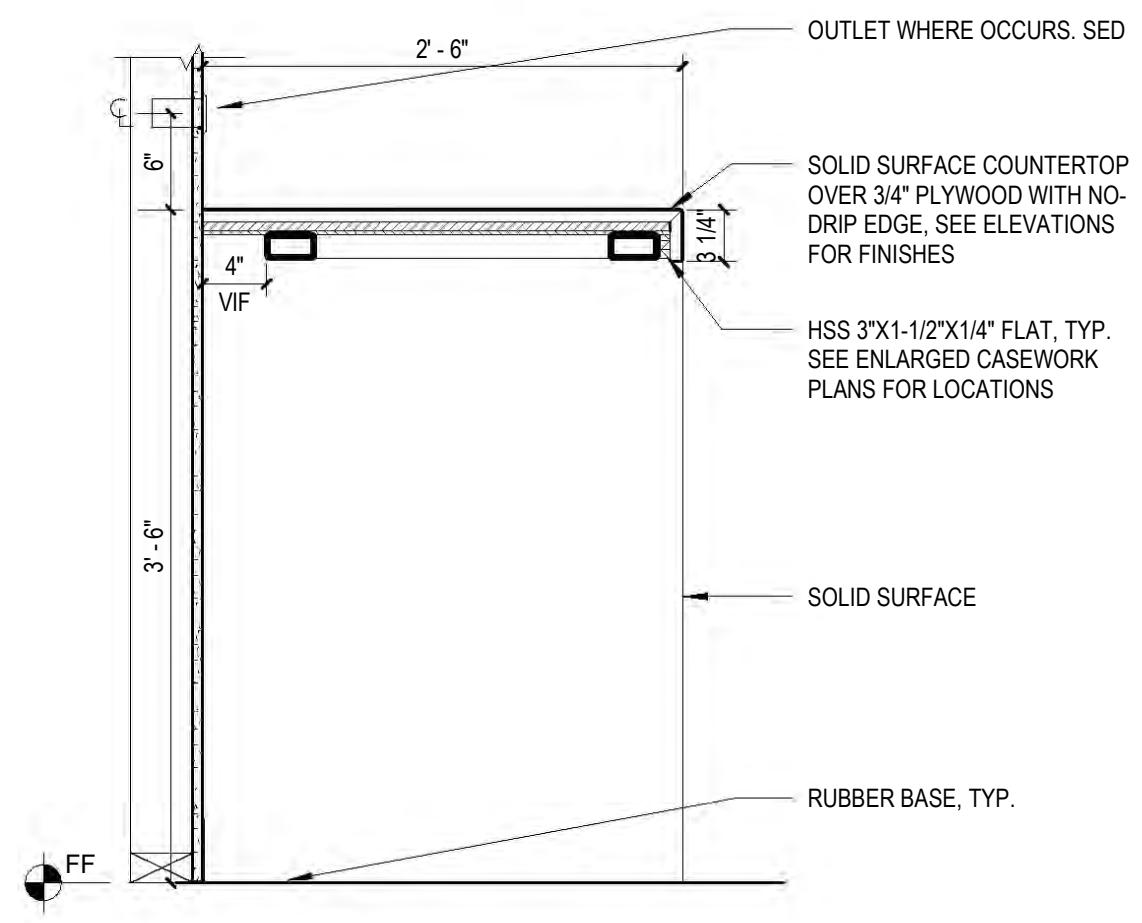
INTERIOR DETAILS

SCALE: 1" = 1'-0"

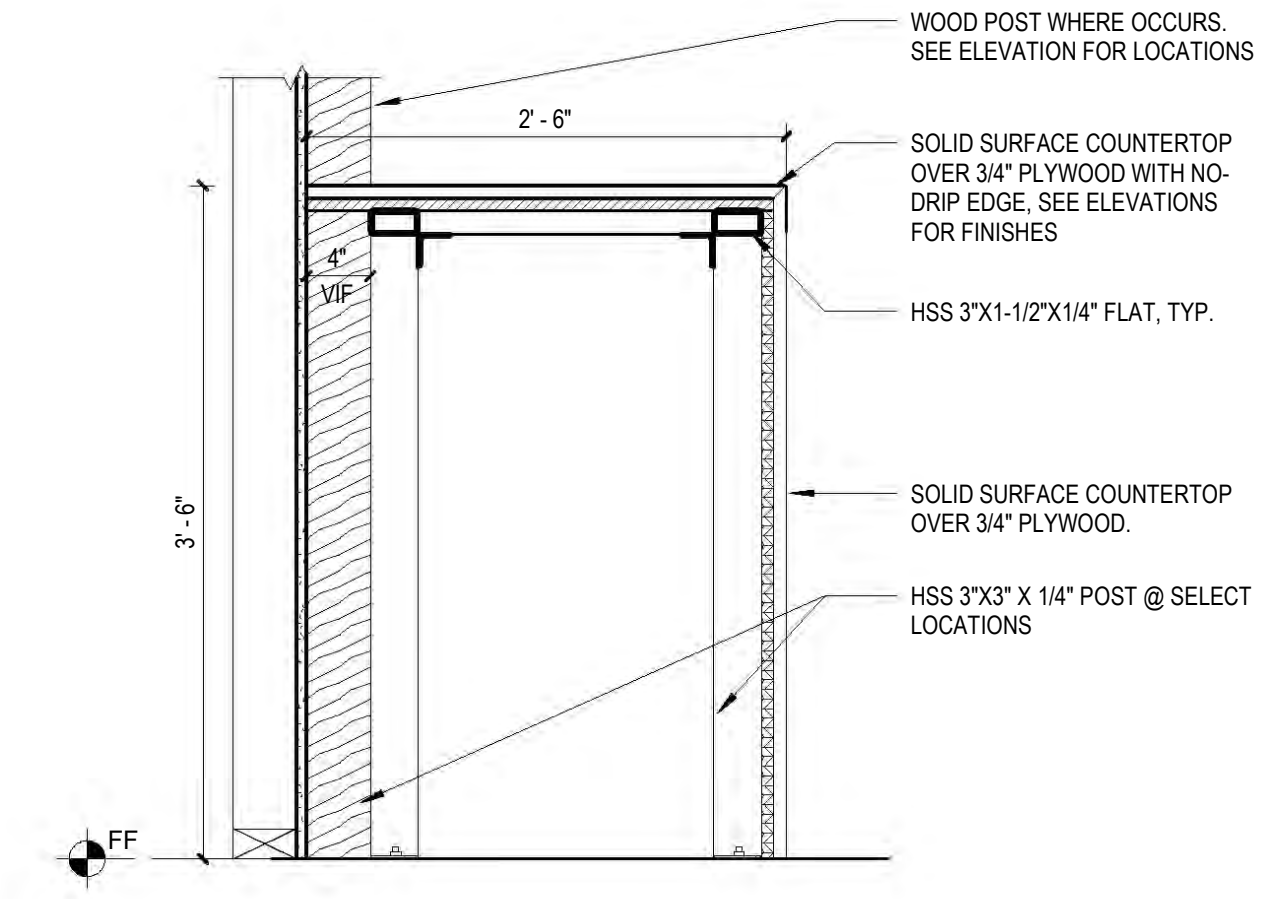
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A840



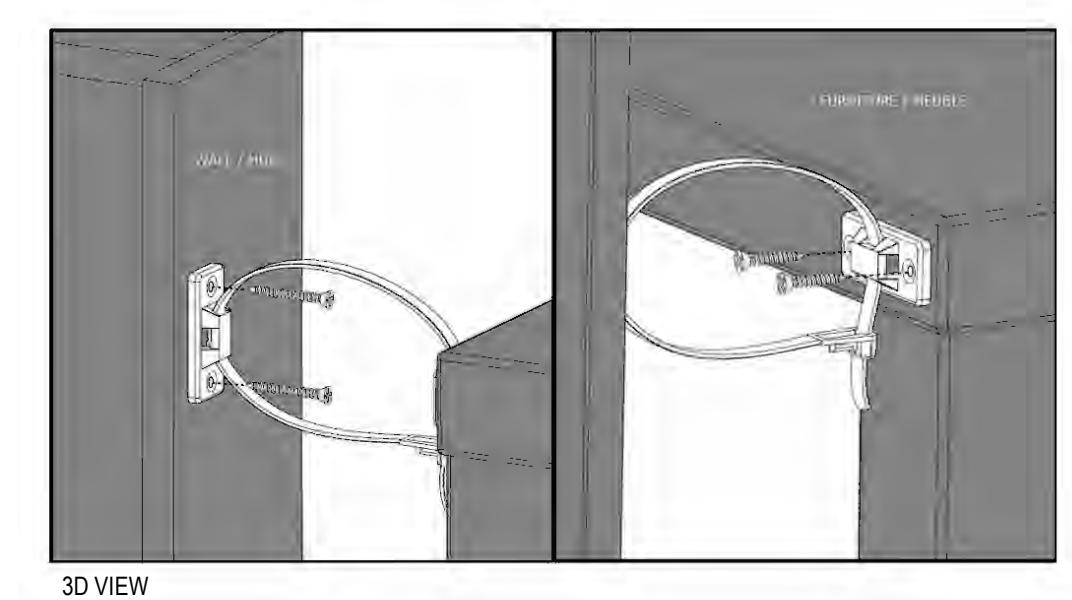
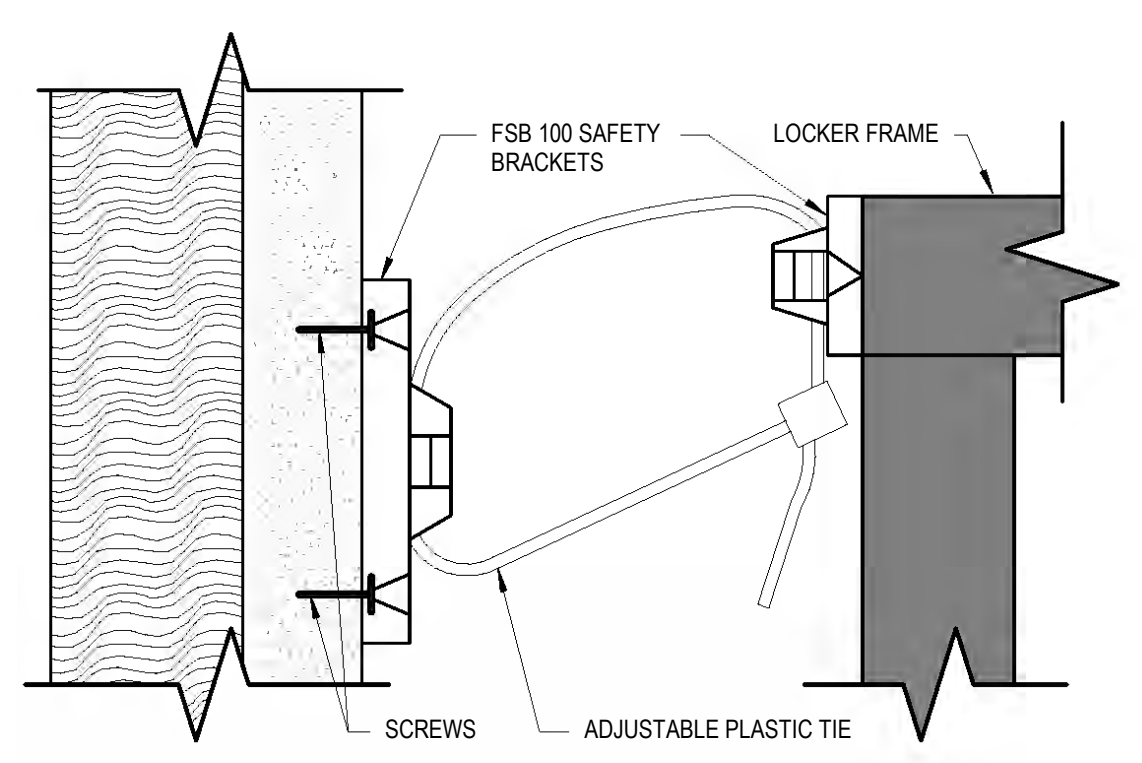
6 STANDING HEIGHT WORK TABLE
1" = 1'-0"



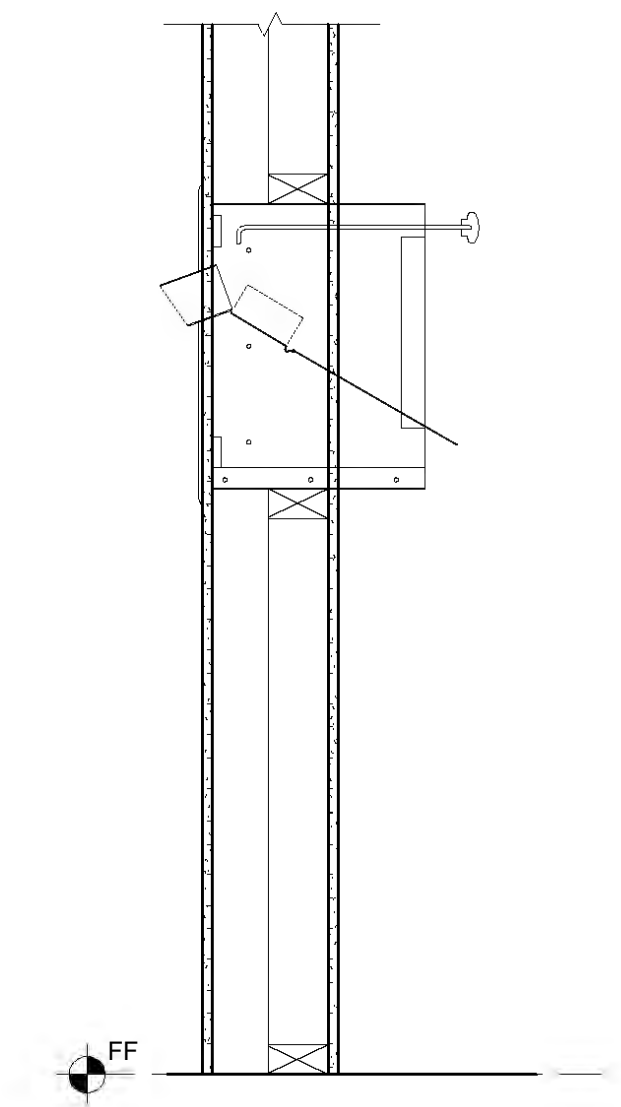
5 STANDING HEIGHT WORK TABLE
1" = 1'-0"



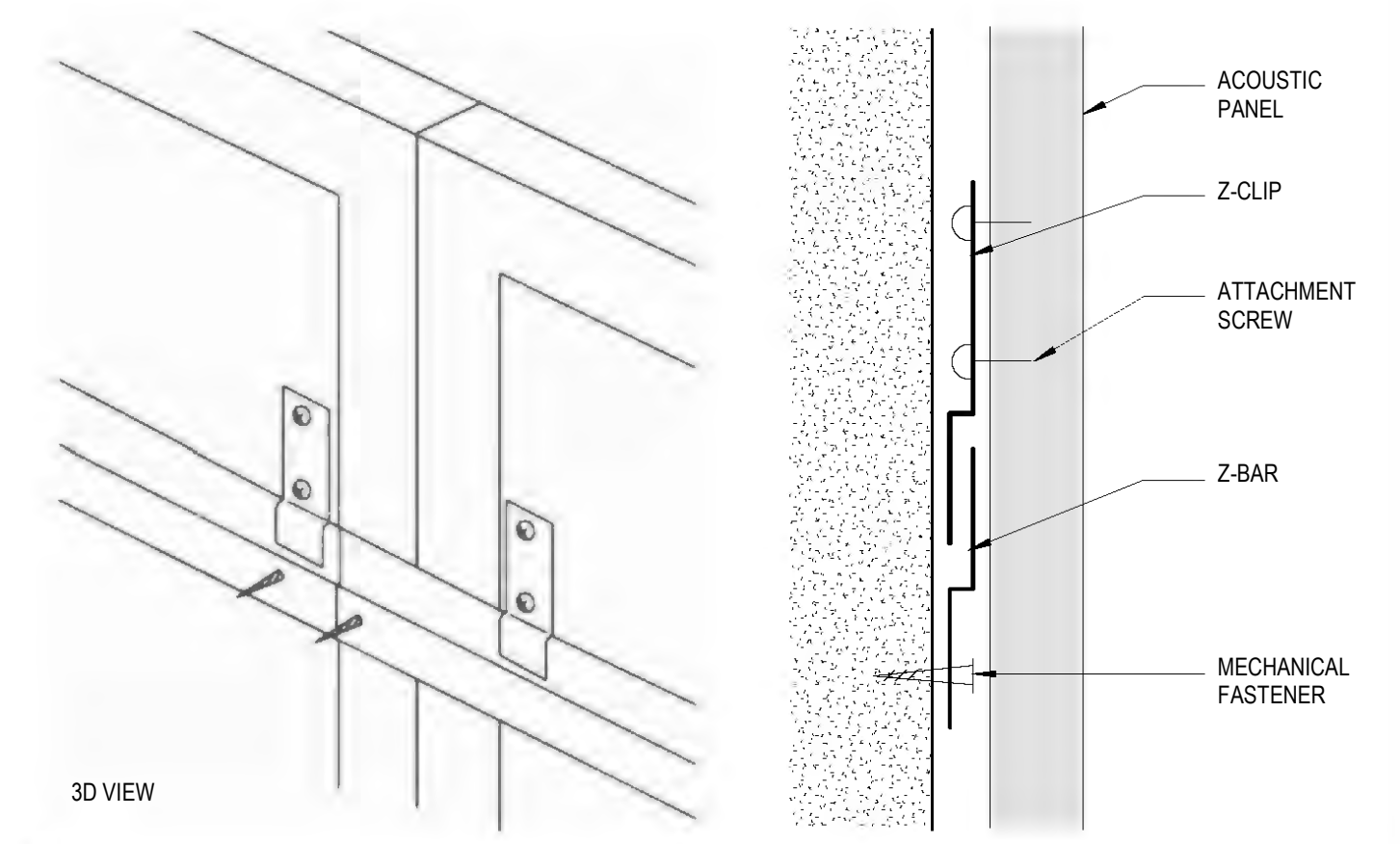
1 STANDING HEIGHT WORK TABLE
1" = 1'-0"



4 LOCKER ATTACHMENT DETAIL
12" = 1'-0"



2 INTERIOR BOOKDROP
1" = 1'-0"



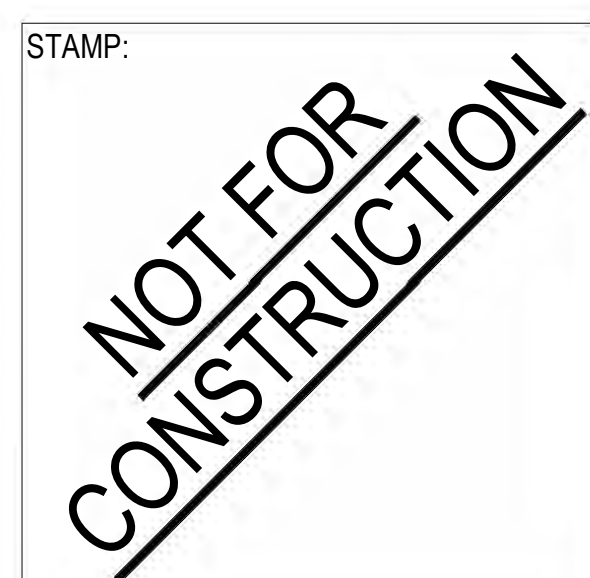
3 ACOUSTIC PANEL - WALL ATTACHMENT
3" = 1'-0"



ANDERSON BRULÉ ARCHITECTS

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NO.	DATE	REVISIONS

PROJECT TITLE:
**Bob Lucas
Literacy Center
Renovations**
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020
DATE: Issue Date
SHEET TITLE:

INTERIOR DETAILS

SCALE: As indicated

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STAMP:



NO. DATE REVISIONS

Table with 3 columns: NO., DATE, REVISIONS

PROJECT TITLE:

Bob Lucas Literacy Center Renovations 2659 LINCOLN AVENUE, ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: Issue Date

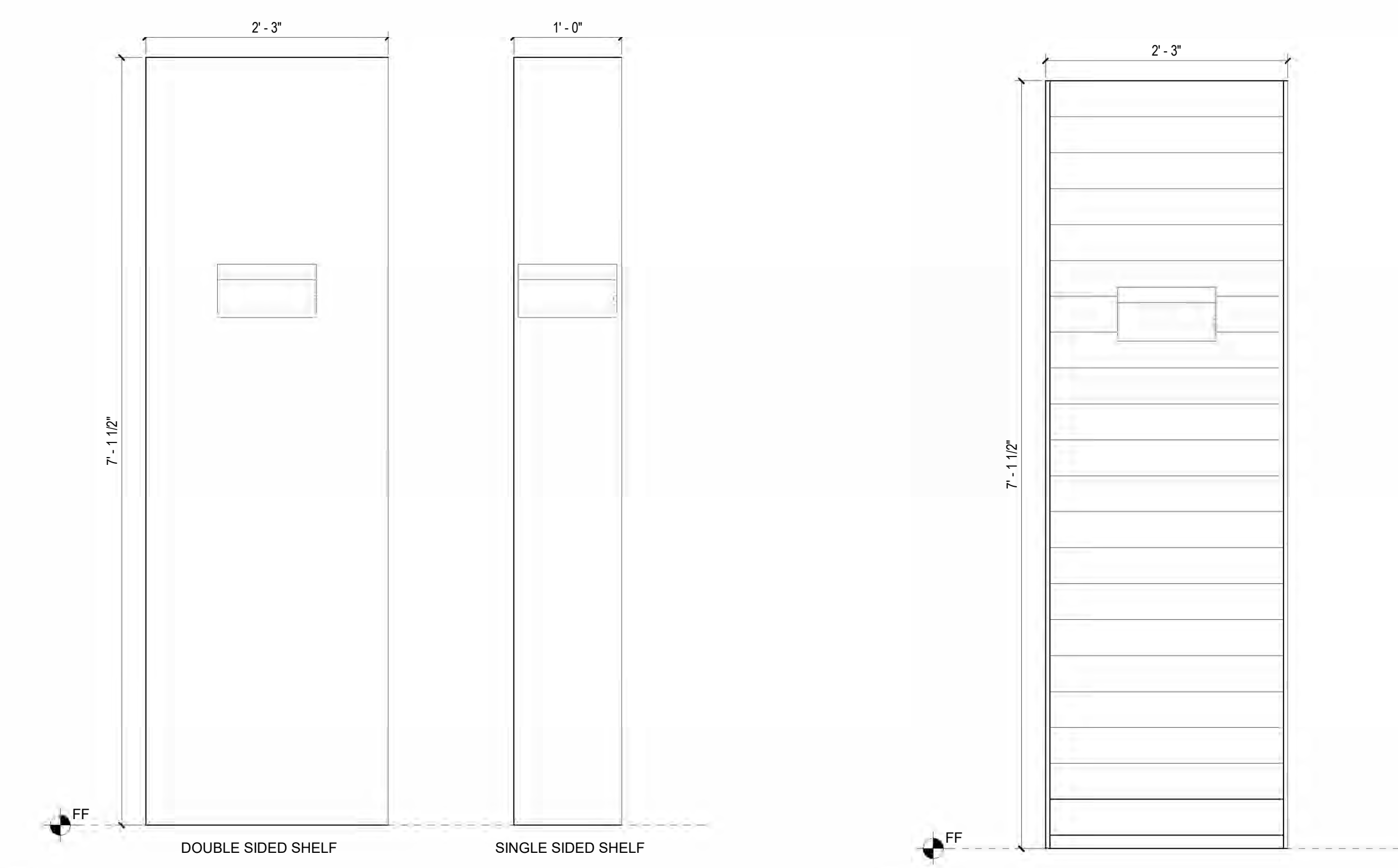
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INTERIOR DETAILS

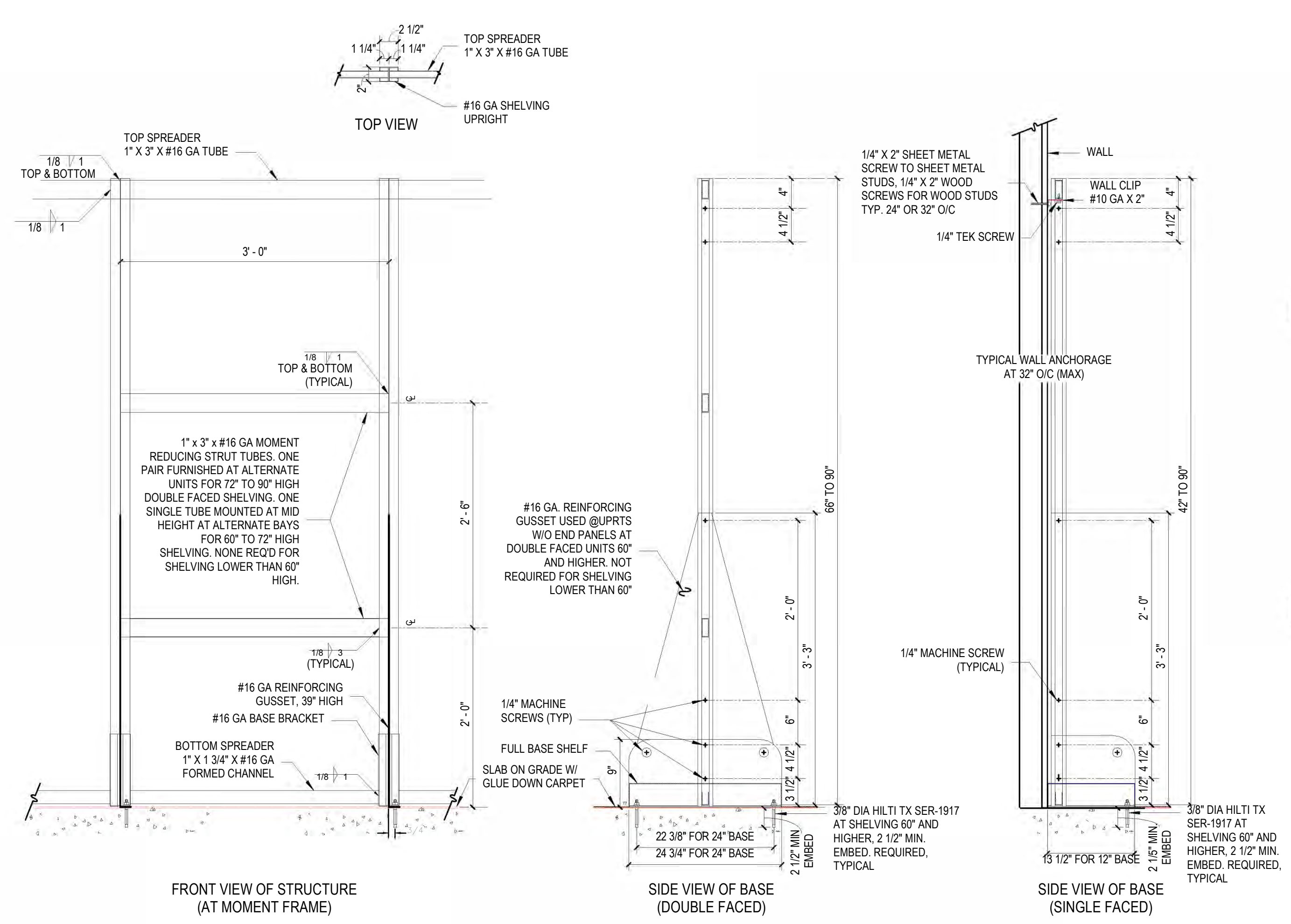
SCALE: As indicated

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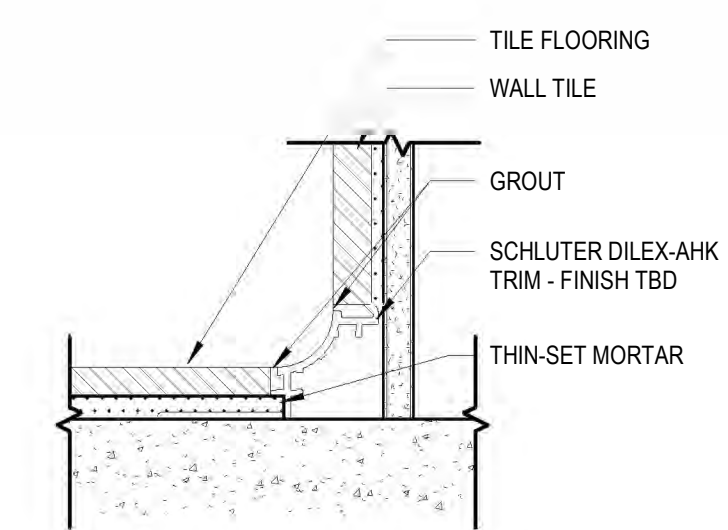
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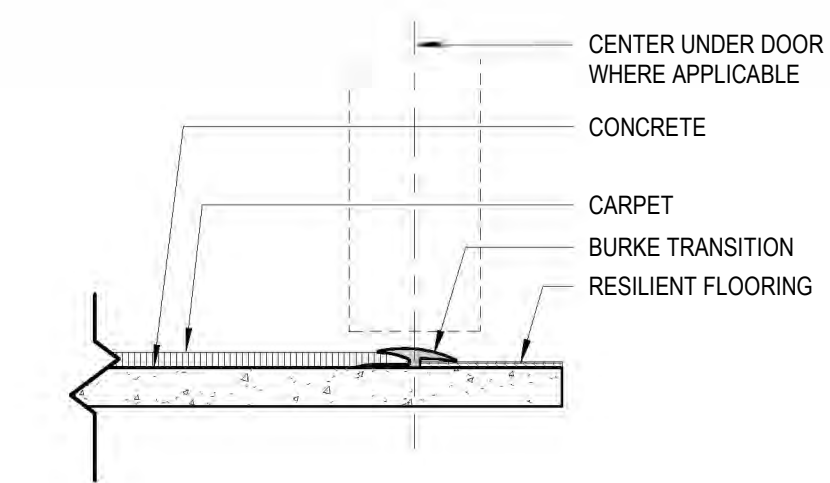
10 SHELVING END PANEL 1" = 1'-0" 9 SHELVING END PANEL W. SLAT WALL 1" = 1'-0"



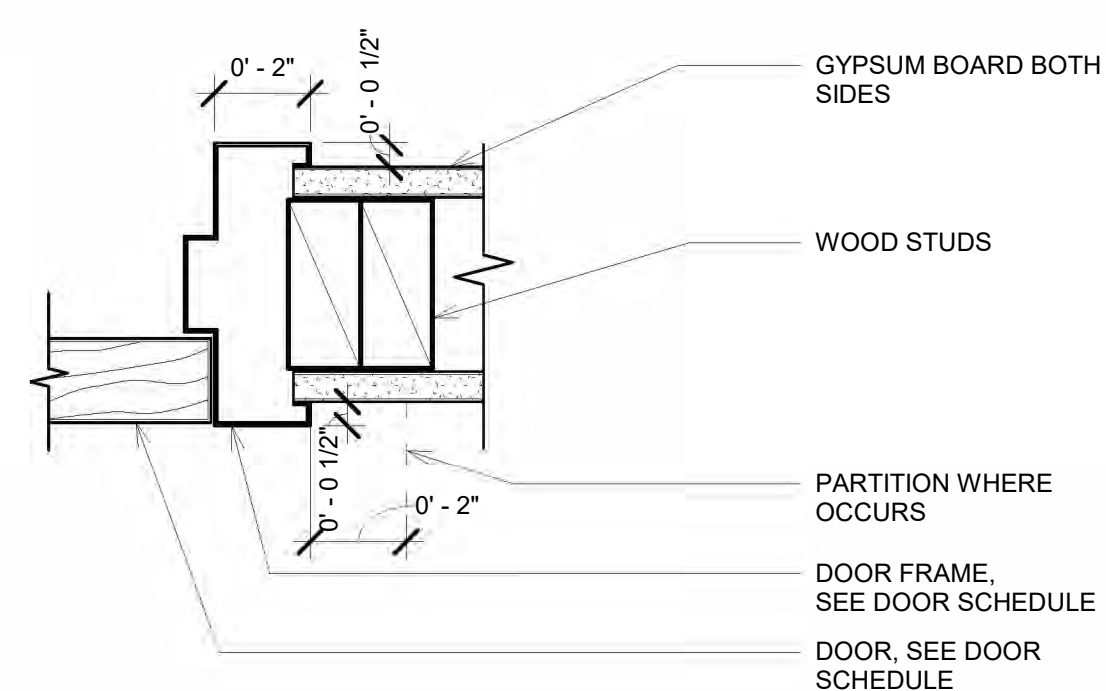
11 SHELVING ANCHORAGE DETAIL 1" = 1'-0"



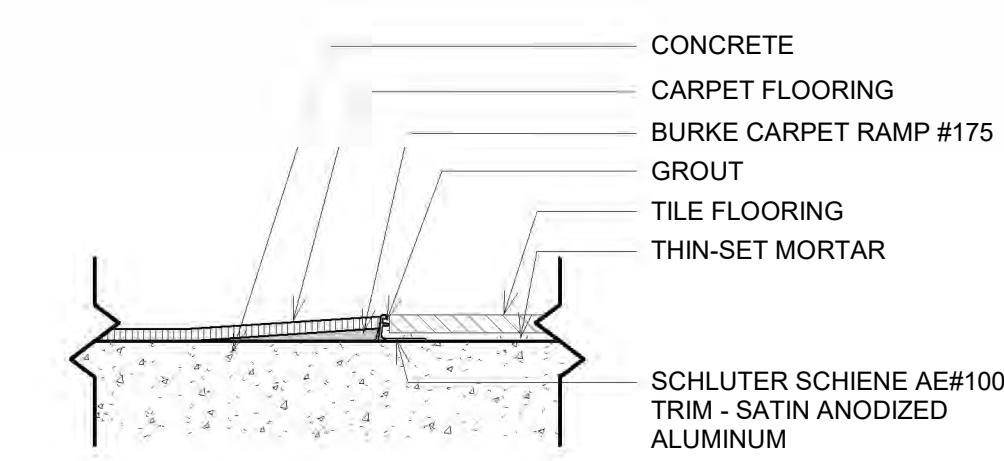
6 METAL COVE BASE TRIM 3" = 1'-0"



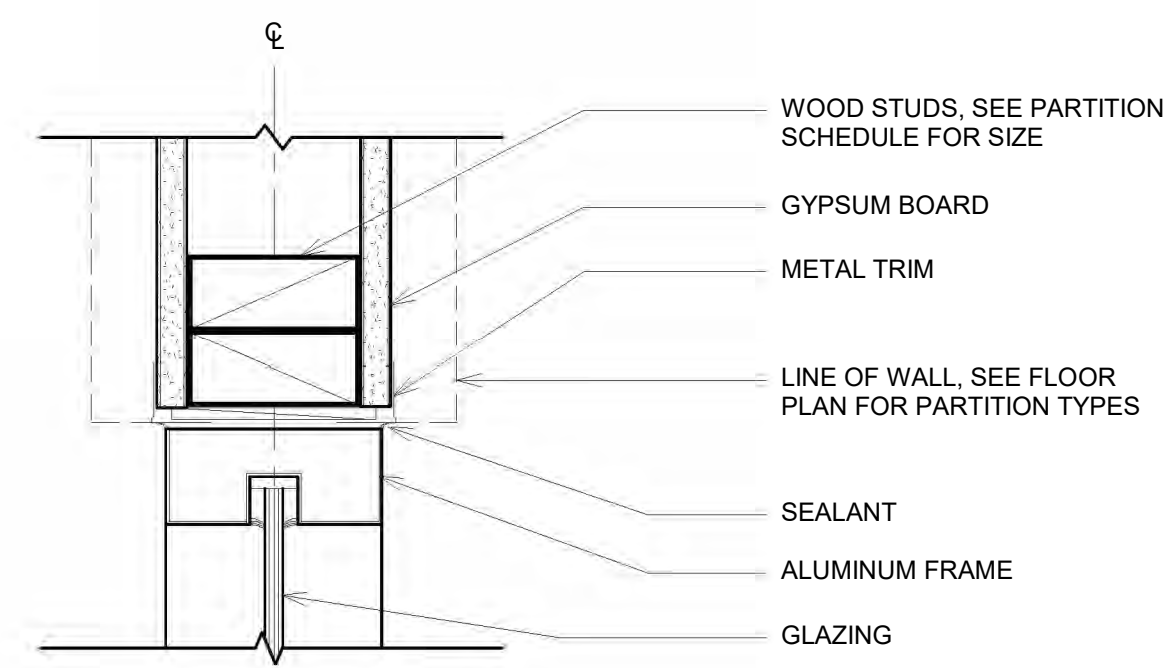
1 TRANSITION - CARPET TO RESILIENT FLOORING 3" = 1'-0"



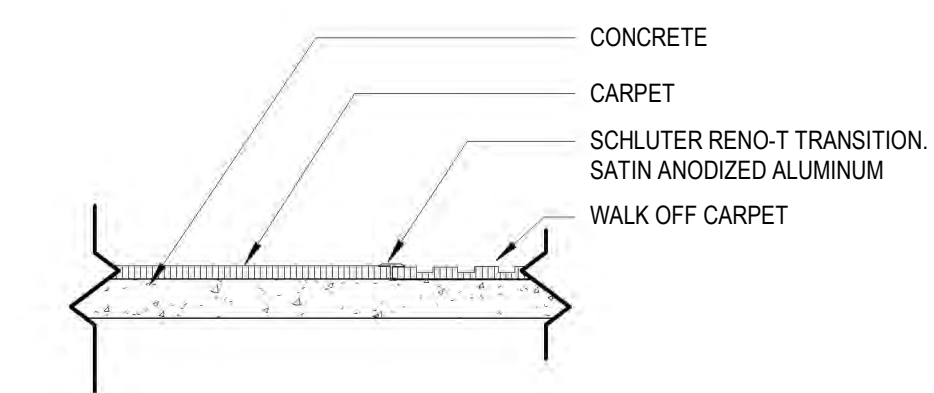
7 INTERIOR DOOR JAMB (HEAD SIM) 3" = 1'-0"



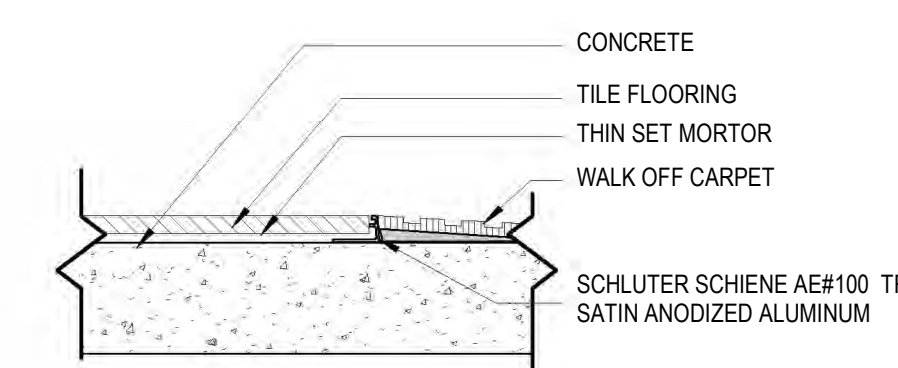
2 TRANSITION - CARPET TO TILE FLOORING 3" = 1'-0"



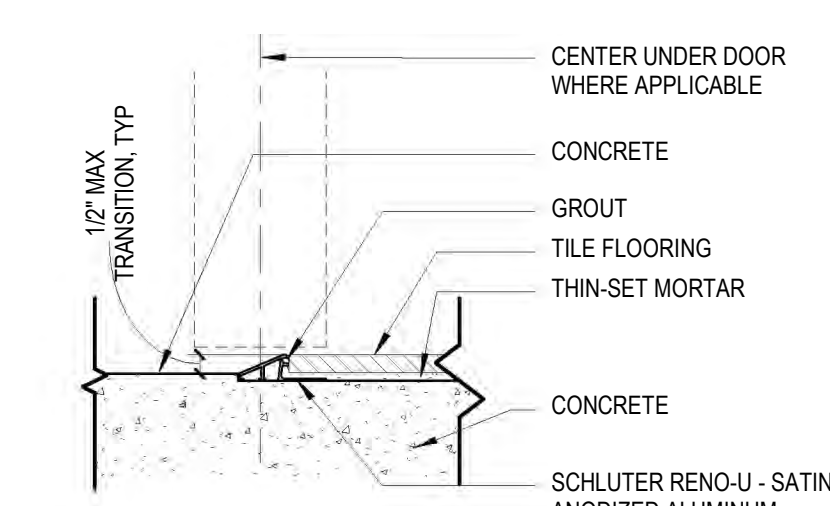
8 INTERIOR STOREFRONT WINDOW JAMB (HEAD & SILL SIM) 3" = 1'-0"



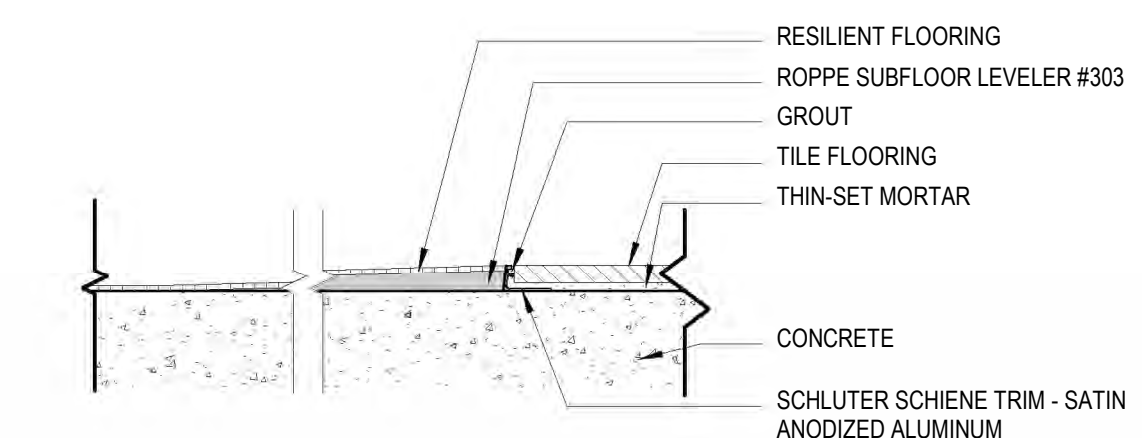
3 CARPET TO WALK OFF FLOORING TRANSITION 3" = 1'-0"



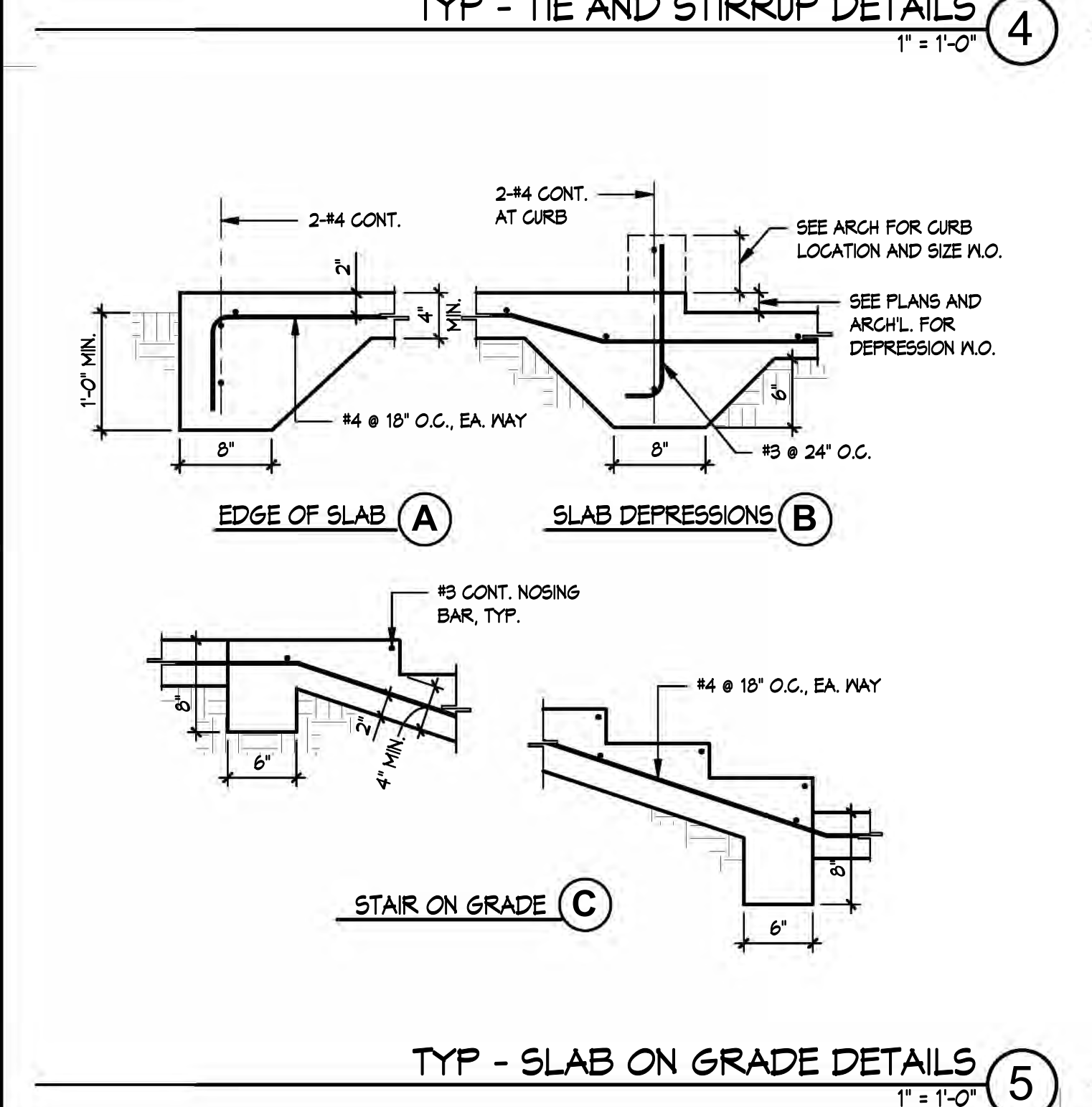
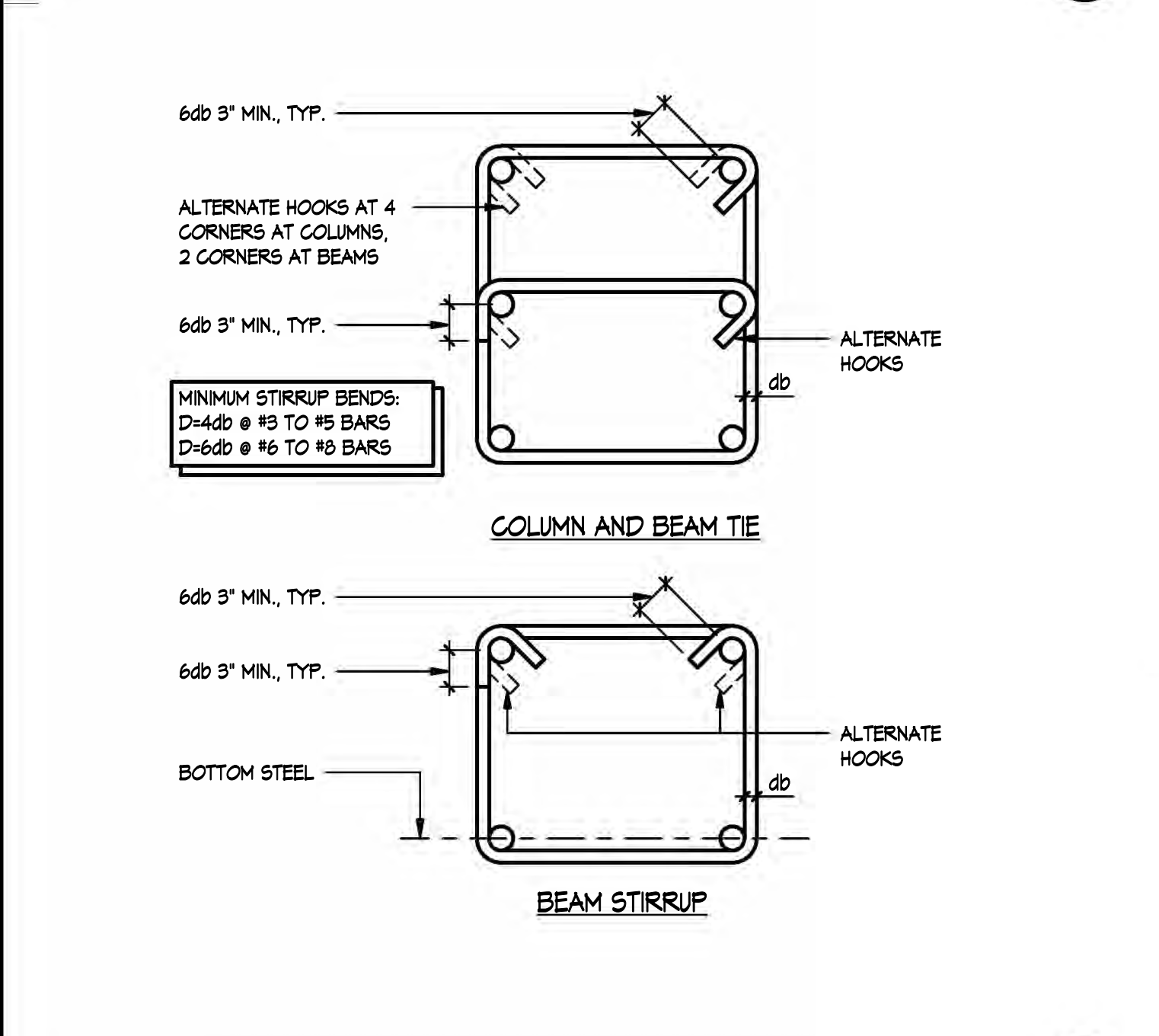
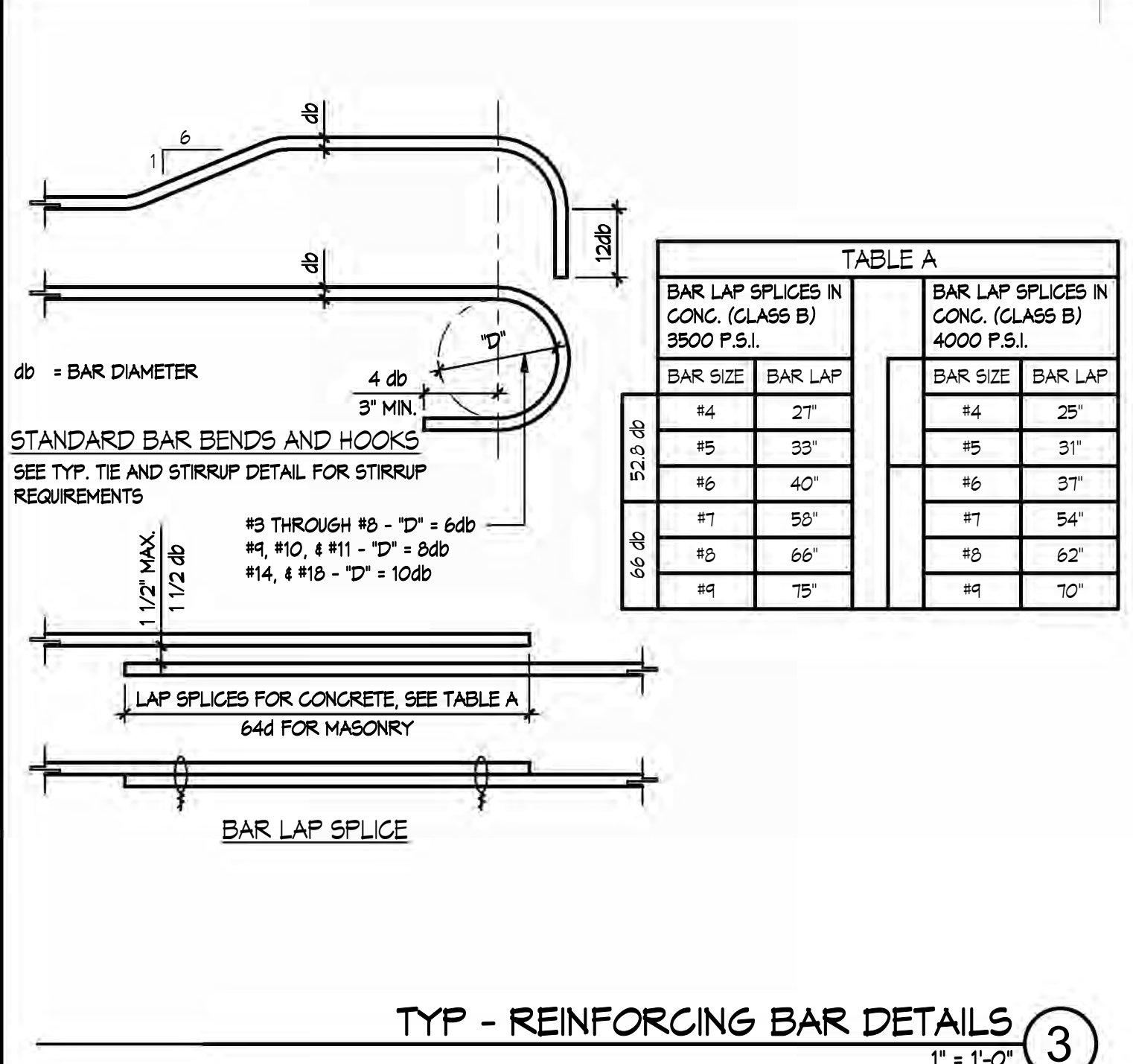
12 CARPET TO WALK OFF FLOORING TRANSITION 3" = 1'-0"



