



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

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**February 11, 2019  
City Hall  
City Council Chambers  
1400 Highland Ave.  
Manhattan Beach, CA 90266  
6:00 PM**

**A G E N D A**

- A. CALL TO ORDER**
- B. PLEDGE TO THE FLAG**
- C. ROLL CALL**  
Commissioner Windes  
Commissioner Elasowich  
Commissioner Schreiner  
Commissioner Jones  
Commissioner Bond  
Commissioner Owen
- D. APPROVAL OF MINUTES**  
January 14, 2019
- E. CEREMONIAL**
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**  
The public may address the Commission regarding City business not on the agenda.  
  
Librarian's Report – Library Manager, Maria Manigbas will discuss library programs, activities and updates.
- G. GENERAL BUSINESS**  
19/0211.1 Discussion of LA County Library Report from 2017-18 Fiscal Year and Surplus Recommendations Discussion  
  
Discussion of Library Commission Workplan items
- H. STAFF ITEMS**
- I. COMMISSION ITEMS**
- J. ADJOURNMENT**

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

January 14, 2019  
6:00 p.m.  
City Council Chambers

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CONTENTS

**A. CALL TO ORDER**

The meeting was called to order at 6:00 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Elasowich, Schreiner, Windes, Jones, Bond, Owen

Absent: None

**D. APPROVAL OF MINUTES**

Commissioner Windes moved to approve the December 10, 2018 minutes as written.

Commissioner Schreiner seconded the motion. The motion passed.

Ayes: Commissioners Elasowich, Windes, Jones, Bond, Owen

Nays: None

Abstain: None

Absent: None

**E. CEREMONIAL**

Chairperson Elasowich welcomed new Commissioner Bond.

**F. AUDIENCE PARTICIPATION**

Chair Elasowich opened the floor to audience participation.

Community Library Manager, Maria Manigbas gave some program updates including: Skye Patrick named librarian of the year from the Library Journal for her role in breaking down barriers, increasing access and embracing technology and marketing in the library.

Michael Mackavoy, Children's Librarian, continues to serve in charge of the Lomita Library.

The January 16, LA County Library Commission meeting will be held at the Manhattan Beach library from 10:00-12:00. The meeting is open to the public.

Michael McCarty of International Folk Tales will be storytelling on January 19.

January 17, Teddy Bear Storytime – after the story time, kids will be invited to leave their stuffed animals for a sleepover at the library. Photos of the stuffed animal sleepover activities will then be shared on the website.

Every Thursday, January through March at 11:00 a.m., there will be an adult coloring project.

Ms. Manigbas offered possible dates for staff appreciation: There is availability in the meeting room on February 12, 19, 20, 26 from 2:00-3:00 p.m.; March 12 and 19 and April 2, 9 and 23 are also available.

Commissioner Windes reported that she and Commissioner Schreiner have spoken with Claire regarding Blind Date with a Book on Valentine's Day at 3:30. The goal is to have at least 50 books available. She is hoping that Friends of the Library will have some books to donate to the project.

The floor was closed to public comment.

## **G. GENERAL BUSINESS**

Discussion of Commission work plan items:

Commissioner Jones updated Commissioner Bond on the purpose of the commission work plan before delving into the prioritization.

Library Staff Meet & Greet (Priority 1) – the date was set for April 23, 2019. It is a one hour activity to meet the library staff and increase visibility between the employees and the commission. The food will be ordered by Manager Kelso. Commissioner Windes suggested forming a decorating sub-committee. Commissioner Owen will design the invitation flyer with Commissioner Elasowich and distribute by April 1, 2019.

Commissioner Elasowich will invite the school librarians. The City Council members will also be invited. Commissioners Windes and Schreiner will handle the decorations. Raffle prizes will include gift cards and an autographed Chris Erskine book, provided by Commissioner Jones. Commissioners Windes and Schreiner will bring books for prizes as well. The format of the event will be a friendly gathering. There will be a hand out including the Library Commission's mission along with contact details.

East Manhattan Beach Alternate Library – Dr. Matthews has not been able to host a meeting with the County Library Manager to discuss the use of Mira Costa as an alternate library, because the Mira Costa library is still closed due to asbestos.

Bookmobile – Commissioner Elasowich noted that there is limited shared access to the Bookmobile throughout the County. As this is an alternative option for East Manhattan Beach library access, the need for this cannot be determined until Dr. Matthews is able to meet with the County. In the event the Bookmobile is considered, the City Council would need to be the ones to request. Lowest priority

Library Lunch Club (Priority 3) – Commissioner Windes was disappointed that Chris Erskine will be at {Pages} so now will not be a candidate for Library Lunch Club. Commissioner Windes likes the idea of hosting a journalist. She knows a woman who has just written a book about living in Africa and would like to have something more relatable to women. Commissioner Jones stated that this might be a floating project that can happen when an appropriate author is found. Lower priority

Books & Cooks Open House (Priority 2) – This event will involve food trucks with activities at the library. Patrons could pick up a coupon for the food trucks inside the library and there could be entertainment. Manager Kelso commented that the costs associated with this event will require City Council approval. Commissioner Windes recommended an acoustic singer who had performed at a Late Night at the Library event. Commissioner Jones also mentioned a singer that was recognized by the Cultural Arts Commission a couple of years ago. Manager Kelso will also provide the name of one of the department's talented singers. Commissioner Windes added that the Friends of the Library had also sponsored some singers who were great. Commissioner Jones will reach out to Friends of the Library to see if they would be interested in partnering in the event. Linda Robb will provide food truck regulations to the commissioners. Commissioners Jones and Bond will serve on a sub-committee to get started designing the event. The tentative goal is to have the event in September. Manager Kelso recommended getting this to City Council for review in May or June.

MB Writer Awards – Commissioner Windes stated that she would like to consider this if the approval for Books & Cooks does not come through.

Book Vending Machines – on the back burner until the school library issue is decided.

#### **H. STAFF ITEMS -**

Manager Kelso reported that the Library Surplus item will continue to get moved until the City Council can meet with the County and school district. She will keep the commission updated and may need to bring the staff report back for review.

