



AGENDA

Board of Library Trustees | Altadena Library District
Virtual – Zoom – November 28, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING November 28, 2022 MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL
<https://www.youtube.com/c/AltadenaLibrary>

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the November 28, 2022 Meeting, you may present your comments in-person during the meeting, or submit by email to be read aloud at the meeting. For emailed comments, if multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email. If you would like to make your comment virtually, you may also select on the form "*Yes – I want to provide this comment in real-time and need the Zoom link*" in the online form.

Email and Electronic Comments will be submitted to the legislative body and shall become part of the record of the meeting.

If you are unable to submit via email, online, or attend the meeting in-person, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00 pm.

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

LAND ACKNOWLEDGEMENT: The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices,

including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

- I. Call to Order
 - a. Land Acknowledgement

- II. Open Session
 - a. Roll Call
 - b. Approval/Reordering of Agenda Items
 - c. Adoption of Agenda
 - d. Public Comment on Non-Agenda Items

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

Approval of Minutes – Regular Meeting held October 24, 2022 **Pages 4 - 11**

Approval of Minutes – Special Meeting held November 14, 2022 **Pages 12 - 14**

- IV. Consideration of Items Removed from the Consent Calendar
Items removed from the Consent Calendar discussed individually at this time.

- V. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – October 2022 **Pages 15 - 39**
 - b. Tina Calderon Staff Presentation Summary **Pages 40 - 46**

- VI. Reports (Informational)
 - a. Support Groups
 - i. Altadena Library Foundation **Page 47**
 - ii. Friends of the Altadena Library
 - b. District Director’s Report **Pages 48 - 54**
 - c. Financial Reports – October 2022 **Pages 55 - 65**
 - d. Board of Trustees Standing Committee Reports
 - e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee Report **Pages 66 - 159**
 - ii. Redistricting Committee **Pages 160 - 168**
 - f. Liaison Reports
 - g. Trustee Reports

- VII. Unfinished Business
None.

- VIII. New Business

- a. Review and Approval of Accounting and Financial Consulting Services Firm
(Action) Pages 169 - 194
- b. Review and Approval of the Disclosure of Enterprise Systems **(Action) Pages 195 - 197**
- c. Review and Approval of the Lost and Found Policy
(Action) Pages 198 - 200
- d. Resolution 2022-20 Authorizing the Grant Application, Acceptance, and Execution of Grant Funds from the State of California Budget Act of 2021 (SB 129) **(Action) Pages 201 -203**
- e. Review and Approval of Resolution 2022-21 to Extend the Provisions of Resolution 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of December 1, 2022 – December 31, 2022 **(Action) Pages 204 - 206**

IX. Governance

- a. Board Vacancy Update – notice of appointed Trustee Boon Lim **Page 207**

X. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items
 - i. Facilities Use Policy revision

XI. Adjournment

- a. Adjourn Meeting



MINUTES

Board of Library Trustees | Altadena Library District
Virtual – Zoom – October 24, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE OCTOBER 24, 2022 MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL
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I. Call to Order

The meeting was called to order by Trustee Cervantes at 5:05 pm.

a. Land Acknowledgement

Trustee Cervantes read the Land Acknowledgment.

II. Open Session

a. Roll Call

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

b. Approval/Reordering of Agenda Items

No adjustments were made.

c. Adoption of Agenda

Moved by Trustee Andruess to adopt the agenda.

Seconded by Trustee Wilkerson

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

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Cervantes: Aye

Motion passed

d. Public Comment on Non-Agenda Items

No public comment made

III. Consent Calendar

Moved by Trustee Capell to adopt the Consent Calendar.

Seconded by Trustee Wilkerson.

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

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

Motion passed.

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

- a. Approval of Minutes – Regular Meeting held September 27, 2022

IV. Consideration of Items Removed from the Consent Calendar

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

No items were removed.

V. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – September 2022

Trustee Capell was excited to highlight the acceptance of librarian Isabelle Briggs on the PUSD Engagement Team. Trustee Capell noted the work being done to build bridges with our neighbors is critical. Trustee Andruess gave compliments to the True Crime Book Club selection, Tell Me Everything.

VI. Reports (Informational)

- a. Support Groups

- i. Altadena Library Foundation

Foundation President Bridget Brewster provided the Foundation report. Highlights: The Foundation will begin talks with the Friends of the Altadena Library regarding unification of both organizations. A \$20k grant was received from the Pasadena Community Foundation. \$37.5 is planned to be raised for the District in the coming year by the Altadena Library Foundation. Chloe Cavalier is stepping down as the Foundation manager. 12 applicants for the position have been submitted so far.

- ii. Friends of the Altadena Library

President Ruffner provided the Friends Report. President Ruffner gave an account of the Friends Book sale on October 12. Despite the rain, the event was well attended and successful. Over \$2,000 was raised during the sale. President Ruffner thanked the library for all their assistance. The next book sale will take place on December 10th, the day of the Christmas Tree Lane lighting ceremony. The Trustees thanked Toma and the Friends for all their work for the event.

- b. District Director's Report

District Director Nikki Winslow provided the District Director Report.

Interviews for the YFS manager scheduled for November 2nd, and the Part-time staff accountant position has been posted online.

The October 10th Staff Development Day focus was on the Strategic Plan Update. Staff provided feedback with a post-pandemic lens. The District plans to provide the updated Strategic Plan report at the December 2022 Regular Meeting of the Library Board of Trustees.

The Board Vacancy has been posted on the library website

District Director Winslow gave a special thank you to the Foundation for another successful Taste of Dena.

District Director Winslow thanked the Friends for all the work that went into the October book sale.

District Director Winslow invited the Board to participate in upcoming presentations at the library highlighting Native American history in November.

c. Financial Reports – September 2022

District Director Winslow provided the Financial Reports.

District Director Winslow thanked Eide Bailly for providing the previous month's report and the included variance reports.

d. Board of Trustees Standing Committee Reports
i. CFD Committee Report

Trustee Andruess reported on the agenda item.

Bond proceeds must be spent or obligated 3 years from the bond sale. The library will be in line with this timeframe.

Regarding composition of the CFD committee, the current community members will be stepping down as their term comes to an end. A new member composition consisting of one community member will be put in place. Trustee Andruess thanked each community member for their contributions to the committee. Those individuals are Kim Kenne, Amy Lyford, and Jim Vitale.

e. Board of Trustees Ad Hoc Committee Reports
i. Facilities Committee

Jason Capell provided the report. Plans to meet with the Community Focus Group regarding a review of preliminary plans for the Main Library are underway.

In regards to the Bob Lucas renovation, there has been work focused on maintaining the historical aspects of the building, including investigation of the building as a historical site.

- f. Liaison Reports
 - i. Government Liaison Report

Trustee Andruess provided the report. Trustee Andruess provided a report on the proposed ballot initiative, the Tax Payer Protection and Accountability Act, which met the signature threshold to be placed on the 2024 ballot. Trustee Andruess also reported on findings regarding literacy rates in the United States.

- g. Trustee Reports
None provided.

- VII. Unfinished Business
None.

- VIII. New Business

- a. Review and Approval of RFP for HR Consulting Services **(Action)**

District Director Winslow reported on the agenda item. The Director highlighted the need for a fully staffed and dedicated Human Resources Consulting service. District management, as well as District general counsel, have reviewed the RFP to ensure accuracy, completeness, and legal compliance.

Moved by Trustee Wilkerson.

Seconded by Trustee Clark.

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

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

Motion passed.

- b. Review and Approval of Extension of Professional Development Consulting Services **(Action)**

District Director Winslow reported on the agenda item. The Trustees expressed support of continuing with North Star Consulting as proposed, but would like to see the next year's contract include an RFP process. The District Director agreed.

Moved by Trustee Capell.

Seconded by Trustee Andruess.

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

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

- c. Review and Approval of RFP for Vending Machines **(Action)**

Technical Services Manager David Zearbaugh reported on the agenda item. Some Trustee questions regarded lifespan of the units and maintenance. Mr. Zearbaugh assured these considerations will be included in the RFP.

Moved by Trustee Clark.
Seconded by Trustee Capell.
Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

- d. Review and approval to set-up CEPPT for the District **(Action)**

District Director Winslow reported on the agenda item.

Moved by Trustee Clark.
Seconded by Trustee Andruess.
Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

- e. Review and approval of the Holidays and Closures calendar **(Action)**

District Director Winslow reported on the agenda item.

Moved by Trustee Wilkerson.
Seconded by Trustee Capell.
Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:

Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

- f. Review and approval of the Board of Trustees Meeting Calendar **(Action)**

District Director Winslow reported on the agenda item.

Moved by Trustee Capell.
Seconded by Trustee Wilkerson.
Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

- g. Review and Approval of Resolution 2022-19 to Extend the Provisions of Resolution 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of November 1, 2022 – November 30, 2022 **(Action)**

District Director Winslow provided an update on AB 361 and AB 2449.

Moved by Trustee Andruess.
Seconded by Trustee Capell.
Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

IX. Governance

- a. Board Nominations Closing (Registrar-Recorder/County Clerk Notice)

Administrative Assistant Catalina provided the update regarding the closing of the Board Nominations.

b. Board Vacancy Update

The Administrative Assistant provided the Board Vacancy Update.

c. Upcoming Special Meeting date(s) in November

The Administrative Assistant provided an update regarding the Special Meeting date for the Board Vacancy Appointment in November.

d. LAFCO Voting Member ballot

The Administrative Assistant provided a report on the LAFCO voting member ballot. The Board's Government Liaison, Trustee Andruess, will be casting that vote.

X. Announcements & Planning

a. Correspondence

None.

b. Proposed Future Agenda Items

Trustee Clark notified the Board she would like to propose new language for the Facilities use policy.

XI. Adjournment

a. Adjourn Meeting

Moved by Trustee Wilkerson to adjourn the meeting.

Seconded by Trustee Andruess.

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

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: No

Motion passed.

The meeting adjourned at 6:30pm.



MINUTES

Board of Library Trustees | Altadena Library District
Virtual – Zoom – November 14, 2022 – 7:00 p.m.

IMPORTANT NOTICE REGARDING THE NOVEMBER 14, 2022 SPECIAL MEETING

This meeting will be conducted utilizing teleconference means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

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I. Call to Order

The meeting was called to order by Trustee Cervantes at 7:05 pm.

a. Land Acknowledgement

Trustee Cervantes read the Land Acknowledgment.

II. Open Session

a. Roll Call

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

b. Approval of Agenda Items

No Adjustments were made.

c. Adoption of Agenda

Moved by Trustee Clark to adopt the agenda.

Seconded by Trustee Andruess.

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

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Cervantes: Aye

Motion passed

d. Public Comment on Non-Agenda Items

No public comment was made.

III. Unfinished Business

None.

IV. New Business

a. c. Appointment of ALD Board of Trustees Member **(Action)**

Trustee Cervantes provided an overview of the appointment process. Candidates René Amy, David Booher, Sanda Cea, Wendy Lacko, Jorge Leal, Boon Lim, Amy Lyford, and Rae Umstead provided two-minute statements and answered three questions posed by the Board of Trustees.

The Trustees shared the candidates they wished to appoint.

Moved by Trustee Capell to appoint Boon Lim.

Second by Trustee Wilkerson.

Trustee Cervantes opened the floor for discussion. Discussion ensued.

Roll Call Vote:

Trustee Andruess: No.

Trustee Capell: Yes

Trustee Clark: No

Trustee Wilkerson: Yes.

Trustee Cervantes: Yes

Motion passed.

Boon Lim was appointed with a majority vote.

V. Adjournment

a. Adjourn Meeting

Moved by Trustee Andruess to adjourn meeting.

Seconded by Trustee Clark.

Motion unanimously carried.

Meeting was adjourned at 8:16 p.m.



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

DEPARTMENT: Adult Services

MEETING DATE: November 28, 2022

PREPARED BY: Ashley Watts

LOCATION: Hybrid Meeting

Mobile Library

The Curiosity Connection had 7 outings this month that represented the library at community sites. At those events the Mobile Library reached nearly 250 people (246 tallied).

- 4 Outdoor Family Storytimes at Charles White Park
- A teen-centered visit to the Farmers Market early in the month
- A visit to Aveson school for outreach with YFS staff
- The Curiosity Connection also returned to Boston Court for ArtNight again this year. The visit was a mobile version of the Fab Lab that saw Fab Lab staff provide hands-on demos of screen-printing techniques to theater visitors. Guests made dozens of tote bags and paper prints with a custom graphic (by the Innovations Librarian) that combined the Boston Court and ALD logos. This was a great opportunity to get the word out on the upcoming Fab Lab.



The Fab Lab meets the Mobile Library on ArtNight at Boston Court Theater



graphics used at the outreach event: ALD/BC logo and image for Boston Court's EscapeGoat production

Fab Lab

In addition to the outreach event just described, the Fab Lab team put on two sessions of *Fab Lab Foundations - 3D Printing* where attendees learned how to take a 2D graphic and convert it into an extruded token done in relief style.

Signups and participation have been excellent so far for Fab Lab programming. Fab Lab staff eagerly await scheduled hours, expected to begin next month. Participants are embracing the ideas of learning together and seeing the Fab Lab as a place to learn new techniques and technologies without fear of failure.



Library of Things

Seeing the overwhelming success of the Nintendo Switch consoles at the library and the constant high holds, the Library of Things Team decided to purchase two additional consoles for the library with one of the new units destined for use at Bob Lucas Memorial Library. The units were received late in October and will be available for checkout the first week of November.

Seed Library

For our October Seed Library, we had Master Gardener Dena Brummer present on planning your fall veggie garden. We had 25+ people in attendance. Dena is a private chef and the Teaching Garden Manager at the City of Hope. The [Garden of Hope](#) is a community garden on the Duarte campus of City of Hope that's open to patients, employees, visitors, and the greater community. It is a space aligned with the Nourishing Hope philosophy of promoting the connection between nutrition and well-being.



Art at the Library

In October, the Art Curation team featured a solo exhibition by painter Dilmit Singh with an artist reception held on October 8, 2022, which over 30 people attended. This exhibition, called "[Light and Literature](#)," consisted of a series of oil and watercolor paintings that highlight gardens and landscapes in and around the San Gabriel Mountains by capturing the morning light on the large pots, urns, and the walking trails. Each art piece is underscored by a literary quote that represents the spirit of the painting and lets the viewer create their story. Dilmit Singh is a self-taught artist who derives inspiration from her natural surroundings. She paints in oil and watercolors and strives to capture light, shade, and shadow. Watercolor allows her to be loose, airy, and sketchy and the buttery spread of oil color gives her the freedom to capture the robustness of people, places and things. Her daily practice extends to sketching, plein air painting and replicating the works of masters. The exhibition ran from October 2 -28, 2022 and received a lot of positive feedback from the community, including people who thought we had commissioned the artwork because it fit so well in our library.



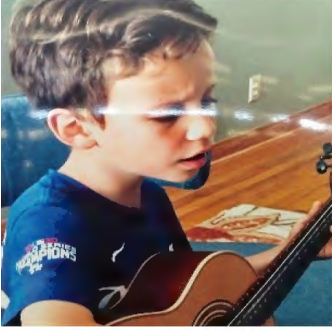
October Artist Reception



Also, we ran a pop-up exhibit of the **Jackson Elementary Reflections Program**. Eight local students got to exhibit their art and share their passions with the community.



I created a dance that shows a character retreating into the forest to express herself. My character has a hard time in regular life, but when she goes into the forest she is able to use her body as her voice.



This is a photo of my brother singing. Singing is using your voice. I love music, it makes me feel happy yet sad, a bunch of emotions. A couple bad feelings, but more good ones, the good feelings really take over the bad feelings.

Art Curation Team

Artist-in-Residence

In October we ran a four-class series on *Botanical Printing on Paper & Hand Designing Books*. 12 students spent 20+ hours together in the month of October learning, creating, connecting, and exploring. Student were able to print their own unique botanical paper and then designed one-of-a-kind books!



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3X3 Art Workshops

Our 3X3 art workshops are back from a long hiatus! For 3 consecutive months, October – December, on the 3rd Saturday of each month, the Art Curation Team offers art workshops taught by local artists. For October we offered ***Origami with Connie Vandergriff***.



On October 15, 2022 the Art Curation Team held the first of their 3x3 workshop series. Despite the rain, we had a full house of 16 participants of all ages come out for a 2-hour origami making workshop led by artist and former math teacher Connie Vandergriff. Each participant was able to make two unique pieces of origami, including a multi-layered piece that had the ability to move and transform its shape! Participants loved that we offered a challenging and intricate arts and crafts program and many commented that they left with new skills. We even created three new library cards for a family who had never visited the library before and five library books on origami were checked out from the display created for the workshop!

Conversations with Art: Women Artists Paint Themselves

We partnered with Pasadena Village to offer Conversations with Art. There was 35+ people in attendance. The conversation was leader was Helane Rheingold. Helane has been getting people to talk about art — including what they see and how it makes them feel — for decades. She holds a master’s in Art History, an associate degree in design and museum management certificate and has been training other facilitators for over 30 years. The conversation was lively, inclusive, and we all learned so much! This program was planned in partnership with Pasadena Village. Pasadena Village is an intentional community of adults over 55 who support each other while living independently in their homes. Over 130 Members (and growing) engage in a robust calendar of discussion groups, social activities, support groups, and educational programs. Members nurture new friendships and meaningful experiences while encouraging ways to contribute to the wider community.



Conversations with Art

WOMEN ARTISTS
PAINT THEMSELVES

MONDAY, OCTOBER 3, 2022
6:30-7:30PM

Main Library Community Room
600 E. Mariposa Street
Register at www.altadenalibrary.org/programs

Join us as arts enrichment facilitator, Helene Rheingold, helps guide us through Conversations with Art, an interactive and engaging program designed to be far more than an art lecture.

In this interactive program, Helene will lead us through selected works of art and share techniques on how to look at, interpret, and analyze them. She will ask you to share your response to the art while (re)introducing you to women portrait artists including:



ABOUT THE PRESENTER

Helene Rheingold has been getting people to talk about art – including what they see and how it makes them feel – for decades. She holds a master's in Art History, an associate's



Altadena Clean Air Week

In celebration of Clean Air Week, we partnered with CHACHA Altadena & Studio Petrichor and planned a neighborhood walk that centered around reimagining residential gardens as a path to a cleaner environment. We explored how a native garden can work toward a cleaner, quieter community by visiting the residential properties of Craft LA & Scrub Jay Studios. Folks were able to meet their neighbors and learned how to reimagine a systems-focused, native garden can work at *their* homes. This neighborhood walkabout was led by Studio Petrichor.





Second Saturdays

Second Saturdays are back, and it started with a bang! This month we had Sangra Nueva come out and play some Latin music and teach a salsa dance! In attendance we had 150 patrons attend, and here is some feedback we got from them:

- *"Thanks for giving our community such a lovely gift."*
- *"2nd time at this beautiful venue. Great Event!"*
- *"Awesome Band!"*



Repair Café

We were happy to have Repair cafe return and bring their well-skilled team to the Altadena Community. That day we had over 100 patrons and could repair 76 items. Patrons got their knives sharpened, jackets mended, bikes and mixers fixed, and even chairs reupholstered!

Here is some feedback we received from people that attended this event:

- *“This event was great! They fixed my mixer! Thank you for bringing them out!”*
- *“BRING IT BACK!”*
- *“What I like most about this event is the goodwill, the vibe, the effectiveness, and the elimination of waste!”*
- *“Repair Cafe is wonderful!! Please have them back here as often as possible!”*
- *“I hate to throw things away into landfill. So happy to be able to come to this event and have this fixed!”*



Murder Mystery Event

We hosted another Murder Mystery party here at the library, and it was a night to remember! We had 9 people participate and the room was filled with laughter all night! Congratulations to Theresa and Gretchen for solving the murder.

Here is a thank-you note from one of the attendees:

"I wanted to say thank you for the Murder Mystery event! It was fun, and everyone was very engaged."



Flu Shot Clinic/Health screening

We partnered again with the Huntington Hospital to host a flu shot clinic, which was a hit! We had 42 people come, and they were all grateful that we offered this to our community.

Also, in partnership with the Huntington, we had nurse Karen D. come out again and help give our community blood pressure and glucose test. That day, she was able to assist seven patrons.

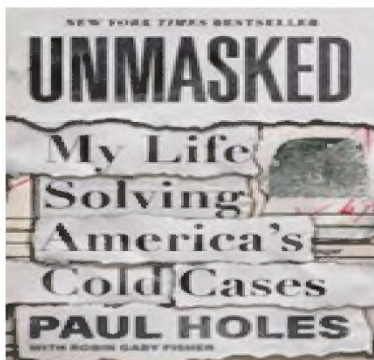


Chess Night

This month chess nights have started to pick up again. We had a total of 32 patrons.

True Crime Book Club

Book: *Unmasked: My Life Solving America's Cold Cases* by Paul Holes; 8 patrons were in attendance on Zoom.



Feedback from participants:

- *This book was an awesome read (even though so parts were hard to get through... humans can be so cruel!)* . -Sherrie
- *I am halfway through the book --- fascinating. It is a great read. I like the descriptive narrative, although difficult to visualize the pain and suffering of the victims.* -Lisa
- *I told you that Unmasked was excellent, but I had not yet read Tell Me Everything! Wow! I finally read it and was blown away (and disgusted). Thanks for picking some really excellent books and facilitating this group.* -Erin (Erin was so impressed with September's read, Tell Me Everything, that she contacted the author. Krouse was ecstatic to be a chosen author for ALD and said she would be interested in attending a meeting or talk with us!).

Halloween Trivia

Our annual Halloween trivia was back. Patrons could test their knowledge on how much they knew about Halloween. If they answered any of the questions correctly, they were allowed to pick out a piece of candy. We had 110 participants.



Collection Development

Diversity Audit

The Adult Services Team began conducting its Diversity Audit of the collection during the week of Oct 15th. 8 hours' worth of auditing has been completed so far. This project will continue until completed and the progress will be reported each month.

Weeding the Magazine Collection

It was the time of the year again when we weeded the back issues of our magazines to make space for new and current issues. We are sad to say that we did remove five magazine issues due to the publication no longer printing them. But we are always ready to add new ones. One of our news publications is Adbusters. Be sure to check it out the next time you are in the library.



Zine Collection

The zine collection started its diversity audit.

Purchasing for the zine collection for FY 2022-2023 has begun: it has been reacquiring titles that became lost in July, as well as new titles.

Displays

This month's display will defiantly give you a scare! For the whole month of October, we displayed our spooky books, and they were just flying off the shelf ;)





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

DEPARTMENT: Youth & Family Services

MEETING DATE: November 28, 2022

PREPARED BY: Ashley Watts

LOCATION: Hybrid Meeting

Children's Services

Fall into a good book at storytime!

October storytimes have continued to grow in popularity and new families have joined both Baby/Toddler Storytime and Preschool Storytime. We hosted 9 storytimes this month and had an average of 30 participants for each of our storytimes.

Sew Fun!

Our sewing series for children ***Sew Fun!*** continues to be popular this month will full registration for this month's two workshops where participants designed and sewed a felt finger puppet and felt stuffed monster. We had a great turnout of 69 participants at both workshops.



Picture of families working on felt finger puppets



Picture of felt finger puppets



Picture of felt monsters

Family Jam Session

This month's *Family Jam Session* focused on hand drums; we explored basic rhythm through some of our favorite children's songs and basic hand drumming. We had a great turnout of 40 participants.



Picture of families learning about playing on the beat

Hispanic & Latino Heritage Month

September 15th to October 10th is Hispanic and Latino Heritage Month! We continued our celebration with *lotería* night with an Altadena Twist! Participants played a custom *lotería* game inspired by Altadena and enjoyed pan dulce and Mexican hot chocolate. This event had full

registration and community members were excited to share this traditional game with their children and grandchildren!



Picture of families at Lotería Night

Day of the Dead Altar

In honor of the Day of Dead, we created an altar for children’s authors and illustrators that have passed away in 2022. Children’s staff also added their favorite authors to the altar. The altar was accompanied by Day of the Dead books and information about this important cultural celebration.



Picture of Day of the Dead altar

Reading & STEM Challenges

We hosted two challenges for children this month! Children were invited to participate in our *STEM Pumpkin Challenge* from October 17th to October 31st. Participants were challenged to

guess the weight, height, circumference, and number of seeds in our pumpkin by using point estimation skills. This challenge allowed participants to use their math skills in a fun and engaging way!

Children ages 4 to 12 years of age were invited to participate in In-n-Out's annual Cover to Cover Club, which challenges readers to read five books to earn a free cheeseburger or burger! We had over 250 sign ups district wide.

School Visits and Outreach

Two elementary school classes from Waldorf School and Oak Knoll Montessori School visited the main library this month. We signed up new students for library cards, provided a tour of our Children's area, and have set up a monthly visit to continue through the rest of the school year.

We took the Curiosity Connection to the Aveson School of Leader's Fall Festival! We met over 100 community members and offered a fun paper flower craft in honor of Latino and Hispanic Heritage Month, encouraged families to participate in our STEM Pumpkin Challenge and signed up families for library cards!



Picture of Heather with our STEM Pumpkin Challenge

Picture of flower craft

Teen Services

Programming

This month, Teen services offered 7 programs with a total of 84 participants. Returning programs included Art Lab, Teen Leadership Council, and Gardening Club. There has been continued interest in Art Lab from tween and elementary school-aged patrons who are getting really excited to see all the new developments in the Fab Lab. One teen participant used Fab Lab supplies to finish their homemade Halloween costume!

Gardening Club

This month, Gardening Club replanted the vegetable beds at the Main Library with winter crops like peas, pumpkins, okra, garlic, arugula, mustard, and lettuce. October was also the debut of Gardening Club composting! Teen Gardening Club participants were each given their own individual compost bucket with instructions and tips for collecting compostable materials at home. When their bins are full, there is a larger bin at the Main Library exclusively for participants to deposit their scraps and for group use during Gardening Club meetings. Depending on the success of this soft launch, there may be more composting to come at the Main Library!



Outreach

Youth & Family Services Staff attended Aveson Global Leadership Academy's Haunted Experience, a student produced haunted house at the high school. One of the members of the Teen Leadership Academy actually wrote several of the "scenes" in the house and worked on creating the practical gore effects. There were over 50 visits to the library's table and it was a great experience getting to support a local high school and its students!

Volunteers

October volunteer statistics are as follows:

- 6 new volunteer applications and 2 new volunteers completed orientation
- 22 volunteers were active in the month, completing a total of 95 hours across 18 events
- Second Saturday concerts are a hit with volunteers! The teens always have great things to say about those experiences and the staff who supervise those events. It is consistently the most signed-up for event!



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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: November 28, 2022

PREPARED BY: Diana Wong

LOCATION: Hybrid Meeting

BOB LUCAS LIBRARY & LITERACY UPDATES

Happy Fall from the Bob Lucas Library! Phew! October was a busy month—we offered 12 programs and saw over 150 participants.

- We continue to offer **Outdoor Family Storytime at Charles White Park** on a weekly basis. This programming season has brought in a small, enthusiastic group of babies, toddlers and their caretakers. The program will run through the end of November.
- Our regularly scheduled **Around the World Craft** program took our young travelers on a learning trip to the country of Guatemala. After listening to the facts about the country and the people, the participants tried their hand on making their own set of worry dolls, which are traditional handmade dolls used by the indigenous people from Guatemala to help ease the worries and fears of children.



- Our YFS Librarian, Yvette Casillas, hosted a special fossil-themed program to honor **National Fossil Day** at the branch this month. Aspiring paleontologists “excavated” for fossils and made prehistoric footprints to take home. We had 45 participants visit the branch for this special program.



- **The Blue Submarine** visited us this month and brought the ocean with them! A traveling marine biologist presented on sea life and the importance of respecting our ocean environment. After the talk, participants experienced life up-close with LIVE tidepool animals that included sea slugs, hermit crabs, sea stars and clams! Another program that garnered a full-house with nearly 50 people in attendance!



- Families who attended our **Dia de los Muertos Family Craft** enjoyed a storytime and crafts celebrating Day of the Dead/Dia de los Muertos. They learned about the importance of family altars/ofrendas and the meaning of the objects placed at the altars by participating in several crafts. One family brought a picture of their dog that recently passed away and appreciated honoring their beloved pet at the photo keepsake craft station. To cap off the Dia de Los Muertos/Day of the Dead festivities we held at Bob, a handful of patrons enjoyed the film and enjoy complimentary popcorn.



- At the **Adult Craft at Loma Alta Park** this month, our participants upcycled old paperback books into pumpkins. Equipped with a hot glue gun, an old paperback, some spray paint and a few ribbons, our crafters created a festive decorative pumpkin for their home this Fall. As always, registration for the next event is nearing capacity.

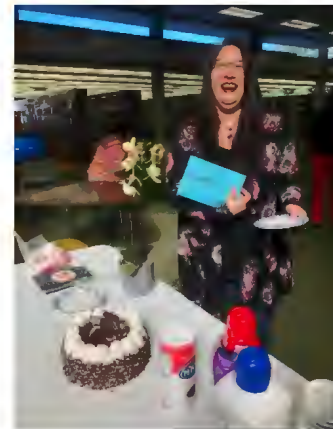


- From the Garden** hosted a community Roundtable this month, where 2 UC Master Gardeners were on-hand to answer questions brought by local green thumbs and beginning gardeners. The Q&A style session revolved around soil health, container gardening, water capture and seasonal plants. December will be a break for this regular program series.

- As part of the events that took place in our community during **Clean Air Week**, Levi Brewster, hosted a Friday afternoon outdoor talk on the topic of regenerative gardening.
- **LA Compost** hosted their annual *Gratitude Party* in October at the beautiful Audubon Center at Debs Park! This year's theme was *Honoring the Human Network* and ALD was invited to attend and be celebrated alongside numerous individuals, community groups and organizations that support LA Compost's important work with community composting. As part of their diverse network of partners, ALD is one of many hubs in LA County that makes space available at the Bob Lucas branch, where our community has access to a compost system, finished compost, and volunteer opportunities. The event had an array of offerings, ranging from a live DJ, an artist doing live painting, free compost giveaway, an automatic compost sifting demonstration, a sustainable raffle, and family-friendly activities! SO much! It was a wonderful Friday evening spent with familiar faces and new ones who are all engaged in efforts advancing our communities through community building and environmental education and programming.



- Adult Literacy Services continue to make progress--our literacy pairs logged in 47 hours of tutoring and ESL 20 hours of instruction for the month. In addition to the regular programming, staff gathered information and prepared the CLLS 2021-22 Final Literacy Report. Over the last reporting period, 18 learners and 14 tutors chalked up 864 hours of Adult Literacy tutoring. As for ESL, 15 learners received 284 hours of group instruction.
- On a final note, concerning personnel, our Adult Services Librarian, Margaret Hatanaka, had announced that she accepted a promotional opportunity with another library system. Her last day with ALD was November 10th. We had cake and coffee with her on her last day to celebrate her new position. With her departure, we will put out a job bulletin to fill the vacancy for a Branch Librarian at Bob Lucas.





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

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: November 28, 2022
LOCATION: Hybrid Meeting

Facilities Highlights for the Month of October:

- Semi Annual Preventative Maintenance service was done on our HVAC systems at both libraries
- The main irrigation water line was repaired of a major leak on the east side of the Main Library
- Facilities gave a tour of the Main Library's Garden area for the Clean Air Day event that took place on October 8th
- The facilities team assisted with the pop-up book sale for the Friends of the Altadena Library that took place on October 15th. It was moved inside to the community room due the weather
- The facilities team assisted with the repair café event that took place on October 29th
- Upgraded the sliding door at Main Library in preparation for the Open Plus system that will be installed before the end of the year
- Continued General maintenance of both libraries





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

DEPARTMENT: IT & Technical Services

MEETING DATE: November 28, 2022

PREPARED BY: David Zearbaugh

LOCATION: Hybrid Meeting

- **October - Quarterly Updates**
 - Passwords for all systems where staff login were updated.
 - Network infrastructure firmware updates were applied.
 - All onsite servers received updates and critical security patches.
 - Public Computers received operating system updates.
- **Library Materials Vending Machine RFP** – The RFP was posted following the approval from the Board of Trustees. We look forward to receiving and reviewing bids which are due at the end of November.
- **Open+ Update** – The sliding doors on the East side of the building have been retrofitted with locking mechanisms in preparation for Open+ controller installation. The next steps will be the pre-configuration setup and testing of the Open+ controller with the entry panel, network testing, and the procurement of cameras for monitoring the interior of the library during non-staffed hours.
- **California Public Library Survey** – The Public Library Survey is an annual survey from the State Library to provide a vast array of statistics about the library, its resources, and the use of its resources. The IT & TS Manager worked with the District Director to create a master document with information on how data was retrieved. While statistics files were created and managed in the past, it wasn't always clear how data was gathered or retrieved. This master document will contain clear instructions and information to help inform the gathering of data for future fiscal years.
- **Quarterly Selectors Meeting** – Library staff who select materials convened in October to discuss various topics such as the current budget, spending progress, and budget tracking. As one quarter of the fiscal year has come, the spending reflected almost exactly 25% of the allocated budget. The new Budget Tracking Sheet has helped with providing feedback on how much should be spent monthly to meet the annual budget allocation. Many of the reports discussed in the previous month's updates along with additional refinements to existing reports have provided opportunities to see what items should be replaced. Some additional changes were made to workflows in order to expedite the purchase of materials requested by patrons. The next Quarterly Selectors Meeting is scheduled for early January.

- **Invoice Issues** – The Technical Services Team, and more specifically the Acquisitions Library Technician, identified issues with our library system uploading invoices files and the data within from Baker and Taylor. The automatic import of these files into Koha saves data entry time and without this function has significantly impacted workflows. While this has caused small delays in payment and delivery of materials to the end users, the Technical Services Team has worked together as a team to help lighten the workload as much as possible. The TS Team has done an excellent job in their work as it appears to most staff and patrons that work in TS business as usual. As of writing and submitting this report (in November), we have automatically imported invoices successfully and plan to import the remainder of the missing invoices through the now-working automated process.
- **Koha System Cleanup** – Thanks to new reporting tools, the Technical Services Team has embarked on the review and cleanup of varying database errors like mismatched collections and empty or duplicate records. The TS Team estimates that they've already completed approximately 25% of the entire cleanup. As the reports are reviewed and updated the cleanup will begin to retrieve fewer results over time. The goal is completely to eliminate all database errors and catch and correct any future errors immediately after they occur.
- **Internet Librarian** – The IT and TS Manager went to the Internet Librarian Conference and visited a total of 12 sessions over the 3-day conference. There were many interesting topics that provided insight and follow-up in our systems. Some of the highlights from the sessions attended were cybersecurity best practices, chat best practices and potential use of AI chatbots, virtual meetings and streaming software, and technology and library system trends. In addition to the sessions visited, the IT and TS Manager retrieved all available presentation slides (37 total) and posted them so that staff may review slides and perhaps bring some inspiration to current programming or services. We have already begun to review some of these sessions and incorporate ideas into standard practices.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM V.B. REPORT FOR NOVEMBER 2022**

REPORT: Agenda Item V.B.

MEETING DATE: November 28, 2022

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: Tina Calderon Staff Presentation

BACKGROUND:

In order to provide a richer understanding of the purpose for the District Land Acknowledgement, the District invited Tina Orduno Calderon to present to staff at the July 27, 2022 All-Staff Meeting. Tina Orduno Calderon is a Culture Bearer of Gabrielino Tongva, Chumash and Yoeme descent, and has spoken to community and various government entities, sharing the rich history and culture of the original inhabitants of the San Gabriel Valley, including the land where the library now stands. The presentation was followed by a Question and Answer forum, where staff had the opportunity to inquire how they can incorporate the Land Acknowledgement in a more purposeful way, as well as design programming that enriches community understanding of the Gabrielino Tongva people's history and present day existence.

Included is an abbreviation of the presentation given to staff.

The First Peoples Of Tovaangar



The Gabrielino were semi-nomadic peoples who resided in small villages located around the San Fernando Valley, the Los Angeles Basin as well as some parts of Orange County, parts of San Bernardino County and Riverside County.

These communities were comprised of many family units living in small villages. Each village had a Tomier (chief). The various villages would interact, gather for ceremony and intermarry.

Originally, we identified ourselves by our Village name.

Example: Xaxaamovet = a person from Xaxaamonga

Today most taraaxatom (peoples) prefer the tribal name Gabrielino Tongva. They were not called Gabrielinos until the Spanish Missionaries forced them to be baptized and live at the Mission.

Our people were hunter-gatherers that knew how to tend to their lands and live harmoniously with nature. Our language is Uto-Aztecan, of the Takic branch which is now referred to as Tongva.

The women made beautiful baskets made of plant materials such as sumac, juncus, tule and deergrass. Today we are working to revitalize this craft.

Before the rivers were dammed up and rerouted by the European settlers, the original peoples placed their villages near clean water sources and were often surrounded by woodlands which included oak trees, black walnut, pine, cedar, elderberry as well as wild cherry and berry bushes. Other plants that were useful as food was buckwheat, chia, and toyon. Plants that had multiple uses were sages, yucca, willow, cattail, wild rose and (laurel) bay leaves.

Some animals that helped sustain the people were rabbits, deer, elk & fish.

Acorns were a main staple. Acorns would be roasted, ground into a powder using a mortars & pestles, leached, dried well and stored in large grainery baskets lined with bay leaves to deter insects. The acorn powder would be made into a breakfast mush called wiiy or it could be made into a flatbread.

The Tongva people make beautiful jewelry out of shells, soapstone, quartz, and serpentine jade.

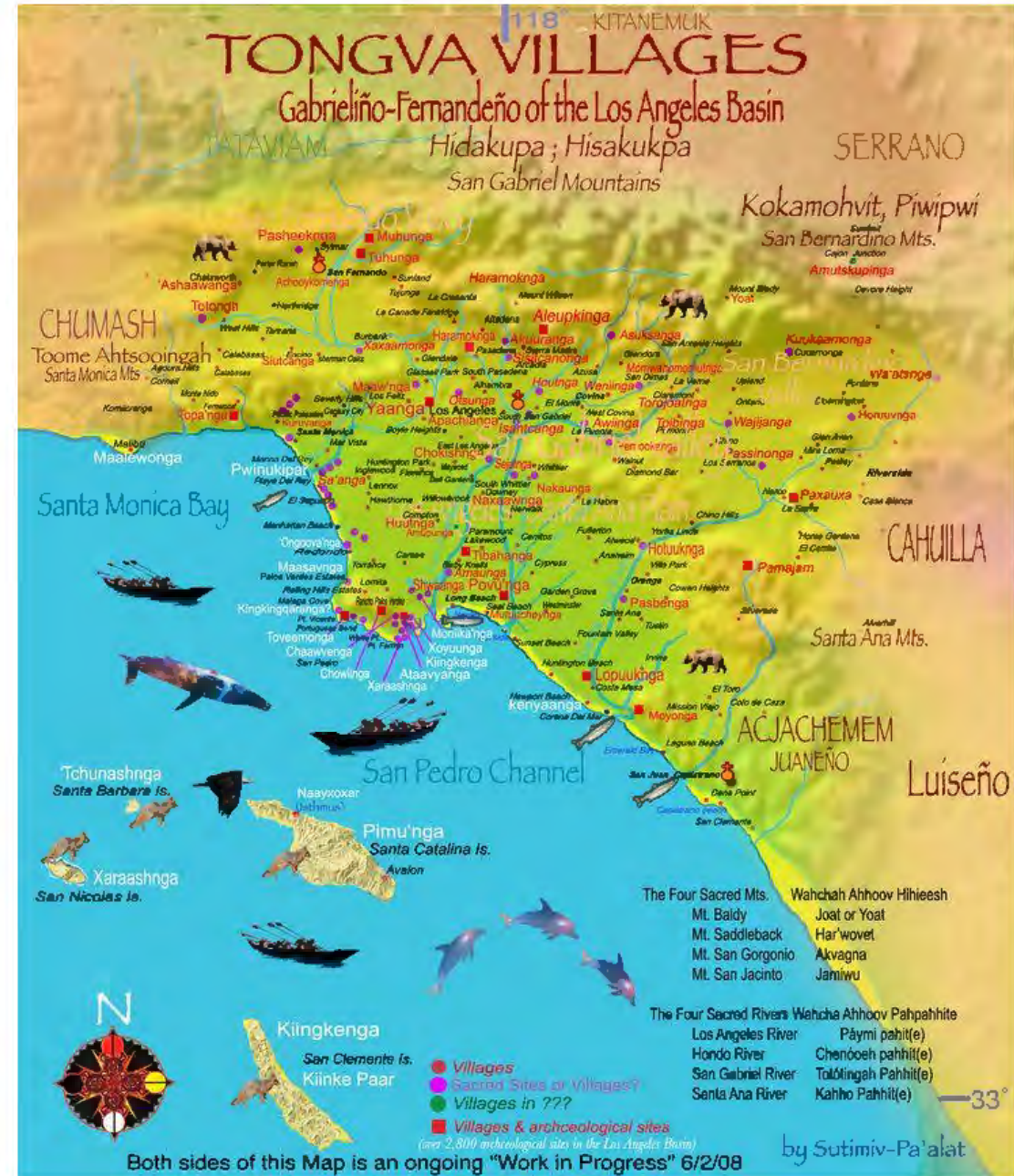
We are a peaceful people who live by the laws of our creator which includes respecting all of creation and practicing reciprocal methods of harvesting and hunting.

Facing history truthfully and stopping the erasure

Since the United States of America was formed as a country, the government wrangled with what they termed “the Indian problem.”

Tribes were forcibly removed from their traditional lands and children were often sent away to boarding schools. The slogan “Kill the Indian, and save the man” was freely proclaimed.

In California, the state’s first governor, Peter Hardeman Burnett called for the extermination of natives and proclaimed “That a war of extermination will continue to be waged between the races until the Indian race becomes extinct, must be expected.”



We are still here.



In traditional regalia or regular every day clothing, sharing culture or attending meetings and pursuing our careers.

We are who we are; the original caretakers of these lands.

We continue to speak up for our earth mother, the waters, minerals, plants & animal relatives as well as the environment





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

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

TRUSTEE REPORT

November 2022

SUBMITTED BY: Bridget Brewster, *President*

The Foundation has been very busy and has accomplished a great deal since the last Trustee Meeting but putting it on paper doesn't look as impressive as it feels to us.

The Executive Team interviewed 7 candidates for Foundation Manager and offered the position to Eloise Crawford, who accepted and began working 3 days later! Eloise lives in Pasadena and is semi-retired with years of experience consulting and managing non-profits. She will bring expertise in database management, budgeting and a working knowledge of non-profit culture.

At our annual Planning Retreat, we made tremendous strides:

- We have our first Strategic Plan (in editing process), which will guide us through 2025
- We compiled a list of the various skills our Directors bring to our work together
- We reviewed and enhanced committee roles and assigned new Chairpersons
- We voted to meet quarterly with committees meeting bi-monthly
- We will complete our Operational Plan in the next few weeks
- We elected officers (drum roll, please):
 - President, Anita Lawler*
 - Vice President, Ann Donahue*
 - Secretary, Renee Hines*
 - Treasurer, Claudie Kit-Bustamante*

We are very grateful to Jericho Road for providing us with an amazing consultant to facilitate our retreat. Heather Tunis, effectively guided us through important conversations and helped us clarify direction, priorities in line with our mission.

We end our year with renewed energy for the work ahead as we eagerly anticipate working with new leadership.



**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT for NOVEMBER 2022**

DEPARTMENT: Administration

MEETING DATE: November 28, 2022

PREPARED BY: Nikki Winslow

LOCATION: Main Library and Zoom

Staffing Updates:

- a) Hires/Promotions: Yvonne Green – Staff Accountant – November 2, 2022
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Retirements/Terminations: Margaret Hatanaka – Branch Librarian – November 11, 2022

I am so pleased to announce that we have hired **Yvonne Green** as our part-time Staff Accountant. She officially moved from her temporary status to a permanent ALD employee on November 2, 2022. She has worked as both a consultant and temporary employee for ALD twice in the last year to work onsite to do accounts receivable, bookkeeping, payroll and other accounting functions as we have been working to outsource much of the accounting and finance work for the District these past six months. Yvonne has been a fantastic addition to the ALD team and we are SO happy to have her as a permanent employee!



We also got the bittersweet news that our Branch Librarian (hired as our Adult Services Librarian) **Margaret Hatanaka** has accepted a promotional position with the Placentia Library District, another one of the library special districts in Southern California. She will be a Supervising Librarian for their system, with oversight of their Adult Services and Teen Services staff. Margaret was with us for just over two years and her contagious laughter and positive energy will be missed! She played an integral role in the completion of a widescale weeding project of the AS collection, served in a managing capacity for AS services by coordinating the daily desk schedule and supervising the library clerks. At the Bob Lucas branch, she enthusiastically took over the popular Adult Craft program, maintaining its momentum and attracting new patrons. We wish Margaret the best in her new position and future opportunities!

Hiring Update

We held first round interviews with an external panel for our vacant Youth & Family Services position in the beginning of November. We decided to repost the position to expand the candidate pool and are hopeful we can conduct interviews for this important Management Team position in the next month or two.

We have also posted the vacant Branch Librarian position on November 15. We hope to do the first review of applications in late November or early December. Both of these job bulletins can be found on our website at www.atladenalibrary.org/employment. Please spread the word to interested library professionals!

Community Facilities District (CFD) Committee Update

When the CFD Committee met on September 14, 2022, they had a discussion about the two-year term of the three Citizen Committee members expiring at the end of 2022 and what they thought the composition of the committee should look like moving forward, especially since the hiring of the bond issuance team and sale of the bonds has been completed and there is not as much work the committee will be doing as they have these past two years.

The Committee agreed that they didn't see a need for three community members to serve but suggested that we partner with the Altadena Town Council (ATC) to have a liaison to the committee appointed to attend the meetings, participate in committee business, and report back to the ATC. I spoke to the ATC Chair Veronica Jones and Vice-Chair Victoria Knapp and they agreed to bring this proposal to their Executive Committee. Their Executive Committee agreed to appoint a liaison and I was notified that Doug Colliflower has been the appointed ATC member to serve as liaison to the CFD Committee for the next year. We will have a final CFD Committee meeting on December 14, 2022, where we will thank the three Citizen members, Kim Kenne, Amy Lyford and Jim Vitale, as well as have Doug attend to welcome him to the group.

Board of Trustees New Appointment!

I am very please to announce that we had NINE community members and library lovers apply for the vacant Board of Trustees seat, which will be a two-year term. Board President Rushmore Cervantes did not file for his unexpired seat so the Board had to go through the appointment process to have a new Trustee in place for the December 29, 2022 Regular meeting. The Special Meeting to appoint this Trustee was held on November 14, 2022 at 7pm. Eight of the nine candidates attended the meeting on Zoom, where they were given two minutes to do a brief introduction and then answer three questions that were shared with them ahead of the meeting.

Once all eight of them had finished presenting, the Board had a discussion about their top few candidates and then passed a motion to nominate Boon Lim to fill the seat. This was seconded and then passed by the Board with a 3-2 majority vote. Congratulations to Boon Lim on this appointment! It was a really tough decision because there were so many very qualified applicants. I plan to meet with our new Trustee in the next few weeks to do an overview of the work, and also hope to connect the other candidates with our two support groups, as they can always use more enthusiastic volunteers!

Partnerships & Programming Update:

Newly Renamed Mary W. Jackson STEM Dual Language Magnet Academy

For the past six months I have been serving on a committee that has been working on renaming Andrew Jackson STEM Dual Language Magnet Academy here in Altadena.

In 2020, 5,334 members of our school community signed a petition on change.org to declare that the name "Andrew Jackson" should be changed. After receiving comprehensive feedback from parents, teachers, staff, students, and other stakeholders in the Pasadena/Altadena community, the four following names have been selected as option to replace Andrew Jackson.

- A) Mary W. Jackson
- B) Dolores C. Huerta
- C) Ellen Ochoa
- D) Shaxaanga

Mary W. Jackson has emerged as a clear front runner with 45.8% of the vote. Shaxaanga came in second with 25.3% of the vote, then Dolores Huerta in third place at 14.9% and Ellen Ochoa

rounding out the total with 14.1%. There were 249 total online votes. It was an honor to be part of this renaming effort!

Big thanks to Ashley for attending the renaming ceremony for Mary W. Jackson Elementary school on Friday, November 18th, where they unveiled the new name of the school, pending Board approval. Since this is a STEM school, Mary W. Jackson was befitting for the renaming, since she was quite the pioneer of mathematics and engineering (have you seen the movie Hidden Figures?!). Other buildings on the campus were also renamed to reflect Altadena. Here is a photo of her and ATC Vice-Chair Victoria Knapp.



