



SOLANO COUNTY GRAND JURY
2011-12

DIXON PUBLIC LIBRARY DISTRICT
FINANCIAL ANALYSIS

DIXON PUBLIC LIBRARY DISTRICT FINANCIAL ANALYSIS

2011-12 Solano County Grand Jury

I. SUMMARY

Significant spending and shrinking revenue have combined to place the Dixon Public Library District at risk. For example, the Library District spent more than \$750,000 in building reserves between 2008 and 2011. During the same period, District revenue decreased by 13 percent. As a result, General Fund cash was reduced by \$960,000, or 63 percent, between 2008 and 2011.

The Dixon Public Library District is also in jeopardy of losing its primary revenue source. Specifically, the 1/8 cent library sales tax, which accounts for more than half the District's revenue, is set to expire in 2014.

II. INTRODUCTION

The Dixon Union High School District Library District of Solano County, California was established in 1910. In 1911, Dixon voters approved a tax measure to fund library services. A local resident donated land for the Dixon Library and the Andrew Carnegie Foundation provided a grant to build the facility. The building was constructed in 1912, and the Dixon Library opened its doors in 1913. In 2006, the district's name was changed to Dixon Public Library District.

As the Dixon Library approaches its 100th anniversary, the nation has been suffering through a severe economic recession. Although all segments of the economy have been affected, local governments (cities, counties, special districts, etc) have taken an especially hard hit. Reduced consumer spending and decreased property values have resulted in less sales and property tax revenue, which many government entities are dependent upon for their very survival. With a shrinking tax base, local governments have been forced to reduce or eliminate services. The smaller the government entity, the more difficult it is to continue with business as usual.

The 2011-12 Grand Jury elected to investigate the financial stability of the Dixon Public Library District to ensure that the Dixon Library will continue to serve the community well into the future.

III. METHODOLOGY

This investigation was accomplished almost exclusively through review and analysis of financial records and reports maintained by the County Auditor-Controller and Treasurer. In addition, the Grand Jury:

- Reviewed minutes and video of meetings held by both the Dixon Public Library District Governing Board of Library Trustees and the District's Library Commission
- Met with a District trustee and members of the Library staff

IV. STATEMENT OF FACTS

In compliance with California Education Code §18493, the Dixon Public Library District (the District) deposits all funds in the County Treasury. The District also pays the County Auditor-Controller to provide accounting and auditing services. Even though the District uses County services, the citizens of Dixon have chosen to remain separate and independent rather than join the larger Solano County Library System.

The District has biennial audits performed by an independent auditor. The last audit was performed by the County Auditor-Controller for the fiscal years ending June 30, 2009 and June 30, 2010. The audit report was dated August 1, 2011, more than a year following the end of the reporting period. Generally, audits are completed within 180 days following the end of the reporting period. Timely completion of an audit allows the governing body to view current financial information and provides an opportunity to correct small deficiencies before they become large problems.

In part, the audited financial statements for June 30, 2009 and June 30, 2010 state, “Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.” The financial statements indicate that net assets decreased \$34,554 during the fiscal year ended June 30, 2009 and \$33,391 for the fiscal year ended June 30, 2010. Available financial documents indicate that net assets decreased more than \$38,000 during the fiscal year ended June 30, 2011.

