



CITY OF MANHATTAN BEACH LIBRARY COMMISSION MEETING

February 10, 2020
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 Bond	Commissioner Schreiner
Commissioner Windes	Commissioner Jones
Commissioner Siemak	Commissioner Parikh

D. APPROVAL OF MINUTES

December 9, 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

Discussion of Workplan items

H. STAFF ITEMS

LA County Library Report

I. COMMISSION ITEMS

J. ADJOURNMENT

CITY OF MANHATTAN BEACH
MINUTES OF THE LIBRARY COMMISSION

December 9, 2019
6:00 p.m.
City Council Chambers

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:05 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Bond, Jones, Siemak, Parikh, Windes, Chair Schreiner

Absent: None

Others present: Recreation Services Manager, Eve Kelso; Recording Secretary, Linda Robb

D. APPROVAL OF MINUTES

Commissioner Windes moved to approve the November 4, 2019 minutes with the following corrections:

p.2, paragraph 3 – Change “There has been talk of having it on a different date” to “There has been talk of an additional date”

p.3, paragraph 1 – change the word “monthly” in the second sentence to “regularly.”

p.3, paragraph 2 – Sentence 3 will now read, “There will be sandwiches and fruit, and commissioners will be soliciting gift cards or ideas for giveaways.”

Commissioner Siemak seconded the motion. The motion passed

Ayes: Commissioners Bond, Jones, Schreiner, Siemak, Parikh, Windes

Nays: None

Abstain: None

Absent: None

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION –

Chair Schreiner opened the floor to audience participation.

Library Manager, Maria Manigbas gave her program and staffing updates:

37 programs were held in November with 1883 attendees. Programs and participation continue to increase.

There were 10 events for adults in November with a total of 131 attendees.

The Library is celebrating the birth month of Jane Austen with several different events throughout December.

The floor was closed to public comment.

G. GENERAL BUSINESS

Discussion of Work plan items for 2020:

East Manhattan Beach Library Services – Commissioner Schreiner reported that a meeting has been set up with Dr. Matthews, Dr. Donnalyn Murakawa-Leopard, Skye Patrick, Jessie Walker-Lanz, and Grace Reyes, for December 16th. This meeting will drive the decision making regarding usage of the Mira Costa library and how to proceed with East Manhattan Beach services. Commissioner Jones stated that this is a two pronged item, one for library services and one for after school study space. Commissioner Jones is concerned with the timeline and does not want another summer to go by without services.

Commissioner Jones would like to mention at the joint meeting, that an OpenGov survey is being prepared to determine actual needs for East Manhattan Beach.

Commissioner Windes suggested that the survey should include a question about digital library services.

The commissioners went through each question, suggesting changes. Commissioner Siemak will incorporate the suggestions and bring back the revised survey to the February meeting.

Commissioner Bond mentioned that the survey may bring additional needs to light. For example, there may be a need for children's story time on the east side. Commissioner Windes did not think the intent was for the Mira Costa library to be used for children.

The commission asked if the survey could be administered at the library in addition to online. Ms. Manigbas will check to make sure that a table at the library to promote the survey is allowed.

Commissioner Siemak suggested running the survey for one month, and then determining if it needs to run longer. It was decided that if approved at the February meeting, the survey will be posted in February.

Library Meet and Greet – The date has been changed to April 22nd, 2020.

Commissioner Jones confirmed that the menu will be sandwiches and chips from Corner Bakery, and that music can be played through a streaming service. Commissioners Jones and Bond mentioned that during the holiday season, throughout Manhattan Beach, some retailers and restaurants will offer bonus gift cards with a gift card purchase. These bonus cards may be used for door prizes. There is a \$250 budget for the event. Decorations will be similar to the previous year. Parks and Recreation will provide raffle tickets. A flyer will be available in early March.

Library Lunch Club – Commissioner Windes reported that she and Commissioner Schreiner would like to propose a Library Supper Club, instead of a lunch club. The proposed date is June 12th – 5:00 p.m. Ms. Manigbas will check room availability for the library. Jan Dennis has been chosen as the author/speaker. She has recently written her latest book on the Manhattan Beach Fire Department. They would like for the commission to honor her, five firefighters and the Fire Chief at the event. Commissioner Windes reported that Jan Dennis was thrilled to be asked, but the Fire Department has not

yet been approached. Ms. Dennis will bring her own books that will be available for sale. Commissioner Schreiner added that she had spoken with a representative from Urban Plates as a possible caterer for the event. Urban Plates has just opened and may want to get their name out into the community. Corner Bakery is also being considered. Commissioner Jones likes the idea of a later event, but is not completely sold on Jan Dennis. Commissioner Bond thinks it's a great place to start. Commissioners Windes and Schreiner are recommending charging \$10 per person. Older Adults Program Manager, Jan Buike volunteered previously to sell tickets at a Rotary meeting. Commissioner Windes stated that there should be a maximum of 65 attendees with 10 round tables. The goal is still to secure a donation for the food.