Night Market at Mariposa Junction is back!

The Altadena Library District was excited to have the Curiosity Connection back at the Night Market at Mariposa Junction on Saturday, November 5th. Thank you to Mikayla Arevalo and Vicky Escobar for staffing the van and providing a very fun fall-themed craft for attendees to create! The tote bags with silkscreened multi-colored leaves were a big hit and a reusable craft to collect library materials! My husband and I had a good time walking around as well and even bought a few Christmas gifts from some local and talented vendors.





That's a Wrap on Second Saturday for 2022!

Thank you so much to the team of staff that selected the bands for 2022 and then successfully hosted six concerts this year! Mikayla Arevalo played a lead role again this year and had a many, many happy patrons attend these concerts, held both inside and outside the Main Library. This month The Alan Wasserman Jazz Band performed inside the library on November 12th with over 120 attendees! Here are a few photos from a very entertaining night!



Pasadena Community Foundation Local Heroes Celebration Breakfast

I was honored to attend the Pasadena Community Foundation Local Heroes Celebration Breakfast as Altadena Library Foundation (ALF) President Bridget Brewster's guest on November 10, 2022. We were there to be recognized as a grant recipient in the Building Community category for the \$20,000 award we received to reimagine our innovative FabLab space.

Big thanks to Bridget and former ALF Manager Chloé Cavelier for getting the grant application filled out and turned in with a very quick turnaround!



Annual CALPELRA Conference

I attended the Annual California Public Employers Labor Relations Association (CALPELRA) Conference again this year. It was held at the Monterey Conference Center in Monterey, CA from November 15-18. I attended several great programs, including:

- Keynote Felipe Gomez: Becoming a Virtuoso
- The New Normal? Hybrid and Remote Workforce Issues
- Let's Develop Your Recruitment Marketing Strategy for Post-COVID Workplace
- Legal Strategies 2022: Counting Down the Year's Top Hits
- Mental Health Accommodations: Real Life Strategies For Helping Employees Succeed and Avoiding Litigation
- Recruiting and Retaining Talent: Tips and Techniques For Competing With Private Sector Talent

I was also asked to present on a panel this year so also participated in a session called, **“You Have the Moves Like Jagger, But Do you Have the Moves to Handle the Power of the JEDI (Justice, Equity, Diversity and Inclusion)?”** My co-panelists were from the City of Los Angeles, City of South Pasadena, Management Resources Group and the law firm of Burke, Williams & Sorensen. We had the most beautiful view from the room we presented in – please see a photo of the panel below and the view!



Statistical Update
FY21-22 and FY22-23 Comparison – Page 1 of 2

System-Wide Statistics	Jul-21	Jul-22	Aug-21	Aug-22	Sep-21	Sep-22	Oct-21	Oct-22	Nov-20	Nov-21	Dec-20	Dec-21
E-Resource Checkouts	5,232	4,254	5,104	3,941	5,596	3,748	5,291	3,521	5,058	5,053	3,635	5,356
Reference Sessions	249	575	422	2,182	310	1,421	410		231	424	114	279
Live Chat Sessions	21	10	15	20	29	14	26	18	35	26	23	19
No. of Curiosity Connection Programs/Outreach	6	13	2	5	1	3	3	6		6		3
Curiosity Connection Program Attendance	281	620	110	260	50	12	210	246		106		150
Main Library Statistics												
Physical Collections Checkouts	13,427	17,193	13,069	17,780	13,394	16,910	13,133	16,458	5,543	14,012	1,234	10,129
Library of Things	22	45	53	44	55	71	72	66	40	50	22	15
New Patrons	183	311	153	378	160	283	181	276	48	187	44	119
Visitor Count	4,663	7,287	4,616	8,096	4,758	8,145	5,138	8,202	683	4,879		4,291
No. of Adult Programs/Outreach	2	14	1	19	2	16	4	25		5		7
Adult Program Attendance	61	334	9	693	19	200	193	572		75		160
Number of Youth Programs/Outreach	16	27	0	2	10	19	15	28		12		0
Youth Program Attendance	211	1,133	0	137	164	325	356	778		293		0
Number of Teen Programs/Outreach	7	12	2	0	5	8	8	7		4		3
Teen Program Attendance	42	92	17	0	103	36	51	84		36		57
Bob Lucas Statistics												
Physical Collection Checkout	862	797	707	731	679	612	697	744	786	766	101	713
Library of Things	6	1	13	2	13	13	13	16	6	14	4	5
New Patrons	22	15	9	15	3	21	13	19	0	17	0	4
Visitor Count	471	1,949	457	2,137	469	1,871	314	2,183	122	312		293
No. of Bob Lucas Programs/Outreach	23	18	21	19	25	20	9	16		16		0
Bob Lucas Program Attendance	104	152	88	103	104	150	516	96		104		0
Passport Services												
Passports Processed	161	131	161	131	128	118	104	133	60	83		78
Passport Photo Sessions	0	0	0	8	0	16	0	46	0	0		0
Phone Calls Received	655	531	564	591	386	548	371	425	150	425		431

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

System-Wide Statistics	Jan-21	Jan-22	Feb-21	Feb-22	Mar-21	Mar-22	Apr-21	Apr-22	May-21	May-22	Jun-21	Jun-22
E-Resource Checkouts	4,852	5,577	4,959	5,433	4,657	3,421	4,589	4,360	4,373	4,819	5,691	4,870
Reference Sessions	128	117	128	303	133	451	163	443	244	669	311	703
Live Chat Sessions	14	53	14	28	38	28	29	17	17	14	21	12
No. of Curiosity Connection Programs/Outreach				4		9		12		3		9
Curiosity Connection Program Attendance				239		334		584		237		192
Main Library Statistics												
Physical Collections Checkouts	1	9,873	1	11,141	4,891	15,734	5,348	15,104	6,173	15,136	12,040	15,851
Library of Things	0	22	0	33	40	25	88	21	78	15	64	17
New Patrons	47	89	62	178	68	208	98	222	120	231	211	280
Visitor Count		2,168		4,703		6,066	1,200	6,409	1,200	7,413	4,115	7,927
No. of Adult Programs/Outreach				21		10		11		12		10
Adult Program Attendance				82		294		480		612		673
Number of Youth Programs/Outreach				11		18		15		2		29
Youth Program Attendance				314		635		697		67		595
Number of Teen Programs/Outreach				19		6		8		10		11
Teen Program Attendance				31		118		22		39		50
Bob Lucas Statistics												
Physical Collection Checkout	101	340	1	679	207	714	676	665	1,002	698	1,062	774
Library of Things	0	2	0	10	1	2	24	2	26	2	19	2
New Patrons	0	7	0	6	0	14	7	15	13	29	20	4
Visitor Count		94		400		492	348	2,064	303	1,998	441	2,177
No. of Bob Lucas Programs/Outreach				25		27		26		21		22
Bob Lucas Program Attendance				107		210		133		173		132
Passport Services												
Passports Processed		94		122	116	183	115	146	105	165	121	129
Passport Photo Sessions		0		0	0	0	0	0	0	0	0	0
Phone Calls Received		498		521	609	1033	917	1220	945	912	823	750



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

DEPARTMENT: Administration

MEETING DATE: November 28, 2022

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: Summary Report of Financial Statements for October 2022

OCTOBER 2022 FINANCIAL STATEMENTS

The following financial reports are for the month of October 2022. The financial statements are unaudited. Currently we are at 33% of our budget year.

As indicated on the Revenue & Expense report, actual year-to-date expenditures are \$1,447,491, with year-to-date revenues at \$41,476, reflecting a net loss of -\$1,406,015. The District receives the first installment of property tax revenue in December, which will then generate a positive net income. Cash and investments are \$25,094,704 – this is due to the bond proceeds. Note these funds are considered restricted cash, liquid funds are \$2,975,092.

Total cash with the County is \$2,534,923. The total amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$2,045,350.

Total assets are \$27,548,194.

REVENUE HIGHLIGHTS

None.

EXPENDITURE HIGHLIGHTS

See Variance Report for details on expenditures.

DONATIONS & GRANT FUND HIGHLIGHTS

None.

CAPITAL FUND HIGHLIGHTS

None.

Revenue & Expense (Unaudited)

General Fund

For the Period Ended October 31, 2022

	A	B	C	D = B/C
	October 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 33%
1 REVENUE				
2 Property Taxes & Assessments	\$ (10,703)	\$ 10,532	\$ 3,955,000	0%
3 Fines & Fees	4,384	18,914	52,500	36%
4 Interest Income	3,596	2,136	5,100	42%
5 Other Revenue	675	9,895	59,000	17%
6 TOTAL REVENUE	(2,048)	41,476	4,071,600	1%
7 EXPENSES				
8 Salaries & Benefits				
9 Wages				
10 Salaried	82,979	364,303	1,282,900	28%
11 Hourly	61,051	266,973	893,300	30%
12 Total Wages	144,029	631,275	2,176,200	29%
13 Benefits, Retirement & Taxes				
14 Health Insurance - Employee	13,274	54,318	154,000	35%
15 Health Insurance - Retiree	5,524	22,594	66,700	34%
16 Other Medical Insurance	1,404	6,608	22,000	30%
17 Workers' Compensation	-	19,984	45,400	44%
18 CalPERS Retirement (Normal Costs)	8,924	41,272	153,400	27%
19 CalPERS UAL Minimum Payment	-	226,006	226,000	100%
20 Payroll Taxes (District-Paid)	11,206	47,414	172,900	27%
21 Total Benefits, Retirement & Taxes	40,332	418,196	840,400	50%
22 Total Salaries & Benefits	184,361	1,049,472	3,016,600	35%
23 Operating Expenses				
24 Insurance (Liability, Earthquake)	-	127,771	98,500	130%
25 Utilities	6,664	28,746	68,000	42%
26 County Tax Collection Fees	-	-	42,400	0%
27 Other Operating	11,509	27,312	53,700	51%
28 Facilities, Grounds & Maintenance	15,410	46,672	110,000	42%
29 Structures & Improvements	-	-	10,000	0%
30 Vehicles & Equipment Maintenance	238	891	20,000	4%
31 Staff Development, Training & Travel	1,468	6,971	20,500	34%
32 Advertising & Marketing	635	2,373	9,500	25%
33 Website Development	-	-	100	0%
34 Miscellaneous Expenses	89	1,397	2,600	54%
35 Trustee Election	-	-	75,000	0%
36 Total Operating Expenses	36,012	240,737	510,300	47%
37 Professional Services				
38 Audit & Financial Consulting	20,972	42,920	60,000	72%
39 Legal Fees	-	2,226	15,000	15%
40 Consultants - Other	5,876	13,031	45,000	29%
41 Total Professional Services	26,848	58,176	120,000	48%
42 Information Technology (IT)				
43 Internet Service / E-Rate	-	-	58,000	0%
44 Technology Equipment	55	5,417	20,000	27%



Revenue & Expense (Unaudited)

General Fund

For the Period Ended October 31, 2022

	A	B	C	D = B/C
	October 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 33%
45 Technology Maintenance Fees	3,476	8,878	33,000	27%
46 Technology Consulting	-	300	1,800	17%
47 Telecommunications	1,594	4,755	8,500	56%
48 Total Information Technology (IT)	5,125	19,350	121,300	16%
49 Library Materials				
50 Books	1,051	30,434	139,300	22%
51 Downloadables	1,771	13,760	69,300	20%
52 DVDs & Videogames	137	4,724	12,600	37%
53 Electronic Databases / Subscriptions	923	10,767	29,000	37%
54 Periodicals	45	45	12,000	0%
55 Audio CD	11	2,433	9,100	27%
56 Purchase Suggestions	126	1,870	11,200	17%
57 Library of Things	942	1,138	6,000	19%
58 Total Library Materials	5,005	65,170	288,500	23%
59 Programs				
60 Adult Services	941	6,042	12,000	50%
61 Youth Services	860	1,187	10,000	12%
62 Teen Services	147	1,603	5,500	29%
63 Bob Lucas Branch Services	195	2,297	5,500	42%
64 Volunteer Services	-	-	200	0%
65 All Ages	72	422	-	0%
66 Poets Laureate	600	1,400	-	0%
67 Total Programs	2,815	13,191	34,000	39%
68 TOTAL EXPENSES	260,167	1,447,491	4,090,700	35%
69 NET REVENUE / (EXPENSES)	(262,215)	(1,406,015)	(19,100)	
70 Use Of / (Addition To) Reserves / Fund Balance	262,215	1,406,015	19,100	
71 NET BALANCE	\$ -	\$ -	\$ -	

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

Revenue & Expense (Unaudited)

Donations & Grants Fund

For the Period Ended October 31, 2022

	A	B	C	D	E	F = Total/E
	Altadena Library Foundation	Friends of Altadena Library	Emergency Connectivity Fund	CA Library Grants *	FY 2022/23 Adopted Budget	YTD Target 33%
1 REVENUE						
2 Donations & Grants						
3 Altadena Library Foundation	\$ 15,000	\$ -	\$ -	\$ -	\$ 35,000	43%
4 Friends of the Library	-	28,000	-	-	22,000	127%
5 CA Library Literacy Services	-	-	-	34,982	24,400	143%
6 Emergency Connectivity Fund	-	-	-	-	8,000	0%
7 CA Library Expanding our Footprint	-	-	-	250,000	200,000	125%
8 Total Donations & Grants	15,000	28,000	-	284,982	289,400	113%
9 TOTAL REVENUE	15,000	28,000	-	284,982	289,400	113%
10 EXPENSES						
11 Wages						
12 Salaried	-	-	-	6,280	20,400	31%
13 Total Wages	-	-	-	6,280	20,400	31%
14 Operating Expenses						
15 Staff Recognition	1,546	-	-	-	4,500	34%
16 Staff Development, Training & Travel	250	363	-	-	-	0%
17 Equipment, Furniture & Fixtures	-	-	-	-	162,500	0%
18 Facilities, Grounds & Maintenance	-	-	-	-	15,000	0%
19 Total Operating Expenses	1,797	363	-	-	182,000	1%
20 Programs						
21 Adult Services	190	3,207	-	-	18,000	19%
22 Vehicles & Equipment Maintenance	464	-	-	-	10,000	5%
23 Summer Reading	-	1,007	-	-	13,000	8%
24 Youth Services	-	-	-	-	1,000	0%
25 Teen Services	-	-	-	-	500	0%
26 Bob Lucas Branch Services	-	-	-	-	500	0%
27 Literacy Services	-	-	-	316	4,500	7%
28 Volunteer Services	-	-	-	240	-	0%
29 All Ages	-	-	-	-	6,000	0%
30 Total Programs	653	4,213	-	556	53,500	10%
31 Library Materials						
32 Mobile Library Collection	-	-	-	-	3,000	0%
33 Total Library Materials	-	-	-	-	3,000	0%
34 Information Technology (IT)						
35 Internet Service / E-Rate	-	-	-	-	2,500	0%
36 Technology Equipment	-	-	-	2,162	6,000	0%
37 Technology Maintenance Fees	-	-	-	-	2,000	0%
38 Website Development	-	-	-	6,287	20,000	0%
39 Total Information Technology (IT)	-	-	-	2,162	10,500	0%
40 TOTAL EXPENSES	2,450	4,576	-	15,285	289,400	5%
41 NET REVENUE / (EXPENSES)	\$ 12,550	\$ 23,424	\$ -	\$ 269,697	\$ -	

Revenue & Expense (Unaudited)

Combined

For the Period Ended October 31, 2022

	A	B	D	D = B/C
	YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 33%
1 REVENUE				
2 Property Taxes & Assessments	\$ 10,532	\$ -	\$ 3,955,000	0%
3 Fines & Fees	18,914	-	52,500	36%
4 Interest Income	2,136	-	5,100	42%
5 Other Revenue	9,895	-	59,000	17%
6 Donations & Grants	-	327,982	289,400	113%
7 TOTAL REVENUE	41,476	327,982	4,361,000	8%
8 EXPENSES				
9 Salaries & Benefits				
10 Wages				
11 Salaried	364,303	6,280	1,303,300	28%
12 Hourly	266,973	-	893,300	30%
13 Total Wages	631,275	6,280	2,196,600	29%
14 Benefits, Retirement & Taxes				
15 Health Insurance - Employee	54,318	-	154,000	35%
16 Health Insurance - Retiree	22,594	-	66,700	34%
17 Other Medical Insurance	6,608	-	22,000	30%
18 Workers' Compensation	19,984	-	45,400	44%
19 CalPERS Retirement (Normal Costs)	41,272	-	153,400	27%
20 CalPERS UAL Minimum Payment	226,006	-	226,000	100%
21 Payroll Taxes (District-Paid)	47,414	-	172,900	27%
22 Total Benefits, Retirement & Taxes	418,196	-	840,400	50%
23 Total Salaries & Benefits	1,049,472	6,280	3,037,000	35%
24 Operating Expenses				
25 Insurance (Liability, Earthquake)	127,771	-	98,500	130%
26 Utilities	28,746	-	68,000	42%
27 County Tax Collection Fees	-	-	42,400	0%
28 Other Operating	27,312	-	53,700	51%
29 Facilities, Grounds & Maintenance	46,672	-	125,000	37%
30 Structures & Improvements	-	-	10,000	0%
31 Vehicles & Equipment Maintenance	891	464	30,000	5%
32 Staff Development, Training & Travel	6,971	613	20,500	37%
33 Staff Recognition	-	1,546	4,500	34%
34 Equipment, Furniture & Fixtures	-	-	162,500	0%
35 Advertising & Marketing	2,373	-	9,500	25%
36 Miscellaneous Expenses	1,397	-	2,600	54%
37 Trustee Election	-	-	75,000	0%
38 Total Operating Expenses	242,133	2,623	702,200	35%
39 Professional Services				
40 Audit & Financial Consulting	42,920	-	60,000	72%
41 Legal Fees	2,226	-	15,000	15%
42 Consultants - Other	13,031	-	45,000	29%
43 Total Professional Services	58,176	-	120,000	48%
44 Information Technology (IT)				
45 Internet Service / E-Rate	-	-	60,500	0%

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

Revenue & Expense (Unaudited)

Combined

For the Period Ended October 31, 2022

	A	B	D	D = B/C
	YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 33%
46 Technology Equipment	5,417	2,162	26,000	29%
47 Technology Maintenance Fees	8,878	-	35,000	25%
48 Technology Consulting	300	-	1,800	17%
49 Telecommunications	4,755	-	8,500	56%
50 Website Development	-	6,287	20,100	31%
51 Total Information Technology (IT)	19,350	2,162	151,900	14%
52 Library Materials				
53 Books	30,434	-	139,300	22%
54 Downloadables	13,760	-	69,300	20%
55 DVDs & Videogames	4,724	-	12,600	37%
56 Electronic Databases / Subscriptions	10,767	-	29,000	37%
57 Periodicals	45	-	12,000	0%
58 Audio CD	2,433	-	9,100	27%
59 Purchase Suggestions	1,870	-	11,200	17%
60 Library of Things	1,138	-	6,000	19%
61 Total Library Materials	65,170	-	291,500	22%
62 Programs				
63 Adult Services	6,042	3,396	30,000	31%
64 Summer Reading	-	1,007	13,000	8%
65 Youth Services	1,187	-	11,000	11%
66 Teen Services	1,603	-	6,000	27%
67 Bob Lucas Branch Services	2,297	-	6,000	38%
68 Literacy Services	240	316	5,300	10%
69 Volunteer Services	-	240	200	120%
70 All Ages	422	-	6,000	7%
71 Poets Laureate	1,400	-	-	100%
72 Total Programs	13,191	4,959	77,500	23%
73 TOTAL EXPENSES	1,447,491	22,310	4,380,100	34%
74 NET REVENUE / (EXPENSES)	(1,406,015)	305,672	(19,100)	
75 Use Of / (Addition To) Fund Balance	1,406,015	(305,672)	19,100	
76 NET BALANCE	\$ -	\$ -	\$ -	

Revenue & Expense (Unaudited)

Capital Fund

For the Period Ended October 31, 2022

	A	B	C	D = B/C
	October 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 33%
1 REVENUE				
2 Interest Income	\$ 13,220	\$ 57,708	\$ 110,000	52%
3 Unrealized Gain/Loss	(18,742)	(184,397)	-	0%
4 TOTAL REVENUE	(5,521)	(126,689)	110,000	
5 EXPENSES				
6 CFD Bond				
7 CFD Administration	-	11,174	-	0%
8 CFD Project Management	4,403	5,603	199,000	3%
9 Contingencies	-	-	146,400	0%
10 Total CFD Bond	4,403	16,777	345,400	5%
11 Capital Project Expenses				
12 Bob Lucas Memorial Library	2,873	39,852	2,500,000	2%
13 Main Library	1,149	15,941	1,000,000	0%
14 Total Capital Project Expenses	4,023	55,792	3,500,000	2%
15 TOTAL EXPENSES	8,425	72,569	3,845,400	2%
16 NET REVENUE / (EXPENSES)	(13,946)	\$ (199,258)	\$ (3,735,400)	5%
17 Use Of Bond Proceeds	13,946	199,258	3,735,400	
18 NET BALANCE	\$ -	\$ -	\$ -	

Balance Sheet (Unaudited)

District Total
As of October 31, 2022

1	ASSETS		
2	Cash & Investments		
3	Cash - LA County	\$ 2,534,923	
4	Checking	422,810	
5	Special Tax Bonds	22,119,612	
6	Money Market	15,776	
7	Paypal	984	
8	Cash on Hand	600	
9	Total Cash & Investments	25,094,704	
10	Other Current Assets		
11	Prepaid Items & Deposits	27,654	
12	Prepaid BAM Insurance & Surety	141,180	
13	Property Tax & Assessments Receivable	18,352	
14	Miscellaneous Receivable	47,044	
15	Total Other Current Assets	234,230	
16	Long-Term Assets		
17	Fixed Assets (Net of Depreciation)	1,431,945	
18	Deferred Outflows of Resources	787,315	
19	Total Long-Term Assets	2,219,260	
20	TOTAL ASSETS	27,548,194	
21	LIABILITIES		
22	Current Liabilities		
23	Accounts Payable	19,492	
24	Credit Card (UMB)	14,142	
25	Payroll and Retirement Liabilities	31,131	
26	Total Current Liabilities	64,765	
27	Long-Term Liabilities		
28	Vacation Payable	92,537	
29	Deferred Inflows of Resources	2,166,188	
30	Net Pension Liability	1,737,243	
31	Net OPEB Liability	871,885	
32	CFD Bond	23,731,400	
33	Total Long-Term Liabilities	28,599,253	
34	TOTAL LIABILITIES	28,664,017	
35	FUND BALANCE		
36	Fund Balance	334,984	
37	Net Revenue / (Expenses)	(1,450,807)	
38	TOTAL FUND BALANCE	(1,115,823)	
39	TOTAL LIABILITIES & FUND BALANCE	\$ 27,548,194	

Altadena Library District
Monthly Variance Analysis
October 2022 – 33% Year to Date (YTD)

Profit & Loss

Revenue

Line 2 – Property Taxes & Assessments includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County in November and December. The county remits payment for collections throughout the year. This will trend behind expected budget until December, when the majority of revenue is recognized. YTD activity includes minor adjustments and is less than 1%.

Line 3 – Fines & Fees includes library fines, printing fees, video game rentals, community room fees, and passport services. YTD is in line with the budget at 36%.

Line 4 – Interest Income includes earnings from cash and investments held with the County of Los Angeles and checking and money market accounts at Pacific West Bank. YTD is trending above budget at 42% due to conservative budgeting.

Line 5 – Other Revenue is generated from film rentals, E-Rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. YTD is trending below budget at 17% due to the unpredictable nature of these receipts.

Expenses

Line 10 – Salaried includes employee wages and an annual wellness stipend of \$400 for salaried employees, less a small portion funded from donations and grants. YTD is trending below budget at 28% because the budget includes vacant positions for an office manager and 2 library clerks.

Line 11 – Hourly includes employee wages and an annual wellness stipend of \$400 for hourly employees. YTD is in line with the budget at 30%.

Line 14 – Health Insurance - Employee includes the District’s contribution toward health benefits for full-time employees. The total contribution from the District for health and other medical insurance is \$600 per month per employee. YTD is in line with the budget at 35%.

Line 15 – Health Insurance - Retiree includes health benefits for retired employees. YTD is in line with the budget at 34%.

Line 16 – Other Medical Insurance includes the District’s contribution toward dental, vision, and life insurance for full-time employees. YTD is in line with the budget at 30%.

Line 17 – Workers’ Compensation insurance is paid in full at the beginning of the fiscal year. YTD is trending above budget at 44% due to the timing of the payment and lower premiums based on reduced claims in recent years.

Line 18 – CalPERS Retirement (Normal Costs) is the District’s portion of employee retirement costs. YTD is trending below budget at 27% and aligns with the decrease in Line 10 - Salaried.

Altadena Library District

Monthly Variance Analysis

October 2022 – 33% Year to Date (YTD)

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

Line 20 – Payroll Taxes include the District’s portion of federal and state taxes. YTD is trending below budget at 27% and aligns with the decrease in Line 10 - Salaried.

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

Line 25 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending over budget at 42% due to higher usage during summer months.

Line 26 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected above in Line 2. The majority of taxes are collected in the second half of the fiscal year. There is no activity YTD.

Line 27 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is at 51% due to equipment lease rentals paid at the beginning of the fiscal year.

Line 28 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. A portion is also funded from donations and grants. YTD is trending above budget at 42% due to an air conditioner service call and a tree survey/inventory in October.

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

Line 30 – Vehicles & Equipment Maintenance includes the cost of vehicle purchases and related maintenance. The budget also includes a one-time set-up/conversion fee for a new mobile library van which has not occurred. YTD is 4%.

Line 31 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is in line with budget at 34%.

Line 32 – Advertising & Marketing includes general marketing for the District. YTD is 25%.

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

Line 34 – Miscellaneous Expenses includes immaterial expenses not accounted for in other lines. YTD is 54% due to the unpredictable nature of these expenses.

Altadena Library District
Monthly Variance Analysis
October 2022 – 33% Year to Date (YTD)

Line 35 – Trustee Election accounts for expenses necessary to hold a biannual election. This year’s budget includes three open seats. The election is held in November and there is no activity YTD.

Line 38 – Audit & Financial Consulting includes external/consulting services and annual audit services. YTD is at 72% due to audit services performed at the beginning of the fiscal year and increased financial consulting services due to the Office Manager vacancy.

Line 39 – Legal Fees are for general District matters. YTD is 15%.

Line 40 – Consultants include other miscellaneous consulting services. YTD is trending in line with the budget at 29%.

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

Line 44 – Technology Equipment includes the purchase of an office copier that replaces the leased copier from previous years. A portion is also funded from donations and grants. YTD is trending below budget at 27%.

Line 45 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending below budget at 27%.

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

Line 47 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is trending above budget at 56% due to the annual wireless hotspot renewal paid in July and higher than budgeted monthly expenses.

Lines 50 - 57 – Library Materials include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, purchase suggestions from members, and Library of Things. Total Library material expenses YTD is 23%.

Lines 60– 66 – Programs includes program costs for adult, teen, and youth services. It also supports programs for the Bob Lucas Branch, Literacy services, and volunteer services. Total program expenses YTD is trending above budget at 39% due to the timing of the programs.

Line 69 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is \$(1,406,015) due to property tax revenue that will not be received until December and April. This will fluctuate throughout the year based on the timing of revenue and expenses.



**BOARD OF LIBRARY TRUSTEES
ITEM VI.E.I. FACILITIES AD HOC COMMITTEE REPORT FOR NOVEMBER 2022**

REPORT: Agenda Item VI.e.i.

MEETING DATE: November 28, 2022

PREPARED BY: Jennifer Pearson

LOCATION: Hybrid Meeting

Ad Hoc Facilities Committee Report

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

- a. Community Focus Group – The committee and the design team met with the group on November 9 to obtain feedback on massing and floor plan concepts for the Main Library renovation. **Plans and images from the presentation are following this report for the Board’s review.** The next meeting is schedule for December 14 to review further developments in the Main Library design.
- b. Offsite Facilities – The committee continues to explore options for offsite facilities and is in contact with Pasadena Unified School District to explore any space they may have available. The committee is also in discussions with the Senior Center regarding the potential use of space for passport appointments and computer room spillover. *During the past months, the committee has also explored the possibility of utilizing various local commercial spaces, but to date, all those options have proved to be either too expensive or in need of too many modifications to become accessible and viable for library services. We will continue to pursue all possible venues.*
- c. Architectural Services – Design work and coordination with Regional Planning continues for the Bob Lucas Branch. Design work for the Main Library is also underway.
- d. Coordination with County departments – The design team continues to work with Regional Planning to provide all necessary information to move the CUP forward.
- e. Universal Design – The Library staff continues to seek feedback from the community to identify underserved groups, as well as to better serve the current library users. This feedback will be used to inform design decisions to create a more inclusive built environment for the community to enjoy.
- f. Communications and Community Outreach – The design team shared progress for the Main Library at the Town Council meeting on November 15. The committee is working to identify additional groups of community members who are not represented in the survey responses. The survey is also being updated to include new design developments.



- g. CEQA Services – Chambers Group has completed the draft of the Initial Study document for the Bob Lucas Memorial Library. The committee is obtaining proposals from the two previously approved CEQA consultants for services related to the Main Library.
- h. Bob Lucas Historical Preservation: A comprehensive historical investigation of the BLMB’s architecture, infrastructure, surroundings, and community context has been completed as part of the CEQA process. **See enclosed Architectural History Study following this report and the attached Power Point presentation.**
Investigations are underway on how to best preserve and maintain the outdoor mural at the BLMB while also ensuring that the wall is structurally sound. The committee has sought input from multiple muralists and restorers. The committee has also consulted with the Community Focus Group, and will be reaching out to some of the original mural artists still living in Altadena for more input.



Facilities Committee - Altadena Main Library - Preliminary Plans and Massing Diagrams

Community Focus Group
11/09/2022

Context

The project is moving forward and based on the scoping documents, we are moving to a more defined layout of the Main Library.

The massing and the plan has been reviewed with the Facilities Committee.

Purpose & Intended Results

The purpose of this meeting is to share where we are and have open dialogue about the preliminary layouts, including the additions of the Lobby and Community Room

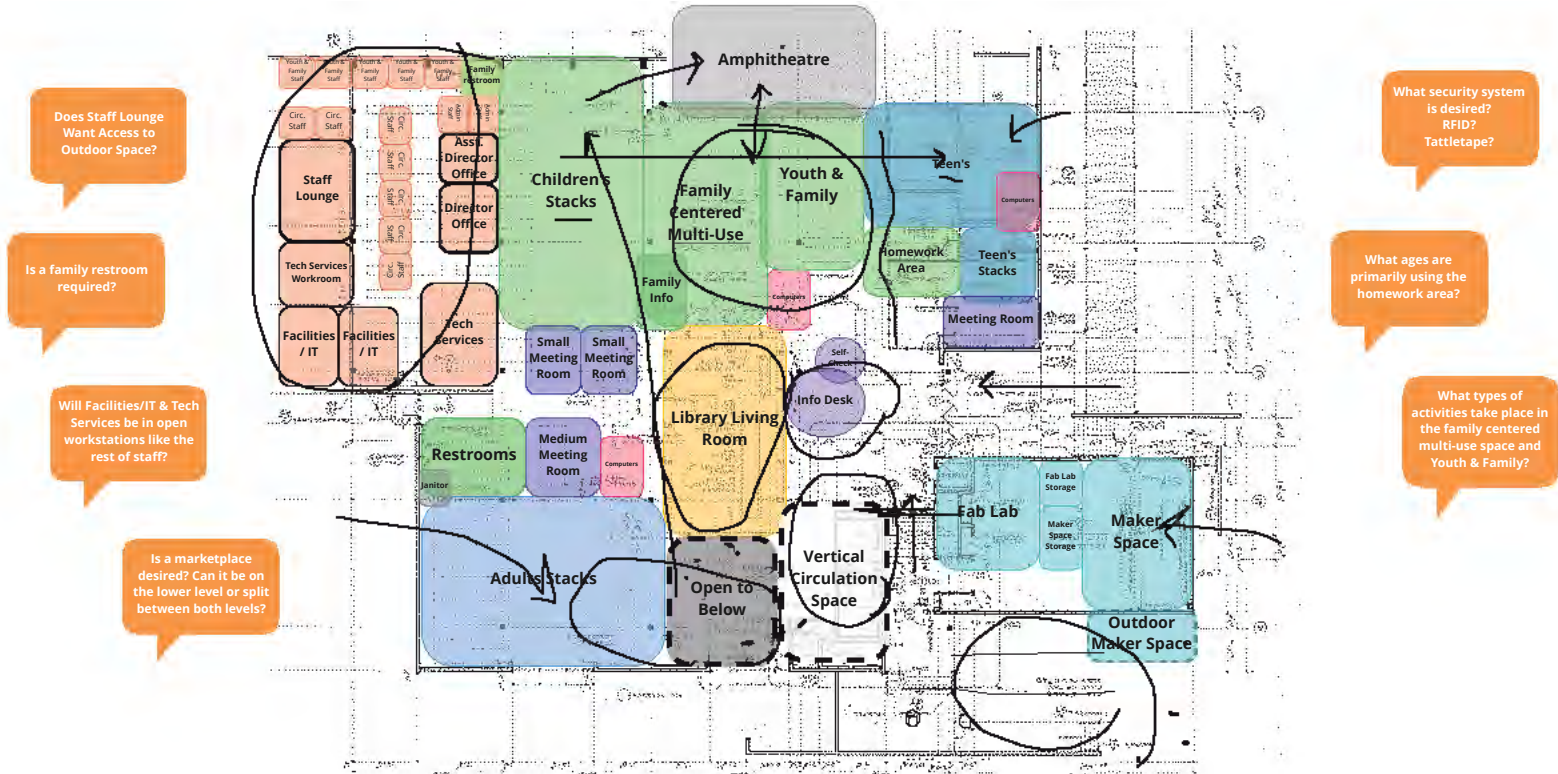
This is the first step towards a specific plan and layout. From this meeting, ABA is meeting with Library staff to further define needs and functional layouts.

Agenda

- Main Library
 - Review Plans & massing Diagrams
 - Questions / Discussion

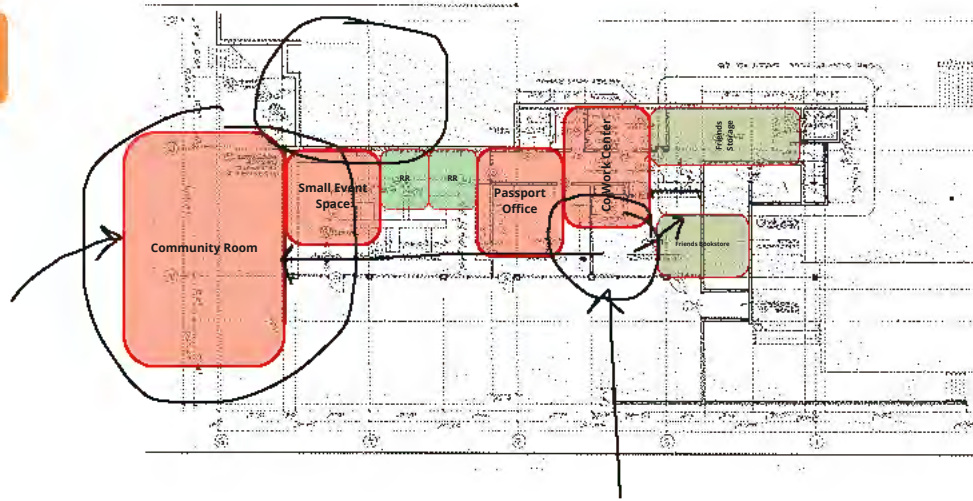
01 CPR & Agenda

01 Bubble Diagrams



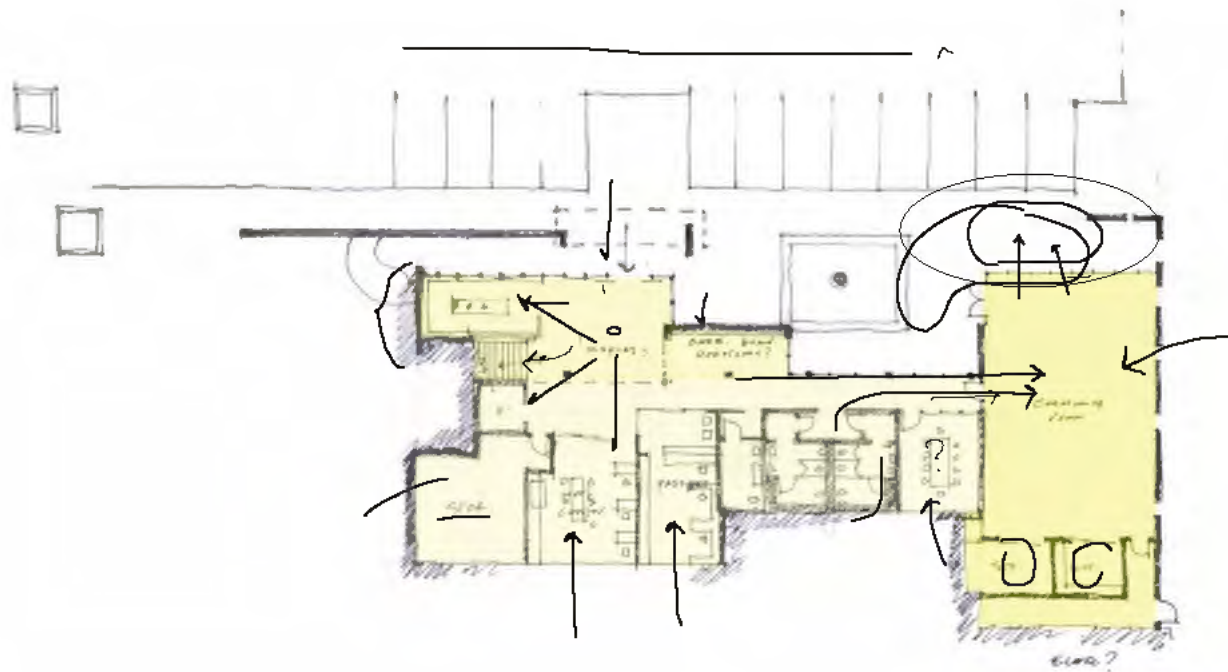
1.1 Main Bubble Diagram (from 2/14 meeting)

Is any outdoor space desired for the community room?



1.2 Lower Floor Bubble Diagram (from 2/14 meeting)

02 Plans

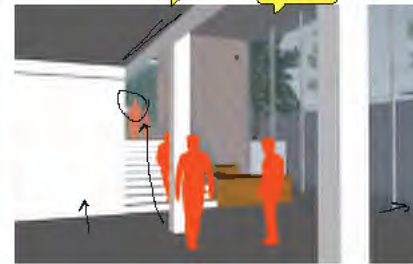


2.1 Lower Level

2.2 Main Level



03 Massing



3.1 Massing Lobby Addition



3.2 Massing Community Room

06 Next Steps

ABA will:

- Meet with Library Staff to Develop More Detailed Plans
- Start Defining Design Interior Elements
- Further the development of Exterior
- Coordinate with the Landscape Architect on Exterior Spaces
- Coordinate with Consultants

Next Up:

- **Schematic Presentation #2- Facilities Committee on 11/21/22**
 - Elevations + Landscape Concept Review

Task	Start	End
Schematic Design	0	10/11/22
Site Plan	1/6	10/11/22
Landscape	1/6	10/11/22
Floor plans, Massing	1/6	10/11/22
PCD SO Presentation #1: Plans, Massing Review	0	10/11/22
End Elevations, Materials, Landscape	2/8	11/15/22
PCD SO Plans and Massing	0	11/15/22
PCD SO Presentation #2: End Elevations Materials, Landscape Review	0	11/15/22
Furthering design, create presentation	1/6	12/05/22
TOWN COUNCIL MEETING	0	11/15/22
PCD SO Presentation Design Review	0	12/05/22
Planning Review - Schedule pre-review meeting with LA Coord Planning	0	12/05/22
HOLIDAY BREAK	5/1	12/05/22
Design Adjustments	1/6	12/05/22
Costing	1/6	12/05/22
PCD Town Hall Meeting Prep and Review	0	12/05/22
THE TOWN HALL	0	12/05/22
PCD Design Follow-Up SO Finalization	0	12/05/22
SO Complete	0	12/05/22
Close Review (Board Approval)	0	12/05/22



**HISTORICAL RESOURCES IDENTIFICATION AND
EVALUATION REPORT
IN SUPPORT OF THE BOB LUCAS MEMORIAL LIBRARY
AND LITERACY CENTER RENOVATION PROJECT
ALTADENA, CALIFORNIA
KLEINFELDER PROJECT # 20231384.001A**

OCTOBER 2022

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A Report Prepared for:

Altadena Library District
600 E. Mariposa Street
Altadena, California 91001

On behalf of:

Chambers Group
5 Hutton Centre Drive, Suite 750
Santa Ana, California 92707

**HISTORICAL RESOURCES IDENTIFICATION AND EVALUATION REPORT
IN SUPPORT OF THE BOB LUCAS MEMORIAL LIBRARY AND LITERACY CENTER RENOVATION PROJECT
ALTADENA, CALIFORNIA**

Prepared by:
Justin Castells, M.A.
Senior Architectural Historian

KLEINFELDER
770 First Avenue, Suite 400
San Diego, California 92101
Phone: 619.831.4600
Fax: 619.232.1039

October 2022
Kleinfelder Project No. 20231384.001A

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MANAGEMENT SUMMARY

The Altadena Library District (District) proposes to repair and upgrade the Bob Lucas Memorial Library and Literacy Center (Project). This may include an expansion of the building footprint and reconfiguration of all interior spaces to improve function and flow. In addition to interior upgrades to all existing spaces, the Project is planned to include a new exterior reading court with landscaping, a water feature, shade structures, and seating options.

The Project is subject to environmental review requirements in accordance with the California Environmental Quality Act (CEQA). All projects within the State of California are required to undergo environmental review to determine any potential environmental impacts associated with project implementation (CEQA Guidelines Section 15021). The District, the Lead Agency for the proposed Project, is required to conduct an environmental review to analyze any potential environmental effects associated with Project implementation.

Prior to fieldwork, background research included a search of previously conducted cultural resource studies and findings conducted at the South Central Coastal Information Center (SCCIC). The records search included the Project area and a 0.25-mile radius. The results of the records search indicate that no previous cultural resource studies have been conducted and no previously identified cultural resources have been located within the Project area. One previously conducted cultural resource study was identified, but no previously identified historic-period cultural resources have been documented within 0.25 mile of the Project area.

On October 3, 2022, Kleinfelder’s Senior Architectural Historian Justin Castells completed an intensive pedestrian survey of the Project area. During the field survey, the exterior and interior of the Bob Lucas Memorial Library and Literacy Center were analyzed, photographed, and recorded. The Bob Lucas Memorial Library and Literacy Center was formally evaluated for historical significance based on National Register of Historic Places (NRHP), California Register of Historical Resources (CRHR), and County of Los Angeles Historic Landmarks (Local Register) criteria on Department of Parks and Recreation (DPR) 523-series forms.

The Bob Lucas Memorial Library and Literacy Center was evaluated for historical significance by applying the criteria of the NRHP, the CRHR, and the Local Register using data gathered during the pedestrian survey and information acquired through historical research. Kleinfelder recommends that the Bob Lucas Memorial Library and Literacy Center is not eligible for inclusion in the NRHP, the CRHR, or the Local Register. However, research has yielded indications that the building, in the future, may be eligible for the

NRHP at a local level under Criterion A, the CRHR under Criterion 1, and the Local Register under Criterion 1 for its association with the efforts of Bob Lucas to re-establish a library and literacy center for the predominantly African American community in west Altadena. The period of significance associated with this theme is 1991 when the library re-opened, which is not in the 50-year threshold for a building to be considered as a historical resource or a historic property. While the building does not have exceptional historical significance to warrant eligibility under NRHP Criteria Consideration G, there may be potential for the building to be eligible as a historic resource, a historic property, or a local landmark by the time it achieves sufficient age, but currently it does not. Therefore, the Bob Lucas Memorial Library and Literacy Center is not considered a historical resource for the purposes of CEQA at this time.

1 INTRODUCTION

The following provides an overview of the Bob Lucas Memorial Library and Literacy Center Renovation Project including project description, location, project area, and report content and objectives.

1.1 PROJECT DESCRIPTION

The Altadena Library District (District) proposes to repair and upgrade the Bob Lucas Memorial Library and Literacy Center (Project). This renovation may include an expansion of the building footprint and reconfiguration of all interior spaces to improve function and flow. In addition to interior upgrades to all existing spaces, the Project is planned to include a new exterior reading court with landscaping, a water feature, shade structures, and seating options.

1.2 PROJECT AREA

The Project area is located on Assessor's Identification Number (AIN) 5828-009-902 on the Pasadena, California, 7.5-minute United States Geological Survey (USGS) quadrangle (USGS 1991). The Project area is occupied by the Bob Lucas Memorial Library and Literacy Center, landscaped vegetation, and hardscape. It is bounded by North Lincoln Avenue to the east, Ventura Street to the south, and residential development to the west and north. See Figures 1, 2, and 3.

1.3 REPORT CONTENT AND OBJECTIVES

The purpose of this assessment is to evaluate the historical significance of the Bob Lucas Memorial Library and Literacy Center and identify measures to avoid or mitigate potential impacts should the Bob Lucas Memorial Library and Literacy Center be considered a historical resource for the purposes of the California Environmental Quality Act (CEQA).

For this analysis, Kleinfelder utilized the results of the archaeological and historical records review and literature search conducted at the South Central Coastal Information Center (SCCIC) of the California Historic Resources Inventory System (CHRIS) in order to assess potential presence of cultural resources within the Project area and a 0.25-mile radius around the Project area. The records review and literature search included reviews of historical maps, previous survey reports, and registers of historical resources. Once background research had been completed, Kleinfelder completed an intensive pedestrian survey of the Project area to identify and evaluate cultural resources for eligibility for listing on the California

Register of Historical Resources (CRHR), National Register of Historic Places (NRHP), and County of Los Angeles Historic Landmarks (Local Register) to assess potential impacts to cultural resources. The scope of work has been completed in accordance with CEQA.

2 REGULATORY CONTEXT

The proposed Project is subject to compliance with CEQA, as amended. Compliance with CEQA statutes and guidelines requires both public and private projects with financing or approval from a public agency to assess a project's impact on cultural resources (Public Resources Code [PRC] Sections 21082, 21083.2, and 21084 and California Code of Regulations [CCR] 10564.5).

2.1 CALIFORNIA ENVIRONMENTAL QUALITY ACT OF 1970, AS AMENDED

CEQA requires state and local agencies to identify and reduce, if feasible, the significant negative environmental impacts of land use decisions.

CEQA Guidelines: Title 14 CCR Section 15064.4 subsection (b)

This section of CEQA defines "historical resource," addresses reburial options for Native American remains, and presents the preferred mitigation of historical resources.

CEQA Guidelines: Title 14 CCR Section 15064.5

This section of CEQA identifies which resources are considered cultural resources, as stated below.

- Resource(s) listed or eligible for listing on the CRHR (Title 14 CCR Section 15064.5(a)(1));
- Resource(s) either listed in the NRHP or in a "local register of historical resources" unless "the preponderance of evidence demonstrates that it is not historically or culturally significant" (Title 14 CCR Section 15064.5(a)(2)); and
- Resources identified as significant in a historical resource survey meeting the requirements Section 5024.1(g) of the PRC [Title 14 CCR Section 15065.5(a)(2)].

In addition, Subdivision (g) provides the guidelines referenced below regarding historical surveys.

A resource identified as significant in a historical survey may be listed in the CRHR if the survey meets all the following criteria:

- The survey has been or will be included in the State Historic Resources Inventory;
- The survey and the survey documents were prepared in accordance with procedures and requirements of the California Office of Historic Preservation (OHP);

- The resource is evaluated and determined by OHP to have a significance rating of Category 1 to 5 on the Department of Parks and Recreation (DPR) Historic Resources Inventory Form;
- If the survey is five years or older at the time of its nomination for inclusion in the CRHR, the survey is updated to identify historic resources that have become eligible or ineligible due to changed circumstances or further documentation and those which have been demolished or altered in a manner that substantially diminished the significance of the resource;
- Resources identified during such surveys are presumed to be historically or culturally significant unless the preponderance of evidence demonstrates otherwise; and
- A final category of historical resources may be determined at the discretion of the lead agency when: Any object, building, structure, site, area, place, record, or manuscript which a lead agency determines to be historically significant or significant in the architectural, engineering, scientific, economic, agricultural, education, social, political, military, or cultural annals of California may be considered to be a historical resource, provided the lead agency's determination is supported by substantial evidence in light of the whole record [Title 14 CCR Section 15064.5(a)(3)].