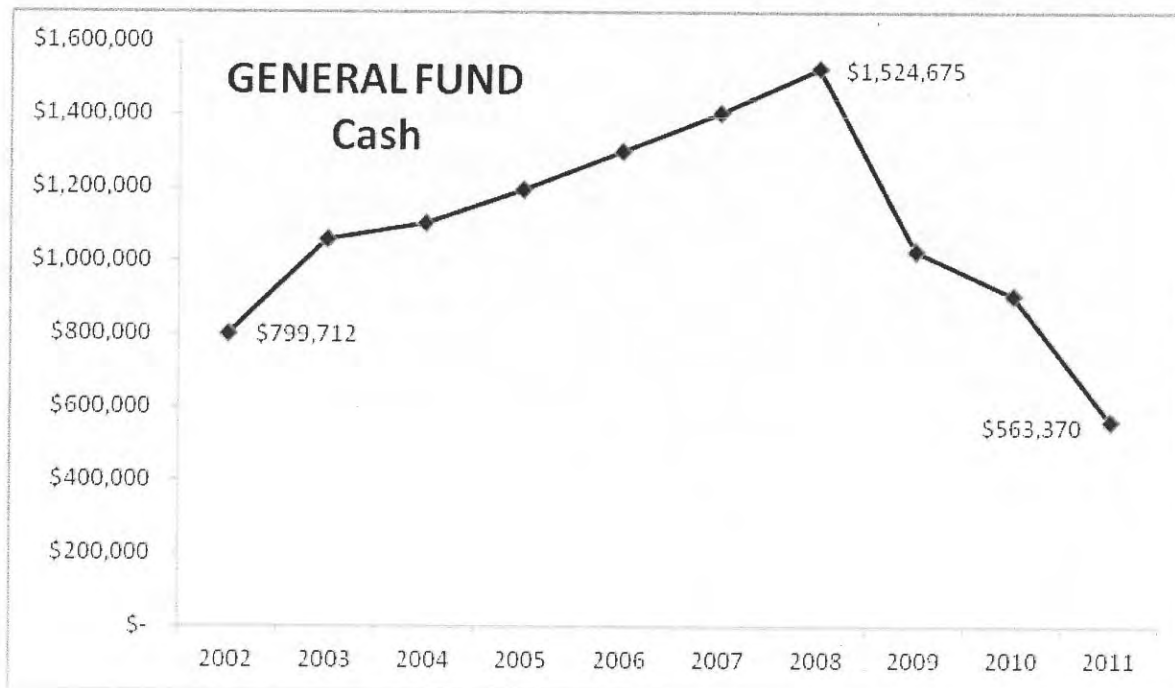
FISCAL YEAR	CHANGE IN NET ASSETS
2009	(\$34,554)
2010	(\$33,391)
2011	(\$38,788)

The District maintains two funds: A general fund, used for the operation of the Library, and a building fund. The Building Fund was established in 2004 to help pay for a new library facility (parts of the current building are nearly 100-years old). Building Fund revenue comes from fees charged for new construction and development within the District.¹ According to California Government Code §66006, the fees must be used, “solely for the purpose for which the fee was collected.” In this case, the fees can only be used to “defray the costs associated with property acquisition, site preparation, design, construction, and equipping of libraries within the [Dixon Library] District.”²

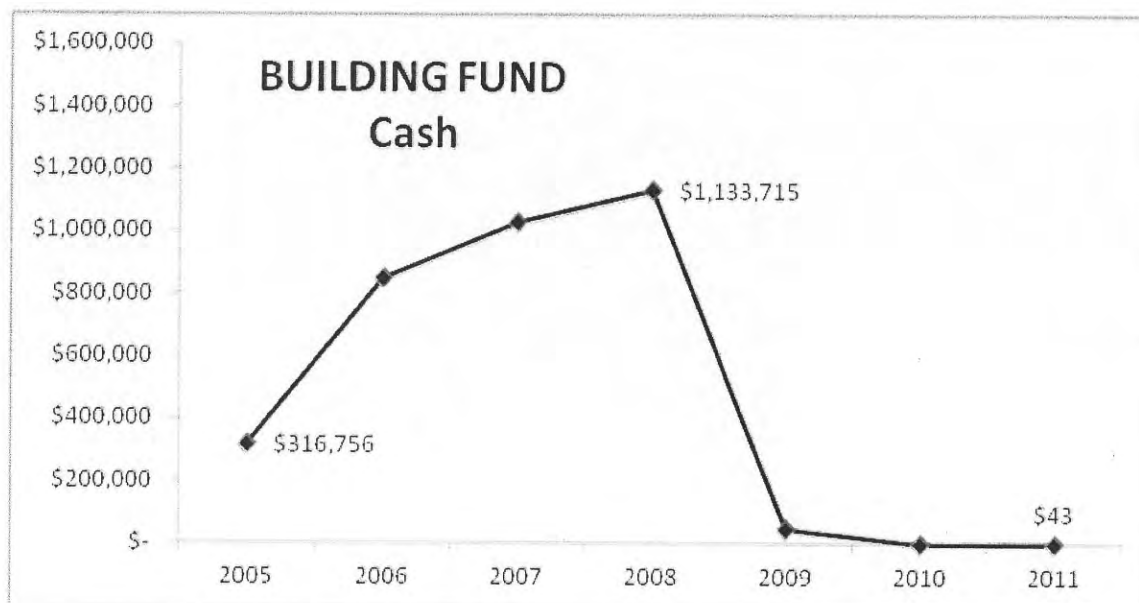
¹ Dixon Unified School District Library District Ordinance 2004-01 established the Library Facilities Fee Schedule.

