PASADENA PUBLIC LIBRARY COMMISSION
MEETING AGENDA
Wednesday, April 18, 2012 – 6pm
Central Library, Director's Office
(626) 744-4062

I. CALL TO ORDER/INTRODUCTIONS

II. COMMUNITY COMMENTS (6:15 p.m.)

III. MINUTES
a. Approval of Minutes for March 21, 2012 Library Commission Meeting*

IV. COMMUNICATIONS
a. Letters or Articles Regarding Library Services or Events

V. CHAIRPERSON/COMMISSIONERS' REPORT
a. Chair Martinez Report

VI. LIBRARY REPORT
a. Report on Business Services – Wei Zhang
b. Report on DVD Media Box – Derek Massengale

VII. LIBRARY DIRECTOR'S REPORT
a. Library Legislative Update
b. Library Meeting Room Policy Review*
c. Accomplishments and Performance Measures for FY13

VIII. REPORT(S) FROM COMMITTEES/REPRESENTATIVES
a. Friends of the Library Report
b. Library Branch Associates Report

IX. ANNOUNCEMENTS
a. Reappointment of Library Commissioner Jane Haderlein at April 16, City Council Meeting
b. AB 1234 Ethics Workshop – Thursday, April 26, 2012*
c. Library Commission Succession Planning

X. INFORMATION ITEMS
a. Record of Attendance*
b. Commission Liaison at FOPPL Meetings*
c. Library Commission Meeting Dates*

XI. ADJOURNMENT

*Indicates support material attached

POSTING STATEMENT:
I HEREBY CERTIFY that this agenda in its entirety was posted on the Council Chamber bulletin board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue and the Public Information kiosks at the Central and branch libraries on the **13th day of April by 5:00 p.m.** The agenda may also be viewed at the City's website.
http://www.ci.pasadena.ca.us/commissions/default.asp
In compliance with the Americans with Disabilities Act of 1990, In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call (626) 744-4062 24 hours in advance. After normal posting, any documents distributed to a majority of the Pasadena Public Library Commission regarding any item on this agenda will be made available at Central Library, Centennial Room at 285 E. Walnut Street during normal business hours.

DEBRA HUMPHREY, Recording Secretary

PASADENA PUBLIC LIBRARY COMMISSION MINUTES
SPECIAL MEETING
Linda Vista Branch, 1281 Bryant St
March 21, 2012 6:00 p.m.(626) 744.4062

PRESIDING: Renee Morgan-Hampton

PRESENT: Debbie Ayala, Morris Dent, Jane Haderlein, Kathleen Hamilton, Linda Stowitts

ABSENT: Roberta Martinez, Jennifer Watts

STAFF: Barbara Ayala, Debra Humphrey, Shauna Redmond, Jan Sanders, Beth Walker

I. CALL TO ORDER/INTRODUCTIONS

Vice Chair Morgan-Hampton called the meeting to order at 6:00 pm. Self-introduction of those in attendance took place.

II. COMMUNITY COMMENTS

There was no community comment.

III. APPROVAL OF MINUTES

The minutes of the March 23, 2012 Library Commission meeting were reviewed and approved as presented. The motion carried 5-0: Hampton-Morgan abstained and Martinez, Watts absent.

IV. COMMUNICATIONS

a. Letters or articles regarding library services or events.

V. LIBRARY REPORT

a. Linda Vista Branch Update

Branch Manager Shauna Redmond gave a report on the Linda Vista Branch. The library building was built and dedicated on January 29, 1957. The branch is in Councilmember Steve Madison's District 6. The area neighborhood association is the Annandale/Linda Vista Association and the local Friends group is the Linda Vista Library Associates. They sponsor adult and children's programming and purchase materials. Allendale Branch and Linda Vista Branch Libraries are currently in their second year as a pairing. Linda Vista Staff is Technical Specialist Veneranda Manuel, Staff Assistant III Zayne Peraza and Marie Risis and Page Elena Dirbasz. No Action Taken.

b. Hiring Status for Librarian I

Deputy Director Beth Walker provided an update on the library's hiring process for two new Librarian I positions for the anchor branches; Hastings and La Pintoresca. No Action Taken.