CEQA Guidelines: Title 14 CCR Section 15064.5(b)

Section 15124(b) addresses mitigation and states that the preferred mitigation for historical resources is treatment in a manner consistent with Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings. The preferred mitigation for archaeological sites is preservation in place.

CEQA Guidelines: Title 14 CCR Section 15064.7 Thresholds of Significance

This section encourages agencies to develop thresholds of significance to be used in determining potential impacts and defines the term "cumulatively significant."

CEQA Guidelines: Title 14 CCR Section 15126.4 Consideration and Discussion of Mitigation Measures Proposed to Minimize Significant Effects," sub-section (b) Mitigation Measures Related to Impacts on Historical Resources

Subsection (b) discusses:

- Impacts of maintenance, repair, stabilization, restoration, conservation, or reconstruction of a historical resource;
- Documentation as a mitigation measure; and

- Mitigation through avoidance of damaging effects on any historical resource of an archaeological nature, preferably by preservation in place, or by data recovery through excavation if avoidance or preservation in place is not feasible; data recovery must be conducted in accordance with an adopted data recovery plan.

CEQA Appendix G Section V

This appendix is a checklist that identifies potential impacts to historical and archaeological resources, and/or human remains. The checklist includes the following questions, which are used to determine if a potential project would:

- Cause a substantial adverse change in the significance of a historical resource as defined in Section 15064.5;
- Cause a substantial adverse change in the significance of an archaeological resource pursuant to Section 15064.5; and
- Disturb any human remains, including those interred outside of formal cemeteries.

Questions on the checklist are answered to assess whether impacts associated with a project would be potentially significant, less than significant with mitigation, less than significant, or have no impact. The final determination of project-related impacts is made by the lead agency on a project.

CEQA Historical Resources

CEQA defines historically significant resources as “resources listed or eligible for listing in the California Register of Historical Resources (CRHR)” (PRC Section 5024.1). A cultural resource may be considered historically significant if the resource is 45 years old or older; possesses integrity of location, design, setting, materials, workmanship, feeling, and association; and meets any of the following criteria for listing on the CRHR:

1. Is associated with events that have made a significant contribution to the broad patterns of California’s history and cultural heritage;
2. Is associated with the lives of persons important in our past;
3. Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or
4. Has yielded, or may be likely to yield, information important in prehistory or history (PRC Section 5024.1).

In addition to meeting one or more of the criteria for listing in the CRHR, a cultural resource must retain sufficient integrity to convey its historical significance to be considered a historical resource for the purposes of CEQA. Integrity is the authenticity of a historical resource’s physical identity evidenced by the survival of characteristics that existed during the resource’s period of significance. Integrity is evaluated with regard to the retention of location, design, setting, materials, workmanship, feeling, and association. Integrity is also judged with reference to the particular criteria under which a resource is proposed for eligibility.

Cultural resources are buildings, sites, landscapes, traditional cultural properties, structures, or objects that may have historical, architectural, cultural, or scientific importance. CEQA states that if a project will have a significant impact on important cultural resources, deemed “historically significant,” then project alternatives and mitigation measures must be considered. Additionally, any proposed project that may affect historically significant cultural resources must be submitted to the State Historic Preservation Officer (SHPO) for review and comment prior to project approval by the responsible agency and prior to construction.

Public Resources Codes

The following provides a summary of California PRC that apply to cultural resources.

PRC Section 5020.1

This section defines several terms, including those provided below.

“Historical resource” includes, but is not limited to, any object, building, structure, site, area, place, record, or manuscript that is historically or archaeologically significant, or is significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California.

“Substantial adverse change” means demolition, destruction, relocation, or alteration such that the significance of a historical resource would be impaired.

PRC Section 5024.1

This section establishes the CRHR. A resource may be listed as a historical resource in the CRHR if it meets the NRHP criteria or the following state criteria:

- Is associated with events that have made a significant contribution to the broad patterns of California’s history and cultural heritage;

- Is associated with the lives of persons important in our past;
- Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or
- Has yielded, or may be likely to yield, information important in prehistory or history.

PRC Section 21084.1

This section sets forth that a project that may cause a significant adverse change in a significant historical resource is a project that may be considered to have adverse effects on the environment. Historical resources not listed on the CRHR or other local lists may still be considered historical resources at the discretion of the lead agency on the project.

2.2 ADDITIONAL CRITERIA FOR EVALUATION

While CEQA is the regulatory framework that applies to the Project, additional NRHP and Local Register criteria for the evaluation of cultural resources were used to further assess the historical significance of the Bob Lucas Memorial Library and Literacy Center.

2.2.1 NATIONAL REGISTER OF HISTORIC PLACES

The significance of cultural resources is determined using the NRHP's four Criteria for Evaluation (Criteria A–D) at 36 CFR 60.4, which state that a historic property is any site, building, structure, or object that:

- A. Is associated with events that made a significant contribution to the broad patterns of our history (Criterion A);
- B. Is associated with the lives of persons significant to our past (Criterion B);
- C. Embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction (Criterion C); and/or
- D. Has yielded, or may be likely to yield, information important in prehistory or history (Criterion D).

Criteria Considerations

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the NRHP. However,

such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- A. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- B. A building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- C. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his or her productive life; or
- D. A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- E. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- F. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- G. A property achieving significance within the past 50 years if it is of exceptional importance.

If the SHPO determines that a cultural resource is eligible for inclusion in the NRHP, then it is automatically eligible for the CRHR. If a resource does not have the level of integrity necessitated by the NRHP, it may still be eligible for the CRHR, which allows for a lower level of integrity.

NRHP Seven Aspects of Integrity

Cultural resources integrity is determined using the NRHP's seven aspects of integrity at 36 CFR 60.4, which state that a historic property must not only be shown to be significant under the NRHP criteria, but it also must retain historic integrity. The seven aspects of integrity include location, design, setting, materials, workmanship, feeling, and association. A property must meet one or more of the Criteria for Evaluation before a determination can be made about its integrity.

2.2.2 LOS ANGELES COUNTY HISTORIC LANDMARKS

On September 1, 2015, the Los Angeles County Board of Supervisors recognized the importance of preserving the Los Angeles County's (County) distinctive architectural and cultural history by adopting the Historic Preservation Ordinance. The ordinance created the County of Los Angeles Historic Landmarks

(Local Register) and codified the criteria of eligibility. Based on Section 22.124.070.A of the ordinance, a structure, site, object, tree, landscape, or natural land feature may be designated on the Local Register if it is 50 years of age or older and satisfies one or more of the following criteria:

1. It is associated with events that have made a significant contribution to the broad patterns of the history of the nation, State, County, or community in which it is located;
2. It is associated with the lives of persons who are significant in the history of the nation, State, County, or community in which it is located;
3. It embodies the distinctive characteristics of a type, architectural style, period, or method of construction, or represents the work of an architect, designer, engineer, or builder whose work is of significance to the nation, State, County, or community in which it is located; or possesses artistic values of significance to the nation, State, County, or community in which it is located;
4. It has yielded, or may be likely to yield, significant and important information regarding the prehistory or history of the nation, State, County, or community in which it is located;
5. It is listed, or has been formally determined eligible by the United States National Park Service for listing, in the National Register of Historic Places, or is listed, or has been formally determined eligible by the State Historical Resources Commission for listing, on the California Register of Historical Resources;
6. If it is a tree, it is one of the largest or oldest trees of the species located in the County; or
7. If it is a tree, landscape, or other natural land feature, it has historical significance due to an association with an historic event, person, site, street, or structure, or because it is a defining or significant outstanding feature of a neighborhood.

Property less than 50 years of age may be designated as a landmark if it meets one or more of the above criteria and exhibits exceptional importance.

The interior space of a property, or other space held open to the general public, including but not limited to a lobby, may be designated as a landmark or included in the landmark designation of a property if the space qualifies for designation as a landmark based on the above criteria.

Historic districts are defined as a geographic area, including a noncontiguous grouping of related properties, may be designated as an historic district if all of the following requirements are met:

1. More than 50 percent of owners in the proposed district consent to the designation;
2. The proposed district satisfies one or more of the criteria detailed above; and

3. The proposed district exhibits either a concentration of historic, scenic, or sites containing common character-defining features, which contribute to each other and are unified aesthetically by plan, physical development, or architectural quality; or significant geographical patterns, associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of parks or community planning.

3 RESEARCH METHODS

A summary of the records search results and research methods utilized for this Project are outlined below.

3.1 RECORDS SEARCH RESULTS

A cultural resource records search was conducted of records maintained by the CHRIS at the SCCIC at California State University, Fullerton, which were received by Kleinfelder on September 27, 2022 (SCCIC File No.: 24012.10187). The records search encompassed the Project area and a 0.25-mile buffer radius. The purpose of the record search was to identify if any historic-period cultural resources had been identified and if cultural resources studies had been previously documented in the Project area and/or the surrounding 0.25-mile buffer. Further, Kleinfelder reviewed the Built Environment Resource Directory (BERD) to determine if any additional historic-period built environment resources not included in the records search results were recorded.

The results of the records search indicate that no previous cultural resources studies have been conducted within the Project area and that no previously identified cultural resources have been located within the Project area. One previously conducted cultural resource study was identified, but no previously identified historic-period cultural resources have been documented within 0.25-mile of the Project area.

3.2 ADDITIONAL SOURCES

In addition to the records search, general contextual and site-specific research was conducted for the Project area and the surrounding area. Additional sources consulted include the NRHP, the Office of Historic Preservation Directory of Properties in the Historic Property Data File, Los Angeles County Assessor files, historical newspapers databases, historic Sanborn Fire Insurance Maps, Los Angeles Public Library databases, newspapers.com, ancestry.com, historical files maintained by the District, and general online research.

3.3 HISTORICAL MAP AND AERIAL IMAGE REVIEW

The 1894 Los Angeles quadrangle depicts the scant presence of buildings and several light-duty roads positioned at an angle and matching the alignment for the Altadena Branch of the Los Angeles Terminal Railroad (USGS 1894). An unlabeled building is depicted southwest of the intersection of modern-day Ventura Street and North Lincoln Avenue, but no buildings are visible to the north. By 1928, the Altadena

quadrangle shows additional buildings indicating the westward expansion of Altadena. The North Lincoln Avenue and Ventura Street alignments are depicted as secondary highway routes (USGS 1928). By 1953, west Altadena is depicted as a built-up area. North Lincoln Avenue and Ventura Street are labeled, and a fire department is visible just over 500 feet to the north–northeast (USGS 1953). By 1966, the Pasadena quadrangle depicts the Arroyo Seco Branch Library in the same place as its current location (USGS 1966). The surrounding area consists primarily of residential development. By 1995, the Pasadena quadrangle depicts the Bob Lucas Memorial Library and Literacy Center as an unlabeled building (USGS 1995).

Historic aerials from 1952 depict most of west Altadena as developed, with remnant citrus groves visible to the south and northwest. The 1954 aerial depicts the land upon which the library sits as densely vegetated and undeveloped. By 1964, the Arroyo Seco Branch library is visible, and the surrounding area consists primarily of residential development; the Franklin School is visible on aerial imagery about 450 feet northwest of the library. By 1972, aerial imagery shows a large recently constructed building about 100 feet south of the library, at the southwest intersection of North Lincoln Avenue and Ventura Street. Based on historic aerials, the Bob Lucas Memorial Library and Literacy Center appears mostly unchanged from 1972 to the present (Nationwide Environmental Title Research, LLC [NETR] 2022).

4 HISTORIC CONTEXT

The following historic context presents an overview of the regional history of the Project area and identifies historical themes by which historical resources within the Project area can be evaluated.

4.1 ALTADENA

The permanent American settlement of Altadena began in 1858 when Benjamin “Don Benito” Wilson and Dr. John Griffin purchased 14,000 acres of land from Manuel Garfias (Altadena Heritage 2022). The land, once part of the Rancho San Pascual, is situated on a highland plateau at the base of the San Gabriel Mountains (Altadena Heritage 2022). In 1864, Benjamin S. Eaton purchased nearby land to raise cattle and cultivate a vineyard (Altadena Filming 2017). By the mid-1860s, Eaton successfully piped water from nearby Eaton Canyon. On land once believed too high in elevation for agriculture, Eaton was successful in growing grapes and citrus. As a result, Eaton began tapping water for Wilson and Griffin (Altadena Heritage 2022).

In 1873, Eaton led a group of pioneers from the Midwest to purchase 2,400 acres of land from Wilson and Griffin. The community overcame early challenges due to tuberculosis, war injuries, and other illnesses and became successful growers of wine grapes with early harvests helping Los Angeles County become California’s largest wine producer (Altadena Heritage 2022). In 1880, brothers John and Fred Woodbury purchased 937 acres known as the Woodbury Ranch. After Pasadena’s unsuccessful 1886 attempt to incorporate the unnamed community, John established the Pasadena Improvement Company in 1887 planning to attract members of the wealthy class in development of the Woodbury Subdivision. John’s plans included the name Altadena, which was inherited from Byron O. Clark’s nearby foothills nursery. The name “alta” is Spanish for upper, and “dena” referred to Pasadena, a Chippewa word meaning “of the valley” (Altadena Town Council 2022). In addition, the Woodberry’s Altadena/Pasadena Railway opened in 1887 and the Painter’s Railway opened in 1888, both of which were consolidated into Henry Cross’ Terminal Railway in 1890. However, the plan failed, and the region was consumed by economic disparity until the beginning of the twentieth century (Altadena Heritage 2022).

By 1893, the Mount Lowe Railway was completed, connecting Altadena to a 70-room Victorian hotel upon the crest of the San Gabriel Mountains. However, the railroad was not profitable and was eventually sold in 1900. At the beginning of the twentieth century through the 1920s, the production of wine grapes propelled the local economy. Local ranchers slowly purchased undeveloped Altadena lands and expanded their crops to include avocados, dates, oranges, olives, and walnuts. Public transportation connected

Altadena to Pasadena and Los Angeles. The climate and rural ambiance lured wealthy business magnates from the Midwest to build winter and retirement homes. And although development continued east towards Eaton Canyon, Altadena retained much of its rustic charm well into the 1940s (Altadena Heritage 2022). The western edge of Altadena, from roughly Fair Oaks Avenue to the Arroyo Seco, was largely rural through the 1940s; however, small housing tracts were constructed in the area during the 1920s (Triem 1991).

The post-WWII era economic boom fueled the largest middle class expansion in US history. Economic growth and benefits of the GI Bill provided the opportunity of home ownership to many who previously were unable to afford homes. This period of modernization in Altadena continued and by the early 1950s the population peaked at roughly 46,000 people (Altadena Heritage 2022).

By 1950, economic prosperity also reached the Los Angeles African American community and resulted in a period of geographical movement not available prior to the war (Sapphos Environmental 2020). Many African Americans found better employment opportunities and rose to the financial status of middle class. The *Shelley v. Kraemer* and *Barrows v. Jackson* Supreme Court cases ruled that minorities were free to relocate to nonminority neighborhoods. With relaxed laws and an increase in financial stability, many African American families chose to vacate the densely populated areas, seeking safer neighborhoods, better schools, and better housing opportunities (Sapphos Environmental 2020). In 1950, the census count was 41 African American residents, with the African American population of Altadena estimated to be 0.1 percent. By 1960, with many African American people employed in various civic jobs and in the defense industry, the African American population increased to 4 percent. Most of the early population settled west of Lake Avenue due to unrestricted land sales and affordable housing. This trend continued well into the 1960s, when African American residents west of Fair Oaks Avenue represented 50 percent of the population.

The mid-twentieth century period of economic expansion in Los Angeles County also brought increased air pollution to Altadena, with smog often settling at the base of the foothills. Nationwide social changes of the 1960s–1970s Civil Rights movement, Vietnam War protests, and integration challenges brought further change to local demographics. As a result, many affluent people left the area, opening the door for a new ethnically diverse working-class people. Between 1960 and 1970, the African American population in Altadena increased to about 30 percent, with many taking up residence closer to Lake Avenue. Altadena, still unincorporated, is now considered one of the most ethnically diverse and racially integrated communities in Southern California. The 2020 population of Altadena was 42,846, 20 percent of which was represented by the African American community (US Census Bureau 2022).

4.2 ALTADENA LIBRARY DISTRICT

The beginnings of public libraries in Altadena can be traced to a bushel basket of children’s books donated in 1908 to a three-room elementary school located on Calaveras Street. By 1913 the collection had grown and also included adult books and had officially become part of the Los Angeles County Library system. By 1918 the County assigned the first librarian to Altadena and established a branch at Andrew Jackson School. In 1928 the library moved from the school to a dedicated library building on Lincoln Avenue (Altadena Library District 2022a). From its inception to 1926, the library in Altadena was administered by the Los Angeles County Library District, but that changed when Altadena residents voted to form an independent library district for the community.

The Altadena Library District is an independent special district that was formed in December 1926 under the provision of Sections 19600–19734 of the California Education Code. It encompasses the approximate eight square miles of Altadena, which is an unincorporated area of Los Angeles County (Altadena Library District 2022b). The purpose of forming the special library district was to permit residents of unincorporated towns and villages to create for themselves an independent, locally controlled library district supported by property taxes and governed by a locally elected Board of Library Trustees responsive directly to the service needs of the community. The District contracted with the County of Los Angeles for library services until 1955, when it became independent, providing its own building, collection, personnel, and services for the district (Altadena Library District 2022b).

Altadena received its first permanent library building in the 1936. Located at 2366 N. Lake Street, the building was constructed with Works Progress Administration funding and designed by local architect Frederick Marsh (Architectural Resources Group [ARG] 2020). A branch library, then known as the Arroyo Seco Branch (now the Bob Lucas Memorial Library and Literacy Center), was constructed in 1957 at 2659 Lincoln Avenue. In 1967 the main branch of the library was relocated to the Boyd Georgi-designed building located at 600 E. Mariposa Avenue.

4.3 BOB LUCAS MEMORIAL LIBRARY AND LITERACY CENTER

By the mid-1950s, the population of Altadena had grown, largely due to the post-war housing boom. To accommodate the growing population, a second library location in the western portion of Altadena was planned. The Arroyo Seco Branch (now the Bob Lucas Memorial Library and Literacy Center) opened in 1957 at an estimated cost of \$30,000.00. Beatrice M. Beck was the first librarian of the facility and was supported by Fern Allee. The branch had an estimated capacity of 7,500 volumes at the time of opening and was planned to be open five days a week (*Los Angeles Times* 1957).

California voters passed Proposition 13 in 1978, which lowered property taxes and reduced funding for many government programs, including libraries. As a result of the decreased funding, the Arroyo Seco Branch library closed in 1979. Between 1979 and 1988 the building was leased to the Handyworker Program, a federally funded program to assist low-income senior citizens (*Los Angeles Times* 1990).

The closure of the library in 1979 drew the attention of many within Altadena, including Robert “Bob” Lucas. Bob Lucas was a writer and editor who moved to Altadena in 1971. His career began in Chicago as a journalist with the *Chicago Defender*. By the 1940s he had expanded into writing for the radio. In 1950 he moved to New York, where he wrote for magazines and worked as an editor. After an assignment with *Life Magazine* brought him to Los Angeles, he permanently relocated to the city. He worked as a news writer at NBC-TV and as a press relations publicist at ABC-TV. He wrote and produced a 1970 documentary “Compton: The Quiet Revolution,” for which he received an Image Award nomination. From 1975 to 1981, he served as West Coast editor for *Jet Magazine*, to which he continued to contribute into his retirement. In his later years, Bob worked as a journalist for the *Los Angeles Sentinel* and did a vast amount of freelance writing while also serving as President of the Board of Trustees at the Altadena Library District (Altadena Library District 2022c).

Bob Lucas recognized the need for a library on the west side, especially for young people in the community and for those unable to travel to the main branch. His understood well that the ability to read and comprehend are vital skills that everyone needs, which led him to advocate and strongly encourage the library board and its supporters to re-open the Arroyo Seco branch (Altadena Library District 2022c). Attempts were made to secure funding to re-open the library, including a ballot measure introducing a library tax in 1983, which failed to secure the two-thirds supermajority needed to pass. The library reopened in 1991 as a combined library and literacy training center, one of only three in the country that combined those services at the time of opening. Prior to the reopening, the building had undergone some minor renovations including the installation of dark green tweed carpet, oak bookcases with burgundy-colored shelves, green blinds, and double glass doors. A memorial of Lucas was constructed on the exterior of the building (Ifateyo 1991). The Altadena Library District funded the reopening through a literacy grant from the State of California that granted the district \$65,000.00 a year as of 1990 (*Los Angeles Times* 1990). Bob Lucas died before he could see the library named in his honor but was informed that the branch would be re-opened before his death (Altadena Library District 2022c).

4.4 CONTEMPORARY STYLE ARCHITECTURE

The Contemporary Style was prominent in Southern California between approximately 1955 and 1965. Often incorporated into tract home developments during this period it was also a common design type for commercial and institutional buildings. The buildings were often characterized by minimal architectural and often incorporated non-traditional siding materials such as flagstone as accent materials. Contemporary Style commercial and institutional buildings typically display angular massing and varied materials use. Roof forms were often low-pitched or flat in order to help incorporate the building into the surrounding landscape. Character defining features of this style include strong, low-pitched roof forms including flat, gabled, shed, or butterfly, typically with deep overhangs; large windows, often aluminum framed; non-traditional exterior finishes including vertical wood siding, concrete block, stucco, flagstone, and mullion-free glass; integration with surrounding landscape; and angular massing (City of San Diego 2007).

4.5 ROBERT G. SMITH

Robert G. Smith was an architect working in Southern California during the mid-twentieth century. Smith was a partner in the firm Train and Smith with Robert Farquhar Train between 1945 and 1950 (Pacific Coast Architecture Database [PCAD] 2022a). Beginning in 1950, he operated a solo practice. By 1956 he continued to operate his solo practice, but also participated in the partnership of Elliott, Grant, and Smith, Architects with Daniel Anthony Elliott and Charles Merrill Grant until at least 1963 (PCAD 2022b). Works associated with Smith include the Los Angeles County Library, Lancaster Regional Branch (1950) (PCAD 2022c) and the Public Works Maintenance Building, City of Burbank (1959) (Calisphere 2022),

4.6 ERIKSSON, PETERS, & THOMS, LANDSCAPE ARCHITECTS

The following history of Eriksson, Peters & Thoms, Landscape Architects, unless otherwise noted, is excerpted from *Altadena Main Library Historical Resource Assessment Report* (ARG 2020).

The original landscape design for the Bob Lucas Memorial Library and Literacy Center was prepared by the landscape architecture firm Eriksson, Peters & Thoms (which later became known as EPT, still in practice today). The firm also designed the landscape for the Altadena main Library. Robert Eriksson, Owen Peters, and Dave Thoms established their practice in Pasadena in 1962. The firm's early work was mostly residential, including individual residences such as the Harvey L. Silbert house (1965), as well as large, planned communities, such as the \$25 million Tustin Meadows residential development (1968). Throughout the 1960s, the firm, most notably Eriksson and Peters, contributed to various home garden

articles published in the *Los Angeles Times*. By the late 1960s, the firm's practice had expanded to encompass institutional projects, including for clients such as the Pacific Asia Museum, Pasadena Unified School District, Caltech, and Altadena Library District. In 1973, President Nixon presented Eriksson, Peters & Thoms, Landscape Architects with an award for outstanding contributions to environmental improvement for their work on the C. F. Braun Company campus in Alhambra.

Owen Peters was a Fellow of the American Society of Landscape Architects (ASLA). He served as both the Southern California Chapter and national President of the ASLA, was a Member of the Advisory Committee of Cal Poly Pomona's College of Environmental Design, and was on the California State Board of Landscape Architects. Peters died on October 26, 2000 in Sioux City, Iowa. Robert Eriksson, also a Fellow of the ASLA, continues his landscape architecture practice with Robert Eriksson Landscape Architecture, which he established in 1995 (ARG 2020).

5 FIELD METHODS AND RESULTS

On October 3, 2022, Kleinfelder’s Senior Architectural Historian Justin Castells completed an intensive pedestrian survey of the Project area. During the field survey, the exterior and interior of the Bob Lucas Memorial Library and Literacy Center were analyzed, photographed, and recorded. The Bob Lucas Memorial Library and Literacy Center was formally evaluated for historical significance based on national, state, and local criteria on DPR 523 series forms, which are included in Appendix A.

5.1 BOB LUCAS MEMORIAL LIBRARY AND LITERACY CENTER

The Bob Lucas Memorial Library and Literacy Center is a one-story contemporary style building constructed in 1957. The building was designed by architect Robert G. Smith, and landscaping was designed by the firm of Eriksson, Peters, & Thoms, Landscape Architects. The building has a rectangular plan and is located at AIN 5828-009-902. Field photos are included in Appendix B.

Exterior Description

The building features a low-pitched side gable roof clad in tar and gravel and enclosed eaves. The building is of concrete vertical rectangle panel construction. The primary entrance is located slightly off-center on the east elevation within a recessed entryway. The entry is filled with double doors. The south portion of the elevation is recessed, and the roof extends over that portion and is supported by metal poles to form a covered walkway and porch. The portion of the elevation south of the entry features a bank of double-hung horizontal pane windows. Decorative flagstone clads the south-facing recessed wall adjacent to the entry and wraps around to the east elevation. The flagstone continues to the interior of the building beyond the entry doors. An encased display alcove is located on the south-facing wall of the recessed entry. To the north of the flagstone portion of the east elevation, there is a bank of double-hung horizontal pane windows. Landscaping along the east elevation of the building is bisected by a concrete path. The south elevation features a set of concrete stairs that accesses the covered walkway. There are no doors or fenestration on the elevation. The west elevation features an entry door and double doors that provide entry to the electrical room. The elevation features a bank of double-hung horizontal pane windows. The north elevation features a band of fixed windows following the roofline on the gable end. Short concrete block walls are located on either side of the east and south driveways. Concrete block walls are located on the north and west boundaries of the parking lot. The north concrete wall features a mural painted circa 1980s.

Interior Description

The interior of the library is divided into two major use areas, the north portion of which was identified in the original project plans as the “Adult Room.” The south portion was identified in the original project plans as the “Juvenile Room.” The Adult Room features three exposed wood beams oriented north–south on the ceiling. The ceiling is clad in acoustic ceiling and features recessed lights. The Adult Room and Juvenile Room are bisected by the entryway. Two wing walls define the entryway. The south-facing elevation of the north wing wall is clad in flagstone. The south-facing elevation of the south wing wall features painted tile mural. The mural depicts a blue parrot perched in a rose bush. The roses on the bush are red. The bush is within a yellow and blue pot with flower and bird motifs. The bird and bush portion of the mural is surrounded by a boarder of stylized papayas and feathers. The lower portion of the mural is composed of tiles with a stylized clover pattern with geometric embellishments. A plaque is centered at the transition between the two motifs. The plague reads “Presented by the Altadena Historical Society in memory of its founder Mrs. Frederick Marsh 1957.” The roof is lowered in the Juvenile Room. The east-facing wall of the Juvenile Room features two restrooms and a breakroom.

5.1.1 Character-Defining Features

Character-defining features are the components of a building or structure that, collectively, convey its historical significance and make it eligible for listing in the NRHP, CRHR, or a local register. They can include the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment.

5.1.1.1 Building Exterior

- Rectangular plan
- One-story
- Exposed concrete panels
- Low-pitched side gable roof
- Decorative flagstone
- Double-hung horizontal pane windows
- Fixed windows following the roofline on the gable end

5.1.1.2 Building Interior

- Two large, open rooms bisected by entryway
- Flagstone cladding on wing wall

- 1957 tile mural on wing wall
- Exposed concrete panels
- Exposed wood beams

6 EVALUATIONS

The following presents an assessment of the historical significance of the Bob Lucas Memorial Library and Literacy Center by applying the procedure and criteria of the NRHP and the CRHR. The purpose of the assessment is to evaluate the eligibility of the resources for listing on the NRHP and the CRHR and to assess if the building is a historical resource for the purposes of CEQA.

6.1 NATIONAL REGISTER OF HISTORIC PLACES AND THE CALIFORNIA REGISTER OF HISTORICAL RESOURCES

NRHP Criterion A/ CRHR Criterion 1: This property does not meet NRHP Criterion A or CRHR Criterion 1 for association with events that have made a significant contribution to the broad patterns of history and cultural heritage. The branch of the library was constructed in 1957, during a period of post-World War II residential expansion throughout Southern California. With the growth of population came the need for additional public services, including libraries. While the construction of the library was part of the broad pattern of residential growth in the region, it was a relatively minor aspect of the trend. It is one of many civic and institutional buildings constructed in Southern California during the mid-twentieth century and, relative to the investment and effort made for the Altadena Main Library roughly a decade later, a minor aspect of the historical trend during the period for Altadena itself. In later years, specifically during the late 1970s into the 1990s, Altadena's African American community grew, particularly in western Altadena. The efforts made during that period to reopen the library after it closed in 1979, spearheaded by Bob Lucas, are better embodied by the building. However, the period of significance for the building's association with these historical developments is 1990, which is not within the age threshold for consideration as a historic property or a historical resource. Therefore, this property is not eligible for the NRHP under Criterion A or the CRHR under Criterion 1.

NRHP Criterion B/ CRHR Criterion 2: This resource does not meet NRHP Criterion B or CRHR Criterion 2 for any direct associations with the productive lives of persons important in local, state, or national history. Research has yielded no information to suggest that the library is specifically associated with persons of historical significance. While there have been many staff who have worked at the library, beginning with Beatrice M. Beck and Fern Allee, research has yielded no information that they or any others are persons of historical significance. Bob Lucas, whose name the library now bears, was an advocate for literacy within the Altadena community. While his association with the library is arguably significant at a local level, it began and ended outside the period of significance for this property. Therefore, this property is not eligible for the NRHP under Criterion B or the CRHR under Criterion 2.

NRHP Criterion C/ CRHR Criterion 3: This property does not meet NRHP Criterion C or CRHR Criterion 3 for embodying the distinctive characteristics of a type, period, and method of construction; as the work of an important creative individual; or as having high artistic value. The building is a relatively unremarkable example of Contemporary style architecture, which was a common architectural style throughout California in the mid-twentieth century. While it displays many of the character-defining features of the style, it is relatively unremarkable. It is not a particularly early example of the style, nor a particularly early example of the style being used for institutional buildings that was relatively common during the mid-twentieth century. Research has yielded no information to suggest that Robert G. Smith should be considered a master architect or that the building should be considered a masterful example of his work. The landscaping, which has been subsequently modified, was designed by the firm Eriksson, Peters & Thoms, Landscape Architects. Research has yielded no information to suggest that the landscaping was a masterful example of their work. Therefore, this property is not eligible for the NRHP under Criterion C or the CRHR under Criterion 3.

NRHP Criterion D/ CRHR Criterion 4: This resource does not meet NRHP Criterion D or CRHR Criterion 4, since it is unlikely to yield information important to prehistory or history. It is unlikely that this property has the potential to broaden our understanding of the development of the region, California, or the United States. Therefore, this resource is not eligible for the NRHP under Criterion D or the CRHR under Criterion 4.

NRHP Criteria Consideration G: The National Register Criteria for Evaluation exclude properties that achieved significance within the last fifty years unless they are of exceptional importance. While the efforts of Bob Lucas to reopen the library during the 1980s which culminated with the reopening of the library in 1990 are locally important to the community of Altadena, research does not suggest that this rises to the level of exceptional importance that would make the building eligible under Criteria Consideration G.

6.2 COUNTY OF LOS ANGELES HISTORIC LANDMARK DESIGNATION

The following presents an assessment of the historical significance of Bob Lucas Memorial Library and Literacy Center by applying the procedure and criteria of the Local Register. The purpose of this assessment is to evaluate the eligibility of the resource for listing on the Local Register.

Local Criterion 1: This property does not meet Local Criterion 1 for association with events that have made a significant contribution to the broad patterns of the history of the nation, state, County, or

community. The branch of the library was constructed in 1957, during a period of post-World War II residential expansion throughout Southern California. With the growth of population came the need for additional public services, including libraries. While the construction of the library was part of the broad pattern of residential growth in the region, it was a relatively minor aspect of the trend. It is one of many civic and institutional buildings constructed in Southern California during the mid-twentieth century and, relative to the investment and effort made for the Altadena Main Library roughly a decade later, a minor aspect of the historical trend during the period for Altadena itself. In later years, specifically during the late 1970s into the 1990s, Altadena's African American community grew, particularly in western Altadena. The efforts made during that period to reopen the library after it closed in 1979, spearheaded by Bob Lucas, are better embodied by the building. However, the period of significance for the building's association with these historical developments is 1990, which is not within the age threshold for consideration as a historical landmark. Therefore, this property is not eligible for the Local Register under Criterion 1.

Local Criterion 2: This property does not meet Local Criterion 2 for association with the lives of persons who are significant in the history of the nation, state, County, or community. Research has yielded no information to suggest that the library is specifically associated with persons of historical significance. While there have been many staff who have worked at the library, beginning with Beatrice M. Beck and Fern Allee, research has yielded no information that they or any others are persons of historical significance. Bob Lucas, whose name the library now bears, was an advocate for literacy within the Altadena community. While his association with the library is arguably significant at a local level, it began and ended outside the period of significance for this property. Therefore, this property is not eligible for the Local register under Criterion 2.

Local Criterion 3: This property does not meet Local Criterion 3 for embodying the distinctive characteristics of a type, architectural style, period, or method of construction; represents the work of an architect, designer, engineer, or builder whose work is of significance to the nation, state, County, or community; or possesses artistic values of significance to the nation, state, County, or community. The building is a relatively unremarkable example of Contemporary style architecture, which was a common architectural style throughout California in the mid-twentieth century. While it displays many of the character-defining features of the style, it is relatively unremarkable. It is not a particularly early example of the style, nor a particularly early example of the style being used for institutional buildings that was relatively common during the mid-twentieth century. Research has yielded no information to suggest that Robert G. Smith should be considered a master architect or that the building should be considered a masterful example of his work. The landscaping, which has been subsequently modified, was designed by the firm Eriksson, Peters, & Thoms, Landscape Architects. Research has yielded no

information to suggest that the landscaping was a masterful example of their work. Therefore, this property is not eligible for the Local Register under Criterion 3.

Local Criterion 4: This property does not meet Local Criterion 4, since it is unlikely to yield significant and important information regarding the prehistory or history of the nation, state, County, or community. It is unlikely that this property has the potential to broaden our understanding of the development of the region, California, or the United States. Therefore, this property is not eligible for the Local Register under Criterion 4.

Local Criterion 5: This property does not meet Local Criterion 5 since it is not listed or has been formally determined eligible for listing, in the NRHP, or is listed, or has been formally determined eligible for listing on the CRHR.

Local Criterion 6: This property does not meet Local Criterion 6. While there are mature trees present on the property, there is no indication that the trees are the largest or oldest in the county.

Local Criterion 6: This property does not meet Local Criterion 7. The landscape was designed by the local landscape architecture firm of Eriksson Peters & Thoms. The landscape has been significantly modified over time, notably the replacement of grass with water conscious planting and the loss of trees on the property. The current appearance does not reflect the original intentions of the landscape architects.

7 CONCLUSIONS

The following provides the conclusions of the historical resources assessment of the Bob Lucas Memorial Library and Literacy Center.

7.1 CONCLUSIONS

An intensive pedestrian survey was conducted in October 2022 by Kleinfelder’s Principal Architectural Historian. The interior and exterior of the Bob Lucas Memorial Library and Literacy Center were photo documented, then analyzed against the historic context. The Bob Lucas Memorial Library and Literacy Center was evaluated for historical significance by applying the criteria of the NRHP, the CRHR, and the Local Register using data gathered during the pedestrian survey and information acquired through historical research. Kleinfelder recommends that the Bob Lucas Memorial Library and Literacy Center is not eligible for inclusion in the NRHP, the CRHR, or the Local Register. However, research has yielded indications that the building, in future, may be eligible for the NRHP at a local level under Criterion A, the CRHR under Criterion 1, and the Local Register under Criterion 1 for its association with the efforts of Bob Lucas to re-establish a library and literacy center for the predominantly African American community in west Altadena. The period of significance associated with this theme is 1990 when the library re-opened, which is not within the 50-year threshold for consideration as a historical resource or a historic property. While the building does not have exceptional historical significance to warrant eligibility under NRHP Criteria Consideration G, there may be potential for the building to be eligible as a historic resource or a historic property by the time it achieves sufficient age, but currently it does not. Therefore, the Bob Lucas Memorial Library and Literacy Center is not considered a historical resource for the purposes of CEQA at this time.

8 PREPARER'S QUALIFICATIONS

This report was prepared by Kleinfelder Senior Architectural Historian Justin Castells, M.A.

Mr. Castells is an Architectural Historian who exceeds the Secretary of the Interior's Professional Qualification Standards in architectural history and history. Mr. Castells has a Master of Arts (M.A.) in history and over 16 years of professional experience in historic preservation and cultural resources management. Mr. Castells has worked on assessments for properties based on local, CRHR, and NRHP criteria. He has prepared technical reports in compliance with the National Environmental Policy Act (NEPA), CEQA, and Section 106 of the National Historic Preservation Act (Section 106) including Environmental Impact Studies/Environmental Impact Reports, DPR 523 series forms, Historic American Buildings Survey (HABS)/Historic American Engineering Record (HAER) documentation, historic preservation plans, and cultural landscape reports. He has completed work for various federal, state, and local agencies, including the Federal Emergency Management Agency (FEMA), California High Speed Rail Authority, California Department of Transportation (Caltrans), as well as numerous private clients.

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FIGURES

APPENDIX A

DEPARTMENT OF PARKS AND RECREATION 523 FORMS

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*Resource Name or #: (Assigned by recorder) Bob Lucas Memorial Library and Literacy Center

P1. Other Identifier

*P2. Location: Not for Publication Unrestricted

*a. County Los Angeles

*b. USGS 7.5' Quad Pasadena Date 1991 T ; R ; 1/4 of t 1/4 of 1/4 of Sec ; S.B.B.M.

c. Address: 2659 Lincoln Avenue City: Altadena Zip: 91001

d. UTM: Zone 11S, 393208.69 mE/ 3783974.25 mN

e. Other Locational Data: AIN 5828-009-902

***P3a. Description:**

The Bob Lucas Memorial Library and Literacy Center is a one-story contemporary style building constructed in 1957. The building was designed by architect Robert G. Smith, and landscaping was designed by the firm of Eriksson, Peters, & Thoms, Landscape Architects. The building has a rectangular plan and is located at AIN 5828-009-902.

(See continuation sheet)

*P3b. Resource Attributes: HP39. Other: Library

*P4. Resources Present: Building Structure Object Site District Element of District Other (Isolates, etc.)

P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects.)



***P5b. Description of Photo:** East elevation, facing northwest. (10.3.22)

*P6. Date Constructed/Age and Source:

Historic Prehistoric Both

1957 (Los Angeles County Assessor)

*P7. Owner and Address:

Altadena Library District
 600 E. Mariposa Street
 Altadena, CA 91001

*P8. Recorded by:

Kleinfelder
 770 First Avenue, Suite 400
 San Diego, CA 9560

*P9. Date Recorded: October 2022

*P10. Survey Type: Intensive

*P11. Report Citation: 2022. Castells, Justin.

Historical Resources Identification and Evaluation Report in Support of the Bob

Lucas Memorial Library and Literacy Center Renovation Project, Altadena, California. On file with Kleinfelder.

*Attachments: NONE Location Map Continuation Sheet Building, Structure, and Object Record Archaeological Record District Record Linear Feature Record Milling Station Record Rock Art Record Artifact Record Photograph Record Other (List):

BUILDING, STRUCTURE, AND OBJECT RECORD

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*NRHP Status Code:

*Resource Name or #: Bob Lucas Memorial Library and Literacy Center

B1. Historic Name: Arroyo Seco Branch

B2. Common Name: Bob Lucas Memorial Library and Literacy Center

B3. Original Use: Library

B4. Present Use: Library

***B5. Architectural Style:** Contemporary

***B6. Construction History:** Constructed in 1957

***B7. Moved?** No Yes Unknown

Date: **Original Location:**

***B8. Related Features:** N/A

B9a. Architect: Robert G. Smith (building); Eriksson, Peters & Thoms (landscape) **b. Builder:** unknown

***B10. Significance:** N/A **Theme:** N/A **Area:** N/A

Period of Significance: N/A **Property Type:** Library **Applicable Criteria:** N/A

Altadena

The permanent American settlement of Altadena began in 1858 when Benjamin "Don Benito" Wilson and Dr. John Griffin purchased 14,000 acres of land from Manuel Garfias (Altadena Heritage 2022). The land, once part of the Rancho San Pascual, is situated on a highland plateau at the base of the San Gabriel Mountains (Altadena Heritage 2022). In 1864, Benjamin S. Eaton purchased nearby land to raise cattle and cultivate a vineyard (Altadena Filming 2017). By the mid-1860s, Eaton successfully piped water from nearby Eaton Canyon. On land once believed too high in elevation for agriculture, Eaton was successful in growing grapes and citrus. As a result, Eaton began tapping water for Wilson and Griffin (Altadena Heritage 2022).

In 1873, Eaton led a group of pioneers from the Midwest to purchase 2,400 acres of land from Wilson and Griffin. The community overcame early challenges due to tuberculosis, war injuries, and other illnesses and became successful growers of wine grapes with early harvests helping Los Angeles County become California's largest wine producer (Altadena Heritage 2022). In 1880, brothers John and Fred Woodbury purchased 937 acres known as the Woodbury Ranch. After Pasadena's unsuccessful 1886 attempt to incorporate the unnamed community, John established the Pasadena Improvement Company in 1887 planning to attract members of the wealthy class in development of the Woodbury Subdivision. John's plans included the name Altadena, which was inherited from Byron O. Clark's nearby foothills nursery. The name "alta" is Spanish for upper, and "dena" referred to Pasadena, a Chippewa word meaning "of the valley" (Altadena Town Council 2022). In addition, the Woodberry's Altadena/Pasadena Railway opened in 1887 and the Painter's Railway opened in 1888, both of which were consolidated into Henry Cross' Terminal Railway in 1890. However, the plan failed, and the region was consumed by economic disparity until the beginning of the twentieth century (Altadena Heritage 2022).

(See continuation sheet)

B11. Additional Resource Attributes:

***B12. References:** See continuation sheet

B13. Remarks:

***B14. Evaluator:** J. Castells, Kleinfelder

***Date of Evaluation:** October 2022

(This space reserved for official comments.)

(Sketch Map with north arrow required.)

See attachment

***P3a. Description (continued):**

Exterior Description

The building features a low-pitched side gable roof clad in tar and gravel and enclosed eaves. The building is of concrete vertical rectangle panel construction. The primary entrance is located slightly off-center on the east elevation within a recessed entryway. The entry is filled with double doors. The south portion of the elevation is recessed, and the roof extends over that portion and is supported by metal poles to form a covered walkway and porch. The portion of the elevation south of the entry features a bank of double-hung horizontal pane windows. Decorative flagstone clads the south-facing recessed wall adjacent to the entry and wraps around to the east elevation. The flagstone continues to the interior of the building beyond the entry doors. An encased display alcove is located on the south-facing wall of the recessed entry. To the north of the flagstone portion of the east elevation, there is a bank of double-hung horizontal pane windows. Landscaping along the east elevation of the building is bisected by a concrete path. The south elevation features a set of concrete stairs that accesses the covered walkway. There are no doors or fenestration on the elevation. The west elevation features an entry door and double doors that provide entry to the electrical room. The elevation features a bank of double-hung horizontal pane windows. The north elevation features a band of fixed windows following the roofline on the gable end. Short concrete block walls are located on either side of the east and south driveways. Concrete block walls are located on the north and west boundaries of the parking lot. The north concrete wall features a mural painted circa 1980s.

Interior Description

The interior of the library is divided into two major use areas, the north portion of which was identified in the original project plans as the "Adult Room." The south portion was identified in the original project plans as the "Juvenile Room." The Adult Room features three exposed wood beams oriented north-south on the ceiling. The ceiling is clad in acoustic ceiling and features recessed lights. The Adult Room and Juvenile Room are bisected by the entryway. Two wing walls define the entryway. The south-facing elevation of the north wing wall is clad in flagstone. The south-facing elevation of the south wing wall features painted tile mural. The mural depicts a blue parrot perched in a rose bush. The roses on the bush are red. The bush is within a yellow and blue pot with flower and bird motifs. The bird and bush portion of the mural is surrounded by a boarder of stylized papayas and feathers. The lower portion of the mural is composed of tiles with a stylized clover pattern with geometric embellishments. A plaque is centered at the transition between the two motifs. The plaque reads "Presented by the Altadena Historical Society in memory of its founder Mrs. Frederick Marsh 1957." The roof is lowered in the Juvenile Room. The east-facing wall of the Juvenile Room features two restrooms and a breakroom.

D6. Significance (continued):

By 1893, the Mount Lowe Railway was completed, connecting Altadena to a 70-room Victorian hotel upon the crest of the San Gabriel Mountains. However, the railroad was not profitable and was eventually sold in 1900. At the beginning of the twentieth century through the 1920s, the production of wine grapes propelled the local economy. Local ranchers slowly purchased undeveloped Altadena lands and expanded their crops to include avocados, dates, oranges, olives, and walnuts. Public transportation connected Altadena to Pasadena and Los Angeles. The climate and rural ambiance lured wealthy business magnates from the Midwest to build winter and retirement homes. And although development continued east towards Eaton Canyon, Altadena retained much of its rustic charm well into the 1940s (Altadena Heritage 2022). The western edge of Altadena, from roughly Fair Oaks Avenue to the Arroyo Seco, was largely rural through the 1940s; however, small housing tracts were constructed in the area during the 1920s (Triem 1991).

The post-WWII era economic boom fueled the largest middle class expansion in US history. Economic growth and benefits of the GI Bill provided the opportunity of home ownership to many who previously were unable to afford homes. This period of modernization in Altadena continued and by the early 1950s the population peaked at roughly 46,000 people (Altadena Heritage 2022). (See continuation sheet)

D6. Significance (continued):

By 1950, economic prosperity also reached the Los Angeles African American community and resulted in a period of geographical movement not available prior to the war (Sapphos Environmental 2020). Many African Americans found better employment opportunities and rose to the financial status of middle class. The *Shelley v. Kraemer* and *Barrows v. Jackson* Supreme Court cases ruled that minorities were free to relocate to nonminority neighborhoods. With relaxed laws and an increase in financial stability, many African American families chose to vacate the densely populated areas, seeking safer neighborhoods, better schools, and better housing opportunities (Sapphos Environmental 2020). In 1950, the census count was 41 African American residents, with the African American population of Altadena estimated to be 0.1 percent. By 1960, with many African American people employed in various civic jobs and in the defense industry, the African American population increased to 4 percent. Most of the early population settled west of Lake Avenue due to unrestricted land sales and affordable housing. This trend continued well into the 1960s, when African American residents west of Fair Oaks Avenue represented 50 percent of the population.

Altadena Library District

The mid-twentieth century period of economic expansion in Los Angeles County also brought increased air pollution to Altadena, with smog often settling at the base of the foothills. Nationwide social changes of the 1960s–1970s Civil Rights movement, Vietnam War protests, and integration challenges brought further change to local demographics. As a result, many affluent people left the area, opening the door for a new ethnically diverse working-class people. Between 1960 and 1970, the African American population in Altadena increased to about 30 percent, with many taking up residence closer to Lake Avenue. Altadena, still unincorporated, is now considered one of the most ethnically diverse and racially integrated communities in Southern California. The 2020 population of Altadena was 42,846, 20 percent of which was represented by the African American community (US Census Bureau 2022).

The beginnings of public libraries in Altadena can be traced to a bushel basket of children’s books donated in 1908 to a three-room elementary school located on Calaveras Street. By 1913 the collection had grown and also included adult books and had officially become part of the Los Angeles County Library system. By 1918 the County assigned the first librarian to Altadena and established a branch at Andrew Jackson School. In 1928 the library moved from the school to a dedicated library building on Lincoln Avenue (Altadena Library District 2022a). From its inception to 1926, the library in Altadena was administered by the Los Angeles County Library District, but that changed when Altadena residents voted to form an independent library district for the community.

