



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
St. Helena Library - 1492 Library Lane
Wednesday, March 14, 2018 @ 5:00 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of three minutes.

Page

1. CALL TO ORDER
2. ROLL CALL
Chairperson: Skip Lane
Vice Chair: Lin Weber
Trustees: Emily Armstead, Bob Dye, David Slaby, Susan Swan, and Terry Wood
City Councilmember Liaison: Alan Galbraith
Staff Liaison: Chris Kreiden, Library Director
City staff present at the meeting will be noted in the minutes.
3. PUBLIC FORUM
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to five minutes. Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.
4. REPORTS BY STAFF COMMITTEE:
Reports by staff and/or committee on items of general interest. Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Library Board of Trustees.**
5. CONSENT ITEMS:
Members of the Board or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless this is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)
 - 5.1. Library Board of Trustees Meeting Minutes of February 14, 2018 3 - 5
[SHPL Board Minutes Regular Meeting February 14, 2018](#)
6. SCHEDULED MATTERS:
 - 6.1. Review of Library Statistics for February 2018 - Chris Kreiden, Library Director 7 - 8

[Library Statistics 2018 February](#)

- 6.2. Review of Library Newsletter for March 2018 - Chris Kreiden 9 - 12
[Library Newsletter 2018 March](#)
- 6.3. Review of Monthly Library Operating Expense Report for February 2018 - Chris Kreiden 13 - 14
[Monthly Library Expense Report 2018 February](#)
- 6.4. Review of Draft Library Budget for Fiscal Year 2018/2019 - Chris Kreiden 15 - 22
[Draft Fiscal Year 2019 Library Budget](#)
- 6.5. Review of Information about Library from EMG's Draft Facility Condition Assessment Report - Chris Kreiden 23 - 74
Please note: All 856 pages of the report are available online on the web-page for the St. Helena Assets Planning Engagement (SHAPE) Committee (<http://cityofstheleena.org/bc-shape>).
[Draft EMG Report Library Information](#)
- 6.6. Discussion Concerning Napa Valley Wine Library Photographic Exhibits - Chris Kreiden
- 6.7. Discussion of Possible Project Ideas from Library Trustees
7. ADJOURNMENT
The next regular meeting is scheduled for April 11, 2018 at 5:00 pm, St. Helena Public Library.

This agenda was posted at City Hall, 1480 Main Street, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on March 9, 2018.



Chris Kreiden, Library Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

Minutes of the Regular Meeting of the
St. Helena Public Library Board of Trustees
5:00 PM
Wednesday, February 14, 2018
Community Meeting Room

1. CALL TO ORDER -

- 2. ROLL CALL** - Library Board Vice-Chairperson Lin Weber called the Regular Meeting of the Board of Trustees to order at 5:00 p.m. Present were Trustees Emily Armstead, Bob Dye, David Slaby, Susan Swan, and Terry Wood; Library Director Chris Kreiden; Friends & Foundation Executive Director María Stel; and St. Helena Mayor Alan Galbraith.
- 3. PUBLIC FORUM** - Mayor Galbraith suggested Trustees review the Facility Assessment Report prepared by EMG Corp., the company the City hired to work with the St. Helena Assets Planning Engagement (SHAPE) Committee to document and analyze the City's existing facilities and assist with prioritizing St. Helena's capital improvement. According to EMG's professional building assessors, whose job it is to inspect and make judgments about what repairs need to be made immediately and the 10-year building system costs, the current-year repairs needed for the library total \$184,881. Mayor Galbraith warned that EMG's figure might actually be lower than the actual cost. EMG estimated library maintenance repairs over the next 10 years at over \$1,000,000. The report (viewable on the City website) breaks down needs and costs for each City facility. The library walls are safe, but need to be watched. The HVAC needs \$45,000 of repairs, which Trustees discussed briefly because the HVAC was recently repaired at substantial cost. Chris reported that the company that updated the HVAC has since gone out of business.
- 4. REPORTS BY STAFF, COMMITTEE** - Chris reported that the new cushions and reupholstered chairs for the Wine Library area have been put in place and are beautiful. In the CD/DVD area, staff has rearranged the DVDs and CD books, and removed the bottom shelf to make it easier for people to scan the shelves without having to bend over. The library's cable rewiring date has not yet been set because the extensive fire damage to cabling in the area has filled up subcontractors' schedules. The *Hoopla* streaming service is set to launch on the library's website on April 1. If patrons log on after March 1 to the *Hoopla* website and ID themselves as SHPL patrons they will be able to start using it before it appears on the library's website. Chris updated Trustees on the Outreach Services position, which had been filled but the candidate had to turn town the job. Chris is talking to HR about options for that position. The City is starting the 2019 budget process. Chris will turn in the library's proposed budget to the City Manager on February 23. Trustees briefly discussed the White House's budget proposal for 2019, which significantly cuts federal library funding. The annual City budget review held at the Firehouse will take place on May 9 and will be a half-day from 9-12. Chris reported that a patron expressed an issue with the portraits on the wall of the Wine Library because there is only one woman represented. Chris explained that the

existing portraits were taken and donated by the late Richards Lyon of friends and acquaintances who were pioneers in the Napa Valley wine industry. Discussion followed and Trustees agreed to agendaize next steps for the Wine Library photo exhibit for discussion at the March board meeting.

5. CONSENT ITEMS:

5.1 - The Library Board of Trustees Meeting Minutes of January 10, 2018

were approved with the change that Bob Dye led the Discussion of Possible Project Ideas from the Library Board of Trustees, item 6.6.

6. SCHEDULED MATTERS:

6.1 - Report of Friends & Foundation, St. Helena Public Library - María Stel,

F&F Executive Director - María reported that the *Bookmark Napa Valley* fundraiser was a success and she thanked the Trustees who attended. She has received positive feedback from other attendees on the new format and people preferred the new venue. The event raised \$40,000 this year, a little less than last year; the Friends & Foundation received less in sponsorships for the event and less return on the ask at the event. María also reported that local Shannon Kuleto has made a Friends & Foundation of the St. Helena Public Library Facebook page to promote the F&F and advertise upcoming events and news. There will be a *Sip & Support* for the F&F at the Clif Family Tasting Room and Bruschetteria Truck on Wednesday, February 21 from 4:30-7:00. Twenty percent of the proceeds earned during the *Sip & Support* will go to the F&F. María invited Trustees to attend the monthly F&F Board meetings on the third Wednesday of the month at 5:00.

6.2 - Review of Library Newsletter for February 2018 - Chris reported that

Wild St. Helena presentations will be starting up again with February 27th's *Skunks*, and will run through September or October. Magician Mike Della Penna will perform February 15th, and the popular *Sol Flamenco* will once again dance in the library. In March, the St. Helena Historical Society will set up in the library reception area to help promote this year's *History Becomes Art* auction fundraiser. Jay Greene will give two lectures in his popular historical series this month and two in March.

6.3 - Review of Library Statistics for January 2018 - Lin reported that she

reviewed past years' circulation statistics, which, when compared with current statistics, confirm that circulation at SHPL is down in all categories, though adult books and e-materials showed more circulations this year than the same month last year. Discussion followed about possible reasons, but Chris said this is true at most public libraries. Trustees had a brief discussion about the difference between Holds Placed, which means St. Helena patrons placed SPLASH-held items on hold, and Holds Filled, where St. Helena Library fills holds placed by SPLASH patrons.

6.4 - Review of Library Monthly Operating Expense Report for January 2018

- **Chris Kreiden** - Trustees reviewed the Report.

6.5 - Discussion of Automatic Renewals or Going Fine Free - Chris reported that Benicia Public Library is also interested in implementing automatic renewals. None of the SPLASH libraries are planning to go fine free at the present time. Chris told Trustees that the Nashville Public Library is beta testing automatic renewals with the same circulation software SHPL uses and that a number of libraries are waiting to see their results before they move forward.

6.6 - Discussion of Possible Project Ideas from the Library Board of Trustees

- Trustees briefly discussed the possibility of updating the photo exhibit in the Wine Library, a topic that will be on the agenda in March.

7. ADJOURNMENT. The meeting was adjourned at 5:40 pm.

The next regular meeting of the Library Board of Trustees is scheduled for March 14, 2018 at 5:00 pm at the St. Helena Public Library, 1492 Library Lane.

Susan Swan,
Recording Secretary

ST. HELENA LIBRARY STATISTICAL REPORT				February 2018		FY 17/18	
CIRCULATION		THIS YEAR		LAST YEAR			
BOOKS	Adult	3,609	3,724				
	Juvenile	4,508	5,002				
	YA	295	311				
	TOTAL	8,412	9,037				
PERIODICALS							
AUDIOBOOKS	Adult	110	60				
	Juvenile	1	1				
	TOTAL	111	61				
MUSIC							
DVDs	Adult	506	380				
	Juvenile	52	70				
	TOTAL	558	450				
E-MATERIALS							
TOTAL CIRCULATION	Adult	3,926	3,999				
	Juvenile	847	1,147				
	TOTAL	4,773	5,146				
LIBRARY VISITS							
SPANISH CIRCULATION	Books	164	154				
	Audiobooks	214	129				
	Periodicals	49	41				
	TOTAL	427	324				
HOLDS PLACED							
HOLDS FILLED							
504						2073	
LIBRARY VOLUNTEER TOTAL HOURS:						All Ages	
91.25							
HOMEWORK HELP:						40	
JOB HELP:						7	
ADULT							
ADULT	Book	3,609	110	881	506		
	DVD	3,926					
	TOTAL	9,032					
JUVENILE							
JUVENILE	Book	4,508	1	173	52		
	DVD	847					
	TOTAL	5,581					
YOUNG ADULT							
YOUNG ADULT	Book	295		16			
	DVD						
	TOTAL	311					

February 2018

CHILDRENS

Onsite Programs:

Storytime (PS):	Tuesday	Wednesday
	2/6/2018	2/7/2018
	2/13/2018	2/14/2018
	2/20/2018	2/21/2018
	2/27/2018	2/28/2018
Total:	0	0

Movies:

Enchanted	2/7/2018
The Stray	2/14/2018
Wonder	2/21/2018
Red Dog: True Blue	2/28/2018
Total:	0

Bilingual Kids:

Spanish Storytime (PS)

2/1/2018
2/8/2018
2/15/2018
2/22/2018
Total:

Total: 0 0

Onsite Class Visits:

# of Visits	Attendance
Preschool (PS)	0
School Age (SA)	0
Total:	0

Offsite Class Visits:

# of Visits	Attendance
Preschool (PS)	
School Age (SA)	
Total:	0

Misc Events:

2/27/2018	Let's Lego	0
Total:		0

Special Events:

2/8/2018	Cat Francisco Storytime	11
2/15/2018	Winter Magic	45
Total:		11

TOTAL CHILDRENS	# of Attendees	11
	# of Programs	0

Total Childrens ONSITE Programs:	# of Attendees	11
	# of Programs	

Offsite Programs:

Total: 0

Total Childrens OFFSITE Programs:	# of Attendees	0
	# of Programs	

ADULT

Onsite Programs:

Writer's Club	2/3/2018	4
	2/10/2018	2
	2/17/2018	2
	2/24/2018	2
Jay Greene: Spanish Armada	2/6/2018	26
Jay Greene: Captain Cook Explores Pacific	2/20/2018	18
Wild St. Helena: Skunks	2/27/2018	27
Total:		27

Thursday Programs

Movie Night: Maudie	2/1/2018	9
Art Reception: Cat Francisco	2/8/2018	5
Performance: Sol Flamenco	2/22/2018	56
Total:		70

Spanish Adults:

Nueroticos Anonimos	2/3/2018	cancelled
	2/10/2018	3
	2/17/2018	cancelled
	2/24/2018	4

English Conversation Club	2/1/2018	3
	2/8/2018	3
	2/15/2018	3
	2/22/2018	3
Total:		12

TOTAL ADULTS	# of Attendees	109
	# of Programs	9

Offsite Programs:

Total: 0

Total Adults ONSITE Programs:	# of Attendees	109
	# of Programs	9

Total Adults OFFSITE Programs:	# of Attendees	0
	# of Programs	0

YOUNG ADULT

Onsite Programs:

Total: 0

Offsite Programs:

Total: 0

MARCH 2018

ST. HELENA PUBLIC LIBRARY

Programs made possible by Friends & Foundation, St. Helena Public Library

Thursday, March 1st, 6:30 pm



Movie Night: Coco

In this vibrant tale of family, fun and adventure, aspiring young musician Miguel, embarks on an extraordinary journey to the magical land of his ancestors. There, the charming trickster Hector becomes an unexpected friend who helps Miguel uncover the mysteries behind his family's stories and traditions. 2017; 1 hr, 49 min.; Rated PG.

Popcorn provided by Friends & Foundation.



Wednesday, March 14th, 5:30 pm

Special Day

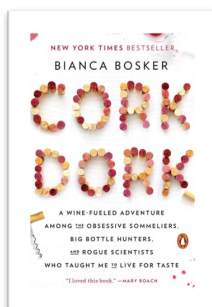
Brought to you by the
Napa Valley Wine Library Association and
Friends & Foundation, St. Helena Public Library

New York Best Selling Author
Bianca Bosker

Professional journalist and amateur drinker Bianca Bosker didn't know much about wine—until she discovered an alternate universe where taste reigns supreme, a world of elite sommeliers who dedicate their lives to the pursuit of flavor.

Bosker has been featured in The New Yorker online, The Atlantic, The New York Times, Food & Wine, The Wall Street Journal, The Guardian, and The New Republic.

Refreshments will be served.



Thursday, March 8th, 7:00 pm

Artist Reception: History Becomes Art St. Helena Historical Society

St. Helena Historical Society presents *History Becomes Art*. The gallery will feature local and world-renowned artists that have selected images from the St. Helena Historical Society's collection of vintage photographs and recreated them with their own vision and medium.



Refreshments will be served.

Thursday, March 22nd, 7:00 pm

Musical Performance by: Kith and Kin

Come enjoy Napa Valley's own Celtic band! Join us for a lyrical, lilting evening of jigs, reels, ballads, and blarney. The multitalented group will get you in the Irish spirit with gorgeous vocals and traditional Irish instrumental tunes.



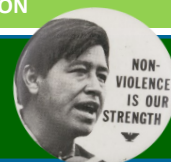
Refreshments will be served thanks to Friends & Foundation.

ALSO THIS MONTH:

- * Jay Greene on March 6th and 20th
- * Wild St. Helena with Mushrooms on March 15th
- * Voter's Choice Act on March 29th

PAGE 2 HAS MORE INFORMATION

The library will be closed Friday, March 30th
in honor of Cesar Chavez Day



Lectures

Thursday, March 15th, 7:00pm

Wild St. Helena: Mushrooms

Fungi are their own kingdom and they are everywhere, even when you don't see them! They help things grow and they help things decay. They come large and small, brightly colored or quite subdued. Some we love to eat and some will kill us if we did – and some have even been known to heal us too! Join local Mycologist, George Riner, as he shares real fungi in hand and explains how there's more to mushrooms than what's for dinner.

Refreshments will be served thanks to Friends & Foundation, St. Helena Public Library.



Thursday, March 29th, 5:00-8:00pm

Do you have questions about the new voting rules?

Voters Choice Act Community Meeting



Join us for a special community meeting to learn about vote centers, ballot drop boxes, and everything else you need to know!

JAY GREENE:

Tuesday, March 6th, 5:00pm

The Rising Sun Seeks Dominance

Japan shakes off its traditional isolation and plunges into modernity with unprecedented vigor - only to embark on conquest, a path that promised success until it challenged the US for domination of the Pacific.

Tuesday, March 20th, 5:00pm

The Critical Decade

Great Britain emerges triumphant from a long and costly war with the French only to find its American colonists impatient with Mother Country's largesse.

Programas en Español

CUENTOS PARA PEQUES

CUENTOS EN ESPAÑOL

Todos los Jueves a las 6:00 pm



Todos los niños están invitados a venir a la biblioteca los jueves en la tarde a escuchar cuentos en español y hacer manualidades. Todos los Jueves a las 6:00pm

ARMEMOS LEGOS!

Marzo 27

Martes, 3:30 pm



¿Te encantan los Legos?

Ven con toda tu familia a construir cosas maravillosas.

La Biblioteca estara cerrada el Viernes 30 de Marzo en conmemoración del Día de Cesar Chávez.



Neuróticos Anónimos:

Voluntad y Apoyo

Todos los sábados de 4:30 pm a 6:00 pm

Si usted es una de las muchas personas que sufre de depresión y ansiedad u otras enfermedades emocionales, esta es la oportunidad para recibir apoyo y al fin sentir alivio. ¡Estamos aquí para ti!

No necesita registrarse.



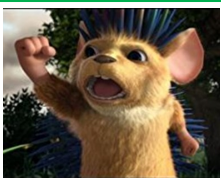
Youth Programs



Kids' Matinees: Wednesdays, 3:00 pm

***Kids' Matinees are appropriate for all ages
and are shown in the Meeting Room!***

March 7th:
Hedgehogs
2018; 94 min.; Rated PG





March 14th:
***Hey Arnold!
The Jungle Movie***
2017; 81min.; Not Rated

March 21st:
Ferdinand
2017; 108 min.; Not Rated





March 28th:
***Lego DC Superheroes:
The Flash***
2018; 78min.; Not Rated

Tuesdays & Wednesdays, 10:30 am:
STORYTIME

Children of all ages are invited to a weekly treat: listening to story books read aloud. The magic of books is instilled here!