#### **I. COMMISSION ITEMS**

Commissioner Bond introduced herself. She has a son who is a senior at Mira Costa and a daughter in college. She has always volunteered and since she won't be volunteering at school anymore, she was looking for her next thing. She loves to read and was helping {Pages} with their co-op program and events.

#### **J. ADJOURNMENT**

Commissioner Windes moved to adjourn the meeting. Commissioner Bond seconded the motion. The motion passed.

Ayes: Commissioners Elasowich, Windes, Schreiner, Jones, Owen

Nays: None

Abstain: None

Absent: None

The meeting was adjourned at 7:18 PM.

**TO:**

Library Commission

**FROM:**

Mark Leyman, Parks and Recreation Director  
Eve Kelso, Recreation Services Manager

**SUBJECT:**

Discuss and Make Recommendations to City Council on the Los Angeles County Operating Statement for Fiscal Year 2017-2018 and Manhattan Beach Library Report Regarding the Use of County Library Surplus Funds

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**RECOMMENDATION:**

Discuss and make recommendations to City Council on the Los Angeles County operating statement for fiscal year 2017-2018 and Manhattan Beach library report regarding the use of County Library surplus funds.

**FISCAL IMPLICATIONS:**

No fiscal implications associated with the recommended action.

**BACKGROUND:**

The Los Angeles County Library Administration provides a financial report and summary of activities from the prior fiscal year on an annual basis. Library staff met with City staff on January 30, 2019 and library staff presented reports from the 2017-2018 fiscal year, which included recommendations for the use of surplus funds.

The Library Commission discussed the prior years County Library Report and came up with priority items to recommend to City Council. These items have not yet been presented to City Council.

**DISCUSSION:**

At this time, City Council has agendaized the subject of Library Commission recommendations regarding the use of Manhattan Beach County Library surplus funds for March 6, 2019. Even though the Library Commission came up with three priority items as recommendations last year, these were not yet presented to City Council. The Library Commission now has the opportunity to update their priority items based on current county library data. Here were the three recommendations from last year.

1. Increasing the hours of the Adult Services Librarian to full-time status, primarily to better recruit and retain qualified personnel, which will enhance opportunities for adults in Manhattan Beach
  - o Since its opening, the part-time Adult Services Librarian position has been difficult to fill, with ongoing staff turn-over. A full-time position would provide continuity and assist with high volume of community programs and events.

2. Family Place Certification would make the library an official Family Place Library, with twice yearly, 5-week workshops, focusing on early childhood information, parent education, emergent literacy, socialization and family support.
  - o The Library Commission believes strongly in this program and has brought up the recommendation of having “Family Place” in previous meetings. The certification of this program will assist pre-kindergarten and kindergarten age children in Manhattan Beach Unified School District in early childhood development.
3. Additional window cleaning, which will improve the view and overall clean appearance of the library
  - o The Library Commission supports the evaluation of window cleaning services to determine if the current schedule is sufficient and if additional funding is needed to support additional cleanings. Further, staff has received concerns about the “film” on the glass and whether it can be removed or replaced to improve visibility.

Since the County has presented new library statistics and data, the Library Commission should discuss and make recommendations for City Council after reviewing the current report.

In addition to the recommendations above, the LA County Library and the Manhattan Beach Unified School District are meeting to explore a proposed hybrid school/public library location at Mira Costa High School. This item may be presented to the Commission at a future meeting, if an agreement is established to provide service. Further, the Commission may be asked to make recommendations on future projects such as the Digital History Bookmobile.

**Attachment:**

1. LA County Library Operating Statement Fiscal Year 2017-2018
2. Manhattan Beach Library

SKYE PATRICK  
Library Director



November 14, 2018

Bruce Moe  
City Manager  
City of Manhattan Beach  
1400 Highland Avenue  
Manhattan Beach, CA 90266

Dear Mr. Moe:

The following information provides the cost for library service in your city as well as the collected property tax, special tax, and City contribution, if applicable. Please see the attached report for the Fiscal Year 2017-2018 cost of services detail.

Cost of Library Service		\$ 3,298,874
Revenue:		
• Property Tax Contribution	\$ 4,103,602	
• Special Tax Contribution	-	
• City Contribution	-	
Total Contribution		<u>4,103,602</u>
Surplus / (Deficit)		<u>\$ 804,728</u>

As always, I will be happy to discuss any questions that you might have or provide additional information.

Very best,

Skye Patrick  
County Library Director

SP:TF:RF:fd

Enclosure

c: Supervisor Janice Hahn

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**LA County Library  
Operating Statement  
Fiscal Year 2017-2018**

**Manhattan Beach Library**  
1320 Highland Ave., Manhattan Beach

*Cost Code: 318  
Org Code: 41273*

**Operating Costs**

	<b>Actual</b>
Salaries and Employee Benefits	\$951,542
Services and Supplies	
Books and Materials	198,394
Lease-Buildings	824,627
Maintenance-Buildings and Grounds	175,297
Facilities Special Jobs	0
Professional and Special Services	15,631
Insurance	1,099
Supplies and Miscellaneous Exp	15,897
Utilities	72,780
Equipment and Technology	8,477
<b>Sub-Total Operating Costs</b>	<b>\$2,263,744</b>

**Support Costs**

Regional Operations	86,959
Acquisitions and Cataloging	91,922
Public Services Programs	131,073
Integrated Library System	58,315
Information Technology Equipment and Services	124,567
Information Services	48,274
Facilities Services Operations	213,095
Administration	280,925
<b>Sub-Total Support Costs</b>	<b>1,035,130</b>

<b>Total Cost of Service</b>	<b>\$3,298,874</b>
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Operating Revenue                      \$27,751

Note:

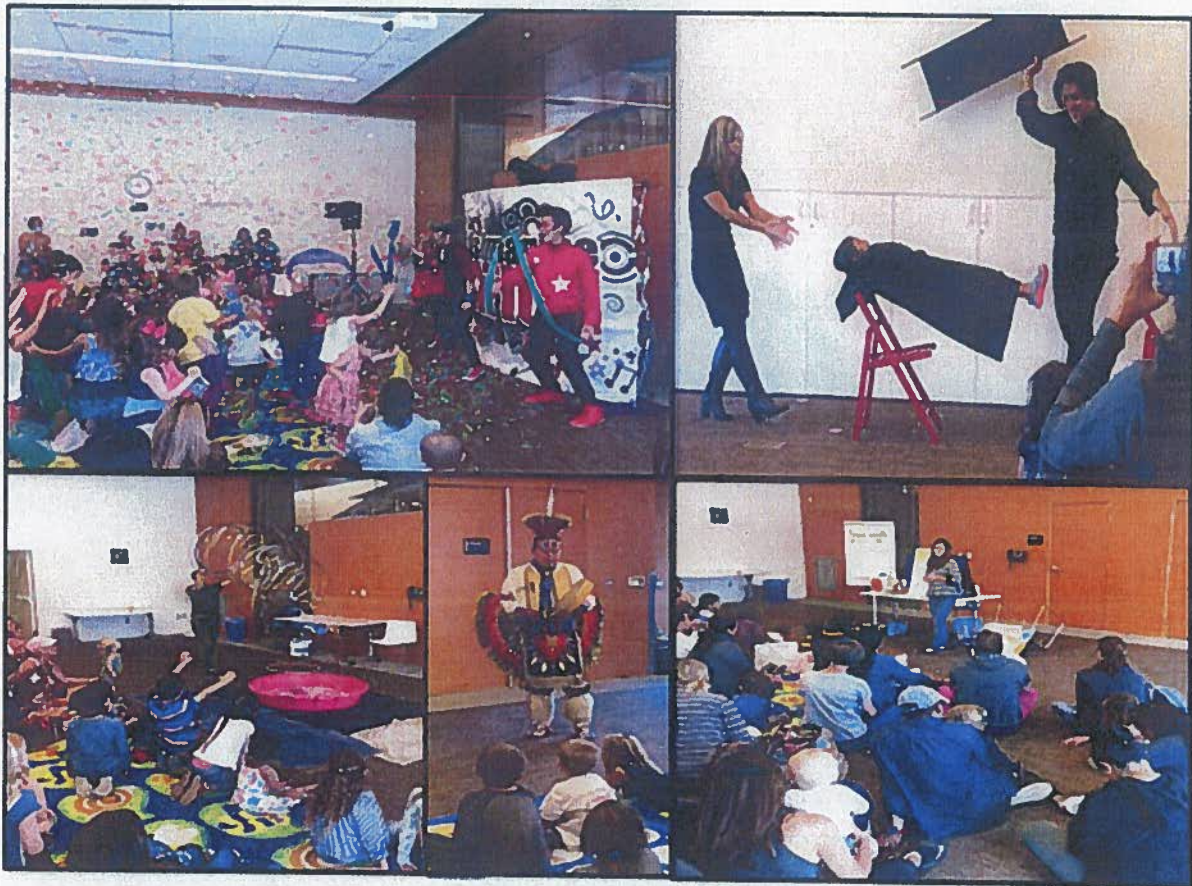


## MANHATTAN BEACH LIBRARY

### Introduction

2018 marks the third year of library service for the Manhattan Beach community in the two-story, 21,500 square-foot, spectacular glass building located at 1320 Highland Ave. Manhattan Beach Library continued to welcome the curiosity of the city's residents and visitors and has become a community space used by visitors to attend traditional and innovative programs, meet with friends and colleagues, engage in learning for all ages, use a computer, borrow a laptop, borrow a book, or enjoy the ocean view from the 2nd floor.

This report details library usage and activities in the last fiscal year, from July 2017 to June 2018.



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## Usage

Manhattan Beach Library received more than 179,455 visits in fiscal year 2017-2018, with a 1,974 increase from last year's visits, and an average of 14,955 people visiting the library each month to meet their informational, educational, and recreational needs. Although open 7 days a week, Tuesdays and Wednesdays were the busiest days of the week during this past year, due to the library's popular storytimes.

The library's four study rooms are busy all 7 days, with two rooms available for reservations of up to one week in advance and the other two available for first come first serve reservations. The rooms continue to be a popular space for quiet study, groups studying, Skype interviews for job seekers, and space for entrepreneurs to meet, etc.

Use of the meeting room remained steady during the year due to robust library programming and was sought after by members of the community for private meeting and civic and community use. requests f

## Library Card Holders

Last year, the library added 4,043 new library card holders. Altogether, there are more than 35,261 registered Manhattan Beach Library customers.

