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
IMPORTANT NOTICE REGARDING December 19, 2022 MEETING

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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 Andrues, 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 Andrues: 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 Andrues: 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 Andrues to convene to Closed Session.
      Seconded by Trustee Capell
      Roll Call Vote:
      Trustee Andrues: 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 Andrues 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 Andrues to Authorize the District Director to contract with a Human Resources Consulting Services Firm.
Seconded by Trustee Clark
Roll Call Vote:
Trustee Andrues: 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 Andrues 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 Andrues: 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 Andrues: 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, 2023 – 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 Andrues: 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 Andrues to vote for Trustee Capell as Board Chair for the calendar year 2023.
Seconded by Trustee Clark.
Roll Call Vote:
Trustee Andrues: 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 Andrues: 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
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.
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." -Jaqueline 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 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!
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.

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!
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.

Welcome to Lotería Night!

*Please grab a pan dulce and get ready for a fun evening of Lotería.*

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!
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!
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 and 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.
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
“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

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

<table>
<thead>
<tr>
<th>Federal Laws</th>
<th>Traditional Districting Principles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equal Population Rule</td>
<td>Communities of interest</td>
</tr>
<tr>
<td>Federal Voting Rights Act</td>
<td>Compact</td>
</tr>
<tr>
<td>No Racial Gerrymandering</td>
<td>Contiguous</td>
</tr>
<tr>
<td></td>
<td>Visible boundaries (natural &amp; man-made)</td>
</tr>
<tr>
<td></td>
<td>Respect voters’ choices</td>
</tr>
<tr>
<td></td>
<td>/continuity in office</td>
</tr>
<tr>
<td></td>
<td>Planned future growth</td>
</tr>
</tbody>
</table>
Altadena Library District

2020 Total Population: 43,015

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

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

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.
Latino Citizen Voting Age Pop.
Black Citizen Voting Age Pop.
Other Socio-Economic Demographics
Interactive Online Map

Click here to launch the map
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)
# ALTADENA LIBRARY DISTRICT

*For the Fiscal Year Ended June 30, 2022*

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<th>Page</th>
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</tbody>
</table>
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
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.
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**

<table>
<thead>
<tr>
<th>Type of Statements</th>
<th>District-Wide</th>
<th>Governmental Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scope</strong></td>
<td>Entire District</td>
<td>The activities of the District that are not proprietary or fiduciary, such as donations and library programs</td>
</tr>
<tr>
<td><strong>Required financial statements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Statement of Net Position</td>
<td></td>
<td>• Balance Sheet</td>
</tr>
<tr>
<td>• Statement of Activities</td>
<td></td>
<td>• Statement of Revenues, Expenditures &amp; Changes in Fund Balances</td>
</tr>
<tr>
<td><strong>Accounting basis and measurement focus</strong></td>
<td>Accrual accounting and economic resources focus</td>
<td>Modified accrual accounting and current financial resources focus</td>
</tr>
<tr>
<td><strong>Type of asset/liability information</strong></td>
<td>All assets and liabilities, both financial and capital, short-term and long-term</td>
<td>Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included</td>
</tr>
<tr>
<td><strong>Type of inflow/outflow information</strong></td>
<td>All revenues and expenses during year, regardless of when cash is received or paid</td>
<td>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</td>
</tr>
</tbody>
</table>
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.
## Financial Analysis and Condensed Financial Information

### Analysis of Net Position

**Table A-1: Condensed Statement of Net Position**

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

At the end of fiscal year 2022, the District shows a deficit balance in its unrestricted net position of ($77,312).
FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION (Continued)

Analysis of Revenues and Expenses

Table A-2: Condensed Statement of Activities

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

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

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

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.
### Table A-4: Total Expenses

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

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.
CAPITAL ASSET ADMINISTRATION

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

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

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:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonds payable, net</td>
<td>$ 23,731,400</td>
<td>$</td>
</tr>
</tbody>
</table>

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.
### ASSETS

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and investments (Note 2)</td>
<td>$4,122,328</td>
<td>$3,764,816</td>
</tr>
<tr>
<td>Accrued interest receivable</td>
<td>8,847</td>
<td>5,281</td>
</tr>
<tr>
<td>Property taxes and assessments receivable</td>
<td>318,456</td>
<td>193,879</td>
</tr>
<tr>
<td>Accounts receivable – other</td>
<td>52,395</td>
<td>38,037</td>
</tr>
<tr>
<td>Prepaid items</td>
<td>164,131</td>
<td>11,782</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td>4,666,157</td>
<td>4,013,795</td>
</tr>
<tr>
<td><strong>Non-current assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted – cash and investments (Note 2 and 3)</td>
<td>22,787,786</td>
<td>-</td>
</tr>
<tr>
<td>Capital assets – not being depreciated (Note 4)</td>
<td>565,137</td>
<td>152,280</td>
</tr>
<tr>
<td>Capital assets – being depreciated, net (Note 4)</td>
<td>874,120</td>
<td>996,306</td>
</tr>
<tr>
<td><strong>Total non-current assets</strong></td>
<td>24,227,043</td>
<td>1,148,586</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>28,893,200</td>
<td>5,162,381</td>
</tr>
</tbody>
</table>

### DEFERRED OUTFLOWS OF RESOURCES

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred amounts related to net pension liability (Note 7)</td>
<td>572,372</td>
<td>606,616</td>
</tr>
<tr>
<td>Deferred amounts related to net OPEB liability (Note 8)</td>
<td>290,980</td>
<td>169,091</td>
</tr>
<tr>
<td><strong>Total deferred outflows of resources</strong></td>
<td>863,352</td>
<td>775,707</td>
</tr>
</tbody>
</table>

### LIABILITIES

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable and accrued expenses</td>
<td>103,927</td>
<td>162,438</td>
</tr>
<tr>
<td>Accrued salaries and benefits</td>
<td>56,430</td>
<td>105,866</td>
</tr>
<tr>
<td>Unearned grant revenue</td>
<td>293,000</td>
<td>-</td>
</tr>
<tr>
<td>Accrued interest payable</td>
<td>285,611</td>
<td>-</td>
</tr>
<tr>
<td>Long-term liabilities – due in one year:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensated absences (Note 5)</td>
<td>15,423</td>
<td>15,973</td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td>754,391</td>
<td>284,277</td>
</tr>
<tr>
<td><strong>Non-current liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term liabilities – due in more than one year:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensated absences (Note 5)</td>
<td>77,114</td>
<td>79,864</td>
</tr>
<tr>
<td>Bond payable, net (Note 6)</td>
<td>23,731,400</td>
<td>-</td>
</tr>
<tr>
<td>Net pension liability (Note 7)</td>
<td>1,737,243</td>
<td>2,718,477</td>
</tr>
<tr>
<td>Net other post-employment benefits obligations (Note 8)</td>
<td>871,885</td>
<td>1,001,372</td>
</tr>
<tr>
<td><strong>Total non-current liabilities</strong></td>
<td>26,417,642</td>
<td>3,799,713</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td>27,172,033</td>
<td>4,083,990</td>
</tr>
</tbody>
</table>

### DEFERRED INFLOWS OF RESOURCES

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred amounts related to net pension liability (Note 7)</td>
<td>1,609,114</td>
<td>111,504</td>
</tr>
<tr>
<td>Deferred amounts related to net OPEB liability (Note 8)</td>
<td>557,074</td>
<td>306,681</td>
</tr>
<tr>
<td><strong>Total deferred inflows of resources</strong></td>
<td>2,166,188</td>
<td>418,185</td>
</tr>
</tbody>
</table>

### NET POSITION

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net investment in capital assets (Note 9)</td>
<td>495,643</td>
<td>1,148,586</td>
</tr>
<tr>
<td>Unrestricted (Deficit) (Note 10)</td>
<td>(77,312)</td>
<td>287,327</td>
</tr>
<tr>
<td><strong>Total net position</strong></td>
<td>$418,331</td>
<td>$1,435,913</td>
</tr>
</tbody>
</table>

---

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

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

*The notes to financial statements are an integral part of this statement.*
## Balance Sheet – Governmental Funds

**June 30, 2022**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>General Fund</th>
<th>Capital Fund</th>
<th>Debt Service Fund</th>
<th>Total Governmental Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>/assets/</td>
<td>$ 4,122,328</td>
<td>$ -</td>
<td>$ 22,787,786</td>
<td>$ 26,910,114</td>
</tr>
<tr>
<td>Accrued interest receivable</td>
<td>8,847</td>
<td>-</td>
<td>-</td>
<td>8,847</td>
</tr>
<tr>
<td>Property taxes and assessments receivable</td>
<td>318,456</td>
<td>-</td>
<td>-</td>
<td>318,456</td>
</tr>
<tr>
<td>Accounts receivable – other</td>
<td>52,395</td>
<td>-</td>
<td>-</td>
<td>52,395</td>
</tr>
<tr>
<td>Due from other fund (Note 11)</td>
<td>668</td>
<td>-</td>
<td>-</td>
<td>668</td>
</tr>
<tr>
<td>Prepaid items</td>
<td>22,951</td>
<td>-</td>
<td>141,180</td>
<td>164,131</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td><strong>$ 4,525,645</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ 22,928,966</strong></td>
<td><strong>$ 27,454,611</strong></td>
</tr>
</tbody>
</table>

| LIABILITIES AND FUND BALANCE | | | | |
| 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** | **416,954** | **-** | **37,071** | **454,025** |

| 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** | **4,108,691** | **-** | **22,891,895** | **27,000,586** |

| Total liabilities and fund balance | **$ 4,525,645** | **$ -** | **$ 22,928,966** | **$ 27,454,611** |

*The notes to financial statements are an integral part of this statement.*
ALTADENA LIBRARY DISTRICT

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

<table>
<thead>
<tr>
<th>2022</th>
<th>$ 27,005,866</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balances – Governmental Funds</td>
<td></td>
</tr>
<tr>
<td>Amounts reported for governmental activities in the statement of net position are different because:</td>
<td></td>
</tr>
<tr>
<td>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:</td>
<td>1,439,257</td>
</tr>
<tr>
<td>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.</td>
<td>863,352</td>
</tr>
<tr>
<td>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:</td>
<td></td>
</tr>
<tr>
<td>Compensated absences</td>
<td>(92,537)</td>
</tr>
<tr>
<td>Accrued interest payable</td>
<td>(285,611)</td>
</tr>
<tr>
<td>Bonds payable, net</td>
<td>(23,731,400)</td>
</tr>
<tr>
<td>Net other post-employment benefits obligations</td>
<td>(871,885)</td>
</tr>
<tr>
<td>Net pension liability</td>
<td>(1,737,243)</td>
</tr>
<tr>
<td>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.</td>
<td>(2,166,188)</td>
</tr>
<tr>
<td>Total adjustments</td>
<td>(26,582,255)</td>
</tr>
<tr>
<td>Net Position of Governmental Activities</td>
<td>$ 418,331</td>
</tr>
</tbody>
</table>
## ALTADENA LIBRARY DISTRICT

**Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds**

*For the Fiscal Year Ended June 30, 2022*

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Lives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>50 years</td>
</tr>
<tr>
<td>Building Improvements</td>
<td>20 years</td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>5-7 years</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Date Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuation Date</td>
</tr>
<tr>
<td>Measurement Date</td>
</tr>
<tr>
<td>Measurement Period</td>
</tr>
</tbody>
</table>

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.
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.
NOTE 2 – CASH AND INVESTMENTS

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and investments</td>
<td>$ 4,122,328</td>
</tr>
<tr>
<td>Restricted – cash and investments</td>
<td>$ 22,787,786</td>
</tr>
<tr>
<td></td>
<td><strong>$ 26,910,114</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on hand</td>
<td>$ 600</td>
</tr>
<tr>
<td>Deposits held with financial institutions</td>
<td>23,696,202</td>
</tr>
<tr>
<td>Los Angeles County Pooled Investment Fund</td>
<td>3,213,312</td>
</tr>
<tr>
<td><strong>Total cash and cash equivalents</strong></td>
<td><strong>$ 26,910,114</strong></td>
</tr>
</tbody>
</table>

**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.
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 AAAf/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:

<table>
<thead>
<tr>
<th>Description</th>
<th>June 30, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unspent proceeds from bond issuance</td>
<td>$ 22,787,786</td>
</tr>
<tr>
<td>Less: Unspent proceeds from bond issuance</td>
<td>(22,787,786)</td>
</tr>
<tr>
<td><strong>Total restricted - net position</strong></td>
<td>$ -</td>
</tr>
</tbody>
</table>

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).
NOTE 4 – CAPITAL ASSETS

Changes in capital assets for the year were as follows:

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

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:

<table>
<thead>
<tr>
<th>Balance July 1, 2021</th>
<th>Additions</th>
<th>Deletions</th>
<th>Balance June 30, 2022</th>
<th>Due Within One Year</th>
<th>Due in More Than One Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$95,837</td>
<td>$121,454</td>
<td>$(124,754)</td>
<td>$92,537</td>
<td>$15,423</td>
<td>$77,114</td>
</tr>
</tbody>
</table>
NOTE 6 – BOND PAYABLE

<table>
<thead>
<tr>
<th></th>
<th>Balance July 1, 2021</th>
<th>Additions</th>
<th>Deletions</th>
<th>Balance June 30, 2022</th>
<th>Due Within One Year</th>
<th>Due in More Than One Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond payable</td>
<td>$</td>
<td>$ 21,125,000</td>
<td>$</td>
<td>$ 21,125,000</td>
<td>$</td>
<td>$ 21,125,000</td>
</tr>
<tr>
<td>Bond premium</td>
<td>-</td>
<td>2,636,105</td>
<td>(29,705)</td>
<td>2,606,400</td>
<td>-</td>
<td>2,606,400</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$ 23,761,105</td>
<td>(29,705)</td>
<td>$ 23,731,400</td>
<td>$</td>
<td>$ 23,731,400</td>
</tr>
</tbody>
</table>

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:

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

Current

Long-term $ 21,125,000
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:

<table>
<thead>
<tr>
<th>Description</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pension related deferred outflows</td>
<td>$572,372</td>
</tr>
<tr>
<td>Net pension liability</td>
<td>1,737,243</td>
</tr>
<tr>
<td>Pension related deferred inflows</td>
<td>1,609,114</td>
</tr>
</tbody>
</table>

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):

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

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:

<table>
<thead>
<tr>
<th>Plan Members</th>
<th>Classic Tier 1 &amp; 2</th>
<th>PEPRA Tier 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active members</td>
<td>4</td>
<td>17</td>
<td>21</td>
</tr>
<tr>
<td>Transferred and terminated members</td>
<td>13</td>
<td>15</td>
<td>28</td>
</tr>
<tr>
<td>Retired members and beneficiaries</td>
<td>28</td>
<td>-</td>
<td>28</td>
</tr>
<tr>
<td>Total plan members</td>
<td>45</td>
<td>32</td>
<td>77</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Contribution Type</th>
<th>Classic Tier 1 &amp; 2</th>
<th>PERS Tier 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions – employer</td>
<td>$216,201</td>
<td>$113,973</td>
<td>$330,174</td>
</tr>
</tbody>
</table>

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.
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:

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

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

<table>
<thead>
<tr>
<th>Percentage Share of Risk Pool</th>
<th>Fiscal Year Ending June 30, 2022</th>
<th>Fiscal Year Ending June 30, 2021</th>
<th>Change Increase/(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Risk Pool Net Pension Liability</td>
<td>0.091492%</td>
<td>0.064448%</td>
<td>0.027044%</td>
</tr>
<tr>
<td>Percentage of Plan (PERFC) Net Pension Liability</td>
<td>0.032122%</td>
<td>0.024985%</td>
<td>0.007137%</td>
</tr>
</tbody>
</table>

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:

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

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

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:

Actuarial Cost Method: Entry Age Normal in accordance with the requirement of GASB Statement No. 68

Actuarial Assumptions:

- **Discount Rate**: 7.15%
- **Inflation**: 2.50%
- **Salary Increases**: Varies by Entry Age and Service
- **Mortality Rate Table**: Derived using CalPERS’ Membership Data for all Funds.
- **Post Retirement Benefit Increase**: Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.50% thereafter
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.