4 TILE TO CONCRETE FLOORING TRANSITION 3" = 1'-0"

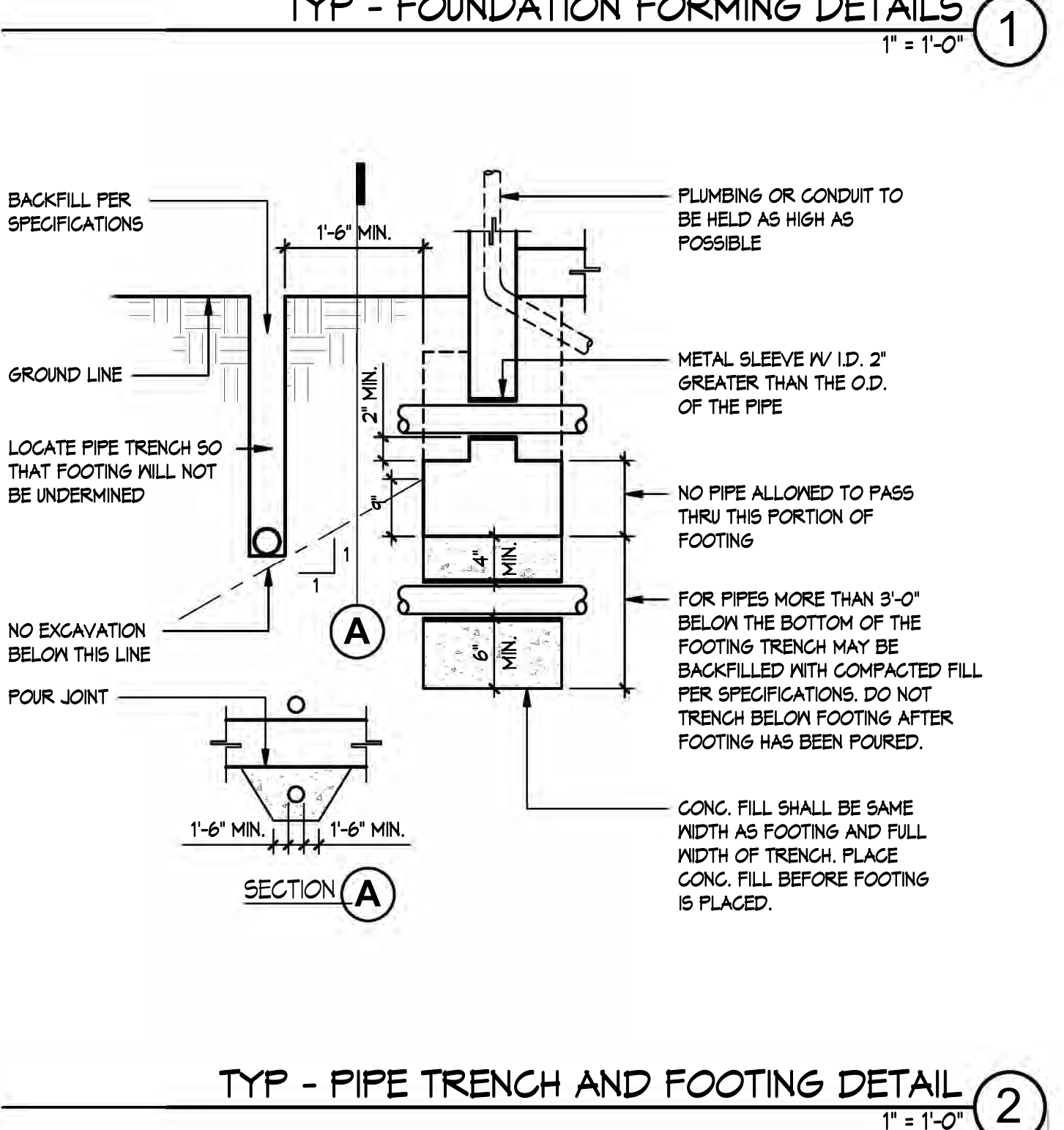
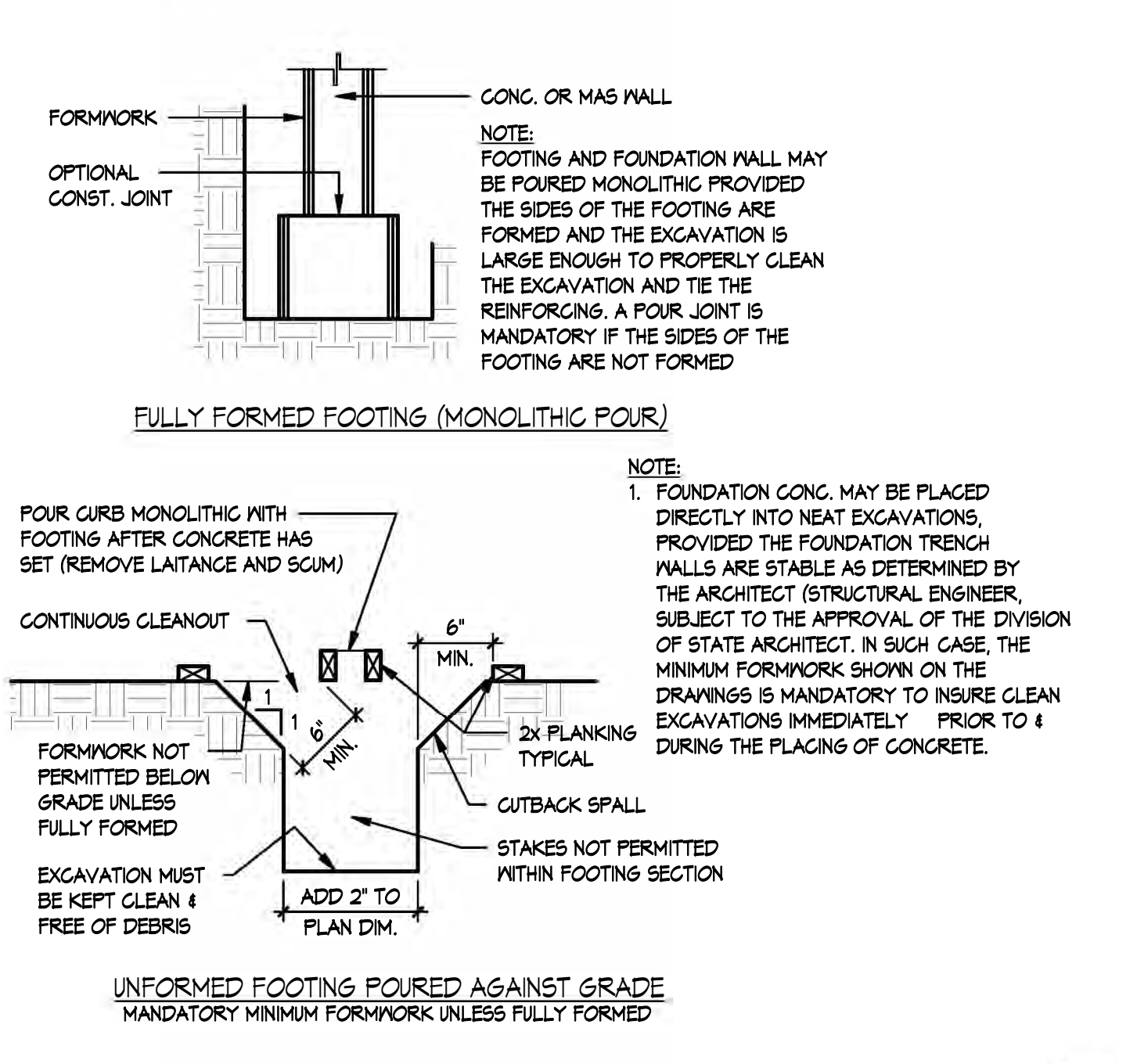


5 TILE TO RESILIENT FLOORING TRANSITION 3" = 1'-0"



LEGEND

ANCHOR BOLT	FDN.	FOUNDATION	O.C.	ON CENTER
ABV.	F.G.	FINISH GRADE	O.H.	OPPOSITE HAND
BEL.	F.H.V.S.	FLAT HEAD WOOD SCREWS	OPNG.	OPENING
BLK.G.	F.N.	FIELD NAILING	P.J.	POUR JOINT
BM.	F.O.C.	FACE OF CONCRETE	PLT.	PLATE
B.N.	F.O.M.	FACE OF MASONRY	PLYND.	PLYWOOD
B.O.M.D.	F.O.S.	FACE OF STUD	REQD.	REQUIRED
BOTT.	F.S.	FAR SIDE	REM.	REMAINDER
C.	FRM.G.	FRAMING	R.S.	ROUGH SAWN
C.B.	FTG.	FOOTING	SHTG.	SHEATHING
CLR.	GALV.	GALVANIZED	S.J.	SEPARATION JOINT
C.J.	GA.	GAUGE	SQ.	SQUARE
C.N.	G.L.B.	GLUE LAMINATED BEAM	SM.	SIMILAR
COL.	GYP. BD.	GYP. BOARD	S.M.	SHEET METAL
CONC.	H.A.B.	HEADED ANCHOR BOLT	S.M.S.	SHEET METAL SCREWS
CONN.	H.D.	HOLD DOWN	S.P.	SEE PLAN
CONT.	HORIZ.	HORIZONTAL	STAGG.	STAGGERED
C.P.	H.S.A.	HEADED STUD ANCHOR	STD.	STANDARD
C.P.E.	H.S.B.	HIGH STRENGTH BOLT	STL.	STEEL
D.B.A.	H.S.S.	HOLLOW STRUCTURAL SECTION	STL. JST.	STEEL JOIST
DBL.	JST.	JOIST	T.O.C.	TOP OF CONCRETE
D.B.	L.T. HT.	LIGHT WEIGHT	T.O.M.	TOP OF MASONRY
DIA.	LDGR.	LEDGER	T.O.M.D.	TOP OF METAL DECK
DO.	MAS.	MASONRY	T.O.P.	TOP OF FLYWOOD
DRYWG.	M.B.	MACHINE BOLT	T.O.FAR.	TOP OF PARAPET
EACH.	(N)	NONE	T.O.S.	TOP OF STEEL
ELEV.	N.S.	NEAR SIDE	TYP.	TYPICAL
E.N.	N.T.S.	NOT TO SCALE	U.N.O.	UNLESS NOTED OTHERWISE
E.S.			VERT.	VERTICAL
E.G.			M.O.	WHERE OCCURS
E.Q.			M.P.J.	WEAKENED PLANE JOINT
E.L.			M.M.F.	WELDED MIRE FABRIC
EXT.				



LUMBER

- ALL STRUCTURAL LUMBER SHALL BE DOUGLAS FIR-LARCH OF THE GRADES INDICATED UNLESS OTHERWISE NOTED.
- SILL PLATES: DOUGLAS FIR PRESSURE TREATED (NO. 2)
- STRUCTURAL FRAMING:
 - 2'-4" THICK 2'-4" WIDE NO.2
 - 2'-4" THICK 5' AND WIDER NO.1
- BEAMS 5" & THICKER: SELECT STRUCT. POSTS AND TIMBERS:
 - 5" x 5" & LARGER SELECT STRUCT.
- ALL STRUCTURAL LUMBER SHALL BE GRADED IN ACCORDANCE WITH THE STANDARDS OF THE WEST COAST LUMBER INSPECTION BUREAU.
- ALL WOOD BEARING ON MASONRY OR CONCRETE SHALL BE PRESSURE TREATED DOUGLAS FIR AS OUTLINED IN C.B.C. SECTION 2303.3, 2306.4 AND A.N.P.A. U1 AND T1.
- PLYWOOD ROOF AND SHEAR WALL SHEATHING SHALL BE GRADE MARKED STRUCTURAL I OR II (PER PLANS) PS 1-18, WITH EXTERIOR GLUE.
- BOLTS SHALL BE ASTM A-307. PROVIDE STANDARD CUT WASHER BETWEEN BOLT HEADS AND NUTS AND THE WOOD. WHERE BOLTS ARE IN TENSION PROVIDE MALLEABLE IRON WASHERS.
- STRUCTURAL LUMBER MEMBERS SHALL NOT BE CUT OR NOTCHED FOR PIPES OR CONDUITS ETC. UNLESS SPECIFICALLY DETAILED OR NOTED.
- 2" SOLID BLOCKING SHALL BE PROVIDED BETWEEN JOISTS AND RAFTERS AT ALL BEARING SUPPORTS.
- NOTCH, AS REQUIRED, ALL JOISTS AND RAFTERS TO PROVIDE LEVEL, FULL BEARING AT JOISTS HANGERS, PLATES AND SUPPORTS.
- BORE HOLES FOR BOLTS 1/16" LARGER THAN THE NOMINAL BOLT DIAMETER. BORED HOLES EXCEEDING ONE THIRD OF THE WIDTH OF THE MEMBER BEING PENETRATED SHALL NOT BE PLACED IN STUDS UNLESS FULLY DETAILED ON THE APPROVED PLANS. HOLES NOT EXCEEDING ONE THIRD OF THE WIDTH SHALL BE NEATLY BORED AND SHALL BE LOCATED IN THE CENTER OF THE MEMBER BEING PENETRATED.
- RE-TIGHTEN ALL BOLTS PRIOR TO COVERING, AND MAKING THE BOLTED CONNECTION INACCESSIBLE.
- ALL NAILS ARE TO BE COMMON NAILS AND ARE TO BE GALVANIZED WHEN EXPOSED.
- INSTALL WALL BRACING ON ALL STUD WALLS NOT COVERED WITH PLYWOOD PER C.B.C. SECTION 2320.11.3
- LINTEL SCHEDULE (UNLESS NOTED OTHERWISE ON PLAN)

SCHEDULE OF ALLOWABLE CEILING JOIST SPANS:

(JOIST)	MAX SPAN (GYP. BOARD FINISH)	MAX SPAN (PLASTER FINISH)
2x4 @ 16" O.C.	10'-0"	8'-0"
2x6 @ 16" O.C.	14'-0"	12'-0"
2x8 @ 16" O.C.	16'-0"	14'-0"

CEILING JOIST NOTE:
CONTRACTOR SHALL COORDINATE ALL GYPBD AND PLASTER CEILING WITH THE ARCHITECTURAL DRAWING. CONTRACTOR SHALL PROVIDE CEILING JOISTS AS INDICATED IN CEILING JOIST SCHEDULE ABOVE, AND DETAIL 14/5/3 WHERE PLASTER OR GYPBD. CEILING EXCEED THE SPANS OF THIS TABLE. REFER TO THE SUSPENDED CEILING SYSTEMS SHOWN IN ARCHITECTURAL DWGS. CONTRACTOR SHALL COORDINATE ALL OPENINGS IN CEILING FRAMING FOR MECHANICAL REGISTERS, AND RECESSED LIGHTING, ETC. AND FRAME OPENINGS WIDER THAN 14 1/2 INCHES NOT ALLOWED.

17. ALL NAILS IN PRESSURE TREATED LUMBER SHALL BE HOT DIPPED GALVANIZED. PARALLAM PSL 2.0E AS MANUFACTURED BY TRUSS JOIST (E2R-1321) Fb = 2400 PSI, F = 625 PSI, Fv = 240 PSI

STRUCTURAL OBSERVATION:

- WHERE REQUIRED BY THE PROVISIONS OF SECTION 1104A.6 THE OWNER SHALL EMPLOY A REGISTERED DESIGN PROFESSIONAL TO PERFORM STRUCTURAL OBSERVATIONS AS DEFINED: THE VISUAL OBSERVATION OF THE STRUCTURAL SYSTEM BY A REGISTERED DESIGN PROFESSIONAL FOR GENERAL CONFORMANCE TO THE APPROVED CONSTRUCTION DOCUMENTS AT SIGNIFICANT CONSTRUCTION STAGES AND AT COMPLETION OF THE STRUCTURAL SYSTEM. STRUCTURAL OBSERVATION DOES NOT INCLUDE OR WAIVE THE RESPONSIBILITY FOR INSPECTION REQUIRED BY SECTIONS 104 AND CONCLUSION CHAPTER 1, AND 1104A OR ANY OTHER SECTIONS OF THE 2018 C.B.C. AT THE CONCLUSION OF THE WORK INCLUDED IN THE PERMIT. THE STRUCTURAL OBSERVER SHALL SUBMIT TO THE BUILDING OFFICIAL A WRITTEN STATEMENT THAT THE SITE VISITS HAVE BEEN MADE AND IDENTIFY ANY REPORTED DEFICIENCIES THAT, TO THE BEST OF THE STRUCTURAL OBSERVER'S KNOWLEDGE, HAVE NOT BEEN RESOLVED.
- STRUCTURAL OBSERVATION SHALL BE PROVIDED BY THE STRUCTURAL ENGINEER AT THE FOLLOWING PHASES AS A MINIMUM:
 - UPON COMPLETION OF FOUNDATION REINFORCEMENT, IMMEDIATELY PRIOR TO CONCRETE POUR.
 - PERIODIC AND GENERAL MASONRY CONSTRUCTION OBSERVATION. THIS DOES NOT REPLACE SPECIAL MASONRY INSPECTION.
 - MEZZANINE DECK WELDING OBSERVATION PRIOR TO CONCRETE POUR.
 - ROOF DECK WELDING AND ROOF PLYWOOD NAILING OBSERVATION.
 - ADDITIONAL VISITATION AS DEEMED NECESSARY BY THE STRUCTURAL ENGINEER.
- FOR ALL ITEMS THE CONTRACTOR SHALL NOTIFY THE STRUCTURAL ENGINEER 48 HOURS PRIOR TO COMPLETION OF THE WORK TO BE OBSERVED.

SPECIAL INSPECTIONS NOTES:

- WHERE APPLICATION IS MADE FOR CONSTRUCTION AS DESCRIBED IN SECTION 1104 OF THE 2018 C.B.C., THE OWNER SHALL EMPLOY ONE OR MORE SPECIAL INSPECTORS TO PROVIDE INSPECTIONS DURING CONSTRUCTION ON THE TYPES OF WORK LISTED IN SECTION 1104 OF THE 2018 C.B.C. THE SPECIAL INSPECTOR SHALL BE A QUALIFIED PERSON WHO SHALL DEMONSTRATE COMPETENCE TO THE SATISFACTION OF THE BUILDING OFFICIAL. FOR INSPECTION OF THE PARTICULAR TYPE OF CONSTRUCTION REQUIRING SPECIAL INSPECTION, THESE INSPECTIONS ARE IN ADDITION TO THE INSPECTIONS SPECIFIED IN SECTION 104, APPENDIX CHAPTER 1.
- THE PERMIT APPLICANT SHALL SUBMIT A STATEMENT OF SPECIAL INSPECTIONS PREPARED BY THE REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE IN ACCORDANCE WITH SECTION 106.1, APPENDIX CHAPTER 1, AS A CONDITION FOR PERMIT ISSUANCE.
- REPORT REQUIREMENTS (PER SECTION 1104.2.4)
 - THE SPECIAL INSPECTOR SHALL FURNISH INSPECTION REPORTS TO THE BUILDING OFFICIAL AND TO THE REGISTERED DESIGN PROFESSIONAL IN CHARGE.
 - REPORTS SHALL INDICATE THAT WORK INSPECTED WAS DONE IN CONFORMANCE TO APPROVED STRUCTURAL DOCUMENTS. DISCREPANCIES SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE CONTRACTOR FOR CORRECTION. IF THE DISCREPANCIES ARE NOT CORRECTED, THE DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE BUILDING OFFICIAL AND TO THE REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE PRIOR TO THE COMPLETION OF THAT PHASE OF WORK.
 - A FINAL REPORT DOCUMENTING REQUIRED SPECIAL INSPECTIONS AND CORRECTION OF ANY DISCREPANCIES NOTED IN THE INSPECTIONS SHALL BE SUBMITTED AT A TIME AGREED UPON BY THE PERMIT APPLICANT AND THE BUILDING OFFICIAL PRIOR TO THE START OF THE WORK.
- THE SPECIAL INSPECTOR SHALL VERIFY THAT THE FABRICATOR MAINTAINS DETAILED FABRICATION AND QUALITY CONTROL PROCEDURES THAT PROVIDE A BASIS FOR INSPECTION CONTROL OF THE WORKMANSHIP AND THE FABRICATOR'S ABILITY TO CONFORM TO APPROVED CONSTRUCTION DOCUMENTS AND REFERENCED STANDARDS. THE SPECIAL INSPECTOR SHALL REVIEW THE PROCEDURES FOR COMPLETENESS AND ADEQUACY RELATIVE TO THE CODE REQUIREMENTS FOR THE FABRICATOR'S SCOPE OF WORK.

DESIGN LOADS

- ROOF LIVE LOAD (REDUCIBLE PER SECTION 1601.11) ----- 18 P.S.F.
- ROOF DEAD LOAD ----- 20 P.S.F.
- WIND DESIGN:
 - BASIC WIND SPEED (3 SECOND GUST) ----- 115 M.P.H.
 - WIND EXPOSURE ----- C
- SEISMIC DESIGN:
 - SEISMIC IMPORTANCE FACTOR (Ie) ----- 1.0
 - MAPPED SPECTRAL RESPONSE ACCELERATIONS:
 - Ss: 1.028
 - S1: 0.721
 - SITE CLASS ----- D
 - STRUCTURAL RESPONSE COEFFICIENTS:
 - Sds: 1.285
 - Sd1: NULL
 - SEISMIC DESIGN CATEGORY ----- D
 - SEISMIC FORCE RESISTING SYSTEM ----- LIGHT FRAMED SHEARWALLS
 - DESIGN BASE SHEAR (V):
 - LIGHT FRAMED SHEAR WALLS (STRENGTH LEVEL) ----- 0.183
 - RESPONSE MODIFICATION FACTOR (R) LIGHT FRAMED SHEARWALLS ----- 6.5

GENERAL:

- ALL CONSTRUCTION SHALL COMPLY WITH THE 2014 CALIFORNIA BUILDING CODE AND ALL APPLICABLE ORDINANCES.
- FRAMING CONDITIONS NOT SPECIFICALLY SHOWN OR INDICATED SHALL BE FRAMED SIMILAR TO DETAILS SHOWN FOR THE RESPECTIVE MATERIALS OR CONDITIONS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS BEFORE STARTING WORK AND REPORT ANY DISCREPANCIES TO THE ARCHITECT.
- WITHOUT EXCLUSION OF ANY REFERENCE IN THE CONSTRUCTION DOCUMENT TO ANY RULE OR REGULATION, THE STRUCTURAL ENGINEER IS NOT ASSUMING ANY PROVISIONS OF SUPERVISION OF CONSTRUCTION METHODS OR PROCESSES.

FOUNDATIONS:

- CONTRACTOR SHALL REVIEW REPORT AND ADDENDUM OF SOILS INVESTIGATION BY: TGR GEOTECHNICAL, INC. REPORT DATE: JUNE 6, 2022 PROJECT # 22-1429A
- ALL FILL SHALL BE COMPACTED TO A MINIMUM OF 90% IN ACCORDANCE WITH THE SPECIFICATIONS.
- TYPE OF SOIL: SILTY SAND
- MAXIMUM ALLOWABLE SOIL BEARING PRESSURE: 2500 P.S.F. (INCREASABLE)
- ALL FOOTINGS SHALL BE CARRIED A MINIMUM OF 2'-0" BELOW ENGINEERED COMPACTED FILL.
- ALL FOOTINGS SHALL REST ENTIRELY INTO ENGINEERED COMPACTED FILL.
- PRIOR TO FORMING AND PLACING OF THE REINFORCING, ALL EXCAVATIONS SHALL BE INSPECTED AND APPROVED BY THE GEO-TECHNICAL ENGINEER.
- IT IS THE CONTRACTORS RESPONSIBILITY TO COORDINATE ALL FOOTINGS AND UTILITY LINE RELATIONSHIPS. THE COST OF STEPPING THE FOOTINGS SHALL BE THE CONTRACTORS RESPONSIBILITY AND NEW UTILITY LINES SHALL BE LOCATED PRIOR TO FOUNDATION EXCAVATION.
- OVEREXCAVATION DEPTH AND EXTENTS BELOW NEW BUILDING PER SOILS REPORT LISTED ABOVE.

CONCRETE:

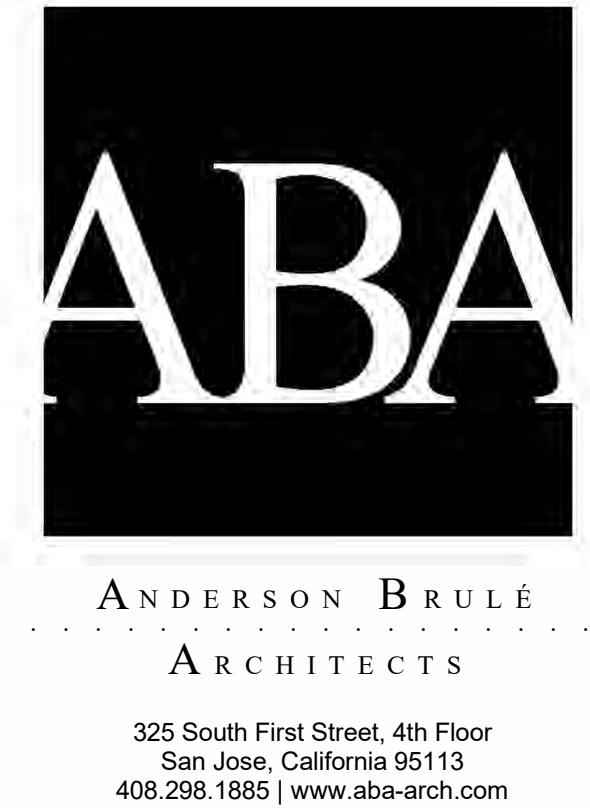
- THE MINIMUM STRENGTH OF CONCRETE AT END OF 28 DAYS SHALL BE:
 - SLABS ON GRADE ----- 3000 P.S.I. ----- 150 P.C.F.
 - FOOTINGS ----- 3000 P.S.I. ----- 150 P.C.F.
 - * DESIGNED FOR 2500 PSI
- REINFORCING
 - REINFORCING STEEL: ASTM A-615
 - TYPICAL REINFORCING: GRADE 60 (#5 AND LARGER)
 - GRADE 40 (#4 AND SMALLER)
 - REINFORCING FABRIC: ASTM A-195
 - PROVIDE MINIMUM LAP ON ALL BARS PER TABLE A ON 6/50.1 U.N.O.
 - PROVIDE BENT BAR LAPS OF ALL HORIZONTAL REINFORCEMENT AT FOOTING CORNERS PER 3 / SO.1
 - STAGGER ALL SPLICES OF ALL HORIZONTAL REINFORCING.
 - PROVIDE MILL CERTIFICATE ON ALL REINFORCING STEEL. TESTING REQD ON REINFORCING STEEL #4 REBAR.
 - THE FOLLOWING MINIMUM CONCRETE COVERAGES SHALL BE MAINTAINED UNLESS NOTED OTHERWISE:
 - SLABS ON GRADE ----- CENTER OF SLAB
 - CAST AGAINST AND EXPOSED TO EARTH ----- 3"
 - CONCRETE EXPOSED TO EARTH AND WEATHER:
 - #6 AND LARGER ----- 2"
 - #5 AND SMALLER ----- 1 1/2"
- CONCRETE: READY-MIXED CONCRETE ASTM C94.
- CEMENT: PORTLAND CEMENT TYPE II-V; ASTM C-150
- NORMAL WT. CONC. - AGGREGATES: NATURAL ROCK AND SAND; ASTM C-33 LIGHT WT. CONC. - AGGREGATES: NATURAL ROCK AND SAND; ASTM C-330
- DOVELS, ANCHOR BOLTS, INSERTS, ETC., SHALL BE SECURELY TIED IN PLACE PRIOR TO POURING OF CONCRETE OR GROUT.
- ANCHOR BOLTS WITH UPSET THREADS SHALL NOT BE USED.
- NO PIPES, DUCTS, OR CONDUIT SHALL BE PLACED IN CONCRETE UNLESS SPECIFICALLY DETAILED OR NOTED.
- ROUGHEN AND CLEAN CONSTRUCTION JOINTS PER ACI 318-05 SECTION 26.5.6 & 22.9

NAILING SCHEDULE:

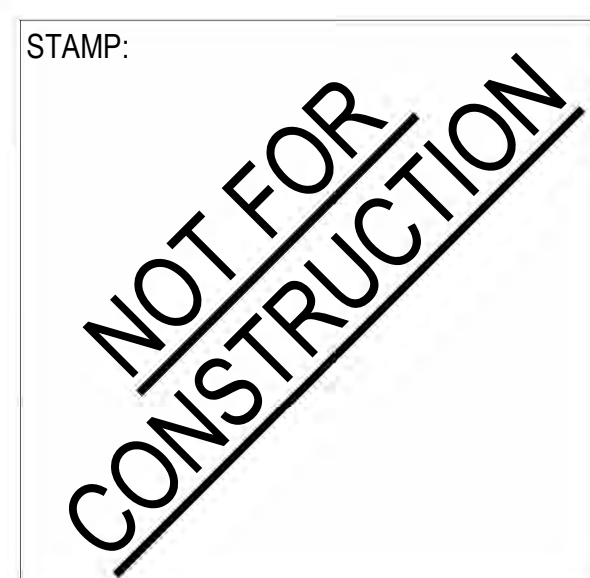
- JOISTS AND RAFTERS TO BEARINGS-TOENAIL EA SIDE ----- 3- 8d
- STUDS TO SOLE PLATE OR BEARINGS-TOENAIL EA SIDE ----- 2- 8d
- LOWER DOUBLE TOP PLATE TO STUDS ----- 2- 16d
- UPPER DOUBLE TOP PLATE TO LOWER PLATE ----- 2- 16d @ 16" O.C.
- TOP PLATES-ENDS AND INTERSECTIONS ----- 3- 16d
- BLOCKING BETWEEN STUDS- EA END FACENAIL ----- 2- 16d
- BLOCKING BETWEEN JOISTS OR RAFTERS EA END FACENAIL ----- 2- 10d
- TOENAIL ----- 3- 8d
- MULTIPLE STUDS ----- 16d @ 12" O.C.
- BUILT-UP CORNER STUDS ----- 16d @ 12" O.C.
- ALL NAILS APPLIED TO PRESSURE TREATED LUMBER SHALL BE GALVANIZED.

STRUCTURAL STEEL:

- STEEL SHALL COMPLY WITH THE REQUIREMENTS OF THE FOLLOWING A.S.T.M. DESIGNATIONS.
 - M SHAPES ----- ASTM A-992 GRADE 50
 - STRUCTURAL SHAPES & PLATES ----- ASTM A-36 GRADE B
 - PIPE COLUMNS ----- ASTM A-53 GRADE B
 - STEEL TUBE ----- ASTM A-500 GRADE B
 - MACHINE BOLTS ----- ASTM A-307 GRADE A
 - HIGH STRENGTH BOLTS ----- ASTM A-325 (TYPE 5C)
 - HEADED STUD ANCHORS ----- ASTM A-108 GRADE 1015 TO 1020
 - THREADED RODS (IN CONCRETE) ----- ASTM F1554 GRADE 36
 - ANCHOR BOLTS (IN CONCRETE) ----- ASTM F1554 GRADE 36
- NO STRUCTURAL STEEL SHALL BE FABRICATED OR ERRECTED PRIOR TO REVIEW OF SHOP DRAWINGS BY THE STRUCTURAL ENGINEER.
- ALL ERECTION AND FABRICATION SHALL COMPLY WITH THE LATEST EDITION OF THE AISC.
- WELDING SHALL BE PERFORMED ONLY BY CERTIFIED WELDERS. ALL SHOP WELDING SHALL BE DONE IN THE SHOP OF AN APPROVED FABRICATOR.
- NO FIELD CUTTING OR BURNING OF STRUCTURAL STEEL WILL BE PERMITTED WITHOUT WRITTEN CONSENT OF THE STRUCTURAL ENGINEER.
- ALL EXPOSED STEEL SHALL BE GALVANIZED U.N.O.
- ALL EXPOSED WELDS SHALL BE GROUND SMOOTH.
- WELD FILLER = E70XX



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PROJECT TITLE:
Bob Lucas Literacy Center Renovations
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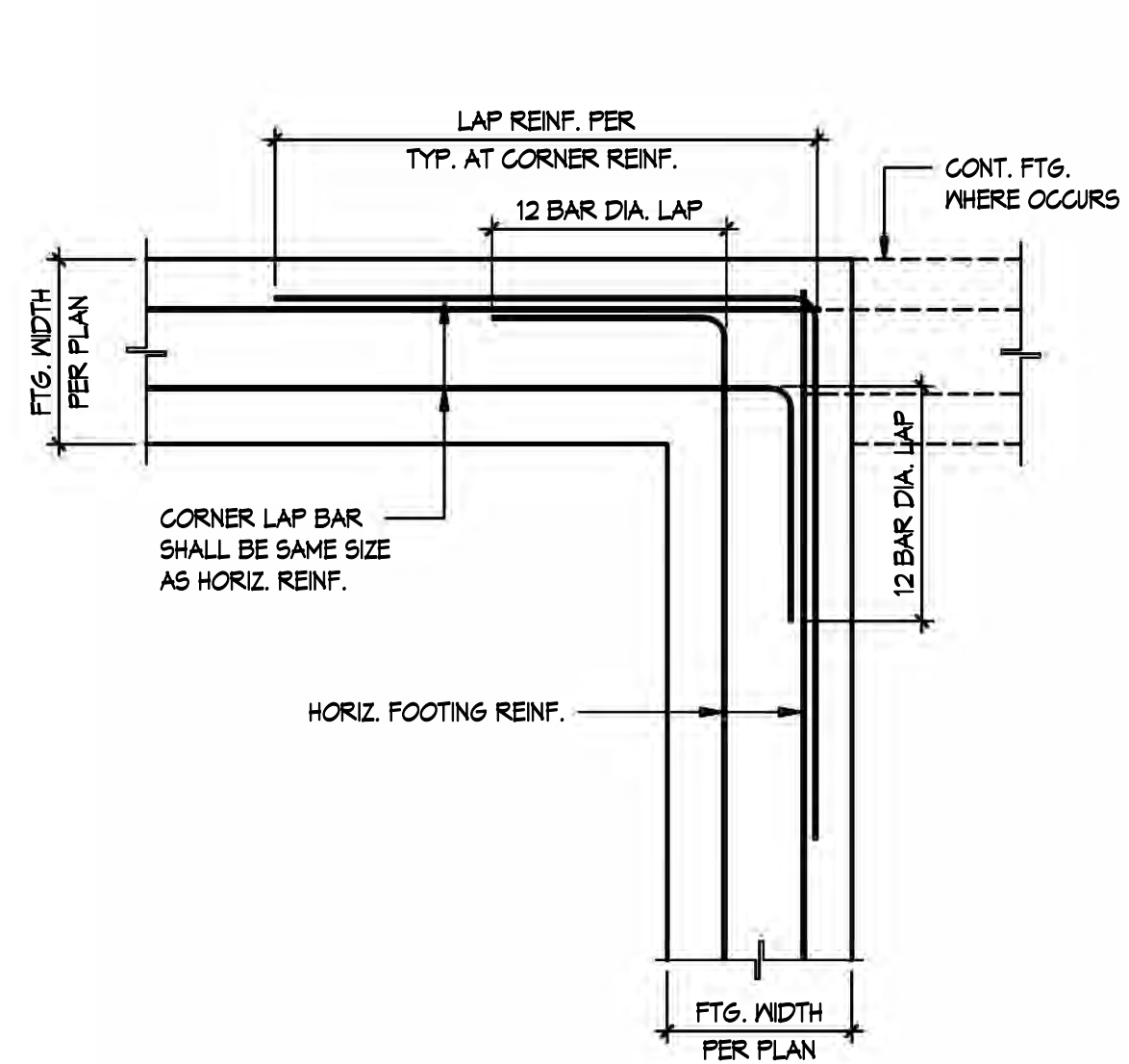
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DATE:
SHEET TITLE:

GENERAL NOTES AND TYPICAL DETAILS

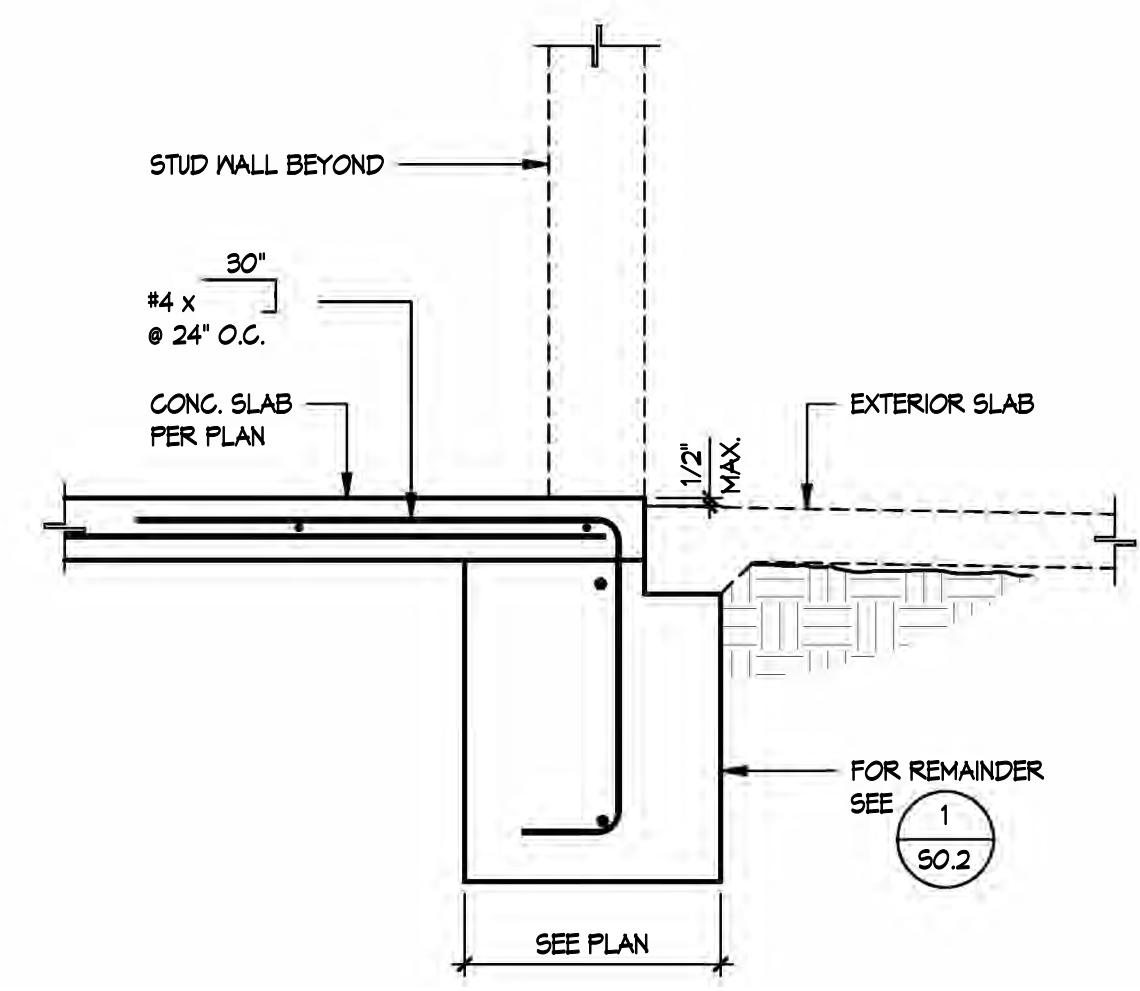
SCALE: 1" = 1'-0"

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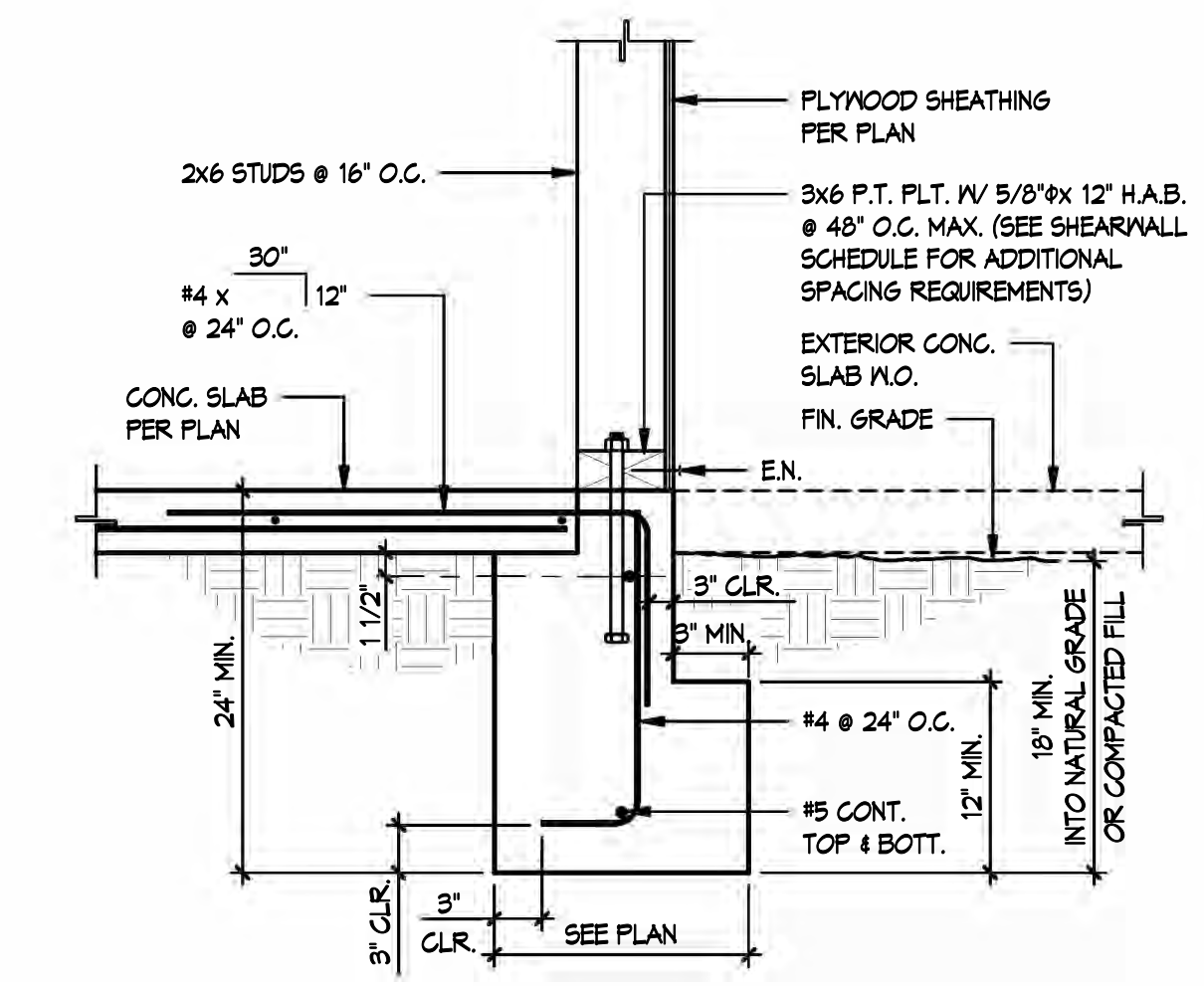
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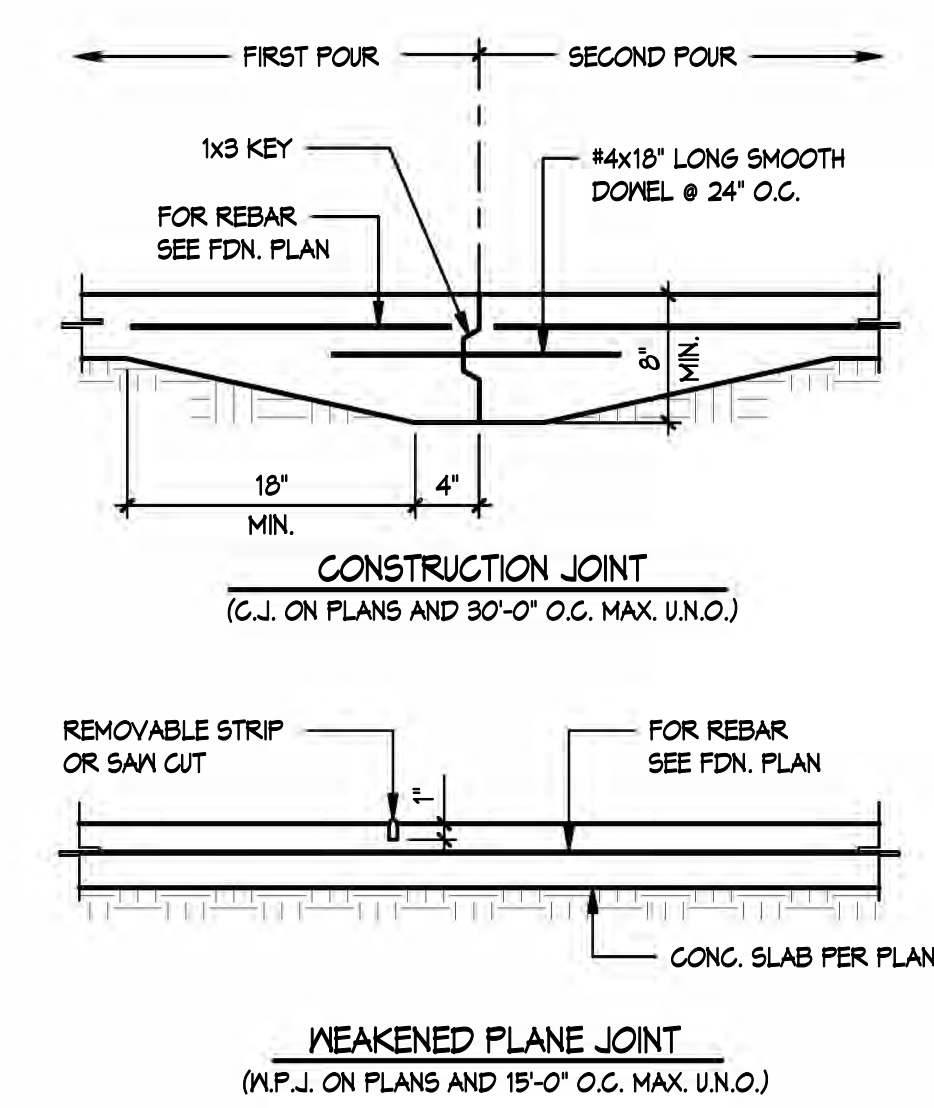
TYP - REINF. AT FTG CORNERS AND INTERSECTIONS 7
1" = 1'-0"



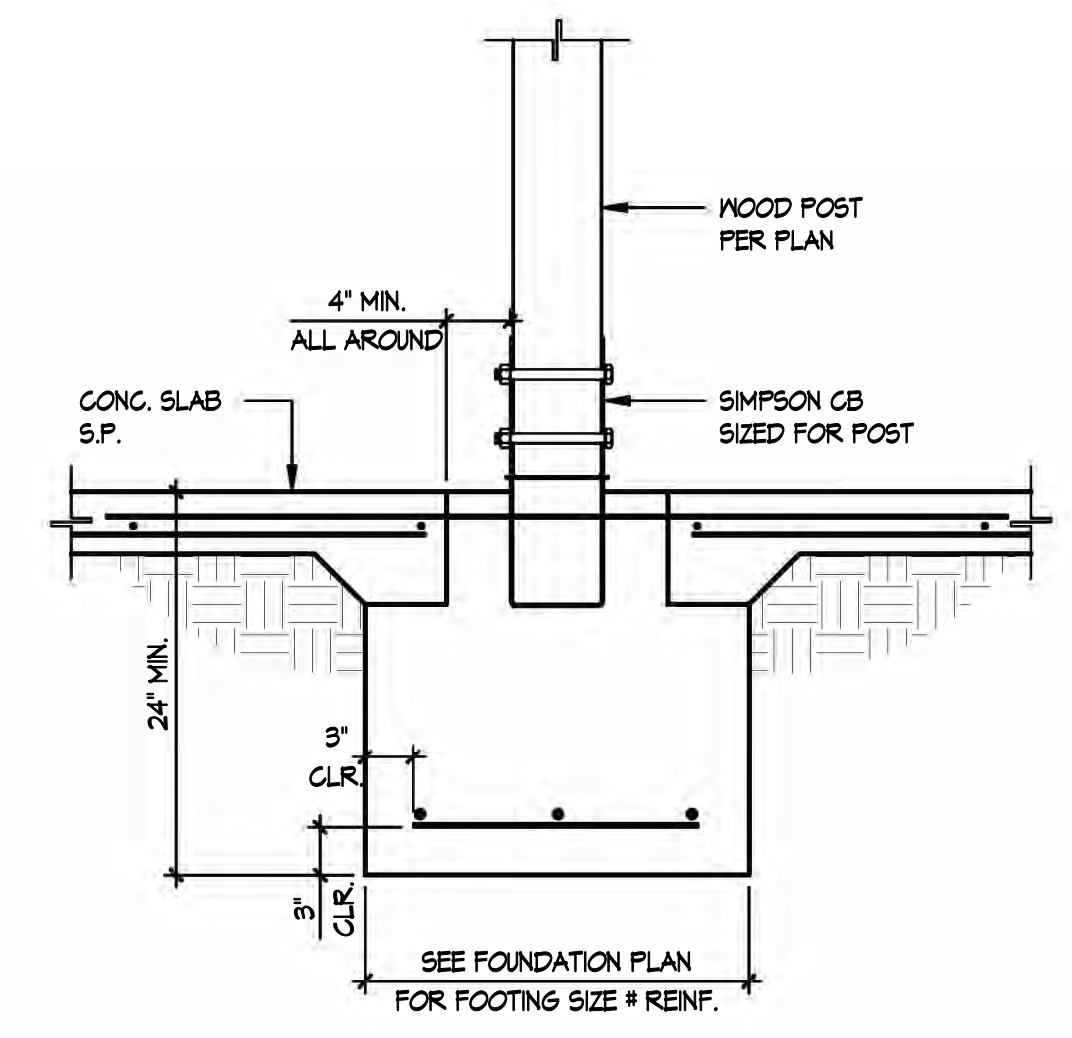
TYP - SLAB DETAIL AT STUD WALL OPENING 4
1" = 1'-0"



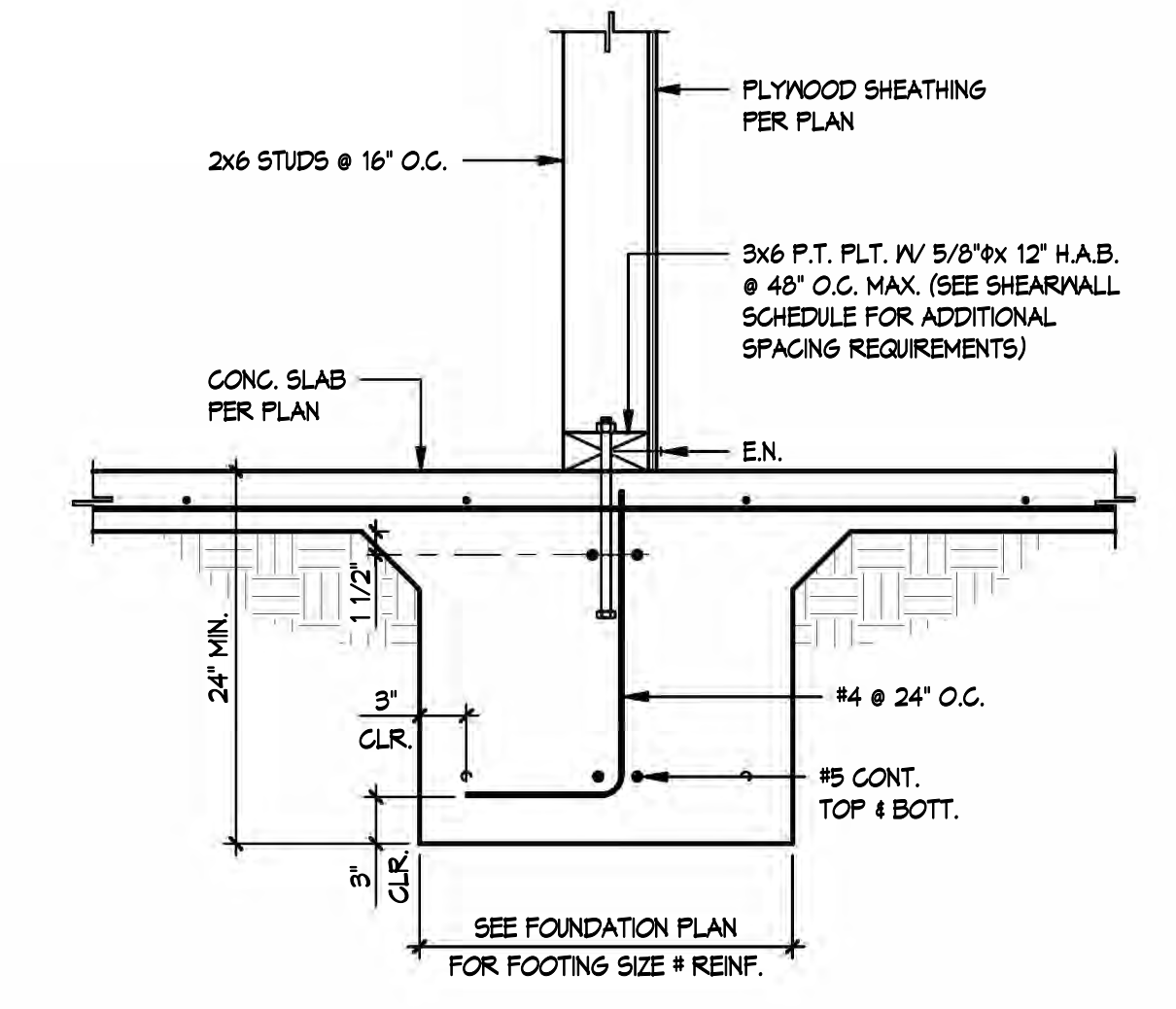
TYP - EXTERIOR BEARING WALL TO FOOTING 1
1" = 1'-0"



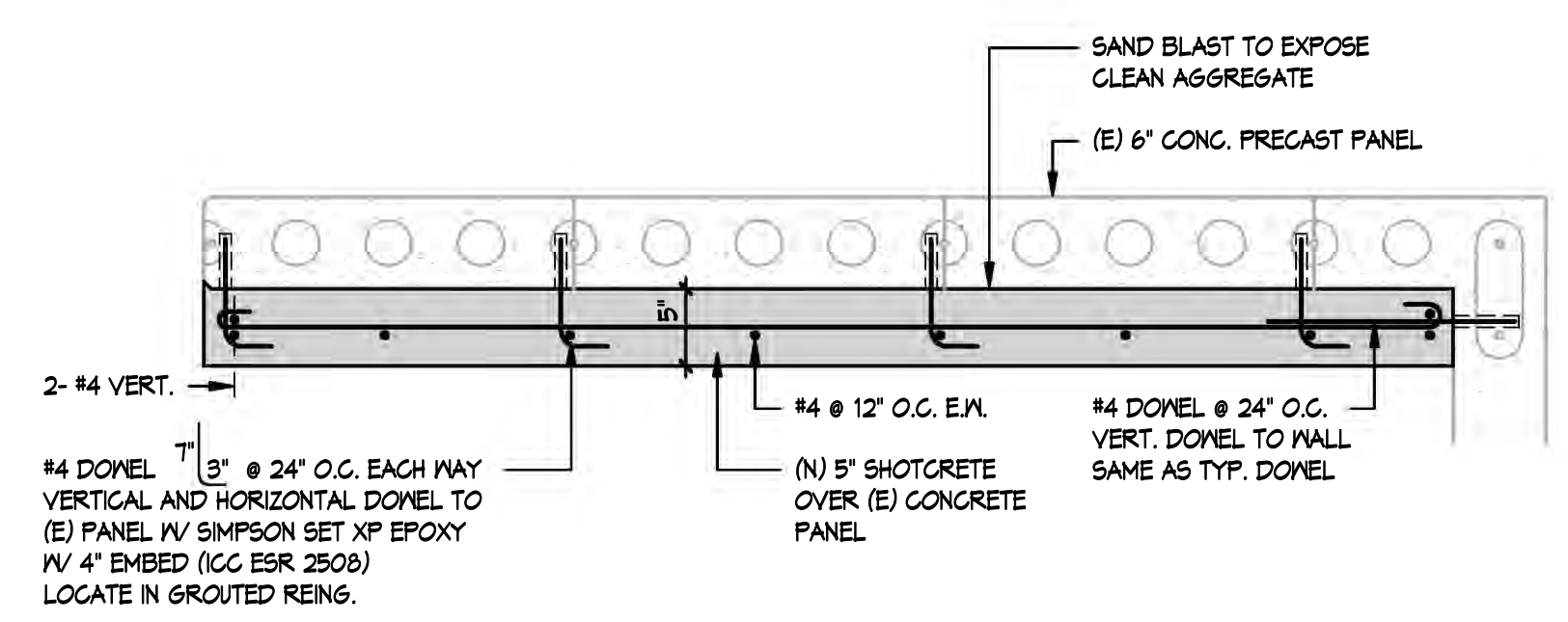
TYP - SLAB JOINT DETAILS 8
1" = 1'-0"



