



Honoring the past, cultivating the present, empowering the future

**AGENDA
Regular Meeting**

Board of Library Trustees – Altadena Library District
Community Room – Main Library
January 25, 2016 – 5:00 p.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.

1. **CALL TO ORDER**

2. **ROLL CALL:**

Meredith McKenzie, President
David Tuck
Gwendolyn McMullins, Secretary
Adalila Zelada-Garcia
John McDonald

3. **ADOPTION OF AGENDA**

Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented.

4. **PUBLIC COMMUNICATION**

Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and address, and state the agenda item and/or issue you wish to address.

5. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

- a) HIRING OF CHRISTOPHER KELLERMEYER, FULL-TIME IT MANAGER IN TECHNICAL SERVICES, EFFECTIVE NOVEMBER 1, 2015
- b) HIRING OF KYLYNN CHANEY, TEMPORARY FULL-TIME ADMINISTRATIVE ASSISTANT IN ADMINISTRATION, EFFECTIVE 12/22/2015

6. **FINANCIAL REPORTS**

- a) ALTADENA LIBRARY DISTRICT FOR THE MONTHS OF NOVEMBER/DECEMBER (DISCUSSION/POSSIBLE ACTION)
- b) DISTRIBUTION OF ALTADENA LIBRARY DISTRICT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2015 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, THE PUN GROUP (INFORMATION)

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

7. **CONSENT CALENDAR**

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.

Recommended Action: 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 NOVEMBER 23, 2015
- b) STATISTICAL REPORTS – NOVEMBER / DECEMBER 2015
- c) DEPARTMENTAL MONTHLY REPORT – NOVEMBER / DECEMBER 2015

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**
Items removed from the Consent Calendar will be discussed individually at this time.
9. **DIRECTOR'S REPORT**
 - a) REVIEW OF OPERATING PLAN PROGRESS AT SIX MONTHS
 - b) ABOVE AND BEYOND AWARD – 4TH QUARTER 2015
 - c) PHOTOGRAPHS FOR TRUSTEES
10. **OLD BUSINESS**
 - a) CONSIDERATION TO ADD A FLEXIBLE HOLIDAY TO THE ALTADENA LIBRARY DISTRICT HOLIDAY CALENDAR FOR 2016 AND FUTURE FISCAL YEARS
(DISCUSSION / POSSIBLE ACTION)
11. **NEW BUSINESS**
 - a) ALTADENA CHAMBER OF COMMERCE 92ND ANNUAL AWARD DINNER - PURCHASE OF TABLE
(DISCUSSION/POSSIBLE ACTION)
 - b) APPROVAL OF ALTADENA LIBRARY DISTRICT ANNUAL REPORT TO THE PUBLIC FY 2014/15
(DISCUSSION/POSSIBLE ACTION)
 - c) REVIEW AND APPROVAL OF COLLECTION DEVELOPMENT MANAGER JOB DESCRIPTION IN TECHNICAL SERVICES **(DISCUSSION/POSSIBLE ACTION)**
 - d) REQUEST FOR LATE OPENING ON MARCH 4TH FOR STAFF TRAINING AND DEVELOPMENT
(DISCUSSION/POSSIBLE ACTION)
 - e) ACCEPTANCE OF CLLS GRANT AWARD IN THE AMOUNT OF \$25,165.00 FOR FY2015/16 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT REGULATIONS
(INFORMATION)
 - f) CALIFORNIA MINIMUM WAGE INCREASE, EFFECTIVE JANUARY 1, 2016 AND UPDATED ALTADENA LIBRARY DISTRICT SALARY SCHEDULE, FY2015-16 **(INFORMATION)**
 - g) MID-YEAR REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICTS OPERATING BUDGET FY2015/16 WITH ADJUSTMENTS **(DISCUSSION/POSSIBLE ACTION)**
 - h) RE-ISSUANCE OF RFP FOR ARCHITECTURAL SERVICES - REMODEL OF MAIN LIBRARY
(DISCUSSION/POSSIBLE ACTION)
 - i) YOUR LIBRARY LOVES YOU - FINE FORGIVENESS **(INFORMATION)**
12. **CORRESPONDENCE & PRESS**
 - a) PRESS CLIPPINGS **(INFORMATION)**
13. **REPORTS OF SUPPORT GROUPS**
 - a) ALTADENA LIBRARY FOUNDATION
 - b) FRIENDS OF THE ALTADENA LIBRARY
14. **REPORTS OF TRUSTEES**
15. **AGENDA ITEMS FOR FUTURE AGENDAS**
This is an opportunity for Board members to request that items be placed on future agendas.
16. **ADJOURNMENT**

Recommended Action: There being no further business to come before the Board, the meeting is adjourned.



ALTADENA LIBRARY DISTRICT

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6A

BOARD OF LIBRARY TRUSTEES STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: January 25, 2016

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for FY2015-16

REVENUE HIGHLIGHTS – November and December:

- Percent of year completed is 50%.
- Total revenues at Dec 31, 2015 is \$1,314,294.
- Total expenditures at Dec 31, 2015 is \$1,494,299.95
- Interest with the County has decreased from .72% to .70%
- CA State Library, DIY Grant Funds in the amount of \$27,000 have been received. The total Grant amount is \$30,000.
- CLLS Literacy Grant award in the amount of \$25,165 has been received. This is the total grant funding for this FY.

EXPENDITURE HIGHLIGHTS – November and December:

- Salaries, Wages and Benefits are within Budget at 48.08%
- In the November payroll period, staff received a bonus
- Some expenditure items are currently over-budget, such as Meetings and Travel, Operating Software, Programming, Memberships, Training; however, these will be addressed with the Mid-Year Budget Adjustments.

OTHER HIGHLIGHTS:

The District was notified by our current Life Insurance policy holder, AIG, that they will no longer offer services to groups of our size and will be transferring our account to The Hartford, effective 3/1/2016. AIG made an agreement with The Hartford so as to minimize any disruptions to our plan/employees.

I am honored to have been awarded a scholarship from CSDA (California Special District Association) in the amount of \$150 to attend the annual HR Boot camp in March 2016. The District will pay the fee and be reimbursed by CSDA after attendance. In addition to this HR program, I have also enrolled into an HR Certification Program through HR Certification Institute. I met the requirements based on my current job description and years of experience, so I am currently enrolled to test for the PHR (Professional in Human Resources).

Altadena Library District
Balance Sheet
 As of November 30, 2015

	Nov 30, 15
ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
1010.00 · Cash in County Treasury	
1010.20 · Asset Replacement Reserve	143,939.00
1010.10 · Trustee Election Reserve	122,122.95
1010.00 · Cash in County Treasury - Other	1,284,240.72
Total 1010.00 · Cash in County Treasury	1,550,302.67
1021 · Cash in Checking Chase Gen Fund	41,069.12
1026 · Cash in Savings PF - Chase Bank	3,013.73
1041 · Cash in Savings - Chase Bank	25,111.76
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	1,160.00
1080 · Petty Cash	777.00
Total Cash & Cash Equivalents	1,621,436.32
Total Checking/Savings	1,621,436.32
Other Current Assets	
1400 · Property Taxes Receivable	-36,918.87
1076 · Prepaid Items & Deposits	800.00
Total Other Current Assets	-36,118.87
Total Current Assets	1,585,317.45
Fixed Assets	
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Depreciable Assets	
1550 · Structures & Improvements	1,180,735.18
1700 · Furniture, Fixtures & Equipment	683,740.71
1800 · Accum Depr (S & I)	-1,002,725.14
1900 · Accum Depr (FF & E)	-612,732.21
Total Depreciable Assets	249,018.54
Total Fixed Assets	428,798.82
TOTAL ASSETS	2,014,116.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-7,264.74
Total Accounts Payable	-7,264.74
Other Current Liabilities	
2012 · Accrued Vacation Payable	66,564.65
2090 · Misc Short Term Payable	-3,000.00
Total Other Current Liabilities	63,564.65
Total Current Liabilities	56,299.91
Long Term Liabilities	
2030 · GASB 45 OPEB Liability	189,067.52
Total Long Term Liabilities	189,067.52
Total Liabilities	245,367.43

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01/21/16
Accrual Basis

Altadena Library District
Balance Sheet
As of November 30, 2015

	<u>Nov 30, 15</u>
Equity	
3300 · Retained Earnings	2,824,027.02
Net Income	<u>-1,055,278.18</u>
Total Equity	<u>1,768,748.84</u>
TOTAL LIABILITIES & EQUITY	<u>2,014,116.27</u>

Altadena Library District
Profit & Loss Budget vs. Actual
 July through November 2015

	Oct 15	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES	0.00	45,407.97	2,869,298.00	-2,823,890.03	1.58%
INTEREST INCOME	867.39	-2,953.58	7,000.00	-9,953.58	-42.19%
FINES & FEES	7,335.51	42,838.91	102,500.00	-59,661.09	41.79%
DONATIONS AND GRANTS	40,000.00	75,185.00	45,798.00	29,387.00	164.17%
MISCELLANEOUS INCOME	0.00	1,087.18	165,000.00	-163,912.82	0.66%
Total Income	48,202.90	161,565.48	3,189,596.00	-3,028,030.52	5.07%
Gross Profit	48,202.90	161,565.48	3,189,596.00	-3,028,030.52	5.07%
Expense					
SALARIES, WAGES & BENEFITS	172,757.77	854,123.32	2,180,148.00	-1,326,024.68	39.18%
LIBRARY MATERIALS	28,800.64	107,883.71	232,911.00	-125,027.29	46.32%
PROGRAMS	4,116.70	30,498.92	24,500.00	5,998.92	124.49%
OPERATING EXPENSES	23,304.38	145,514.41	262,218.00	-116,703.59	55.49%
PROFESSIONAL & TECHNICAL	10,168.85	43,202.61	126,819.00	-83,616.39	34.07%
FACILITIES, GROUNDS & MAINTENAN	5,404.66	12,298.59	52,000.00	-39,701.41	23.65%
CAPITAL	8,661.04	22,173.17	155,000.00	-132,826.83	14.31%
MISCELLANEOUS EXPENSE	0.00	1,148.93	156,000.00	-154,851.07	0.74%
Total Expense	253,214.04	1,216,843.66	3,189,596.00	-1,972,752.34	38.15%
Net Ordinary Income	-205,011.14	-1,055,278.18	0.00	-1,055,278.18	100.0%
Net Income	-205,011.14	-1,055,278.18	0.00	-1,055,278.18	100.0%

Altadena Library District
Profit & Loss Budget vs. Actual
July through November 2015

% of Year: 42%

	Oct 15	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES					
4010 · Current Secured	0.00	-54,392.34	1,956,876.00	-2,011,268.34	-2.78%
4020 · Current Unsecured	0.00	56,677.70	70,000.00	-13,322.30	80.97%
4030 · Prior Year	0.00	27,315.22	10,000.00	17,315.22	273.15%
4050 · Homeowners Exemption	0.00	0.00	7,500.00	-7,500.00	0.0%
4060 · Per Parcel Benefit Assessment	0.00	-4,283.93	762,617.00	-766,900.93	-0.56%
4070 · SB 813 Supplemental Roll	0.00	12,166.69	28,000.00	-15,833.31	43.45%
4080 · Penalties, Interest & Costs	0.00	7,924.63	15,000.00	-7,075.37	52.83%
4090 · RDA ABx126 Income	0.00	0.00	19,305.00	-19,305.00	0.0%
Total PROPERTY TAXES	0.00	45,407.97	2,869,298.00	-2,823,890.03	1.58%
INTEREST INCOME					
4210 · Chase Bank	0.69	3.50	50.00	-46.50	7.0%
4220 · County Deposits	866.70	-2,957.08	6,950.00	-9,907.08	-42.55%
Total INTEREST INCOME	867.39	-2,953.58	7,000.00	-9,953.58	-42.19%
FINES & FEES					
4305 · Fines	1,909.51	13,281.89	33,000.00	-19,718.11	40.25%
4310 · Printer & Copy Machine	772.00	2,903.02	8,500.00	-5,596.98	34.15%
4330 · Video Game Rentals	64.00	416.00	1,000.00	-584.00	41.6%
4340 · Passport Services Fees	4,590.00	26,238.00	60,000.00	-33,762.00	43.73%
Total FINES & FEES	7,335.51	42,838.91	102,500.00	-59,661.09	41.79%
DONATIONS AND GRANTS					
4710 · Friends of the Library	40,000.00	40,000.00	30,000.00	10,000.00	133.33%
4730 · Undesignated	0.00	175.00	500.00	-325.00	35.0%
4735 · Designated	0.00	3,510.00	1,000.00	2,510.00	351.0%
4740 · CA Library Literacy Services	0.00	18,000.00	14,298.00	3,702.00	125.89%
4750 · Cal State Library	0.00	13,500.00	0.00	13,500.00	100.0%
Total DONATIONS AND GRANTS	40,000.00	75,185.00	45,798.00	29,387.00	164.17%
MISCELLANEOUS INCOME					
4910 · Miscellaneous Income	0.00	1,087.18	10,000.00	-8,912.82	10.87%
4940 · Transfer in from Reserves	0.00	0.00	155,000.00	-155,000.00	0.0%
Total MISCELLANEOUS INCOME	0.00	1,087.18	165,000.00	-163,912.82	0.66%
Total Income	48,202.90	161,565.48	3,189,596.00	-3,028,030.52	5.07%
Gross Profit	48,202.90	161,565.48	3,189,596.00	-3,028,030.52	5.07%
Expense					
SALARIES, WAGES & BENEFITS					
SALARIES & WAGES					
5010 · Salaried	99,243.36	510,533.66	1,238,167.00	-727,633.34	41.23%
5020 · Hourly	20,355.86	98,359.50	250,573.00	-152,213.50	39.25%
Total SALARIES & WAGES	119,599.22	608,893.16	1,488,740.00	-879,846.84	40.9%
BENEFITS					
5120 · Soc Security & Medicare, Salary	7,506.87	38,522.40	94,720.00	-56,197.60	40.67%

Altadena Library District
Profit & Loss Budget vs. Actual
July through November 2015

	Oct 15	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
5121 · Soc Security & Medicare, Hourly	1,551.97	7,402.36	15,197.00	-7,794.64	48.71%
5210 · PERS Retirement	-465.40	57,329.77	166,527.00	-109,197.23	34.43%
5220 · Health Insurance	29,985.14	72,526.20	222,000.00	-149,473.80	32.67%
5222 · OPEB Contribution	12,700.00	50,800.00	140,000.00	-89,200.00	36.29%
5230 · Dental Insurance	1,152.76	5,713.68	14,435.00	-8,721.32	39.58%
5240 · Vision Insurance	417.03	2,067.88	5,348.00	-3,280.12	38.67%
5250 · SUI, Salaried	0.00	-1,429.36	14,350.00	-15,779.36	-9.96%
5251 · SUI, Hourly	169.78	808.18	2,302.00	-1,493.82	35.11%
5260 · Life Insurance	140.40	702.00	1,642.00	-940.00	42.75%
5310 · Workers' Compensation	0.00	10,787.05	14,887.00	-4,099.95	72.46%
Total BENEFITS	53,158.55	245,230.16	691,408.00	-446,177.84	35.47%
Total SALARIES, WAGES & BENEFITS	172,757.77	854,123.32	2,180,148.00	-1,326,024.68	39.18%
LIBRARY MATERIALS					
6110 · Cataloging Expenses	2,762.87	9,145.51	19,604.00	-10,458.49	46.65%
6115 · Electronic Databases & Subscrip	0.00	10,956.18	11,000.00	-43.82	99.6%
6120 · Books	16,057.40	34,517.53	98,944.00	-64,426.47	34.89%
6125 · Audio CD	1,121.16	7,746.60	19,253.00	-11,506.40	40.24%
6130 · DVD's & Videogames	1,127.07	5,300.33	25,110.00	-19,809.67	21.11%
6135 · Processing of Materials	7,702.39	17,912.23	31,500.00	-13,587.77	56.86%
6140 · Periodicals	29.75	11,191.93	12,500.00	-1,308.07	89.54%
6150 · Downloadables	0.00	11,113.40	15,000.00	-3,886.60	74.09%
Total LIBRARY MATERIALS	28,800.64	107,883.71	232,911.00	-125,027.29	46.32%
PROGRAMS					
6200 · Youth Services	588.66	6,481.14	8,000.00	-1,518.86	81.01%
6210 · Teen Services	1,386.77	15,978.73	3,000.00	12,978.73	532.62%
6220 · Adult Services	2,054.73	5,793.87	10,000.00	-4,206.13	57.94%
6230 · Bob Lucas Branch Services	86.54	422.99	1,500.00	-1,077.01	28.2%
6240 · Literacy Services	0.00	1,822.19	2,000.00	-177.81	91.11%
Total PROGRAMS	4,116.70	30,498.92	24,500.00	5,998.92	124.49%
OPERATING EXPENSES					
6430 · Insurance-Gen, Prop, Liab, Eq	0.00	29,381.49	31,000.00	-1,618.51	94.78%
6620 · Membership Dues & Subscriptions	7,160.00	12,923.84	11,405.00	1,518.84	113.32%
6625 · Training & Education	2,400.00	4,800.00	5,000.00	-200.00	96.0%
6626 · Recruitment, Gifts and Memorial	417.65	1,471.15	6,500.00	-5,028.85	22.63%
6627 · Advertising / Marketing	763.91	4,116.56	6,000.00	-1,883.44	68.61%
6710 · Meetings & Travel	1,280.25	2,631.06	3,000.00	-368.94	87.7%
6730 · Mileage & Parking Reimbursement	31.18	115.80	2,500.00	-2,384.20	4.63%
6740 · Postage & Delivery	493.80	2,584.01	7,500.00	-4,915.99	34.45%
6745 · Banking & Service Fees	108.90	786.97	1,500.00	-713.03	52.47%
6746 · Payroll Fees	1,028.52	5,605.91	9,000.00	-3,394.09	62.29%
6750 · Printing & Reproduction	0.00	0.00	6,000.00	-6,000.00	0.0%
6755 · Equipment, Furniture, Fixtures	0.00	1,167.00	5,000.00	-3,833.00	23.34%
6765 · Janitorial Supplies	0.00	4,183.12	14,500.00	-10,316.88	28.85%
6770 · Operating Supplies	2,356.67	7,766.01	40,000.00	-32,233.99	19.42%
6780 · Operating Software	0.00	32,086.95	29,989.00	2,097.95	107.0%
6785 · Computer Supplies	0.00	438.98	9,800.00	-9,361.02	4.48%
6790 · Hardware (Computers / Tech)	1,500.00	1,500.00	5,000.00	-3,500.00	30.0%
6920 · Electricity	4,509.22	23,613.90	40,000.00	-16,386.10	59.04%

Altadena Library District
Profit & Loss Budget vs. Actual
July through November 2015

	Oct 15	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
6930 · Natural Gas	54.85	208.06	5,500.00	-5,291.94	3.78%
6940 · Water & Sewage	0.00	1,501.80	5,600.00	-4,098.20	26.82%
6950 · Refuse	423.89	1,695.56	4,500.00	-2,804.44	37.68%
6960 · Products for Resale	0.00	0.00	500.00	-500.00	0.0%
6970 · Equipment Lease & Rental	775.54	6,936.24	12,424.00	-5,487.76	55.83%
Total OPERATING EXPENSES	23,304.38	145,514.41	262,218.00	-116,703.59	55.49%
PROFESSIONAL & TECHNICAL					
7125 · Audit and Financial Consulting	500.00	7,512.50	14,000.00	-6,487.50	53.66%
7130 · Legal Fees	0.00	962.50	1,200.00	-237.50	80.21%
7135 · Technology Consulting	1,973.17	8,390.99	9,000.00	-609.01	93.23%
7140 · Architectural & Engineering	0.00	0.00	9,000.00	-9,000.00	0.0%
7145 · Collection Agency	116.35	375.90	1,800.00	-1,424.10	20.88%
7155 · Consultants - Other	4,975.00	7,310.00	12,000.00	-4,690.00	60.92%
7170 · Telecommunications	2,524.33	11,456.68	21,306.00	-9,849.32	53.77%
7175 · Internet Service	80.00	1,043.42	6,575.00	-5,531.58	15.87%
7180 · Technology Equipment	0.00	0.00	35,000.00	-35,000.00	0.0%
7185 · Technology Maintenance Fees	0.00	6,150.62	8,938.00	-2,787.38	68.81%
7190 · Website Development	0.00	0.00	8,000.00	-8,000.00	0.0%
Total PROFESSIONAL & TECHNICAL	10,168.85	43,202.61	126,819.00	-83,616.39	34.07%
FACILITIES, GROUNDS & MAINTENAN					
7205 · Maintenance Contracts	1,671.82	3,842.64	4,000.00	-157.36	96.07%
7210 · Building Maint & Repairs	3,712.20	8,263.11	45,000.00	-36,736.89	18.36%
7220 · Landscape	20.64	192.84	3,000.00	-2,807.16	6.43%
Total FACILITIES, GROUNDS & MAINTENAN	5,404.66	12,298.59	52,000.00	-39,701.41	23.65%
CAPITAL					
7310 · Equipment, Furniture & Fixtures	8,661.04	22,173.17	55,000.00	-32,826.83	40.32%
7320 · Structures & Improvements	0.00	0.00	100,000.00	-100,000.00	0.0%
Total CAPITAL	8,661.04	22,173.17	155,000.00	-132,826.83	14.31%
MISCELLANEOUS EXPENSE					
7510 · Miscellaneous Expense	0.00	390.17	2,000.00	-1,609.83	19.51%
7520 · Refunds/Parcel	0.00	0.00	1,000.00	-1,000.00	0.0%
7530 · Direct Assessments/Admin Costs	0.00	758.76	33,000.00	-32,241.24	2.3%
7540 · Trustee Election	0.00	0.00	120,000.00	-120,000.00	0.0%
Total MISCELLANEOUS EXPENSE	0.00	1,148.93	156,000.00	-154,851.07	0.74%
Total Expense	253,214.04	1,216,843.66	3,189,596.00	-1,972,752.34	38.15%
Net Ordinary Income	-205,011.14	-1,055,278.18	0.00	-1,055,278.18	100.0%
Net Income	-205,011.14	-1,055,278.18	0.00	-1,055,278.18	100.0%

**Altadena Library District
Donations & Grants
July through November 2015**

Type	Date	Name	Memo	Amount	Balance
DONATIONS AND GRANTS					
4710 · Friends of the Library					
Deposit	10/16/2015	Friends of The Library	OCT-2015 - FY15-16 Donatin from FOL	45,000.00	45,000.00
Bill	10/19/2015	Friends of The Library	101915 - Refund overpayment of Donation	-5,000.00	40,000.00
				40,000.00	40,000.00
Total 4710 · Friends of the Library					
4730 · Undesignated					
Deposit	08/11/2015		AUG-2015 - Cash Donation from patron, Lisa Hoseu	50.00	50.00
Deposit	08/12/2015		AUG-2015 - Donation from A. Vijayaraghavan	25.00	75.00
Deposit	11/04/2015		NOV-2015 - Donation check from COPLA	100.00	175.00
				175.00	175.00
Total 4730 · Undesignated					
4735 · Designated					
General Journal	07/01/2015		JUL-2015 - Reclassify Grant income for FY15-16	3,000.00	3,000.00
Deposit	07/28/2015		JUL-2015 - Donation for Adult programming	10.00	3,010.00
Deposit	09/25/2015		SEP-2015 - From ALF for Latino American Heritage Programming	500.00	3,510.00
				3,510.00	3,510.00
Total 4735 · Designated					
4740 · CA Library Literacy Services					
Deposit	08/12/2015		AUG-2015 - Grant from CLLS, 1st Installment	18,000.00	18,000.00
				18,000.00	18,000.00
Total 4740 · CA Library Literacy Services					
4750 · Cal State Library					
Deposit	11/18/2015		NOV-2015 - DIY Grant Funds, 1st Payment (Invoice ID 40-8501)	13,500.00	13,500.00
				13,500.00	13,500.00
Total 4750 · Cal State Library					
Total DONATIONS AND GRANTS					
				75,185.00	75,185.00
TOTAL				75,185.00	75,185.00

**ALTADENA LIBRARY DISTRICT
MONTHLY INVESTMENT
REPORT**

Summary of Cash and Investments as of November 30, 2015

ACCOUNT	AGENT	YIELD	NOV-2015
Pooled Funds at County of Los Angeles	LA County	0.70%	\$1,550,302.67
General Fund – Business Select Checking	Chase Bank	0.00%	\$41,069.12
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$3,013.73
General Savings – High Yield Savings	Chase Bank	0.15%	\$25,111.76
HUD Account - Business Select Checking	Chase Bank	0.00%	\$2.04
SCLC Deposit Account	SCLC	0.00%	\$1,160.00
Petty Cash	District Office	0.00%	\$777.00
Total Cash and Investments			\$1,621,436.32

We hereby certify that the investments are in compliance with Altadena Library District Policy, and California Government Code Section 53646(b)(1); and that the Altadena Library District has the ability to meet its budgeted expenditures for the next six (6) months.

Altadena Library District
Balance Sheet
 As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
1010.00 · Cash in County Treasury	
1010.20 · Asset Replacement Reserve	143,939.00
1010.10 · Trustee Election Reserve	122,122.95
1010.00 · Cash in County Treasury - Other	1,981,038.93
Total 1010.00 · Cash in County Treasury	2,247,100.88
1021 · Cash in Checking Chase Gen Fund	255,070.87
1026 · Cash in Savings PF - Chase Bank	3,071.60
1041 · Cash in Savings - Chase Bank	25,112.40
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	1,160.00
1080 · Petty Cash	777.00
Total Cash & Cash Equivalents	2,532,294.79
Total Checking/Savings	2,532,294.79
Other Current Assets	
1400 · Property Taxes Receivable	-36,918.87
1076 · Prepaid Items & Deposits	800.00
Total Other Current Assets	-36,118.87
Total Current Assets	2,496,175.92
Fixed Assets	
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Depreciable Assets	
1550 · Structures & Improvements	1,180,735.18
1700 · Furniture, Fixtures & Equipment	683,740.71
1800 · Accum Depr (S & I)	-1,002,725.14
1900 · Accum Depr (FF & E)	-612,732.21
Total Depreciable Assets	249,018.54
Total Fixed Assets	428,798.82
TOTAL ASSETS	2,924,974.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	28,321.42
Total Accounts Payable	28,321.42
Other Current Liabilities	
2012 · Accrued Vacation Payable	66,564.65
2090 · Misc Short Term Payable	-3,000.00
Total Other Current Liabilities	63,564.65
Total Current Liabilities	91,886.07
Long Term Liabilities	
2030 · GASB 45 OPEB Liability	189,067.52
Total Long Term Liabilities	189,067.52
Total Liabilities	280,953.59

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Accrual Basis

Altadena Library District
Balance Sheet
As of December 31, 2015

	<u>Dec 31, 15</u>
Equity	
3300 · Retained Earnings	2,824,027.02
Net Income	<u>-180,005.87</u>
Total Equity	<u>2,644,021.15</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,924,974.74</u></u>

Altadena Library District
Profit & Loss Budget vs. Actual
 July through December 2015

	Nov 15	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES	47,103.13	1,166,553.95	2,869,298.00	-1,702,744.05	40.66%
INTEREST INCOME	1,121.44	-645.80	7,000.00	-7,645.80	-9.23%
FINES & FEES	6,246.56	51,448.75	102,500.00	-51,051.25	50.19%
DONATIONS AND GRANTS	13,600.00	95,850.00	45,798.00	50,052.00	209.29%
MISCELLANEOUS INCOME	1,087.18	1,087.18	165,000.00	-163,912.82	0.66%
Total Income	69,158.31	1,314,294.08	3,189,596.00	-1,875,301.92	41.21%
Gross Profit	69,158.31	1,314,294.08	3,189,596.00	-1,875,301.92	41.21%
Expense					
SALARIES, WAGES & BENEFITS	190,408.24	1,048,262.24	2,180,148.00	-1,131,885.76	48.08%
LIBRARY MATERIALS	27,263.91	115,812.73	232,911.00	-117,098.27	49.72%
PROGRAMS	2,471.07	32,664.44	24,500.00	8,164.44	133.32%
OPERATING EXPENSES	5,363.39	168,125.82	262,218.00	-94,092.18	64.12%
PROFESSIONAL & TECHNICAL	5,718.04	62,433.04	126,819.00	-64,385.96	49.23%
FACILITIES, GROUNDS & MAINTENAN	1,938.25	13,342.35	52,000.00	-38,657.65	25.66%
CAPITAL	5,119.04	25,855.57	155,000.00	-129,144.43	16.68%
MISCELLANEOUS EXPENSE	916.30	27,803.76	156,000.00	-128,196.24	17.82%
TRUSTEE EXPENSES	0.00	0.00	0.00	0.00	0.0%
Total Expense	239,198.24	1,494,299.95	3,189,596.00	-1,695,296.05	46.85%
Net Ordinary Income	-170,039.93	-180,005.87	0.00	-180,005.87	100.0%
Net Income	-170,039.93	-180,005.87	0.00	-180,005.87	100.0%

Altadena Library District
Profit & Loss Budget vs. Actual
July through December 2015

% of Year: 50%

	Nov 15	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES					
4010 · Current Secured	0.00	757,293.91	1,956,876.00	-1,199,582.09	38.7%
4020 · Current Unsecured	12,404.87	56,677.70	70,000.00	-13,322.30	80.97%
4030 · Prior Year	13,975.09	26,995.25	10,000.00	16,995.25	269.95%
4050 · Homeowners Exemption	0.00	2,116.74	7,500.00	-5,383.26	28.22%
4060 · Per Parcel Benefit Assessment	9,635.69	300,574.40	762,617.00	-462,042.60	39.41%
4070 · SB 813 Supplemental Roll	5,233.00	14,979.85	28,000.00	-13,020.15	53.5%
4080 · Penalties, Interest & Costs	5,854.48	7,916.10	15,000.00	-7,083.90	52.77%
4090 · RDA ABx126 Income	0.00	0.00	19,305.00	-19,305.00	0.0%
Total PROPERTY TAXES	47,103.13	1,166,553.95	2,869,298.00	-1,702,744.05	40.66%
INTEREST INCOME					
4210 · Chase Bank	0.71	4.22	50.00	-45.78	8.44%
4220 · County Deposits	1,120.73	-650.02	6,950.00	-7,600.02	-9.35%
Total INTEREST INCOME	1,121.44	-645.80	7,000.00	-7,645.80	-9.23%
FINES & FEES					
4305 · Fines	1,822.56	16,614.29	33,000.00	-16,385.71	50.35%
4300 · Fines - PayPal	0.00	0.00	0.00	0.00	0.0%
4310 · Printer & Copy Machine	376.00	3,377.02	8,500.00	-5,122.98	39.73%
4330 · Video Game Rentals	0.00	416.00	1,000.00	-584.00	41.6%
4340 · Passport Services Fees	4,048.00	31,041.44	60,000.00	-28,958.56	51.74%
4345 · Recycling Program	0.00	0.00	0.00	0.00	0.0%
Total FINES & FEES	6,246.56	51,448.75	102,500.00	-51,051.25	50.19%
DONATIONS AND GRANTS					
4710 · Friends of the Library	0.00	40,000.00	30,000.00	10,000.00	133.33%
4715 · In-Kind Donation	0.00	0.00	0.00	0.00	0.0%
4730 · Undesignated	100.00	175.00	500.00	-325.00	35.0%
4735 · Designated	0.00	3,510.00	1,000.00	2,510.00	351.0%
4740 · CA Library Literacy Services	0.00	25,165.00	14,298.00	10,867.00	176.0%
4750 · Cal State Library	13,500.00	27,000.00	0.00	27,000.00	100.0%
4755 · HUD Grant	0.00	0.00	0.00	0.00	0.0%
GRANTS					
4500 · Grants - Various	0.00	0.00	0.00	0.00	0.0%
Total GRANTS	0.00	0.00	0.00	0.00	0.0%
Total DONATIONS AND GRANTS	13,600.00	95,850.00	45,798.00	50,052.00	209.29%
MISCELLANEOUS INCOME					
4910 · Miscellaneous Income	1,087.18	1,087.18	10,000.00	-8,912.82	10.87%
4940 · Transfer in from Reserves	0.00	0.00	155,000.00	-155,000.00	0.0%
Total MISCELLANEOUS INCOME	1,087.18	1,087.18	165,000.00	-163,912.82	0.66%
Total Income	69,158.31	1,314,294.08	3,189,596.00	-1,875,301.92	41.21%
Gross Profit	69,158.31	1,314,294.08	3,189,596.00	-1,875,301.92	41.21%
Expense					

Altadena Library District
Profit & Loss Budget vs. Actual
July through December 2015