² Dixon Unified School District Library District Ordinance 2004-01.

On June 30, 2008, the District's General Fund had \$1,524,675 on deposit with the County Treasurer. Just three years later (June 30, 2011) cash in the Treasury was \$563,370, a reduction of more than \$960,000 (63 percent). A graph of General Fund's cash balance over the last ten years is below. Note that the graph reflects the balance as of June 30 of the year indicated.



A similar graph of the Building Fund from its inception through June 30, 2011 revealed the following:



Grand Jury inquiry determined that the declining cash balance of the two funds was the result of the District expending funds for pre-construction costs associated with the building of a new library facility. Specifically, in fiscal year 2006 the Governing Board set aside General Fund monies for the purpose of offsetting costs associated with the construction process. By fiscal year 2007, the reserves totaled nearly \$764,000. Although set aside for construction of the new library, the General Fund building reserves were not protected by law, and the Governing Board could have used the money for other purposes. Despite the economic downturn, in fiscal year 2009 the District began using the building reserves as originally intended. Land was purchased (\$427,000), an environmental survey was accomplished (\$110,000), conceptual plans were prepared (\$85,000), and other pre-construction costs incurred. At the time of the Grand Jury review, the building reserve within the General Fund had a balance of \$0.12.

Like the building reserves, the separate Building Fund has been used to pay for pre-construction costs. The largest expenditure, \$1,175,000, was used to purchase additional land. Although construction and development fees continue to be deposited in the Building Fund, the fund balance as of June 30, 2011 was \$43.26.

To date, the District has spent more than \$2 million on pre-construction costs for a new library; however, the District has no money to actually build the facility. The Grand Jury learned that a plan to ask voters to approve a bond measure to pay for construction was never finalized.

The District is dependent on sales and property taxes for more than 80 percent of its revenue. From June 30, 2009 to June 30, 2011, District revenue from sales tax decreased by 17 percent. During the same period, revenue from property tax decreased by 8 percent.

REVENUE SOURCE	2009	2010	2011	CHANGE 2009-2011
Sales Tax	\$ 598,029	\$ 536,657	\$ 496,690	-17%
Property Tax	\$ 304,934	\$ 288,390	\$ 281,944	-8%
All Other	\$ 159,296	\$ 164,595	\$ 149,225	-6%
TOTAL	\$ 1,062,259	\$ 989,641	\$ 927,859	-13%

A voter-approved 1/8 cent sales tax used exclusively to fund Solano County libraries accounts for more than 50 percent of the District's revenue. If not extended, the library sales tax is scheduled to expire on October 1, 2014. As a result, Dixon Library services could be severely impacted.

V. FINDINGS AND RECOMMENDATIONS

Finding 1 – Audits are not timely. Specifically, the last audit was completed more than a year after the end of the fiscal period. Timely completion of an audit allows the governing body to view current financial information and provides an opportunity to correct small deficiencies before they become large problems.

Recommendation 1 – Governing Board of Library Trustees require that future audits be completed no less than 180 days following the end of the fiscal period.

Finding 2 – The financial stability of the Dixon Public Library District may be in jeopardy. District spending and shrinking revenues between 2008 and 2011 resulted in the following:

- A decrease in net assets of approximately \$100,000
- A decrease in General Fund cash of more than \$960,000
- A decrease in Building Fund cash from \$1,133,715 to \$43

Recommendation 2a – Governing Board of Library Trustees develop a financial plan to address the decline in net assets and cash.

Recommendation 2b – Governing Board of Library Trustees coordinate with the County Director of Library Services to determine the economic benefit and viability of joining the Solano County Library System.

Finding 3 – The Dixon Public Library District is in danger of losing the 1/8 cent library sales tax which is due to expire on October 1, 2014. This funding source accounts for more than 50 percent of the District's revenues.

Recommendation 3 – Governing Board of Library Trustees develop a plan of action to deal with the possibility that the 1/8 cent library sales tax will not be extended.

COMMENTS

The Grand Jury questions the District's decision to proceed with a new construction project prior to obtaining adequate funding. The District has little to show for its \$2 million dollar investment and little hope of building a new library facility in the near future.