VI. DIRECTOR'S REPORT

a. Update on Pasadena LitFest

Director Sanders reported that the Pasadena's first community-wide book festival, previously scheduled for Saturday, March 17, in Central Park, was rescheduled due to heavy rain. The new date is Saturday, May 12, Central Park, 9:30am – 5pm. No Action Taken.

b. Report on Visioning Summit

Director Sanders reported that 21 senior library staff participated in a workshop facilitated by Joan Frye Williams on Wednesday, February 29. No Action Taken.

c. c. Library Legislative Update

Director Sanders gave a library legislative update and asked the commissioners to write a letter to their legislators. She reported that she would be in Washington DC April 22-25 for National Library Legislative Day. No Action Taken.

VII. REPORT(S) FROM COMMITTEES/REPRESENTATIVES

a. Library Friends/Associates
Director Sanders reported that she attended the Friends meeting in February. They discussed ways to build the Friends' membership, the monthly book sale and ways to support the One City, One Story program. No Action Taken.

- Hastings Associates
  Commissioner Dent reported that the Hastings Associates are planning their Taste of Hastings event this summer. No Action Taken.

- La Pintoresca Branch - No Report Given.

- Linda Vista Associates - No Report Given.

- San Rafael Associates – No Report Given.

VIII. ANNOUNCEMENTS

Director Sanders reported that the author Geraldine Brooks will be in Pasadena for the One City, One Story event on Thursday, March 22 and Friday, March 23. No Action Taken.

IX. INFORMATION ITEMS

a. Record of Attendance – No Action Taken
b. Commission Liaison at FOPPL Meetings
Commissioner Watts volunteered to attend the May 23rd meeting.
Library Commission Meeting Dates – No Action Taken

X. ADJOURNMENT

With no further business, the Library Commission adjourned without objection at 6:50 p.m.

Renee Morgan-Hampton, Vice Chair Pasadena Public Library Commission	Debra Humphrey, Secretary Pasadena Public Library Commission

PASADENA PUBLIC LIBRARY COMMISSION
MEETING ATTENDANCE
JULY 2011 - JUNE 2012

NAME	7/20/11	8/17/11	9/21/11	10/19/11	11/16/11	12/21/11	1/18/12	2/15/12	3/21/12	4/18/12	5/16/12	6/20/12
AYALA, DEBBIE – District 2	P		E	P	P		P	XX	P			
DENT, MORRIS – District 4	P		P	P	P		P	XX	P			
HADERLEIN, JANE – Mayor				P	E		P	XX	P			
HAMILTON, KATHLEEN- District 6	P		P	P	P		P	XX	P			
HAMPTON-MORGAN, RENEE- District 3	P		P	P	P		E	XX	P			
MARTINEZ, ROBERTA- District 1	P		P	P	P		P	XX	E			
STOWITTS, LINDA- District 7	E		P	P	P		P	XX	P			
WATTS, JENNIFER – At Large/7	P		E	P	E		P	XX	E			
VACANT – District 5												

P = PRESENT
E = EXCUSED
A = ABSENT
LOA = LEAVE OF ABSENCE
SHADED = NOT APPLICABLE
XX = MEETING CANCELLED
[R] = SPECIAL MEETING RETREAT
[S] = SPECIAL MEETING
NQ = NO QUORUM, SO NO MEETING HELD
R—N/A = RECUSED SO ATTENDANCE IS NOT APPLICABLE