Library Summer Reading Program Outstanding Readers – The Commission would like to continue this recognition. Ms. Manigbas recommended that the Commission work with the Children's Librarian to coordinate. The recognition is usually held in September.

Blind Date with a Book – Commissioner Windes and Schreiner would like set up a stand at the North End Holiday stroll, December 14th from 3:00-5:00. Instead of Blind Date with a Book, they will be calling it Season of Books, Recycling Books. The name may change seasonally. Commissioner Bond volunteered to donate some books.

MB Writer Awards – the planning is in process, a comprehensive report will be presented in early 2020. The event will come to fruition in May 2021. Commissioners Bond and Jones are in the information gathering phase. The awards will be for School age children, and adults. Sponsorship opportunities for prizes are being researched.

Library Anniversary celebration (Books and Cooks) – Librarians have been meeting and planning a program for performers. There may be cookies from Beckers and perhaps a cake. No action is required from the commission at this point.

H. STAFF ITEMS –

Eve announced that this will be her last meeting, as she is retiring on December 19, 2019.

I. COMMISSION ITEMS

Commissioner Windes moved to cancel the January 13, 2020 meeting due to the joint commission meeting on January 6th. Commissioner Siemak seconded the motion. The motion passed.

Ayes: Commissioners Schreiner, Siemak, Parikh, Windes
Nays: Commissioner Jones
Abstain: Commissioner Bond
Absent: None

Commissioner Windes announced that she and Commissioner Schreiner will be representing the Library Commission on the Santa Float on December 12th.

J. ADJOURNMENT

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

Ayes: Commissioners Bond, Jones, Schreiner, Siemak, Parikh, Windes
Nays: None
Abstain: None
Absent: None

The meeting was adjourned at 7:35 PM.

DRAFT

MANHATTAN BEACH LIBRARY

Introduction

2019 was an exciting year for Manhattan Beach Library! Not only did this mark the Library's fourth year of service to the Manhattan Beach community, this year we were also honored to host LA County Library's Celebration of its 2019 Gale / LJ Library of the Year Award! Over 600 attendees celebrated this prestigious honor and enjoyed a fun night of activities for the whole family, live music, and free refreshments.

Manhattan Beach residents and the vast communities that LA County Library serve, were treated to some of LA County Library's most innovative programs and services:

- Exhibit of Library's special resource centers:
 - Chicano Resource Center
 - African American Resource Center
 - Asian Pacific Resource Center
 - American Indian Resource Center
- MākMō activities for all ages including:
 - Big Blue Blocks (kids)
 - Mega Marble Run (kids)
 - Microscopic Explorations (kids)
- Teen and Adult Services:
 - Make Your Own Coasters
 - Turn the Tables DJ Pop up Lab

This two-story, 21,500 square-foot, spectacular glass building located at 1320 Highland Ave. 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 expansive ocean view from the 2nd floor. There is also a beautiful patio – part cement, part grassy area, in the back of the library.

This report details library usage and activities in the last fiscal year, from July 2018 to June 2019.



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



COUNTY OF LOS ANGELES SUPERVISORS

HILDA L SOLIS
1st District

MARK RIDLEY-THOMAS
2nd District

SHEILA KUEHL
3rd District

JANICE HAHN
4th District

KATHRYN BARGER
5th District

Usage

Manhattan Beach Library received 175,529 visits in fiscal year 2018-2019 (2% decrease from fiscal year 2017-2018) with an average of 13,527 people visiting the library each month to meet their informational, educational, and recreational needs. Although open 7 days a week, Tuesdays and Wednesdays, and Saturdays were the busiest days of the week.

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. Fiscal Year 2018-2019 saw total reservations of over 11,000 hours.

Manhattan Beach Library's Meeting Room had a very high usage due to the Library's robust programming. Reservations from civic and community members and organizations for private meetings and usage alone saw a total of 251 confirmed reservations this fiscal year.

Last year, the library added 4,354 new library card holders. Altogether, there are 39,640 registered Manhattan Beach Library customers.