	Nov 15	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
SALARIES, WAGES & BENEFITS					
SALARIES & WAGES					
5010 · Salaried	114,997.58	613,642.67	1,238,167.00	-624,524.33	49.56%
5020 · Hourly	22,092.39	120,317.41	250,573.00	-130,255.59	48.02%
Total SALARIES & WAGES	137,089.97	733,960.08	1,488,740.00	-754,779.92	49.3%
BENEFITS					
5120 · Soc Security & Medicare, Salary	8,682.45	46,309.79	94,720.00	-48,410.21	48.89%
5121 · Soc Security & Medicare, Hourly	1,684.84	9,076.92	15,197.00	-6,120.08	59.73%
5210 · PERS Retirement	29,198.02	87,935.95	166,527.00	-78,591.05	52.81%
5220 · Health Insurance	-915.98	86,944.65	222,000.00	-135,055.35	39.16%
5222 · OPEB Contribution	12,700.00	63,500.00	140,000.00	-76,500.00	45.36%
5230 · Dental Insurance	1,152.76	6,866.44	14,435.00	-7,568.56	47.57%
5240 · Vision Insurance	417.03	2,502.18	5,348.00	-2,845.82	46.79%
5250 · SUI, Salaried	238.00	-1,429.36	14,350.00	-15,779.36	-9.96%
5251 · SUI, Hourly	164.11	966.14	2,302.00	-1,335.86	41.97%
5260 · Life Insurance	-2.96	842.40	1,642.00	-799.60	51.3%
5310 · Workers' Compensation	0.00	10,787.05	14,887.00	-4,099.95	72.46%
Total BENEFITS	53,318.27	314,302.16	691,408.00	-377,105.84	45.46%
Total SALARIES, WAGES & BENEFITS	190,408.24	1,048,262.24	2,180,148.00	-1,131,885.76	48.08%
LIBRARY MATERIALS					
6110 · Cataloging Expenses	1,380.88	10,526.39	19,604.00	-9,077.61	53.7%
6115 · Electronic Databases & Subscrip	0.00	10,956.18	11,000.00	-43.82	99.6%
6117 · Standing Orders	0.00	0.00	0.00	0.00	0.0%
6120 · Books	1,057.37	39,173.87	98,944.00	-59,770.13	39.59%
6125 · Audio CD	0.00	8,294.49	19,253.00	-10,958.51	43.08%
6130 · DVD's & Videogames	289.30	6,011.71	25,110.00	-19,098.29	23.94%
6135 · Processing of Materials	5,000.00	17,912.23	31,500.00	-13,587.77	56.86%
6140 · Periodicals	9,536.36	11,824.46	12,500.00	-675.54	94.6%
6142 · FOL DVD Rental Collection	0.00	0.00	0.00	0.00	0.0%
6147 · Video Game Rental Collection	0.00	0.00	0.00	0.00	0.0%
6150 · Downloadables	10,000.00	11,113.40	15,000.00	-3,886.60	74.09%
Total LIBRARY MATERIALS	27,263.91	115,812.73	232,911.00	-117,098.27	49.72%
PROGRAMS					
6200 · Youth Services	556.44	6,266.05	8,000.00	-1,733.95	78.33%
6210 · Teen Services	535.00	16,013.44	3,000.00	13,013.44	533.78%
6220 · Adult Services	1,379.63	7,516.47	10,000.00	-2,483.53	75.17%
6230 · Bob Lucas Branch Services	0.00	573.09	1,500.00	-926.91	38.21%
6240 · Literacy Services	0.00	2,295.39	2,000.00	295.39	114.77%
Total PROGRAMS	2,471.07	32,664.44	24,500.00	8,164.44	133.32%
OPERATING EXPENSES					
6430 · Insurance-Gen, Prop, Liab, Eq	0.00	29,381.49	31,000.00	-1,618.51	94.78%
6432 · Earthquake Insurance	0.00	0.00	0.00	0.00	0.0%
6620 · Membership Dues & Subscriptions	0.00	13,279.84	11,405.00	1,874.84	116.44%
6622 · Organizational Memberships	0.00	0.00	0.00	0.00	0.0%
6623 · CLA Membership (Trustees)	0.00	0.00	0.00	0.00	0.0%
6625 · Training & Education	525.00	5,016.13	5,000.00	16.13	100.32%
6626 · Recruitment, Gifts and Memorial	0.00	2,073.55	6,500.00	-4,426.45	31.9%

Altadena Library District
Profit & Loss Budget vs. Actual
July through December 2015

	Nov 15	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
6627 · Advertising / Marketing	0.00	5,916.56	6,000.00	-83.44	98.61%
6628 · Volunteer Luncheon	0.00	0.00	0.00	0.00	0.0%
6710 · Meetings & Travel	13.04	3,308.19	3,000.00	308.19	110.27%
6730 · Mileage & Parking Reimbursement	37.00	345.19	2,500.00	-2,154.81	13.81%
6740 · Postage & Delivery	542.40	3,158.98	7,500.00	-4,341.02	42.12%
6742 · Passport Services (Mailing)	0.00	0.00	0.00	0.00	0.0%
6745 · Banking & Service Fees	88.96	1,170.89	1,500.00	-329.11	78.06%
6746 · Payroll Fees	1,143.03	6,690.94	9,000.00	-2,309.06	74.34%
6747 · Merchant Fees (Chase & PayPal)	0.00	0.00	0.00	0.00	0.0%
6750 · Printing & Reproduction	0.00	0.00	6,000.00	-6,000.00	0.0%
6755 · Equipment, Furniture, Fixtures	0.00	1,606.23	5,000.00	-3,393.77	32.13%
6765 · Janitorial Supplies	70.39	7,795.97	14,500.00	-6,704.03	53.77%
6770 · Operating Supplies	0.00	12,758.05	40,000.00	-27,241.95	31.9%
6780 · Operating Software	0.00	32,350.95	29,989.00	2,361.95	107.88%
6782 · ILS Maintenance	0.00	0.00	0.00	0.00	0.0%
6785 · Computer Supplies	0.00	438.98	9,800.00	-9,361.02	4.48%
6790 · Hardware (Computers / Tech)	0.00	1,748.78	5,000.00	-3,251.22	34.98%
6920 · Electricity	2,921.27	25,943.11	40,000.00	-14,056.89	64.86%
6930 · Natural Gas	22.30	712.84	5,500.00	-4,787.16	12.96%
6940 · Water & Sewage	0.00	2,208.73	5,600.00	-3,391.27	39.44%
6950 · Refuse	0.00	2,543.34	4,500.00	-1,956.66	56.52%
6960 · Products for Resale	0.00	0.00	500.00	-500.00	0.0%
6970 · Equipment Lease & Rental	0.00	9,677.08	12,424.00	-2,746.92	77.89%
Total OPERATING EXPENSES	5,363.39	168,125.82	262,218.00	-94,092.18	64.12%
PROFESSIONAL & TECHNICAL					
7125 · Audit and Financial Consulting	850.00	7,512.50	14,000.00	-6,487.50	53.66%
7130 · Legal Fees	0.00	2,163.56	1,200.00	963.56	180.3%
7135 · Technology Consulting	1,589.90	8,944.39	9,000.00	-55.61	99.38%
7140 · Architectural & Engineering	0.00	0.00	9,000.00	-9,000.00	0.0%
7142 · HUD Grant - Prof Services	0.00	0.00	0.00	0.00	0.0%
7145 · Collection Agency	0.00	572.80	1,800.00	-1,227.20	31.82%
7155 · Consultants - Other	1,200.00	11,060.00	12,000.00	-940.00	92.17%
7165 · Equipment Maintenance	0.00	0.00	0.00	0.00	0.0%
7167 · Software Expense	0.00	0.00	0.00	0.00	0.0%
7170 · Telecommunications	1,998.14	13,497.27	21,306.00	-7,808.73	63.35%
7175 · Internet Service	80.00	1,043.42	6,575.00	-5,531.58	15.87%
7180 · Technology Equipment	0.00	11,470.48	35,000.00	-23,529.52	32.77%
7185 · Technology Maintenance Fees	0.00	6,168.62	8,938.00	-2,769.38	69.02%
7190 · Website Development	0.00	0.00	8,000.00	-8,000.00	0.0%
6036 · Strategic Planning Update	0.00	0.00	0.00	0.00	0.0%
7171 · Consultants - Financial	0.00	0.00	0.00	0.00	0.0%
Total PROFESSIONAL & TECHNICAL	5,718.04	62,433.04	126,819.00	-64,385.96	49.23%
FACILITIES, GROUNDS & MAINTENAN					
7205 · Maintenance Contracts	0.00	3,842.64	4,000.00	-157.36	96.07%
7210 · Building Maint & Repairs	1,929.00	9,285.38	45,000.00	-35,714.62	20.63%
7220 · Landscape	9.25	214.33	3,000.00	-2,785.67	7.14%
6502 · Maint & Repairs Elevator	0.00	0.00	0.00	0.00	0.0%
6505 · Maint & Repairs Security System	0.00	0.00	0.00	0.00	0.0%
6506 · Maint & Repairs Electrical	0.00	0.00	0.00	0.00	0.0%
6507 · Maint & Repairs Plumbing	0.00	0.00	0.00	0.00	0.0%

Altadena Library District
Profit & Loss Budget vs. Actual
 July through December 2015

	Nov 15	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
6512 · Maint & Repairs - Other	0.00	0.00	0.00	0.00	0.0%
Total FACILITIES, GROUNDS & MAINTENAN	1,938.25	13,342.35	52,000.00	-38,657.65	25.66%
CAPITAL					
7310 · Equipment, Furniture & Fixtures	5,119.04	25,855.57	55,000.00	-29,144.43	47.01%
7320 · Structures & Improvements	0.00	0.00	100,000.00	-100,000.00	0.0%
Total CAPITAL	5,119.04	25,855.57	155,000.00	-129,144.43	16.68%
MISCELLANEOUS EXPENSE					
7510 · Miscellaneous Expense	200.00	390.17	2,000.00	-1,609.83	19.51%
7520 · Refunds/Parcel	0.00	0.00	1,000.00	-1,000.00	0.0%
7530 · Direct Assessments/Admin Costs	716.30	27,413.59	33,000.00	-5,586.41	83.07%
7540 · Trustee Election	0.00	0.00	120,000.00	-120,000.00	0.0%
7560 · Per Parcel Election	0.00	0.00	0.00	0.00	0.0%
7700 · Depreciation Expense	0.00	0.00	0.00	0.00	0.0%
Total MISCELLANEOUS EXPENSE	916.30	27,803.76	156,000.00	-128,196.24	17.82%
TRUSTEE EXPENSES					
6681 · CALTAC	0.00	0.00	0.00	0.00	0.0%
Total TRUSTEE EXPENSES	0.00	0.00	0.00	0.00	0.0%
Total Expense	239,198.24	1,494,299.95	3,189,596.00	-1,695,296.05	46.85%
Net Ordinary Income	-170,039.93	-180,005.87	0.00	-180,005.87	100.0%
Net Income	-170,039.93	-180,005.87	0.00	-180,005.87	100.0%

Altadena Library District
Donations & Grants
July through December 2015

Type	Date	Name	Memo	Amount	Balance
DONATIONS AND GRANTS					
4710 · Friends of the Library					
Deposit	10/16/2015	Friends of The Library	OCT-2015 - FY15-16 Donatin from FOL	45,000.00	45,000.00
Bill	10/19/2015	Friends of The Library	101915 - Refund overpayment of Donation	-5,000.00	40,000.00
				<u>40,000.00</u>	<u>40,000.00</u>
Total 4710 · Friends of the Library					
4730 · Undesignated					
Deposit	08/11/2015		AUG-2015 - Cash Donation from patron, Lisa Hoseu	50.00	50.00
Deposit	08/12/2015		AUG-2015 - Donation from A. Vijayaraghavan	25.00	75.00
Deposit	11/04/2015		NOV-2015 - Donation check from COPLA	100.00	175.00
				<u>175.00</u>	<u>175.00</u>
Total 4730 · Undesignated					
4735 · Designated					
General Journal	07/01/2015		JUL-2015 - Reclassify Grant income for FY15-16	3,000.00	3,000.00
Deposit	07/28/2015		JUL-2015 - Donation for Adult programming	10.00	3,010.00
Deposit	09/25/2015		SEP-2015 - From ALF for Latino American Heritage Programming	500.00	3,510.00
				<u>3,510.00</u>	<u>3,510.00</u>
Total 4735 · Designated					
4740 · CA Library Literacy Services					
Deposit	08/12/2015		AUG-2015 - Grant from CLLS, 1st Installment	18,000.00	18,000.00
Deposit	12/10/2015		DEC-2015	7,165.00	25,165.00
				<u>25,165.00</u>	<u>25,165.00</u>
Total 4740 · CA Library Literacy Services					
4750 · Cal State Library					
Deposit	11/18/2015		NOV-2015 - DIY Grant Funds, 1st Payment (invoice ID 40-8501)	13,500.00	13,500.00
Deposit	12/30/2015		DEC-2015 - DIY Grant	13,500.00	27,000.00
				<u>27,000.00</u>	<u>27,000.00</u>
Total 4750 · Cal State Library					
Total DONATIONS AND GRANTS					
				<u>95,850.00</u>	<u>95,850.00</u>
				<u>95,850.00</u>	<u>95,850.00</u>

**ALTADENA LIBRARY DISTRICT
MONTHLY INVESTMENT
REPORT**

Summary of Cash and Investments as of December 31, 2015

ACCOUNT	AGENT	YIELD	DEC-2015
Pooled Funds at County of Los Angeles	LA County	0.66%	\$2,247,100.88
General Fund – Business Select Checking	Chase Bank	0.00%	\$255,070.87
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$3,071.60
General Savings – High Yield Savings	Chase Bank	0.15%	\$25,112.40
HUD Account - Business Select Checking	Chase Bank	0.00%	\$2.04
SCLC Deposit Account	SCLC	0.00%	\$1,160.00
Petty Cash	District Office	0.00%	\$777.00
Total Cash and Investments			\$2,532,294.79

We hereby certify that the investments are in compliance with Altadena Library District Policy, and California Government Code Section 53646(b)(1); and that the Altadena Library District has the ability to meet its budgeted expenditures for the next six (6) months.



7A

Honoring the past, cultivating the present, empowering the future

MINUTES
Regular Meeting
Board of Library Trustees
Altadena Library District
Community Room – Main Library
November 23, 2015, 5:00 p.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 the Administrative Secretary 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.

1. **CALL TO ORDER**

2. **ROLL CALL:**

Meredith McKenzie, President
David Tuck
Gwendolyn McMullins, Secretary
Adalila Zelada-Garcia
John McDonald

3. **ADOPTION OF AGENDA**

Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

Adopted with Deletion of Item 10a. Moved by Zelada-Garcia, seconded by McMullins

Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented.

4. **PUBLIC COMMUNICATION**

Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and address, and state the agenda item and/or issue you wish to address.

5. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

HIRING OF LAURA MIERA, PART-TIME LIBRARY ASSOCIATE IN FINANCE/HR, EFFECTIVE OCTOBER 1, 2015

Wallin reported on the hiring of Laura Miera as part-time library associate in Finance

6. **FINANCIAL REPORTS**

a) **ALTADENA LIBRARY DISTRICT FOR THE MONTH OF OCTOBER 2015
(DISCUSSION/POSSIBLE ACTION)**

Wallin presented the financials per the Staff Report and indicated the most current LA County interest report is .68%, the Pitch-a-Grant funds of \$13,500 were received 10/26/15; the first of three installment payments

b) **REVIEW OF 1ST QUARTERLY REPORT OF CURRENT FY 2015/16 BUDGET
(DISCUSSION/POSSIBLE ACTION)**

Wallin presented the 1st Quarter report noting the difference in property tax revenue from last FY quarter is due to an audit adjustment. Increased fines and fees is from increased passport revenue, and operating expenses increased due to new copiers for main and branch

- c) Review of Altadena Library District Draft Audit for Fiscal Year ending June 30, 2015 Conducted by Independent Certified Auditor, The Pun Group (**Discussion/Possible Action**)

Paul Kaymark from the Pun Group presented the Draft Audited Financials noting the new GASB regulations which requires pension liability to be reported on the books. This is reflected as 1.8M in the Net Position, as prior period adjustment. Paul indicated that the changes in regulation leave a lot of open questions which is why a draft is being presented. Final report will be provided mid-December. The figures will remain the same, the footnotes will be updated. Additionally, Paul indicated that CalPERS recently voted to reduce the investment risk to 6.5%. The new investment rate will double the District's Employers Member Contribution Rate in FY2017. The District currently pays 12.5%. Wallin indicated that this increase does not take into consideration the increases that occur each year. The cost to the District is approximately \$95K more per FY or approximately 30% for each employee, every pay period.

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

7. **CONSENT CALENDAR**

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.

Recommended Action: 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 OCTOBER 26, 2015
- b) STATISTICAL REPORTS – OCTOBER 2015
- c) DEPARTMENTAL MONTHLY REPORT – OCTOBER 2015
- d) APPROVAL OF MINUTES – SPECIAL MEETING HELD NOVEMBER 13, 2015

Moved by McMullins and seconded by Zelada-Garcia. Approved

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

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

9. **DIRECTOR'S REPORT**

Kittay reviewed the past year; highlighting:

- a strong staff and Board of Trustees that are committed to the library and their community,
- support organizations – the Friends and the Foundation – that are dedicated and hard working;
- a community that is Vibrant and passionate about its Library

Accomplishments such as:

- Professional Development Days and access to the CLA Conference for Board and Staff
- Adding some Key Hires.

Facilities:

- Re-Lighting of the main library

Funding:

- Passports continue to bring in more and more revenue each month;
- We had a number of substantial Grants this past year which are giving the District the opportunity to offer educational and informational presentations and hands-on experiences like never before.
- The Renewal of our Parcel Tax

Materials & Programs:

- We removed items that were no longer relevant to the collection
- Attendance at programs for all ages has skyrocketed.
- Monthly newsletter

Challenges:

The Facility and our Space needs are always forefront in our minds:

- It is going to be a challenge to raise 7 million dollars in today's fiscally constrained world where we are all being asked daily to give.

Funding:

- The parcel tax gave us a lot of breathing room, but we are still faced with having many more needs and requests than we can possibly meet with the funding we currently have.

Staff & Change Management:

- This has been a year full of change and challenges for all staff. Change is difficult for even the most seasoned of leaders and while it is an expected part of any job, it is especially significant in libraries and in one such as ours that has not gone through a lot of change in prior years.

Moving forward focusing on:

- The dreams of a renovated and more user friendly facility,
- the dreams of operating more efficiently so that staff have the time to be creative and don't feel overworked and pressured and every day is fun and joyful,
- the dream of meeting and exceeding the goals of our vision to provide free and equal access to information, ideas, technology and the joy of reading and to educate and empower our diverse community in ways that will leave the community amazed at what we do.
- An organization that inspires our community to support our future both in the voting booth, and with their checkbooks.

10. **OLD BUSINESS**

- a) REVIEW OF REVISIONS REGARDING NAMING AND DONOR RECOGNITION POLICY (DISCUSSION/POSSIBLE ACTION) – Removed from agenda.

11. **NEW BUSINESS**

- a) ASSIGNING/VOTING A LIAISON FROM BOARD OF LIBRARY TRUSTEES TO THE ALTADENA LIBRARY FOUNDATION (DISCUSSION/POSSIBLE ACTION)

McMullins has been serving as liaison; however, because she is a voting member of ALF a new liaison needs to be assigned. McDonald agreed to be liaison. Moved by Tuck, Seconded by McMullins. Approved

- b) REQUEST FOR EARLY CLOSING ON SATURDAY DECEMBER 12, 2015 TO accommodate CHRISTMAS TREE LANE LIGHTING. (DISCUSSION/POSSIBLE ACTION)

Kittay requested the library close at 4pm. This would allow staff to go home and return if they wanted to attend. There will be no parking in the lot for the entire day. Kittay indicated she, or another staff member, will be onsite at 4pm to open the Community Room for Xmas Tree Lane and the Restrooms for the public. There will be (1) booth available for FOL/ALF/ALD to share. Mindy will coordinate. Move by McMullins, Seconded by Tuck. Approved.

- c) Request by Staff Association to add an additional day of closing when Holidays fall on a Friday. The additional day of closing requested is the following Saturday. (DISCUSSION/POSSIBLE ACTION)

Kittay noted the request from the Staff Association would have no fiscal impact. At this time, data indicating how busy/slow the library is after a holiday cannot be provided; however, staff has indicated there is low usage. McKenzie indicated that the day after Xmas would be acceptable to her. Her concern regarding Thanksgiving is the use for students. It was also noted that staff who usually work on this day would lose hours/pay. Staff association indicated that the request for closures was approved by all staff. Kittay indicated that closing this Saturday without proper notice would be a disservice to the community and would like the discussion of future year closures to be deflected to another Board meeting. It was noted that Glendale library is closed Thursday – Sunday for the Thanksgiving holiday but Pasadena and South Pasadena are not. Staff Association reiterated that they are only requesting a Saturday closure for Xmas if the Xmas holiday lands on a Friday (this would occur every 7 years). McDonald proposed a solution that the Board considers adding a floating holiday to the Calendar; however, he would like analysis and data of use of the library and how it might affect programming. Kittay indicated that

programs are usually not scheduled around the holiday. Zelada-Garcia noted that this discussion/approach needs to be deferred and not implemented this year.

Motion by Zelada-Garcia to close on Saturday December 26, 2015, the day after Christmas. Second by McDonald. Approved

Motion by Zelada-Garcia to not close this Saturday and to defer discussion of future years to another board meeting. Second by McMullins. Approved

d) SCHEDULE OF HOLIDAYS FOR 2016 (DISCUSSION/POSSIBLE ACTION)

Kittay noted that Monday December 26, 2016 the library will be closed because Christmas lands on a Sunday. Motion by McMullins to accept the schedule with the removal of the additional Thanksgiving closure. Second by Zelada-Garcia. Approved

e) REQUEST BY ALTADENA LIBRARY FOUNDATION FOR APPROVAL OF THE NAMING OPPORTUNITIES FRAMEWORK FOR THE CAPITAL CAMPAIGN. (DISCUSSION/POSSIBLE ACTION)

Moved by Tuck. Seconded by Zelada-Garcia. Approved.

f) TOYS FOR FINES (information)

Kittay noted this year it will be toys only, not food. The program runs from November 16-December 15. Fines, not fees (example: loss of item) will be written off. Moved by Tuck. Seconded by McMullins. Approved.

g) SCHEDULE OF BOARD MEETINGS FOR 2016 (DISCUSSION/POSSIBLE ACTION)

Kittay stated there are no changes. Moved by Zelada-Garcia. Seconded by McMullins. Approved.

12. CORRESPONDENCE & PRESS

a) PRESS CLIPPINGS (INFORMATION)

Kittay presented the press clippings noting the publications the District has been featured in, especially the art section in Pasadena Weekly. Tuck indicated he was happy to see Outlook has included the District as well. Kittay noted that Press was at the Wine program so there may be an article written. McKenzie stated that press coverage in the board package shows the District is doing community outreach. Kittay replied that the monthly newsletter has increased in percentage of readers as well.

13. REPORTS OF SUPPORT GROUPS

a) Altadena Library Foundation

Dale LaCasella reported for Foundation stating they are in their silent phase of fundraising. They are in contact with some large donors. Foundation will be looking to the Board for assistance. There are two new foundation members. The foundation is at a turning point and moving forward.

b) Friends of the Altadena Library

Ira Bershatsky reported for the Friends noting the 501c3 classification is still in progress. The Friends treasurer will be scheduling a meeting with the tax preparer and the attorney so they can move forward. The November book sale raised approx. \$1700.

14. REPORTS OF TRUSTEES

Zelada-Garcia noted that she attended the Friends meeting. Also, on December 8, 2015 a framing presentation of a quilt made in 1976 will be presented at the Community Center for permanent installation. Kittay requested Ryan Roy notify all board members via email of the event.

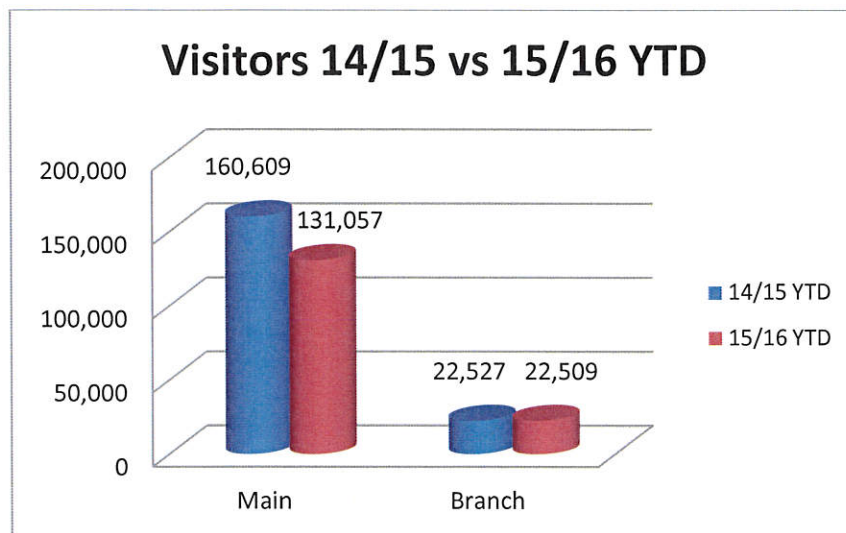
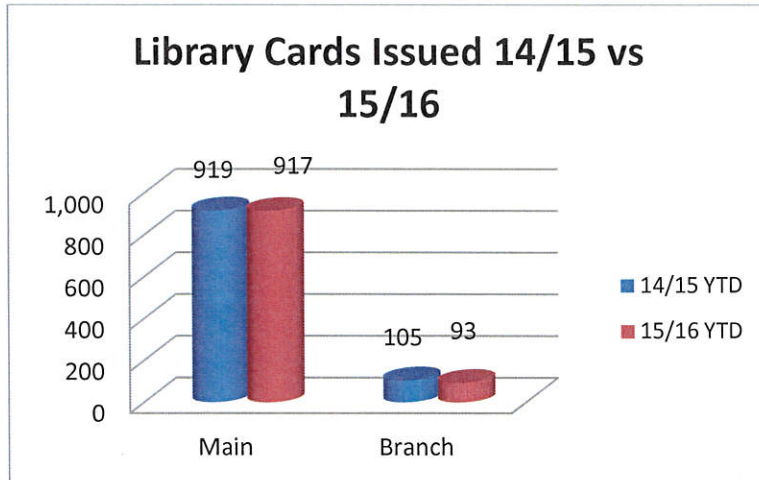
15. AGENDA ITEMS FOR FUTURE AGENDAS

This is an opportunity for Board members to request that items be placed on future agendas.

16. **ADJOURNMENT**

Recommended Action: There being no further business to come before the Board, the meeting is adjourned.

Moved by McMullins. Seconded by Zelada-Garcia. Adjourned at 6:55pm



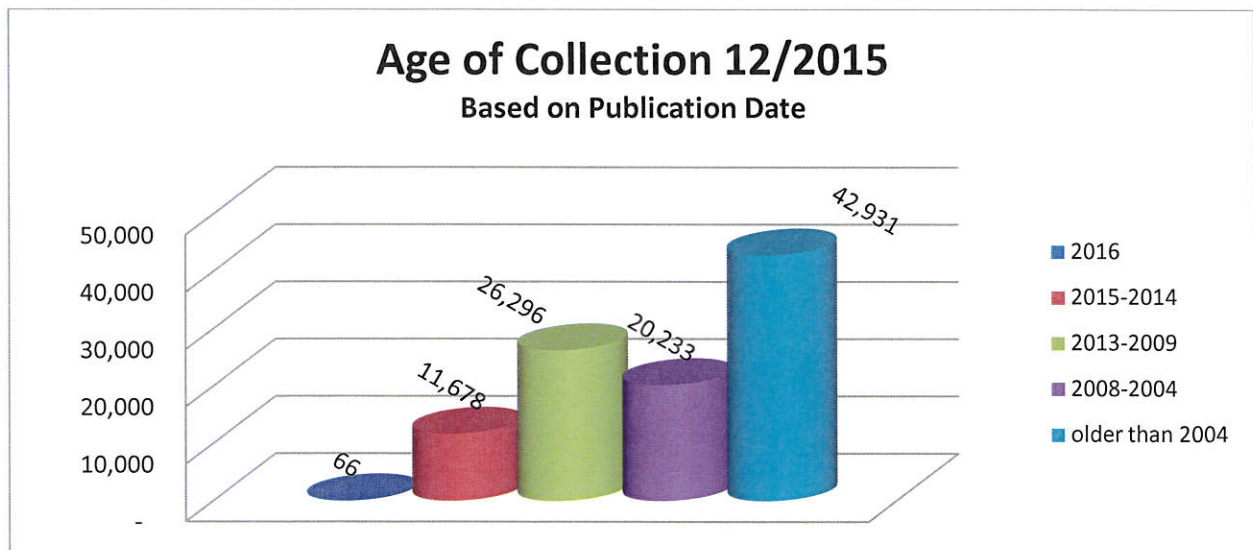
Cardholders as of 12/31/2015		C/O Items in past 3 years	C/O Items in past 2 years	C/O Items in past 12 months
Card 3 years or less	23,006	12,575	9,898	7,006
Population of District	53,177	As per California State Library		
% of Population with Library Card	43%			
% of Population w/ck out in 3 years	24%			
% of Population w/ck out in 2 years	19%			
% of Pop w/ck out in past 12 months	13%			

PATRONS THAT HAVE ITEMS (Dec 3 15)

#	Patron type	patrons	Patrons w/Items	% w/items	# items	avg/patron
0	Adult		1,400		6,573	
1	Juvenile		355		1,391	
2	Staff		30		378	
4	Trustee		0		0	
5	Foster Patrons		11		38	
6	Teacher Loan		38		434	
7	Teen		16		45	
TOTAL		23,129	1,850	8.00%	8,859	4.79

District Population	53,177	Items in	100,728 Collection
% w/Library Cards	43%	8.79% % chkd out	

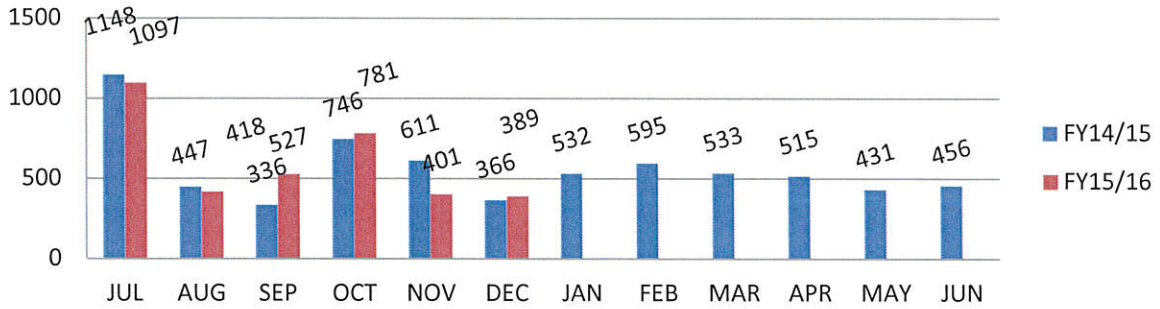
Since 6/3/15 we have increased the percentage of patrons with items out from 7.78% to 8.00% and the percentage of the collection checked out from 6.63% to 8.79%.



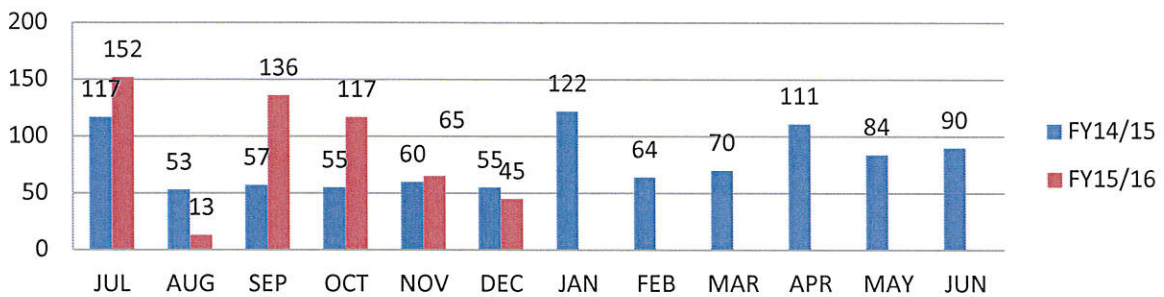
12/31/15		
2016	66	0.07%
2015-2014	11,678	11.59%
2013-2009	26,296	26.11%
2008-2004	20,233	20.09%
older than 2004	42,931	42.62%
Total	101,204	100.47%

11,744 items are less than 3 years old - 11.66% of the collection
 26.11% of the collection is between 8 and 4 years old.
 62.71% of the collection, 63,164 items are over 9 years old and of those 42.62% are over 13 years old.