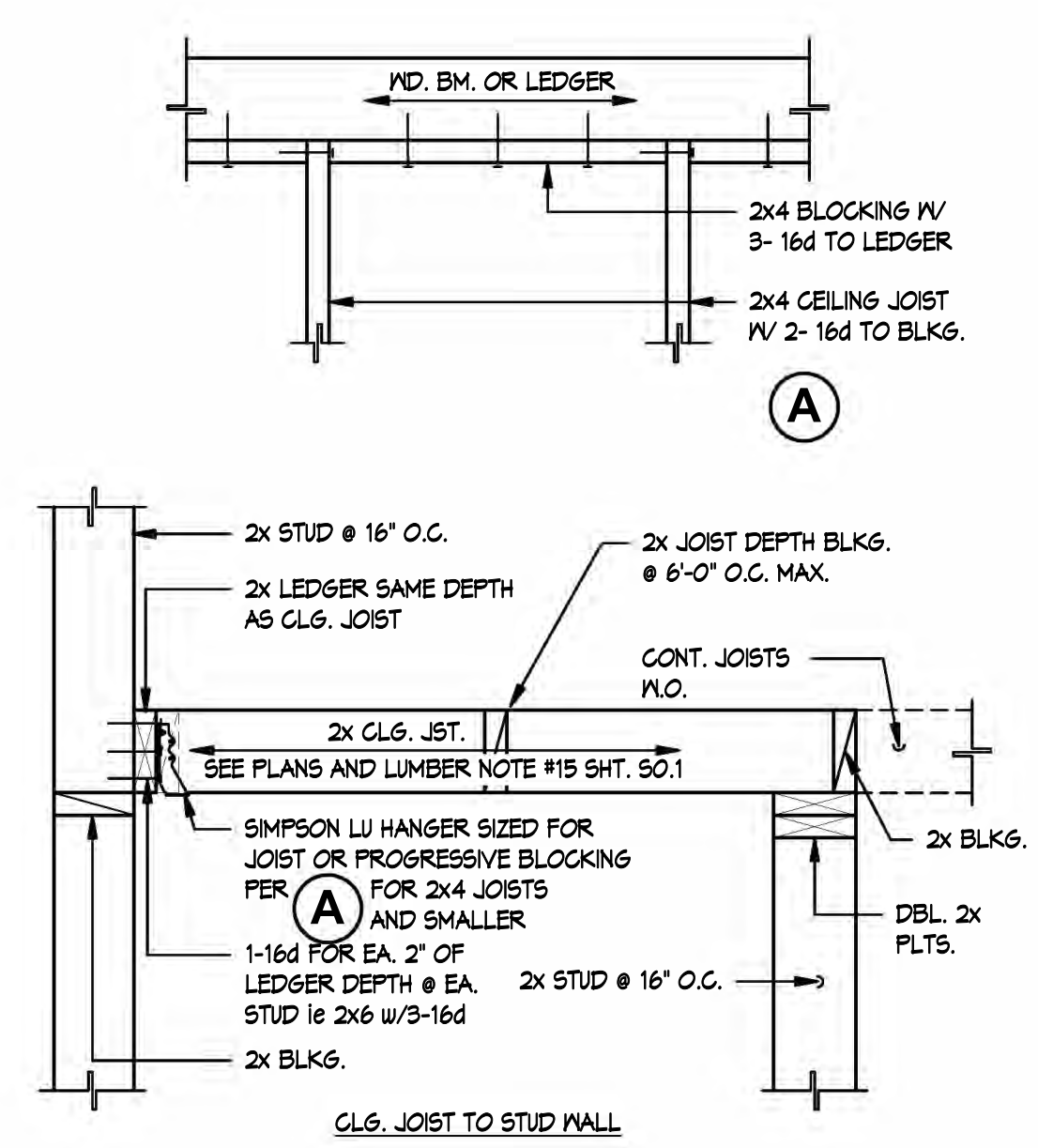
TYP - WOOD POST TO PAD FOOTING 5
1" = 1'-0"



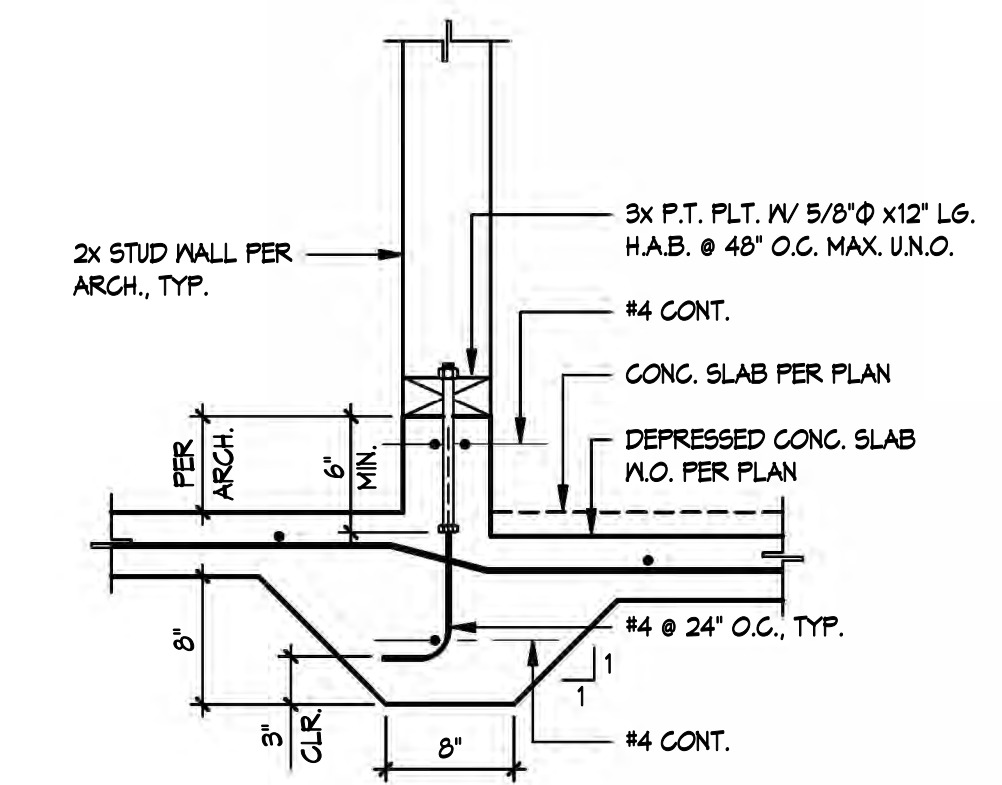
TYP - INTERIOR BEARING WALL TO FOOTING 2
1" = 1'-0"



TYP - SHOTCRETE PANEL 9
1" = 1'-0"



TYP - CEILING JOIST FRAMING DETAIL 6
1" = 1'-0"



TYP - NON-BEARING WALL TO CONG. CURB 3
1" = 1'-0"



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FOUNDATION AND TYPICAL DETAILS

SCALE: 1" = 1'-0"




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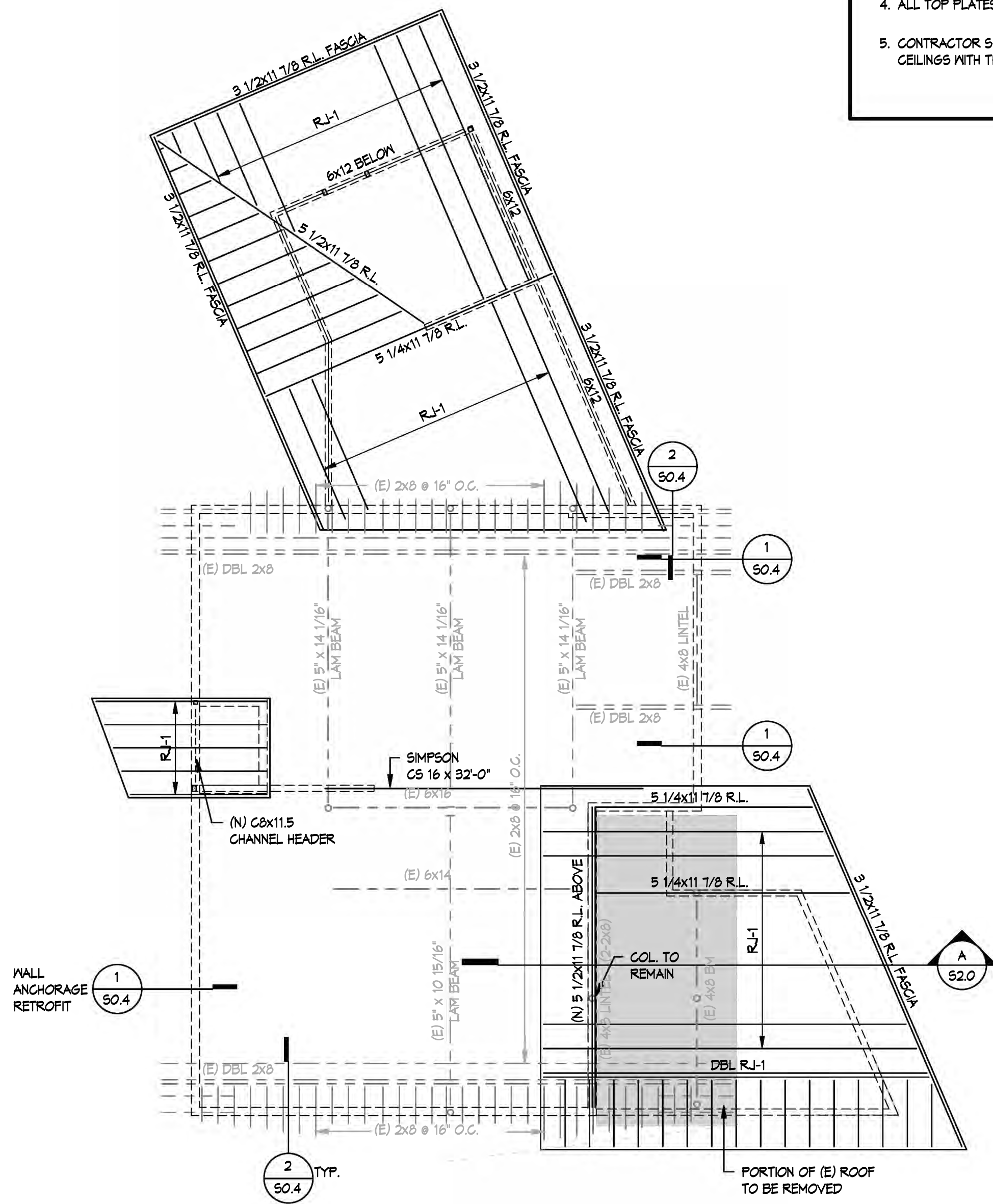
S0.2

ROOF FRAMING NOTES

1. TYPICAL ROOF SHEATHING U.N.O.:
5/8" STRUCT. PLYWOOD IV
104 @ 6" O.C. B.N.
104 @ 6" O.C. E.N.
104 @ 12" O.C. F.N.
BLOCK ALL EDGES TYP. SEE (1) (SO.3)
2. R.J-1 1 3/4x11 7/8 REDLAM @ 24" O.C.
3. CEILING JOIST SIZE IS PER THE CEILING JOIST SCHEDULE, SEE LUMBER NOTE 16.
4. ALL TOP PLATES TO BE SPLICED PER DETAIL (12) (SO.3) U.N.O.
5. CONTRACTOR SHALL COORDINATE ALL DYP. BOARD AND PLASTER CEILING WITH THE ARCHITECTURAL DRAWINGS.

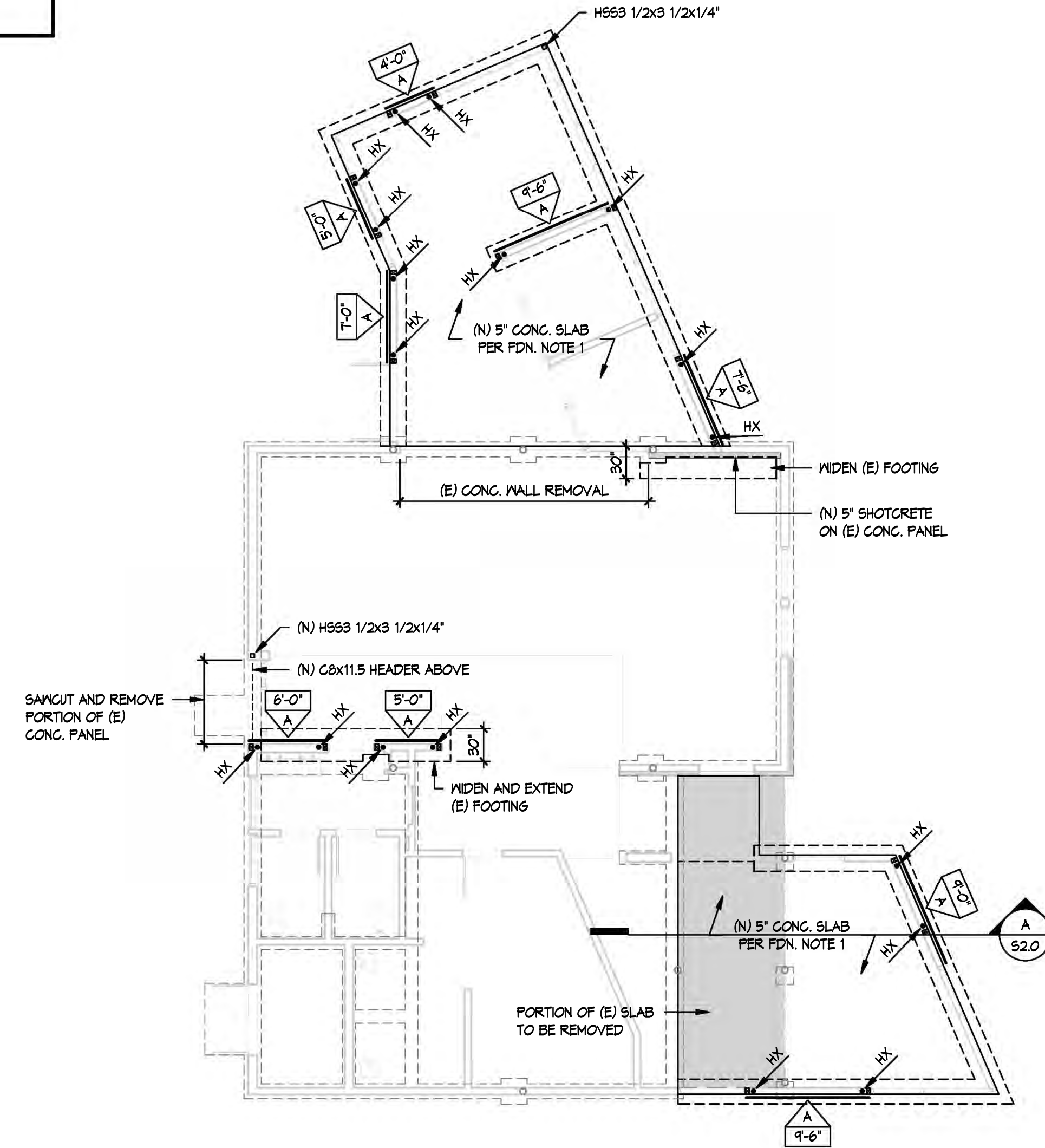
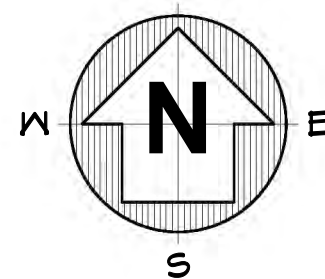
FOUNDATION PLAN NOTES

1. TYPICAL SLAB ON GRADE U.N.O.:
5" THICK CONCRETE SLAB IV #4 @ 18" O.C. EACH WAY AT MID SLAB OVER 15 MIL. VAPOR BARRIER OVER 4" AGGREGATE BASE OVER COMPACTED FILL PER SPECIFICATIONS.
2. ALL EXTERIOR WALLS AND PARAPETS WHICH ARE NOT ALREADY INDICATED AS SHEAR WALLS SHALL RECEIVE PLYWOOD AND NAILING PER SHEAR WALL TYPE 'A'
 DENOTES SHEARWALL TYPE SEE (1) (SO.3)
 DENOTES MIN. SHEARWALL LENGTH.
 (NOTE: PLYND. SHALL EXTEND FULL LENGTH OF WALL AT INTERIOR SHEAR WALLS AS REQD. FOR FLUSH FINISH)
3. SEE ARCH'L. DNG'S FOR ALL DIMENSIONS NOT SHOWN AND VERIFY ALL DIMENSIONS WITH ARCHITECTURAL DRAWINGS.
4. TYPICAL FOUNDATION FORMING DETAILS PER (1) (SO.1)
5.  DENOTES HOLD DOWN AND HOLD DOWN SIZE, FOR TYPICAL HOLD DOWN DETAIL SEE (3) (SO.3)
6. ALL DIMENSIONS ARE TO FACE OF STUD UNLESS NOTED OTHERWISE.
7. M.P.J. INDICATES SLAB CONTROL JOINT PER DETAIL
8. REINF. FOR CONTINUOUS FOOTINGS SHALL EXTEND THROUGH THE PAD FOOTINGS, WHERE OCCURS.



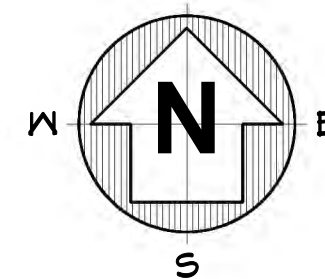
ROOF FRAMING PLAN

1/8" = 1'-0"



FOUNDATION PLAN

1/8" = 1'-0"

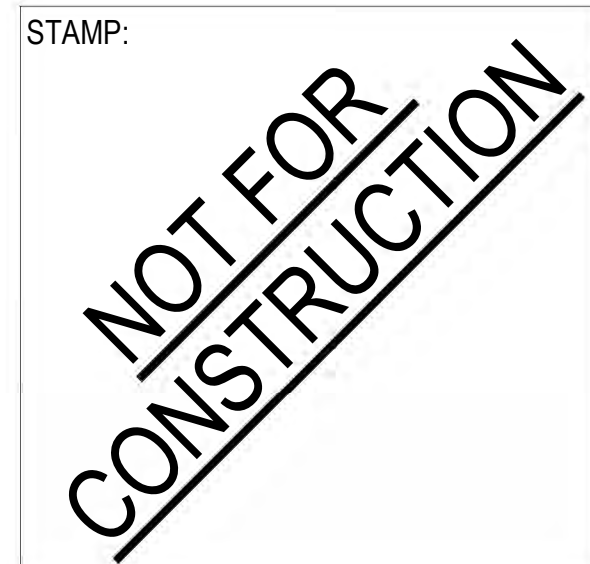


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NO.	DATE	REVISIONS

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ALTADENA, CA 91001

PROJECT NO.

DATE:

SHEET TITLE:

**FOUNDATION AND
ROOF FRAMING
PLANS - NEW
CONSTRUCTION**

SCALE: As indicated

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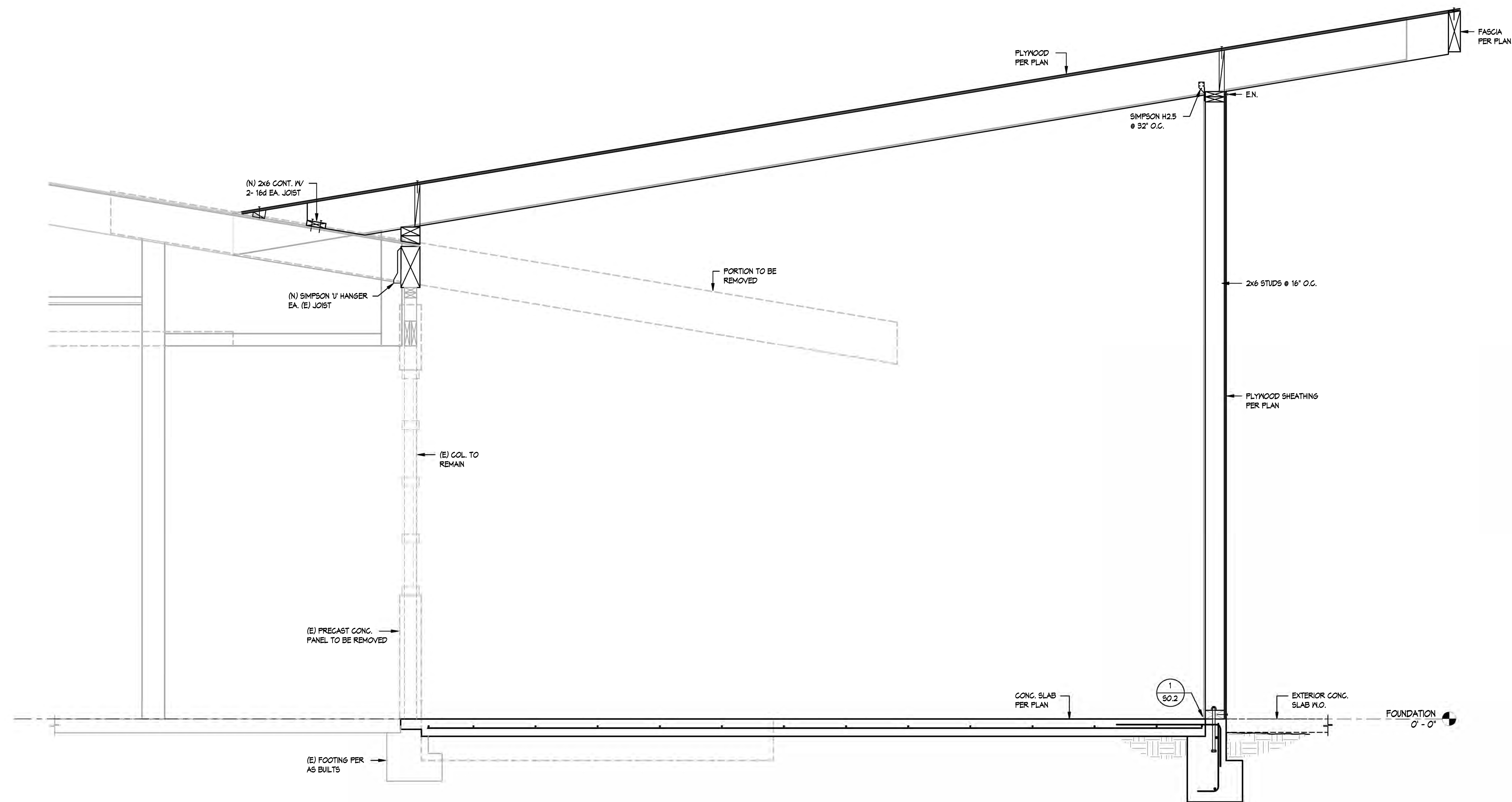
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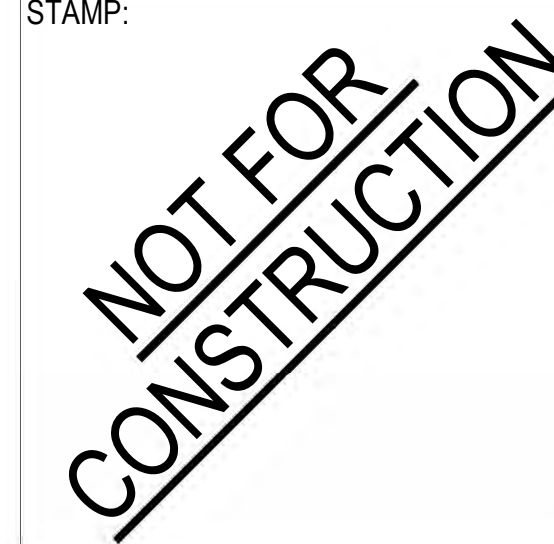
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WALL SECTION A
3/4" = 1'-0"

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Renovations
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO.

DATE:

SHEET TITLE:

SECTIONS

SCALE: 3/4" = 1'-0"

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DESIGN DEVELOPMENT SET

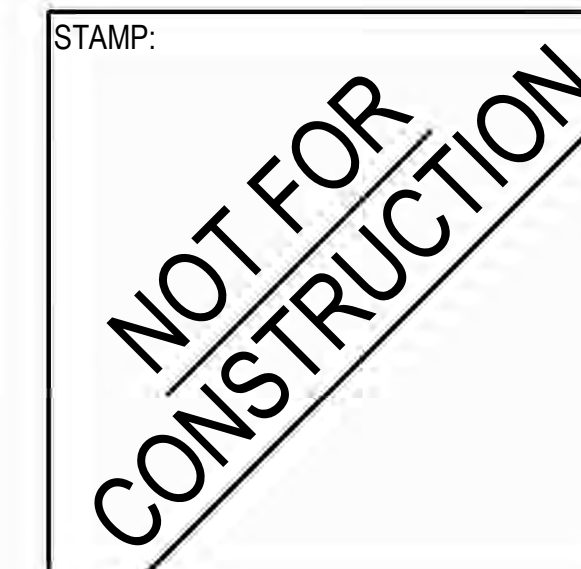


Table with columns: NO., DATE, REVISIONS. Row 1: 1, Date 1, PLANNING SUBMITAL

PROJECT TITLE:

Bob Lucas Literacy Center Renovations 2659 LINCOLN AVENUE, ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: Issue Date

SHEET TITLE:

PLUMBING GENERAL NOTES SYMBOLS AND ABBREVIATIONS

SCALE: N.T.S.

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P001

GENERAL NOTES

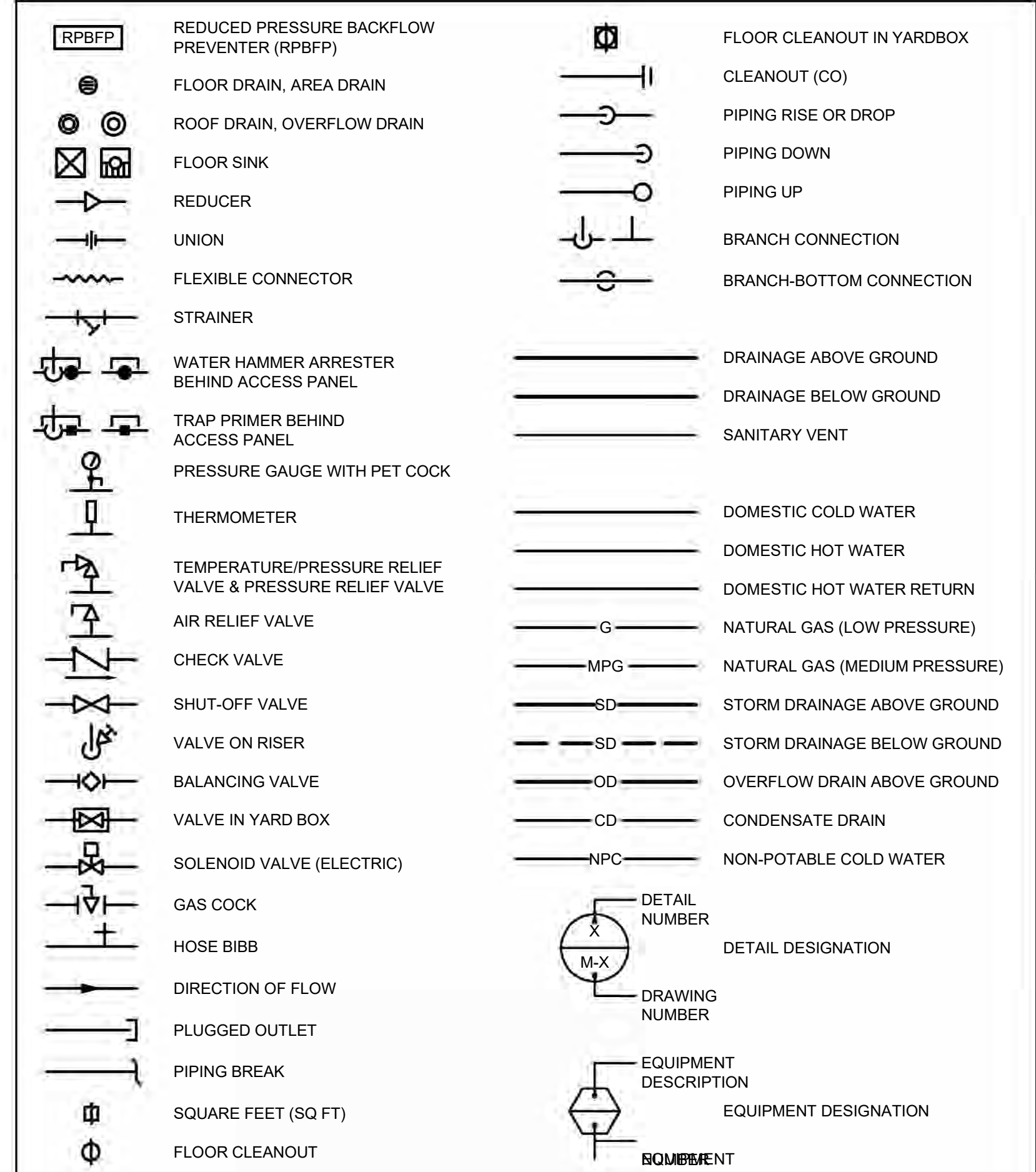
- 1. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2019 CALIFORNIA PLUMBING CODES, CALIFORNIA STATE FIRE MARSHAL, CALIFORNIA OFFICE OF THE STATE ARCHITECT, AND CALIFORNIA ADMINISTRATIVE CODES, TITLES 17, 24 AND AUTHORITIES HAVING JURISDICTIONS.
2. CONTRACTOR SHALL VERIFY ALL UTILITIES LOCATION, SIZE AND ELEVATIONS WITH CIVIL ENGINEER'S DRAWINGS PRIOR TO START OF WORK.
3. CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES FOR CLEARANCES AND WORK INCLUDED PRIOR TO START OF WORK.
4. KEEP ALL PIPING CLEAR FROM LOAD BEARING FOOTINGS.
5. REFER TO ARCHITECTURAL DRAWINGS FOR EXACT LOCATIONS, MOUNTING HEIGHTS AND COLORS OF ALL PLUMBING FIXTURES.
6. ALL VENTS SHALL TERMINATE NOT LESS THAN 10 FEET FROM, OR NOT LESS THAN 3 FEET ABOVE, FRESH AIR INTAKES, WINDOWS, DOORS OR OTHER OPENINGS.
7. PROVIDE AND INSTALL ACCESS PANELS AT ALL LOCATION OF WATER HAMMER ARRESTORS. - PANELS TO 12 X 12 OR AS REQUIRED. FINISH SELECTED BY ARCHITECT.
8. CLEANOUTS SHALL BE INSTALLED PER CALIFORNIA PLUMBING CODE SECTION 707, 719 AND 803.
9. SLOPE OF BUILDING SEWERS SHALL NOT BE LESS THAN 2% UNLESS NOTED OTHERWISE.
10. ALL DOMESTIC HOT WATER PIPING SHALL BE INSULATED AS REQUIRED BY CALIFORNIA ENERGY COMMISSION TABLE 120.3-A OF THE BUILDING ENERGY EFFICIENCY STANDARDS. INSULATION SHALL HAVE A FIRE HAZARD CLASSIFICATION 25/50 COMPOSITE RATING.
11. CIRCULATING HOT WATER SYSTEMS SHALL BE EQUIPPED WITH A CONTROL CAPABLE OF AUTOMATICALLY TURNING OFF THE CIRCULATING PUMPS WHEN HOT WATER IS NOT REQUIRED (TIME CLOCK).
12. ALL SERVICE WATER HEATING EQUIPMENT TO BE IN COMPLIANCE WITH THE CALIFORNIA ENERGY COMMISSION (CEC) REQUIREMENTS AND BE SO LABELED.
13. COORDINATE WITH ELECTRICAL TRADE PRIOR TO ORDERING EQUIPMENT FOR AVAILABLE VOLTAGES AT EQUIPMENT LOCATIONS.
14. ALL HOSE BIBBS, WALL HYDRANTS AND JANITORIAL SERVICE SINKS SHALL BE EQUIPPED WITH APPROVED, PROPERLY INSTALLED ATMOSPHERIC TYPE VACUUM BREAKER.
15. ALL WATER CONNECTIONS TO HVAC EQUIPMENT SHALL BE PROTECTED BY APPROVED, REDUCED PRESSURE BACKFLOW PREVENTION DEVICES. DEVICES SHALL BE ACCESSIBLE FOR TEST AND MAINTENANCE. PROVIDE FUNNEL DRAIN AND INDIRECT WASTE PIPING FOR BACKFLOW DEVICES DISTANT FROM FLOOR SINKS.
16. NATURAL GAS LINES SHALL NOT BE LOCATED UNDER ANY STRUCTURE. 2019 CPC SECTION 1210.1.6.
17. DO NOT USE METALLIC GAS LINES TO GROUND ELECTRICAL SYSTEM.
18. PROVIDE COATED 12 GAUGE COPPER WIRE ATTACHED TO POLYETHYLENE GAS YARD PIPING FOR TRACING PURPOSE. TERMINAL WIRES SHALL BE IDENTIFIED IN LABELED ACCESS BOXES.
19. FOR LOCATION OF PIPING SLEEVES AND FLOOR OPENINGS THROUGH STRUCTURAL FLOOR SLABS, REFER TO DETAILS INDICATED IN STRUCTURAL DRAWINGS.
20. CONTRACTOR SHALL PATCH AND REPAIR ALL SURFACE AREAS DAMAGED BY HIS OPERATION.
21. ALL VALVES, UNIONS, ETC. TO BE LINE SIZE UNLESS OTHERWISE INDICATED ON DRAWINGS.
22. UNIONS SHALL BE PROVIDED AND INSTALLED AFTER EACH THREADED TYPE VALVE AND PRIOR TO EQUIPMENT CONNECTIONS.
23. ANY DEVIATION FROM THE DRAWINGS OR SPECIFICATIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT AND ENGINEER PRIOR TO INSTALLATION.
24. UNLESS SPECIFICALLY SHOWN ON THE STRUCTURAL PLANS NO STRUCTURAL MEMBER SHALL BE CUT. NEITHER DRILLED NOR NOTCHED WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE STRUCTURAL ENGINEER AND THE DIVISION OF THE STATE ARCHITECT.
25. FOR THE PURPOSE OF CLEARNESS AND LEGIBILITY, THE DRAWINGS ARE ESSENTIALLY DIAGRAMMATIC AND ALTHOUGH SIZES AND LOCATION OF EQUIPMENT IS DRAWN TO SCALE WHEREVER POSSIBLE, THE CONTRACTOR SHALL MAKE USE OF ALL DATA IN ALL OF THE CONTRACTOR DOCUMENTS AND VERIFY THIS INFORMATION BEFORE ORDERING, FABRICATING OR INSTALLING OF ANY MATERIALS.
26. ALL INTERIOR CONDENSATE PIPING SHALL BE INSULATED WITH CLOSED CELL FOAM INSULATION; WITH FIRE HAZARD CLASSIFICATION 25/50 COMPOSITE RATING.
27. CONTRACTOR SHALL PROVIDE AS-BUILTS, CAD GENERATED AND DRAWN TO THE SAME SCALE THAT CONSTRUCTION DRAWINGS INDICATE (I.E. ENLARGED PLANS @ 1/4"=1'-0") SUBMIT 6 SETS OF HARD COPIES AND 1 ELECTRONIC COPY ON CD-ROM. CAD DRAWINGS SHALL BE AUTOCAD LATEST VERSION. COORDINATE REQUIREMENTS WITH OWNER.
28. PROVIDE WRITTEN WARRANTY TO REPLACE ALL FAULTY MATERIALS AND/OR LABOR, AT NO COST TO OWNER, FOR A PERIOD OF ONE YEAR FROM DATE OF OWNERS ACCEPTANCE.

Table with columns: PIPE SIZE, INSULATION THICKNESS, INSULATION VALUE. Rows for pipe sizes < 1" and 1" <.

PLUMBING ABBREVIATIONS

- A - ABOVE
ABV AIR CONDITIONING (HVAC)
ACC ACCESSIBLE
AFF ABOVE FINISH FLOOR
AFSR AUTOMATIC FIRE SPRINKLER RISER
AP ACCESS PANEL
AV ACID VENT
AW ACID WASTE
- B - BEHIND
BEL BELOW
BTUH BRITISH THERMAL UNITS PER HOUR
- C - CONDENSATE DRAIN
CFH CUBIC FEET PER HOUR
CFM CUBIC FEET PER MINUTE
CLG CEILING
CO CLEANOUT
CONT CONTINUATION
COTG CLEANOUT TO GRADE
CU FT CUBIC FEET
CW COLD WATER (DOMESTIC)
- D - DOWN
DN DUPLEX
DPX DROP
DS DOWN SPOUT
DWG DRAWING
- E - (E) EXISTING
EL ELEVATION
EQUIP EQUIPMENT
ESEW EMERGENCY SHOWER EYE WASH
EWC ELECTRIC WATER COOLER
- F - FIRE LINE
FCO FLOOR CLEANOUT
FD FLOOR DRAIN
FFE FINISHED FLOOR ELEVATION
FLR FLOOR
FT FOOT, FEET
FU FIXTURE UNIT
FV FLUSH VALVE
- G - GAS (LOW PRESSURE)
GAL GALLON
GC GAS COCK
GPF GALLONS PER FLUSH
GPH GALLONS PER HOUR
GPM GALLONS PER MINUTE
GPR GAS PRESSURE REGULATOR
GWH GAS WATER HEATER
GW GREASE WASTE
- H - HOSE BIBB
HP HORSEPOWER
HW HOT WATER (DOMESTIC)
HWR HOT WATER RETURN (DOMESTIC)
- I - INDUSTRIAL COLD WATER
IW INDIRECT WASTE
IE INVERT ELEVATION
INT INTEGRAL
- K - KILOWATT
- L - LAVATORY
LAV LAVATORY
- M - MEDIUM PRESSURE GAS
MPG MEDIUM PRESSURE GAS MOUNTED
MTD MOUNTED
- N - NOT TO SCALE
NTS NOT TO SCALE
NC NORMALLY CLOSED
NO NORMALLY OPEN
- O - ON CENTER
OC ON CENTER
OD OVERFLOW DRAIN
- P - PHASE
PH PLUGGED OUTLET
PO POINT OF CONNECTION
POC POINT OF CONNECTION
PSI POUNDS PER SQUARE INCH
- Q - QUANTITY
QTY QUANTITY
- R - ROOF DRAIN
RD ROOF DRAIN
RI ROUGH-IN
RPM REVOLUTIONS PER MINUTE
- S - SANITARY SEWER
SAN SANITARY SEWER
SD STORM DRAIN
SK SINK
SOV SHUT-OFF VALVE
- T - THERMOSTATIC MIXING VALVE
TMV THERMOSTATIC MIXING VALVE
TP TRAP PRIMER
TPL TRAP PRIMER LINE
TYP TYPICAL
TW TEMPERED WATER
TWR TEMPERED WATER RETURN
- U - URINAL
UR URINAL
- V - VENT
V VENT
VERT VERTICAL
VTR VENT THROUGH ROOF
VB VACUUM BREAKER
- W - WASTE
W WASTE
WI WITH
WC WATER CLOSET
WCO WALL CLEANOUT
WH WALL HYDRANT
WHA WATER HAMMER ARRESTOR
- Y - YARD BOX
YB YARD BOX

PLUMBING SYMBOLS



PIPE AND DUCT SUPPORT NOTES

ALL BRACING OF DUCTS AND PIPING SHALL BE INSTALLED IN ACCORDANCE WITH "MASON" SEISMIC RESTRAINT GUIDELINES FOR SEISMIC RESTRAINT OF MECHANICAL SYSTEMS. OSHPD PRE-APPROVAL # OPM-0043-13.
WHERE ANCHORAGE & BRACING DETAILS ARE NOT SHOWN ON THE DRAWINGS OR IN THE GUIDELINES, THE FIELD INSTALLATION SHALL BE SUBJECT TO THE APPROVAL OF THE ARCHITECT, MECHANICAL ENGINEER AND THE INSPECTOR.
A COPY OF THE GUIDELINES PUBLISHED BY "MASON" SHALL BE PROVIDED BY THE CONTRACTOR AND KEPT ON THE JOB SITE AT ALL TIMES.

SEISMIC NOTES

- A) THE SEISMIC ANCHORAGE FOR ALL MECHANICAL AND ELECTRICAL EQUIPMENT SHALL BE DESIGNED TO WITHSTAND A LATERAL FORCE:
1. CALCULATED AS SPECIFIED IN SECTION 1613A OF THE VOL. 2, TITLE 24, 2019 CBC.
B) THE CAPACITY OF THE ANCHORAGE CONNECTORS IN SHEAR AND/OR TENSION SHALL BE CLEARLY INDICATED IN THE CALCULATIONS, WHICH INDICATE, ICBO REPORT NO. (IF APPLICABLE) THEIR TOTAL NUMBER, SIZE, GRADE, EMBEDMENT, EDGE DISTANCES, AND OTHER FACTORS WHICH AFFECT THE CAPACITY IN SHEAR AND TENSION.
C) ANCHORAGE DETAILS FOR EQUIPMENT WHICH ARE NOT APPROVED DURING PLAN REVIEW ARE SUBJECT TO APPROVAL BY THE STRUCTURAL ENGINEER OF RECORD AND PRIOR TO INSTALLATION AND INSPECTION BY THE PROJECT INSPECTOR.

PLUMBING SHEET INDEX

Table with columns: SHEET NO., DESCRIPTION. Rows: P001 PLUMBING GENERAL NOTES, ABBREVIATIONS & SYMBOLS; P002 PLUMBING SCHEDULES AND DETAILS; P200 PLUMBING DEMOLITION PLAN & DEMOLITION ROOF PLAN; P210 PLUMBING PLAN & ROOF PLAN; TOTAL SHEETS = 4

ADA COMPLIANCE NOTES

- 1. COVER EXPOSED HOT & COLD WATER PIPING AND WASTE PIPING AT ALL LAVATORIES WITH NEATLY PRE-FORMED PIPE INSULATION, PLUMBEREX PRO-EXTREME MODEL X4333 OR X4444 OR APPROVED EQUIVALENT.
2. ALL PIPING UNDER LAVATORIES SHALL BE INSULATED OR OTHERWISE COVERED. THERE SHALL BE NO SHARP OR ABRASIVE SURFACES UNDER LAVATORIES.
3. FAUCET CONTROLS AND OPERATING MECHANISMS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING OR TWISTING OF THE WRIST.
4. THE FORCE REQUIRED TO ACTIVATE CONTROLS SHALL BE NO GREATER THE 5 LB. LEVER-OPERATED, PUSH TYPE AND ELECTRONICALLY CONTROLLED MECHANISMS ARE EXAMPLES OF ACCEPTABLE DESIGNS. SELF-CLOSING VALVES ARE ALLOWED IF THE FAUCET REMAINS OPEN FOR AT LEAST 10 SECONDS.
5. ACCESSIBLE PLUMBING FIXTURES SHALL COMPLY WITH ALL OF THE REQUIREMENTS OF CBC 2019-CHAPTER 11B-DIVISION 6. HEIGHTS AND LOCATION OF ALL FIXTURES SHALL BE ACCORDING TO CBC TABLE 11B-604.9. FIXTURE CONTROLS SHALL COMPLY WITH CHAPTER SECTION 11B-309.4.

MATERIAL SCHEDULE

- A. BELOW GRADE WASTE, VENT, AND STORM DRAIN PIPING SHALL BE NO-HUB CAST IRON SOIL PIPE AND FITTINGS. HUB JOINTS PROHIBITED (BELL & SPIGOT).
B. ABOVE GRADE WASTE, VENT, AND STORM DRAIN PIPING SHALL BE NO-HUB CAST IRON SOIL PIPE AND FITTINGS.
C. ABOVE GRADE WATER AND CONDENSATE DRAIN PIPING SHALL BE TYPE "L" HARD DRAWN COPPER WATER TUBE WITH WROUGHT COPPER SOLDER JOINT FITTINGS.
D. BELOW GRADE WATER AND CONDENSATE DRAIN PIPING SHALL BE TYPE "K" HARD DRAWN COPPER WATER TUBE WITH WROUGHT COPPER SOLDER JOINT FITTINGS.
F. A/C CONDENSATE - TYPE "L" COPPER PIPE AND FITTINGS.



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ELECTRIC WATER HEATER SCHEDULE													
SYMBOL	LOCATION	MFR/ MODEL No.	STOR. (GAL.)	RECOV. @ 100°F RISE (GPH)	TANK SIZE		TEMP		ELECTRICAL DATA			OPER. WEIGHT (LBS)	REMARKS
					DIA (IN)	HT (IN)	IN (°F)	OUT (°F)	KW	VOLT	PH		
EWH 1													

PLUMBING FIXTURE SCHEDULE									
MARK	FIXTURE	ROUGH-IN-SIZE					FIXTURE UNIT		DESCRIPTION/REMARKS
		TRAP	S/W	V	CW	HW	WASTE	WATER	
WC-1	WATER CLOSET (ACC)	INT	4"	2"	1 1/2"	-	4	5	
L-1	LAVATORY (ACC)	1 1/2"	2"	1 1/2"	3/4"	3/4"	1	1	
L-2	LAVATORY (ACC)	1 1/2"	2"	1 1/2"	3/4"	3/4"	1	1	
S-1	SINK (ACC)	1 1/2"	2"	1 1/2"	3/4"	3/4"	2	2	
SH-1	SHOWER (ACC)	-	-	-	3/4"	3/4"	-	-	
FD-1	FLOOR DRAIN	-	-	-	1/2"	-	2	-	
TP-1	TRAP PRIMER	-	-	-	1/2"	-	-	-	



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NO.	DATE	REVISIONS
1	Date 1	PLANNING SUBMITAL

PROJECT TITLE:

**Bob Lucas
Literacy Center
Renovations**
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: Issue Date

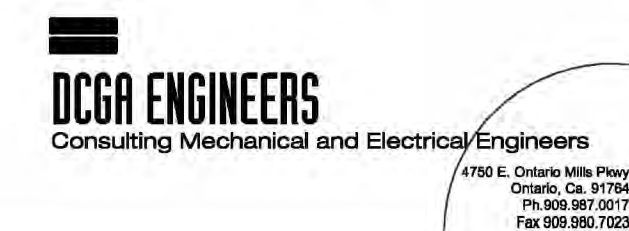
SHEET TITLE:

**PLUMBING
SCHEDULES**

SCALE: N.T.S.