Pasadena Public Library Commission Liaison Sign Up

Friends of the Pasadena Public Library 2012 Meetings		
(4th Wednesday of the Month – 7pm – San Rafael Branch)		
January	25	Kathleen Hamilton
February	22	Jane Haderlein or Jennifer Watts
March	28	Debbie Ayala
April	25	Roberta Martinez
May	23	Jennifer Watts
June	27	
July	25	
August	22	
September	26	Renee Morgan-Hampton
October	24	
November		
December		

2012 LIBRARY COMMISSION

MEETING LOCATIONS - Revised

3RD WEDNESDAY, 6PM

January 18	**Allendale**
February 15	**Hill Avenue**
March 21	**Linda Vista**
April 18	**Central – Director's Office**
May 16	**La Pintoresca**
June 20	**San Rafael**
July 18	**Central - Auditorium**
August 15	**Hastings or Dark**
September 19	**Lamanda Park**
October 17	**Villa Parke**
*November 14**	**Central - Auditorium**
December 19	**Central - Auditorium**

**2nd Wednesday*

PASADENA PUBLIC LIBRARY
Policies Governing the Public Use of Library Facilities

Statement of Purpose

The Pasadena Public Library is the information center for its community and encourages the free expression of ideas essential to an informed citizenry. To accomplish this role, the first objective of the Library is to serve as an active resource for learning, studying and contemplating ideas. This objective is evidenced by, but not limited to, the basic functions of libraries in checking out books and other material as well as the offering of programs and services which advance the knowledge and experience of the citizens we serve. The offering of meeting room space in our libraries is one of many methods used to foster greater free expression and free access to ideas representing all points of view on all subjects.

General Policies Guiding the Use of Library Facilities

It is of the utmost importance that groups and individuals who use the meeting rooms understand and acknowledge that they are the guests of the department, that they are able to use the facilities at the discretion of the management of the department, and that their use of the facilities reflects that understanding. The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by the City of the policies or beliefs of that group or organization. All rules and regulations not contained in this document, which are in the City Charter, must be adhered to. Copies of the rules and regulations in the Charter are available in the City Clerk's office.

1. City-authorized staff may enter and remain in a meeting room at any time in performance of duties.
2. Activities for minors must be supervised by responsible adults.
3. No person may be denied access to a meeting unless the permittee has paid the established fee for the exclusive use of the room.
4. Authorization for library facilities and meeting room use is limited to the furniture and equipment assigned to that facility or room; and the placement of the furniture and equipment cannot be moved.
5. Alcoholic beverages are prohibited in public facilities.
6. Smoking is prohibited in public facilities.

Meeting Room User Responsibilities

All persons wishing to use library facilities must agree in writing to abide by these policies.

1. It is the responsibility of the person signing as authorized representative of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the library facility and to further ensure that attendees observe the **Policies Governing the Public Use of Library Facilities** and the Library's **Standards of Behavior**.
2. Groups agree to restore area to original clean condition and agree to pay for any and all damages to library property while property is being used by applicant
3. Groups are required to vacate their reserved facilities on or before the time specified on

the permit.

4. Groups may not store supplies or equipment in library facility.

Staff Assistance

1. Authorization for library facilities use does not include the use of staff time other than to provide access to the facility and the standard room arrangement.
2. Staff assistance, other than the above, must be requested at the time of the permit and requires a fee as outlined in the City's Fee Schedule.
3. Only those arrangements for staff assistance approved and paid for in advance will be available on the date of the event.
4. Groups placing demands on staff time the day of a scheduled event which services were not requested or paid for in advance, will be billed.

Fees

Non-Fee Basis:

The Pasadena Public Library may permit the use of library facilities and meeting rooms on a non-fee basis to groups which comply with the following:

1. Do not charge an admission fee or a required donation for activity;
2. Do not restrict admission on the basis of membership;
3. Use the facility during hours of operation.

Fee Basis:

The Pasadena Public Library may permit the use of library facilities and meeting rooms on a fee basis to groups which do <u>any</u> of the following:

1. Charge an admission fee or a required donation for activity;
2. Restrict admission on the basis of membership;
3. Use the facility after hours of operation (subject to security availability).

