

DRAFT

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

February 13, 2006
6:30 p.m.
City Hall
1400 Highland Avenue

ROLL CALL

Present: Commissioners Gill, Humbarger, Miller and Popovich

Absent: Commissioner Ljungwe

Others Present: Recreation Services Manager Mark Leyman, Community Library Manager Leticia Tan, President of Friends of the Library Jean Klaren, Regional Administrator Steven Klein and Recording Secretary Jane Grace

APPROVAL OF MINUTES

The Minutes of the January 9, 2006 Library Commission were approved as written.

CEREMONIAL

None

NEW BUSINESS

06/0213.01 – Discussion of City Council approval for detailed list of items purchased for library services and development of a tracking system

06/0213.2 – Discussion of allocating up to \$50,000 for library service improvements.

Recreation Services Manager Mark Leyman reported that City Council, at their February 7, 2006 Council meeting, approved the Library Commission motions from the January 9, 2006 Commission meeting minutes (“*A motion was made to recommend that City Council ask the County for details (titles/categories of books purchased) on the \$50,000 spent with last year’s excess property tax contributions for library services and that some type of tracking system be set up for future purchases*” and “*A motion was made to recommend that the City Council approve the use of ’05-’06 excess property tax contributions from Manhattan Beach residents for library services, allocating up to \$50,000 for improvements*”). Mr. Leyman reported that Council’s direction is to work with the County on coming up with a list for the additional \$50,000 for the ’05-’06 excess property tax contributions and establish a tracking system for future purchases and obtaining a detailed list of items that were purchased from the ’04-’05 excess property tax contributions.

Commissioner Gill asked Regional Administrator Steven Klein whether there was a way for the County to track the expenditures of excess property tax contributions for library services. Mr. Klein reported that County Librarian Todd indicated she would find a way and if there is a cost she would let the City know the amount.

Commissioner Gill indicated that the Commission asked the County for a generic list of recommendations for library services for the next purchase from excess property tax contributions. Mr. Klein indicated that Community Library Manager Leticia Tan provided the list to him and he has forwarded the list to County Librarian Todd for approval. Mr. Klein indicated that the proposal would include the list of Ms. Tan, the cost for the establishment of a book drop at Manhattan Heights (requested at a public hearing) and the costs for tracking the expenditures of excess property tax contributions.

Commissioner Humbarger suggested that the cost of a book drop should be separate from the expenditures of excess property tax contributions. Mr. Klein indicated that the County would not put the book drop into place unless the City provided the money to do so.

Commissioner Gill requested that the list be provided to City staff prior to the March 13 Library Commission meeting. Mr. Klein indicated that the list would include equipment, types of books, types of videos and types of magazines.

Mr. Leyman asked for clarification on how donated books are earmarked for ownership. Ms. Tan indicated that books are labeled with a bookmark but they are not accounted for in a data base. Commissioner Humbarger inquired how these books would be returned to Manhattan Beach if we withdrew from the County system. Mr. Klein indicated that the books belong to the County; therefore, if the City chooses to leave the County system, there is a process in State law and negotiations would take place at that time.

Commissioner Popovich suggested that the Commission's understanding is that the City would purchase items from the detailed list, lend them to the County Library with the County holding these items basically in trust and, if the City decided to withdraw, the City could then ask for these items back. Commissioner Miller suggested that some of the \$50,000 excess property tax contributions were used for consumable items such as family programs. Mr. Klein repeated that the books are the property of the County.

Commissioner Gill suggested that the Commission and staff need to clarify this misunderstanding to City Council which may then change our recommendation regarding the excess property tax contributions, possibly recommending using the entire amount for the purchase of the property if we have no ownership of items/books purchased.

Commissioner Gill inquired about the status between the County and City regarding property appraisals for the purchase of the library building and land. Mr. Leyman indicated that there was still no word.

AUDIENCE PARTICIPATION

President of Friends of the Library Jean Klaren provided the Commission with a list of 2006 Friend of the Library Book Sales as well as an information flyer on the Friends of the Library. She reported that the Friends has approximately 260 members at this time. She reported that monies raised by the Friends are turned over directly to the Library.

Ms. Tan announced a new program at the County Library "Live Homework Help" which targets students in grades 4-12 and provides them with homework assistance in English, Math, Science and Social Studies. The program is internet-based and connects students

with qualified tutors in real time. The service is free and is available in English and Spanish on the Los Angeles Public Library website at: www.colapublib.org.

Mr. Tan also announced three new programs at the Library: a discussion group “Short Shorts” held at Joslyn Center focusing on short stories; a Manhattan Beach Library Film Society that is forming now with registration taken at the library information desk; and a *Seussabration* on Thursday March 2, celebrating Dr. Seuss’ 102nd birthday.

Mr. Klein reported that the plans to install wireless internet in County libraries has begun with the first group of libraries getting underway last week.

OLD BUSINESS

06/0109.1 – Discussion of potential collaboration between the City of Manhattan Beach and the Manhattan Beach Unified School District for Library Services

Commissioner Gill suggested that discussions should continue only if the School Board approaches the City regarding potential collaboration between the City and School District.

OTHER COMMISSION BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 7:30 p.m. to the next scheduled meeting on March 13, 2006.