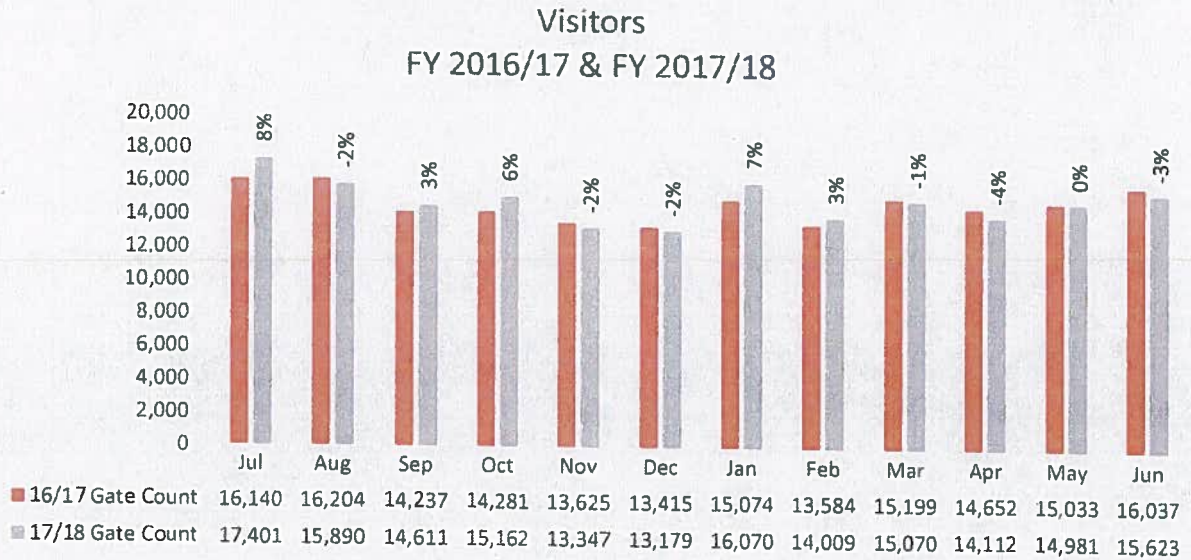
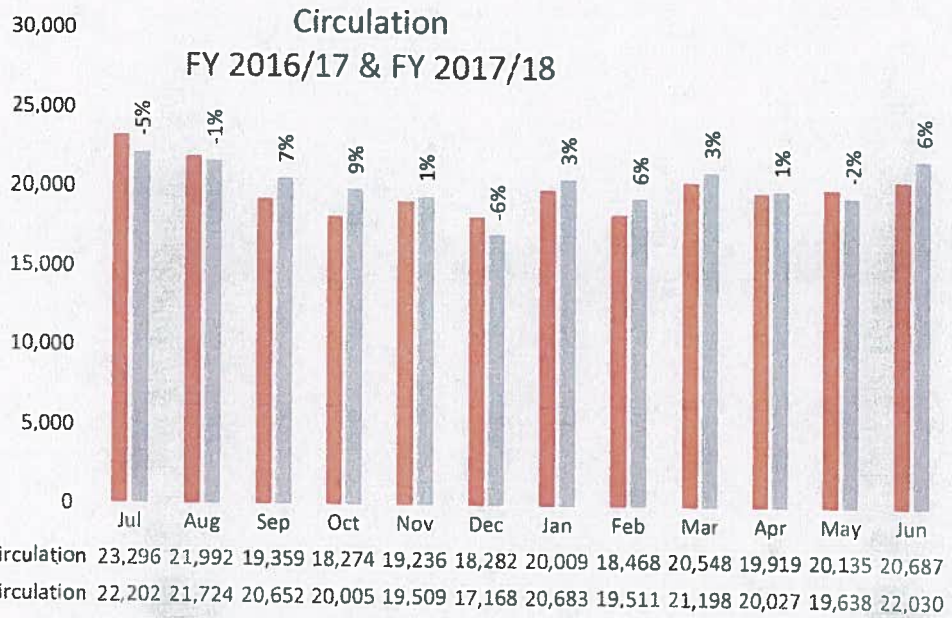
## Website Visits and Wi-Fi

Manhattan Beach Library's website had a total of 95,391 visits during the year.

The library hosted 18,355 public Internet PC and 118,830 Wi-Fi sessions during the 2017-2018 fiscal year.



**Visitors and Circulation**



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## Circulation

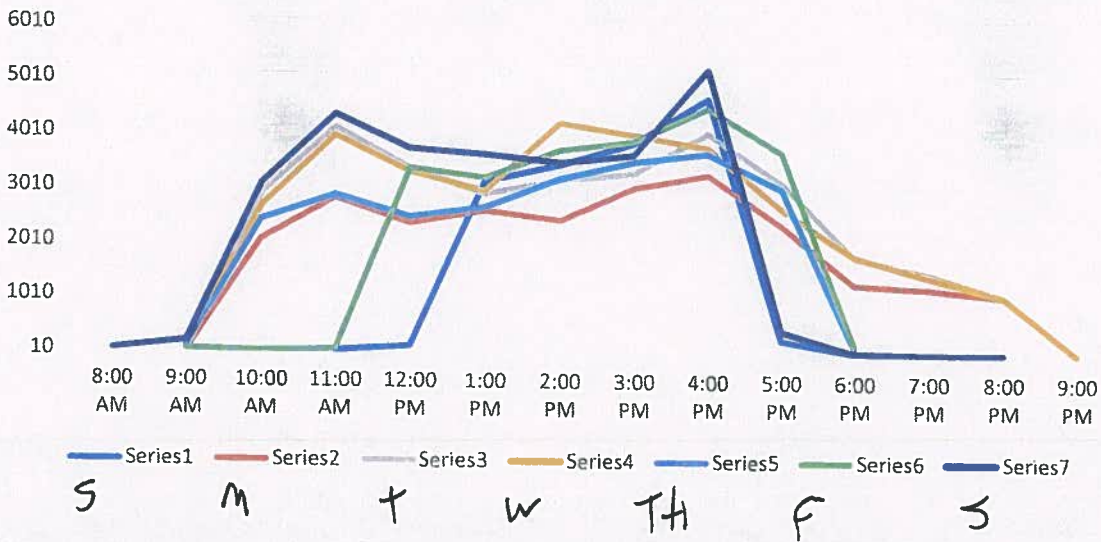
Materials in Manhattan Beach Library serve Manhattan Beach residents as well as library patrons throughout Los Angeles County.

Manhattan Beach Library customers checked out over 244,347 books, audiobooks, DVDs, and magazines last year. Customers also took full advantage of the ability to access the millions of items available in the County Library system, placing 52,880 holds.

### Highlights:

- During FY 2017-2018, Manhattan Beach Library circulated 244,347 items.
- 52,880 holds were placed for Manhattan Beach Library with 51,584 holds filled.
- Books remained the most popular item type, circulating 112,338 times.