REQUIRED RESPONSES

Dixon Public Library District Governing Board of Library Trustees

COURTESY COPIES

Dixon Public Library District Library Commission
Solano County Board of Supervisors
Solano County Auditor-Controller
Solano County Director of Library Services
Solano County Treasurer-Tax Collector-County Clerk

CASp Accessibility Review & Inspection Report

**Dixon Public Library
230 N First Street
Dixon Ca 95620**

Prepared for:

Mr. Greg Atkins
Dixon Public Library
230 N First Street
Dixon Ca 95620

Accessibility Design Associates LLC

710 12th Street Sacramento, Ca 95814 916 806 6263 916 448 1901
email: bruce@adallc.biz

May 28, 2012

Mr Greg Atkins
Dixon Public Library
230 N First Street
Dixon Ca 95620

By Email – atkinsg@dixonpub.lclibrary.com

RE: Dixon Public Library 230 N First Street, Dixon Ca 95620

I have completed my review of the site, site access, access to the building and the interior public spaces and have included the following signed and dated inspection report for your use.

The survey checklist is based on the most restrictive of access standards used in California (California Title 24 standards and ADA Access Standards). Some items that are contained in California Title 24 Access laws may be more restrictive than those contained in the ADA Access Standards. I have determined that the site and buildings need correction to meet construction related accessibility standards. A portion of this building is a historic structure and the building has been reviewed with consideration to the California State Historic Building Code.

As defined in ADA 36.104 Readily achievable means easily accomplishable and able to be carried out without much difficulty or expense. In determining whether an action is readily achievable factors to be considered include

- (1) The nature and cost of the action needed under this part;
- (2) The overall financial resources of the site or sites involved in the action; the number of persons employed at the site; the effect on expenses and resources; legitimate safety requirements that are necessary for safe operation, including crime prevention measures; or the impact otherwise of the action upon the operation of the site;
- (3) The geographic separateness, and the administrative or fiscal relationship of the site or sites in question to any parent corporation or entity;
- (4) If applicable, the overall financial resources of any parent corporation or entity; the overall size of the parent corporation or entity with respect to the number of its employees; the number, type, and location of its facilities; and
- (5) If applicable, the type of operation or operations of any parent corporation or entity, including the composition, structure, and functions of the workforce of the parent corporation or entity.

California Civil Code sec. 55.53(2)(B) requires CASp reports to indicate whether the report includes an assessment of readily achievable barrier removal and 55.53(2)(D) requires the report to provide a schedule for barrier removal. This Letter of Determination provides an opinion on what are readily achievable barriers and a possible schedule for the removal of barriers **but it is the Owners responsibility to 1) create a transition plan for scope of barrier removal 2) a schedule for that work and 3) monitor compliance with their schedule.**

A portion of this building is a historic structure and consideration is given to the California State Historic Building Code in the determination of readily achievable barrier removal. It is important to consider the providing access that destroys "character defining features" in a historic building is to be avoided.

The project areas are unique and distinctive in the barriers presented and the "achievability of barrier removal". My determinations based on review are as follows:

Site Access and Circulation

No public parking is provided on-site. The site abuts two public right-of-ways although only North First Street is used for access or egress. Access from North First Street is compliant but should be signed with ISA signage at the street. The north exit does not provide a "direct means of access to a public right-of-way" for the disabled. Consideration should be given to connecting the exit patio with East B Street or to the Women's Improvement Park sidewalks.

Building Entry

The historical building entry on East B Street is not used as a public access or egress way and therefore does not have to be compliant with ramp or stair requirements. The North First Street entry is compliant by use of auto-door openers.

Building Egress

The north side emergency egress door opens onto a landing and ramp. The landing, ramp and rail have numerous compliance discrepancies. The work to the ramp may be significant in cost but the ramp in its' current state is usable by the disabled in an emergency egress situation.

Interiors

The interiors are generally accessible with previously made modifications of an additional Unisex toilet and a Special Access Lift to gain entry to the historic library floor level. Numerous minor barriers are noted in the report related to study table or computer counter heights. The path of egress needs to be clarified with visual and Braille "Exit Route" signage. Minor modifications are needed in the Unisex toilet room.

As relates to a schedule I believe the readily achievable work could be completed in 24months.