The Altadena Library District is an independent special district that was formed in December 1926 under the provision of Sections 19600–19734 of the California Education Code. It encompasses the approximate eight square miles of Altadena, which is an unincorporated area of Los Angeles County (Altadena Library District 2022b). The purpose of forming the special library district was to permit residents of unincorporated towns and villages to create for themselves an independent, locally controlled library district supported by property taxes and governed by a locally elected Board of Library Trustees responsive directly to the service needs of the community. The District contracted with the County of Los Angeles for library services until 1955, when it became independent, providing its own building, collection, personnel, and services for the district (Altadena Library District 2022b).

Altadena received its first permanent library building in the 1936. Located at 2366 N. Lake Street, the building was constructed with Works Progress Administration funding and designed by local architect Frederick Marsh (Architectural Resources Group [ARG] 2020). A branch library, then known as the Arroyo Seco Branch (now the Bob Lucas Memorial Library and Literacy Center), was constructed in 1957 at 2659 Lincoln Avenue. In 1967 the main branch of the library was relocated to the Boyd Georgi-designed building located at 600 E. Mariposa Avenue.

(See continuation sheet)

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*Resource Name or #: Bob Lucas Memorial Library and Literacy Center

*Recorded by: Kleinfelder *Date: October 2022 Continuation Update

D6. Significance (continued):

Bob Lucas Memorial Library and Literacy Center

By the mid-1950s, the population of Altadena had grown, largely due to the post-war housing boom. To accommodate the growing population, a second library location in the western portion of Altadena was planned. The Arroyo Seco Branch (now the Bob Lucas Memorial Library and Literacy Center) opened in 1957 at an estimated cost of \$30,000.00. Beatrice M. Beck was the first librarian of the facility and was supported by Fern Allee. The branch had an estimated capacity of 7,500 volumes at the time of opening and was planned to be open five days a week (*Los Angeles Times* 1957).

California voters passed Proposition 13 in 1978, which lowered property taxes and reduced funding for many government programs, including libraries. As a result of the decreased funding, the Arroyo Seco Branch library closed in 1979. Between 1979 and 1988 the building was leased to the Handyworker Program, a federally funded program to assist low-income senior citizens (*Los Angeles Times* 1990).

The closure of the library in 1979 drew the attention of many within Altadena, including Robert "Bob" Lucas. Bob Lucas was a writer and editor who moved to Altadena in 1971. His career began in Chicago as a journalist with the *Chicago Defender*. By the 1940s he had expanded into writing for the radio. In 1950 he moved to New York, where he wrote for magazines and worked as an editor. After an assignment with *Life Magazine* brought him to Los Angeles, he permanently relocated to the city. He worked as a news writer at NBC-TV and as a press relations publicist at ABC-TV. He wrote and produced a 1970 documentary "Compton: The Quiet Revolution," for which he received an Image Award nomination. From 1975 to 1981, he served as West Coast editor for *Jet Magazine*, to which he continued to contribute into his retirement. In his later years, Bob worked as a journalist for the *Los Angeles Sentinel* and did a vast amount of freelance writing while also serving as President of the Board of Trustees at the Altadena Library District (Altadena Library District 2022c).

Bob Lucas recognized the need for a library on the west side, especially for young people in the community and for those unable to travel to the main branch. His understood well that the ability to read and comprehend are vital skills that everyone needs, which led him to advocate and strongly encourage the library board and its supporters to re-open the Arroyo Seco branch (Altadena Library District 2022c). Attempts were made to secure funding to re-open the library, including a ballot measure introducing a library tax in 1983, which failed to secure the two-thirds supermajority needed to pass. The library reopened in 1991 as a combined library and literacy training center, one of only three in the country that combined those services at the time of opening. Prior to the reopening, the building had undergone some minor renovations including the installation of dark green tweed carpet, oak bookcases with burgundy-colored shelves, green blinds, and double glass doors. A memorial of Lucas was constructed on the exterior of the building (Ifateyo 1991). The Altadena Library District funded the reopening through a literacy grant from the State of California that granted the district \$65,000.00 a year as of 1990 (*Los Angeles Times* 1990). Bob Lucas died before he could see the library named in his honor but was informed that the branch would be re-opened before his death (Altadena Library District 2022c).

Contemporary Style Architecture

The Contemporary Style was prominent in Southern California between approximately 1955 and 1965. Often incorporated into tract home developments during this period it was also a common design type for commercial and institutional buildings. The buildings were often characterized by minimal architectural and often incorporated non-traditional siding materials such as flagstone as accent materials. Contemporary Style commercial and institutional buildings typically display angular massing and varied materials use. Roof forms were often low-pitched or flat in order to help incorporate the building into the surrounding landscape. Character defining features of this style include strong, low-pitched roof forms including flat, gabled, shed, or butterfly, typically with deep overhangs; large windows, often aluminum framed; non-traditional exterior finishes including vertical wood siding, concrete block, stucco, flagstone, and mullion-free glass; integration with surrounding landscape; and angular massing (City of San Diego 2007).
(See continuation sheet)

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*Resource Name or #: Bob Lucas Memorial Library and Literacy Center

*Recorded by: Kleinfelder *Date: October 2022 Continuation Update

D6. Significance (continued):

Robert G. Smith

Robert G. Smith was an architect working in Southern California during the mid-twentieth century. Smith was a partner in the firm Train and Smith with Robert Farquhar Train between 1945 and 1950 (Pacific Coast Architecture Database [PCAD] 2022a). Beginning in 1950, he operated a solo practice. By 1956 he continued to operate his solo practice, but also participated in the partnership of Elliott, Grant, and Smith, Architects with Daniel Anthony Elliott and Charles Merrill Grant until at least 1963 (PCAD 2022b). Works associated with Smith include the Los Angeles County Library, Lancaster Regional Branch (1950) (PCAD 2022c) and the Public Works Maintenance Building, City of Burbank (1959) (Calisphere 2022).

Eriksson, Peters, & Thoms, Landscape Architects

The following history of Eriksson, Peters & Thoms, Landscape Architects, unless otherwise noted, is excerpted from *Altadena Main Library Historical Resource Assessment Report* (ARG 2020).

The original landscape design for the Bob Lucas Memorial Library and Literacy Center was prepared by the landscape architecture firm Eriksson, Peters & Thoms (which later became known as EPT, still in practice today). The firm also designed the landscape for the Altadena main Library. Robert Eriksson, Owen Peters, and Dave Thoms established their practice in Pasadena in 1962. The firm's early work was mostly residential, including individual residences such as the Harvey L. Silbert house (1965), as well as large, planned communities, such as the \$25 million Tustin Meadows residential development (1968). Throughout the 1960s, the firm, most notably Eriksson and Peters, contributed to various home garden articles published in the *Los Angeles Times*. By the late 1960s, the firm's practice had expanded to encompass institutional projects, including for clients such as the Pacific Asia Museum, Pasadena Unified School District, Caltech, and Altadena Library District. In 1973, President Nixon presented Eriksson, Peters & Thoms, Landscape Architects with an award for outstanding contributions to environmental improvement for their work on the C. F. Braun Company campus in Alhambra.

Owen Peters was a Fellow of the American Society of Landscape Architects (ASLA). He served as both the Southern California Chapter and national President of the ASLA, was a Member of the Advisory Committee of Cal Poly Pomona's College of Environmental Design, and was on the California State Board of Landscape Architects. Peters died on October 26, 2000 in Sioux City, Iowa. Robert Eriksson, also a Fellow of the ASLA, continues his landscape architecture practice with Robert Eriksson Landscape Architecture, which he established in 1995 (ARG 2020).

NRHP and CRHR Evaluation

NRHP Criterion A/ CRHR Criterion 1: This property does not meet NRHP Criterion A or CRHR Criterion 1 for association with events that have made a significant contribution to the broad patterns of history and cultural heritage. The branch of the library was constructed in 1957, during a period of post-World War II residential expansion throughout Southern California. With the growth of population came the need for additional public services, including libraries. While the construction of the library was part of the broad pattern of residential growth in the region, it was a relatively minor aspect of the trend. It is one of many civic and institutional buildings constructed in Southern California during the mid-twentieth century and, relative to the investment and effort made for the Altadena Main Library roughly a decade later, a minor aspect of the historical trend during the period for Altadena itself. In later years, specifically during the late 1970s into the 1990s, Altadena's African American community grew, particularly in western Altadena. The efforts made during that period to reopen the library after it closed in 1979, spearheaded by Bob Lucas, are better embodied by the building. However, the period of significance for the building's association with these historical developments is 1990, which is not within the age threshold for consideration as a historic property or a historical resource. Therefore, this property is not eligible for the NRHP under Criterion A or the CRHR under Criterion 1.

(See continuation sheet)

D6. Significance (continued):

NRHP Criterion B/ CRHR Criterion 2: This resource does not meet NRHP Criterion B or CRHR Criterion 2 for any direct associations with the productive lives of persons important in local, state, or national history. Research has yielded no information to suggest that the library is specifically associated with persons of historical significance. While there have been many staff who have worked at the library, beginning with Beatrice M. Beck and Fern Allee, research has yielded no information that they or any others are persons of historical significance. Bob Lucas, whose name the library now bears, was an advocate for literacy within the Altadena community. While his association with the library is arguably significant at a local level, it began and ended outside the period of significance for this property. Therefore, this property is not eligible for the NRHP under Criterion B or the CRHR under Criterion 2.

NRHP Criterion C/ CRHR Criterion 3: This property does not meet NRHP Criterion C or CRHR Criterion 3 for embodying the distinctive characteristics of a type, period, and method of construction; as the work of an important creative individual; or as having high artistic value. The building is a relatively unremarkable example of Contemporary style architecture, which was a common architectural style throughout California in the mid-twentieth century. While it displays many of the character-defining features of the style, it is relatively unremarkable. It is not a particularly early example of the style, nor a particularly early example of the style being used for institutional buildings that was relatively common during the mid-twentieth century. Research has yielded no information to suggest that Robert G. Smith should be considered a master architect or that the building should be considered a masterful example of his work. The landscaping, which has been subsequently modified, was designed by the firm Eriksson, Peters & Thoms, Landscape Architects. Research has yielded no information to suggest that the landscaping was a masterful example of their work. Therefore, this property is not eligible for the NRHP under Criterion C or the CRHR under Criterion 3.

NRHP Criterion D/ CRHR Criterion 4: This resource does not meet NRHP Criterion D or CRHR Criterion 4, since it is unlikely to yield information important to prehistory or history. It is unlikely that this property has the potential to broaden our understanding of the development of the region, California, or the United States. Therefore, this resource is not eligible for the NRHP under Criterion D or the CRHR under Criterion 4.

NRHP Criteria Consideration G: The National Register Criteria for Evaluation exclude properties that achieved significance within the last fifty years unless they are of exceptional importance. While the efforts of Bob Lucas to reopen the library during the 1980s which culminated with the reopening of the library in 1990 are locally important to the community of Altadena, research does not suggest that this rises to the level of exceptional importance that would make the building eligible under Criteria Consideration G.

Los Angeles County Historic Landmarks Evaluation

Local Criterion 1: This property does not meet Local Criterion 1 for association with events that have made a significant contribution to the broad patterns of the history of the nation, state, County, or community. The branch of the library was constructed in 1957, during a period of post-World War II residential expansion throughout Southern California. With the growth of population came the need for additional public services, including libraries. While the construction of the library was part of the broad pattern of residential growth in the region, it was a relatively minor aspect of the trend. It is one of many civic and institutional buildings constructed in Southern California during the mid-twentieth century and, relative to the investment and effort made for the Altadena Main Library roughly a decade later, a minor aspect of the historical trend during the period for Altadena itself. In later years, specifically during the late 1970s into the 1990s, Altadena's African American community grew, particularly in western Altadena. The efforts made during that period to reopen the library after it closed in 1979, spearheaded by Bob Lucas, are better embodied by the building. However, the period of significance for the building's association with these historical developments is 1990, which is not within the age threshold for consideration as a historical landmark. Therefore, this property is not eligible for the Local Register under Criterion 1.

(See continuation sheet)

D6. Significance (continued):

Local Criterion 2: This property does not meet Local Criterion 2 for association with the lives of persons who are significant in the history of the nation, state, County, or community. Research has yielded no information to suggest that the library is specifically associated with persons of historical significance. While there have been many staff who have worked at the library, beginning with Beatrice M. Beck and Fern Allee, research has yielded no information that they or any others are persons of historical significance. Bob Lucas, whose name the library now bears, was an advocate for literacy within the Altadena community. While his association with the library is arguably significant at a local level, it began and ended outside the period of significance for this property. Therefore, this property is not eligible for the Local register under Criterion 2.

Local Criterion 3: This property does not meet Local Criterion 3 for embodying the distinctive characteristics of a type, architectural style, period, or method of construction; represents the work of an architect, designer, engineer, or builder whose work is of significance to the nation, state, County, or community; or possesses artistic values of significance to the nation, state, County, or community. The building is a relatively unremarkable example of Contemporary style architecture, which was a common architectural style throughout California in the mid-twentieth century. While it displays many of the character-defining features of the style, it is relatively unremarkable. It is not a particularly early example of the style, nor a particularly early example of the style being used for institutional buildings that was relatively common during the mid-twentieth century. Research has yielded no information to suggest that Robert G. Smith should be considered a master architect or that the building should be considered a masterful example of his work. The landscaping, which has been subsequently modified, was designed by the firm Eriksson, Peters, & Thoms, Landscape Architects. Research has yielded no information to suggest that the landscaping was a masterful example of their work. Therefore, this property is not eligible for the Local Register under Criterion 3.

Local Criterion 4: This property does not meet Local Criterion 4, since it is unlikely to yield significant and important information regarding the prehistory or history of the nation, state, County, or community. It is unlikely that this property has the potential to broaden our understanding of the development of the region, California, or the United States. Therefore, this property is not eligible for the Local Register under Criterion 4.

Local Criterion 5: This property does not meet Local Criterion 5 since it is not listed or has been formally determined eligible for listing, in the NRHP, or is listed, or has been formally determined eligible for listing on the CRHR

Local Criterion 6: This property does not meet Local Criterion 6. While there are mature trees present on the property, there is no indication that the trees are the largest or oldest in the county.

Local Criterion 7: This property does not meet Local Criterion 7. The landscape was designed by the local landscape architecture firm of Eriksson Peters & Thoms. The landscape has been significantly modified over time, notably the replacement of grass with water conscious planting and the loss of trees on the property. The current appearance does not reflect the original intentions of the landscape architects.

***D7. References (continued):**

Altadena Filming

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(See continuation sheet)

Page 9 of 21

*Resource Name or #: Bob Lucas Memorial Library and Literacy Center

*Recorded by: Kleinfelder *Date: October 2022 Continuation Update

***D7. References (continued):**

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(See continuation sheet)

Page 10 of 21

*Resource Name or #: Bob Lucas Memorial Library and Literacy Center

*Recorded by: Kleinfelder *Date: October 2022 Continuation Update

***D7. References (continued):**

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*Resource Name or #: Bob Lucas Memorial Library and Literacy Center

*Recorded by: Kleinfelder *Date: October 2022 Continuation Update



East elevation, facing west.



South elevation, facing north.



South and west elevations, facing northeast.



West elevation, facing east.

Page 13 of 21

*Resource Name or #: Bob Lucas Memorial Library and Literacy Center

*Recorded by: Kleinfelder *Date: October 2022 Continuation Update



North elevation, facing south.



North and east elevations, facing southwest.



Mural wall, facing northwest.



Mural wall detail, facing north.

Page 15 of 21

*Resource Name or #: Bob Lucas Memorial Library and Literacy Center

*Recorded by: Kleinfelder *Date: October 2022 Continuation Update



Interior, Adult Room, facing northwest.



Interior, Adult Room, facing east.

Page 16 of 21

*Resource Name or #: Bob Lucas Memorial Library and Literacy Center

*Recorded by: Kleinfelder *Date: October 2022 Continuation Update



Interior, Adult Room, facing southeast.



Interior, Adult Room, facing southwest.

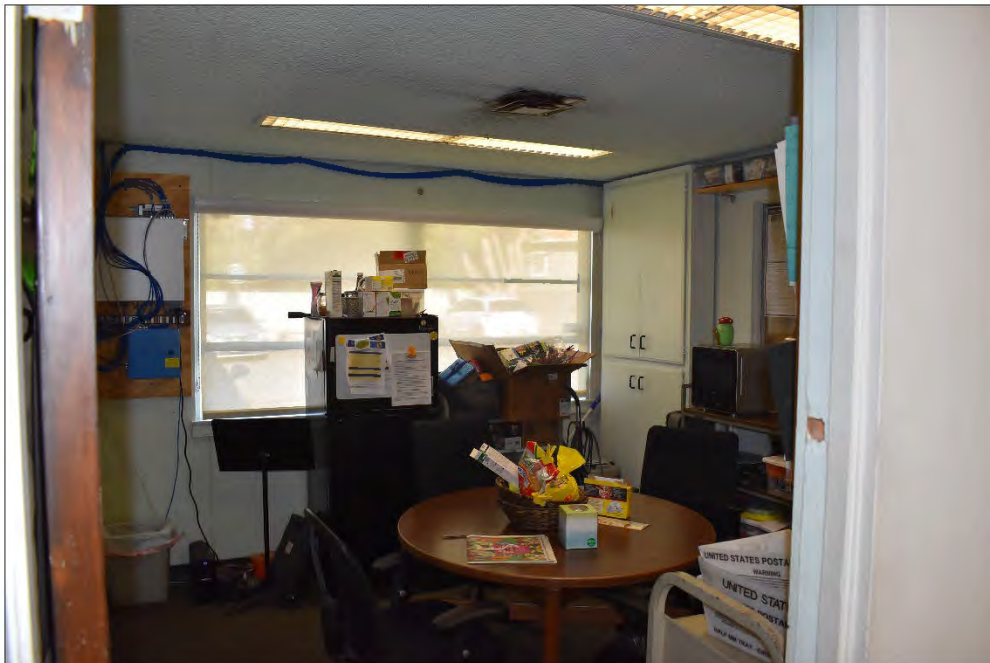
Page 17 of 21

*Resource Name or #: Bob Lucas Memorial Library and Literacy Center

*Recorded by: Kleinfelder *Date: October 2022 Continuation Update



Interior, Juvenile Room, facing southeast.



Interior, breakroom room, facing west.

Page 18 of 21

*Resource Name or #: Bob Lucas Memorial Library and Literacy Center

*Recorded by: Kleinfelder *Date: October 2022 Continuation Update



Interior, primary entrance, facing east.



Interior, tile mural, plaque detail.

Page 19 of 21

*Resource Name or #: Bob Lucas Memorial Library and Literacy Center

*Recorded by: Kleinfelder *Date: October 2022 Continuation Update

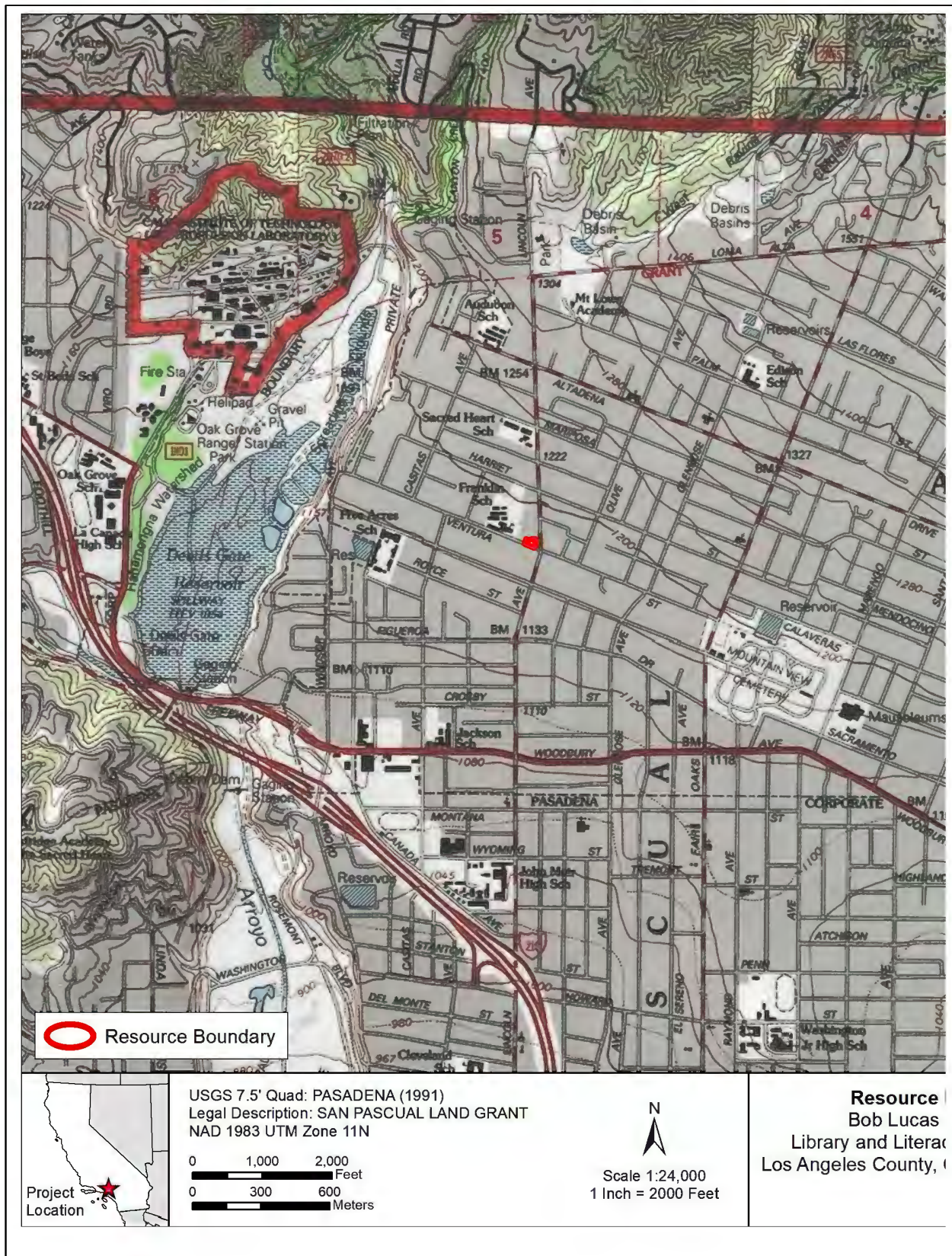


Interior, tile mural, facing north.

Page 20 of 21
*Drawn by: Kleinfelder

*Resource Name or #: Bob Lucas Memorial Library and Literacy Center
*Date of map: October 2022





APPENDIX B
SURVEY PHOTOGRAPHS



East elevation, facing northwest.



East elevation, facing west.



South elevation, facing north.



South and west elevations, facing northeast.



West elevation, facing east.



North elevation, facing south.



North and east elevations, facing southwest.



Mural wall, facing northwest.



Mural wall detail, facing north.



Interior, Adult Room, facing northwest.



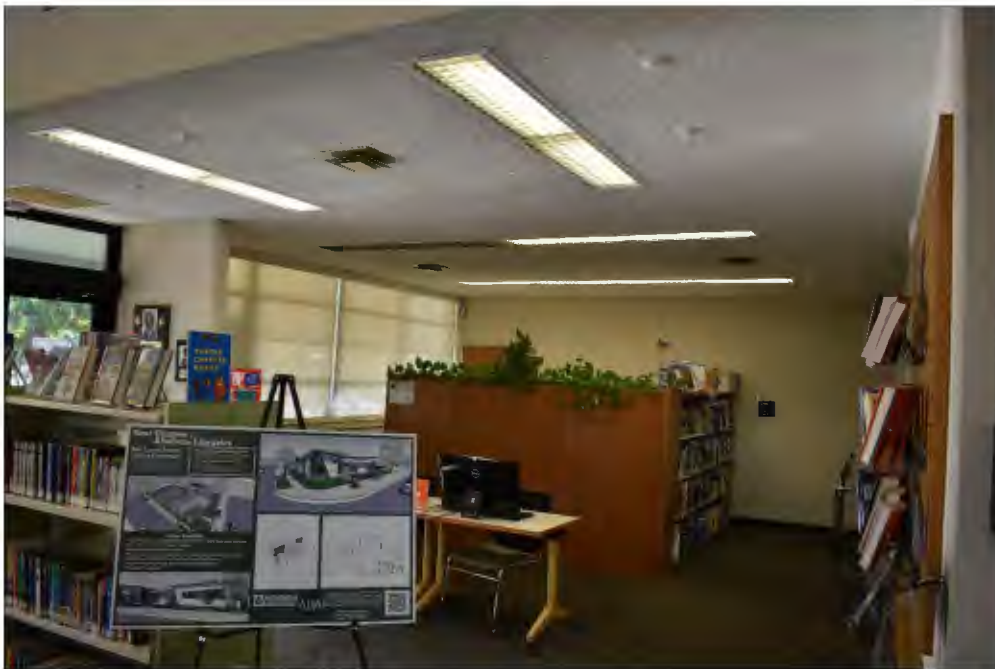
Interior, Adult Room, facing east.



Interior, Adult Room, facing southeast.



Interior, Adult Room, facing southwest.



Interior, Juvenile Room, facing southeast.



Interior, break room, facing west.



Interior, primary entrance, facing east.

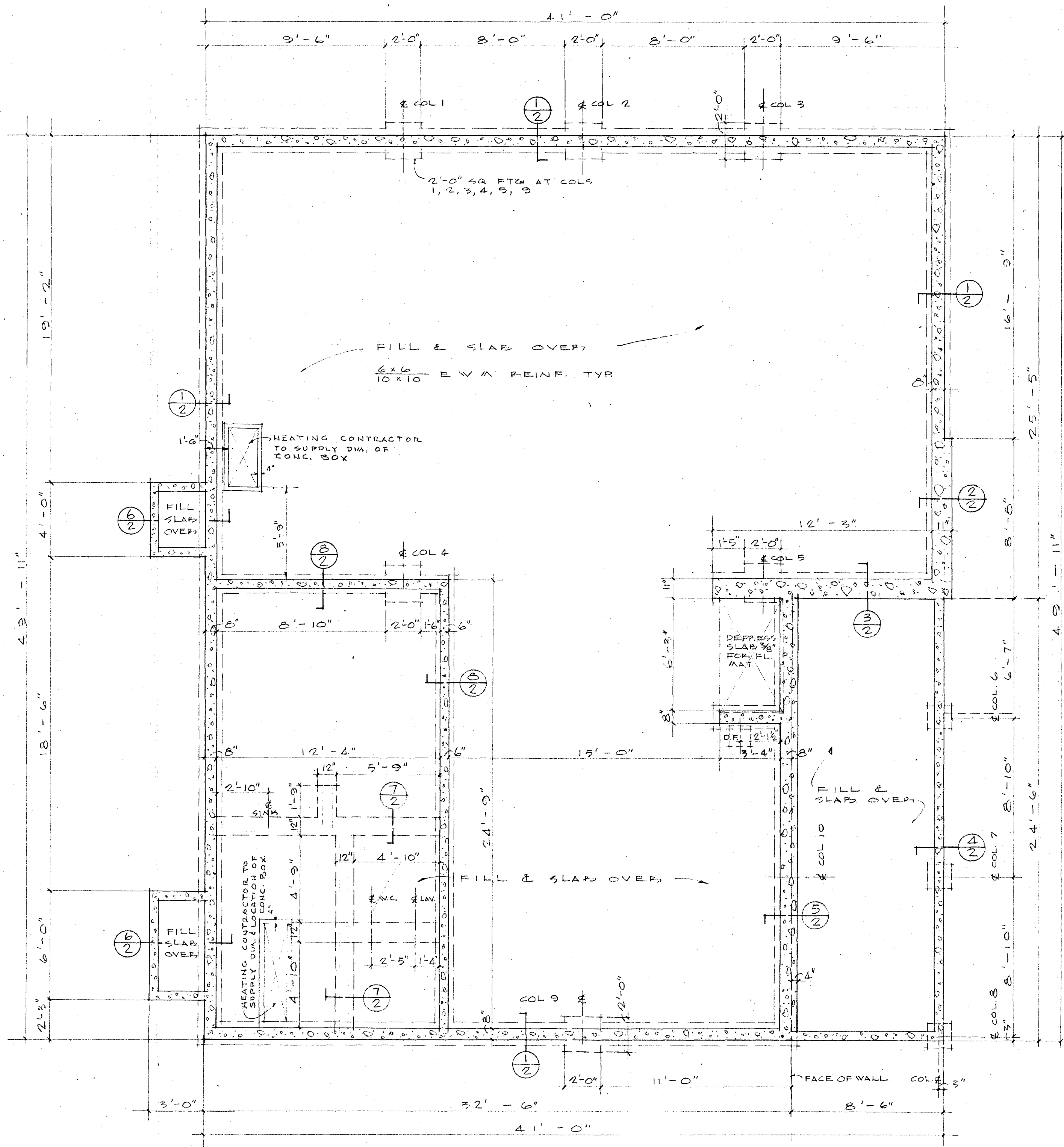


Interior, tile mural, facing north.

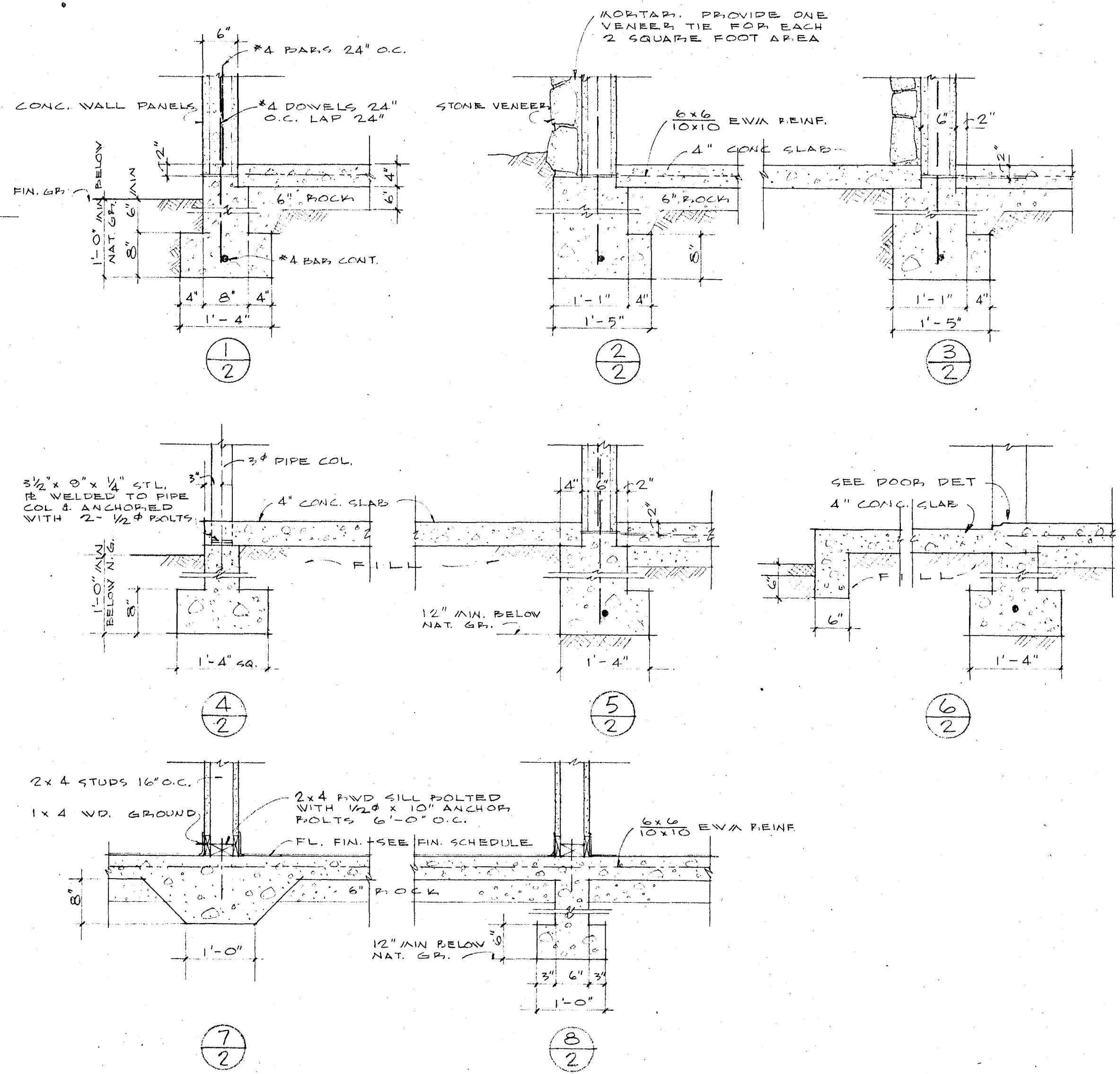


Interior, tile mural, plaque detail.

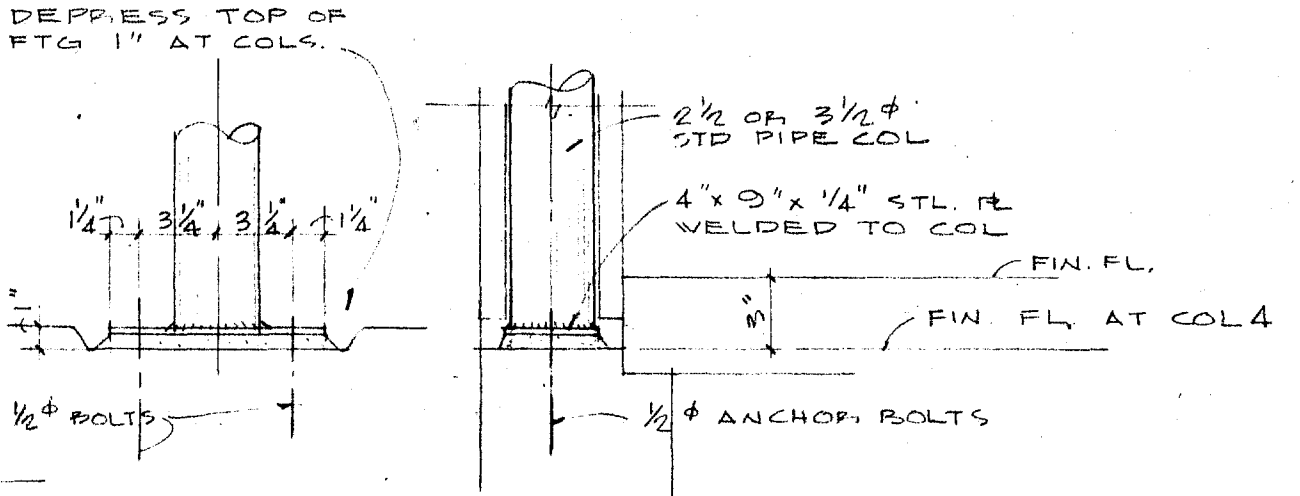
APPENDIX C
AS-BUILTS AND LANDSCAPING PLANS



FOUNDATION PLAN
SCALE 1/4" = 1'-0"

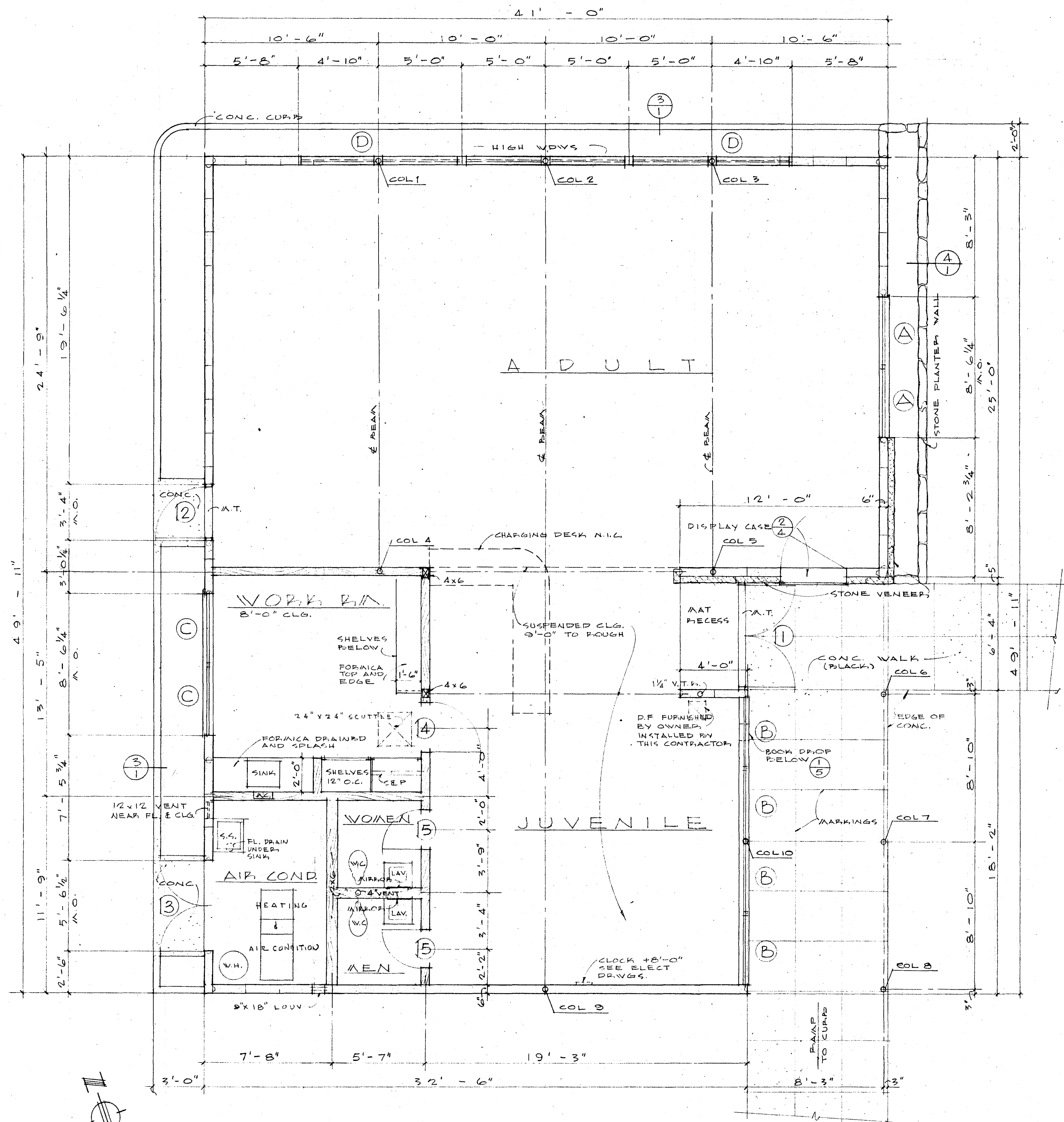


FOUNDATION DETAILS
SCALE 3/4" = 1'-0"

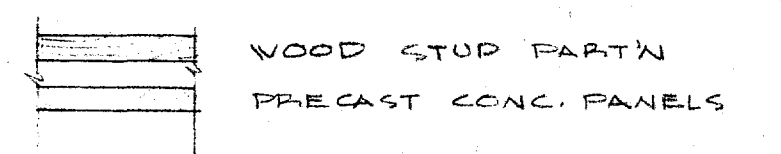


COLS 1, 2, 3, 5, 9 & 10
COL 4 SIMILAR
COLUMN BASE DET.
SCALE 1/2" = 1'-0"

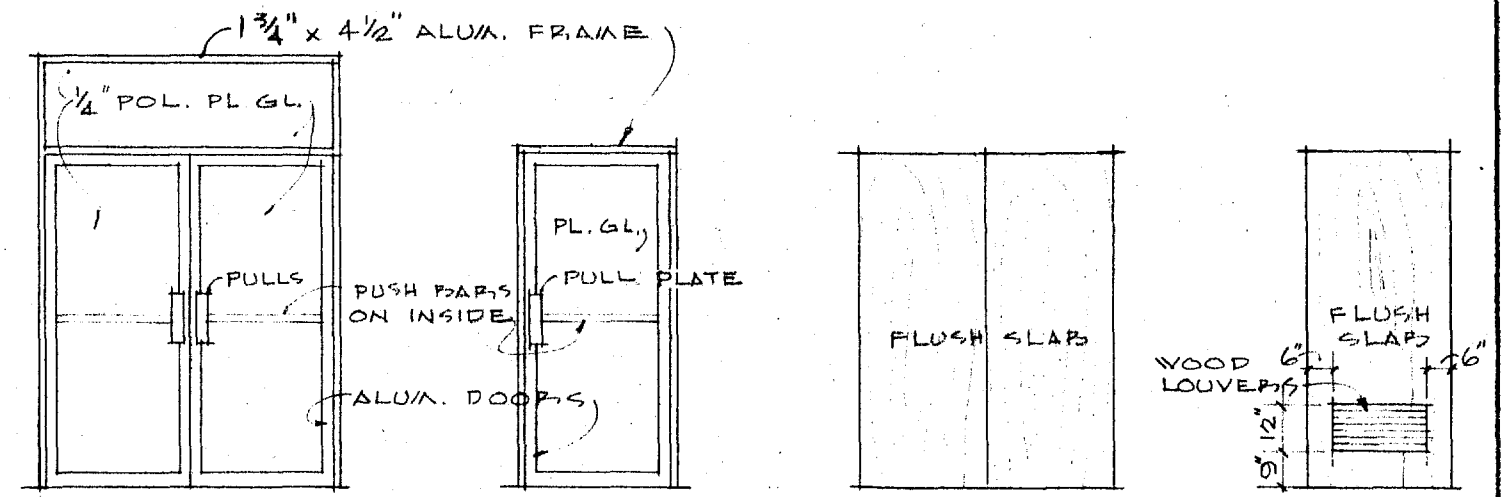
ALTADENA PUBLIC LIBRARY LINCOLN AVENUE ALTADENA, CALIFORNIA				
ROBERT G. SMITH AIA, ARCHITECT 256 SO. BERENDO ST. DUNKIRK 78453 LOS ANGELES 4, CALIFORNIA				SHEET NO 2
JOB NO	DESIGN J.M.	CHECKED H.S.	SCALE NOTED	DATE 9-23-56



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

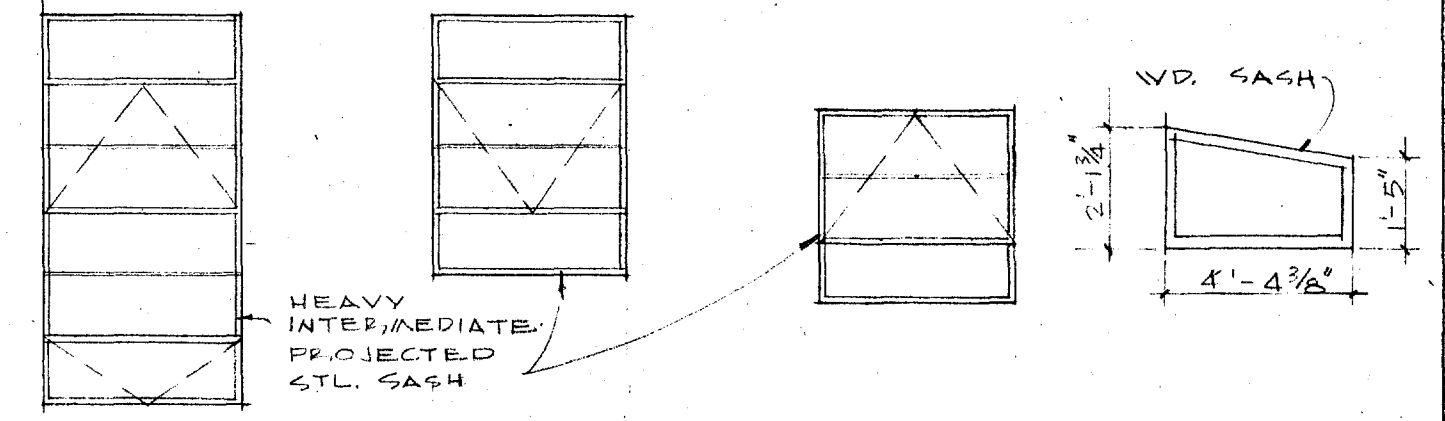


DOOR SCHEDULE					
NAME	TYPE	SIZE	THICK.	GLASS	NOTES
①	A	6'-0" x 7'-0"	1 3/4"	1/4" POL. PL.	FIXED GLASS TRANSOM OVER
②	B	3'-0" x 7'-0"	1 3/4"	1/4" POL. PL.	
③	C	5'-4" x 7'-0"	1 3/4"		
④	D	3'-0" x 7'-0"	1 3/4"		
⑤	D	2'-4" x 7'-0"	1 3/4"		



DOOR TYPES

WINDOW SCHEDULE				
NAME	TYPE	SIZE	GLASS	NOTES
A	1	4'-0 3/8" x 8'-1"	CLEAR D.S.B.	
B	2	4'-0 7/8" x 5'-5"	CLEAR D.S.B.	
C	3	4'-0 7/8" x 4'-1"	CLEAR D.S.B.	
D	4	4'-4 3/8" x SEE ELEV.	CLEAR D.S.B.	TRANSOM



WINDOW TYPES

FINISH SCHEDULE											
ROOM NUMBER	TITLE	FLOOR		WALLS		CLG.		PAINTING			NOTES
		CONCRETE	VINYL ASP.	NUMBER	KEY	KEY	KEY	KEY	KEY	KEY	
1	ADULT	X	X	X	X	X	V	SE	T		EXPOSED WOOD BEAMS ONLY
2	JUVENILE	X	X	X	X	X	V	SE	T		DOOR FRAME & CASING "T" FIN
3	WORK R.M.	X	X	X	X	X	V	SE	T	SE	" " " "
4	WOMEN'S TOILET	X	X	X	X	X	E	E	E	T	
5	MEN'S TOILET	X	X	X	X	X	E	E	E	T	
6	AIR CONDITION R.M.	X	X	X	X	X	V	SE	V	SE	

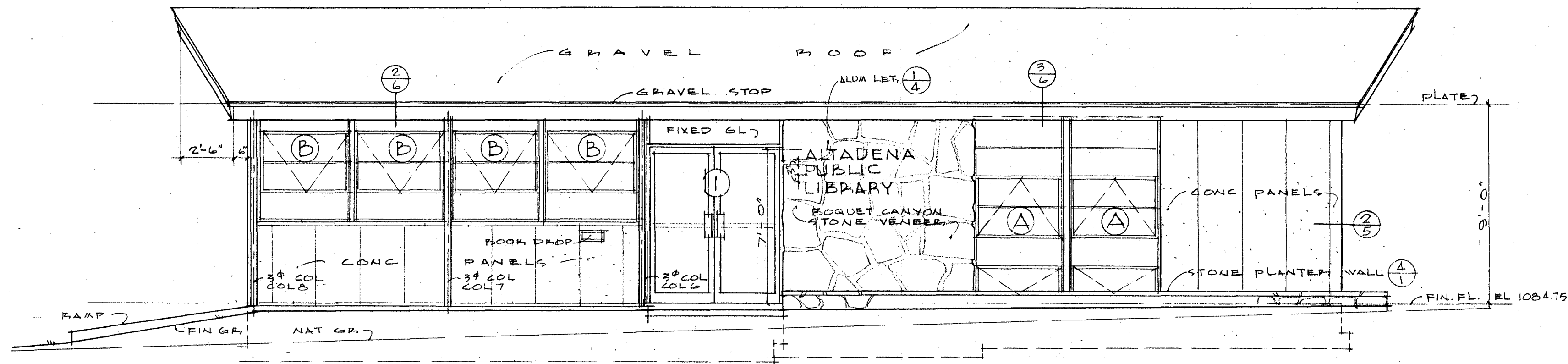
V = WASHABLE WALL PAINT
SE = SEMI-GLOSS ENAMEL
E = GLOSS ENAMEL
T = TRANSPARENT FINISH