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P002



SCALE 1 NONE

SCALE 2 NONE

SCALE 3 NONE

SCALE 4 NONE

SCALE 5 NONE

SHEET NOTES



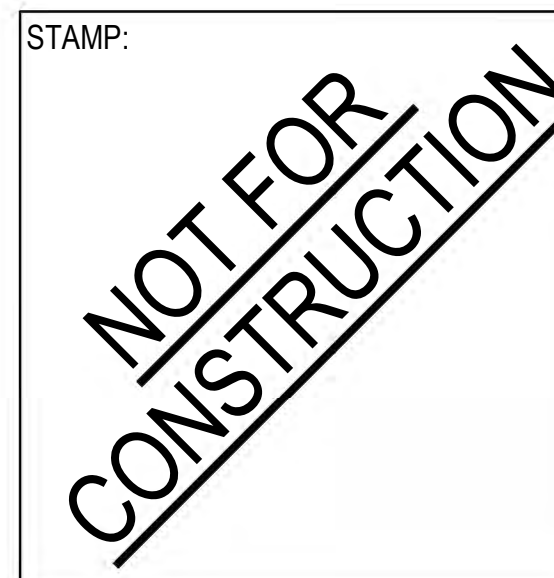
ANDERSON BRULÉ
ARCHITECTS

325 South First Street, 4th Floor
San Jose, California 95113
408.298.1885 | www.aba-arch.com

CONSULTANTS LOGO:

DESIGN
DEVELOPMENT SET

STAMP:



NO. DATE REVISIONS

NO.	DATE	REVISIONS

PROJECT TITLE:

**Bob Lucas
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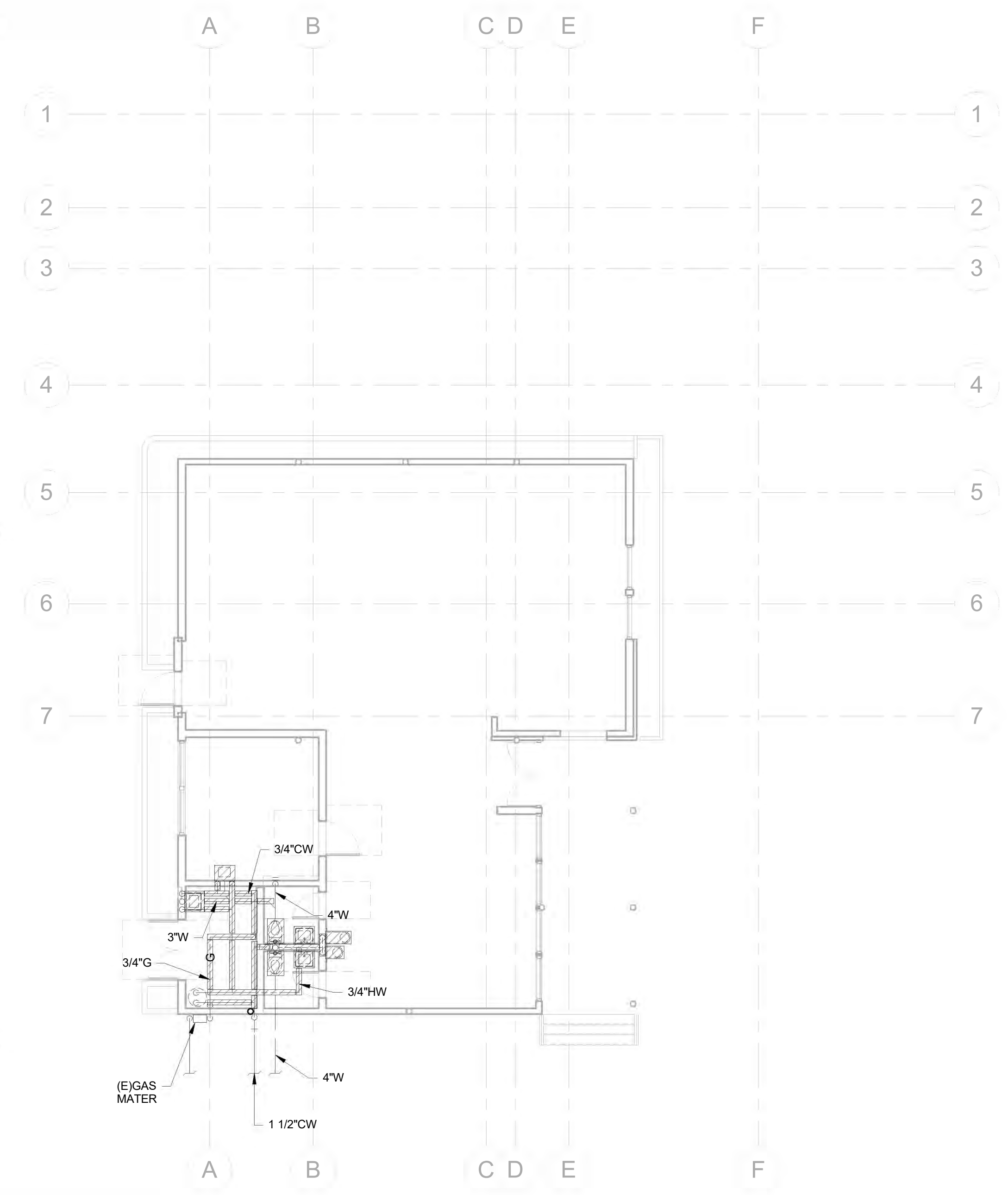
SHEET TITLE:

**PLUMBING
DEMOLITION PLAN &
DEMOLITION ROOF
PLAN**

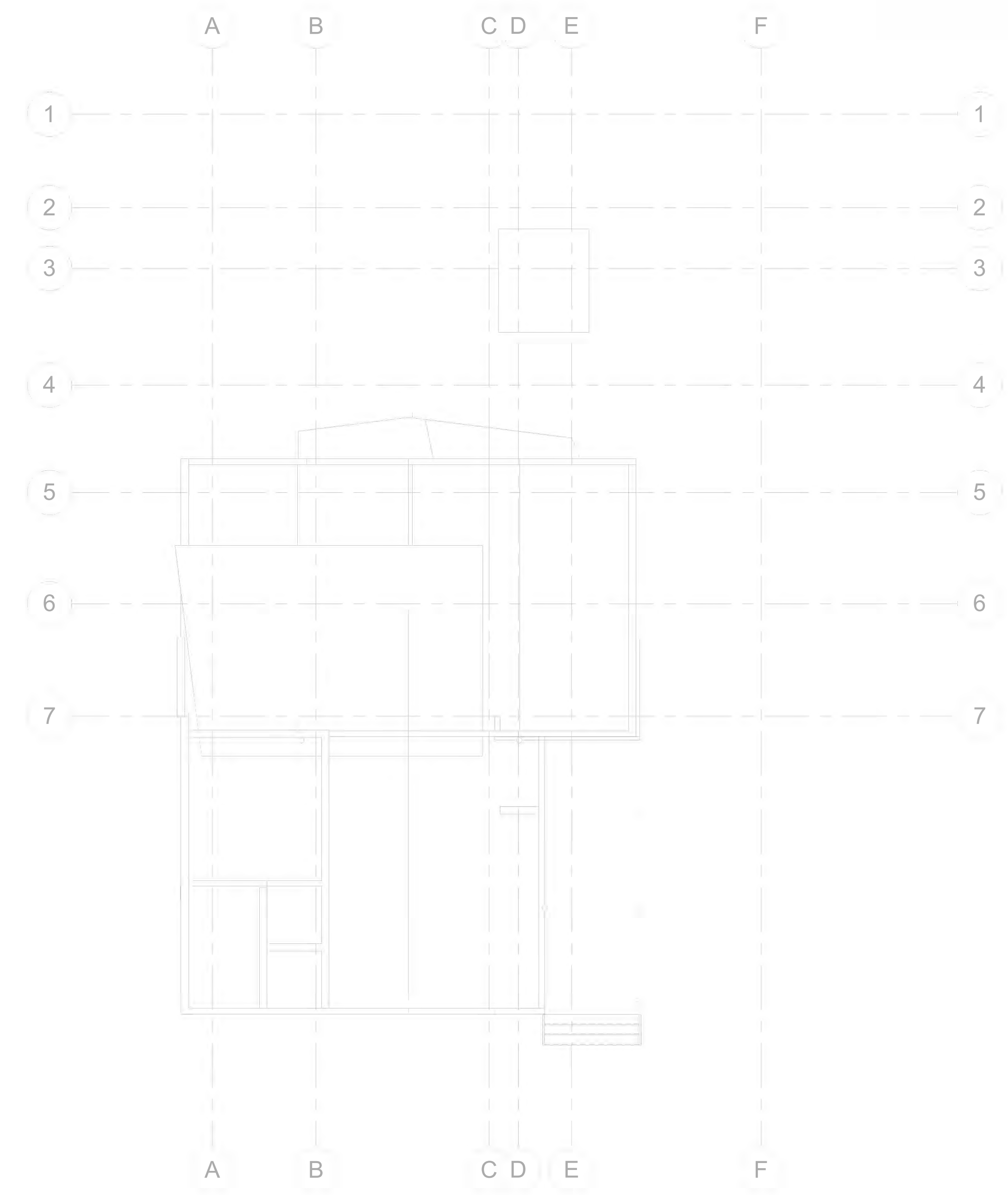
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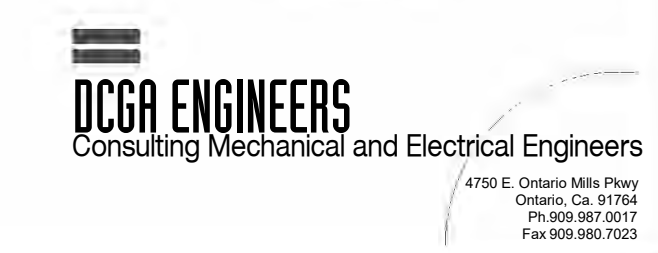
P200



1 PLUMBING DEMOLITION PLAN
1/8" = 1'-0"



2 PLUMBING DEMOLITION ROOF PLAN
1/8" = 1'-0"



8/2/2022 8:19:53 AM

SHEET NOTES



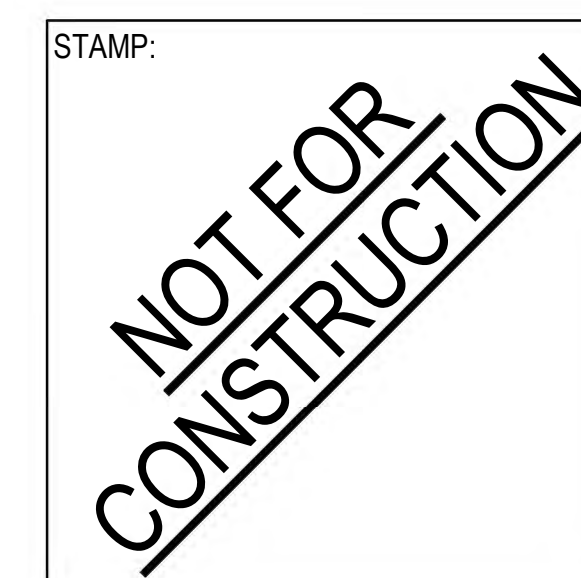
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NO. DATE REVISIONS

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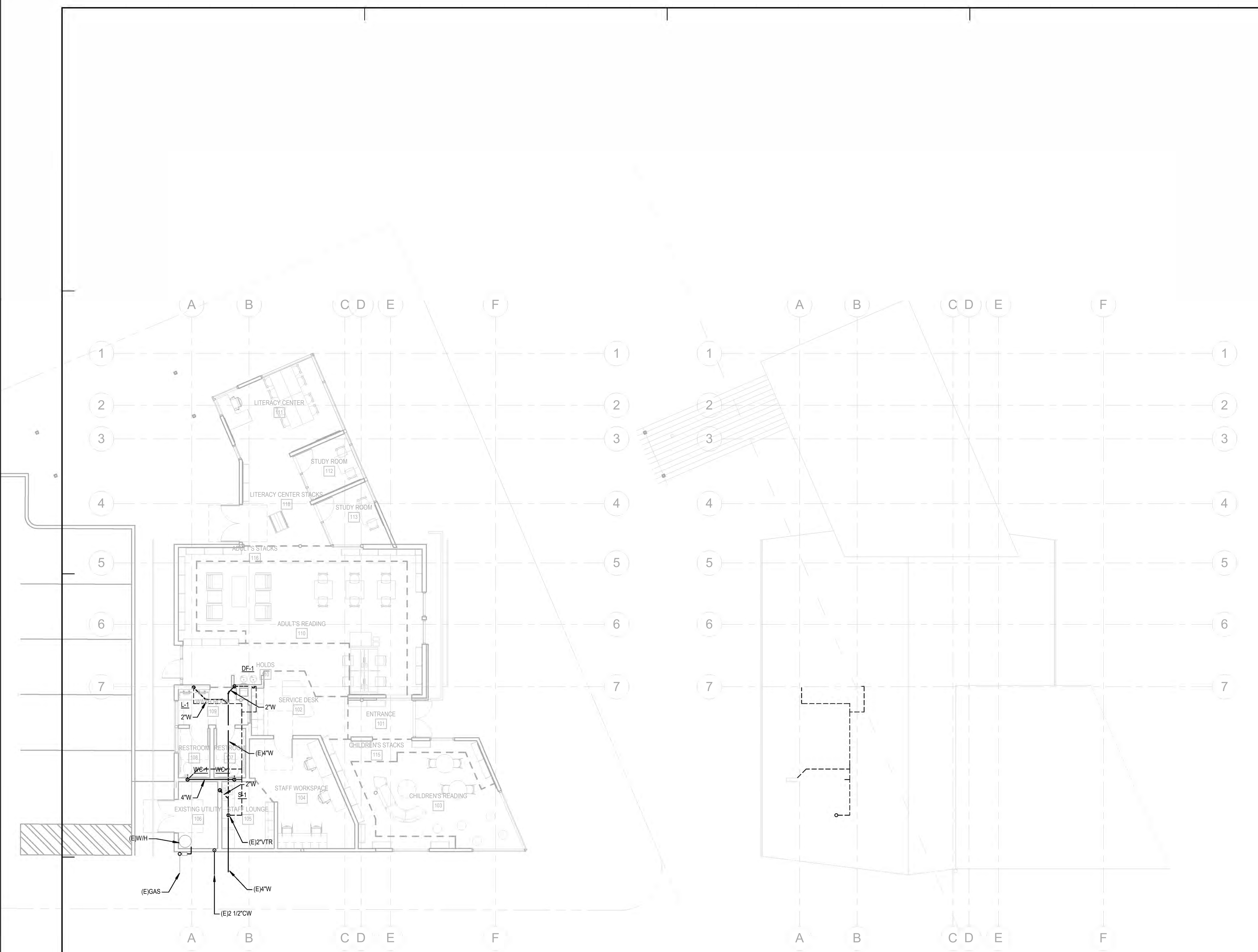
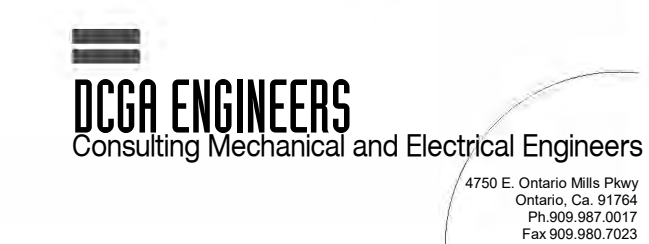
SHEET TITLE:

**PLUMBING PLAN &
ROOF PLAN**

SCALE: 1/8" = 1'-0"

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P210



1 PLUMBING PLAN
1/8" = 1'-0"

2 PLUMBING ROOF PLAN
1/8" = 1'-0"

8/2/2022 8:19:55 AM



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PROJECT TITLE:
Bob Lucas Literacy Center Renovations
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020
DATE: Issue Date

SHEET TITLE:
ELECTRICAL GENERAL NOTES

SCALE: N.T.S.

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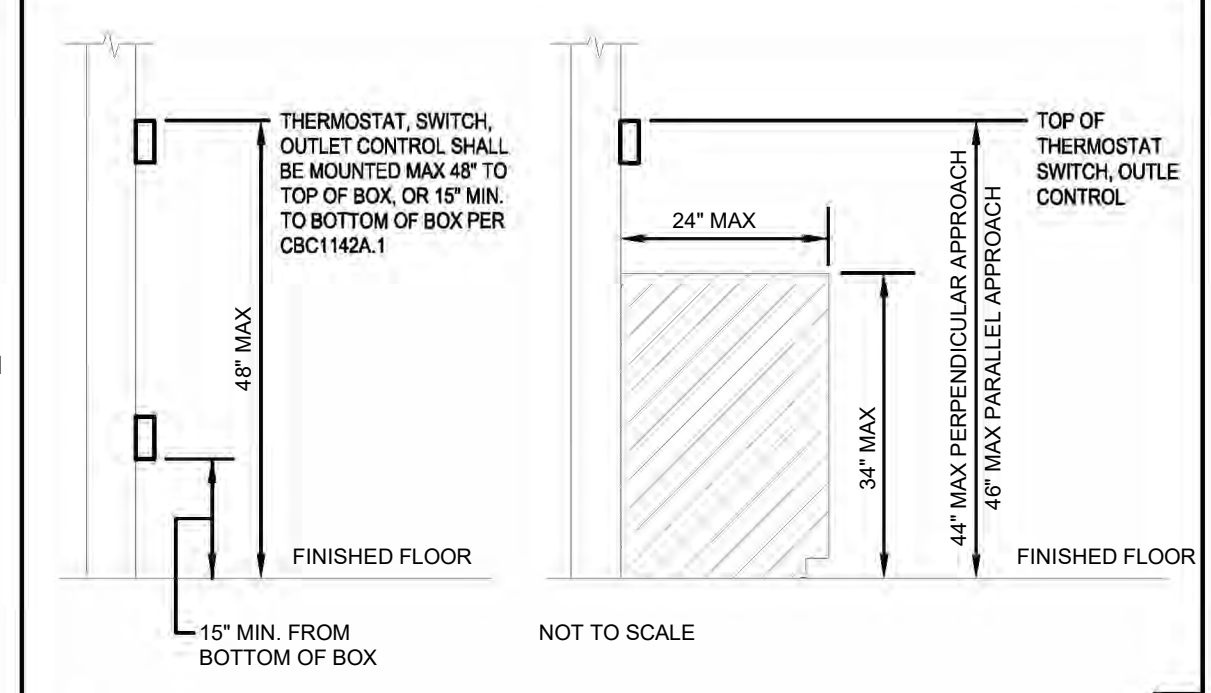
E001

SHEET	DESCRIPTION
E001	ELECTRICAL GENERAL NOTES
E002	ELECTRICAL SYMBOLS LIST AND ABBREVIATIONS
E003	LIGHTING FIXTURE SCHEDULE
E004	SINGLE LINE DIAGRAM
E110	ELECTRICAL SITE PLAN
E200	ELECTRICAL DEMOLITION PLAN
E210	LIGHTING & POWER PLANS
E220	COMMUNICATION & FIRE ALARM PLANS
E230	ELECTRICAL DEMOLITION ROOF & ELECTRICAL ROOF PLAN
E401	ELECTRICAL DETAILS
E501	PANEL SCHEDULE
E601	TITLE 24

STRUCTURAL NOTE

UNLESS SPECIFICALLY SHOWN ON THESE PLANS, STRUCTURAL MEMBERS SHALL NOT BE CUT, DRILLED, OR NOTCHED WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE STRUCTURAL ENGINEER

ACCESSIBLE DEVICE MOUNTING HEIGHTS 1



* PROVIDE MINIMUM 30"x48" CLEAR FLOOR SPACE FOR PERPENDICULAR APPROACH AT EACH CONTROL OR DEVICE.

DEMOLITION NOTES

- IN GENERAL, THE DEMOLITION PLAN INDICATES ALL EXISTING EQUIPMENT TO BE REMOVED. HOWEVER, ELECTRICAL EQUIPMENT, WHETHER SHOWN ON THIS DRAWING OR NOT, THAT IS LOCATED IN REMOVED WALLS, FLOORS OR CEILINGS, SHALL BE REMOVED/RELOCATED UNLESS OTHERWISE NOTED.
- THE CONTRACTOR SHALL VISIT THE SITE AND ALL AREAS INCLUDED IN THE DRAWINGS. CONTRACTOR SHALL THOROUGHLY FAMILIARIZE THEMSELVES WITH THESE EXISTING CONDITIONS, AND BY SUBMITTING A BID ACCEPTS CONDITIONS UNDER WHICH THE CONTRACTOR WILL BE REQUIRED TO PERFORM HIS WORK.
- IT SHALL BE THE ELECTRICAL CONTRACTOR'S RESPONSIBILITY TO DISCONNECT AND REMOVE ALL EXISTING LIGHTING FIXTURES, RECEPTACLES, ELECTRICAL EQUIPMENT, ETC., AFFECTED BY THE REMODELED AREA. THIS WILL INCLUDE REROUTING, OR THE EXTENSION OF EXISTING CONDUIT AND FEEDERS WHERE NECESSARY TO MAINTAIN THE CONTINUITY OF EQUIPMENT TO REMAIN.
- ALL CIRCUIT NUMBERS AND EXISTING CONDUIT HOMERUNS SHOWN ON THESE DRAWINGS WERE TAKEN FROM EXISTING RECORD DRAWINGS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY LOCATIONS OF HOMERUNS, AND ADJUST CIRCUIT NUMBERS ACCORDING TO EXISTING CONDITIONS AS REQUIRED.
- IT SHALL BE THE RESPONSIBILITY OF THIS CONTRACTOR TO MAINTAIN CONTINUITY OF ALL ELECTRICAL SYSTEMS, EQUIPMENT, ETC., REMAINING IN OPERATION WHICH ARE BEING FED BY AN ABANDONED OUTLET. MAINTAINING CONTINUITY SHALL CONSIST OF REROUTING CONDUIT, WIRING, ETC., AS REQUIRED.
- ALL ELECTRICAL FIXTURES, OUTLETS, DEVICES, ETC., THAT ARE REMOVED SHALL BE REMOVED COMPLETELY, INCLUDING CONDUIT AND WIRING BACK TO THE LAST FIXTURE, OUTLET, DEVICE, ETC., REMAINING IN SERVICE.
- EXISTING CIRCUITS WHICH ARE REMOVED AND NOT REUSED SHALL BE IDENTIFIED ON THE PANEL SCHEDULE AS "SPARE".
- THE ELECTRICAL CONTRACTOR SHALL COORDINATE WITH THE OWNER PRIOR TO REMOVAL OF EXISTING ELECTRICAL EQUIPMENT AND CONDUCTORS. CONTRACTOR SHALL TURN OVER REMOVED EQUIPMENT THAT THE OWNER REQUESTS IN AN "AS-FOUND" CONDITION. EQUIPMENT THAT IS TO BE TURNED OVER SHALL BE BOXED AND TAGGED TO IDENTIFY THE SPECIFIC EQUIPMENT.
- WHERE NEW CIRCUITS ARE SHOWN TO EXISTING PANELS, INSTALL NEW BREAKERS (MINIMUM 20 AMP, SINGLE POLE) AS REFERENCED ON DRAWINGS. IDENTIFY EACH NEW CIRCUIT ON THE ASSOCIATED PANEL SCHEDULE DIRECTORY.
- EXISTING CONDUIT MAY BE REUSED IF ADEQUATELY SIZED, BUT IN NO CASE SHALL ANY EXISTING CONDUCTORS BE REUSED.
- IN SOME INSTANCES, IT MAY BE NECESSARY FOR THE ELECTRICAL CONTRACTOR TO TEMPORARILY RELOCATE, REROUTE, ETC., EXISTING ELECTRICAL EQUIPMENT. THIS SHALL BE DONE SO THAT THE SYSTEMS IN ALL PHASES (THOSE COMPLETED AND THOSE YET TO BEGIN), ARE IN COMPLETE, OPERABLE, CONDITION AS CONSTRUCTION PROCEEDS THROUGH EACH PHASE.
- WHERE NEW CIRCUITS ARE SHOWN CROSSING PHASING BOUNDARIES THE CONTRACTOR SHALL CONNECT ALL EQUIPMENT; FIXTURES, ETC., IN THE PHASE WHICH IS THEN UNDER CONSTRUCTION. CONTRACTOR SHALL STUB-OUT ALL REQUIRED CONDUIT AND WIRING ACROSS PHASE BOUNDARIES, THEN PICK UP AND EXTEND THESE CONDUIT RUNS WHEN CONSTRUCTION BEGINS IN THE ADJACENT PHASE.
- DURING EACH PHASE OF DEMOLITION, ALL CIRCUITS FROM EXISTING PANELS WHICH FEED AREAS OUTSIDE THE BOUNDARIES OF THAT PHASE, SHALL BE MAINTAINED.
- ALL DEVICES REMOVED TO ACCOMPLISH DEMOLITION WORK SHALL BE REINSTALLED SIMILAR TO NEW WORK.
- DO NOT REMOVE EXISTING FIRE ALARM DEVICES OR EQUIPMENT UNTIL NEW FIRE ALARM SYSTEM HAS BEEN INSTALLED, TESTED, APPROVED AND ACCEPTED BY THE LOCAL FIRE AUTHORITY. IN INSTANCES EXISTING FIRE ALARM DEVICES ARE REMOVED PRIOR TO ACCEPTANCE BY THE AHS(S), A FIRE WATCH IS REQUIRED WHENEVER THE BUILDING (WHOLE OR PARTIAL) IS OCCUPIED. CFC ART 87. EXISTING FIRE ALARM DEVICE SHALL NOT BE ABANDON IN PLACE PER CEC 820.53(3)(D).
- THE CONTRACTOR SHALL PROVIDE STAINLESS STEEL COVER PLATE ON ALL BACK BOXES TO REMAIN WHERE OPENINGS HAVE BEEN CREATED BY REMOVED DEVICES TO COMPLY WITH CEC 314.25.

FIRE ALARM DEFERRED APPROVAL NOTES

THE FIRE ALARM SYSTEM WORK SHALL NOT BE STARTED UNTIL THE DETAILED DRAWINGS, SPECIFICATIONS, AND ENGINEERING CALCULATIONS HAVE BEEN ACCEPTED AND SIGNED BY THE ENGINEER OF RECORD WHO HAS DELEGATED RESPONSIBILITY COVERING THE WORK SHOWN ON THE DRAWINGS AND SPECIFICATION.

THE FIRE ALARM SYSTEM SHALL MEET THE CONTRACT DOCUMENT REQUIREMENTS. FIRE ALARM SHOP DRAWINGS SHALL BE SUBMITTED TO THE ARCHITECT WITHIN 7 CALENDAR DAYS AFTER NOTICE TO PROCEED. THE FIRE ALARM SHOP DRAWINGS SHALL CONTAIN THE FOLLOWING INFORMATION:

- A FIRE ALARM SYSTEM IS REQUIRED IN ACCORDANCE WITH CCR, TITLE 24, AND SHALL CONFORM TO CCR, PART 3, TITLE 24, ARTICLE 760.
- INDICATE WHAT TYPE OF FIRE ALARM SYSTEM IS BEING PROVIDED IN ACCORDANCE WITH CCR, PART 3, TITLE 24, SEC. 760-1.
- PROVIDE CATALOG DATA, CSFM LISTING NUMBER, AND MODEL NUMBER FOR EVERY FIRE ALARM SYSTEM COMPONENT.
- PROVIDE SINGLE LINE, RISER, AND POINT-TO-POINT WIRING DIAGRAMS.
- AN EMERGENCY WARNING SYSTEM WITH VISUAL STROBE DEVICES IS REQUIRED FOR THE HEARING IMPAIRED, CCR, TITLE 24.
- INDICATE THE CONDUIT SIZES, QUANTITY AND TYPE OF CONDUCTORS, AND WHETHER THE SYSTEM IS POWER LIMITED OR NON-POWER LIMITED.
- PROVIDE BATTERY CALCULATIONS FOR THE ENTIRE SYSTEM (24 HOUR STANDBY, 5 MINUTE ALARM TIME).
- PROVIDE FLOOR PLANS SHOWING LOCATIONS OF ALL FIRE ALARM EQUIPMENT, INTERCONNECT WIRING, REMOTE POWER SUPPLIES, AND ANNUNCIATORS.
- PROVIDE VOLTAGE DROP CALCULATIONS FOR ALL SIGNAL CIRCUITS.

GENERAL NOTES

- PROJECT RECORD DOCUMENTS. USE A COMPUTER AIDED DRAFTING (CAD) SYSTEM IN THE PREPARATION OF RECORD DRAWINGS FOR THIS PROJECT. ACCEPTABLE CAD SYSTEMS SHALL BE CAPABLE OF PRODUCING FILES COMPATIBLE WITH THE LATEST VERSION OF AUTOCAD IN DWG OR DXF FORMAT. OWNER'S CONSULTANT WILL FURNISH CAD BACKGROUNDS FOR USE BY THE CONTRACTOR AFTER CONSTRUCTION IS 90% COMPLETE EXCEPT WHERE PROHIBITED BY CONTRACT.
- ALL ELECTRICAL PREFABRICATED EQUIPMENT SHALL BE DESIGNED AND CONSTRUCTED IN SUCH A MANNER THAT ALL PORTIONS, ELEMENTS, SUB-ASSEMBLIES AND/OR PARTS OF SAID EQUIPMENT, AND THE EQUIPMENT AS A WHOLE INCLUDING ITS ATTACHMENTS, WILL RESIST A LOAD WHICH EXCEEDS THE FORCE LEVEL USED TO RESTRAIN AND ANCHOR THE EQUIPMENT TO THE SUPPORTING STRUCTURE.
- ALL ELECTRICAL MATERIALS AND EQUIPMENT SHALL BE NEW AND SHALL BE LISTED BY UNDERWRITER'S LABORATORIES (UL) AND BEAR THEIR LABEL, OR LISTED AND CERTIFIED BY A NATIONALLY RECOGNIZED TESTING AUTHORITY, WHERE UL DOES NOT HAVE A LISTING. CUSTOM MADE EQUIPMENT SHALL HAVE ON THE TEST DATA SUBMITTED BY THE MANUFACTURER ATTESTING TO ITS SAFETY. IN ADDITION, THE MATERIALS, EQUIPMENT, AND INSTALLATION SHALL COMPLY WITH THE REQUIREMENTS OF THE FOLLOWING:

AMERICAN SOCIETY OF TESTING MATERIALS (ASTM)
INSULATED POWER CABLE ENGINEERS ASSOCIATION (IPCEA)
NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)
AMERICAN STANDARD ASSOCIATION (ASA)
NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
AMERICAN NATIONAL STANDARD INSTITUTE (ANSI)
CALIFORNIA ELECTRICAL CODE (CEC) - LATEST EDITION
CALIFORNIA CODE OF REGULATIONS TITLE 24 (CCR)
INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS (IEEE)
ALL LOCAL CODES HAVING JURISDICTION.

EQUIPMENT ANCHORAGE NOTES

MEP COMPONENT ANCHORAGE NOTE

ALL MECHANICAL, PLUMBING, AND ELECTRICAL COMPONENTS SHALL BE ANCHORED AND INSTALLED PER THE DETAILS ON THE AGENCY APPROVED CONSTRUCTION DOCUMENTS. WHERE NO DETAIL IS INDICATED, THE FOLLOWING COMPONENTS SHALL BE ANCHORED OR BRACED TO MEET THE FORCE AND DISPLACEMENT REQUIREMENTS PRESCRIBED IN THE 2016 CBC, SECTIONS 1616A.1.18 THROUGH 1616A.1.26 AND ASCE 7-10 CHAPTER 13, 26 AND 30.

- ALL PERMANENT EQUIPMENT AND COMPONENTS.
- TEMPORARY OR MOVABLE EQUIPMENT THAT IS PERMANENTLY ATTACHED (E.G. HARD WIRED) TO THE BUILDING UTILITY SERVICES SUCH AS ELECTRICITY, GAS OR WATER.
- MOVABLE EQUIPMENT WHICH IS STATIONED IN ONE PLACE FOR MORE THAN 8 HOURS AND HEAVIER THAN 400 POUNDS ARE REQUIRED TO BE ANCHORED WITH TEMPORARY ATTACHMENTS.

THE FOLLOWING MECHANICAL AND ELECTRICAL COMPONENTS SHALL BE POSITIVELY ATTACHED TO THE STRUCTURE, BUT THE ATTACHMENT SHALL NOT BE DETAILED ON THE PLANS. THESE COMPONENTS SHALL HAVE FLEXIBLE CONNECTIONS PROVIDED BETWEEN THE COMPONENT AND ASSOCIATED DUCTWORK, PIPING, AND CONDUIT.

- COMPONENTS WEIGHING LESS THAN 400 POUNDS AND HAVE A CENTER OF MASS LOCATED 4 FEET OR LESS ABOVE THE ADJACENT FLOOR OR ROOF LEVEL THAT DIRECTLY SUPPORT THE COMPONENT.
- COMPONENTS WEIGHING LESS THAN 20 POUNDS, OR IN THE CASE OF DISTRIBUTED SYSTEMS, LESS THAN 5 POUNDS PER FOOT, WHICH ARE SUSPENDED FROM A ROOF OR FLOOR OR HUNG FROM A WALL.

FOR THOSE ELEMENTS THAT DO NOT REQUIRE DETAILS ON THE APPROVED DRAWINGS, THE INSTALLATION SHALL BE SUBJECT TO THE APPROVAL OF THE STRUCTURAL ENGINEER OF RECORD. THE PROJECT INSPECTOR WILL VERIFY THAT ALL COMPONENTS AND EQUIPMENT HAVE BEEN ANCHORED IN ACCORDANCE WITH ABOVE REQUIREMENTS.

PIPING, DUCTWORK, AND ELECTRICAL DISTRIBUTION SYSTEM BRACING NOTE

PIPING, DUCTWORK, AND ELECTRICAL DISTRIBUTION SYSTEMS SHALL BE BRACED TO COMPLY WITH THE FORCES AND DISPLACEMENTS PRESCRIBED IN ASCE 7-10 SECTION 13.3 AS DEFINED IN ASCE 7-10 SECTION 13.6.8, 13.6.7, 13.6.5.6, AND 2016 CBC, SECTIONS 1616A.1.23, 1616A.1.24, 1616A.1.25 AND 1616A.1.26.

COPIES OF THE BRACING SYSTEM INSTALLATION GUIDE OR MANUAL SHALL BE AVAILABLE ON THE JOBSITE PRIOR TO THE START OF HANGING AND BRACING OF THE PIPE, DUCTWORK, AND ELECTRICAL DISTRIBUTION SYSTEMS.

THE STRUCTURAL ENGINEER OF RECORD SHALL VERIFY THE ADEQUACY OF THE STRUCTURE TO SUPPORT THE HANGER AND BRACE LOADS.

GENERAL NOTES (continued)

- COORDINATE REQUIRED ACCESS DOORS IN NON-ACCESSIBLE CEILINGS TO SUIT FIELD CONDITIONS. THE EXACT TYPES AND PHYSICAL LOCATIONS SHALL SUIT ACCESSIBILITY AND CONSTRUCTION CONDITIONS. ACCESS DOORS SHALL BE PROVIDED IN OTHER SECTIONS OF THE SPECIFICATIONS. ACCESS DOORS SHALL HAVE A FIRE RATING EQUAL TO THE CEILING ASSEMBLY IN WHICH THEY ARE INSTALLED.
- WHenever a discrepancy of any system and/or equipment arises on the CONTRACT DOCUMENTS OR SPECIFICATIONS, THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND INSTALLING ALL MATERIAL AND SERVICES REQUIRED BY THE STRICTEST CONDITIONS NOTED ON THE DRAWINGS OR SPECIFICATIONS TO ENSURE COMPLETE AND OPERABLE SYSTEMS AS REQUIRED BY THE OWNER AND ARCHITECT/ENGINEER.
- VERIFY TYPE OF CEILING SYSTEMS AND FURNISH APPROVED LIGHTING FIXTURES OF THE TYPE REQUIRED FOR MOUNTING IN THE SPECIFIC CEILING. WHERE FIXTURES ARE RECESSED IN PLASTER OR DRYWALL CEILINGS, THEY SHALL BE COMPLETE WITH NECESSARY MOUNTING HARDWARE AND PLASTER FRAMES.
- ALL EQUIPMENT/DEVICES INSTALLED RECESSED IN FIRE RATED CEILINGS OR AREA, NEED NOT BE PROTECTED IN ONE HOUR OR TWO HOUR FIRE RATED WALLS, PARTITIONS, CEILINGS, OR AREA SEPARATION UNLESS THEY:

OCCUR ON OPPOSITE SIDES OF THE WALL WITHIN 24 INCH HORIZONTAL DISTANCE OF ONE ANOTHER. IN THIS CASE, ONLY ONE OUTLET BOX NEED TO BE PROTECTED BY AN APPROVED FIRESTOP MATERIAL OR DETAIL TO CORRECT THIS CONDITION.
- UTILITY PENETRATIONS OF ANY KIND IN FIRE AND SMOKE PARTITIONS AND CEILING ASSEMBLIES, SHALL BE FIRESTOPPED AND SEALED WITH AN APPROVED UL LISTED SYSTEM OR MATERIAL.
- STEEL ELECTRICAL OUTLET BOXES WHICH DO NOT EXCEED 16 SQUARE INCHES IN AREA, NEED NOT BE PROTECTED IN ONE HOUR OR TWO HOUR FIRE RATED WALLS, PARTITIONS, CEILINGS, OR AREA SEPARATION UNLESS THEY:

OCCUR IN COMBINATION WITH OUTLET BOXES OF ANY SIZE SUCH THAT THE AGGREGATE AREA OF UNPROTECTED OUTLET BOXES EXCEEDS 100 SQUARE INCHES IN ANY 100 SQUARE FEET OF WALL AREA. IN THIS CASE, ONLY A SUFFICIENT NUMBER OF OUTLET BOXES NEED BE PROTECTED BY AN APPROVED MATERIAL OR DETAIL TO DECREASE THE AGGREGATE AREA OF UNPROTECTED UTILITY BOXES TO LESS THAN 100 SQUARE INCHES IN ANY 100 SQUARE FEET OF WALL.
- STEEL ELECTRICAL OUTLET BOXES WHICH EXCEED 16 SQUARE INCHES IN AREA, AND ALL OTHER STEEL UTILITY OUTLET BOXES REGARDLESS OF SIZE, SHALL BE PROTECTED BY AN APPROVED FIRESTOP MATERIAL AS LISTED OR EQUAL.

FIRESTOPPING MATERIAL: MPP-1 MOLDABLE PUTTY PADS

3M CONTRACTOR PRODUCTS
MINNEAPOLIS, MN
3M TEST REPORT NO. 1167
DATED AUGUST 21, 1987

FSP FIRESTOP PUTTY PADS
HEVI-DUTY NELSON PRODUCTS
TULSA, OK

FLAMESAFE FSP 1077 FIRESTOP PADS
INTERNATIONAL PROTECTIVE COATINGS
OAKHURST, NJ

STEEL UTILITY BOXES WHICH EXCEED 100 SQUARE INCHES IN AREA SHALL BE PROTECTED BY ENCASEMENT.

UTILITY AND ELECTRICAL OUTLETS OR BOXES SHALL BE SECURELY FASTENED TO THE STUD FRAMING OF THE WALL, PARTITION OR CEILING ASSEMBLY. THE OPENING IN THE GYPSUM BOARD FACING SHALL BE CUT SO THAT THE CLEARANCE BETWEEN THE BOX AND THE GYPSUM BOARD DOES NOT EXCEED 1/8 INCH. IN SMOKE WALLS OR PARTITIONS, THE 1/8 INCH CLEARANCE SHALL BE FILLED WITH AN APPROVED FIRE-RATED SEALANT.

ARCHITECTURAL REFLECTED CEILING PLANS INDICATING THE LOCATION OF LIGHTING FIXTURES SHALL TAKE PRECEDENCE OVER THE LOCATIONS OF SAME SHOWN ON THE ELECTRICAL DRAWINGS. INSTALL THE LIGHTING FIXTURES IN ANY GIVEN AREA PER THE ARCHITECTURAL REFLECTED CEILING PLANS. DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT.

REFER TO SINGLE LINE DIAGRAM AND FEEDER SCHEDULES FOR CONDUIT AND CONDUCTOR SIZE TO PANELS, MECHANICAL AND PLUMBING EQUIPMENT, ETC. CONDUIT RUNS MAY NOT BE SHOWN ON DRAWINGS, BUT SHALL BE INCLUDED AS PART OF THIS CONTRACT.

STRAIGHT FEEDER, BRANCH CIRCUIT, AND CONDUIT RUNS SHALL BE PROVIDED WITH SUFFICIENT PULL BOXES OR JUNCTION BOXES TO LIMIT THE MAXIMUM LENGTH OF ANY SINGLE CABLE PULL TO 100 FEET. PULL BOXES SHALL BE SIZED PER CODE OR AS INDICATED ON DRAWINGS. LOCATIONS SHALL BE DETERMINED IN THE FIELD OR AS INDICATED ON THE DRAWINGS.

MAXIMUM QUANTITY OF CONDUCTORS IN AN OUTLET OR JUNCTION BOX SHALL CONFORM TO THE CALIFORNIA ELECTRICAL CODE, ARTICLE 314.16. IN NO CASE SHALL OUTLET OR JUNCTION BOXES CONTAIN MORE THAN THE FOLLOWING QUANTITY OF #12 AWG CONDUCTORS FOR THE SIZE OF BOX INDICATED. THE MINIMUM SIZE OUTLET OR JUNCTION BOX PERMITTED IN A WALL IS FOUR INCHES SQUARE BY 1-1/2 INCHES DEEP.

4" SQ. BY 1-1/2" D =	9 CONDUCTORS
4" SQ. BY 2-1/8" D =	13 CONDUCTORS
4-11/16" SQ. BY 1-1/2" D =	11 CONDUCTORS
4-11/16" SQ. BY 2-1/8" D =	18 CONDUCTORS

ALL OUTLET BOXES CONTAINING MORE THAN ONE DEVICE SHALL BE GANGED. TWO DEVICES DOUBLE GANGED, MINIMUM.

WHERE MULTIPLE HOMERUNS ARE INDICATED ON DRAWINGS REFERENCING THE SAME PANELBOARD CIRCUIT NUMBER, PROVIDE JUNCTION BOX ABOVE ACCESSIBLE CEILING AND ROUTE ONE SET OF WIRES TO CIRCUIT BREAKERS.

THE LOCATION OF ALL ELECTRICAL DEVICES AND EQUIPMENT SHALL BE COORDINATED WITH THE ARCHITECTURAL ELEVATIONS, DETAILS, OR SECTIONS PRIOR TO INSTALLATION. ALL ELECTRICAL DEVICES AND EQUIPMENT SHALL BE RECESSED IN WALLS UNLESS OTHERWISE NOTED. OUTLETS NOT INDICATED ON ARCHITECTURAL ELEVATIONS SHALL BE COORDINATED WITH THE ARCHITECT PRIOR TO ROUGH-IN. UNLESS OTHERWISE NOTED, ELECTRICAL DEVICES SHALL BE MOUNTED PER "ACCESSIBLE DEVICE MOUNTING HEIGHT" DETAIL.

REVIEW ARCHITECTURAL ELEVATIONS OF CASEWORK-OUTLETS MOUNTED ABOVE OR BELOW, OR ADJACENT TO CASEWORK SHALL BE COORDINATED WITH THE ARCHITECTURAL DRAWINGS, PRIOR TO FINAL ROUGH-IN. ELECTRICAL DRAWINGS SHALL GOVERN NUMBER AND TYPE OF OUTLETS. HOWEVER, LOCATIONS SHALL BE AS INDICATED ON ARCHITECTURAL ELEVATIONS. PROVIDE CONDUIT, WIRES, AND OUTLETS FOR WORK REQUIRED IN CASEWORK INSTALLATIONS. REFERENCE ARCHITECTURAL DETAILS FOR METHOD OF ROUTING CONDUIT WITHIN CASEWORK CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CUT-OUTS IN TILE OR COUNTER SPLASHES WHERE RECEPTACLES, OUTLETS, ETC., OCCUR. PROVIDE BOX EXTENSIONS THROUGH ALL CASEWORK TO ENSURE FINISHED INSTALLATION IS FLUSH WITH FACE OF SPLASH, CABINET, ETC.

MOUNTING HEIGHTS OF ALL DEVICES AND EQUIPMENT ARE FROM FINISHED FLOOR TO CENTER OF DEVICES AND EQUIPMENT UNLESS OTHERWISE NOTED.

WHERE THE CODES HAVE DIFFERENT LEVELS OF REQUIREMENTS, THE MOST STRINGENT RULE SHALL APPLY.

- THE CONTRACTOR SHALL VISIT THE SITE INCLUDING ALL AREAS INDICATED ON THE DRAWINGS. HE SHALL THOROUGHLY FAMILIARIZE HIMSELF WITH THE EXISTING CONDITIONS AND BY SUBMITTING A BID, ACCEPTS THE CONDITIONS UNDER WHICH HE SHALL BE REQUIRED TO PERFORM HIS WORK.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN A COMPLETE SET OF CONTRACT DOCUMENTS AND ADDENDA (DRAWINGS AND SPECIFICATIONS). HE SHALL CHECK THE CONTRACT DOCUMENTS OF THE OTHER TRADES AND DETERMINE HIS RESPONSIBILITY. FAILURE TO DO SO SHALL NOT RELEASE THE CONTRACTOR FROM COMPLETING ALL RESPONSIBLE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
- SECURE AND PAY FOR ALL PERMITS, FEES, CHARGES, AND INCIDENTAL COSTS NECESSARY FOR EXECUTION AND COMPLETION OF ELECTRICAL WORK, INCLUDING ALL CHARGES BY STATE, COUNTY AND LOCAL GOVERNMENTAL AGENCIES.
- ALL ELECTRICAL WORK REFERENCED HEREIN SHALL BE COORDINATED WITH OTHER TRADES AND SITE CONDITIONS. ANY COSTS TO INSTALL WORK TO ACCOMPLISH SAID COORDINATION WHICH DIFFERS FROM THE WORK AS SHOWN ON THE CONTRACT DOCUMENTS SHALL BE INCLUDED IN THE CONTRACTOR'S BID. WORK IN DISCREPANCIES, AMBIGUITIES OR CONFLICTS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT DURING BID TIME FOR CLARIFICATION. ANY SUCH CONFLICTS NOT CLARIFIED PRIOR TO BID SHALL BE SUBJECT TO THE INTERPRETATION OF THE ARCHITECT AT NO ADDITIONAL COST TO THE OWNER.
- PROVIDE TEMPORARY POWER FACILITIES AND CONNECTIONS FOR ALL FEEDERS, BRANCH CIRCUITS, OR SIGNAL AND COMMUNICATIONS SYSTEMS BEING DISCONNECTED IN ORDER TO MAINTAIN SYSTEMS IN OPERATION.
- ALL INTERRUPTION OF ELECTRICAL POWER SHALL BE KEPT TO A MINIMUM. HOWEVER, WHEN AN INTERRUPTION IS NECESSARY, THE SHUTDOWN MUST BE COORDINATED WITH THE OWNER AND ENGINEER 14 DAYS PRIOR TO THE OUTAGE. ANY OVERTIME PAY SHALL BE INCLUDED IN THE CONTRACTOR'S BID. WORK IN EXISTING SWITCHBOARDS OR PANELBOARDS SHALL BE COORDINATED WITH THE OWNER PRIOR TO REMOVING ACCESS PANELS OR DOORS.
- AFTER ALL REQUIREMENTS OF THE CONTRACT DOCUMENTS HAVE BEEN FULLY COMPLETED, REPRESENTATIVES OF THE OWNERS WILL INSPECT THE WORK. THE CONTRACTOR SHALL PROVIDE COMPETENT PERSONNEL TO DEMONSTRATE THE OPERATION OF ANY ITEM OR SYSTEM TO THE FULL SATISFACTION OF EACH REPRESENTATIVE. FINAL ACCEPTANCE OF THE WORK WILL BE MADE BY THE OWNER AFTER RECEIPT OF APPROVAL AND RECOMMENDATION OF ACCEPTANCE FROM EACH REPRESENTATIVE.
- FURNISH A ONE YEAR WRITTEN GUARANTEE OF MATERIALS AND WORKMANSHIP FROM THE DATE OF SUBSTANTIAL COMPLETION.
- REVIEW AND COORDINATE WITH THE MECHANICAL, FIRE PROTECTION AND PLUMBING CONTRACT DOCUMENTS FOR DUCTS, LINES AND EQUIPMENT.
- ALL FINAL CONNECTIONS TO OWNER FURNISHED EQUIPMENT SHALL BE MADE BY THE CONTRACTOR.
- COORDINATE WITH OTHER TRADES AS TO THE EXACT LOCATION OF THEIR RESPECTIVE EQUIPMENT. SUPPLY POWER AND MAKE CONNECTION TO MOTORS AND EQUIPMENT REQUIRING ELECTRICAL CONNECTIONS AS INDICATED ON THE SINGLE LINE DIAGRAM, ELECTRICAL DRAWINGS, AND DRAWINGS OF OTHER TRADES. REVIEW THE DRAWINGS OF OTHER TRADES FOR CONTROL DIAGRAMS, SIZE AND LOCATION OF EQUIPMENT, DISCONNECT SWITCHES, STARTERS, WIRING, CONTROLS, AND CONDUIT FOR MECHANICAL AND PLUMBING OPERATIONS SHALL BE PROVIDED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING MANUFACTURER'S SHOP DRAWINGS PRIOR TO ROUGHING IN ALL CONDUIT TO THIS EQUIPMENT.
- EXACT METHOD AND LOCATION OF CONDUIT PENETRATION AND OPENINGS IN CONCRETE OR MASONRY WALLS, GRADEBEAMS, FLOORS OR STRUCTURAL STEEL MEMBERS SHALL BE AS DIRECTED BY THE STRUCTURAL ENGINEER. PERFORM CORING, SAWCUTTING, PATCHING, AND REFINISHING OF WALLS AND SURFACES WHEREVER IT IS NECESSARY TO PENETRATE. OPENINGS SHALL BE SEALED IN AN APPROVED METHOD TO MEET THE FIRE RATING OF THE PARTICULAR WALL, FLOOR OR CEILING. EXACT METHOD AND LOCATIONS OF CONDUIT PENETRATIONS AND OPENINGS IN CONCRETE WALLS OR FLOORS SHALL BE UL APPROVED.
- CONNECTIONS TO MECHANICAL, PLUMBING AND VIBRATING EQUIPMENT AND SEISMIC SEPARATIONS:

LIQUID-TIGHT FLEXIBLE STEEL CONDUIT IN DRY INTERIOR LOCATIONS.

LIQUID-TIGHT FLEXIBLE STEEL CONDUIT IN AREAS EXPOSED TO WEATHER, DAMP LOCATIONS, CONNECTIONS TO TRANSFORMER ENCLOSURES, AND FINAL CONNECTIONS TO MOTORS.
- EQUIPMENT OUTLETS, LIGHTING FIXTURES, CONDUIT, WIRE, AND CONNECTION METHODS IN HVAC AIR-PLENUMS SHALL BE APPROVED FOR USE IN PLENUMS AND SHALL CONFORM TO THE CALIFORNIA ELECTRICAL CODE.
- ROUTE EXPOSED CONDUIT AND CONDUIT ABOVE ACCESSIBLE CEILING SPACES PARALLEL AND PERPENDICULAR TO WALLS AND ADJACENT PIPING. ARRANGE CONDUIT TO MAINTAIN HEADROOM AND TO PRESENT A NEAT APPEARANCE.
- CONDUIT SHALL NOT BE INSTALLED IN ANY FLOOR SLAB. CONDUIT SHALL BE INSTALLED CONCEALED IN THE CEILING SPACE, CONCEALED IN WALLS, OR 24" MINIMUM BELOW SLAB ON GRADE UNLESS NOTED OTHERWISE.
- LOCATE ELECTRICAL EQUIPMENT AND BOXES, IN ACCESSIBLE CEILING SPACE OR PROVIDE AN ACCESS PANEL FOR INACCESSIBLE CEILING SYSTEMS. ACCESS DOORS SHALL BE A MINIMUM DIMENSION OF 24"x24". ACCESS DOOR LOCATIONS



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ELECTRICAL ABBREVIATIONS

AF	AMPERE FUSE RATING
AFF	ABOVE FINISHED FLOOR
AIC	AMPS INTERRUPTED CAPACITY RATING (RMS SYMMETRICAL MINIMUM)
AM	AMMETER
AMP, A	AMPERES
APPR	APPROVED
AS	AMPERE SWITCH RATING
AT	AMPERE TRIP RATING OR BREAKER
AUTO	AUTOMATIC
ATS	AUTOMATIC TRANSFER SWITCH
AWG	AMERICAN WIRE GAUGE
BRD, BD	BOARD
BFC	BELOW FINISHED CEILING
BKR	BREAKER
C	CONDUIT
CAB	CABINET
CAT	CATEGORY
CC	CENTER TO CENTER
cd	CANDELA
CHLOR	CHLORINE, CHLORINATION
CKT	CIRCUIT
CMH	COMMUNICATION MANHOLE
C.O.	CONDUIT ONLY
COMPT	COMPARTMENT
COMP	COMPRESSOR
CPB	COMMUNICATION PULLBOX
CPT	CONTROL POWER TRANSFORMER
CR	CONTROL RELAY (MAGNETICALLY HELD U.N.O.)
CSFM	CALIFORNIA STATE FIRE MARSHALL
CT	CURRENT TRANSFORMER
CU	COPPER
D.C.A.	DETECTOR CHECK ASSEMBLY
DISC	DISCONNECT
DISTR	DISTRIBUTION
DWG	DRAWING
ELEV	ELEVATION
EMERG, EM	EMERGENCY
ENCL	ENCLOSURE
EOPT	EQUIPMENT
EXH	EXHAUST
E	EXISTING
FAA	FIRE ALARM ANNUNCIATOR
FDR	FEEDER
FF	FINISHED FLOOR
FG	FINISHED GRADE
FS	FLOW SWITCH
FLEX	FLEXIBLE
FLUOR	FLUORESCENT
FOC	FIBER OPTIC CABLE
FUT	FUTURE
FUP	FUSE, OPT PRIMARY
FUS	FUSE, OPT SECONDARY
GND, GRD, G	GROUND
HH	HAND HOLE
HOA	HAND-OFF-AUTOMATIC
HTR	HEATER
HZ	HERTZ
IDF	INTERMEDIATE DISTRIBUTION FRAME
ICPB	INTERCEPT COMMUNICATION PULLBOX
INC	INCANDESCENT
IND	INDICATION
INSTR	INSTRUMENT
IPPB	INTERCEPT POWER PULLBOX
ISC	SHORT CIRCUIT CURRENT
J.B.	JUNCTION BOX
K	THOUSAND (KILO)
KV	KILOVOLTS
KW	KILOWATTS
KVA	KILOVOLT AMPERES
KVAR	KILOVOLT AMPERES REACTIVE
KWH	KILOWATT HOURS
KWHD	KILOWATT HOUR DEMAND METER
LCP	LIGHTING CONTROL PANEL
LOS	PUSH BUTTON WITH "LOCK-OUT-STOP"
LS	LIMIT SWITCH
LT, LTS	LIGHT, LIGHTS
LTG	LIGHTING
LV	LOW VOLTAGE
MA	MILLIAMPS
MAN	MANUAL
MAG	MAGNETIC
MAX	MAXIMUM
MCB	MAIN CIRCUIT BREAKER
MCC	MOTOR CONTROL CENTER
MCM	THOUSAND CIRCULAR MILS
MCP	MOTOR CIRCUIT PROTECTOR
MDF	MAIN DISTRIBUTION FRAME
MH	MANHOLE
MS	MANUAL MOTOR STARTER
MIN	MINUTES, MINIMUM
MOV	MOTOR OPERATED VALVE, METAL OXIDE VARISTOR
MT, MTD, MTG	MOUNT, MOUNTED, MOUNTING
N.A.P.	NEUTRALIZATION ALARM PANEL
NO, NOS	NUMBER, NUMBERS
NP	NAMEPLATE
NTS	NOT TO SCALE
OC	ON CENTER
OL	OVERLOAD
PB	PULLBOX
PIV	POST INDICATOR VALVE
PMH	POWER MANHOLE
PNL	PANEL
PNLBD	PANELBOARD
POS	POSITION
PPB	POWER PULLBOX
PRI	PRIMARY
PS	PRESSURE SWITCH
PT	POTENTIAL TRANSFORMER
PVC	POLYVINYL CHLORIDE
PW	PART WINDING
PWR	POWER
REC	RECEPTACLE
RECPTS	RECEPTACLES
REQD	REQUIRED
SA	STATUS ANNUNCIATOR
SCH	SCHEDULE
SEC	SECONDS, SECONDARY
SECT	SECTION
SEL SW	SELECTOR SWITCH
SEQ	SEQUENCE
SHLD	SHIELDED
SHT	SHEET
SIG	SIGNAL
SM	START CONTACTOR COIL
SPECS	SPECIFICATIONS
SP HTR	SPACE HEATER
ST	SHUNT TRIP
STA	STATION
STD	STANDARD
STL	STEEL
STR	STARTER
SV	SOLENOID VALVE
SW	SWITCH
SYS	SYSTEM
TACH	TACHOMETER
TC	TIME-CLOCK
TDOD	TIME DELAY ON DE-ENERGIZATION
TDOE	TIME DELAY ON ENERGIZATION

TEMP	TEMPERATURE
TERM	TERMINAL
THERM	THERMOSTAT
TR	TIME DELAY RELAY
TS	TAMPER SWITCH
TSP	TWISTED SHIELDED PAIR
TSTAT	THERMOSTAT
TYP.	TYPICAL
U.N.O.	UNLESS NOTED OTHERWISE
UGPS	UNDERGROUND PULL SECTION
UTP	UNSHIELDED TWISTED PAIR
VFD	VARIABLE FREQUENCY DRIVE
V	VOLTS
VM	VOLTMETER
VS	VOLTMETER SWITCH
W	WATTS
WHM	WATT HOUR METER
WP	WEATHERPROOF
WPL	WEATHERPROOF LOCKING
XFMR	TRANSFORMER
XMTR	TRANSMITTER

	SWITCH. LOWER CASE LETTER AT BOTTOM INDICATES OUTLETS CONTROLLED. CAPITAL SUPERSCRIPIT INDICATES SWITCH TYPE. MOUNT PER DETAIL #1 ON E0.1 U.N.O.
	NO SUPERSCRIPIT - SINGLE POLE SWITCH
	2 - DOUBLE POLE
	3 - THREE WAY
	4 - FOUR WAY
	I - ILLUMINATED HANDLE
	K - KEYSWITCH
	L - LOCKABLE COVER
	M - MANUAL MOTOR STARTER WITH THERMAL OVERLOAD PROTECTION
	MC - MOMENTARY CONTACT
	P - PILOT LIGHT
	PR - PRESS TYPE
	TP - THREE POSITION
	T - TIMER-0-4 HR ROTARY WITH HOLD-ON FEATURE
	L - LOCKABLE POSITION TOGGLE SWITCH
	FEEDER DESIGNATION. SEE SINGLE LINE DIAGRAM, FEEDER SCHEDULES AND ELECTRICAL SITE PLAN.
	DUPLEX GROUNDING TYPE RECEPTACLE, 20 AMP, 125 VOLT, 2 POLE, 3 WIRE. MOUNT PER DETAIL #1 ON E0.1 U.N.O. "TY" ADJACENT INDICATES MOUNTING OF RECEPTACLE AT "+96". COORDINATE LOCATIONS WITH SIGNAL DRAWINGS. "C" ADJACENT SYMBOL INDICATES DEVICE MOUNTED ON CEILING TYPICAL UNLESS NOTED OTHERWISE.
	DUPLEX GROUNDING TYPE CONTROLLED RECEPTACLE, 20AMP, 125 VOLT, 2 POLE, 3 WIRE. MOUNT PER DETAIL #1/E0.1 U.N.O. RECEPTACLE SHALL HAVE PERMANENT IDENTIFICATION.
	DUPLEX GROUND FAULT INTERRUPTING TYPE RECEPTACLE, 20 AMP, 125 VOLT, 2 POLE, 3 WIRE. MOUNT PER DETAIL #1 ON E0.1 U.N.O. "WPL" ADJACENT INDICATES WEATHER RESISTANT STAINLESS STEEL LOCKING COVER.
	FLUSH FLOOR MOUNTED DUPLEX GROUNDING TYPE RECEPTACLE, 20 AMP, 125 VOLT, 2 POLE, 3 WIRE IN SPECIAL FLOOR BOX.
	DUPLEX GROUNDING TYPE RECEPTACLE, 20 AMP, 125 VOLT, 2 POLE, 3 WIRE. MOUNT ABOVE COUNTER PER DETAIL #1 ON E0.1 U.N.O.
	DUPLEX GROUND FAULT INTERRUPTING TYPE RECEPTACLE, 20 AMP, 125 VOLT, 2 POLE, 3 WIRE. MOUNT ABOVE COUNTER PER DETAIL #1 ON E0.1 U.N.O.
	TWO DUPLEX GROUNDING TYPE RECEPTACLES IN 4S BOX, 20 AMP, 125 VOLT, 2 POLE, 3 WIRE. MOUNT PER DETAIL #1 ON E0.1 U.N.O.
	TWO DUPLEX GROUND FAULT INTERRUPTING TYPE RECEPTACLES IN 3-GANG BOX WITH 2-GANG RING AND PLATE, 20A, 125 VOLT, 2 POLE, 3 WIRE. MOUNT PER DETAIL #1 ON E0.1 U.N.O.
	TWO 20 AMP DUPLEX RECEPTACLES IN SPECIAL FLOOR BOX.
	SPECIAL PURPOSE OUTLET MOUNTED IN FLUSH WALL BOX. LETTER INDICATES TYPE. "L" ADJACENT INDICATES TWIST LOCK TYPE
	A - NEMA TYPE 5-30R (125 VOLT, 1 PHASE, 30 AMP)
	B - NEMA TYPE 5-50R (125 VOLT, 1 PHASE, 50 AMP)
	C - NEMA TYPE 6-20R (250 VOLT, 1 PHASE, 20 AMP)
	D - NEMA TYPE 6-30R (250 VOLT, 1 PHASE, 30 AMP)
	E - NEMA TYPE 6-50R (250 VOLT, 1 PHASE, 50 AMP)
	F - NEMA TYPE 11-20R (250 VOLT, 3 PHASE, 20 AMP)
	G - NEMA TYPE 11-30R (250 VOLT, 3 PHASE, 30 AMP)
	H - NEMA TYPE 11-50R (250 VOLT, 3 PHASE, 50 AMP)
	J - NEMA TYPE 14-20R (125/250 VOLT, 1 PHASE, 20 AMP)
	K - NEMA TYPE 14-30R (125/250 VOLT, 1 PHASE, 30 AMP)
	M - NEMA TYPE 14-50R (125/250 VOLT, 1 PHASE, 50 AMP)
	N - NEMA TYPE L22-30R (480 VOLT, 3 PHASE)
	NON-FUSED DISCONNECT SWITCH. "AS" INDICATES SWITCH AMPERE RATING UNLESS NOTED OTHERWISE ON DRAWINGS.
	FUSED DISCONNECT SWITCH. "AS" INDICATES SWITCH AMPERE RATING. "AF" INDICATES FUSE AMPERE RATING.
	MAGNETIC MOTOR STARTER. ROMAN NUMERAL INDICATES NEMA STARTER SIZE. ADDITIONAL SUBSCRIPTS INDICATE STARTER TYPE AND SIZE. (TYPICAL FOR ALL MAGNETIC STARTER SYMBOLS.)
	NO SUBSCRIPT - FULL VOLTAGE, NON REVERSING
	PR - PRIMARY RESISTOR REDUCED VOLTAGE
	AT - AUTOTRANSFORMER REDUCED VOLTAGE
	WD - WYE-DELTA REDUCED VOLTAGE
	PW - PART WINDING REDUCED VOLTAGE
	SS - SOLID STATE REDUCED VOLTAGE
	REV - REVERSING TYPE
	2S - TWO SPEED
	2W - TWO WINDINGS
	CH - CONSTANT HORSEPOWER
	CT - CONSTANT TORQUE
	VT - VARIABLE TORQUE
	VFD - VARIABLE FREQUENCY DRIVE
	COMBINATION MAGNETIC MOTOR STARTER AND NON-FUSED DISCONNECT SWITCH. TYPE AS INDICATED ABOVE.
	COMBINATION MAGNETIC MOTOR STARTER AND FUSED DISCONNECT SWITCH. TYPE AS INDICATED ABOVE.
	SINGLE PHASE FRACTIONAL OR INTEGRAL HORSEPOWER
	DUPLEX ISOLATED GROUNDING TYPE RECEPTACLE, 20 AMP, 125 VOLT, 2 POLE, 3 WIRE WITH SEPARATE GROUND WIRE ROUTED TO PANEL AND CONNECTED TO ISOLATED GROUND BUS. DEVICE TO BE ORANGE IN COLOR. MOUNT PER DETAIL #1 ON E0.1 U.N.O. COORDINATE LOCATIONS WITH SIGNAL DRAWINGS.