Under the language of SB1608 this site and building receives the "CASp Determination Pending" status.

You may refer to the following website for additional information
<http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx>

Sincerely,

Bruce Monighan

Bruce Monighan CASp 156

Included Documents:

- Checklist Of Accessibility Features
- Relevant Site And Building Photographs Documenting Physical Conditions taken May 23, 2012
- An original CASp certificate numbered 05952 showing review of the buildings and site
- Copy of sign that can be posted in entrances to your buildings
- A list of priorities for Barrier Removal from the Department of Justice
- ADA and Title 24 Info for owners
- Copy of Notice To Private Property Owner/Tenant
- Excerpts From **Senate Bill No. 1608** CHAPTER 549
- A copy of tax incentives available, please consult with your account on applicability

Compliance Key

- 1 Not applicable
- 2 Complies
- 3 Does Not comply
- 4 Not Provided - Does Not comply

Site Access and Signage

- 2 Public Way Access 4' min path of travel 1/20 (5%) slope max in direction of travel, 1/50 (2%) side slope.
 - 1 Detectable warnings at entry to vehicle path of travel
 - 4 Directional Signage at public way (facing both ways)
 - 1 Walks adjacent to overhanging bumpers not less than 48"
 - 1 If sign in pedestrian way on pole bottom of sign above 80"
 - 1 Directional Signage to parking spaces
 - 1 Accessible Parking Warning sign (No parking provided)
- 2 At least one accessible route shall be provided to connect all accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site, including the accessible entrance. Does not have to be marked but does need to meet slope and continuous path criteria.
 - 1 Provide a continuous band of detectable warning surface (36" deep) where a walk crosses or adjoins a vehicular way, and the walking surface is not separated from the hazardous vehicular way by curbs, railings or other elements.

Accessible Parking Spaces - NA

No parking provided on site, public parking on street and across street

Curb Ramp - NA

Sidewalk

- 2 Slope 1:20 max
- 2 Cross slope 1:50 max
- 2 Width 48" min
- 1 Overhanging bumpers do not reduce walk to less than 48" clear
- 1 More than 200' long a 60" x 60" passing space provided every 200'
- 2 Headroom 80" min
- 2 Surfaces are slip resistant
- 2 Walk is continuous without steps
- 2 Surface level changes do not exceed 1/4"
- 1 Provide a continuous band of detectable warning surface (36" deep) where a walk crosses or adjoins a vehicular way, and the walking surface is not separated from the hazardous vehicular way by curbs, railings or other elements.

Compliance Key

- 1 Not applicable
- 2 Complies
- 3 Does Not comply
- 4 Not Provided - Does Not comply

Exterior Steps - Historic Entry

This entry is not used as either an entry or exit and is not a path of public accommodation and is not required to be accessible compliant.

Exterior Steps - North side door with single riser

This door is not used as either an entry or exit and is not a path of public accommodation and is not required to be accessible compliant.

Exterior Stair Rails - NA

Exterior Walk- Protruding Objects

- 2 No obstructions more than 4" from wall
- 2 No obstruction lower than 80"
- 2 Freestanding objects between 27" and 80" not more than 12" into path of travel.

Exterior Pedestrian Access Ramp

This building exit ramp does not connect to a public right of way. Connection should be made to a sidewalk in the park of to East B Street

- 2 Slope 1:12 max (8.33%)
- 2 Cross slope 1:50 (2%) max
- 2 Width 48" min
- 2 Top Landing 60" x 60" minimum (plus door swing)
- 3 Bottom landing 72" in direction of travel and as wide as ramp.
- 3 Surface of landing does not exceed 1:50 (2%) in any direction
- 2 Surfaces are stable firm and slip resistant.
- 3 Ramps and landings with drop-offs shall have edge protection consisting of a curb a min of 2" in heights or a wheel guide rail centered 3" plus or minus 1" on each side of the ramp.
- 2 Ramps and their approaches to be designed so that water does not accumulate on walking surfaces.
- 3 Landing with door swinging into landing area shall have a width of the door plus 42"
- 2 The width of the landing shall extend 24" past the strike edge of the door
- 2 Surface level changes do not exceed ¼"
- Handrails on both sides and continuous for the full length of the ramp
- 3 Heights of handrails between 34" – 38" above ramp surface to top of handrail