Checkouts by Time of Day  
FY 2017/18



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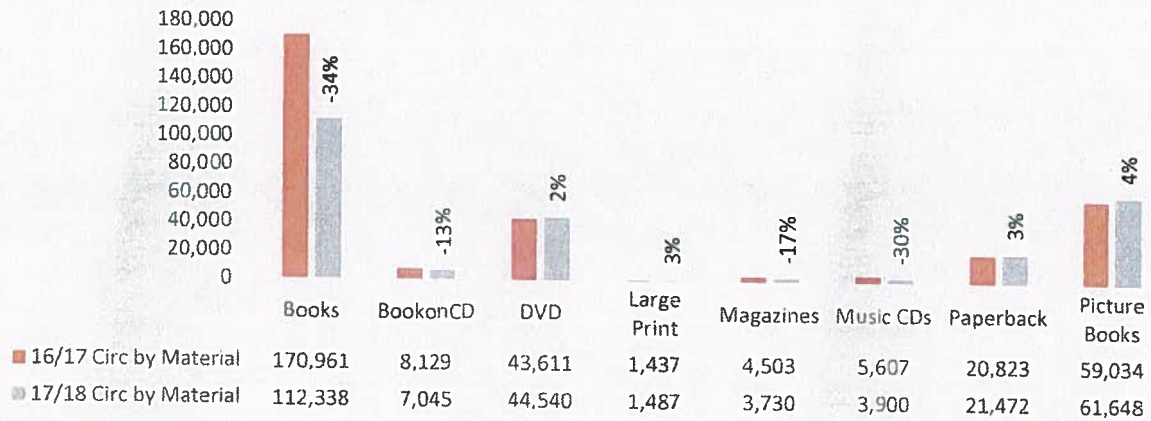
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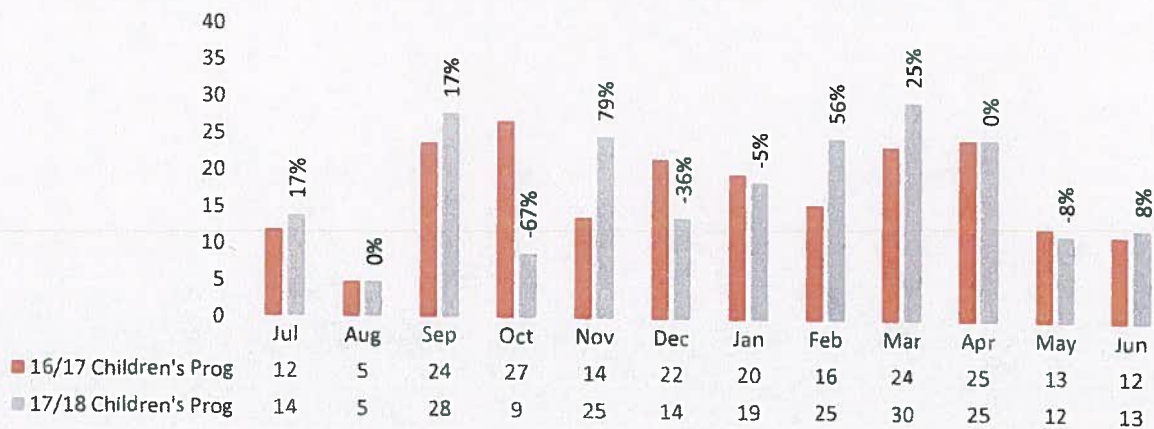
**Circulation by Material Type**

Circulation by Material Type  
FY 2016/17 & FY 2017/18



**Library Programs**

Children's Programs  
FY 2016/17 & FY 2017/18



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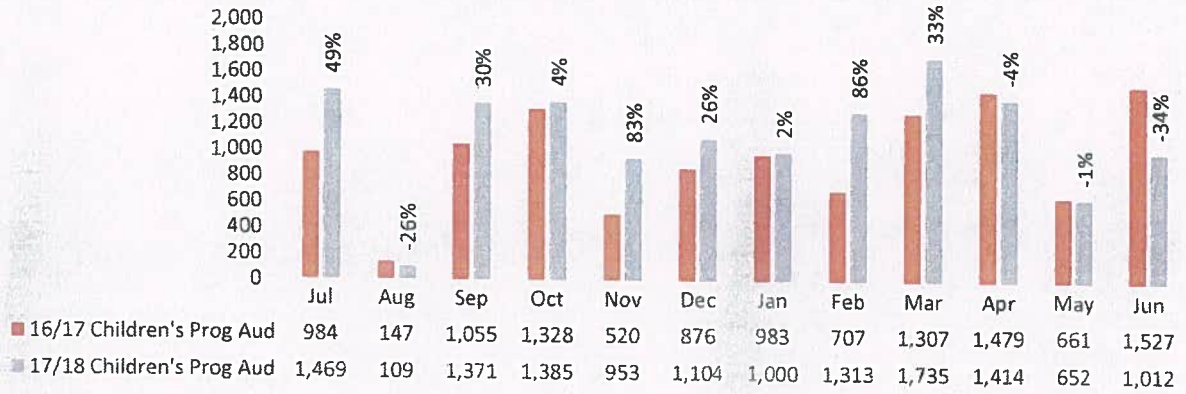
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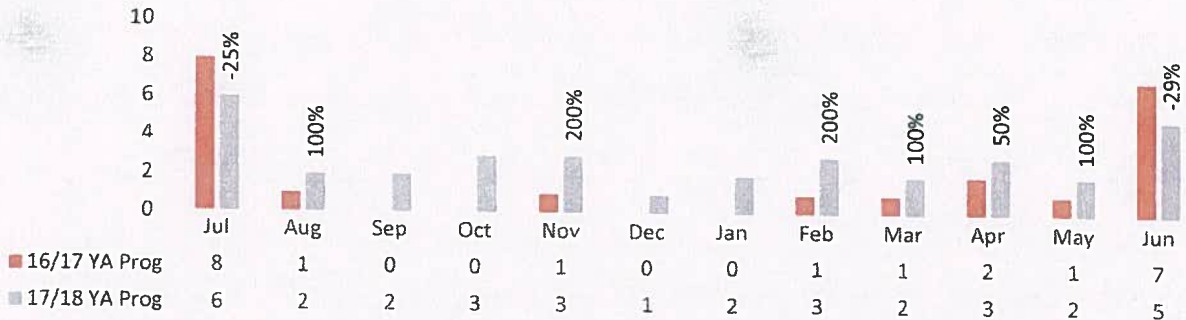
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### Children's Program Attendance FY 2016/17 & FY 2017/18