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

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:

<table>
<thead>
<tr>
<th>Discount Rate</th>
<th>Plan’s Net Pension Liability/(Asset)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 1%</td>
<td>6.15%</td>
</tr>
<tr>
<td>Current Rate</td>
<td>3,070,504</td>
</tr>
<tr>
<td>Discount Rate</td>
<td>$1,737,243</td>
</tr>
<tr>
<td>+ 1%</td>
<td>8.15%</td>
</tr>
<tr>
<td></td>
<td>$635,056</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Description</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPEB related deferred outflows</td>
<td>$ 290,980</td>
</tr>
<tr>
<td>Net other post-employment benefits obligation</td>
<td>871,885</td>
</tr>
<tr>
<td>OPEB related deferred inflows</td>
<td>557,074</td>
</tr>
</tbody>
</table>

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.
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:

<table>
<thead>
<tr>
<th>Category</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inactive plan members or beneficiaries currently receiving benefit payments</td>
<td>15</td>
</tr>
<tr>
<td>Inactive plan members entitled to but not yet receiving benefit payments</td>
<td>-</td>
</tr>
<tr>
<td>Active plan members</td>
<td>23</td>
</tr>
<tr>
<td>Total</td>
<td>38</td>
</tr>
</tbody>
</table>

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
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:

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Target Allocation</th>
<th>LTERR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Equities</td>
<td>22%</td>
<td>6.80%</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>49%</td>
<td>3.10%</td>
</tr>
<tr>
<td>REITs</td>
<td>8%</td>
<td>5.50%</td>
</tr>
<tr>
<td>TIPS</td>
<td>16%</td>
<td>2.25%</td>
</tr>
<tr>
<td>Commodities</td>
<td>5%</td>
<td>3.50%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

C. Changes in the Total OPEB Liability

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

<table>
<thead>
<tr>
<th>Discount Rate</th>
<th>1% Decrease 4.75%</th>
<th></th>
<th>1% Increase 6.75%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,087,202</td>
<td></td>
<td>$694,671</td>
</tr>
<tr>
<td></td>
<td>$871,885</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Healthcare Cost Trend Rates</th>
<th>1% Decrease 4.75%</th>
<th></th>
<th>1% Increase 6.75%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$662,592</td>
<td></td>
<td>$1,135,537</td>
</tr>
<tr>
<td></td>
<td>$871,885</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

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

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

NOTE 9 – NET INVESTMENT IN CAPITAL ASSETS

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

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

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.
NOTE 11 – FUND BALANCES

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

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

NOTE 12 – DUE TO/DUE FROM

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

<table>
<thead>
<tr>
<th>Due to Fund</th>
<th>Due From Fund</th>
<th>Balance</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>Debt Service</td>
<td>$ 668</td>
<td>CFD expenses</td>
</tr>
</tbody>
</table>

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.
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:

   Statement of net position: June 30, 2021
   - Total assets: $139,860,914
   - Deferred outflows: $606,052
   - Total liabilities: $73,886,665
   - Deferred inflows: $237,014
   - Net position: $66,343,287

   Statement of revenues, expenses and changes in net position:
   - Total revenues: $84,001,505
   - Total expenses: ($78,600,852)
   - Change in net position: $5,400,653
   - Beginning – net position: $60,942,634
   - Ending – net position: $66,343,287

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 $50 per claim.
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*

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Adopted Original Budget</th>
<th>Revised Final Budget</th>
<th>Actual</th>
<th>Variance Positive (Negative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property taxes</td>
<td>$ 2,868,900</td>
<td>$ 2,909,500</td>
<td>$ 3,124,558</td>
<td>$ 215,058</td>
</tr>
<tr>
<td>Special assessments</td>
<td>879,300</td>
<td>879,300</td>
<td>891,997</td>
<td>12,697</td>
</tr>
<tr>
<td>Charges for services</td>
<td>97,000</td>
<td>54,000</td>
<td>60,501</td>
<td>6,501</td>
</tr>
<tr>
<td>Operating grants and contributions</td>
<td>65,000</td>
<td>344,800</td>
<td>141,646</td>
<td>(203,154)</td>
</tr>
<tr>
<td>Investment earnings and change in fair-value</td>
<td>4,400</td>
<td>4,400</td>
<td>(22,485)</td>
<td>(26,885)</td>
</tr>
<tr>
<td>Other revenues</td>
<td>62,000</td>
<td>57,000</td>
<td>19,611</td>
<td>(3,389)</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td><strong>3,976,600</strong></td>
<td><strong>4,249,000</strong></td>
<td><strong>4,215,828</strong></td>
<td><strong>(33,172)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and wages</td>
<td>2,233,900</td>
<td>2,195,000</td>
<td>2,119,144</td>
<td>75,856</td>
</tr>
<tr>
<td>Employee benefits</td>
<td>645,300</td>
<td>635,800</td>
<td>608,803</td>
<td>26,997</td>
</tr>
<tr>
<td>Materials and services</td>
<td>1,381,400</td>
<td>1,738,200</td>
<td>1,119,926</td>
<td>618,274</td>
</tr>
<tr>
<td>Capital outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(4,755)</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>4,260,600</strong></td>
<td><strong>4,569,000</strong></td>
<td><strong>3,852,628</strong></td>
<td><strong>716,372</strong></td>
</tr>
<tr>
<td><strong>Net change in fund balance</strong></td>
<td>$(284,000)</td>
<td>$(320,000)</td>
<td>363,200</td>
<td>$ 683,200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund balance:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of year</td>
<td></td>
<td></td>
<td></td>
<td>3,745,491</td>
</tr>
<tr>
<td>End of year</td>
<td></td>
<td>$ 4,108,691</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See notes to the required supplementary information.
**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

<table>
<thead>
<tr>
<th>Measurement Date</th>
<th>District’s Proportionate Share of the Net Pension Liability</th>
<th>District’s Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll</th>
<th>District’s Proportionate Share of the Net Pension Liability as a Percentage of Covered Position as a Percentage of the Plan’s Total Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30, 2014</td>
<td>0.022681%</td>
<td>$1,411,297</td>
<td>120.29%</td>
</tr>
<tr>
<td>June 30, 2015</td>
<td>0.021385%</td>
<td>$1,467,863</td>
<td>143.10%</td>
</tr>
<tr>
<td>June 30, 2016</td>
<td>0.022722%</td>
<td>$2,866,172</td>
<td>241.53%</td>
</tr>
<tr>
<td>June 30, 2017</td>
<td>0.023216%</td>
<td>$2,302,407</td>
<td>204.47%</td>
</tr>
<tr>
<td>June 30, 2018</td>
<td>0.023696%</td>
<td>$2,283,423</td>
<td>196.00%</td>
</tr>
<tr>
<td>June 30, 2019</td>
<td>0.024437%</td>
<td>$2,504,038</td>
<td>229.84%</td>
</tr>
<tr>
<td>June 30, 2020</td>
<td>0.024985%</td>
<td>$2,718,477</td>
<td>200.01%</td>
</tr>
<tr>
<td>June 30, 2021</td>
<td>0.032122%</td>
<td>$1,737,243</td>
<td>118.22%</td>
</tr>
</tbody>
</table>

### 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.*

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*See notes to the required supplementary information.*
## Schedule of Pension Contributions

**For the Fiscal Year Ended June 30, 2022**

### Last Ten Fiscal Years*

#### California Public Employees’ Retirement System (CalPERS) Miscellaneous Plan

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

### Notes to Schedule:

- **Actuarial Cost Method**: Entry Age
- **Asset Valuation Method**: Market Value
- **Inflation**: 2.75%
- **Investment Rate of Return**: 7.65%
- **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*

#### Last Ten Fiscal Years*

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

**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.

---

See notes to the required supplementary information.
## ALTADENA LIBRARY DISTRICT

### Schedule of OPEB Contributions

For the Fiscal Year Ended June 30, 2022

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuarially determined contribution</td>
<td>$152,972</td>
<td>$151,196</td>
<td>$146,104</td>
<td>$167,539</td>
<td>$102,875</td>
</tr>
<tr>
<td>Contributions in relation to the actuarially determined contributions</td>
<td>(78,701)</td>
<td>(78,701)</td>
<td>(128,120)</td>
<td>(141,905)</td>
<td>-</td>
</tr>
<tr>
<td>Contribution deficiency (excess)</td>
<td>$74,271</td>
<td>$72,495</td>
<td>$17,984</td>
<td>$25,634</td>
<td>$102,875</td>
</tr>
<tr>
<td>Covered payroll</td>
<td>$1,693,673</td>
<td>$1,537,515</td>
<td>$1,492,733</td>
<td>$1,268,278</td>
<td>$1,387,550</td>
</tr>
<tr>
<td>Contributions as a percentage of covered payroll</td>
<td>4.65%</td>
<td>5.12%</td>
<td>8.58%</td>
<td>11.19%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

### Notes to Schedule:

#### Valuation Date

<table>
<thead>
<tr>
<th>Method and Assumptions Used to Determine Contribution Rates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuarial cost method Entry age normal</td>
</tr>
<tr>
<td>Amortization method Closed period, level percent of pay</td>
</tr>
<tr>
<td>Amortization period 30-years 30-years 30-years 30-years 30-years</td>
</tr>
<tr>
<td>Asset valuation method Market Value Market Value Market Value Market Value Market Value</td>
</tr>
<tr>
<td>Investment rate of return 5.75% 5.70% 5.70% 6.25% 6.25%</td>
</tr>
<tr>
<td>Inflation 2.50% 2.50% 2.50% 2.75% 2.75%</td>
</tr>
<tr>
<td>Payroll increases 2.75% 3.00% 3.00% 3.25% 3.25%</td>
</tr>
<tr>
<td>Mortality (2) (2) (2) (3) (3)</td>
</tr>
<tr>
<td>Morbidity Not Valued Not Valued Not Valued Not Valued Not Valued</td>
</tr>
<tr>
<td>Disability Not Valued Not Valued Not Valued Not Valued Not Valued</td>
</tr>
<tr>
<td>Retirement (4) (4) (4) (4) (4)</td>
</tr>
<tr>
<td>Percent Married - Spouse Support 80% 25% 25% 25% 25%</td>
</tr>
<tr>
<td>Healthcare trend rates 4.00% 5.4% to 4.0% 5.4% to 4.0% 4.00% 4.00%</td>
</tr>
</tbody>
</table>

(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
### Table of Contents

*For the Fiscal Year Ended June 30, 2022*

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter to Board of Trustees</td>
<td>1</td>
</tr>
<tr>
<td>Required Communications</td>
<td>2</td>
</tr>
<tr>
<td>Summary of Adjusting Journal Entries</td>
<td>4</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Area</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our Responsibilities with Regard to the Financial Statement Audit</td>
<td>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.</td>
</tr>
<tr>
<td>Overview of the Planned Scope and Timing of the Financial Statement Audit</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Accounting Policies and Practices | 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.

**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.

**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.

**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. |
| Audit Adjustments | Audit adjustments are summarized in the attached *Summary of Adjusting Journal Entries*. |
| Uncorrected Misstatements | We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial. |
# Required Communications

For the Fiscal Year Ended June 30, 2022

<table>
<thead>
<tr>
<th>Area</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions With Management</td>
<td>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.</td>
</tr>
<tr>
<td>Disagreements With Management</td>
<td>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.</td>
</tr>
<tr>
<td>Consultations With Other Accountants</td>
<td>We are not aware of any consultations management had with other accountants about accounting or auditing matters.</td>
</tr>
<tr>
<td>Significant Issues Discussed With Management</td>
<td>No significant issues arising from the audit were discussed or the subject of correspondence with management.</td>
</tr>
<tr>
<td>Significant Difficulties Encountered in Performing the Audit</td>
<td>No significant difficulties were encountered in performing our audit.</td>
</tr>
</tbody>
</table>
| Required Supplementary Information             | We applied certain limited procedures to the:  
  1. Management's Discussion and Analysis  
  2. Budget to Actual Comparison  
  3. Required Pension Plan Disclosures  
  4. Required OPEB Plan Disclosures  

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. |

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
## Summary of Adjusting Journal Entries

For the Fiscal Year Ended June 30, 2022

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusting Journal Entries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjusting Journal Entries JE # 1</td>
<td>Additional CIP to Main Library, PBC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1526</td>
<td>CIP - Main Library</td>
<td>7,314.00</td>
<td></td>
</tr>
<tr>
<td>7399</td>
<td>Capitalized Expenditures</td>
<td></td>
<td>7,314.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>7,314.00</td>
<td>7,314.00</td>
</tr>
<tr>
<td>Adjusting Journal Entries JE # 2</td>
<td>To adjust OPEB DOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1993</td>
<td>DOR - OPEB Related</td>
<td>76,037.00</td>
<td></td>
</tr>
<tr>
<td>5223</td>
<td>OPEB Expense</td>
<td></td>
<td>76,037.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>76,037.00</td>
<td>76,037.00</td>
</tr>
<tr>
<td>Total Adjusting Journal Entries</td>
<td></td>
<td>83,351.00</td>
<td>83,351.00</td>
</tr>
<tr>
<td>Total All Journal Entries</td>
<td></td>
<td>83,351.00</td>
<td>83,351.00</td>
</tr>
</tbody>
</table>
MISSION: Bringing people, ideas and resources together through fundraising and advocacy in support of our Altadena Libraries.


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
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 candidates 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
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!).

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...

![Cactus Sculptures](image1.jpg)

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 Andrues.

![Eyes on Altadena Exhibition](image2.jpg)
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.
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!

**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.
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### Bob Lucas Statistics

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<td>Teen Program Attendance</td>
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<tr>
<td>Bob Lucas Statistics</td>
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<td>1</td>
<td>2</td>
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<td>New Patrons</td>
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<td>7</td>
<td>15</td>
<td>13</td>
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<td>Visitor Count</td>
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<td>400</td>
<td>492</td>
<td>348</td>
<td>2,064</td>
<td>303</td>
<td>1,996</td>
<td>441</td>
<td>2,177</td>
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<tr>
<td>No. of Bob Lucas Programs/Outreach</td>
<td>25</td>
<td>27</td>
<td>26</td>
<td>21</td>
<td>22</td>
<td></td>
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</tr>
<tr>
<td>Bob Lucas Program Attendance</td>
<td>107</td>
<td>210</td>
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<td>173</td>
<td>132</td>
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<td>Passport Services</td>
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<td>Passports Processed</td>
<td>94</td>
<td>122</td>
<td>116</td>
<td>183</td>
<td>115</td>
<td>146</td>
<td>105</td>
<td>165</td>
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<td>129</td>
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<td>Passport Photo Sessions</td>
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<td>0</td>
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<td>Phone Calls Received</td>
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<td>609</td>
<td>1033</td>
<td>917</td>
<td>1220</td>
<td>945</td>
<td>912</td>
<td>823</td>
<td>750</td>
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</tr>
</tbody>
</table>
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!
DEPARTMENT: Administration  MEETING DATE: January 23, 2023
PREPARED BY: Nikki Winslow  LOCATION: Hybrid Meeting


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 to 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**