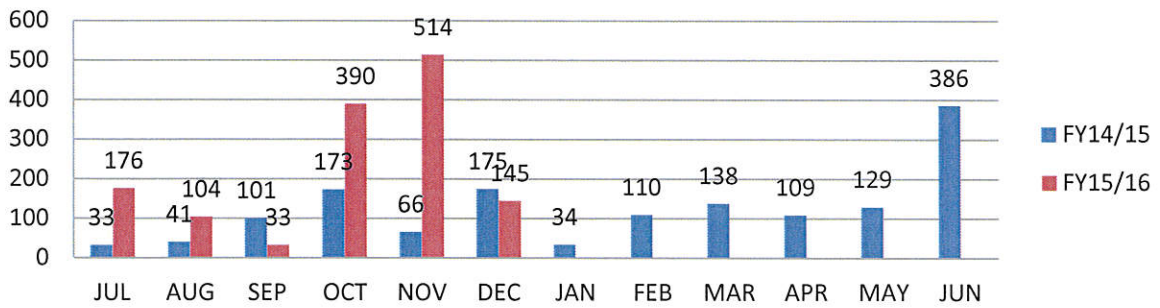
Childrens Program Attendance



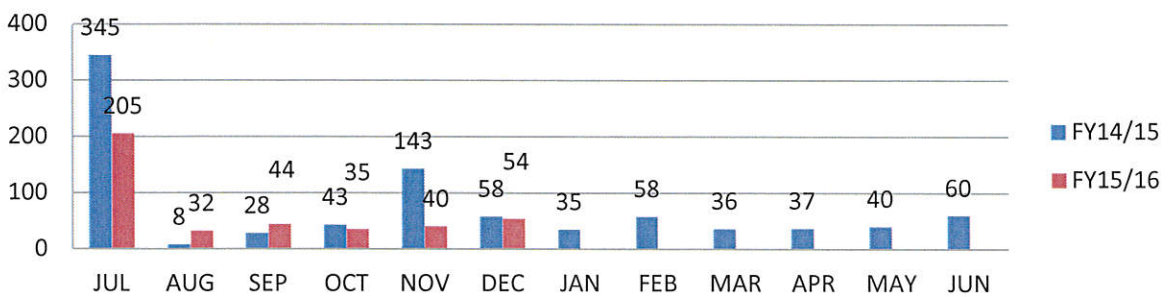
Young Adult Program Attendance

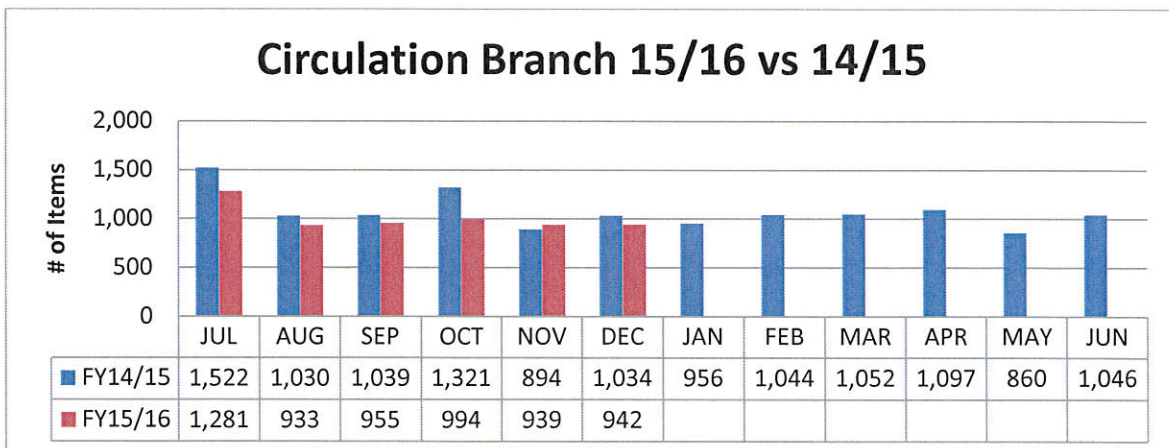
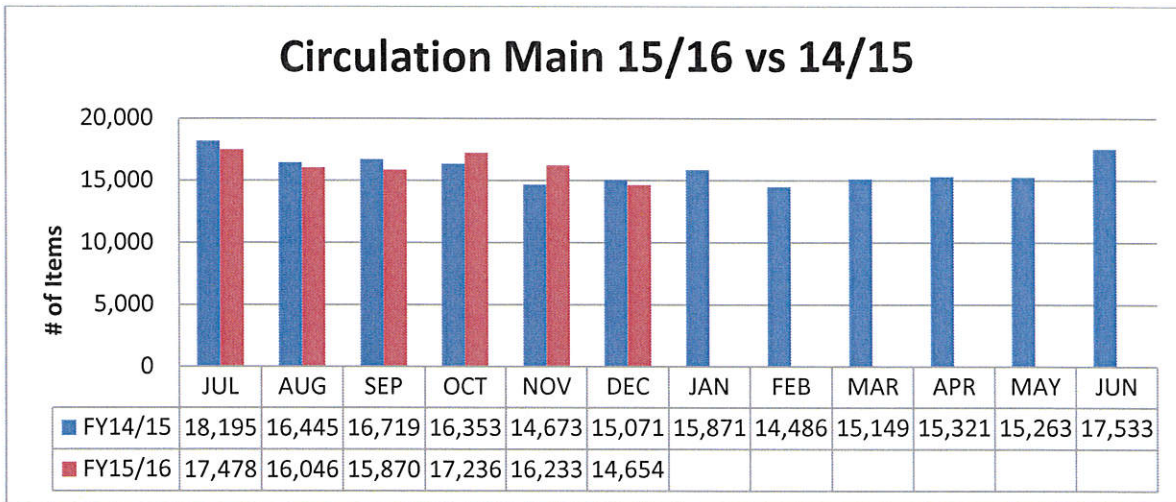
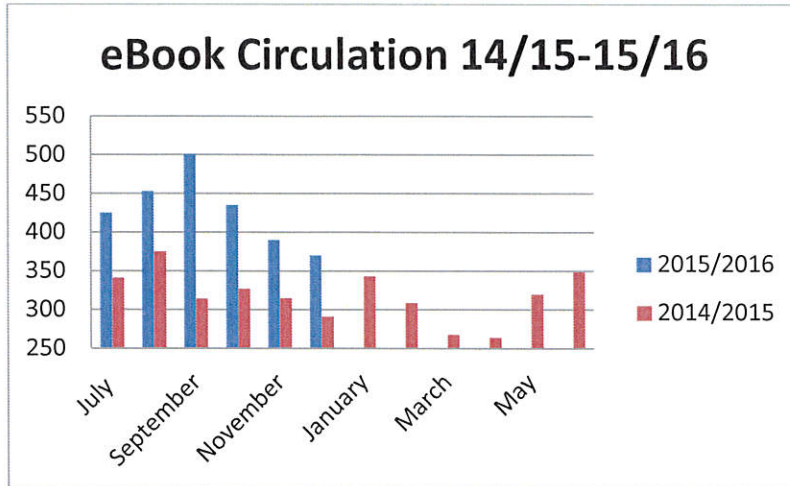


Adult Program Attendance



Branch Program Attendance

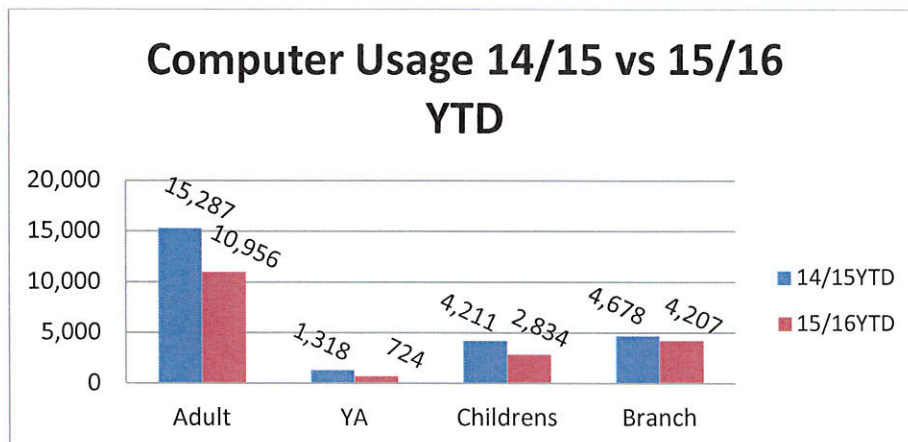


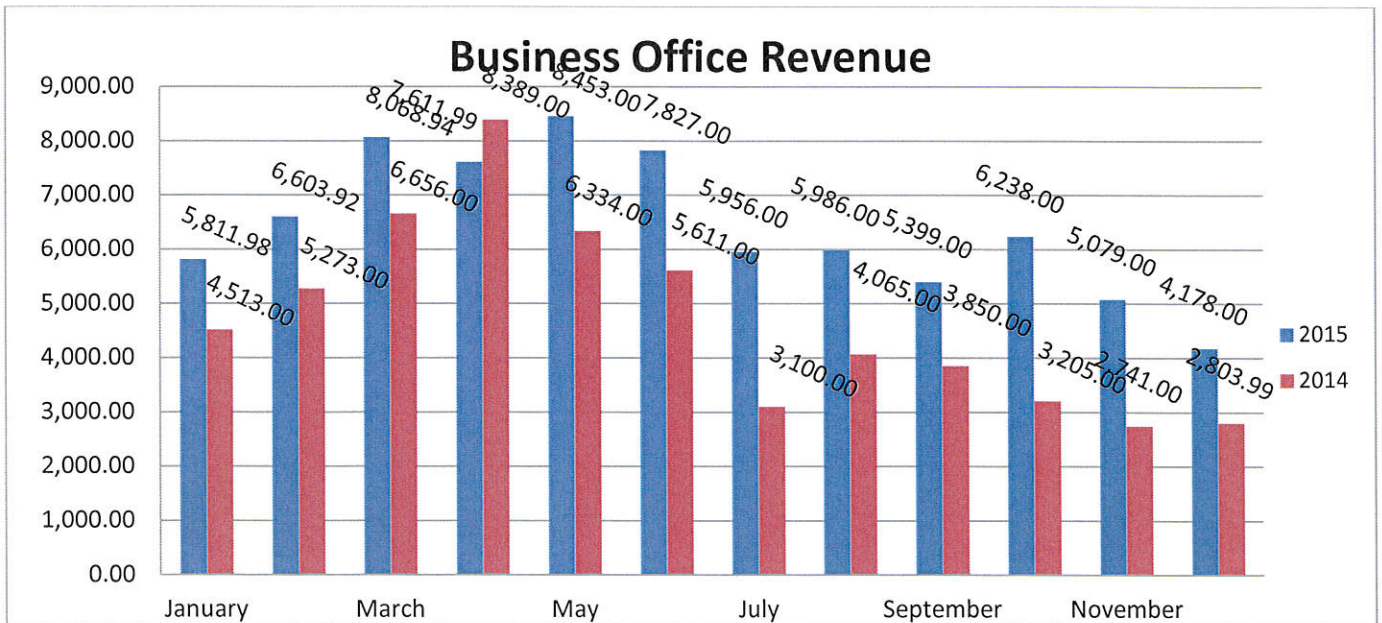
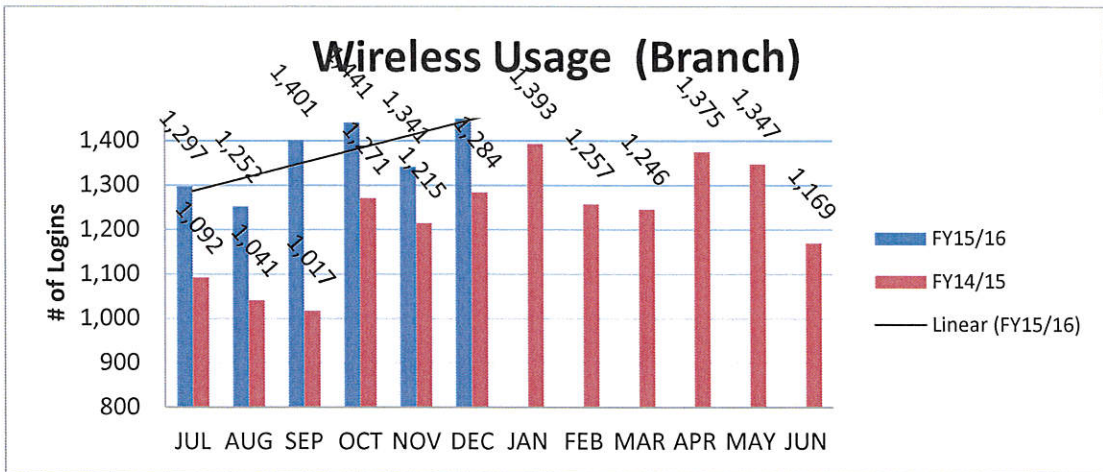
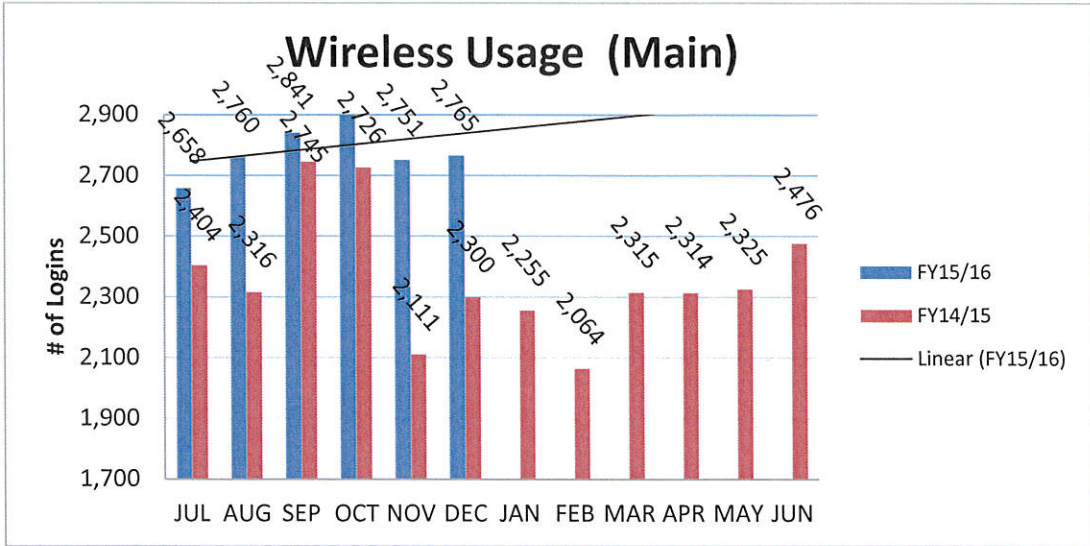


CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
P TYPE	Nov 15		Change vs		Actual #	
	PERCENT	QTY	Oct 15	Nov 14	Oct 15	Nov 14
Adult	82.5%	14166	-3.3%	10.8%	14642	12790
Juvenile	11.7%	2007	-9.3%	-2.0%	2213	2049
Staff	2.7%	471	-48.7%	28.3%	919	367
Volunteer	0.0%	0	-100.0%	-100.0%	71	92
Trustee	0.0%	1	-66.7%	-66.7%	3	3
Teacher Loan	2.3%	402	54.6%	221.6%	260	125
Teen	0.7%	125	2.5%	-11.3%	122	141
Total	100.0%	17172	-5.8%	10.3%	18230	15567

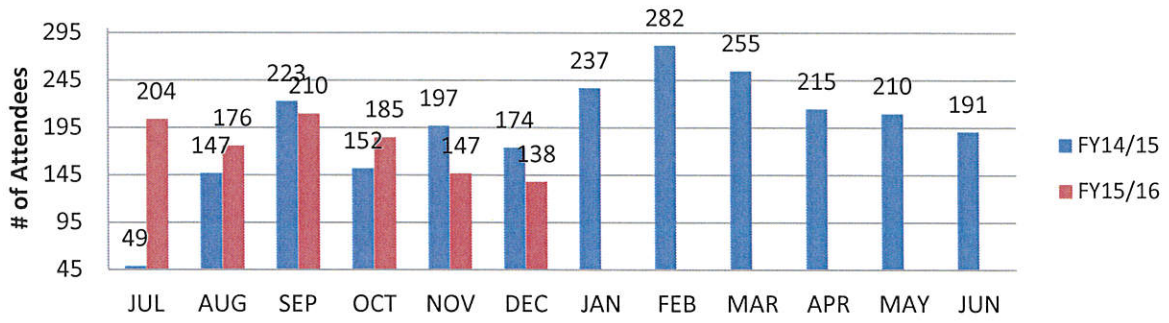
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
I TYPE	Nov 15		Change vs		Actual #	
	PERCENT	QTY	Oct 15	Nov 14	Oct 15	Nov 14
Book	66.1%	11356	-7.6%	9.4%	12286	10384
Cassette	0.0%	0	0.0%	-100.0%	0	18
Sound Disc	8.4%	1450	-6.6%	18.5%	1552	1224
DVD	21.9%	3768	2.9%	10.3%	3662	3417
Kit	0.3%	59	-9.2%	-35.2%	65	91
Serial	1.4%	237	-14.4%	13.4%	277	209
Videocassette	0.0%	0	0.0%	-100.0%	0	1
Playaway	0.0%	0	0.0%	-100.0%	0	2
Library Basket	0.0%	1	0.0%	-95.8%	0	24
YA Video Games	0.6%	95	21.8%	187.9%	78	33
Mature Video Games	0.1%	22	15.8%	69.2%	19	13
Chromebooks	1.1%	184	-36.8%	21.9%	291	151
Total	100.0%	17172	-5.8%	10.3%	18230	15567

CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
I TYPE	Dec 15		Change vs		Actual #	
	PERCENT	QTY	Nov 15	Dec 14	Nov 15	Dec 14
Book	62.1%	9691	-14.7%	-4.2%	11356	10116
Cassette	0.0%	0	0.0%	-100.0%	0	15
Sound Disc	9.2%	1440	-0.7%	14.6%	1450	1257
DVD	24.6%	3841	1.9%	-6.9%	3768	4125
Kit	0.5%	79	33.9%	41.1%	59	56
Serial	1.5%	241	1.7%	7.6%	237	224
Videocassette	0.0%	0	0.0%	-100.0%	0	11
Playaway	0.0%	0	0.0%	-100.0%	0	9
Library Basket	0.0%	0	-100.0%	-100.0%	1	17
YA Video Games	0.5%	73	-23.2%	160.7%	95	28
Mature Video Games	0.2%	26	18.2%	116.7%	22	12
Chromebooks	1.3%	205	11.4%	-12.8%	184	235
Total	100.0%	15596	-9.2%	-3.2%	17172	16105

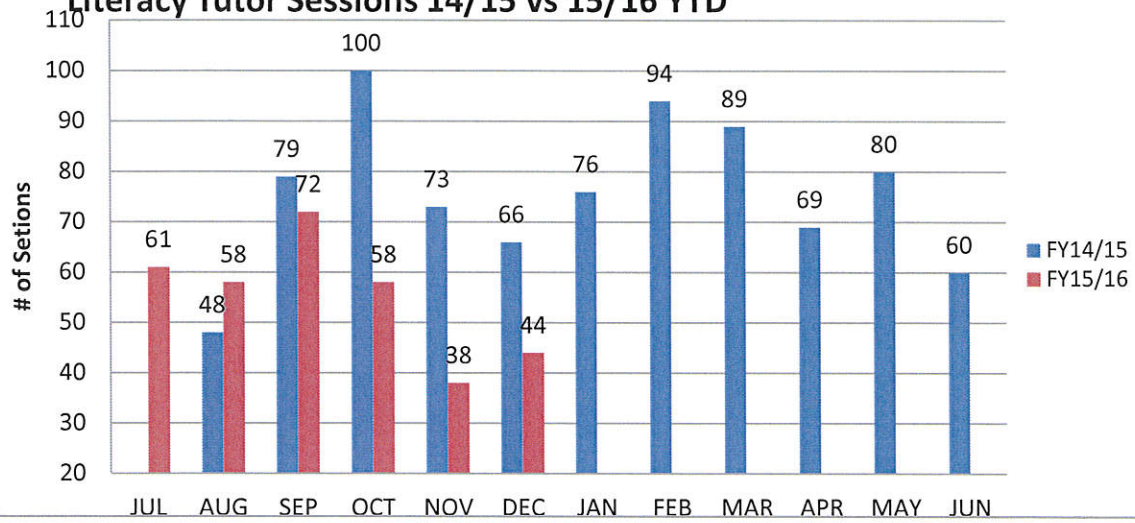




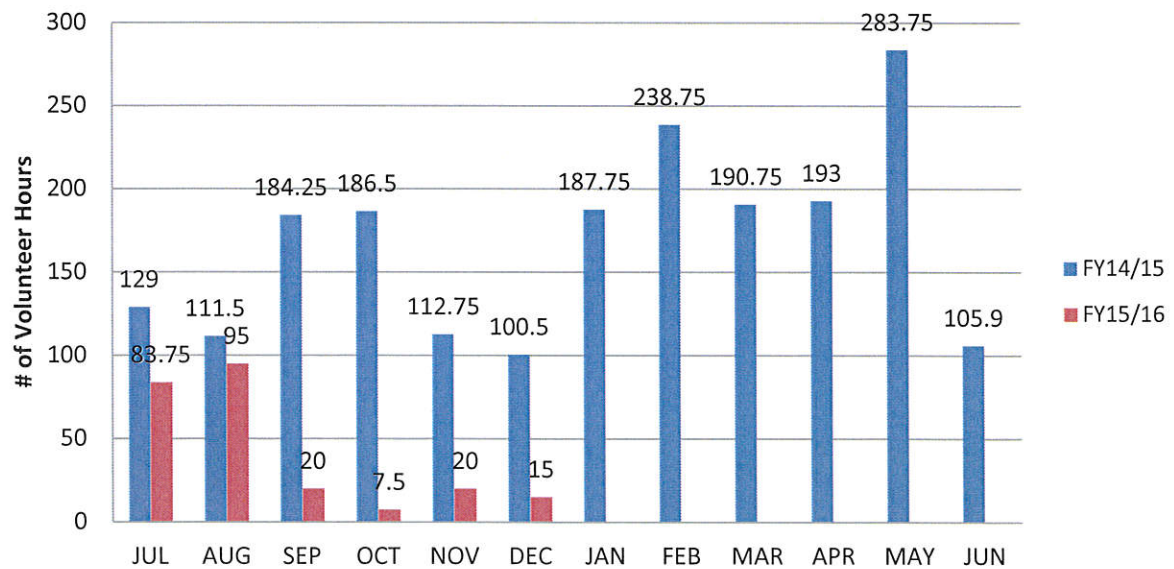
Literacy: # of session attendees 14/15 vs 15/16 YTD

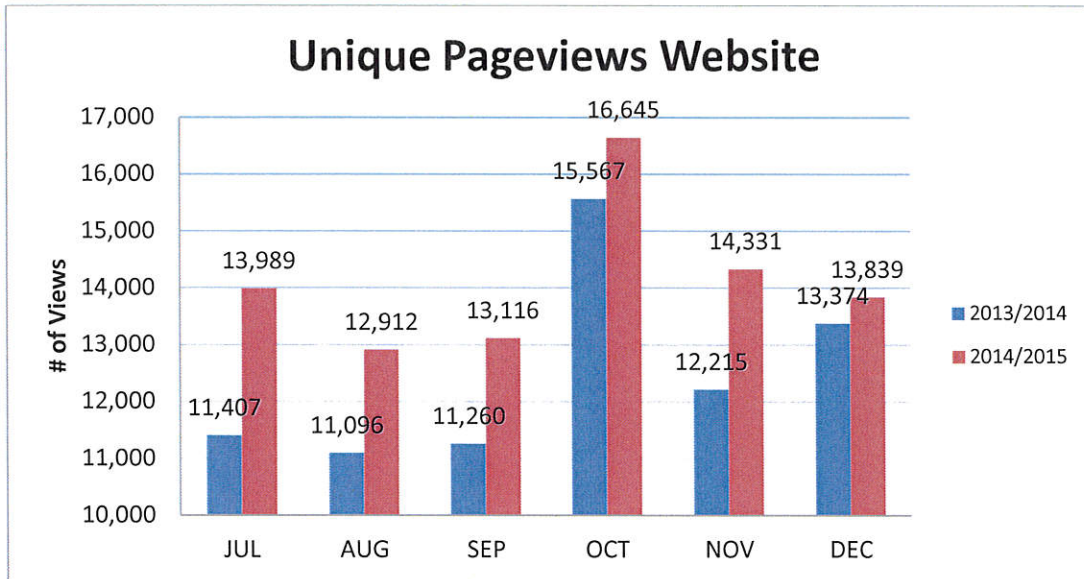


Literacy Tutor Sessions 14/15 vs 15/16 YTD



Literacy Volunteer Hours 14/15 vs 15/16 YTD





We had 133 new subscribers to our email list over the past 30 days.

Sent	Know It All! January 2016 Library Newsletter	10,913	January 5, 2016, 4:20 pm	13.36%	1,458 opened
Sent	This Week @ Your Altadena Library - Winter Reading Program & Closures	10,938	December 28, 2015, 6:39 pm	15.64%	1,711 opened
Sent	HAPPY HOLIDAYS FROM THE ALTADENA LIBRARY DISTRICT!	10,957	December 22, 2015, 8:08 pm	12.72%	1,394 opened
Sent	This Week @ Your Altadena Library - SPACE IS A DOUBT - UPDATE ON CLOSURES	10,969	December 21, 2015, 6:04 pm	17.18%	1,885 opened
Sent	This Week @ Your Altadena Library - Lots of Fun @ Some Opportunities!	10,983	December 14, 2015, 1:55 pm	15.7%	1,724 opened
Sent	Know It All! December 2015 Library Newsletter and TOY DRIVE REMINDER!	11,001	December 1, 2015, 2:45 pm	13.04%	1,435 opened
Sent	This Week @ Your Altadena Library - ANNUAL HOLIDAY PROGRAM THIS WEDNESDAY!	11,010	November 30, 2015, 2:17 pm	16.31%	1,796 opened

Facebook Stats

	1/10/16	12/06	11/29	11/05	10/18	10/5	9/20	9/13	7/27	7/20	7/13	7/6
Page Visits	29	47	23	45	37	46	3	18	39	50	39	34
Weekly Total Reach	1,692	4,284	1,093	5,080	5,411	3,362	2,340	1,743	2,372	2,205	1,401	1,409
People Engaged	36	231	148	430	479	205	118	112	147	110	81	97
Total Page Likes	807	789	784	768	762	758	755	753	738	734	734	732

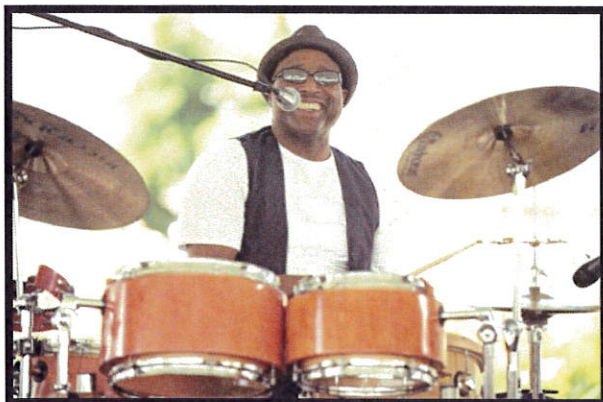
Adult Services Department - November, 2015

Adult Services engaged the public with a number of special programs in November, including renowned New Orleans jazz performer Kenny Sara, a staged reading directed by Mimi Seton, a presentation by local wine scholar Stuart Byles (followed by a wine tasting), and a program that turned the library parking lot into a wonderful petting zoo.



Over 100 community residents gathered at the Altadena Library on November 20th for a sip of local wine culture. Area wine scholar Stuart Byles regaled the local connoisseurs with tales of Los Angeles wine history, and in particular, the role of Altadena, Pasadena, and the farther-reaching San Gabriel Valley in that crisp, full-bodied, aromatic history. The presentation was followed by an extraordinary wine tasting event, hosted by the Altadena Ale & Wine House.

Danny' Farm Petting Zoo, an event sponsored by the Altadena Rotary Club, brought adults and children alike to the parking of the library to interact with sheep, goats, rabbits, and many other friendly animals. On November 12, Danny's Farm offered a safe and nurturing petting farm and social environment for all people of all ages, with special attention paid to those with autism and other developmental disabilities.



On November 13, the library continued its popular Second Saturday series with Kenny Sara and the Sounds of New Orleans – a four piece band whose styles range from New Orleans Jazz, Straight Ahead Jazz, New Orleans Rhythm & Blues, Zydeco Cajun, to 60's, 70's, 80's Funk. Well over 200 people showed up

to see the band, whose past musical collaborations include Herbie Hancock, Woody Allen, Della Reese, Bo Diddley, Taj Mahal and many, many others!

On November 13, writer/director Mimi Seton returned to the Altadena Library with "Crones" – a staged reading about two women, best friends from adolescence, who re-unite 40 years later to lend each other a hand in a time of crisis. This performance was resented by the Sisters in Peril Reading Series, which is dedicated to giving older women writers and composers a voice in the community. It was first presented at The Culture Project in NYC in August 2015



Youth Services Report – November 2015

The California Library Association Annual Conference took place in early November and I was able to attend many insightful and inspiring sessions as well as volunteering a little bit. It's not all work at conference, though and there were many opportunities to cut loose a little bit. Many of us had a great time in the Headshot Truck. Here is a picture of group of librarians from the Headshots Truck during the CLA After Party!



Back on the home front, the annual In N Out Cover to Cover reading program concluded this month. Children ages 4-12 who read 5 books received a coupon for a free hamburger at In N Out! We had 196 kids sign up and they read 1,340 books!

Our first ever Sensory Storytime session concluded and was a great success. The next session is scheduled for March 26th through April 30th.

On November 21st the Altadena library was one of nearly 2,000 libraries around the world that celebrated International Games Day. Each year libraries are encouraged to participate to reconnect communities around the educational, recreational and social value of all types of games. We invited families to stop by to play old favorite board games or to try some new ones!



LEGO Club took over the children's room for its final meeting this year, but the kids didn't seem to mind! LEGO club will resume in January after a brief break during December.

Youth Services Report – December 2015

December was an exciting month for the Youth Services Department with our traditional programs for the holidays!



The annual Graham Cracker "Gingerbread" House decorating party was a big success! The joy on the kids' faces is why we continue to offer this program each year.

Santa Visit

Santa took time out of his busy schedule to visit the library to the delight of children and adults alike!



The fall storytime session ended with a rousing dance party, complete with bubbles and a disco ball! Looks like the beginning of a new tradition!



Winter Reading Program December 14th January 31st

The annual Winter Reading Program for kids and teens began and will continue through the end of January. Children check out and read books for prizes. Thanks to O Happy Day Café for sponsoring free bowls of soup for participants!



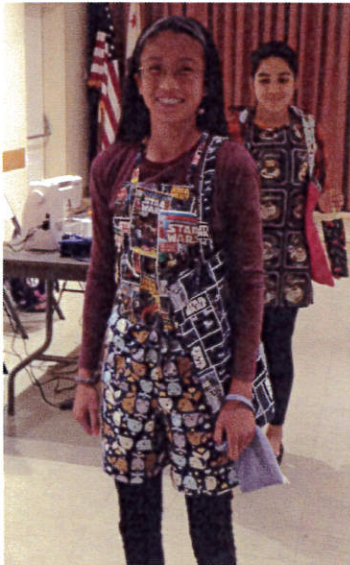
This month's display case featured the Shopkins collection of 7 year old Georgia Calvert! These little guys have been quite the rage here in the children's room.

Young Adult/Teen Services Report – November 2015

Teen Programs, Projects, and DIY Grant continue!

November's programs began with a well-attended (17 teens) Anime Club, which attracted many regulars as well as some new members this month, who were excited to learn about new anime and talk to fellow fans. *One Piece* was the selection this month, and the attendees voted on December's selection, 1993's space comedy, the *Irresponsible Captain Tylor*.

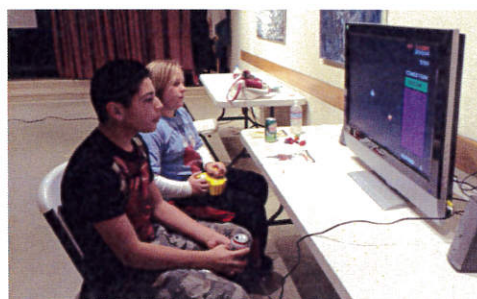
Programming for the DIY Club grant wrapped up for the fall with its final sewing and filming classes. The grant year will continue in the Winter with writing reports to the state on the progress of the grant thus far, in addition to planning for an exciting new spring workshop series —3D printing. We had a sewing class on Nov 7th, where the participants completed their aprons and made zipper totes, followed the next week by the finale of the sewing workshop series where the participants brought projects of choice, including pajama pants. We capped the series with a fashion show where the participants modeled their creations. Check out the creative styling below! 15 teens attended these final 2 classes.



We also hosted the last Filmmaking class of the fall. This dedicated group of 13 souls (on Friday the 13th) gelled well and created a spectacular (and unsettling—well, it was Friday the 13th!) short film about urban legends and the illuminati. Although the final cut is not available yet, the raw footage was impressive. Here are some stills from the set:



Teens also enjoyed an unusual gaming event—a retro games day! The concept was to play videogames and board games that were popular in the 80s and 90s. This event was made possible by the efforts and generosity of the Kerr family, who brought over their consoles (including an N64 and Sega Genesis) and games for others to enjoy as well as a friend who lent many of his own games. 15 enjoyed the TOTALLY RAD Throwback Thursday experience.