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

COUNTY OF LOS ANGELES SUPERVISORS

HILDA L SOLIS
1st District

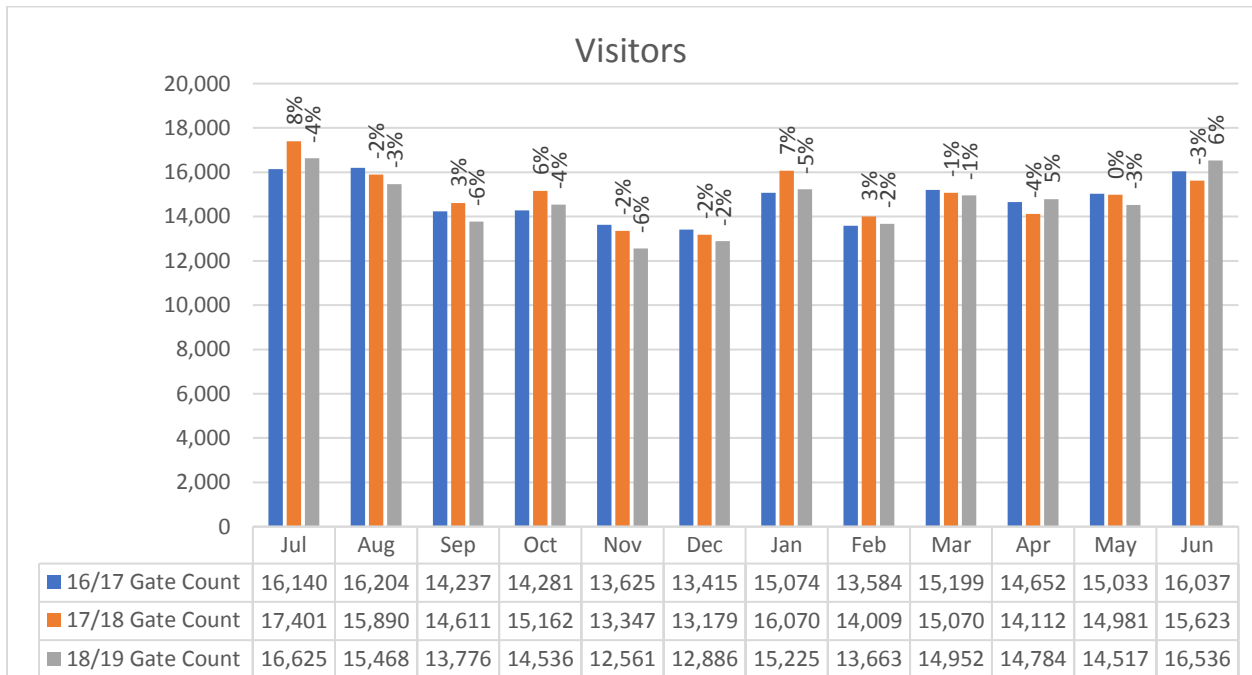
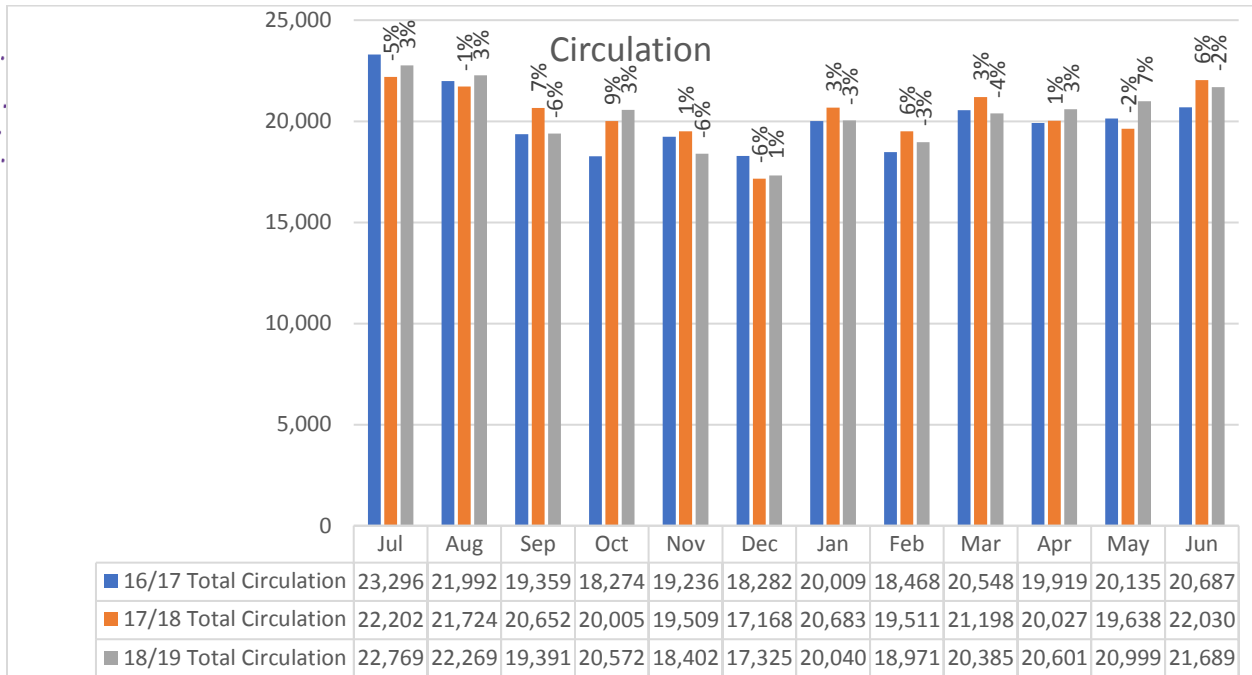
MARK RIDLEY-THOMAS
2nd District