ALTADENA PUBLIC LIBRARY
LINCOLN AVENUE
ALTADENA CALIFORNIA

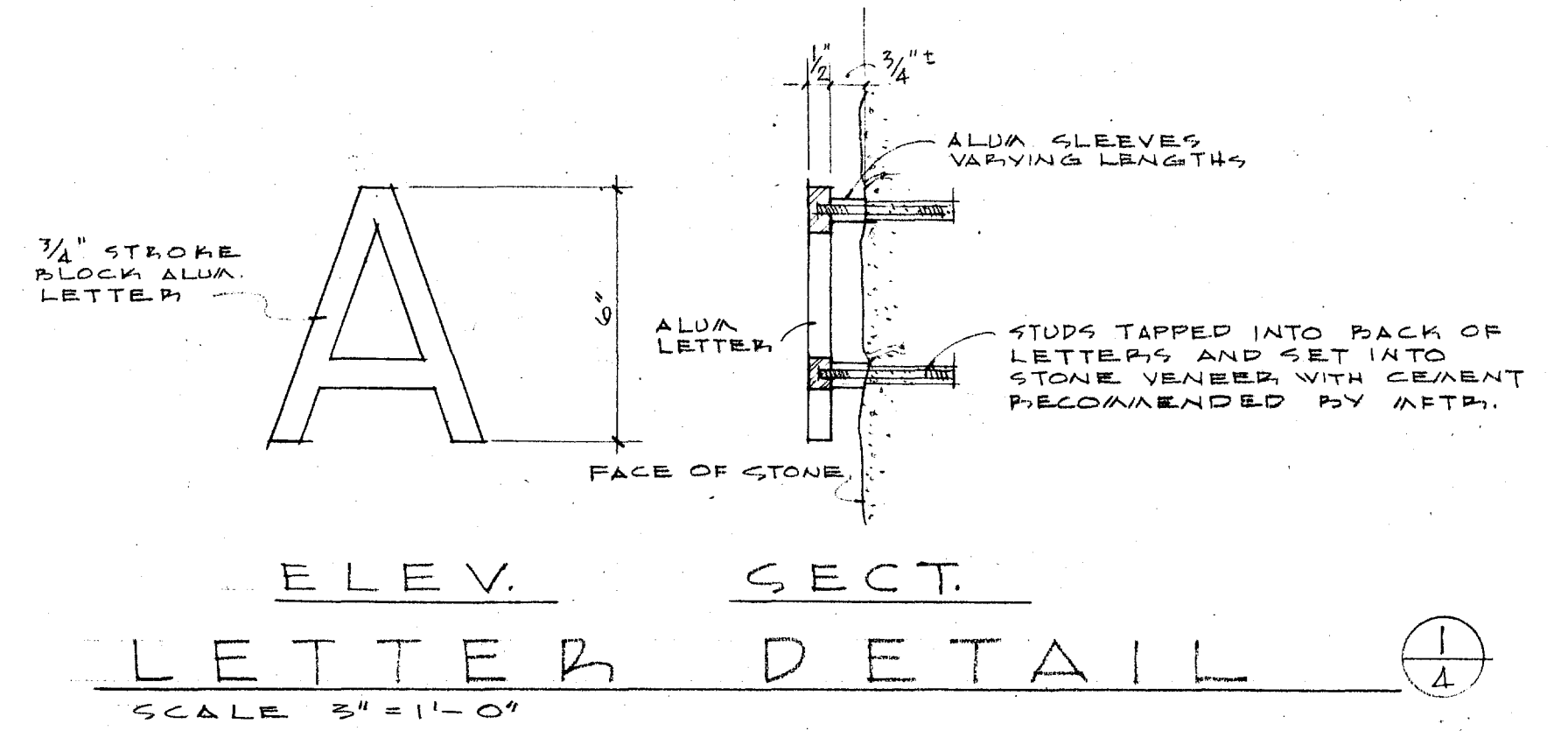
ROBERT G. SMITH AIA, ARCHITECT
256 SO. BERENDO ST. DUNKIRK 7-8453
LOS ANGELES 4, CALIFORNIA

SHEET NO. **3**

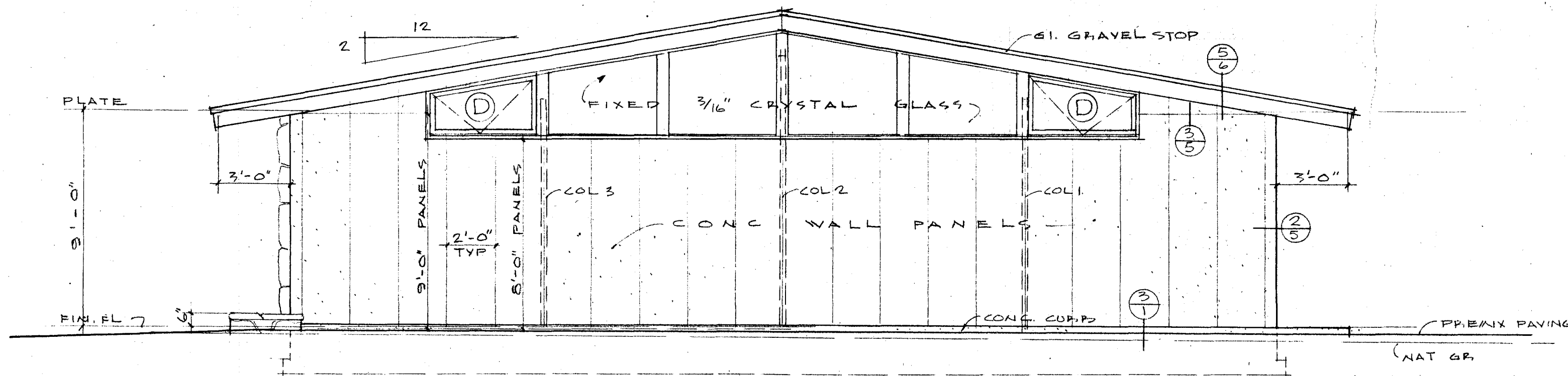
OP. NO. DESIGNED BY J.A. CHECKED BY R.S. SCALE 1/4" DATE 3-24-56



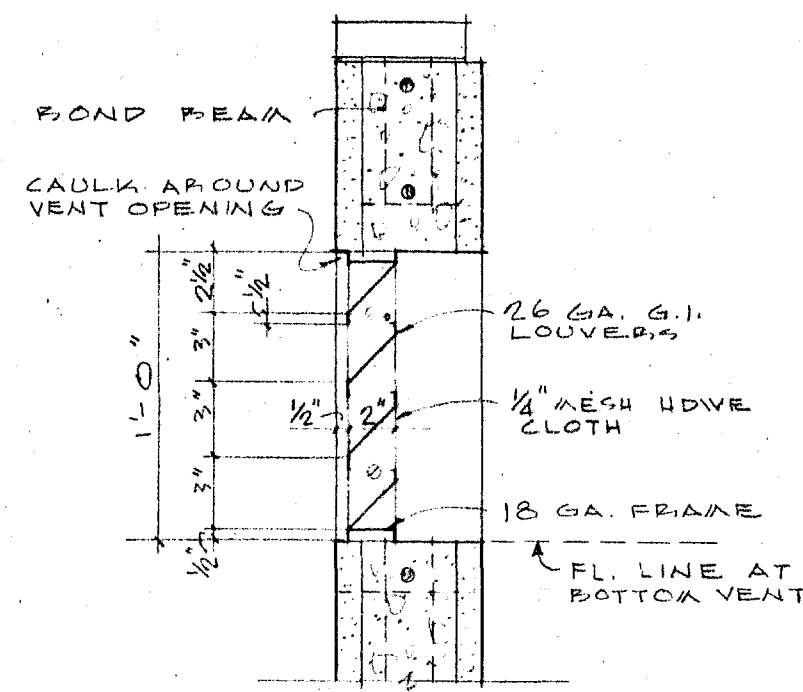
EAST



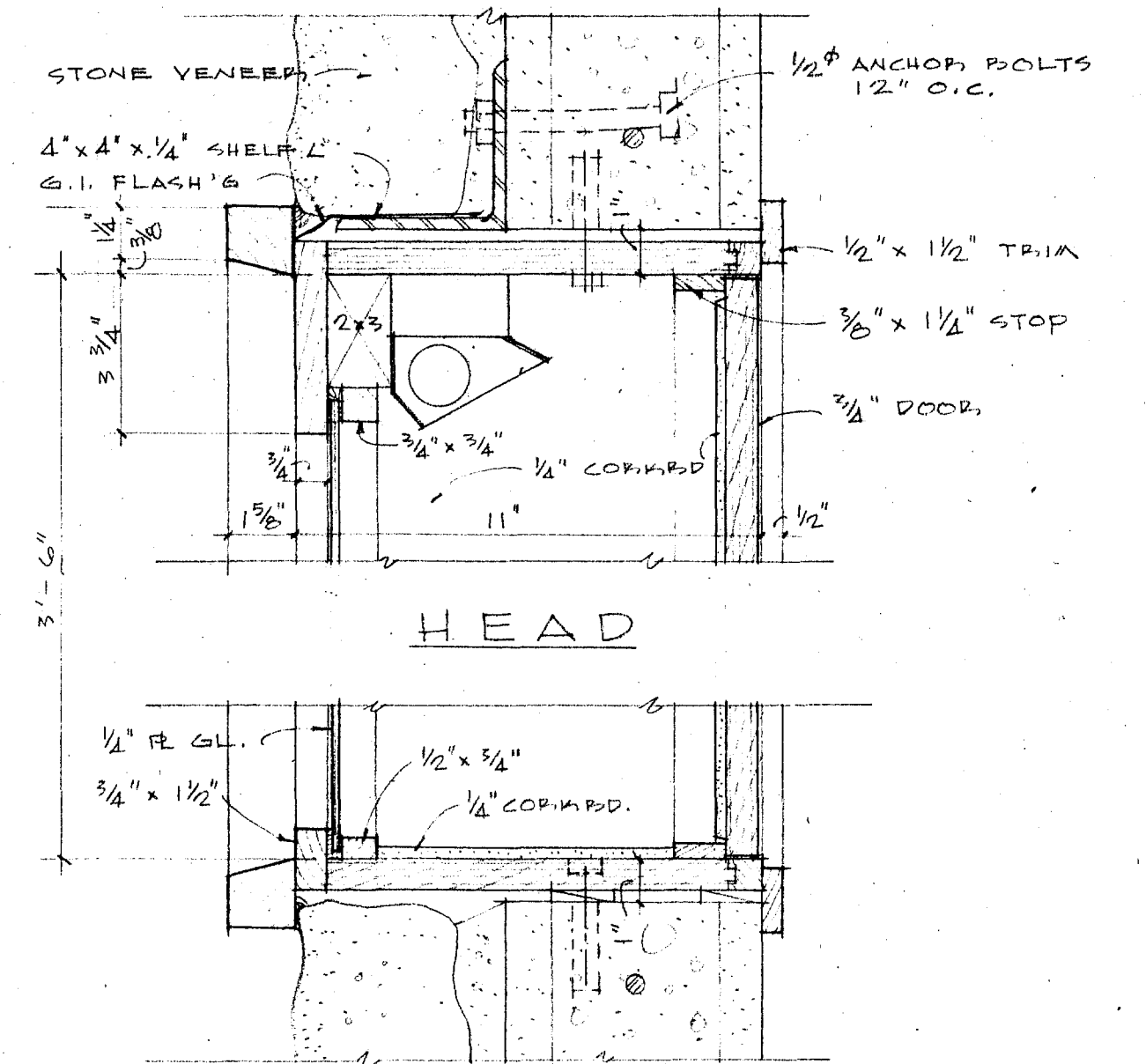
ELEV. SECT.
LETTER DETAIL 1/4
SCALE 3" = 1'-0"



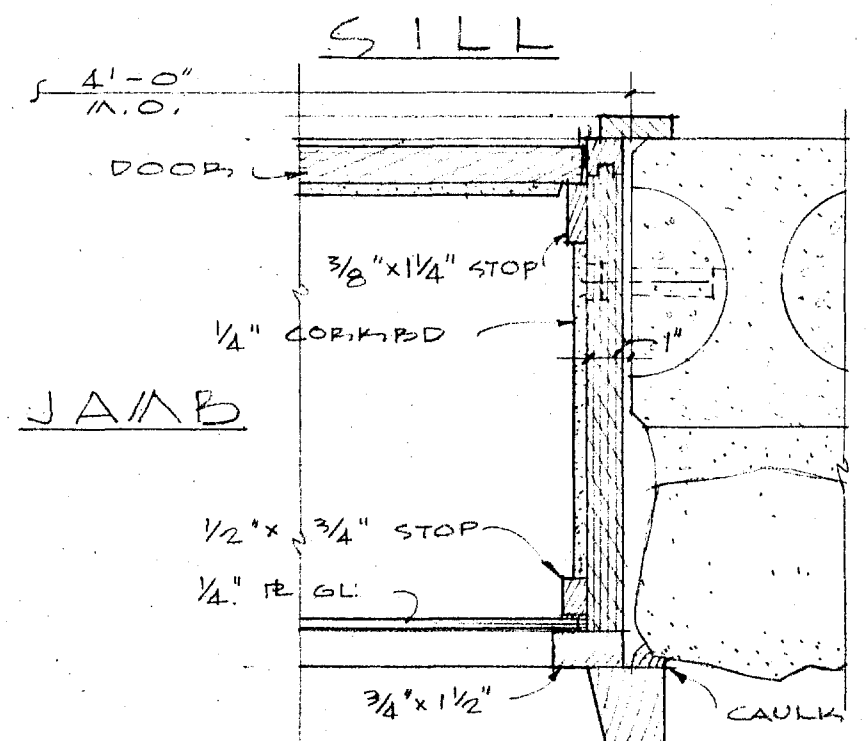
NORTH



VENT DET. 3/4
SCALE 1 1/2" = 1'-0"



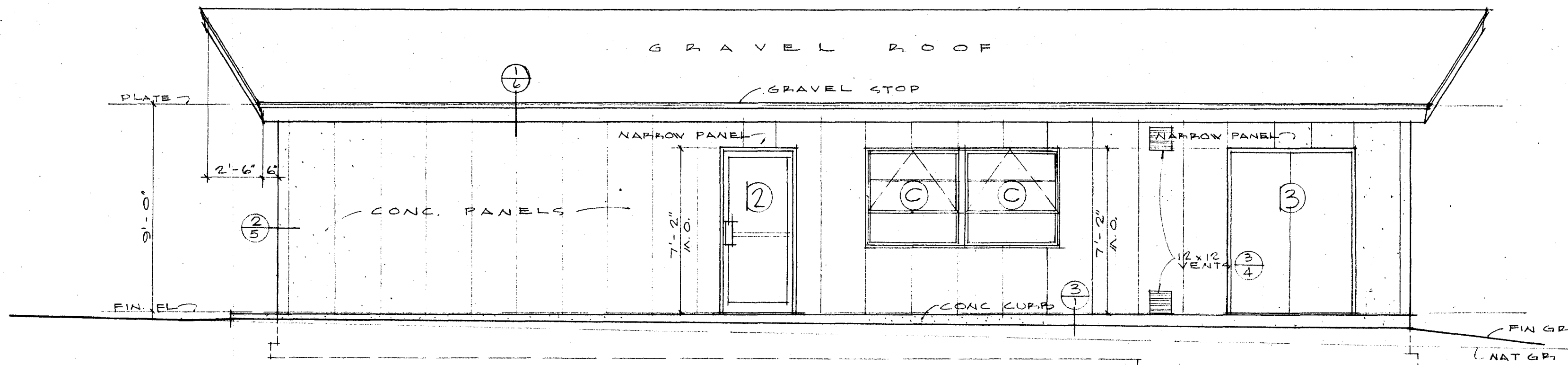
HEAD



SILL

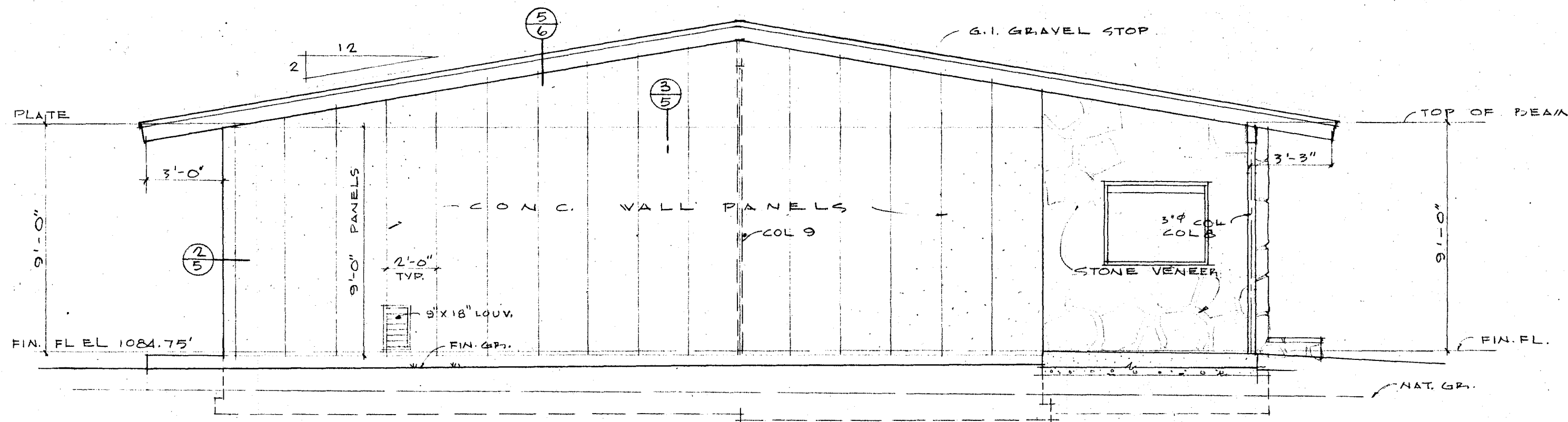
JAMB

DISPLAY CASE DETS 2/4
SCALE 3" = 1'-0"

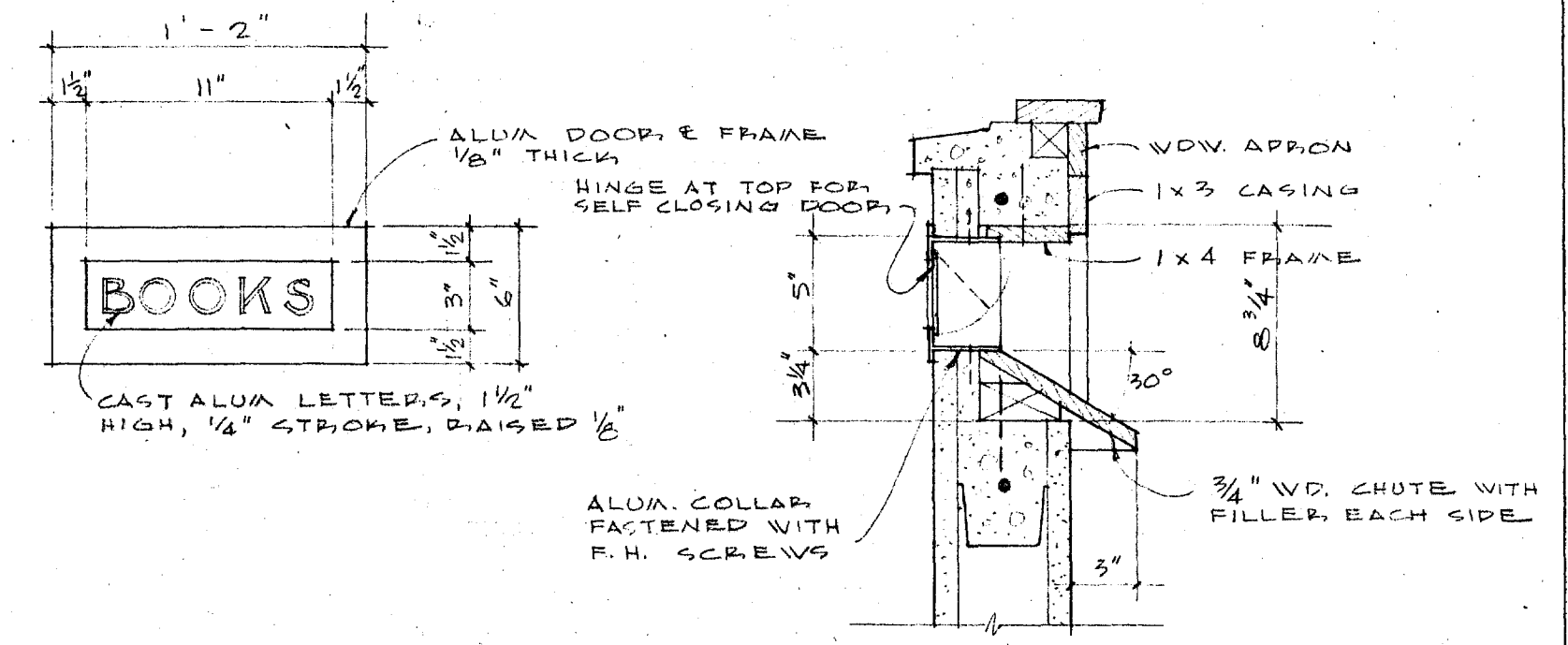


WEST
ELEVATIONS
SCALE 1/4" = 1'-0"

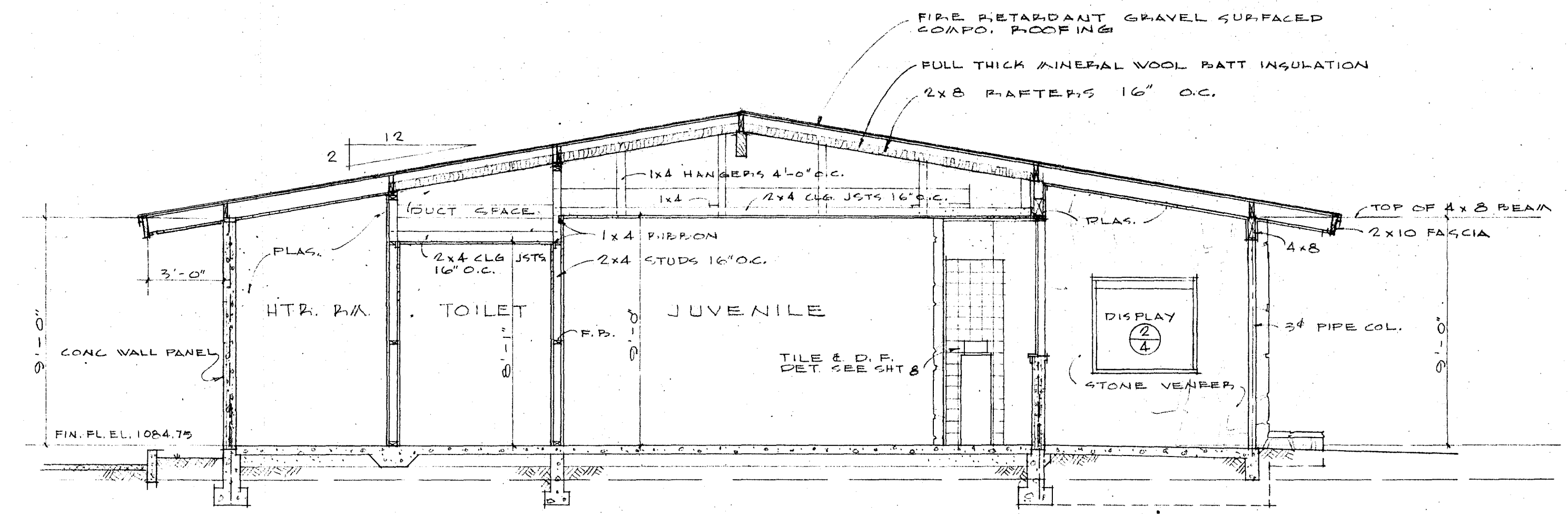
ALTADENA PUBLIC LIBRARY LINCOLN AVENUE ALTADENA CALIFORNIA				
ROBERT G. SMITH AIA, ARCHITECT 256 SO. RESENDO ST. DUNKIRK 7-8453 LOS ANGELES 4, CALIFORNIA				SHEET NO. 4
JOB NO.	DTS/AN J.M.	CHECKED R.S.	SCALE NOTED	DATE 3-24-56



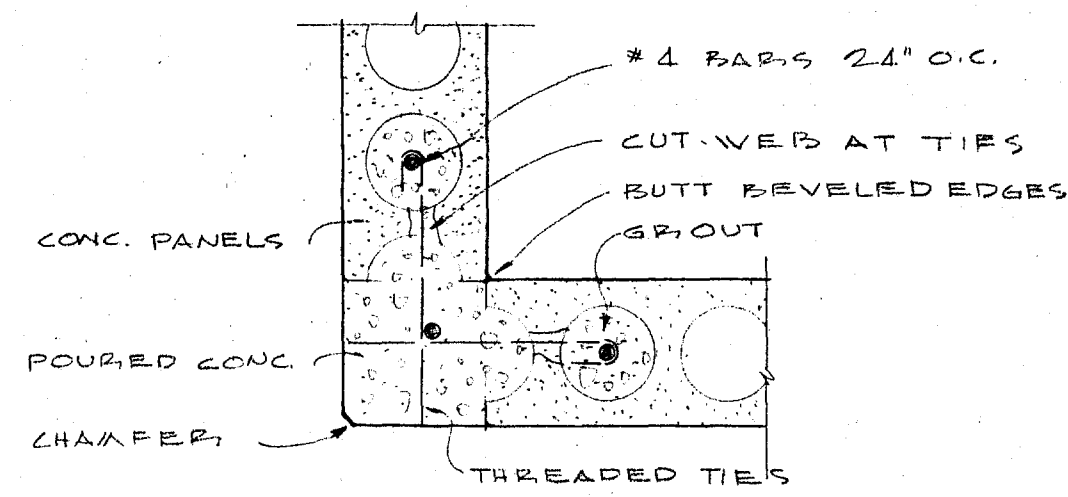
SOUTH ELEV.
SCALE 1/4" = 1'-0"



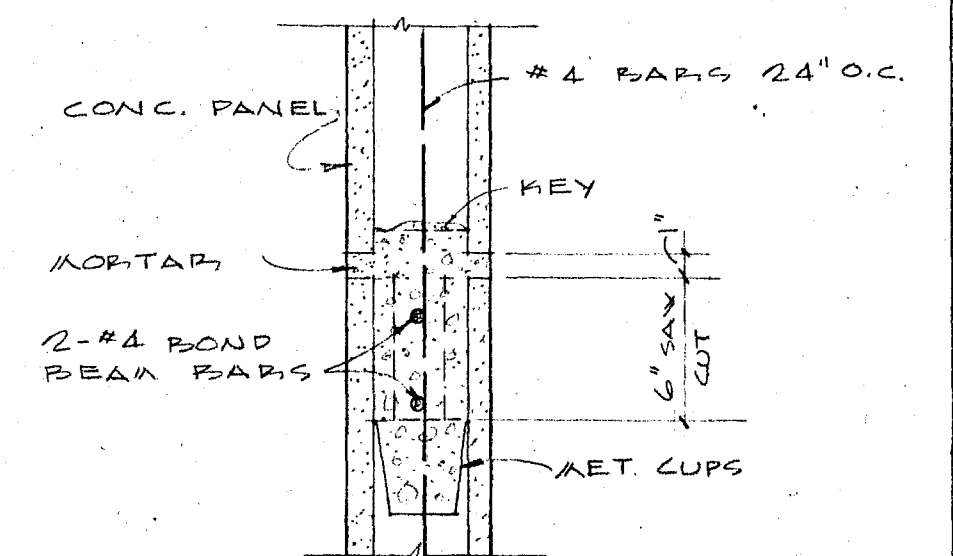
ELEV. SECT.
BOOK DROP DET. 1/5
SCALE 1 1/2" = 1'-0"



SECTION X-X
SCALE 1/4" = 1'-0"

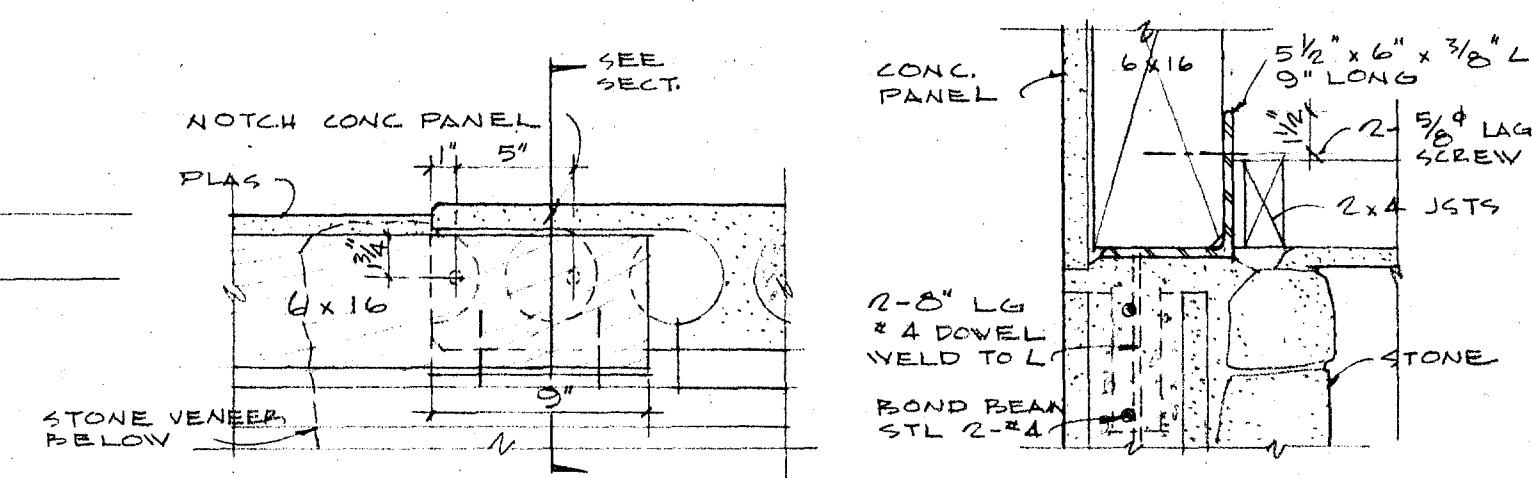


TYP. CORNER DET. 2/5
SCALE 1 1/2" = 1'-0"

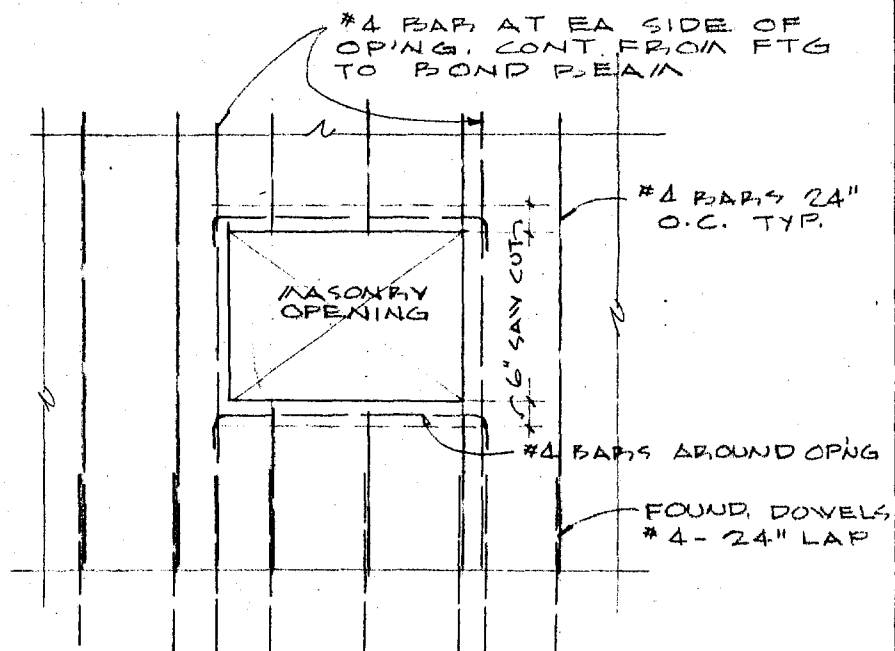


WALL DET. 3/5
SCALE 1 1/2" = 1'-0"

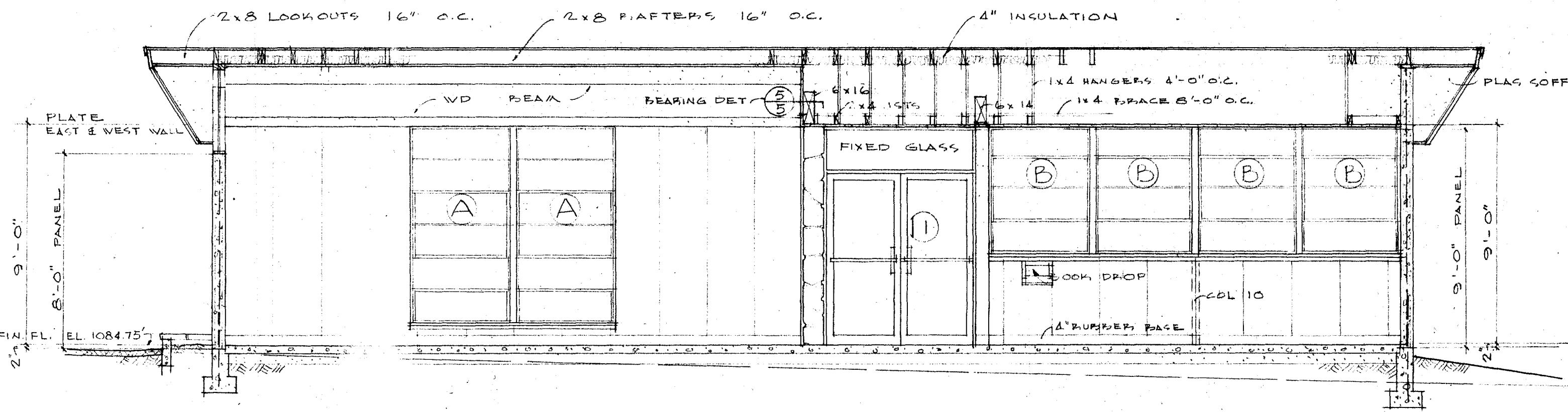
NOTE: GROUT ALL CELLS OVER OPENINGS



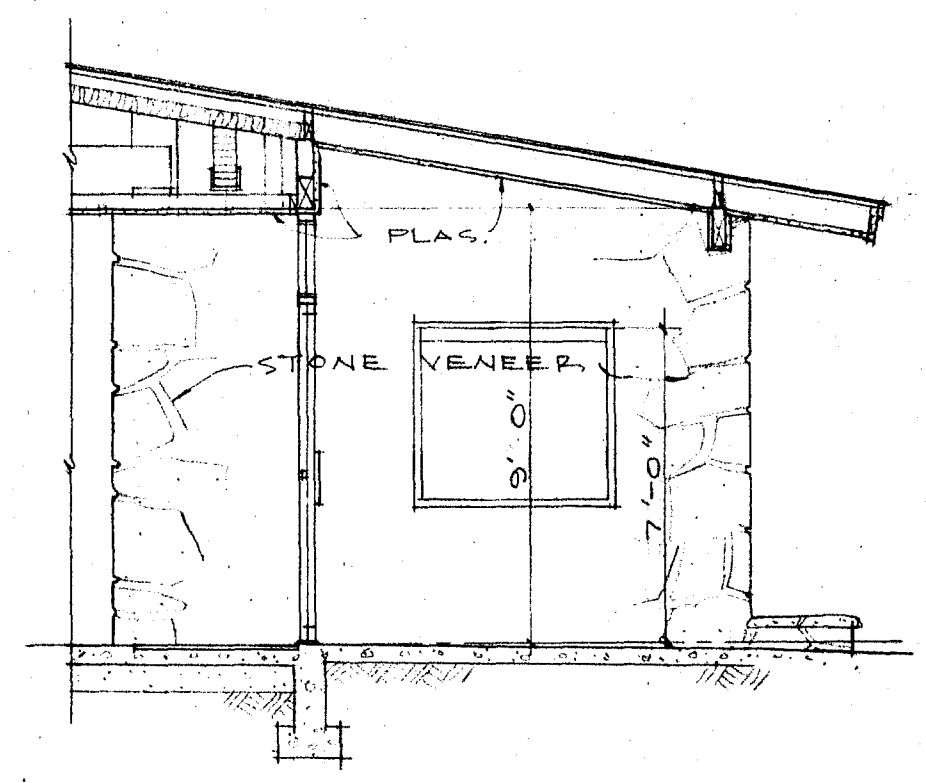
PLAN SECT.
BEAM DET. 5/5
SCALE 1 1/2" = 1'-0"



TYP. WALL REINF. DET. 4/5
NO SCALE

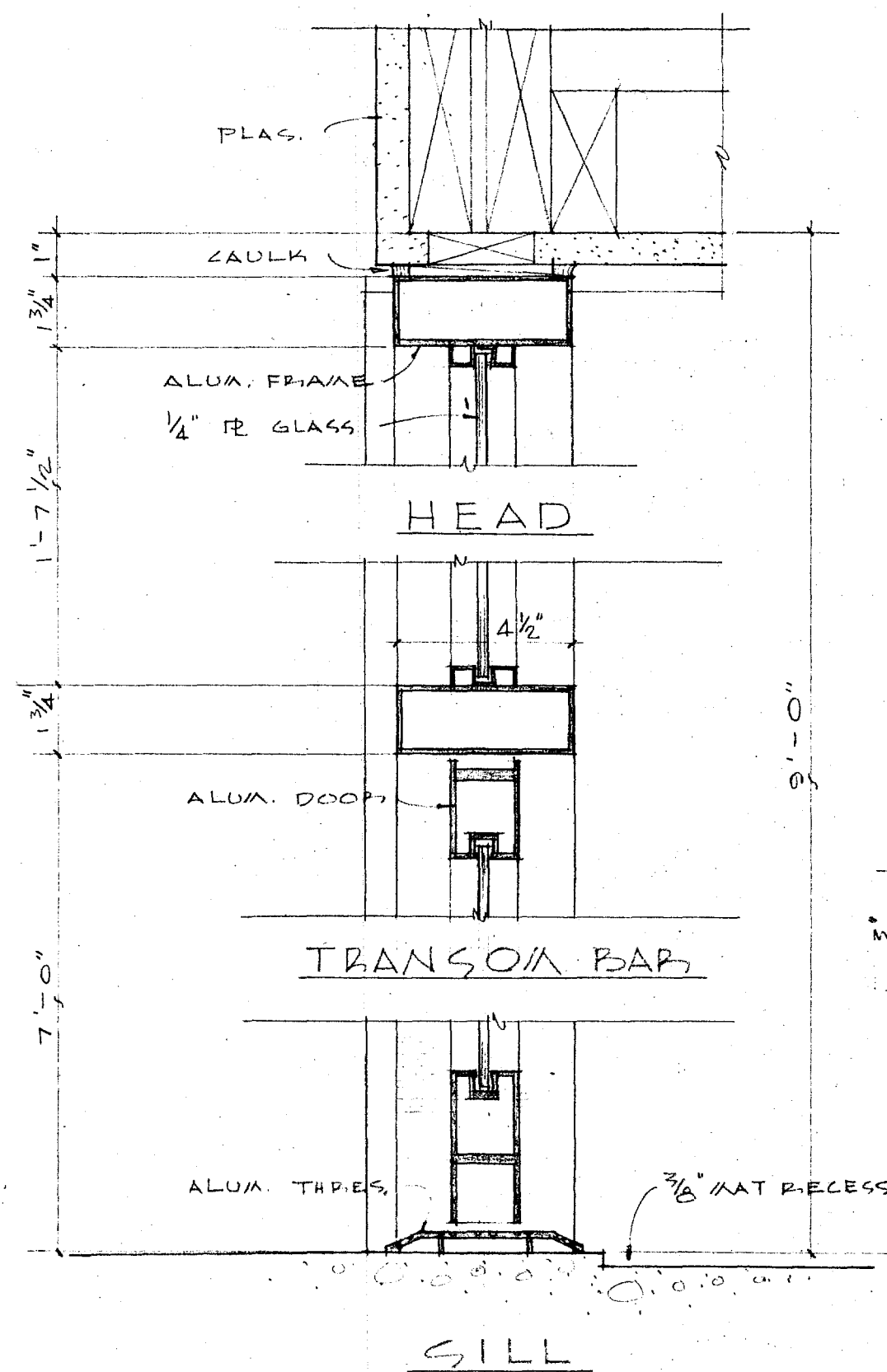


SECTION Y-Y
SCALE 1/4" = 1'-0"

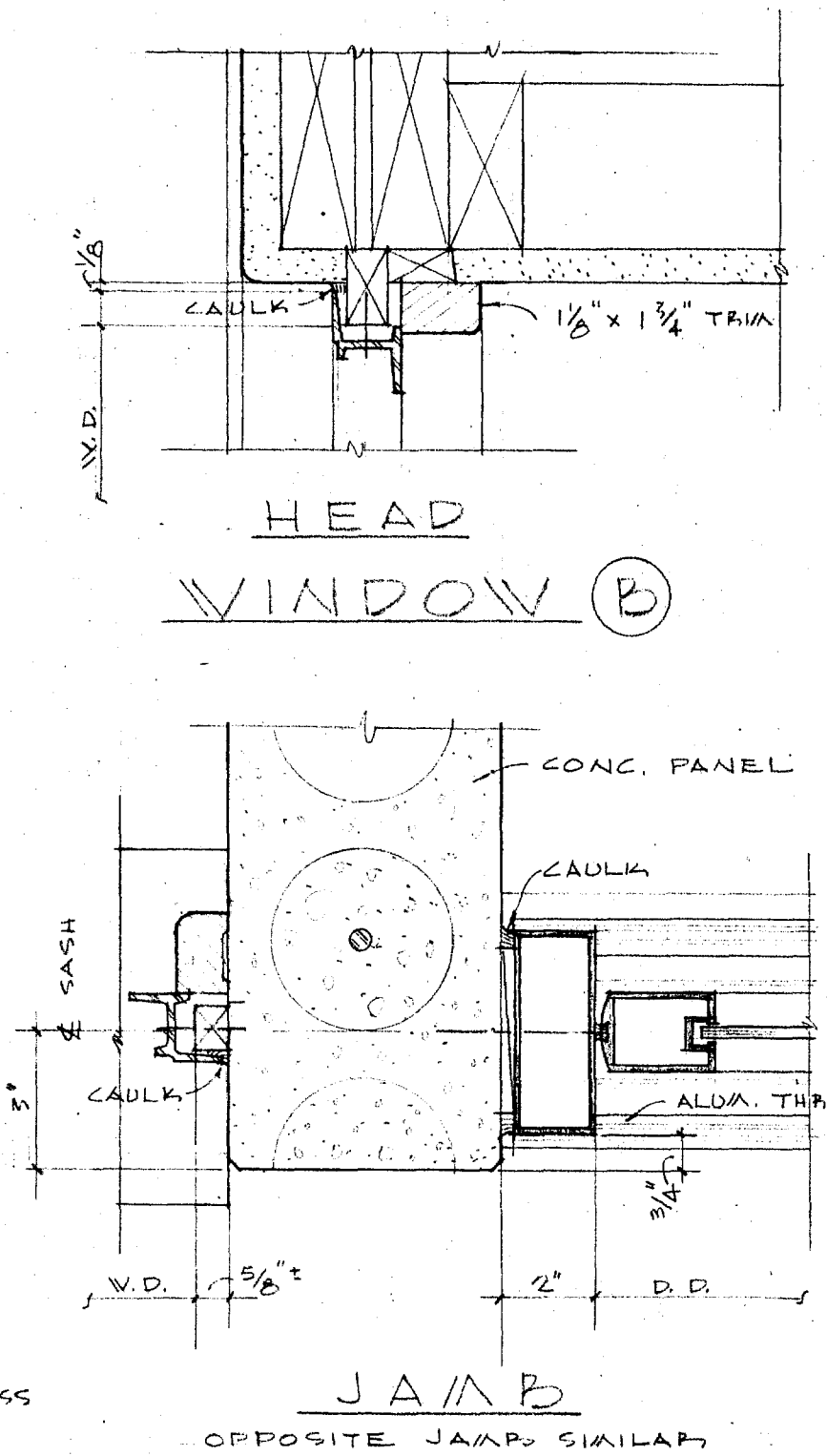


SECT. THRU ENTRY
SCALE 1/4" = 1'-0"

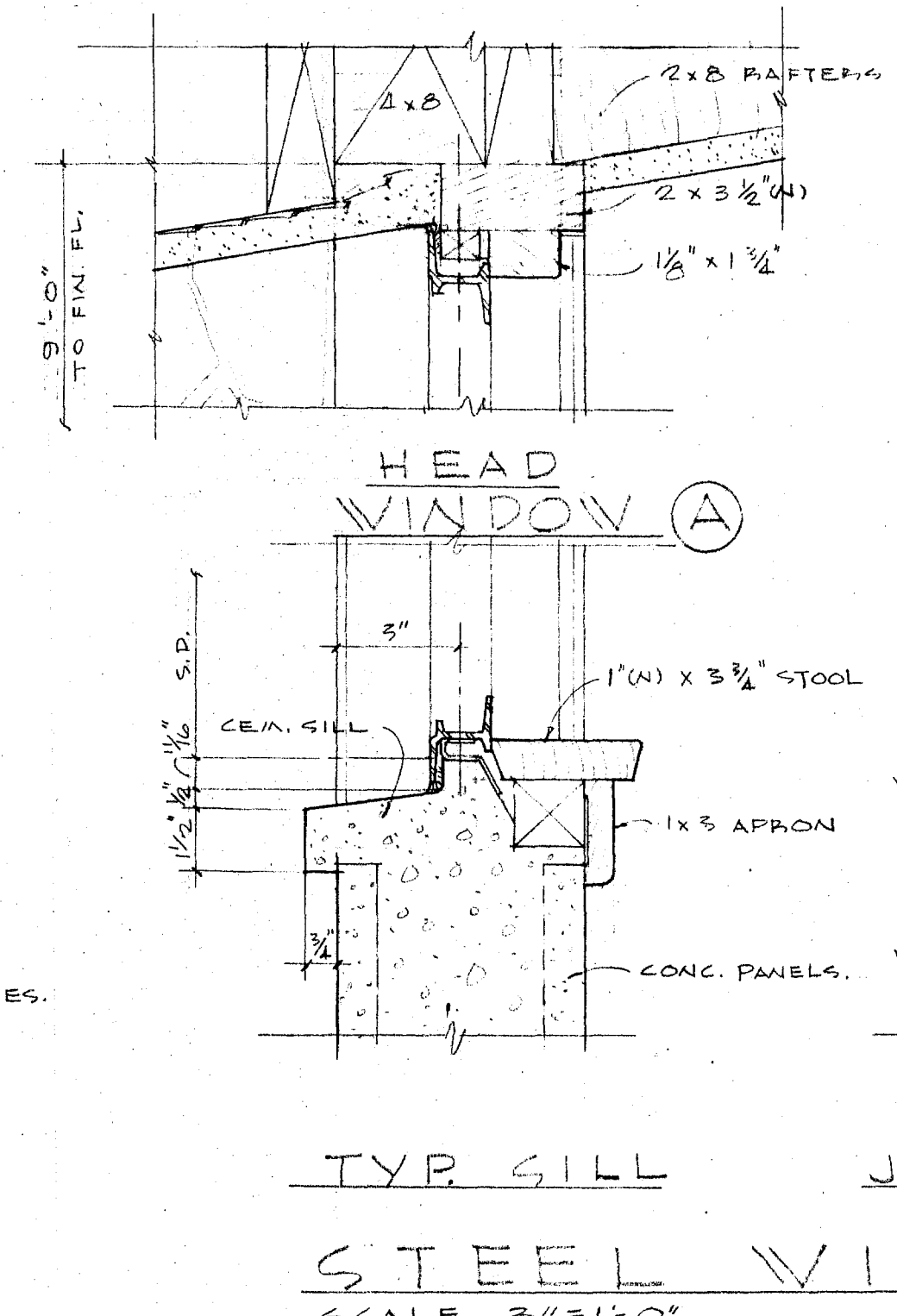
ALTADENA PUBLIC LIBRARY LINCOLN AVENUE ALTADENA CALIFORNIA				
ROBERT G. SMITH AIA, ARCHITECT 256 SO. PERENDO ST. DUNKIRK 78453 LOS ANGELES 4, CALIFORNIA				SHEET NO. 5
JOB NO	DRGSMAN J.M.	CHECKED R.S.	SCALE NOTED	DATE 9.24.56