Volunteers: November was a busy time for the teens due to final and the holidays, yet these dedicated volunteers were able to offer 11 hours this month. TAC members were especially helpful with feedback about the new teen area. A large project like moving, expanding and improving the teen area involves many people, importantly the teens who will be enjoying this area. Teen librarian Carrie has been talking to and meeting with teens discussing what they feel is most important about this area (comfort, quiet, things to do, books to read), how they use the area (reading, studying, volunteering), and what they would like to see in terms of improvements to the area (nicer seating—café style is preferred). The teens unanimously agreed that all teen materials, including nonfiction, should be in the teen area. "It only makes sense that all the teen books are together," said TAC member Ethan Qua.

Teen Librarian Carrie Wilson continues to coordinate teen and Library Tech student volunteers from the PCC program. Ann Elias worked very hard assisting the Youth Services department with the Junior High project while also assisting with displays and teen events, such as sewing, filmmaking and Retro games day. She contributed over 19 hours in November. Dina Zanrosso continued her role as storytime aide, helping with set-up, clean-up, handing out supplies to the kids, and taking candid photos of the program.

Teen Report – December 2015

Teen Programs, Projects, and DIY Grant continue!

December began with Anime Club, which was enjoyed by 25 teens watching *The Irresponsible Captain Tylor*, a 1993 space comedy that spoofed many of its science fiction predecessors and has inspired many hilarious additions to this genre. We attracted 2 new members, who were excited to learn that anime club is a monthly gathering!

Teen volunteers got into the holiday spirit by lending a hand and enjoying our Gingerbread house Decorating Party on December 8th helping with the preparation, set-up, creating samples, and taking photos.

A few days later, they enjoyed another “food

sculpting” program—cookies were decorated to look like sugar skulls, snow goons, and anime characters.

While decorating (and eating!) the delicious cookies, some of which were homemade by Emmet

O’Conner, the teens shared enthusiastic karaoke renditions of their favorite songs.



Winter Reading program, open to youth ages 0-19, boasts its highest teen sign-up to date: as of Dec 31, 13 teens have registered!

Although programming for the DIY Club grant wrapped up in November, Teen Librarian Carrie Wilson is busily working on reports to the state and planning for the next workshop series—3D printing workshops which will begin April 2016.



Outreach/Class Visits:

On December 16th, middle school students from Weizmann Day School visited to research the American Colonies using our databases and print resources. After all that hard work and intense research, the students enjoyed chilling in the beanbag chairs with graphic novels.

Volunteers: Teen volunteers got together several times this month to lend a hand with programs and

decorating. All told, 9 teen volunteers contributed 31.75 hours. TAC members continued to give feedback about the new teen area by completing surveys and talking to the Teen Librarian.

Teen Librarian Carrie Wilson continues to coordinate teen and Library Tech student volunteers from the PCC program. Ann Elias has continued to work on the Junior High project and assisted with displays and teen events. She has also been extremely helpful with organizing photos and uploading albums to the website. Dina Zanrosso has continued her role as storytime aide, helping with set-up, clean-up, handing out supplies to the kids, and giving extra artistic flair through decorating and creating craft samples.

Bob Lucas Branch Report - November 2015

We started the month off with Edward (Literacy Coordinator), Andrea (Library Clerk I) and I (Librarian II) attending the annual CLA (California Library Association) convention in Pasadena. It was a wonderful opportunity to attend the presentations and see what other libraries and Librarians are doing and how we can implement new ideas at our library. We thank the Board and Mindy for offering us this opportunity.

On November 13th, the Branch wrapped up the 5 week long In-N-Out Cover to Cover reading promotion program. We had 88 children participate who read 380 books! Staff did a great job promoting this program.

On November 20th, 10 people enjoyed our Fun Flick Friday showing of the popular new movie Inside Out.



On November 19th we had a children's craft program where 30 children had fun decorating sugar cookies into turkeys. Children especially had fun making monster turkeys with 4 eyes!



On November 24th, staff and I were invited to Odyssey Charter School's annual Stone Soap Day. I had some delicious hot soup, got to see the school campus, and was thankful to represent our library at this community event.

Behind the scenes, I have been training with Steve to learn how to pull statistics from Millennium. I am grateful that Steve is passing his vast knowledge on to me and to be able to be learning new applicable skills which will be helpful for statistics reporting.

We are currently working on a new holiday bulletin board display to coincide with our holiday book display. I am also planning the next craft programs for the upcoming months.

Lastly, we received some new rolling shelves and new tables as part of our remodel that will update our look and make the space more functional.

~ Carlene Chiu, Librarian II (Branch Services)

Branch Report - December 2015

The atmosphere at the Branch was a festive one as we started off the holiday season participating in the Toy for Fines program. It was wonderful seeing how many toys we received and the fines waived. We also received a Christmas tree which our patrons enjoyed.

Mikayla and Andrea helped create a wonderful Winterland bulletin display. We displayed our Christmas and holiday books to the delight of readers.



We love to PUNtificate.

We also celebrated winter with the start of the Winter Reading program on December 14th. We had family game day on December 4th. Twenty people played games. We had a fun flick Friday on December 11th in which 10 people enjoyed Minions.

On Thursday December 17th, 24 children had fun turning ice cream waffles into Christmas trees. The kids unleashed their creativity and even made blue and pink Christmas trees.



We have started creating a more welcoming space for literacy students and their tutors to use for their study sessions. Staff has agreeably given up their space for the updated literacy area.



We received new tables for the public area and continue working on making the space more user friendly.



Using one of the new rolling shelves, we created a display to highlight our cookbooks and then a Star Wars display to coincide with the new Star Wars movie. Wrapping the shelves in black really makes the books pop.

Behind the scenes, I received additional training on how to retrieve statistics from Millennium from Steve. I participated in the technology committee, newsletter, staff, and programming meetings. I contributed an article for the December newsletter promoting our literacy program and ESL classes. We continue planning our craft and movie programs for the New Year.

~ Carlene Chiu, Librarian II

Literacy Department Report - November 2015

Outreach and coordination with La Pintoresca Library in Pasadena

One of the benefits of our adult literacy program is that we are close to other libraries that have or once had their own adult literacy program. Today, there are about one hundred libraries that have a state funded literacy program such as ours. Unfortunately, there are some libraries, such as La Pintoresca in Pasadena, that no longer have an adult literacy program. Our literacy program had the opportunity to meet with La Pintoresca's branch manager Patricia Smith to talk about sharing literacy resources they no longer use. Since they are not using many of these resources, they encouraged us to take some of their resource books. These resources include popular workbook series such as Voyager, Endeavor, and Challenger. They also encouraged us to use their library as a public study space if it is convenient for any of our tutors and learners.

California Library Association Conference 2015

November was an exciting month for our adult literacy program since we had the opportunity to attend CLA Conference 2015. Edward attended the adult literacy preconference, which covered many of the basics of adult literacy such as recruiting volunteers, assessing learners, using educational resources, and discussing the differences between GED and HiSET tests. The conference gave our literacy department insight regarding library practices in a small library setting, such as the Bob Lucas Memorial Library and Literacy Center, possible resources from multiple literacy vendors, and networking with other literacy coordinators throughout California. There is a lot of information to process in the coming months, which will be helpful to our adult literacy program

Laubach Workbook Series Continues to Grow in Popularity with ESL Class

Modesta continues to use our Laubach workbook series with our ESL Class. The Laubach series works in a methodical approach to learning English, and works very well with ESL learners. Our ESL class started using the series a few months ago, and continues to grow in popularity. We recently purchased another set of books within the series that we can use with our students, and we'll be able to track their progress as they move up in different levels of the series.

Edward William, Literacy Coordinator

Modesta Nava, ESL Instructor

Literacy Department Report - December 2015

Interim Literacy Center

The Bob Lucas Memorial Branch Library & Literacy Center continues to remodel the main floor with new furniture and technology. The library received new and practical study tables on the main floor as well as the literacy corner. In the past, tutors and learners studied on a used and uncomfortable fold up table and on partially staff used desks. We spent the early portion of December reorganizing the tables, partitions, and shelving units by creating three temporary workstations for tutoring. This will eventually be reduced to two work stations as the library integrates new laptop stations for patrons. Tutors and learners expressed their enjoyment with the new temporary setup and will continue to work in their dedicated literacy area.

New Tutors joining December will begin their online training

Although December was busy with holidays, the literacy program received five requests from individuals interested in becoming tutors through VolunteerMatch.org and direct phone calls. The normal process to add a tutor to the program is to follow up with a phone interview and inviting them for an in-person interview at the literacy center. If they are a good match to work with a learner, they are then trained how to be an effective tutor. This current group of tutors will go through an online training module we created that they can do either here at the library or at home. The online training module consists of nine sections covering topics such as the background of adult literacy, phonics, reading and comprehension, writing, how to use literacy workbooks, and how to report their monthly activities to the literacy program. The online training will track their progress as they answer quiz questions in each section. These tutors are still required to receive instruction from the literacy coordinator outside of the online training.

Modesta Nava interviewed for the Altadena Library District's newsletter

One of the literacy program's greatest assets is Modesta Nava. As an instructor of the ESL class Mondays through Thursdays, Modesta follows the progress of her students as they learn and improve their English skills. As she gauges the progress of her students, she can change the focus of her lesson plans when the class makes progress or meets new challenges with the English language. Modesta was interviewed for the January 2016 newsletter, which highlights her personal experience of learning English in the ESL class and eventually being hired as the ESL instructor. New students to the ESL class can relate to her experiences, and she can provide tips and suggestions during the process of learning not just the English language but also the American culture.

Edward William, Literacy Coordinator
Modesta Nava, ESL Instructor

Technology Department Report – December 2015

Altadena Library has seen some technological change in the past couple of months. Most of these changes have been on the technology foundation.

The Main library's backbone has been upgraded to 1 GB throughput, upload and download. The Branch's upgrade is still in the AT&T's planning phase. The increase in speed will allow for services reliant upon ample bandwidth to be leveraged.

With the 1 GB connection, it made sense to put our mail server in the cloud. It was discovered that Microsoft allows public libraries to utilize office 365 for education at no cost. The staff mailboxes were moved into the cloud, and they are now utilizing the e-mail features of office 365; however, there are a multitude of powerful features included. We are exploring those features, and planning for training staff to fully utilize them. One can evaluate the office 365 package by going to the following url in a browser: <https://products.office.com/en-us/academic/office-365-education-plan>

The retirement of our e-mail server, and rush on office 365 upgrade was driven, also, by an expiring Symantec e-mail protection license, which would have cost \$1,500 to renew. The district was able to dodge the expense, and now has office 365's world class spam protection, for free. The removal of the e-mail features reduced the utilization of our core server, which allowed us to build a second virtual machine.

The second virtual machine will run the most recent version of Comprise's Smart Access Manager (SAM). SAM controls delegation of desktops to patrons, and is our print release software. The cost of this additional server was only a windows 2008 r2 standard server license, purchased from Techsoup at extreme discount. We are expanding upon patron printing capabilities with Comprise's SmartALEC print solution. It allows patrons to print from BYOD's, and the laptops purchased as replacements to existing, archaic, public desktops. The new virtual server is being configured, and we will soon be in the testing phase for this project.

These new laptops will allow patrons mobility over the desktop models, and have enough horsepower to last through a 60 month lifecycle. The laptops will connect to the internet over wifi. To keep our wifi services up to par until our wifi E-Rate subsidized overhaul, we will purchase additional nodes of the same caliber, as needed. At the time of this report, one extra node has been added to the public area.

**BOARD OF LIBRARY TRUSTEES
DIRECTORS UPDATE**

DEPARTMENT: District Director **MEETING DATE:** January 25, 2016

PREPARED BY: Mindy Kittay **LOCATION:** Community Room

"Today's libraries are not for the faint of heart, but libraries have always been at the crossroads of a community at its best and worst. There is no question that libraries must continue to prioritize collections and the legacy of reading, but our value today is less about what we have for people and more about what we do for and with people." *Sari Feldman - ALA President*

While we are not all technically "librarians" here at the Altadena Library, we do all work in some way as librarians in providing information and assistance to our community. To be a librarian at a public library is no easy feat, especially in this day and age. You need to combine the energy and skills of a coach, the tools of a professional researcher and the imagination of an artist to create a space for the entire community to learn, create, explore and connect. You're many things all at once: a teacher, friend, guide, magician, entertainer and gatekeeper to a world of learning.

I hope that you can feel the pat on the back that I am sending your way for striving to be that Librarian/Staff/Board Member described above. We all contribute every day in creating a space for our community that is welcoming and provides access to the tools and information for our community to reach their fullest potential. Congratulations for playing a very important part in this!

FAVORITE COMMENT CARD OF THE MONTH:

This library is simply wonderful!
Great staff – EZPZ registration – Yay to having a library card....
Lightning fast Internet connection.
A+ Rating
B. Burke

PRESENTATIONS:



We had our Annual Holiday Program on Wednesday, December 2nd @ 6PM. It was an evening of Holiday Music and Celebration with the Joel Taylor Jazz Trio featuring Jeff Richman & Dean Taba. Sweeter Than Honey Provided a beautiful and tasty array of sweets and hot cider.



On December 22nd we featured a program called SPACE IS A DOUBT which was dedicated to Georges Perec the Writer and produced by Valerie Daval. There was a live sculpture ~ performance / dance called "Breath in, Breath out" by Marie-Noëlle Deverre.

Following was a piano concert, "An Hour for Piano" (1971) by Tom Johnson and performed by Samuel Boré. For most of the month the attending art exhibition was on display in the community room.



A message from State Librarian Greg Lucas:

There's \$4.75 million in new state funds for public libraries in the budget proposal Governor Brown is introducing in a few minutes in Sacramento. All of the ongoing spending contained in the current fiscal year, which ends June 30, remains. This is the third year of increased investment in public libraries by the Brown administration.

This new money, proposed for the fiscal year that begins July 1, is earmarked for the California Library Services Act. Boosting spending under the act is one of the California Library Association's 2016 legislative priorities.

Of the \$4.75 million, \$1.75 million is ongoing. The goal is to strengthen the systems and bolster the services they provide their local library members. The advantages of this are two-fold:

First, individual libraries benefit from greater regional collaboration and broadened areas of common interest.

Second, California benefits by devolving more decision-making to regional entities that are far more conversant with local challenges and priorities - and more nimble in dealing with them - than decision-makers at the state Capitol.

The governor has said he wants to reach out to the underserved communities the nearly 40-year-old library act identifies:

"Any population segment with exceptional service needs not adequately met by traditional library service patterns including - but not limited to - those persons who are geographically isolated, economically disadvantaged, functionally illiterate, of non-English or limited-English-speaking ability ... or persons with disabilities."

The \$3 million in one-time funds is aimed at providing libraries with the tools and technology to build platforms that maximize the benefit they'll receive from improved connectivity, help facilitate greater availability of materials and bolster outreach to the underserved.

At this point, we don't have any more information. However, we expect to develop more detailed strategies that achieve these goals through conversations between the systems, libraries and state and local decision-makers.

ALTADENA LIBRARY DISTRICT OPERATING PLAN UPDATE: Attached

In order for the city and its neighborhoods to offer the rich and varied association that is their promise and their potential, there must be neutral ground upon which people may gather. There must be places where individuals may come and go as they please, in which none are required to play host, and in which all feel at home and comfortable.

Ray Oldenburg - The Great, Good Place 1989

Altadena Library District Operating Plan

2015-2016

The following Operating Plan for 2015-2016 is reflective of the Altadena Library District's mission to provide free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community. This document seeks to outline a plan of action for achieving the goals set forth in the District's current Strategic Plan, so that the Altadena Public Library can continue to meet the present, future, and constantly changing needs and interests of its diverse clientele.

Goal 1

Funding: The Altadena Library District will seek to establish a stable source of funding to sustain current levels of customer service. The District will expand sources of revenue.

Goal 2

Outreach: The Altadena Library District will tell its story to the community through enhanced print, electronic and social media communications.

Goal 3

Facilities: The Altadena Library District will provide a facility that is comfortable, welcoming, safe, energy efficient, flexible, and fully disabled-accessible.

Goal 4

Lifelong Learning: The Altadena Library District will fuel Altadena's passion for reading, personal growth, and learning.

Goal 5

Technology: The Altadena Library District will provide access to the digital world through state-of-the-art technologies.

Goal 1 -- *Funding*: The Altadena Library District will seek to establish a stable source of funding to sustain current levels of customer service. The District will expand sources of revenue.

Objectives for Goal 1:

- Continue to research and apply for grants that meet the Strategic Goals of the Library and the Operating plan.
 - *\$30,000 Pitch A Grant – California State Library*
 - *\$30,000 California State Library – Technology Upgrades for Cenic 1G Connection*
 - *\$3,000 Latino Americans: 500 Years of History - National Endowment for the Humanities and the American Library Association*
 - *\$40,000 Friends of the Altadena Library*
 - *\$600 Altadena Rotary for Danny's Farm*
 - *\$25,165 Literacy Funding – CLLS*
 - *\$30,000 +/- Water Conservation Demonstration Garden – LA County, Water District, Altadena Rotary*

- Develop a service model that is less labor intensive and more customer centric (savings through attrition).
 - *The One Point of Service (OPOS) Implementation Team has provided all staff with a final plan and schedule. It is expected that we will be operating using OPOS by April 1, 2016.*

- Expand the Business Office services to increase revenue (copy/print/fax/scan).
 - *As of January 1, 2016 we are now open 6 days per week and we also are open in the mornings on Monday and Tuesday.*
 - *We purchased new photo equipment that cut the time to process an application in half.*
 - *With the purchase of the Multi-Function machine we are now able to offer color/black and white printing in high speed as well as scanning and faxing. Our printing capabilities also include staples, 3-hole punch and folding. This has enabled the District to offer its services for short runs of printing at very reasonable prices.*

- Research and implement energy and water savings opportunities.
 - *The creation of a Water Conservation Demonstration Garden is well in the works and expected to be completed by March 2016. The Library will be offering lectures and hands-on classes related to the topic of water conservation.*
 - *The main library was 100% retrofitted with LED lighting which has lowered utility bills and provided a bright and well-lit environment for staff and the public.*
- Continue to negotiate with vendors to reduce pricing and increase discounts.
 - *We increased our discount with our largest vendor of books and negotiated better pricing on processing.*
 - *We negotiated no increase in pricing on all of our research tools this year (databases.)*
- Add electric car charge stations in the parking lot.
- Use consultant to expand E-rate program in order to decrease telecommunications costs and increase technology funding.
 - *We hired an e-rate consultant who has increased our rebates from e-rate and is currently working with our IT Manager on our proposals for the 16/17 e-rate year. This assistance will enable us to replace and upgrade more of our IT infrastructure at minimal cost as e-rate will reimburse most of the expense.*
- Support the Foundation's Capital Campaign.
 - *The Director is a member of the Foundation's core committee that is working on the Capital Campaign, has attended the ask training and is assisting in preparing documents and providing the information needed by the Foundation.*
- Continue to look for and encourage partnerships between the library and other organizations of all types.
 - *The District has signed an agreement with MonteCedro and both entities are working together to provide programming and materials for the retirement community.*

- *The District partnered with the Pasadena Playhouse and ImaginAction to bring a Forum Play with audience participation to the Library in 2015.*
- Assist both the Altadena Library Foundation and the Friends of the Library in regard to fundraising events and programs.
 - *We continue to participate in the meetings of both organizations and offer suggestions and collaborate when possible.*
 - *The District participated in BestFest with special programming, inspiration stations and plenty of staff to support the crowds.*
- Revise and update the Volunteer Program.
- **SAVINGS:**
 - *As of July 1, 2015 the District no longer sends notices by snail mail. All notices are either by telephone call (automated) or email at no cost.*
 - *A multi-function machine was purchased for Administration (Copy/Print/Fax/Scan) which now enables most of our materials to be printed in house saving substantial printing costs.*

Goal 2 -- *Outreach*: The Altadena Library District will tell its story to the community through enhanced print, electronic and social media communications.

Objectives for Goal 2:

- Develop a comprehensive marketing plan.
 - *The mid-year Budget Adjustment includes a part-time marketing employee. The addition of this position (which is an offset of the current expenditure with a consultant – meaning it is not an added expense but a replacement), will enable the District to improve and expand all marketing efforts.*
- Create a style guide to be used by the Library/Friends/Foundation so all communications have a uniform and recognizable look.

- *Jerico Road has provided a volunteer who is assisting in creating a style guide for the District.*
- Include a Social Media Marketing Plan and increase our presence within social Internet platforms (Facebook, Pinterest, etc.), and add social media options to our website.
 - *The District has expanded its presence on Facebook, added a page on LinkedIn and is using HootSuite to Tweet and simultaneously add posts to all three locations.*
- Continue to publish a printed monthly newsletter and also distribute electronically.
 - Work with the Friends to fund and prepare an annual or bi-annual mailing to all Altadena addresses with donation/renewal envelopes enclosed.
 - *We are in the process of creating a package to mail to 2,000 addresses in Altadena that are new home purchases within the past 5 years and the address is the primary residence. This marketing piece will contain information from the Friends/Foundation/District. It is scheduled to be mailed in February 2016.*
- Add additional on-line and print vendors to our advertising options. Find additional low-cost to no-cost ways to market and advertise.
 - *Currently we are advertising in the Pasadena Independent and have negotiated a deep discount which includes on-line, print and inserts. We have been quite successful with the Pasadena Weekly and Pasadena Now – both are highlighting our events and writing stories about us. We are also negotiating with La Opinion for advertising for the remainder of the Latino Americans: 500 Years Grant programs.*
 - *One of most successful marketing tools has been Second Saturday. This event, which is held monthly, has brought in hundreds of non-users and has increased word of mouth about the Library in the community.*
- Take the Library outside the Walls.

- Have a physical presence at local events such as the Farmers' Market, fairs, parades, etc.
- Increase visibility in the community by attending community events such as Collaborate Pasadena and Neighbors Building a Better Altadena, in order to represent the library.
 - ***The Director has attended both of these meetings sporadically and is consistently reporting to the Town Council and the Chamber.***
- Increase communication and partnerships between the Library, Friends and Foundation.
 - Have semi-annual Board Retreats and the monthly Presidents' meetings so that all three boards stay informed and connected in order to help the library reach its goals.
 - ***The Presidents' meetings have been sporadic but are scheduled to resume bi-monthly in February 2016. The next Boards Retreat is being discussed and is tentatively scheduled for June May 2016.***
- Continue and expand programs and outreach targeting the local Latino and Spanish-speaking communities.
 - Latino Americans: 500 Years of History Grant Program
 - ***The Library Foundation and Friends each supported the Grant Program with a \$500 donation.***
 - ***This program has had events almost every month of the grant cycle. It will culminate with a Latino Cultural Festival on May 14 with over 30 artists, performers, music, food and authors. The team now includes local scholar Roberta Martinez and radio personality Val Zavala.***
- Initiate a campaign to reintroduce the library to the Altadena community, increase cardholders and users and get people thinking – and talking – about the library in a whole new way.

- *In February we will be initiating a program to bring back users who have not visited the library in over 12 months. This consists of an email blast to those users inviting them back.*
- *The above mentioned mailer will also be going out in February to 2,000 homeowners in Altadena.*
- participate in [Outside the Lines](#), a bold campaign designed to reintroduce the library to the community and get people thinking – and talking – about the library in a whole new way so the community understands how libraries have changed into dynamic centers for engagement, and how they are more relevant than ever to their lives.
- Initiate and implement a program whereby patrons can receive discounts at local vendors using their library cards.
- Plan at least two events for Library Card Sign-up Month.
- Use Altadena BestFest as an opportunity to introduce people to the library
 - Plan special events throughout the day
 - *The library had special programming, extra inspiration stations and was double staffed to handle the flow of visitors.*
 - Have a dedicated area in the library just for library card sign-ups.
- Coordinate with town and county marketing efforts.
 - *The Director has joined and is attending monthly meetings of the Altadena Chamber and is working on plans to combine marketing efforts with them.*
- Target outreach to schools and community groups to promote library services.

Goal 3 -- *Facilities*: The Altadena Library District will provide a facility that is comfortable, welcoming, safe, energy efficient, flexible, and fully disabled-accessible.

Objectives for Goal 3:

- Create interim space and interior design plan for branch and main to better utilize space.
 - Reorganize and replace furniture and layout of branch for optimal use.
 - *New furniture that is light weight, stackable/foldable and on wheels has replaced all existing furniture. The circulation desk is being modified so it takes up less space and a new interior wood drop box for materials is on order. Using existing shelving we have created a more private and separate space for literacy tutors. All computers are being replaced and new display shelving has arrived. The makeover is scheduled to be complete by February 2016.*
 - Reorganize and replace furniture in lower level to create space for all staff.
 - *The implementation team for this project has met and they are in the process of creating a layout and a list of furniture. The sink and countertop have been removed and the new layout is expected to be completed by March 2016.*
 - *The Finance space was completed in 2015. The sink and countertop were removed, partitions were added for privacy and the walls were painted. Some storage pieces were purchased.*
- Combine the circulation and reference desks to create a centralized one-point service model that is centered around a single Information & Research desk.
 - *The implementation team has completed the plan for this project (OPOS). Training is happening now, self-check machines are in the bid process, bids have been received for the removal of the existing reference and circulation desks, a new Information & Research semi-circular desk has been selected and will be ordered in February 2016.*
- Create a teen area along the west end of the library and use the current teen area to open up the space for more display and seating for the general public.

- Research, purchase and install at least one exterior lighted sign and a cohesive signage design for the interior of the building.
 - *Research is ongoing. The Chamber has a plan for signage around Altadena and the Library is looking at how it can have cohesive signage that still represents the architecture of the Library. It may be possible to use some grant funding for signage and that is being assessed as well and may offer the opportunity for more signage and signs that include electronic display.*
- Make the facilities as “green” and energy efficient as is economically possible prior to renovation.
 - *Filtered water machines for staff were added to both facilities eliminating the purchase of bottled water.*
 - Finalize retrofit of lighting to LED and analyze benefits of retrofitting the Branch.
 - *Main is now 100% LED.*
 - Continue to research grant opportunities and receive bids for a solar installation.
 - *One bid has been received and Administration is researching grant opportunities for solar.*
 - Research adding water storage units.
 - *The District is working with the project manager for the Water Conservation Garden to come up with a plan for water storage at the main facility.*
 - Continue research and install charge stations (also a revenue source).
- Research opportunities for funding for replacing the majority of our landscaping with drought tolerant plants.
 - Finalize grant and create drought tolerant demonstration garden project.

- ***With many thanks to Board President McKenzie for procuring almost \$30,000 in grant funding for the garden which will be completed by March 2016.***
- Research Nature Explorer garden to replace some existing landscaping.
- Improve the look of the interior planters
- ***Emergency exit signs with battery operated lighting were installed at all exits at both Main and Branch.***

Goal 4 -- *Lifelong Learning*: The Altadena Library District will fuel Altadena's passion for reading, personal growth, and learning.

- Create numerous display areas in the library to increase circulation and awareness of materials.
 - ***Staff received training and hands on experience during Professional Development Day and has created two display areas in addition to the new book shelving. We have also begun working on the stacks and reducing the number of items on shelving so that some materials can be turned face out.***
 - ***A Consultant on display and marketing will be visiting the library and assisting in creating a plan in February 2016.***
 - ***New display units have been purchased and the reorganization of the main floor will open up areas for more display.***
- Expand and develop programming (classes, seminars, lectures, training, presentations,) that meets the needs of the community. Provide more experiential events and opportunities than what we currently offer.
 - Expand and create more "Inspiration Stations" around the library, where patrons can use their imagination and creativity in a hands-on activity.
 - ***We have had many different Inspiration Stations in the library and continue to create new ones every month. These are heavily used by our patrons.***

- Identify and develop programming for children with autism and sensory challenges.
 - *Sensory Story Time has begun and is ongoing.*
- Expand current DIY program for Teens using \$30,000 grant funds.
 - *A full series of programs have been held and are continuing into 2016. Equipment and technology has been ordered and received.*
- Evaluate all programs currently offered for:
 - *We created a Programming Committee that meets monthly to review upcoming programs and to create and add programs for the upcoming 12 month period.*
 - *10 hour per week were added to an Adult Services staff member's schedule, making them full-time, to be used as the Program Coordinator for the District. A much needed position that has not existed in the past.*
 - *A new Survey has been created and visitors who attend programs have been asked to complete it. We are gathering much needed information from these surveys and will be analyzing them this year.*
 - Day of the week / Time (add/delete/change)
 - Content (add/delete/change)
- Expand Summer Reading Program and begin planning in September by committee.
 - *The committee is meeting and planning for SRP 2016 is well under way.*
- Add Technology Training classes.
- Remove items that are no longer used and/or are irrelevant from the collection.
 - *The District closed for a full day and all staff participated in updating the collection.*

- ***In September 2016 the District hired (from within) a Collection Development (CD) Manager and she has been working on creating a CD department. One roll of the Manager and Department is to create an ongoing deselection process for the District so the collection is always fresh and relevant.***
- Develop a plan to effectively gauge what the Altadena community (both users and non-users) want/need/expect from their library.
 - ***The newly created Surveys for attendees at our events is giving us much needed information about the wants/needs/expectations of current users.***
 - ***We initiated an on-line Technology survey and received over 150 replies. We used this information to determine what technologies we should purchase for access to the Internet while using the Libraries wifi and facility.***
 - ***Comment cards were created and allow our community to communicate directly with the Director.***

Goal 5 -- *Technology*: The Altadena Library District will provide access to the digital world through state-of-the-art technologies.

- ***Bids are being received for upgrades to the Community Room technology including video capability, integrated sound system, HD projector and microphones. We are also applying for grant funding to supplement this project. Estimated installation date is April 2016.***
- Installation of two self-check machines at the main library to free up staff to provide more outreach and programming and to provide privacy for our users.
 - ***We just completed the bid process and have selected a product and vendor. Estimated installation date is prior to April 2016.***
- Upgrade our existing Internet access from less than 100 megs to 1gig at both branch and main. This will open up many additional possibilities for the library including virtual conferencing software and download stations for ebooks, movies and music.

- *The Main library's backbone has been upgraded to 1 GB throughput, upload and download. The Branch's upgrade is still in the AT&T's planning phase. The increase in speed will allow for services reliant upon ample bandwidth to be leveraged.*
- Upgrade to VOIP telecommunications system.
 - *With the help of our erate consultant we created an RFP for VOIP and distributed it through the erate process. We have been meeting with vendors to discuss specifics and expect to have a new VOIP phone system by June 2016.*
- Update and improve our website after extensive usability studies. Begin to develop a true virtual library as a part of our website, incorporating on-line library card registration as well as meeting room reservation software.
 - *We have purchased meeting room reservation software and plan to have it up, staff trained and operational by May 2016.*
- Research different technology options for reaching the Internet and replace existing computers with technologies more appropriate.
 - *30 laptops purchased as replacements to existing, archaic, public desktops. These new laptops will allow patrons mobility over the desktop models, and have enough horsepower to last through a 60 month lifecycle. The laptops will connect to the internet over wifi.*
- Research new software opportunities to enable us to provide better access to our collection and better customer service (OCLC Worldshare and Worldcat Discovery).
 - *All staff now have email addresses and on-line calendars.*
 - *With the 1 GB connection, it made sense to put our mail server in the cloud. It was discovered that Microsoft allows public libraries to utilize office 365 for education at no cost and to extend that benefit to our users! The staff mailboxes were moved into the cloud, and they are now utilizing the e-mail features of office 365; however, there are a multitude of*

powerful features included. We are exploring those features, and planning for training staff to fully utilize them.

- Acquire wifi printing functionality.
 - *We are expanding upon patron printing capabilities with Comprise's SmartALEC print solution. It allows patrons to print from BYOD's, and the laptops purchased as replacements to existing, archaic, public desktops. The new virtual server is being configured, and we will soon be in the testing phase for this project.*
- Expand the Teen DIY program to create a Digital Learning Lab/Makerspace for Teens.
 - *The District received \$30,000 in grant funding for this project and has expanded its teen programming to includes video/film making, sewing/design, graphic arts, 3D printing and much more.*

Library Staff Training and Development

The fiscal and organizational success of the District relies upon a well-organized, informed, technologically proficient, and forward-thinking staff. The following objectives are in direct (relation to that) and include (tasks or objectives) to better communicate both internally and externally:

- Create a Collection Development Manager position to oversee the collection as a whole and provide our users with balanced and relevant resources
 - *Done!*
- Hire and integrate the new Public Services Director position.
 - *Done!*
- TRAINING:
 - Continue to search out opportunities for our staff to view, learn and discuss what other libraries and institutions are doing.