SHEILA KUEHL
3rd District

JANICE HAHN
4th District

KATHRYN BARGER
5th District

Visitors and Circulation



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



COUNTY OF LOS ANGELES SUPERVISORS

HILDA L SOLIS
1st District

MARK RIDLEY-THOMAS
2nd District

SHEILA KUEHL
3rd District

JANICE HAHN
4th District

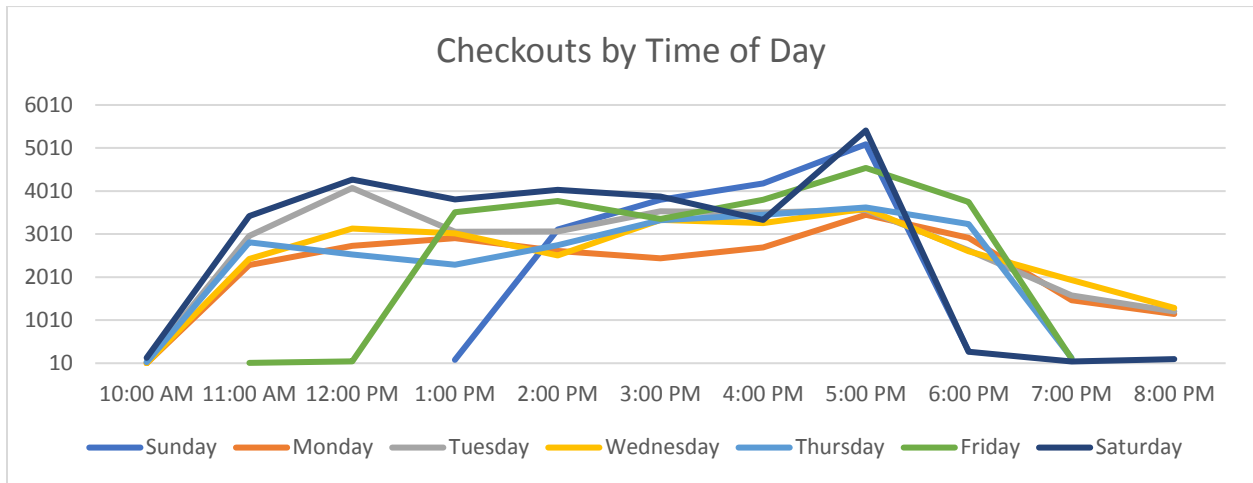
KATHRYN BARGER
5th District

Circulation

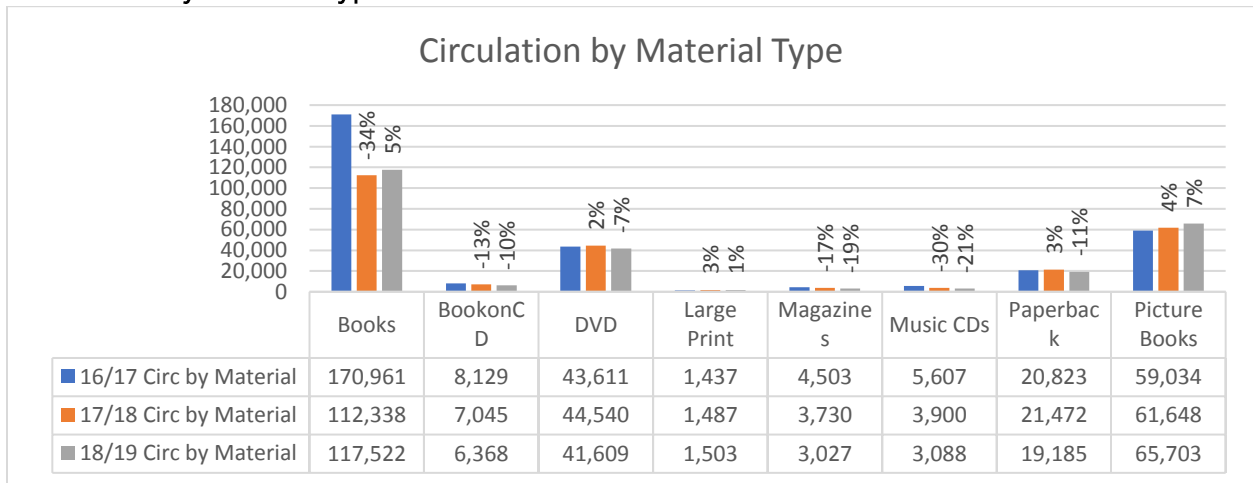
Materials in Manhattan Beach Library serve Manhattan Beach residents as well as library patrons throughout Los Angeles County.