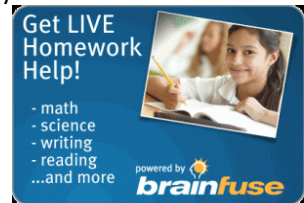
Thursdays, 6:00pm
SPANISH STORYTIME
(Cuentos para Peques)

Children are invited to come to the Library on Thursday evenings to listen to stories in Spanish and do fun crafts. This is an excellent opportunity for children to be exposed to Spanish stories! All ages are welcome.

Checkout BrainFuse!

Brainfuse provides free online homework help through its HelpNow service. A unique blend of one-to-one homework help, skills building, test preparation, and writing assistance. LIVE tutoring assistance is available daily from 2-9 PM.

Available under the heading
Resources for Students at
www.shpl.org/kids-teens



Tuesday, March 27th, 3:30 pm
Let's LEGO!

Drop-in and have fun building your own LEGO creations.
Recommended for ages 5 to 14.



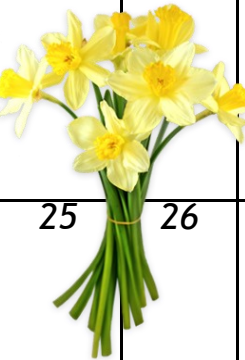
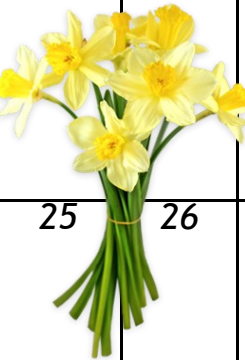
FUN+CREATIVE:
NO EDITING & NO PRESSURE
OPEN TO ALL AGES!
No Registration required!

Saturdays, 2:30-4:00 pm
in the Library's
Community Room



Come and express yourself through writing with no critique or judgement. The topics of the timed writing sessions will be decided by the attendees. Writers will have the chance to read out loud if they choose to or not.

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March 2018 Library Calendar						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25 	26 	27 10:30am Storytime 5:30pm Wild St. Helena: Skunks	28 10:30am Storytime 3:00pm KIDS MOVIE: RED DOG: TRUE BLUE	1 6:00pm Spanish Storytime 6:30pm Movie Night: Coco 	2	3 2:30pm Writer's Club 4:30pm Neuróticos Anónimos
4 	5 	6 10:30am Storytime 5:00pm Jay Greene: The Rising Sun Seeks Dominance	7 10:30am Storytime 3:00pm KIDS MOVIE: HEDGEHOGS	8 6:00pm Spanish Storytime 7:00pm Artist Reception St. Helena Historical Society	9	10 2:30pm Writer's Club 4:30pm Neuróticos Anónimos
11 	12	13 10:30am Storytime 	14 10:30am Storytime 3:00pm Kids Movie: Hey Arnold!: The Jungle Movie 5:30pm Cork Dork Book Talk with Bianca Bosker	15 6:00pm Spanish Storytime 7:00pm Wild St. Helena: Mushrooms 	16	17 2:30pm Writer's Club 4:30pm Neuróticos Anónimos 
18 	19	20 10:30am Storytime 5:00pm Jay Greene: The Critical Decade - England's American Colonies	21 10:30am Storytime 3:00pm KIDS MOVIE: FERDINAND	22 6:00pm Spanish Storytime 7:00pm Irish Music Concert: Kith and Kin 	23	24 2:30pm Writer's Club 4:30pm Neuróticos Anónimos
25 	26	27 10:30am Storytime 3:30pm Let's Lego	28 10:30am Storytime 3:00pm KIDS MOVIE: LEGO DC SUPERHEROES: THE FLASH	29 6:00pm Spanish Storytime 5:00pm-8:00pm Voters Choice Act Community Meeting	30 CLOSED FOR CESAR CHAVEZ DAY 	31 2:30pm Writer's Club 4:30pm Neuróticos Anónimos
MARCH ARTIST: ST. HELENA HISTORICAL SOCIETY Legend: Red=Youth Blue=Adult Green=Spanish Purple=Everyone			LIBRARY HOURS Monday: 10:00am-6:00pm Tuesday & Wednesday: 10:00am-7:00pm Thursday: 10:00am-9:00pm Friday & Saturday: 2:00-6:00 pm Sunday: CLOSED			ST. HELENA PUBLIC LIBRARY 1492 Library Lane, 94574 707-963-5244 www.shpl.org

General Ledger Monthly Operating Expense Rpt



User: JenniferW
Printed: 03/06/18 14:22:37
Period 01 - 08
Fiscal Year 2018

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	433,484.00	0.00	239,189.22	194,294.78	44.82
101-46-00-20-20	TempPart Time	27,355.00	0.00	0.00	27,355.00	100.00
101-46-00-20-37	Holiday Pay	2,371.00	0.00	0.00	2,371.00	100.00
101-46-00-20-40	FICAMedicare	35,849.00	0.00	18,506.58	17,342.42	48.38
101-46-00-20-45	Employer PERS	30,559.00	0.00	17,448.27	13,110.73	42.90
101-46-00-20-47	PERS Unfunded Liability	48,788.00	0.00	49,661.00	-873.00	-1.79
101-46-00-20-55	Health Insurance	129,178.00	0.00	69,873.02	59,304.98	45.91
101-46-00-20-61	Workers Comp	5,548.00	0.00	2,774.08	2,773.92	50.00
101-46-00-20-65	SDI	3,793.00	0.00	2,174.18	1,618.82	42.68
101-46-00-20-75	Deferred Comp	7,511.00	0.00	2,931.60	4,579.40	60.97
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,557.14	842.86	35.12
101-46-00-20-96	Education Reimbursement	500.00	0.00	0.00	500.00	100.00
20	Salaries & Benefits	727,336.00	0.00	404,115.09	323,220.91	44.44
101-46-00-21-10	Communications	12,300.00	0.00	3,252.12	9,047.88	73.56
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	45,000.00	0.00	27,712.90	17,287.10	38.42
101-46-00-21-27	Equipment Lease Exp	8,000.00	0.00	5,509.06	2,490.94	31.14
101-46-00-21-45	Other Contract Services	97,000.00	26,079.25	55,471.07	15,449.68	15.93
101-46-00-21-55	Training & Conference	7,100.00	0.00	2,835.17	4,264.83	60.07
21	Services	169,900.00	26,079.25	94,780.32	49,040.43	28.86
101-46-00-22-07	Copies	3,000.00	0.00	1,357.90	1,642.10	54.74
101-46-00-22-12	Computer Equipment	44,905.00	16,460.70	6,320.75	22,123.55	49.27
101-46-00-22-13	Office Supplies	2,000.00	0.00	1,011.85	988.15	49.41
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	41.62	958.38	95.84
101-46-00-22-16	Library Materials	4,883.00	0.00	4,883.49	-0.49	-0.01
22	Supplies	55,788.00	16,460.70	13,615.61	25,711.69	46.09
101-46-00-23-35	Software Maintenance	1,852.00	1,852.20	0.00	-0.20	-0.01
23	Maintenance	1,852.00	1,852.20	0.00	-0.20	-0.01
101-46-00-24-25	Taxes & Other Charges	11,500.00	0.00	10,970.51	529.49	4.60
24	Taxes, Insurances & Contributi	11,500.00	0.00	10,970.51	529.49	4.60
101-46-00-26-40	Furniture & Fixtures	7,000.00	0.00	4,406.16	2,593.84	37.05

GL - Monthly Operating Expense Rpt (03/06/2018 - 2:22 PM)

Page 1

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
26	Capital	7,000.00	0.00	4,406.16	2,593.84	37.05
00	Administration	973,376.00	44,392.15	527,887.69	401,096.16	41.21
218	Public Library Foundation					
46	Library					
218-46-00-21-45	Other Contract Services	2,000.00	0.00	2,000.00	0.00	0.00
21	Services	2,000.00	0.00	2,000.00	0.00	0.00
218-46-00-22-15	Special Department Supplies	1,200.00	0.00	0.00	1,200.00	100.00
22	Supplies	1,200.00	0.00	0.00	1,200.00	100.00
00	Administration	3,200.00	0.00	2,000.00	1,200.00	37.50
219	CLSA State Library Grant					
46	Library					
219-46-00-23-35	Software Maintenance	7,350.00	0.00	6,346.00	1,004.00	13.66
23	Maintenance	7,350.00	0.00	6,346.00	1,004.00	13.66
00	Administration	7,350.00	0.00	6,346.00	1,004.00	13.66
380	Friends and Foundation					
46	Library					
380-46-00-20-20	TempPart Time	57,581.00	0.00	54,199.31	3,381.69	5.87
380-46-00-20-37	Holiday Pay	4,680.00	0.00	2,610.19	2,069.81	44.23
380-46-00-20-40	FICAMedicare	4,489.00	0.00	4,345.95	143.05	3.19
20	Salaries & Benefits	66,750.00	0.00	61,155.45	5,594.55	8.38
380-46-00-22-16	Library Materials	56,000.00	21,615.37	35,895.62	-1,510.99	-2.70
380-46-00-22-40	Programming	11,250.00	0.00	6,773.41	4,476.59	39.79
380-46-00-22-44	Elsie, the Library Cat	500.00	0.00	57.25	442.75	88.55
22	Supplies	67,750.00	21,615.37	42,726.28	3,408.35	5.03
00	Administration	134,500.00	21,615.37	103,881.73	9,002.90	6.69
384	Tweed Trust					
46	Library					
384-46-00-22-12	Computer Equipment	20,000.00	0.00	0.00	20,000.00	100.00
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	473.50	4,526.50	90.53
384-46-00-22-16	Library Materials	32,275.00	0.00	13,559.29	18,715.71	57.99
22	Supplies	57,275.00	0.00	14,032.79	43,242.21	75.50
00	Administration	57,275.00	0.00	14,032.79	43,242.21	75.50
Grand Total		1,175,701.00	66,007.52	654,148.21	455,545.27	0.3875

General Ledger

Budget Planning Library



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 Period 01 - 13
 Fiscal Year 2019

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	Fy 19 Requested
101	General Fund				
46	Library				
101-46-00-20-10	Salary-Regular	393,073.20	408,998.65	433,484.00	463,130.00
101-46-00-20-20	TempPart Time	0.00	5,152.96	27,355.00	33,177.00
101-46-00-20-30	Overtime	0.00	0.00	0.00	0.00
101-46-00-20-37	Holiday Pay	0.00	3,016.06	2,371.00	2,885.00
101-46-00-20-40	FICAMedicare	29,209.55	31,804.72	35,849.00	38,386.00
101-46-00-20-45	Employer PERS	85,209.54	71,246.77	30,559.00	34,612.00
101-46-00-20-47	PERS Unfunded Liability	0.00	0.00	48,788.00	50,374.00
101-46-00-20-50	Employee PERS	0.00	0.00	0.00	0.00
101-46-00-20-55	Health Insurance	104,360.05	117,804.26	129,178.00	129,834.00
101-46-00-20-61	Workers Comp	42,681.45	23,313.20	5,548.00	5,176.00
101-46-00-20-65	SDI	3,573.41	3,718.79	3,793.00	4,446.00
101-46-00-20-71	Unemployment	7,491.99	0.00	0.00	0.00
101-46-00-20-75	Deferred Comp	4,274.06	4,547.16	7,511.00	7,441.00
101-46-00-20-85	Auto Allowance	2,409.53	2,400.00	2,400.00	2,400.00
101-46-00-20-89	Charity Event	0.00	150.00	0.00	0.00
101-46-00-20-96	Reimbursement Education	500.00	500.00	500.00	500.00
	Reimbursement				
20	Salaries & Benefits	672,782.78	672,652.57	727,336.00	772,361.00
101-46-00-21-05	Advertising	0.00	0.00	0.00	0.00
101-46-00-21-10	Communications	5,687.02	5,568.99	12,300.00	12,300.00
101-46-00-21-15	Postage	446.30	259.75	500.00	500.00
101-46-00-21-22	Utilities	42,739.55	41,559.87	45,000.00	45,000.00
101-46-00-21-27	Equipment Lease Exp	8,001.26	8,853.36	8,000.00	9,000.00
101-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00
101-46-00-21-43	Penalties And Fines	0.00	0.00	0.00	0.00
101-46-00-21-45	Other Contract Services	44,815.02	71,318.45	97,000.00	122,400.00
101-46-00-21-55	Training & Conference	2,148.62	2,153.34	7,100.00	6,100.00
21	Services	103,837.77	129,713.76	169,900.00	195,300.00
101-46-00-22-07	Copies	3,665.03	2,652.03	3,000.00	3,000.00
101-46-00-22-12	Computer Equipment	0.00	6,439.09	44,905.00	46,500.00
101-46-00-22-13	Office Supplies	1,528.56	988.65	2,000.00	2,000.00
101-46-00-22-15	Special Department Supplies	1,145.87	842.43	1,000.00	1,000.00
101-46-00-22-16	Library Materials	62.84	0.00	4,883.00	0.00
22	Supplies	6,402.30	10,922.20	55,788.00	52,500.00
101-46-00-23-11	Maint Office Equip	1,990.88	0.00	0.00	0.00
101-46-00-23-35	Software Maintenance	1,955.40	0.00	1,852.00	0.00
23	Maintenance	3,946.28	0.00	1,852.00	0.00
101-46-00-24-25	Taxes & Other Charges	10,248.18	10,685.97	11,500.00	12,000.00
24	Taxes, Insurances & Contributi	10,248.18	10,685.97	11,500.00	12,000.00
101-46-00-26-40	Furniture & Fixtures	0.00	0.00	7,000.00	4,000.00
26	Capital	0.00	0.00	7,000.00	4,000.00
00	Administration	797,217.31	823,974.50	973,376.00	1,036,161.00

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	Fy 19 Requested
218	Public Library Foundation				
46	Library				
218-46-00-21-05	Advertising	0.00	0.00	0.00	0.00
218-46-00-21-45	Other Contract Services	10,353.00	0.00	2,000.00	0.00
218-46-00-21-55	Training & Conference	0.00	0.00	0.00	0.00
21	Services	10,353.00	0.00	2,000.00	0.00
218-46-00-22-15	Special Department Supplies	0.00	0.00	1,200.00	0.00
218-46-00-22-16	Library Materials	0.00	0.00	0.00	0.00
22	Supplies	0.00	0.00	1,200.00	0.00
00	Administration	10,353.00	0.00	3,200.00	0.00
219	CLSA State Library Grant				
46	Library				
219-46-00-21-05	Advertising	0.00	0.00	0.00	0.00
219-46-00-21-10	Communications	0.00	0.00	0.00	0.00
219-46-00-21-15	Postage	0.00	0.00	0.00	0.00
219-46-00-21-27	Equipment Lease Exp	0.00	0.00	0.00	0.00
219-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00
219-46-00-21-45	Other Contract Services	9,526.37	0.00	0.00	0.00
219-46-00-21-52	Facility Rental	0.00	0.00	0.00	0.00
219-46-00-21-53	Memberships & Publications	0.00	0.00	0.00	0.00
219-46-00-21-55	Training & Conference	0.00	0.00	0.00	0.00
21	Services	9,526.37	0.00	0.00	0.00
219-46-00-22-07	Copies	0.00	0.00	0.00	0.00
219-46-00-22-12	Computer Equipment	0.00	0.00	0.00	0.00
219-46-00-22-13	Office Supplies	-135.68	0.00	0.00	0.00
219-46-00-22-15	Special Department Supplies	0.00	0.00	0.00	0.00
219-46-00-22-16	Library Materials	0.00	0.00	0.00	0.00
22	Supplies	-135.68	0.00	0.00	0.00
219-46-00-23-11	Maint Office Equip	0.00	0.00	0.00	0.00
219-46-00-23-30	Maint BuildingsGrounds	0.00	0.00	0.00	0.00
219-46-00-23-35	Software Maintenance	0.00	0.00	7,350.00	7,500.00
23	Maintenance	0.00	0.00	7,350.00	7,500.00
219-46-00-24-25	Taxes & Other Charges	0.00	0.00	0.00	0.00
24	Taxes, Insurances & Contributi	0.00	0.00	0.00	0.00
219-46-00-26-30	Capital Equipment	0.00	0.00	0.00	0.00
219-46-00-26-40	Furniture & Fixtures	0.00	0.00	0.00	0.00
26	Capital	0.00	0.00	0.00	0.00
219-46-00-29-99	Transfer to other Funds	0.00	0.00	0.00	0.00
29	Transfers	0.00	0.00	0.00	0.00
00	Administration	9,390.69	0.00	7,350.00	7,500.00
220	Napa Valley Now Fund				
46	Library				
220-46-00-21-05	Advertising	0.00	0.00	0.00	0.00
220-46-00-21-10	Communications	0.00	0.00	0.00	0.00
220-46-00-21-15	Postage	0.00	0.00	0.00	0.00
220-46-00-21-27	Equipment Lease Exp	0.00	0.00	0.00	0.00
220-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00
220-46-00-21-45	Other Contract Services	0.00	0.00	0.00	0.00
220-46-00-21-52	Facility Rental	0.00	0.00	0.00	0.00

