



MEETING AGENDA

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
January 12, 2024 – 9:00 a.m.

IMPORTANT NOTICE REGARDING THE JANUARY 12, 2024 BOARD RETREAT

The public is invited to attend this Special Meeting at the Main library, located at 600 E. Mariposa St., Altadena, CA 91001.

SUBMISSION OF PUBLIC COMMENT:

In order to facilitate public participation at meetings, the District will accept public comment on agenda items by email or online public comment form up to two (2) hours prior to the start of Board of Trustees meetings. You may do this by emailing hello@altadenalibrary.org or by submitting to www.altadenalibrary.org/publiccomment.

Those wishing to make their comment virtually during the live meeting may request to do so, and will be provided the zoom link for the meeting.

If you would like to make public comment in-person during the meeting on any agenda item, you must email or submit a comment form either two (2) hours before the meeting, or at the start of the meeting to the District Administrative Assistant or other District staff member using a comment card. If your comment card is not received by the start of the meeting, you may not be able to make your comment. Comment cards will be available in a prominent location at the entrance to the meeting location.

If you wish your comments to be read aloud by a staff member during the meeting, please indicate so in your email, the online public comment form, or the physical comment card available at the meeting. If you submit more than one, only the first comment received will be read aloud. The District reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All written comments in their entirety will become part of the meeting record and will be forwarded to the legislative body.

Comments are limited to two (2) minutes and will be timed.

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 9:00 a.m.

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. Convene to Open Session

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

III. New Business

Items III. a - c PAGE 4

- a. Bob Lucas Overview (**Informational**)
- b. Main Overview and Design Documents (**Informational**)
- c. Building Projects Budget Review (**Informational**)
- d. Review of the Main Library Design Development Plans (**Action**)
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- e. 2024 Election Discussion (**Informational**)

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IV. Consideration of Urgency items to be added to Closed Session

- a. Approval/Reordering of Closed Session Agenda Items
- b. Adoption of Closed Session Agenda

- V. Closed Session Public Comment – This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the Board, as a whole, through the Chair. Individuals will be given three (3) minutes to address the board.
- VI. Closed Session
 - a. Motion to convene to Closed Session
 - b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
 - i. Conference with Legal Counsel – Anticipated Litigation (GOVT CODE § 54956.9(d)(2)) – one case
 - ii. Reconvene to Open Session
- VII. Announcements & Planning
 - a. Correspondence
 - b. Proposed Future Agenda Items
- VIII. Adjournment
 - a. Adjourn Meeting



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM III.A-C. REPORT FOR BOARD RETREAT**

REPORT: Agenda Item III.a-c.

MEETING DATE: January 12, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Bob Lucas and Main Library Building Projects overview

BACKGROUND:

As we begin 2024, the library renovation projects will continue to demand a great deal of Trustee involvement. After a long wait, the Conditional Use Permit is slated to be approved later this month, and construction will begin on the Bob Lucas Library. As construction on one library begins, the District will also move the Main Library Design Documents through LA County for the necessary approvals. That construction project will begin in 2025.

We have asked our capital project manager Jennifer Pearson, accountants Kristi Even and Corey Mize, and architect Mark Schoeman to provide an overview of what to expect related to the building projects this year, ensuring the Trustees have full awareness of their involvement in the projects and the decisions that need to be made over the next 12 months.

First being reviewed is the Bob Lucas Branch, including the history, general overview of the project, status, projected timeline of construction, and the next steps to keep the project moving forward.

Next, the consultants will provide the history and a general overview of the Main Library, its current status, projected timeline of design completion and construction, and the next steps to keep that renovation on track as well.

In closing, we will get a budget update about the Bob Lucas Project, the Main Library Project and then an overall look at the budget, including bond proceeds, grants and other sources of revenue.

This presentation will be informational so no action will be taken during this part of the meeting.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM III.D. REPORT FOR BOARD RETREAT**

REPORT: Agenda Item III.d.

MEETING DATE: January 12, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Review of the Main Library Design Development Plans

BACKGROUND:

The renovations and additions for the Main Library have reached the next milestone in the design process. Having completed schematic design in July 2023, we are bringing forth the next level of information for approval so we may submit said plans to the County of Los Angeles Planning Department to keep the approval process through the County moving forward in anticipation of a construction start in mid-2025.

