



CITY OF MANHATTAN BEACH LIBRARY COMMISSION MEETING

May 20, 2015
Manhattan Beach City Hall
City Council Chambers
1400 Highland Avenue
Manhattan Beach, CA 90266
6:30 PM

A G E N D A

- A. **CALL TO ORDER**
- B. **PLEDGE TO THE FLAG**
- C. **ROLL CALL**
 - Commissioner Cooperman
 - Commissioner Clemons
 - Commissioner Silverman
 - Commissioner Hartzell
 - Commissioner Elasowich
- D. **APPROVAL OF MINUTES**
 - April 13, 2015
- E. **CEREMONIAL**
 - Josh Cooperman, Library Commissioner
- F. **AUDIENCE PARTICIPATION (3-Minute Limit)**
 - The public may address the Commission regarding City business not on the agenda.
- G. **GENERAL BUSINESS**
 - 15/0112.1 Sunday Library Hours
 - Selection of 2015/2016 Library Commission Chair
- H. **COMMISSION ITEMS**
- I. **STAFF ITEMS**
- J. **ADJOURNMENT**

**CITY OF MANHATTAN BEACH
MINUTES OF THE LIBRARY COMMISSION**

April 13, 2015
6:30 p.m.
Manhattan Beach City Hall

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A. CALL TO ORDER

The meeting was called to order at 6:30 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Hartzell, Cleamons, Cooperman, Elasowich, and Silverman

Absent: none

Others Present: Recreation Services Manager Gina Allen, Recording Secretary Linda Robb

D. APPROVAL OF MINUTES

March 9, 2015 – Commissioner Cooperman moved to approve the minutes as written. The motion was seconded by Commissioner Cleamons. The motion passed.

Ayes: Commissioners Hartzell, Cleamons, Cooperman, Elasowich, and Silverman

Nays: none

Abstain: none

Absent: none

E. CEREMONIAL

The Commission recognized the following people from the Friends of the Manhattan Beach Libraries for their hard work and generosity that contribute to the depth and breadth and quality of the goods and services that make for an outstanding library.

Joan George-Herzberg

Jean Klaren

Kelli McCabe

Melinda Reiter

Marsha Washburn

Beth Zimmerman

Marion Barnett

The Commission thanked Jean Klaren for her five years of leadership as President of the Friends of the Manhattan Beach Libraries. Ms. Klaren has been involved with the Friends of the Manhattan Beach Libraries since 2003. The Commission welcomed and thanked incoming President, Melinda Reiter.

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Chairperson Hartzell opened the floor for audience participation.

Seeing none, the floor was closed.

G. STAFF ITEMS

Recreation Services Manager, Gina Allen gave two updates:

1. The grand opening of the Library will be held May 1st, 4:00 pm.
2. Ms. Allen distributed the annual Costs of Library services letter from the County for the 2013-2014 year. She informed the commission that this report will be received around October of every year now that the Library will be open.

H. COMMISSION ITEMS

Commissioner Elasowich asked about the procedure for getting tours for the students. Commissioner Hartzell recommended getting the school librarians together with the County Librarian. He also mentioned that a head librarian had been identified, Yolande Wilburn.

Ms. Allen stated that there will be a library information section in the Manhappenings and staff is working on creating a page on the City website for the library.

Commissioner Clemons inquired about how to get information put on the digital billboard. She stated that previously there was a community board. Ms. Allen stated that the City would also like to share some information on that board and would make the inquiry.

Commissioner Hartzell recommended checking in with Chuck Milam regarding the display of roundhouse information.

I. GENERAL BUSINESS

15/0112.1 Sunday Library Hours – The Commissioners unanimously support Sunday afternoon opening hours.

Commissioner Hartzell stated that there are two options to consider:

Option 1 - Maintain the previous Monday through Saturday schedule and add four hours on Sunday afternoon at a cost of approximately \$76,000 a year.

Option 2 – Change open hours on weekdays to fund the Sunday hours.

Commissioner Hartzell asked how the other libraries open on Sundays fund those hours. Ms. Allen stated that the hours are generally funded by taxes or included in a City's budget. Commissioner Cooperman stated that City funding had already been explored and the budget was set. Commissioner Silverman stated that he believes the City Council should consider allocating from the General Fund for Sunday hours as it has a large impact on the community. Ms. Allen stated that the City Council has directed the Commission to research funding options and make a recommendation.

Commissioner Cooperman asked about the annual \$50,000 that was previously available for programming. Ms. Allen reported that a letter from the County stated that those funds previously available for programming from tax revenue that had been collected, will no longer be available, as the funds had been set aside for the new library project.