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	Fy 19 Requested
220-46-00-21-53	Memberships & Publications	0.00	0.00	0.00	0.00
220-46-00-21-55	Training & Conference	0.00	0.00	0.00	0.00
21	Services	0.00	0.00	0.00	0.00
220-46-00-22-07	Copies	0.00	0.00	0.00	0.00
220-46-00-22-12	Computer Equipment	0.00	0.00	0.00	0.00
220-46-00-22-13	Office Supplies	0.00	0.00	0.00	0.00
220-46-00-22-15	Special Department Supplies	0.00	0.00	0.00	0.00
220-46-00-22-16	Library Materials	0.00	0.00	0.00	0.00
22	Supplies	0.00	0.00	0.00	0.00
220-46-00-23-11	Maint Office Equip	0.00	0.00	0.00	0.00
220-46-00-23-30	Maint BuildingsGrounds	0.00	0.00	0.00	0.00
220-46-00-23-35	Software Maintenance	0.00	0.00	0.00	0.00
23	Maintenance	0.00	0.00	0.00	0.00
220-46-00-24-25	Taxes & Other Charges	0.00	0.00	0.00	0.00
24	Taxes, Insurances & Contributi	0.00	0.00	0.00	0.00
220-46-00-26-30	Capital Equipment	0.00	0.00	0.00	0.00
220-46-00-26-40	Furniture & Fixtures	0.00	0.00	0.00	0.00
26	Capital	0.00	0.00	0.00	0.00
220-46-00-29-99	Transfer to other Funds	0.00	0.00	0.00	0.00
29	Transfers	0.00	0.00	0.00	0.00
00	Administration	0.00	0.00	0.00	0.00
380	Friends and Foundation				
46	Library				
380-46-00-20-10	Salary-Regular	0.00	0.00	0.00	0.00
380-46-00-20-20	TempPart Time	74,922.59	76,241.00	57,581.00	55,242.00
380-46-00-20-30	Overtime	0.00	0.00	0.00	0.00
380-46-00-20-37	Holiday Pay	3,424.37	232.88	4,680.00	4,777.00
380-46-00-20-40	FICAMedicare	7,165.74	6,312.00	4,489.00	4,591.00
380-46-00-20-45	Employer PERS	0.00	0.00	0.00	0.00
380-46-00-20-55	Health Insurance	0.00	0.00	0.00	0.00
380-46-00-20-75	Deferred Comp	0.00	0.00	0.00	0.00
20	Salaries & Benefits	85,512.70	82,785.88	66,750.00	64,610.00
380-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00
380-46-00-21-45	Other Contract Services	1,125.77	0.00	0.00	0.00
380-46-00-21-53	Memberships & Publications	0.00	0.00	0.00	0.00
380-46-00-21-55	Training & Conference	480.00	0.00	0.00	0.00
21	Services	1,605.77	0.00	0.00	0.00
380-46-00-22-15	Special Department Supplies	2,741.51	0.00	0.00	0.00
380-46-00-22-16	Library Materials	41,548.00	32,582.56	56,000.00	56,000.00
380-46-00-22-40	Programming	0.00	0.00	11,250.00	14,000.00
380-46-00-22-41	Youth Programs	3,839.52	3,643.78	0.00	0.00
380-46-00-22-42	Spanish Language Programs	4,629.77	3,889.67	0.00	0.00
380-46-00-22-43	Adult Programs	2,460.66	2,524.85	0.00	0.00
380-46-00-22-44	Elsie, the Library Cat	155.48	113.23	500.00	500.00
22	Supplies	55,374.94	42,754.09	67,750.00	70,500.00
380-46-00-24-08	Agreements	0.00	0.00	0.00	0.00
380-46-00-24-25	Taxes & Other Charges	0.00	0.00	0.00	0.00
24	Taxes, Insurances & Contributi	0.00	0.00	0.00	0.00

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	Fy 19 Requested
380-46-00-26-40	Furniture & Fixtures	0.00	0.00	0.00	0.00
26	Capital	0.00	0.00	0.00	0.00
00	Administration	142,493.41	125,539.97	134,500.00	135,110.00
381	Ryan Library Trust				
46	Library				
381-46-00-22-12	Computer Equipment	7,040.09	0.00	0.00	0.00
381-46-00-22-16	Library Materials	0.00	0.00	0.00	0.00
22	Supplies	7,040.09	0.00	0.00	0.00
381-46-00-23-35	Software Maintenance	0.00	0.00	0.00	0.00
23	Maintenance	0.00	0.00	0.00	0.00
00	Administration	7,040.09	0.00	0.00	0.00
382	Martin Estate Trust				
46	Library				
382-46-00-21-45	Other Contract Services	8,981.96	0.00	0.00	0.00
382-46-00-21-53	Memberships & Publications	0.00	0.00	0.00	0.00
382-46-00-21-55	Training & Conference	0.00	0.00	0.00	0.00
21	Services	8,981.96	0.00	0.00	0.00
382-46-00-22-16	Library Materials	0.00	1,400.00	0.00	1,600.00
22	Supplies	0.00	1,400.00	0.00	1,600.00
00	Administration	8,981.96	1,400.00	0.00	1,600.00
383	Dr Wood Trust				
46	Library				
383-46-00-20-20	TempPart Time	0.00	0.00	0.00	0.00
383-46-00-20-37	Holiday Pay	0.00	0.00	0.00	0.00
383-46-00-20-40	FICAMedicare	0.00	0.00	0.00	0.00
20	Salaries & Benefits	0.00	0.00	0.00	0.00
383-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00
383-46-00-21-45	Other Contract Services	0.00	0.00	0.00	0.00
383-46-00-21-52	Facility Rental	0.00	0.00	0.00	0.00
383-46-00-21-53	Memberships & Publications	0.00	0.00	0.00	0.00
383-46-00-21-55	Training & Conference	0.00	0.00	0.00	0.00
21	Services	0.00	0.00	0.00	0.00
383-46-00-22-15	Special Department	0.00	0.00	0.00	0.00
	Supplies				
383-46-00-22-16	Library Materials	0.00	0.00	0.00	0.00
22	Supplies	0.00	0.00	0.00	0.00
383-46-00-24-25	Taxes & Other Charges	0.00	0.00	0.00	0.00
24	Taxes, Insurances & Contributi	0.00	0.00	0.00	0.00
383-46-00-26-40	Furniture & Fixtures	0.00	0.00	0.00	0.00
26	Capital	0.00	0.00	0.00	0.00
00	Administration	0.00	0.00	0.00	0.00
384	Tweed Trust				
46	Library				
384-46-00-20-10	Salary-Regular	0.00	0.00	0.00	0.00
384-46-00-20-20	TempPart Time	0.00	0.00	0.00	0.00
384-46-00-20-30	Overtime	0.00	0.00	0.00	0.00
384-46-00-20-37	Holiday Pay	0.00	0.00	0.00	0.00
384-46-00-20-40	FICAMedicare	0.00	0.00	0.00	0.00

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	Fy 19 Requested
384-46-00-20-45	Employer PERS	0.00	0.00	0.00	0.00
384-46-00-20-50	Employee PERS	0.00	0.00	0.00	0.00
384-46-00-20-55	Health Insurance	0.00	0.00	0.00	0.00
384-46-00-20-61	Workers Comp	0.00	0.00	0.00	0.00
384-46-00-20-65	SDI	0.00	0.00	0.00	0.00
384-46-00-20-75	Deferred Comp	0.00	0.00	0.00	0.00
384-46-00-20-85	Auto Allowance	0.00	0.00	0.00	0.00
20	Salaries & Benefits	0.00	0.00	0.00	0.00
384-46-00-21-15	Postage	0.00	0.00	0.00	0.00
384-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00
384-46-00-21-45	Other Contract Services	14,836.97	12,488.32	0.00	0.00
384-46-00-21-53	Memberships & Publications	0.00	0.00	0.00	0.00
384-46-00-21-55	Training & Conference	0.00	0.00	0.00	0.00
21	Services	14,836.97	12,488.32	0.00	0.00
384-46-00-22-12	Computer Equipment	0.00	0.00	20,000.00	0.00
384-46-00-22-15	Special Department Supplies	4,456.31	3,243.50	5,000.00	5,000.00
384-46-00-22-16	Library Materials	59,642.48	56,460.49	32,275.00	45,000.00
22	Supplies	64,098.79	59,703.99	57,275.00	50,000.00
384-46-00-23-35	Software Maintenance	0.00	0.00	0.00	0.00
23	Maintenance	0.00	0.00	0.00	0.00
384-46-00-24-08	Agreements	0.00	0.00	0.00	0.00
384-46-00-24-25	Taxes & Other Charges	0.00	0.00	0.00	0.00
24	Taxes, Insurances & Contributi	0.00	0.00	0.00	0.00
384-46-00-26-40	Furniture & Fixtures	0.00	0.00	0.00	0.00
26	Capital	0.00	0.00	0.00	0.00
384-46-00-29-99	Transfer to other Funds	0.00	0.00	0.00	0.00
29	Transfers	0.00	0.00	0.00	0.00
00	Administration	78,935.76	72,192.31	57,275.00	50,000.00
592	Equipment Replacement Fund				
46	Library				
592-46-00-22-12	Computer Equipment	0.00	0.00	0.00	0.00
22	Supplies	0.00	0.00	0.00	0.00
00	Administration	0.00	0.00	0.00	0.00
733	Capital Project Planning				
46	Library				
733-46-00-21-05	Advertising	0.00	0.00	0.00	0.00
733-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00
733-46-00-21-55	Training & Conference	0.00	-12.14	0.00	0.00
21	Services	0.00	-12.14	0.00	0.00
733-46-00-22-12	Computer Equipment	0.00	0.00	0.00	0.00
733-46-00-22-13	Office Supplies	0.00	0.00	0.00	0.00
733-46-00-22-15	Special Department Supplies	0.00	0.00	0.00	0.00
22	Supplies	0.00	0.00	0.00	0.00
733-46-00-23-00	Capital Projects Budget	0.00	0.00	0.00	0.00
23	Maintenance	0.00	0.00	0.00	0.00
733-46-00-26-30	Capital Equipment	0.00	0.00	0.00	0.00
733-46-00-26-40	Furniture & Fixtures	0.00	0.00	0.00	0.00

<u>Account Number</u>	<u>Description</u>	<u>FY 16 Actual</u>	<u>FY 17 Actual</u>	<u>FY 18 Estimated</u>	<u>Fy 19 Requested</u>
733-46-00-26-60	Capital Imp Buildings	39,678.00	0.00	0.00	0.00
26	Capital	39,678.00	0.00	0.00	0.00
00	Administration	39,678.00	-12.14	0.00	0.00
Grand Total		1,094,090.22	1,023,094.64	1,175,701.00	1,230,371.00

LIBRARY - 4600 EXPENSE DETAIL						
Description	Object Code	Funding Source				Total Budgeted
<i>Communications</i>	2110	101	380	381	384	
Telephones		2,500	-	-	-	2,500
Broadband Fees		9,800	-	-	-	9,800
TOTAL - Communications	2110	\$ 12,300	\$ -	\$ -	\$ -	\$ 12,300
<i>Equipment Lease</i>	2127	101	380	381	384	
Copiers		9,000	-	-	-	9,000
TOTAL - Equipment Lease	2127	\$ 9,000	\$ -	\$ -	\$ -	\$ 9,000
<i>Copies</i>	2207	101	380	381	384	
Copies made with leased copiers		3,000	-	-	-	3,000
TOTAL - Copies	2207	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
<i>Other Contract Services</i>	2145	101	380	381	384	
SPLASH (Automation/Databases)		76,000	-	-	-	76,000
NorthNet Consortium		11,000	-	-	-	11,000
OCLC On-Line cataloging		3,500	-	-	-	3,500
Library Security System		2,500	-	-	-	2,500
Website Subscription		5,000	-	-	-	5,000
Self-Charge Checkout Machines		22,000	-	-	-	22,000
LibraryAware (NextReads/Emails)		1,200	-	-	-	1,200
Napa Valley Now		1,200	-	-	-	1,200
TOTAL - Other Contract Services	2145	\$ 122,400	\$ -	\$ -	\$ -	\$ 122,400
<i>Training & Conference</i>	2155	101	380	381	384	
Training		1,500	-	-	-	1,500
CLA Membership		600	-	-	-	600
CLA Conference		4,000	-	-	-	4,000
TOTAL - Training & Conference	2155	\$ 6,100	\$ -	\$ -	\$ -	\$ 6,100
<i>Computer Equipment</i>	2212	101	380	381	384	
Useful (Public Computers)		5,000	-	-	-	5,000
GoPrint (Public Computers)		1,000	-	-	-	1,000
Marin IT/Spam Filter		500	-	-	-	500
Computers/Monitors		40,000	-	-	-	40,000
TOTAL - Computer Equipment	2212	\$ 46,500	\$ -	\$ -	\$ -	\$ 46,500
<i>Special Department Supplies</i>	2215	101	380	381	384	
Supplies for Processing Material (Labels, cases, barcodes, etc.)		-	-	-	5,000	5,000
Library Cards		1,000	-	-	-	1,000

LIBRARY - 4600 EXPENSE DETAIL							
Description	Object Code	Funding Source				Total Budgeted	
TOTAL - Special Department Supplies	2215	\$ 1,000	\$ -	\$ -	\$ 5,000	\$ 6,000	
<i>Library Materials</i>	<i>2216</i>	<i>382</i>	<i>380</i>	<i>381</i>	<i>384</i>		
Print, Audiovisual, Downloadable		-	40,000	-	45,000	85,000	
Streaming Services		-	16,000	-	-	16,000	
St. Helena Star Microfilm		1,600	-	-	-	1,600	
TOTAL - Library Materials	2216	\$ 1,600	\$ 56,000	\$ -	\$ 45,000	\$ 102,600	
<i>Software Maintenance</i>	<i>2335</i>	<i>101</i>	<i>380</i>	<i>381</i>	<i>219</i>		
Brainfus/Online Homework Help		-	-	-	5,500	5,500	
Mango Languages		-	-	-	1,500	1,500	
AtoZ Database		-	-	-	500	350	
TOTAL - Software Maintenance	2335	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500	



ASSESSMENT SUMMARY REPORT



Prepared for:

City of St. Helena
1480 Main Street
St. Helena, CA 94574
Ms. Allison Mattioli

ASSESSMENT SUMMARY REPORT

City of St. Helena
St. Helena, CA

PREPARED BY:

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EMG Project Number:
128201.17R000-000.017

Date of Report:
January 2018



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1. Executive Summary

The building information is summarized in the Sections below. More detailed descriptions may be found in the full Facility Condition Assessment reports prepared by EMG and the Property Appraisals by Ward Levy Appraisal Group, Inc.

Facility and Appraisal Information

Facility	Address	Bldg. Area (SF)	Floors	Appraisal Amount
Carnegie Building	1360 Oak Avenue	5,267	3	\$2,900,000
City Hall/Police Station	1480 Main Street	10,994	1	\$4,740,000
Fire Station	1500 Main Street	15,420	1	\$5,400,000
Former CDF Office Building	1572 Railroad Avenue	4,819	1	\$1,810,000
Head Start Building	360 Crane Avenue	1,324	1	\$330,000
Public Works Corp. Yard	1405 Charter Oak Avenue	5,700	1	\$2,210,000
Scout Hall	1515 Railroad Avenue	3,185	2	\$800,000
Signorelli Barn	933 Signorelli Circle	2,925	1	\$630,000
St. Helena Library	1492 Library Lane	17,606	2	\$4,780,000
Teen Center	1574 Railroad Avenue	3,600	1	\$1,440,000

Facility Condition Summary

One of the major goals of the FCA is to calculate the FCI, which gives an indication of a building's overall condition. The Current Year FCI is the ratio of Current Year Repair Costs to the building's Current Replacement Value. Similarly, the Ten-Year FCI is the ratio of anticipated Capital Reserve Needs over the next ten years to the Current Replacement Value.

FCI Condition Rating	Definition	Percentage Value
Good	In new or well-maintained condition, with no visual evidence of wear, soiling or other deficiencies.	0% to 5%
Fair	Subjected to wear and soiling but is still in a serviceable and functioning condition.	> than 5% to 10%
Poor	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.	> than 10% to 60%
Very Poor	Has reached the end of its useful or serviceable life. Renewal is now necessary.	> than 60%

Facility	FCI Condition Rating	Percentage Value	Current Year Repairs
Carnegie Building	Good	4.8%	\$81,488
City Hall/Police Station	Poor	30.1%	\$941,861
Fire Station	Good	1.5%	\$50,006
Former CDF Office Building	Poor	23.3%	\$227,368
Head Start Building	Poor	20.7%	\$113,221
Public Works Corp. Yard	Poor	21.3%	\$76,059
Scout Hall	Poor	38.2%	\$213,245
Signorelli Barn	Poor	13.0%	\$220,551
St. Helena Library	Good	4.9%	\$88,902
Teen Center	Good	3.1%	\$184,881

1.10. St. Helena Library

The Library was built in 1972, with additions built in 1992.

The main reading room areas are single story with high vaulted ceilings and a gabled roof. Two mezzanine areas containing offices and workrooms are located at either end of the building. The building structure consists of heavy timber framing with wood stud infill. The main roof is finished with slate tiles, and smaller perimeter areas of flat roof are finished with foam over built up roofing. A hydronic system with an exterior boiler and interior fan coils provides heating, while cooling is provided by a water source heat pump system that includes a cooling tower and interior heat pump units. The building has fire sprinklers and a fire alarm system.