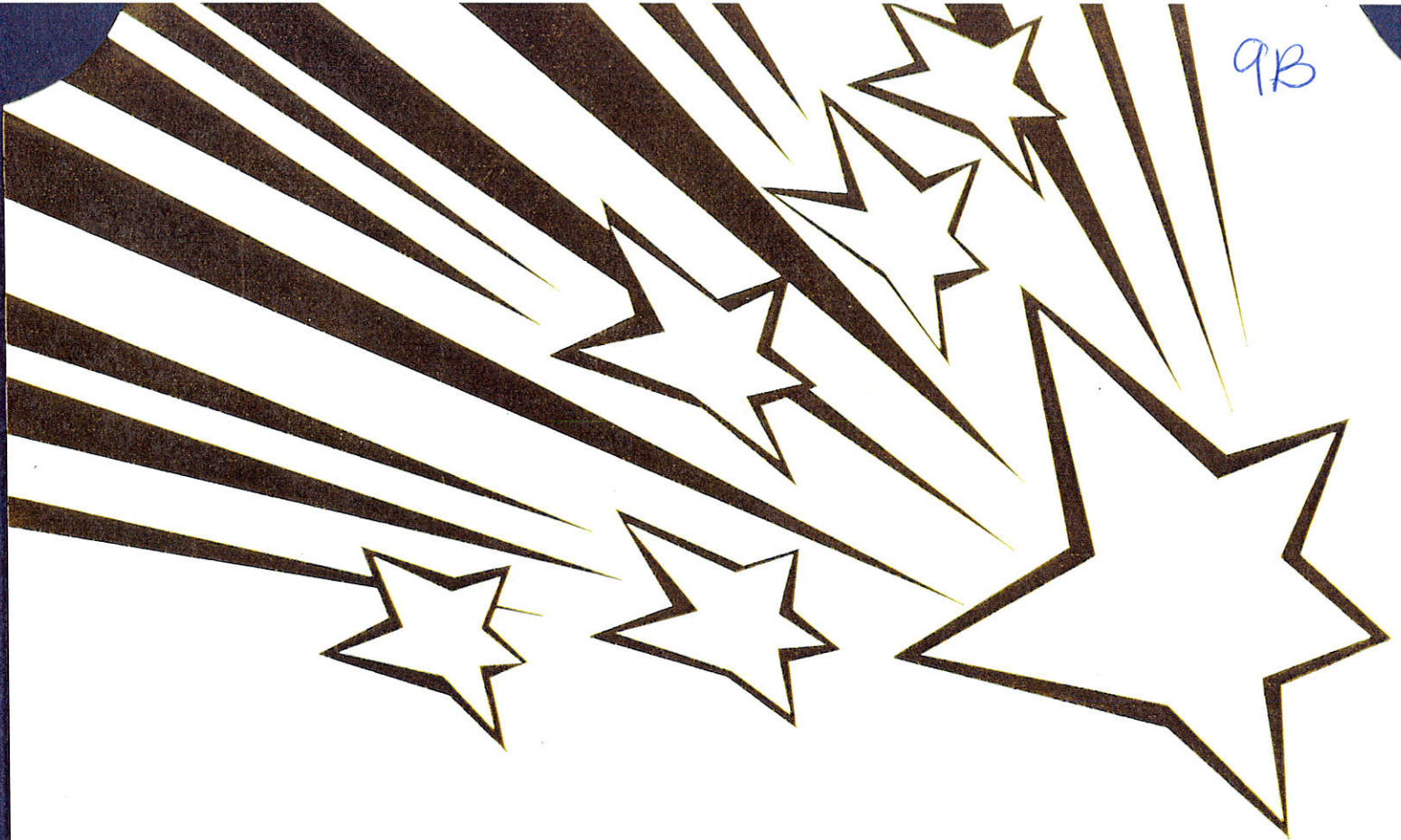
- Have a full day of staff training in October with opportunities for staff to work together as a team and learn from experts in the Library field.
 - *This was a highly successful event with good participation and the exit survey showed a high level of satisfaction. We are in the process of planning our next Professional Development Day (PDD) for October 2016.*
 - *We also had a ½ day staff in-service training in 2015.*
- Train staff in the library's evolving service model, including instruction for one-point service, display, marketing and roving.
 - *The OPOS Implementation Team has set up the following training schedule:*
 - *Training Phases Phase one:*
 - *Pages trained at reference desk on frequently performed tasks – Dates: (completed)*
 - *Phase two: Circ staff trained at reference desk on frequently performed tasks – Dates: January 5 – 15*
 - *Phase three: A.S. staff trained at the circ desk on frequently performed tasks – Dates: January 18 – 29*
 - *Phase four: Y.S. staff trained at the circ desk on frequently performed tasks – Dates: February 1 – 5*
 - *Phase five: A.S. staff trained at Y.S. desk on frequently performed tasks – Dates: February 8 – 12*
 - *Phase six: Single Service Point Test Run – Dates: February 15 - 19*
 - *Phase seven: Desk delivery and installation – Dates: After February 15*
 - *Phase eight: One Point of Service Full Implementation – Dates: After February 15*
- Provide customer service training for Public Services staff.
 - *Active Shooter and Customer Service Training is scheduled for all staff in the month of March 2016.*
- Set library staff technology competencies and train staff in accordance.
 - *The Technology Committee has met and has created a tiered system (see below) for training which will begin next month.*

Title	Mandatory Participants	Topics
1 – Universal Skills	All Employees	Computer Navigation, Office Basics, Outlook, Basic Troubleshooting, Problem Solving, VOIP, Self-Checkout, SAM printing system, and Copier/MFP operations.
2 –Millennium Basics	All Employees, except Finance, Facilities, Admin Assistant, and Security	Library Cards, fines, adding notes, holds, et al...
3 –Advanced Office	Finance, Admin Assistant, and Collection Development	Utilizing online resources, and complex non-programmatic features.
4 –Publisher	Mindy, Admin Assistant, Carrie, Helen, Cassandra, and Carlene	Microsoft Publisher
5 –Drupal	Mindy, Admin Assistant, Carrie, Carlene, and Cassandra	Website design using drupal.

- Encourage attendance of all staff to the California Association of Libraries Annual Conference in Pasadena.
 - *Ten staff members attended CLA and following all met to discuss what they found interesting and what we might incorporate into our District.*
- Make use of staff proficiencies by initiating staff-lead presentations and programs.
- Clarify and simplify all policies and procedures including personnel, financial and operational
 - *The Personnel Policy Manual has been updated and will come before the Board in February or March of 2016.*
 - *An implementation team has been created to review all other policies.*
- Provide all staff with documentation of actual cost of benefits and wages.

- *HR is instituting new software that will provide staff with this information. The software will streamline functions of HR by providing staff access to documents and information.*
- Review and revision of all job descriptions as well as salary structure.
 - *We instituted the Above and Beyond award to recognize outstanding District employees on a quarterly basis.*
 - *On National Library Workers Day staff was surprised with gifts and a catered lunch.*

9B



ALTADENA LIBRARY
DISTRICT

awards

VICKY ESCOBAR

FOR GOING ABOVE & BEYOND

2015- Employee of the Quarter

Signature _____

Date _____

Signature _____

Date _____



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: January 25, 2016

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Consideration to add a Flexible Holiday to the Altadena Library District Holiday Calendar for 2016 and future fiscal years

BACKGROUND:

At the November 2015 regular board meeting, the Staff Association submitted a request to the Board requesting closing on Saturday if the Thanksgiving or Christmas holiday falls on a Friday (for 2015 and future years). The Board approved the additional Christmas holiday closure for 2015 and voted to defer discussions for the 2016 calendar to a future date.

Additionally, the board requested Administration research the feasibility of a flexible holiday option. Administration met and concluded the following options could be considered, which were also presented to the staff at the regular monthly all staff meeting, held Friday, January 9, 2016.

- 1) Adding a Flexible Holiday to the calendar as a paid holiday for all staff. The date would be chosen by Administration with input from staff and it would be based upon the holidays, the District needs, and what would be best for the public.
- 2) Providing all staff with a Free Holiday which they could use any time during the calendar year. This option could pose an issue should numerous staff members, especially in one department, want to use their Free Holiday during the same holiday period.

Administration believes it would be best to conduct an all staff survey to determine which option would be desired and to present the results to the Board at the February 22, 2016 regular board meeting.

FISCAL IMPACT

None at this time

RECOMMENDATION

Staff recommends that the Board approve the all staff survey and defer any action to the February board meeting



Honoring the Past,
Cultivating the Present,
Empowering the Future.

2014/2015 Annual Report

VISION

The Altadena Library District continually aspires to meet the present, future, and constantly changing needs and interests of its diverse clientele. It is becoming the cultural, informational, and technological hub of the community.

2014/2015 was a year of excitement, innovation and creativity at the Altadena Libraries. Every month we improved or added new features to create a more dynamic and expansive library for our community. From live music on Second Saturday to Inspiration Stations and events and classes for all ages. Of course the highlight in November was the overwhelming support of our community by passing Measure A with over 85% voting "yes!"

A new Director, Mindy Kittay, was hired in November. Shortly thereafter the District added a Public Services Director, Ryan Roy and hired a new Literacy Coordinator. Staff training days and other opportunities for staff to learn new and updated skills were offered this year as well.

We created a separate business office, and added more days and hours for passports. The addition of high quality color & black and white printing/scanning and faxing, and One Gig of wireless Internet access has brought many small business owners and entrepreneurs into the library.

The District eliminated many of the fees associated with its services. We no longer charge for holds, DVD's or game rentals. The cost to borrow a book from another library was reduced substantially, and we offered two separate opportunities for fine forgiveness in return for donations to families in need. We continue working to make our facilities comfortable and functional. Our main library is now lit by 100% LED. New seating areas were created close to windows and views, and we have added new areas for creativity and collaboration throughout the Library.

Communication with our users and community has seen a tremendous surge with our monthly newsletter "Know It All," weekly e-blasts to our email list of over 10,000 people, a strong presence on the Internet and social networking sites.



This year we were especially successful increasing our funding by receiving grants supporting us in everything we do. The Friends of the Altadena Library donated \$40,000 for materials and programming. The State Library awarded \$30,000 for upgrades to our technology infrastructure, and another \$30,000

to support our Teen DIY program. The State Library funded our Literacy Program for \$22,877.

The Altadena Libraries are a trusted community resource and the go-to place for learning, creativity, and innovation in our community. We are dedicated to providing access to education, learning opportunities, and social connections. Susan Hildreth, past Director of the Institute of Museum and Library Services, says, "We are no longer gatekeepers; we are navigators." The Altadena Libraries are here to be your navigators, we are eager to serve and assist and we look forward to your next visit!



Library fans rally to support Measure A



no longer charge for holds, DVD's or game rentals. The cost to borrow a book from another library was reduced substantially, and we offered two separate opportunities for fine forgiveness in return for donations to families in need.

WHO?

- **Service Area Population:** 53,177
- **Library Card Holders:** 23,406
- **New Cards Issued:** 2,277
- **Staff:** 34



WHAT?

- **Items in Collection:** 124,696
- **Electronic Books:** 2,000
- **On-line Research Tools:** 9
- **Computers & Chrome books:** 39



HOW?

- **Visits:** 350,145
- **Items Loaned:** 203,974
- **Books Downloaded:** 3,816
- **Holds on Materials:** 1,479



- **Research Questions:** 31,096
- **Literacy Tutor Hours:** 1,525
- **Events Offered:** 314



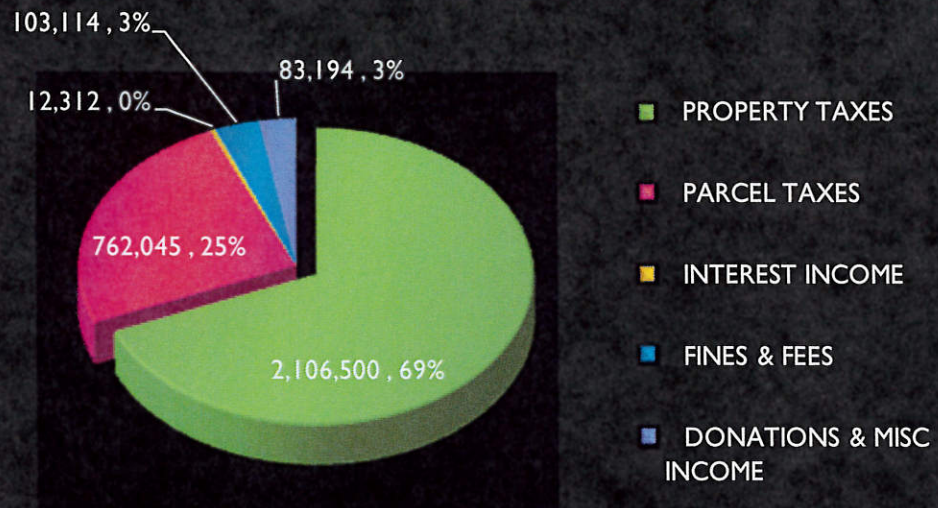
- **Website Visits:** 734,722
- **Computer Usage:** 46,933
- **Event Attendance:** 10,040
- **Passports Issued:** 1,967



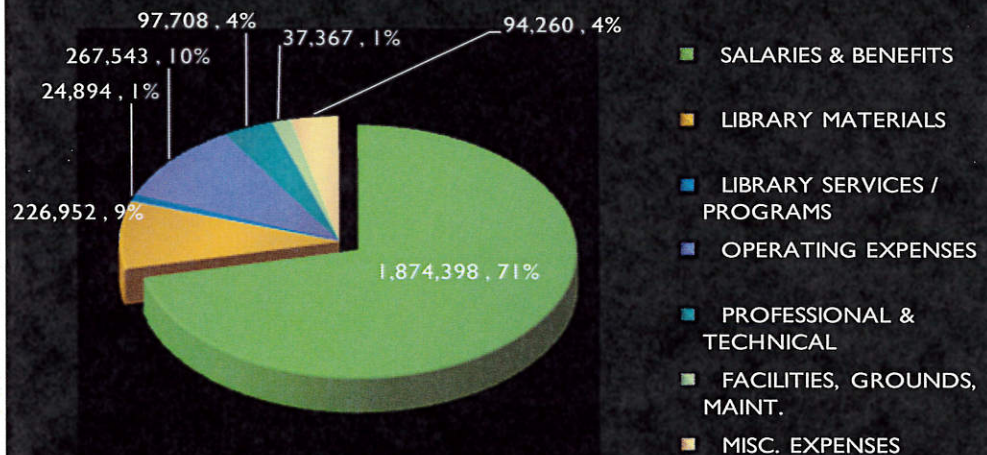
- **Wireless Usage:** 43,058

"This is one of the best libraries to come to... the Librarians have excellent customer service and treat everyone fairly. I appreciate this library and everything it has to offer!"

2014/2015 REVENUES:



2014/2015 EXPENSES:



- ◆ The District's total revenues increased by 4.94% or \$144,312, to \$3,067,165 in fiscal year 2015 due primarily to an increase in property tax revenues.
- ◆ The District's total expenses increased by 0.99% or \$25,887, to \$2,634,863 in fiscal year 2015 due primarily to increases in library operational costs.
- ◆ The District's change in net position for the year ended June 30, 2015 was \$432,302.
- ◆ Implementation of new pension standards increased liability of \$1,411,297 for the year ended June 30, 2015.



Board of Trustees

Meredith McKenzie, President
Gwendolyn McMullins, Secretary
Adalila Zelada-Garcia
John D. McDonald
David Tuck

Board meetings are held every fourth Monday of the month at 5PM in the Library's Community Room (no meeting in December)

Staff Leadership

Mindy Kittay, Director
Tina Wallin, Finance Director
Ryan Roy, Public Services Director

◆ Main Library
600 E. Mariposa St.
Altadena, CA 91001
(626) 798-0833

◆ Bob Lucas Branch
2659 N. Lincoln Ave.
Altadena, CA 91001
(626) 798-8338

◆ Online at
www.altadenalibrary.org
Browse the library's
collection, download
books, renew materials,
and more online.

"I am impressed with the quality of the Altadena Library's holdings. The thoughtful, excellent selections over the years have been both a personal benefit and an enrichment to our community. Thanks very much to all responsible."



ALTADENA LIBRARY FOUNDATION

The Altadena Library Foundation supports and enriches the facilities, resources, and services of the Altadena Library District. We will accomplish our mission through fundraising and advocacy.

BOARD OF DIRECTORS

Dave Herman, President
Aimee Daniels, Secretary
Doug Morseburg, Treasurer
Sharon Sand
Gwen McMullins
Janet Pope Givens
Patricia Pengra
John D. McDonald, Board Liaison

Friends of the Altadena Library

"Without libraries what do we have? We have no past and no future."

— Ray Bradbury

The Friends of the Library meet on the first Monday of each month (except July and August) at 7:30 pm in the Community Room. You do not have to be a member to attend. For info go to www.altadenalibrary.org/friends-library.



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

11C

BOARD OF LIBRARY TRUSTEES STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: January 25, 2016

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Review and Approval of Collection Development Manager Job Description in Technical Services (Senior Librarian Classification)

BACKGROUND:

Administration has initiated internal restructuring, specifically in Adult Services and Technical Services, to meet the future goals of the Library District one of which is Collection Development.

In previous years, the District had dispersed the responsibility of collection development (ordering of materials) to numerous staff members. Each staff member was responsible for ordering and budgeting for their assigned categories and would report directly to the District Director.

Administration believes that having one employee responsible for managing collection development would allow other employees to assume vital and necessary public services related roles and responsibilities as the District moves towards a One Point of Service model. Additionally, Administration believes that having one person with oversight of the entire collection provides a more cohesive and complete collection for the community.

Administration has reached an agreement with Lauren McCoy, Senior Librarian in Adult Services, to transfer to Technical Services as Collection Development Manager.

FISCAL IMPACT:

None

RECOMMENDATION

Staff recommends that the Board approve the Collection Development Manager Job Description



ALTADENA LIBRARY DISTRICT

Collection Development Manager

Job Description
FSLA – Exempt

General Summary

The Collection Development Librarian position, reporting directly to the District Director, is responsible for providing leadership and guidance in coordinating the direction and balance of library collections for the District's libraries including; centralized selection, acquisitions, processing and cataloging of all formats. Applies knowledge of current issues and trends in electronic resource licensing, access provision, copyright, and traditional collections. Works with management to develop policies and carry out tactical directions for maintaining the Library's collection; cataloging and metadata, digital collection services, product development and print acquisitions. Perform analysis and evaluation of present or proposed procedures and computer-based solutions to library issues. This position collaborates with District staff to anticipate and meet community expectations. Work is performed with considerable independent judgment and initiative.

Essential Job Requirements

- **Customer Service**
 - Works in conjunction with Administration, Managers and other staff to respond to the needs of the public.
 - Creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications and appearance while performing duties in both the public and staff areas.
 - Responsible for greeting and assisting internal and external customers in a friendly, prompt, and accessible manner.
 - Responsible for endeavoring to listen, understand and resolve internal and external customer needs by providing solutions or referrals.

- **Collection Development and Maintenance**
 - Evaluates the Library's collection management requirements and provides recommendations for new services, products, policies, procedures, equipment and staffing as needed. Stays apprised of current trends, issues and practices in public libraries.
 - Analyzes community and library data to build a solid collection of current adult, young adult, and children's materials from a variety of sources including journals, media, publishers, and distributors.
 - Analyzes and manages the existing collections to determine materials needed for the library district.
 - Identifies materials that need to be replaced or added.
 - Determines and implements standards for core collections as well as prepares selection lists and other bibliographic tools.
 - Builds and monitors the acquisition of materials for opening day collections.
 - Coordinates system-wide distribution and access to the collection.

- Exercises professional judgment in dealing with challenges to items in the collection through interpretation of intellectual freedom, the Criminal Code and associated library policies.
- Creates required reports to support staff in de-selection and reassignment of materials.
- Creates and prepares reports for monthly statistical analysis.
- Responsible for electronic resource management, setting up trials, negotiating prices, evaluating use, and maintaining relationships with vendors.
- Identifies materials appropriate for standing orders and periodicals.
- Promotion and Community Relations
 - Works with individuals and organizations in the community to make them more aware of the Library and its services, and promoting partnerships with the Library throughout the community.
 - Act as an advocate for the library out in the community and with the Library staff.
- Physical Abilities:
 - Physical ability, stamina, mobility and manual dexterity to stand, walk, bend to the floor, reach over-head, grip, kneel, squat and climb on a regular basis
 - Read a minimum of 8-point font
 - Work at a computer station frequently.
 - Handle materials, push/pull carts/bins up to 35-pounds
 - Carry 15-pounds
 - Lift up to 35-pounds
 - On a limited basis tolerate residual dust, mold or foreign substances on materials

General Job Requirements

- Performs person in charge (PIC) duties as assigned by immediate supervisor.
- Performs other work duties as assigned.
- Working knowledge of the elements that make up a great public library collection, including broad-based collection development practices; current trends in selection, ordering, patron driven programs, and vendor services; library automated systems; practices of the national book trade; and national standards.
- Ability to work collaboratively with all library units to improve library service delivery to the public is required. Ability to work in a pleasant, professional and effective manner with patrons staff, coworkers, other department and library branches is required.
- Proficiency with the library catalog and familiarity with online ordering tools. Title Source II and Midwest Tapes are preferred.
- Demonstrated ability to work well under pressure and to meet inflexible deadlines is required.
- Skill in interpreting data from many sources in analyzing collection needs.
- Must exhibit effective communication skills, interpersonal skills and flexibility when collaborating with library branch, and when working with vendors, distributors, and the public.
- Strong analytical, negotiating and problem solving skills.
- Ability to demonstrate initiative and flexibility.

- Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned.
- Must communicate effectively using English. Must read, write and understand English at a level appropriate to the position. Spanish is not required.
- Computer Skills: Must demonstrate competency in computer use including internet, email, Microsoft Office Products. Keyboard skills required at an equivalent of typing 50 words per minute, with minimal errors. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.

Education and Experience

- Education:
 - Master Degree in Library Science is required
- Experience:
 - Five (5) years of professional experience is required
 - Five (5) years of library experience is required
 - Three (3) years of Supervisor experience is required
 - An equivalent combination of education and experience may be considered.



ALTADENA LIBRARY DISTRICT

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11f

BOARD OF LIBRARY TRUSTEES STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: January 25, 2016

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: California Minimum Wage Increase, effective January 1, 2016 and Updated Altadena Library District Salary Schedule, FY2015-16

BACKGROUND:

Effective January 1, 2016 the minimum wage in California is being increased to \$10.00 per hour, from \$9.00 per hour.

Based on this new rate, the District is required to increase the wage rate for the Page classification. Below is a table of the Page rates from Step 1 to Step 5.5.

To meet the State minimum wage increase, the Step 1 rate was increased to \$10.00 and the Steps 2 to 5.5 were increased to correspond with the established rate of increase.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
9.36	9.84	10.32	10.84	11.40	11.68
Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
10.00	10.51	11.02	11.58	12.18	12.48

Attached is the Revised Salary Schedule for FY14-15, which includes the Board Approved .545% Salary Increase and the Minimum Wage Increase Requirement.

FISCAL IMPACT

The District currently has (3) employees who are under the Page classification; one employee at Step 1, one employee at Step 2, and the third employee at Step 3. The impact to the Salaries budget would be approximately \$850.

RECOMMENDATION

Staff recommends that the Board review and file the attached "Altadena Library District Salary Scheduled, FY14-15, Board Approved .545% Increase including Minimum Wage Increase, effective July 1, 2014".

ALTADENA LIBRARY DISTRICT
SALARY SCHEDULE
FY15-16
State Mandated Minimum Wage Increase
Updated 1-1-2016

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
District Director	49.51	51.71	54.03	56.46	59.02	60.36
Monthly	8,581.73	8,963.07	9,365.20	9,786.40	10,230.13	10,462.40
Annual	102,980.80	107,556.80	112,382.40	117,436.80	122,761.60	125,548.80
Finance / HR Director	36.36	37.92	39.55	41.23	43.02	43.97
Monthly	6,302.40	6,572.80	6,855.33	7,146.53	7,456.80	7,621.47
Annual	75,628.80	78,873.60	82,264.00	85,758.40	89,481.60	91,457.60
Public Services Director	34.79	36.54	38.36	40.29	42.30	43.35
Monthly	6,030.27	6,333.60	6,649.07	6,983.60	7,332.00	7,514.00
Annual	72,363.20	76,003.20	79,788.80	83,803.20	87,984.00	90,168.00
IT Manager	38.22	38.22	38.22	38.22	38.22	38.22
Monthly	6,624.80	6,724.17	6,825.03	6,927.41	7,031.32	7,115.70
Annual	79,497.60	80,690.06	81,900.41	83,128.92	84,375.86	85,388.37
Senior Librarian	26.75	28.09	29.47	30.95	32.49	33.30
Monthly	4,636.67	4,868.93	5,108.13	5,364.67	5,631.60	5,772.00
Annual	55,640.00	58,427.20	61,297.60	64,376.00	67,579.20	69,264.00
Librarian II	24.82	26.06	27.36	28.72	30.16	30.90
Monthly	4,302.13	4,517.07	4,742.40	4,978.13	5,227.73	5,356.00
Annual	51,625.60	54,204.80	56,908.80	59,737.60	62,732.80	64,272.00
Librarian I	23.09	24.23	25.43	26.70	28.04	28.72
Monthly	4,002.27	4,199.87	4,407.87	4,628.00	4,860.27	4,978.13
Annual	48,027.20	50,398.40	52,894.40	55,536.00	58,323.20	59,737.60
Administrative Executive	21.96	23.07	24.21	25.41	26.68	27.34
Monthly	3,806.40	3,998.80	4,196.40	4,404.40	4,624.53	4,738.93
Annual	45,676.80	47,985.60	50,356.80	52,852.80	55,494.40	56,867.20
Library Associate	19.42	20.39	21.40	22.47	23.58	24.17
Monthly	3,366.13	3,534.27	3,709.33	3,894.80	4,087.20	4,189.47
Annual	40,393.60	42,411.20	44,512.00	46,737.60	49,046.40	50,273.60
Building Serviceman	18.50	19.42	20.39	21.40	22.47	23.03
Monthly	3,206.67	3,366.13	3,534.27	3,709.33	3,894.80	3,991.87
Annual	38,480.00	40,393.60	42,411.20	44,512.00	46,737.60	47,902.40
Library Clerk II / Monitor	15.96	16.75	17.60	18.47	19.39	19.86
Monthly	2,766.40	2,903.33	3,050.67	3,201.47	3,360.93	3,442.40
Annual	33,196.80	34,840.00	36,608.00	38,417.60	40,331.20	41,308.80
Custodian/Gardener	15.96	16.75	17.60	18.47	19.40	19.86
Library Clerk I	13.45	14.11	14.84	15.58	16.37	16.79
Library Page	10.00	10.51	11.02	11.58	12.18	12.48



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

BOARD OF LIBRARY TRUSTEES STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: January 25, 2016

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Mid-Year Review and Approval of Altadena Library Districts Operating Budget FY2015/16 with Adjustments

BACKGROUND:

The Mid-Year Budget Report presents an overview of the District's operating revenues and expenditures for the first half of Fiscal Year 2015/16 as compared to the budgeted amounts, explaining any notable differences.

The close of December encompasses the first six months of the Districts fiscal year, presenting an ideal point of analysis to determine the viability of the adopted budget or if and where adjustments should be considered. Staff has reviewed all line items and compared actual results against budget expectations and other known factors affecting either revenue or expenditures to determine if recommendations for reductions or increases should be made.

REPORT HIGHLIGHTS:

- Los Angeles County inflation continues to fluctuate. When the Budget for FY15/16 was completed the U.S. Department of Labor, Bureau of Labor Statistics CPI was at 247.066. As of December 2015 the CPI has decreased to 245.357.
- Interest rates with Los Angeles County continue to remain low; however, the District has seen a nominal increase from .68% to .72.
- The FY2015/16 Mid-Year Budget report presents projections of property tax and parcel tax revenues. These projections were developed using data from the Los Angeles County Auditor-Controllers office. It is recommended that Property Tax Revenues be increase by \$11,778 and RDA ABx126 revenue increase by \$12,589.
- Grant from the California Library Literacy Services (CLLS) in the amount of \$25,165; an increase of \$2,288 from FY2014/15.
- Grant from the California State Library in the amount of \$30,000 for the Pitch A Idea grant. These funds are being used to expand the Teen Makerspace program.
- The District does not have to hold a Trustee Election this FY2015/16; therefore, these budgeted funds, \$120,000, have been allocated to Books, Education and Training, Furniture and Fixtures, and Technology Hardware/Software.
- Decreasing Transfer in from Reserves for Capital Projects. The adopted budget reflected a budget of \$155,000 for Capital Projects; however, staff has been able to complete some projects with little expense, therefore decreasing the need for reserves
- Portion of Salaries and Benefits budget would be increased to include a Part-Time marketing position. Currently the District is using a consultant at the rate of \$750/mo; however, staff feels if a marketing position were created, not to exceed the current rate of \$750/mo, the position could cover the monthly newsletter and any other marketing/media.

SUMMARY:

Below is a summary of the additional revenue sources and recommended expenditures. The attached Mid-year budget worksheets provide a detailed overview of the budget adjustments.



ALTADENA LIBRARY DISTRICT

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Revenue Adjustments	Amount	Description
Property Tax	11,778	Increase to match Auditor-Controller assessment issued 12/16/15
RDA ABx126	12,589	Increase per Auditor Controller Apprortionment Division issued 10/1/15
Video Game Rental	-584	Discontinued rental fees on XXX
FOL	10,000	Budgeted 30K, received 40K
Designated Donations	2,510	Increase to balance (LatinoAmerican Grant, AFL Donation-\$500, Patron Donation-\$10)
CLLS	10,867	Increase to balance to full Grant Amount \$25,165
CA State Library	30,000	DIY Grant Funds
Transfer in from Reserves	-24,000	Capital Projects
Total Increase to Revenue	<u>53,160</u>	
Expense Adjustments	Amount	Description
Salaries & Benefits - Hourly Employees	38,419	Staff bonus, Additional PT staff hours, and PT Marketing position
Books	100,000	To complete the gaps and update Non-Fiction collection
Periodicals	500	To balance budget item
Teen Services	30,000	Expenses will be offset by DIY Grant
Adult Services	15,000	Increase for Second Saturday and Supplementing Grant Programs
Literacy Services	2,500	To balance budget item
Memberships, Dues, and Subscriptions	3,595	Additional memberships purchased this FY, including CLA for staff conference
Training and Education	3,000	To balance budget item
Advertising and Marketing	2,000	To balance budget item
Meetings and Travel	2,000	To balance budget item
Banking and Service Fees	500	To balance budget item
Printing and Reproduction	(3,000)	More printing is done in-house
Operating Software	3,011	
Electricity	2,000	To balance budget item
Equipment, Lease and Rental	3,000	To support in-house printing and print jobs
Legal Fees	1,800	To balance budget item
Technology Equipment	6,000	To purchase VOIP Telephones
Maintenance Contracts	4,000	HVAC Maintenance
Building Maintenance and Repairs	(8,796)	
Landscape	1,500	To balance budget item
Capital, Equipment, Furniture, and Fixtures	40,000	AV Equipment, Furniture, Signage, One Point Service Desk, Erate Project
Capital, Structures and Improvements	(64,000)	Reducing projects this FY
Direct Assessment Cost	(9,868)	Decrease to match Auditor-Controller assessment issued 12/16/15
Trustee Election	(120,000)	No Election for this FY
	<u>53,160</u>	TOTAL ADJUSTMENT TO EXPENSES

RECOMMENDATION

Staff recommends that the Board of Library Trustees approve the Altadena Library District FY2014-15 Mid-Year Budget Adjustments.