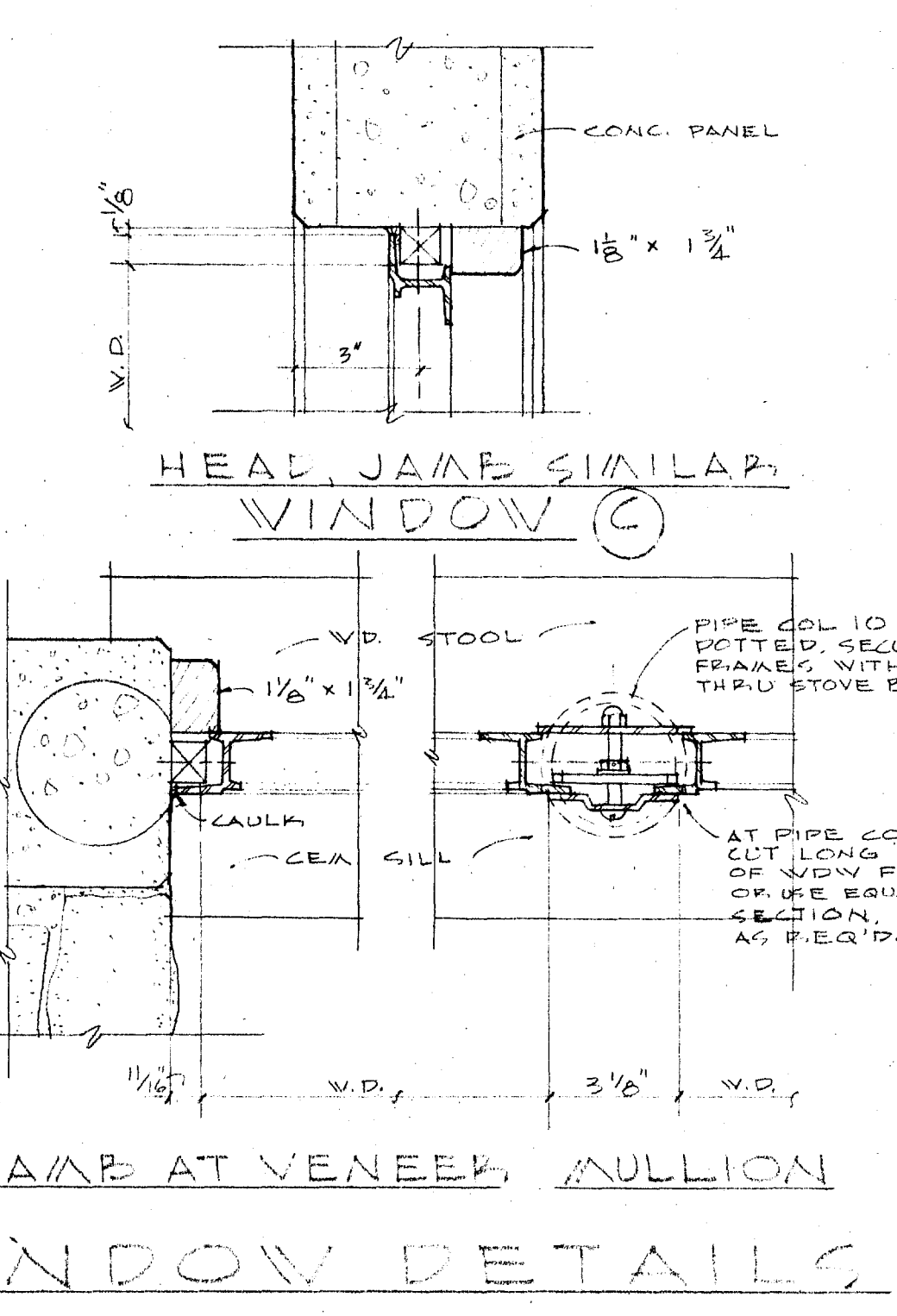
ENTRANCE DOOR ①



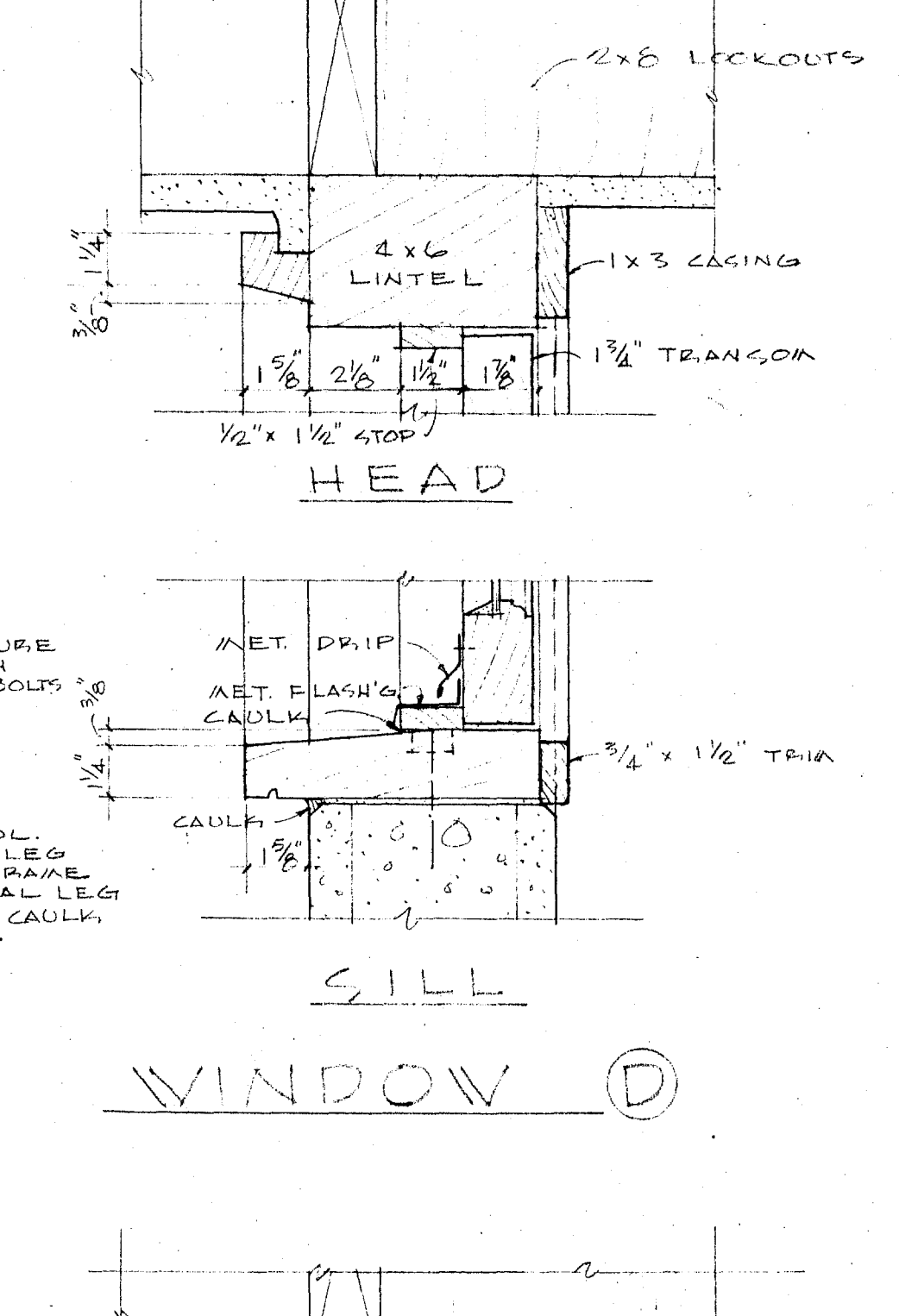
JAMB OPPOSITE JAMB SIMILAR



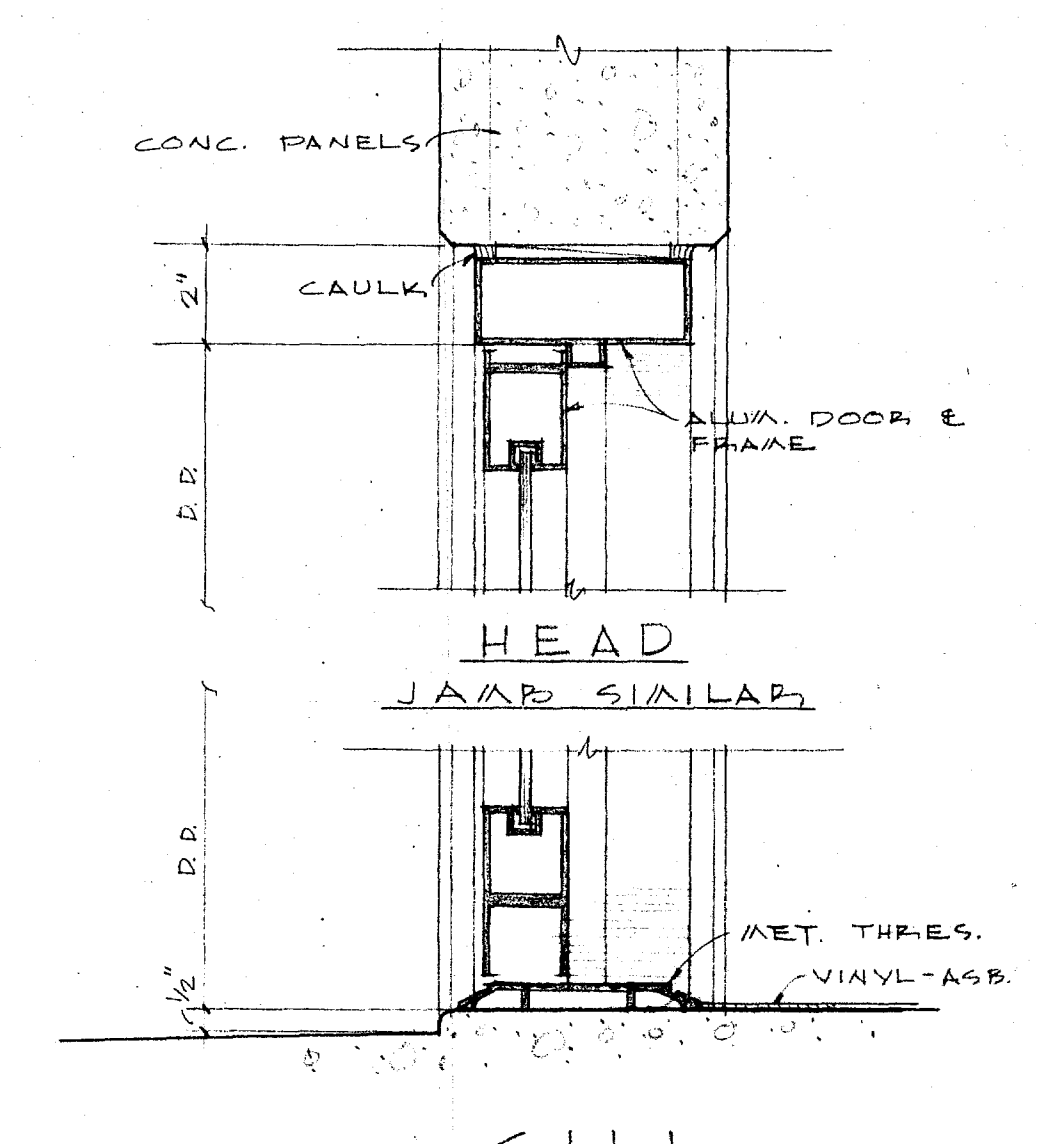
TYP. SILL JAMB AT VENEER, MULLION



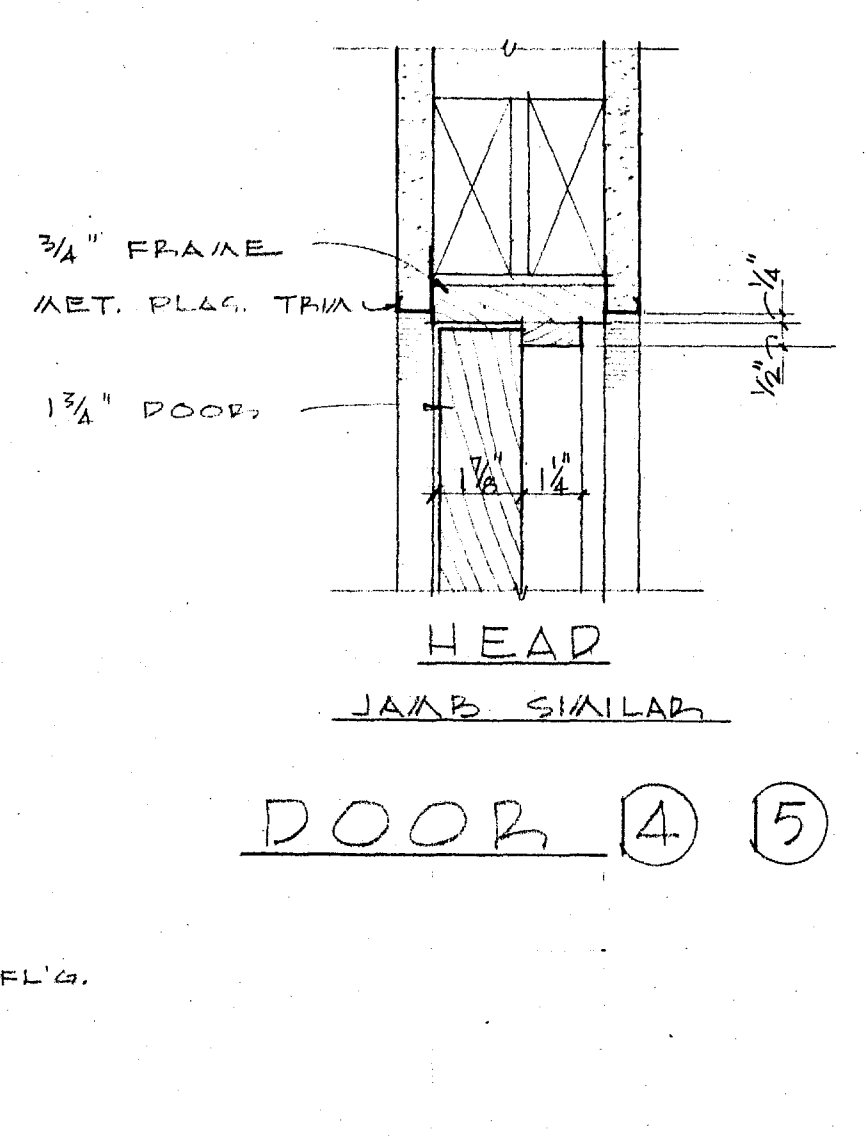
STEEL WINDOW DETAILS SCALE 3/4\"/>



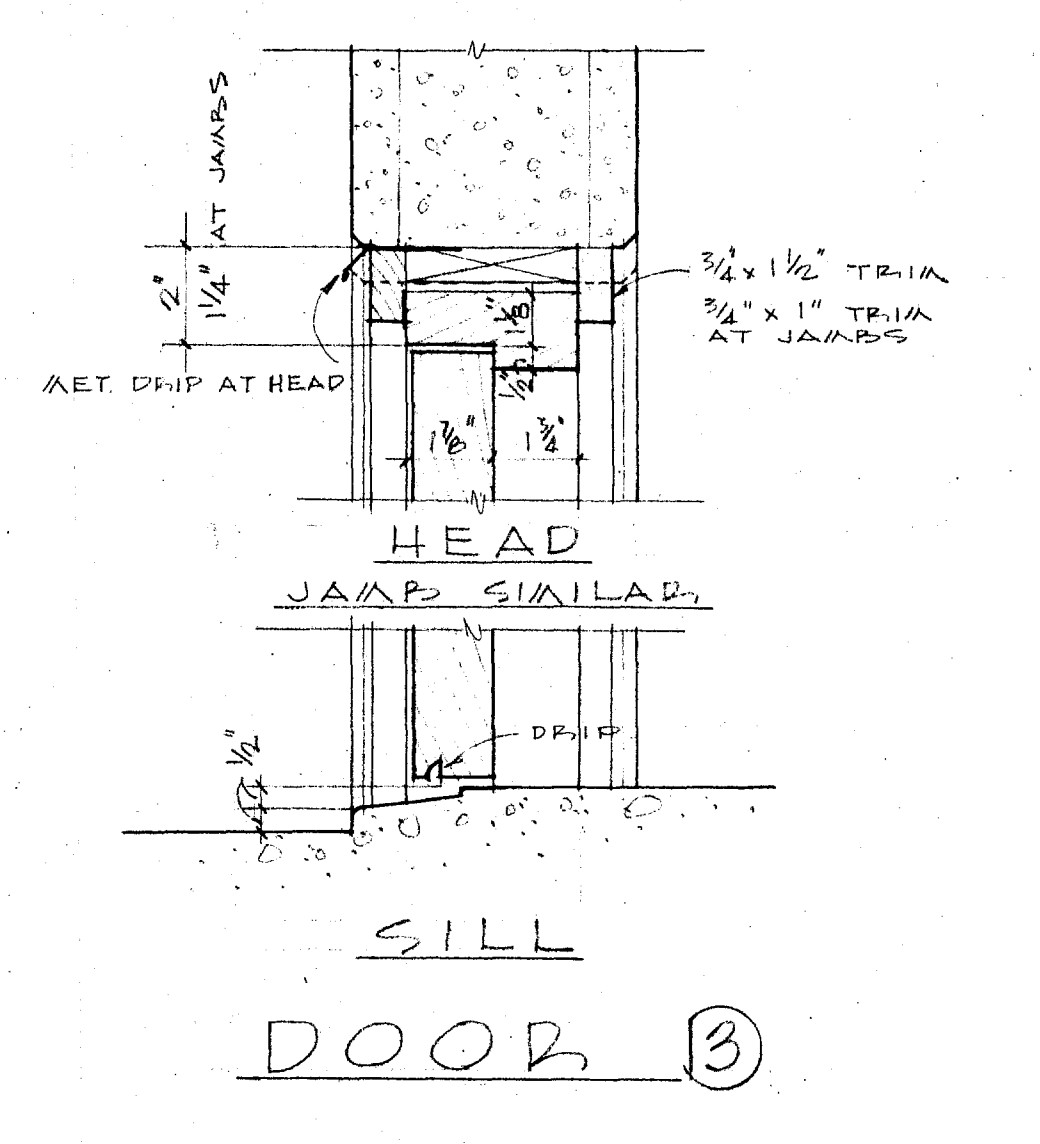
HEAD WINDOW D



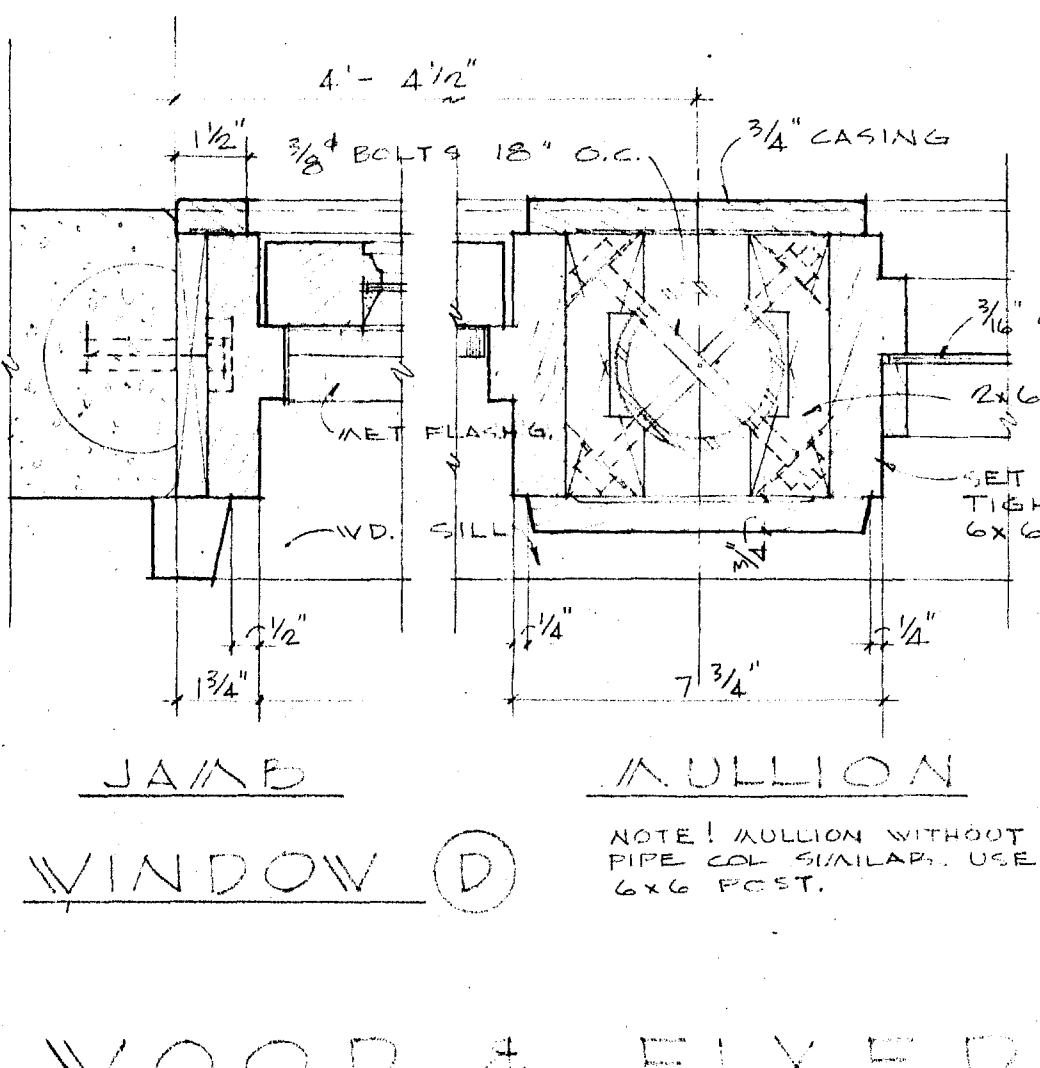
DOOR ②



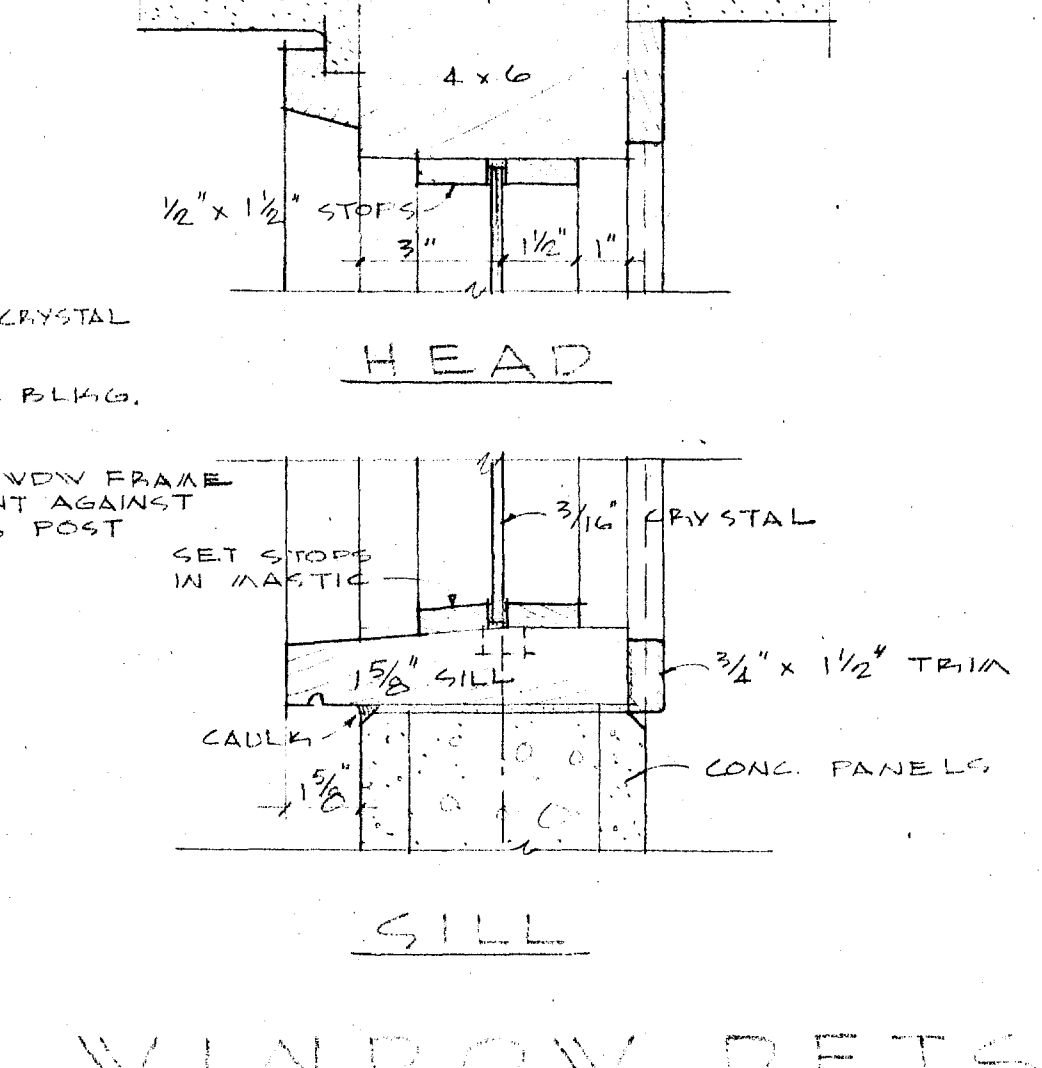
DOOR ④ ⑤



DOOR ③

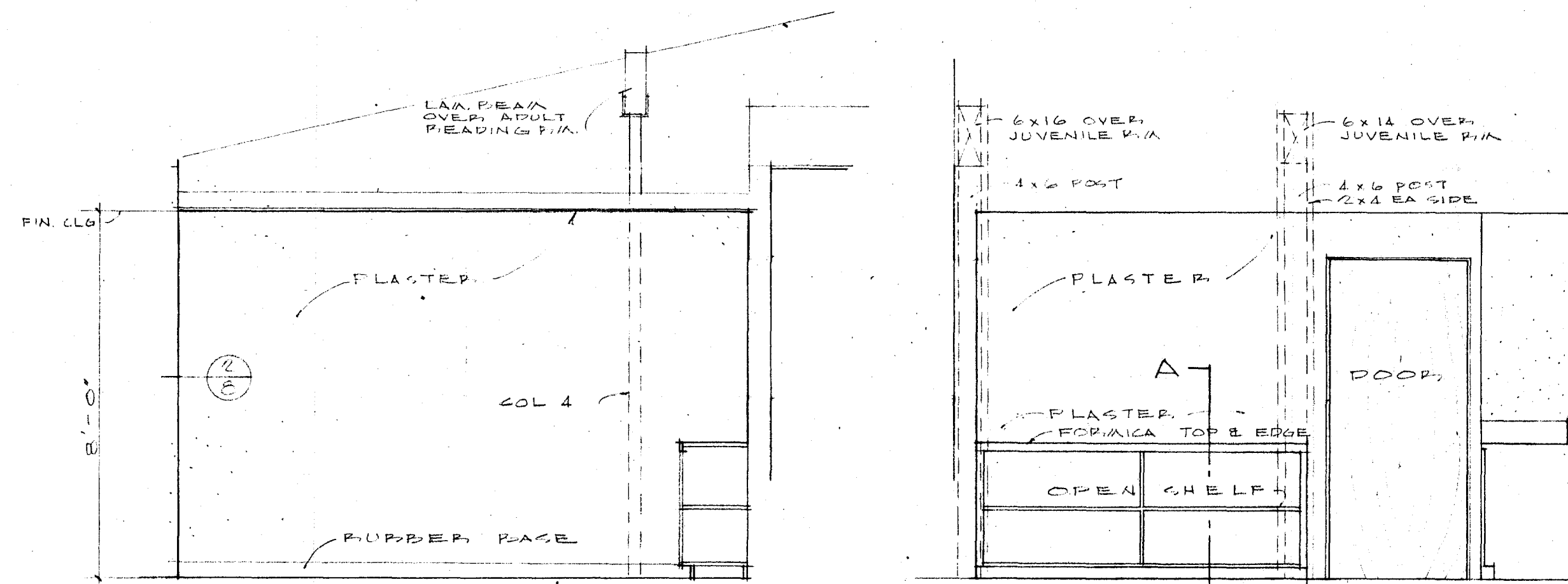


WOOD & FIXED WINDOW DETS. SCALE 3/4\"/>

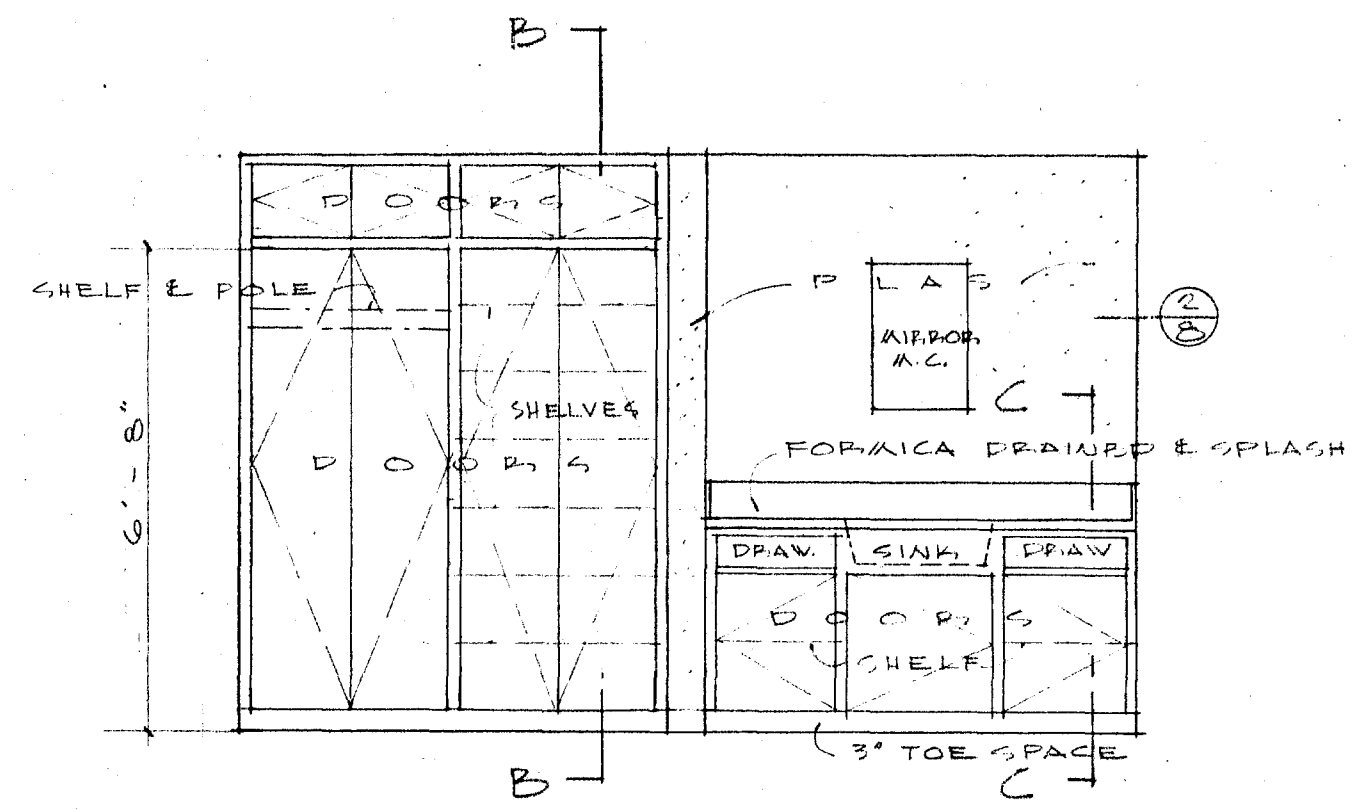


SILL WINDOW D

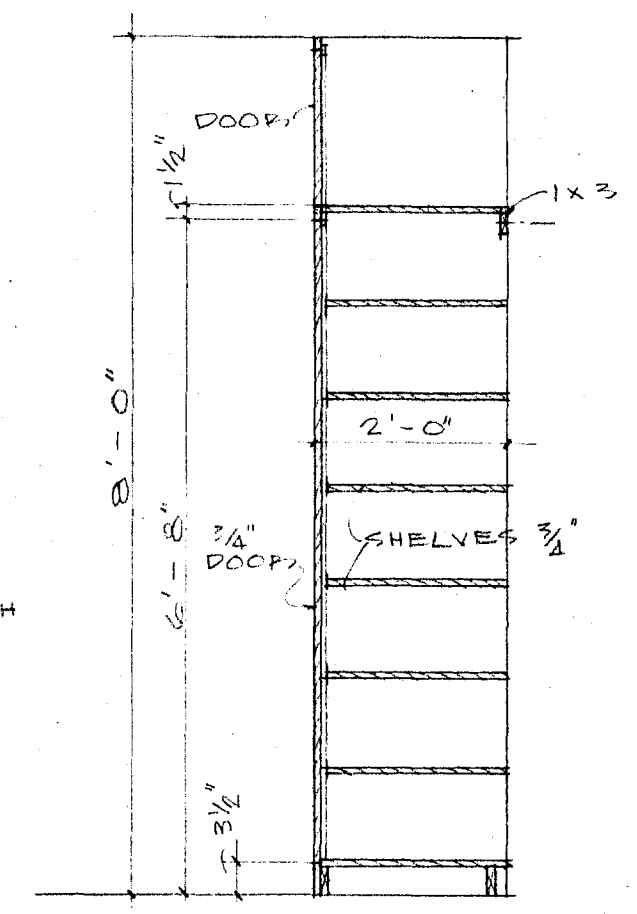
ALTADENA PUBLIC LIBRARY				
LINCOLN AVENUE				
ALTADENA, CALIFORNIA				
ROBERT G. SMITH AIA, ARCHITECT				SHEET NO.
256 SO BERENDO ST DUNSMIR 7-8453				7
LOS ANGELES 4, CALIFORNIA				
JOB NO	DESIGN	CHECKED	SCALE	DATE
	J.M.	R.S.	3"	9-24-56



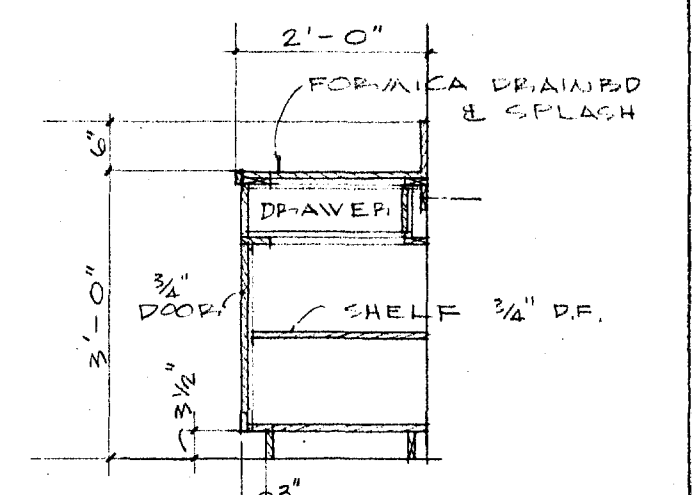
NORTH EAST
WORK ROOM
 SCALE: ELEV. $\frac{3}{8}'' = 1'-0''$ SECT. $\frac{1}{2}'' = 1'-0''$



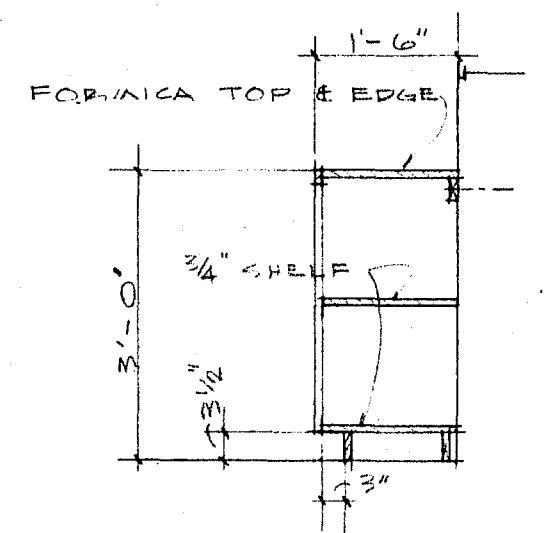
SOUTH



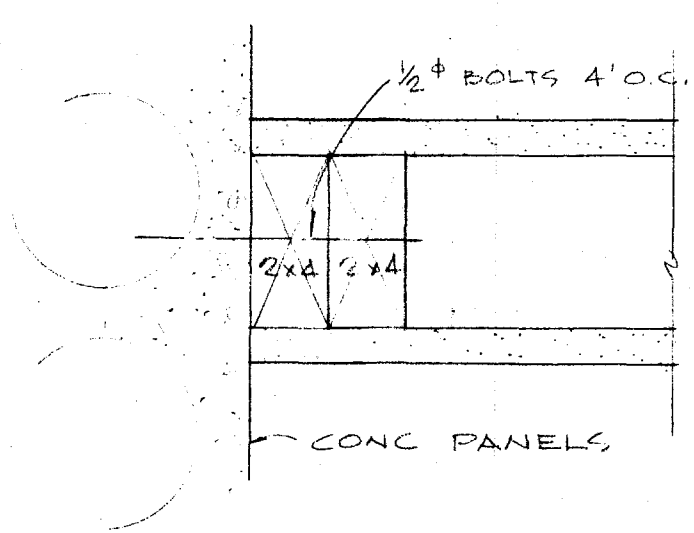
SECT. D



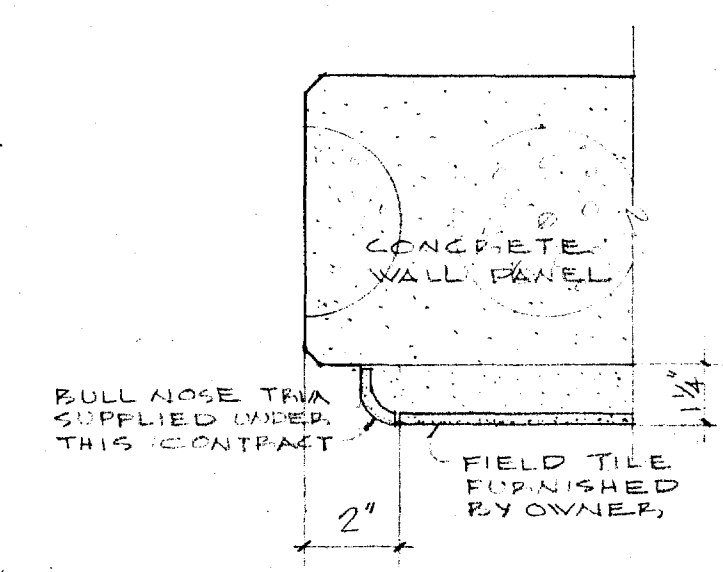
SECT. C



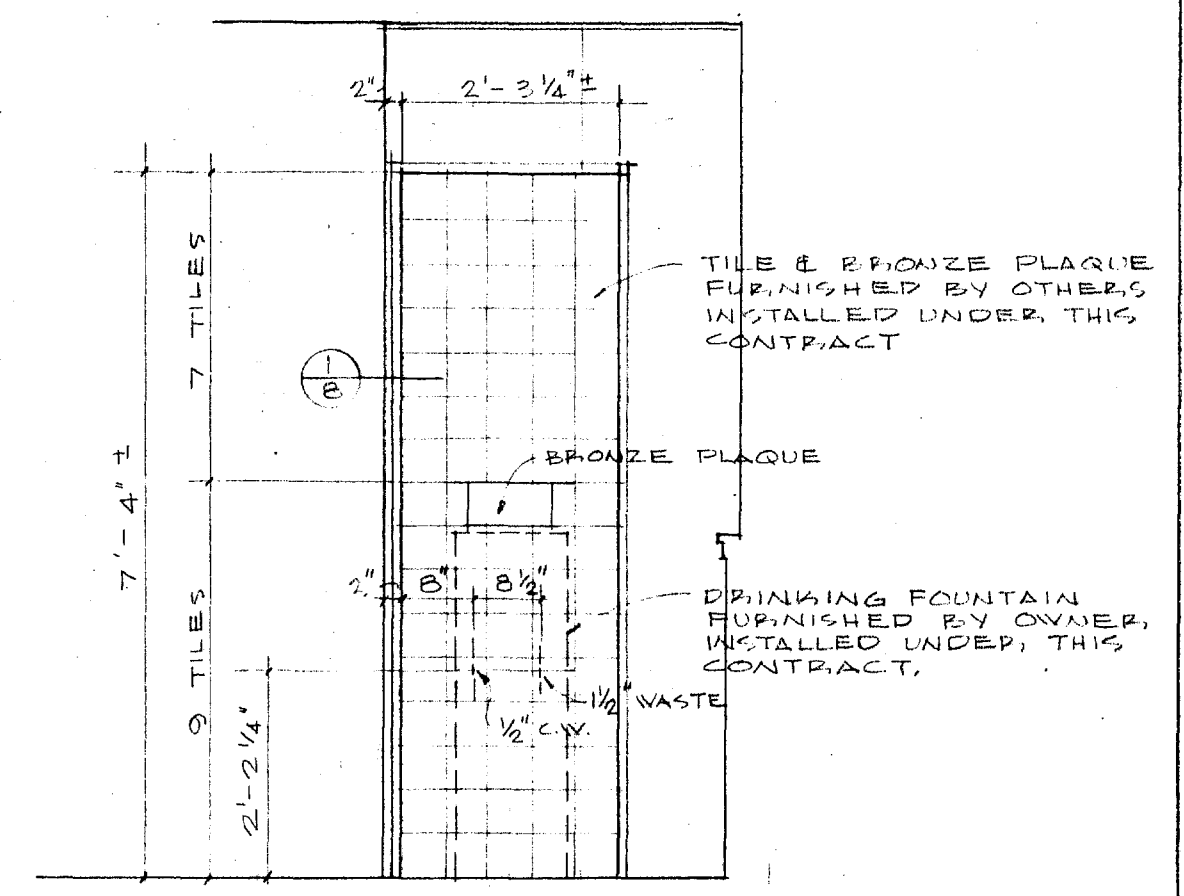
SECT. A



DET. 2/8
 SCALE $\frac{3}{4}'' = 1'-0''$

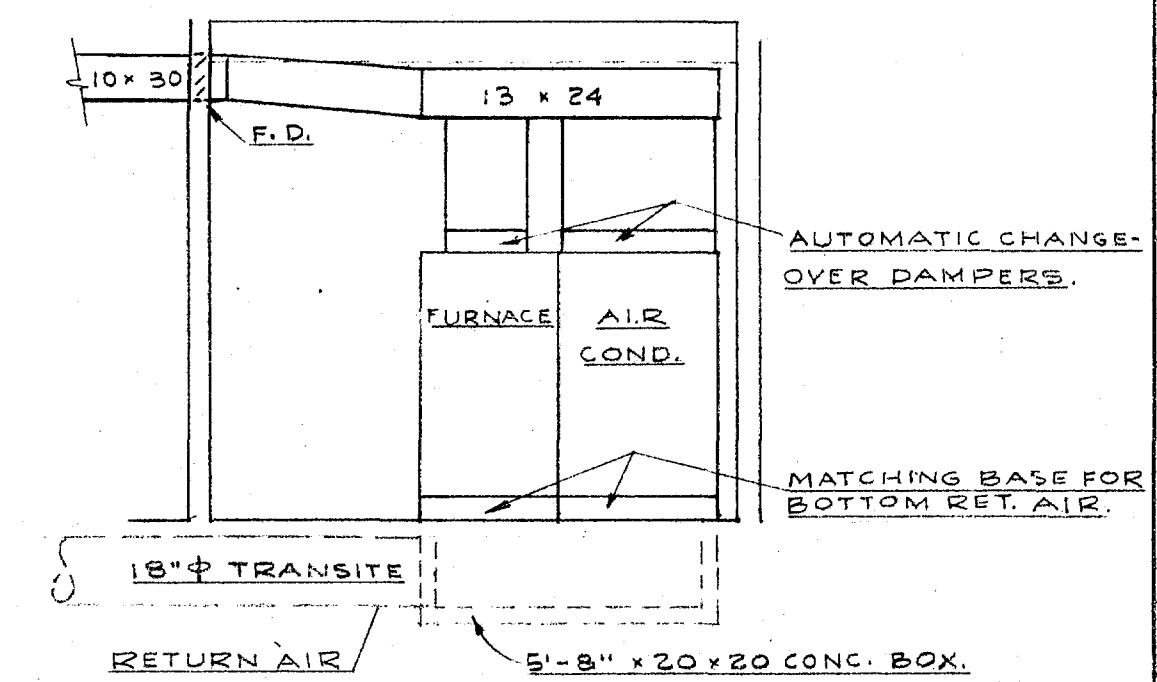
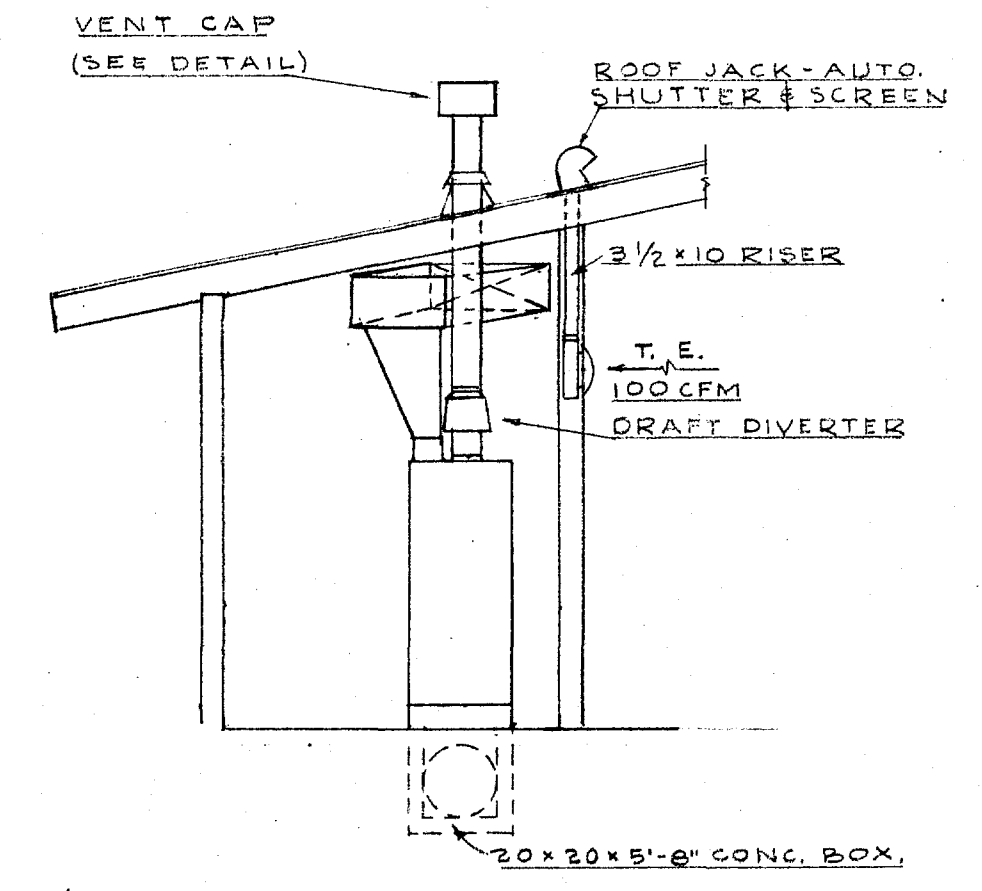
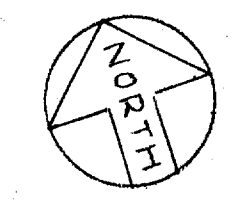
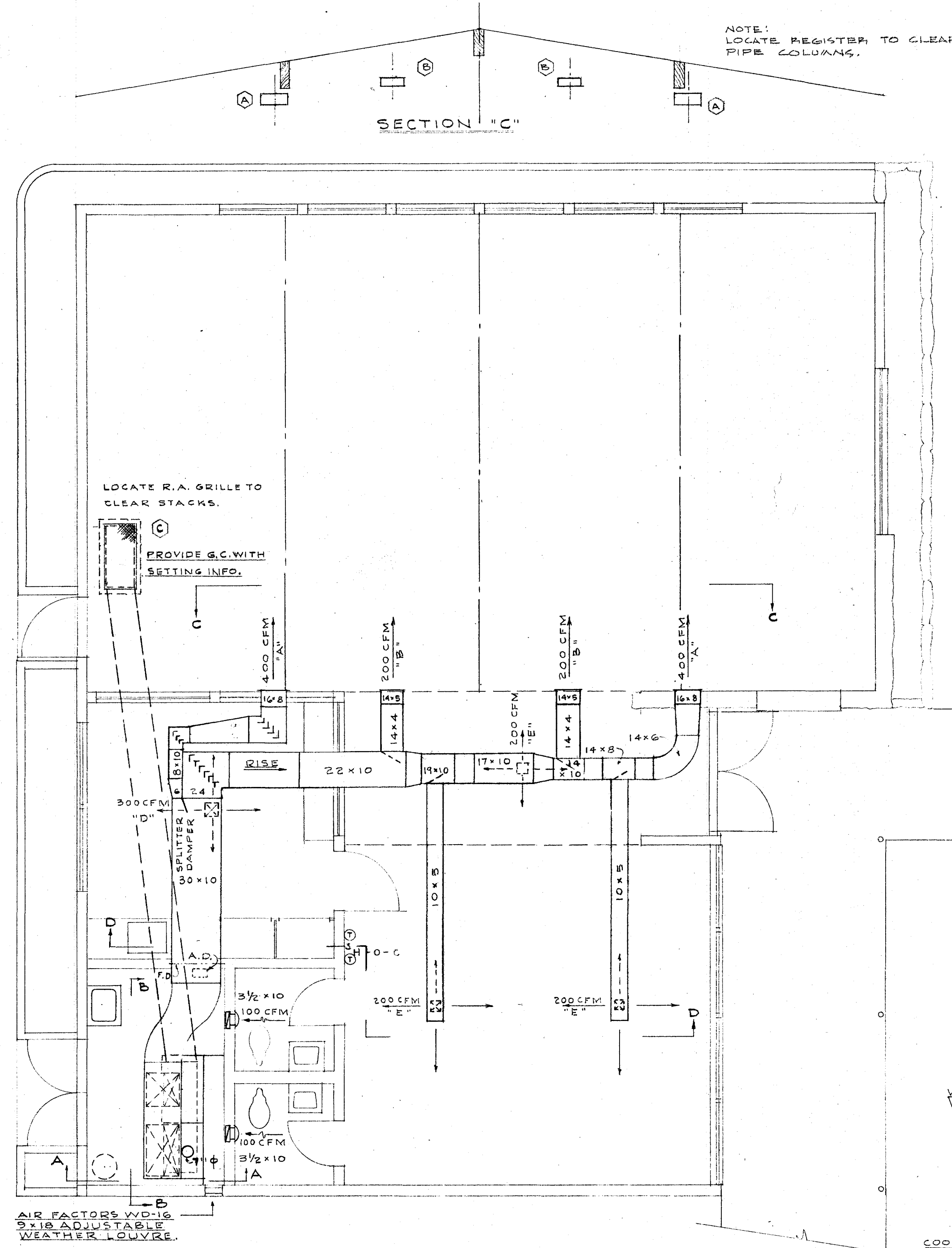