The largest part of the interior is occupied by the reading rooms. Other areas include offices, workrooms, break rooms, and a museum which is operated by a tenant

Items requiring immediate attention include the separation of the exterior walls and the heavy timber structural frame posts. Separation between the walls and the timber frame were observed in several places in the reading room and the museum. This structural issue requires review by an engineer to determine action to be taken. Problems were also reported with the effectiveness of the HVAC systems, even with some of the equipment having been recently replaced. EMG recommends recommissioning the systems to ensure they are operating properly and effectively. Other immediate action items include parking lot refinishing, roof repair of an ongoing leak, and replacement of damaged ceiling tiles. The Facility Condition Index of the building is 5.5%, which is equivalent to fair condition but does not take into account that the structural repair cost for the exterior walls.

The appraised value of the building and adjacent land is \$4,780,000.



Space Analysis

The building is occupied by six full time and eight part-time staff.

The total area of the library building is consistent with libraries in other towns of similar size.

The staff offices are appropriately sized to the library function and operation

Facility Condition Index (FCI)

Key Finding	Metric
Current Year Facility Condition Index (FCI) FCI = (CR)/(CRV)	4.9 % Fair
10-Year Facility Condition Index (FCI) FCI = (RR)/(CRV)	29.9 % Poor
Current Replacement Value (CRV)	17,606 SF * \$212.70 / SF = \$3,744,796
Year 0 Current Year Repairs	\$184,881
Years 1-10 – Replacement Reserves	\$937,742
TOTAL Capital Needs	\$1,122,623

The below chart shows the recommended current year repairs for the St. Helena Library. These are the repairs that make up the FCI number described above.

Current Year Repairs St. Helena Library						
Location Description	Cost Description	Quantity	Unit	Unit Cost	Subtotal	Deficiency Repair Estimate
1.3 Interior	Engineer, Environmental, Mold Remediation, Evaluate/Report	1	EA	\$3,727.50	\$3,728	\$4,510
5.2 Parking lot	Parking Lots, Asphalt Pavement, Mill & Overlay	6000	SF	\$3.49	\$20,962	\$25,364
5.2 Parking lot	Parking Lots, Asphalt Pavement, Seal & Stripe	6000	SF	\$0.40	\$2,425	\$2,934
5.2 Site Walkway and Pedestrian Pavement	Pedestrian Pavement, Sidewalk, Concrete Sections/Small Areas, Replace	100	SF	\$19.00	\$1,900	\$2,299
West and east walls where separating	Structural Flooring/Decking, Pressure Treated Timber, Repair	1	SF	\$42,600.00	\$42,600	\$51,546
6.2 from posts	Engineer, Structural, Superstructure, Evaluate/Report	1	EA	\$10,650.00	\$10,650	\$12,887
6.2 posts	Roof, Built-Up, Repair	200	SF	\$20.70	\$4,141	\$5,010
6.3 Roof	HVAC System, Component Maintenance, Maintenance	1500	SF	\$25.24	\$37,861	\$45,812
7.1 HVAC equipment throughout						
7.4 Throughout	Fluorescent Lighting Fixture, 80 W, Replace	50	EA	\$257.59	\$12,880	\$15,584
8.1 Interior	Interior Floor Finish, Vinyl Tile (VCT), Replace	3000	SF	\$5.11	\$15,338	\$18,559
8.1 Interior	Interior Ceiling Finish, Suspended Acoustical Tile (ACT), Replace	100	SF	\$3.11	\$311	\$376
Current Year Repairs Total						\$184,881

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FACILITY CONDITION ASSESSMENT



Prepared for:

City of St. Helena
1480 Main Street
St. Helena, California 94574

FACILITY CONDITION ASSESSMENT

St. Helena Library
1492 Library Lane
St. Helena, California 94574

PREPARED BY:

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EMG Project Number:
128201.17R000-004.354

Date of Report:
December 21, 2017

On Site Date:
December 4, 2017



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**Immediate Repairs Report
St. Helena Library
12/21/2017**

Location Name	Report SectionID	Cost Description	Quantity	Unit	Unit Cost	Subtotal	Deficiency Repair Estimate *
St. Helena Library	1.3	791723 Engineer, Environmental, Mold Remediation, Evaluate/Report	1	EA	\$3,500.00	\$3,500	\$4,235
St. Helena Library	3.1	768586 Priority 3 ADA Study and Transition Plan, Modify per ADAAG	1	LS	\$500.00	\$500	\$605
St. Helena Library	3.1	768488 Priority 1 ADA Study and Transition Plan, Modify per ADAAG	1	EA	\$24,500.00	\$24,500	\$29,645
St. Helena Library	3.1	768584 Priority 2 ADA Study and Transition Plan, Modify per ADAAG	1	LS	\$7,500.00	\$7,500	\$9,075
St. Helena Library	5.2	787528 Parking Lots, Asphalt Pavement, Mill & Overlay	6000	SF	\$3.28	\$19,682	\$23,816
St. Helena Library	5.2	787530 Parking Lots, Asphalt Pavement, Seal & Stripe	6000	SF	\$0.38	\$2,277	\$2,755
St. Helena Library	5.2	791187 Pedestrian Pavement, Sidewalk, Concrete Sections/Small Areas, Replace	100	SF	\$19.00	\$1,900	\$2,299
St. Helena Library	6.2	787786 Structural Flooring/Decking, Pressure Treated Timber, Repair	1	SF	\$40,000.00	\$40,000	\$48,400
St. Helena Library	6.2	787697 Engineer, Structural, Superstructure, Evaluate/Report	1	EA	\$10,000.00	\$10,000	\$12,100
St. Helena Library	6.3	791130 Roof, Built-Up, Repair	200	SF	\$19.44	\$3,888	\$4,704
St. Helena Library	7.1	788681 HVAC System, Component Maintenance, Maintenance	1500	SF	\$23.70	\$35,550	\$43,016
St. Helena Library	7.4	788744 Fluorescent Lighting Fixture, 80 W, Replace	50	EA	\$241.87	\$12,094	\$14,633
St. Helena Library	8.1	788551 Interior Floor Finish, Vinyl Tile (VCT), Replace	3000	SF	\$4.80	\$14,402	\$17,426
St. Helena Library	8.1	791626 Interior Ceiling Finish, Suspended Acoustical Tile (ACT), Replace	100	SF	\$3.11	\$311	\$376
Immediate Repairs Total							\$213,086

* Location Factor included in totals.

Replacement Reserves Report

St. Helena Library

12/21/2017

Location	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	Total Escalated Estimate
St. Helena Library	\$213,086	\$0	\$105,937	\$67,340	\$235,555	\$3,194	\$27,358	\$0	\$21,813	\$373,548	\$107,014	\$0	\$125,184	\$109,474	\$50,244	\$71,852	\$0	\$0	\$20,522	\$24,458	\$1,556,578
GrandTotal	\$213,086	\$0	\$105,937	\$67,340	\$235,555	\$3,194	\$27,358	\$0	\$21,813	\$373,548	\$107,014	\$0	\$125,184	\$109,474	\$50,244	\$71,852	\$0	\$0	\$20,522	\$24,458	\$1,556,578

Report Section	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost	w/ Markup	Subtotal	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	Deficiency Repair Estimate		
1.3	791723	Engineer, Environmental, Mold Remediation, Evaluate/Report	0	1	0	1	EA	\$3,500.00	\$3,727.50	\$3,728	\$3,500																					\$3,500	
3.1	768586	Priority 3 ADA Study and Transition Plan, Modify per ADAAG	15	15	0	1	LS	\$500.00	\$500.00	\$500	\$500																					\$500	
3.1	768488	Priority 1 ADA Study and Transition Plan, Modify per ADAAG	7	7	0	1	EA	\$24,500.00	\$26,092.50	\$26,093	\$24,500																					\$24,500	
3.1	768584	Priority 2 ADA Study and Transition Plan, Modify per ADAAG	10	10	0	1	LS	\$7,500.00	\$7,987.50	\$7,988	\$7,500																					\$7,500	
5.2	787528	Parking Lots, Asphalt Pavement, Mill & Overlay	25	46	0	6000	SF	\$3.28	\$3.49	\$20,962	\$19,682																					\$19,682	
5.2	787530	Parking Lots, Asphalt Pavement, Seal & Stripe	5	5	0	6000	SF	\$0.38	\$0.40	\$2,425	\$2,277					\$2,277					\$2,277											\$9,108	
5.2	791187	Pedestrian Pavement, Sidewalk, Concrete Sections/Small Areas, Replace	30	46	0	100	SF	\$19.00	\$19.00	\$1,900	\$1,900										\$8,602											\$1,900	
5.5	788632	Signage, Property, Monument/Pylon, Replace	20	11	9	1	EA	\$8,602.00	\$9,161.13	\$9,161																						\$8,602	
5.5	787689	Pole Light, Exterior, 105 to 200 W LED (Fixture & Bracket Arm Only), Replace	20	16	4	6	EA	\$3,303.00	\$3,517.70	\$21,106					\$19,818																	\$19,818	
6.2	787786	Structural Flooring/Decking, Pressure Treated Timber, Repair	0	1	0	1	SF	\$40,000.00	\$42,600.00	\$42,600	\$40,000																					\$40,000	
6.2	787697	Engineer, Structural, Superstructure, Evaluate/Report	0	1	0	1	EA	\$10,000.00	\$10,650.00	\$10,650	\$10,000																					\$10,000	
6.3	791130	Roof, Built-Up, Repair	0	1	0	200	SF	\$19.44	\$20.70	\$4,141	\$3,888																					\$3,888	
6.3	787787	Roof, Single-Ply TPO/PVC Membrane, Replace	20	16	4	3000	SF	\$15.93	\$16.97	\$50,899					\$47,793																	\$47,793	
6.3	787788	Roof Skylight, Plexiglass Dome Fixed 9-20 SF, Replace	30	26	4	20	EA	\$1,207.20	\$1,285.66	\$25,713					\$24,144																	\$24,144	
6.4	791753	Exterior Wall, Painted Surface, 1-2 Stories, Prep & Paint	10	7	3	7500	SF	\$2.87	\$3.06	\$22,930				\$21,530										\$21,530								\$43,061	
6.4	787795	Exterior Door, Fully-Glazed Aluminum-Framed Sliding Motor-Operated, Replace	30	26	4	1	EA	\$11,307.69	\$12,042.69	\$12,043					\$11,308																	\$11,308	
6.6	791737	Storefront, Metal-Framed Windows w/out Door(s), Replace	30	27	3	500	SF	\$48.00	\$51.12	\$25,560				\$24,000											\$4,213							\$24,000	
6.6	787797	Exterior Door, Fully-Glazed Aluminum-Framed Swinging, Replace	30	16	14	2	EA	\$2,106.57	\$2,243.49	\$4,487											\$7,888											\$7,888	
6.6	787800	Exterior Door, Steel Insulated, Replace	25	16	9	5	EA	\$1,577.53	\$1,680.07	\$8,400																						\$5,400	
6.7	791751	Pedestrian Pavement, Sidewalk, Concrete Large Areas, Replace	30	27	3	600	SF	\$9.00	\$9.59	\$5,751				\$5,400																		\$5,400	
7.1	787801	Domestic Boiler, Gas, 501 to 800 MBH, Replace	22	9	13	1	EA	\$34,559.38	\$36,805.74	\$36,806														\$34,559								\$34,559	
7.1	788142	Expansion Tank, 11 to 30 GAL, Replace	25	6	19	1	EA	\$1,999.43	\$1,999.43	\$1,999																						\$1,999	
7.1	787865	Cooling Tower, 50 Ton, Replace	20	5	15	1	EA	\$15,917.12	\$16,951.73	\$16,952															\$15,917							\$15,917	
7.1	788120	Distribution Pump, Heating Water, 5 HP, Replace	20	7	13	1	EA	\$5,518.88	\$5,877.61	\$5,878														\$5,519								\$5,519	
7.1	788117	Distribution Pump, Chiller & Condenser Water, 5 HP, Replace	20	5	15	1	EA	\$5,518.88	\$5,877.61	\$5,878															\$5,519							\$5,519	
7.1	788681	HVAC System, Component Maintenance, Maintenance	20	20	0	1500	SF	\$23.70	\$25.24	\$37,861	\$35,550																						\$35,550
7.1	787893	Heat Pump, Water Source Heat Pump, 3.5 Ton, Replace	15	9	6	1	EA	\$8,928.22	\$9,508.56	\$9,509							\$8,928															\$8,928	
7.1	787892	Heat Pump, Water Source Heat Pump, 3 Ton, Replace	15	5	10	1	EA	\$8,928.22	\$9,508.56	\$9,509																						\$8,928	
7.1	788044	Heat Pump, Water Source Heat Pump, 3.5 Ton, Replace	15	5	10	1	EA	\$8,928.22	\$9,508.56	\$9,509																						\$8,928	
7.1	788043	Heat Pump, Water Source Heat Pump, 3.5 Ton, Replace	15	5	10	1	EA	\$8,928.22	\$9,508.56	\$9,509																						\$8,928	
7.1	787894	Heat Pump, Water Source Heat Pump, 4 Ton, Replace	15	5	10	1	EA	\$8,928.22	\$9,508.56	\$9,509																						\$8,928	
7.1	787879	Heat Pump, Water Source Heat Pump, 3.5 Ton, Replace	15	5	10	1	EA	\$8,928.22	\$9,508.56	\$9,509																						\$8,928	
7.1	788096	Heat Pump, Water Source Heat Pump, 3 Ton, Replace	15	5	10	1	EA	\$8,928.22	\$9,508.56	\$9,509																						\$8,928	
7.2	788246	Toilet, Tankless (Water Closet), Replace	20	16	4	5	EA	\$842.97	\$897.76	\$4,489					\$4,215																	\$4,215	
7.2	788256	Urinal, Vitreous China, Replace	20	16	4	1	EA	\$1,193.44	\$1,193.44	\$1,193					\$1,193																	\$1,193	
7.2	788251	Lavatory, Vitreous China, Replace	20	16	4	5	EA	\$572.66	\$609.88	\$3,049					\$2,863																	\$2,863	
7.2	791732	Water Heater, Instant Hot, Electric, Replace	15	9	6	3	EA	\$1,907.74	\$2,031.74	\$6,095							\$5,723															\$5,723	
7.4	787890	Building/Main Switchgear, 208 Y, 120 V, 800 Amp, Replace	30	21	9	1	EA	\$179,033.12	\$190,670.27	\$190,670											\$179,033											\$179,033	
7.4	788744	Fluorescent Lighting Fixture, 80 W, Replace	20	20	0	50	EA	\$241.87	\$257.59	\$12,880	\$12,094																						\$12,094

7.4	788746	Fluorescent Lighting Fixture, 80 W, Replace	20	16	4	100	EA	\$241.87	\$257.59	\$25,759																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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1. Executive Summary

1.1. Property Information and General Physical Condition

The property information is summarized in the table below. More detailed descriptions may be found in the various sections of the report and in the Appendices.

Property Information	
Address:	1492 Library Lane, Helena, Napa County, California 94574
Year Constructed/Renovated:	1972, Addition 1992
Current Occupants:	Library
Site Point of Contact:	City of St. Helena, Dept. of Public Works Ms. Allison Mattioli, Management Analyst 707.968.2627 phone
Property Type:	St. Helena Library
Site Area:	0.93 acres
Building Area:	15,930 square feet
Number of Buildings:	One
Number of Stories:	Two
Parking Type and Number of Spaces:	12 spaces in open lots and street adjacent public parking
Building Construction:	Heavy timber wood frame and engineered wood frames
Roof Construction:	Gabled roofs with concrete shingles, flat roofs with built-up membrane
Exterior Finishes:	Stucco
Heating, Ventilation and Air Conditioning:	Central system; gas fired boilers and cooling tower serving interior mounted fan coil units and water source heat pumps
Fire and Life/Safety:	Fire sprinklers, hydrants, smoke detectors, alarms, strobes, extinguishers, pull stations, alarm panel, exit signs
Dates of Visit:	December 4, 2017
Assessment and Report Prepared by:	Deborah McCutchen and Mary Venable
Reviewed by:	Joseph Abbate; Project Manager For Matthew Anderson Program Manager manderson@emgcorp.com 800.733.0660 x7613



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Systemic Condition Summary – All Buildings			
Site	Poor	HVAC	Fair
Structure	Poor	Plumbing	Fair
Roof	Fair	Electrical	Fair
Vertical Envelope	Fair	Elevators	--
Interiors	Fair	Fire	Fair

The following bullet points identify the recommended Immediate Repairs at the property:

- The superstructure is exposed in the attic, which allows for limited observation. There is evidence of deflection and movement along the exterior walls at the west elevation of the main reading room and the east elevation of the children's reading room. The walls in these locations are separating from the structural posts. A Professional Engineer with specific expertise in structural design and construction in this geographical area must be retained to evaluate the structure and to provide remedial recommendations consistent with local regulatory and code requirements. Although the estimated cost of repair cannot be accurately determined without the recommended study, a budgetary cost allowance to repair the affected elements is also included. Photograph 15, 16, 17.
- The maintenance manager reports that the HVAC equipment requires frequent repair, although the equipment is relatively new. It is recommended the HVAC components be recommissioning to determine the operational status and ensure functionality to set specifications. There are no costs associated with this work. Photograph 23, 24, 25, 26.
- The interior lights are fluorescent tube, metal halide and pin-based CFL. The maintenance manager reports the light bulbs fail frequently. Replacement of older, problematic fixtures is recommended with high quality bulbs. There are no costs associated with this work. Photograph 30, 32, 37.
- The asphalt pavement is reported as original to 1972. The pavement did not appear seal coated or striped within the last five years. There are areas of deterioration consisting of pitted pavement. The main drive lane has settled with extensive alligator cracks and surface deterioration. Although the pavement had no areas of significant spalling, depressions or sink holes it is recommend the be milled with asphalt pavement applied to restore it current integrity. Photograph 8, 9.
- The source of the water has been identified, however, the extent of the mold is not quantified due to the active leaks and water damage occurring above the ceilings. A mold assessment and abatement are recommended, performed by a qualified mold remediation contractor. The cost to retain a consultant to conduct an extensive mold survey and to recommend clean-up methods and repairs is included. The cost for any possible subsequent repairs is not included in the cost tables. A cost allowance to repair and/or replace the noted visible areas affected by mold is included. Photograph 49, 50, 53, 54.