Budget Summary

Altadena Library District
MID-YEAR BUDGET SUMMARY
 For the years Ended and Fiscal Year Ending June 30, 2016

	ACTUAL 2014/15	ADOPTED BUDGET 2015/16	MID-YEAR ACTUAL DEC-2015	MID-YEAR BUDGET ADJ 2015/16	REVISED BUDGET 2015/16	%
REVENUES:						
PROPERTY TAXES	2,106,500	2,106,681	865,980	24,367	2,131,048	
PARCEL TAXES	762,045	762,617	300,574		762,617	
INTEREST INCOME	12,312	7,000	(646)		7,000	
FINES & FEES	103,114	102,500	51,449	(584)	101,916	
DONATIONS & MISC INCOME	83,194	210,798	96,937	29,377	240,175	
General Fund Balance	0	2,379,983			2,650,860	
TOTAL REVENUES	3,067,165	5,569,580	1,314,294	53,160	5,893,616	
EXPENDITURES:						
SALARIES & BENEFITS	1,874,398	2,180,148	780,933	38,419	2,218,567	71.30%
MATERIALS, SUPPLIES & SERVICES	0				0	
LIBRARY MATERIALS	226,952	232,911	115,813	100,500	333,411	10.71%
LIBRARY SERVICES / PROGRAMS	24,894	24,500	32,664	47,500	72,000	2.31%
OPERATING EXPENSES	267,543	262,218	166,371	16,106	278,324	8.94%
PROFESSIONAL & TECHNICAL	97,708	126,819	62,433	7,800	134,619	4.33%
FACILITIES, GROUNDS, MAINT.	37,367	52,000	13,342	(3,296)	48,704	1.57%
CAPITAL	0	155,000	25,856	(24,000)	131,000	
MISC. EXPENSES	94,260	156,000	233	(129,868)	26,132	0.84%
TOTAL EXPENDITURES	2,623,122	3,189,596	1,197,645	53,160	3,242,756	100.00%
RESERVED / DESIGNATED FUNDS:						
Six months of operating expenses (govt. code #53646)	1,311,561	1,594,798	598,823		1,621,378	
Capital Asset Replacement Reserve	64,938	99,182	99,182		99,182	
Trustee Election Reserves	110,000	130,000	130,000		130,000	
Parcel Election Reserves	0	65,000	65,000		65,000	
HUD Funds	5,063				0	
Undesignated Reserves	430,880	491,003	(776,357)		735,300	
	4,545,564	5,569,580	1,314,293	53,160	5,893,616	

Revenues

Altadena Library District
MID-YEAR REVENUES
 For the years Ended and Fiscal Year Ending June 30, 2016

ACCT#	REVENUE	Actual Revenue 2014/15	ADOPTED BUDGET 2015/16	MID-YEAR BUDGET ADJ 2015/16	REVISED BUDGET 2015/16	% of Budget
Property Tax Revenue						
4010	Secured	1,903,057	1,956,876	11,778	1,968,654	Increase per LA County Auditor Assessment
4020	Unsecured	84,961	70,000		70,000	
4030	Prior Year	(2,451)	10,000		10,000	
4050	Homeowners Exemption	14,356	7,500		7,500	
4060	Per Parcel Benefit Assessment	762,045	762,617		762,617	
4070	SB 813 Supplemental Roll	54,774	28,000		28,000	
4080	Penalties/Interest/Costs	14,949	15,000		15,000	
4090	RDA ABx126 Income	36,856	19,305	12,589	31,894	Increase per LA County Auditor Apportionment
Total Property Revenue		2,868,545	2,869,298	24,367	2,893,665	89.23%
Interest Income						
4210	Chase Bank	13	50		50	
4220	County Deposits	12,300	6,950		6,950	
<i>Subtotal</i>		12,312	7,000	0	7,000	
Fines & Fees						
4305	Fines	29,166	33,000		33,000	
4310	Printer & Copy Machine	6,197	8,500		8,500	
4330	Video Game Rentals	840	1,000	(584)	416	Discontinued Rental Fees
4340	Passport Services	66,911	60,000		60,000	
<i>Subtotal</i>		103,114	102,500	(584)	101,916	
Total Internal Income		115,427	109,500	(584)	108,916	3.36%
Donations & Grants						
4710	Friends of the Library	41,000	30,000	10,000	40,000	
4715	In-Kind Donations	0	0		0	
4730	Undesignated	275	500		500	
4735	Designated	5,250	1,000	2,510	3,510	
4740	CA Library Literacy Services	22,877	14,298	10,867	25,165	
4750	Cal State Library	0	0	30,000	30,000	DIY Grant
4755	HUD Grant	0	0		0	
<i>Subtotal</i>		69,402	45,798	53,377	99,175	
Misc Income						
4910	Miscellaneous Income	13,792	10,000		10,000	
4925	Gain/Loss on Disposal of Asset		0		0	
4940	Transfer in from Reserves	0	155,000	(24,000)	131,000	
<i>Subtotal</i>		13,792	165,000	(24,000)	141,000	
Total Donations & Misc Income		83,194	210,798	29,377	240,175	7.41%
REVENUE TOTALS		3,067,166	3,189,596	53,160	3,242,756	100%

Expenses

Altadena Library District MID-YEAR EXPENSES

For the years Ended and Fiscal Year Ending June 30, 2016

ACCT#	Expenses	Actual 2014/15	Adopted 2015/16	Actual DEC-2015	MID-YEAR ADJ 2015/16	Revised Budget 2015/16	
	SALARIES, WAGES & BENEFITS						
	<i>Salaries & Wages</i>						
5010	Salaried Employees	1,083,815	1,238,167	395,805	11,000	1,249,167	Bonus Additional staff hours, Bonus, and PT Marketing Staff Member
5020	Hourly Employees	274,050	250,573	76,267	24,308	274,881	
	Subtotal	1,357,865	1,488,740	472,072	35,308	1,524,048	49%
	Benefits						
5120	Social Security & Medicare, Salary	81,093	94,720	29,840		94,720	
5121	Social Security & Medicare, Hourly	21,004	15,197	5,718	2,701	17,898	Taxes related to salary changes
5210	PERS Retirement	151,854	166,527	99,549		166,527	
5220	Health Insurance (Active & Retired)	160,972	222,000	89,585		222,000	
5222	OPEB Contribution	58,163	140,000	63,500		140,000	
5230	Dental Insurance	14,334	14,435	7,356		14,435	
5240	Vision Insurance	5,224	5,348	2,701		5,348	
5250	SUI, Salary	4,695	14,350	(1,667)		14,350	
5251	SUI, Hourly	4,038	2,302	644	409	2,711	Taxes related to salary changes
5260	Life Insurance	1,632	1,642	848		1,642	
5300	Tuition Reimbursement	0	0	0		0	
6410	Workers' Compensation	13,523	14,887	10,787		14,887	
	Subtotal	516,533	691,408	308,861	3,110	694,518	22%
	Total Salary & Benefits	1,874,398	2,180,148	780,933	38,419	2,218,567	71%
	LIBRARY MATERIALS						
6110	Cataloging Expenses	17,440	19,604	10,526		19,604	OCLC
6115	Electronic Databases & Subscriptions	15,747	11,000	10,956		11,000	
6117	Standing Orders	12,193	0	0		0	Lumped with Books
6120	Books	120,338	98,944	39,174	100,000	198,944	To fill gaps and update non-fiction
6125	Audio CD	11,196	19,253	8,294		19,253	
6130	DVD's & Videogames	13,000	25,110	6,012		25,110	

ACCT#	Expenses	Actual 2014/15	Adopted 2015/16	Actual DEC-2015	MID-YEAR ADJ 2015/16	Revised Budget 2015/16	
6135	Processing of Materials	23,104	31,500	17,912		31,500	B&T Fees for shelf ready for all materials + S & H
6140	Periodicals	11,625	12,500	11,824	500	13,000	
6142	FOL DVD Rental Collection	1,008	0	0		0	Lumped with DVD/Videogames
6147	Video Game Rental Collection	1,298	0	0		0	Lumped with DVD/Videogames
6150	Downloadables (eBooks)	0	15,000	11,113		15,000	Includes Overdrive Fee
	Total Library Materials	226,952	232,911	115,813	100,500	333,411	11%
	LIBRARY SERVICES						
6200	Youth Services	9,852	8,000	6,266		8,000	
6210	Teen Services	2,244	3,000	16,013	30,000	33,000	Expenses will be offset by DIY Grant Fund
6220	Adult Services	7,684	10,000	7,516	15,000	25,000	Includes Second Saturday & Supplementing Grant Programs (\$5,000)
6230	Bob Lucas Branch Services	1,359	1,500	573		1,500	
6240	Literacy Services	3,755	2,000	2,295	2,500	4,500	
	Total Library Services	24,894	24,500	32,664	47,500	72,000	2%
	OPERATING EXPENSES						
6430	Insurance: General, Property, Liability, Earthq	29,305	31,000	29,381		31,000	
6620	Memberships, Dues and Subscriptions	10,965	11,405	13,280	3,595	15,000	CSDA (5300), CLA (425), ALA/PLA (200), SCLC (3300), LAFCO (980), Movie License (1200)
6625	Training and Education	510	5,000	5,016	3,000	8,000	
6626	Recruitment, Gifts and Memorials	8,348	6,500	2,074		6,500	
6627	Advertising and Marketing	1,294	6,000	5,917	2,000	8,000	
6710	Meetings and Travel	6,982	3,000	3,308	2,000	5,000	
6730	Mileage and Parking Reimbursement	1,260	2,500	345		2,500	
6740	Postage and Delivery	9,047	7,500	3,159		7,500	
6745	Banking and Service Fees	1,610	1,500	997	500	2,000	
6746	Payroll Fees	11,527	9,000	5,110		9,000	
6750	Printing and Reproduction	3,692	6,000	0	(3,000)	3,000	Color copies and B&W coverage
6755	Equipment, Furniture, Fixtures	5,010	5,000	1,606		5,000	Interior Signage
6765	Janitorial Supplies	12,095	14,500	7,796		14,500	
6770	Operating Supplies	40,331	40,000	12,758		40,000	
6780	Operating Software	38,626	29,989	32,351	3,011	33,000	Millennium III (our ILS)
6785	Computer Supplies	4,056	9,800	439		9,800	
6790	Hardware (Computers / Tech)	22,186	5,000	1,749		5,000	Misc Hardware Expenses
6920	Electricity	44,389	40,000	25,943	2,000	42,000	

ACCT#	Expenses	Actual 2014/15	Adopted 2015/16	Actual DEC-2015	MID-YEAR ADJ 2015/16	Revised Budget 2015/16	
6930	Natural Gas	3,229	5,500	713		5,500	
6940	Water & Sewage	4,009	5,600	2,209		5,600	
6950	Refuse	7,338	4,500	2,543		4,500	
6960	Products for Resale	234	500	0		500	
6970	Equipment Lease and Rental	0	12,424	9,677	3,000	15,424	CBE (711.50/mo 3 Multifunction Machines), Neopost (53.38/mo), Mobile Mini (216.29/mo)
	Total Operating Expenses	266,043	262,218	166,371	16,106	278,324	9%
	PROFESSIONAL & TECHNICAL						
7125	Audit and Financial Consulting	12,270	14,000	7,513		14,000	CalPERS Actuary for GASB 68 (FY ending 6/2016)
7130	Legal Fees	1,085	1,200	2,164	1,800	3,000	
7135	Technology Consulting	18,376	9,000	8,944		9,000	
7140	Architectural & Engineering	7,835	9,000	0		9,000	
7145	Collection Agency	1,137	1,800	573		1,800	
7155	Consultants, Other	14,494	12,000	11,060		12,000	GASB 68 Actuary (2500), OPEB Actuary (2500)
7165	Equipment Maintenance	8,847	0	0		0	Expenses moved to Acct Lease & Rental
7167	Software Expense	10,424	0	0		0	Expenses moved to Technology Maintenance Fees
7170	Telecommunications	24,741	21,306	13,497		21,306	AT&T, PTS (28/mo, Pay phone), Telenet/voip (367.50/qr)
7175	Internet Service	0	6,575	1,043		6,575	290/mo, Charter (123.91/mo), Global Capacity (321.71/mo, expires Nov-2015)
7180	Technology Equipment	0	35,000	11,470	6,000	41,000	New Public Computers, Self Check Machine, VOIP Telephones
7185	Technology Maintenance Fees	0	8,938	6,169		8,938	Comprise/SAM, Symantec, Sonicwall Main, Sonicwall Branch, Movie Licensing, OpenDNS,
	Website Development	0	8,000	0		8,000	
	Total Professional and Technical	99,208	126,819	62,433	7,800	134,619	4%
	FACILITIES, GROUNDS & MAINTENANCE						
7205	Maintenance Contracts	0	4,000	3,843	4,000	8,000	HVAC Maintenance
7210	Building Maintenance and Repairs	34,506	45,000	9,285	(8,796)	36,204	Painting, ceiling tiles, moulding, etc
7220	Landscape	2,862	3,000	214	1,500	4,500	
	Total Facilities, Grounds and Maintenance	37,367	52,000	13,342	(3,296)	48,704	2%

ACCT#	Expenses	Actual 2014/15	Adopted 2015/16	Actual DEC-2015	MID-YEAR ADJ 2015/16	Revised Budget 2015/16
	CAPITAL					
7310	Equipment, Furniture and Fixtures	0	55,000	25,856	40,000	95,000
7320	Structures & Improvements	0	100,000		(64,000)	36,000
	Total Capital	0	155,000	25,856	(24,000)	131,000
	MISCELLANEOUS EXPENSES					
7510	Miscellaneous Expenses	0	2,000	190		2,000
7520	Refunds/Parcel	0	1,000	0		1,000
7530	Direct Assessment / Admin Costs	31,055	33,000	42	(9,868)	23,132
7540	Trustee Election	0	120,000	0	(120,000)	0
7560	Parcel Election	44,512		0		0
7700	Depreciation Expense	18,692		0		0
	Total Miscellaneous Expenses	94,260	156,000	233	(129,868)	26,132
	TOTAL EXPENSES	2,623,122	3,189,596	1,197,645	53,160	3,242,756
	TOTAL REVENUES	2,806,271	3,067,166	1,314,294	53,160	3,242,756
	DIFFERENCE	183,148	(122,430)	116,649	(0)	(0)

AV For Community Room (15K), Display Furniture (10K), Exterior Signage (10K), Service Point Desk (10K), Furniture (10K), Erate Project (90% will be reimbursed)

Carpet Repairs, Shelving, Ceiling Tiles, Restroom Exhaust Fan/panels/etc. & other facility improvements

No Election this FY



LIBRARY BOARD OF TRUSTEES

STAFF REPORT

DEPARTMENT: Administration

MEETING DATE: January 25, 2016

PREPARED BY: Mindy Kittay, Director

LOCATION: Community Room

TITLE: "Your Library Loves You"- Consideration of a new program promoting kindness throughout the community by having patrons write positive wishes in exchange for forgiveness of fines.

OBJECTIVE: To providing library patrons with an opportunity to spread kindness and positivity in lieu of paying fines for overdue books and materials. Elimination of fines re-opens the door to members of the community that have accrued a debt and no longer use the library. Another advantage of reducing fines is the positive experience that happens between the staff member and the patron at the end of their visit to the library. The patron leaves the library feeling appreciated and the staff member has the opportunity to be generous and know that they have provided a positive experience for the patron.

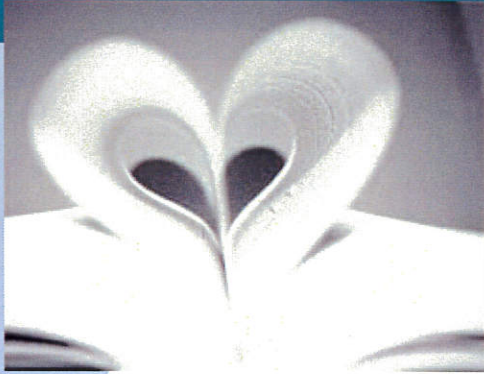
BACKGROUND/ANALYSIS: The library will create a station that provides patrons with paper, pens, and a jar. There will be a sign promoting the program, "Your Library Loves You". The initiative will run for the full month of February.

The sign will read as follows:

YOUR LIBRARY LOVES YOU
THE WORLD NEEDS MORE POSITIVE MESSAGES...NOW MORE THAN EVER.
PLEASE SHARE YOUR POSITIVE WISHES:
FOR THE WORLD
FOR A FRIEND OR FAMILY MEMBER
FOR YOURSELF
YOU CAN LEAVE A MESSAGE FOR:
A STRANGER IN A BOOK OR IN OUR WISHING JAR
TOGETHER WE CAN SPREAD KINDNESS

Show your wish to a staff member and have up to \$5.00 of fines forgiven.

STAFF RECOMMENDATION: That the Board of Trustees suspend collection of fines and fees and authorize an Altadena Library District *Your Library Loves You* for the period of February 1 through March 1, 2016.



**Altadena
Libraries**

Your Library Loves You

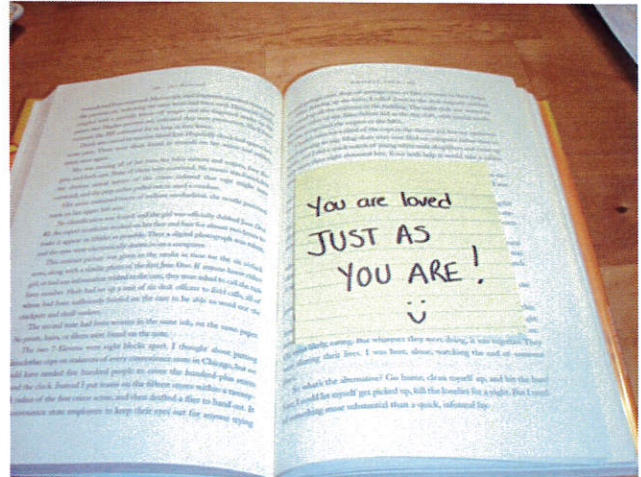
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Altadena Patch

Tuesday's weather: High 56, Low 39. [Click for more](#)



Crooked Antiquities Dealer Sentenced

An undercover federal agent and an expert in Southeast Asian antiquities both testified about the extent of the smuggling scheme...

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Police & Fire **P**



Know Him? Cops Seeking Him Regarding Attempted Kidnapping

The man pictured below is a person of interest at this time...

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Police & Fire **P**

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You don't have to wait until Christmas Eve to visit the website or download the app - there's plenty to keep kids busy now...

[Read more](#)

Seasonal & Holidays **P**



Altadena Library District

Create & decorate a waffle cone into a Christmas...

[Read more](#)

via Facebook **f**



539

50 0 0

Here Comes Santa Claus, Right Down Christmas Tree Lane

December 10, 2015 | Chris Nichols | 2 Comments

The lighting ceremony for [Christmas Tree Lane](#) is one of the oldest holiday traditions in Southern California. Every December, six blocks of [Santa Rosa Avenue](#) in bucolic, charming Altadena are transformed into a twinkling wonderland by thousands of colorful lights hidden up in the canopy of massive old trees. The tradition started 95 years ago when a shopkeeper named Frederick Nash talked the Pasadena Kiwanis Club into illuminating a row of Deodars planted by Altadena founder John Woodbury in 1883. The Lane became a state landmark in 1990 and continues to throw a big party every year to kick off the season (and help raise funds to pay the electric bill). This year's Winter Arts & Crafts Festival and Christmas Tree Lane Lighting Ceremony will be on Saturday, December 12th, 2015 at the [Altadena Library](#). The festival includes a color guard, jazz band, drum corps, food and gift vendors including art pieces made from burned out bulbs (I told you Altadena was charming) and it all starts at 2 p.m. All that and your gift spending helps [FiveAcres](#) help kids without parents. The lighting ceremony is at 6, which leaves plenty of time to check out Altadena's other big light show, the [Balian mansion](#) at 1960 Mendocino Lane. Ho! Ho! Ho!



CELEBRATE Joy THIS DECEMBER



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HOLIDAY EVENTS - DECEMBER 2015

HOLIDAY CELEBRATIONS

HOLIDAY PARADE & TREE LIGHTING | DEC 3

Tree Lighting: 6pm, Parade: 7pm • MONROVIA, Library Park
Kick off the holiday season with the "Bright Lights, Holiday Delights" parade. Come early for the tree-lighting ceremony! cityofmonrovia.org

FESTIVAL IN LIGHTS | DEC 4

4-6:30pm • LA CAÑADA FLINTRIDGE, Memorial Park
Santa Claus arrives in an antique vehicle & lights up this annual event. Play in snow & enjoy great food. lacanadaflintridge.com

ARTISANAL LA HOLIDAY MARKET | DEC 5

11am-8pm • OLD PASADENA, 110 E. Holly Street & Beyond
Eat, drink & be merry all while checking names off your list! Come together for an European market-inspired shopping experience. artisanalla.com

SOUTH LAKE'S HOLIDAYFEST | DEC 5

12-5pm • PASADENA, South Lake Avenue
Join in on the holiday activities around the District in-store specials, horse & carriage rides, photos with Santa & more! southlakeavenue.org

HOLIDAY LOOK-IN TOUR | DEC 5-6

9:30am-4pm • PASADENA, Locations Vary
A well-guided tour of a elegant homes decorated for the holidays and a FREE holiday brunch! pasadenaholidaylookin.org

CHRISTMAS TREE LANE FESTIVAL | DEC 12

Festival: 2pm, Tree Lighting: 6pm • ALTADENA Public Library
Get in the holiday spirit and visit the oldest, large-scale Christmas lighting spectacle in the US. christmastreelane.net

GLENDORA'S CHRISTMAS PARADE | DEC 12

9am • GLENDORA Village
"An Old-Fashioned Christmas" themed parade is led by the award-winning GHS Tartan band! glendorachristmasparade.com

PERFORMING ARTS

HOLIDAY JAZZ CONCERT & SING-A-LONG | DEC 2

6-7:30pm • ALTADENA Public Library
An evening of holiday music and celebration with Soul Taylor Jazz Trio featuring Jeff Richman & Dean Taba. altadenalibrary.org

A CHRISTMAS CAROL | DEC 5-23

Times Vary • PASADENA, 3352 E. Foothill Boulevard
What better way to ring in this festive season? Wonder, winter and wit are here; all for Dickens' Christmas cheer! anoahewithin.org

NUTCRACKER | DEC 12-13, 19-20, 22-23

2pm • PASADENA, 1985 E. Locust Street
More than 80 dancers magically bring to life Clara's Christmas Eve dream of a Nutcracker Prince, Mouse King & Sugar Plum Fairy. pasadenadance.org

PODLEY HOLIDAY GIFT BOUTIQUE | DEC 3

4:30-7:30pm • PASADENA, Podley Properties: 897 Granite Drive
Shop local with vendors featuring jewelry, home decors & more. Bring your family for FREE photos with Santa while enjoying wine & refreshments! podley.com/blog

FAMILY FUN WITH SANTA & MORE!

SANTA CLAUS PARTY | DEC 5

10am-12pm • GLENDORA Public Library
Join Santa for lots of fun, activities & refreshments! ci.glendora.ca.us

BREAKFAST WITH SANTA & SNOW FESTIVAL | DEC 5

Breakfast: 8:30am & 10:30am, Festival: 9am-2pm
ARCADIA Community Center
FREE festival with holiday entertainment, crafts, trolley rides, sled runs & snow play areas. Breakfast \$10/person. arcadiachamber.org

SANTA IN THE PLAZA | DEC 5, 12, 19

Carriage Rides: 3-7pm, Santa Photos: 5-7pm • GLENDORA Village
Santa is coming to town! Carriage rides along the Avenue & Santa photo opportunities. villageglendora.com

KIDSPACE SNOW DAYS | DEC 26-30

Times Vary • PASADENA, Kidspace Museum
Break out your mittens, boots and snow hat for a day of winter wonderland fun with real snow & winter-themed activities. kidspacemuseum.org

ROSE PARADE EVENTS

MINI ROSE FLOAT ACTIVITY | DEC 21

10-11am • SIERRA MADRE Public Library
"Find Your Adventure" at this fun & FREE annual celebration. All ages welcome. cityofsierramadre.org

ROSE PARADE FLOAT DECORATING | DEC 27-31

9am • PASADENA, Rosemont Pavillion
See the final stages of float preparation & experience the magic before their debut in the 2015 Rose Parade! tournamentofroses.com

BANDFEST | DEC 29-30

Times Vary • PASADENA City College
BandFest, presented by RENO, will feature the outstanding bands selected to participate in the 2015 Rose Parade. tournamentofroses.com

TOURNAMENT OF ROSES

NEW YEAR'S DAY ROSE PARADE | JAN 1

8am-1pm • PASADENA, Colorado Boulevard
The Rose Parade's elaborate floats now feature computerized animation & exotic natural materials from around the world. tournamentofroses.com

ALTADENA | LA CAÑADA FLINTRIDGE | GLENDORA
MONROVIA | SIERRA MADRE | PASADENA

PODLEY.COM

[HomeStreet] Bank

Letters to the Editor

Readers on 'Fire Leads to Injured Firefighter and Family Tragedy' (1/23/15 Issue)

The Arcadia fire captain sounds like a true hero o me: "Donovan explained that the injuries to the Arcadia captain occurred when there was a partial col-

lapse of the building near a commercial roll-up door. The captain's helmet was knocked off and embers fell onto his neck and head. He was transported first to Arcadia Methodist Hospital where he was diagnosed with second and third degree burns to the back of his neck, head, and face. Now at the Grossman Burn Center, the injured firefighter 'will be facing surgeries and probably treatment in a hyperbolic chamber,' Chief Donovan said."

-Ross S. Heckmann
ARCADIA

Reqs. should specify that the helmet chin strap must be fastened. If that is a current rule, the Capt. should be penalized.

-Jammer
Via MonroviaWeekly.com

SECOND SATURDAY WITH THE GERRY ROTHSCCHILD BAND



GERRY ROTHSCCHILD BAND
Dance ~ Eat ~ Drink
Browse our Books, Music & Movies!
Food & Drink available for purchase
by El Patron, Gypsy Eats, Sweater
Than Honey, The Altadena Ale & Wine
House and others!



Come enjoy a wide variety of music that varies from Fats Waller in the 1920's to Bruno Mars and everything in between. Gerry is an Emmy award winning musician who has appeared and performed at major festivals and events including The Rose Bowl, The Playboy Jazz Festival and the "Fele Americaine" in Geneva, Switzerland.
Gerry has composed, edited, performed, and recorded music for many hit television series including Friends, Drew Carey, Dream On and The George Lopez Show.

SATURDAY, JANUARY 9 @ 6:30PM

The Library is honored to present local artist Kent Arts for our January Art Exhibit in the Barbara J. Pearson Community Room. This exhibit features paintings from a number of series, such as Jesus En Plein, The Denas (Pasadena) and The Art of Literacy and Hollywood Backdigs.

600 E. MARIPOSA ST. | ALTADENA, CA 91001
Altadenalibrary.org | (626) 798-0833



A Great Year Ahead

BY HEATHER BACKSTROM, E.D.D.
A bi-monthly column

January sets the stage for looking forward to plans and goals for the New Year. Let's consider some commitments that are sure to positively impact your team.

Delegate: Balance your workload and build the skills of your team through delegation. Entrust them with work that stretches their skill set, entices their intellect, and fills their heart.

Praise Your Staff: Often managers only give feedback when things are going poorly or especially well. Choose to be a different kind of manager by regularly praising the good work of your team.

Training: Grow the skills and expertise of you and your staff through training programs, books, podcasts, videos, and more. Set aside time each month for an activity that will grow you and your team professionally. Bring in a lunch time speaker, join a professional association or read and discuss an interesting article. Do this every month and by the end of the year you and your staff will surely have grown professionally.

Acknowledgement motivates and drives productivity. It also fortifies commitment and boosts morale.

Elicit Ideas: Employees are generally full of great ideas on how to improve things in the workplace. Saving money, time, and resources

Clear Goals: A set of well established, clear goals makes it easy to stay on track and focused on priorities. Look at what is most important to your business and team, then set two or three goals to get you there. Involving your staff in goal setting will solidify their commitment.

is at the heart of every business, and your employees often have very sound ideas on just how to do that. Set up a system where ideas are solicited and submitted. Then act on them. Collecting ideas that just sit on the shelf accumulating dust will only dissuade employees. Instead put into action those ideas that are worthwhile.

Make 2016 a productive and fulfilling year for you and your employees.

Heather Backstrom is an executive coach, leadership development consultant and speaker. She has a doctorate in organizational leadership from Pepperdine University. She can be reached at www.heatherbackstrom.com.



Dorothy's Place

BY DOROTHY DENNE
Steps to Take

PASADENA NOW

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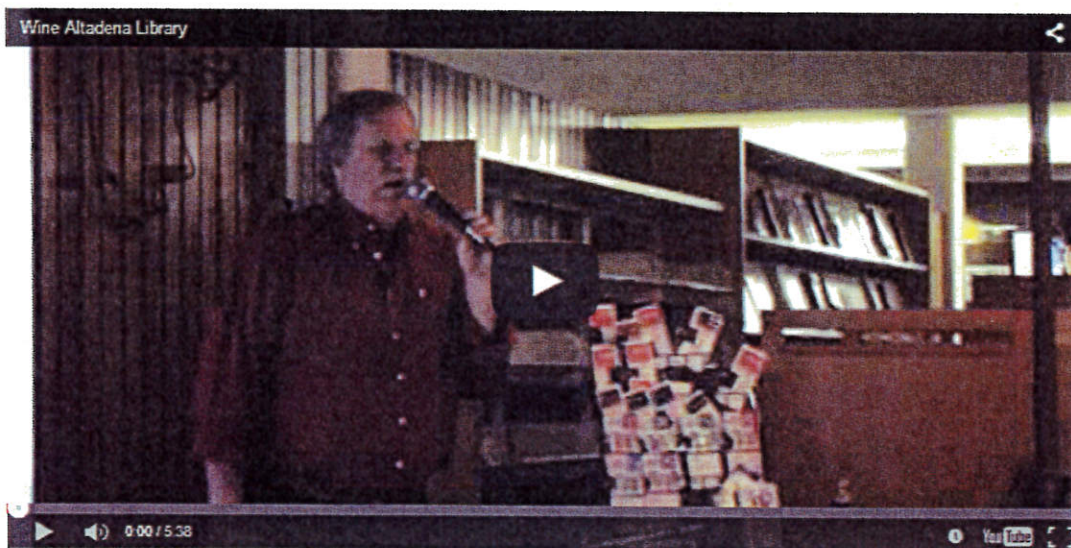
The History of Our Favorite Drink

By MONICA TERADA

Published : Sunday, November 22, 2015 | 5:19 PM

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Friday evening at the Altadena Library, Stuart Byles, author of *Los Angeles Wine: A History from the Mission Era to the Present (American Palate)*, gave a lecture on the wine history of Los Angeles.

Byles explained that for most of the 19th century “California wine meant Los Angeles wine.”

“In 1850, when California became a state,” said Byles, “there were perhaps maybe six to eight vineyards, or wineries, in the whole bay area. In Los Angeles, there were over 100.”

He brought out copies of his book for signing and purchasing and after the lecture guests who had signed up for the event were able to partake in a wine tasting.

“I’m looking forward to reading Mr. Byles’ book,” said Emily Stevenson, holding an autographed copy. Stevenson said the lecture was very interesting and she did not know that prohibition had closed down most wineries in Los Angeles.

For those who missed the event, Byles’ book is available for purchase from Amazon. For more information on the Altadena Library and future events, please visit their website at www.altadenalibrary.org.

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Where else can you get this much daily news and information about Pasadena? | 101,823 monthly readers | 21,110 email subscribers | 34,627 Social Media followers

Altadena Public Library Presents the Return of the Emmy Award Winning Music Artist Gerry Rothschild/Gerry Rothschild Band

As its January 2016 Second Saturday Lineup

From STAFF REPORTS

Published : Wednesday, December 9, 2015 | 3:45 PM

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On Saturday, January 9, at 6:30 p.m., the Altadena Library District presents Gerry Rothschild as its musical artist for January's Second Saturday. Gerry Rothschild band is a custom band that is proficient in a wide variety of musical styles that vary from Fats Waller in the 1920's to Bruno Mars and everything in between.

Gerry is an accomplished musician who has appeared and performed at major festivals and events including The Rose Bowl, The Playboy Jazz Festival and the "Fete Americaine" in Geneva, Switzerland.

Gerry has composed, edited, performed, and recorded music for many hit television series including Friends, Drew Carey, Dream On and The George Lopez Show.

He has won "The Knot" magazines Best of Wedding three years in a row and has played for The Milken Institute, Boeing Inc., and Technip Corp., among others, in the corporate world.

The Gerry Rothschild Band was our most popular music event in 2014 and we are very excited to bring them back to the library and the community in 2016! Along with the music there will be food available for purchase from El Patron, Gypsy Eats and Sweeter Than Honey. The Altadena Ale and Wine House will be once again providing a superb selection of beer and wine and the Friends of the Altadena Library will be selling soft drinks and other non-alcoholic options.

The Altadena Library is located at 600 East Mariposa Street, Altadena. For more information please call (626) 798-0833. For a schedule of events, visit the library on the web at www.altadenalibrary.org.

CALTECH presents

Mark O'Connor's "An Appalachian Christmas"

Saturday, Dec. 12, 2015 | 8 p.m.

Ticket price: \$45, \$40, \$35 + \$10 youth + Caltech/JPL and group discounts available.

Performing Arts Series
Caltech's Beckman Auditorium
www.events.caltech.edu events@caltech.edu
California Institute of Technology
 Pasadena, California 91125
(626) 395-4652

Speaker Series

www.altadenalibrary.org | (714) 540-4022

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claudandcocatering.com

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Holiday Shoppers Cautioned - Don't Be Fleeced by Fakes

From Perfume to Headphones,

offering a variety of holiday-themed activities for children and their families, along with holiday caroling.

3 and Dec. 14, M-F 8 a.m. to 6 p.m. and SAT 9 a.m. to 3 p.m.
For the second year in contact Volunteer Coordinator, Susan Lowe at (626) 773-3751 or slowe@5sacres.org.



600 E. MARIPOSA ST.
ALTADENA, CA 91001
Altadenalibrary.org
(626) 798-0833

ANNUAL HOLIDAY CELEBRATION WEDNESDAY, DEC. 2ND @ 6PM

Join us for an evening of Holiday Music and Celebration with the Joel Taylor Jazz Trio ~ featuring Jeff Richman & Dean Taba

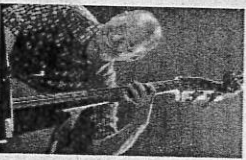


Joel Taylor has been in demand as one of the most versatile drummers in the L.A. studio and touring scene. He's performed with the likes of Stanley Clarke, Josh Groban, Eric Burnet & Michael Buble.