Commissioners Cooperman and Clemons asked if the data was already present to support the Sunday hours based on the attendance for the previous library. The attendance numbers were high enough to support a complete rebuild instead of a renovation. Ms. Allen stated that the County feels that gathering a year's worth of new data would be the best way to make an informed decision on which hours to close to fund the Sunday hours.

Commissioner Cooperman recommended, for example, closing a half day on a Monday and a half day on a Friday to add one half day on Sunday, keeping 7 days of service.

Commissioner Clemons stated that, this way, there would be data for how many people are attending on Sunday.

Commissioner Hartzell asked if there is an expectation about attendance spiking and then dropping. Gina stated that the County has not commented on that but was very concerned about having one year's worth of data.

Commissioner Elasowich stated that she believes that the library will be very busy in the beginning because of the novelty so the initial numbers may not be a true representation of continued attendance.

Ms. Allen stated that most of the libraries that are open on Sundays are open from 1:00-5:00 pm.

Ms. Allen suggested the Commission could recommend shortening two days but not specify which days until more information is received from the County.

Commissioner Silverman would like to ask the City Council to fund Sunday hours for a limited time. Commissioner Cooperman stated that his recollection is that no additional City funds would be used.

Commissioner Hartzell stated that in his conversation within the community, there is not an expectation that the library will be open on Sundays from the beginning. The community knows that the issue is on the table but in his opinion, they do not expect the library to be open on Sundays right away. He stated that the Commission would be in line to make a proposal to cut hours on two days to fund the Sunday hours.

The floor was opened to public comment.

Elizabeth Kunkee, resident 3000 block Alma Ave. Ms. Kunkee stated that after the initial excitement dies down, we will probably see a return to a similar usage pattern as before. She added that the county should be able to provide past data. She suggested that a member of the Commission contact Don Gould and to for his recommendation on what days and times to close.

The floor was closed to public comment.

Commissioner Cooperman moved to recommend cutting opening hours on two days (4 hours each) to fund Sunday hours from 1:00 – 5:00 pm. The motion was seconded by Clemons. The motion passed.

Ayes: Commissioners Hartzell, Clemons, Cooperman, Elasowich, and Silverman

Nays: none

Abstain: none

Absent: none

J. ADJOURNMENT

Commissioner Silverman moved to adjourn. The motion was seconded by Commissioner Cooperman . The motion passed.

Ayes: Commissioners Hartzell, Clemons, Cooperman, Elasowich, and Silverman

Nays: none

Abstain: none

Absent: none

The meeting was adjourned at 7:21p.m.

TO:

Library Commission

FROM:

Gina Allen, Recreation Services Manager

SUBJECT:

Library Commission to Discuss the Option of Considering Sunday Library Hours.

RECOMMENDATION:

The Library Commission will discuss and provide recommendations for Sunday Library Hours for the City Council's consideration.

FISCAL:

There is no fiscal impact at this time.

BACKGROUND:

At the January 6, 2015 City Council meeting, City Council approved the Library Commission's request to discuss Sunday Library Hours and directed the Library Commission to evaluate options for the City Council's consideration.

At the March 9, 2015 Library Commission meeting, the Commission directed staff to work with the County in developing an implementation plan to add Sunday by closing another day during the week.

On April 13, 2015, City staff and County Staff recommended the following implementation plan if the Commission decided to close an existing business day in order to open on Sunday.

1. The County recommends gathering daily attendance data for a year before determining what day should be closed.
2. After a year is completed, the County will analyze information and identify the day least utilized. That day would then be closed and the funds would be allocated to Sunday hours.
3. Programming decisions would be based on the new hours and the change in business hours would be advertised three months in advance to patrons.

After reviewing the implementation plan, the Commission moved and seconded to recommend cutting opening hours on two days (4 hours each) to fund Sunday hours from 1:00 – 5:00 pm. The motion passed.

DISCUSSION:

City Staff and County Staff will be working together to determine the City's set aside

funds and will review a list of priorities during their annual June meeting.

CONCLUSION:

The Library Commission will discuss and provide recommendations for Sunday Library Hours for the City Council's consideration.

CITY OF MANHATTAN BEACH

MEMORANDUM

TO: Library Commission

FROM: Gina Allen, Recreation Services Manager

DATE: May 15, 2015

SUBJECT: Selection of 2015/2016 Library Commission Chair

Annually, the Cultural Arts Commission is required to select a Chair and Vice Chair for the Commission. In the past, chairs have been selected on a seniority basis. Commissioners Lester Silverman and Randi Elasowich would be next in line to serve as Chair and Vice Chair. Although this has been the past practice, it is not the rule. The Commission has the right to choose any member of the Commission they feel is most qualified.