<table>
<thead>
<tr>
<th></th>
<th>December 2022</th>
<th>YTD</th>
<th>FY 2022/23 Adopted Budget</th>
<th>YTD Target 50%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Property Taxes &amp; Assessments</td>
<td><strong>$2,117,837</strong></td>
<td><strong>$2,170,742</strong></td>
<td><strong>$3,955,000</strong></td>
</tr>
<tr>
<td>3</td>
<td>Fines &amp; Fees</td>
<td>5,423</td>
<td>30,746</td>
<td>52,500</td>
</tr>
<tr>
<td>4</td>
<td>Interest Income</td>
<td>4,888</td>
<td>11,764</td>
<td>5,100</td>
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<tr>
<td>5</td>
<td>Other Revenue</td>
<td>6,236</td>
<td>16,131</td>
<td>59,000</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>2,134,384</td>
<td>2,229,384</td>
<td>4,071,600</td>
<td><strong>55%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>EXPENSES</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries &amp; Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Wages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Salaried</td>
<td>117,663</td>
<td>568,721</td>
<td>1,282,900</td>
</tr>
<tr>
<td>10</td>
<td>Hourly</td>
<td>98,540</td>
<td>423,024</td>
<td>893,300</td>
</tr>
<tr>
<td><strong>Total Wages</strong></td>
<td>216,202</td>
<td>991,745</td>
<td>2,176,200</td>
<td><strong>46%</strong></td>
</tr>
<tr>
<td>11</td>
<td>Benefits, Retirement &amp; Taxes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Health Insurance - Employee</td>
<td>10,232</td>
<td>77,356</td>
<td>154,000</td>
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<tr>
<td>13</td>
<td>Health Insurance - Retiree</td>
<td>5,524</td>
<td>33,641</td>
<td>66,700</td>
</tr>
<tr>
<td>14</td>
<td>Other Medical Insurance</td>
<td>1,152</td>
<td>9,378</td>
<td>22,000</td>
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<tr>
<td>15</td>
<td>Workers’ Compensation</td>
<td>-</td>
<td>19,984</td>
<td>45,400</td>
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<td>16</td>
<td>CalPERS Retirement (Normal Costs)</td>
<td>12,756</td>
<td>63,508</td>
<td>153,400</td>
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<tr>
<td>17</td>
<td>CalPERS Unfunded Accrued Liability</td>
<td>-</td>
<td>226,006</td>
<td>226,000</td>
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<tr>
<td>18</td>
<td>Payroll Taxes (District-Paid)</td>
<td>14,963</td>
<td>72,793</td>
<td>172,900</td>
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<tr>
<td><strong>Total Benefits, Retirement &amp; Taxes</strong></td>
<td>44,626</td>
<td>502,666</td>
<td>840,400</td>
<td><strong>60%</strong></td>
</tr>
<tr>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td>260,829</td>
<td>1,494,411</td>
<td>3,016,600</td>
<td><strong>50%</strong></td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>23</td>
<td>Insurance (Liability, Earthquake)</td>
<td>-</td>
<td>127,771</td>
<td>98,500</td>
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<tr>
<td>24</td>
<td>Utilities</td>
<td>5,562</td>
<td>39,398</td>
<td>68,000</td>
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<tr>
<td>25</td>
<td>County Tax Collection Fees</td>
<td>39,757</td>
<td>40,801</td>
<td>42,400</td>
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<tr>
<td>26</td>
<td>Other Operating</td>
<td>5,452</td>
<td>39,241</td>
<td>53,700</td>
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<tr>
<td>27</td>
<td>Facilities, Grounds &amp; Maintenance</td>
<td>9,389</td>
<td>61,435</td>
<td>110,000</td>
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<tr>
<td>28</td>
<td>Structures &amp; Improvements</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
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<tr>
<td>29</td>
<td>Vehicles &amp; Equipment Maintenance</td>
<td>251</td>
<td>1,339</td>
<td>20,000</td>
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<tr>
<td>30</td>
<td>Staff Development, Training &amp; Travel</td>
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<td>31</td>
<td>Advertising &amp; Marketing</td>
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<td>6,421</td>
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<tr>
<td>32</td>
<td>Website Development</td>
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<td>Miscellaneous Expenses</td>
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<td>1,570</td>
<td>2,600</td>
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<td>Trustee Election</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>63,466</td>
<td>326,717</td>
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<td><strong>64%</strong></td>
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<tr>
<td><strong>Professional Services</strong></td>
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<td>35</td>
<td>Audit &amp; Financial Consulting</td>
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<td>57,051</td>
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<tr>
<td>36</td>
<td>Legal Fees</td>
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<td>37</td>
<td>Consultants - Other</td>
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<tr>
<td><strong>Total Professional Services</strong></td>
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<td><strong>Information Technology (IT)</strong></td>
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<tr>
<td>40</td>
<td>Internet Service / E-Rate</td>
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<td>-</td>
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<tr>
<td>41</td>
<td>Technology Equipment</td>
<td>247</td>
<td>8,122</td>
<td>20,000</td>
</tr>
</tbody>
</table>

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

**General Fund**

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

<table>
<thead>
<tr>
<th></th>
<th>December 2022</th>
<th>YTD</th>
<th>FY 2022/23 Budget</th>
<th>YTD Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>Technology Maintenance Fees</td>
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<td>13,946</td>
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<tr>
<td>46</td>
<td>Technology Consulting</td>
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<td>1,800</td>
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<td>47</td>
<td>Telecommunications</td>
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<td>7,614</td>
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<tr>
<td>48</td>
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<td>29,983</td>
<td>121,300</td>
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<tr>
<td>49</td>
<td>Library Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Books</td>
<td>890</td>
<td>40,943</td>
<td>139,300</td>
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<td>Downloadables</td>
<td>7,862</td>
<td>31,955</td>
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<tr>
<td>52</td>
<td>DVDs &amp; Videogames</td>
<td>704</td>
<td>6,376</td>
<td>12,600</td>
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<tr>
<td>53</td>
<td>Electronic Databases / Subscriptions</td>
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<td>Library of Things</td>
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<td>59</td>
<td>Programs</td>
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<td>60</td>
<td>Adult Services</td>
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<td>Youth Services</td>
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<td>1,705</td>
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<tr>
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<td>Teen Services</td>
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<td>1,828</td>
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<td>63</td>
<td>Bob Lucas Branch Services</td>
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<td>2,910</td>
<td>5,500</td>
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<tr>
<td>64</td>
<td>Volunteer Services</td>
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<td>-</td>
<td>200</td>
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<td>65</td>
<td>All Ages</td>
<td>275</td>
<td>697</td>
<td>-</td>
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<tr>
<td>66</td>
<td>Poets Laureate</td>
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<td>1,400</td>
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</tr>
<tr>
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<td>Total Programs</td>
<td>2,208</td>
<td>16,818</td>
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<tr>
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<td>TOTAL EXPENSES</td>
<td>381,981</td>
<td>2,081,078</td>
<td>4,090,700</td>
</tr>
<tr>
<td>69</td>
<td>NET REVENUE / (EXPENSES)</td>
<td>1,752,403</td>
<td>148,306</td>
<td>(19,100)</td>
</tr>
<tr>
<td>70</td>
<td>Use Of / (Addition To) Reserves / Fund Balance</td>
<td>(1,752,403)</td>
<td>(148,306)</td>
<td>19,100</td>
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<tr>
<td>71</td>
<td>NET BALANCE</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.
Revenue & Expense (Unaudited)
Donations / Grants Fund
For the Period July 1, 2022 to December 31, 2022

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F = Total/E</th>
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</thead>
<tbody>
<tr>
<td>Altadena Library Foundation</td>
<td>Friends of Altadena Library</td>
<td>Emergency Connectivity Fund</td>
<td>California Library Grants</td>
<td>FY 2022/23 Adopted Budget</td>
<td>YTD Target</td>
</tr>
<tr>
<td>REVENUE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations &amp; Grants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Altadena Library Foundation</td>
<td>$15,000</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$35,000</td>
</tr>
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<td>Friends of the Library</td>
<td>-</td>
<td>28,000</td>
<td>-</td>
<td>-</td>
<td>22,000</td>
</tr>
<tr>
<td>California Library Literacy Services</td>
<td>-</td>
<td>-</td>
<td>34,982</td>
<td>-</td>
<td>24,400</td>
</tr>
<tr>
<td>Emergency Connectivity Fund</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>8,000</td>
</tr>
<tr>
<td>California Library Expanding our Footprint</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>250,000</td>
</tr>
<tr>
<td>Total Donations &amp; Grants</td>
<td>15,000</td>
<td>28,000</td>
<td>-</td>
<td>284,982</td>
<td>289,400</td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>15,000</td>
<td>28,000</td>
<td>-</td>
<td>284,982</td>
<td>289,400</td>
</tr>
<tr>
<td>EXPENSES</td>
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<tr>
<td>Wages</td>
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<td></td>
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</tr>
<tr>
<td>Salaried</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,205</td>
<td>20,400</td>
</tr>
<tr>
<td>Hourly</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>6,020</td>
<td>-</td>
</tr>
<tr>
<td>Total Wages</td>
<td>-</td>
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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

<table>
<thead>
<tr>
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<td>Equipment, Furniture &amp; Fixtures</td>
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### Revenue & Expense (Unaudited)

**Combined**

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

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D = Total/C</th>
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<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td><strong>YTD General</strong></td>
<td><strong>YTD Donations &amp; Grants</strong></td>
<td><strong>FY 2022/23 Adopted Budget</strong></td>
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<td>280,962</td>
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<td>(280,962)</td>
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## Revenue & Expense (Unaudited)
### Capital Fund
#### For the Period July 1, 2022 to December 31, 2022

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<th>December 2022</th>
<th>YTD</th>
<th>FY 2022/23 (Adopted Budget)</th>
<th>YTD Target 50%</th>
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## Capital Fund
### Activity through December 31, 2022

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<tr>
<th></th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CFD Proceeds</td>
<td>$23,761,105</td>
</tr>
<tr>
<td>2</td>
<td>Community Facil. District Measure Z Bond Proceeds</td>
<td>$23,761,105</td>
</tr>
<tr>
<td>3</td>
<td>Underwriter’s Discount (Commission)</td>
<td>$(87,968)</td>
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<tr>
<td>4</td>
<td>Interest Income</td>
<td>$(16,947)</td>
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<tr>
<td>5</td>
<td>Unrealized Gain/(Loss)</td>
<td>$(157,458)</td>
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<tr>
<td>6</td>
<td>Less Bond Interest Paid 9/1/2022</td>
<td>$(436,022)</td>
</tr>
<tr>
<td>7</td>
<td>Net Proceeds</td>
<td>$23,061,909</td>
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<tr>
<td>8</td>
<td>Administrative CFD Costs</td>
<td>-</td>
</tr>
<tr>
<td>9</td>
<td>Administration</td>
<td>$(26,598)</td>
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<tr>
<td>10</td>
<td>Audit and Financial Consulting</td>
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<td>11</td>
<td>Bond Issuance Costs</td>
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<tr>
<td>12</td>
<td>Total Administrative Costs</td>
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<tr>
<td>13</td>
<td>Direct Renovation Costs</td>
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<tr>
<td>14</td>
<td>Project Management</td>
<td>$(186,042)</td>
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<tr>
<td>15</td>
<td>Construction Cost</td>
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<tr>
<td>16</td>
<td>Architect Expenses</td>
<td>$(205,092)</td>
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<tr>
<td>17</td>
<td>Total Direct Renovation Costs</td>
<td>$(412,857)</td>
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<tr>
<td>18</td>
<td>CFD Financial Activity Ending Balance</td>
<td>$22,313,883</td>
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</tbody>
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No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.
Balance Sheet (Unaudited)
District Total
As of December 31, 2022

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

<table>
<thead>
<tr>
<th>21</th>
<th>LIABILITIES</th>
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</thead>
<tbody>
<tr>
<td>22</td>
<td>Current Liabilities</td>
</tr>
<tr>
<td>23</td>
<td>Accounts Payable</td>
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<tr>
<td>24</td>
<td>Credit Card (UMB)</td>
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<tr>
<td>25</td>
<td>Payroll and Retirement Liabilities</td>
</tr>
<tr>
<td>26</td>
<td>Total Current Liabilities</td>
</tr>
<tr>
<td>27</td>
<td>Long-Term Liabilities</td>
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<tr>
<td>28</td>
<td>Vacation Payable</td>
</tr>
<tr>
<td>29</td>
<td>Deferred Inflows of Resources</td>
</tr>
<tr>
<td>30</td>
<td>Net Pension Liability</td>
</tr>
<tr>
<td>31</td>
<td>Net OPEB Liability</td>
</tr>
<tr>
<td>32</td>
<td>Community Facilities District Bond</td>
</tr>
<tr>
<td>33</td>
<td>Total Long-Term Liabilities</td>
</tr>
<tr>
<td>34</td>
<td>TOTAL LIABILITIES</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>35</th>
<th>FUND BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>Fund Balance</td>
</tr>
<tr>
<td>37</td>
<td>Net Revenue / (Expenses)</td>
</tr>
<tr>
<td>38</td>
<td>TOTAL FUND BALANCE</td>
</tr>
<tr>
<td>39</td>
<td>TOTAL LIABILITIES &amp; FUND BALANCE</td>
</tr>
</tbody>
</table>

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


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 bicycle 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.

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>START</th>
<th>END</th>
<th>EVALUATION METHOD</th>
<th>EVIDENCE OF SUCCESS</th>
<th>END-YEAR UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete our district-wide diversity audits and implement procedures for collection analysis and improvement, and inclusive collection development training for all selectors</td>
<td>January 2022</td>
<td>December 2022</td>
<td>Use diversity audit to compare Youth &amp; 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</td>
<td>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</td>
<td>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.</td>
</tr>
</tbody>
</table>

| 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
- **Start:** January 2022
- **End:** May 2022
- **Description:** Develop library collection budget protocols for FY 22/23 that ensure spending is representative of circulation and usage.
- **Progress:** 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
- **Start:** October 2021
- **End:** June 2022
- **Description:** Research alternative vendors that provide these services within District budget.
- **Progress:** 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.

### Develop district-wide operating manual that includes circulation and reference procedures as well as sections for each service point.
- **Start:** January 2022
- **End:** June 2022
- **Method:** Drafting of the manual with staff input; Details kept as generic as possible to keep essential updates to a minimum.
- **Evidence of Success:** 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.
- **End-Year Update:** 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
- **Start:** going
- **End:** December 2022
- **Method:** Managers will draft manuals outlining their roles and task work to pass on in the event of absences and vacancies.
- **Evidence of Success:** All management positions are filled with high quality candidates; Each manager will have a succession manual drafted and reviewed by the Management Team.
- **End-Year Update:** 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.
<table>
<thead>
<tr>
<th>Task Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Task Details</th>
<th>Status/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue Project READY and other EDI training including all abilities programming training for staff</td>
<td>Ongoing</td>
<td>December 2022</td>
<td>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</td>
<td>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.</td>
</tr>
<tr>
<td>Complete the Staff Resources Survey</td>
<td>2021</td>
<td>June 2022</td>
<td>Review by the management team of the ranked priorities for each department and position</td>
<td>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.</td>
</tr>
<tr>
<td>Explore locations for off-site staff retreat</td>
<td>January 2022</td>
<td>August 2022</td>
<td>Work with the Staff Recognition Team to survey staff on potential sites to host Professional Development Day (PDD) in October 2022</td>
<td>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.</td>
</tr>
<tr>
<td>Personnel Policy Updates</td>
<td>January 2022</td>
<td>June 2022</td>
<td>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</td>
<td>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.</td>
</tr>
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</table>
| 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 onboared in a consistent manner and uniformly cross-trained and coached | District Managers. Will work with MRG in the next year to standardize onboarding. |

We are CONNECTORS.