### YA Programs FY 2016/17 & FY 2017/18



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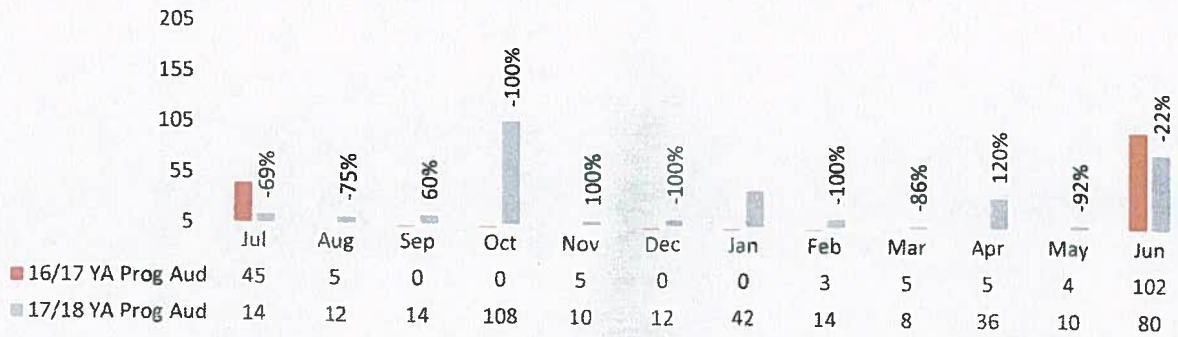
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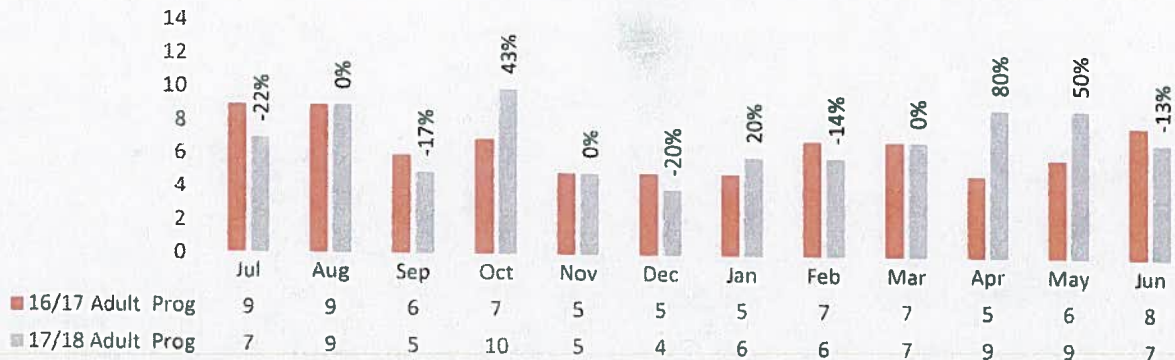
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### YA Program Attendance FY 2016/17 & FY 2017/18



### Adult Programs FY 2016/17 & FY 2017/18



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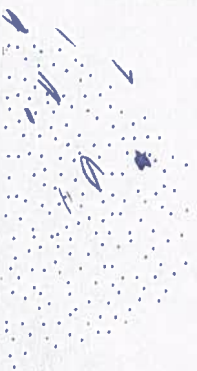
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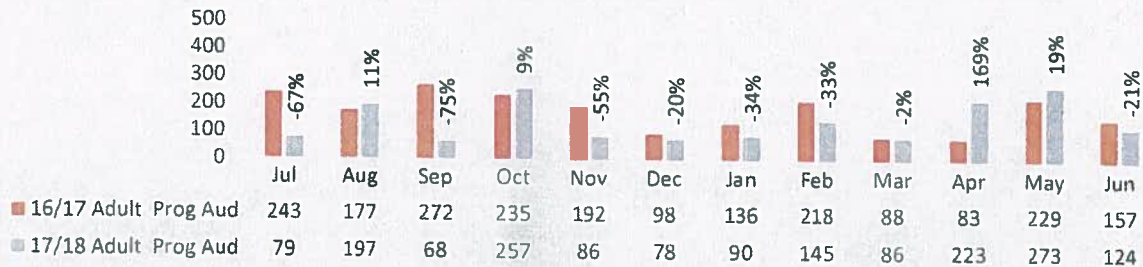
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### Adult Program Attendance FY 2016/17 & FY 2017/18



Manhattan Beach Library offered a variety of high quality programming for all ages. Children and Teen programs were extremely popular, and toddler and family storytimes continued to be a major draw while adult programs received a lot of interest and participation.

In addition to weekly baby and toddler story times, children enjoyed after school program events and performances like Bubble Mania, Puppet Shows, and Buster Balloon. LA County Library MākMō (Maker Space vehicles) visits were offered during the year as part of STEM/STEAM programs.

The Library Commission recognized students as "Outstanding Readers" for their participation in library activities and events and for being exceptional readers.

Teens were offered many and varied programming opportunities including Book Talks, Sew and Glow, SAT practice tests, Guide to College Admissions and STEM/STEAM programs. Adult 101 featured talks and speakers dealing with life skill need by teens transitioning into adulthood. Teen Friends of the Library continued to meet during the year.

Programs for adults included Yoga, Late Nights at the Library Artist Panel, Evening Book Club, Vietnamese Cooking, Drop-In Drawing, Senior Social, and Library Meditation. The popular Community Interactive Forum offered different topics each month of interest to the community.

#### Volunteer Hours

The Library has received a total of 2,711 volunteer hours from the Manhattan Beach community members.

#### Friends of Manhattan Beach Library

The Friends of Manhattan Beach Library continued their generous support as a financial resource for programming, collection development and other library needs. They participated in LA County Library's Books, Books, Books Sale, and with their proceeds from the ongoing inhouse book sales provided the library with a book bike and outdoor furniture for the patio.

