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Opposite: Bob Lucas Memorial Branch Library, ca. late 1950's
Part I

Introduction
1.1 Project Overview

Architectural Resources Group, Inc. (ARG) has prepared this Master Plan to guide the Altadena Library District (ALD) in facilities stewardship for the Altadena Main Library (Main) and the Bob Lucas Memorial Branch Library & Literacy Center (Branch). The ALD operates as an independent special use district within the city of Altadena, an unincorporated area of Los Angeles County. This study was undertaken at the ALD’s request, with support and direction by the Facilities Committee.

The ALD recently completed a strategic planning process, to set the framework and priorities for the district’s future. Both the Main Library and the Branch are important assets to the local community and the ALD identifies its institutional goals as follows:

**Vision Statement**

The Altadena Library District provides free, public, and equal access to information, ideas, technology, and experience, designed to educate, empower, and celebrate the diversity of our community.

**Mission Statement**

The Altadena Library District provides free, public, and equal access to information, ideas, technology, and experience, designed to educate, empower, and celebrate the diversity of our community.

The physical characteristics of both libraries have remained relatively unchanged over the last 50 years, but require structural, MEP systems, and accessibility upgrades to bring it up to current fire life safety, code, and operational standards. The conceptual design for the Main anticipates using the California Historical Building Code (CHBC) to meet project goals. ALD’s primary goals in addressing future upgrades are:

**Altadena Main Library**

- Provide a conceptual plan with potential to be implemented as resources allow.
- Retain the historic value of the Main Library.

**Bob Lucas Memorial Branch Library & Literacy Center**

- Space planning to maximize use, improve user experience and support literacy.
- Activate outdoor space to increase visibility and engagement.

This document focuses on the Branch Library and relies upon previous facility condition assessments, accessibility reports, and where appropriate, makes alternative recommendations for a conceptual design based on additional feedback gathered from stakeholders. This analysis is meant to provide a framework for ALD’s decision making, both near- and long-term.
Construction Drawing by Robert G. Smith, 1956
1.2 Existing Conditions Overview

The Branch was designed by Robert G. Smith in 1957 and in 1966 was complimented by a landscape designed by Eriksson Peters and Thoms, Landscape Architects. Since its construction, there have been minimal changes to the building and site's physical characteristics.

The Bob Lucas Memorial Branch Library & Literacy Center is approximately 1,750 square feet and, along with Altadena Main Library, the ALD serves approximately 43,000 residents of Altadena.

The Branch is a single-storey building, accessed from Lincoln Avenue by a sidewalk on the east, and a door to the parking area on the west. The Branch has a structural concrete superstructure and timber roof framing. The sloped, built-up roof splays out as it climbs towards the ridge line. Fascia and soffits are painted wood.

Exterior walls are painted concrete wall panels, accented by a stone veneer adjacent to the east entrance. Single-pane glazing consists of fixed panels, as well as operable awning and hopper windows.

The Branch's main reading room shares the space with the administration desk and staff cubicles. The southern portion of the building houses the literacy program with two cubicles and a row of computers. The southwest portion of the building contains support spaces, including the staff lounge, bathrooms, and utility closet which is accessed from the exterior.

1.3 Scope

This document relies upon assessments of existing conditions and makes recommendations for improvements in the form of a conceptual plan and corresponding cost estimate. The analysis is meant to provide a framework for decision making as ALD moves forward.

ARG’s scope for this study included the following:

- Review existing documentation
- Rely upon the Facility Conditions Assessment (2018)
- Analyze the extent of applicability and incorporation of the ADA requirements
- Participate in a series of investigative meetings with the stakeholders (staff, community, and Facilities Committee)
- Develop a space plan with effective differentiation between literacy and library services; and staff spaces
- Develop landscape concepts
- Provide a cost estimate for the conceptual option preferred by the Facilities Committee
- Summarize into a final report and present to the Board

1.4 Methodology

This document synthesizes previous reports, site assessments, and preferred proposals for future work that have been developed with input and insights from ALD’s community, staff, Facilities Committee and Board of Trustees.