**Goal #4: Increase awareness of library programming and services through marketing strategies.**

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<tr>
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<th>START</th>
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</thead>
<tbody>
<tr>
<td>Improved marketing strategy for digital resources and special collections</td>
<td>November 2021</td>
<td>Ongoing</td>
<td>Circulation and database utilization statistics; increased use of webpage</td>
<td>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</td>
<td>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.</td>
</tr>
<tr>
<td>Identification of new channels to recruit new tutors and promote and highlight Literacy Services and programs</td>
<td>January 2022</td>
<td>August 2022</td>
<td>Data collected from literacy intake forms indicate new learners and tutors learning about literacy program via marketing efforts</td>
<td>Creation of promotional content and implementation of marketing plan by March 2022; Attainment of new tutors through marketing campaign</td>
<td>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.</td>
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<tr>
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<tr>
<td>Establish a plan to implement a Library of Experts and a Community Asset Map initiative</td>
<td>January 2021</td>
<td>December 2022</td>
<td>Research and development of procedures and processes to build and utilize each initiative</td>
<td>Established goals, procedures and usage of these initiatives</td>
<td>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.</td>
</tr>
<tr>
<td>Goal #6: Maintaining library services during closures due to renovation by providing resources and programming outside of existing facilities.</td>
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<thead>
<tr>
<th>Provide early literacy and community resources for Parents and Educators</th>
<th>May 2022</th>
<th>December 2022</th>
<th>Statistics on page navigation; feedback from parents and educators; use of early literacy handout</th>
<th>Awareness of webpage and utilization of resources; Creation of an early literacy handout for patrons</th>
<th>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/Spring 2023.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish an ALD App with MyLibro</td>
<td>November 2021</td>
<td>August 2022</td>
<td>Review data from insights component of MyLibro app.</td>
<td>Development and implementation of MyLibro/ALD app</td>
<td>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.</td>
</tr>
<tr>
<td>Teen Volunteer Program</td>
<td>September 2021</td>
<td>Ongoing</td>
<td>Feedback from staff; number of volunteers; number of volunteer hours; feedback from volunteers</td>
<td>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</td>
<td>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.</td>
</tr>
<tr>
<td>Assessment of Read Local Shop Local (RLSL) Program and potential updates</td>
<td>January 2022</td>
<td>June 2022</td>
<td>Conversations with current businesses and potential new partners; Reevaluate criteria and decide on overarching goal of program</td>
<td>Positive feedback from current RLSL partners; Multi-year plan for program going forward</td>
<td>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.</td>
</tr>
<tr>
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<tr>
<td>Provide the community with library materials through strategically placed self-service vending machine.</td>
<td>Dec 2021</td>
<td>Ongoing</td>
<td>Submission of application for $250K; identify locations; statistics on use</td>
<td>Deployment of vending machines hosted by a community partner; regular use by community</td>
<td>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.</td>
</tr>
<tr>
<td>Optimize ALD website with a professional redesign.</td>
<td>March 2022</td>
<td>July/August 2022</td>
<td>Survey patrons and staff on ease of use, mobile friendliness, search capabilities, and ability to find what they are looking for</td>
<td>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</td>
<td>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.</td>
</tr>
<tr>
<td>Acquire and convert a 2nd vehicle to meet service and program needs.</td>
<td>January 2022</td>
<td>May 2022</td>
<td>Identify service design for second vehicle; Research and identify vehicle type, purchasing under budget, modifications needed</td>
<td>Successful launch of second vehicle and regular usage by staff</td>
<td>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.</td>
</tr>
<tr>
<td>Research innovative technology and equipment</td>
<td>January 2022</td>
<td>Ongoing</td>
<td>Identifying new or updated equipment, such as 3-D printers, MakerSpace items and other mobile technology to use throughout the community.</td>
<td>Purchase of items and regular usage both in and outside the library branches, including the Curiosity Connection</td>
<td>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.</td>
</tr>
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</table>
#### Goal #7: Bringing resources and services to patrons where they are.

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<tr>
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<tr>
<td>Strengthen relationships with local Transitional Age Youth Residential Programs</td>
<td>Summer 2021</td>
<td>Ongoing</td>
<td>Evaluations or anecdotal feedback from visits; consistency/frequency of communication; statistics from interactions and deposit libraries</td>
<td>Scheduled regular visits; establishing and maintaining deposit libraries; ongoing communication</td>
<td>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.</td>
</tr>
<tr>
<td>Establish Homebound Services</td>
<td>Fall 2022</td>
<td>Ongoing</td>
<td>Number of registrations; circulation, number of trips; use of marketing materials; conversations with possible partners to increase reach</td>
<td>Successful implementation of Homebound Services with a documented workflow process; Active participation by community</td>
<td>Homebound Services have continued with patron visits on a monthly basis. A plan to expand this service is ongoing.</td>
</tr>
<tr>
<td>Develop a plan and conduct Community Survey</td>
<td>September 2021</td>
<td>December 2022</td>
<td>Creation of survey questions which are statistically relevant; Staff committee established; Volunteers found, trained, and implemented</td>
<td>True representative sample of all residents in Altadena; Statistically useful data that can be used for marketing and programming purposes</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule programming and events outside library buildings including outreach visits with the Curiosity Connection</td>
<td>June 2021</td>
<td>Ongoing</td>
<td>Participation in community events including those aimed at focused age groups; Feedback from participants; Staff participation</td>
<td>Increased number of outings and attendance statistics; Expansion of partnership opportunities</td>
<td>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 &amp; Alma Fuerte Event. CC efforts will continue to grow in the coming year.</td>
</tr>
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</table>
## Goal #8 Continue moving building renovation process forward for both library sites.

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<tr>
<td>Work with Capital Project Management (CPM) Firm and Architectural team to create design for both libraries</td>
<td>January 2022</td>
<td>Ongoing</td>
<td>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</td>
<td>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</td>
<td>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.</td>
</tr>
<tr>
<td>Preparing buildings for closure, remodel, and reopening</td>
<td>January 2022</td>
<td>Completion of design process per building</td>
<td>Analyze items to keep, store, and dispose of and evaluate size needed to store items kept; Identify alternate sites and/or storage locations</td>
<td>Appropriate space found for temporary service locations and/or needed storage; Costs for storage kept as low as possible</td>
<td>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.</td>
</tr>
<tr>
<td>Coordinate with the Senior Center to create connections between our two properties</td>
<td>January 2022</td>
<td>Completion of the design process</td>
<td>Working with the Senior Center and LA County to build a physical connection between our two sites</td>
<td>A physical connection is created between the two properties as part of the design process with ABA</td>
<td>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.</td>
</tr>
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</table>
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.

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<tbody>
<tr>
<td>Create a collection evaluation plan that considers needs during renovations</td>
<td>January 2023</td>
<td>Ongoing</td>
<td>Use of circulation data and review of community need to determine which materials should remain available</td>
<td>Good physical and digital circulation numbers during renovations relative to amount of collection available for circulation</td>
</tr>
<tr>
<td>Establishment of new vendor Electronic Data Interchange (EDI) setup with remaining vendors</td>
<td>January 2023</td>
<td>June 2022</td>
<td>Successful electronic ordering, processing, and receipt of materials from newly established vendor.</td>
<td>Access to ordering from multiple vendors to ensure diverse material selection and prioritize processing accuracy and delivery efficiency.</td>
</tr>
<tr>
<td>Evaluate digital resources and provide devices to those who may not have them (and how)</td>
<td>January 2023</td>
<td>End of renovations</td>
<td>Circulation data for Hotspots and Laptops (total circulation and amount checked out)</td>
<td>Distribution/Checkout of current in-house and circulating laptops and hotspots during renovation.</td>
</tr>
<tr>
<td>Complete our district-wide diversity audits and implement procedures for collection analysis and improvement, inclusive collection development training for all selectors</td>
<td>January 2022</td>
<td>Ongoing</td>
<td>Use diversity audit to compare Youth &amp; 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.</td>
<td>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</td>
</tr>
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</table>

## Goal #2: Enhance available training and development opportunities for staff

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</thead>
<tbody>
<tr>
<td>Customize annual evaluation forms by job classification</td>
<td>Feb 2023</td>
<td>June 2023</td>
<td>Work with MRG to update annual evaluations with competencies needed by position</td>
<td>Each job classification has a performance evaluation tailored to the essential functions and skills of that position.</td>
</tr>
<tr>
<td>Task</td>
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<td>Description</td>
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<tr>
<td>Establish Individual Development Plans</td>
<td>Feb 2023</td>
<td>Ongoing</td>
<td>Individual meetings with staff, their managers and MRG to establish a 2023 IDP. IDPs are drafted and being discussed at monthly workplan meetings.</td>
<td></td>
</tr>
<tr>
<td>Continue development of onboarding and offboarding procedures for new, promoted or departing staff members</td>
<td>April 2023</td>
<td>October 2023</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Deploy Niche Academy and first training</td>
<td>January 2023</td>
<td>April 2023</td>
<td>Management Team using Niche to track progress and completion. All ALD staff have completed the PCI Training in Niche Academy.</td>
<td></td>
</tr>
<tr>
<td>Implement Training Tuesday</td>
<td>March 2023</td>
<td>Ongoing</td>
<td>Amount of trainings developed and completed. Development of 15 staff trainings including PCI and customer service and making them available via Niche Academy.</td>
<td></td>
</tr>
<tr>
<td>Continue Project READY and other EDI training</td>
<td>Ongoing</td>
<td>December 2023</td>
<td>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.</td>
<td></td>
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**Goal #3: Ensure programming meets community needs and incorporates EDI Standards**

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

### Goal #4: Utilize targeted marketing strategies to increase awareness of library programming and services

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Development of personalized marketing strategy to target patron specific needs</td>
<td>January 2023</td>
<td>Ongoing</td>
<td>Review of use statistics and email views and click throughs in Patron Point marketing emails. Deployment of additional targeted email campaigns</td>
<td>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</td>
</tr>
<tr>
<td>Board of Trustee Membership and elections/redistricting</td>
<td>January 2023</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>Launch of page on ALD site; promotion of community engagement in social channels</td>
</tr>
<tr>
<td>Expanded merchandising of library branded items</td>
<td>January 2023</td>
<td>Ongoing</td>
<td>Collaboration with support groups to strategize distribution; Sales data collected from website</td>
<td>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</td>
</tr>
<tr>
<td>Grow bilingual marketing for programs and services</td>
<td>January 2023</td>
<td>Ongoing</td>
<td>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</td>
<td>By July 2023: Monthly eConnect and all long-term marketing materials available in both English and Spanish; increased attendance from Spanish speaking patrons</td>
</tr>
</tbody>
</table>

### Goal #5: Maintain and expand partnerships and connections with the community of Altadena.

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<thead>
<tr>
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<tbody>
<tr>
<td>Assessment of Read Local Shop Local (RLSL) Program participation and potential updates</td>
<td>January 2023</td>
<td>December 2023</td>
<td>Conversations with current businesses and potential new partners; Koha statistics reports</td>
<td>Positive feedback from current RLSL partners; Multi-year plan for program going forward; Successful RLSL Market event</td>
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</table>
Provide early literacy and community resources for Parents and Educators

<table>
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<tr>
<td>Further extend library materials access beyond traditional library locations</td>
<td>January 2023</td>
<td>December 2023</td>
<td>Circulation of materials in library materials vending machines</td>
<td>Deployment and patron use of library materials vending machine(s) in key locations in the community</td>
</tr>
<tr>
<td>New curiosity connection conversion and launch</td>
<td>January 2023</td>
<td>June 2023</td>
<td>Identify service design for second vehicle; purchase under budget and add modifications where needed</td>
<td>Successful launch of second vehicle and regular usage by staff</td>
</tr>
<tr>
<td>Optimize/update ALD website (including ADA compliance)</td>
<td>January 2023</td>
<td>Ongoing</td>
<td>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</td>
<td>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.</td>
</tr>
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</table>

**We are NEIGHBORS.**

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

<table>
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<tr>
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<td>Ongoing</td>
<td>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</td>
<td>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.</td>
</tr>
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**Goal #7: Bringing resources and services to patrons where they are.**

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<tr>
<th>Identify locations throughout the community for pop-up and other programming</th>
<th>January 2023</th>
<th>December 2023</th>
<th>Research and identify locations in the community to visit. Establish a consistent schedule of visits.</th>
<th>Increased number of outreach visits. Successfully implementing a schedule of visitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengthen relationships with local Transitional Age Youth Residential Programs</td>
<td>January 2023</td>
<td>Ongoing</td>
<td>Evaluations or anecdotal feedback from visits; consistency/frequency of communication; statistics from interactions and deposit libraries</td>
<td>Scheduled regular visits; establishing and maintaining deposit libraries; ongoing communication</td>
</tr>
<tr>
<td>Develop a Homebound Services strategy</td>
<td>Summer 2023</td>
<td>Ongoing</td>
<td>Number of registrations; circulation, number of trips; use of marketing materials; conversations with possible partners to increase reach</td>
<td>Successful implementation of Homebound Services with a documented workflow process; Active participation by community</td>
</tr>
<tr>
<td>Develop a public map of the Little Free Libraries and Deposit Libraries to create a consistent plan for visits. Develop process for new installations</td>
<td>January 2023</td>
<td>August 2023</td>
<td>Feedback from our support group; number of requests to receive a LFL; Increased usage of LFL and Deposit Libraries.</td>
<td>Completion of a public map; Scheduled regular visits; Successful process for new installations; Increased number of Deposit Libraries</td>
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**Goal #8: Move building renovation process forward for both library sites including community feedback and buy in.**

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</thead>
<tbody>
<tr>
<td>Provide District transparency in the renovation process. Encourage community participation through Town Halls and other open meetings to inform the library design process.</td>
<td>March 2022</td>
<td>Ongoing</td>
<td>Feedback and input built into the design work by our architectural firm, especially as it relates to the historical significance of both library buildings</td>
<td>Positive input concerning the library designs. Overall satisfaction from community members and groups about the proposed designs.</td>
</tr>
<tr>
<td>Continue Work with Capital Project Management (CPM) Firm and Architectural team to create design for both libraries</td>
<td>January 2022</td>
<td>Ongoing</td>
<td>Schedule regular meetings with the CPM and ABA to develop design plans; meet with the Community Focus Group and</td>
<td>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</td>
</tr>
<tr>
<td>Preparing buildings for closure, remodel, and reopening</td>
<td>January 2022</td>
<td>Completion of design process per building</td>
<td>other public-facing town hall meetings in the community to gather feedback and input on design process</td>
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<tr>
<td></td>
<td></td>
<td>Analyze items to keep, store, and dispose of and evaluate size needed to store items kept; Identify alternate sites and/or storage locations</td>
<td>Appropriate space found for temporary service locations and/or needed storage; Costs for storage kept as low as possible</td>
<td></td>
</tr>
</tbody>
</table>

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.
1. 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.
PROVIDE ONE DATA DROP COMPLETE WITH CAT6 CABLE, CONNECTOR AND TERMINATION AS REQUIRED. NO FACEPLATE.

PROVIDE TWO DATA DROPS COMPLETE WITH CAT6 CABLES, CONNECTORS AND TERMINATIONS AS REQUIRED. STUB ONE 1" CONDUIT FROM DOUBLE GANG BOX WITH SINGLE GANG PLASTIC RING TO ACCESSIBLE CEILING ON THE SAME FLOOR AS SHOWN. MOUNT AT 18" AFU 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 FROM DOUBLE GANG BOX WITH SINGLE GANG PLASTIC RING 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 PLASTIC RING TO ACCESSIBLE CEILING ON THE SAME FLOOR AS SHOWN UNLESS NOTED OTHERWISE. MOUNT IN CEILING BOX. EXACT LOCATION TO BE COORDINATED BY ARCHITECT.

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. 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 Puck-Thru Device. Wremold-APAC Series with Furniture Feed Cover. Provide one 1-1/2" conduit to cable tray on the same floor as shown unless noted otherwise. exact location to be coordinated by architect.

Furniture Feed Puck-Thru Device. Wremold Romantic 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" Junction Box. Provide one 1-1/2" conduit to cable tray on the same floor as shown unless noted otherwise. Mount at projects standard receptacle height unless noted otherwise.

Elev. Junction Box. Provide one 2" conduit to cable tray on the same floor as shown unless noted otherwise. exact location to be coordinated by architect.

1" Telecommunications Jacks.

Telecommunications Ground Bus Bar.

Fire Retardant 15" 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 6" deep, unid. Mount above accessible ceiling. Coordinate location with ductwork, plumbing, fire protection, electrical, and light fixtures.

Telecommunications Ladder Cable Runway. Size as indicated on drawings.

ENT conduit concealed in slab or under finished floor. Route as indicated.

ENT conduit concealed in wall or above finished ceiling. Route as indicated.

ENT conduit stub up into accessible ceiling unless noted otherwise.

Conduit above ceiling unless noted otherwise, conduit shall be concealed.

AFF Above Finished Floor
BGC Below Finished Ceiling
UNID Unless Noted Otherwise
TR Telecommunication Room
ER Equipment Room
TSGB Telecommunication Grounding Busbar
TSGB Telecommunication Main Grounding Busbar
TSB Telecommunication Bonding Busbar
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, 18" MINIMUM) SHALL BE INSTALLED WITH ALL CONDUITS.