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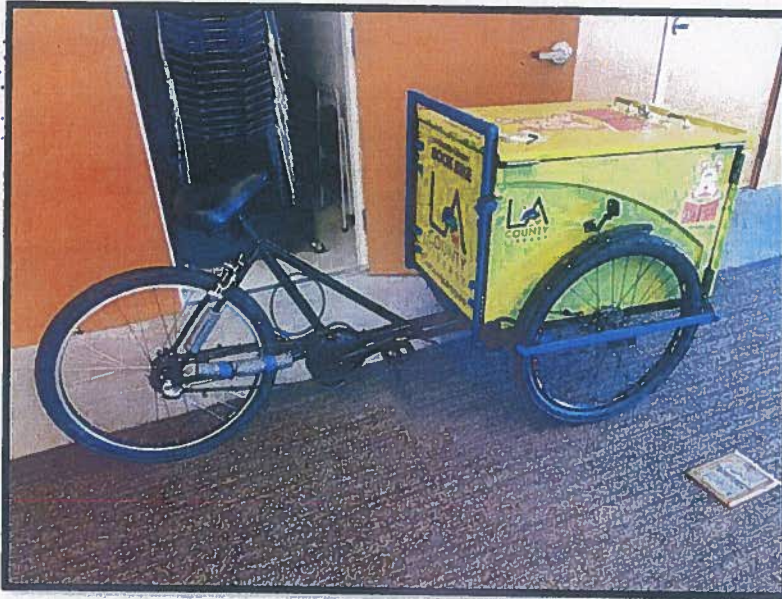
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### **Manhattan Beach Library Staff**

Manhattan Beach Library staff participated in several city, county, library and community meetings, programs, and partnerships including: City Council Meetings, Library Commission Meetings, Friends Meetings and Luncheons, attended trainings including County's Equity Policy and Sexual Harassment, Basic Training for New Librarians, and participated in committees like YALSA Leadership Fundraising Force.

Manhattan Beach Library received a Green Business Award during the City's Earth Day Celebration. Michael Mackavoy received City Recognition.

### **WiFi and eResources**

Manhattan Beach is a tech savvy community equipped with their own devices, that took advantage of the e-Resources offered by the Library.

The expansive views of the beach continued to attract usage of the second floor reading and public computer area, and many customers enjoyed the patio seating area while using the library's WiFi.

- A total of 118,830 sessions using the free WiFi throughout the building. Additionally, 5,432 library customers utilized 18,355 sessions on 29 public Internet PC workstations, for a total of 9,807 hours.
- During the last fiscal year, 34,852 e-books (37% increase) and 15,917 audiobooks (42% increase) were downloaded by Manhattan Beach customers.

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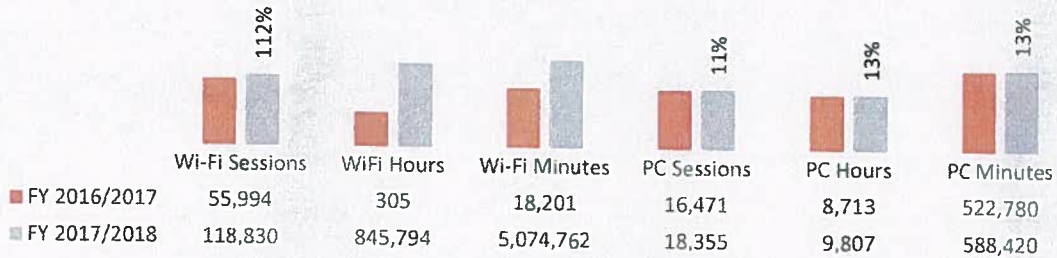
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- Manhattan Beach Library page on the County Library website had a total of 95,391 views, and Manhattan Beach Library's Facebook page was used regularly to promote programming and services to community members.

### WiFi and PC Usage

Wi-Fi & PC Sessions  
FY 2016/17 & FY 2017/18



\*We started using a new vendor February 2017 to capture Wi-Fi Stats. Since that year was a transition period, the vendor did not capture minutes/hours used.



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### Recommendations

- Continue to work with Manhattan Beach Unified School District to develop a proposal for a hybrid school/public library location in Mira Costa High School. Despite several requests by library, a site visit has not yet been scheduled. Costs TBD after site visit.
- Enhance opportunities for adults and teens in Manhattan Beach by increasing the open Part-time 20-hours Adult Services Librarian position to a full-time Adult/Teen Librarian I. Cost \$58,000 annually.
- Family Place - Currently the library is a "best practices" library that does not facilitate the twice yearly, 5-week workshops. It would best fit the community if the library became an official Family Place, which would mean a cost of \$25,000 for training and certification. Once the library becomes an official Family Place Library, they would qualify to receive Emergent Literacy's Family Place funding.
- Consider collaborating with another surplus city to fund a digital history bookmobile. See attached report for a summary of the program. Costs (if shared with one other city) \$200,000 one-time, plus \$122,000 annually.
- Increased window cleaning maintenance = \$1,000 per cleaning. Currently window cleaning is scheduled to occur every four months, in February, June, and October.
- Due to the needs of staff to have readily available parking for needs of service to the library 7 days a week, requesting 8 designated parking spots for library staff in the parking lot for the hours they are working in the library. LA County Library could provide and install signs with the hours the parking is reserved. Finding available parking in close proximity of the library can be especially challenging for staff on weekends and on the days of popular city events.

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## MemMō: LA County Library's Memory Mobile

### Background

Helping communities collect and preserve their stories is a core function of LA County Library. MemMō is a mobile digitization lab that gives community members the technology, resources, and instruction to create, record, or digitize the memories of their lives and histories of their communities. Programs will take place onboard the bookmobile-sized vehicle, which will carry specialized equipment and trained professional staff to support customers' creative pursuits and technological learning. We will utilize existing and future partnerships (City and County included) to maximize reach within the communities.

### Technology and Programs

The LA County Library MemMō will:

- Make digitization technology for customer documents, photographs, and A/V materials widely accessible in communities we serve.
- Support digitization programming with equipment, expertise, and information resources.
- Support the growth of and use of publicly available collections of digital materials that reflect the makeup and experiences of our communities.

Participants will utilize technology and equipment to create digital copies of photographs and ephemera, explore digital media, transfer outdated media into digital formats (e.g. transfer 16mm or VHS home movies to digital files), and record and edit digital oral histories. Participants will gain technology skills through high-quality instruction, and explore themselves and their communities through creative expression. This mobile model is projected to implement 20 programs monthly.

### Eco-friendly Mobile Unit

The MemMō will be a propane-fueled, ADA-accessible 28' step van. Eco-friendly features will include skylights, natural ventilation, photovoltaic panels, carpet with recycled content, desking fabricated from sustainably-harvested wood, and LED interior and exterior lighting.

### Staffing

A specially-trained Librarian II and Library Assistant I will provide programs, technology instruction, and outreach.