Compliance Key

- 1 Not applicable
- 2 Complies
- 3 Does Not comply
- 4 Not Provided - Does Not comply

Exterior Pedestrian Access Ramp (cont)

- 4 Handrails extend a minimum of 12" of level distance beyond the top and bottom of the ramp parallel with the landing or ground surface
 - 1 The inside handrail on any switchback is continuous
 - 2 The ends of the handrails are either rounded or returned to the ground, wall or post
 - 2 Handrail diameter 1 ¼" to 1 ½"
 - 1 Handrail 1 1/2" from wall max
 - 2 Handrails do not rotate
 - 2 Handrails and walls surfaces not sharp or abrasive
 - 2 Handrails provide enough structural strength to support 250 lbs point load
 - 1 Ramps more than 30" above the ground shall provide guard rails

Exterior Doors

- 2 Accessibility sign at primary entrance
- 2 Height 80" min, Width 36" min. (Provided with auto opener)
- 2 Clear width 32" min
- 2 Pull weight 5lbs (CA) (8.5 lbs ADA) for exterior 5 lbs for interior. (Provided with auto opener)
- 2 Time to close with auto closer 3 seconds from 70 degrees to 3" from latch. (Provided with auto opener)
- 2 Pull type. (Provided with auto opener)
- 2 Pull mounting height 33" to 44" aff
- 3 Kick plate – 10" minimum base. (Provided with auto opener)
- 2 Threshold height and configuration. Threshold max ½"
- 2 Side access - 24 at exterior pull side. (Provided with auto opener)
- 2 Level area 60" x 60" in front of door. (Provided with auto opener)
- 3 Entry mats to be recessed and anchored to prevent interference with wheelchair traffic.
- 2 Operable without special knowledge or assistance

Compliance Key

- 1 Not applicable
- 2 Complies
- 3 Does Not comply
- 4 Not Provided - Does Not comply

Interiors –

Counter

- 2 Counter - Min area 36" long at 28' - 34" high, a clear area of 30" x 48" and on an accessible route.

Interior Doors

- 2 Min 3' x 6'-8" capable of opening 90 degrees min
- 2 Clear width of 32"
- 2 Bottom 10" of door is smooth
- 2 Opening pressure of 5 lbs max
- 1 Opening pressure of 15 lbs for fire doors
- 2 Door hardware to have shape that is easy to grasp and does not require tight grasping or twisting to operate.
- 2 Levers return to door surface
- 2 Centered between 30" and 44" above finished floor
- 2 If a closer is present it shall take at least 3 seconds to close from an open position of 70 degrees to within 3" of the latch
- 2 Level landing on both sides of door minimum of 60" in length
- 2 Clear space of 12" adjacent to door on push side and 18" on pull side

Drinking Fountains Built in drinking fountain not accessible due to conflict with the door security panels. Library has provided a water cooler with cup holder that is compliant for access clearances and height reaches.

Protruding Objects

- 2 No obstructions more than 4" from wall
- 2 No obstruction lower than 80"
- 2 Freestanding objects between 27" and 80" not more than 12" in to path of travel

Corridors

- 2 Min clear width of 44"
- 1 If corridor exceeds 200' a minimum clear area of 60" x 60" for passing
- 2 Carpet to be secured to floor, no exposed edges or edges to be seamed

Compliance Key

- 1 Not applicable
- 2 Complies
- 3 Does Not comply
- 4 Not Provided - Does Not comply

Book Stacks

- 2 Main Aisle Min clear width of 44"
- 2 End Aisle Min clear width of 36"
- 2 Side Aisle Min clear width of 36"
- 2 Range Aisle Min clear width of 36"

Card Catalog – NA none provided, all information on computers

Study Carrels - NA none provided

Study Tables

- 2 At least 5% accessible
- 2 Clear floor area 30" x 48"
- 2 Adjoins or overlaps an accessible route
- 2 Top height 28" – 34"
- 2 Knee clearance 27" high
- 2 Knee clearance 30" wide
- 2 Knee clearance 19" deep. All tables in the library provide this at their sides. It would be beneficial to have an extension on several of the tables at the ends to be able to provide this access at the unobstructed ends.

Computer Tables/Shelves. The internet booking computer is on a non-compliant cabinet. It does not provide knee or leg clearance. The Library Catalog computer self has inadequate depth at 15 ½".