2. A PULL ROPE (NYLON, 39" 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 PARALLELS WITH BUILDING LINES.

5. CONDUIT SLEEVES SHOULD BE RIGID GALVANIZED STEEL. FOR PENETRATIONS OF CONCRETE SLABS, CONCRETE WALLS, ALL SLEEVES SHALL BE MADE OF VARIOUS MATERIALS DEPENDENT UPON LOCAL CODES AND CODES GOVERNING THE SPECIFIC SITE (CONCRETE, PVC, E.G.). ALL METALLIC CONDUITS SHALL BE APPROPRIATELY GROUNDED AS INDICATIVE ONLY. CONTRACTOR TO REVIEW THE PROJECT SITE AND CONSULT LOCAL CODES.

6. DO NOT INSTALL CONDUIT OVER OR ADJACENT TO BOILERS, HEAT EXCHANGERS, HOT WATER LINES, OR STEAM LINES.

7. CONDUITS TO WORK AREAS SHALL SERVE NO MORE THAN ONE COMMUNICATION OUTLET. DAZY CHANNING IS NEVER ALLOWED.

8. CONDUITS SHALL HAVE NO MORE THAN TWO 90 DEGREES AT ANY POINT OR MORE THAN 180 DEGREES OF CUMULATIVE BENDS BETWEEN ALL POINTS.

9. INSTALL CONDUITS WITH A MINIMUM OF BENDS AND OFFSETS. BENDS SHALL NOT KINK OR DESTROY INTERIOR CROSS SECTION OF RACEWAY. FACTORY BENDS SHALL BE USED FOR BUILDING "F" RADIUS OR 1.5 TIMES INTERNAL DIAMETER OF CONDUIT. BENDS SHALL PROJECT A MINIMUM OF 6" BEYOND WALL OR FLOOR SURFACE. ALL PENETRATIONS SHALL BE FIRESTOPPED.

10. CONDUIT RUNS SHALL CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 1000 FEET. IF RUNS TOTAL MORE THAN 1000 FEET, FULL PULLS OR PULL BOXES SHALL BE INSERTED.

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

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

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

14. CONDUIT SYSTEM INSTALLATION:

14.1. CABLE IN EXTERIOR, ABOVE GRADE LOCATIONS: RIGID METAL CONDUIT SHALL BE USED. RADIUS OF BENDS ON CABLING SHOULD ALWYAS BE MADE WITHIN THE CONDUIT.

14.2. DO NOT INSTALL CONDUIT OVER OR ADJACENT TO BOILERS, HEAT EXCHANGERS, HOT WATER LINES, OR STEAM LINES.

14.3. REAM ALL CONDUITS AND FIT THEM WITH AN INSULATED BUSHING TO ELIMINATE SHARP EDGES THAT MAY DAMAGE CABLES.

14.4. ALL PENETRATIONS OF CONCRETE SLABS, CONCRETE WALLS, ALL SLEEVES SHALL BE MADE OF VARIOUS MATERIALS DEPENDENT UPON LOCAL CODES AND CODES GOVERNING THE SPECIFIC SITE (CONCRETE, PVC, E.G.). ALL METALLIC CONDUITS SHALL BE APPROPRIATELY GROUNDED AS INDICATIVE ONLY. CONTRACTOR TO REVIEW THE PROJECT SITE AND CONSULT LOCAL CODES.

14.5. CONTRACTOR TO SUBMIT FIRESTOP RATING AND MANHOLE PRODUCTS WHICH ARE TO BE INTEGRATED INTO THE OUTSIDE PLANT COMMUNICATIONS OUTSIDE FOR REVIEW BEFORE COMMENCING.

14.6. CONDUCTORS SHALL PROVIDE A 2" PULL CORD SLEEVES EXTENDING INTO ACCESSIBLE CEILING AS NECESSARY INTO AREAS AND ROOMS WHERE OUTLET CONDUITS CANNOT EXTEND INTO THE ADJACENT CONDUIT.
TYPICAL FLOOR MOUNT TELECOM OUTLET

1. TYPICAL FLOOR BOX

2. TYPICAL FLUSH WALL MOUNT TELECOM OUTLET

- STRUCTURE
- TELECOMMUNICATION CABLE(S)
- WALL
- FLOOR
- FACEPLATE
- CONDUIT
- BUSHING
- CAP
- ACCESSIBLE CEILING

EVERY 48" CABLE SUPPORT REQUIRED

NOT FOR CONSTRUCTION
GENERAL NOTES (THIS SHEET ONLY):
A. ALL OUTLETS IN THIS AREA ARE SERVED FROM WALL MOUNTED CABINET. TERMINATE ALL CABLES IN WALL MOUNTED CABINET.
LEVEL 1 - WALL MOUNTED CABINET

1. 48" W x 48" H x 7.25" 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 36" W x 36" H x 18" D. MOUNTED AT 84" AFF TO THE BOTTOM OF CABINET.
1. WALL MOUNTED EQUIPMENT CABINET, 24"W x 24"H x 18"D.
2. 1RU 24-PORT CAT6A PATCH PANEL. TERMINATE ALL WAP OUTLETS HERE.
3. 2RU 48-PORT CAT6 PATCH PANEL.
4. 1RU FIBER OPTIC PATCH PANEL.

NOTE 1
NOTE 2
NOTE 3
NOTE 4
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
BOB LUCAS MEMORIAL LIBRARY & LITERACY CENTER
2659 LINCOLN AVENUE, ALTADENA, CA 91001

100% DESIGN DEVELOPMENT SET
AUGUST 3, 2022
8. PLUMBING CALCULATIONS

8.1 PLUMBING-FIXTURE AND FIXTURE-FITTINGS

SECTION 603.26 PLUMBING FIXTURES

Section 603.26 requires plumbing fixtures and fixture fittings to be installed in accordance with NFPA 101® unless otherwise permitted by NFPA 101® or other standards specifically approved for use in the building or facility. NFPA 101® applies to the installation of plumbing fixtures and fixture fittings in all buildings and areas of buildings that are used by the public.
1 ACCESSIBLE MOUNTING HEIGHTS

- Toilet paper dispensers
- Sanitary napkin dispensers
- Soap dispensers
- Automatic hand dryers
- Automatic soap dispensers
- Automatic toilet seat covers

NOTE: ACCESSORIES THAT ARE CONTROLLED BY SENSORS SHALL NOT PROJECT MORE THAN 4" FROM WALL.

- Visual alarms
- Manual fire alarm pulls
- Automatic fire alarm switches
- Automatic fire alarm controls
- Manual fire alarm watches
- Phone

GENERAL REQUIREMENTS:

- Accessible Door Clearances
  - Hinge approach
  - Latch approach
  - Pull side approach
  - Push side approach

- Specific dimensions and clearances for various elements such as corridors, doors, and fixtures.

ACCESSIBLE DOOR CLEARANCES:

- Minimum clearances for accessible doors.
- Clear and level spaces at doors.
- Maximum slopes of 2%.
- Specific clearances at doors for different door types and conditions.

NOT FOR CONSTRUCTION.
GENERAL NOTES:
26. If grading authorized by this plan is to be extended through the rainy season, April through September of the following year, separate submittals for erosion control must be submitted prior to the beginning of the rainy season. The submittal should include a stormwater prevention plan, pre-construction and post-construction BMPs and any other information required by the city to comply with the requirements.

CONSTRUCTION:
27. The contractor shall maintain temporary fencing around the perimeter of the construction area. Fencing shall be minimum 8' tall and shall have a decorative design around the top. The contractor shall maintain all utility markers during the course of construction. All utility markings shall be maintained and updated on a regular basis to comply with the requirements.

GENERAL NOTES (cont):
28. It is the responsibility of the contractor to provide the architect with a complete set of working drawings, including all changes and additions made to the plans. The contractor shall maintain a record of all subcontractors and materials used on the project. The contractor shall submit a complete set of as-built drawings to the architect upon completion of the project.

SPECIFICATIONS:
29. The specifications for this project shall include the following items:

- All site preparation and earthwork shall be removed to the required elevations and compacted to the required density.
- Concrete pavements shall be constructed to the required thickness and grade.
- Stormwater systems shall be installed to divert water to appropriate drainage areas.
- Utilities shall be protected during construction.
- Site improvements shall include landscaping, signing, and lighting.

ABBREVIATIONS:
30. The following abbreviations are used in this specification:

- AC: Asphalt concrete
- BB: Bottom of drift stop
- BX: Bottom of dryvent ramp
- CBM: Concrete block wall
- CN: Concrete nail
- CF: Concrete fill
- CS: Concrete sidewalk
- CN: Concrete nail
- CMN: County main
- CERN: City engineer
- DI: Drainage inlet
- DW: Drain
- EQ: Edge of gutter
- ETCP: Electric transformer on column
- FW: Floor line
- FR: Fence line
- GB: Ground break
- GB: Ground box
- GW: General warning
- HI: Hydrant installation
- LPS: Load and pack mon
- LT: Load and pack top
- LNS: Load and pack mon
- LAC: Landscape
- MC: Monument
- NG: Nail and sleeve
- NO: Natural ground
- O/C: Overhead
- O/C: Overhead (building line)
- PL: Pile
- PX: Nail mon
- PR: Pipe
- R: Riser
- SB: Spool
- SPA: Spool and anchor mon
- SPR: Standard pipe run
- SV: Storm sewer valve
- TA: Vertical control valve
- TCA: Trunk main (no riser)
- TP: Top of piping
- TS: Top of sleeve
- U: Underground
- UL: Unidentified

PROJECT LOCATION:
31. The project location is on the site where the construction is to be performed. The project location shall be marked with appropriate identification and signage.

32. The project location shall be maintained in a clean and orderly condition at all times. The contractor shall be responsible for the protection of public and private property adjacent to the project location.

33. The project location shall be surveyed by the city engineer to determine the exact location of all improvements.

NOTICE TO CONTRACTOR:
34. This notice is provided to the contractor to inform them of the specific requirements for this project. The contractor shall comply with all laws and regulations governing construction in the area.

ARCHITECT'S DUTIES:
35. The architect is responsible for the design and supervision of the construction. The architect shall remain on site throughout the project to ensure compliance with the plans and specifications.

CONTRACTOR'S DUTIES:
36. The contractor is responsible for the construction of the project. The contractor shall comply with all laws and regulations governing construction in the area.

GENERAL NOTES, LEGENDS AND ABBREVIATIONS:
37. The general notes, legends, and abbreviations shall be included in the final drawings. The contractor shall use these notes, legends, and abbreviations to comply with the requirements of the project.

ARCHITECT:
38. The architect shall be responsible for the design and supervision of the construction. The architect shall remain on site throughout the project to ensure compliance with the plans and specifications.

CONTRACTOR:
39. The contractor shall be responsible for the construction of the project. The contractor shall comply with all laws and regulations governing construction in the area.

DUMPSITE:
40. The contractor shall provide a legal dumsite for the disposal of construction materials. The dumsite shall be approved by the city engineer and shall comply with all laws and regulations governing disposal of construction materials.
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 FENCE IN ITS ENTIRETY.
6. REMOVE EXISTING STAIRS.
7. REMOVE EXISTING PLANTER AREA & EXPOSED SUBGRADE.
8. REMOVE EXISTING BIKE RACK.

PROTECT-IN-PLACE NOTES:
1. PROTECT IN PLACE EXISTING BUILDING.
2. PROTECT IN PLACE EXISTING WALL.
3. PROTECT IN PLACE EXISTING WALL AND FOOTINGS.
4. PROTECT IN PLACE EXISTING CONCRETE SIDEWALK.
5. PROTECT IN PLACE EXISTING UTILITY AND UTILITY PULL BOX.
6. PROTECT IN PLACE EXISTING CONCRETE CURB.
7. PROTECT IN PLACE EXISTING UNDERGROUND UTILITY.

LEGENDS:
- REMOVE EXISTING AC PAVEMENT
- REMOVE EXISTING CC PAVEMENT
- LIMIT OF WORK

SHEET NOTES:
1. FOR GENERAL NOTES, LEGENDS AND ABBREVIATIONS, SEE SHEET C-1.2.
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.

SITE DEMOLITION PLAN

SCALE: 1" = 10'

GRAPHIC SCALE

VENTURA STREET
N68°26'39"W
CONSTRUCTION NOTES:
1. CONSTRUCT Pervious Paving per Architectural Plan.
2. CONSTRUCT 6" thick Concrete Pavement per Detail 2 on Sheet C-6.0.
3. CONSTRUCT Concrete Curb per Detail 1 on Sheet C-6.0.
4. CONSTRUCT FRP Truncated Dome per Architectural Drawings.
5. CONSTRUCT Concrete Curb Ramp per Detail 4 on Sheet C-4.0.
6. NEW STRIPING per Architectural Plan.
7. NEW LANDSCAPE AREA per Architectural Plan.
8. NEW ROCK PAVING per Landscape Plan.

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

SHEET NOTES:
1. FOR GENERAL NOTES, LEGENDS AND ABBREVIATIONS, SEE SHEET 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.
1. ESTIMATED EARTHWORK QUANTITY
ESTIMATED CUT = XXX CY
ESTIMATED FILL = XXX CY

NOTES:
1. ESTIMATED EARTHWORK QUANTITIES DO NOT INCLUDE SHRINKAGE FACTORS DUE TO COMPACTION.
2. THE CONTRACTOR SHALL CALCULATE HIS OWN EARTHWORK QUANTITIES NEEDED FOR HIS PROGRESS REPORT TO THE ENGINEER.
3. THE CONTRACTOR SHALL REFER TO THE GEOTECHNICAL REPORT OR THE JURISDICTIONAL OFFICIAL'S REQUIREMENTS THAT MAY BE REQUIRED IN ORDER TO CALCULATE THE EARTHWORK QUANTITIES.
4. ESTIMATED EARTHWORK QUANTITIES ABOVE ASSUMING 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.
5. CONTRACTOR SHALL REFER TO THE GEOTECHNICAL REPORT ALL OTHER REQUIREMENTS THAT MAY BE REQUIRED IN ORDER TO CALCULATE THE CUT AND Fill QUANTITIES.

SHEET NOTES:
1. ALL GRADING SHALL BE PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS OF THE JURISDICTIONAL AGENCIES.
2. PROVIDE A HAUL ROUTE AS REQUIRED BY THE JURISDICTIONAL AGENCIES.
3. NO GRADING WORK SHALL BE PERFORMED AT ANY TIME WITHOUT THE APPROVAL OF THE GEOTECHNICAL ENGINEER.
4. GRADING WORK MAY BE PERFORMED WITHIN THE GRADE CHANG LINE, ANY DEVIATIONS FORM THE GRADING PLAN MUST HAVE PRIOR APPROVAL OF THE ARCHITECT.
5. CONTRACTOR SHALL RECOMPACT THE TOP 12" OF THE PAVING SUB GRADE TO 95% MAXIMUM RELATIVE DENSITY.
6. THE CONTRACTOR SHALL NOT BE THE PAVING OPERATOR UNTIL THE SUB GRADE HAS BEEN APPROVED BY THE DISTRICT RETAINED GEOTECHNICAL CONSULTANT AND THE JURISDICTIONAL AGENCIES.
7. THE CONTRACTOR IS ADVISED THAT THE APPROVAL OF THIS PLAN DOES NOT WAIVE THE REQUIREMENTS FOR EXCAVATIONS CONTAINED IN THE ENGINEER'S GENERAL CONDITIONS.
8. ALL FILL DECISIONS ARE TO BE BASED ON THE GEOTECHNICAL ENGINEER'S APPROVAL PRIOR TO FOUNDATION INSTALLATION.
9. NO FILL TO BE PLACED, UNTIL THE GEOTECHNICAL ENGINEER OR IOR HAS INSPECTED AND APPRIZED THE BOTTOM OF EROSION CONTROL SYSTEM APPROVED BY THE ENGINEER.
10. NO FILL OR BACKFILL SHALL BE COMPACTED BY MECHANICAL MEANS TO A COMPACTION FACTOR LESS THAN 95%.

PROJECT TITLE:
Bob Lucas
Literacy Center Renovations
2059 Lincoln Avenue, Altadena, CA 91001

DATE:
7/29/22

PROJECT NO.:
2111630

ARCHITECT:
Anderson Brule Architects

CONTRACTOR:

CONSULTANTS LOGO:
7. 18" SAWCUT.
8. CONTROL JOINTS 20'-0" O.C. MAX.
5. JOINT SEALANT. COLOR TO BE SELECTED BY ARCHITECT. SUBMIT COLOR SAMPLES PRIOR TO INSTALLATION.