Highlights:

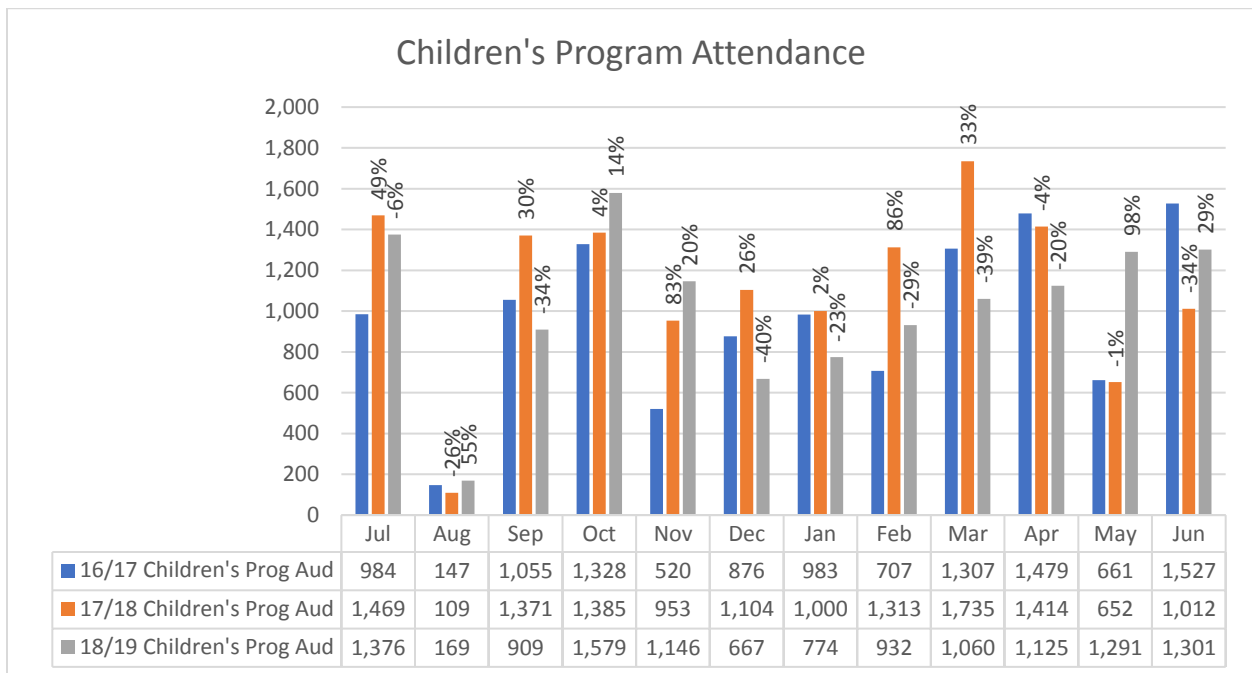
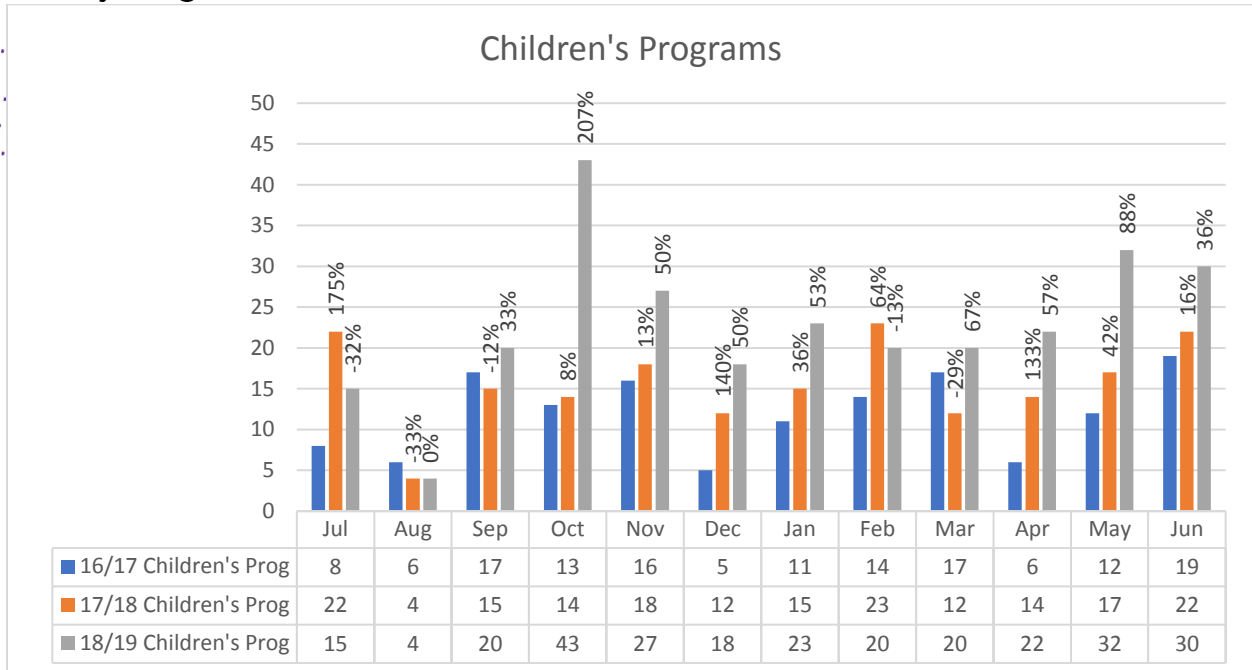
- During FY 2018-2019, Manhattan Beach Library circulated 243,413 items (0% change from fiscal year 2017-2018).
- 55,826 holds were placed for Manhattan Beach Library with 55,649 holds filled.
- Books remained the most popular item type, circulating 117,522 times.