Jeff Richman is a professional guitarist with a 35-year career in performance guitar, composing, arranging and recording.



He's produced 16 solo albums and toured worldwide. Dean Taba began his musical studies on the piano at the age of 6 and played French horn in the high school jazz band that introduced him to the bass and improvised music. Dean relocated in 1984 to LA to become one of its in-demand musicians.



Legal Loophole Costs Local Homeseller \$3,742 in the Sale of Their Home

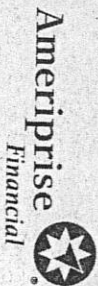
San Gabriel Valley - When you're buying or selling a home, there are many small details that you need to know. It's essential to understand the legal ins and outs that will protect you when buying or selling a home. "Legal Mistakes to Avoid When Buying or Selling a Home" To

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ARTS

11/7/16 Pasadena Week Page 19

FILM | THEATER | BOOKS | MUSIC | COMMUNITY | LISTINGS



HARMONIES AND HOPE
TRADITIONALLY STYLED BLUEGRASS FROM NORTH CAROLINA'S SIDELINE AT COFFEE GALLERY BACKSTAGE NEXT THURSDAY

P. 22



STAYIN' ALIVE
ABBAMANIA AND NIGHT FEVER BRING THE MAGIC OF ABBA AND THE BEE GEES TO ARCADIA SATURDAY NIGHT

P. 25



HOLLYWOOD'S BEST
PW'S CRITIC PICKS HIS 10 FAVORITE MOVIES OF 2015

P. 27

SOLO SILLINESS

FRANK FERRANTE BRINGS GROUCHO MARX TO LIFE SATURDAY AND SUNDAY AT THE PASADENA PLAYHOUSE

BY CARL KOZLOWSKI

Frank Ferrante will never forget the day he fell in love with Groucho Marx and his movies. He was just a 9-year-old living in Sierra Madre when a friend of his brought over a copy of "A Day at the Races" and told him to play it immediately. "I laughed until I was in tears, and then went to the local library to read about the Marx Brothers," Ferrante recalls. "Then I did a broader study of comedy and the performing arts. I bought albums before videos of performances were available everywhere. I looked up old magazines and newspaper clippings about Groucho and other artists I came to admire, and had shelves of books about theater."

That passion paid off in adulthood with a most unusual career in which Ferrante has spent the past 30 years performing as Groucho Marx in a live theatrical show he also wrote, called "An Evening with Groucho." After 2,500 performances all over the globe, Ferrante will bring the solo and highly interactive show back near his hometown this Saturday and Sunday when he takes the stage of the Pasadena Playhouse for three shows. The weekend of wit is part of the Playhouse's innovative efforts to mix things up creatively and keep their finances stable after a period of fiscal turbulence endangered the theater a few years back. The legendary institution seeks to keep things lively between the longer runs of its main productions by bringing in special events for short runs.

The two-act comedy show brings a fast-paced 90 minutes of hilarity to audiences by featuring the best Groucho one-liners, as well as anecdotes and songs including "Hooray for Captain Spaulding" and "Lydia, the Tattooed Lady." As Ferrante ad-libs his way throughout the show in grand Groucho style, the audience literally becomes part of the show.

CONTINUED ON PAGE 20



GET YOUR OWN...

BY JOHN SOLLENBERGER

FREE MUSIC



As part of the Altadena Library's Second Saturday music series, the Gerry Rothschild Band performs a wide variety of musical styles, from Fats Waller to Bruno Mars and everything in between, at 6:30 p.m. Saturday

at 600 E. Mariposa St., Altadena. Free. Call (626) 798-0833 or visit altadenalibrary.org.

MLK CELEBRATION



The Pasadena Human Rights Commission, the Martin Luther King, Jr. Community Coalition and other organizations present "Rekindling the Light of Peace," an event honoring Martin Luther King Jr. with

guest speakers, music and poetry readings, at 10 a.m. Saturday in the Pasadena City Hall Council Chambers, 100 N. Garfield Ave., Pasadena. Call (626) 744-4234 or visit pasadenamlk.com.

ROYAL VISIT



Kids are welcome to dress as kings, queens, princes and princesses for a royal tea party with the 2016 Tournament of Roses Royal Court from 2 to 3:30 p.m. Saturday at Pasadena Public Library's Hastings Branch, 3325 E.

Orange Grove Blvd., Pasadena. Guests may bring cameras for photo opportunities. Call (626) 744-7262 or visit pasadenapubliclibrary.net.

HISTORY TOUR



Take a free, two-hour backstage tour of the Alex Theatre, as a guide presents an overview of the historic, 90-year-old facility while guests experience sound and lighting demos and learn about its interior and exterior

architecture and artwork, at 11 a.m. Sunday at 216 N. Brand Blvd., Glendale. Call Glendale Arts at (818) 243-2611, ext. 15 or visit alextheatre.org for information.

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SAN GABRIEL VALLEY EVENTS - JANUARY 2016

ROSE BOWL ACTIVITIES

POST PARADE: SHOWCASE OF FLOATS JAN 1-3
4-6:30pm - PASADENA, E. Sierra Madre Blvd. & E. Washington Blvd
Following the Rose Parade, walk within a few feet of the floats and see the details of each creative display! tournamentsfrozes.com

ROSE BOWL FLEA MARKET JAN 10
9am-5pm - PASADENA, The Rose Bowl
Vintage treasure hunters & bargain seekers flock to discover antiques, vintage clothing, local art & specialty products. rosebowlstadium.com

ENTERTAINMENT

ABBAMANIA - NIGHT FEYER JAN 9
8pm - ARCADIA Performing Arts Foundation
Be sure not to miss a fabulous show featuring the best of ABBA and the Bee Gees. Go back in time when they ruled pop music. arcadiapaf.org

FUN FLICK FRIDAY: HOTEL TRANSYLVANIA 2 JAN 15
3:30pm - ALTADENA Public Library
Hotel owner Dracula is concerned his half-human grandson Dennis isn't embracing his vampire heritage. altadenalibrary.org

BLIND DATE WITH A BOOK JAN 19-FEB 13
All Day - GLENDORA Public Library
Choose from a selection of mysterious books waiting for you to "pick up" and "check out." Drawing for prizes will be available too! glendora.ca.us

LOCAL CUISINE

FAMILY, FRIENDS & FOOD TRUCKS JAN 7
5:30-9pm - Mt. Sierra College, MONROVIA
This FREE event includes vendors, great food, and music for all ages to enjoy. Donations welcome. mtsierra.edu

PASADENA CHEESEBURGER WEEK JAN 10-16
Times Vary - Various PASADENA Restaurants
Celebrate the birth of the cheeseburger when 40 of Pasadena's favorite restaurants, lounges & burger joints offer their signature burgers and deals at this annual event. pasadenarestaurantweek.com

EXPLORE NATURE

MUSIC IN THE CHINESE GARDEN JAN 6, 13, 20, 27
1:30pm - SAN MARINO, Huntington Library
Enjoy traditional Chinese music in the garden as a different solo musician performs weekly on classical Chinese instruments. huntington.org

SNOW DAY AT LACY PARK JAN 30
10am-2pm - SAN MARINO, Lacy Park
40 tons of snow will be delivered for sledding, throwing snowballs and making snowmen. ci.san-marino.ca.us

ARTS

OUTSIDE IN EXHIBIT | THROUGH JAN 10
12-5pm - PASADENA, Art Center's Williamson Gallery
An exhibit themed around the ascendance of street art in visual culture, in celebration of Art Center's 85th anniversary. williamsongallery.net/outsidein

ART FOR TOTS: DANCE JAN 19
10am and 1pm - LA CAÑADA FLINTRIDGE, Descanso Gardens
Inverteq Dance Theatre returns to Descanso Gardens with an interactive dance for all ages. Part of FREE 5th Tuesday. descansogardens.com

CREATIVE ARTS GROUP FACULTY SHOW JAN 29
7-9pm - SIERRA MADRE, 108 N. Baldwin Ave.
Opening night of an exhibit of work created by the Creative Arts Group instructors. Continues through Feb 26th. creativeartsgroup.org

LA BOARD GAME JAM JAN 30
11am-11pm - PASADENA, 87 N. Raymond Ave.
Ten teams have 5 hours to brainstorm, design & complete a board game with an identical set of materials. Winners receive prizes! laboardgamejam.com

MUSEUMS FREE-FOR-ALL JAN 30
12-5pm - Local Museums & more!
LA CAÑADA, Descanso Gardens
PASADENA, Armory Center for the Arts
PASADENA, USC Pacific Asia Museum
PASADENA, Pasadena Museum of California Art
Over 20 museums - presenting art, cultural heritage, natural history and science - open their doors for visitors FREE of charge. localmuseums.org

DO-IT-YOURSELF FUN

LEGO STORE MINI MODEL BUILD JAN 5-6
5-7pm - GLENDALE Galleria
The LEGO store hosts a FREE mini model build for kids to take home with them. Ages 6 to 14, registration required. stores.lego.com

FAMILY DAY: A ROOM OF YOUR OWN JAN 9
1-3pm - PASADENA, Norton Simon Museum
See the intimate settings of Edouard Vuillard's lithographs & create a 3D model with your friends & family. FREE with admission. nortonsimon.org

EXPLORING NATURE & WATERCOLOR JAN 16
2pm-3:30pm - PASADENA Museum of California Art
Venture outside the Museum to sketch and paint a watercolor based on their findings. All ages and FREE! pmcaonline.org

Happy New Year!

ALTADENA | LA CAÑADA FLINTRIDGE | GLENDORA
MONROVIA | SIERRA MADRE | PASADENA

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HOME SALES

RECENT HOME CLOSINGS IN THE PASADENA WEEKLY FOOTPRINT

source: CalREsource

ADDRESS	CLOSE DATE	PRICE	BDRMS.	SQ. FT.	YR. BUILT	PREV. PRICE	PREV. SOLD
ALHAMBRA							
405 North Olive Avenue	12/16/15	\$688,000	2	1632	1931	\$685,000	06/05/2007
1701 Elm Street	12/17/15	\$595,000	2	1288	1935		
1008 Geranio Drive	12/15/15	\$570,000	3	1157	1948		
326 North Curtis Avenue #A	12/16/15	\$551,000	3	1767	1982	\$175,000	05/14/1999
609 North Monterey Street #1	12/17/15	\$530,000	3	1760	1981	\$185,500	11/16/1993
2221 Westminster Avenue	12/14/15	\$490,000	2	1167	1938	\$441,000	11/15/2004
100 North Electric Avenue #24	12/16/15	\$450,000	3	1264	1982	\$395,000	05/13/2010
412 North Bushnell Avenue #C	12/16/15	\$430,000	2	1221	1984	\$328,000	11/22/2011
100 South 6th Street #E	12/15/15	\$215,000	2	590	1915		
ALTADENA							
1949 Maiden Lane	12/17/15	\$903,000	3	2000	1909	\$785,000	05/19/2004
3135 Rubio Canyon Road	12/17/15	\$804,000	3	1889	1964	\$560,000	05/23/2011
719 New York Drive	12/17/15	\$780,000	4	2063	1936	\$275,000	01/11/2002
757 West Sacramento Street	12/16/15	\$600,000	3	1428	1947		
2670 Lincoln Avenue	12/16/15	\$460,000	3	1679	1963		
ARCADIA							
1810 Wilson Avenue	12/16/15	\$2,380,000	4	3959	1950	\$2,338,000	09/30/2013
1830 Highland Oaks Drive	12/16/15	\$1,750,000	4	2881	1955		
1708 Watson Drive	12/16/15	\$1,050,000	3	2021	1951	\$910,000	04/12/2007
16 East Floral Avenue	12/16/15	\$890,000	4	2086	1953	\$705,000	06/25/2009
1110 Mayflower Avenue	12/15/15	\$790,000	2	1369	1946	\$714,000	06/28/2005
EAGLE ROCK							
2374 Yosemite Drive	12/16/15	\$765,000	4	1372	1909	\$400,000	07/27/2011
2730 El Roble Drive	12/14/15	\$650,000	3	1362	1941		
5250 Lolita Avenue	12/14/15	\$638,000	2	1008	1924	\$220,000	01/13/1992
2414 Langdale Avenue	12/15/15	\$560,000	3	1158	1924		
3832 West Avenue 43 #17	12/17/15	\$391,000	2	960	1984		
GLENDALE							
2529 Altura Avenue	12/17/15	\$625,000	2	1152	1934		
1637 Don Carlos Avenue	12/15/15	\$1,800,000	5	3922	1928	\$1,614,000	10/26/2006
3028 East Chevy Chase Drive	12/16/15	\$1,350,000	4	3698	1999	\$1,275,000	09/21/2004
1900 Maglin Drive	12/16/15	\$1,000,000	4	2591	1961		
3130 Peters Circle	12/14/15	\$975,000	3	1797	1969	\$832,000	12/22/2006
1458 Belleau Road	12/17/15	\$867,000	4	1886	1960	\$670,000	10/02/2015
1360 Thompson Avenue	12/17/15	\$750,000	2	1380	1926	\$605,000	12/30/2013
1446 Midline Drive	12/17/15	\$649,000	3	1092	1941	\$375,000	02/28/2003
1325 Carlton Drive	12/17/15	\$530,000	2	1090	1939	\$80,000	06/23/1987
343 Pioneer Drive #905	12/17/15	\$520,000	2	1443	1988	\$427,000	03/26/2004
239 North Everett Street	12/15/15	\$468,000	2	1056	1927	\$510,000	11/22/2006
400 Monterey Road #15	12/16/15	\$462,000	3	1409	1984	\$303,000	04/09/2003
423 Thompson Avenue #6	12/16/15	\$440,000	3	1433	1983	\$257,000	11/08/2002
411 Pioneer Drive #1	12/16/15	\$418,000	2	1099	1983	\$140,000	05/21/1999
460 Oak Street #219	12/14/15	\$394,000	2	1064	1984	\$180,000	06/18/2001
1339 North Columbus Avenue #102	12/17/15	\$300,000	1	805	1974	\$96,500	06/23/1994
1415 North Brand Blvd. #F	12/15/15	\$291,000	1	715	1956	\$235,000	01/24/2014
LA CANADA							
566 Meadow Grove Street	12/15/15	\$5,600,000	5	6632	1924		
5541 Rock Castle Drive	12/15/15	\$1,395,000	5	3587	1964	\$950,000	07/11/2014
5053 Crown Avenue	12/15/15	\$830,000	3	1612	1951		
275 Starlane Drive	12/14/15	\$1,700,000	4	2535	1967	\$625,000	09/23/1992
1357 Sugar Loaf Drive	12/16/15	\$1,260,000	3	1842	1955	\$1,350,000	11/09/2004
PASADENA							
491 South Oakland Avenue	12/15/15	\$3,200,000	6	3876	1949	\$4,150,000	09/26/2014
740 South Hudson Avenue	12/14/15	\$1,830,000	6	3088	1920	\$210,000	09/11/1979
501 Bradford Street	12/16/15	\$1,700,000	2	1772	1948		
3625 Hamlet Road	12/17/15	\$1,212,000	2	1376	1950	\$509,000	05/23/2012
609 South Hudson Avenue	12/17/15	\$875,000	2	1429	1915	\$435,000	11/09/2001
1345 Leonard Avenue	12/16/15	\$850,000	5	1985	1951	\$791,000	08/26/2013
1524 North Grand Oaks Avenue	12/15/15	\$820,000	2	1642	1947	\$180,000	12/16/1996
757 North El Molino Avenue	12/17/15	\$804,000	8	2852	1928		
3315 Las Lunas Street	12/15/15	\$738,000	3	1452	1947	\$339,500	09/14/2001
2337 North Arroyo Blvd.	12/17/15	\$730,000	3	1696	1969		
1163 Crowne Drive	12/16/15	\$716,500	3	1660	1989	\$247,500	09/24/1997
155 South Orange Grove Blvd. #G	12/15/15	\$658,500	2	1411	1950		
888 North Euclid Avenue	12/14/15	\$650,000	7	1995	1908	\$310,000	10/29/2010
1135 Del Rey Avenue	12/17/15	\$623,500	2	1324	1937	\$560,000	06/10/2004
484 East California Blvd. #28	12/16/15	\$578,000	2	1506	1983	\$538,000	05/26/2006
460 Highland Street	12/16/15	\$562,500	2	1056	1924		
1000 San Pasqual Street #21	12/16/15	\$550,000	1	923	1954	\$389,000	01/24/2007
159 North San Marino Avenue	12/14/15	\$535,000	2	1067	1923	\$171,500	07/14/2000
3226 Mataro Street	12/17/15	\$517,500	2	1088	1947		
164 West Villa Street	12/14/15	\$465,000	2	823	1912	\$200,000	02/11/2015
479 Anderson Place	12/17/15	\$450,000	2	824	1924	\$405,000	08/15/2014
400 North Michigan Avenue	12/15/15	\$430,000	2	816	1909		
217 South Catalina Avenue #3	12/15/15	\$425,000	2	863	1987	\$120,000	11/17/1995
253 North Mar Vista Avenue #3	12/17/15	\$410,000	2	930	1982		
1731 Belmont Avenue	12/14/15	\$380,000	2	874	1949		
970 North Catalina Avenue	12/14/15	\$375,000	1	572	1921		
SAN MARINO							
2325 Melville Drive	12/14/15	\$2,000,000	4	2800	1938	\$230,000	10/22/1979
526 La Mirada Avenue	12/17/15	\$1,285,000	2	1471	1930	\$370,000	02/01/2000
SIERRA MADRE							
446 Manzanita Avenue	12/15/15	\$1,361,000	3	1967	1946	\$816,000	10/25/2013
410 Adams Street	12/15/15	\$1,020,000	4	2014	1964	\$885,000	05/23/2012
140 Lowell Avenue	12/16/15	\$870,000	3	1846	1955		
SOUTH PASADENA							
1315 Indiana Avenue	12/14/15	\$1,850,000	4	3599	2012	\$1,850,000	08/14/2013
1217 Diamond Avenue	12/14/15	\$995,000	5	2604	1906		

PW OPINION

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NEWS AND NOTES FROM OUR COMMUNITY

RUNAWAY VICTORY

Stanford Cardinal soars over Iowa Hawkeyes in lopsided Rose Bowl win

The Stanford Cardinal set the tone early in the team's runaway 45-16 victory over the Iowa Hawkeyes in the 102nd playing of the Rose Bowl College Football Game on New Year's Day.

In a record-setting performance, Stanford started putting the game out of reach on the first play from scrimmage, with Stanford sophomore and Heisman Trophy runner-up Christian McCaffrey catching a simple slant pass and darting 75 yards for the opening touchdown.

By the end of the day, McCaffrey had topped 368 all-purpose yards for the sixth time in his short career and set a Rose Bowl record in a performance that included a 63-yard punt return. McCaffrey was named the game's MVP.

This was the first meeting of the two teams, and the first time Iowa had played in the Rose Bowl in 25 years. This game marked Stanford's 15th time to play in the Rose Bowl Game, known as "The Granddaddy of Them All," and its eighth win. Stanford has appeared in three of the last four Rose Bowl games, beating the Wisconsin Badgers in the 2013 game.

— Christopher Floch



Stanford's Christian McCaffrey is interviewed after the game.

LIGHT OF PEACE

MLK events set for Saturday and Tuesday

The Martin Luther King Community Coalition kicks off its celebration of MLK Day at 10 a.m. Saturday with "Rekindling the Light of Peace" in the City Council Chambers at Pasadena City Hall, 100 N. Garfield Ave.

The free event features guest speakers, music and poetry readings.

In addition to the city's Human Relations

Commission, the event is supported by the Martin Luther King Community Coalition, the Interdenominational Ministerial Alliance, the Ecumenical Council of Pasadena Area Churches, the YWCA Pasadena-Foothill Valley, the Pasadena Unified School District, the Altadena NAACP, the Pasadena NAACP, Aspires West Pasadena, the Pasadena Journal and the Pasadena Weekly.

Events continue at 6:30 p.m. Tuesday at Don Benito Fundamental School, 3700 Denair St., Pasadena, with an evening of speeches and original artwork. This event features finalists in the MLK essay reading their works aloud. Performances will pay tribute to King and his legacy.

Admission to both events is free.

Locally, the King Coalition has worked to keep King's legacy alive for 26 years. During that time, the coalition has sponsored the MLK Essay Contest, in which more than 20,000 local students have participated.

— André Coleman



ADVICE IN ALTADENA

Altadena Library District presents Paying for College: Financial Aid and Scholarships workshop on Jan. 11

The Altadena Library is sponsoring the workshop "Paying for College: Financial Aid and Scholarships," at 6:30 p.m. Monday in the library's community room. Attendees can learn about financial aid and scholarships from the perspective of a college admissions officer. The free workshop features Ashley Sim, former admissions officer at Caltech. Sim will discuss common misconceptions, the types of aid that are available, and questions all parents and students should be asking of college financial aid offices.

The Altadena Library is located at 600 E. Mariposa St., Altadena. For more information on teen programming and workshops, contact Teen Librarian Carrie Wilson at (626) 798-0833 ext. 108 or write to cwilson@altadenalibrary.org



CALENDAR

—CONTINUED FROM PAGE 25

Steps a Day in LA: 52 Walking Adventures" at 2 p.m.

SUNDAY

Alex Theatre

216 N. Brand Blvd., Glendale (818) 243-2611 alextheatre.org
Take a free, two-hour backstage tour of the Alex, as a guide presents an overview of the 90-year-old facility. Experience sound and lighting demos and learn about its interior and exterior architecture and artwork at 11 a.m. Call ext. 15 for information.

All Saints Church

132 N. Euclid Ave., Pasadena (626) 796-1172 allsaints-pas.org
Dr. Reza Aslan, internationally acclaimed writer, scholar of religions and author of "Open Letter to American Muslims on Same-Sex Marriage," speaks at the Rector's Forum at 10:15 a.m.

The Barkley

1400 Huntington Drive, South Pasadena (626) 799-0758 thebarkleyrestaurant.com
The Richard Glaser Quartet performs classic jazz from 7 to 11 p.m. every Sunday. No cover.

Cellar Sessions Concert Series

Old Oak Cellars
2620 E. Foothill Blvd., Pasadena cellarssessions.brownpapertickets.com
The monthly concert series features Kevin Fisher opening followed by Kara Grainger, starting with a wine tasting at 3 p.m. that's followed by the music at 3:45 p.m. Tickets are \$22 in advance, available on the website or \$25 at the door.

Mars Rover Documentary Screening

Caltech's Beckman Auditorium
Michigan Avenue just south of Del Mar Boule-

vard, Pasadena (626) 395-4652 events.caltech.edu

A screening of the high-definition film "Road, Trips on Mars: Rovers Explore the Red Planet" starts at 2 p.m., followed by a discussion led by Caltech graduate student Kirsten Siebach. Admission is \$10.

Norton Simon Museum

411 W. Colorado Blvd., Pasadena (626) 449-6840 nortonsimon.org
Afternoon Salon features a museum educator discussing "Roger de Piles: An Enduring and Unique Analysis of Style," on the 17th century French art critic who devised a unique rating chart for artists, from 1 to 2 p.m. free with museum admission of \$12 for adults, \$9 for seniors and free for members, students and those 18 and younger.

Offramp Gallery

1702 Lincoln Ave., Pasadena (626) 298-6931 offrampgallery.com
A solo exhibition, "Minoru Ohira: Iki and Yabo," features two new bodies of sculpture by Minoru Ohira, opening with a reception from 2 to 5 p.m. and continuing through Feb. 7.

Pasadena Cheesburger Week

Various restaurants, Pasadena pasadenarestaurantweek.com
Some 40 Pasadena restaurants celebrate Lionel Sternberger's creation, invented at the Rite Spot in 1924, with specials and various delicious offerings, Sunday through Jan. 15. Times vary. Visit the website for information.

Vroman's Bookstore

695 E. Colorado Blvd., Pasadena (626) 449-5320 vromansbookstore.com
Chris Morris discusses and signs "Los Lobos: Dream in Blue" at 4 p.m.

MONDAY

Altadena Library

600 E. Mariposa St., Altadena (626) 798-0833 altadenalibrary.org
The library hosts a free workshop, "Paying for College: Financial Aid and Scholarships," conducted by Ashley Sim, former Caltech admissions officer, at 6:30 p.m.

Pasadena Public Library, Central Branch

285 E. Walnut St., Pasadena (626) 744-4066 pasadenapubliclibrary.net
The Young Adult Book Club for ages 13 and up discusses "Carry On" by Rainbow Rowell at 6 p.m. Call (626) 744-4246 to sign up.

Pasadena Public Library, Linda Vista Branch

1281 Bryant St., Pasadena (626) 744-7278 pasadenapubliclibrary.net
Tech M@de Easy offers help with computers, laptops, Microsoft Office, smartphones, tablets and other devices at 3 p.m.

Vroman's Bookstore

695 E. Colorado Blvd., Pasadena (626) 449-5320 vromansbookstore.com
Jack Grisham discusses and signs "A Principle of Recovery: An Unconventional Journey through the Twelve Steps" and Patrick O'Neil discusses and signs "Gun, Needle, Spoon" at 7 p.m.

TUESDAY

Camera Tap Pacifica

The Huntington Library, Art Collections and Botanical Gardens
1151 Oxford Road, San Marino (805) 884-8410 cameratapacific.com
The chamber ensemble performs David Bruce's "Steampunk" and works by Stephen Hartke, Sean Friar, Percy Grainger and Sir Charles Villiers Stanford at 7:30 p.m. Tickets are \$56.

Cancer Support Community

200 E. Del Mar Blvd., Ste. 118, Pasadena (626) 796-1083 cscpasadena.org
An eight-week recovery program for women who've recently completed treatment for non-metastatic breast cancer includes yoga, strength training, survivorship education and emotional support for those who have completed active treatment between three weeks and 24 months ago. It meets from 6:30 to 8:30 p.m. Tuesdays and Thursdays through March 3. Attendees must have no evidence of disease to participate, and pre-registration and doctor's consent are required. Call or email l.wending@cscpasadena.org to register.

MLK Essay and Visual and Performing Arts Finalists' Presentations

Don Benito Fundamental School
3700 Denair St., Pasadena pasadenamlk.com
Martin Luther King, Jr. is honored with original speeches, viewing of original artwork and performances by the MLK Essay and Visual and Performing Arts Contest finalists and winners at 6:30 p.m. Free.

Pasadena Public Library, Central Branch

285 E. Walnut St., Pasadena (626) 744-4066 pasadenapubliclibrary.net
Tech M@de Easy offers help with computers, laptops, Microsoft Office, smartphones, tablets and other devices from 10 to 11:30 a.m. Award-winning songwriter Emily Arrow, creator of literature-based songs for children, leads a workshop on creative writing for beginning readers who love to make up stories at 4:30 p.m.

Pasadena Public Library, Hastings Branch

3325 E. Orange Grove Blvd., Pasadena (626) 744-7262 pasadenapubliclibrary.net
The Pasadena Humane Society's Barks and Books Literacy program invites kids to read stories to a friendly dog at 3:30 p.m.

Pasadena Public Library, La Pintoresca Branch

1355 N. Raymond Ave., Pasadena

ONGOING



Pasadena Museum of California Art, 490 E. Union St., Pasadena, presents "The Nature of William S. Rice: Arts and Crafts Painter and Printmaker," featuring a rare glimpse into the private world of the artist and naturalist famous for his ability to refine nature to its simplest forms, featuring more than 50 watercolors and block prints, and "Of Cottages and Castles: The Art of California Faience," the first survey of one of the longest, enduring art potteries in California. The exhibition consists of more than 120 works representing the full range of the company's decorative vessels, tiles, lamps and sculptures. Both exhibitions went on view Nov. 15 and continue through April 3. Call (626) 568-3665 or visit pmcaonline.org.

Forest Lawn Museum, 1712 S. Glendale Blvd., Glendale, presents the exhibition "Leading Ladies: From Fantasy to Reality," celebrating more than 75 women who have impacted the world, from ancient legends to Hollywood actresses, including images of Audrey Hepburn, Cleopatra, Eleanor Roosevelt and many others, on view through March 27. Call (800) 204-3131 or visit forestlawn.com.

The Huntington Library, Art Collections and Botanical Gardens, 1151 Oxford Road, San Marino, presents the exhibition "Alex Israel at the Huntington," featuring works by the emerging artist including paintings and sculpture, on view Dec. 12 through July 11. Call (626) 405-2100 or visit huntington.org.

The Intuitive Movement Jam at Farnsworth Park, 568 Mount Curve Ave., Altadena, is a rocking, free-form, eclectic dance event offering

(626) 744-7268 pasadenapubliclibrary.net
Library staff offer information to grant seekers on the Foundation Directory Online to help generate a targeted list of funding prospects at 4 p.m. Call to sign up.

Pasadena Public Library, Santa Catalina Branch

999 E. Washington Blvd., Pasadena (626) 744-7272 pasadenapubliclibrary.net
Teens are invited to SC Gaming Day, as they learn new games and make friends, beginning at 3:30 p.m.

Pasadena Senior Center

85 E. Holly St., Pasadena (626) 795-4331 pasadenaseniorecenter.org
Classes on fall prevention and maintaining balance combines discussion, video and exercise from 1 to 3 p.m. Tuesdays and Thursdays through Feb. 4. Call (626) 685-6732 to register.
The Center's memory loss education series runs from 10 to 11:30 a.m. Tuesdays through Feb. 2. Tuesday's session is on memory loss and aging. The Center's Masters Series features Dr. Larry Caldwell, Occidental College professor of politics, and Dr. Caroline Heldman, Occidental associate professor of politics, presenting "2016 US Elections and the World," as participants dig into global and US politics and explore America's growing dissatisfaction with the election process from 2 to 4 p.m. Tuesdays through March 1. Admission is \$10 per lecture, \$60 for the series.

the chance to dance to your own muse without judgment, alcohol or small talk from 7 to 9 p.m. Mondays. No experience is needed and there are no steps to learn. The first visit is free with a printout of the website home page at imjam.net; admission is \$10 thereafter.

Rose Bowl Stadium Tours, 1001 Rose Bowl Drive, Pasadena, offer behind-the-scenes visits to the facility. Tours are from 10:30 a.m. to 12:30 p.m. the last Friday of the month. Cost is \$17.50 for adults, \$14.50 for children, seniors and military members. Call (626) 275-2714 or visit rosebowlstadium.com.

Unity of Pasadena Church, 3053 E. Del Mar Blvd., Pasadena, offers a free 30-minute guided meditation from noon to 12:30 p.m. every Thursday. Call (626) 577-4207 or visit unityof-pasadena.org.

Vroman's Bookstore

695 E. Colorado Blvd., Pasadena (626) 449-5320 vromansbookstore.com
Jennifer Kincheloe discusses and signs "The Secret Life of Anna Blanc" at 7 p.m.

WEDNESDAY

The Huntington Library, Art Collections and Botanical Gardens

1151 Oxford Road, San Marino (626) 405-2100 huntington.org
A Distinguished Fellow lecture, "Science and Sociability in the French Revolution" features history professor Dena Goodman of the University of Michigan discussing a group of young men whose passion for science guided them through the turmoil of the French Revolution at 7:30 p.m. Free. No tickets required.

Pasadena Public Library, Central Branch

285 E. Walnut St., Pasadena (626) 744-4066 pasadenapubliclibrary.net
Free films start at 1 p.m. Wednesdays. January films honor Maureen O'Hara and the old west. Wednesday's film is "Only the Lonely."

Pasadena Public Library, Villa Parke Branch

363 E. Villa St., Pasadena (626) 744-6510 pasadenapubliclibrary.net
The Pasadena Humane Society's Barks and Books Literacy program invites kids to read stories to a friendly dog at 4 p.m. ■

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CALENDAR



Stayin' Alive



ABBAMANIA AND NIGHT FEVER BRING THE MAGIC OF ABBA AND THE BEE GEES TO ARCADIA SATURDAY NIGHT

BY CARL KOZLOWSKI

There are plenty of people who look back on the glitz and glam of the 1970s disco era with affection. But few if any could top the devotion of Gary Lichach, who has spent the past 16 years bringing two of the best vocal groups from that era — ABBA and the Bee Gees — back to life under the guise of a two-act tribute extravaganza.

Lichach will be bringing the magic of his show *Abbamania and Night Fever* to the stage of the Arcadia Performing Arts Center on Saturday for the first concert of the venue's 2016 season. Packed with dozens of danceable hits from the pop powerhouses, the show should prove to be not just great entertainment, but also a great workout for those looking for a fun way to keep their New Year resolution to exercise.

"Not only do they look like ABBA and the Bee Gees, but they do every song note for note and chord for chord," says Lichach, the creator and lead producer of

the constantly touring show. "They are the closest match to the real artists that you will ever hear."

In fact, Lichach takes pride in the fact that *Abbamania* was hired to perform two private shows for the London cast of the ABBA-themed musical "Mamma Mia!" The Toronto-based Lichach proudly notes that his all-Canadian performers have performed more than 200 concerts per year, with their overall total being more than the real ABBA, Bee Gees, Elvis and the Beatles ever performed combined.