NOTES:
1. SAWCUT "W" IS GREATER THAN 1" AND LESS THAN OR EQUAL TO 3", AVG.
2. SAWCUT "W" SI GREATER THAN 1" AND LESS THAN OR EQUAL TO 1", AVG.
3. PREMOLDED E.J. FILLER.
4. BACKER ROD.
5. JOINT SEALANT. COLOR TO BE SELECTED BY ARCHITECT. SUBMIT COLOR SAMPLES PRIOR TO INSTALLATION.
6. TERMINATE REBARS 1/2" FROM EXPANSION JOINT.
7. CONTROL JOINTS 20'-0" O.C. MAX.
8. CONCRETE, fc' = 4000 PSI @ 28 DAYS. REBAR, fy = 40,000 PSI FOR ASTM A615.
9. CONTRACTOR TO SUBMIT SHOP DRAWINGS OF CONTROL JOINT AND EXPANSION JOIN LAYOUT.

NOTES:
1. FOR CONSTRUCTION JOINTS, EXPANSION JOINTS, AND FINISH SURFACE REQUIREMENTS REFER TO DETAIL 3 ON THIS SHEET.
2. CONCRETE, N = 4000 PSI @ 28 DAYS. REBAR, fy = 40,000 PSI FOR ASTM A615.
3. CONCRETE JOINTS TO BE CLOSED TO MEDIUM SAUCET LORS FOR SLOPES OF LESS THAN 6% AND SLIP RESISTANT FOR SLOPES 6% OR GREATER.
4. CONCRETE JOINTS TO BE DESIGNED AND MANUFACTURED TO SUPPORT THE IMPOSED LOADS. IF ALL FIRE APPARATUS IS TO BE SUPPORTED SO AS TO PROVIDE ALL-WHEEL DRIVING CAPABILITIES FOR THE FIRE LANE.

NOTES: FINISH GRADE.
1. All planting, trees, and hardscapes 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.
IRRGATION LEGEND

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>NAME</th>
<th>MODEL NO.</th>
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<tbody>
<tr>
<td>RAN</td>
<td>RAINBIRD</td>
<td>R110A-010</td>
</tr>
<tr>
<td>NET</td>
<td>DEFLATE ON SPRING BRANCH, ABOVE GROUND. DEFLATE AT 12&quot; TO 18&quot; ABOVE GROUND. PROCEED AT SPRAYING PLANTING</td>
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<td>NET</td>
<td>SPRAY IRRIGRATION AT SYNTCH TURF FOR CLEANING AND COOL DOWN</td>
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<td>RAN</td>
<td>AM RELAY VALVE</td>
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<td>NET</td>
<td>MANUAL VALVE - 1/2&quot;</td>
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<td>BLO</td>
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<td>SUPER</td>
<td>FLOW-OUT FLOW SENSOR</td>
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<td>HUNT</td>
<td>T/2 OF MAUFLON PRESENTER</td>
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<td>44AC - Y QUICK COUPLER VALVE</td>
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<td>HUN</td>
<td>HIGH-GEN WIRELESS SQUARE SPAC RANK SENSOR</td>
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<td>HUN</td>
<td>CAS IN COX IRRIGRATION CONTROLLER WITH SS CABINET</td>
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<tr>
<td>HUN</td>
<td>EW/RE LATERAL LINE</td>
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<tr>
<td>HUN</td>
<td>SLEEVING</td>
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IRRGATION NOTES

1. THE IRRIGATION DESIGN PRESENTED IN THESE DOCUMENTS IS INTENDED TO PROVIDE A BROAD PICTURE OF THE IRRIGATION SYSTEM AND THE LOCATION OF ALL IRRIGATION SYSTEMS REQUIRED AND TO BE INSTALL LD. THE CONTRACTOR AGREES TO VERIFY THE ACCURACY OF THE DESIGN AND TO COMPLETE AND INSTALL THE REQUIRED IRRIGATION SYSTEMS ACCORDINGLY.

2. THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL IRRIGATION SYSTEMS REQUIRED AND TO BE INSTALL LD. THE CONTRACTOR AGREES TO VERIFY THE ACCURACY OF THE DESIGN AND TO COMPLETE AND INSTALL THE REQUIRED IRRIGATION SYSTEMS ACCORDINGLY.

3. THE IRRIGATION CONTRACTOR SHALL USE WATER PRESSURE PRIOR TO REPRESENTATIVE.

4. INSIDE ITEMS APPEARENT TO THE INASSIG CATOR IN THE FIELD THAT BE INHIBIT ON OR DESTRUCTION, OR DESTRUCTION IN THE EXISTING MATURE, ERRONEOUS IRRIGATION SYSTEMS. IF ANY OF THESE ITEMS ARE NOT CORRECT, THE CONTRACTOR SHALL NOT INSTALL THE IRRIGATION SYSTEMS AS DESIGNED.

5. THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR EVALUATING THE ACCORDANCE OF THE SYSTEMS APPARENT TO THE INASSIG CATOR IN THE FIELD THAT BE INHIBIT ON OR DESTRUCTION, OR DESTRUCTION IN THE EXISTING MATURE, ERRONEOUS IRRIGATION SYSTEMS. IF ANY OF THESE ITEMS ARE NOT CORRECT, THE CONTRACTOR SHALL NOT INSTALL THE IRRIGATION SYSTEMS AS DESIGNED.

6. THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING THE IRRIGATION SYSTEMS AS DESIGNED AND AS REQUIRED. THE CONTRACTOR SHALL NOT INSTALL THE IRRIGATION SYSTEMS AS DESIGNED IF ANY ERRONEOUS ITEMS ARE APPARENT TO THE INASSIG CATOR IN THE FIELD THAT BE INHIBIT ON OR DESTRUCTION, OR DESTRUCTION IN THE EXISTING MATURE.

7. THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING THE IRRIGATION SYSTEMS AS DESIGNED AND AS REQUIRED. THE CONTRACTOR SHALL NOT INSTALL THE IRRIGATION SYSTEMS AS DESIGNED IF ANY ERRONEOUS ITEMS ARE APPARENT TO THE INASSIG CATOR IN THE FIELD THAT BE INHIBIT ON OR DESTRUCTION, OR DESTRUCTION IN THE EXISTING MATURE.

8. THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING THE IRRIGATION SYSTEMS AS DESIGNED AND AS REQUIRED. THE CONTRACTOR SHALL NOT INSTALL THE IRRIGATION SYSTEMS AS DESIGNED IF ANY ERRONEOUS ITEMS ARE APPARENT TO THE INASSIG CATOR IN THE FIELD THAT BE INHIBIT ON OR DESTRUCTION, OR DESTRUCTION IN THE EXISTING MATURE.

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11. THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING THE IRRIGATION SYSTEMS AS DESIGNED AND AS REQUIRED. THE CONTRACTOR SHALL NOT INSTALL THE IRRIGATION SYSTEMS AS DESIGNED IF ANY ERRONEOUS ITEMS ARE APPARENT TO THE INASSIG CATOR IN THE FIELD THAT BE INHIBIT ON OR DESTRUCTION, OR DESTRUCTION IN THE EXISTING MATURE.

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PLANTING PLAN

1. VERIFY LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES PRIOR TO START OF WORK.

2. UPON COMPLETION OF SOIL DEMO, CONTRACTOR SHALL TAKE A MINIMUM OF 3 SOIL SAMPLES ON SITE AND SUBMIT TO:
   - 310-615-0116
   - 365 CORAL CIRCLE  EL SEGUNDO, CA 90245
   - www.wlabs.com

3. SOIL PREPARATION: PRIOR TO PLANTING OF ANY MATERIALS, COMPACTED SOILS SHALL BE TRANSFORMED TO A FRIABLE CONDITION.

4. AFTER LANDSCAPE DEMO, CONTRACTOR SHALL HAND REMOVE ANY WEEDS PRESENT. HERBICIDE SHALL NOT BE USED ON THIS PROJECT.

5. PROVIDE 6' TALL TREE PROTECTION FENCING AT EXISTING TREE TO REMAIN- PROTECT IN PLACE, PROVIDE PROPER MEASURES TO SECURE AND PROTECT MATERIAL.

6. NAME, LOCATION, AND GUIDELINES.

7. NO SUBSTITUTIONS FOR PLANT MATERIAL SHALL BE MADE WITHOUT PRIOR WRITTEN APPROVAL BY LANDSCAPE ARCHITECT.

8. A. PHOTOGRAPHS OF PLANT MATERIAL 15 GALLON AND SMALLER (SHRUBS) WITH NURSERY LOCATION
   B. PHOTOGRAPHS OF TREES WITH NURSERY LOCATION FOR TAGGING
   C. CUT SHEETS OF ALL PROPOSED DRY GOOD MATERIALS INCLUDING BUT NOT LIMITED TO OVERHEAD SPRAY AND DRIP SYSTEMS.

9. LANDSCAPE ARCHITECT SHALL APPROVE FINAL PLACEMENT OF TREES PRIOR TO PLACING CONTRACTOR SHALL PROVIDE A LIST OF PLANT MATERIAL NOT LOCATED, AS WELL AS AVAILABLE POTENTIAL SUBSTITUTIONS.

10. A MINIMUM 3 INCH LAYER OF MULCH SHALL BE APPLIED ON ALL EXPOSED AREAS.

11. ALL AREAS SHALL BE GRADED TO SLOPE TO CATCH BASINS OR FLOW LINES AS INDICATED ON THE CIVIL PLANS. SOIL SHALL BE 1" BELOW ADJACENT HEADERS.

12. A MINIMUM 3 INCH LAYER OF MULCH SHALL BE APPLIED TO ALL BARK MULCH OR AGGREGATE MULCH, OR SOD, A PROTECT IN PLACE.

13. ALL AREAS SHALL BE GRADED TO SLOPE TO CATCH BASINS OR FLOW LINES AS INDICATED ON THE CIVIL PLANS. SOIL SHALL BE 1" BELOW ADJACENT HEADERS.

14. PROVIDE PROPER MEASURES TO SECURE AND PROTECT MATERIAL.

15. UPON COMPLETION OF PLANTING, THE CONTRACTOR SHALL ARRANGE FOR A SAMPLE TO LANDSCAPE ARCHITECT FOR APPROVAL.

16. CONTRACTOR SHALL INCLUDE AND PERFORM A SUBSTANTIAL COMPLETION INSPECTION BY LANDSCAPE ARCHITECT. CONTRACTOR SHALL CORRECT ANY DISCREPANCIES FOUND PRIOR TO FINAL ACCEPTANCE OF THE ROOF. THE CONTRACTOR SHALL SUBMIT TO OWNER A DECLARATION OF COMPLETION OF ALL WORKING AND作為 RELEASES.

17. A. PHOTOGRAPHS OF PLANT MATERIAL 15 GALLON AND SMALLER-90 DAYS
   B. 2,200 SF SYNTHETIC TURF
   C. 250 SF COMMON NAME

18. CONTRACTOR SHALL INCLUDE AND PERFORM A 90 DAY MAINTENANCE PERIOD UPON COMPLETION OF THE ENTIRE SCOPE OF WORK. MAINTENANCE PERIODS FOR THE ENTIRE SITE. NO MAINTENANCE PERIODS WILL BE REQUIRED UNDER A 15 GAL. AND LARGER-ONE YEAR

19. LANDSCAPE CONTRACTOR SHALL PROVIDE PROPER MEASURES TO SECURE AND PROTECT MATERIAL.

20. NOTIFY FINAL ACCEPTANCE OF THE ROOF. THE CONTRACTOR SHALL SUBMIT TO OWNER A DECLARATION OF COMPLETION OF ALL WORKING AND AS IS RELEASES.

21. USE ONLY NON TOXIC MATERIALS FOR ALL MISTING AND AGRICulture.

22. CONTRACTOR SHALL INCLUDE AND PERFORM A 90 DAY MAINTENANCE PERIOD UPON COMPLETION OF THE ENTIRE SCOPE OF WORK. MAINTENANCE PERIODS FOR THE ENTIRE SITE. NO MAINTENANCE PERIODS WILL BE REQUIRED UNDER A 15 GAL. AND LARGER-ONE YEAR

23. CONTRACTOR SHALL INCLUDE AND PERFORM A 90 DAY MAINTENANCE PERIOD UPON COMPLETION OF THE ENTIRE SCOPE OF WORK. MAINTENANCE PERIODS FOR THE ENTIRE SITE. NO MAINTENANCE PERIODS WILL BE REQUIRED UNDER A 15 GAL. AND LARGER-ONE YEAR

24. CONTRACTOR SHALL INCLUDE AND PERFORM A 90 DAY MAINTENANCE PERIOD UPON COMPLETION OF THE ENTIRE SCOPE OF WORK. MAINTENANCE PERIODS FOR THE ENTIRE SITE. NO MAINTENANCE PERIODS WILL BE REQUIRED UNDER A 15 GAL. AND LARGER-ONE YEAR

25. CONTRACTOR SHALL INCLUDE AND PERFORM A 90 DAY MAINTENANCE PERIOD UPON COMPLETION OF THE ENTIRE SCOPE OF WORK. MAINTENANCE PERIODS FOR THE ENTIRE SITE. NO MAINTENANCE PERIODS WILL BE REQUIRED UNDER A 15 GAL. AND LARGER-ONE YEAR
EXISTING WALL TO REMAIN
EXISTING WALL TO BE REMOVED

1601
1602
1603

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SHEET TITLE: 
DATE: 
PROJECT NO. 
PROJECT TITLE: 

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San Jose, California 95113
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DEMOLITION PLAN KEYNOTES

NO. DATE REVISIONS

1/4" = 1'-0"

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

2/2

A10

DEMOLITION PLAN 

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Renovations
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2/2

A10

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A10

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2/2

A10

DEMOLITION PLAN
1. NORTH-EAST ELEVATION

2. SOUTH ELEVATION
DOOR TYPES

- FLUSH
- LIDGER
- DOOR FRAME TYPES

- SOLID CORE WOOD DOOR
- SOLID CORE FIBERGLASS DOOR

DOOR SCHEDULE

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<tr>
<th>DOOR NUMBER</th>
<th>FLOOR NAME</th>
<th>DOOR TYPE</th>
<th>WIDTH</th>
<th>HEIGHT</th>
<th>THICKNESS</th>
<th>HARDWARE</th>
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<td>S2</td>
<td>5'-8 1/2&quot;</td>
<td>6'-8 1/2&quot;</td>
<td>1 3/4&quot;</td>
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<td>TEMPERED</td>
<td>3</td>
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<td>3'-0&quot;</td>
<td>7'-0&quot;</td>
<td>1 1/2&quot;</td>
<td>WD</td>
<td>2</td>
<td>ALM</td>
<td></td>
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<tr>
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<td>107 RESTROOM</td>
<td>C1</td>
<td>3'-0&quot;</td>
<td>7'-0&quot;</td>
<td>1 1/2&quot;</td>
<td>WD</td>
<td>2</td>
<td>ALM</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>108 RESTROOM</td>
<td>108 RESTROOM</td>
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<td>3'-0&quot;</td>
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<td>ALM</td>
<td>TEMPERED</td>
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</tbody>
</table>

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A600
PARTITION TYPES

1. F1 PARTITION TYPE
   - 5/8" GYP BD
   - 3 5/8" MTL STUDS AT 16" OC
   - NON-RATED, FULL HEIGHT
   - 7"

2. F21 PARTITION TYPE
   - 5/8" GYP BD
   - 2 x 6 WOOD STUDS @ 16" OC
   - NON-RATED, FULL HEIGHT
   - 7"

3. G21 PARTITION TYPE
   - 5/8" GYP BD
   - 2 x 6 WOOD STUDS @ 16" OC
   - NON-RATED, ACOUSTICAL, 6" ABOVE CEILING
   - W/ACOUSTICAL OPENING PROTECTION w/TILE
   - 5/8" CEMENT BOARD
   - 5/8" ALLOWANCE FOR MORTAR & TILE
   - 7"

   - 5/8" GYP BD
   - 2 x 8 WOOD STUDS @ 16" OC
   - W/ACOUSTICAL BATT INSULATION
   - 5/8" GYP BD
   - NON-RATED, ACOUSTICAL, 6" ABOVE CEILING
   - W/TILE ON BOTH SIDES
   - 5/8" ALLOWANCE FOR MORTAR & TILE
   - 7"

5. G21.Q PARTITION TYPE
   - 5/8" GYP BD
   - 2 x 6 WOOD STUDS @ 16" OC
   - NON-RATED, ACOUSTICAL, 6" ABOVE CEILING
   - W/TILE ON BOTH SIDES
   - 5/8" ALLOWANCE FOR MORTAR & TILE
   - 7"

   - 5/8" GYP BD
   - 2 x 6 WOOD STUDS @ 16" OC
   - W/ACOUSTICAL BATT INSULATION
   - 5/8" GYP BD
   - NON-RATED, ACOUSTICAL, 6" ABOVE CEILING
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   - 7"

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SOLID SURFACE COUNTERTOP W/ NO DRIP EDGE OVER 3/4" PLYWOOD

1 3/4" REMOVABLE LAMINATE PANEL

MIN 9" MIN.