ELECTRICAL SYMBOLS LIST

	DUPLEX ISOLATED GROUNDING TYPE RECEPTACLE, 20 AMP, 125 VOLT, 2 POLE, 3 WIRE WITH SEPARATE GROUND WIRE ROUTED TO PANEL AND CONNECTED TO ISOLATED GROUND BUS. DEVICE TO BE ORANGE IN COLOR. MOUNT PER DETAIL #1 ON E0.1 U.N.O. COORDINATE LOCATIONS WITH SIGNAL DRAWINGS. DEVICE IS TO BE CEILING MOUNTED.
	TWO (2) DUPLEX ISOLATED GROUNDING TYPE RECEPTACLES, 20 AMP, 125 VOLT, 2 POLE, 3 WIRE WITH SEPARATE GROUND WIRE ROUTED TO PANEL AND CONNECTED TO ISOLATED GROUND BUS. DEVICE TO BE ORANGE IN COLOR. MOUNT PER DETAIL #1 ON E0.1 U.N.O. COORDINATE LOCATIONS WITH SIGNAL DRAWINGS. DEVICE IS TO BE CEILING MOUNTED.
	DIGITAL WALL SWITCH WITH "ON/OFF" AND DIMMING CAPABILITY. REFER TO DETAIL #3/E4.01 FOR MANUFACTURERS AND MODEL NUMBERS. NUMERAL ADJACENT INDICATES QUANTITY OF BUTTONS. LOWER CASE LETTER AT BOTTOM INDICATES FIXTURES CONTROLLER. MOUNT AT "+48" PER DETAIL #1/E0.1.
	WALL MOUNTED INFRARED/ULTRASONIC OCCUPANCY SENSOR SWITCH/DIMMER. MOUNT AT "+48". SENSOR SWITCH #WSX-PDT-D OR APPROVED EQUAL.
	INFRARED/ULTRASONIC DUAL TECHNOLOGY TYPE DIGITAL OCCUPANCY SENSOR COMPLETE WITH ALL POWER SUPPLIES, RELAY PACKS AND CONNECTIONS. REFER TO DETAIL #3/E4.01 FOR MANUFACTURE AND MODEL NUMBER.
	DIGITAL ROOM CONTROLLER/POWER PACK WITH 0-10 VOLT DIMMING AND CAT5 CABLE CONNECTIONS. REFER TO DETAIL #3/E4.01 FOR MANUFACTURERS AND MODEL NUMBERS. LOWER CASE LETTER ADJACENT INDICATES LIGHT FIXTURES CONTROLLED.
	DIGITAL PHOTOCELL. REFER TO DETAIL #3/E4.01 FOR MANUFACTURE AND MODEL NUMBER. LOWER CASE LETTER ADJACENT INDICATES LIGHT FIXTURES CONTROLLED.
	DIGITAL RECEPTACLE CONTROLLER WITH 20AMP RATED RELAY AND CAT5 CABLE CONNECTIONS. REFER TO DETAIL #3/E4.01 FOR MANUFACTURE AND MODEL NUMBERS. CIRCUIT ADJACENT SYMBOLS INDICATES CIRCUIT TO BE CONTROLLED.
	EQUIPMENT WITH "E" ADJACENT IS EXISTING TO REMAIN.
	EXISTING EQUIPMENT WITH "R" ADJACENT IS TO BE COMPLETELY DISCONNECTED AND REMOVED.
	EXISTING EQUIPMENT WITH "RR" ADJACENT IS TO BE DISCONNECTED, REMOVED AND RELOCATED TO NEW LOCATION AND RECONNECTED AS REQUIRED.
	RELOCATED EQUIPMENT SHOWN IN NEW LOCATION.
	EXISTING CONDUIT RUN TO REMAIN. EXISTING CONDUCTORS TO REMAIN UNLESS NOTED OTHERWISE ON DRAWINGS.
	EXISTING CONDUIT RUN TO BE ABANDONED. REMOVE CONDUCTORS AND CAP ENDS OF CONDUIT.
	EXISTING CONDUIT RUN TO BE REWIRED. REFER TO PLANS FOR WIRING REQUIREMENTS.
	EXISTING CONDUIT AND WIRE RUN TO BE COMPLETELY DISCONNECTED AND REMOVED BACK TO LAST REMAINING OUTLET OR DEVICE.
	"X" INDICATES APPROXIMATE POINT OF INTERCEPTION OF EXISTING CONDUIT RUN. CONDUIT TO BE REMOVED AT "R" SIDE OF "X". REMOVE ALL CONDUCTORS PRIOR TO CUTTING CONDUIT. EXACT LOCATION OF ALL CONDUITS SHALL BE FIELD VERIFIED.
	CONDUIT RUN CONCEALED IN WALLS OR UNDER FLOORS.
	CONDUIT RUN EXPOSED.
	CONDUIT RUN UNDERGROUND.
	CONDUIT STUBBED OUT AND CAPPED. PULL LINE IN PLACE.
	CROSS LINES ON CONDUIT RUNS INDICATE NUMBER OF #12 CURRENT CARRYING CONDUCTORS CONTAINED THEREIN. TWO #12 AND MINIMUM OF ONE #12 GROUND WIRE ARE INDICATED WHEN CROSS LINES ARE NOT SHOWN. NUMERALS ADJACENT TO CROSS LINES ON CONDUIT RUNS INDICATE SIZE OF CONDUCTORS IN LIEU OF #12. ALL CONDUITS SHALL CONTAIN ONE GROUND WIRE SIZED PER C.E.C. TABLE 250.122. BUT NOT SMALLER THAN #12. WHERE ISOLATED GROUND RECEPTACLES ARE INDICATED, PROVIDE ADDITIONAL #12 GROUND WIRE IN CONDUIT RUNS, CONNECTED FROM ISOLATED GROUND BUS IN PANEL TO DEVICE.
	CONDUIT HOMERUN TO PANELBOARD. LETTER AND NUMERALS INDICATE ELECTRICAL PANEL AND CIRCUIT NUMBER.
	SURFACE MOUNTED BRANCH CIRCUIT PANELBOARD.
	RECESSED BRANCH CIRCUIT PANELBOARD.
	PANEL DESIGNATION.
	SURFACE MOUNTED COMMUNICATION TERMINAL CABINET. REFER TO DRAWINGS AND SPECIFICATIONS.
	RECESSED COMMUNICATION TERMINAL CABINET. REFER TO DRAWINGS AND SPECIFICATIONS.
	JUNCTION BOX IN ACCESSIBLE CEILING SPACE OR FLUSH IN WALL WITH BLANK COVER PLATE TO MATCH DEVICE PLATES.
	JUNCTION BOX PEDESTAL TYPE FLOOR MOUNTED.
	THREE PHASE FRACTIONAL OR INTEGRAL HORSEPOWER MOTOR. NUMERAL IN PLACE OF "M" INDICATES HORSEPOWER. (SINGLE LINE DIAGRAM ONLY).
	MOLDED CASE CIRCUIT BREAKER AND NUMBER OF POLES AS INDICATED. "AT" INDICATES TRIP RATING. "AF" INDICATES AMPERE FRAME SIZE. SUBSCRIPT INDICATES TYPE.
	NO SUBSCRIPT - THERMAL MAGNETIC
	NA - NON-AUTOMATIC
	MO - MAGNETIC ONLY
	CL - CURRENT LIMITING
	SS - SOLID STATE
	FUSED SWITCH. "AS" INDICATES AMPERE SWITCH RATING. "AF" INDICATES AMPERE FUSE RATING, NUMBER OF POLES AS INDICATED.

	ENCLOSED VOLTAGE TRANSFORMER PER SPEC'S. COPPER WOUND, DRY TYPE, U.N.O.
	UTILITY METER SOCKET, WITH C.T.'S, CLIPS, ETC., PER SERVING UTILITY COMPANY.
	GROUND, "GRD", "GND".
	BREAKER EQUIPPED WITH THE GROUND FAULT PROTECTION
	"GROUND FAULT INTERRUPTER"
	CEILING LIGHT FIXTURE AND OUTLET. LOWER CASE LETTER INDICATES SHADOWED SWITCH, NUMERAL INDICATES CIRCUIT. SHADED SYMBOL INDICATES FIXTURE WITH EMERGENCY POWER PROVISIONS.
	LIGHT FIXTURE OUTLET. LOWER CASE LETTER INDICATES CONTROLLING SWITCH, NUMERAL INDICATES CIRCUIT. SHADED CIRCLE DENOTES FIXTURE WITH EMERGENCY POWER PROVISIONS.
	STRIP FIXTURE. LOWER CASE LETTER INDICATES CONTROLLING SWITCH, NUMERAL INDICATES CIRCUIT. SHADED CIRCLE DENOTES FIXTURE WITH EMERGENCY POWER PROVISIONS.
	BRACKET OR WALL MOUNTED SURFACE OR RECESSED LIGHT FIXTURE AND OUTLET, HID, FLUORESCENT OR INCANDESCENT. LOWER CASE LETTER INDICATES CONTROLLING SWITCH, NUMERAL INDICATES CIRCUIT. SHADED CIRCLE DENOTES FIXTURE WITH EMERGENCY POWER PROVISIONS.
	ILLUMINATED EXIT LIGHT FIXTURE. SIDE, BACK, CEILING, OR PENDANT MOUNTED, SINGLE OR DOUBLE FACED AS NOTED BY SHADED ARC, WITH OR WITHOUT DIRECTIONAL ARROW AS NOTED ON THE DRAWINGS. EXIT SIGN SHALL NOT BE USED AS JUNCTION BOX OR "THROUGH-WIRE"
	LOW LEVEL EXIT LIGHT FIXTURE, WALL MOUNTED WITH OR WITHOUT DIRECTIONAL ARROW AS NOTED ON THE DRAWINGS. BOTTOM OF FIXTURE AT "+10" ABOVE FINISHED FLOOR AND WITHIN FOUR INCHES OF DOOR FRAME WHERE APPLICABLE.
	LIGHTING FIXTURE IDENTIFICATION SYMBOL. LETTER INDICATES FIXTURE TYPE. NUMERALS IN LOWER HALF OF HEXAGON INDICATE FIXTURE WATTAGE (INCLUDING BALLAST WHERE APPLICABLE). NUMERAL OUTSIDE TOP OF HEXAGON INDICATES NUMBER OF FIXTURES USED FOR LOAD CALCULATIONS. NUMBER OUTSIDE BOTTOM OF HEXAGON INDICATES MOUNTING HEIGHT FROM FLOOR TO BOTTOM OF FIXTURE. OMISSION OF MOUNTING HEIGHT INDICATES CEILING MOUNTING.
	WALL MOUNTED DUAL HEAD EMERGENCY LIGHTING FIXTURE UNIT.
	TELEPHONE OUTLET, 4S DEEP BACKBOX & SINGLE GANG RING. MOUNT PER DETAIL #1 ON E0.1 U.N.O. "W" ADJACENT INDICATES WALL MOUNTED AT SWITCH HEIGHT PER DETAIL #1 ON E0.1 U.N.O. PROVIDE 1" CONDUIT MINIMUM STUBBED UP INTO CEILING SPACE.
	DATA OUTLET, 4S DEEP BACKBOX & SINGLE GANG RING. MOUNT PER DETAIL #1 ON E0.1 U.N.O. PROVIDE 1" CONDUIT MINIMUM STUBBED UP INTO CEILING SPACE.



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CONSULTANTS LOGO:

DESIGN DEVELOPMENT SET



NO. DATE REVISIONS		
1	Date 1	PLANNING SUBMITAL

PROJECT TITLE:
Bob Lucas Literacy Center Renovations
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020
DATE: Issue Date

SHEET TITLE:
ELECTRICAL SYMBOLS LIST AND ABBREVIATIONS

SCALE: N.T.S.

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LIGHTING FIXTURE SCHEDULE					
TYPE	DESCRIPTION	FINISH	LAMP(S)	REMARKS	MANUFACTURER & NO.
A 38	2'x4' LED RECESSED TROFFER WITH CURVED DIFFUSE POLYCARBONATE LENS AND ACRYLIC CENTER. MINIMUM 4000 DELIVERED LUMENS.	WHITE POLYESTER POWDER COAT	LED 4000K	TYPE "A1": SIMILAR TO TYPE "A" EXCEPT 3000 MINIMUM DELIVERED LUMENS. PROVIDE EMERGENCY BATTERY PACK WHERE NOTED ON DRAWINGS.	AXIS LIGHTING #WALED-24-4000-80-40-VL-W-UNV-DP-1 OR EQUAL BY LITHONIA, FOCAL POINT
B 20	6" ROUND LED DOWNLIGHT WITH SEMI-SPECULAR LOWER REFLECTOR AND CLEAR TRIM. 2000 LUMEN MIN. OUTPUT. 67° BEAM ANGLE.	CLEAR TRIM	LED 4000K 2000 LUMEN MINIMUM	PROVIDE EMERGENCY BATTERY PACK WHERE NOTED ON DRAWINGS.	GOTHAM #EV06-40-20-AR-MWD-LSS-MVOLT-GZ10 OR EQUAL BY PRESCOLITE, CREE, COOPER
C 28	PENDENT MOUNTED CONTINUOUS ROW DIRECT/INDIRECT LED FIXTURE WITH EXTRUDED ALUMINUM HOUSING AND ACRYLIC LENS. AIR CRAFT CABLE MOUNT.	SILVER	LED 4000K 3200 LUMEN MINIMUM	TYPE "F": CONTRACTOR SHALL FIELD VERIFY ROW LENGTHS AND PROVIDE INSTALLATION SHOP DRAWINGS.	AXIS #TB3DILED-400-400-80-40-BW-BW-S(L)-AP-UNV-DP OR EQUAL BY CORONET, GAMMALUX, PRUDENTIAL LIGHTING
D 3	EMERGENCY EXIT LIGHT, LED TYPE, GREEN LETTERS, SINGLE FACE, WALL, CEILING OR END MOUNT, WITH DIRECTIONAL ARROWS SHOWN.	WHITE BODY WITH BRUSHED ALUMINUM FACE	LED	TYPE "D": VERIFY MOUNTING CONFIGURATION AND ARROWS PRIOR TO ORDERING FIXTURES	EMERGLITE #WA-PXM-4-G OR APPROVED EQUAL

ACCEPTANCE TESTING

MANDATORY ACCEPTANCE TESTING PER TITLE 24, PART 6 SECTION 130.4 SHALL BE AS FOLLOWS:

THE CONTRACTOR SHALL PROVIDE THE ACCEPTANCE TESTING AGENT. THE ACCEPTANCE TESTING AGENT SHALL BE A CERTIFIED LIGHTING CONTROLS ACCEPTANCE TEST TECHNICIAN (CLCATT). THE CLCATT SHALL PERFORM ALL LIGHTING CONTROL INSTALLATION CERTIFICATION AS REQUIRED BY TITLE 24, PART 6 SECTION 130.4 (a) AND 130.4 (b). THIS SHALL INCLUDE, BUT NOT LIMITED TO, FILLING OUT, SIGNING AND SUBMITTING ALL REQUIRED DOCUMENTATION.

THE CONTRACTOR SHALL COORDINATE THE INSTALLATION OF THE LIGHTING CONTROL SYSTEMS WITH THE CLCATT PRIOR TO INSTALLATION.

LIGHTING CONTROL SYSTEM SEQUENCE OF OPERATIONS

REFER TO LIGHTING PLANS FOR QUANTITY AND LOCATION OF ALL LIGHTING CONTROL COMPONENTS AND LIGHT FIXTURES. IDENTIFICATION OF LIGHT FIXTURE AND DEVICE SWITCH LEG IDENTIFICATION REFER TO THE LIGHTING CONTROL WIRING DIAGRAMS FOR ADDITIONAL INFORMATION. LIGHTING CONTROLS SHALL BE INSTALLED IN COMPLIANCE WITH 2016 CALIFORNIA ENERGY CODE (CEC) SECTION 130.1 MINIMUM.

OFFICE (LIGHTING) - ROOM OCCUPANCY SENSOR(S) SHALL TURN LIGHT FIXTURES OFF WHEN ROOM HAS BEEN UNOCCUPIED FOR 20 MINUTES. LIGHT FIXTURES SHALL BE TURNED ON TO 50 PERCENT WHEN ROOM BECOMES OCCUPIED. WHEN LIGHT FIXTURES ARE TURNED ON AT WALL SWITCH, THEY SHALL BE SET OR COME ON TO FULL BRIGHTNESS OR PRESET FOOT CANDLE LEVELS.

WALL DIMMERS SHALL BE USED FOR MANUAL CONTROL OF LIGHT FIXTURES AND SHALL BE EQUIPPED WITH AN ON/OFF SWITCH.

LIGHT FIXTURES WHICH ARE REQUIRED TO HAVE AUTOMATIC "DAYLIGHTING" CONTROLS SHALL ALSO BE CONTROLLED WITH A PHOTOCELL. IN ADDITION TO OCCUPANCY SENSORS AND WALL DIMMERS, THE PHOTOCELL SHALL MEASURE THE AMOUNT OF DAYLIGHT ENTERING THE SPACE AND REDUCE THE LIGHT OUTPUT OF THE LIGHT FIXTURES TO MAINTAIN THE DESIGNED FOOT CANDLE LEVELS IN THE ROOM. WALL DIMMERS SHALL ALLOW THE LIGHT FIXTURES TO DIM LOWER THAN THE LIGHT BEING MEASURED IN THE ROOM, BUT NOT HIGHER.

WALL DIMMERS SHALL BE USED FOR MANUAL CONTROL OF LIGHT FIXTURES AND SHALL BE EQUIPPED WITH AN ON/OFF SWITCH. WHERE MULTI-BUTTON SWITCH(S) DIMMER(S) ARE USED, EACH BUTTON SHALL BE PROGRAMMED FOR A SPECIFIC LIGHTING SCENE. ACTIVATION OF A SPECIFIC BUTTON SHALL AUTOMATICALLY RECALL THE LIGHTING SCENE. "ON/OFF" AND MANUAL DIMMING CONTROL FUNCTIONS SHALL OVERRIDE PRESET SCENES. REFER TO LIGHTING CONTROL WIRING DIAGRAMS FOR SCENE SETTINGS AND SWITCH BUTTON IDENTIFICATION WHERE REQUIRED.

LIGHT FIXTURES WHICH ARE REQUIRED TO HAVE AUTOMATIC "DAYLIGHTING" CONTROLS SHALL ALSO BE CONTROLLED WITH A PHOTOCELL. IN ADDITION TO OCCUPANCY SENSORS AND WALL DIMMERS, THE PHOTOCELL SHALL MEASURE THE AMOUNT OF DAYLIGHT ENTERING THE SPACE AND REDUCE THE LIGHT OUTPUT OF THE LIGHT FIXTURES TO MAINTAIN THE DESIGNED FOOT CANDLE LEVELS IN THE ROOM. WALL DIMMERS SHALL ALLOW THE LIGHT FIXTURES TO DIM LOWER THAN THE LIGHT BEING MEASURED IN THE ROOM, BUT NOT HIGHER.

WALL SWITCHES SHALL BE USED FOR MANUAL "ON/OFF" CONTROL OF LIGHT FIXTURES.

WALL SWITCHES SHALL BE USED FOR MANUAL "ON/OFF" CONTROL OF LIGHT FIXTURES.

WHERE SHOWN ON PLANS, WALL DIMMERS SHALL BE USED FOR MANUAL CONTROL OF LIGHT FIXTURES AND SHALL BE EQUIPPED WITH AN "ON/OFF" SWITCH.

STORAGE ROOMS - ROOM OCCUPANCY WALL SENSOR(S) SHALL TURN LIGHT FIXTURES OFF WHEN ROOM HAS BEEN UNOCCUPIED FOR 15 MINUTES. LIGHT FIXTURES SHALL BE MANUALLY TURNED ON WHEN ROOM IS OCCUPIED. WHEN LIGHT FIXTURES ARE TURNED ON, THEY SHALL BE SET TO FULL BRIGHTNESS OR PRESET FOOT CANDLE LEVELS.

WALL SWITCHES SHALL BE USED FOR MANUAL "ON/OFF" CONTROL OF LIGHT FIXTURES.

WHERE SHOWN ON PLANS, WALL DIMMERS SHALL BE USED FOR MANUAL CONTROL OF LIGHT FIXTURES AND SHALL BE EQUIPPED WITH AN "ON/OFF" SWITCH.

LIGHT LEVELS:
LIGHTING LEVELS (FOOT CANDLES) WILL BE DESIGNED IN ACCORDANCE WITH ILLUMINATING ENGINEERING SOCIETY (IES) GUIDELINES. THE FOLLOWING LIGHTING LEVELS WILL BE PROVIDED:

AREA	MAINTAINED LIGHTING LEVEL AT THE WORK PLANE
OFFICES	40-50
LOBBY	20-30
STORAGE/JANITOR'S ROOM	10-20
COMMUNICATIONS EQUIPMENT ROOMS	50-70
LIBRARY	40-50

LIGHTING FIXTURE NOTES

- EXIT SIGNS WITH THROUGH WIRING SHALL BE EQUIPPED WITH A SEPARATE JUNCTION BOX FOR TERMINATION OF CONDUITS. FURNISH A SEPARATE BOX FOR EACH CIRCUIT.
- CONTRACTOR SHALL VERIFY ALL MOUNTING REQUIREMENTS FOR ALL RECESSED LIGHTING FIXTURES, PRIOR TO SHOP DRAWINGS SUBMITTALS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO SECURE THE MOUNTING HARDWARE THAT IS COMPATIBLE WITH THE CEILING AND THE CONFIGURATION OF THE LIGHTING LAYOUT.
- FOR LIGHTING FIXTURE VOLTAGE RATINGS, THE CONTRACTOR IS RESPONSIBLE TO VERIFY FIXTURE AND DRIVER VOLTAGES WITH BRANCH CIRCUIT WIRING.
- LAMP COLOR FOR LED FIXTURES SHALL BE 4000°K U.N.O.
- LENSES OF ALL LED LIGHTING FIXTURES SHALL NOT BE LESS THAN 0.125" THICK, EQUAL TO KSH-K12 WHERE APPLICABLE.
- FOR FIXTURES RECESSED INTO NON-COMBUSTIBLE CEILINGS, PROVIDE YOKE MOUNTED OUTLET BOXES, ACCESSIBLE FROM INSIDE FIXTURE.
- FIXTURES SHALL BE U.L. LISTED FOR INTENDED LOCATION.
- FINISH OF FIXTURES SHALL BE AS SELECTED BY ARCHITECT.
- LIGHTING FIXTURES IN MECHANICAL SPACES ARE SHOWN IN THEIR APPROXIMATE LOCATION ONLY. DO NOT INSTALL LIGHT OUTLETS FOR FIXTURES UNTIL MECHANICAL PIPING AND DUCTWORK ARE INSTALLED; THEN LIGHTING FIXTURES SHALL BE INSTALLED IN LOCATIONS BEST SUITED FOR EQUIPMENT ARRANGEMENT AND AS APPROVED BY THE PROJECT MANAGER.
- THE CONTRACTOR SHALL VERIFY ALL WINDOW HEIGHTS AND DAYLIT ZONES PRIOR TO INSTALLATION OF LIGHTING CONTROLS.
- ALL LED LIGHT FIXTURES SHALL BE TESTED TO LM-79 AND LM-80 IES STANDARDS.

SUSPENDED ACOUSTICAL CEILINGS:

HEAVY DUTY GRID SYSTEM:
FLUSH OR RECESSED LIGHT FIXTURES WEIGHING LESS THAN 56 POUNDS MAY BE SUPPORTED DIRECTLY ON THE RUNNERS OF A HEAVY DUTY GRID SYSTEM. IN ADDITION, THEY SHALL HAVE A MINIMUM OF TWO 12 GAUGE SLACK SAFETY WIRES ATTACHED TO THE FIXTURE AT DIAGONAL CORNERS AND ANCHORED TO THE STRUCTURE ABOVE. ALL 4 FOOT BY 4 FOOT LIGHT FIXTURES SHALL HAVE SLACK SAFETY WIRES AT EACH CORNER. ALL FLUSH OR RECESSED LIGHT FIXTURES WEIGHING 56 POUNDS OR MORE SHALL BE INDEPENDENTLY SUPPORTED BY NOT LESS THAN 4 TAUT 12 GAUGE WIRES EACH ATTACHED TO THE FIXTURE AND TO THE STRUCTURE ABOVE. REGARDLESS OF THE TYPE OF CEILING GRID SYSTEM USED, THE 4 TAUT 12 GAUGE WIRES INCLUDING THEIR ATTACHMENT TO THE STRUCTURE ABOVE SHALL BE CAPABLE OF SUPPORTING 4 TIMES THE WEIGHT OF THE UNIT.

SURFACE MOUNTED FIXTURES:
SUPPORT SURFACE MOUNTED LIGHT FIXTURES BY AT LEAST TWO POSITIVE DEVICES WHICH SURROUND THE CEILING RUNNER AND WHICH ARE EACH SUPPORTED FROM THE STRUCTURE ABOVE BY A 12 GAUGE WIRE. SPRING CLIPS OR CLAMPS THAT CONNECT ONLY TO THE RUNNER ARE NOT ACCEPTABLE. PROVIDE ADDITIONAL SUPPORTS WHEN LIGHT FIXTURES ARE EIGHT FEET OR LONGER.

SUSPENDED DRYWALL CEILINGS:
ALL RECESSED OR DROP-IN LIGHT FIXTURES SHALL BE SUPPORTED DIRECTLY BY MAIN RUNNERS OR BY SUPPLEMENTAL FRAMING WHICH IS SUPPORTED BY MAIN RUNNERS. THE CONTRACTOR SHALL COORDINATE HIS WORK WITH THE CEILING CONTRACTOR TO PROVIDE APPROPRIATE FRAMING AND LOCATION FOR FIXTURES. SURFACE MOUNTED FIXTURES SHALL BE ATTACHED TO A MAIN RUNNER WITH A POSITIVE CLAMPING DEVICE MADE OF MATERIAL WITH A MINIMUM OF 14 GAUGE. ROTATIONAL SPRING CATCHES SHALL NOT BE ALLOWED.

PENDANT MOUNTED FIXTURES:
PENDANT MOUNTED FIXTURES SHALL BE SUPPORTED BY A WIRE OR (SAFETY) CABLE PASSING THROUGH EACH PENDANT HANGER AND CAPABLE OF SUPPORTING 4 TIMES THE WEIGHT OF THE FIXTURE. WHERE PENDANT MOUNTED FIXTURES ARE INSTALLED ON A GRID CEILING OR WHERE THE FIXTURE WEIGHS 50 POUNDS OR MORE, THE WIRE OR CABLE PASSING THROUGH THE PENDANT HANGER SHALL BE SUPPORTED DIRECTLY FROM THE STRUCTURE.

PENDANT MOUNTED FIXTURES SHALL BE SUPPLIED WITH SWIVEL HANGERS AND SHALL BE CAPABLE OF SWINGING 45 DEGREES IN ANY DIRECTION FROM PLUMB WITHOUT OBSTRUCTION. FIXTURES SHALL HAVE STEMS WHICH ARE ONE PIECE WITHOUT COUPLING AND ARE TO HAVE THE SAME FINISH AS THE FIXTURE AND SWIVEL HANGER CANOPY. INDUSTRIAL TYPE FLUORESCENT FIXTURES INSTALLED IN AREAS OR ROOMS WITH EXPOSED STRUCTURE (NO CEILING) MAY BE CHAIN HUNG IN LIEU OF PROVIDING A STEM AND CANOPY. WHERE FIXTURES CAN NOT SWING UNOBSTRUCTED 45 DEGREES IN ANY DIRECTION, ADDITIONAL GUY WIRES OR SOLID BRACING IS REQUIRED. THE CONTRACTOR SHALL SUBMIT THE METHOD OF BRACING TO THE ARCHITECT FOR APPROVAL PRIOR TO INSTALLATION.



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1	Date 1	PLANNING SUBMITAL

PROJECT TITLE:

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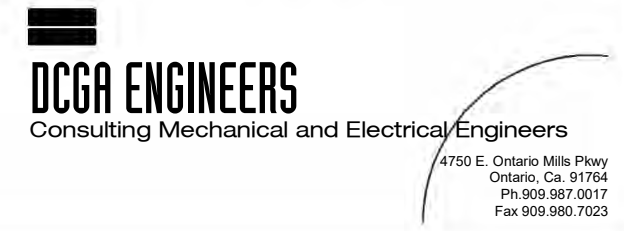
PROJECT NO. 2111020
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SHEET TITLE:

**LIGHTING
FIXTURE
SCHEDULE AND
NOTES**

SCALE: N.T.S.

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E003



SHEET NOTES

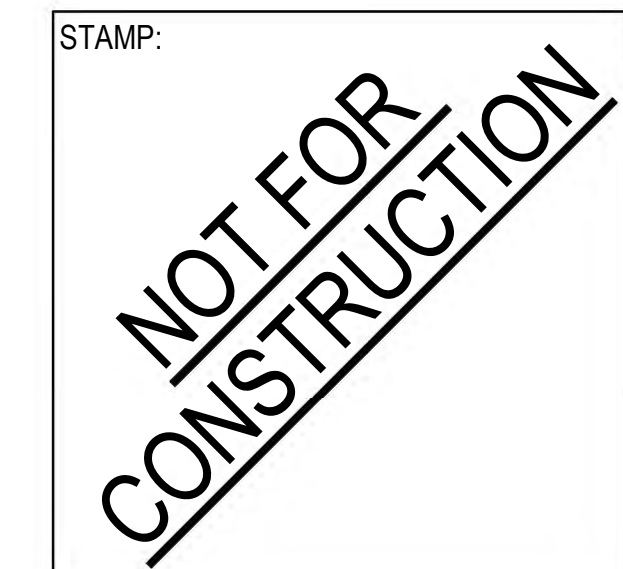


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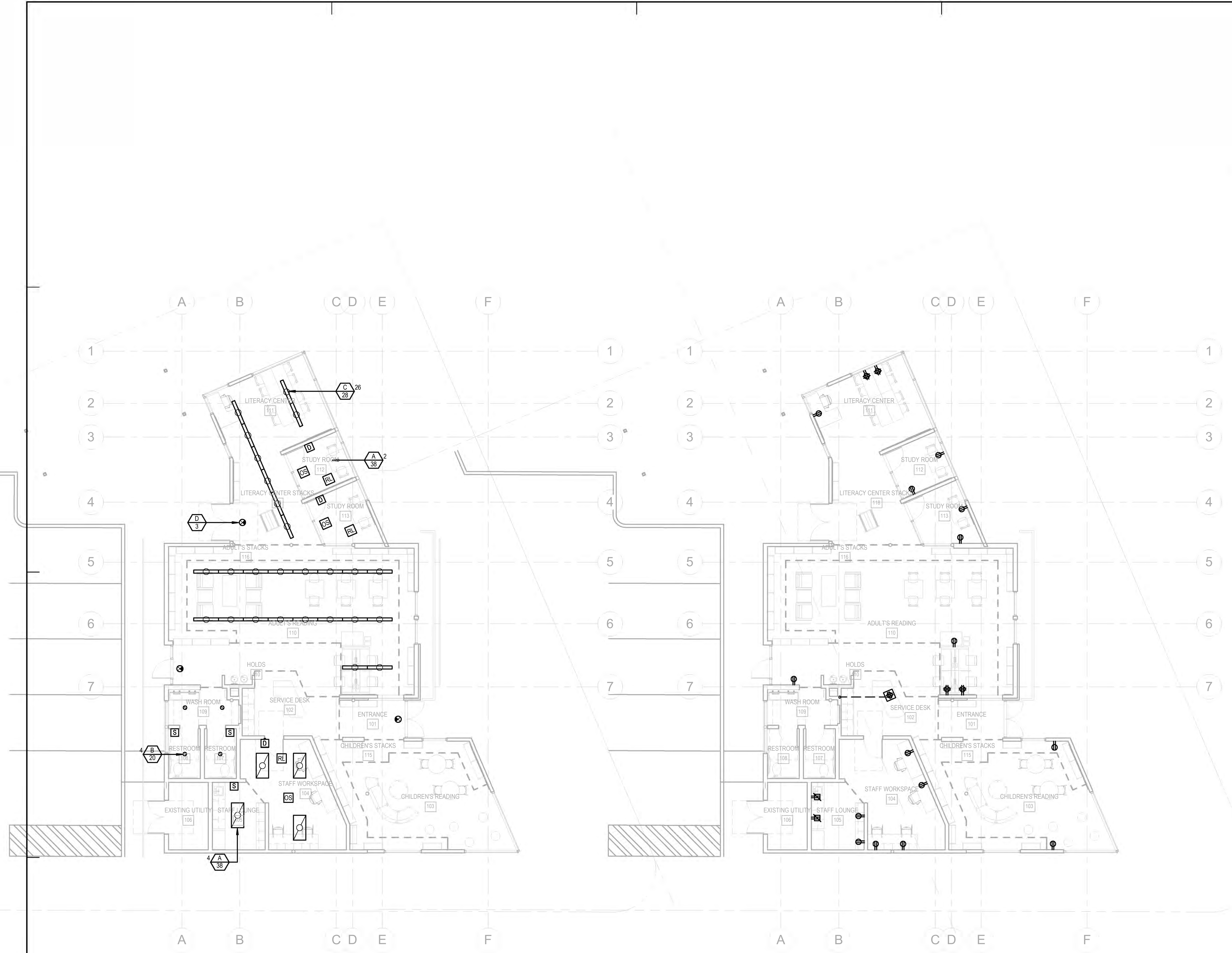
PROJECT NO. 2111020
DATE: Issue Date
SHEET TITLE:

LIGHTING & POWER
PLANS

SCALE: 1/8" = 1'-0"

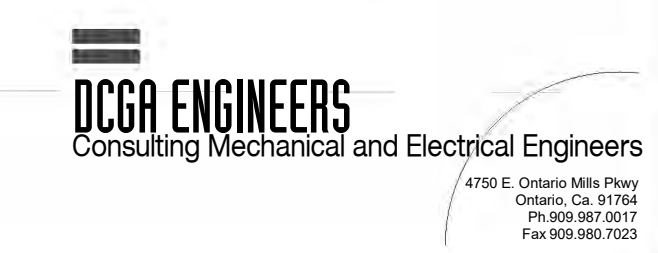
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E210



1 LIGHTING PLAN
1/8" = 1'-0"

2 POWER PLAN
1/8" = 1'-0"



8/2/2022 8:19:47 AM



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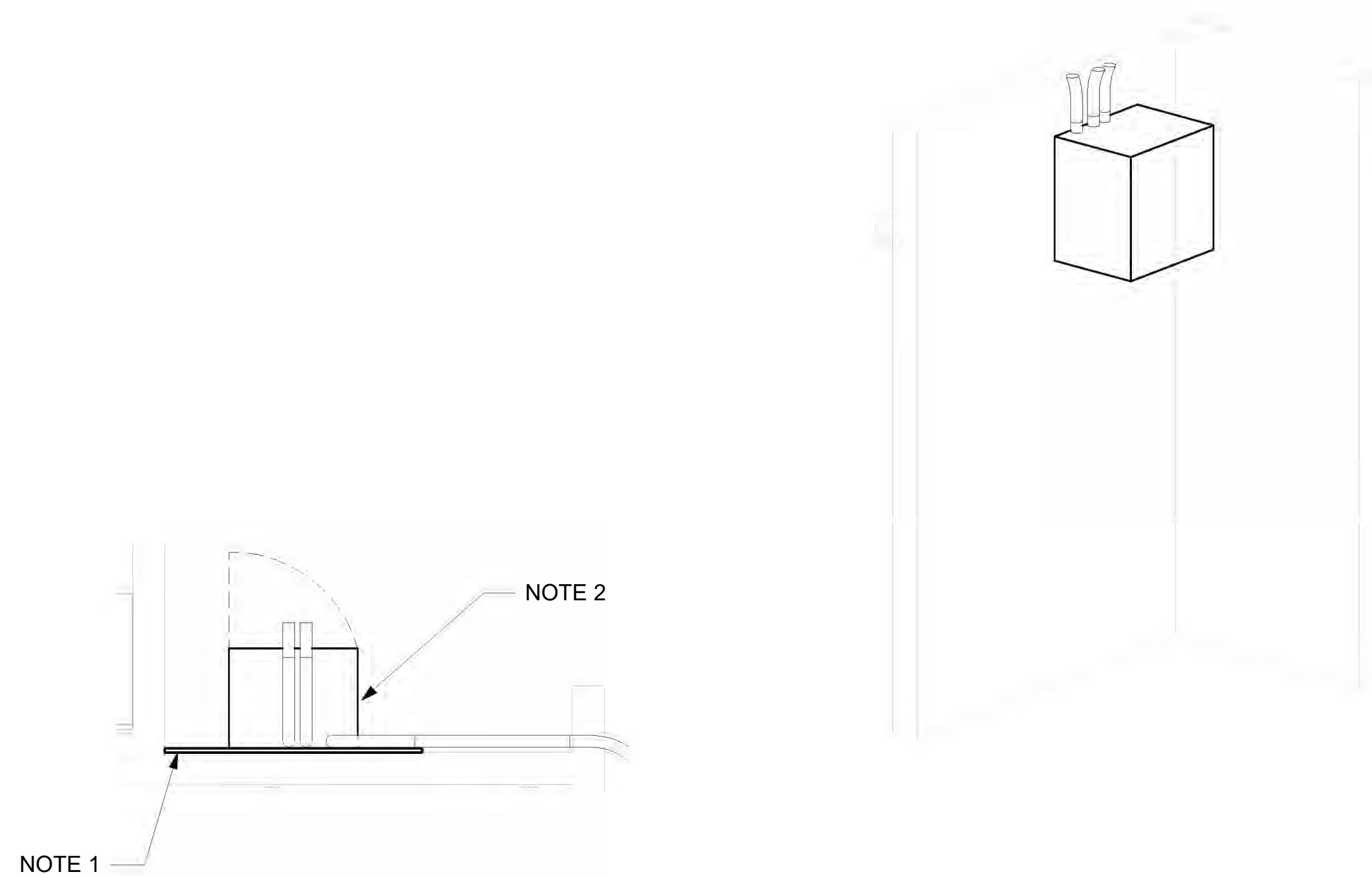
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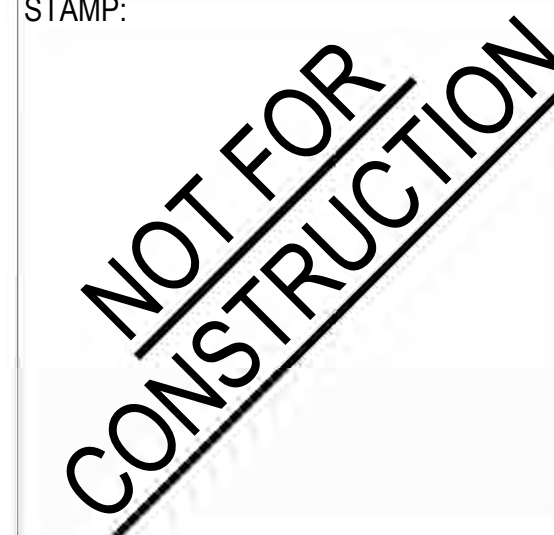
SHEET NOTES (THIS SHEET ONLY)

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, 24"Wx24"Hx18"D. MOUNTED AT 84" AFF TO THE BOTTOM OF CABINET.



1 LEVEL 1 - WALL MOUNTED CABINET
1/2" = 1'-0"

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SHEET TITLE:

**TELECOM
ENLARGED PLAN**

SCALE: 1/2" = 1'-0"

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T201



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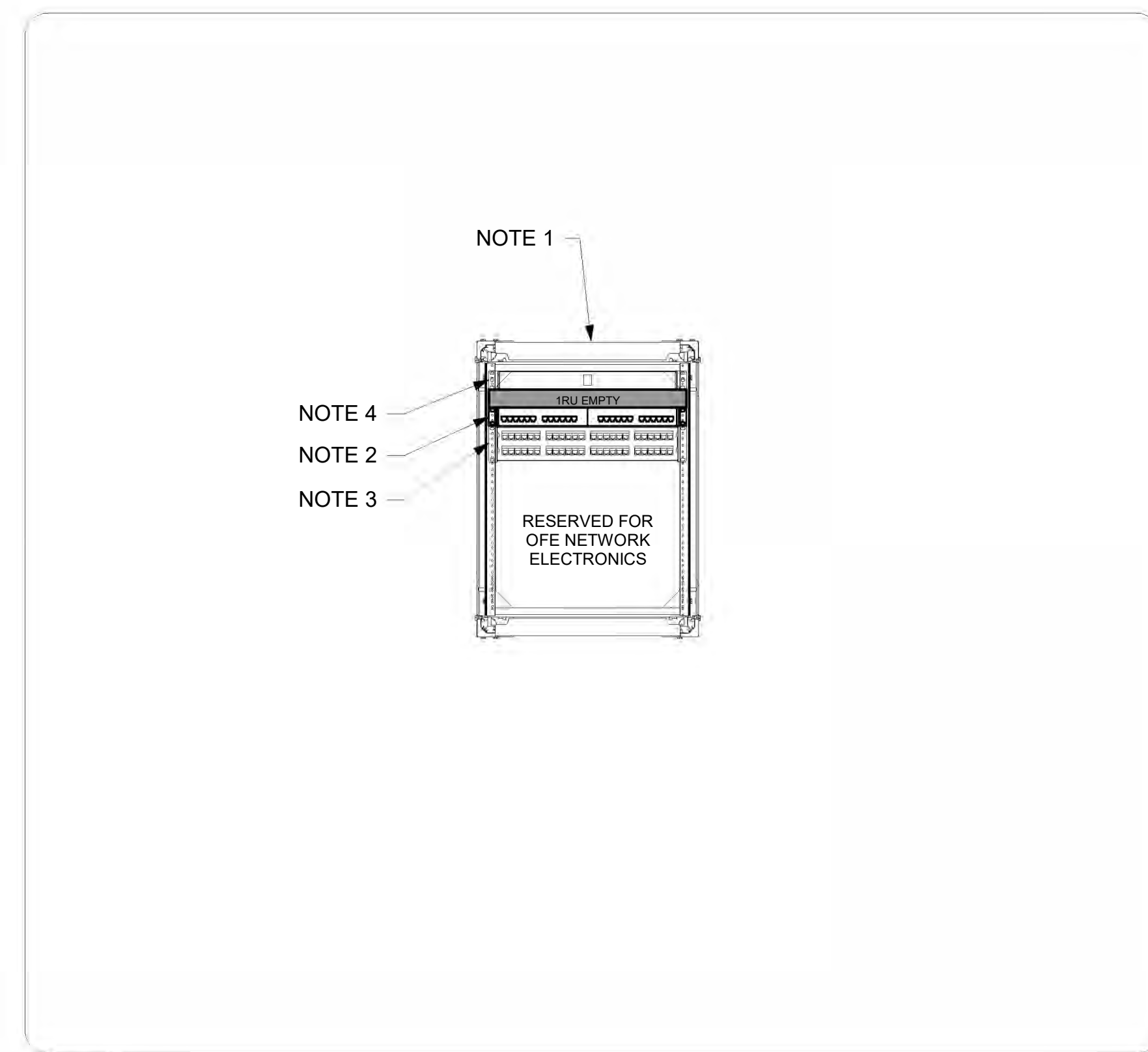
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- SHEET NOTES (THIS SHEET ONLY)**
1. WALL MOUNTED EQUIPMENT CABINET, 24"W x 24"H x 18"D.
 2. 1RU 24-PORT CAT6A PATCH PANEL. TERMINATE ALL WAP OUTLETS HERE.
 3. 2RU 48-PORT CAT6 PATCH PANEL.
 4. 1RU FIBER OPTIC PATCH PANEL.



1 LEVEL 02 WALL MOUNTED RACK ELEVATION
NTS



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 SHEET TITLE:

**TELECOM RACK
 ELEVATIONS**

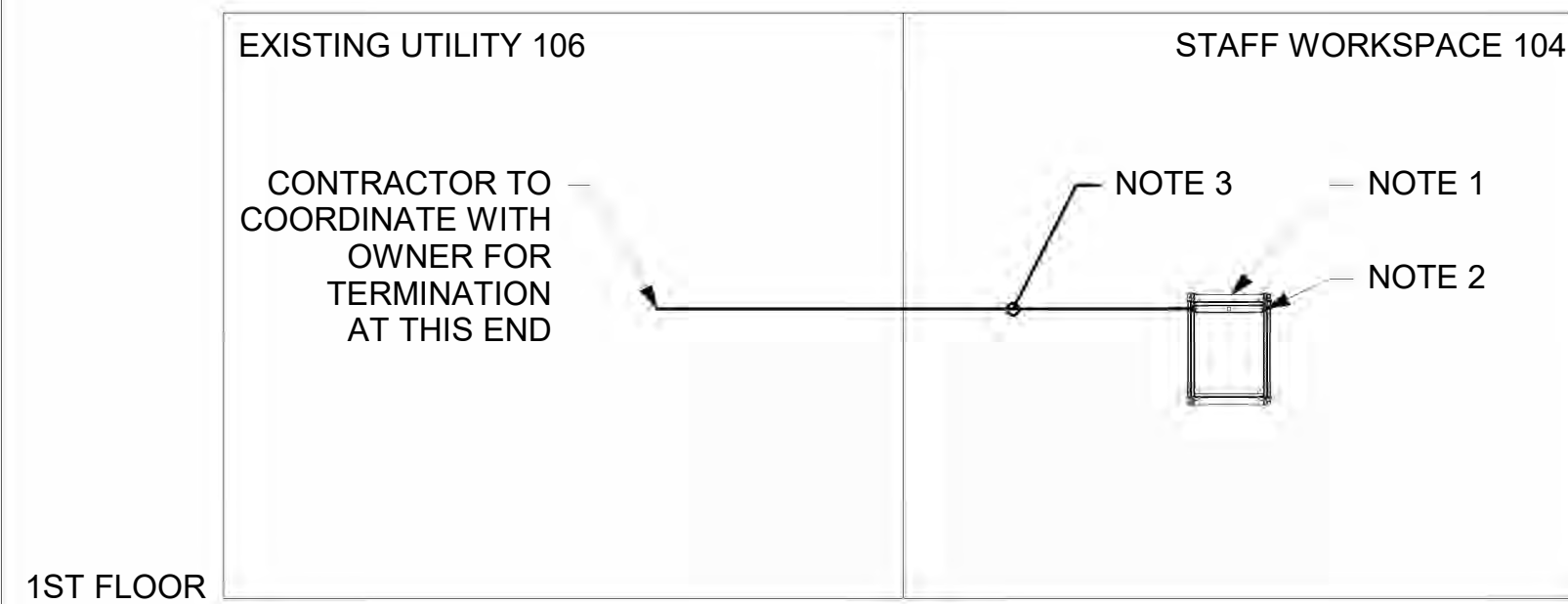
SCALE: As indicated

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T202

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



1ST FLOOR

1 FIBER OPTIC RISER DIAGRAM
NO SCALE



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SHEET TITLE:

**TELECOM RISER
DIAGRAMS**

SCALE: 1/4" = 1'-0"

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T301



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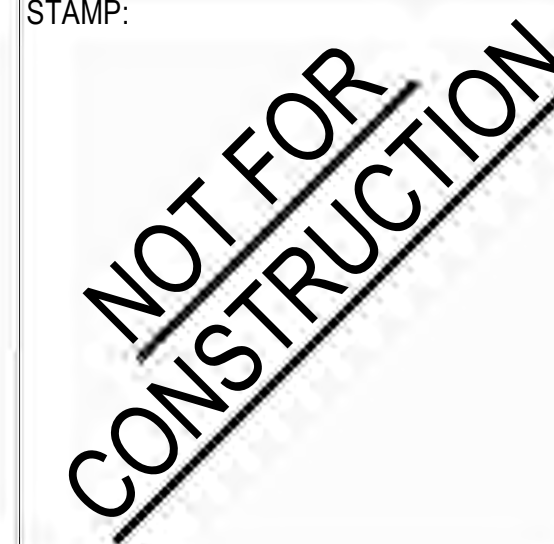
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SHEET TITLE:

LEGEND

SCALE:

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AV000

AV SHEET SET

SHEET	NAME
-------	------

00-TITLE AND REFERENCE

AV000 LEGEND

10-KEY

AV101 FLOOR PLAN

20-ENLARGED

AV201 STUDY ROOM - ENLARGED PLANS

AV202 SERVICE DESK ENLARGED PLANS

AV203 ADULTS ROOM ENLARGED PLANS

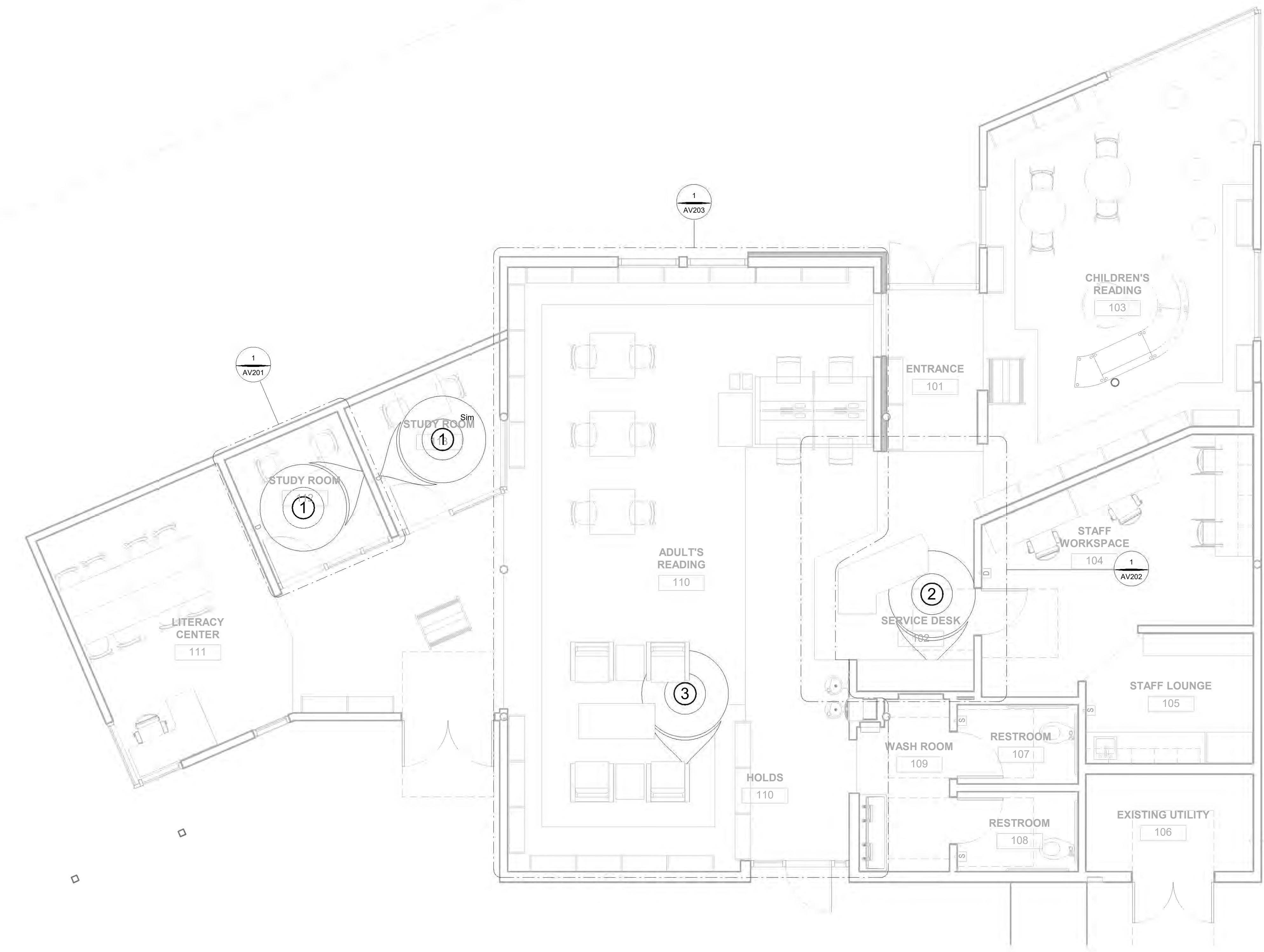
30-ELEVATIONS

AV301 STUDY ROOM - AV ELEVATION

AV302 SERVICE DESK - AV ELEVATION

AV303 ADULTS ROOM - AV ELEVATION

LEVEL 1 - AV			
ROOM NAME	ROOM NUMBER	LAYOUT	ENLARGEMENT
1 - Study Room			
STUDY ROOM	112	A	AV201
STUDY ROOM	113	A	AV201
2 - Service Desk			
SERVICE DESK	102	A	AV202
3 - Adults Room			
ADULTS	110	A	AV203