- 2 Clear floor area 30" x 48"
- 2 Adjoins or overlaps an accessible route
- 2 Top height 28" – 34"
- 2 Knee clearance 27" high
- 2 Knee clearance 30" wide
- 3 Knee clearance 19" deep

Compliance Key

- 1 Not applicable
- 2 Complies
- 3 Does Not comply
- 4 Not Provided - Does Not comply

Equipment Tables/Countertops. The book check-out computer is compliant for height to control buttons and has parallel access. The print station is compliant for height to control buttons and has parallel access. The typewriter station has non compliant aisle access and width clearance

- 2 Clear floor area 30" x 48"
- 2 Adjoins or overlaps an accessible route
- 2 Top height 28" – 34"
- 2 Knee clearance 27" high
- 3 Knee clearance 30" wide (typewriter station)
- 2 Knee clearance 19" deep

Interior Pedestrian Access Ramp - NA

Signage for Permanent Rooms and Spaces

Exit Route signage is not clear or consistent. Recommend revising any signs referring to path of exit and add Braille signage for Exit Route

- 2 Letter and numerals raised 1.32" Between 5/8" and 2" high
- 2 Accompanied by Grade 2 Braille in horizontal format
- 2 Located a min of 3/8" and a max of 1/2" below tactile characters, flush left or centered
- 2 Finish being eggshell or matt or non glare
- 2 Installed on Latch side and Approach side
- 2 Mounting height of 60" from finished floor to centerline of sign
- 2 Mounting location allows approach to within 3" of sign

Toilet Rooms – Single Occupancy – Men’s and Women’s

The original toilets at the front of the library are non compliant for disabled use. Inadequate door width and interior dimensions. The Library has provided a Unisex compliant toilet room with directional signage to the toilet for disabled use. That facility is documented in this report

Compliance Key

- 1 Not applicable
- 2 Complies
- 3 Does Not comply
- 4 Not Provided - Does Not comply

Toilet Rooms – Single Occupancy – Unisex

Signage

- 2 Door Signage - Unisex to be triangle inside of circle. Signs to contrast with the door color and to be mounted 60" aff. to the center of sign.
- 2 Wall signage to be located on the wall at 60" aff. to the center and on the latch side. Pictograms if used are to be located above the text and the sign is to be a minimum of 6" in height. Letters and numerals are a minimum of 5/8" high and a maximum of 2" high. Braille is to be provided below the letters and numerals.
- 2 Signs are to be non-glare and a color that contrast with the wall
- 2 Accessible toilet facilities are to be identified by the International Symbol of
- 2 Accessibility, a white figure on a blue background

Fixture Layout

- 2 Entry Door 32" clear
- 2 Clear floor space of a minimum of 44" throughout the toilet room providing an accessible route to toilets, lavs, and accessories
- 2 WC centerline from wall 18"
- 2 Water closet to lav 28"
- 3 Clear in front of WC 48". Full clearance area of 30" x 48" is compromised by an angled wall and is short of the required distance by 10". The clearance provided while technically non-compliant is usable.
- 2 A clear turning space of 60" diameter measured from the floor up to 27" aff.

Toilet

- 2 Toilet flush handle location to clear side of toilet. Controls do not require grasping, pinching or twisting and are operable by one hand with a maximum force of 5 lbs.
- 2 Toilet seat 17" – 19"

Grab Bars

- 2 Grab bars are provided on sidewall closest to toilet and on back wall.
- 2 Side bar to be a minimum of 42" in length and a maximum of 12" from the rear wall.
- 3 The front end to be a minimum of 24" from the front of the WC and a minimum of 54" from the rear wall. (52")

Compliance Key

- 1 Not applicable
- 2 Complies
- 3 Does Not comply
- 4 Not Provided - Does Not comply

Grab Bars

- 3 Rear grab bar is a minimum of 36" long, extends from the centerline of the toilet 12" min on one side and 24" on the other side. Rear grab bar has been place vertically to avoid conflict with the flush valve pipe. Recommend placing a bar on each side of the pipe meeting the dimensional requirements.
- 2 Grab bars are to be mounted 33" to the center of the bar aff.
- 2 1 ¼" to 1 ½" in diameter,
- 2 Free of any sharp edges
- 2 Wall clearance of 1 ½"
- 2 Capable of supporting a 250 lb point load.
- 2 Grab bars may not rotate in their fittings.