ARG has reviewed the following background information in the preparation of this report:

- "Facility Condition Assessment (FCA)", report revised April 24, 2018. Prepared by ISES Corporation

The 2018 Facility Condition Assessment cited above was prepared for the ALD to examine the extent of upgrades needed at the library.

Key issues identified by the FCA include:
Introduction

- Site (repaving, drainage solutions)
- Exterior structure (roof replacement, window/energy upgrades, repainting of exterior surfaces)
- Interior finishes/systems (selected hardware, cabinetry)
- Fire/life safety (modern fire detection system)
- Accessibility (signage, minor interior upgrades)
- HVAC distribution, Electrical, Plumbing (end of life replacements)
- Sustainability/energy efficiency

Members of ARG’s architecture staff visited the site to review the current programmatic layout of the library, while considering the upgrades recommended in the report. ARG found that many of the recommendations in the FCA that relate to accessibility, can be achieved through more holistic approaches which meet those same needs, yet respect the historic nature of the building. The structural subconsultant also visited the site over the same period to examine the Main for their evaluation.

In addition to site visits, multiple town hall meetings were held with the community, staff and Facilities Committee.

Key goals identified by the stakeholders include:
- Visual/acoustical privacy for literacy program
- Flexibility for programming and events
- Activation of outdoor space
- Sustainable solutions
- Community involvement
- Improved street presence

This conceptual option strives to merge the building’s facility needs, accessibility requirements and stakeholder’s hopes, while respecting the historic architectural value inherent in the Altadena Main Library.

ARG’s recommendations, conceptual plans, and the findings of the structural engineer were compiled and analyzed by a cost estimator to inform the preliminary cost estimate included in this report.
Part 2

Goals and Recommendations
2.1 Overview

The following proposals for space optimization are geared toward providing maximum efficiency without substantially changing the Branch's footprint. Interior walls and support spaces are left in their current locations, and improvements aim to effectively organize the layout and offer flexibility for library functions.

The most significant problem facing the Bob Lucas Branch Library & Literacy Center concerns space planning. With limited interior space, the users and staff have minimal acoustical privacy, creating challenges for both the literacy students and general guests. The exterior of the building is lacking a physical street presence in the community and could be enhanced.

The proposed approach to address these issues can be understood as two discrete, independent projects as presented here, with two caveats. First, the most effective sequencing of work should be carefully considered from both procedural and funding perspectives (see Section 4 for further discussion of implementation). Second, overall building systems such as electrical and fire-life safety are more suited to being addressed all at once, rather than space-by-space (see Section 4 for more on building systems).

Note: The following recommendations are preceded by numbers.

1. When recommendations are tied to a specific area of the building, they are coordinated with keyed locations on the concept plans.
Site - Concept Plan

Lincoln Ave.

Ventura St.

Reading Court

Children's Area

Staff

Literacy

Computers

Projector

Staff Lounge

Mech Room

Entrance Garden

Books

Tables

Computers

Inventario - Mobile Shelves

Bike Racks

Outdoor Space (SF)

Parking Spaces

900

3 + 1 for kids

900

8

8

11

Reading Area

Staff Area

Reading Area

Legend

Computers

Staff Area

Reading Area

1

2

3

Ventura St.

Lincoln Ave.

Site - Concept Plan

1

Computers

Reading Area

Staff Area

Literacy Area

1

2

3
Goals and Recommendations

2.2 Site

**GOALS:**

- Retain clear and apparent accessible entrances, while enhancing the building’s street presence.
- Maximize use of outdoor space, and provide a secure outdoor reading area for library use, as well as a more permeable outdoor reading area for the general public.
- Provide a connection to the bus stop along Lincoln, and create a space which invites the community into the library.
- Increase bike parking spaces and take advantage of transportation corridor incentives for parking reductions.
- Incorporate sustainable practices for stormwater and replace grass with a drought tolerant landscape.
- Implement site landscaping project prior to the interior work, to energize the community and create enthusiasm for interior projects.
- Create opportunities for the community to volunteer resources and support projects.