Application for Use

1. Priority will be given first to Library-sponsored events, second to City-sponsored events and third to groups which are Pasadena-based. All other groups will be given consideration on a first-come/first-served basis.
2. The Library reserves the right to preempt any event for a Library or City-sponsored event; in such rare instances, the Library will put forth every reasonable effort to give ample advance notice of such preemption and to assist the group in reserving another date or library facility or meeting room.
3. A fully completed, signed, **Permit To Use City Library Facilities** must be submitted at least two weeks in advance of use and all fees paid.
4. Completion of a **Permit To Use City Library Facilities** does not grant either privileges or approval until said application is reviewed and approved. Upon approval, a signed permit will be mailed to applicant. This serves as confirmation of approval and scheduling.

5. Permits are nontransferable to other groups or parties.
6. Use of library facilities is limited to the type of meeting or activity stated on the approved permit. Any changes in the type of activity scheduled must be made two weeks in advance of scheduled activity.
7. Tentative booking of a facility or meeting room may be initiated by telephone; however, **telephone or in-person booking will reserve the date and time for one week only. If no permit is received said date will be released.**

Scheduling

1. The reservation year is from July 1 of one year through June 30 of the following year.
2. An annual reservation may be made for a regularly scheduled activity.
3. All annual reservations expire on June 30 of each year and must be renewed by the submission of a new permit.
4. For the Donald R. Wright Auditorium only, there is a limit of 12 events a year per group. Additionally, only a maximum of two events may be scheduled on Saturday and/or Sunday.
5. For the Branch Libraries, there is a limit of two (2) meetings per month.
6. Groups may not make reservations at multiple library facilities.

Cancellation and Renewal Policy

1. Notice of cancellation must be given at least ten (10) working days in advance. Failure to do so may result in loss of meeting room privileges and/or forfeiture of fee.
2. Renewal of a reservation will be contingent upon care of property and equipment, and strict observance of all rules and regulations the use of said property and equipment
3. Failure to utilize any reservation date on confirmed permit may result in cancellation of future reservation privileges.

Refreshments

Light refreshments may be served. Permittees desiring to serve refreshments will provide their own equipment. Said equipment may not be stored in the library. Food preparation is limited to kitchen facilities where available.

Publicity

1. Each group is responsible for its own publicity. Any printed publicity must include the statement "This program is not sponsored by the Pasadena Public Library." Publicity must not include the library telephone number.
2. Signs produced for directional purposes must be submitted to staff the day before the activity and staff will post them. Unauthorized signs will be removed.

3. Neither the name nor address of Pasadena Public Library may be used as a mailing address for organizations, groups or individuals using meeting room facilities.

Indemnity/Insurance

1. City requires the user of any premises or facility described in Municipal Code Chapter 3.24 to indemnify or hold harmless the city, its officers, directors or employee of any loss, liability or damage arising out of, as the result of, or in connection with the use of the facility or premises, equipment or services to the city, its officers or employees, including all costs of defending any claim arising as a result thereof. See Pasadena Municipal Code section 3.24.00. Liability insurance my also be required in accordance with standards followed by City in such cases.
2. Insurance is required for groups of 100 or more. Proof of insurance must be received no less than five days before event. Failure to provide required insurance will result in cancellation permit and forfeiture of fees paid.

Liability

1. The reservee/applicant assumes all liability for damage to or theft of City property by his/her group during the reservation time period as assessed by the City.
2. City assumes no responsibility for materials, equipment or any other article left by any organization, group or individual in the Library and will not be liable for loss, theft or damage thereto.