Circulation by Material Type



Library Programs



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



COUNTY OF LOS ANGELES SUPERVISORS

HILDA L SOLIS
1st District

MARK RIDLEY-THOMAS
2nd District

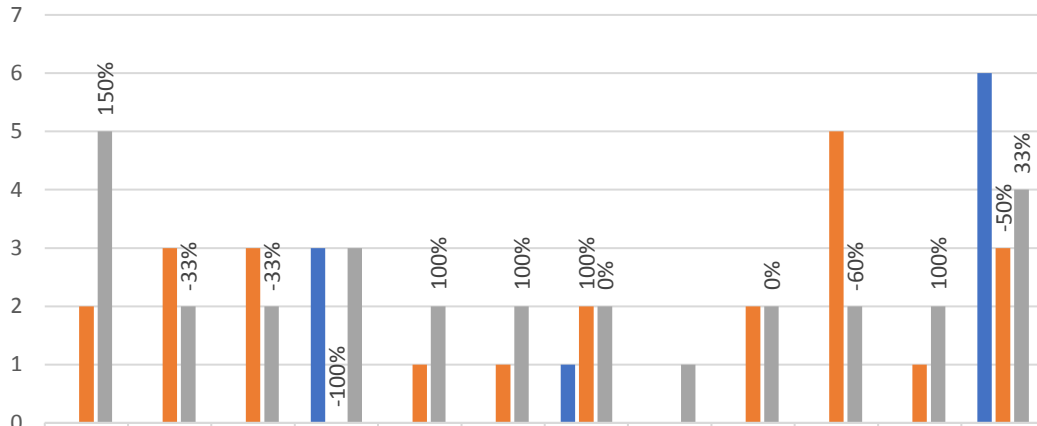
SHEILA KUEHL
3rd District

JANICE HAHN
4th District

KATHRYN BARGER
5th District

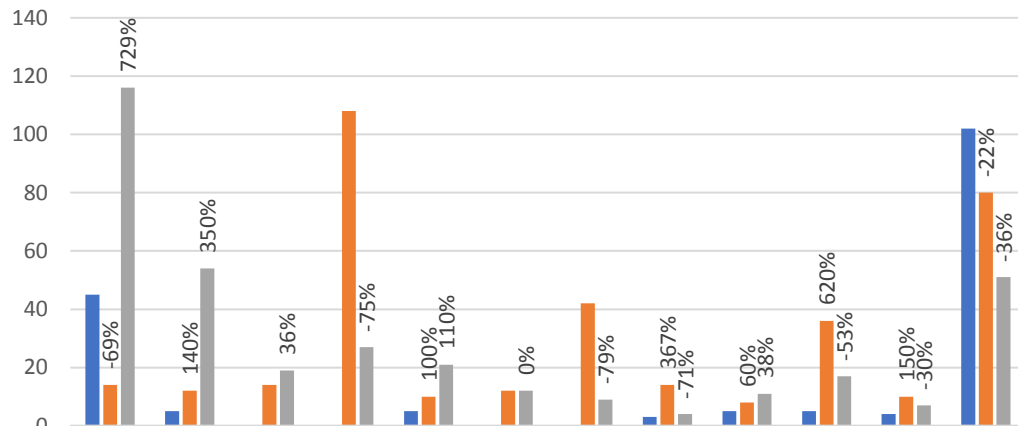


YA Programs



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
16/17 YA Prog	0	0	0	3	0	0	1	0	0	0	0	6
17/18 YA Prog	2	3	3	0	1	1	2	0	2	5	1	3
18/19 YA Prog	5	2	2	3	2	2	2	1	2	2	2	4

YA Program Attendance



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
16/17 YA Prog Aud	45	5	0	0	5	0	0	3	5	5	4	102
17/18 YA Prog Aud	14	12	14	108	10	12	42	14	8	36	10	80
18/19 YA Prog Aud	116	54	19	27	21	12	9	4	11	17	7	51