DETAIL 1/8



TILE DETAIL AT DRINKING FOUNTAIN
 SCALE $\frac{1}{2}'' = 1'-0''$

ALTADENA PUBLIC LIBRARY				
LINCOLN AVENUE				
ALTADENA CALIFORNIA				
ROBERT G. SMITH AIA, ARCHITECT				SHEET NO.
256 SO BERENDO ST. DUNHILL 7-8453				8
LOS ANGELES 4, CALIFORNIA				
JOB NO.	DETS/MAN	CHECKED	SCALE	DATE
	J.M.	R.S.	NOTED	9-24-56

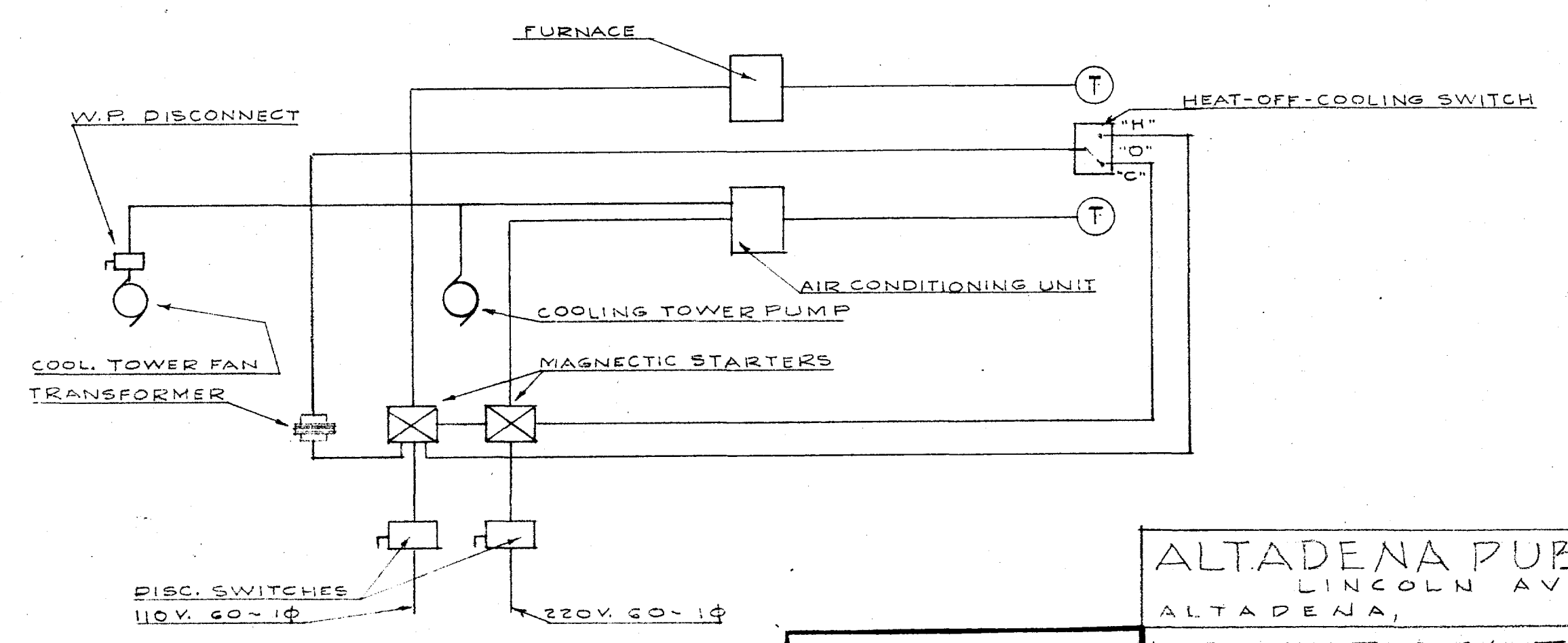
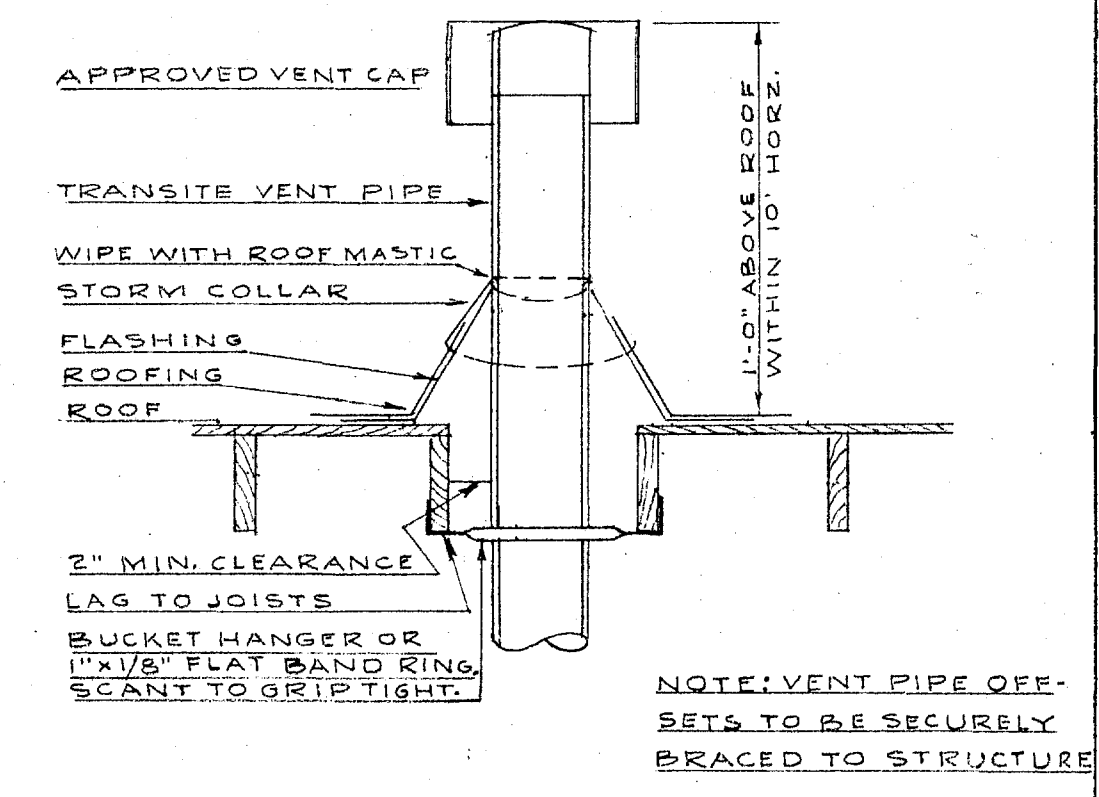


SCHEDULE OF GRILLES AND REGISTERS

MARK	SIZE	TYPE	CFM	MAKE	REMARKS
A	16 x 8	L-277	400	TITUS	0-45° DEFLECTION - WITH O. B. D.
B	14 x 5	L-277	200	"	0-45° " " " "
C	18 x 24	7508	1800	T. & B	REGISTER & OPPOSED BLADE DAMPER
D	8 x 8	RCD	300	CARNES	ADJUSTABLE CL'G DIFFUSER & O. B. D.
E	8 x 8	RCD	200	"	" " " " " "

HEATING & VENTILATING SYMBOLS

- INDICATES SECTION THRU SUPPLY DUCT
- " SQUARE ELBOW WITH TURNING VANES
- " EXTRACTOR
- FIRST NUMBER DENOTES DUCT WIDTH
- " CEILING GRILLE 200 CFM SUPPLY. MARK "E"
- " THERMOSTAT +5'0"
- " HEAT-OFF-COOLING SWITCH +5'0"
- F. D. " FIRE DAMPER
- A. D. " ACCESS DOOR 12x10"



ALTADENA PUBLIC LIBRARY
 LINCOLN AVENUE
 ALTADENA, CALIFORNIA

JOHN H. CARY
 CONSULTING ENGINEER
 407 COMMERCIAL CENTER STREET
 BEVERLY HILLS, CALIFORNIA

ROBERT G. SMITH AIA, ARCHITECT
 250 SO. BERENDO ST. DUNKIRK 7-8453
 LOS ANGELES 4, CALIFORNIA

SHEET NO 9
 DATE 9-24-56

JOB NO DPT SAN J.C. CHECKED R.G. SCALE DATE 9-24-56

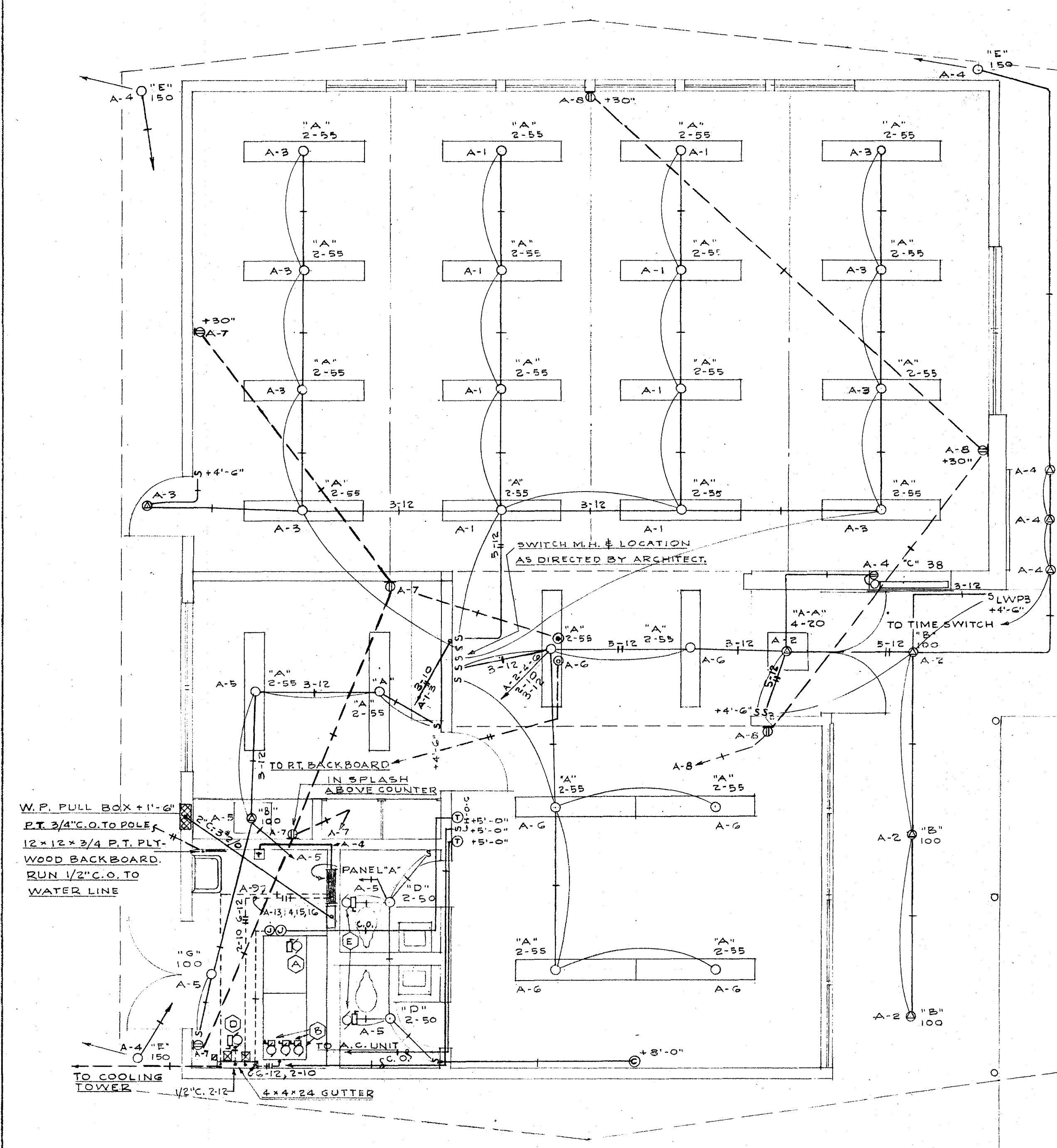
ELECTRIC SYMBOLS

- CONDUIT CONCEALED IN WALL OR ABOVE CEILING
- - - CONDUIT BELOW FLOOR OR UNDERGROUND
- CONDUIT EXPOSED
- 1/2" CONDUIT
- 3/4" CONDUIT
- 1" CONDUIT
- SWITCH CONTROL
- TERMINATING PULL BOX
- PANEL BOARD
- MAIN SERVICE ASSEMBLY
- CEILING OUTLET
- RECESSED FIXTURE
- FLOODLIGHT / DIRECTION OF BEAM
- S SINGLE POLE SWITCH + 4'-6"
- S₂ DOUBLE POLE SWITCH + 4'-6"
- 3LWPS THREE WAY WEATHER-PROOF KEY SWITCH
- ⊕ DUPLEX RECEPTACLE + 1'-0" OR AS MARKED
- ⊙ TELEPHONE FLOOR BOX
- ⊙ DUPLEX RECEPTACLE FLOOR BOX
- ⊙ PUBLIC TELEPHONE OUTLET
- ⊙ JUNCTION BOX
- ⊙ MOTOR OUTLET
- ⊙ DISCONNECT SWITCH
- ⊙ MAGNETIC STARTER
- ⊙ TIME SWITCH + 5'-0"
- ⊙ CONDUIT ONLY
- ⊙ THERMOSTAT OUTLET + 5'-0"
- P.T. PUBLIC TELEPHONE
- M.H. MOUNTING HEIGHT TO BOTTOM OF FIXTURE
- + 4'-6" HEIGHT ABOVE FLOOR TO Ⓢ OF OUTLET
- ⊕ TRANSFORMER 120/24 V.
- ⊙ CLOCK OUTLET + 5'-0"
- S_{HO-C} HEAT-OFF-COOLING SWITCH

PANEL "A" SCHEDULE

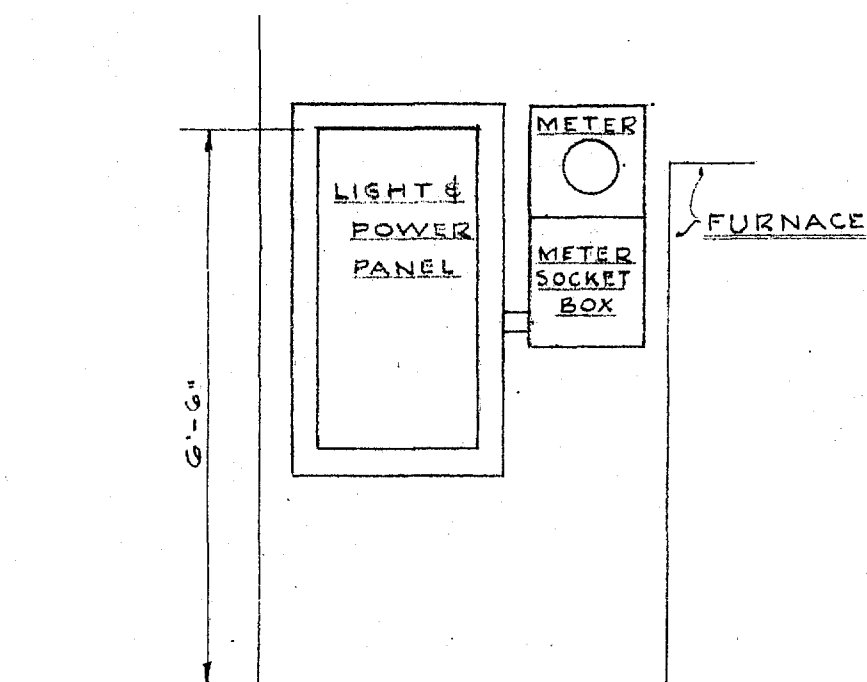
LOCATION: EQUIPMENT ROOM RECESS MOUNTED-MAIN C.B.
FEEDER ENTRY: SIDE 120/240V. 1ϕ-3W 5/N

CIRC. NO.	BREAKER	POLES	AMPS	OUTLETS		WATTAGE		
				LTS	MISCEL.	BUSS A	BUSS B	
1			20	8		1600		ADULT ROOM
2				4		800		PORCH & ENTRANCE
3				9		1800		ADULT ROOM
4				7	1	1640	1640	CHARGING DESK & JUV. RM
5				6		1400		WORK RM, TOILETS & EQ. RM
6				6		1200		SIGN, YD LITES & DISPLAY
7				4		800		
8				3		600		
9			15		1/3 H.P.	690		FURNACE
10			20			1000		SPARE
11						1000		"
12						1000		"
13		2	50		1-3 H.P.	1870	1870	COMPRESSOR
14			30		1-2 H.P.	1380	1380	COMPRESSOR
15			15		1-3/4 H.P.	565	565	BLOWER
16			15		1-1/4-1/2	690	690	COOLING TOWER FAN & PUMP
17								SPACE
18								SPACE
WATTS / BUSS						11,195	11,345	
TOTAL WATTAGE =						22,540	= 95 AMPS AT 240V.	

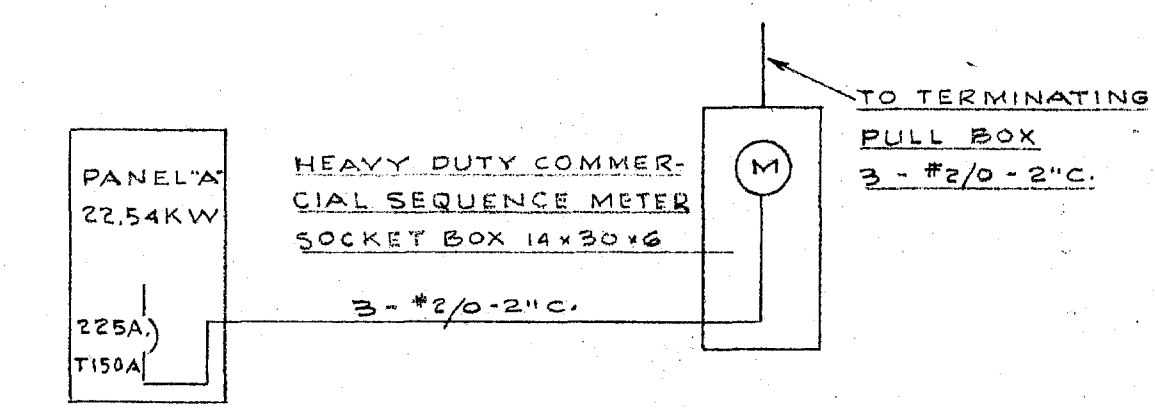


FLOOR PLAN
SCALE 1/4" = 1'-0"

- NOTES:**
- WHERE CONDUIT RUNS ARE MARKED 2-12, 3-12, ETC. THE FIRST NUMBER INDICATES THE NUMBER OF WIRES AND THE SECOND NUMBER INDICATES THE SIZE OF THE WIRES. WHERE NO NUMBERS ARE SHOWN ON ONE-HALF INCH CONDUIT, PROVIDE TWO NO. 12 WIRES.
 - ARROWS ON CONDUITS INDICATE RUNS TO PANELS AND TERMINALS.
 - OUTLETS MARKED AS FOLLOWS INDICATE:
A TYPE OF LIGHTING FIXTURE
2-60, 150, ETC. WATTAGE OF LAMPS
A-G CIRCUIT NUMBER
 - RUN 1/2" C. & NO. 6 WIRE FROM METERING & SERVICE EQUIPMENT TO WATER LINE & GROUND SYSTEM, PER CODE.



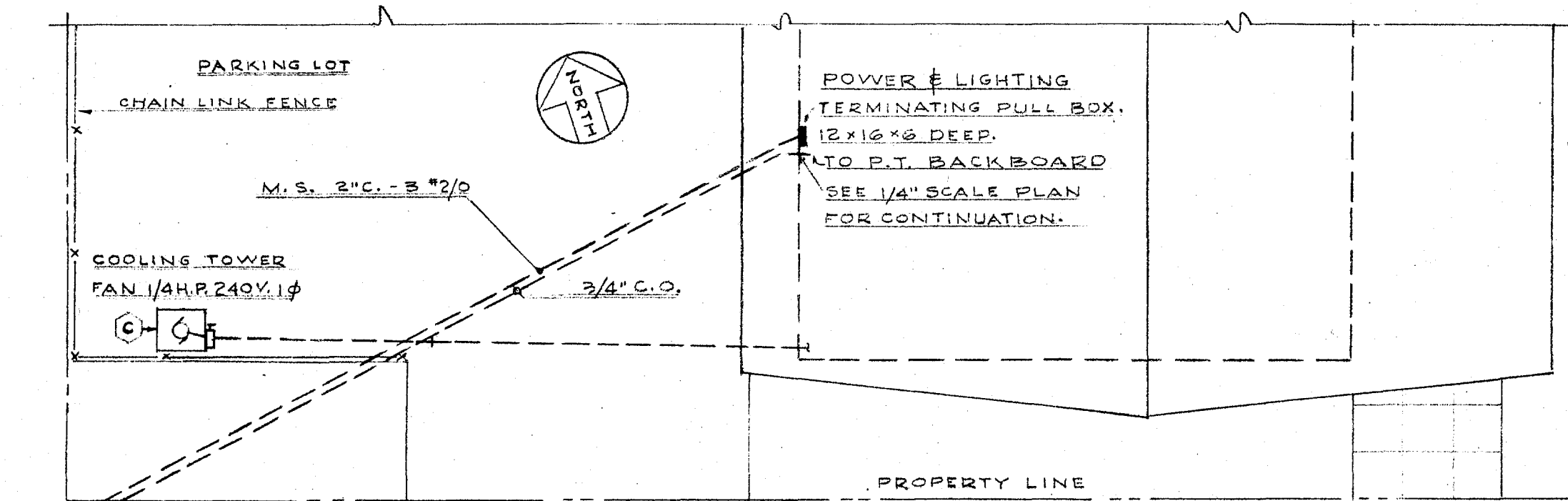
ELEV. OF SERVICE ASSEMBLY
NOT TO SCALE



FEEDER DIAGRAM

EQUIPMENT SCHEDULE

MARKING	NO.	EQUIPMENT	H.P.	VOLTS	ϕ	REMARKS
A	1	FURNACE	1/3	120	1	
B	1	AIR CONDITIONING UNIT	#	240	1	1-3; 1-2; 1-3/4 H.P. MOTOR
C	1	COOLING TOWER FAN	1/4	240	1	
D	1	COOLING TOWER PUMP	1/2	240	1	
E	2	TOILET EXHAUST FANS		120	1	IN ATTIC



PARTIAL PLOT PLAN
SCALE 1/8" = 1'-0"

APPROX. LOCATION OF S.C.E.CO. POLE #1049235E. SEE SPEC'S FOR TERMINATION OF CONDUITS ON POLE.

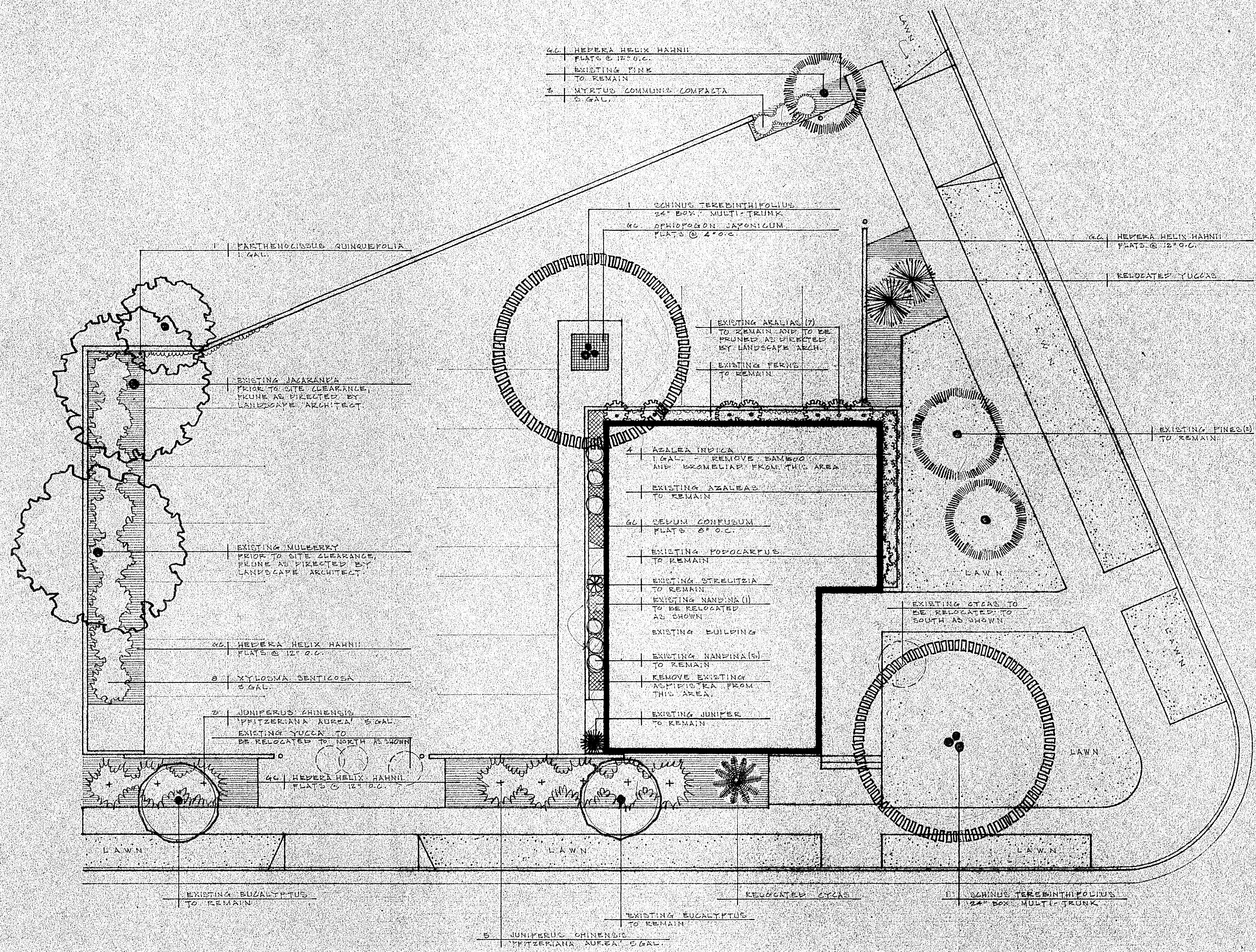
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ROBERT G. SMITH AIA, ARCHITECT
256 SO. BERENDO ST. DUNSMIRK 7-8493
LOS ANGELES 4, CALIFORNIA

SHEET NO. **10**

JOB NO. _____ DEPT. SAN J.C. CHECKED R.S. SCALE 1/4" DATE 9.24.56



46 HEPERA HELIX HAHNII
PLANTS @ 12" O.C.
EXISTING PINE
TO REMAIN
3 MYRTUS COMMUNIS COMPACTA
5 GAL.

1 SCHINUS TEREBINTHIFOLIUS
24" BOX MULTI-TRUNK
46 OPHIOPOGON JAPONICUM
PLANTS @ 4" O.C.

46 HEPERA HELIX HAHNII
PLANTS @ 12" O.C.
RELOCATED YUCCAS

1 PANTHENOCISSUS QUINQUEFOLIA
1 GAL.

EXISTING JACARANDA
PRIOR TO SITE CLEARANCE,
PRUNE AS DIRECTED BY
LANDSCAPE ARCHITECT

EXISTING MULBERRY
PRIOR TO SITE CLEARANCE,
PRUNE AS DIRECTED BY
LANDSCAPE ARCHITECT

46 HEPERA HELIX HAHNII
PLANTS @ 12" O.C.

8 XYLOSMA SENTICOSA
5 GAL.

5 JUNIPERUS CHINENSIS
PFITZERIANA AUREA 5 GAL
EXISTING YUCCA TO
BE RELOCATED TO NORTH AS SHOWN

46 HEPERA HELIX HAHNII
PLANTS @ 12" O.C.

EXISTING AKALIAS (7)
TO REMAIN AND TO BE
PRUNED AS DIRECTED
BY LANDSCAPE ARCH.
EXISTING FERNS
TO REMAIN

4 AZALEA INDICA
1 GAL. - REMOVE BAMBOO
AND BROMELIAD FROM THIS AREA

EXISTING AZALEAS
TO REMAIN

46 SELUM CONFUSUM
PLANTS @ 8" O.C.

EXISTING PODOCARPUS
TO REMAIN

EXISTING STRELTZIA
TO REMAIN

EXISTING NANDINA (1)
TO BE RELOCATED
AS SHOWN

EXISTING EULPIA
TO REMAIN

EXISTING NANDINA (5)
TO REMAIN

REMOVE EXISTING
ASPIDOTRKA FROM
THIS AREA

EXISTING JUNIPER
TO REMAIN

EXISTING CYCAS TO
BE RELOCATED TO
SOUTH AS SHOWN

EXISTING EUCALYPTUS
TO REMAIN

RELOCATED CYCAS

1 SCHINUS TEREBINTHIFOLIUS
24" BOX MULTI-TRUNK

5 JUNIPERUS CHINENSIS
PFITZERIANA AUREA 5 GAL

LANDSCAPE DEVELOPMENT - PLANTING PLAN	AUGUST 5, 1966	SHEET
ALTADENA LIBRARY ARROYO SECO BRANCH 2659 LINCOLN AVENUE ALTADENA, CALIFORNIA	ERIKSON, PETER & THOMAS LANDSCAPE ARCHITECTS 696 E. COLORADO BOULEVARD PASADENA, CALIF. 91106	3 OF THREE



BOARD OF LIBRARY TRUSTEES
Redistricting Committee Report November 2022

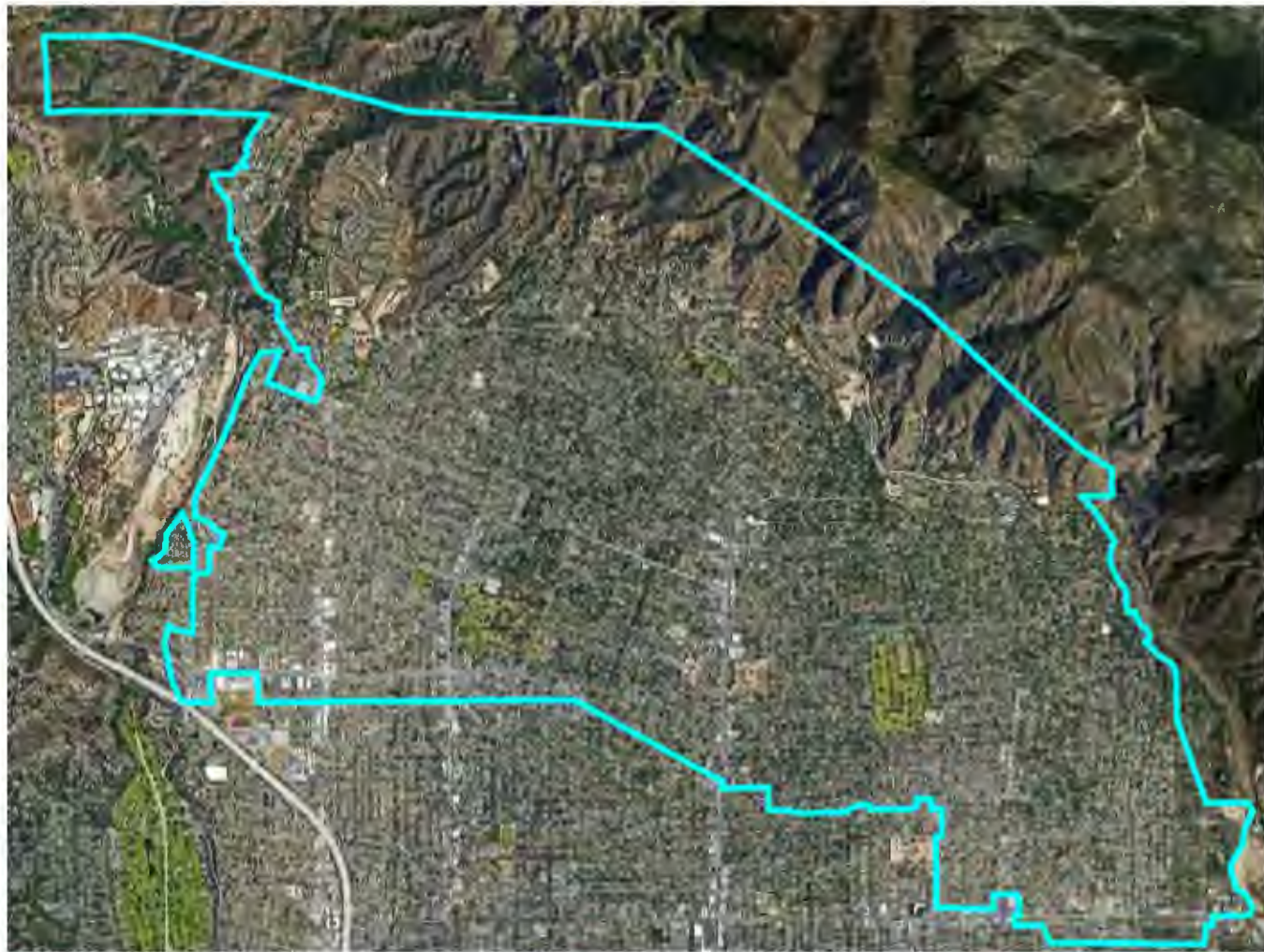
REPORT: Redistricting Committee Report **MEETING DATE:** November 4, 2022

PREPARED BY: Trustee Kameelah Wilkerson **LOCATION:** Virtual Meeting

MEETING:

On Friday November 4, the members of the Ad-Hoc Redistricting Committee (Trustees Wilkerson and Clark, ALD staff Director Winslow and Catalina Theodoros, and Kristin Parks of the National Demographics Corporation- NDC) met to discuss the districting process for the Altadena Library District elections.

1. Kristen Parks of the NDC provided an overview of the 2020 census data and an introduction to districting. These slides are attached for your review. This presentation includes guidelines and requirements that will need to be met based on the census data.
2. In determining next steps, the committee reviewed the plans developed in the May 6 meeting.
 1. First meeting: **Jan 23, 2023**- This meeting will be at regularly scheduled Board of Trustees meeting (BOT) meeting. The goal is to have a discussion around the process- Why districting and to have discussions around the “neighborhoods of Altadena” to be used as the building blocks that will be used to build the election areas. During that meeting NDC will do a short presentation to present the process and open the districting discussion.
 2. Second Meeting: **Feb 13, 2023** 7pm- This will be a BOT “Special Meeting”, goal is identical to first meeting.
 3. Third Meeting (Town Hall): **Saturday March 25, 2023**: Debut draft maps. Draft must be posted online on Saturday March 18, 2023 10am.
 4. Fourth Meeting: **April 24, 2023**: Share edited/draft map. Draft maps must be posted online on April 17, 2023.
3. NDC will create drafted maps for ALD to be presented at the 3/25/23 meeting. It was determined that at this time, there is not the need to invest in a “Draw Your Own Maps” mapping tool. This determination can be revisited once more data is available on the community need for said tool.
4. It was determined that ALD will create a districting landing page where census data, committee process, draft maps and interactive map review tools will be available to the community.
5. The committee will draft a letter to formally invite the Altadena Town Council to the hearing meetings.
6. ALD will utilize standard “PR” practices- e-connect, social media, newsletters etc to share information about districting to promote interest and participation.



Altadena Library District Introduction to Districting

November 4, 2022

Election Systems

1. “At Large”
2. “From District” or “Residence” Districts
3. “By District”

The California Voting Rights Act was written to specifically encourage by-district elections.

Districting Process

Step	Description
Two Initial Hearings	Two hearings, held within 30 days of each other, conducted prior to release of draft maps. Focus is on public education and to solicit input on neighborhoods, communities of interest and other factors in the composition of districts.
Release draft maps	Maps must be posted at least 7 days prior to 3 rd hearing.
Two hearings on draft maps	Two meetings, held within 45 days of each other, to discuss and revise the draft maps and to discuss the election sequence.
Map adoption	Final map must be posted at least 7 days prior to adoption. Divisions used for elections as current terms end. No change to currently in-progress terms.

Redistricting Rules and Goals

Federal Laws

Equal Population
Federal Voting Rights Act
No Racial Gerrymandering



Traditional Redistricting Principles

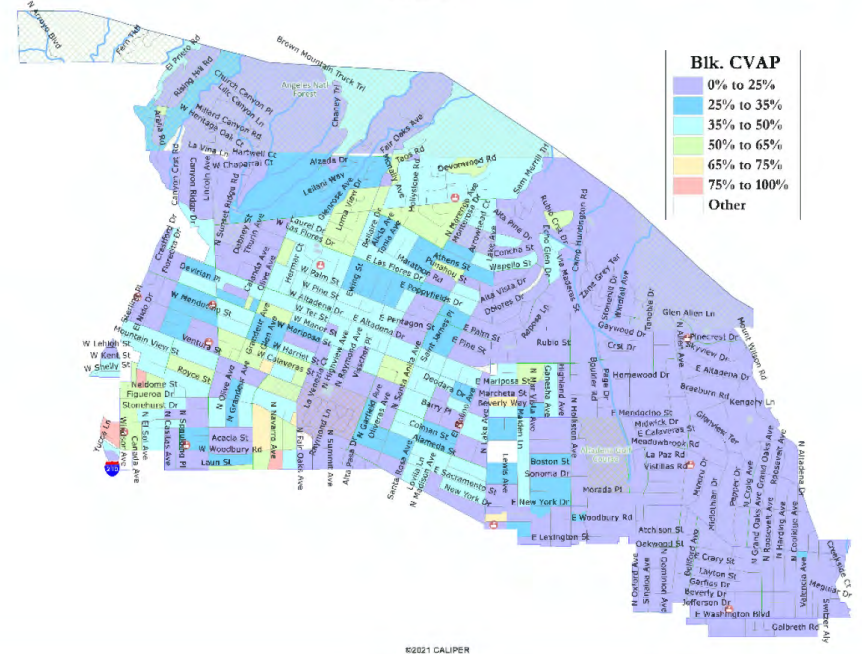
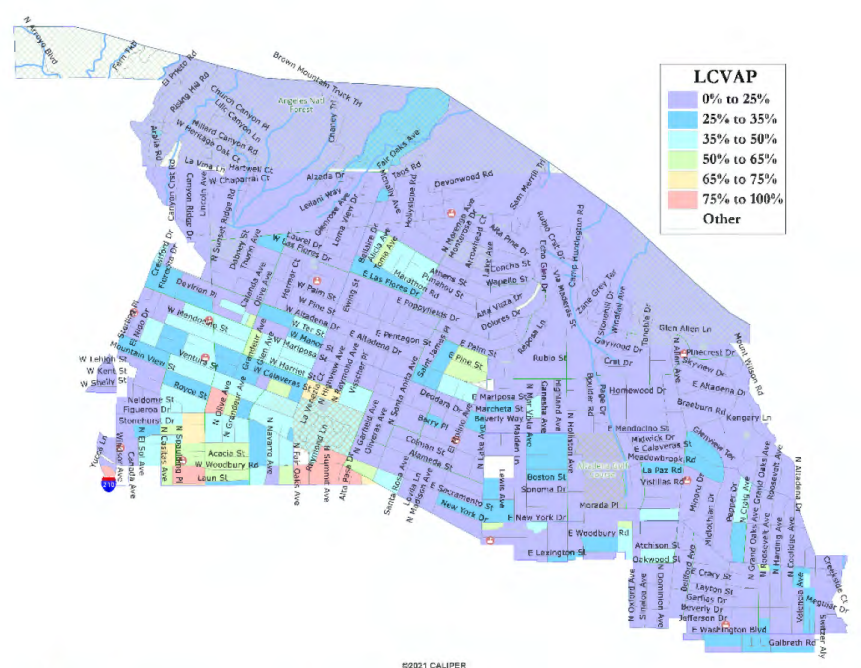
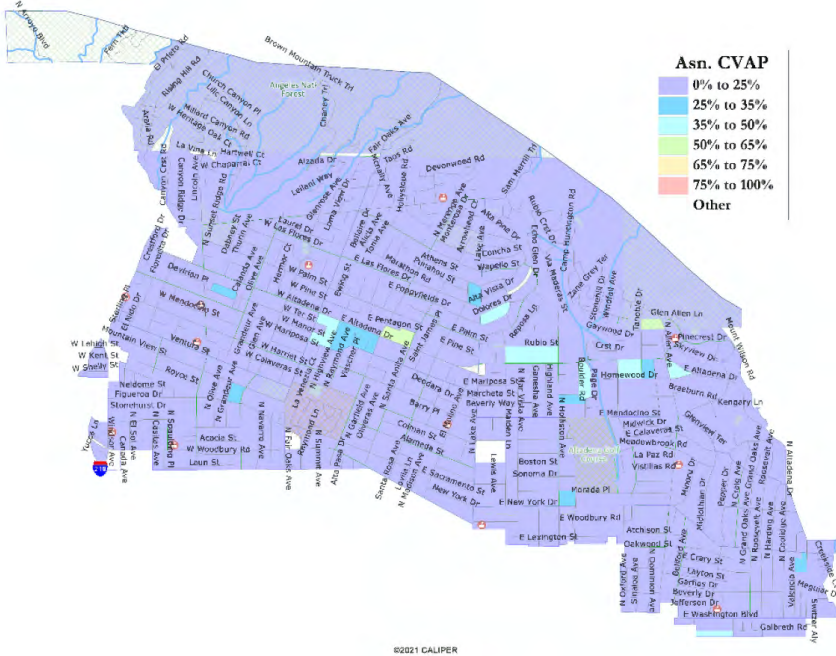
Communities of interest
Compact
Contiguous
Visible (Natural & man-made) boundaries
Respect voters' choices / continuity in office
Planned future growth
Minimize voters shifted to different election years
Preserving the core of existing election areas

Demographic Summary

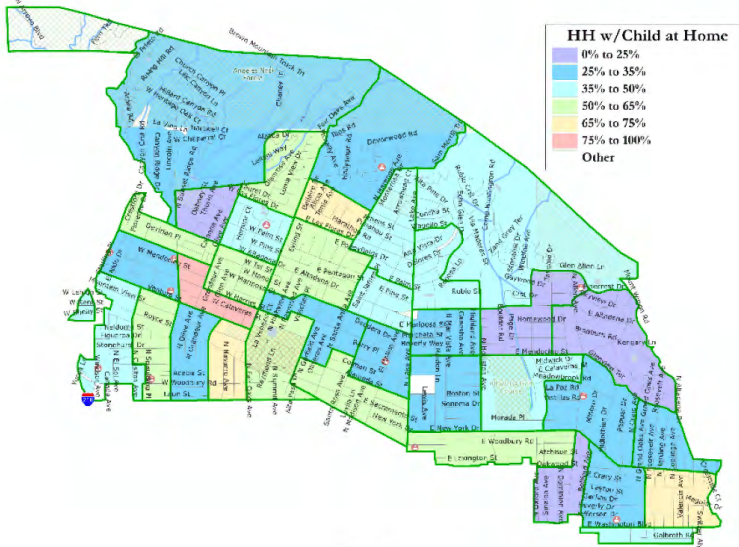
Each of the 5 trustee areas must contain about 8,603 people.

Category	Field	2020*	2020 Pct
Census	Total Population	43,015	
Total Pop.	Hispanic/Latino	12,220	28%
	NH White	17,916	42%
	NH Black	7,704	18%
	NH Asian/Pac.Isl.	3,803	10%
	NH Native Amer.	262	1%
Age	age0-19	9,057	21%
	age20-60	22,707	52%
	age60plus	11,554	27%
Immigration	immigrants	9,831	23%
	naturalized	6,627	67%
Language spoken at home	english	26,744	65%
	spanish	9,327	23%
	asian-lang	1,051	3%
	other lang	3,937	10%
Language Fluency	Speaks Eng. "Less than Very Well"	5,187	13%
Education (among those age 25+)	less than high school grad.	3,347	8%
	high school grad.	13,848	43%
	bachelor	7,252	23%
	graduatedegree	7,758	24%
Pct of Pop. Age 16+	employed	21,289	59%
Households	Housing Units	16,275	
	Child Under18 in Household	4,586	30%
Household Income	income 0-25k	1,792	12%
	income 25-50k	1,958	13%
	income 50-75k	1,953	13%
	income 75-200k	6,317	42%
	income 200k-plus	3,147	21%
Housing Stats	single family	14,686	90%
	multi-family	1,589	10%
	renter-occupied	4,311	28%
	owner-occupied	10,856	72%
* Data compiled by National Demographics Corporation. Total population data from California's state-adjusted 2020 Census data and official 2010 Census data. Age, Immigration, and other demographics from the American Community Survey 5-year data.			