Revocation and Refusal of Authorization for Use

There may be times when the use of our facilities for meeting room purposes is in conflict with the more basic role of the library and/or the activities of the meeting room users negatively impact normal library operations. In such rare instances of conflict, the privilege of using library facilities and meeting rooms will be revoked for the remainder of a reservation year. The following criteria will be used to determine whether the use is detrimental to normal library operations:

1. Whether the planned meeting is conducted in a noisy, disorderly or inflammatory manner as opposed to a neat, orderly and courteous manner.
2. Whether the planned meeting is so confrontational in nature (e.g., through the use of "fighting words" or group chanting) that it is likely to embroil other groups or the general public in open conflict; thereby impacting normal library operations.
3. Whether the planned size or location of the meeting threatens the personal safety of the public, library patrons or staff in that it may block the flow of traffic or create a hazardous degree of congestion.
4. Whether the manner of conducting the meeting threatens to:
    a. Interfere with the conduct of business or the customary uses of the Library, either by its form, size, location or timing;

   b. Impede the movement of library patrons; or
   c. Block access to other library facilities.
5. Whether the activities of the meeting room users prevent library staff from maintaining the building's security.
6. Whether the activities of the meeting room users deter public desk staff from their primary obligation of providing library services.
7. Whether the conduct of individuals attending the meeting creates a disturbance for other library users.
8. Whether the parking demands of the meeting room users places a burden on or disruption to neighborhood residents; or the users of the Donald R. Wright Auditorium do not adhere to their off-site parking plan.
9. Whether meeting room users abide by the policies governing the meeting rooms.

Petition Signing

The use of library facilities for petition signing is limited to designated specific areas and shall in no way interfere with the normal use of the Library.

1. Petition signing is not permitted anywhere inside the building.
2. Areas outside of the building designated by the Director of the Department of Libraries and Information Services are as follows:
   a. Central Library, the brick paved area closest to the stairs leading to the north entrance
   b. Branch libraries, the paved area closest to the main public entry.
3. Organizations or individuals gathering petition signatures cannot:
   a. Impede the movement of library patrons or block the public right-of-way;
   b. Block access to other library facilities;
   c. Interfere with the conduct of business or the customary users of the Library, either by its location or timing (e.g., not going from table to table approaching patrons for signature);
   d. Create litter problems.

Responsibility for Implementation: Director of the Department of Libraries & Information Services
Management Analyst
Deputy Director

Attachments: Attachment A Permit to Use City Library Facilities and Meeting Rooms
Attachment B Library Facilities Directory
Attachment C Donald R. Wright Off-site Parking Information

PERMIT TO USE CITY LIBRARY FACILITIES

Mail to: PASADENA PUBLIC LIBRARY
285 E. Walnut Street
Pasadena, California 91101
(626) 744-4041
FAX (626) 585-8396

FACILITY_____ DATE RECEIVED _____

NAME OF GROUP/ORGANIZATION_____
(no abbreviations)

PURPOSE OF GROUP/ORGANIZATION_____

SUBJECT OF ACTIVITY/EVENT _____
(e.g. Bach Music Recital, Telemarketing Seminar, Parenting Workshop, etc.)

Please write event name as you wish it to be listed on the Library's public calendar:

_____

CHARGING ADMISSION TO EVENT? Yes __ No __ LIMITING ADMISSION TO MEMBERS? Yes __ No __

ESTIMATED ATTENDANCE_____ PERCENTAGE OF ATTENDEES WHO ARE PASADENA RESIDENTS_____

APPLICANT/GROUP INFORMATION

Name _____

Address _____

_____

Phone _____

Website_____

Email _____

I understand that all events will be listed on the Library's public calendar _____
(initial)

Do you want contact name and phone number also listed on the Library's public calendar: Yes __ No __

Days, Dates, and Hours Requested - Include Time For Your Preparation And Clean-Up

Days (Mon., etc)	Calendar Date(s)	Arrival Time	Event Begins	Event Ends	Departure Time	Total Hours

If requesting an ongoing reservation, include months and schedule and attach calendar or list of specific dates.

(over)

1. City-authorized staff may enter and remain in a meeting room at any time in performance of duties.

2. Activities for minors must be supervised by responsible adults.

3. No person may be denied access to a meeting unless the permittee has paid the established fee for the exclusive use of the room.