**RECOMMENDATIONS:**

1: Site

- Remove parking spaces and a portion of sidewalk at the north end of parking lot.
- Relocate book drop to align with updated entrance driveway.
- Scarify, repave, restripe and provide new seal coat at remainder of parking lot and driveway.
- Remove/replace bike racks to allow for eight bike parking spaces.
- Assume re-painting of mural along driveway.

2: Reading Court

- Exterior reading court at north to be bordered by a series of low concrete planters and metal screens/gates. A visually permeable metal screen and two gates (east and west) should also be incorporated on top low planters to provide public access and after hours security.
- Include allowance for re-grading and civil engineering solution to preclude drainage problems at this area.
- Paths to be a combination of decomposed granite and permeable concrete.
- Assume installation of new drought tolerant planting.
- Incorporate a small water feature to enhance acoustical separation to obscure traffic along Lincoln Avenue.
- Consider outdoor furniture to include fixed benches and mobile chairs and tables, to allow for flexible programming needs.

3: Entrance Garden

- Allowance for new signage along Lincoln Ave.
- Paths to be a combination of decomposed granite and permeable concrete.
- Assume installation of new drought tolerant planting, and two new trees to provide shade.
- Outdoor furniture to include five benches, permanently fixed.

2.3 Exterior Structure

**GOALS:**

- Replace roof and flashing.
- Incorporate skylights/light wells, if desired, during next phase.

**RECOMMENDATIONS:**

4: Roof

- The FCA states that the existing roofing may need to be replaced within 5 years. The existing roofing should be evaluated and replaced as the budget allows.
**PROPOSED CONCEPT PLAN**

- **Reading Area**
  - Computers
  - Literacy Area
  - Staff Area

- **Outdoor Space**
  - Parking Spaces
  - Bike Racks
  - Outdoors Tables

- **Inventories**
  - Mobile Shelves

- **Legend**
  - Reading Area
  - Literacy Area
  - Staff Area
  - Computers

- **Key Areas**
  - Staff Lounge
  - Landscape
  - Entrance Garden
  - Entrance Garden (SF)
  - One Way

**Architectural Resources Group**

**Option B**

**BOB LUCAS MEMORIAL BRANCH**

**2659 Lincoln Ave**
Goals and Recommendations

- For cost estimation, assume installation of new asphalt shingle 30-year roof. Assume removal of existing flashing and roofing to sheathing.
- Provide add-alternate allowance for solar shingles on 35% of the roof.
- A need for skylights/light wells were not identified during this phase, but there is an opportunity to incorporate them, if desired, during the next phase.

5: Exterior Walls

- Pressure wash concrete and stone walls. Care should be taken to grout or temporarily fill existing cracks and openings to prior to pressure washing.
- Repaint concrete exterior walls and wood fascia and soffits. Include preparation/priming and two coats of paint.
- Re-open original book drop on east facade.
- New opening at north wall for entrance to reading court.

6: Exterior Doors

- New power operated double doors to reading court.
- Replace mechanical room exterior door and hardware.

7: Exterior Windows & Glazing

- Replace all existing windows with new windows to match existing, with dual-paned glazing.

2.4 Interior

GOALS:

- Remodel interior literacy, computer and reading areas to provide more efficient layout, with built-in flexibility.
- Reuse existing furniture (bookshelves, mobile shelf units, tables, and chairs) if possible, to reduce costs.
- Enhance acoustical and visual privacy for literacy program.
- Modify circulation desk so that staff do not have their backs to users as they enter from the parking lot.
- Located the copy machine within common space as opposed to staff area.

RECOMMENDATIONS:

8: Reading Area

- Remove bookshelf in front of east window and relocate along wall at west entrance hallway.
- Relocate projector to east wall, in front of window.
- Provide interior roll-down fabric shades for all windows throughout interior, including clerestory, to limit light when projector is in use.
- Remove/modify existing shelving along north wall to allow for doors to exterior reading court.
- Relocate copier to nook near west entrance.
- Provide five additional mobile shelf units to allow for flexible event layout shown on the next page. (Assume re-use of existing mobile table and chairs, and adult computer desks.)
- Provide add-alternate allowance to replace all perimeter bookshelves and install new computer desks. For cost estimating, assume approximately 34 linear feet of 6’ tall shelving, 12 linear feet of 2’-6” tall shelving, 7 linear feet of desk surface for children’s computers, and 13 linear feet of desk surface for adult computers.