Generally, the property appears to have been constructed within industry standards in force at the time of construction. The property appears to have been well maintained since it was first occupied and is in fair overall condition.

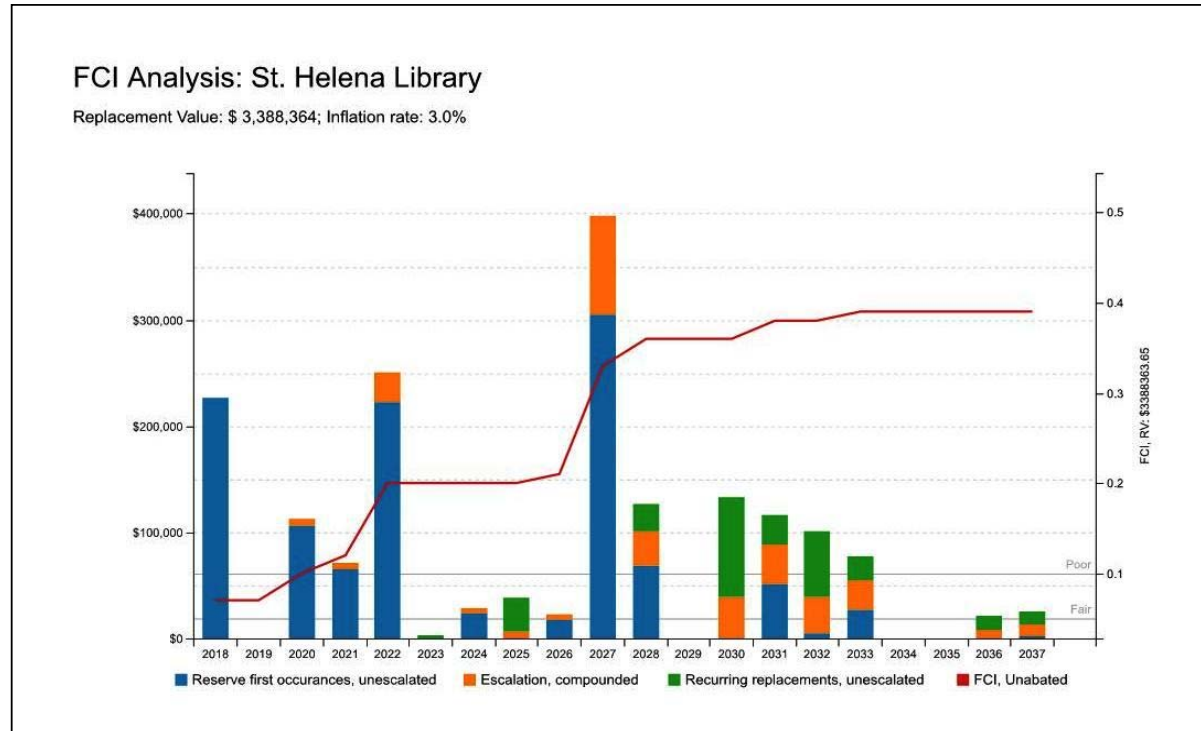
According to property management personnel, the property has had a limited capital improvement program over the past three years, consisting of new spray foam coating over the flat roof areas.

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1.2. Facility Condition Index (FCI)



One of the major goals of the FCA is to calculate the FCI, which gives an indication of a building's overall condition. Two FCI ratios are calculated and presented, the Current Year and Ten-Year. The Current Year FCI is the ratio of Immediate Repair Costs to the building's Current Replacement Value. Similarly, the Ten-Year FCI is the ratio of anticipated Capital Reserve Needs over the next ten years to the Current Replacement Value.

FCI Condition Rating	Definition	Percentage Value
Good	In new or well-maintained condition, with no visual evidence of wear, soiling or other deficiencies.	0% to 5%
Fair	Subjected to wear and soiling but is still in a serviceable and functioning condition.	> than 5% to 10%
Poor	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.	> than 10% to 60%
Very Poor	Has reached the end of its useful or serviceable life. Renewal is now necessary.	> than 60%

The graphs above and tables below represent summary-level findings for the FCA. The deficiencies identified in this assessment can be combined with potential new construction requirements to develop an overall strategy that can serve as the basis for a portfolio-wide capital improvement funding strategy. Key findings from the assessment include:

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Key Finding	Metric	
Current Year Facility Condition Index (FCI) $FCI = (IR)/(CRV)$	5.53%	Fair
10-Year Facility Condition Index (FCI) $FCI = (RR)/(CRV)$	27.21%	Poor
Current Replacement Value (CRV)	15,930 SF x \$212.70/ SF = \$3,388,364	
Year 0 (Current Year) - Immediate Repairs (IR)	\$187,374	
Years 1-10 – Replacement Reserves (RR)	\$734,626	
TOTAL Capital Needs	\$922,001	

The major issues contributing to the Immediate Repair Costs and the Current Year FCI ratio are summarized below:

- The superstructure is exposed in the attic, which allows for limited observation. There is evidence of deflection and movement along the exterior walls at the west elevation of the main reading room and the east elevation of the children's reading room. The walls in these locations are separating from the structural posts. A Professional Engineer with specific expertise in structural design and construction in this geographical area must be retained to evaluate the structure and to provide remedial recommendations consistent with local regulatory and code requirements. Although the estimated cost of repair cannot be accurately determined without the recommended study, a budgetary cost allowance to repair the affected elements is also included. Photograph 15, 16, 17.
- The maintenance manager reports that the HVAC equipment requires frequent repair, although the equipment is relatively new. It is recommended the HVAC components be recommissioning to determine the operational status and ensure functionality to set specifications. There are no costs associated with this work. Photograph 23, 24, 25, 26.
- The interior lights are fluorescent tube, metal halide and pin-based CFL. The maintenance manager reports the light bulbs fail frequently. Replacement of older, problematic fixtures is recommended with high quality bulbs. There are no costs associated with this work. Photograph 30, 32, 37.
- The asphalt pavement is reported as original to 1972. The pavement did not appear seal coated or striped within the last five years. There are areas of deterioration consisting of pitted pavement. The main drive lane has settled with extensive alligator cracks and surface deterioration. Although the pavement had no areas of significant spalling, depressions or sink holes it is recommend the be milled with asphalt pavement applied to restore it current integrity. Photograph 8, 9.
- The source of the water has been identified, however, the extent of the mold is not quantified due to the active leaks and water damage occurring above the ceilings. A mold assessment and abatement is recommended, performed by a qualified mold remediation contractor. The cost to retain a consultant to conduct an extensive mold survey and to recommend clean-up methods and repairs is included. The cost for any possible subsequent repairs is not included in the cost tables. A cost allowance to repair and/or replace the noted visible areas affected by mold is included. Photograph 49, 50, 53, 54.

Further detail on the specific costs that make up the Immediate Repair Costs can be found in the cost tables in the appendices.

1.3. Special Issues and Follow-Up Recommendations

As part of the FCA, a limited assessment of accessible areas of the building(s) was performed to determine the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. Property personnel were interviewed concerning any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Sampling is not a part of this assessment.

EMG performed a limited visual, limited assessment of accessible areas of the building(s) was performed to determine the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. Property personnel were interviewed concerning any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Sampling is not a part of this assessment.

There are visible suspect mold growth and moisture stains located in the following areas:

- Lobby adjacent to Meeting Room; the ceiling tiles affected by the moisture resulting from active roof leaks is approximately six square feet in size.
- Adjacent to Skylight; the ceiling tiles affected by the moisture resulting from active roof leaks is approximately eight square feet in size.

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- Wine Library; the drywall ceilings affected by the moisture resulting from repaired or active roof leaks is approximately four square feet in size in four locations.

The presence of mold in exterior and interior environments is normal and unavoidable. Exposure to mold or mold producing materials can be hazardous and should be avoided. The presence of mold does not necessarily constitute an exposure. This assessment does not constitute a comprehensive mold survey of the Project, and any conclusions are based solely on conditions readily observable in accessed areas.

The source of the water has been identified, however, the extent of the mold is not quantified due to the active leaks and water damage occurring above the ceilings. A mold assessment and abatement is recommended, performed by a qualified mold remediation contractor. The cost to retain a consultant to conduct an extensive mold survey and to recommend clean-up methods and repairs is included. The cost for any possible subsequent repairs is not included in the cost tables. A cost allowance to repair and/or replace the noted visible areas affected by mold is included. Photograph 49, 50, 53, 54.

The following issue requires additional study:

- The superstructure is exposed in the attic, which allows for limited observation. There is evidence of deflection and movement along the exterior walls at the west elevation of the main reading room and the east elevation of the children's reading room. The walls in these locations are separating from the structural posts. A Professional Engineer with specific expertise in structural design and construction in this geographical area must be retained to evaluate the structure and to provide remedial recommendations consistent with local regulatory and code requirements. Although the estimated cost of repair cannot be accurately determined without the recommended study, a budgetary cost allowance to repair the affected elements is also included. Photograph 15, 16, 17.

2. Purpose and Scope

2.1. Purpose

EMG was retained by the client to render an opinion as to the Property's current general physical condition on the day of the site visit.

Based on the observations, interviews and document review outlined below, this report identifies significant deferred maintenance issues, existing deficiencies, which affect the Property's use. Opinions are rendered as to its structural integrity, building system condition, and the Property's overall condition. The report also notes building systems or components that have realized or exceeded their typical expected useful lives.

Throughout sections 5 through 9 of this report, each report section will typically contain two subsections organized in the following sequence:

- A descriptive table (and/or narrative), which identifies the components assessed, their condition, and other key data points.
- A bulleted cluster of Actions/Comments, which include more detailed narratives describing deficiencies, recommended repairs, and short-term replacements. The assets and components associated with these bullets are/were typically problematic and in Poor or Failed condition at the time of the assessment, with corresponding costs included within the first few years.

CONDITIONS:

The physical condition of building systems and related components are typically defined as being in one of five conditions: Excellent, Good, Fair, Poor, Failed or a combination thereof. For the purposes of this report, the following definitions are used:

Excellent	=	New or very close to new; component or system typically has been installed within the past year, sound and performing its function. Eventual repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Good	=	Satisfactory as-is. Component or system is sound and performing its function, typically within the first third of its lifecycle. However, it may show minor signs of normal wear and tear. Repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Fair	=	Showing signs of wear and use but still satisfactory as-is, typically near the median of its estimated useful life. Component or system is performing adequately at this time but may exhibit some signs of wear, deferred maintenance, or evidence of previous repairs. Repair or replacement will be required due to the component or system's condition and/or its estimated remaining useful life.
Poor	=	Component or system is significantly aged, flawed, functioning intermittently or unreliably; displays obvious signs of deferred maintenance; shows evidence of previous repair or workmanship not in compliance with commonly accepted standards; has become obsolete; or exhibits an inherent deficiency. The present condition could contribute to or cause the deterioration of contiguous elements or systems. Either full component replacement is needed or repairs are required to restore to good condition, prevent premature failure, and/or prolong useful life.
Failed	=	Component or system has ceased functioning or performing as intended. Replacement, repair, or other significant corrective action is recommended or required.
Not Applicable	=	Assigning a condition does not apply or make logical sense, most commonly due to the item in question not being present.

2.2. Opinions of Probable Cost

Cost estimates are attached at the front of this report (following the cover page).

These estimates are based on Invoice or Bid Document/s provided either by the Owner/facility and construction costs developed by construction resources such as *RS Means* and *Marshall & Swift*, EMG's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

2.2.1 Methodology

Based upon site observations, research, and judgment, along with referencing Expected Useful Life (EUL) tables from various industry sources, EMG opines as to when a system or component will most probably necessitate replacement. Accurate historical replacement records, if provided, are typically the best source of information. Exposure to the elements, initial quality and installation, extent of use, and the quality and amount of preventive maintenance exercised are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its effective age.

Where quantities could not be derived from actual takeoff, lump sum or allowances are used. Estimated costs to correct are based on professional judgment and the probable or actual extent of the observed defect, inclusive of the cost to design, procure, construct, and manage the corrections.

2.2.2 Immediate Repairs

Immediate repairs are opinions of probable costs that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) material building or fire code violations, or (3) conditions that, if not addressed, have the potential to result in, or contribute to, critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost.

2.2.3 Replacement Reserves

Replacement Reserves are for recurring probable expenditures, which are not classified as operation or maintenance expenses. The replacement reserves should be budgeted for in advance on an annual basis. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, Replacement Reserves may also include components or systems that have an indeterminable life but, nonetheless, have a potential for failure within an estimated time period.

Replacement Reserves exclude systems or components that are estimated to expire after the reserve term and are not considered material to the structural and mechanical integrity of the subject property. Furthermore, systems and components that are not deemed to have a material effect on the use of the Property are also excluded. Costs that are caused by acts of God, accidents, or other occurrences that are typically covered by insurance, rather than reserved for, are also excluded.

Replacement costs are solicited from ownership/property management, EMG's discussions with service companies, manufacturers' representatives, and previous experience in preparing such schedules for other similar facilities. Costs for work performed by the ownership's or property management's maintenance staff are also considered.

EMG's reserve methodology involves identification and quantification of those systems or components requiring capital reserve funds within the assessment period. The assessment period is defined as the effective age plus the reserve term. Additional information concerning system's or component's respective replacement costs (in today's dollars), typical expected useful lives, and remaining useful lives were estimated so that a funding schedule could be prepared. The Replacement Reserves Schedule presupposes that all required remedial work has been performed or that monies for remediation have been budgeted for items defined in the Immediate Repair Cost Estimate.

2.3. Scope

The standard scope of the Facility Condition Assessment includes the following:

- Visit the Property to evaluate the general condition of the building and site improvements, review available construction documents in order to familiarize ourselves with, and be able to comment on, the in-place construction systems, life safety, mechanical, electrical, and plumbing systems, and the general built environment.
- Identify those components that are exhibiting deferred maintenance issues and provide cost estimates for Immediate Costs and Replacement Reserves based on observed conditions, maintenance history and industry standard useful life estimates. This will include the review of documented capital improvements completed within the last five-year period and work currently contracted for, if applicable.
- Provide a full description of the Property with descriptions of in-place systems and commentary on observed conditions.
- Provide a general statement of the subject Property's compliance to Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey, but will help identify exposure to issues and the need for further review.

- Perform a limited assessment of accessible areas of the building(s) for the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. EMG will also interview Project personnel regarding the presence of any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Potentially affected areas will be photographed. Sampling will not be considered in routine assessments.
- List the current utility service providers.
- Review maintenance records and procedures with the in-place maintenance personnel.
- Observe a representative sample of the interior spaces/units, including vacant spaces/units, in order to gain a clear understanding of the property's overall condition. Other areas to be observed include the exterior of the property, the roofs, interior common areas, and the significant mechanical, electrical and elevator equipment rooms.
- Provide recommendations for additional studies, if required, with related budgetary information.
- Provide an Executive Summary at the beginning of this report.

The expanded scope of this assessment includes the following:

- Measure the building gross and useable areas in accordance with IFMA/ASTM E1836-08.

2.4. Personnel Interviewed

The management and maintenance staff were interviewed for specific information relating to the physical property, available maintenance procedures, historical performance of key building systems and components, available drawings and other documentation. The following personnel from the facility and government agencies were interviewed in the process of conducting the FCA:

Name and Title	Organization	Phone Number
Carlos Uribe Maintenance Manager	Department of Public Works	707.486.6144

The FCA was performed with the assistance of Carlos Uribe, Maintenance Manager, Department of Public Works, the onsite Point of Contact (POC), who was cooperative and provided information that appeared to be accurate based upon subsequent site observations. The onsite contact is completely knowledgeable about the subject property and answered most questions posed during the interview process. The POC's involvement at the property has been for the past ten years.

2.5. Documentation Reviewed

Prior to the PCA, relevant documentation was requested that could aid in the knowledge of the subject property's physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions. The review of submitted documents does not include comment on the accuracy of such documents or their preparation, methodology, or protocol. The Documentation Request Form is provided in Appendix E.

Appendix E provides a summary of the requested or obtained documents. The following list provides additional specific details regarding the documents reviewed, obtained, or observed during the site visit. The list is not all-inclusive.

- "Facilities Condition Tour" brochure by the City of St. Helena Public Works Department, not dated.
- Schematic design drawings for interior improvements by MacCracken Architects, dated 9/5/08.