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



COUNTY OF LOS ANGELES SUPERVISORS

HILDA L SOLIS
1st District

MARK RIDLEY-THOMAS
2nd District

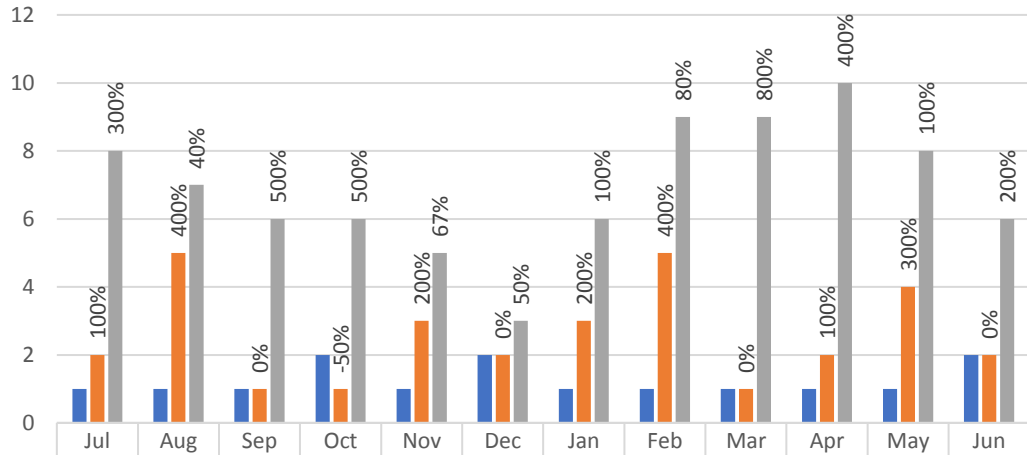
SHEILA KUEHL
3rd District

JANICE HAHN
4th District

KATHRYN BARGER
5th District

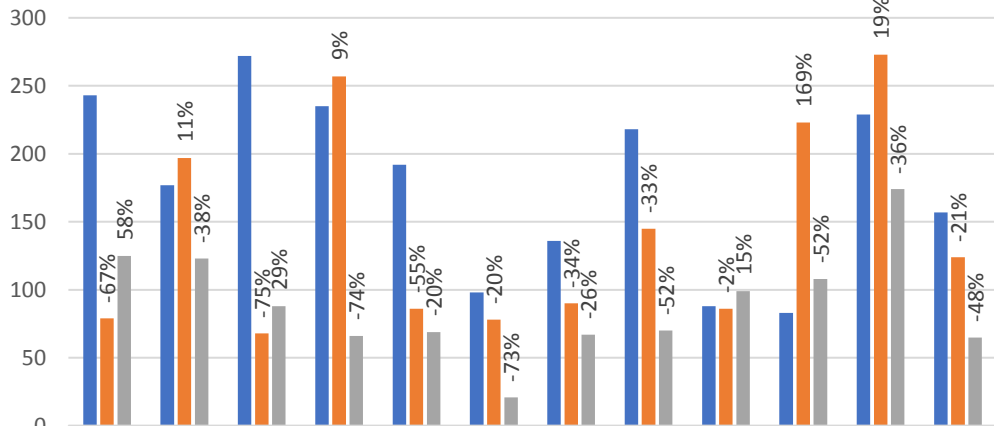


Adult Programs



■ 16/17 Adult Prog	1	1	1	2	1	2	1	1	1	1	1	2
■ 17/18 Adult Prog	2	5	1	1	3	2	3	5	1	2	4	2
■ 18/19 Adult Prog	8	7	6	6	5	3	6	9	9	10	8	6

Adult Program Attendance



■ 16/17 Adult Prog Aud	243	177	272	235	192	98	136	218	88	83	229	157
■ 17/18 Adult Prog Aud	79	197	68	257	86	78	90	145	86	223	273	124
■ 18/19 Adult Prog Aud	125	123	88	66	69	21	67	70	99	108	174	65



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, with adult programming receiving high interest and participation. Library events had an attendance of 13,752 (1.2% decrease from fiscal year 2017-2018).

In addition to baby, toddler, and smarty pants story times, children enjoyed after school programs, events, and performers. Some of the popular events were: MākMō (Maker Space vehicles), offered as part of STEM/STEAM programs, Arctic Slime, Dodger Story Time, Abbit the Average Magic Show, Baby Band series, Mad Science LA, Bubble Mania, Farmers Market story time and Book Bike book give-aways.

The City of Manhattan Beach City Council recognized the Bookmark Making Contest Winners during their City Council meeting.

Teens were offered many and varied programming opportunities some of which include Sew Much Love, Potterfest – Happy Birthday, Harry, and SAT/ACT Practice Tests. During the Teens Finals Week, Manhattan Beach Library showed its support to the Teens as they prepared for their finals by arranging for a visit from therapy dogs, Yoga, ear plugs, pencils with motivational quotes, and a pizza party!



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 continued to receive increasing interest and participation. Yoga, Evening Book Club, and Meditation were regularly offered along with special programs and events.

Manhattan Beach Library continued to maintain its strong partnerships within its community. This year, the Library partnered with the {Pages} Bookstore, and Manhattan Beach Senior Adult's Community Interactive Forum in offering programs at the library. Some of these programs include: Black Hawk Down author Mark Bowden in Conversation with LA Times columnist Steve Lopez, Meet & Greet with illustrator Chris Van Dusen, musical performance of the Space Chorale, Demonstration of variety of Social Dances, Celebrating Women's History Month: Sharing Their Journey, presentation of the History of a Railroad Museum, Pioneers, to name a few.