9: Literacy Area

- Install literacy cubicles along west wall, with at least one designed to be accessible.
- Install new desks, and corkboard at west wall for pin-up space and noise reduction.
- South and east walls to be full height, gypsum board finish below and clerestory windows at upper level (align with exterior clerestory windows) to allow for light infiltration.
Flexible Event Layout

Computers
Staff Area
Reading Area
Literacy Area
Computers

Architectural Resources Group

ALTADENA LIBRARIES
2659 Lincoln Ave

PROPOSED CONCEPT PLAN - EVENT LAYOUT
Goals and Recommendations

- Incorporate solid wood doors.
- Provide add-alternate allowance for foldable acoustical partition between literacy cubicles.

10: Staff Area
- Install new circulation desk, with room for three staff, complete with storage drawers below counter and connection to original book drop on east facade.
- Install 5’ divider walls for two semi-private staff desks, with storage below and cork board above.
- Consider relocating and incorporating tall file cabinets to staff area.
- Build new full-height wall along bathroom corridor to provide acoustical and visual separation between bathrooms and staff area.
- Replace drinking fountain with new dual-height accessible drinking fountain with bottle filler.

11: Staff Lounge
- Replace sink and relocate refrigerator to south wall.
- Replace receptacles in wet locations with GFCI outlets.
- Replace door and install accessible hardware.
- Install braille signage.
- Remove existing cabinetry along south wall and shelving at north and east walls.
- Install new kitchen cabinetry along south wall. Assume lower and upper cabinets with adjustable shelving and doors.
- Install new storage cabinetry below window along west wall, and full-height along east wall.
- Assume allowance for minor relocation/incorporation of utility panels as a result of new cabinetry.

12: Building-wide Finishes
- Assume repainting of walls and ceiling throughout interior.
- Assume replacement of carpet throughout.

2.5 Accessibility
GOALS:
- Properly remedy non-compliant spaces as required.

RECOMMENDATIONS:
13: Accessibility
- Since the writing of the FCA, power-operated doors have been installed at the east and west entrances. Therefore, no allowance is provided in the cost estimate.
- New exterior doors should be provided with a power operator at the Reading Court, 2.
- Accessible hardware and signage will be installed at the Staff Lounge, 11.

2.6 Health
GOALS:
- Properly evaluate existing conditions for hazardous materials, and abatement of materials as required.

RECOMMENDATIONS:
14: Hazmat Testing & Abatement
- Hazardous materials were not identified in the FCA and therefore, no allowance is provided in the cost estimate.
- If, throughout the course of renovations, it is suspected that hazardous materials are present, existing conditions should be evaluated and abated as needed.

2.7 Fire/life Safety
GOALS:
• Install a fire detection system and additional suppression as recommended by FCA.

**RECOMMENDATIONS:**

15: Fire Detection System

• Install new fire alarm system, including a main addressable panel to local fire monitor, smoke detectors, heat detectors, manual pull stations, audible/visual strobes, wiring, conduit and cut and patching of historic materials.

16: Fire Suppression

• Install new fire extinguishers adjacent to east and west entrances, in recessed cabinets.

17: Exit Signage/Emergency Lighting

• Install twin beam emergency light/exit sign with internal batteries at east entry door.

2.8 HVAC

**GOALS:**

• Replace end of life HVAC distribution system identified by the FCA. (Existing split system and controls have been noted in excellent condition by the FCA.)

• Replace end-of-life exhaust fans in restrooms.

**RECOMMENDATIONS:**

18: HVAC System

• Assume new HVAC distribution system to remain in attic space above south side of library.

• Install two new exhaust fans at bathrooms.

2.9 Electrical

**GOALS:**

• Replace end-of-life electrical system.

• Replace non-GFCI outlets in wet locations.

• Replace non-compliant wiring.