MIN 2' - 10" 2' - 1"

MIN 27" LINE OF ADA CLR

MIN 11" 4" 2"

2X SOLID WOOD BLOCKING BACKING AT WOOD STUD WALL - OR - STEEL PLATE

SEE ELEVS

ADJUSTABLE SHELVES

PLASTIC LAMINATE DOOR WHERE OCCURS, SEE ELEVATIONS

VARIES 1' - 3"

BORED HOLES FOR ADJUSTABLE SHELF RESTS

2X SOLID WOOD BLOCKING BACKING AT WOOD STUD WALL - OR - STEEL PLATE AT METAL STUD WALL

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STAMP:

CONSULTANTS LOGO:

SCALE: 1" = 1'-0"

Sheet Title: INTERIOR DETAILS

Issue Date: 2111020

PROJECT TITLE: Bob Lucas Literacy Center Renovations

2659 LINCOLN AVENUE, ALTADENA, CA 91001

Project No. 2111208

Drawings by Anderson-Brulé Architects. Copyright © 2023. All rights reserved. Not for construction.
SOLID SURFACE COUNTERTOP OVER 3/4" PLYWOOD. SEE ELEVATIONS FOR FINISHES.

2' - 6"

3' - 6"

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

HSS 3" X 3" X 1/4" POST @ SELECT LOCATIONS

SOLID SURFACE COUNTERTOP OVER 3/4" PLYWOOD WITH NO DRIP EDGE. SEE ELEVATIONS FOR FINISHES.

VIF 4"

WOOD POST WHERE OCCURS. SEE ELEVATION FOR LOCATIONS.

3 1/4" RUBBER BASE, TYP.

ELECTRICAL OUTLET WHERE OCCURS. SEE ENLARGED CASEWORK PLANS FOR LOCATIONS.

LOCKER ATTACHMENT DETAIL

ACOUSTIC PANEL - WALL ATTACHMENT

STANDING HEIGHT WORK TABLE

STANDING HEIGHT WORK TABLE

STANDING HEIGHT WORK TABLE

INTERIOR BOOKDROP

A841

INTERNET DETAILS
10d T.N. OR 'Z' CLIP
REPLACE SILL PLATE ANCHOR BOLTS.
MIN. EDGE DISTANCE OF NAILS SHALL BE 3/8".

FIELD (F.N.)
- 3x 10d @ 6" O.C.
- 665#/FT.
- 10d @ 12" O.C.
- PLYWOOD PANELS SHALL BUTT ALONG CENTER LINE OF FRAMING MEMBERS PROVIDE 1/8" GAP.
TYP - MALL ANCHORAGE RETROFIT

1

2

TYP - MALL ANCHORAGE RETROFIT
ROOF FRAMING NOTES

1. ALL EXPRESSED WALLS AND PARAPETS SHALL NOT BE LESS THAN 15" IN THICKNESS FOR FLUSH FINISH.
2. ALL EXPRESSED WALLS AND PARAPETS SHALL BE MARKED AS SHEAR WALLS FOLLOWING THE SHEAR WALL TYPES INDICATED AS SHEAR WALL TYPE 'A' IN SHEAR WALL TYPE 'A'.
3. ALL EXPRESSED WALLS AND PARAPETS SHALL RECEIVE A MINIMUM OF 4" OF HOLLOW CORE BLOCK OR VERTICAL CONCRETE Block.
4. ALL EXPRESSED WALLS AND PARAPETS SHALL RECEIVE PLYWOOD AND NAILING PER SHEAR WALL TYPE 'A'.

5. ALL DIMENSIONS ARE TO FACE OF STUD UNLESS NOTED OTHERWISE.
6. ALL EXTERIOR WALLS AND PARAPETS WHICH ARE NOT ALREADY DESIGNATED AS SHEAR WALLS SHALL RECEIVE PLYWOOD AND NAILING PER SHEAR WALL TYPE 'A'.
7. ALL EXPRESSED WALLS AND PARAPETS SHALL RECEIVE A MINIMUM OF 4" OF HOLLOW CORE BLOCK OR VERTICAL CONCRETE Block.
8. ALL EXPRESSED WALLS AND PARAPETS SHALL RECEIVE PLYWOOD AND NAILING PER SHEAR WALL TYPE 'A'.
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14. ALL EXPRESSED WALLS AND PARAPETS SHALL RECEIVE PLYWOOD AND NAILING PER SHEAR WALL TYPE 'A'.
5. ACCESSIBLE PLUMBING FIXTURES SHALL COMPLY WITH ALL OF THE REQUIREMENTS OF CBC 2019-CHAPTER 11B-DIVISION

A.

B.

F.

D.

ELECTRONICALLY CONTROLLED MECHANISMS ARE EXAMPLES OF ACCEPTABLE DESIGNS. SELF-CLOSING VALVES ARE ALLOWED IF THE FAUCET REMAINS OPEN FOR AT LEAST 10 SECONDS.

6. HEIGHTS AND LOCATION OF ALL FIXTURES SHALL BE ACCORDING TO CBC TABLE 11B-604. FIXTURE CONTROLS SHALL ALLOW THE CAPACITY OF THE ANCHORAGE CONNECTORS IN SHEAR AND/OR TENSION SHALL BE CLEARLY TRACING PURPOSE. TERMINAL WIRES SHALL BE IDENTIFIED IN LABELED ACCESS BOXES.

ALL METAL LEFT WATER PIPES SHALL BE MANUFACTURED OF CALIFORNIA ENERGY COMMISSION TABLE 120.3-A OF THE BUILDING ENERGY EFFICIENCY STANDARDS. INSULATION SHALL BE REQUIRED AS REQUIRED BY CALIFORNIA ENERGY COMMISSION #21085

ADÁ COMPLIANCE NOTES
1. COVER EXCEPT FOR A DETAILED CONCEPTUAL ANCHORING PLANS MUST BE SUBMITTED PRIOR TO ISSUANCE OF ANY PERMIT OR CONSTRUCTION.

2. PLUMBING AVENUES

3. PIPE AND DUCT SUPPORT NOTES

4. ALL DUCTS AND FLEXIBLE MATERIALS SHALL BE MANUFACTURED OF CALIFORNIA ENERGY COMMISSION #21085

5. ALL HOSE BIBBS, WALL HYDRANTS AND JANITORIAL SERVICE SINKS SHALL BE EQUIPPED WITH PRESSURE BACKFLOW PREVENTION DEVICES. DEVICES SHALL BE ACCESSIBLE FOR TEST AND MAINTENANCE. PROVIDE FUNNEL DRAIN AND INDIRECT WASTE PIPING FOR BACKFLOW DEVICES.

6. SEISMIC NOTES

A. THE SEISMIC REQUIREMENTS FOR ALL MECHANICAL AND ELECTRICAL EQUIPMENT SHALL BE DESIGNED TO ANIMAL OR EARTHQUAKE FOR THE BUILDING.

B. THE CAPACITY OF THE STRUCTURAL EARTHQUAKE connecting IN VENUE OF THE BUILDING SHALL BE DESIGNED TO ANIMAL OR EARTHQUAKE FOR THE BUILDING. THE CAPACITIES FOR ALL CONNECTIONS AND OPENINGS ARE TO BE NOTED ON THE PLANS. FORCE OF PROTECTION AND SPECIAL ORDER ARE TO BE PROVIDED BY THE ARCHITECT.

C. PROVIDE REPLACEMENTS FOR EQUIPMENT WHICH ARE NOT APPROVED DURING THE PLAN REVIEW ARE SUBJECT TO THE APPROVAL OF THE ARCHITECT, MECHANICAL ENGINEER AND THE INSPECTOR.

PLUMBING SHEET INDEX

Sheet No. | Description
--- | ---
P01 | PLUMBING GENERAL NOTES
P02 | PLUMBING SCHEDULES
P03 | PLUMBING DESIGN
P04 | PLUMBING EASEMENT
P05 | PLUMBING RUBBAGE DUMP ROOM PLAN
P06 | PLUMBING PLAN ROOF PLAN
TOTAL SHEETS: 6

ADD COMPLIANCE NOTES
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P06 | PLUMBING PLAN ROOF PLAN
TOTAL SHEETS: 6
### Electric Water Heater Schedule

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<th>SYMBOL</th>
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<th>MODEL NO.</th>
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### Plumbing Fixture Schedule

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</tbody>
</table>

### Plumbing Schedules

- Sheet 1/3
- Sheet 2/3
- Sheet 3/3
- Sheet 4/3
- Sheet 5/3
15. EXACT METHOD AND LOCATION OF CONDUIT PENETRATION AND OPENINGS IN CONCRETE WALLS OR FLOORS SHALL BE UL APPROVED.

17. EQUIPMENT OUTLETS, LIGHTING FIXTURES, CONDUIT, WIRE, AND CONNECTIONS TO TRANSFORMERS OR CONVERTERS SHALL BE InstALLED IN ACCORDANCE WITH CALIFORNIA ELECTRICAL CODE (CEC) - LATEST EDITION AND WHETHER THE SYSTEM IS POWER LIMITED OR NON-POWER LIMITED. ACCORDANCE WITH CCR, PART 3, TITLE 24, SEC. 760-1.

3. PROVIDE CATALOG DATA, CSFM LISTING NUMBER, AND MODEL NUMBER OF ALL ELECTRICAL MATERIALS AND EQUIPMENT REQUIRING ELECTRICAL CONNECTIONS AS INDICATED ON THE DRAWINGS OF OTHER TRADES FOR CONTROL DIAGRAMS, AND WHETHER THE SYSTEM IS POWER LIMITED OR NON-POWER LIMITED.

40. ALL ELECTRICAL EQUIPMENT SHALL BE LISTED BY A CITY OF POMONA FIRE DEPARTMENT APPROVAL CONCERNING THE FIRE PROOFING USING 3M CONTRACTOR PRODUCTS, INTERNATIONAL PROTECTIVE COATINGS, AND HEVI-DUTY NELSON PRODUCTS.

5. IF THE CONTRACTOR SHALL METER, THE MANUFACTURER'S DRAWINGS SHOULD BE EXAMINED TO DETERMINE THE LOCATION OF METERING DEVICES. METERING DEVICES WILL BE ADJUSTED TO THE SPECIFICATIONS TO ENSURE COMPLETE AND OPERABLE SYSTEMS AS REQUIRED.

31. THE LOCATION OF ALL ELECTRICAL DEVICES AND EQUIPMENT SHALL BE CONFIRMED IN THE FIELD OR AS INDICATED ON THE DRAWINGS.

39. ALL ELECTRICAL EQUIPMENT SHALL BE INSTALLED IN CONFORMITY WITH THE CODES AND REGULATIONS OF THE CITY OF INGLEWOOD, OHIO, AND THE LOCAL, STATE AND FEDERAL GOVERNMENTAL AGENCIES.

2. PROVIDE SPECIFICATION SHEET OR DATA, CSFM LISTING NUMBER, AND MODEL NUMBER OF ALL ELECTRICAL MATERIALS AND EQUIPMENT REQUIRING ELECTRICAL CONNECTIONS AS INDICATED ON THE DRAWINGS OF OTHER TRADES FOR CONTROL DIAGRAMS, AND WHETHER THE SYSTEM IS POWER LIMITED OR NON-POWER LIMITED.

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28. PROVIDE ACCESS TO THE CENTER OF DEVICES AND EQUIPMENT UNLESS OTHERWISE NOTED.
e
e
e
e
A

38

B

20

C

28

D
3

DESCRIPTION
2'x4' LED RECESSED TROFFER WITH CURVED
DIFFUSE POLYCARBONATE LENS AND ACRYLIC
CENTER. MINIMUM 4000 DELIVERED LUMENS.
6" ROUND LED DOWNLIGHT WITH
SEMI-SPECULAR LOWER REFLECTOR AND CLEAR
TRIM. 2000 LUMEN MIN. OUTPUT. 67° BEAM
ANGLE.

FINISH

LAMP(S)

WHITE
POLYESTER
POWDER
COAT

LED
4000K

CLEAR
TRIM

LED
4000K
2000
LUMEN
MINIMUM
LED
4000K
3200
LUMEN
MINIMUM
LED

PENDENT MOUNTED CONTINUOUS ROW
DIRECT/INDIRECT LED FIXTURE WITH EXTRUDED
ALUMINUM HOUSING AND ACRYLIC LENS. AIR
CRAFT CABLE MOUNT.

SILVER

EMERGENCY EXIT LIGHT, LED TYPE, GREEN
LETTERS, SINGLE FACE, WALL, CEILING OR END
MOUNT, WITH DIRECTIONAL ARROWS SHOWN.

WHITE BODY
WITH BRUSHED
ALUMINUM

REMARKS

MANUFACTURER & NO.

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

PROVIDE EMERGENCY BATTERY PACK WHERE
NOTED ON DRAWINGS.

GOTHAM
#EVO6-40-20-AR-MWD-LSS-MVOLT-GZ10
OR EQUAL BY PRESCOLITE, CREE, COOPER

TYPE "F": CONTRACTOR SHALL FIELD VERIFY
ROW LENGTHS AND PROVIDE INSTALLATION
SHOP DRAWINGS.

TYPE "D": VERIFY MOUNTING CONFIGURATION
AND ARROWS PRIOR TO ORDERING FIXTURES

FACE

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.

AXIS
#TB3DILED-400-400-80-40-BW-BW-S(L)-AP-UNV-DP
EQUAL BY CORONET, GAMMALUX, PRUDENTIAL
LIGHTING
EMERGI-LITE
#WA-PXN-*-G
OR APPROVED EQUAL

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.

1.

EXIT SIGNS WITH THROUGH WIRING SHALL BE EQUIPPED WITH A SEPARATE JUNCTION
BOX FOR TERMINATION OF CONDUITS. FURNISH A SEPARATE BOX FOR EACH CIRCUIT.

2.

CONTRACTOR SHALL VERIFY ALL MOUNTING REQUIREMENTS FOR ALL RECESSED
LIGHTING FIXTURES, PRIOR TO SHOP DRAWINGS SUBMITTALS. IT IS THE
CONTRACTORS RESPONSIBILITY TO SECURE THE MOUNTING HARDWARE THAT IS
COMPATIBLE WITH THE CEILING AND THE CONFIGURATION OF THE LIGHTING LAYOUT.

3.

FOR LIGHTING FIXTURE VOLTAGE RATINGS, THE CONTRACTOR IS RESPONSIBLE TO
VERIFY FIXTURE AND DRIVER VOLTAGES WITH BRANCH CIRCUIT WIRING.

4.

LAMP COLOR FOR LED FIXTURES SHALL BE 4000°K U.N.O.

5.

LENSES OF ALL LED LIGHTING FIXTURES SHALL NOT BE LESS THAN 0.125" THICK,
EQUAL TO KSH-K12 WHERE APPLICABLE.

.

6.

FOR FIXTURES RECESSED INTO NON-COMBUSTIBLE CEILINGS, PROVIDE YOKE
MOUNTED OUTLET BOXES, ACCESSIBLE FROM INSIDE FIXTURE.

7.

FIXTURES SHALL BE U.L. LISTED FOR INTENDED LOCATION.

8.