The show features high-level talent, as all four of the members of *Abbamania* have also performed in the long-running stage version of "Mamma Mia!" in Toronto. The 12-piece band backing the singers also backs *Night Fever*, with singer Matthew Whale pulling double-duty as a featured vocalist with both acts. Joining Whale in *Night Fever* are

singers Mike Flute and John Ralphs, while *Abbamania* consists of Monica Tietz, Kristal Jackson and Nick Pattison in addition to Whale. Each group will perform 50 minute sets, with an intermission in between.

As a result, audiences will be sweating their way through a dance-a-thon featuring such classics as "Dancing Queen," "Take a Chance On Me," "Super Trooper" and "Waterloo" from ABBA, and "Jive Talking," "How Deep Is Your Love" and "Staying Alive" from the Bee Gees.

"All you're going to hear is two hours of music that will absolutely make you feel you're seeing the real artists," says Lichach. "You can't find this anywhere else." ■

Abbamania and Night Fever perform at 8 p.m. Saturday at the Arcadia Performing Arts Center, 188 Campus Drive, Arcadia. Tickets are \$29.50 to \$49.50. Call (626)821-1781 or visit arcadiapaf.org.

Thursday Jan. 07 through Wednesday Jan. 14
PLEASE NOTE: Deadline for Calendar submissions is noon Wednesday of the week before the issue publishes. Send to johns@pasadenaweekly.com

THURSDAY

Pasadena Public Library, Allendale Branch
 1130 S. Marengo Ave., Pasadena
 (626) 744-7260 pasadenapubliclibrary.net
 Teens are invited to Discovery Day, as they discover something new about themselves or the world around them, whether it's crafts, games or other activities, at 3 p.m.

Pasadena Senior Center
 85 E. Holly St., Pasadena
 (626) 795-4331 pasadenaseniorcenter.org
 Seniors can get information on what to focus on when considering moving to a new home at 10 a.m.

Vroman's Bookstore
 695 E. Colorado Blvd., Pasadena
 (626) 449-5320 vromansbookstore.com
 Michelle Feynman discusses and signs "The Quotable Feynman" at 7 p.m.

FRIDAY

Crowell Public Library
 1890 Huntington Drive, San Marino
 (626) 300-0777 crowellpubliclibrary.org
 David Richardson, MD explains what a cataract is, its symptoms and what surgical solutions are available at 11 a.m.

Pasadena Senior Center
 85 E. Holly St., Pasadena
 (626) 795-4331 pasadenaseniorcenter.org
 The center's food distribution program takes place at 9 a.m. Free Friday movie matinees start at 1 p.m. Friday's film is "Star Wars." (1977)

Vroman's Bookstore
 695 E. Colorado Blvd., Pasadena
 (626) 449-5320 vromansbookstore.com
 David A. Bossert discusses and signs "Dali & Disney: Destino: The Story, Artwork and Friendship behind the Legendary Film" at 7 p.m.

Vroman's Hastings Ranch
 3729 E. Foothill Blvd., Pasadena
 (626) 351-0828 vromansbookstore.com
 In the run-up to the Sierra Madre Playhouse upcoming production of "Deathtrap" opening Jan. 15, the Playhouse and Vroman's Hastings Ranch host "It's a Mystery!," a free event featuring games, food, cast members from the play answering questions about mysteries of the upcoming year, assisted by fortune-telling devices, including the magic 8-ball, starting at 6 p.m. The event includes a mystery gift exchange, as guests may bring a wrapped gift, value of \$8 or less. One mystery gift will be two free tickets to "Deathtrap."

SATURDAY

Altadena Public Library
 600 E. Mariposa St., Altadena
 (626) 798-0833 altadenalibrary.org
 As part of the library's Second Saturday music series, the Gerry Rothschild Band performs a wide variety of musical styles, from Fats Waller to Bruno Mars and everything in between at 6:30 p.m. Free.

Crowell Public Library
 1890 Huntington Drive, San Marino
 (626) 300-0777 crowellpubliclibrary.org
 Ron Serven, San Marino's Environmental Services Manager and City Arborist, conducts his annual rose pruning workshop from 9 to 11 a.m. for gardeners of all skill levels.

Divorce Workshop for Women
 Oneonta Congregational Church
 1515 Garfield Ave., South Pasadena
divorcehelp.org

Greg Welborn, lecturer and founder of DivorceHelp.org, hosts a workshop for women, "What Everyone Needs to Know about Divorce," offering objective financial, emotional and legal advice from a qualified, local professional in a safe and friendly setting, to help them assess their options, starting with registration at 8:30 a.m. Registration is \$40.

Martin Luther King, Jr. Celebration
 Pasadena City Hall
 100 N. Garfield Ave., Pasadena
 (626) 744-4234 pasadenamlk.com
 The Pasadena Human Rights Commission, the Martin Luther King, Jr. Community Coalition and other organizations present "Rekindling the Light of Peace," an event honoring Martin Luther King, Jr. with guest speakers, music and poetry readings at 10 a.m. in the Pasadena City Hall Chambers as a prelude to Martin Luther King, Jr. Day.

Norton Simon Museum
 411 W. Colorado Blvd., Pasadena
 (626) 449-6840 nortonsimon.org
 A guided tour visits works by Édouard Vuillard from 1 to 2 p.m. Family Day, for families with children ages 4 to 10, invites guests to observe Édouard Vuillard's lithographs then create a 3-D model of a room, using foam board, fabric and collage paper from 1 to 3 p.m. Both are free with museum admission of \$12 for adults, \$9 for seniors and free for members, students and those 18 and younger.

Pasadena Playhouse
 39 S. El Molino Ave., Pasadena
 (626) 356-7529 pasadenaplayhouse.org
 Actor, director and playwright Frank Ferrante performs "An Evening with Groucho," a critically acclaimed portrayal of the beloved comedian Groucho Marx. The fast-paced, two-act comedy resurrects the legendary comedian's one-liners, anecdotes and songs, including "Hooray for Captain Spaulding" and "Lydia, the Tattooed Lady," in Groucho's inimitable style. Performances are at 4 and 8 p.m. Saturday and 2 p.m. Sunday. Tickets are \$25 to \$60.

Pasadena Public Library, Hastings Branch
 3325 E. Orange Grove Blvd., Pasadena
 (626) 744-7262 pasadenapubliclibrary.net
 Kids are welcome to dress as kings, queens, princes and princesses for a royal tea party with the 2016 Tournament of Roses Royal Court from 2 to 3:30 p.m. Guests may bring cameras for photo opportunities.

Pasadena Public Library, Lamanda Park Branch
 140 S. Altadena Drive, Pasadena
 (626) 744-7266 pasadenapubliclibrary.net
 A zumba class for all skill levels starts at 11 a.m.

Pasadena Public Library, Santa Catalina Branch
 999 E. Washington Blvd., Pasadena
 (626) 744-7272 pasadenapubliclibrary.net
 The Emerging Urban Poets group meets for featured and open poetry readings, facilitated by Don Kingfisher Campbell, at 3 p.m.

Pasadena Symphony
 Ambassador Auditorium
 131 S. St. John Ave., Pasadena
 (626) 793-7172 pasadenasympphony-pops.org
 The Symphony welcomes the New Year as Nicolas McGegan conducts the orchestra, performing works including Prokofiev's "Classical Symphony," Schubert's "Unfinished Symphony" and Beethoven's "Emperor Piano Concerto No. 5." Van Cliburn medalist Sean Chen is featured piano soloist. Concerts start at 2 and 8 p.m., with pre-concert talks one hour before. Tickets are \$35 and up.

Vroman's Bookstore
 695 E. Colorado Blvd., Pasadena
 (626) 449-5320 vromansbookstore.com
 Paul Haddad discusses and signs "10,000

—CONTINUED ON PAGE 26

8 DAYS

CHOICE EVENTS
FOR THE WEEK OF
11.26-12.03

BY JOHN SOLLENBERGER

THURSDAY 11.26.15



Union Station Homeless Services hosts its annual free Dinner in the Park for homeless individuals, low-income families and those who simply have no place to go for Thanksgiving from 11 a.m. to 3 p.m. in **Central Park**, 219 S. Fair Oaks Ave., Pasadena. Call (626) 240-4550 or visit unionstationhs.org.

FRIDAY 11.27.15



The Sierra Madre Playhouse, 87 W. Sierra Madre Blvd., Sierra Madre, presents "A Christmas Memory," a musical based on a short Truman Capote story about a boy's life growing up during the Great Depression in rural Alabama. It opens at 8 p.m. and continues through Dec. 27. Tickets are \$34.50 general, \$32 for seniors, \$25 for youth age 21 and younger. Call (626) 355-4318 or visit sierramadrepayhouse.org.

SATURDAY 11.28.15



Inland Pacific Ballet's "The Nutcracker" features eye-dazzling sets, gorgeous costumes and some 100 dancers starting at 7:30 p.m. Saturday and 2 p.m. Sunday, at **Arcadia Performing Arts Center**, 188 Campus Drive, Arcadia. Tickets are \$46 to \$55. Visit ipballet.org for tickets.

SUNDAY 11.29.15

San Gabriel Mission Playhouse Silent Sundays features the 1920 silent film "The Mark of Zorro," starring Douglas Fairbanks, at 2:30 p.m. at **320 S. Mission Drive, San Gabriel**. Accompanying the film on the Playhouse Wurlitzer theater pipe organ is the American Theatre Organ Society's 2009 Organist of the Year Christian Elliott. Tickets are \$10 in advance. Call (626) 308-2865 or visit missionplayhouse.org.

MONDAY 11.30.15



Los Angeles College of Music "Let's Talk" Series features guitarist Joe Walsh (Eagles, the James Gang) interviewed by producer "Native Wayne" Jobson, discussing his career and offering insights on today's music industry, from 8 to 9 p.m. at **300 S. Fair Oaks Ave., Pasadena**, followed by a Q&A session. Admission is free. Call (626) 568-8850 or visit lacm.edu to RSVP.

TUESDAY 12.01.15



Crown City Ringers present a holiday hand bell concert, "A Season of Carols," directed by F. Thomas Simpson, performing well-known carols at 7:30 p.m. at **Pasadena Presbyterian Church**, 585 E. Colorado Blvd., Pasadena. Admission is a suggested donation of \$20 for families, \$12 for adults, \$10 for students and seniors. Call (626) 793-2191, visit ppc.net or email ftsimpson@aol.com for information.

WEDNESDAY 12.02.15



The Altadena Library's annual holiday program features the Joel Taylor Jazz Trio, featuring drummer Joel Taylor (who has performed with Stanley Clarke, Josh Groban, Yanni and Eric Benet) joined by guitarist Jeff Richman and pianist Dean Taba, from 6 to 7:30 p.m. at **600 E. Mariposa St., Altadena**. Free and open to the public. Call (626) 798-0833 or visit altadenalibrary.org

THURSDAY 12.03.15



The children's charity Five Acres hosts a holiday open house and toy drive, featuring live entertainment, holiday-themed arts and crafts, holiday caroling, campus tours and refreshments from 4 to 6 p.m. at **747 W. Mountain View St., Altadena**. Call (626) 773-3751, email Susan Lowe at slowe@5acres.org or visit 5acres.org.

DOUGLAS FAIRBANKS
IN
'THE MARK OF ZORRO'
DIRECTED BY FRED NIBLO
FROM THE "ALL STORY WEEKLY" NOVEL
"THE CURSE OF CARISTRANO"
BY JOHNSTON MC CULLY

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DEC. 11-12 **BOBBY COLLINS** LATE NIGHT FALLON
DEC. 16 **DAVE COULLER** FULL HOUSE
DEC. 19 **TJ MILLER** SILICON VALLEY

DEC. 25-27 **JO KOY**
DEC. 31 **NEW YEAR'S EVE WITH JO KOY**
JAN. 10 **FRITZ COLEMAN** Befitting: TALK ABOUT PARENTING
JAN. 30 **ROD MAN** LAST COMIC STANDING

CALENDAR.

-CONTINUED FROM PAGE 47
SUNDAY

All Saints Church
132 N. Euclid Ave., Pasadena
(626) 796-1172 allsaints-pas.org
Father Greg Boyle, founder of Homeboy Industries and known for his work tackling urban gang violence in L.A., speaks in the Rector's Forum at 10:15 a.m., in conversation with retiring Rector Ed Bacon discussing what the essence of life means for both of them.

The Barkley
1400 Huntington Drive, South Pasadena
(626) 799-0758 thebarkleyrestaurant.com
The Richard Glasser Quartet performs classic jazz from 7 to 11 p.m. every Sunday. No cover.

Norton Simon Museum
411 W. Colorado Blvd., Pasadena
(626) 449-6840 nortonsimon.org

A guided tour visits works collected by founder Norton Simon from 1 to 2 p.m., free with museum admission of \$12 for adults, \$9 for seniors and free for members, students and those 18 and younger.

San Gabriel Mission Playhouse Silent Sundays
320 S. Mission Drive, San Gabriel
(626) 308-2865 missionplayhouse.org
The 1920 silent film classic "The Mark of Zorro," starring Douglas Fairbanks, screens at 2:30 p.m. Accompanying the film on the Playhouse Wuritzer theater pipe organ is the American Theatre Organ Society's 2009 Organist of the Year Christian Elliott. Tickets are \$10 in advance. Call or visit the Web site for tickets.

School of Self-Reliance Wild Food Class
Arroyo Seco, Pasadena
(626) 791-3217 schoolofself-reliance.com

Learn to identify and use common chaparral and riparian plants as guests make a wild salad at 12:30 p.m. Cost is \$20. Guests should bring a salad bowl. Call or visit the Web site for directions.

Woman's Bookstore
695 E. Colorado Blvd., Pasadena
(626) 449-5320 womensbookstore.com
The Local Author Series features Mike Walters, author of "The Outlaw River Wildlife," James Radford, author of "Adventures on the Queen Mary," Tales of a Teenage Crew Member" and Vibiana Aparicio-Chamberlin, author of "Mi Amor: A Memoir" discussing and signing their books at 2 p.m.

MONDAY

Los Angeles College of

Music "Let's Talk" Series
300 S. Fair Oaks Ave., Pasadena
(626) 568-8850 lccm.edu
Legendary guitarist Joe Walsh (The Eagles, James Gang) is interviewed by producer "Native Wayne" Johnson, discussing his career and offers insights on today's music industry, from 8 to 9 p.m., followed by a Q&A session. Admission is free; call or visit the Web site to RSVP.

Woman's Bookstore
695 E. Colorado Blvd., Pasadena
(626) 449-5320
womensbookstore.com
Tania Del Rio discusses and signs "Warrior the 13th & the All Seeing Eye," at 6 p.m.

TUESDAY

Cancer Support Community

200 E. Del Mar Blvd., Ste. 118, Pasadena
(626) 796-1083 cscpasadena.org
Presentations on meditation techniques for cancer patients run from 1:30 to 2:30 p.m. Tuesday, Dec. 8 and 22. Dr. Jeroslavna Salzman, psychiatrist and Michelle Ochso, LCSW discuss ways to fight depression in families affected by cancer and offer advice on when to seek professional help. It runs from 1:30 to 2:30 p.m. Admission to both are free, but call for reservations.

Pasadena Presbyterian Church
585 E. Colorado Blvd., Pasadena
(626) 793-2191 ppc.net
Crown City Ringers present a holiday/handbell concert, "A Season of Carols," directed by F. Thomas Simpson, performing well-known carols, featuring professional performers and handbell hobbyists, at 7:30 p.m. Admission is a suggested donation of \$20 for families, \$12 for adults, \$10 for students and seniors. Email frsimspon@aol.com for information.

Pasadena Senior Center
95 E. Holly St., Pasadena
(626) 795-4331 pasadenaseniorcenter.org
Learn how to stay connected through social media, including Skype, Facebook and others,

from 9 to 11 a.m. Tuesdays and Thursdays through Dec. 17. Sign up at the Welcome Desk. Get answers about tech devices, including smart phones and tablets, from 10 to 11 a.m. Tuesdays and Thursdays through Dec. 17.

WEDNESDAY

Alhadena Library

600 E. Mariposa St., Alhadena
(626) 799-0833 alhadenalibrary.org
The library's annual holiday program features the Joel Taylor Jazz Trio, featuring drummer Joel Taylor, who has performed with Stanley Clarke, Josh Groban, Yanni, Eric Benet and others, from 6 to 7:30 p.m., joined by guitarist Jeff Richmond and pianist Dean Taba, free and open to the public.

Ernest C. Watson Lecture
Cathedral Beckman Auditorium
Michigan Avenue south of Del Mar Boulevard, Pasadena
(626) 395-4652 events.catech.edu
Maria Spirouli, Catech physics professor discusses "Complex Quantum Cosmos: Science Puzzles and Technology Solutions," at 8 p.m. Free; no reservations required.

Free Admission Glendale Noon Concert
Glendale City Church
610 E. California Ave., Glendale
(818) 244-7241 glendalecitychurch.org
The concert features jazz with trumpeter Don Rader and guitarist Gary Solt, from 12:10 to 12:40 p.m.

Pasadena Public Library, Central Branch
285 E. Walnut St., Pasadena
(626) 744-4066 pasadenapubliclibrary.net
Huntington Hospital nurses provide free screenings for blood pressure and blood sugar, referrals and health education, from 2:30 to 4:30 p.m.

Woman's Bookstore
695 E. Colorado Blvd., Pasadena
(626) 449-5320
womensbookstore.com
Gordon McAlpine discusses and signs "Woman with a Blue Parrot," at 7 p.m.

TITLE

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Altadena Library Seeks New Poet Laureate

From STAFF REPORTS

Published : Tuesday, January 19, 2016 | 7:25 PM

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The Altadena Library is now accepting applications for Poet Laureate for the Altadena Library, May 2016 – April 2018. Poets who live or work in the Altadena community are invited to apply.

The inauguration of the new laureate will take place on April 30 from 2:00 p.m. to 4:00 p.m. at the library's annual Poetry & Cookies celebration. To be held at the Altadena Senior Center. The laureate's poetry will be featured at this event and in the Altadena Poetry Review, (formerly the Poetry & Cookies Anthology). This publication is sponsored by the Friends of the Altadena Library and edited by the library's current poet laureate, Dr. Thelma Reyna.

Information on applying to be the new laureate can be found here or online at the library's website at (www.altadenalibrary.org). There is no entry fee. Letters of Applications are due midnight January 23, 2016 and may be emailed to the Altadena Library Poet Laureate Committee at altaureate16@gmail.com. Members of the committee include the library's current laureate Thelma Reyna and the previous laureate Linda Dove; Elsa Frausto and Maja Trochimczy, current and previous laureates of Sunland/Tujunga. Library staff member David Butler and Friends of the Library Liaison Pauli Dutton are also on the committee. Questions about the process may be sent to Pauli Dutton at altaureate16@gmail.com.



Thelma Reyna poet laureate

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Local community things to know and do for the Pasadena area for Nov. 19, 2015

Posted: 11/18/15, 11:11 PM PST | Updated: 3 hrs ago

[0 Comments](#)

ARCADIA

Parkinson's support group meet Friday

The free Parkinson's Support Group will welcome guest speaker Casey Chaney at its meeting from 1:30 to 3 p.m. Friday at the Arcadia Community Center.

Chaney, a physical therapist, will talk about new treatments, one of which is LSVT BIG. The new treatment is administered by a physical therapist to improve limb and body movement.

Walk-ins are welcome. Reservations are suggested.

The center is at 365 Campus Drive, Arcadia.

For reservations, call 626-574-5130.

TEMPLE CITY

Walk with the Mayor scheduled Saturday

A Walk with the Mayor event will be held from 1 to 3 p.m. Saturday starting at City Hall, 9701 Las Tunas Drive, Temple City.

Mayor Tom Chavez and other members of the City Council will lead walkers on a 2-mile stroll down Las Tunas Drive. There will be a few chosen stops along the way to learn about some of the many businesses in the community.

The walk will head toward Rosemead Boulevard, then cross over to the north-side of Las Tunas and head east, back towards city hall.

For more information and to register, call 626-285-2171, ext-4530, email lcayton@templecity.us or go to visit www.templecity.us.

ALTADENA

Wine history and tasting at library

The Altadena Library will host a night of wine tasting and L.A. wine history from 6 to 8 p.m. Friday in the main library.

Author Stuart Byles of the new book, 'Los Angeles Wine', will discuss the wine history of Los Angeles. The San Gabriel valley and Altadena/Pasadena play a significant role in that history. Copies of Byles' book will be available for purchase and signing.

There will also be tastings of seven Spanish wines, provided by the Altadena Ale and Wine House, including organic wines and other favorites found throughout the wine growing regions of Spain.

This free program is made possible in part by the Latino Americans: 500 Years of History grant and part of an ongoing series of Latino-American library programming.

People must be at least 21 to attend and registration is required.

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'SORROWS AND GLORIES'

CANADIAN TRIO RED MOON ROAD OPENS FOR SHELBY & TIEG AT COFFEE GALLERY BACKSTAGE FRIDAY

P. 22



FRUITY FUN

FRUITCAKES GALORE AS SIERRA MADRE CELEBRATES NEW CHRISTMAS PLAY

P. 24



SOMETHING FOR EVERYONE

TWO DISTINCTLY DIFFERENT CHRISTMAS FILMS, 'THE NIGHT BEFORE' AND 'LOVE THE COOPERS,' OFFER PLENTY OF CINEMATIC CHEER

P. 26



Veronika MeowMeowzz

CRAZY ON PARADE

THE 38TH OCCASIONAL DOO DAH PARADE REACHES OUT TO A YOUNGER AUDIENCE FOR SUNDAY'S RETURN TO EAST PASADENA

BY CARL KOZLOWSKI

The streets of East Pasadena will come to life Sunday with the festive floats and perplexing pageantry of the 38th Occasional Pasadena Doo Dah Parade. As the distinctly alternative event to the city's famed Rose Parade since 1978, the Doo Dah promises a day of utterly outrageous sights and sounds with every edition.

Yet despite having grown to become a beloved local institution itself, parade organizer Patricia Hurley notes that the need to educate the public about it is never-ending. In fact, she spoke with the Pasadena Weekly while engaged in a postcard handout campaign stop in Monrovia.

"Since a lot of people still didn't know about us, we launched a postcard campaign to educate people about it, with photos like a guy in a spaceship saying 'Live long and Doodah' and a group on a Viking ship float who had a sign that said, 'We came, we conquered, we partied.' People get it right off the bat from these."

Hurley believes that many longtime Pasadena residents know about the parade, but felt a need to draw the attention of younger people this year. So far, she says that the response to the outreach campaign has been positive.

"Nobody really reads anymore, so they just want to get the info and go," says Hurley. "A lot of young people love the new posters and postcards, because we're emphasizing that there's a lot of new stuff and new energy, with about 40 percent of the floats being from new parade groups this year."

Hurley stressed that plenty of beloved parade veterans are still involved this year, with one man who entered a Viking ship

CONTINUED ON PAGE 20

GET YOUR OWN...

BY JOHN SOLLENBERGER

WINE BUZZ



The Altadena Library hosts a presentation on LA wine history by Stuart Byles, author of "Los Angeles Wine," exploring the area's role in winemaking from 6 to 8 p.m. Friday at 600

E. Mariposa St., Altadena. The event includes tastings of Spanish wines. Free and open to those 21 and older. Register by emailing salya@altadenalibrary.org. Call (626) 798-0833 or visit altadenalibrary.org for information.

ACTIVIST CONFESSION



Educator Paul Cummins discusses and signs "Confessions of a Headmaster," his memoir about transitioning from a privileged kid to ivory tower scholar and progressive educator, joined

in the conversation by author and activist Blase Bonpane, at 7 p.m. Friday at Vroman's Bookstore, 695 E. Colorado Blvd., Pasadena. Call (626) 449-5320 or visit vromansbookstore.com.

CLASSY JAZZ



Guitarist and composer Joe LoPiccolo performs at 7 p.m. Saturday at redwhite+bluezz, 37 S. El Molino Ave., Pasadena. Free. Call (626) 792-4441 or visit redwhite+bluezz.com.

BACKSTAGE LOWDOWN



A free, two-hour backstage tour of the Alex Theatre offers a behind-the-scenes look at the historic venue beginning at 11 a.m. Sunday at 216 N. Brand Blvd., Glendale. Call (818) 243-2539

or visit alextheatre.org.

CALENDAR



Fruity Fun

FRUITCAKES GALORE AS SIERRA MADRE CELEBRATES NEW CHRISTMAS PLAY

BY CARL KOZLOWSKI

In these maddening times, it's always refreshing to find events offering time-honored traditions and simple pleasures, rather than making the grandest spectacle and the most noise.

This weekend and next, Sierra Madre will play host to a string of events which put those purist principles into practice.

Leading into the latest premiere performance at the Sierra Madre Playhouse on Nov. 27 — the holiday musical "A Christmas Memory," based on a classic short story by Truman Capote — the team behind the quaint small-town theater has dreamed up a string of events that are sure to fill the bellies of locals and put a twinkle in their eyes. This trio of events on Friday, Saturday and Monday will put the spotlight on that most traditional of holiday treats: fruitcakes.

Starting at 6 p.m. Friday at the Hastings Ranch location of Vroman's Bookstore, local bakeries and mail order fruitcake companies will provide free samples of their holiday treats in the first of three events leading up to the play's opening. The cast and creative team members are scheduled to attend the 6 p.m. event, with guests receiving discounts on tickets to the play.

Then, from 10:30 to 11:30 a.m.

Saturday, guests at the historic Richardson House/Lizzie's Trail Inn can sample fruitcake and holiday sweets, learn about the history of Sierra Madre's rule-bending past in the former location of a secret still, meet cast members and hear a song from the production. Guests also can receive discount tickets to the play and discounts on the Sierra Madre Historical Society book, "Southern California Story: Seeking the Better Life in Sierra Madre."

"The play is all about fruitcakes, and when we want to create a buzz about a play we try to involve the community and their five senses, and taste is one of them," says Diane Siegel, curator of special programs for the Playhouse. "That's a fun excuse to get people together and preview the play. We started out with a relationship with Vroman's Hastings Ranch store, and it was such a success before we went right back to them."

The event at the Richardson House came about because the play centers on two cousins in a Prohibition-era small town who have to scramble to find the moonshine needed to make their famed family fruitcake. The Richardson House is a historic landmark within Sierra Madre that happens to house an actual



moonshine still from that time.

Finally, from 11:30 a.m. to 1 p.m. Monday, Sierra Madre's most bustling hub, Kersting Court, is hosting "The Fruitcake Caucuses: A Democratic Tasting of Christmas," with fruitcake samples and other holiday baked goods from all 50 states. Members of the production's creative team and cast are scheduled to attend, and guests at the free event will receive four tickets to the play at \$5 off normal prices.

"Fruitcakes are beloved by some of the nicest, most fun people, and a lot of our most powerful memories are through smell and taste," says Siegel. "We're going to have a huge map of the US in the lobby that will map fruitcake events and history and where they're coming from." ■

Vroman's Hastings Ranch is located at 3729 E. Foothill Blvd., Pasadena. Call (626) 355-4318. The Richardson House/Lizzie's Trail Inn is located at 167 E. Mira Monte St., Sierra Madre. Kersting Court is located at Baldwin Avenue and Sierra Madre Boulevard, Sierra Madre. "A Christmas Memory" runs from Nov. 27 to Dec. 27 at the Sierra Madre Playhouse, 87 W. Sierra Madre Boulevard, Sierra Madre. Tickets are \$25 to \$34.50. sierramadisplayhouse.org

Thursday Nov. 19 through Wednesday Nov. 25
PLEASE NOTE: Deadline for Calendar submissions is noon Wednesday of the week before the issue publishes. Send to johns@pasadenaweekly.com

THURSDAY

Descanso Gardens

1418 Descanso Drive, La Cañada Flintridge (818) 949-4200 descansogardens.org
 Today is the reservation deadline for Descanso's Thanksgiving brunch, provided by Patina, with seatings at 11:30 a.m. and 1:30 p.m. Nov. 26. Cost is \$66 for adult nonmembers, \$28 for child nonmembers 12 and younger, \$7 for adult members and \$24 for child members. Visit descansoorders.com for reservations.

Glendale Galleria Kids' Club

100 W. Broadway, Glendale glendalegalleria.com
 Kids are invited to celebrate Thanksgiving by making paper turkey collages as they sample pumpkin pie and share why they are thankful, from 1 to 3 p.m. Free.

The Huntington Library, Art Collections and Botanical Gardens

1151 Oxford Road, San Marino (626) 405-2100 huntington.org
 A Crotty Lecture, "A Neglected Document (Really!) of the Salem Witch Trials" by Clive Thomas, emeritus fellow of Lady Margaret Hall, Oxford, provides a context for the 1692 determination by the Puritan clergymen of the Cambridge Association concerning spectral evidence in witchcraft trials, starting at 7:30 p.m. Free. No reservations required.

Pasadena Public Library, Central Branch

285 E. Walnut St., Pasadena (626) 744-4066 pasadenapubliclibrary.net
 Teens are invited to transform handwriting into artful drawings and develop an illustrative concept that matches its mood and tone. Led by artist Alethea Allarey at 4:30 p.m. Call (626) 744-4246 to sign up.

Pasadena Public Library, Hill Avenue Branch

55 S. Hill Ave., Pasadena (626) 744-7264 pasadenapubliclibrary.net
 Tweens are invited to create images of trees with leaves of gold, all materials provided, at 3:30 p.m.

Pasadena Senior Center

85 E. Holly St., Pasadena (626) 795-4331 pasadenaseniorecenter.org
 Today is the deadline for reservations for the Center's high tea with 2016 Rose Queen Erika Karen Winter and her royal court, scheduled for 3:30 to 5 p.m. Monday. Entertainment is by the Tap Chicks dance group. Cost is \$10. Doug Edwards, director of church outreach for a non-profit retirement housing program discusses spirituality and aging, at 10 a.m. One-hour low-vision screenings by the Braille Institute run from 10 a.m. to 2 p.m. Call to register.

Vroman's Bookstore

695 E. Colorado Blvd., Pasadena (626) 449-5320 vromansbookstore.com
 Anna-Marie McLemore discusses and signs "The Weight of Feathers" at 7 p.m.

FRIDAY

Altadena Library Wine Tasting and History Presentation

600 E. Mariposa St., Altadena (626) 798-0833 altadenalibrary.org
 The library hosts a presentation on LA wine history by Stuart Byles, author of "Los Angeles Wine," exploring the Pasadena/Altadena area's

significant role in winemaking, starting with 18th century Spanish settlers. The event, from 6 to 8 p.m. includes tastings of seven Spanish wines, provided by the Altadena Ale and Wine house. The presentation is free and open to those 21 and older. Register by emailing salya@altadenalibrary.org and include name, phone number and email address of those attending.

Caltech Occidental Concert Band

Occidental College-Throne Hall 1600 Campus Road, Eagle Rock Caltech's Ramo Auditorium 332 S. Michigan Ave., Pasadena (626) 395-3295 bands.caltech.edu
 The band, conducted by William Bing performs music by Bartok, Robert Jager, John McKay and Alfred Reed. Featured performers are Lynne Snyder, Gabriel and Leighanna Sears, Scot Babcock and Hye Sung Choe. The concert starts at 7:30 p.m. Friday in Occidental College Thorne Hall and 8 p.m. Saturday in Caltech's Ramo Auditorium. Admission is free. No reservations required.

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 A free health fair includes a new medical safety identification plan. Guests should bring a list of medications, doctors and emergency contacts for inclusion. In addition, glucose, blood pressure and hearing screenings, counseling and community resources are included, from 9 to 11 a.m. Call (626) 685-6732 for information. Friday's free film is "A Town like Alice," screening at 2:30 p.m.

Sierra Madre Playhouse Fruitcake and Sweet Treat Tastings

Vroman's Hastings Ranch 3729 E. Foothill Blvd., Pasadena (626) 355-4318 sierramadisplayhouse.org
 In advance of the Nov. 27 opening of the Playhouse's production of the musical "A Christmas Memory," based on a short story by Truman Capote, local bakeries and mail order fruitcake companies provide free samples of their holiday treats in the first of three events leading up to the play's opening. Cast and creative team members are scheduled to attend the 6 p.m. event. Guests receive discounts on tickets to the play.

Vroman's Bookstore

695 E. Colorado Blvd., Pasadena (626) 449-5320 vromansbookstore.com
 Paul Cummins discusses and signs "Confessions of a Headmaster," joined in the conversation by author and activist Blase Bonpane, at 7 p.m.

SATURDAY

Designer Con 2015

Pasadena Convention Center 300 E. Green St., Pasadena designercon.com
 Designer Con 2015, an annual art and design convention brings together collectible toys and designer goods with urban, underground and pop art, featuring more than 300 vendors, art and custom shows and live demonstrations, from 9 a.m. to 6 p.m. Saturday and 10 a.m. to 5 p.m. Sunday. Admission is \$5 per day in advance, on the website or \$7 at the door.

The Huntington Library, Art Collections and Botanical Gardens

1151 Oxford Road, San Marino (626) 405-2100 huntington.org
 A conference, "The Business of Fun: The Role of Theme Parks in Shaping Los Angeles," explores the rich history of the area's amusement parks and examines how their influence has gone beyond fun and moneymaking to shaping how and where Southern Californians live