2.6. Pre-Survey Questionnaire

A Pre-Survey Questionnaire was sent to the POC prior to the site visit. The questionnaire is included in Appendix E. Information obtained from the questionnaire has been used in preparation of this report.

2.7. Weather Conditions

December 4, 2017: Clear, with temperatures in the 60s (°F) and light winds.

3. Accessibility and Property Research

3.1. ADA Accessibility

Generally, Title III of the Americans with Disabilities Act (ADA) prohibits discrimination by entities to access and use of “areas of public accommodations” and “commercial facilities” on the basis of disability. Regardless of its age, these areas and facilities must be maintained and operated to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

Buildings completed and occupied after January 26, 1992 are required to comply fully with the ADAAG. Existing facilities constructed prior to this date are held to the lesser standard of compliance to the extent allowed by structural feasibility and the financial resources available. As an alternative, a reasonable accommodation pertaining to the deficiency must be made.

During the FCA, a limited visual observation for ADA accessibility compliance was conducted. The scope of the visual observation was limited to those areas set forth in EMG's *Abbreviated Accessibility Checklist* provided in Appendix D of this report. It is understood by the Client that the limited observations described herein does not comprise a full ADA Compliance Survey, and that such a survey is beyond the scope of EMG's undertaking. Only a representative sample of areas was observed and, other than as shown on the Abbreviated Accessibility Checklist, actual measurements were not taken to verify compliance.

At a public library, the areas considered as public accommodations are the site itself, parking, the exterior accessible route, and the interior common areas, including the restrooms. The facility does not appear to be accessible with Title III of the Americans with Disabilities Act. Elements as defined by the ADAAG that are not accessible as stated within the priorities of Title III, are as follows:

- The PSQ indicated the City of St. Helena completed an ADA study and transition plan in 2017. The documents were reviewed and included in Appendix C. EMG has provided lump sum budgetary costs to complete the work for the library to comply with ADAAG.

Additional reviews of the property may reveal additional aspects of the property that are not in compliance.

Corrections of these conditions should be addressed from a liability standpoint, but are not necessarily code violations. The Americans with Disabilities Act Accessibility Guidelines concern civil rights issues as they pertain to the disabled and are not a construction code, although many local jurisdictions have adopted the Guidelines. The cost to address the achievable items noted above is included in the cost tables.

3.2. Municipal Information, Flood Zone and Seismic Zone

Municipal research is not within the scope of this assessment.

According to the Flood Insurance Rate Map 06055C0263E, published by the Federal Emergency Management Agency (FEMA) and dated September 26, 2008, the property is in Zone X, defined as an area outside the 500-year flood plain with less than 0.2% annual probability of flooding. Annual Probability of Flooding of Less than one percent.

According to the 1997 Uniform Building Code Seismic Zone Map of the United States, the property is located in Seismic Zone 4, defined as an area of high probability of damaging ground motion.

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4. Existing Building Assessment

4.1. Unit or Space Types

The building is occupied by the library and museum. The spaces are a combination of reading rooms, offices, meeting rooms, workrooms, storage rooms, and supporting restrooms and utility spaces. The museum is a tenant and is responsible for its own tenant area.

4.2. Inaccessible Areas or Key Spaces Not Observed

Most of the interior spaces were observed to gain a clear understanding of the property's overall condition. Other areas accessed included the site within the property boundaries, the flat roofs, attics, and the exterior of the property. All areas of the property were available for observation during the site visit.

A "down unit" or area is a term used to describe a unit or space that cannot be occupied due to poor conditions such as fire damage, water damage, missing equipment, damaged floor, wall or ceiling surfaces, or other significant deficiencies. There are no down units or areas.

4.3. Site Acreage

EMG has completed a boundary survey of the property. The survey indicated that the area is 40,302 Square Feet or 0.93 acres.



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5. Site Improvements

5.1. Utilities

The following table identifies the utility suppliers and the condition and adequacy of the services.

Site Utilities		
Utility	Supplier	Condition and Adequacy
Sanitary sewer	St. Helena Department of Public Works	Good
Storm sewer	St. Helena Department of Public Works	Good
Domestic water	St. Helena Department of Public Works	Good
Electric service	PG&E	Good
Natural gas service	PG&E	Good

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- According to the POC, the utilities provided are adequate for the property. There is an emergency electrical generator with an associated above-ground diesel tank. There are no other unique, onsite utility systems such as septic systems, water or waste water treatment plants, or propane gas tanks.

5.2. Parking, Paving, and Sidewalks

Item	Description
Main Ingress and Egress	Library Lane
Access from	South

Paving and Flatwork			
Item	Material	Last Work Done	Condition
Entrance Driveway Apron	Concrete	1972	Fair
Parking Lot	Asphalt	1972	Fair
Drive Aisles	Asphalt	1972	Fair
Service Aisles	None	--	--
Sidewalks	Concrete	1972	Fair
Curbs	Concrete	1972	Fair
Site Stairs	None	--	--
Pedestrian Ramps	None	--	--

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Parking Count				
Open Lot	Carport	Private Garage	Subterranean Garage	Freestanding Parking Structure
12	--	--	--	--
Total Number of ADA Compliant Spaces			1	
Number of ADA Compliant Spaces for Vans			1	
Total Parking Spaces			12	
Parking Ratio (Spaces/1,000 SF)			0.7	
Method of Obtaining Parking Count			Physical count	

Anticipated Lifecycle Replacements:

- Asphalt seal coating

Actions/Comments:

- The asphalt pavement is reported as original to 1972. The pavement did not appear seal coated or striped within the last five years. There are areas of deterioration consisting of pitted pavement. The main drive lane has settled with extensive alligator cracks and surface deterioration. Although the pavement had no areas of significant spalling, depressions or sink holes it is recommend the be milled with asphalt pavement applied to restore it current integrity. Photograph 8, 9.
- The concrete pavement has evidence of past sectional replacement. There are isolated areas of heaved resulting from tree roots adjacent to the pavement. There is evidence of past improper repairs. The pavement requires removal and replacement in conjunction with trimming of the underlying tree roots. Areas of pavement in similar condition require similar repairs. Photograph 8, 9.

5.3. Drainage Systems and Erosion Control

Drainage System and Erosion Control		
System	Exists at Site	Condition
Surface Flow	☒	Fair
Inlets	☐	--
Swales	☒	Fair
Detention pond	☐	--
Lagoons	☐	--
Ponds	☐	--
Underground Piping	☐	--
Pits	☐	--
Municipal System	☐	--

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Drainage System and Erosion Control		
Dry Well	☐	--

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- There is no evidence of storm water runoff from adjacent properties. The storm water system appears to provide adequate runoff capacity. There is no evidence of major ponding or erosion.

5.4. Topography and Landscaping

Item	Description						
Site Topography	The site is generally flat						
Landscaping	Trees	Grass	Flower Beds	Planters	Drought Tolerant Plants	Decorative Stone	None
	☒	☒	☐	☒	☒	☐	☐
Landscaping Condition	Good						
Irrigation	Automatic Underground		Drip		Hand Watering		None
	☒		☐		☐		☐
Irrigation Condition	Fair						

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The topography and adjacent uses do not appear to present conditions detrimental to the property. There are no significant areas of erosion.

5.5. General Site Improvements

Property Signage	
Property Signage	Monument sign
Street Address Displayed	No

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Site and Building Lighting					
Site Lighting	None	Pole Mounted	Bollard Lights	Ground Mounted	Parking Lot Pole Type
	☐	☒	☐	☐	☐
	Overall Site Lighting Condition			Fair	
Building Lighting	None		Wall Mounted	Recessed Soffit	
	☒		☐	☐	
	Overall Building Lighting Condition			Fair	

Site Fencing		
Type	Location	Condition
Concrete masonry, stucco	Service yards	Fair

Refuse Disposal				
Refuse Disposal	Common area dumpsters			
Dumpster Locations	Mounting	Enclosure	Contracted?	Condition
Parking lot	Concrete pad	CMU fence	Yes	Fair

Anticipated Lifecycle Replacements:

- Exterior lighting

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

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6. Building Architectural and Structural Systems

6.1. Foundations

Building Foundation		
Item	Description	Condition
Foundation	Slab on grade with integral footings	Fair
Basement and Crawl Space	None	Fair

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The foundation systems are concealed. There are no significant signs of settlement, deflection, or movement,

6.2. Superstructure

Building Superstructure		
Item	Description	Condition
Framing / Load-Bearing Walls	Heavy timber post and beam frame with wood stud infill	Fair to Poor
Ground Floor	Concrete slab	Fair
Upper Floor Framing	Wood	Fair
Upper Floor Decking	Plywood	Fair
Roof Framing	Wood trusses, steel trusses	Fair
Roof Decking	Plywood or OSB	Fair

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The superstructure is exposed in the attic, which allows for limited observation. There is evidence of deflection and movement along the exterior walls at the west elevation of the main reading room and the east elevation of the children's reading room. The walls in these locations are separating from the structural posts. A Professional Engineer with specific expertise in structural design and construction in this geographical area must be retained to evaluate the structure and to provide remedial recommendations consistent with local regulatory and code requirements. Although the estimated cost of repair cannot be accurately determined without the recommended study, a budgetary cost allowance to repair the affected elements is also included. Photograph 15, 16, 17.

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6.3. Roofing

Primary Gabled Roof			
Type / Geometry	Gabled	Finish	Slate
Maintenance	Outside contractor	Roof Age	Original; 1992
Flashing	Sheet metal	Warranties	No
Parapet Copings	Sheet metal	Roof Drains	Gutters and downspouts
Fascia	None	Insulation	Fiberglass batts
Soffits	None	Skylights	Yes
Attics	Yes	Ponding	No
Ventilation Source-1	Dormer vents	Leaks Observed	None observed
Ventilation Source-2	--	Roof Condition	Fair

Secondary Flat Roof			
Type / Geometry	Flat	Finish	Modified bituminous membrane with urethane coating
Maintenance	Outside contractor	Roof Age	Modified bituminous; original to 1972 Urethane; applied 2014
Flashing	Flashings match main membrane	Warranties	None identified
Parapet Copings	Sheet metal	Roof Drains	Internal drains and overflow scuppers
Fascia	None	Insulation	Fiberglass batts
Soffits	None	Skylights	Yes
Attics	No	Ponding	None observed
Ventilation Source-1	--	Leaks Observed	Yes
Ventilation Source-2	--	Roof Condition	Fair

Anticipated Lifecycle Replacements:

- Modified bitumen and urethane roof system
- Roof flashings (included as part of overall membrane replacement)
- Skylights

Actions/Comments:

- The roof finishes are original to construction in 1972 and 1992. Information regarding roof warranties or bonds was not available. The roofs are maintained by an outside contractor. The polyurethane coating was applied to the roofing system in 2014

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- Staff has reported numerous active roof leaks generally occurring adjacent to and resulting from the condition of the skylight and adjacent roofing. Additional leaks occur in the flat roof above the meeting rooms and museum hall restroom. There is evidence of current water intrusion as noted by the ceiling tile stains. The skylights are covered with tarp and weights as an improper remedy to prevent leaks into the building. The active leaks require immediate repairs. Photograph 50, 51, 52, 53.
- Roof drainage appears to be adequate. Clearing and minor repair of drain system components should be performed regularly as part of the property management's routine maintenance and operations program.
- There is no evidence of moisture, water intrusion, or excessive daylight in the attics.
- There are isolated areas with missing or damaged slate tiles. The damaged tiles require repair and/or replacement. The cost for this work is minimal and can be accomplished as a maintenance item.
- It was indicated by the management there are friction-fitted fiberglass batts which have fallen in the attics of the gabled roof. The insulation appears adequate. The insulation panels require replacement. The cost for this work is minimal and can be accomplished as a maintenance item.

6.4. Exterior Walls

Building Exterior Walls		
Type	Location	Condition
Primary Finish	Stucco	Fair
Soffits	Not Applicable	--
Sealants	Building sealants (caulking) are located between dissimilar materials, at joints, and around window and door openings	

Anticipated Lifecycle Replacements:

- Exterior paint

Actions/Comments:

- No significant actions are identified. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

6.5. Exterior and Interior Stairs

Building Exterior and Interior Stairs					
Type	Description	Riser	Handrail	Balusters	Condition
Building Exterior Stairs	None	--	--	--	--
Building Interior Stairs	Wood framed	Fair	Wood	None	Fair

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- No significant actions are identified. On-going periodic maintenance is highly recommended.

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6.6. Exterior Windows and Doors

Building Windows				
Window Framing	Glazing	Location	Window Screen	Condition
Aluminum framed storefront	Double pane	All exterior windows	☐	Fair

Building Doors		
Main Entrance Doors	Door Type	Condition
	Fully glazed, aluminum, automatic sliding	Fair
Secondary Entrance Doors	Fully glazed, aluminum	Fair
Service Doors	Metal, insulated	Fair
Overhead Doors	None	--

Anticipated Lifecycle Replace

- Exterior doors
- Windows

Actions/Comments:

- No significant actions are identified. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

6.7. Patio, Terrace, and Balcony

Building Patio, Terrace and Balcony			
Type	Description	Location	Condition
Ground Floor Patio	Concrete and Stone	Courtyard	Fair

Anticipated Lifecycle Replacements:

- Patio concrete and stone pavers

Actions/Comments:

- No significant actions are identified. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

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7. Building Mechanical and Plumbing Systems

7.1. Building Heating, Ventilating, and Air Conditioning (HVAC)

Building Central Heating System	
Primary Heating System Type	Hot water boilers
Quantity and Capacity of Major Components	1 rated for approximately 500-MBH
Heating Fuel	Natural gas
Location of Major Equipment	Exterior yard
Space Served by System	Entire building
Age	2010
Boiler Condition	Good

Building Central Cooling System	
Primary Cooling System Type	Cooling tower with Water Source Heat Pumps
Quantity and Capacity of Major Components	7 water source heat pumps each rated for 3.5-tons
Total Cooling Capacity	25-tons
Refrigerant	R-22, R-410a
Cooling Towers	One closed loop rated for approximately 50-tons; installed 2014
Location of Major Equipment	Attic and Exterior
Space Served by System	Entire building
Age	2011-2014
Cooling Tower Condition	Good

Distribution System	
HVAC Water Distribution System	two-pipe
Heating Water Circulation Pump Size and Quantity	1 pump at 5 Hp
Chilled Water Circulation Pump Size and Quantity	2 pumps at 5 Hp each
Pump Condition	Good
Air Distribution System	Constant
Terminal Units	Hydronic fan coil units
Quantity and Capacity of Terminal Units	Approximately 20 fan coil units, approximately 30-MBH each

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Distribution System	
Location of Terminal Units	Along exterior walls
Spaces Served by Terminal Units	Complete building
Terminal Unit Condition	Fair

Controls and Ventilation	
HVAC Control System	BAS, direct digital controls (DDC)
HVAC Control System Condition	Fair
Building Ventilation	Fresh air intake at heat pump units; restroom exhaust fans
Ventilation System Condition	Fair

Anticipated Lifecycle Replacements:

- Boiler
- Cooling tower
- Water source heat pumps
- Circulation pumps
- Expansion tanks

Actions/Comments:

- The HVAC systems are maintained by an outside contractor. Records of the installation, maintenance, upgrades, and replacement of the HVAC equipment at the property have been maintained since the property was first occupied.
- The fan coil units appear to be original. The major HVAC equipment was replaced from 2011-2014.
- The maintenance manager reports that the HVAC equipment requires frequent repair, although the equipment is relatively new. It is recommended the HVAC components be recommissioning to determine the operational status and ensure functionality to set specifications. There are no costs associated with this work. Photograph 23, 24, 25, 26.

7.2. Building Plumbing and Domestic Hot Water

Building Plumbing System		
Type	Description	Condition
Water Supply Piping	Copper	Fair
Waste/Sewer Piping	ABS/Cast iron	Fair
Vent Piping	ABS	Fair
Water Meter Location	Electrical room	

Domestic Water Heaters or Boilers	
Components	Instantaneous Water Heaters

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Domestic Water Heaters or Boilers	
Fuel	Electric
Quantity and Input Capacity	Approximately 3 rated for 1.2kW each
Storage Capacity	None
boiler or Water Heater Condition	Fair
Adequacy of Hot Water	Adequate
Adequacy of Water Pressure	Adequate

Plumbing Fixtures	
Water Closets	Commercial grade
Toilet (Water Closet) Flush Rating	1.6 GPF
Common Area Faucet Nominal Flow Rate	1.5 GPM
Condition	Fair

Anticipated Lifecycle Replacements:

- Toilets
- Instantaneous water heaters
- Sinks
- Urinal

Actions/Comments:

- The plumbing systems appear to be well maintained and functioning adequately. The water pressure appears to be sufficient. No significant repair actions or short-term replacement costs are required. Routine and periodic maintenance is recommended. Future lifecycle replacements of the components or systems listed above will be required.

7.3. Building Gas Distribution

Gas service is supplied from the gas main on Adams Street. The gas meter and regulator are located at the exterior elevation. The gas distribution piping within the building is malleable steel (black iron).

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The pressure and quantity of gas appear to be adequate.
- The gas meter and regulator appear to be functioning adequately and will require routine maintenance.
- Only limited observation of the gas distribution piping can be made due to hidden conditions.