• Replace end of life fixtures identified by the FCA.

• Install additional lighting at new exterior landscaped areas.

**RECOMMENDATIONS:**

19: Electrical Distribution System

• Replace main panel board and electrical distribution system, which is believed to be original.

• New switchboard at exterior main electrical room.

• Conduit and wiring to remain in place where unaffected by upgrades.

20: Exterior

• Assume replacement of eave mounted light fixtures at both entrances and existing building signage.

• New eve-mounted and pole-mounted lighting to be included at Reading Court, 2.

• Assume new bollard site lighting to be included at Entrance Garden, 3.

21: Interior

• Replacement of lenses at surface mounted bathroom fixtures.

• Replacement of interior lighting fixtures throughout. Assume new surface mounted LED fixtures.

• Replace plastic coated wiring, taped to bookshelf and running under mats, as identified by FCA.

• Assume additional outlets at literacy cubicles.

• Add-alternate allowance for additional floor outlets at reading area. For pricing, assume Steelcase "Thread" power system.

2.10 Plumbing
GOALS:

▪ Replace end of life equipment identified by the FCA.
▪ Provide additional restrooms, including accessible family restroom near Children’s area and additional accessible restrooms elsewhere.
▪ Provide a pump/breastfeeding space for public and staff use, preferably in close proximity to restrooms.

RECOMMENDATIONS:

22: Plumbing System

▪ Install a backflow preventer, isolation valves, and piping.
▪ Provide allowance for site utilities upgrades (domestic supply, sanitary waste and stormwater piping) subject to further evaluation based on site inspections by MEP Engineer in next phase.
▪ Provide allowance for replacement of water heater, which will also be subject to further evaluation.

23: Plumbing Equipment

▪ Replace staff lounge sink.
▪ Replace utility sink in mechanical room.

24: Plumbing Fixtures

▪ Replace staff lounge sink.
▪ Replace utility sink in mechanical room.
Part 3

Cost Projections
8.1 Overview

An outline cost projection for the scope described in the previous sections has been prepared by KPJ Consulting and is included in its entirety in Appendix B. This section distills the basic information in KPJ’s report; please refer specifically to the full report for important framing information about the costing process and intent.

The proposed work at the library can be broken down into three discrete projects:

- Site
- Exterior
- Interior

It should be noted, the previous cost estimate included in the FCA was based on the RS Means/National Cost Data, which are combined values published in a book. These methods do not include a multiplier for the Los Angeles area. They are typically used for deferred maintenance or incremental improvements only, and not comparable to the holistic solutions provided in this Master Plan.

It is important to keep in mind that all cost estimates in this report are based on conceptual design; they provide a preliminary framework for general budgeting purposes only. Development of more detailed plans and specifications will be needed to further refine these estimates.
8.2 Funding

Securing funding will be a major part of realizing the goals described in this report. The proposed projects tend to be suited to one of the following funding sources:

- Independent Special District annual budget (ALD): Maintenance and capital projects such as MEP systems; back of house uses and code upgrades
- Public bonds: specific public spaces of interest
- Grants: Public reading areas and literacy spaces
- Private donations/fundraising (Friends of the Altadena Library, Altadena Library Foundation): High-profile upgrades and outdoor spaces

Further study is required to match expected funding with selected projects.

8.3 Cost Adjustments

The cost projections prepared by KPJ are based on hard construction costs. In order to round out the budgeting picture, this section marks up KPJ’s estimates to include soft costs, for example:

- Collection-related costs, such as insurance, interim relocation, etc.
- Project management
- A/E design fees
- Legal and regulatory expenses

Based on recent similar projects, we have used a 50% markup estimate (x1.5) to arrive at a project budget. If all work were to be completed in one phase, the markup estimate could potentially be reduced to 35% (x1.35).
## Cost Projections

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## Cost Projections

### Area-by-Area Summary

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Appendix A

Drawings

A.1 2020 Proposed Concept Plans
Appendix B

Cost Projection

B.1 2020 Cost Plan Report
Appendix C

Reports

C.1 2018 Facility Condition Assessment