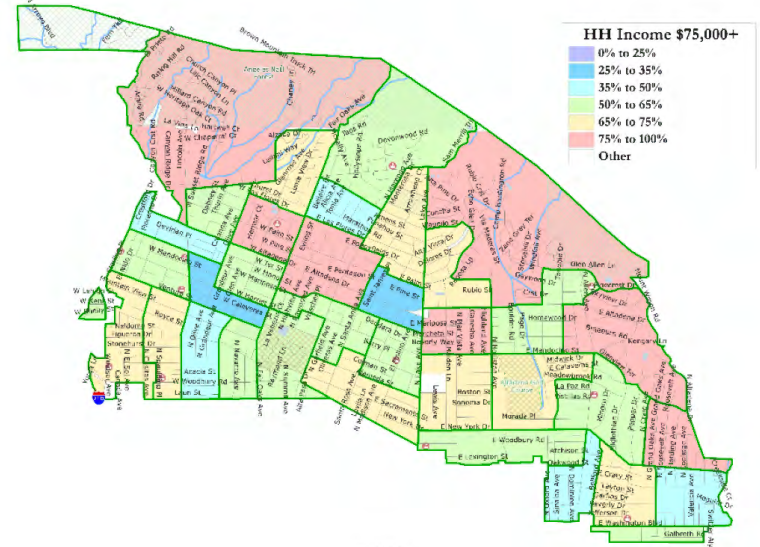
Protected Class Concentrations



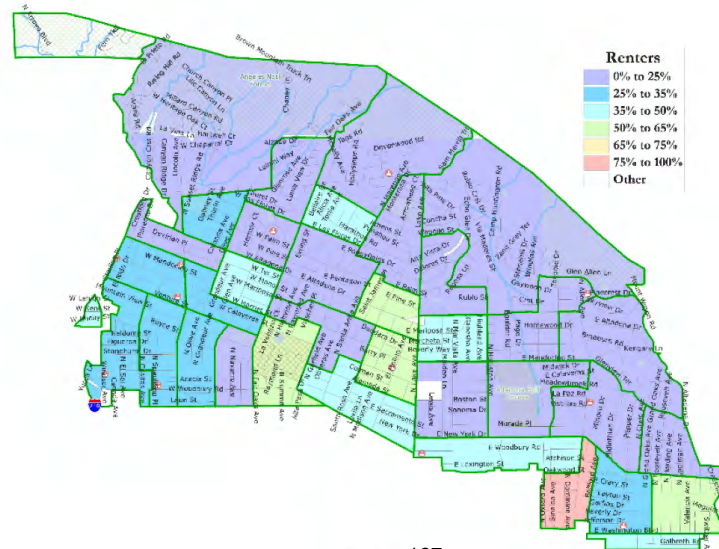
Other Socio-Economic Demographics



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Districting Process

Step	Description
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**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.A. REPORT FOR NOVEMBER 2022**

REPORT: Agenda Item VIII.a.

MEETING DATE: November 28, 2022

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: Review and Approval of Accounting and Financial Consulting Services Firm

BACKGROUND:

The Board of Trustees reviewed and approved a Request for Proposals to hire an Accounting and Financial Consulting Firm at their meeting on September 27, 2022 based on a recommendation by the Director to outsource most of this type of work for the District.

The RFP was posted on BidNet on September 28, 2022, with the deadline to submit proposals being October 26, 2022. There was only one proposal received by the deadline.

The proposal submitted by Eide Bailly follows this staff report for review. The firm meets all RFP qualifications and can provide the full scope of services outlined in the RFP.

FISCAL IMPACT:

The firm estimates a cost of approximately \$8,000 per month to perform the full scope of services, with a \$86,400 total cost for the first year of services provided (see the Cost Estimate on page 194).

RECOMMENDATION:

Staff recommends the Board of Trustees authorize the District Director to contract with Edie Bailly to provide Accounting and Financial Consulting Services for the District.



INSPIRED TO REACH NEW HEIGHTS



October 24, 2022

Proposal for Schedule of Accounting and Consulting Services

ALTADENA LIBRARY DISTRICT

Submitted By:

Eide Bailly LLP

Cindy Byerrum, CPA, MPA
Partner

10681 Foothill Blvd. #300
Rancho Cucamonga, CA 91730

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What inspires you, inspires us.
eidebailly.com

Executive Summary

WE WANT TO WORK WITH YOU

Thank you for giving Eide Bailly LLP the opportunity to propose our professional accounting and financial reporting services for the Altadena Library District (the District). We have served the government industry for more than 70 years and work with more than 1,100 government clients throughout the nation.

Through serving these clients, our professionals have gained focused expertise regarding government organizations and will provide you with insightful advice that aids in managing the financial needs of the District. We understand your specific challenges, needs and goals, and have fine-tuned our process to create an effective and efficient engagement.

We stay abreast of current issues impacting government organizations and grow our knowledge by attending workshops and trainings. During your engagement, we will work closely with your management team to identify issues and provide responsive solutions tailored to your organization. In addition, you will experience partner involvement during all phases of the engagement, as well as throughout the year. At Eide Bailly, we make it a priority to be accessible to our clients, which includes returning phone calls and e-mails in a timely manner.

Government Experience. The service team assigned has experience providing accounting and consulting services to several similar clients in the government industry. This experience will bring a valuable and unique perspective to your engagement. Not only will we provide the expected compliance and financial statement support, but with our experience serving other governments, we can bring best practices to the District. We strongly believe in providing our clients value added services and support.

Timeliness. We will meet your deadlines. Our professionals are trained to anticipate, identify, and respond to your needs in a timely manner. We will work closely with your management team to customize our services to your specific needs. We believe in clear, up-front, and open communication with no surprises. We understand and will comply with the schedules and scope for the engagement, as outlined in your request, and will perform all work within the timeframes outlined.

Unmatched client service is our passion. Delivering a high level of client service is a priority at Eide Bailly. As a top 25 CPA firm in the nation, we offer personal service while also affording depth of resources and access to more than 2,500 professionals throughout the firm.



EXPERIENCE

Our experienced professionals are committed to the industries we serve. We focus on training, and we like to think of ourselves as thought leaders.

PEOPLE

We're a team of collaborators and innovators. Our culture is the heart of our firm, and we're always working together to do things differently and better.

COMMUNICATION

Open, honest, frequent communication ensures that you're not in for any surprises. We'll stay in touch throughout the year so you feel understood, connected and confident.

CORPORATE RESPONSIBILITY

We consider ourselves good corporate citizens—caring for our people, giving back to our communities, and taking care of our environment.

▶▶▶▶ **Leadership.** We pride ourselves on being leaders in the government industry, offering valuable perspectives beyond our core strength of accounting and tax compliance. We're business advisors who want to help guide the strategy and operations of your organization, and we'll make sure you feel connected and understand the process. Our professionals work closely together so you receive valuable service from people who understand your needs and know your business.

▶▶▶▶ **We Want to Work with You.** We've developed the following proposal with the District in mind, and we'll provide timely, personalized accounting and reporting services for you. We will also get to know you and your staff and take the time to understand your specific challenges and opportunities. We deliver honest and insightful advice beyond what is normally experienced in the public accounting industry. Our tagline, **what inspires you, inspires us**, is more than copy to add to marketing materials. We gain energy from those we serve, which turns into a passionate interest in our clients' success.

▶▶▶▶ **Special Districts are our Passion.** Unlike other firms and other teams at Eide Bailly, our Special Districts team does not perform audits or provide tax services. Our team specializes in accounting advisory services for special districts. We pride ourselves in providing a mix of outsourced accounting support, monthly controller services, budget development/assistance, and annual audit preparation to a total of 30 independent special districts. Our team is experienced with various accounting systems popular among special districts, such as Tyler Incode and Caselle, and our staff includes multiple Certified QuickBooks Pro Advisors.

We may not be the least expensive service provider, but we believe we are the best at what we do in the industry. The following pages highlight our firm's strengths and demonstrate why Eide Bailly merits the District's consideration. Know that you will be a highly valued client. Our team would be proud to work with the Altadena Library District and work hard to build a trusting relationship with your team.

Please contact me if you would like to discuss any aspect of this proposal.

Sincerely,



Cindy Byerrum, MPA, CPA
Partner
909.204.8858
cbyerrum@eidebailly.com



Firm Qualifications and Experience

WHAT INSPIRES YOU, INSPIRES US

Your experience will be different than working with other CPA firms because we offer knowledge and skills backed by more than 100 years of service. Our professionals deliver industry and subject matter expertise resourcefully, ensuring we are providing guidance that directly reflects your needs. Our clients benefit from local, personal service and, at the same time, enjoy access to more than 3,000 professionals with diverse skill sets and experiences.

Navigating a Path to Success Together

By embracing change and focusing on innovative ideas, we've grown along with our clients to become one of the top 25 accounting firms in the nation. Accounting is about numbers, but our business is about relationships.

We'll be there for you every step of the way. Talented, down-to-earth people work at our firm, and we're inspired to deliver outstanding expertise and care. We're driven to help you take on the now and the next with inspired ideas, solutions and results.

Our work with clients is more than an engagement. It's a relationship, built on values and trust—and results. When working with Eide Bailly, you will:

- Work with professionals who truly care about your organization and will take the time to get to know you and your organization.
- Gain insight from our industry and service specialists to accomplish your objectives, address challenges and leverage new opportunities.
- Make better business decisions knowing you are guided by trusted advisors who care about your success.
- Appreciate our hands-on service style; we are always looking for new ways to solve your problems or help you embrace opportunities.

AT A GLANCE



TOP 25 CPA FIRM



40+ OFFICES IN U.S. & INDIA



375+ PARTNERS



3,000+ STAFF MEMBERS



FOUNDED IN 1917



Industry Experience

WE UNDERSTAND GOVERNMENTS

The firm has more than 275 full-time professionals who participate in our Government Industry Group. These professionals share information, learn from others and stay up to date on industry developments. To gain the greatest benefit, the knowledge is shared with professionals across the firm.

The government industry represents one of Eide Bailly’s largest niche areas — with more than 1,100 government clients firmwide. We provide audit services for a variety of cities, counties, colleges and universities, fire relief agencies, housing authorities, school districts, state agencies and tribal entities. Through serving these clients, our professionals have gained focused expertise in the government industry and will provide you with insightful advice that aids in managing the finances of the District. Specifically, our California government team specializes in serving a unique client base consisting primarily of water and sanitation districts. Our team’s offices are based in Rancho Cucamonga, CA and Sacramento, CA. The District can expect to work closely with our team members to achieve success.

Our services include, but are not limited to:

- Outsourced Finance / Accounting Services
- Treasurer Services
- Controller Services
- Budget Development / Assistance
- Annual Audit Preparation
- Financial Statement Presentation / Preparation
- Internal Control Review
- Financial Procedures Review
- Financial Policy Review and Development
- Rate Study Assistance
- Financial / Utility Billing System Implementation

At a Glance
GOVERNMENT



70+
YEARS EXPERIENCE



1,100+
INDUSTRY CLIENTS



275+
DEDICATED STAFF



\$22.8 BILLION ANNUAL
AVERAGE IN SINGLE AUDITS

Government Industry Involvement

Eide Bailly prioritizes staying current with changes to the government industry. We help clients adapt to changes within the existing standards and implement any new standards. Our team members are engaged in the government industry and are well positioned in organizations associated with government entities. We are leaders in the Governmental Accounting Standards Advisory Council (GASAC), the AICPA's Governmental Audit Quality Center, AICPA State and Local Government Expert Panel, Private Companies Practice Section (PCPS) Technical Committee, local and national boards of the Association of Government Accountants (AGA), including the Financial Management Standards Board, and the review committee for the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting. Due to our leadership positions, the District will have access to information not available from other accounting firms.

Eide Bailly also regularly attends Governmental Accounting Standards Board (GASB) meetings throughout the year, and we communicate the results of those meetings to our clients through our newsletters, e-blasts and webinars. We are also involved with GASB's financial reporting reexamination task force shaping the future of state and local government accounting and reporting and participate in the reexamination of the revenue and expense model and note disclosure projects with GASB.

Webinars: We host frequent webinars dedicated to helping you and your organization navigate complex issues. Each webinar covers a different topic to help evaluate the steps necessary to achieve success and remain ahead of the curve.

Using Data Analytics to Unlock the Value of Your Data

Recorded Webinar

We explore the use of Business Intelligence tools (Power BI) to mine internal systems for critical operational performance information. The goal of this presentation is to provide attendees with insights into how to define and gain better / more timely access to operational performance metrics. We demonstrate the use of Business Intelligence tools through live system demonstrations. Attendees will leave the session with knowledge on how data "trapped" in their internal systems can be accessed and integrated to reduce risk by providing more timely insights into operational risks.

Special GASB Update - Note Disclosure Framework

Recorded Webinar

This presentation provides an overview of the GASB's proposed framework related to Note Disclosure.



**VISIT OUR WEBSITE TO SIGN UP FOR
OUR NEWSLETTERS, E-BLASTS AND WEBINARS:**

www.eidebailly.com/insights



Qualifications of the Project Team

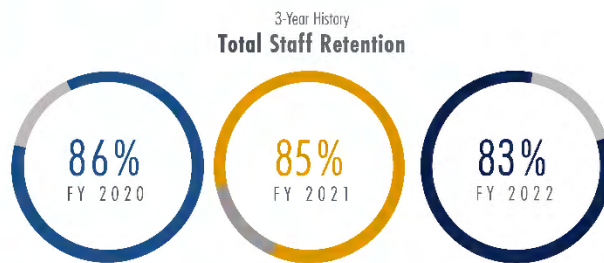
AN EXPERIENCED SERVICE TEAM

We're passionate about our work—and your success. We have selected professionals for your service team who are the right fit for your engagement, based on their knowledge and experience in the government industry.

Staff Continuity

We know the importance of a strong business relationship, so we keep staffing changes to a minimum year-to-year. Eide Bailly has a high retention rate, allowing us to provide stability in our services.

To help ensure a strong business relationship and to minimize disruptions, we keep staffing changes to a minimum. Eide Bailly experiences a higher retention rate, which translates to providing our clients with consistent service teams. We will strive for continuity of staff for your engagement. With this continuity comes quality as team members' knowledge of your organization grows from year to year.



Should the need arise to change any of the key engagement personnel, we will notify you in writing and provide the qualifications of the proposed replacement. Upon your approval, new engagement personnel will join your service team.

Service Team Profiles

The following team members are excited to become a part of the District's future finance and accounting services solutions. We anticipate that Ian Berg and Scott Nelsen will be the main contacts for this engagement.

CINDY BYERRUM, CPA, MPA

Partner – Government Advisory Services

INSPIRATION: Tailoring the consulting experience to meet each client’s unique situation and capabilities. I love building trusting, long-lasting relationships that benefit my clients and support their mission of public service.

909.204.8858 | cbyerrum@eidebailly.com



Your team will be led by Cindy Byerrum. Cindy is an expert in government and nonprofit finance and accounting and has been a leader in the profession for over 20 years. Cindy specializes in consulting with California special districts including water/sewer utilities, JPAs, community services districts, fire protection districts, libraries, resource conservation districts, and LAFCOs.

Cindy has served as the part-time Finance Director and Treasurer to various special districts throughout California. Her clients rely on her to function as a trusted advisor and view her as a valuable part of their team. Cindy’s wide range of past experience in the accounting and finance profession includes, but is not limited to:

- CFO for Three Valleys Municipal Water District and Six Basins Watermaster.
- Interim Financial Director for San Diego County Water District, Yorba Linda Water District, Rosamond CSD, and more.
- Finance department assessments for utilities and governments such La Puente Valley County Water District, Scotts Valley Water District, and the City of Avalon.
- Project consultant to governments including the Jurupa Community Services District, Coachella Valley Water District, Walnut Valley Water District, Rancho California Water District, Chino Basin Watermaster, Goleta Sanitary District, and American Water Works Association.

Cindy’s approach is from a training and teaching perspective. She is a strong believer in helping clients to become as self-sufficient in finance and accounting as they intend to be, while being available to monitor and assist when necessary. Some of her clients need her and her team to take care of all the accounting, and that is OK too!

Outside of work, Cindy likes to visit Joshua Tree National Park, which is 10 minutes from her house, and to travel with her husband Jim.

Memberships

California Society of Municipal Finance Officers

American Institute of Certified Public Accountants

California Special Districts Association

Designation/Licensures

Certified Public Accountant (CPA)

QuickBooks ProAdvisor

Education

Bachelor of Science – California State San University Bernardino

Master of Public Administration – California State University of San Bernardino

Community

Former CPA review instructor

Former tenured accounting professor

IAN BERG, CPA

Senior Manager – Government Advisory Services

INSPIRATION: I take pride in providing services to benefit local government agencies and the communities they serve. I love finding the most efficient, accurate and cost-effective methods to reach your agency's goals.

714.928.2403 | iberg@eidebailly.com



Ian has seven years of experience working with Special Districts throughout California with a primary focus on Water Districts. He has also advised with Library Districts, Resource Conservation Districts and Local Agency Formation Commissions. Throughout his career Ian has served as the Interim CFO at several clients including Rowland Water District, Altadena Library District and Bellflower-Somerset Mutual Water Company. He is adept in viewing the big picture but is not afraid to dive into the details of day-to-day accounting functions such as accounts payable, accounts receivable, cash receipting, and payroll guidance.

Ian is an expert in budget preparation, financial statement presentation, annual audit preparation, account reconciliations, financial policy review/development, and state reporting. He is experienced in various accounting systems including Accela Springbrook, Caselle Clarity, Tyler Incode, Tyler Munis, and QuickBooks and can guide clients during financial and utility billing system implementations.

Ian likes to incorporate creativity into client work and searches for efficient and effective solutions for any challenges clients might face. As an expert with Microsoft Excel, he works to streamline any data-driven project and utilizes Excel as a powerful tool to create dynamic budgets and long-term projections to aid in monitoring financial stability.

In his free time Ian enjoys playing guitar, cooking and spending quality time with his wife Rachael, his baby son Wesley, and his puppy, Archer.

Memberships

California Society of Municipal Finance Officers

California Special Districts Association

California Special Districts Association Audit Committee (2022)

CalCPA

Designation/Licensures

Certified Public Accountant (CPA)

Education

Bachelor of Science in Business Administration, Accounting – California State Polytechnic University of Pomona



KRISTI EVEN

Manager – Government Advisory Services Manager

INSPIRATION: Helping Others: I provide professional and effective services which support the organization in maintaining financial stability and instilling confidence and integrity within their community.

909.755.2739 | keven@eidebailly.com

Kristi has over twenty years of professional governmental accounting experience involving special districts, educational institutions, and municipalities. She has prepared financial policies and procedures, implemented new software, and mentored staff for multiple clients. Her strong organization and communication skills have served her well in managing budget preparation, bank and account reconciliations and schedules, accounts payable, accounts receivable, payroll, fixed assets, financial statements, and year-end audits. She is experienced in various accounting systems including Tyler Incode, Tyler Munis, and QuickBooks.

Kristi takes pride in streamlining processes and implementing internal controls to instill confidence and integrity in our clients' finances. In her recent work with a water district, she brought them current, identified process deficiencies, and improved procedures. Her proficiency with Microsoft Excel has created efficiencies and more accurate data analysis.

Kristi enjoys California's year-round sunshine and warm weather with her husband Brian. She also loves volunteering and getting involved in her community.



Memberships

California Society of Municipal Finance Officers

Association of Government Accountants

California Special Districts Association

Education

Bachelor of Arts in Accounting – University of Northern Iowa

SCOTT NELSEN

Manager – Government Advisory Services

INSPIRATION: Collaborating with local governments to create innovative and effective solutions to meet their accounting and finance needs. My goal is to team up with our clients and provide technical expertise to tackle whatever issues they might face.

909.292.8827 | snelsen@eidebailly.com

Scott has over four years of experience working with a variety of special district clients including water/wastewater, resource conservation, and libraries. He has experience prior to Eide Bailly in both external auditing and accounting consultant services.

Scott manages client accounting and reconciliation schedules, financial statement preparation, year-end audit preparation, and annual budget preparation. Scott has experience with all accounting functions including accounts payable, accounts receivable, payroll, grant compliance and billing, and fixed asset management.

Scott has also designed and prepared month-end accounting procedures to produce financial statements for various clients. He is experienced in various accounting systems including Accela Springbrook, Caselle Clarity, Tyler Incode, Tyler Munis, and maintains certification as a QuickBooks ProAdvisor.

Outside of work Scott enjoys hiking, fishing, and kayaking with his girlfriend. He is currently pursuing certification as a Certified Government Financial Manager (CGFM).



Memberships

California Society of Municipal Finance Officers

California Special Districts Association

Association of Government Accountants

Designation/Licensures

Certified QuickBooks ProAdvisor

Education

Bachelor of Science in Business Administration, Accounting – California State Polytechnic University of Pomona

DEVIN SINNER

Senior Associate – Government Advisory Services

INSPIRATION: I love exceeding our clients' expectations about what great customer service from an accounting firm looks like. My goal is to make our client's lives as smooth and stress free as possible by providing them with excellent support, tailored solutions and quality deliverables.

909.755.2683 | dsinner@eidebailly.com



Devin specializes in providing accounting services and financial consulting for municipalities, LAFCOs, government risk pools and special districts. Some areas of specialty include financial implementations and chart of account builds, designing internal control processes and accounting procedures and capital asset management.

When you work with Devin, you can expect a high level of ownership and dedication to your organization and its goals. She is prompt and thorough when replying to your inquires and provides exceptional customer service.

Outside of work, Devin enjoys going to the beach, golfing, camping, and spending time with family.

Client Work

Preparation of bank reconciliations, interim financial statements, annual 1099s, annual state compensation reports and cash flow analysis reports, audit preparation, accounts payable and accounts receivable functions, general ledger maintenance and budgeting.

Education

Bachelor of Arts, Business Administration, Accounting & Finance - California State University, Fullerton

SAMANTHA J BROWN PRALL, MBA, Certified Payroll
Professional
Payroll / CalPERS Specialist – Government Advisory Services

909.210-9515 | sprall@eidebailly.com



Samantha has provided consulting services to special districts in California since 2006. She has experience working in the finance department of a local water agency in Temecula Valley and has also stepped in as the interim Finance Director at various agencies including the Lake Arrowhead Community Services District. She has been working in payroll for various clients since 2018 and is a Certified Payroll Professional.

Samantha is dependable, experienced and a focused accounting professional with strong interpersonal, communication, and leadership skills. She performs under tight deadlines and possesses a variety of skills and knowledge including budget preparation, audit preparation, Board package preparation, cash flow projections, and account reconciliations. IN addition to her experience with financial software implementations and chart of accounts restructuring, she is the expert in governmental payroll practices and CalPERS reporting for our team.

Outside of work, Samantha enjoys reading and spending time with her family.

Designations/Licensures
American Payroll Association

Education
Master's of Business
Administration, Finance –
University of Redlands

Bachelor of Science, Accounting
– University of California,
Riverside

Associates of Science – Chaffey
Junior College, Rancho
Cucamonga, Calif.

DANIELA URIARTE, MSA

Senior Associate – Government Advisory Services

909.755.2660 | duriarte@eidebailly.com



Daniela joined Eide Bailly in 2021 with prior experience working in corporate accounting departments since 2015. She is a great communicator and a valued member of our team.

Daniela is knowledgeable with day-to-day accounting functions including accounts payable, accounts receivable, bank reconciliations and account schedule management. She prepares monthly and quarterly financial statements for a variety of clients including water districts, library districts and resource conservation districts. Daniela is familiar with accounting systems such as Springbrook, QuickBooks, Tyler Incode and Caselle.

Outside of work, Daniela enjoys visiting family in Mexico, and going to concerts of all different types of music.

Education

Master’s Degree of Science in Accountancy – California State Polytechnic University of Pomona

Bachelor of Science in Business Administration, Accounting – California State Polytechnic University of Pomona

NINA DOMINIQUE QUIAMBAO

Senior Associate – Government Advisory Services

909.755.2732 | nquiambao@eidebailly.com



Nina has more than 7 years of experience in corporate accounting positions including Accounts Payable, Treasury Specialist and Cost Accounting Associate prior to joining Eide Bailly in 2021.

Nina specializes in providing monthly accounting services and financial consulting for various Special Districts clients including water, resource conservation and libraries. She has been able to fill vital roles and cover day to day processes such as payroll, invoicing, and accounts payable for clients as needed.

In her spare time, Nina loves to travel and be immersed in different cultures and experiences. She also enjoys watching series and movies and spending time with family.

Education

Bachelor of Science in Business Administration, Accounting – California State Polytechnic University of Pomona

COREY MIZE

Associate – Government Advisory Services

909.755.2652 | cmize@eidebailly.com



Corey is the newest member of the Eide Bailly team who specializes in providing accounting services for water districts, library districts and LAFCOs. He is great with communication and always bringing a positive attitude to every task he starts.

Corey is knowledgeable with bank reconciliations, account schedule management, data entry and client relations. He prepares monthly and quarterly financial statements for a variety of clients as well as monthly close schedules. He is familiar with accounting systems such as QuickBooks and Caselle Clarity. He has sharpened his Excel skills in his short time with our team building various functional excel workbooks for clients.

Outside of work, Corey enjoys spending time with his family, hiking, reading, and attending concerts. He loves film and television, and he also has a huge interest in various genres of music.

Education

Bachelor of Arts in
Psychology - University of
California, Riverside

Master's Degree of Science in
Accountancy - California State
Polytechnic University of
Pomona (12/23)



Client References and Testimonials

We've built our business on relationships, and we encourage you to contact the references we've provided below to learn more about their experiences.

Trabuco Canyon Water District (TCWD)

Water/Sewer/Recycled Water Utility District

Michael Perea, Assistant General Manager

Office: 949.858.0277, ext. 121 | Cell: 949.292.2285 | MPerea@tcwd.ca.gov

TCWD has been a client since 2010 and we initially performed a complete overhaul of their accounting system and processes. Most of the accounting had been operating on an antiquated DOS based system. In the 12 years that we have been with them we have:

- Converted to a fund based modern accounting and billing system (Tyler Incode).
- Separated accounting records into four funds (previously maintained within one fund).
- Led them through three rate studies, significant rate changes and debt financing.
- Shored up their finances - established and funded a trust for their OPEB (retiree health benefits) unfunded obligations and for their pension costs with CalPERS.
- Prepared and updated a long-range financial plan (10 years of cash flow projections) and remain heavily involved in the annual budget process.
- Continued to prepare their monthly close, including bank reconciliations and Board financial statements.
- Served loyally as their Treasurer since 2010.



Trabuco Canyon Water District

"I know I can always pick up the phone and ask the Eide Bailly team for help. Eide Bailly has helped us navigate challenges and they explain and address accounting-related matters with clarity."

Michael Perea
Assistant General
Manager

Twentynine Palms Water District (TPWD)

Water and Fire District

Matt Shragge, General Manager

Office: 760.367.7546 | Cell: 760.567.8401 | mshragge@29palmswater.org

We began working with Twentynine Palms Water District in 2012 when we performed an extensive cleanup from the prior retiring CPA. Previous accounting records were inadequately maintained, and the District was operating on an antiquated DOS based system. During our 10-Year relationship we have:

- Implemented to Springbrook/Accella software in 2013.
- Separated accounting records into independent accounting funds (previously maintained within one fund).
- Led them through two rate studies and public hearings.
- Shored up their finances - established and funded a trust for their OPEB (retiree health benefits) unfunded obligations and for their pension costs with CalPERS.
- Prepared and updated a long-range financial plan (10 years of cash flow projections) and we remain involved in the annual budget process.
- Helped lead the divestiture of the fire department to the County Fire Department.
- Continued to prepare their monthly close, including bank reconciliations and Board financial statements, audit workpapers and coordination.

Rowland Water District & Bellflower-Somerset Mutual Water Company

Water/Recycled Water District | Mutual Water Company

Tom Coleman, General Manager (GM)

Office: 562.751.7550 | Cell: 951.751.7550 | tcoleman@rowlandwater.com

We have served Bellflower-Somerset Mutual Water Company (BSMWC) as the part-time Finance Director since 2013, where Mr. Coleman was the previous General Manager (GM). Tom became the General Manager at Rowland Water District in 2015 and continued consulting with BSMWC as the part-time Executive Director. In August 2019, both RWD and BSMWC suddenly lost their respective CFO and Office Manager in the same week. We were able to immediately backfill these positions and kept accounting and finance operations smooth in the absence of both key positions. Over the course of the next year, we were able to:

- Finalize preparation of year-end accounting records for annual audits of both RWD and BSMWC.
- Maintain monthly accounting records and provide monthly financial reporting to the boards.
- Successfully navigate each organization through budget development while creating improvements and efficiencies for future budgets.
- Assist during the rate study process.
- Develop standard operating procedures for the Office Manager position at BSMWC for future personnel reference.



Rowland Water District

“We worked with the Special Districts team at Eide Bailly for years on many aspects of our finances, from difficult payroll tax issues to CalPERS reporting, budget preparation, report reconciliation and more. Their team has been the heart and soul of our financial operations.”

Tom Coleman
General Manager

We still serve as the Contract CPA at BSMWC, where we continue to prepare the annual budget, maintain monthly accounting records, prepare year-end records for annual review, and train staff as needed on finance and accounting best practices.

Banning Library District

Library District

Kevin Lee, District Director

Office: 951.849.3192

kevin@banninglibrarydistrict.org

We have served Banning Library District since early 2020. The special districts team inherited an accounting system that was fraught with errors, inconsistencies, and inefficient processes. Eide Bailly worked to clean up the accounting records and set up a new system of internal controls and processes to ensure that the District received timely and accurate financial statements. Eide Bailly expanded its service to include preparation of the annual budget, preparations for the audit, and preparation of monthly financial statements for management and governing board review.

San Miguel Fire & Rescue

Fire Protection District

Leah Harris, Administrative Officer/Finance Officer

Office: 619.660.5350 | Cell: 619.961.7610 | lharris@sanmiguelfire.org

Eide Bailly started assisting in late 2019, when the June 30th audit was still open, and the governing board had not seen quarterly financial statements in nearly a year. We quickly built an Excel model to use a data export from their system to create a new, easy to understand set of financial statements that could be provided to the Board on a monthly or quarterly basis. In addition, we created a variance analysis to determine where the agency was under/over budget and explanations for the same.

We also took a convoluted budget made up of scattered worksheets from multiple sources and created a unified single workbook that creates an effective and less error prone budget that is easy to follow. Additionally, in early 2020 we helped them close out a very difficult audit for FY 19 due to past accounting practices and helped develop a plan for an easier and more accurate audit process for FY 20 and beyond.



Banning Library District

“I have been the Executive Director of the Banning Library District since November 2019. I inherited a FY 20 audit that was filled with internal control deficiencies and multiple auditor findings, as well as auditor adjustments to bring the records in compliance with accounting rules. The District hired Eide Bailly in February 2020 to shore up the findings and produce our monthly reconciliations and financial statements, annual budget preparation, and audit preparation. Eide Bailly cleaned up the financial controls and accounting records, and there were no audit findings for FY 21. Eide Bailly is always there when we need them, even for things outside the normal scope of accounting such as payroll issues and PERS annual reporting. We appreciate Eide Bailly and all that they do for the District!”

Kevin Lee
District Director



San Miguel Fire & Rescue

“We have seen tremendous improvement in our financial reporting processes and workloads with the help of Eide Bailly, and we look forward to continuing to see the advances in our transparency and sustainability.”

Leah Harris
Administrative Officer/Finance Officer

Services Provided and Rates

We understand the scope of services as needed to be as follows:

1. Serve at the external CFO, providing financial advice and assistance with cash flow planning.
2. Prepare the annual budget in conjunction with District management and the Board of Directors.
3. Prepare 10-year cash flow projections and long-range financial plan.
4. Develop financial policies, such as reserve policy, debt management policy, grant management policy, investment policy, purchasing policy, cash management, etc.
5. Prepare year-end closing of the District's accounting books and records in accordance with Generally Accepted Accounting Principles to prepare for the annual audit.
6. Prepare year-end and/or interim audit schedules and coordinate the annual financial statement audit. Implementation of new GASB pronouncements is out of scope.
7. Prepare adjustments to record grant unearned/deferred revenue, fixed assets depreciation, interest and other receivable, prepaid expenses, and other year- end adjustments as needed.
8. Perform monthly review, analysis and reconciliation of the District's general ledger accounts to ensure up-to-date and accurate accounting records are reported to District Management.
9. Prepare monthly bank and investment account reconciliations to ensure strong internal controls.
10. Prepare monthly financial statements with variance analysis.
11. Reconcile applications (Fixed Assets, Accounts Payable, Purchasing, Grants etc.) to the General Ledger on a monthly basis and resolve discrepancies as necessary.
12. Periodic review and monitoring of the District's internal controls and accounting/financial control structure.
13. Clean up transactions in QuickBooks, and update QuickBooks file as needed periodically.
14. Prepare and/or review the 1099s in January each year.
15. Assist with submitting the State Government Compensation in California Report on an annual basis, if needed.
16. Review the State Financial Transactions Report (prepared by the auditor) on an annual basis.
17. Review payroll and benefit taxation to assure compliance with IRS and California EDD requirements.
18. Review W-2 forms, employee fringe benefit taxation, and payroll processing set up to ensure accuracy if requested.
19. Review payroll report filings on a quarterly and annual basis (W-2).
20. Assist with filing the California Sales and Use Tax return in January of each year if required to file.
21. Train staff as needed on financial/accounting related processes.
22. On call accounting and finance consulting as needed.

Standard Rate Schedule and Estimated Time

We estimate that we would provide the services as outlined by the District for the remainder of FY 2023 for \$8,000 per month. This estimate is based on the assumption that the District has a part-time accounting staff members who provides us information we need on an accurate and timely basis. This estimate is also based on the assumption that all work is performed remotely. Onsite visits or out of scope work would be charged at the rates outlined below,

The following are our out of scope rates through June 30, 2023.

Hourly Rates by Staff Level

Staff Level	Hourly Rate
Partner	\$231
Senior Manager	\$195
Manager	\$175
Senior Associate	\$150
Associate	\$125

Premium Rates

A 5% premium is applied to the above standard rate schedule for all services provided for payroll, employment taxation, and CalPERS reporting.

Services

Most of our services will be provided remotely. Staff will visit District offices upon request, but travel charges will apply.

Travel

We charge for general travel expenses, mileage at the Standard IRS rate, and travel time at 50% hourly rates.

The Best Value for Your Dollar Spent

Eide Bailly understands we may not be the lowest cost provider; however, our clients understand that our fees encompass far more than just the requested services. Our staff works hard to build a long trusting relationship with our clients; one with free year-round communication, invitations to educational events, and access to resources that will keep you up to date on any accounting announcements, IRS, and regulation changes, among other topics of specific interest to the government community. Our current clients like this all-encompassing approach over a lower fee with additional charges being added for any involvement beyond the conclusion of a service. We encourage you to contact our clients (see [Client References and Testimonials](#) above) to learn more about their personal experiences with Eide Bailly.



Conflict of Interest and Insurance

Conflict of Interest Statement

Eide Bailly does not anticipate any potential conflicts of interest to arise in pursuing an engagement or continuing work with Altadena Library District.

Insurance

Eide Bailly can meet all your insurance requirements. If awarded the work, we will provide the appropriate certificates of insurance.

The Right Choice for the District

BUILDING A SUCCESSFUL RELATIONSHIP

To us, work is not just work; we see it as a chance to help you solve problems, achieve goals, and pursue passions. After thoughtfully reviewing your needs and taking the time to understand your business, we feel we're the best fit for this opportunity. If you have questions or would like additional information, do not hesitate to contact us. We want to make sure you have everything you need to make your decision.



Cindy Byerrum, CPA, MPA

Partner

909.204.8858

cbyerrum@eidebailly.com

We Want to Work with You

We are driven to help clients take on the now and the next with inspired ideas, solutions, and results. We look forward to working with you.

CULTURE

THE FOUNDATION OF SUCCESS



Caring for our external and internal clients with a passion to go the extra mile.

Respecting our peers and their individual contributions.

Conducting ourselves with the highest level of integrity at all times.

Trusting and supporting one another.

Being accountable for the overall success of the firm,
not just individual or office success.

Stretching ourselves to be innovative and creative, while managing the related risks.

Recognizing the importance of maintaining a balance between work and home life.

Promoting positive working relationships.

And, most of all, enjoying our jobs ... and having fun!



What inspires you, inspires us.

eidebailly.com

**SECTION VII
COST SHEET**

7.0 INTRODUCTION

Proposer shall complete cost sheet to include all costs, including travel and per diem in accordance with the Scope of Work defined in Section IV. Proposer will submit detailed cost sheets on reimbursable costs, as back up to this summary page; however, total costs must be reflected on this summary page.

Proposer shall also include a Fee Schedule for additional services that may be requested.

7.1 COST FOR SCOPE OF WORK, SECTION IV

a. Monthly Fee Schedule For Project/Service For Term Of Contract

1 st Year	2 nd Year	3 rd Year
86,400	+ PDI	+ PDI

b. Identify hourly rates for key personnel for additional services, including a not to exceed cap.

This proposal submitted by: Eide Bailly
Company Name

Address: _____

10661 Foothill Blvd # 200, Rancho Cucamonga, CA 91730

Telephone Number: 909-204-8858

Fax Number: _____

Business License Number: _____

Contact Name: Cindy Bjerrum

Authorized Signature: Cindy Bjerrum



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.C. REPORT FOR NOVEMBER 2022**

REPORT: AGENDA ITEM VIII.C.

MEETING DATE: November 28, 2022

PREPARED BY: David Zearbaugh

LOCATION: Hybrid Meeting

TITLE: Review and approval of the Altadena Public Library District Disclosure of Enterprise Systems of Record

BACKGROUND:

In compliance with [Senate Bill 272](#) (Hertzberg)—outlined in Government Code section 6270.5 under the Public Records Act, the Altadena Library District is required to make a Disclosure of Enterprise Systems of Record publicly available on its website.

The Altadena Library District has continued to maintain and make available the record of the enterprise systems utilizing a description of the categories or types of data, and other information related to the enterprise systems. The Altadena Library District seeks to update the existing document, which was last updated in April 2021 as there have been additional enterprise systems added. While it doesn't appear that this was brought to the Board of Trustees for approval in the past, this will be added as a yearly review and update by ALD staff and review and approval by the Board of Trustees moving forward.

The update includes two systems that were added since the latest revision in April 2021 and an update to current system vendors to more accurately reflect the companies who own and operate these systems. Updates included correctly identifying company vs product where in some cases, these fields were transposed, and in others, the owning company needed to be updated to the current company name. The first of the two systems added is myLibro by Conversight which retrieves and relays patron and item information from the Koha library system. The second system added is called Patron Point. Patron Point will eventually replace Constant Contact as our de facto marketing and patron notification means. This system similarly retrieves and relays patron and item information from the Koha library system and allows for branded and stylized library system email notifications in addition to dynamic marketing capabilities.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends the Board of Trustees approve the updated Disclosure of Enterprise Systems of Record.

Altadena Public Library District Disclosure of Enterprise Systems of Record (Updated November 2022)

*In compliance with [Senate Bill 272](#) (Hertzberg)—outlined in Government Code section 6270.5 under the Public Records Act.

defines an “enterprise system” as a software application or computer system that collects, stores, exchanges, and analyzes information a public agency uses that is *both*:

1. a multi-departmental system *or* a system that contains information collected about the public;
2. *and* a system of record, meaning that it is an original source of data within an agency.

Current system vendor	Current system product	A brief statement of the system’s purpose	A general description of categories or types of data	The department that serves as the system’s primary custodian	How frequently system data is collected	How frequently system data is updated
ByWater Solutions	Koha	Tracks the distribution and acquisition of library materials	Name Demographic Geographic Contact (Phone and E-Mail)	Information Services	Daily	Daily
GoTo	PBX	Enterprise Phone System - Voice	Other	Information Services	Daily	Daily
Comprise	SAM	Manage public account transactions	Name Print Volume Computer Usage	Information Services	Daily	Daily
Microsoft	Office 365	Email, File Storage, Surveys	Email, Misc. Files, Forms	Information Services	Daily	Daily

Google	Google Analytics	Website	Web Traffic	Information Services	Daily	Daily
WordPress	WordPress	Website Content Management	Web Traffic	Information Services	Daily	Daily
Google	Gmail	Email	Email	Information Services	Daily	As Needed
Trumba	Calendar	Public Calendar	Events	Information Services	Daily	Daily
Tawk.to	WebChat	Online Chat	Other	Information Services	Daily	Daily
Zoho	Zoho CRM & Zoho Forms	Volunteer management	Name, volunteer and professional background, Contact Information	Administration	Daily	Daily
Constant Contact, Inc.	Constant Contact	Digital Marketing	Name, Email	Administration: Marketing	Daily	Daily
Patron Point	Patron Point	Digital Marketing	Name Demographic Geographic Contact (Phone and E-Mail)	Administration: Marketing	Daily	Daily
Conversight.ai	myLibro	Mobile Application	Name Demographic Geographic Contact (Phone and E-Mail)	Information Services	Daily	Daily



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.C. REPORT FOR NOVEMBER
2022**

REPORT: Agenda Item VIII.c.

MEETING DATE: November 28, 2022

PREPARED BY: Ashley Watts

LOCATION: Hybrid Meeting

TITLE: Review and Approval of the Lost and Found Policy

BACKGROUND:

To establish a consistent method of handling lost/unclaimed items, staff thought it was best to finalize a Lost and Found policy. We do not have an official policy in place, therefore the staff worked together to create bullet points that will help guide us in how we store and handle patron's belongings.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the Board review and approve the Lost and Found policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Lost and Found Policy

SECTION: Administration

BOARD APPROVED:

STATEMENT OF POLICY:

The Altadena Library District is not responsible for personal items brought onto Library property. It is the responsibility of patrons to always stay in sight of and keep track of all personal belongings.

- Found items will be held for 30 days and any items not claimed within this time will be discarded. As a courtesy to our patrons, the Library staff may make a reasonable attempt to determine and contact the owner.
- Valuable items including, laptops and cell phones will be discarded at an e-waste recycling event.
- Perishable items, such as, but not limited to food, disposable beverage containers and personal care items will be disposed of immediately. Belongings that are contaminated with human waste, body fluids, give off unpleasant odor, or appear to be unsanitary or hazardous are to be disposed of immediately.
- Large unattended items left anywhere on Library property that may obstruct entrances/exits or block usage of public spaces will be removed by staff. If unclaimed, property will be disposed of after 30 days of being found.
- Any items found to be illegal or dangerous (weapon, chemicals, etc.) should not be handled. Patrons should notify Library staff immediately.
- If an item suspected of being an explosive device is found anywhere on the premises, staff will call 911 and make sure to keep staff and community members away from the object.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Lost and Found Policy

SECTION: Administration

BOARD APPROVED:

Patrons Recovering a Lost Item

To ensure lost items are returned to the rightful owner, a person claiming items must satisfactorily describe their lost items. A person must provide identification if a name is listed on the item.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.D. REPORT FOR NOVEMBER 2022**

REPORT: Agenda Item VIII.D.

MEETING DATE: November 28, 2022

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: Review and approval of Resolution 2022-20 of the Altadena Public Library District Authorizing the Grant Application, Acceptance, and Execution of the Grant Funds from the State of California Budget Act of 2021 (SB 129).

BACKGROUND:

The California State Library's awarded \$7,579,666 in Building forward grant funds to the Altadena Library District for the Addressing Safety and Accessibility Needs at Altadena Library District project at the Main Library. Per the requirements set forth in SB 129 (2021), the Altadena Library District must contribute \$7,579,666 toward the project. To issue the finds to the District, the District is required to provide a Resolution approved by the Library Board of Trustees.

This grant is governed by the Grant Agreement and Certification of Compliance.

FISCAL IMPACT:

The District will receive \$7,579,666 in Building forward grant funds. These funds will also be matched by the District toward the New Building Projects.

RECOMMENDATION:

Staff recommends the Board of Trustees approve Resolution 2022-20.

RESOLUTION NO. 2022-20

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION OF THE GRANT FUNDS FROM THE STATE OF CALIFORNIA BUDGET ACT OF 2021 (SB 129)

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the California State Library has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California State Library require a resolution certifying the approval by the potential grantee's governing board either before submission of said application(s) to the State or prior to execution of the grant agreement; and

WHEREAS, the Altadena Library District, if selected, will enter into an agreement with the State of California to carry out the project; and

WHEREAS, the Altadena Library District proposes to implement the Addressing Safety and Accessibility Needs Project at the Altadena Library District; and

WHEREAS, the Altadena Library District has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, the Altadena Library District intends to apply for grant funding from the California State Library and authorize the District Director to enter into the funding agreement on behalf of the Altadena Library District for the Addressing Safety and Accessibility Needs Project at Altadena Library District.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. That pursuant and subject to all of the terms and provisions of the California Budget Act of 2021, the District Director, or designee is hereby authorized and directed to prepare and file an application for funding with the California State Library, and take such other actions necessary or appropriate to obtain grant funding.
3. The District Director or designee is hereby authorized and directed to execute the funding agreement with the California State Library and any amendments thereto.
4. The District Director or designee is hereby authorized and directed to submit any

required documents, funding requests, and reports required to obtain grant funding.

5. Certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, the California Labor Code, disabled access laws, and, that prior to commencement of the project, all applicable permits will have been obtained.

PASSED AND ADOPTED by the Board of Trustees of the Altadena Library District, this 28th day of November 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Kameelah Wilkerson, Board Secretary

Rushmore Cervantes, Board President

APPROVED AS TO FORM:

Richard Egger, General Counsel

RESOLUTION NO. 2022-21

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT RE-MAKING FINDINGS RELATING TO A DECLARED STATE OF EMERGENCY AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE ALTADENA LIBRARY DISTRICT FOR THE PERIOD OF DECEMBER 1, 2022 – DECEMBER 31, 2022 PURSUANT TO GOVERNMENT CODE SECTION 54953(E).

WHEREAS, the Altadena Library District is committed to preserving and nurturing public access and participation in meetings of the Board of Trustees; and

WHEREAS, all meetings of the Altadena Library District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Trustees previously adopted Resolution 2021-05 on September 27, 2021 finding that the requisite conditions exist for the legislative bodies of Altadena Library District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions still exist in the District, specifically, an ongoing state of emergency has been proclaimed due to the persistence of the COVID-19 pandemic; and

WHEREAS, California State health officials as well as those in Los Angeles County continue to characterize Los Angeles County as a region of high transmission, meaning that the risk to the health and safety of participants and attendees remains serious, and State and LA County health officials continue to recommend social distancing measures under certain circumstances to reduce the risk of transmission of COVID-19; and

WHEREAS, the Board of Trustees does hereby find that the COVID-19 pandemic has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and finds that there continues to be state of emergency declared by the Governor of the State of California, and desires to remain consistent with recommendations from State and LA County public health officials; and

WHEREAS, as a consequence of the local emergency, the Board of Trustees does hereby find that the legislative bodies of Altadena Library District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, members of the public are encouraged to watch a livestream of all public meetings via YouTube, and are invited to make public comment on any agendized or non-agendized topic via a variety of fashions, both written and oral, including live options as described in each publicly-posted agenda.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Finding of Governor's Proclamation of a State of Emergency and Recommended Social Distancing Measures; Further Findings. The Board hereby finds that the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, remains in effect, and that State and LA County health officials continue to recommend social distancing measures under certain circumstances. The Board further finds and determines that holding meetings in person at this time would pose an imminent risk to the health, safety, and well-being of participants by requiring participants to gather in an enclosed space where there is a risk of COVID-19 transmission.

Section 3. Remote Teleconference Meetings. The Directors, staff, and legislative bodies of the Altadena Library District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and

public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 31, 2022, or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Altadena Library District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Trustees of the Altadena Library District, this 28th day of November, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Kameelah Waheed Wilkerson, Board Secretary

Rushmore Cervantes, Board President

APPROVED AS TO FORM:

Richard Egger, General Counsel



Altadena Libraries

BOARD OF TRUSTEES

Terry Andruess
Jason Capell
Rushmore Cervantes
Katie Clark
Kameelah Wilkerson

ADMINISTRATION

Nikki Winslow
District Director

Ashley Watts
Assistant District Director

MISSION

The Altadena Library District is dedicated to providing free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community.

MAIN LIBRARY

600 E. Mariposa Street
Altadena, CA 91001

BOB LUCAS BRANCH

2659 Lincoln Avenue
Altadena, CA 91001

Altadena Library District
600 East Mariposa Street
Altadena, CA 91001- 2211

November 15, 2022

Ms. Celia Zavala, Executive Officer LA County Board of Supervisors
Commission Services
500 West Temple Street
Los Angeles, CA 90012
&
Mr. Dean Logan, Registrar-Recorder/County Clerk
Election Coordination Section
12400 East Imperial Highway
Norwalk, CA 90650

RE: Letter of Appointment for the Altadena Library Board of Trustees

To the Executive Office, LA County Board of Supervisors & the Registrar-Recorder/County Clerk,

Per California Election Code § 10515, the Altadena Library District has appointed the following individual for the upcoming vacancy of the Library Board of Trustees:

Boon Lim to replace Rushmore Cervantes, who did not seek reelection nor reappointment to his seat. (Gov. Code 1780 per seat expiring 12/6/22)

This selection is subject to approval by the Los Angeles County Board of Supervisors.

Please contact me at 626-798-0833 ext.103 if you have any questions or concerns regarding this matter.

Sincerely,

Nikki Winslow
District Director, Altadena Library District