Other

- 2 Door side clearance
- 2 Push button door privacy lock
- 3 Interior wall finishes smooth and non- absorptive to 48". Bead board wall material
- 2 Interior floor finishes smooth and non absorptive and 5" up wall

Lavatories and Layout

- 2 Provide a minimum of 30" x 48" clear space in front of lav.
- 2 Required clear space adjoins an accessible route and extends up to 19" under the lav.
- 2 Lavatories adjacent to a sidewall shall be a minimum of 18" to the centerline of the lav from the wall.
- 3 Drain and hot water piping is insulated or protected to prevent contact. Hot water pipe not insulated
- 2 There are no sharp or abrasive surfaces under the lav.
- 2 Maximum height of the lav rim is 34" aff.
- 3 29" min clear from the bottom of the apron to the aff. and a minimum of 17" of horizontal depth. 28 ¾"
- 2 Knee clearance under the front lip is 27" high, 30" wide and extends a minimum of 8" in depth from the front of the lav.
- 2 Toe clearance is a minimum of 9" high, 30" wide and extends a minimum of 17" in depth from the front of the lav.
- 2 Toe clearance is free from any obstructions and extends to a distance no more than 6" from the back wall.

Compliance Key

- 1 Not applicable
- 2 Complies
- 3 Does Not comply
- 4 Not Provided - Does Not comply

Lavatories and Layout

- 3 Faucets are lever type, push type or automatic. If automatic they must remain on for 10 seconds minimum.
- 3 Faucet controls must operate with one hand and without twisting, pinching or grasping and at a maximum force of 5 lbs

Urinals and Layout - NA

Accessories and Layout

- 2 Provide a clear space of 30" wide by 48" deep to allow forward or parallel access. One side of the floor space adjoins an accessible route
- 3 Mirrors located above a lav or countertop installed with the bottom of the reflective edge at 40" maximum aff. Mirrors in other locations shall have the bottom reflective edge at 35" maximum aff. Reflective edge above 40"
- 2 Operable parts of all fixtures including coin slots to be a maximum of 40" aff.
- 2 Controls and operating mechanisms are operable with one hand and without twisting, pinching or grasping and at a maximum force of 5 lbs
- 1 Coat hooks and shelving are located within 48" front reach and 54" for side reach.
- 2 Toilet paper dispensers is located on the sidewall below the grab bar within 12" of the front edge of the toilet seat and a minimum of 19" aff. to the centerline of the dispenser and a maximum of 36" from the rear wall. Dispenser shall provide for continuous paper flow. To be mounted below grab bar

Vertical Circulation

Stairways

- 2 Width not less than 44"
- 3 Upper approach and lower tread marked with strip 2" – 4" in width
- 2 Slip resistant
- 2 Tread risers and widths of uniform dimensions
- 2 Tread width min 11"
- 2 Risers are solid, minimum of 4" and maximum of 7"
- 2 Risers vertical or sloped not more than 30 degrees from vertical
- 2 Nosing projects less than 1 ½"
- 2 Transition from riser to nosing is free of abrupt edges

CASp Accessibility Review & Inspection Report date 5/23/2012
Dixon Public Library 230 N First Street, Dixon Ca 95620

Compliance Key

- 1 Not applicable
- 2 Complies
- 3 Does Not comply
- 4 Not Provided - Does Not comply

Stair Handrails

- 2 Handrails continuous on both sides
- 1 Inside handrail is continuous
- 1 Intermediate rail if stair is wider than 88"
- 2 Ends of handrails project width of tread plus 12" beyond bottom nosing
- 2 Ends of handrails project 12" beyond upper nosing
- 2 Handrail extension parallel to ground
- 2 Handrail diameter 1 ¼" to 1 ½"
- 2 Handrail top 34" to 38" above the stair nosing
- 2 Handrail 1 1/2" from wall max
- 2 Handrails do not rotate
- 2 Handrails and walls surfaces not sharp or abrasive
- 2 Ends of handrails return to wall, ground or post

Enclosed Fire Exit Stairways Signage - NA
Egress and Areas of Refuge - NA

Elevator – Special Access Lift

- 2 Located on accessible route
- 2 Minimum 60" x 60"

Inspection and Report prepared by

Bruce Monighan

5/21/2012

Bruce Monighan CASp 156

date