### Budget

	One-time	Ongoing
Propane-fueled 28' step van	\$350,000	
Equipment	\$50,000	
Maintenance		\$1,000
Librarian II (S + EB)		\$123,000
Library Assistant I (S + EB)		\$82,000
Consumable supplies		\$5,000
Administrative fees		\$31,650
<b>TOTAL</b>	<b>\$400,000</b>	<b>\$243,000</b>

SKYE PATRICK  
Library Director



November 14, 2018

Bruce Moe  
City Manager  
City of Manhattan Beach  
1400 Highland Avenue  
Manhattan Beach, CA 90266

Dear Mr. Moe:

The following information provides the cost for library service in your city as well as the collected property tax, special tax, and City contribution, if applicable. Please see the attached report for the Fiscal Year 2017-2018 cost of services detail.

Cost of Library Service	\$ 3,298,874
Revenue:	
• Property Tax Contribution	\$ 4,103,602
• Special Tax Contribution	-
• City Contribution	-
Total Contribution	<u>4,103,602</u>
Surplus / (Deficit)	<u>\$ 804,728</u>

As always, I will be happy to discuss any questions that you might have or provide additional information.

Very best,

Skye Patrick  
County Library Director

SP:TF:RF:fd

Enclosure

c: Supervisor Janice Hahn

7400 E Imperial Highway, Downey, CA 90242 | 562.940.8400 | LACountyLibrary.org



COUNTY OF LOS ANGELES SUPERVISORS

HILDA I SOLIS

MARK RIDLEY-THOMAS

SHEILA KUEHL

JANICE HAHN

KATHRYN BARGER

**LA County Library  
Operating Statement  
Fiscal Year 2017-2018**

**Manhattan Beach Library**  
1320 Highland Ave., Manhattan Beach

*Cost Code: 318  
Org Code: 41273*

**Operating Costs**

	<b>Actual</b>
Salaries and Employee Benefits	\$951,542
Services and Supplies	
Books and Materials	198,394
Lease-Buildings	824,627
Maintenance-Buildings and Grounds	175,297
Facilities Special Jobs	0
Professional and Special Services	15,631
Insurance	1,099
Supplies and Miscellaneous Exp	15,897
Utilities	72,780
Equipment and Technology	8,477
<b>Sub-Total Operating Costs</b>	<b>\$2,263,744</b>

**Support Costs**

Regional Operations	86,959
Acquisitions and Cataloging	91,922
Public Services Programs	131,073
Integrated Library System	58,315
Information Technology Equipment and Services	124,567
Information Services	48,274
Facilities Services Operations	213,095
Administration	280,925
<b>Sub-Total Support Costs</b>	<b>1,035,130</b>

<b>Total Cost of Service</b>	<b>\$3,298,874</b>
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Operating Revenue                      \$27,751

Note:

# LA County Library

Reserve Balance - incl. FY 2017-18 Surplus/(Deficit)

	Manhattan Beach
FY 17-18 Property Tax/Special Tax	\$ 4,103,602
FY 17-18 City Contribution	-
<b>Less: FY 17-18 Cost</b>	<b>3,298,874</b>
<b>FY 17-18 Surplus / (Deficit)</b>	<b>\$ 804,728</b>
Add: Other adjustment	-
Add: Beginning Balance -	4,010,915
Designation in FY 18-19 Budget (incl. FY 16-17 surplus)	
<b>Ending Designation Balance</b>	<b>\$ 4,815,643</b>
<small>(will be reflected in FY 19-20 SQ Budget)</small>	

2019 MB Library Commission Work Plan

As of 02/11/19

	A	B	C	D	E	F	G	H
1	Project Name	Project Description	# Potential Participan	Budget (Est.)	Tentative or Actual Date	Project Status	Commissioner(s) Responsible	Action Items
2	<b>East MB Alternate Library</b>	Establish adjunct facility	1000	TBD	May, 2020	Preliminary research underway	Schreiner, Windes	<b>Dr. Matthews to meet with Mgr of Cty Lib. once AQMD completes work. Bookmobile as possibility to explore for few days/wk.</b>
3	<b>Library Staff Meet &amp; Greet</b>	Host a one-hour get-together to allow commissioners, library staff & school librarians to get acquainted & hear suggestions for improving the library	30	\$200	March, 2019	<b>April 23, 2-3pm</b>	<b>Elasowich, Owen</b>	<b>Head Lib. To reserve room. Kelso to order Corner Bakery sandwiches, salads. Owen to design &amp; distribute invitations for Lib. staff, school librarians &amp; CC by 04/01. Decorations by Schreiner &amp; Windes. Elasowich to contact school librarians &amp; City Council. Handout by Kelso with purpose of commission &amp; contact info of commissioners. All commissioners try to round up raffle items.</b>
4	<b>Library Lunch Club</b>	Target MB business people to attend talk by local author over lunch at library	20	\$500 (if lunch donated)	TBA	TBA	Schreiner, Windes	<b>Memoir of Africa book to be explored.</b>
5	<b>MB Writer Awards</b>	Honor notable local writers (authors, journalists, bloggers, etc.) of various ages	150 (includes families/su p-porters)	\$200/yr. for award plaques, etc.	April, 2019	Determine how recipients will be chosen	Jones, Bond	<b>Put on HOLD.</b>



2019 MB Library Commission Work Plan

As of 02/11/19

	A	B	C	D	E	F	G	H
6	<b>Books &amp; Cooks Open House</b>	To increase traffic at library, hold open house on a weekend with library activities, entertainment on outdoor stage & food trucks for lunch	200	\$500	Sept., 2019-Confirmed for September, date TBD	TBA	<b>Jones, Bond</b>	<b>Robb to research food vendor rules. Jones to research musicians &amp; magicians. Jones to ask Friends of Library about funding. Kelso to give CC budget by 05/01.</b>
7	<b>Book Vending Machine(s)</b>	Place vending machine(s) containing hundreds of books in various locations for easy access to books when library unavailable or difficult to reach	500	\$20,000 (could be Leadership MB project idea)	May, 2020	Research Contra Costa Library's vending machine initiatives	<b>Bond</b>	<b>Research if East MB Library options do not materialize.</b>