4. Authorization for library facilities use is limited to the furniture and equipment assigned to that facility or room.

5. Smoking and Alcoholic beverages are prohibited in public facilities.

6. Group with over 100 in attendance are required to show proof of insurance.

7. Groups agree to restore area to original clean condition and agree to pay for any and all damages to library property while property is being used by applicant.

8. Groups are required to vacate their reserved facilities on or before the time specified on the permit.

9. Groups may not store supplies or equipment in library facility.

10. The Library reserves the right to preempt any event for a Library or City-sponsored event;

11. A fully completed and signed, **Permit To Use City Library Facilities,** must be submitted at least two weeks in advance of use and all fees paid.

12. Notice of cancellation must be given at least ten (10) working days in advance. Failure to do so may result in loss of meeting room privileges and/or forfeiture of fee.

13. Each group is responsible for its own publicity. Any printed publicity must include the statement "This program is not sponsored by the Pasadena Public Library." Publicity must not include the library telephone number.

Applicant Certification

I certify that the information on this permit is true and complete to the best of my knowledge and belief and that I have received and read the **Policies Governing Library Facilities** and will abide by them. I further understand that my signature below indicates my acceptance as the individual responsible for the above-indicated group/organization. To ensure that attendees observed the Policies Governing Library Facilities and the Library's Standards of Behavior, I hereby agree to be in attendance for the entire time this reservation is in effect. Failure to comply with this provision will result in loss of use of facility.

_____ Total Fees Due_____

Applicant Signature

Donald R. Wright Auditorium Users Only:

I understand that I must submit and adhere to an off-site parking plan. _____

Applicant Signature

This permit grants no privileges until confirmed and returned to you.

For Office Use Only

Insurance:	_____	**Fees:**		**ID:**	
Off-Site Parking Plan:	_____	Rental Fee	_____	Staff badge	_____
Policy:	_____	Staff Assistance Requested	_____	Driver's License	_____
Publicity:	_____	Security Services Required	_____		

Administrative Approval

Approved: _____Director, Libraries and Information Services

PASADENA PUBLIC LIBRARY

For Donald R. Wright Auditorium Users
Parking Lot for Library Patrons Only
3 HOUR LIMIT

Library lot is monitored and violators will be cited.

Alternate Parking Available:

WEEKENDS
FREE

University of Phoenix Lot

Saturday 9:00 a.m. - 6 p.m.
Sunday 1:00 p.m. - 5 p.m.

WEEK DAYS

University of Phoenix Lot

Open • Mon-Fri, 6 a.m.–10:30 p.m.
Rate: $1.50 ea. 15 min. **$12.00 max.**

WEEK DAYS (cont.)