Adult program highlights include: Intergenerational Escape Room, Technology programs at Joslyn Center, Ecos de España, and Cooking Demonstrations.



Volunteer Hours

The Library has received a total of 2,600 volunteer hours from the Manhattan Beach community members.

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.

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



COUNTY OF LOS ANGELES SUPERVISORS

HILDA L SOLIS
1st District

MARK RIDLEY-THOMAS
2nd District

SHEILA KUEHL
3rd District

JANICE HAHN
4th District

KATHRYN BARGER
5th District

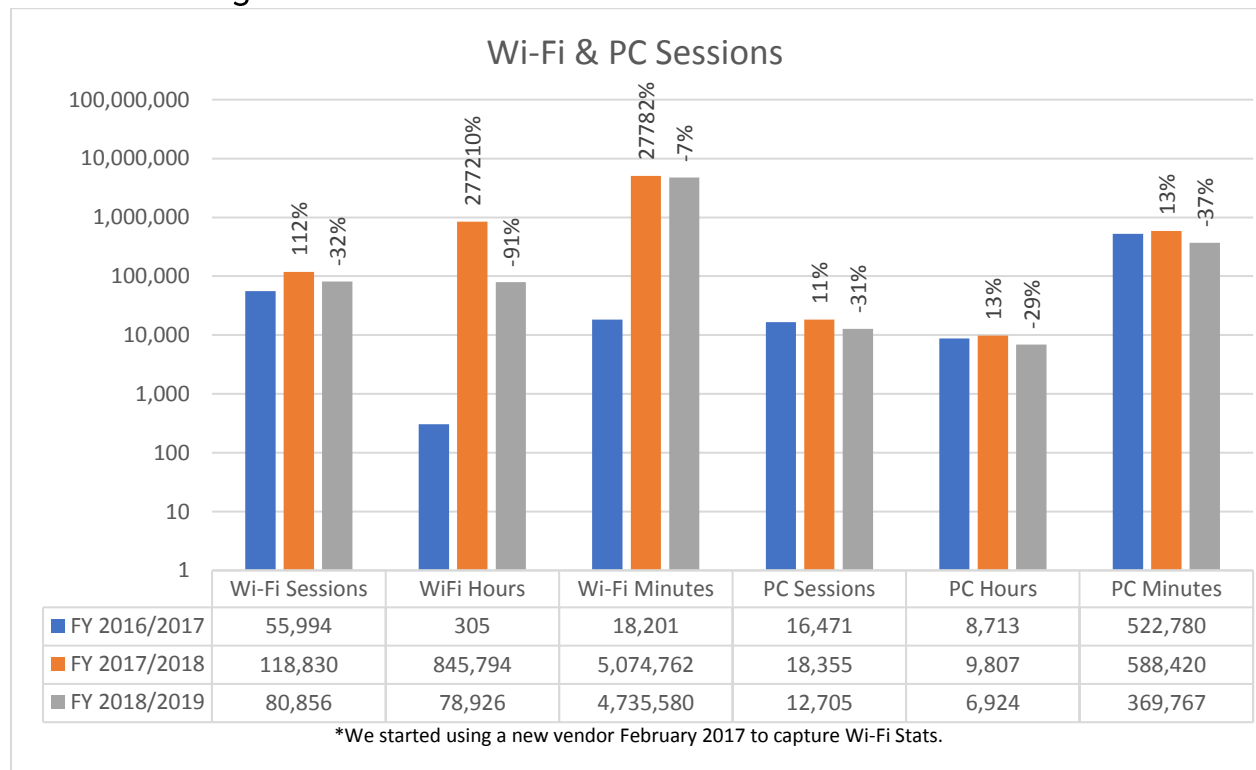
WiFi and eResources

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.

- Total of 80,856 sessions using the free WiFi throughout the building. Additionally, 4,354 library customers utilized 12,705 sessions on 29 public Internet PC workstations, for a total of 6,924 hours.
- During the last fiscal year, 43,960 e-books (26% increase) and 21,7447 audiobooks (37% increase) were downloaded by Manhattan Beach customers.
- Manhattan Beach Library page on the County Library website had a total of 49,647 views, and Manhattan Beach Library's Facebook page was used regularly to promote programming and services to community members.

WiFi and PC Usage



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.
- Explore options for library service to east side residents. Review possible book vending machine (upfront cost approximately \$200,000) along with continuing cost of additional staff hours implications along with materials budget.



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

COUNTY OF LOS ANGELES SUPERVISORS

HILDA L SOLIS
1st District

MARK RIDLEY-THOMAS
2nd District

SHEILA KUEHL
3rd District

JANICE HAHN
4th District

KATHRYN BARGER
5th District