The Design Development plans include information beyond the aesthetics and functions of the building, including systems design, (structural, mechanical, plumbing, and electrical), as well as furthering the civil and landscape plans.

Those design plans can be found by visiting the following link: [Main Library Design Documents January 2024.pdf](#)

The District has made a concerted effort to include the community's input in the initial and ongoing planning of the Main Library renovation. Individual and organizational stakeholders have been able to provide that input through virtual, in-person, and passive means. Some efforts are listed below:

- Meetings with the Community Focus Group that includes representation from many of the stakeholder groups in the community
- Soliciting feedback from community members through outreach events in the community in writing or through the website
- Monthly updates to the Altadena Town Council, Friends of the Altadena Library and bi-monthly updates to the Altadena Library Foundation
- Monthly e-blasts to library card holders when there is information to share

FISCAL IMPACT:

As construction costs continue to rise, the cost of the Main Library project will also continue to rise. Submitting the Design Documents as soon as possible can mitigate further increases in the amount of funds put forth into the project. It is our goal to have all necessary approvals for this

project by the time the Bob Lucas project is completed and we can immediately start on the Main Library.

RECCOMENDATION:

Staff recommends that the Board approve the Main Library Design Documents for submittal to Los Angeles County Planning, and approve moving the Design Documents into Construction Documents.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM III.E. REPORT FOR JANUARY 2024 SPECIAL MEETING**

REPORT: Agenda Item III.e.

MEETING DATE: January 12, 2024

PREPARED BY: Staff

LOCATION: Main Library Community Room

On May 22, 2023, the Altadena Library District Board of Trustees adopted Resolution 2023-03, adopting a Trustee area boundary map for by-area elections. This places the District in compliance with Elections Code section 10010. The Districting ad-hoc committee was established in 2020, and the Trustees and staff worked with National Demographics Corporation (NDC). Four public hearings were required as part of this process and those were held in 2023 on January 23, February 13, March 25 and April 24. An additional public hearing was scheduled on May 22, 2023 after requests were made to NDC to move the district lines.

The 2024 elections will now follow trustee areas 1, 2 and 5 represented on the finalized Area D map, and for 2026 elections the trustee areas from which Board members shall be elected in November 2026, and every four years thereafter, are Areas 3 and 4. The Area D map representing the new Districts is attached to this report.

The following seats are up for the 2024 election:

District 1, Boon Lim

District 2, Kameelah Wilkerson

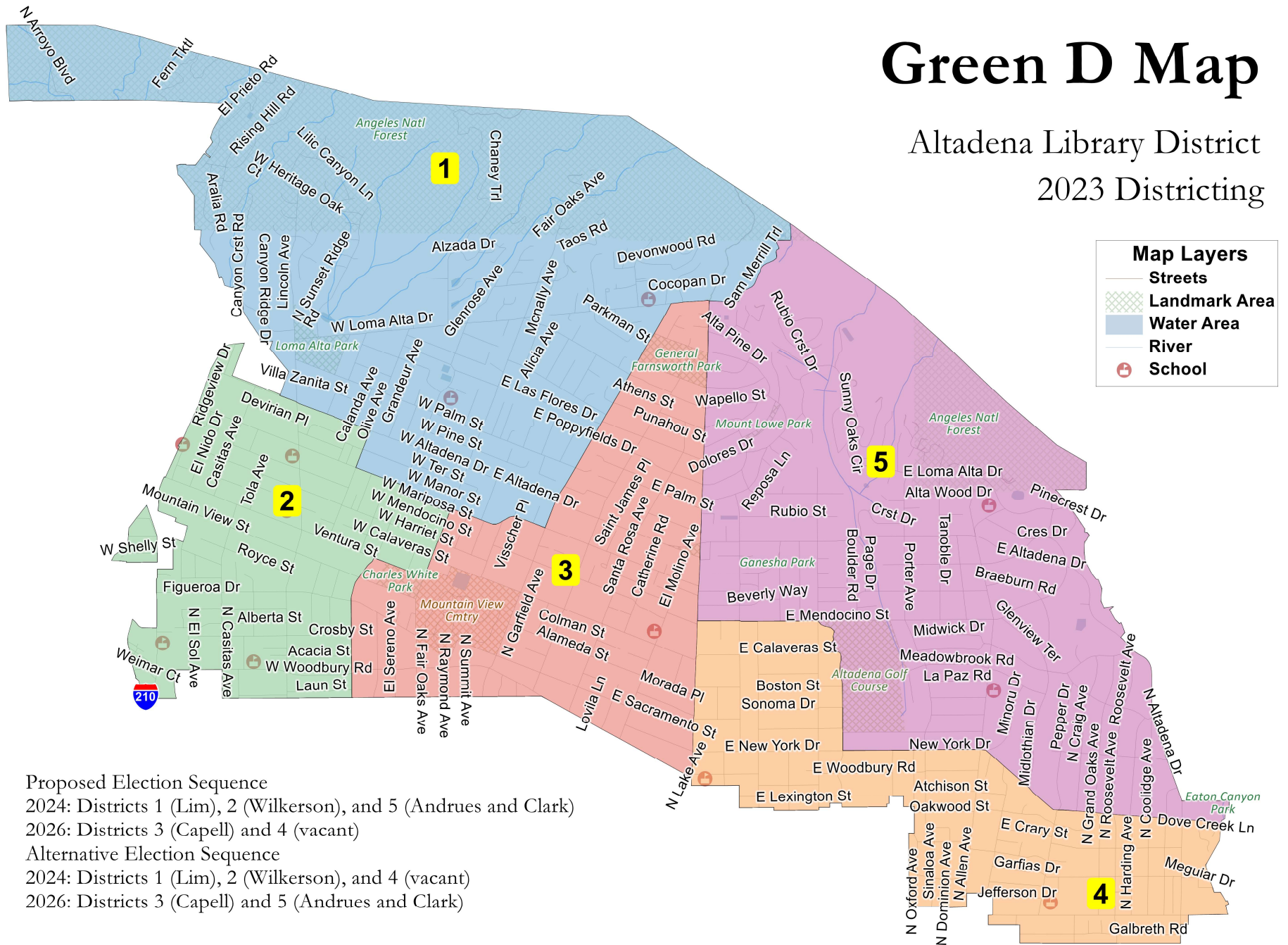
District 5, Trustee Terry Andrues and Trustee Katie Clark

In preparing for the three seats up for reelections this year, the District will need to communicate with the community that Trustee seats must now follow the new districting regions. This election will require greater marketing than past elections, to ensure community members interested in running understand their eligibility based on the new districting. Staff encourages the trustees to communicate their intention to run for re-election prior to the election deadline on (date). In particular, if both trustees in area 5 wish to run for reelection, there will be a vacancy in one of those seats. Scenarios include:

- Trustee Clark and Trustee Andrues run for seat 5. In this scenario, whether one trustee wins or loses, there will be an appointment campaign for seat 4.
- Trustee Andrues does not run for seat 5. Trustee Clark runs for reelection for seat 5 and wins or loses. There will be an appointment campaign for seat 4.
- Trustee Clark does not run for seat 5. Trustee Andrues runs for reelection for seat 5 and wins or loses. There will be an appointment campaign for seat 4.
- Trustee Andrues runs or does not run for seat 5. Trustee Clark continues to stay on seat 4. Trustee Clark's seat will expire in the next election, as the new district will take effect.

Green D Map

Altadena Library District 2023 Districting



Proposed Election Sequence

2024: Districts 1 (Lim), 2 (Wilkerson), and 5 (Andrues and Clark)

2026: Districts 3 (Capell) and 4 (vacant)

Alternative Election Sequence

2024: Districts 1 (Lim), 2 (Wilkerson), and 4 (vacant)

2026: Districts 3 (Capell) and 5 (Andrues and Clark)