1 LEVEL 1 AV
1/4" = 1'-0"



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SHEET TITLE:

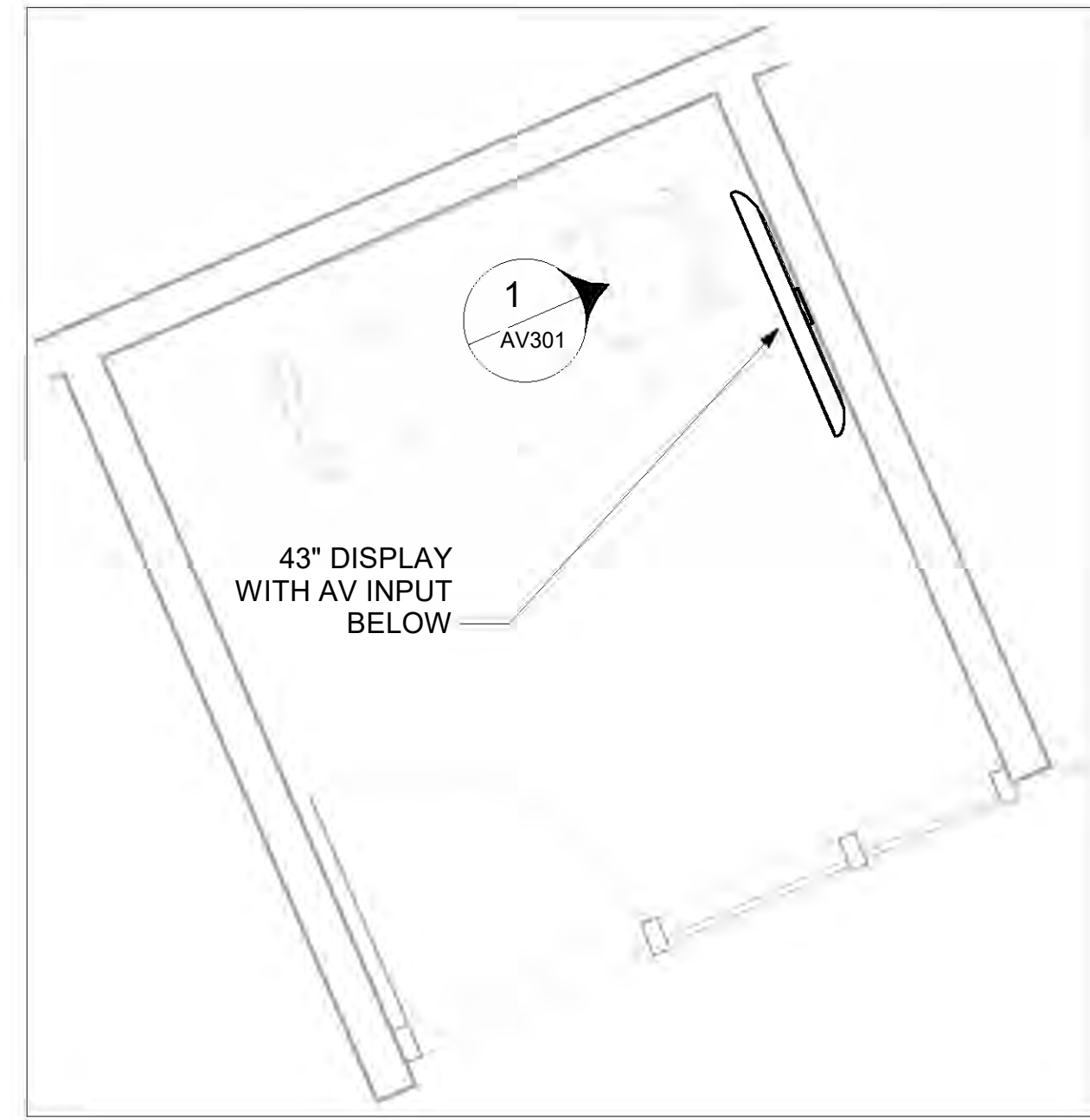
FLOOR PLAN

SCALE: 1/4" = 1'-0"

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AV101

1 - AV		
TYPE	DETAIL	SHEET
KEY PLAN	1	AV101
ENLARGED PLAN	1	AV201



1 STUDY ROOM - AV PLAN
1/2" = 1'-0"



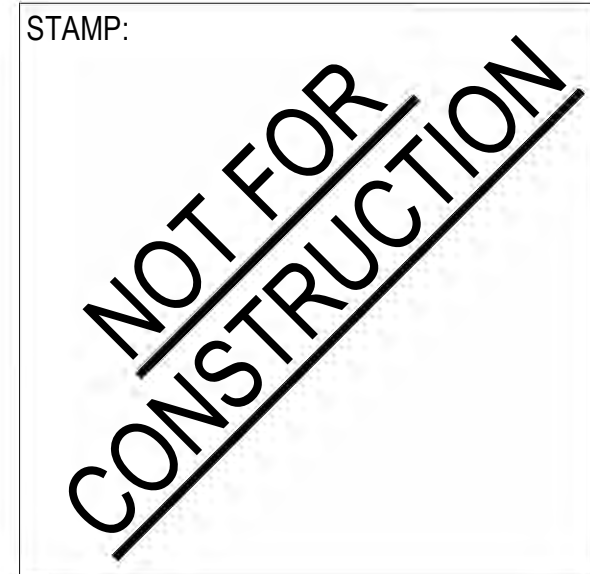
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SHEET TITLE:

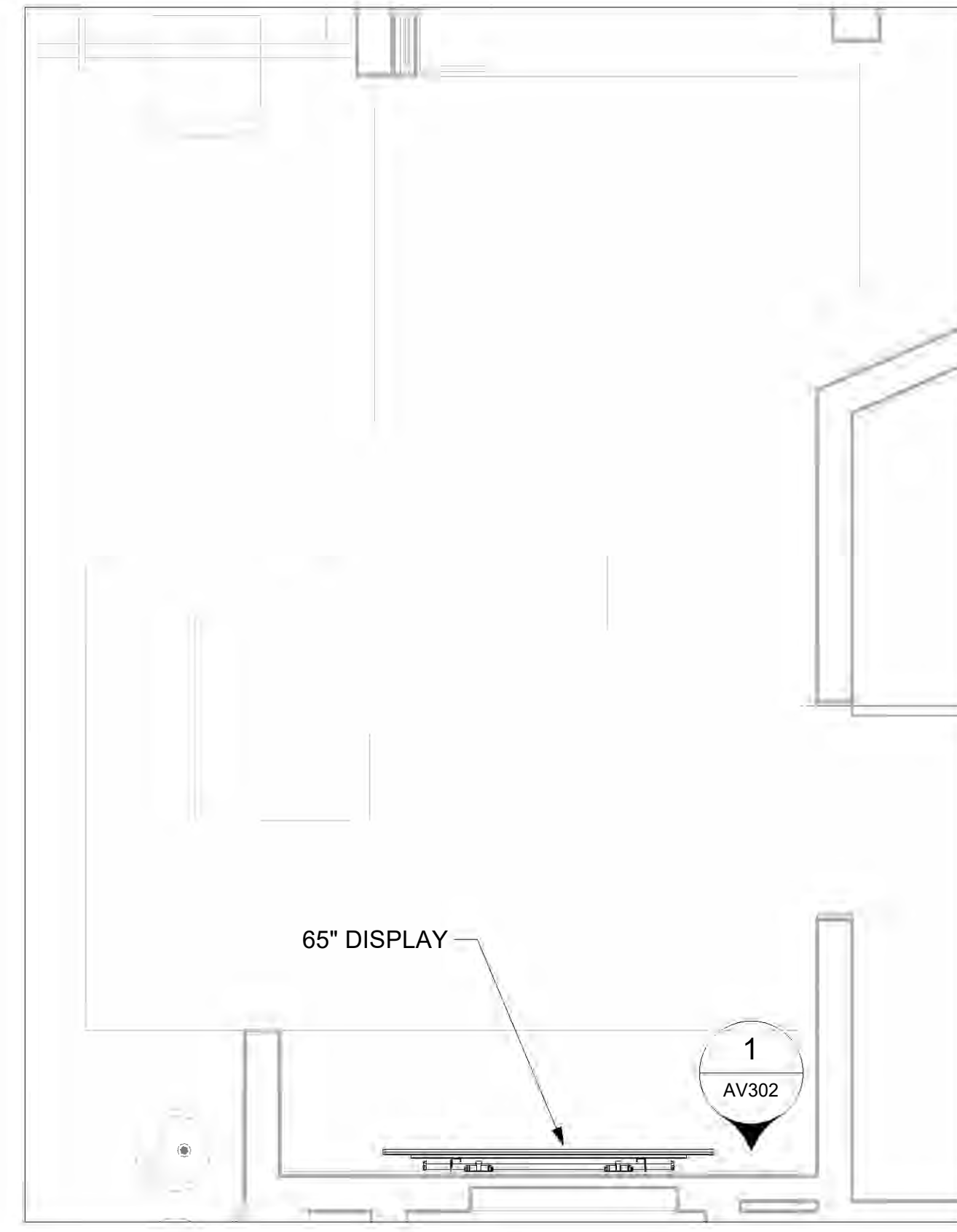
**STUDY ROOM -
ENLARGED PLANS**

SCALE: 1/2" = 1'-0"

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AV201

2 - AV		
TYPE	DETAIL	SHEET
KEY PLAN	1	AV101
ENLARGED PLAN	1	AV202



1 SERVICE DESK - AV PLAN
1/2" = 1'-0"



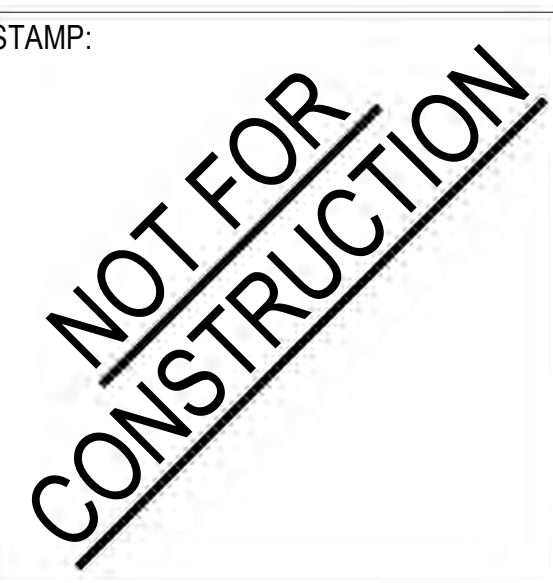
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DATE: 7/29/2022
SHEET TITLE:

**SERVICE DESK
ENLARGED PLANS**

SCALE: 1/2" = 1'-0"

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AV202

3 - AV		
TYPE	DETAIL	SHEET
KEY PLAN	1	AV101
ENLARGED PLAN	1	AV203



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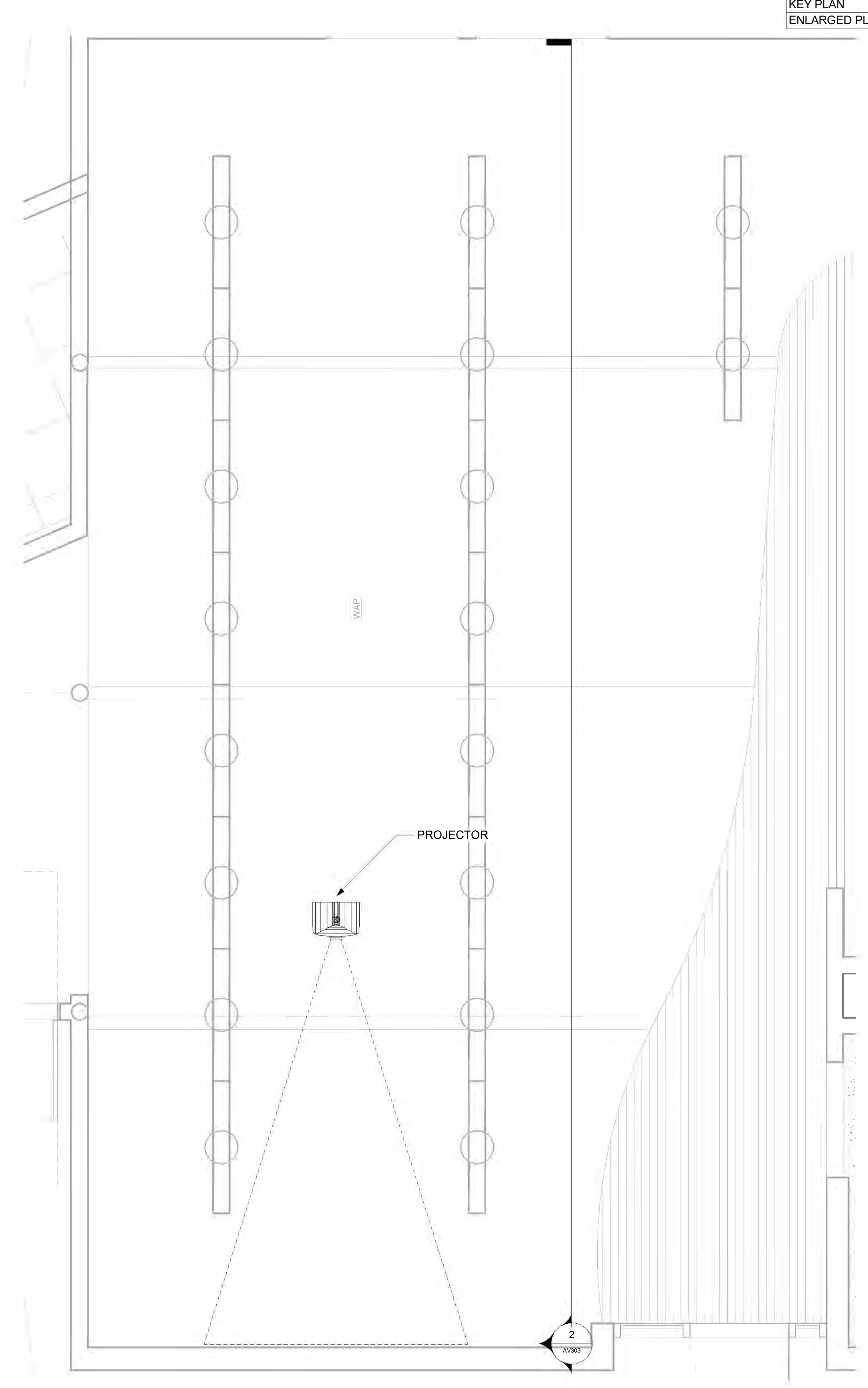
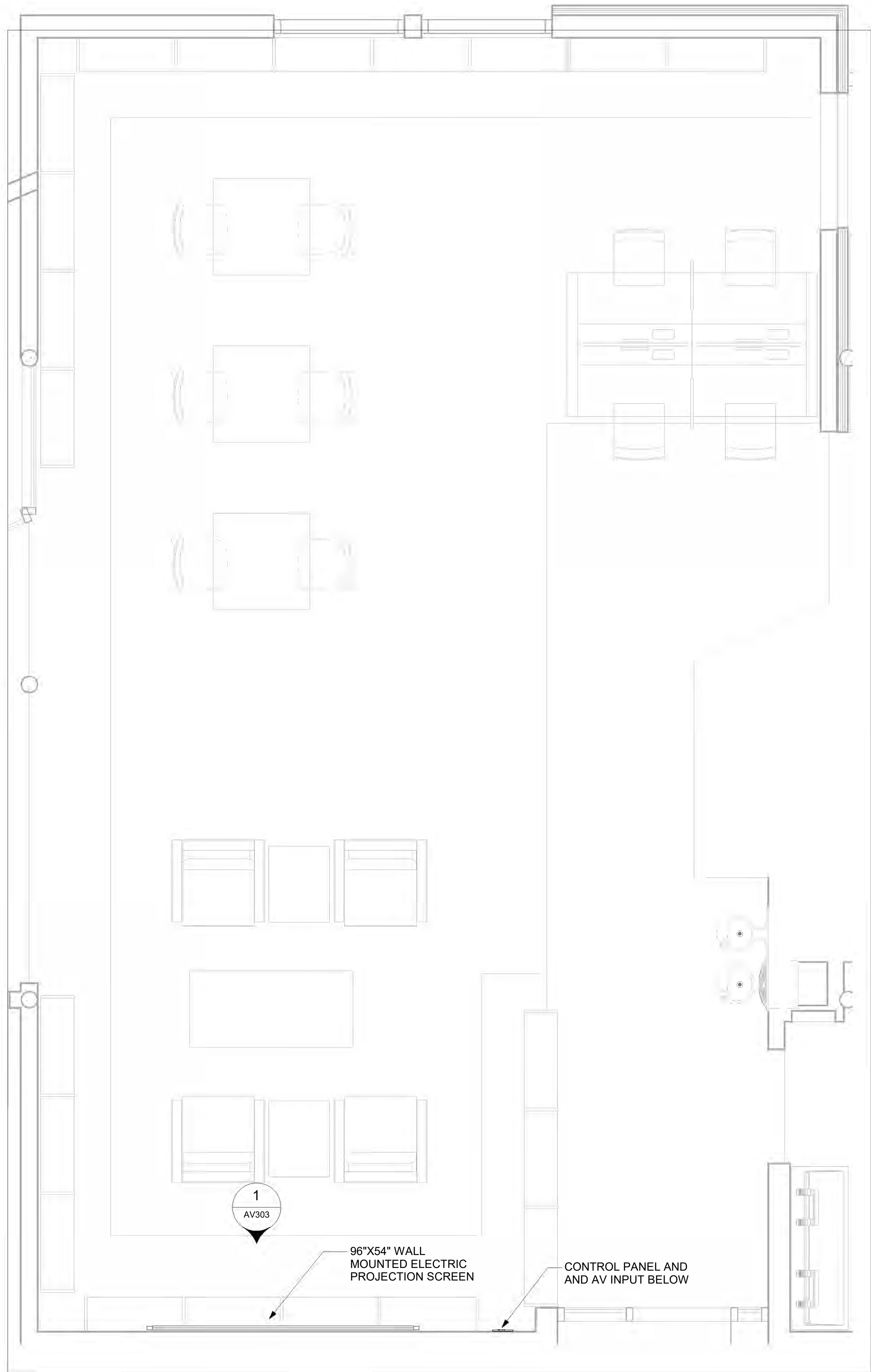
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DATE: 7/29/2022
SHEET TITLE:

**ADULTS ROOM
ENLARGED PLANS**

SCALE: 1/2" = 1'-0"

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AV203

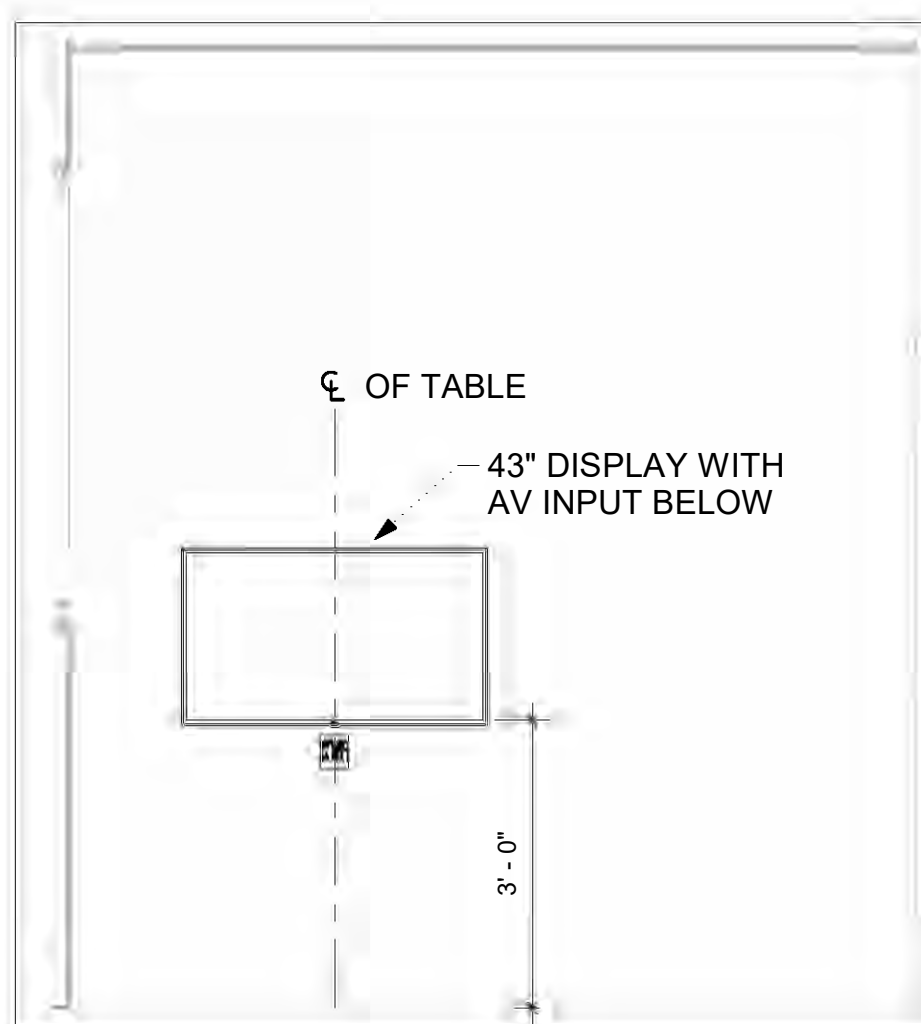


1 ADULTS ROOM - AV PLAN
1/2" = 1'-0"

2 ADULTS ROOM - AV RCP
1/2" = 1'-0"

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1 - AV		
TYPE	DETAIL	SHEET
KEY PLAN	1	AV101
ENLARGED PLAN	1	AV201



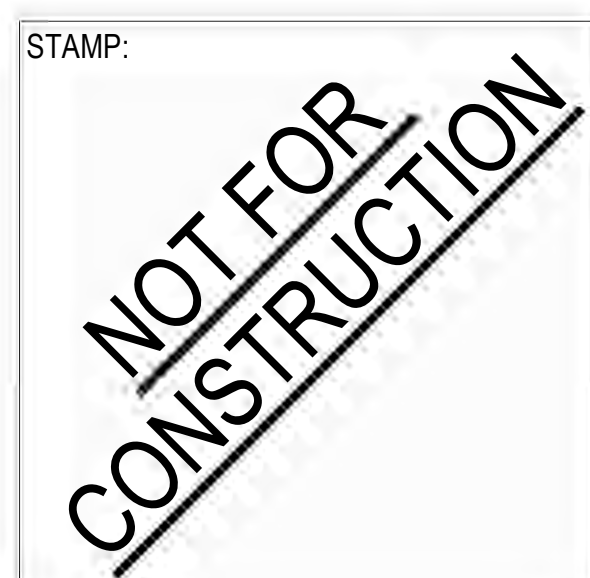
1 STUDY ROOM - AV ELEVATION
1/2" = 1'-0"



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CONSULTANTS LOGO:
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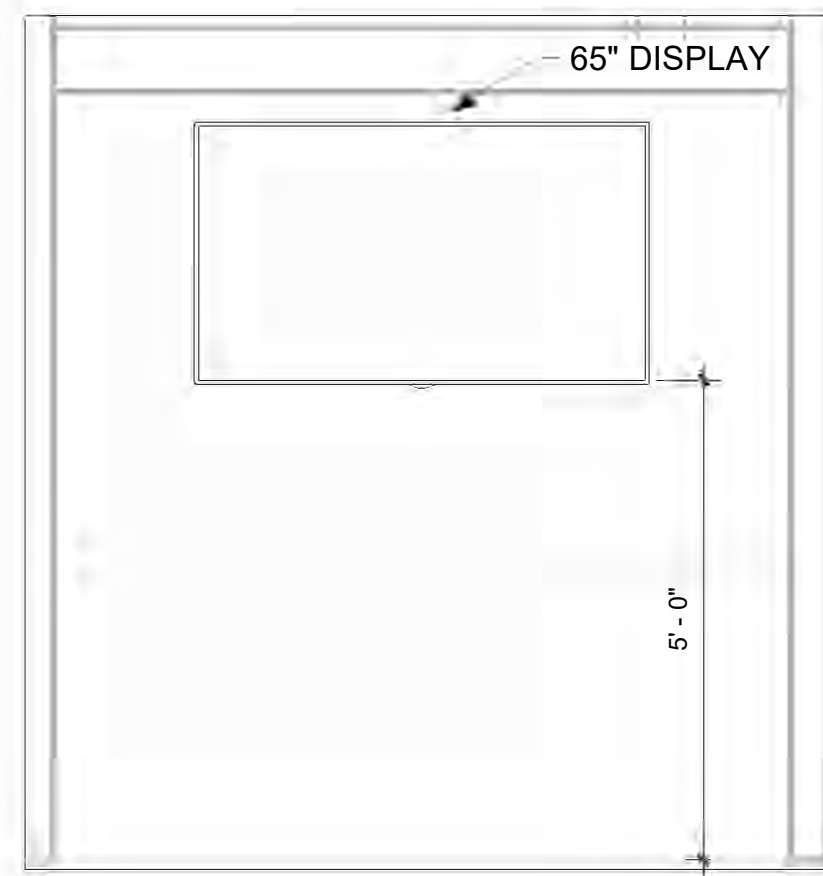
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PROJECT NO. 2111020
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**STUDY ROOM - AV
ELEVATION**

SCALE: 1/2" = 1'-0"

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AV301



1 SERIVE DESK - AV ELEVATION
1/2" = 1'-0"

2 - AV

TYPE	DETAIL	SHEET
------	--------	-------

KEY PLAN	1	AV101
ENLARGED PLAN	1	AV202



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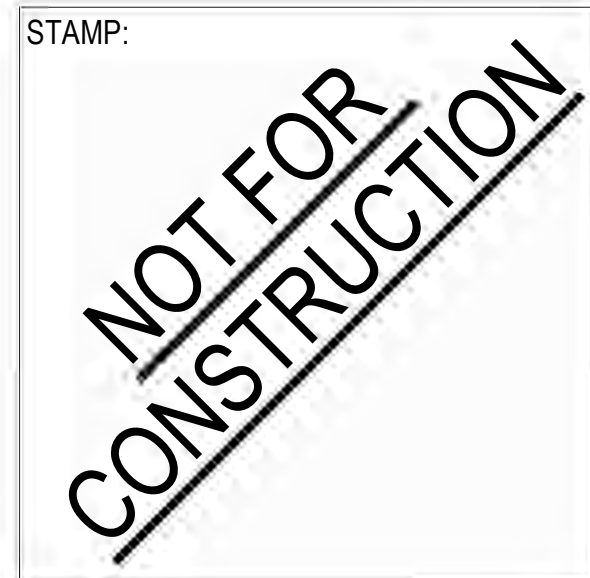
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PROJECT TITLE:

**Bob Lucas
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Renovations**
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PROJECT NO. 2111020

DATE: 7/29/2022

SHEET TITLE:

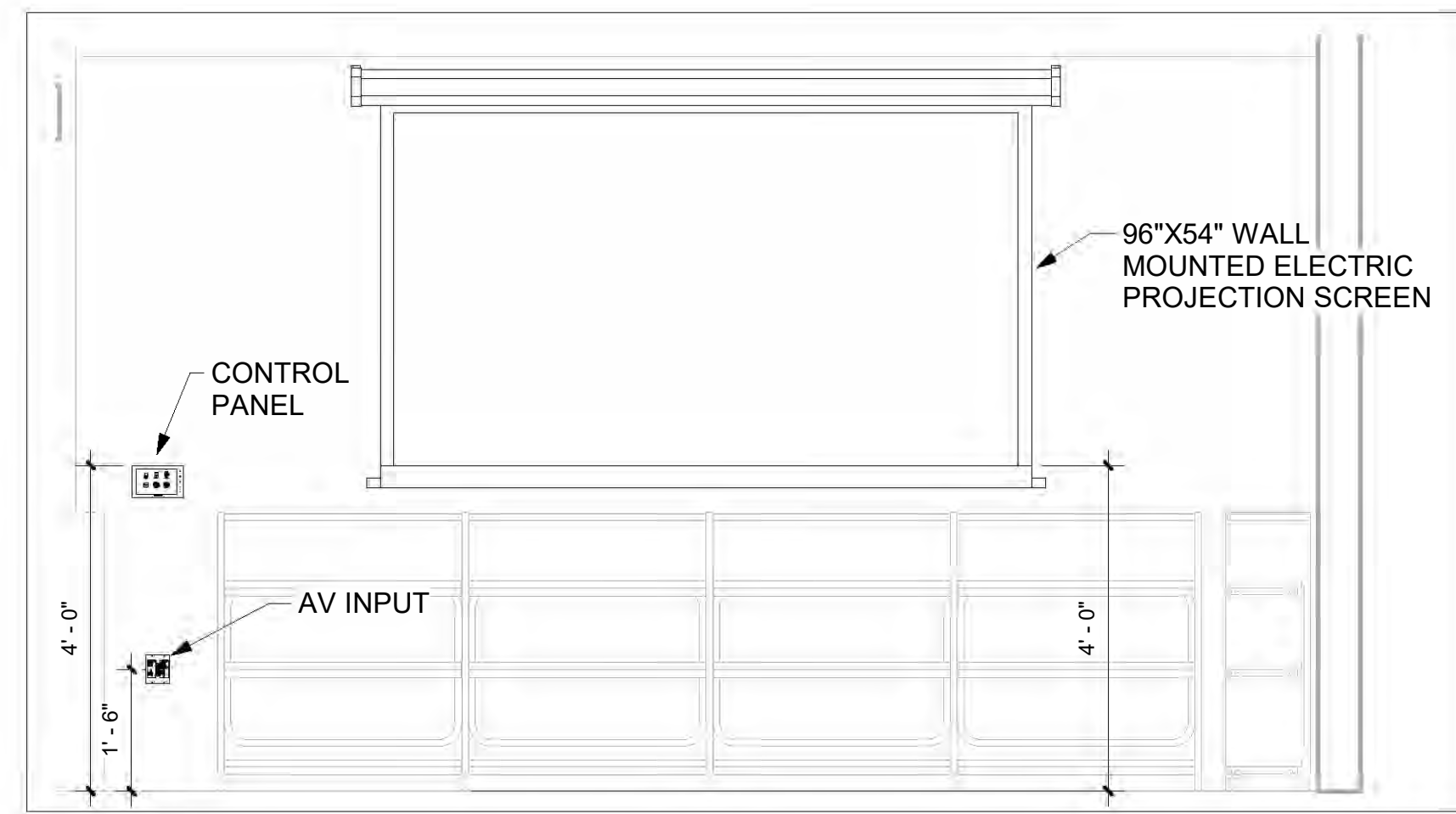
**SERVICE DESK - AV
ELEVATION**

SCALE: 1/2" = 1'-0"

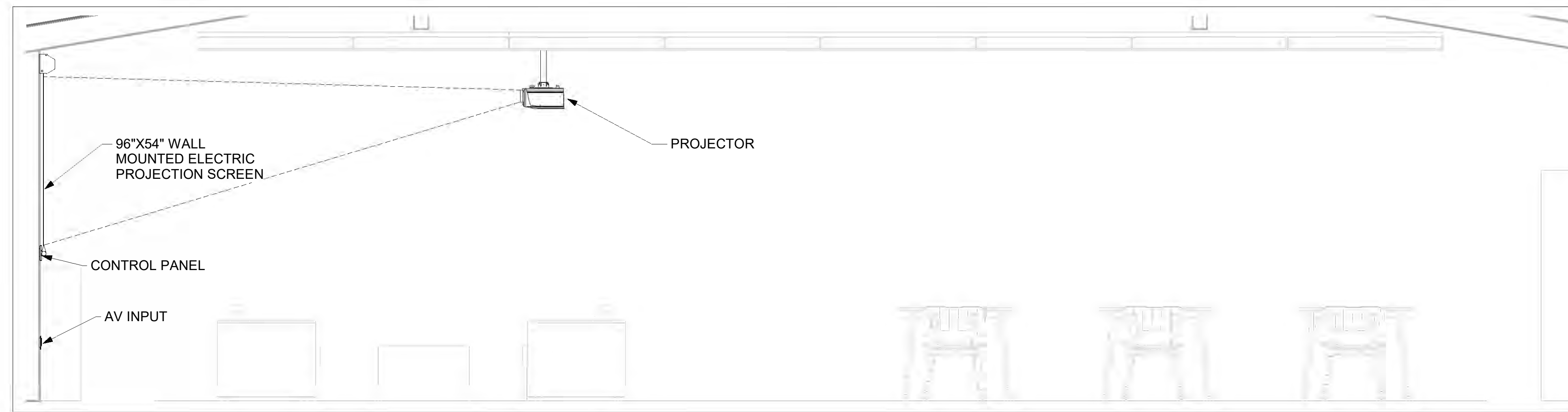
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AV302

3 - AV		
TYPE	DETAIL	SHEET
KEY PLAN	1	AV101
ENLARGED PLAN	1	AV203



1 ADULTS ROOM - AV ELEVATION
1/2" = 1'-0"



2 ADULTS ROOM - SECTION
1/2" = 1'-0"



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SHEET TITLE:

**ADULTS ROOM - AV
ELEVATION**

SCALE: 1/2" = 1'-0"

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DATE: 7/29/2022

SHEET TITLE:

LEGEND

SCALE: 1/8" = 1'-0"

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EAV000

AV INFRASTRUCTURE	
SHEET	NAME
00-TITLE AND REFERENCE	
EAV000	LEGEND
10-KEY	
EAV101	FLOOR PLAN
20-ENLARGED	
EAV201	STUDY ROOM - ENLARGED PLANS
EAV202	SERVICE DESK ENLARGED PLANS
EAV203	ADULTS ROOM ENLARGED PLANS
30-ELEVATIONS	
EAV301	STUDY ROOM - INFRASTRUCTURE ELEVATION
EAV302	SERVICE DESK - INFRASTRUCTURE ELEVATION
EAV303	ADULTS ROOM - INFRASTRUCTURE ELEVATION

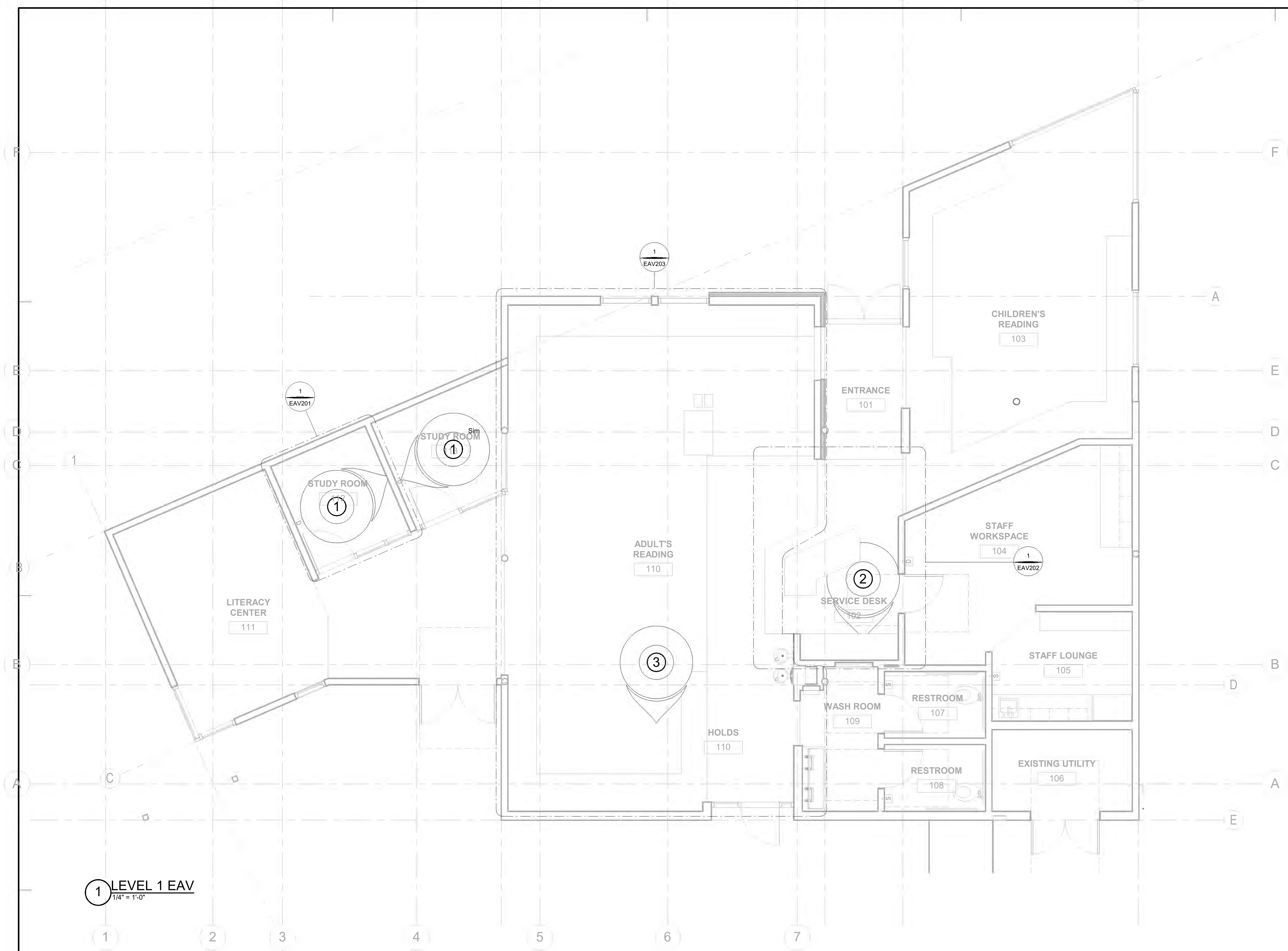
AV BOX SCHEDULE		
DEVICE		DESCRIPTION
□	B	TYPE "B" - 2 GANG 3.5" DEEP BOX. RACO #696
□	T	TYPE "T" - WALL BOX FLAT PANEL POWER/ACCESSORY BOX MANUFACTURER: FSR INC. BOX PART #: PWB-FR-450 WHT - W/DIRECT TIE-IN POWER STRIP
□	W	TYPE "W" - WALL BOX FLAT PANEL POWER/ACCESSORY BOX MANUFACTURER: RPVISUALS INC BOX PART #: RPWM-32-BOX-WSS INCLUDE QTY 4 AV BOX TYPE "A" SINGLE GANG ENCLOSURES

CONDUIT INSTALLATION NOTES

ASSOCIATED WITH DIVISION 26

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

- ALL RACEWAY SHOWN IN THESE "EAV" DRAWINGS IS FOR AV CABLE, AND IS IN ADDITION TO ANY CONDUIT SHOWN ON ANY OTHER DRAWINGS.
- ROUTING OF CONDUIT SHOWN FOR DESIGN INTENT ONLY. COORDINATE EXACT ROUTE BASED ON FIELD CONDITIONS.
- ALL CONDUIT CONNECTORS SHALL BE FURNISHED WITH NYLON BUSHINGS AND CHASE NIPPLES TO PREVENT DAMAGE TO CABLES FROM BURRED OR UNEVENLY CUT CONDUIT.
- KEEP 90° BENDS TO A MINIMUM. THE CONDUIT SYSTEM SHALL NOT HAVE MORE THAN THREE 90° BENDS OR THEIR EQUIVALENT (270°) BETWEEN PULL BOXES.
- ALL PULL BOXES AND OUTLET BOXES SHALL BE AT LEAST 3.5" DEEP.
- INSTALL NYLON PULL STRINGS IN ALL CONDUITS.
- CAULK OR OTHERWISE SEAL ALL PENETRATIONS THROUGH ACOUSTICAL PARTITIONS AND BARRIERS WITH ACOUSTICAL SEALANT. SEE DIV. 7 SEALANT SECTION.
- ALL AV RELATED JUNCTION BOXES AND STUB OUTS SHALL REMAIN ACCESSIBLE AT ALL TIMES.
- 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.
- WHERE CONDUIT CONNECTS CEILING SPEAKER ENCLOSURES, THE ENCLOSURES, AND ASSOCIATED SUPPORT HARDWARE SHALL BE PROVIDED BY THE ELECTRICAL CONTRACTOR.
- CEILING SPEAKERS ARE SHOWN FOR ZONING AND CONDUIT SIZING AND ROUTING ONLY. REFERENCE ARCHITECTURAL REFLECTED CEILING PLANS FOR EXACT CEILING SPEAKER LOCATIONS.
- ALL CONDUIT SHALL BE (EMT) ELECTRICAL METAL TUBING OR (IMC) INTERMEDIATE METALLIC CONDUIT UNLESS OTHERWISE NOTED.
- PVC IS UNACCEPTABLE UNLESS OTHERWISE NOTED.
- CONDUIT RUNS NOT TO EXCEED 90M FROM END TO END ON ANY PATHWAY.



LEVEL 1 - EAV			
ROOM NAME	ROOM NUMBER	LAYOUT	ENLARGEMENT
1 - Study Room			
STUDY ROOM	112	A	EAV201
STUDY ROOM	113	A	EAV201
2 - Service Desk			
SERVICE DESK	102	A	EAV202
3 - Adults Room			
ADULTS	110	A	EAV203

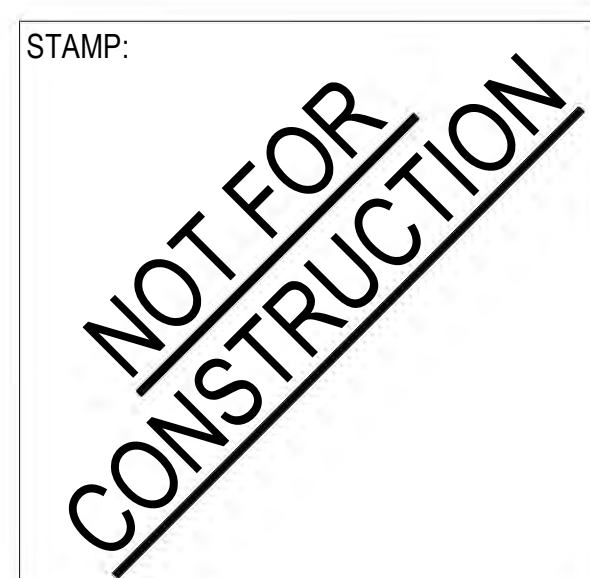


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PROJECT NO. 2111020
DATE: 7/29/2022
SHEET TITLE:

FLOOR PLAN

SCALE: 1/4" = 1'-0"

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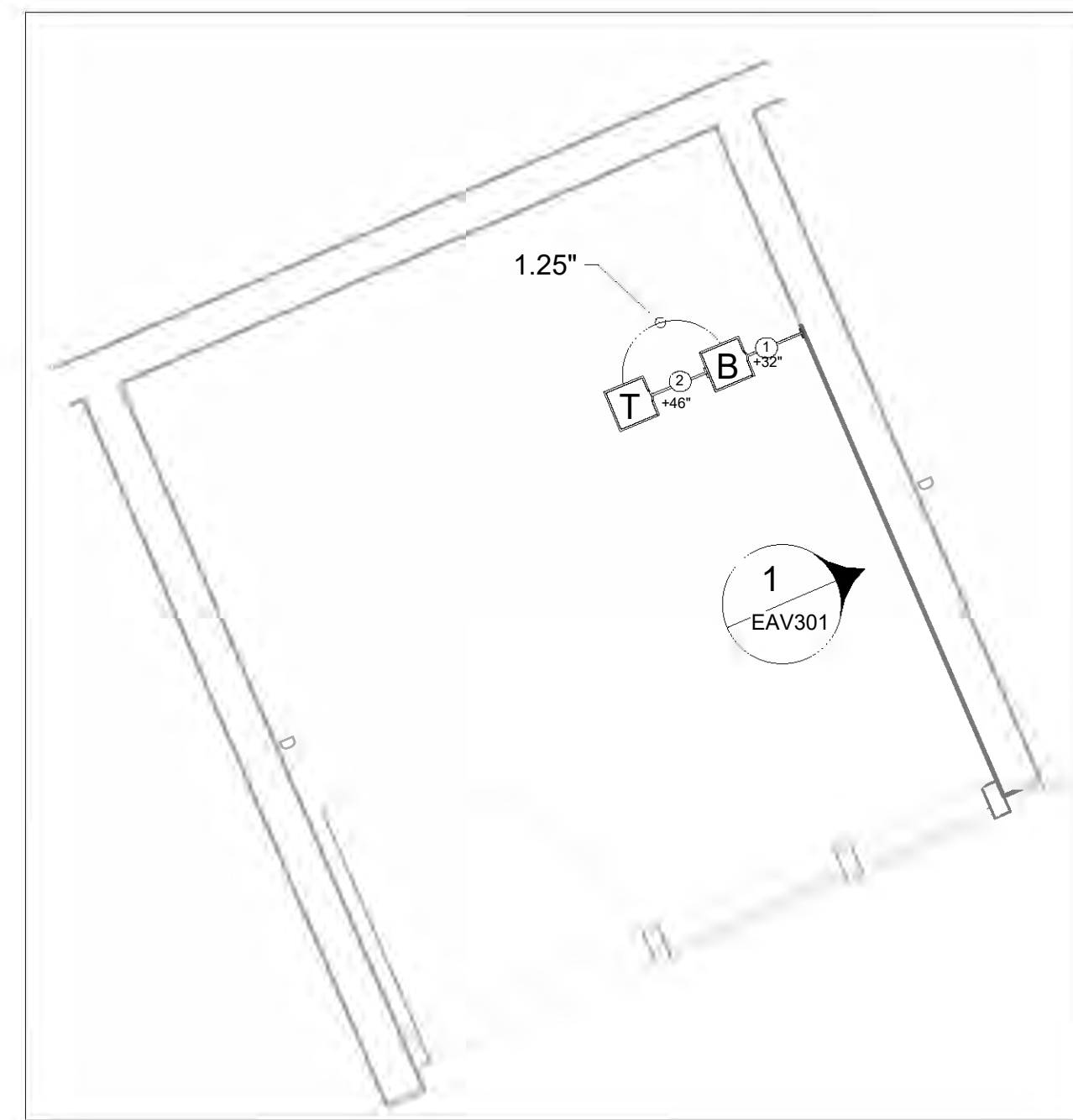
EAV101

1 LEVEL 1 EAV
1/4" = 1'-0"

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1 - EAV

TYPE	DETAIL	SHEET
KEY PLAN	1	EAV101
ENLARGED PLAN	1	EAV201



1 STUDY ROOM - INFRASTRUCTURE PLAN
1/2" = 1'-0"



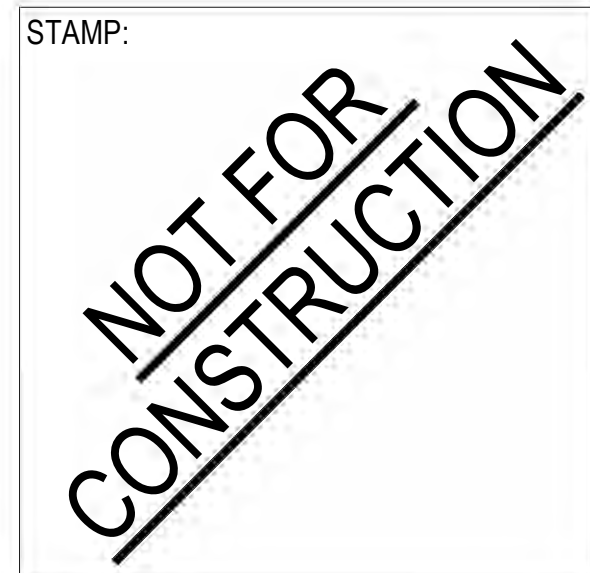
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DATE: 7/29/2022

SHEET TITLE:

**STUDY ROOM -
ENLARGED PLANS**

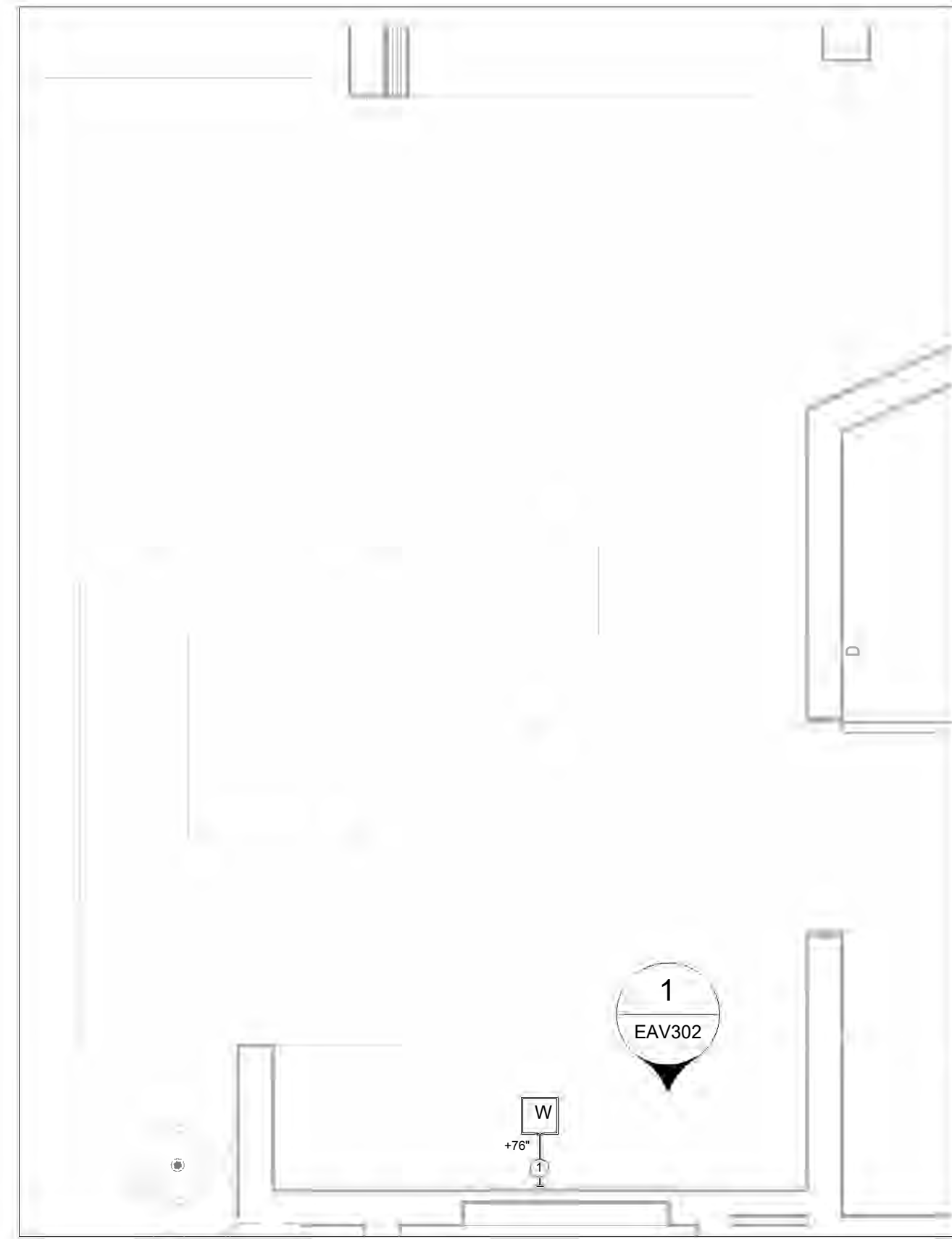
SCALE: 1/2" = 1'-0"

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EAV201

2 - EAV

TYPE	DETAIL	SHEET
KEY PLAN	1	EAV101
ENLARGED PLAN	1	EAV202



1 SERVICE DESK - INFRASTRUCTURE PLAN
1/2" = 1'-0"



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PROJECT NO. 2111020

DATE: 7/29/2022

SHEET TITLE:

**SERVICE DESK
ENLARGED PLANS**

SCALE: 1/2" = 1'-0"

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EAV202

3 - EAV

TYPE	DETAIL	SHEET
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KEY PLAN	1	EAV101
ENLARGED PLAN	1	EAV203

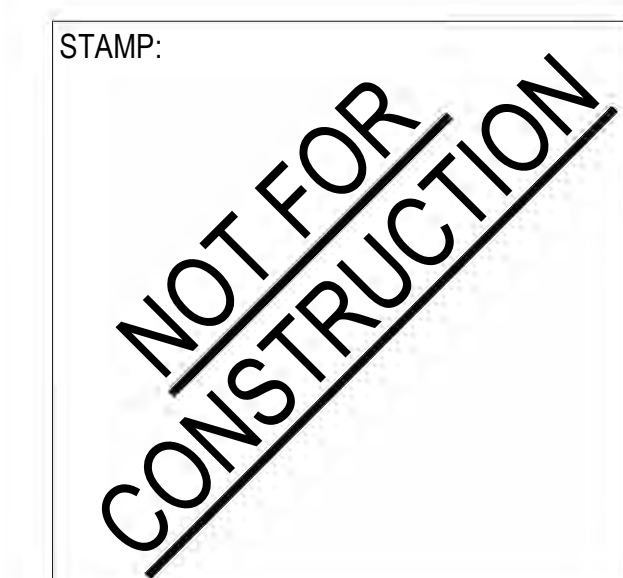


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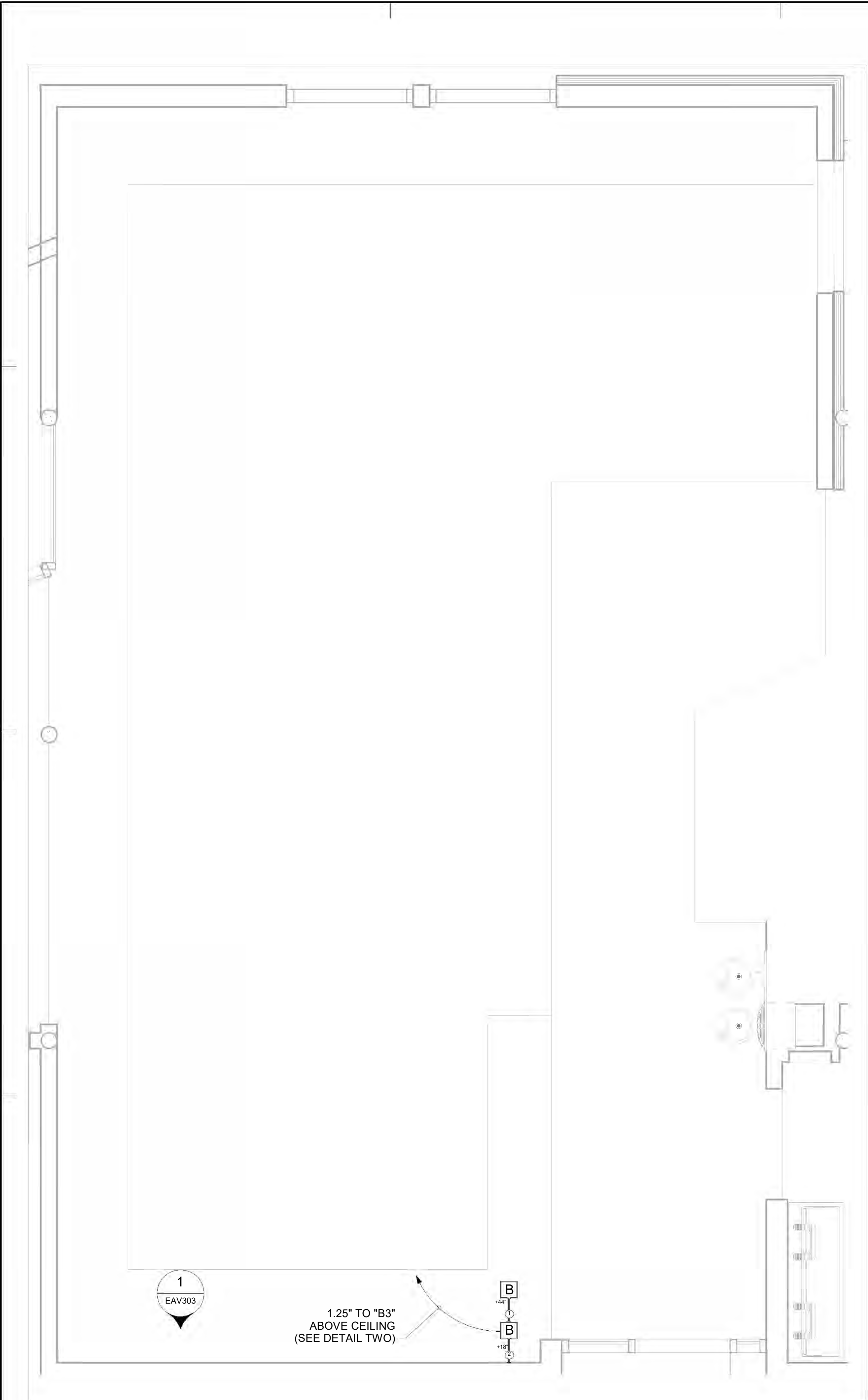
PROJECT NO. 2111020
DATE: 7/29/2022
SHEET TITLE:

**ADULTS ROOM
ENLARGED PLANS**

SCALE: 1/2" = 1'-0"

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EAV203

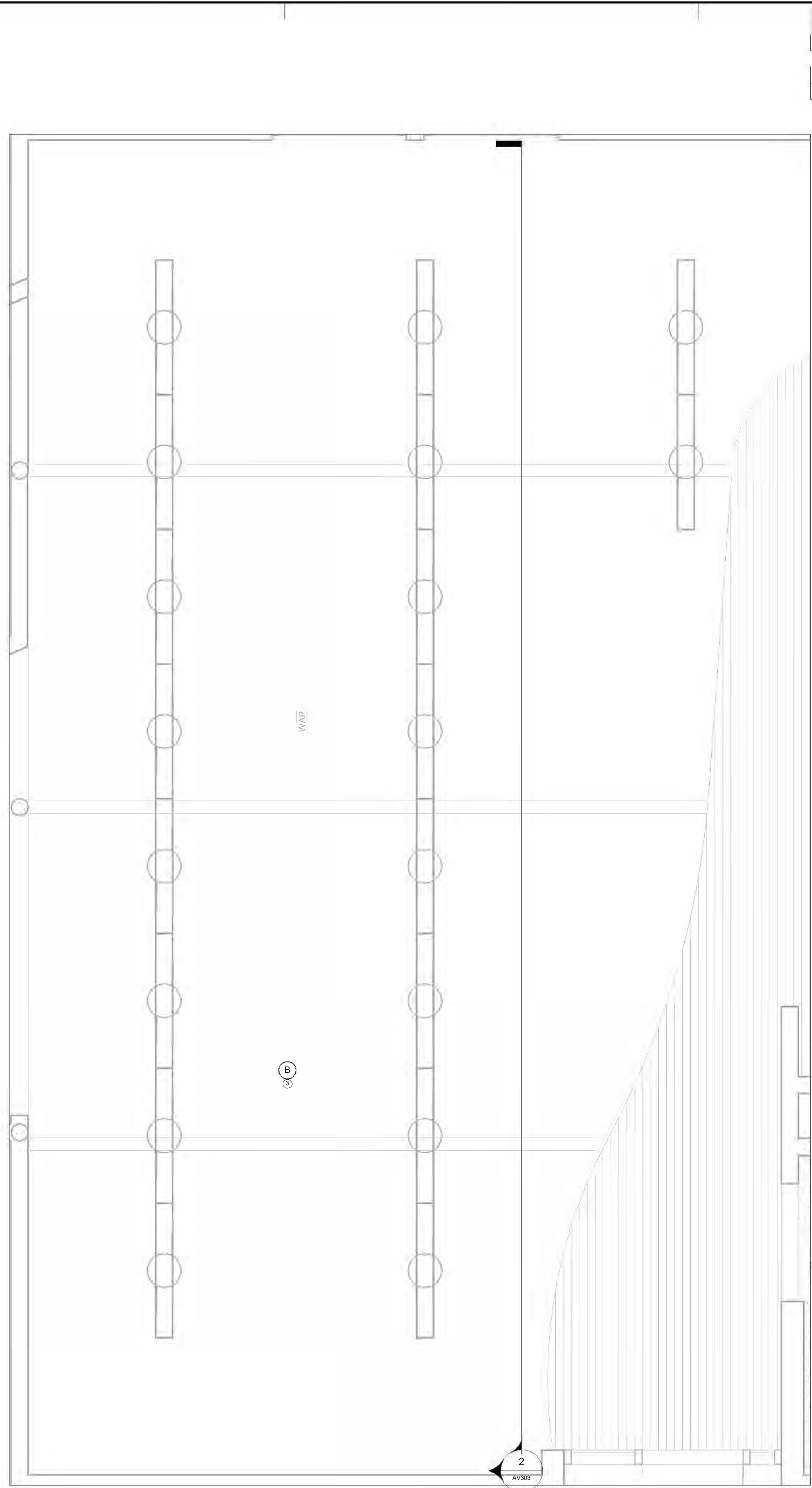


1
EAV303

1.25" TO "B3"
ABOVE CEILING
(SEE DETAIL TWO)

B
+4'-1"
B
+1'-1"

1 ADULTS ROOM - INFRASTRUCTURE PLAN
1/2" = 1'-0"



WAP

B

2
AV303

2 ADULTS ROOM - INFRASTRUCTURE RCP
1/2" = 1'-0"

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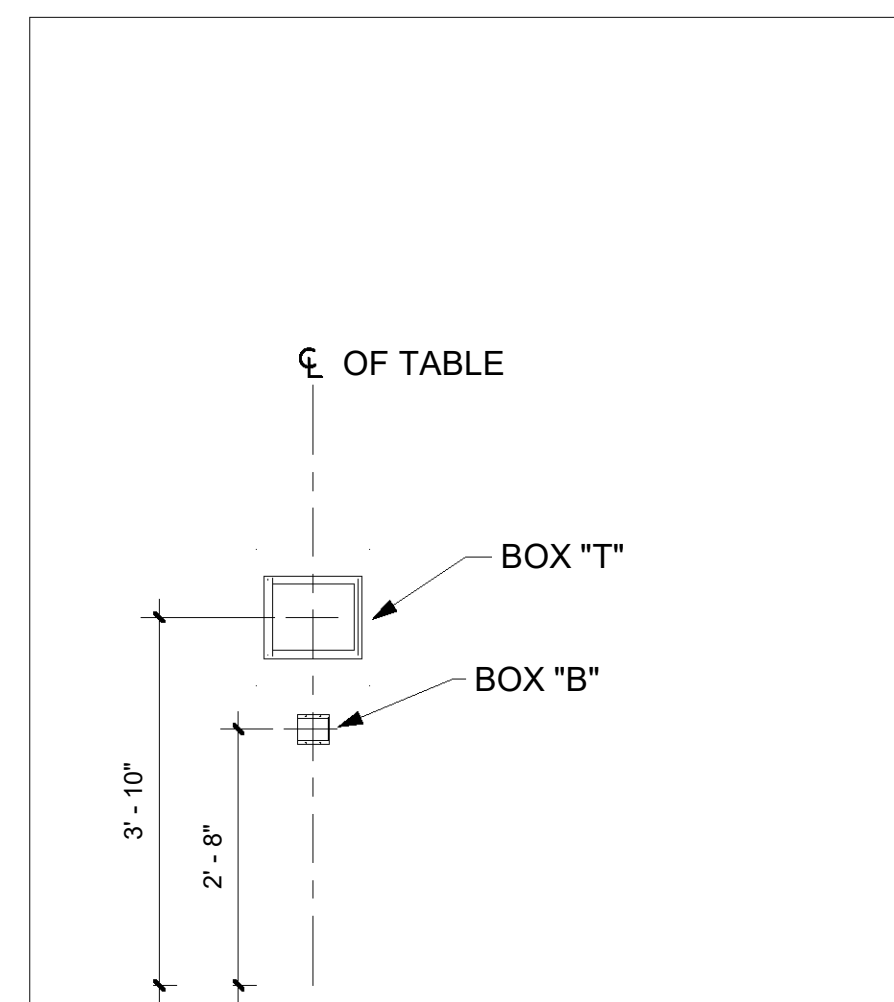
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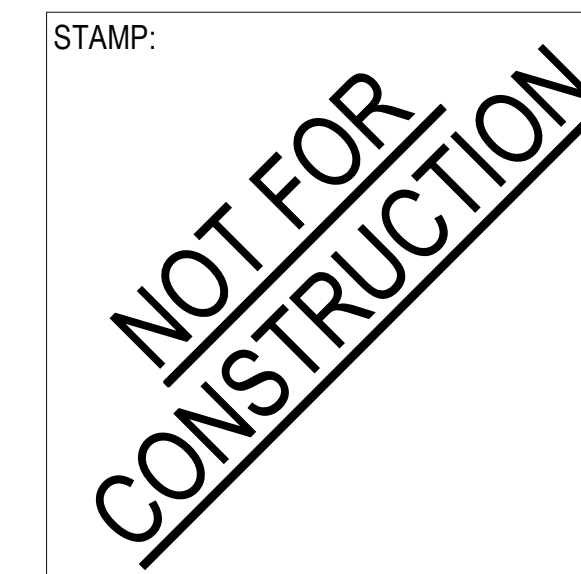
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1 STUDY ROOM - INFRASTRUCTURE ELEVATION
1/2" = 1'-0"



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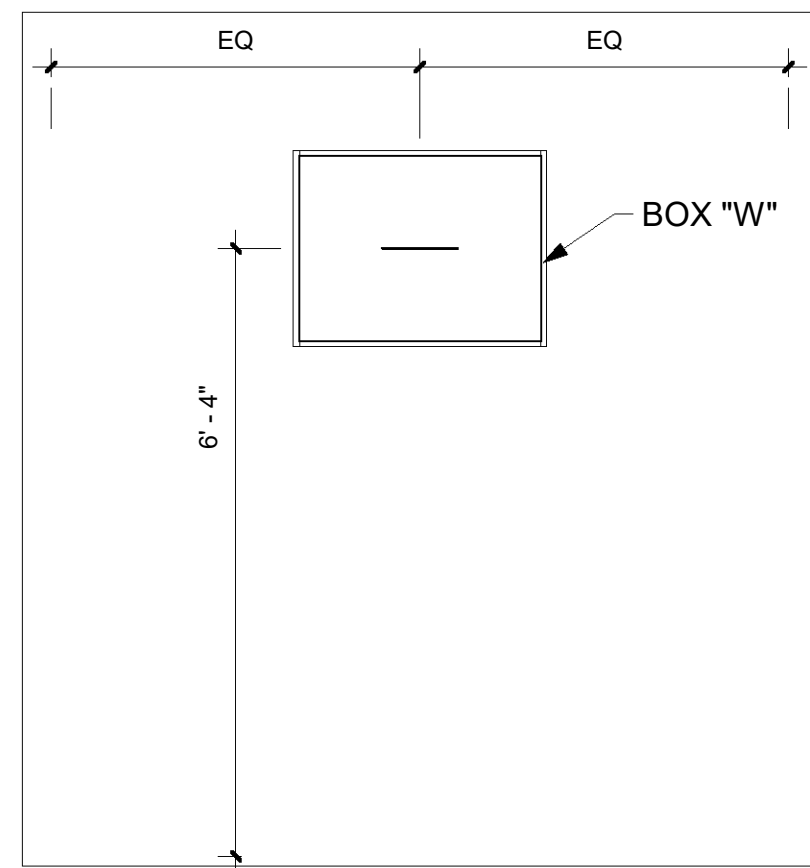
SHEET TITLE:

**STUDY ROOM -
INFRASTRUCTURE
ELEVATION**

SCALE: 1/2" = 1'-0"

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EAV301



1 SERIVE DESK - INFRASTRUCTURE ELEVATION
1/2" = 1'-0"



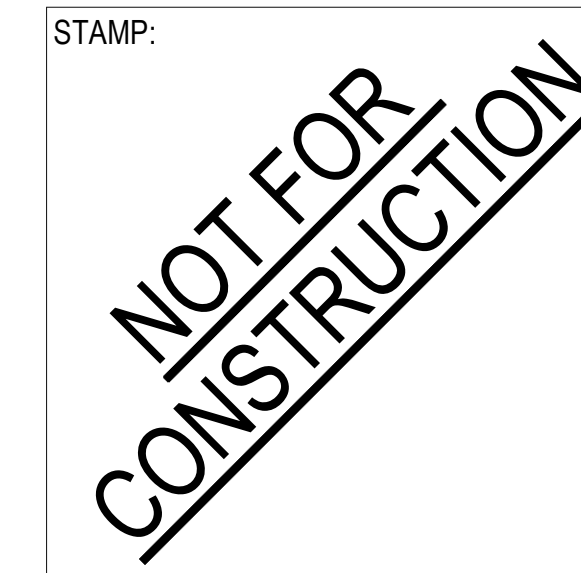
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PROJECT NO. 2111020

DATE: 7/29/2022

SHEET TITLE:

**SERVICE DESK -
INFRASTRUCTURE
ELEVATION**

SCALE: 1/2" = 1'-0"

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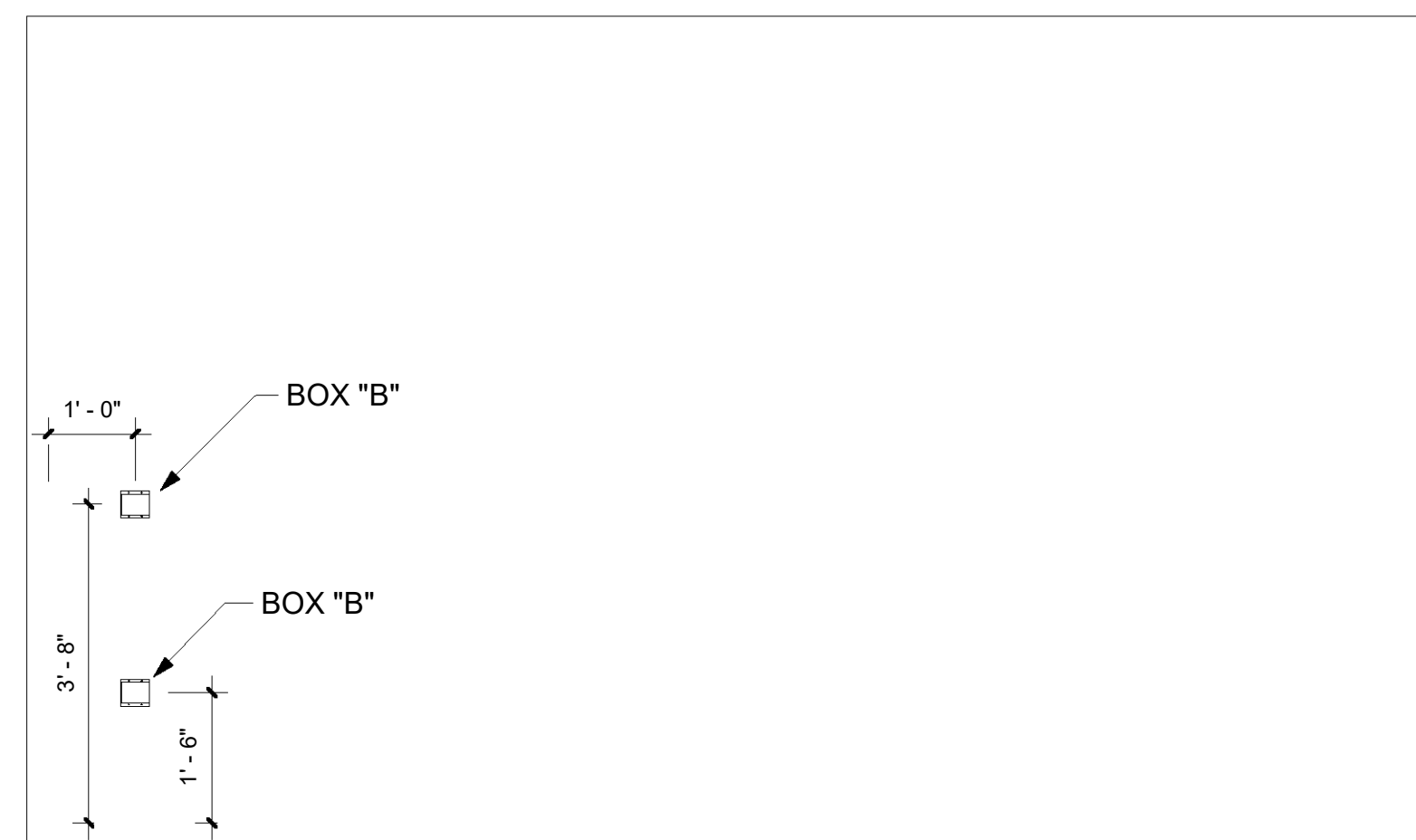
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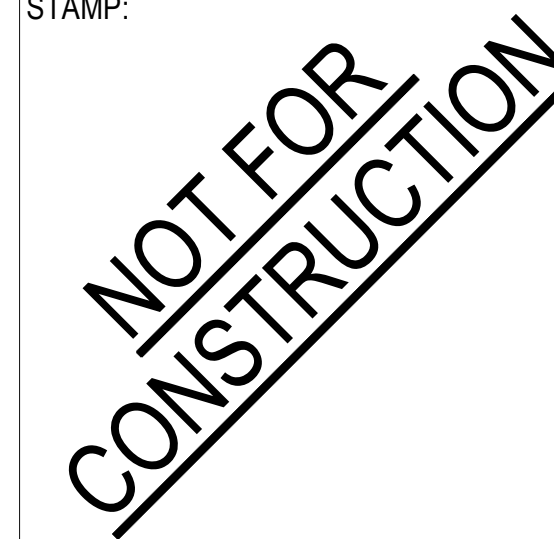


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1 ADULTS ROOM - INFRASTRUCTURE ELEVATION
1/2" = 1'-0"

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**ADULTS ROOM -
INFRASTRUCTURE
ELEVATION**

SCALE: 1/2" = 1'-0"

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EAV303

SECTION 27 00 00

GENERAL COMMUNICATIONS REQUIREMENTS

PART 1 - GENERAL

1.1. SUMMARY

- A. The work covered under this Section shall consist of a design, furnishing of all material, labor, and installation for completion of an operable end to end structured cabling system. This includes - but is not limited to - furnishing and installing cable, cable supports, cable ties, innerduct, racks, cabinets, termination components, ancillary equipment, testing, and labeling and documentation of cables and connectors, for a complete end-to-end solution.
- B. Refer to the contract documents for locations of Telecom Rooms (TRs), Equipment Room (ER), and telecommunication outlets (TOs). Note that the port and cable count at each TO may vary by location.
- C. It shall be the responsibility of the contractor, to work with the Owner and provide the necessary assistance to make any connections from the owners' outside plant, service provider to establish services which shall ride on the new cabling system. These activities include, but are not limited to patch cords, cross connects, general wiring, documentation, and cable pair identification.

1.2. RELATED DOCUMENTS

- A. General and Supplementary Conditions

1.3. RELATED SECTIONS

- A. Division 01 – General Conditions
- B. Division 07 – Penetration Firestopping
- C. Division 26 - Grounding and Bonding
- D. Division 26 - Raceway and Boxes
- E. Division 26 - Wiring Devices
- F. Division 27 - Communications

1.4. ACRONYMS AND DEFINITIONS

- A. BICSI: Building Industry Consulting Service International
- B. Cross-Connect: A facility enabling the termination of cable elements and their interconnection or cross-connection

- C. EMI: Electromagnetic interference
- D. Horizontal Cabling: Cabling between and including the telecommunications outlet/connector and the horizontal cross-connect
- E. IDC: Insulation displacement connector
- F. LAN: Local area network
- G. NRTL: Nationally Recognized Testing Laboratory, an independent agency, with the experience and capability to conduct the testing indicated, as defined by OSHA in 29 CFR 1910.7
- H. RCDD: Registered Communications Distribution Designer, a BICSI-certification
- I. RMC: Rigid metallic conduit
- J. TR: Telecom Room
- K. UTP: Unshielded twisted pair
- L. Cat. 6A: Augmented Category 6 UTP, as defined by TIA standards

1.5. CONTRACTOR QUALIFICATIONS

- A. The contractor shall be a company specializing in the installation of communication cable and accessories with a minimum of five years documented experience on similar systems.
- B. Must be a current certified partner of the solutions being furnished and installed in order to meet the requirements for the extended warranty and service programs.
- C. Must hold a current communications cabling license within the State the project is taking place and must be verifiable for good standing.
- D. Contractor must have a current affiliation with BICSI.
- E. Within the project's onsite team, 15% of installers shall hold a BICSI Installer 1 certification, 15% of installers shall also hold a BICSI Installer 2 certification (Both Optical Fiber and Copper). 10% of the team shall hold a BICSI ITS Technician certification and a minimum of (1) team member shall hold a current and valid BICSI RCDD certification.
- F. All BICSI certified field installers shall take on roles of Foreman or Team Lead to ensure installations are deemed compliant per codes and standards.
- G. Contractor must have satisfactorily completed (3) projects within the past 5 years of similar scope and amount within the same state.

- H. The selected Contractor shall provide a Project Manager to act a single point of contact for all activities performed under this section. The Project Manager shall be a Registered Communications Distribution Designer (RCDD). The RCDD shall have a minimum of 3 years experiences in design and installation. The designer must have sufficient experience in this type project(s) as to be able to lend adequate technical support to the field forces during installation, during the warranty period and during any extended warranty periods or maintenance contracts. The Contractor must attach a resume of the responsible designer to the Contractor's submittal for evaluation.
- I. The Project Manager, or designee thereof, shall be required to attend project meetings as required until project closeout/signoff.
- J. Should the Project Manager assigned to this project change during the installation, the new Project Manager assigned must meet all qualifications stated in this section, and must also submit a resume for review by the Consultant.
- K. If, in the opinion of the Consultant, the Project Manager does not possess adequate qualifications to support the project, the Consultant reserves the right to require the Contractor to assign a designer whom, in the Owner's opinion, possesses the necessary skills and experience required of this project.

1.6. REGULATORY REFERENCES

- A. ANSI/NFPA 70
- B. City of Altadena Building Code.
- C. ANSI/IEEE C2 - National Electrical Safety Code (NESC)
- D. NFPA 70-2011 - National Electrical Code (NEC)
- E. ANSI/TIA-568-C.0 – Generic Telecommunications Cabling for Customer Premises, published February 2009 and all latest addenda derived from ANSI/TIA 568-B
- F. ANSI/TIA-568-C.1 – Commercial Building Telecommunications Cabling Standard, published February 2009 and all latest addenda derived from ANSI/568-B
- G. ANSI/TIA-568-C.2 – Balanced Twisted Pair Telecommunication Cabling and Components Standard, published August 2009 and all latest addenda derived from ANSI/TIA 568-B
- H. ANSI/TIA-568-C.3 – Optical Fiber Cabling Components Standard, published June 2008 and all latest addenda derived from ANSI/TIA 568-B
- I. ANSI/TIA/EIA 569-B - Commercial Building Standard for Telecommunications Pathways and Spaces
- J. ANSI/TIA-606-B – Administration Standard for Telecommunications Infrastructure, published June 2012 including all latest addenda derived from TIA-606-A

- K. ANSI/TIA-607-B – Generic Telecommunications Bonding and Grounding (Earthing) for Customer Premises
- L. ANSI/TIA-758-A Customer Owned Outside Plant Telecommunications Infrastructure Standard
- M. IEEE 142 “Green Book”- Recommended Practice for Grounding of Industrial and Commercial Power Systems
- N. UL 444 - Standard for Communications Cable
- O. Rural Electrification Administration (REA) PE-89 - specification for filled telephone cables with expanded insulation
- P. Rural Electrification Administration (REA) PE-39 - specification for filled telephone cables
- Q. CEC Article 18-27-300.22©(1)
- R. NEC Article 250 for System Grounding
- S. NEC Articles 770 and 800 for Cable Listing Requirements
- T. Work performed should additionally comply with and follow guidelines established in the latest edition/revision, as of the date of the Contract Documents, of the following publications:
 - 1. BICSI Telecommunications Distribution Methods Manual (TDMM)
 - 2. BICSI Outside Plant Design Reference Manual (OSPDRM)
 - 3. National Electrical Contractors Association (NECA)/BICSI ANSI/NECA/BICSI-568-2006 Standard for Installing Commercial Building Telecommunications Cabling
- U. All materials shall be new and listed by UL and shall bear the UL label. If UL has no published standards for a particular item, then other national independent testing standards shall apply and such items shall bear those labels. Where UL has an applicable system listing and label, the entire system shall be so labeled.
- V. Notify Consultant of all material believed to be inadequate, unsuitable, in violation of law, ordinances, rules or regulations of authorities having jurisdiction.

1.7. CONFLICTING REQUIREMENTS

- A. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Consultant for a decision before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply

exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Consultant for a decision before proceeding.

1.8. SUBMITTALS

- A. Submittals shall include complete documentation of the system, products and accessories in a single submittal. Incomplete submittals will be returned unreviewed.
- B. Prior to the start of work the Contractor shall submit shop drawings in an electronic form. Plans shall be fresh designs by the contractor; they cannot be overlays of the Consultant's package which are indicative as the contract documents. Shop drawings shall contain:
 - 1. Full size floor plans showing proposed cable routing, wire basket routes, labeling of all outlets, locations of pullboxes.
 - 2. Full size floor plans and elevations of all telecommunication room racks and cabinets; also include all walls with equipment.
 - 3. Floor plans must include all outlet locations including identifiers as numbered and/or lettered characters per jack as determined by the contractor. These identifiers must match the corresponding jack within each patch panel within the TR.
 - 4. List of identifier numbers or letters for outlet jacks and corresponding TR patch panel jack shall be included as part of the complete run-list on the floor plan sheets or on separate dedicated run-list sheet(s). This run-list shall be used as a placeholder for final outlet & jack labeling.
 - 5. The run-list must be accurate and shall be printable for submitting to the owner for final patch cord planning and management.
 - 6. Elevations shall indicate part numbers and quantities for all equipment.
 - 7. Elevations of all type of outlet faceplates which shall include the configuration for jacks, blanks and the intended outlet labeling schemes.
 - 8. Floor plans shall include all ladder rack or overhead cable distribution hardware within the telecommunications rooms to be installed per manufacturer's instructions.
 - 9. Outside plant manhole and handhole designs coordinated with electrical as well as the site environment.
 - 10. Outside plant conduit arrangement details within ductbank and within the manholes and handholes as necessary.
 - 11. Outside plant conduit ductbank overall routing coordinated with electrical as well as the site environment.
 - 12. All seismic bracing and support details shall be provided in coordination with the general contractor as needed.
- C. Submittals shall include faceplates mockups sent to the Consultant for final review. Mockups shall have the manufacturer's cable markings clearly visible. The following are standard items that are to be submitted.
 - 1. Wall mounted outlet complete with faceplate, terminated jacks, blanks, and labeling for all types of outlets in project. Outlet should also contain 24" minimum of the cable proposed for the project.
 - 2. Wireless outlet complete with jacks, blanks, and labeling.

3. Wall phone (stainless steel) outlet.
 4. Modular furniture outlet complete with faceplate, jacks, blanks and labeling.
 5. Raceway outlet complete with faceplate, bezel, jacks, blanks and labeling.
 6. Floorbox outlet complete with faceplate, mounting plate, jacks and labeling.
- D. Where applicable, dimensions should be marked in units to match those specified.
 - E. Work shall not proceed without the consultant's "no exception taken" of the submitted items.
 - F. Floor plans will be provided to the Contractor in electronic (AutoCAD, ".dwg") formats to be utilized by the contractor in creating complete submittals and as-built documentation. These modified documents shall be provided to the Owner as part of the Record Documents.
 - G. All submittal documentation shall bear the stamp of a currently verifiable BICSI RCDD.
 - H. Plans shall be fresh designs by the Contractor; they cannot be overlays of the Consultant's package which is indicative as contract documents.
 - I. Contractor must submit documentation to support all Contractor Qualifications and Requirements under Section 1.5 which is to include but not limited to the following:
 1. End to end solution and partner documentation indicating contractor's staff has gone through proper channels and training support a minimum 25 year warranty and service program by the manufacturers.
 2. BICSI affiliations by contractor.
 3. BICSI cabling team's RCDD, Installer 1, Installer 2 (Optical Fiber and Copper) and ITS Technician certifications.
 4. Current copy of the State contractor's license for Communications Cabling.
 5. Documentation of (3) similar projects within the past 5 years in the same State.
 - J. Contractor shall include data sheets and literature of test equipment to be used for fiber and copper cabling and components.

1.9. MANUFACTURER CERTIFIED WARRANTY

- A. The manufacturer shall be a company specializing in communication cable and/or accessories with a minimum of five years documented experience in producing cable and/or accessories similar to those specified below.
- B. The system shall be comprised of components from a single manufacturer or a combination of manufacturers entering into a partnering agreement that allows for a warranty of the system.
- C. System warranty program documents must be from that of the cabling and component manufacturer and associated partners. Cabling and component warranty programs offered by the contractor alone are not acceptable.

- D. The warranty period shall be for not less than 25 years and warranty the cabling system and components will perform to the stated specifications for the warranty period.

1.10. QUALITY ASSURANCE

- A. **Installer Qualifications:** A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- B. **Specialists:** Certain sections of the Specifications require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
- C. Requirement for specialists shall not supersede building codes and regulations governing the Work.
- D. **Factory-Authorized Service Representative Qualifications:** An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material and design.

1.11. QUALITY CONTROL

- A. **Contractor Responsibilities:** Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
- B. **Manufacturer's Field Services:** Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing.
- C. **Manufacturer's Technical Services:** Where indicated, engage a manufacturer's technical representative to observe and inspect the Work.
- D. **Coordination:** Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.

PART 2 - PRODUCTS

2.1. NOT USED

PART 3 - EXECUTION

3.1. GENERAL

- A. Contractor shall follow standard industry installation practices as described in the latest release of the BICSI TDMM.
- B. Contractor shall be responsible for identifying and reporting to the Site Coordinator(s) any existing damage to walls, flooring, tiles and furnishings in the work area prior to start of work. All damage to interior spaces caused by the installation of cable, pathways or other hardware must be repaired by the Contractor. Repairs must match preexisting color and finish of walls, floors and ceilings. Any contractor-damaged ceiling tiles are to be replaced to match color, size, style and texture.
- C. The installation shall be supervised on site by a BICSI certified installer.
- D. The contractor shall have on staff a BICSI certified RCDD. RCDD certification shall be current and each submittal shall bear the stamp of the RCDD.
- E. Outlets shall be mounted flush on a wall-mounted box, on Surface Raceway and in Modular Furniture. Information Outlet locations are identified on Project Drawings.
- F. Avoid abrasion and other damage to cables during installation. Any cable damaged during installation shall be removed and a new cable installed.
- G. Cables shall be a continuous run. No in-line splices are permitted except were explicitly indicated on the drawings.

3.2. DELIVERY AND STORAGE

- A. Receive, handle, and store telecommunications system items and materials at the project site. Materials and items shall be so placed that they are protected from damage and deterioration.

3.3. INSTALLATION

- A. The drawings for work under Division 27 Sections related to communication systems are diagrammatic and are intended to convey the scope of work and indicate the general arrangement of conduit, boxes, equipment, termination hardware, fixtures and other work included in the Contract.
- B. The Contractor shall verify all dimensions and clearances before procuring any equipment.
- C. Location of items required by the drawings or specifications not definitely fixed by dimensions are approximate only and exact locations necessary to secure the best conditions and results shall be determined at the site and shall be subject to the approval of the Architect/Telecom Design Engineer.
- D. Follow drawings in laying out work, check drawings of other trades to verify spaces in which work will be installed, and maintain maximum headroom and space conditions at all points.

1. Where space conditions appear inadequate, the Architect/Telecom Design Engineer shall be notified before proceeding with installation.
 2. Minor conduit and cable tray rerouting and changes shall be made at no additional cost to the Owner.
 3. As necessary, adjust elevations of rack-mounted termination hardware and horizontal wire management panels so as to compensate for rack unit sizes of actual hardware used, as compared to hardware rack unit sizes depicted in Contract Drawings.
- E. Perform all work with skilled mechanics of the particular trade involved in a neat and workmanlike manner.
- F. Perform all work in cooperation and coordination with other trades and schedule.
- G. Furnish other trades advance information on locations and sizes of frames, boxes, sleeves and openings needed for the work, routes for conduit and cable tray raceway, and also furnish information and shop drawings necessary to permit trades affected to install their work properly and without delay.
- H. Where there is evidence that work of one trade will interfere with the work of other trades, all trades shall assist in working out space allocations to make satisfactory adjustments and shall be prepared to submit and revise coordinated shop drawings.
- I. With the approval of the Architect/Consultant and without additional cost to the Owner, make minor modifications in the work as required by structural interferences, by interferences with work of other trades or for proper execution of the work.
- J. Work installed before coordinating with other trades so as to cause interference with the work of such other trades shall be changed to correct such condition without additional cost to the Owner and as directed by the Architect.
- K. Minor changes in the locations of outlets, fixtures and equipment shall be made prior to rough in at the direction of the Architect/Consultant and at no additional cost to the Owner.
- L. Contractor shall cooperate with other trades and coordinate work so that conflicts with other work are eliminated.
- M. Equipment shall be installed with adequate space allowed for removal, repair or changes to equipment. Ready accessibility to removable parts of equipment and to wiring shall be provided without moving other equipment which is to be installed or which is in place. Contractor shall verify measurements. Discrepancies shall be brought to the Architect/Telecom Design Engineer's attention for interpretation.
- N. Determine temporary openings in the buildings that will be required for the admission of apparatus furnished under this Division, and notify the Architect/Consultant accordingly. In the event of failure to give sufficient notice in time to arrange for these openings during construction, assume all costs of providing such openings thereafter.

- O. Location of telecommunication outlets and raceway pathways are approximate and exact locations shall be determined on site.
- P. Contractor shall refer to contract documents for details, reflected ceiling plans, and large scale drawings.

3.4. COORDINATION

- A. The Contractor shall be responsible for the coordination of telecommunications work with the work of all other trades and shall, in preparing the drawings, check the work of other trades in order to avoid possible installation conflicts arising therefrom. It shall be understood that the work shown on the shop drawings has been so coordinated. In the event of conflicts or interference that cannot be resolved in the field, the Contractor shall request a written clarification from the Architect/Consultant.
- B. Coordinate service entrance arrangement with local exchange carrier(s).
 - 1. Meet jointly with local exchange carrier representatives and Owner to exchange information and agree on details of equipment arrangements and installation interfaces.
 - 2. Record agreements reached in meetings and distribute to other participants.
 - 3. Adjust arrangements and locations of distribution frames and cross-connect and patch panels in equipment rooms and wiring closets to accommodate and optimize arrangement and space requirements of telephone switch and LAN equipment.
- C. Where work covered by this Section connects to equipment furnished under other Sections, verify telecommunications work involved in the field and make proper connection to such equipment.

END OF SECTION 27 00 00

SECTION 27 05 26

GROUNDING AND BONDING FOR COMMUNICATIONS SYSTEMS

PART 1 - GENERAL

1.1. SUMMARY

- A. The work covered under this Section shall consist of a design, furnishing of all material, labor, and installation for completion of an operable end to end structured cabling system. This includes grounding and bonding of all passive and active equipment supplied by contractor and owner.
- B. This Section includes grounding of communications systems and equipment. Grounding requirements specified in this Section may be supplemented by special requirements of systems described in other Sections.

1.2. QUALITY ASSURANCE

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NEC, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
 - 1. Comply with UL 467.

1.3. RELATED DOCUMENTS

- A. General and Supplementary Conditions

1.4. RELATED SECTIONS

- A. Division 26 - Grounding and Bonding
- B. Division 26 - Raceway and Boxes
- C. Division 26 - Wiring Devices
- D. Division 27 - Communications

PART 2 - PRODUCTS

2.1. MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by approved manufacturers listed in Division 26 section, "Grounding and Bonding for Electrical Systems."

2.2. GROUNDING CONDUCTORS

- A. For insulated conductors, comply with Division 26 Section "Conductors and Cables."

- B. Communications Copper Bonding Conductors: As follows:
 - 1. Telecommunications Bonding Conductor (TBC) and Telecommunications Bonding Backbones (TBB): No. 3/0, stranded copper conductor, insulated.
 - 2. Telecommunications Equipment Bonding Conductor (TEBC): No. 6 AWG, stranded copper conductor, insulated.

2.3. CONNECTOR PRODUCTS

- A. Comply with IEEE 837 and UL 467; listed for use for specific types, sizes, and combinations of conductors and connected items.
- B. Connectors: Mechanical type, cast silicon bronze, solderless compression-type wire terminals, and long-barrel, two-bolt connection to ground bus bar.

2.4. TELECOMMUNICATIONS GROUNDING BUSBAR

- A. Comply with ANSI/TIA-607-B.
- B. Telecommunications Main Grounding Busbar (TMGB): Electro-tin plated copper, minimum 1/4 inch thick by 4 inches wide by minimum 20" long, with holes sized, spaced and in minimum quantities as follows:
 - 1. 5/16" holes at 5/8" spacing, minimum quantity of 27
 - 2. 7/16" holes at 1" spacing, minimum quantity of 3
 - 3. Provide longer TMGB as necessary to accommodate quantity of actual bonding connections required in field.
- C. Telecom Grounding Busbar (TGB): Electro-tin plated copper, minimum 1/4 inch thick by 2 inches wide by minimum 12" long, with holes sized, spaced and in minimum quantities as follows:
 - 1. 5/16" holes at 5/8" spacing, minimum quantity of 6
 - 2. 7/16" holes at 1" spacing, minimum quantity of 3
 - 3. Provide longer TGB as necessary to accommodate quantity of actual bonding connections required in field, per communications room.

PART 3 - EXECUTION

3.1. INSTALLATION

- A. Grounding Conductors: Route along shortest and straightest paths possible, unless otherwise indicated. Avoid obstructing access or placing conductors where they may be subjected to strain, impact, or damage.
- B. Bond metallic raceways used for routing of communications bonding conductors, to the communications bonding conductor at each end.

3.2. CONNECTIONS

- A. General: Make connections so galvanic action or electrolysis possibility is minimized. Select connectors, connection hardware, conductors, and connection methods so metals in direct contact will be galvanically compatible.

1. Use electroplated or hot-tin-coated materials to ensure high conductivity and to make contact points closer to order of galvanic series.
 2. Make connections with clean, bare metal at points of contact.
 3. Make aluminum-to-steel connections with stainless-steel separators and mechanical clamps.
 4. Make aluminum-to-galvanized steel connections with tin-plated copper jumpers and mechanical clamps.
 5. Coat and seal connections having dissimilar metals with inert material to prevent future penetration of moisture to contact surfaces.
- B. Equipment Grounding Conductor Terminations: Use pressure-type grounding lugs.
- C. Tighten screws and bolts for grounding and bonding connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A.
- D. Compression-Type Connections: Use hydraulic compression tools to provide correct circumferential pressure for compression connectors. Use tools and dies recommended by connector manufacturer. Provide embossing die code or other standard method to make a visible indication that a connector has been adequately compressed on grounding conductor.

3.3. TELECOMMUNICATIONS GROUNDING AND BONDING

- A. Comply with NEC, ANSI/TIA-607-B and UL 467.
- B. Comply with telecommunications ground details and riser diagrams in Contract Drawings.
- C. Telecommunications Grounding Busbars: TMGB and TMB within facility to provide for telecommunications grounding system.
1. Locate grounding terminals in each telecommunications room.
 2. Mount on wall of telecommunications entrance facility, equipment room, and closet, with standoff insulators.
- D. Bonding Conductors:
1. Extend a TBC from TMGB to electrical entrance facility and connect to grounding electrode system.
 2. Extend a TBB from TMGB to each TGB.
 3. Extend a TEBC from TGB to ground terminals at communication relay racks, wall-mount communication racks and cabinets, primary protection blocks, overhead ladder rack runway systems and cable basket tray systems.
- E. Special Requirements:
1. Bonding conductors shall be insulated copper, sized as noted in Contract Drawings.
 2. Bonding conductors shall be installed without splices unless as noted in telecommunications grounding riser diagram, or as approved by Architect because of special circumstances. Where splices are necessary, they shall be accessible. Splices shall be by irreversible compression connectors or by exothermic welding.

- F. Primary Protectors
 - 1. Primary protectors shall be installed on each cable end, in the appropriate building entrance protector.
 - 2. Primary protector enclosure shall be bonded to the building grounding system utilizing a minimum #6 AWG ground wire.

- G. Compression-Type Connections: Use hydraulic compression tools to provide correct circumferential pressure for compression connectors. Use tools and dies recommended by connector manufacturer. Provide embossing die code or other standard method to make a visible indication that a connector has been adequately compressed on grounding conductor.

END OF SECTION 27 05 26

SECTION 27 05 28

PATHWAYS FOR COMMUNICATIONS SYSTEMS

PART 1 - GENERAL

1.1. SUMMARY

- A. The work covered under this Section shall consist of a design, furnishing of all material, labor, and installation for completion of an operable end to end structured cabling system. This includes pathways for distribution and protection of cabling and components.

1.2. QUALITY ASSURANCE

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NEC, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- B. Comply with UL 467.
- C. General Requirements: Comply with ANSI/TIA-569-B.
- D. Cable Support: NRTL labeled for support of Category 6 cabling, designed to prevent degradation of cable performance and pinch points that could damage cable.
 - 1. Support brackets with cable tie slots for fastening cable ties to brackets.
 - 2. Lacing bars, spools, J-hooks, and D-rings.
 - 3. Straps and other devices.
 - 4. Bridle rings not permissible unless furnished with cable saddles.

1.3. RELATED DOCUMENTS

- A. General and Supplementary Conditions

1.4. RELATED SECTIONS

- A. Division 26 - Grounding and Bonding
- B. Division 26 - Raceway and Boxes
- C. Division 26 - Wiring Devices
- D. Division 27 – Communications

PART 2 - PRODUCTS

2.1. MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by approved manufacturers listed in Division 26 section, "Grounding and Bonding for Electrical Systems."

2.2. CONDUIT AND ELECTRICAL BOXES

- A. Comply with requirements in Division 26 Section "Raceways and Boxes." Flexible metal conduit shall not be used, except as indicated in Contract Drawings. Coordinate with layout and sizing details and requirements as indicated in Contract Drawings.
 - 1. Outlet boxes shall be no smaller than 4 inches wide, 4 inches high and 2-1/8 inches deep.
 - 2. Minimum conduit to telecom outlet locations: Trade Size 1, unless otherwise noted in Contract Drawings

2.3. J-HOOK

- A. J-Hook shall have a flat bottom and provide a minimum of 1-5/8 inch cable bearing surface.
- B. J-Hook shall have 90 degree radius edges to prevent damage while installing cables.
- C. J-Hook shall be designed so the mounting hardware is recessed to prevent cable damage.
- D. J-Hook shall have a stainless steel cable latch retainer to provide containment of cables within the hook. The retainer shall be removable and reusable.
- E. J-Hook shall be factory assembled for direct attachment to walls, hanger rods, beam flanges, purlins, strut, floor posts, etc. to meet job conditions.
- F. Factory assembled multi-tiered j-hooks shall be used where required to provide separate cabling compartments, or where additional capacity is needed.

2.4. CABLE TIES

- A. Bundle and support all cables and to provide a neat and orderly cabling installation.
- B. Velcro tie wraps shall be used in the telecom room. Zip ties and wraps that cannot be adjusted once installed are not acceptable.
- C. Velcro tie wraps shall be used for bundling all horizontal cabling which shall be supported by J-hooks.
- D. Velcro tie wraps shall be provided at 3 ft. intervals minimum. On completion of installation, all cable bundles shall be neatly run and re-tied.
- E. Provide a minimum of 30% overlap of wrap for each tie.
- F. Wraps shall be Black in color.

- G. Velcro wraps shall be plenum rated in all areas outside the telecom rooms.

2.5. DISTRIBUTION RINGS (D-RINGS).

- A. Must be used to support and dress out cables on plywood backboards vertically and horizontally. Cables shall not be supported by cable ties alone on backboard.
- B. Individual D-rings shall be sized to allow a minimum of 50% spare capacity for future cable installation.

PART 3 - EXECUTION

3.1. GENERAL

- A. Cable shall be neatly dressed out in telecom rooms.
- B. Secure cabling with Velcro type cable wraps only.
- C. Install distribution rings on plywood backboards to support cables.

3.2. J-HOOKS

- A. Provide J-hooks to support communications cables at locations where cable tray and/or conduit is not provided.
- B. Provide J-hooks assemblies on 4-foot intervals to support all outlet cables. Install J-hooks approximately 12 inches above lay-in ceiling. Use J-hooks to support not more than 50 cables per hook. Provide additional hooks in rows as required to support more than 50 cables.
- C. Individual J-hooks shall be arranged to allow a minimum of 50% spare capacity for future cable installation.
- D. Secure J-hooks to concrete slab using threaded expansion anchor bolts. Drill slab and install expansion bolt.
- E. Coordinate location with HVAC duct and lights. Do not install above fluorescent lighting fixtures.

3.3. CABLE WRAP AROUND SLEEVING (ALL OPEN OFFICE AREAS)

- A. Provide braided sleeving over bundles of cables entering the workstation islands from the walkerdut, poke-thru, floorbox & raised floor grommet provisions.
- B. Product must be a braided polyethylene material.
- C. Sleeving must be sized to accommodate the diameter of cable bundles as needed.
- D. Product must be flexible and expandable to accommodate the routing of cable and expansion for 15% of future cabling capacity.

- E. Color options must be submitted for review by the design team.
- F. Provide Techflex FlexoPet product or equal subject to review.

END OF SECTION 27 05 28

SECTION 27 08 00

COMMISSIONING OF COMMUNICATIONS SYSTEMS

PART 1 - GENERAL

1.1. SUMMARY

- A. The work covered under this Section shall consist of a testing, documenting, and commissioning of an operable end to end structured cabling system.
- B. Complete installation shall comply with the campus or owner's latest telecommunication and IT standards documents.

1.2. RELATED SECTIONS

- A. Division 27

1.3. PROJECT AS-BUILT AND CLOSEOUT DOCUMENTS

- A. Accurately record exact sizes, locations, heights and quantities of cables and Information Outlets.
- B. As-built drawings shall indicate all final cable routes and final outlet locations. Outlet locations shall be identified by their sequential number as defined elsewhere in this document. Numbering, icons and drawing conventions used shall be consistent throughout all documentation provided.
- C. As-built drawings must include all final labeling information at every outlet derived from initial run-list produced within shop drawings as described per all items under Section 27 00 00-1.8-B.
- D. Final labeling must include labeling on the patch panels within the TRs & ER.
- E. Drawings shall indicate final TR & ER locations along with their final build
- F. Drawings shall indicate final TR & ER locations along with their final build out conditions at end of the project.
- G. Submit bound folders of product used in the project for record.
- H. Submit cable tester calibration reports.
- I. Submit all copper and fiber optic test results as indicated in Part 3 of this specification. This should include every cable channel installed in the project.
- J. Plans shall be provided in full size PDF, AutoCAD or REVIT format within a CD or DVD along with hard copies.

PART 2 - PRODUCTS

COMMISSIONING OF COMMUNICATIONS SYSTEMS

BOB LUCAS LITERACY CENTER RENOVATIONS

27 08 00 - 1

2.1. NOT USED

PART 3 - EXECUTION

3.1. GENERAL

- A. Contractor shall follow standard industry installation practices as described in the latest release of the BICSI TDMM.

3.2. IDENTIFICATION AND LABELING

- A. All backbone and station cables, faceplates and termination components shall be clearly labeled in accordance with EIA/TIA 606-B.
- B. The Contractor shall obtain the labeling scheme from the Owner.
- C. Labels strips shall be covered with a protective plastic coating. Labels shall be machine printed. No handwritten label shall be accepted. Stick-on labels are not acceptable.
- D. Components
 - 1. The labeling made for each component should be:
 - a. Unique, to prevent confusion with similar components.
 - b. Legible and permanent enough to last the lifecycle of the component.
 - c. The following infrastructure components should be labeled:
 - 1) Telecommunications spaces
 - 2) Telecommunications pathways
 - 3) Telecommunications cables
 - 4) Zone boxes
 - 5) Connecting hardware
 - 6) Grounding (earthing) system
- E. Telecommunications Spaces
 - 1. Telecommunications spaces include:
 - a. Equipment rooms (ERs)
 - b. Telecommunication rooms (TRs)
 - c. Telecommunication enclosures (TEs)
 - d. Work areas
 - 2. Spaces should be labeled at their entrances, as follows:
 - a. In small, single-story buildings, a simple sign on the door is sufficient.
 - b. In larger buildings, the labeling should provide a unique identifier, since there may be a number of telecommunications spaces.
- F. Telecommunications pathways
 - 1. Labeling of pathways helps prevent inadvertent installation of cables from systems that may interfere with each other.
 - 2. When labeling pathways, the following guidelines should be met:

- a. Labeling should be affixed at the ends of each pathway.
 - b. Pathways should be labeled at regular intervals and wherever they are accessible.
 - c. In a basic system, the conduits should be marked from the main ER by painting or using a permanent-colored tape-wrap made for this purpose.
 - d. In systems utilizing zone boxes for consolidation or distribution of low-voltage systems, each box label should include the information about the room of origin and system usage.
 - e. In complex systems or large buildings:
 - 1) A striped tape should wrap pathways with the base color identifying them as telecommunications pathways and tracer color identifying the individual uses.
 - 2) Each pathway should be assigned a unique alphanumeric identifier.
 - 3) All wall or floor penetrations should be labeled.
3. Telecommunications cables
- a. When labeling telecommunications cables:
 - 1) Cables should be identified at each end with a permanent label or physical/electronic tag. The same alphanumeric identifiers should be used at both ends of the cable.
 - 2) Cable should be identified at regular intervals throughout its length with its alphanumeric identifier when cables are rearranged, rerouted, or removed in spite of the added cost.
 - b. In systems that are:
 - 1) Basic, the labeling scheme can be a simple number sequence.
 - 2) Complex, the labeling may indicate the type, function, and terminating position.

G. Connecting hardware

- 1. Connecting hardware items (e.g., cross-connect fields and telecommunications outlet/connectors) require a unique, alphanumeric identification such as the following three-level scheme:
 - a. First level – Termination field or patch panel. Color-coding or other labeling should be used to uniquely identify each termination field on a common mechanical assembly.
 - b. Second level – Terminal block within a given field or patch panel, which could be a row of insulation displacement connectors (IDCs), optical fiber connectors, or modular jacks.
 - c. Third level – Defines the individual position within a given terminal block or patch panel.

H. Grounding (Earthing)

- 1. Grounding system components (e.g., ground bars and grounding conductors) require special labeling for safety and noise control purposes and for simplifying and expediting ground system audits.
- 2. All equipment grounding conductors should be labeled to indicate the:
 - a. Grounded rack, cabinet, or shelf.
 - b. Ground bar to which the grounding conductors are connected.

3. Each grounding conductor in a building should be labeled, including those connecting building steel, grounding electrodes, water pipes, radio towers, and telecommunications structural components.

3.3. TESTING AND COMPLIANCE

- A. The Contractor is responsible for supplying all equipment and personnel necessary to conduct the acceptance tests. Testing shall be executed by technicians holding proof of successful installation certification from the system manufacturer.
- B. Cable testers are to be calibrated within four (4) months of use.
- C. Prior to testing, the Contractor shall provide a summary of the proposed test plan for each cable type including equipment to use, set-up, test frequencies or wavelengths, results format, etc.
- D. 100% of the installed cabling links must be tested in accordance with ANSI/TIA/EIA-568-B standard and must pass the requirements described under the heading for each cable type. Any failing link must be diagnosed and corrected. The corrective action shall be followed with a new test to prove that the corrected link meets the performance requirements. The final and passing result of the tests for all links shall be provided in the test results documentation.
- E. A Pass or Fail result for each parameter is determined by comparing the measured values with the specified test limits for that parameter. The test result of a parameter shall be marked with an asterisk (*) when the result is closer to the test limit than the accuracy of the field tester. The Pass or Fail condition for the link-under-test is determined by the results of the required individual tests. Any Fail or Fail* result yields a Fail for the link-under-test. In order to achieve an overall Pass condition, the results for each individual test parameter must Pass or Pass*.
- F. The Contractor shall conduct acceptance testing according to a schedule coordinated with the Owner. Representatives of the Owner shall be invited to be in attendance to witness the test procedures. The contractor shall provide a minimum of one (1) week advance notice to the Engineer as to allow for such participation. The notification shall include a written description of the proposed conduct of the tests including copies of blank test result sheets to be used.
- G. A representative of the end-user shall be invited to witness field testing. The representative shall be notified of the start date of the testing phase 5 business days before testing commences. A representative of the Owner reserves the right to select a random sample of up to 5% of the installed links for retesting. The Contractor shall re-test these randomly selected links and the results are to be stored in the tester. The results obtained shall be compared to the original test data provided by the Contractor. If more than 2% of the sample pass/fail results differ from the original test data, the installation contractor under supervision of the Owner's representative shall repeat 100% testing and the cost shall be borne by the Contractor.

3.4. CABLING ADMINISTRATION DRAWINGS

- A. Prepare Cabling Administration Drawings showing building floor plans with cable administration-point identification labeling. Depict all telecommunications outlets and their associated label, provide callouts indicating locations of telecom rooms and spaces and, where applicable, indicate zone line demarcations denoting areas served by each respective telecom room. Coordinate drawing features with shop drawing requirements outlined in Section 270000.
- B. Prepare Drawings for use as part of cabling installation work. Periodically update Drawings to reflect constructed conditions, including any moves, changes or additions to the communications infrastructure. At completion, Cabling Administration Drawings shall reflect as-built conditions.
- C. Interim Submission: Issue two (2) half-size printed copies of in-progress draft Cabling Administration Drawings to Owner no later than five (5) weeks prior to Substantial Completion, for Owner's use in preparation of patch schedules and to support other internal move-in planning processes. Coordinate exact timing with Owner's IT personnel.