Modern Parking Service

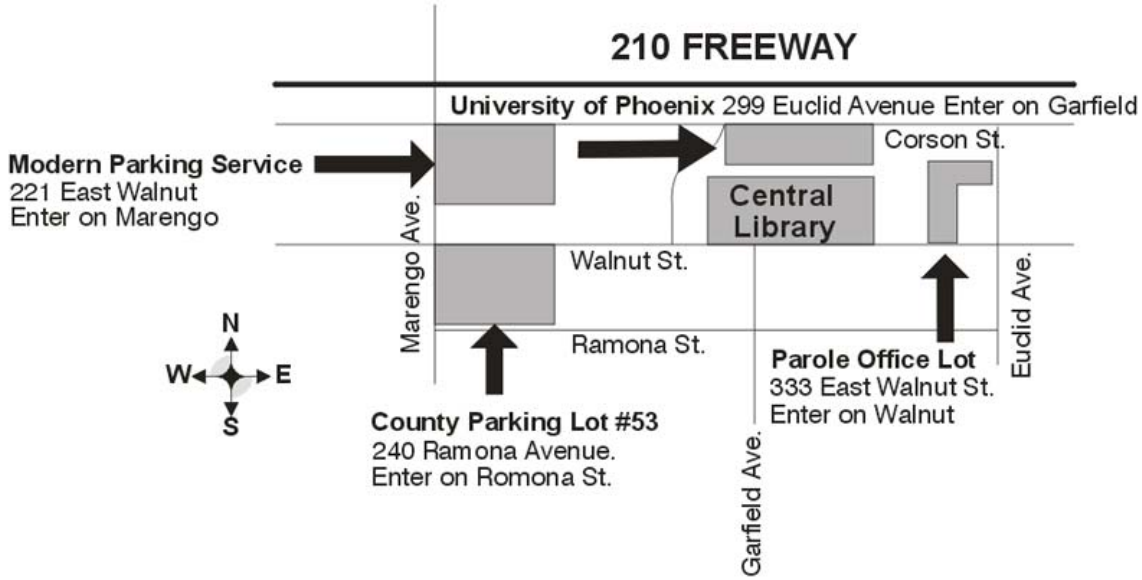
Open • Mon-Fri, 6 a.m.–6 p.m.
Rate: $1.00 ea. 15 min. **$7.00 max.**

County Parking Lot #53

Open • Mon-Thurs, 6 a.m.–7 p.m.
Friday 6 a.m. to 7 p.m.
Rate: $2.00 ea. 20 min. • **$9.00 max.**
$4.00 flat rate after 4 p.m.

Parole Office Parking Lot

Open • Mon-Fri, 7:30 a.m.–4 p.m.
$9.00 max. • after 12:30 p.m. $4.00



CENTRAL LIBRARY • 285 East Walnut Street • **626-744-4066**

PASADENA PUBLIC LIBRARY
Library Facilities Directory

CENTRAL LIBRARY, 285 E. Walnut Street

Facility: Donald R. Wright Auditorium
Location: Off west end of Main Hall
Days/Hours: Mon-Th 9-9, Fri and Sat 9-6, Sun 1-5
Maximum Seating: 142 fixed, 35 additional chairs upon request
Parking: Not Available
Street parking and nearby parking lots available for a fee
Off-site parking arrangements must be made
Handicap Access: Yes, west ramp into Auditorium or through
Library from North Entry wheelchair lift
Special Features: Stage, 2 pianos, screen, kitchenette
Contact: Administrative Office, (626) 744-4041

HASTINGS BRANCH LIBRARY, 3325 E. Orange Grove Blvd

Facility: Meeting Room
Location: Southeast corner of building
Days/Hours: Mon- Th 10-9, Fri & Sat 10-6
Maximum Seating: 34
Parking: 33 in lot plus street
Handicap Access: Yes, enter on north side of building
Contact: Branch Librarian (626) 744-7262

HILL AVENUE BRANCH, 55 S. Hill Avenue

Facility: Meeting Room
Location: Southwest corner of building
Days/Hours: Mon-Th 10-6, Sat 10-6
Maximum Seating: 19
Parking: 10 in lot, 1 hour on street
Handicap Access: Yes, front door ramped, restrooms not accessible
Contact: Branch Librarian (626) 744-7264

LAMANDA PARK BRANCH LIBRARY, 140 S. Altadena Drive

Facility: Meeting Room
Location: Northeast corner of building
Days/Hours: Mon, Tues, Th & Sat 10-6, Wed 1-9
Maximum Seating: 36
Parking: 9 in lot plus street
Handicap Access: Yes, no steps, restrooms not accessible
Contact: Branch Librarian (626) 744-7266

LA PINTORESCA BRANCH LIBRARY, 1355 N. Raymond Avenue

Facility: Meeting Room
Location: Northeast corner of building
Days/Hours: Mon - Th 10-7, Fri & Sat 10-6
Maximum Seating: 53
Parking: 8 in lot, plus street
Handicap Access: Yes, through meeting room north entrance, restrooms not accessible
Contact: Branch Librarian (626) 744-7268