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7.4. Building Electrical

Building Electrical Systems			
Electrical Lines	Underground	Transformer	Pad-mounted
Main Service Size	800 Amps	Volts	120/208-Volt
Meter and Panel Location	Electrical room	Branch Wiring	Copper
Conduit	Metallic	Step-Down Transformers	No
Security / Surveillance System?	Yes	Building Intercom System	Yes
Lighting Fixtures	Metal halide, fluorescent		
Main Distribution Condition	Fair		
Secondary Panel and Transformer Condition	Fair		
Lighting Condition	Fair		

Anticipated Lifecycle Replacements:

- Main switchgear; 1972
- Interior light fixtures

Actions/Comments:

- The onsite electrical systems up to the meters are owned and maintained by the respective utility company. The building has an individual electric meter.
- The electrical service and capacity appear to be adequate for the property's demands.
- The interior lights are fluorescent tube, metal halide and pin-based CFL. The maintenance manager reports the light bulbs fail frequently. Replacement of older, problematic fixtures is recommended with high quality bulbs. There are no costs associated with this work. Photograph 30, 32, 37.

7.5. Building Elevators and Conveying Systems

Building Elevators	
Conveyances	Wheelchair Lifts (2)
Other Conveyance Condition	Fair

Anticipated Lifecycle Replacements:

- Wheelchair lifts

Actions/Comments:

- The lifts appear to provide adequate service. The lifts are serviced by McKinley Equipment Corporation on a routine basis. The machinery appears to be more than 10 years old.
- A certificate of inspection was not observed. If not current, and required, a new inspection should be scheduled as soon as possible.

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7.6. Fire Protection and Security Systems

Item	Description					
Type	Wet pipe					
Fire Alarm System	Central Alarm Panel	☒	Battery-Operated Smoke Detectors	☐	Alarm Horns	☒
	Backflow Preventer	☒	Hard-Wired Smoke Detectors	☒	Strobe Light Alarms	☒
	Pull Stations	☒	Emergency Battery-Pack Lighting	☒	Illuminated EXIT Signs	☒
Alarm System Condition	Fair					
Sprinkler System	None	☐	Standpipes	☐	Backflow Preventer	☐
	Hose Cabinets	☐	Fire Pumps	☐	Siamese Connections	☐
Suppression Condition	Good					
Central Alarm Panel System	Location of Alarm Panel			Installation Date of Alarm Panel		
	Office			Current		
Fire Extinguishers	Last Service Date			Servicing Current?		
	May 10, 2017			Yes		
Hydrant Location	Street frontage					
Siamese Location	None observed					
Special Systems	Kitchen Suppression System		☐	Computer Room Suppression System		☐

Anticipated Lifecycle Replacements:

- Central alarm panel
- Backflow preventer

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

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8. Interior Spaces

8.1. Interior Finishes

The facility is used as a library and museum. The most significant interior spaces include reading rooms, offices, meeting rooms, workrooms, storage rooms, a museum, and supporting restrooms and utility spaces. The following table generally describes the locations and typical conditions of the interior finishes within the facility:

Typical Floor Finishes		
Floor Finish	Locations	General Condition
Carpet	Throughout	Fair
Brick	Restrooms, entry	Fair
Vinyl tile	Break room, upstairs, staff restroom	Fair to Poor
Typical Wall Finishes		
Wall Finish	Locations	General Condition
Painted drywall	Throughout	Fair
Typical Ceiling Finishes		
Ceiling Finish	Locations	General Condition
Suspended T-Bar (acoustic tile)	Offices, children's room	Fair
Painted drywall	High ceiling areas, restrooms	Fair

Interior Doors		
Item	Type	Condition
Interior Doors	Solid core wood	Fair
Door Framing	Metal	Fair
Fire Doors	No	Fair

Cabinetry and Appliances		
Item	Type	Condition
Cabinets	Laminated wood	Fair
Countertops	Laminated wood	Fair
Appliances	Residential refrigerator, toasters, and countertop ovens	Good

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Anticipated Lifecycle Replacements:

- Carpet
- Interior paint
- Interior doors
- Vinyl floor tile
- Suspended acoustic ceiling tile

Actions/Comments:

- The interior finishes appear to be 5-10 years old.
- The vinyl flooring is peeling from the subflooring with curled edges. The edges have curled. The affected area includes the 2nd floor rooms, break room, staff restroom, and storage rooms. The vinyl flooring requires removal and replacement. Photograph 42, 43.
- As indicated in Section 1.3 of this report, there is visible suspect mold growth and moisture stains located in the lobby adjacent to the meeting room, areas adjacent to skylights and within the wine library. The affected area totals approximately 30 square feet. The source of the water has been identified, however, the extent of the mold is not quantified due to the active leaks and water damage occurring above the ceilings. A cost allowance to repair and/or replace the noted visible areas affected by mold is included. Photograph 49, 50, 53, 54.

8.2. Commercial Kitchen and Laundry Equipment

Not applicable. There is no commercial kitchen or laundry equipment.

A RESTRICTED APPRAISAL REPORT

of

The St. Helena Public Library
A 15,930 Rentable Square Foot
Special Use Property
Situated On A 0.92 Acre Site
1492 Library Lane
St. Helena, CA 94574

Client File No.: 128201.17R000-004.002

DATE OF VALUE

November 9, 2017

PREPARED FOR

Robin Cook
Chief Operating Officer
EMG
10461 Mill Run Circle, #1100
Owings Mills, MD 21117
(800) 733-0660

PREPARED BY

Jonathan T. Serpa
Ryan C. Ward, MAI
Ward Levy Appraisal Group, Inc.
1160 North Dutton Avenue, Suite 160
Santa Rosa, CA 95401
(707) 575-7778


WARD LEVY APPRAISAL GROUP, INC
Real Property Valuation

1160 North Dutton Avenue, Suite 160
 Santa Rosa, CA 95401
 (707) 575-7778
info@wardlevy.com

December 22, 2017

Robin Cook
 Chief Operating Officer
 EMG
 10461 Mill Run Circle, #1100
 Owings Mills, MD 21117

RE: The St. Helena Public Library
 A 15,930 Rentable Square Foot
 Special Use Property
 Situated On A 0.92 Acre Site
 1492 Library Lane
 St. Helena, CA 94574
 Client File No.: 128201.17R000-004.002

Dear Ms. Cook:

As requested by you, we have conducted the required investigation, gathered the necessary data and made certain analyses that have enabled the formation of the following opinion of value:

Appraisal Premise	Interest Appraised	Date of Value	Opinion of Value
As Is	Leased Fee	November 9, 2017	\$4,780,000

This letter and related exhibits must remain attached to the report in order for the value opinion set forth to be considered valid.

This is a restricted appraisal report which is intended to comply with the reporting requirements set forth under Standards Rule 2-2(b) of the Uniform Standards of Professional Appraisal Practice (USPAP). As such, it does not present discussions of the data, reasoning or analyses that were used in the appraisal process to develop the appraiser's opinion of value. A restricted appraisal is not sufficiently detailed for federally regulated lending purposes. The rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without additional information in the appraiser's workfile. The depth of discussion contained in this report is specific to the needs of the client and for the intended use stated below only. Use of the attached report is limited to the client and the appraiser is not responsible for unauthorized use of this report.

The value opinion is subject to the Statement of Assumptions and Limiting Conditions and Certifications set forth in this report, as well as the following Extraordinary Assumptions and Hypothetical Conditions, the use of which might have affected the assignment results:



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Real Property Valuation

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Extraordinary Assumptions:

- No Preliminary Title Report was provided. The value opinions set forth in this appraisal report are subject to and conditioned upon the absence of any easements or encumbrances that would materially affect the subject's market value. The use of this extraordinary assumption may have affected assignment results.

Hypothetical Conditions:

- None

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jonathan T. Serpa".

Jonathan T. Serpa
State of California Certified
General Real Property Appraiser
OREA License Number AG041296
Expiration: October 3, 2018

A handwritten signature in blue ink, appearing to read "Ryan C. Ward".

Ryan C. Ward, MAI
State of California Certified
General Real Property Appraiser
OREA License Number AG026338
Expiration: December 22, 2018

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STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS

This appraisal is for no purpose other than property valuation, and the appraisers are neither qualified to nor attempting to go beyond that narrow scope. The reader should be aware that there are inherent limitations to the accuracy of the information and analyses contained in this appraisal. Before making any decision based on the information and analyses contained in this report, it is critically important to read this entire section to understand these limitations. Please note that all of the following assumptions and limiting conditions are considered to be effective *unless otherwise noted within this report*.

Appraisal is not a Survey: It is assumed that the utilization of the land and improvements is within the boundaries of the property lines of the property described and that there is no encroachment or trespass unless noted within the report.

No survey of the property has been made by the appraisers and no responsibility is assumed in connection with such matters. Any maps, plats or drawings reproduced and included in this report are intended only for the purpose of showing spatial relationships. The reliability of the information contained on any such map or drawing is assumed by the appraisers and cannot be guaranteed to be correct. A surveyor should be consulted if there is any concern on boundaries, setbacks, encroachments or other survey matters.

Appraisal is not a Legal Opinion: No responsibility is assumed for legal matters that affect title to the property nor is an opinion of title rendered. The title is assumed to be good and marketable. The value estimate is given without regard to any questions of title, boundaries, encumbrances or encroachments. We are not usually provided a complete title report of the property being appraised and, in any event, we neither made a detailed examination of it nor do we give any legal opinion concerning it.

It is assumed that there is full compliance with all applicable federal, state and local environmental regulations and laws, unless non-compliance is stated, defined and considered in the appraisal report. A comprehensive examination of laws and regulations affecting the subject property was not performed for this appraisal.

It is assumed that all applicable zoning and land use regulations and restrictions have been complied with, unless a non-conformity has been stated, defined and considered in the appraisal report. Information and analyses shown in this report concerning these items are based only on a preliminary investigation. Any significant question should be addressed to local zoning or land use officials and/or an attorney.

It is assumed that all required licenses, consents or other legislative or administrative authority from any local, state or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based. Appropriate government officials and/or an attorney should be consulted if an interested party has any questions or concerns on these items, inasmuch as we have not made a comprehensive examination of laws and regulations affecting the subject property.

Appraisal is not an Engineering or Property Inspection Report: This appraisal should not be considered a report on the physical items that are a part of this property. Although the appraisal

1492 Library Lane, St. Helena

may contain information about the physical items being appraised (including their adequacy and/or condition), it should be clearly understood that this information is only to be used as a general guide for property valuation and not as a complete or detailed physical report. The appraisers are not construction, engineering, environmental or legal experts, and any statement given on these matters in this report should be considered preliminary in nature.

If the subject property is improved with structures, the observed condition of the foundation, roof, exterior walls, interior walls, floors, heating system, plumbing, insulation, electrical service and all mechanical and construction are based on casual inspection only and no detailed inspection was made. The structures were not checked for building code violations, and it is assumed that all buildings meet applicable building codes unless so stated in the report.

It is assumed that there are no hidden or unapparent conditions of the property, sub-soil or structures that would render it more or less valuable. No responsibility is assumed for such conditions, nor for the engineering that may be required to discover such factors. Since no engineering or percolation tests were made, no liability is assumed for soil conditions. Sub-surface rights (mineral and oil) were not considered in making this appraisal.

We are not environmental experts, and we do not have the expertise necessary to determine the existence of environmental hazards such as the presence of urea-formaldehyde foam insulation, toxic waste, asbestos or hazardous building materials, or any other environmental hazards on the subject or surrounding properties. If we know of any problems of this nature which we believe would create a significant problem, they are disclosed in the report. Nondisclosure should not be taken as an indication that such a problem does not exist, however. An expert in the field should be consulted if any interested party has questions on environmental factors.

No chemical or scientific tests were performed by the appraisers on the subject property, and it is assumed that the air, water, ground and general environment associated with the property present no physical or health hazard of any kind unless otherwise noted in the report. It is further assumed that the property does not contain any type of dump site and that there are no underground tanks (or any underground source) leaking toxic or hazardous chemicals into the groundwater or the environment unless otherwise noted in the report.

Because no detailed inspection was made, and because such knowledge goes beyond the scope of this appraisal, any condition or other comments given in this appraisal report should not be taken as a guarantee that a problem does not exist. Specifically, no guarantee is made as to the adequacy or condition of the foundation, roof, exterior walls, interior walls, flooring, heating system, air conditioning system, plumbing, electrical service, insulation or any other components of buildings or structures that are located on the land. If any interested party is concerned about the existence, condition or adequacy of any particular item, we would strongly suggest that a construction expert be hired for a detailed investigation.

Appraisal is Made Under Conditions of Uncertainty with Limited Data: As can be seen from the limitations presented above, this appraisal has been performed with a limited amount of data. Data limitations result from a lack of certain areas of expertise by the appraisers (that go beyond the scope of the ordinary knowledge of an appraiser), the inability of the appraisers to view certain portions of the property and the inherent limitations of relying upon information provided by others. We have spent our time and effort in the investigative stage of this appraisal in those

1492 Library Lane, St. Helena

areas where we think it will do the most good, but inevitably there is a significant possibility that we do not possess all information relevant to the subject property.

Information provided by local sources, such as government agencies, financial institutions, accountants, attorneys and others is assumed to be true, correct and reliable. No responsibility for the accuracy of such information is assumed by the appraisers.

The comparable sales data relied upon in the appraisal is believed to be from reliable sources. Though all of the comparable sales were examined, it was not possible to inspect them all in detail. The value conclusions are subject to the accuracy of said data.

Engineering analyses of the subject property were neither provided for use nor made as a part of this appraisal contract. Any representation as to the suitability of the property for uses suggested in this analysis is therefore based only on a preliminary investigation by the appraisers and the value conclusions are subject to said limitations.

All values shown in the appraisal report are projections based on our analyses as of the date of the appraisal. These values may not be valid in other time periods or as conditions change. We take no responsibility for events, conditions or circumstances affecting the property's market value that take place subsequent to either the date of value contained in this report or the date of our field inspection, whichever occurs first.

Since projected mathematical models and other projections are based on estimates and assumptions which are inherently subject to uncertainty and variation depending upon evolving events, we do not represent them as results that will actually be achieved.

This appraisal is an estimate of value based on an analyses of information known to us at the time the appraisal was made. We do not assume any responsibility for incorrect analyses because of erroneous or incomplete information. If new information of significance comes to light, the value estimates are subject to change without notice.

Opinions and estimates expressed herein represent our best judgment, but should not be construed as advice or a recommendation to act. Any actions taken by you, the client, or any others should be based on your own judgment, and the decision process should consider many factors in addition to the value estimates and information given in this report.

Appraisal reports are technical documents addressed to the specific technical needs of clients. Casual readers should understand that this report does not contain all of the information we have concerning the subject property or the real estate market.

This appraisal was prepared at the request of and for the exclusive use of the client to whom the appraisal is addressed. No third party shall have any right to use or rely upon this appraisal for any purpose.

There are no requirements, by reason of this appraisal, to give testimony or appear in court or any pretrial conference or appearance required by subpoena with reference to the property in question, unless agreed to previously by the appraiser, sufficient notice is given to allow adequate preparation and additional fees are paid by the client at our regular rates for such appearances and the preparation necessitated thereby.

1492 Library Lane, St. Helena

This report is made for the information and/or guidance of the client, and possession of this report, or a copy thereof, does not carry with it a right of publication. Neither all nor any part of the contents of this report shall be conveyed to the public through advertising, public relations, news, sales or other media without the written consent and approval of the appraisers. Nor shall the appraisers, firm or professional organization of which the appraisers are members be identified without the written consent of Ward Levy Appraisal Group, Inc.

It is suggested that those who possess this appraisal report should not give copies to others. Legal advice should be obtained on potential liability issues before this is done. Anyone who gives out an incomplete or altered copy of the appraisal report (including all attachments), does so at his/her own risk and assumes complete liability for any harm caused by giving out an incomplete or altered copy. Neither the appraisers nor Ward Levy Appraisal Group, Inc. assumes any liability for harm caused by reliance upon an incomplete or altered copy of the appraisal report given out by others.

Values and conclusions for various components of the subject property as contained within this report are valid only when making a summation; they are not to be used independently for any purpose and must be considered invalid if so used.

The Americans with Disabilities Act became effective January 26, 1992. Ward Levy Appraisal Group, Inc. has not made a specific compliance survey and analysis of the subject property to determine whether or not any improvements which are located on the land conform with the detailed requirements of the Act. It is possible that a compliance survey of the property could reveal that some or all of the improvements are not in compliance with one or more of the requirements of the Act. If so, this fact could have a negative effect upon the value of the property. Since we have no direct evidence relating to this issue, we did not consider possible non-compliance with the requirements of the Act in estimating the value of the property.

DEFINITIONS

The following definitions have been taken from the Uniform Standards of Professional Appraisal Practice (USPAP), *The Appraisal of Real Estate*, Twelfth Edition (2001), *The Dictionary of Real Estate Appraisal*, Third Edition (1993), OCC, 12 CFR, Part 34, Subpart C-Appraisals 34.42 Definitions (g) and other sources considered relevant:

As Is Value: Market value as is as of the appraisal date is defined as an estimate of the market value of the subject property in the condition observed upon inspection, and as it physically and legally exists without hypothetical conditions, assumptions or qualifications as of the date the appraisal is prepared.

Cash Equivalent: A price expressed in terms of cash, as distinguished from a price expressed totally or partly in terms of the face amounts of notes or other securities that cannot be sold at their face amounts.

Contract Rent: The actual rental income specified in a lease.