FINISH OF FIXTURES SHALL BE AS SELECTED BY ARCHITECT.

9.

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.

10. THE CONTRACTOR SHALL VERIFY ALL WINDOW HEIGHTS AND DAYLIT ZONES PRIOR TO
INSTALLATION OF LIGHTING CONTROLS.

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.

11. ALL LED LIGHT FIXTURES SHALL BE TESTED TO LM-79 AND LM-80 IES STANDARDS.

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 (FOOTCANDLES) 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

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

CONSULTANTS LOGO:

WALL DIMMERS SHALL BE USED FOR MANUAL CONTROL OF LIGHT FIXTURES AND SHALL BE EQUIPPED WITH AN ON/OFF
SWITCH.

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.

ARCHITECTS

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DESIGN
DEVELOPMENT SET

TYPE

LIGHTING FIXTURE NOTES

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.

STAMP:

CO N
NS OT
TR FO
UC R
TI
ON

ACCEPTANCE TESTING

LIGHTING FIXTURE SCHEDULE

NO.

DATE

1

Date 1

REVISIONS
PLANNING SUBMITAL

PROJECT TITLE:

Bob Lucas
Literacy Center
Renovations

2659 LINCOLN AVENUE,
ALTADENA, CA 91001
2111020

PROJECT NO.
DATE:

Issue Date

SHEET TITLE:

LIGHTING
FIXTURE
SCHEDULE AND
NOTES

-

SCALE:

DCGA ENGINEERS
Consulting Mechanical and Electrical Engineers
4750 E. Ontario Mills Pkwy
Ontario, Ca. 91764
Ph.909.987.0017
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DCGA #21085

N.T.S.

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E003


TELECOMMUNICATION SHEET SET

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 12" 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. NO FACEPLATE. MOUNT IN FLOOR BOX. EXACT LOCATION TO BE COORDINATED BY ARCHITECT.

FLOOR 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. NO FACEPLATE. MOUNT IN FLOOR BOX. EXACT LOCATION TO BE COORDINATED BY ARCHITECT.

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 FROM DOUBLE GANG BOX WITH SINGLE GANG PLASTER RING TO ACCESSIBLE CEILING ON THE SAME FLOOR AS SHOWN. NO FACEPLATE. MOUNT IN FLOOR BOX. EXACT LOCATION TO BE COORDINATED BY ARCHITECT.

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. NO FACEPLATE. MOUNT IN FLOOR BOX. EXACT LOCATION TO BE COORDINATED BY ARCHITECT.

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. no faceplate. mount in floor box. exact location to be coordinated by architect.

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. no faceplate. mount in floor box. exact location to be coordinated by architect.

Furniture Feed Point - Provide one 120" conduit to cable tray on the same floor as shown. unless noted otherwise. exact location to be coordinated by architect.

Furniture feed point - Provide one 120" conduit to cable tray on the same floor as shown. unless noted otherwise. exact location to be coordinated by architect.

4'x4' junction box - provide one 1" conduit to cable tray on the same floor as shown. unless noted otherwise. mount at project's standard receptacle height unless noted otherwise.

Elev 4'x4" junction box - provide one 1" conduit to cable tray on the same floor as shown. unless noted otherwise. mount at project's standard receptacle height unless noted otherwise.

18" telecommunications rack - telecommunications ground bus bar.

Television communication bus bar.

Fire retardant. 70' plywood background. Painted with two coats of white fire retardant paint prior to installation. Each sheet of plywood background shall be 4' wide x 8' high.

Television communication bus bar.

Television communication cable tray. 12" wide x 4" deep. Uns. mount above accessible ceiling. Coordinate location with ductwork, plumbing, fire protection, electrical, and light fixtures.

Television communication ladder cable runway. Size as indicated on drawings.

Ent conduit closed in slab or under finished floor. Route as indicated.

Ent conduit closed in wall or above finished ceiling. Route as indicated.

Ent conduit stub up into accessible ceiling unless noted otherwise.

Conduit above ceiling unless noted otherwise. conduit shall be concealed.

AFF Above finished floor.

BEC Below finished ceiling.

UNO Unless noted otherwise.

TR Telecommunication room.

ER Equipment room.

TSGB Telecommunication grounding bus bar.

TSGB Telecommunication main grounding bus bar.

TSGB Telecommunication bonding bus bar.

GENERAL PROJECT NOTES

A. All mounting heights are to the center line of the device backbox unless noted otherwise.

B. All boxes and conduits in walls and ceilings shall be flush mounted or concealed unless noted otherwise.

C. All exterior outlets shall be exterior rated outlet. IP-47 rated (new 8).

D. Exact location of all telecommunication outlets located in furniture and ceilings shall be verified with architect prior to installation.

E. Electrical outlets shall be provided within three-six inches of communication outlets at equal height.

F. It shall be understood all information within this drawing package is diagrammatic to show the design intent, any field changes and adjustments shall be submitted in writing to the architect or consultant.

G. Telecommunication installations are not to be substituted for other types, the individual changes will be considered out of scope from the architect and consultant's overall design and specification for this project.

SEPARATION DISTANCE BETWEEN POWER CABLES AND DATA CABLES

CONDITION MINIMUM SEPARATION DISTANCE

< 2 kVA 2.5"

2.5" 3"

6" 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 38"
CONDUIT INSTALLATION NOTES

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

1. A PULL CORD (NYLON, 18" MINIMUM) SHALL BE INSTALLED WITH ALL CONDUITS.
2. A PULL ROPE (VINYL/FABRIC, 36" 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. CONDUITS 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 NSF-61-2009 OR EQUIVALENT AND UL RATED FOR WATER. CONDUITS WITH THERMAL RATING LOWER THAN 80 DEGREES CELSIUS (180 DEGREES F) SHALL PROJECT A MINIMUM OF 2" BEYOND WALL OR FLOOR SURFACE. ALL PENETRATIONS SHALL BE FIRESTOPPED.
6. CONDUIT RUNS SHALL CONTAIN NO CONTINUOUS SECTIONS LONGER THAN 1000 FEET. IF RUNS TOTAL MORE THAN 1000 FEET, FULL POINTS OR FULL BOXES SHALL BE INSERTED.
7. CONDUITS TO WORK AREAS SHALL SERVE NO MORE THAN ONE COMMUNICATION OUTLET. DASH 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 IN A SINGLE POINT.
9. INSTALL CONDUITS WITH A MINIMUM OF BENDS AND OFFSETS. BENDS SHALL NOT KINK OR DESTROY INTERIOR CROSS SECTION OF RACEWAY. FACTORY BEND BENDS SHOWN IN THE DRAWING ARE NOT TO BE MODIFIED. BEND RADII OF 6X THE Diameter SHALL NOT BE USED FOR CONDUIT SIZES UP TO 1/2" A CONDUIT GREATER THAN 1" SHALL HAVE BEND RADII AT LEAST TO TIMES DIAMETER OF CONDUIT. DO NOT USE PULL BOX IN LIEU OF A BEND RADIUS. BEND RADII ON CABLES SHOULD ALWAYS BE MADE WITHIN THE CONDUIT.
10. DO NOT INSTALL CONDUIT OVER OR ADJACENT TO BODIES, INCINERATORS, HOT WATER LINES, OR STEAM LINES.
11. READ ALL CONDUIT DIES AND FIT THEM WITH AN INSULATED BUSHING TO ELIMINATE SHARP EDGES THAT MAY DAMAGE CABLES.
12. AFTER INSTALLATION, LEAVE CONDUITS CLEAN, DRY AND UNOBSTRUCTED. REMOVED 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 EXISTING, ABOVE GRADE LOCATIONS: RIGID METAL CONDUITS CANNOT BE USED IN EXISTING BUILDINGS. USE PEWTER CABLES OR PULLING MAST.
   14.2. CABLE BELOW GRADE: SCHEDULE 40 PVC.
15. ALL METALLIC CONDUITS SHALL BE APPROPRIATELY GROUNDED AS SPECIFIED IN THE NEC AND SHALL SATISFY STD 497-6 AND PER MANUFACTURER'S SPECIFICATIONS.
16. CONDUITS ARE TO BE CLEARLY MARKED AT EACH END TO INDICATE THE TELECOM SPACE WITH THE CABLE NUMBER.
17. CABLE PATHWAY SHOULD BE LESS THAN 390 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 (200) DEGREES OR 180 DEGREES IN BENDS TOTAL. DISTANCE BETWEEN EACH HANDHOLE SHALL NOT EXCEED 15 METER (FIFTY FEET). OUTSIDE PLANT HANDHOLE MUST HAVE A MINIMUM OPENING. BEND RADII ON CABLES SHOULD ALWAYS BE MADE WITHIN THE CONDUIT.
19. OUTSIDE PLANT LOCATIONS, ROUTES AND PULL POINTS ARE TO BE AWAY FROM ELECTRICAL POWER LINES OR LARGER THAN 8" IN DIAMETER. THE ROUTES, CONFIGURATION OF CONDUITS, AND DESIGN OF HANGARDOLES AND HANGARDOLES FOR REVIEW BY THE DESIGN TEAM BEFORE CONSTRUCTION WORK.
20. CONTRACTORS TO SUBMIT PRE-CAST HANDHOLE AND MANHOLE PRODUCTS WHICH ARE TO BE INTEGRATED INTO THE OUTSIDE PLANT COMMUNICATIONS OUTBACK FOR REVIEW BEFORE COMMENCING WORK.
21. CONTRACTORS SHALL PROVIDE A "P" CONDUIT SLEEVES EXTENDING INTO ACCESSIBLE CEILING AS NECESSARY TO AREAS AND ROOMS WHERE OUTLET CONDUITS CANNOT EXTEND INTO THE ADJACENT CONDUIT.

TYPICAL LABELING SCHEME

1. ALL PHONES SHOULD BE IDENTIFIED WITH A TWO NUMBERIC CHARACTER IDENTIFYING THE PATCH PANEL.
2. THE HORIZONTAL CABLE SHALL BE MARKED AT THE T.B. AND AT THE IN A.C. WITH THE CABLE IDENTIFIED.
GENERAL NOTES (THIS SHEET ONLY):

A. ALL OUTLETS IN THIS AREA ARE SERVED FROM WALL MOUNTED CABINET. TERMINATE ALL CABLES IN WALL MOUNTED CABINET.
LEVEL 1 - WALL MOUNTED CABINET

NOTE 1

NOTE 2

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

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

1. WALL MOUNTED EQUIPMENT CABINET. SEE T202 FOR INFORMATION.
2. FIBER OPTIC PATCH PANEL. SEE T202 FOR INFORMATION.
3. 6-STRAND INTRABUILDING MULTIMODE OM4
SERVICE DESK - AV PLAN

65" DISPLAY

2-AV

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DETAIL</th>
<th>SHEET</th>
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<tbody>
<tr>
<td>KEY PLAN</td>
<td>N</td>
<td>AV101</td>
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<tr>
<td>ENLARGED PLAN</td>
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AV202

7/29/2022

SERVICE DESK

ENLARGED PLANS

NOT FOR CONSTRUCTION

50% DD

100% DD

100% DESIGN DEVELOPMENT

Bob Lucas

Literacy Center

Renovations

2659 LINCOLN AVENUE,

ALTADENA, CA 91001

PROJECT TITLE

NOTES

DATE

REVISIONS

CONTRACTOR

PROJECT NO

SERVICES TITLE

PROJECT NO

DATE

STYLE

SERVICE DESK

ENLARGED PLANS

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

7/25/2022 1:40:57 PM
ADULTS ROOM - AV PLAN

1. Waveguide
2. Control panel and AV input below
3. 96"x54" Wall-mounted electric projection screen

PROJECTOR

ADULTS ROOM - AV RCP
STUDY ROOM - AV ELEVATION

4' DISPLAY WITH AV INPUT BELOW

SCALE: 1/2" = 1'-0"
THE RACEWAY SYSTEM FOR AV CABLE SHALL FOLLOW THE NEC AND ALL LOCAL CODES GOVERNING THIS PROJECT. ADDITIONAL REQUIREMENTS ARE AS FOLLOWS:

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

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

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

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

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

6. INSTALL NYLON PULL STRINGS IN ALL CONDUITS.

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

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

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

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

11. CEILING SPEAKERS ARE SHOWN FOR ZONING AND CONDUIT SIZING AND ROUTING ONLY. REFER TO ARCHITECTURAL AND REFLECTED CEILING PLANS FOR EXACT CEILING SPEAKER LOCATIONS.

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

13. PVC IS UNACCEPTABLE UNLESS OTHERWISE NOTED.

14. CONDUIT RUNS NOT TO EXCEED 90' FROM END TO END ON ANY PATHWAY.
STUDY ROOM - INFRASTRUCTURE PLAN

STUDY ROOM - INFRASTRUCTURE PLAN

0.25" = 1'
1.25" TO "B3" ABOVE CEILING
(SEE DETAIL TWO)
STUDY ROOM - INFRASTRUCTURE ELEVATION
ADULTS ROOM - INFRASTRUCTURE ELEVATION
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.


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


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)

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.
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
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 walkerduct, 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
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. CABLELING 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>
<thead>
<tr>
<th>Frequency Range (MHz)</th>
<th>Maximum Step size (MHz)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 31.25</td>
<td>0.15</td>
</tr>
<tr>
<td>31.26 – 100</td>
<td>0.25</td>
</tr>
<tr>
<td>100 – 250 (Cat 6 only)</td>
<td>0.50</td>
</tr>
</tbody>
</table>

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.
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.

<table>
<thead>
<tr>
<th>Frequency Range (MHz)</th>
<th>Maximum Step size (MHz)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 31.25</td>
<td>0.15</td>
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<td>0.25</td>
</tr>
<tr>
<td>100 – 250</td>
<td>0.50</td>
</tr>
<tr>
<td>250 – 500</td>
<td>1.00</td>
</tr>
</tbody>
</table>

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 crossconnects 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 crossconnect. 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)

   The values for the Attenuation_Coefficient are listed in the table below:

<table>
<thead>
<tr>
<th>Type of Optical Fiber</th>
<th>Wavelength (nm)</th>
<th>Attenuation Coefficient (dB/km)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multimode 50/125 μm</td>
<td>850</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>1300</td>
<td>1.0</td>
</tr>
<tr>
<td>Single-mode (Inside plant)</td>
<td>1310</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>1383</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>1550</td>
<td>0.5</td>
</tr>
<tr>
<td>Single-mode (Outside plant)</td>
<td>1310</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>1383</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>1550</td>
<td>0.5</td>
</tr>
</tbody>
</table>

   3. The values for the Attenuation_Coefficient are listed in the table below:

   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.
SECCTION 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 ¾”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
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 ± 2µm.

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 ± 3µm
   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 8.3µm
   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 ± 3µm
   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 8.3µm
   3. Maximum Attenuation 0.5 dB/km @ 1310nm

   COMMUNICATIONS BACKBONE CABLEING
4. Fiber Classification

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 µm 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.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Minimum Separation Distance</th>
</tr>
</thead>
</table>

COMMUNICATIONS HORIZONTAL CABLING
BOB LUCAS LITERACY CENTER RENOVATIONS 27 15 00 - 5
Unshielded power lines or electrical equipment in proximity to open or nonmetal pathways

Unshielded power lines or electrical equipment in proximity to a grounded metal conduit pathway

Power lines enclosed in a grounded metal conduit (or equivalent shielding) in proximity to a grounded metal conduit pathway

Electrical motors and transformers

<table>
<thead>
<tr>
<th>Source of Disturbance</th>
<th>Minimum Separation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluorescent lamps</td>
<td>5”</td>
</tr>
<tr>
<td>Neon lamps</td>
<td>5”</td>
</tr>
<tr>
<td>Mercury vapour lamps</td>
<td>5”</td>
</tr>
<tr>
<td>High-intensity discharge lamps</td>
<td>5”</td>
</tr>
<tr>
<td>Arc welders</td>
<td>31”</td>
</tr>
<tr>
<td>Frequency induction heating</td>
<td>39”</td>
</tr>
</tbody>
</table>

N. Maintain the following minimum separation distances between data cables and specific electromagnetic interference sources:

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
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 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.
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 ongoing 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
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
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.
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.

RECOMMENDATION: 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


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
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.