Green D							
District		1	2	3	4	5	Total
	Total Pop	8,362	8,498	8,708	8,891	8,556	43,015
	Deviation from ideal	-241	-105	105	288	-47	529
	% Deviation	-2.80%	-1.22%	1.22%	3.35%	-0.55%	6.15%
Total Pop	% Hisp	22.5%	46%	38%	20%	16%	28%
	% NH White	38%	19%	31%	58%	61%	42%
	% NH Black	28%	26%	19%	7%	10%	18%
	% Asian-American	8%	6%	8%	12%	10%	9%
Citizen Voting Age Pop	Total	6,806	6,702	7,026	7,384	7,115	35,033
	% Hisp	20%	43%	35%	18%	14%	26%
	% NH White	38%	20%	34%	61%	64%	44%
	% NH Black	30%	28%	21%	8%	10%	19%
	% Asian/Pac.Isl.	7%	6%	8%	11%	9%	8%
Voter Registration (Nov 2020)	Total	6,892	5,891	6,124	6,269	7,197	32,373
	% Latino est.	14%	33%	23%	15%	10%	18%
	% Spanish-Surnamed	13%	30%	21%	14%	10%	17%
	% Asian-Surnamed	3%	2%	4%	5%	5%	4%
	% Filipino-Surnamed	0%	1%	1%	1%	1%	1%
	% NH White est.	42%	20%	40%	71%	71%	50%
	% NH Black	41%	45%	33%	8%	13%	28%
Voter Turnout (Nov 2020)	Total	5,566	4,395	4,732	5,038	6,308	26,039
	% Latino est.	14%	31%	21%	15%	10%	17%
	% Spanish-Surnamed	13%	29%	20%	14%	9%	16%
	% Asian-Surnamed	4%	3%	4%	5%	5%	4%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	41%	20%	41%	70%	71%	50%
	% NH Black	40%	46%	32%	8%	13%	27%
Voter Turnout (Nov 2018)	Total	4,328	3,066	3,488	3,620	4,955	19,457
	% Latino est.	13%	27%	19%	14%	9%	15%
	% Spanish-Surnamed	12%	26%	18%	14%	9%	15%
	% Asian-Surnamed	3%	2%	4%	5%	4%	4%
	% Filipino-Surnamed	0%	1%	1%	1%	0%	1%
	% NH White est.	43%	21%	43%	70%	72%	52%
	% NH Black est.	41%	48%	32%	8%	14%	27%
ACS Pop. Est.	Total	7,341	8,550	9,886	9,104	8,437	43,318
Age	age0-19	21%	23%	25%	19%	16%	21%
	age20-60	53%	53%	53%	55%	48%	52%
	age60plus	26%	24%	21%	26%	36%	27%
Immigration	immigrants	15%	28%	20%	30%	18%	23%
	naturalized	67%	61%	58%	74%	79%	67%
Language spoken at home	english	80%	56%	57%	57%	80%	65%
	spanish	16%	40%	35%	13%	8%	23%
	asian-lang	1%	2%	3%	3%	3%	3%
	other lang	3%	2%	4%	28%	9%	10%
Language Fluency	Speaks Eng. "Less than Very Well"	5%	16%	15%	20%	6%	13%
Education (among those age 25+)	hs-grad	45%	54%	50%	37%	30%	43%
	bachelor	23%	17%	19%	22%	31%	23%
	graduatedegree	25%	14%	17%	29%	35%	24%
Child in Household	child-under18	31%	36%	37%	28%	21%	30%
Pct of Pop. Age 16+	employed	67%	59%	59%	58%	55%	59%
Household Income	income 0-25k	9%	14%	13%	15%	8%	12%
	income 25-50k	11%	22%	12%	12%	9%	13%
	income 50-75k	12%	11%	15%	17%	9%	13%
	income 75-200k	41%	44%	47%	41%	37%	42%
	income 200k-plus	28%	8%	14%	16%	37%	21%
Housing Stats	single family	98%	96%	85%	81%	94%	90%
	multi-family	2%	4%	15%	19%	6%	10%
	rented	19%	29%	36%	45%	11%	28%
	owned	81%	71%	64%	55%	89%	72%
Total population data from the 2020 Decennial Census.							
Surname-based Voter Registration and Turnout data from the California Statewide Database.							
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2015-2019 American Community Survey and Special Tabulation 5-year data.							