3.5. TEST RESULTS DOCUMENTATION

- A. The test results information for each link shall be recorded in the memory of the field tester upon completion of the test. The test result records saved by the tester shall be transferred into a spreadsheet or database that allows for the maintenance, inspection and archiving of these test records. Provide the database for the completed job on CD-ROM. If the results cannot be viewed by Microsoft Excel or Microsoft Access, the Contractor shall provide one licensed copy of a software package suitable to view and print reports of the test results.
- B. Upon completion of the installation, the contractor shall provide three (3) full electronic documentation sets to the Consultant for approval.
- C. Documentation shall be submitted within ten (10) working days of the completion of the testing phase. This includes draft as-built drawings. Draft drawings may include annotations done by hand.
- D. Machine generated final copies of all drawings shall be submitted within 30 working days of the completion of the testing phase. Final copies shall have all annotations in CAD format.
- E. All documentation, including hard copy and electronic forms shall become the property of the Owner.
- F. A paper copy of the test results shall be provided that lists all the links that have been tested along with the following summary information:
 - 1. The identification of the customer site as specified by the end-user.
 - 2. The identification of the link in accordance with the naming convention defined in the overall system documentation.
 - 3. The overall Pass/Fail evaluation of the link-under-test.
 - 4. The date and time the test results were saved in the memory of the tester.

- G. The following information shall be provided in the electronic database of the test results information for each link:
1. The identification of the customer site as specified by the end-user.
 2. The identification of the link and/or fiber in accordance with the naming convention defined in the overall system documentation.
 3. The overall Pass/Fail evaluation of the link-under-test.
 4. The date and time the test results were saved in the memory of the tester.
 5. The name of the standard selected to execute the stored test results.
 6. The cable type and the value of NVP or index of refraction used for length calculations.
 7. The brand name, model and serial number of the tester.
 8. The identification of the tester interface.
 9. For fiber tests, the identification of each link/fiber in accordance with the naming convention defined in the overall system documentation
 10. For fiber tests, the insertion loss (attenuation) measured at each wavelength, and the test limit calculated for the corresponding wavelength.
 11. For fiber tests, the link length shall be reported for each optical fiber for which the test limit was calculated based on the formulas above.
 12. The revision of the tester software and the revision of the test standards database in the tester.
- H. The test results information must contain information on each of the required test parameters in accordance with the descriptions above. For each of the frequency-dependent test parameters, the value measured at every frequency during the test shall be reported.

3.6. CATEGORY 6 CABLING

- A. The test parameters for cat 6 are defined in TIA Cat 6 standard, which refers to the ANSI/TIA-568-C.2 standard. The test of each link shall contain all of the following parameters as detailed below. In order to pass the test all measurements (at each frequency in the range from 1 MHz through 250 MHz) must meet or exceed the limit value determined in the above-mentioned standard.
- B. The test equipment (tester) for cat 6 cabling shall comply with the accuracy requirements for the proposed level III field testers as defined in the TIA Cat 6 Document. The tester including the appropriate interface adapter must meet the specified accuracy requirements. The accuracy requirements for the permanent link test configuration are specified in Table B.2 of Annex B of the TIA Cat 6 Standard.
- C. The following parameters shall be tested for each cable:
1. Length – The length of the cable shall be defined as the length of the pair with the shortest electrical length.
 2. Wire Map – The wire map shall indicate continuity to the remote end for all conductors; identify any shorts between conductors; and identify transposed, reversed or split pairs. Any incorrect parameters shall be corrected.
 3. Insertion Loss – Insertion loss shall be measured in decibels (dB) and tested in a maximum step size of 1 MHz. All of the test points shall be provided in the test results.

4. Near End Crosstalk (NEXT) – NEXT shall be measured on each wire pair combination from each end of the link for a total of 12 pair combinations. The maximum step size shall not exceed the parameters in Table 1.
5. Power Sum NEXT (PSNEXT) – PSNEXT shall be measured on each wire pair from each end of the link for a total of 8 measurements. The maximum step size shall not exceed the parameters in Table 1.
6. Equal Level Far End Crosstalk (ELFEXT) – ELFEXT shall be measured on each wire pair combination from each end of the link for a total of 24 pair combinations. The maximum step size shall not exceed the parameters in Table 1.
7. Power Sum ELFEXT (PSELFEXT) – PSELFEXT shall be measured on each wire pair from each end of the link for a total of 8 measurements. The maximum step size shall not exceed the parameters in Table 1.
8. Return Loss – Return loss shall be measured on each wire pair from each end of the link for a total of 8 measurements. The maximum step size shall not exceed the parameters in Table 1.
9. Propagation Delay – Propagation delay shall be measured on each wire pair for a total of 4 measurements.
10. Delay Skew – Delay skew shall be defined as the difference between the fastest and slowest pairs in a cable.

Table 1

Frequency Range (MHz)	Maximum Step size (MHz)
1 – 31.25	0.15
31.26 – 100	0.25
100 – 250 (Cat 6 only)	0.50

3.7. CATEGORY 6A CABLING

- A. Each category 6A cabling link in the installation shall be tested in accordance with the field test specifications defined in ANSI/TIA-568-C.2 “Commercial Balanced Twisted-Pair Telecommunications Cabling and Components Standard”
- B. In order to pass the test all measurements (at each frequency in the range from 1 MHz through 500 MHz) must meet or exceed the limit value determined in the above-mentioned standard.
- C. The test equipment (tester) shall comply with the accuracy requirements for level IIIe field testers as defined in ANSI/TIA-1152. The tester including the appropriate interface adapter must meet the specified accuracy requirements. The accuracy requirements for the permanent link test configuration (baseline accuracy plus adapter contribution) are specified in Table 4 of ANSI/TIA-1152.
- D. The following parameters shall be tested for each cable:
 1. Wire Map – Shall report Pass if the wiring of each wire-pair from end to end is determined to be correct. The Wire Map results shall include the continuity of the shield connection if present.
 2. Length – The field tester shall be capable of measuring length of all pairs of a basic link or channel based on the propagation delay measurement and the average value for NVP (1). The physical length of the link shall be calculated

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using the pair with the shortest electrical delay. This length figure shall be reported and shall be used for making the Pass/Fail decision. The Pass/Fail criteria are based on the maximum length allowed for the Permanent Link configuration (90 meters – 295 feet) plus 10% to allow for the variation and uncertainty of NVP.

3. Insertion Loss (Attenuation) – Insertion Loss is a measure of signal loss in the permanent link or channel. The term “Attenuation” has been used to designate “Insertion Loss.” Insertion Loss shall be tested from 1 MHz through 500 MHz in maximum step size of 1 MHz. It is preferred to measure insertion loss at the same frequency intervals as NEXT Loss in order to provide a more accurate calculation of the Attenuation-to-Crosstalk ratio (ACR) parameter. Minimum test results documentation (summary results): Identify the worst wire pair (1 of 4 possible). The test results for the worst wire pair must show the highest attenuation value measured (worst case), the frequency at which this worst case value occurs, and the test limit value at this frequency.
4. NEXT Loss – Pair-to-pair near-end crosstalk loss (abbreviated as NEXT Loss) shall be tested for each wire pair combination from each end of the link (a total of 12 pair combinations). This parameter is to be measured from 1 through 500 MHz. NEXT Loss measures the crosstalk disturbance on a wire pair at the end from which the disturbance signal is transmitted (near-end) on the disturbing pair. The maximum step size for NEXT Loss measurements shall not exceed the maximum step size defined in the standard. Minimum test results documentation (summary results): Identify the wire pair combination that exhibits the worst case NEXT margin (2) and the wire pair combination that exhibits the worst value of NEXT (worst case). NEXT is to be measured from each end of the link-under-test. These wire pair combinations must be identified for the tests performed from each end. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.
5. PS NEXT Loss – Power Sum NEXT Loss shall be evaluated and reported for each wire pair from both ends of the link under-test (a total of eight results). PS NEXT Loss captures the combined near-end crosstalk effect (statistical) on a wire pair when all other pairs actively transmit signals. Like NEXT this test parameter must be evaluated from 1 through 500 MHz and the step size may not exceed the maximum step size defined in the standard. Minimum test results documentation (summary results): Identify the wire pair that exhibits the worst-case margin and the wire pair that exhibits the worst value for PS NEXT. These wire pairs must be identified for the tests performed from each end. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.
6. ACR-F, pair-to-pair – Attenuation Crosstalk Ratio Far-end is calculated from the pair-to-pair FEXT Loss. It shall be measured for each wire-pair combination from both ends of the link under-test. FEXT Loss measures the crosstalk disturbance on a wire pair at the opposite end (far-end) from which the transmitter emits the disturbing signal on the disturbing pair. FEXT is measured to compute ACR-F Loss that must be evaluated and reported in the test results. ACR-F measures the relative strength of the far-end crosstalk disturbance relative to the attenuated signal that arrives at the end of the link. This test yields 24 wire pair combinations. ACR-F is to be measured from 1 through 500 MHz and the maximum step size for FEXT Loss measurements

shall not exceed the maximum step size defined in the standard. Minimum test results documentation (summary results): Identify the wire pair combination that exhibits the worst-case margin and the wire pair combination that exhibits the worst value for ACR-F. These wire pairs must be identified for the tests performed from each end. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.

7. PS ACR-F Loss – Power Sum Attenuation Crosstalk Ratio Far-end is a calculated parameter that combines the effect of the FEXT disturbance from three wire pairs on the fourth one. This test yields eight wire-pair combinations. Each wire-pair is evaluated from 1 through 500 MHz in frequency increments that do not exceed the maximum step size defined in the standard. Minimum test results documentation (summary results): Identify the wire pair that exhibits the worst pair combinations must be identified for the tests performed from each end. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.
8. Return Loss – Return Loss (RL) measures the total energy reflected on each wire pair. Return Loss is to be measured from both ends of the link-under-test for each wire pair. This parameter is also to be measured from 1 through 500 MHz in frequency increments that do not exceed the maximum step size defined in the standard. Minimum test results documentation (summary results): Identify the wire pair that exhibits the worst-case margin and the wire pair that exhibits the worst value for Return Loss. These wire pairs must be identified for the tests performed from each end. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.
9. Propagation Delay – Propagation delay is the time required for the signal to travel from one of the link to the other. This measurement is to be performed for each of the four wire pairs. Minimum test results documentation (summary results): Identify the wire pair with the worst-case propagation delay. The report shall include the propagation delay value measured as well as the test limit value.
10. Delay Skew – This parameter shows the difference in propagation delay between the four wire pairs. The pair with the shortest propagation delay is the reference pair with a delay skew value of zero. Minimum test results documentation (summary results): Identify the wire pair with the worst-case propagation delay (the longest propagation delay). The report shall include the delay skew value measured as well as the test limit value.
11. PS ANEXT – Pair-to-pair Alien NEXT (ANEXT) contributions is measured by applying the stimulus signal at the near end to one wire pair of a disturbing link and measuring the coupled signal at the near end of a wire pair in a disturbed link. This process is repeated for every wire pair in a disturbing link. The PS ANEXT for each wire pair in a disturbed link is obtained by the power sum addition of all the pair-to-pair ANEXT results to that wire pair from all wire pairs in disturbing links. All the links that are bundles with the disturbed link need to be included as disturbing links. In addition, links that are terminated in adjacent positions in a patch panel or interconnect panel should also be included as disturbing links in this test. Minimum test results documentation (summary results): Identify the wire pair that exhibits the worst-case margin and the wire pair that exhibits the worst value for PS ANEXT. These wire pairs must be identified for the tests performed from each end. Each reported case

should include the frequency at which it occurs as well as the test limit value at this frequency.

12. PS AACR-F – The pair-to-pair Alien Far End crosstalk (AFEXT) contributions is measured by applying the signal at the near end to one wire pair of a disturbing channel or permanent link and measuring the coupled signal at the far end of a wire pair in a disturbed channel or permanent link. This process is repeated for every wire pair in a disturbing link and for all links in close proximity. A normalization, which is dependent on the relative length of disturbing and disturbed link, is applied to each pair-to-pair alien FEXT measurement. Then the PS Alien Attenuation-to-Crosstalk Ratio from the Far end (PS AACR-F) for each wire pair in a disturbed channel or permanent link is obtained by the power sum addition of all the normalized pair-to-pair far end alien crosstalk results to that wire pair from all wire pairs in disturbing links in close proximity. Minimum test results documentation (summary results): Identify the wire pair that exhibits the worst-case margin and the wire pair that exhibits the worst value for PS AACR-F. If the link or channel connects two patch panels (data center), these wire pairs must be identified for the tests performed from both ends. Each reported case should include the frequency at which it occurs as well as the test limit value at this frequency.

Frequency Range (MHz)	Maximum Step size (MHz)
1 – 31.25	0.15
31.26 – 100	0.25
100 – 250	0.50
250 – 500	1.00

- E. In addition to testing the “In-link” performance parameters detailed in D above, Alien Crosstalk testing or “Between-link” testing shall be carried out in accordance with Section 4.7 of ANSI/TIA-1152. Alien crosstalk testing includes the PS ANEXT and PS AACR-F (Power sum alien attenuation-to-crosstalk ratio from the far end) performance parameters. The standards refer to the link-under-test for Alien Crosstalk as the disturbed link.
- F. PS ANEXT and PS AACR-F shall meet or exceed the limits defined in Section 6 of the TIA Cat 6A Standard.
- G. Selection of disturbed links: 1 % of the links in the cabling installation or 5 links, whichever is more. Chose short, medium and long links equally.
- H. Selection of disturber links. Select all of the links that are in the same cable bundle and the most consistently positioned relative to the disturbed link as disturbing links.
- I. If the margin of PS ANEXT and PS AACR-F exceeds 5 db for the first three short, medium and long links (nine in total), further alien crosstalk testing can be discontinued.

3.8. BACKBONE COPPER CABLE TESTING

- A. Backbone Voice cables shall be free of shorts within the pairs, and be verified for continuity, pair validity and polarity and conductor position on the termination blocks. Any incorrectly positioned pairs must be identified and corrected. The percentage of "bad" pairs shall not exceed 3% in any backbone cable based on total pair count. All bad pairs must be identified and documented.
- B. The Contractor shall be responsible to test the entire system from each voice outlet to the building Main Crossconnect (MC). If more than a 1% failure on the cross-connects occur the contractor will be required to provide mapping of the system.

3.9. FIBER OPTIC CABLE TESTING

- A. Every fiber optic cabling link in the installation shall be tested in accordance with the field test specifications defined by the Telecommunications Industry Association (TIA) standard ANSI/TIA/EIA-568-B.
- B. ANSI/TIA/EIA-568-B, defines the passive cabling network, to include cable, connectors, and splices, between two optical fiber patch panels. A typical horizontal link segment is from the telecommunications outlet/connector to the horizontal cross-connect. The test shall include the representative connector performance at the connecting hardware associated with the mating of patch cords. The test does not, however, include the performance of the connector at the interface with the test equipment.
- C. 100% of the installed cabling links shall be tested. Any failing link must be diagnosed and corrected. The corrective action shall be followed with a new test to prove that the corrected link meets the performance requirements. The final and passing result of the tests for all links shall be provided in the test results documentation.
- D. Trained technicians who have successfully attended an appropriate training program and have obtained a certificate as proof thereof shall execute the tests. These certificates may have been issued by the manufacturer of the fiber optic cable and/or the fiber optic connectors or the manufacturer of the test equipment used for the field certification.
- E. Field test instruments for multimode fiber cabling shall meet the requirements of ANSI/TIA/EIA-526-14A. The light source shall meet the launch requirements of ANSI/EIA/TIA-455-50B, Method A. This launch condition can be achieved either within the field test equipment or by use of an external mandrel wrap with a Category 1 light source.
- F. Field test instruments for single mode fiber cabling shall meet the requirements of ANSI/EIA/TIA-526-7.
- G. The tester shall be within the calibration period recommended by the vendor in order to achieve the vendor-specified measurement accuracy.

- H. The fiber optic launch cables and adapters must be of high quality and the cables shall not show excessive wear resulting from repetitive coiling and storing of the tester interface adapters.
- I. A Pass or Fail result for each parameter is determined by comparing the measured values with the specified test limits for that parameter. The Pass or Fail condition for the link-under-test is determined by the results of the required individual tests.
- J. ANSI/TIA/EIA standard 568-B prescribes that the single performance parameter for field testing of fiber optic links is insertion loss. The insertion loss shall be calculated by the following formulas specified in ANSI/TIA/EIA standard 568-B:
 1. Link Attenuation = Cable_Attn + Connector_Attn + Splice_Attn
 2. Cable_Attn (dB) = Attenuation_Coefficient (dB/km) * Length (Km)
 3. The values for the Attenuation_Coefficient are listed in the table below:

Type of Optical Fiber	Wavelength (nm)	Attenuation Coefficient (dB/km)
Multimode 50/125 μm	850	3.0
	1300	1.0
Single-mode (Inside plant)	1310	0.5
	1383	0.5
	1550	0.5
Single-mode (Outside plant)	1310	0.5
	1383	0.5
	1550	0.5

4. Connector_Attn (dB) = number_of_connector_pairs * connector_loss (dB)
 5. Maximum allowable individual connector_loss = 0.75 dB
 6. Splice_Attn (dB) = number of splices (S) * splice_loss (dB)
 7. Maximum allowable splice_loss = 0.3 dB
- K. Additional 40GB/100GB requirements for multimode fiber:
 1. Maximum MPO and individual connector loss = .35 dB
 2. Maximum total connector loss per 150 meters = 1 dB
 3. Maximum total channel insertion loss per 150 meters = 1.5 dB
 - L. Link attenuation does not include any active devices or passive devices other than cable, connectors, and splices, i.e., link attenuation does not include such devices as optical bypass switches, couplers, repeaters, or optical amplifiers.
 - M. Link test limits attenuation are based on the use of the One Reference Jumper Method specified by ANSI/TIA/EIA-526-14A, Method B and ANSI/TIA/EIA-526-7, Method A.1
 - N. The acceptable link attenuation for a multimode horizontal optical fiber cabling system is based on the maximum 90 m (295 ft) distance. The horizontal link should be tested at 850 nm or 1300 nm in one direction in accordance with ANSI/EIA/TIA-526-14A, Method B, One Reference Jumper. The horizontal link shall be tested using a fixed upper limit for attenuation of 2.0 dB.

- O. Multimode backbone links shall be tested in one direction at 850 nm and 1300 nm in accordance with ANSI/EIA/TIA-526-14A. The link attenuation equation above shall be used to determine limit values.
- P. Single mode backbone links shall be tested at 1310 nm and 1550 nm in accordance with ANSI/TIA/EIA-526-7, Method A.1, One Reference Jumper. All single mode links shall be certified with test tools using a Category 2 laser light sources at 1310 nm and 1550 nm.

3.10. COAX CABLE TESTING

- A. A Time Domain Reflectometer (TDR) shall be used to verify cable length and to test for cable faults and breaks. A step-function high resolution Time Domain Reflectometer shall be employed for this test. The TDR will sweep the cable at a rate no greater than 50' per second, or such lower rate as necessary to resolve cable faults to the 1" and .001 VRC level.
- B. The cables shall be terminated with its characteristic impedance, and in the case of nominal 75 ohm cable, an appropriate matching pad shall be used to match the analyzer to the cable. Cable shall be rejected if any single fault is observed of amplitude greater than .003 voltage reflection coefficient. Characteristic impedance shall also be measured at 5% of nominal value.
- C. Cyclic faults (such as cable reel stress and die drawdown) shall be limited to a voltage reflection coefficient of .005.
- D. The signal level at each outlet/drop should have minimum of 6 dBmV and a maximum of 15 dBmV on all channels.

3.11. WARRANTY

- A. The Contractor shall guarantee all materials, equipment, etc., for one year from date of substantial completion of this work. This guarantee shall include all labor, material and travel time. This warranty is in addition to the cabling system manufacturer's warranty.

END OF SECTION 27 08 00

SECTION 27 11 00

COMMUNICATIONS EQUIPMENT ROOM FITTINGS

PART 1 - GENERAL

1.1. SUMMARY

- A. The work covered under this Section shall consist of a design, furnishing of all material, labor, and installation for completion of an operable end to end structured cabling system. Including equipment for the Telecom Rooms.

1.2. QUALITY ASSURANCE

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NEC, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

1.3. RELATED DOCUMENTS

- A. General and Supplementary Conditions

1.4. RELATED SECTIONS

- A. Division 26 - Grounding and Bonding
- B. Division 27 - Communications

PART 2 - PRODUCTS

2.1. MANUFACTURER(S) AND SOLUTIONS

- A. Acceptable equipment rack, cabinet and cable management and accessory manufacturers:
 - 1. Chatsworth Products Inc.
 - 2. Panduit
 - 3. Hoffman
 - 4. Or equal subject to review.

2.2. EQUIPMENT CABINET – WALL MOUNT

- A. The cabinet shall be constructed of painted steel or aluminum and offer a usable mounting height of 12 RUs and be a minimum of 18 inches deep. Access to the rear of the cabinet mounted equipment shall be by a hinged arrangement.
- B. The cabinet shall be configured as to allow for adjustment of the channel uprights (front to rear) in 1-inch increments and be space to accommodate industry standard 19-inch mounting and tapped to accept 12-24 screws. The cabinet shall be vented to allow for airflow through the cabinet.

- C. The cabinet shall be equipped with vertical and horizontal cable management hardware.
- D. The cabinet shall be Chatsworth Cube-iT, part# 11890-724, or equal subject to review.

2.3. TELECOMMUNICATIONS PLYWOOD BACKBOARD

- A. Backboards shall be 4'W x 8'H x 3/4"D.
- B. Finished grade of A-C or better. A-side shall face the interior of the room.
- C. All sides of each backboard should be finished with (2) coats of white paint prior to installation. Plywood grade and fire rating stamps on plywood shall remain exposed and not painted over.
- D. If the walls where plywood backboard will hang are fire rated or there's a requirement for fire rating per codes, the plywood backboard and finish paint must meet the same fire rated requirements.
- E. A fire retardant paint additive may be used and the associated documentation should be applied to the painted backboard as proof of usage.

PART 3 - EXECUTION

3.1. EQUIPMENT CABINET – WALL MOUNT

- A. Orient cabinet to allow door to open and cabinet frame to extend freely to allow work to be performed on equipment mounted in cabinet.
- B. Install cabinet on plywood backboard.

3.2. WIRE MANAGEMENT

- A. Rack shall be equipped with vertical and horizontal wire management hardware.

3.3. BACKBOARDS:

- A. Install backboards 6" above the finished floor to 8'6" AFF. Mounting shall be sufficient enough to support the equipment.
- B. Shall be mounted with a minimum of 3/8" toggle bolts and 2" fender washer on each corner and 4' on center as required.

END OF SECTION 27 11 00

SECTION 27 13 00

COMMUNICATIONS BACKBONE CABLING

PART 1 - GENERAL

1.1. SUMMARY

- A. The work covered under this Section shall consist of a design, furnishing of all material, labor, and installation for completion of an operable end to end backbone structured cabling system throughout the campus and premises. This includes - but is not limited to - furnishing and installing cable, cable supports, cable ties, innerduct and termination components, ancillary equipment, testing, labeling and documentation of cables and connectors.
- B. Complete product procurement and installation shall comply with the campus or owner's latest telecommunication and Information Technology standards documents.

PART 2 - PRODUCTS

2.1. MANUFACTURER(S) AND SOLUTIONS

- A. Acceptable fiber optic cabling & component (interbuilding and intrabuilding) manufacturers:
 - 1. Corning
 - 2. Commscope
 - 3. Panduit
 - 4. Or equal subject to review.

2.2. BASIC ENVIRONMENTAL REQUIREMENTS

- A. Cabling shall be suitable for environment in which they are to be installed.
- B. Cabling shall be plenum-rated within interior premise installations.
- C. Cabling shall be outdoor rated within exterior installations subject to outdoor environmental conditions.

2.3. INTRABUILDING FIBER OPTIC CABLE

- A. This cable shall be suitable for indoor installation in free-air, conduit, tray and/or in innerduct. Cable shall carry on OFNP rating.
- B. Cable materials shall be all dielectric.
- C. Outer sheath shall be marked with the manufacturer's name, date of manufacture, fiber type, flame rating, UL symbol, and sequential length markings every two feet. All coatings shall be mechanically strippable without damaging the optical fiber.

- D. The glass fiber shall be doped silica core surrounded by a concentric glass cladding. The fiber shall have a graded index. The overall cladding diameter shall be $125 \pm 2\mu\text{m}$.
- E. Multi-mode optical fibers in each cable shall meet the following specifications:
 - 1. Transmission Windows 850nm, 1300nm, and minEMBc (Laser)
 - 2. Core Diameter $50.0 \pm 3\mu\text{m}$
 - 3. Maximum Attenuation 3.0 dB/km @ 850nm; 1.0 dB/km @ 1300nm
 - 4. Minimum Bandwidth 3500 MHz/km @ 850nm
500 MHz/km @ 1300nm
4700 MHz/km @ minEMBc (Laser)
 - 5. Fiber Classification OM4
- F. Single-mode optical fibers in each cable shall meet the following specifications:
 - 1. Transmission Windows 1310nm, 1383nm and 1550nm
 - 2. Core Diameter $8.3\mu\text{m}$
 - 3. Maximum Attenuation 0.5 dB/km @ 1310nm
0.5 dB/km @ 1383nm
0.5 dB/km @ 1550nm
 - 4. Fiber Classification OS2

2.4. INTERBUILDING FIBER OPTIC CABLE

- A. Cable shall be suitable for direct burial or duct applications.
- B. Cable shall incorporate a corrugated steel armor tape to provide rodent resistance. Other cable materials shall be all dielectric.
- C. Cable shall be constructed with a dry or gel-filled water-blocking material.
- D. Cable shall be of loose tube construction.
- E. Outer sheath shall be polyethylene (PE).
- F. The outer sheath shall be marked with the manufacture name, words identifying the cable as fiber optic cable, and sequential length markings. The marking shall be in a contrasting color to the cable jacket.
- G. Quantity and type of standards shall be as indicated on the drawings.
 - 1. Transmission Windows 850nm, 1300nm, and minEMBc (Laser)
 - 2. Core Diameter $50.0 \pm 3\mu\text{m}$
 - 3. Maximum Attenuation 3.0 dB/km @ 850nm; 1.0 dB/km @ 1300nm
 - 4. Minimum Bandwidth 3500 MHz/km @ 850nm
500 MHz/km @ 1300nm
4700 MHz/km @ minEMBc (Laser)
 - 5. Fiber Classification OM4
- H. Single-mode optical fibers in each cable shall meet the following specifications:
 - 1. Transmission Windows 1310nm, 1383nm and 1550nm
 - 2. Core Diameter $8.3\mu\text{m}$
 - 3. Maximum Attenuation 0.5 dB/km @ 1310nm

COMMUNICATIONS BACKBONE CABLING

- 4. Fiber Classification
- 0.5 dB/km @ 1383nm
0.5 dB/km @ 1550nm
OS2

2.5. INDOOR/OUTDOOR FIBER OPTIC CABLE

- A. Cable shall be provided wherever it shall run within a wet environment or where it would be exposed to an outdoor condition.
- B. Cable shall be suitable for installation both indoors and outdoors.
- C. Cable shall retain an OFNP plenum rating to meet the listing requirements per NFPA for use within building premises.
- D. Cable shall be loose tube construction.
- E. Cable shall be constructed with a dry of gel-filled type water blocking material.

2.6. FIBER OPTIC TERMINATION PANELS

- A. All fibers shall be terminated on Duplex-LC couplings mounted on enclosed patch panels. Couplers shall be mounted on a panel that snaps into the enclosure.
- B. The enclosure shall be designed to accommodate a changing variety of connector types by changing panels on which connector couplings are mounted.
- C. The panel enclosure shall be sized to accommodate the total quantity of fiber strands as described in the specifications and drawings.
- D. Termination panels shall be enclosed assemblies. The enclosures shall incorporate a hinged or retractable front cover designed to protect the connector couplings and fiber optic jumpers.
- E. The patch panel enclosure shall provide for strain relief of incoming cables and shall incorporate radius control mechanisms to limit bending of the fiber to the manufacturers recommended minimums.
- F. Access to the inside of the patch panel enclosure during installation shall be from the front and rear.
- G. The patch panel enclosure shall be configured to require only front access when patching. The enclosure shall provide a physical barrier to access of backbone cables.
- H. The enclosure shall incorporate a storage cassette, tray, or other mechanism designed to allow identification, access and termination of individual fibers.
- I. The fiber optic patch panel shall be rated to match or exceed the ANSI/TIA/EIA rated wiring terminated on the panel.

2.7. FIBER OPTIC CONNECTOR

- A. The Optical Connector shall be Duplex-LC type modular jack. Completed cable assembly shall interface with fiber optic terminal bulkhead feed-through receptacle on Fiber Optic Patch Panel. Supply and install dust caps for terminated fibers.
- B. The connector ferrule shall be ceramic. The optical fiber within the connector ferrule shall be secured with an adhesive [or mechanical connection].

2.8. FIBER OPTIC PATCH CORDS

- A. The fiber optic patch cables shall match the core size and type of fiber being patched. The fiber optic patch cables shall utilize tight buffer construction.
- B. Fiber Optic jumpers shall incorporate connectors that match the terminations of the fiber being patched. Connector body shall be of materials similar to that used in the proposed couplings.
- C. Provide patch cords with connectors compatible with equipment being patched. Verify connector type of active electronic equipment with owner.
- D. Provide one optical fiber patch cord per optical fiber strand installed.
- E. For the TR patch cords, 80% shall be 3 meters, 10% shall be 4 meters and 10% shall be 7 meters in length from the total number.

PART 3 - EXECUTION

3.1. FIBER OPTIC CABLE

- A. Cable shall be continuous and free of splices except in specified splice trays in TR or ER locations. Factory optical fiber splices are not allowed.
- B. The fiber manufacturer shall subject all fibers to a minimum tensile proof test equivalent to 100-kpsi. All fibers in each cable shall be guaranteed to meet the stated specifications.
- C. Backbone intra-building fiber optic cabling shall be installed via conduit and/or in innerduct in cable tray as illustrated on the drawings.
- D. Provide 15 feet of slack in each backbone fiber optic cable. The cable slack shall be coiled and stored in a location to protect it from damage in the TR or ER in the case of inter-building cables. The slack shall be stored in a separate enclosure designed for this purpose. Multiple cables may share a common enclosure.
- E. Maintain bending radius of twenty times the outside diameter of the cable during installation and ten times the outside diameter with no load.
- F. Backbone Fiber Optic Cable shall be installed in protective innerduct where cable is susceptible to damage. This includes areas cable tray and transitions between

pathways. The innerduct should extend into the termination and/or storage enclosure(s) at system endpoints.

3.2. FIBER OPTIC CONNECTOR

- A. The fiber optic connector shall be installed per manufacturer's written instructions.

3.3. FIBER OPTIC PATCH PANEL

- A. Fiber optic patch panels shall be rack mounted.
- B. Install fiber optic patch panels in topmost rack position.
- C. Transition outdoor to indoor cables either by splicing factory-terminated pigtails or by the use of a "fan-out" kit. Secure individual fibers in an aramid reinforced tube.
- D. Termination hardware shall incorporate a mechanism to secure cable and sub-assemblies and prevent damage.
- E. Splicing shall be by the "fusion" method.
- F. Direct termination of 250 μ m coated fibers shall not be permitted.

3.4. FIBER OPTIC PATCH CORDS

- A. The fiber optic patch cords shall be installed per manufacturer's written instructions.
- B. Contractor must coordinate with the owner for installing all patch cords within the TR.
- C. Any left-over patch cords which are not used for the initial installation shall be placed in a box and handed over to the owner. Patch cords must be new and within the original unopened package.

END OF SECTION 27 13 00

SECTION 27 15 00

COMMUNICATIONS HORIZONTAL CABLING

PART 1 - GENERAL

1.1. SUMMARY

- A. The work covered under this Section shall consist of a design, furnishing of all material, labor, and installation for completion of an operable end to end horizontal structured cabling system throughout the campus and premises. This includes - but is not limited to - furnishing and installing cable, cable supports, cable ties, innerduct and termination components, ancillary equipment, testing, labeling and documentation of cables and connectors.
- B. Complete product procurement and installation shall comply with the campus or owner's latest telecommunication and Information Technology standards documents.

PART 2 - PRODUCTS

2.1. MANUFACTURER(S) AND SOLUTIONS

- A. Acceptable indoor/premise end to end solutions for horizontal Category 6 copper and components:
 - 1. Siemon Z-MAX 6
 - 2. Commscope Systimax 360 GigaSPEED XL
 - 3. Panduit / General GenSPEED
 - 4. Or equal subject to review.
- B. Acceptable indoor/premise end to end solutions for horizontal Category 6A copper and components:
 - 1. Siemon Z-MAX 6A
 - 2. Commscope Systimax 360 GigaSPEED X10D
 - 3. Panduit / General GenSPEED 10
 - 4. Or equal subject to review.

2.2. BASIC ENVIRONMENTAL REQUIREMENTS

- A. Cabling shall be suitable for environment in which they are to be installed.
- B. Cabling shall be plenum rated within interior premise installations.
- C. Cabling shall be outdoor rated within exterior installations subject to outdoor environmental conditions.

2.3. HORIZONTAL STATION CABLE – WORKSTATION OUTLETS

- A. Cable shall consist of 4 pair #24 AWG insulated solid copper conductors. Each pair shall be unshielded and twisted.
- B. Transmission characteristics of the cables shall exceed Category 6 performance as defined by industry standards.
- C. The jacket color for communication cables shall be Blue.

2.4. HORIZONTAL STATION CABLE – WIRELESS ACCESS POINT OUTLETS

- A. Cable shall consist of 4 pair #23 AWG insulated solid copper conductors. Each pair shall be unshielded and twisted.
- B. Transmission characteristics of the cables shall exceed Category 6A performance as defined by industry standards.
- C. The jacket color for communication cables shall be Blue.

2.5. INDOOR JACKS – WORKSTATION OUTLETS

- A. Jacks shall be non-keyed 8-pin 8 conductor (8P8C) modular jacks.
- B. Data termination hardware shall meet full Category 6 performance specifications as defined by industry standards.
- C. Jacks shall be UL verified and listed.
- D. Color of the communication jack shall be Blue.

2.6. INDOOR JACKS – WIRELESS ACCESS POINT OUTLETS

- A. Jacks shall be non-keyed 8-pin 8 conductor (8P8C) modular jacks.
- B. Data termination hardware shall meet full Category 6A performance specifications as defined by industry standards.
- C. Jacks shall be UL verified and listed.
- D. Color of the communication jack shall be Blue

2.7. TELECOM OUTLET - STANDARD INDOOR

- A. The combined faceplate and connector jack assembly is referred to as the Information Outlet (IO).
- B. Connector assemblies shall utilize modular jacks as specified in Paragraph 2.5.
- C. Outlet faceplates shall incorporate recessed designation strips for identifying labels. Designation strips shall be fitted with clear plastic covers.

- D. The faceplate of the IO shall be constructed of high impact plastic (except where noted otherwise).
- E. Single-gang faceplates shall be 2.75 x 4.5 inches.
- F. Faceplates shall be UL listed.
- G. Color of the wall plate shall be Ivory or White depending on electrical outlet color to match.

2.8. TELECOM OUTLET - WALL PHONE

- A. Faceplate shall be stainless steel flush to utilize a single modular jack.
- B. Faceplate shall have standard mounting stubs on top and bottom suitable for wall mounting a standard phone directly over it.
- C. Outlet shall be placed at a location providing 12" x 12" clearance at all sides to accommodate the phone.

2.9. TELECOM OUTLET - MODULAR FURNITURE

- A. Outlet module shall be formulated to fit all jacks in row for use within furniture cabling provision or raceway. Contractor must confirm compatibility of outlet with the raceway manufacturer prior to ordering.
- B. Outlet module shall allow jacks to retain the configuration of the standard information outlets shall accommodate easy to read labels configured horizontally.
- C. Color of the outlet module should be Ivory or White depending on electrical outlet color to match.

2.10. TELECOM OUTLET - FLOORBOX/POKE-THRU

- A. Faceplate shall include mounting slots for accommodating required jacks within the floorbox/poke-thru. Contractor must confirm compatibility of faceplate with the floorbox/poke-thru
- B. Faceplate shall be able to fit within standard NEMA provision as well as low voltage floorbox and poke-thru provisions.
- C. Color of the faceplate shall be Ivory or White depending on electrical outlet color to match.

2.11. TELECOM OUTLET - RACEWAY

- A. Outlet module shall be formulated to fit all jacks for use within the raceway's provisions. Contractor must confirm compatibility of outlet with the raceway manufacturer.

- B. Outlet module shall allow jacks to retain the configuration of the standard information outlets shall accommodate easy to read labels configured horizontally.
- C. Color of the outlet module should be Ivory or White depending on electrical outlet color to match.

2.12. HORIZONTAL STATION CABLE PATCH PANEL

- A. The data patch panel shall utilize modular jacks as described in Paragraph 2.5.
- B. Patch panels shall be 19" wide and rack mounted.
- C. Individual patch panels shall contain a maximum of 48 ports.
- D. The data patch panel as a system shall be rated to match or exceed the ANSI/TIA/EIA rated wiring terminated on the panel.
- E. Patch panel shall be complete with rear strain relief mechanism for the incoming cables.
- F. The patch panel shall have integral designation strips to identify each port on the front and rear of the panel.
- G. Patch panels shall have a minimum of 20% spare ports.

2.13. COMMUNICATIONS INDOOR OUTLET PATCH CORDS

- A. Patch cords shall be factory manufactured by the same manufacturer providing the horizontal cabling and meet the requirements of Category 6 and Category 6A cabling.
- B. Be round, and consist of eight insulated 24 AWG and 23 AWG, stranded copper conductors, arranged in four color-coded twisted pairs within a flame-retardant jacket.
- C. Be equipped with modular 8-position plugs on both ends, wired straight through with standards compliant wiring.
- D. Furnish one patch cord per installed jack at workstation and TR room.
- E. Patch cord lengths must not exceed the maximum allowed for proper operation per Manufacturer's requirement or specifications.
- F. Install the quantity of patch cords in coordination with network deployment with owner.
- G. All workstation patch cords shall be 14 feet in length.
- H. For the TR patch cords, 80% shall be 7 feet, and 20% shall be 14 feet in length from the total number.

PART 3 - EXECUTION

3.1. HORIZONTAL DATA STATION CABLE AND TERMINATIONS

- A. All horizontal Data Station Cables shall terminate on modular patch panels in their respective Telecommunications Rooms (TR) or Equipment Room (ER) as specified on the drawings.
- B. The maximum station cable drop length shall not exceed 90-meters. This length shall be measured from the patch panel in the wiring closet to the outlet in the work area. The Contractor is responsible for installing station cabling in a fashion to avoid runs that exceed this distance. Any areas that violate the above constraints shall be identified and reported to the Consultant prior to installation.
- C. All cables shall be continuous and splice-free.
- D. During pulling operation provide adequate resources to observe cable at all points of duct entry and exit.
- E. Avoid abrasion and other damage to cables during installation.
- F. All cable shall be installed free of tension at both ends. In cases where the cable must bear some stress, Kellom grips may be used to spread the strain over a longer length of cable.
- G. Cables shall be supported according to applicable codes. J-hooks used for cable support shall be manufactured solely for the purpose of supporting communication cables.
- H. Supports should be spaced at a maximum 4-foot interval unless limited by building construction. If cable "sag" at mid-span exceeds 12-inches, another support shall be used.
- I. Cable shall never be supported by the ceiling grid.
- J. Cables shall not be attached to existing cabling, plumbing or steam piping, ductwork, ceiling supports or the outside of existing electrical or communications conduit.
- K. Manufacturer's minimum bend radius specifications shall be observed at all times. Cable ties should not be over tightened as to compress the cable jacket. No sharp burrs should remain where excess length of the cable tie has been cut.
- L. Cable sheaths shall be protected from damage by sharp edges. Where a cable passes over a sharp edge, a bushing or grommet shall be used to protect the cable. Bushings shall be used at both ends of all EMT and rigid steel conduit.
- M. Maintain the following minimum separation distances between power and data cables.

Condition	Minimum Separation Distance
-----------	-----------------------------

	< 2kVA	2-5 kVA	>5kVA
Unshielded power lines or electrical equipment in proximity to open or nonmetal pathways	5"	12"	24"
Unshielded power lines or electrical equipment in proximity to a grounded metal conduit pathway	2.5"	6"	12"
Power lines enclosed in a grounded metal conduit (or equivalent shielding) in proximity to a grounded metal conduit pathway		3"	6"
Electrical motors and transformers			48"

- N. Maintain the following minimum separation distances between data cables and specific electromagnetic interference sources:

Source of Disturbance	Minimum Separation
Fluorescent lamps	5"
Neon lamps	5"
Mercury vapour lamps	5"
High-intensity discharge lamps	5"
Arc welders	31"
Frequency induction heating	39"

- O. Cables shall be routed through channel in modular furniture. Communication cabling shall not run in channel with power wiring.
- P. Information Outlets shall be flush mounted on wall-mounted boxes, in floor-mounted boxes, and in modular furniture as shown on Drawings.
- Q. All data and voice cables shall be positioned on termination hardware in sequence of the Outlet I.D. starting with the lowest number.
- R. Termination hardware (Blocks and Patch Panels) positioning and layout must be reviewed by the Consultant prior to construction. The review does not exempt the Contractor from meeting any of the requirements stated in this document.

- S. Patch panels shall be installed to allow for future cables to be added without disrupting existing installation.
- T. Cables shall have a 12" service loop in outlet box or supported properly above ceiling.

3.2. JACKS

- A. Jacks shall be wired per TIA-568B pin outs.

3.3. INFORMATION OUTLET

- A. The same orientation and positioning of jacks and connectors shall be utilized throughout the installation.
- B. Outlet boxes shall be secured to building with minimum of two mechanical fasteners per box. Adhesive fasteners are not allowed.
- C. All extra openings to be filled with blank inserts.

3.4. COMMUNICATIONS PATCH PANEL

- A. Panels shall be fully populated with jacks.

3.5. HORIZONTAL DATA STATION CABLE PATCH CORDS

- A. The patch cords shall be installed per manufacturer's written instructions.
- B. Contractor must coordinate with the owner for installing all patch cords within the TR.
- C. Any left-over patch cords which are not used for the initial installation shall be placed in a box and handed over to the owner. Patch cords must be new and within the original unopened package.

END OF SECTION 27 15 00



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.D.**

DEPARTMENT: Agenda Item XI.d.

MEETING DATE: January 23, 2023

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: IT & Facilities Management Assessment Consulting Services Proposal

BACKGROUND:

Carlos Baffigo, owner of Building Basics for Libraries, brings over 30 years of management experience in library operations, facility management, technology administration, and security. Most recently, Carlos served as Deputy Director of libraries for the Pasadena Public Library system in Pasadena, CA. He headed the City's efforts to retrofit and renovate the Pasadena Central Library, coordinated the lease for the renovation, relocation, and opening of the Pasadena Unified School District Jefferson Elementary School campus as an alternate library branch, and re-purposed a 35,000 Sq. Ft. warehouse into a library distribution center.

The Altadena Library District (ALD) requires dedicated and knowledgeable staff to operate crucial facility and IT infrastructure and maintain systems in optimal condition to ensure a safe and secure environment for staff and the public. In order to do so, library staff must fully understand the systems involved and how they interact, as well as accurately assess existing conditions, identify potential issues, address deficiencies, seek improvement opportunities, adopt best practices, meet compliance standards, and plan for future initiatives (post-renovation) and strategic direction. To this end, on-going education, accurate system assessments, and planning are essential to the continued well-being of the ALD infrastructure and its users.

Consultant services will bring the experience and expertise necessary to educate building and IT staff on the latest industry standards, principles, concepts, and terminology, as they specifically pertain to library services at ALD. Through the consulting process, an evaluation and assessment of existing systems, staffing levels, operational budgets, current practices, and compliance standards will take place with an eye towards future post-renovation operations. Carlos' experience and expertise are unique to this type of assessment that would review both IT and Facilities Management in a library system. In addition, he understands local standards and regulations, as evidenced in his recent work for the City of Pasadena. This makes Carlos the ideal local candidate for this scope of work.

Carlos Baffigo previously collaborated closely with Altadena District Director Nikki Winslow and Information Technology & Technical Services Manager David Zearbaugh on IT system restructuring and initiatives when both worked for Glendale Library, Arts & Culture. Additionally,

Carlos recently consulted with Facility Manager Jonathan Arevalo on facility-related issues, as a result of Jonathan's attendance and participation in the Building Basics for Libraries webinar series facilitated by Carlos in October and November and 2022.

Although this contract does exceed the \$10,000 threshold that would typically prompt a Request for Proposal (RFPs) process, we believe the District would have to conduct two separate RFPs to address these two separate types of assessments. Being that Carlos Baffigo can conduct both services, we feel that this falls under the category of a sole source provider.

FISCAL IMPACT: The hourly rate for this work is \$225. We anticipate no more than 100 hours of work on the original assessment and other work associated with this project. The contract is not to exceed \$22,500. This will be paid out of line 40 – Consultants – Other, to be adjusted at mid-year to include these costs.

RECOMMENDATION: Staff recommends that the Board of Trustees authorize the District Director to contract with Carlos Baffigo of Building Basics for Libraries to facilitate and complete the full scope of work as presented in the proposal following this staff report.

Carlos Baffigo

Building Basics for Libraries

6884 Warm Springs Ave La Verne, CA 91750

January 17, 2023

District Director Nikki
Winslow Altadena
Libraries
600 E. Mariposa
Altadena, CA 91001

Re: Proposal for IT & Facilities Management Assessment Consulting Services

Dear Nikki:

Thank you for the opportunity to assist with the Altadena Library District's need to perform an IT & Facilities Management Assessment. Below you will find my proposal:

EXPERIENCE:

Carlos Baffigo brings over 30 years of management experience in library operations, facility management, technology administration, and security. Serving as Deputy Director of libraries for the Pasadena Public Library system in Pasadena, CA, he headed the City's efforts to retrofit and renovate the Pasadena Central Library, including coordinating the lease for the renovation, relocation, and opening of the Pasadena Unified School District Jefferson Elementary School campus as an alternate library branch. Additionally, he re-purposed a 35,000 Sq. Ft. warehouse into a library distribution center.

Carlos has managed the maintenance and implementation of technology, including library ILS systems, RFID, security camera/access control, networks, and other infrastructure. In partnership with the California State Library and the California Library Association, Carlos has presented learning webinars on facility and infrastructure management specifically tailored to library managers and supervisors, as part of on-going education program for libraries.

SCOPE OF SERVICES:

1. Library Facility Management and IT training and staff development topics:
 - a. Principles, concepts, and terminology
 - b. Best Practices
 - c. Compliance
 - d. Roles and responsibilities
 - e. Technical understanding of systems

- f. Purchasing and procurement
 - g. Contract management
 - h. Budget management
2. Consultation, guidance, and/or planning for the following Library Facility and IT activities:
 - a. Current projects and initiatives
 - b. Future (post-renovation) projects and initiatives
 - c. Policy and procedure
 - d. Organizational structure
 - e. Compliance
 - f. Best Practices
 3. Services may include the following Library Facility and IT assessments:
 - a. Staff Competency - level of expertise, understanding of concepts, terminology, and principles
 - b. Workload and appropriate staffing levels
 - c. Facility and IT best practices
 - d. Facility and IT compliance
 4. Consultant services shall include the following Library Facility and IT deliverables:
 - a. Assist with creation of comprehensive library profile document
 - b. Report on existing contracted services - legitimacy, procedural compliance, and scope of work
 - c. Report on existing maintenance budget and make recommendation for post-renovation budget
 - d. Assist with creation of post renovation Facility and Technology Plan

RECENT PROJECTS:

1. Pasadena Central Library - Built in 1927, the Central Library closed to the public in 2021 due to structural deficiencies - managed retrofit/renovation activities and relocation of library services, staff, and collections.
2. Jefferson Elementary Library Branch - As a result of the Central Library closure, Jefferson Elementary (PUSD) was leased, renovated, and opened as an alternate site for library services.
3. Rose Palace - Transformed 35,000 sq ft warehouse into a library collection distribution center.

RECENT TRAININGS:

California Libraries Learn (CALL) - Building Basics for Libraries Series:

1. Inner Workings - A Close Look at Library Building Design and Key Systems
2. Building Relationships - Knowing Your Partners Within Library Facility Management

3. Wear and Tear - Signs of Disrepair

URL: <https://events.callacademy.org/event/building-basics-webinar-series-building-relationships-knowing-your-partners-within-library>

REFERENCES:

Tim McDonald, Acting Library Director, Pasadena Public
Library, Pasadena, CA 626-744-4070

Michelle Perera, Director of Library and Recreation Services, City of
Sunnyvale, Sunnyvale, CA 408-730-7314

Amber Steinhart, Senior Systems Analyst, Pasadena Public
Library, Pasadena, CA 626-744-4253

TERMS:

Consultation services provided for a period of 120 days from contract approval or agreed date On-site consultation limited to 8 hours per week, unless otherwise agreed

Invoicing: Net 30

COST ESTIMATE:

Hourly Rate: \$225

Not to exceed contract of \$22,500

Thank you for this opportunity to provide these consulting services to the

Altadena Library District.

Carlos Baffigo
Building
Basics for
Libraries 909-
569-2461



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.E. FOR JANUARY 2023**

REPORT: Agenda Item XI.e.
PREPARED BY: Nikki Winslow

MEETING DATE: January 23, 2023
LOCATION: Hybrid Meeting

TITLE: Review and Approval of partial closure of the Main Library and Bob Lucas Library on January 27, 2023 for a Staff Professional Development Workshop

BACKGROUND:

Library administration seeks approval for a partial closure at the Main Library and Bob Lucas Library to conduct a Staff Professional Development workshop on Friday, January 27, 2023 from 9am – 12pm at the Main Library. The recommended closure is Friday, January 27, 2023 from 10am – 12pm at both sites. Friday hours at both library locations are 10am to 6:00pm so both libraries would be open to the public from 12pm to 6pm. The workshop will be facilitated by Jennifer Coyle of NorthStar Consulting with a focus on:

- De-escalation Techniques
- Dealing with difficult patrons/situations
- Understanding the importance of uniform policy and procedure enforcement

This is a continuation of development on Organizational Health as a system-wide effort.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Staff recommends the Board review and approve of partial closure of the Main Library and Bob Lucas Library on January 27, 2023 from 10am to 12pm for a Staff Professional Development Workshop.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM IX.F. FOR JANUARY 2023**

REPORT: Agenda Item IX.f.

MEETING DATE: January 23, 2023

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

BACKGROUND: In the spirit of strengthening library relations with the community, interested Library Staff will be given the opportunity to participate in a volunteer sponsorship for a Habitat for Humanity build in Altadena. Staff have expressed a desire to complete a community service project to give back to the residents of Altadena that show us so much support. Those wanting to participate will be represented as *the Altadena Library District Staff*.

A breakdown of the proposal:

- The build will take place on **Thursday, April 27th from 7:45am – 3:45 pm**. We hope to close the library so all staff can participate in the build on that day.
- The cost of the sponsorship is \$2500. This cost will be met by donations from staff. Participation and donations are completely voluntary. Staff that choose not to participate will have the option of using leave if normally assigned to work on April 27th.
- Community partners, including the group of Library Staff, are given the option to be publicized by San Gabriel Valley (SGV) Habitat.
- This particular SGV Habitat build will be the first ever in Altadena.

This volunteer opportunity will not only serve as a valuable team-building experience resulting in tangible impact on those in need, but also an extension of gratitude for groups like Habitat for Humanity, who actively seek to improve the lives of Altadena residents.

RECCOMENDATION: Staff recommends the Board approve closure of the Library on April 27, 2023, so that library staff may participate in the Habitat for Humanity build.

RESOLUTION NO. 2023-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT RE-MAKING FINDINGS RELATING TO A DECLARED STATE OF EMERGENCY AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE ALTADENA LIBRARY DISTRICT FOR THE PERIOD OF FEBRUARY 1, 2023 – FEBRUARY 28, 2023 PURSUANT TO GOVERNMENT CODE SECTION 54953(E).

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

public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 28, 2023, 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 23rd day of January, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Kameelah Waheed Wilkerson, Board Secretary

Jason Capell, Board President

APPROVED AS TO FORM:

Richard Egger, General Counsel

LOCAL AGENCY FORMATION COMMISSION FOR THE COUNTY OF LOS ANGELES

NOTICE OF VACANCY OF LAFCO ALTERNATE PUBLIC MEMBER

There is a vacancy for the office of Alternate Public Member of the Local Agency Formation Commission for the County of Los Angeles (LAFCO). Any vacancy in the membership of the Commission is filled by appointment by the body which originally appointed the member whose office has become vacant. The remaining term of office of the Alternate Public Member expires on May 1, 2024. Thereafter, the term of office is four (4) years, with no restrictions against the incumbent seeking re-appointment.

LAFCO is a State-mandated Commission charged with the responsibility to provide for the orderly formation and growth of cities and special districts. LAFCO consists of nine (9) regular members and six (6) alternate members. One regular member (and alternate member) represents the general public.

Pursuant to State law, LAFCO reviews and holds public hearings on proposals for boundary changes for 88 cities and 89 special districts in Los Angeles County. The Commission is also responsible for preparing and adopting municipal service reviews of the cities and special districts, and determining and periodically updating their spheres of influence.

The Commission consists of nine (9) regular members and six (6) alternate members, including representatives from the County of Los Angeles Board of Supervisors, the City of Los Angeles, the San Fernando Valley, and the other 87 cities, and the independent special districts in Los Angeles County. The Public Member is a regular member of the Commission and represents the general public. The Public Member and Alternate Public Member are appointed by the other members of the Commission. The Alternate Public Member serves and votes in place of the Public Member when the Public Member is absent or disqualified from participating in a meeting of the Commission.

The Commission meets once a month in downtown Los Angeles at the Kenneth Hahn Hall of Administration (500 West Temple Street). Members currently receive \$150 per meeting attended, plus mileage expenses for travel to and from meetings.

Prospective applicants must be a resident of Los Angeles County. No Public Member or Alternate Public Member shall be an officer or employee of the County of Los Angeles or serve on any city or special district within the territory of the County of Los Angeles. This restriction applies at the time of appointment, meaning that applicants whose application indicates an intent to resign or retire prior to final appointment from any prohibited office, employment, or appointment may still be considered by the Commission.

An application is available on the homepage of LAFCO's website (www.lalafco.org). The deadline to submit an application is 5:00 p.m. on Monday, March 13, 2023. Applications can be submitted in person, by U.S. mail or courier (LAFCO, 80 South Lake Avenue, Suite 870, Pasadena, California, 91101), or by e-mail to Alisha O'Brien (aobrien@lalafco.org). The office hours are Monday – Thursday, 9:00 a.m. to 5:00 p.m., closed Fridays and Holidays.

Should you have any questions, please contact Alisha O'Brien, LAFCO Government Analyst, at 626/204-6500.