Exposure Time: The estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on

1492 Library Lane, St. Helena

the effective date of the appraisal; a retrospective estimate based upon an analysis of past events assuming a competitive and open market.

Extraordinary Assumptions: An assumption, directly related to the specific assignment, which if found to be false, could alter the appraisers' opinions or conclusions.

Fee Simple Interest: Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power and escheat.

Floor Area Ratio (FAR): The relationship between the rentable area of a building and the usable site area (also called the building-to-land ratio).

Full Service Lease: The lessor pays for all operating expenses. Generally, the lessee pays for increases in base year operating expenses only.

Going Concern: The market value of the going concern is the value of a proven property operation. It includes the incremental value associated with the business concern, which is distinct from the value of the real estate only. The going concern includes an intangible enhancement of the value of an operating business enterprise which is produced by the assemblage of the land, building, labor, equipment and marketing operation. This process creates an economically viable business that is expected to continue. The market value of the going concern refers to the total value of all the property assets, including real property, FF&E and intangible personal property attributed to business value.

Gross Lease: The lessor pays for real property taxes, insurance, common area maintenance and management. The lessee pays for utilities and janitorial. Generally, water, sewer and common area utilities are paid for by the lessor.

Highest and Best Use: The reasonably probable and legal use of vacant land or an improved property that is physically possible, legally permissible, appropriately supported, financially feasible and results in the highest value.

Hypothetical Condition: That which is contrary to what exists, but is supposed for the purpose of analysis. Hypothetical conditions assume as fact otherwise uncertain information about physical, legal or economic characteristics of the subject property or about conditions external to the property, such as market conditions or trends, or the integrity of data used in the analysis.

Hypothetical Value As Proposed or Complete: The market value of a real property interest as proposed or completed assuming its physical completion as of the effective date of value.

Leased Fee Interest: The right of a landlord to convey the use and occupancy rights of a fee simple estate to others through the use of a lease agreement. The leased fee estate retains the right to receive rental income during the term of occupancy or use by the tenant, and the right of repossession at the termination of the lease agreement. The leased fee estate is a partial or fractional interest of the fee simple estate.

Leasehold Interest: The interest held by the lessee (the tenant or renter) through a lease transferring the rights of use and occupancy for a stated term under certain conditions.

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Market Value: The most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus.

Implicit in this definition is the consummation of a sale as of a specified date, and the passing of title from seller to buyer under conditions whereby:

1. buyer and seller are typically motivated;
2. both parties are well informed or well advised, and acting in what they consider their own best interests;
3. a reasonable time is allowed for exposure in the open market;
4. payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and,
5. the price represents the normal consideration for the property sold, unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Market Rent: The rental income that a property would probably command in the open market, indicated by the current rents that are either paid or asked for comparable space as of the date of the appraisal.

Marketing Time: The time it might take to sell an interest in real property at its estimated market value during the period immediately after the effective date of the appraisal. It is the anticipated time required to expose the property to a pool of prospective purchasers and to allow appropriate time for negotiations, the exercise of due diligence and the consummation of a sale at a price supportable by current market conditions.

Prospective Value As Proposed or Complete: The market value of a real property interest as of the projected date of completion or stabilization.

Triple Net Lease: The lessor pays for management expenses only. The lessee pays for real property taxes, insurance, common area maintenance, utilities and janitorial. Some net leases require the lessee to pay for management expenses as well.

SCOPE OF WORK

According to the Uniform Standards of Professional Appraisal Practice, it is the appraiser's responsibility to develop and report a scope of work that results in credible results that are appropriate for the appraisal problem and intended user(s). Therefore, the appraiser must identify and consider:

- the client and intended users;
- the intended use of the report;
- the type and definition of value;
- the effective date of value;
- assignment conditions;
- typical client expectations; and
- typical appraisal work by peers for similar assignments.

1492 Library Lane, St. Helena

Scope of Work

Client:	EMG
Intended Use:	Asset Valuation
Intended User:	EMG and the City of St. Helena
Report Type:	This is a Restricted Report as defined by Uniform Standards of Professional Appraisal Practice under Standards Rule 2-2(b). This format provides a brief statement of the appraisal process, subject property, market data and valuation analyses. The rationale for the appraisers' opinions and conclusions may not be understood properly without additional information in the appraisers' workfile.
Property Identification:	The subject has been identified by the Assessor's Parcel Number.
Inspection:	A complete interior and exterior inspection of the subject property has been made with measurements and photographs taken.
Information Sources:	Obtaining the site size from the Assessor's records and the building area from plans provided and on-site measurements, researching local area use trends and construction activity from public agencies and local market participants, determining probable marketing and exposure time based on recent sales and interviews with local real estate professionals, conducting telephone and personal interviews with persons considered knowledgeable regarding the subject property and general market conditions, verifying the comparable market data with at least one party to the transactions.
Market Area and Analysis of Market Conditions:	A complete analysis of market conditions has been made. The appraisers maintain and have access to comprehensive databases for this market area and have reviewed the market for sales and listings relevant to this analysis.
Highest and Best Use Analysis:	A complete as vacant and as improved highest and best use analysis for the subject has been made. Legally permissible, physically possible and financially feasible uses were considered, and the maximally productive use was concluded.

1492 Library Lane, St. Helena

Type of Value:	Market Value
Personal Property, Fixtures and Intangible Items:	The valuation opinion included within this appraisal is for the real property only. No personal property, fixtures or intangible items of material value are included as part of the real property.
<u>Valuation Analyses</u>	
Cost Approach:	A cost approach was not applied as it does not reflect the motivation of the typical buyer in the market for a property with the subject's same characteristics.
Sales Comparison Approach:	A sales approach was applied as market participants consider similar type properties when determining the subject's market value and thus the Sales Comparison Approach is utilized in the analysis.
Income Approach:	An income approach was not applied as the subject property's most probable buyer is a partial owner-user who typically does not utilize income to derive market value.
Hypothetical Conditions:	None
Extraordinary Assumptions:	No Preliminary Title Report was provided. The value opinions set forth in this appraisal report are subject to and conditioned upon the absence of any easements or encumbrances that would materially affect the subject's market value. The use of this extraordinary assumption may have affected assignment results.
Information Not Available:	None

PROPERTY DESCRIPTION

Identification of the Property

The subject is located at the northern terminus of Library Lane two blocks east of the downtown area of the City of St. Helena, Napa County, CA. This parcel is referred to as Napa County Assessor's Parcel Number 009-150-004 and is commonly known as 1492 Library Lane, St. Helena, Napa County, CA 94574.

Ownership and Recent History of Subject Property

The subject ownership is vested in City of St. Helena. Ward Levy Appraisal Group, Inc. is unaware of any transfers, offers, options or agreements to purchase pending on the subject property within the last three years.

1492 Library Lane, St. Helena

Date of Inspection, Valuation & Report Date

The date of inspection and valuation is November 9, 2017. The report date is December 22, 2017.

Legal Description

The subject has been identified by its Assessor's Parcel Number and the Assessor's Parcel Map. No legal description was available.

Personal Property, Fixtures and Intangible Items

The valuation opinion included within this appraisal is for the real property only. No personal property, fixtures or intangible items of material value are included as part of the real property.

Site Description

The subject site is comprised of 0.92 gross acres (40,150 square feet). It is zoned PQP (Public & Quasi-Public) and has a General Plan land use designation of Public & Quasi-Public. This parcel has frontage on Library Lane. The parcel is level and at street grade.

Improvement Description

The subject is improved with the St. Helena Public Library building totaling 17,606 gross and 15,930 rentable square feet, of partial two-story Class C construction and of average quality and fair to average condition. The Robert Louis Stevenson Museum occupies 1,676 square feet of the building area on a 55-year lease term that commenced in 1978 and will end in 2033. The tenant does not pay rent as they donated significant money for the museum construction along with a portion of the library construction. Due to the tenant not paying rent on a long-term basis, a typical buyer would not include this area as rentable. Therefore, the rentable area is 15,930 square feet which does not include the museum space. The subject original date of construction is 1979 with expansions completed in 2006 and 2012. The property houses six full-time and eight part-time employees. There are approximately 13 parking spaces located onsite with ample room to expand for more parking on the vineyard area at the northeast corner of the site. Due to the special use nature of the subject, the most likely buyer of this property would utilize the building for office use. We have analyzed the property as such. The building has deferred maintenance including but not limited to: multiple roof leaks, separation of exterior wall from support beams and dilapidated HVAC system. We have considered these factors in the overall fair to average condition of the property.

HIGHEST AND BEST USE

Highest and best use of a property as improved pertains to the use that should be made of an improved property in light of its improvements. The existing improvement is compared with the ideal improvement. The use that maximizes an investment property's value, consistent with the rate of return and associated risk, is its highest and best use as improved. It is to be recognized that in cases where a site has an existing improvement, the highest and best use may very well be determined to be different from the existing use. The existing use will continue, however, unless

1492 Library Lane, St. Helena

and until land value in its highest and best use exceeds the total value of the property in its existing use. Thus, the highest and best use requires the estimate of the highest and best use of the land as if vacant.

Analysis of the highest and best use of land or a site as though vacant assumes that a parcel of land is vacant or can be made vacant by demolishing any improvements. The questions to be answered during the analysis of the highest and best use of the land as if vacant are 1) if the land is, or were, vacant, what use should be made of it, and 2) what type of building or other improvement, if any, should be constructed on the land and when?

Highest and best use is an analysis of those uses which are legally, physically and financially feasible. Once the potential uses are identified within these parameters, the most probable highest and best use can be identified.

The highest and best use as vacant is for the development of an office use. The property is located near downtown and would be a suitable site for office development.

The highest and best use of the subject property as improved is use as an office property.

VALUATION

In the Sales Comparison Approach, the appraisers analyzed six closed sales of office properties which were considered the most relevant indicators of value for the subject. The sales were all located in the City of St. Helena. The comparables bracket the subject in terms of size ranging from 1,100 to 13,221 square feet. The unadjusted sale prices ranged from \$246 to \$857 per square foot. The two high end sales were properties located on Main Street with superior condition and quality. Excluding these sales, the unadjusted prices ranged more narrowly from \$246 to \$527 per square foot.

The comparables were arrayed according to whether they were considered superior or inferior based on relative attributes such as date of sale, rights conveyed, conditions of sale, location, age/condition, quality, parking and tenant credit quality if applicable. Market conditions have continued to improve modestly during the period over which some of these sales took place. The subject benefits from its location in close proximity to downtown and more recent building expansions in 2006 and 2012. Based on the analysis, a reasonable value indication for the subject property is considered to be \$300.00 per square foot. This equates to a value indication via the Sales Comparison Approach of \$4,779,000, rounded to \$4,780,000 when applied to the rentable area of 15,930 square feet.

The As Is market value of the Leased Fee estate of the subject property, as of November 9, 2017, is estimated to be \$4,780,000.

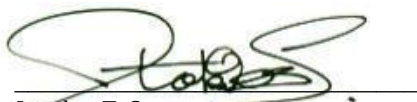
The above value is premised upon an exposure period of six to 12 months.

1492 Library Lane, St. Helena

CERTIFICATION OF JONATHAN T. SERPA

I certify, to the best of my knowledge and belief, that

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial unbiased professional analyses, opinions and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.
4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
5. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, a requested minimum valuation, a specific valuation, the attainment of a stipulated result or the occurrence of a subsequent event directly related to the intended use of this appraisal.
6. My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute.
7. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
8. My engagement in this appraisal assignment was not contingent upon developing or reporting predetermined results.
9. I have made a personal inspection of the property that is the subject of this report.
10. No one provided significant professional assistance to the person signing this report.
11. This appraisal report conforms to the current Uniform Standards of Professional Appraisal Practice (USPAP).
12. I meet all of the requirements of the Competency Provision of the current Uniform Standards of Professional Appraisal Practice (USPAP).
13. As of the date of this report, I have completed the Standards and Ethics Education Requirement of the Appraisal Institute for Associate Members.
14. I have not performed or provided any services regarding this property in the three years prior to accepting this assignment.



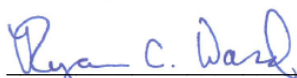
Jonathan T. Serpa
 State of California Certified General Real Property Appraiser
 OREA License Number AG041296
 Expiration: October 3, 2018

1492 Library Lane, St. Helena

CERTIFICATION OF RYAN C. WARD, MAI

I certify, to the best of my knowledge and belief, that

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial unbiased professional analyses, opinions and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.
4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
5. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, a requested minimum valuation, a specific valuation, the attainment of a stipulated result or the occurrence of a subsequent event directly related to the intended use of this appraisal.
6. My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute.
7. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
8. My engagement in this appraisal assignment was not contingent upon developing or reporting predetermined results.
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11. This appraisal report conforms to the current Uniform Standards of Professional Appraisal Practice (USPAP).
12. I meet all of the requirements of the Competency Provision of the current Uniform Standards of Professional Appraisal Practice (USPAP).
13. As of the date of this report, I have completed the continuing education program for Designated Members of the Appraisal Institute.
14. I have not performed or provided any services regarding this property in the three years prior to accepting this assignment.



Ryan C. Ward, MAI
 State of California Certified
 General Real Estate Appraiser
 OREA License Number AG026338
 Expiration: December 22, 2018


WARD LEVY APPRAISAL GROUP, INC
Real Property Valuation

1160 North Dutton Avenue, Suite 160
 Santa Rosa, CA 95401
 (707) 575-7778
jon@wardlevy.com

QUALIFICATIONS OF JONATHAN T. SERPA

Education

California Polytechnic State University at San Luis Obispo – San Luis Obispo, California

- Bachelor of Sciences, Agricultural Business (Emphasis in Finance and Appraisal)

Real Estate Course Work

- | | |
|-------------------------------------|--|
| • California Real Estate Principles | • Agricultural Economics |
| • Real Estate Practice | • Basic Income Capitalization |
| • Rural Property Appraisal Practice | • Advanced Applications |
| • Property Management & Sales | • Advanced Sales & Cost Approaches |
| • Principles of Farm Management | • General Market Analysis and Highest & Best Use |
| • Financial Accounting | • Report Writing and Valuation Analysis |
| • Agricultural Lending | • Principles of Land Acquisition |
| • Agribusiness Credit & Finance | • Macroeconomic Analysis |

Appraisal Experience

Senior Appraisal Associate with the independent real property valuation services firm of Ward Levy Appraisal Group, Inc. (2014 – present)

Senior Appraisal Associate with the independent real property valuation and right of way acquisition services firm of Howard Levy Appraisal Group, Inc. (2011 – 2014)

Senior Analyst with the national real estate valuation and consulting firm of Integra Realty Resources, San Francisco, California. (2010 – 2011)

Appraiser Associate with the project consulting firm of Associated Right of Way Services, Pleasant Hill, California. (2006 – 2010)

Review Appraiser with the national appraisal and consulting firm of Property Sciences, Concord, California. (2004 – 2006)

Thirteen years of experience that includes completion of narrative appraisals for agricultural, industrial, commercial, special use, corridor, conservation and development properties. Appraisals conducted for flood control, transportation, utility, redevelopment, investment-grade valuations, eminent domain and portfolio purposes. Other valuations have typically been prepared for market value purposes including financing, acquisition, disposition and estate purposes.

Professional Affiliations

Associate Member of the Appraisal Institute

Licensure

California Certified General Real Estate Appraiser, License AG041296, Expires October 3, 2018

California Real Estate Salesperson, License 01841001, Expires February 24, 2020


WARD LEVY APPRAISAL GROUP, INC
Real Property Valuation

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 Santa Rosa, CA 95401
 (707) 575-7778
ryan@wardlevy.com

QUALIFICATIONS OF RYAN C. WARD, MAI

Education

University of California – San Diego, California

- Bachelor of Arts, Economics
- Bachelor of Arts, Urban Studies and Planning

Appraisal Institute

- Capitalization Theory
- Real Estate Valuation Theory
- Vineyard Valuation
- Highest and Best Use and Market Analysis
- Advanced Income Capitalization
- Advanced Cost and Sales Comparison Approach
- Advanced Applications
- Business Practice & Ethics
- Report Writing and Valuation Analysis
- Introduction to Green Buildings
- Residential and Commercial Valuation of Solar
- Case Studies in Appraising Green Commercial Buildings
- Completion of the Valuation of Sustainable Buildings Professional Development Program

Appraisal Experience

President of Ward Levy Appraisal Group, Inc., an independent real property valuation services firm (2017 – Present)

Partner, Ward Levy Appraisal Group, Inc., an independent real property valuation services firm (2014 – 2016)

Senior Appraisal Associate with the independent real property valuation and right of way acquisition services firm of Howard Levy Appraisal Group, Inc., formerly Hornsby Levy Appraisal Group, Inc. (2004 – 2014)

Project Manager with the independent real property valuation firm of Carneghi-Blum & Partners, Inc. (Formerly Carneghi-Bautovich & Partners, Inc.), San Francisco, California (1996 – 2004)

Twenty-one years of experience that includes preparation of narrative appraisals for a variety of property types including single-family residential subdivisions, multi-family housing, office buildings, industrial properties, shopping centers, marinas, retail centers, hotels, lodging facilities, auto service stations and special uses.

Professional Affiliations

Appraisal Institute (MAI) - Continuing Education Requirements Completed

Licensure

California Certified General Real Estate Appraiser, License AG026338, Expires December 22, 2018