SAN RAFAEL BRANCH LIBRARY, 1240 Nithsdale Road

Facility: Meeting Room
Location: Southeast portion of building
Days/Hours: Mon-Th & Sat 10-6
Maximum Seating: 33
Parking: 5 in lot plus street
Handicap Access: Yes, take sidewalk from patio to north door, restrooms not accessible
Contact: Branch Librarian (626) 744-7270

SANTA CATALINA BRANCH LIBRARY, 999 E. Washington Blvd

Facility: Meeting Room
Location: Northwest corner of building
Days/Hours: Mon -Th & Sat 10-6
Maximum Seating: 32
Parking: 5 in lot plus street
Handicap Access: Yes, ramp to meeting room door, restrooms not accessible
Contact: Branch Librarian (626) 744-7272

PASADENA PUBLIC LIBRARY
Policy for Use of Tuesday Musicale Pianos

The pianos housed in the Central Library Donald R. Wright Auditorium are the property of the Tuesday Musicale of Pasadena and are not owned by the City of Pasadena.

A fee of $60.00 for the use of one piano and $40.00 for the use of the second piano per recital is required by the Tuesday Musicale for the purpose of maintaining and tuning the pianos. The fee includes one-hour rehearsal time, subject to approval of time by Library Administration.

The pianos are tuned regularly by the Tuesday Musicale but are not guaranteed to be in tune at all times. Should additional tuning be requested, only the piano tuner authorized by the Tuesday Musicale may be used. Additional tuning fees are between the applicant and the tuner.

It is to be understood that this application does not include permission from the Tuesday Musicale to add any sort of materials to the piano or pianos for the purpose of "preparing" them for performance.

Please complete the attached form requesting application for use of the Tuesday Musicale pianos and return it with a check or money order made payable to Tuesday Musicale of Pasadena. In signing the application, you are assuming financial responsibility for any damage to the pianos during your use.

PIANOS ARE TO BE MOVED ONLY BY LIBRARY PERSONNEL FROM STORAGE AREA TO STAGE.

If you have any questions or want to schedule additional tuning, please call Trudi Anderson at (626) 578-0703.

Thank you for your cooperation. The Library will forward your application to the officers of the Tuesday Musicale.

TUESDAY MUSICALE

APPLICATION FOR USE OF PIANOS IN CENTRAL LIBRARY AUDITORIUM

Tuesday Musicale of Pasadena Date:_____
Pasadena, CA

We hereby request permission to use your Steinway Grand Pianos in the Pasadena Central Library Auditorium.

The purpose of the use of the Pianos _____

_____.

We understand that we will be responsible for any damage to your pianos which may result from our use.

Name of person or organization:

By_____
Title_____
Address_____
_____
Telephone_____

Dates of Use	One Piano	Two Pianos	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total $_____

Paid:_____ $_____
Date Amount

(Make Check Payable to Tuesday Musicale)

REQUIRED AB 1234 ETHICS TRAINING

sponsored by the

Pasadena City Attorney's Office

Presenters

Michele Beal Bagneris, City Attorney/Prosecutor
Ann Sherwood Rider, Assistant City Attorney
Theresa E. Fuentes, Assistant City Attorney

All members of City Commissions, Committees and Boards are required to receive 2 hours of AB 1234 Training every 2 years. Our next session will be:

THURSDAY, April 26, 2012 - 6:00 p.m. – 8:30 p.m.
at
PASADENA CITY HALL
COUNCIL CHAMBERS, ROOM S249
Pasadena, CA 91109
(please register by April 19, 2012)

Three easy ways to register!

Phone: (626) 744-4141 x3976
OR Fax: (626) 396-7803
OR
E-mail: tguereque@cityofpasadena.net

Other sessions will be held in Fall 2012

LIGHT SNACKS & COFFEE/ DRINKS WILL BE PROVIDED