



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

**Monday, June 14, 2021  
5:00 PM**

**Location: Virtual – Instructions within Agenda**

**A G E N D A**

**A. CALL TO ORDER**

**B. ROLL CALL**

Commissioner Bond	Commissioner Schreiner
Commissioner Windes	Commissioner Jones
Commissioner Siemak	Commissioner Parikh

**C. APPROVAL OF MINUTES**

May 10, 2021

**D. CEREMONIAL**

Welcome Commissioner Parikh

**E. AUDIENCE PARTICIPATION (3-Minute Limit)**

The public may address the Commission regarding City business not on the agenda.

Librarian's Report – Acting Library Manager, Josh Murray

**F. GENERAL BUSINESS**

1. Current Library Commission work plan item updates:
  - a) Afternoon with an Author
  - b) East Manhattan Beach Library Services
  - c) Late Night and the Library/MB Poetry
  - d) Library Anniversary Celebration - Tabled
  - e) Library Appreciation Party
  - f) Library Welcome Back Celebration – Tabled
  - g) MB Writers Awards - Tabled
  - h) No Strings Attached
  - i) Story Walk
  - j) Summer Reading Program

**G. STAFF ITEMS**

**H. COMMISSION ITEMS**

**I. ADJOURNMENT**

Pursuant to Governor Newsom's Executive Orders No. N-25-20 and No. N-29-20, City Council Chambers is not open to the public. In the interest of maintaining appropriate social distancing, the Library Commission encourages the public to participate by submitting comments on agenda items or other subject matter within the jurisdiction of the Library Commission via email to both [jbuike@citymb.info](mailto:jbuike@citymb.info) and [lrobb@citymb.info](mailto:lrobb@citymb.info), no later than 4:00 PM, June 14, 2021 (the day of the meeting), if you are unable to join the meeting via Zoom.

**Zoom Meeting Instructions:** There are multiple ways to join the meeting. Please Note - the Library Commissioners and Staff will be visible via video, members of the public may choose to turn on their video during public comment during their turn.

If you plan to speak during the meeting, join via Zoom at 4:45 p.m. in order to request to be on the speakers list.

1. Join Zoom Meeting via the internet (download app if needed): Direct URL: <https://citymb-info.zoom.us/j/95823663147> Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Example: G.2.b – Jane Smith.
2. Join Zoom Meeting via Phone Application (download app if needed): Download Mobile Apps: <https://zoom.us/download>, Enter **Meeting ID: 958 2366 3147** Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Example: G.2.b – Jane Smith.
3. Join Zoom Meeting via Phone Conference (Voice Only): Phone Numbers: +1 669-900-6833 or +1 346-248-7799. **Meeting ID: 958 2366 3147**. Find your local number: <https://comb.zoom.us/j/aByWMRmYK>. Upon calling in, you will be "muted" until you are prompted by the Host to state which item you wish to comment on. Your mic will be unmuted when it's your turn to provide Public Comment.

Please Note - All microphones for non-Commissioners or Staff will be muted during the meeting, except during Public Comment periods for which you have requested to speak.

The City strongly advises you of the following:

1. Download the Zoom app to your respective device well ahead of the meeting time. Visit <https://zoom.us/> for the download link. Please make sure you have downloaded the most recent version available.
2. Familiarize yourself with the Zoom application prior to the meeting.
3. Check the condition of all personal electronic equipment, internet and phone connections, and microphone/speaker functionality. The City is unable to support this equipment.
4. Join the meeting prior to the start time. Due to security or technical limitations, admittance to the meeting may not be possible after the meeting begins.
5. Every effort will be made to "rename" participants on Zoom as quickly as possible, so that phone numbers are hidden, however, phone numbers may be partially visible for a brief time.

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

May 10, 2021  
5:00 p.m.  
Virtual – Zoom meeting

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CONTENTS

**A. CALL TO ORDER**

The meeting was called to order at 5:00 PM.

**B. ROLL CALL**

Present: Chair Windes, Jones, Schreiner, Bond, Siemak, Bailey

Absent: None

Others present: Recreation Services Manager, Jan Buike; Management Analyst, Linda Robb

**C. APPROVAL OF MINUTES**

Commissioner Schreiner moved to approve the April 12, 2021 minutes as written. Commissioner Jones seconded the motion. The motion was approved.

Ayes: Windes, Jones, Schreiner, Bond, Bailey

Nays: None

Abstain: Siemak

Absent: None

**D. CEREMONIAL**

None

**E. AUDIENCE PARTICIPATION**

Chair Windes opened the floor to audience participation.

Acting Library Manager, Josh Murray gave his monthly report including the following:

Since the last meeting the library has circulated 12,635 items. The library reopened for limited in-person service on April 19. Customers are asked to wear a mask at all times, maintain 6 feet social distancing, refrain from eating or drinking, sanitize the surfaces they use, and keep their visits efficient and brief. Sidewalk service is still available. There is a public art exhibit on display called *Love Letters in Light*, in honor of Mental Health Month. Mr. Murray confirmed that the meeting rooms are not yet open

Melinda Reiter reported that the Friends of the Library (FOL) are active but not able to accept donations or have any sales yet. She believes that people are putting cash donations in the box in the sales area of the library. She added that the FOL donates books to other libraries upon request. FOL received a huge donation from Independent Book Publishers Association (IBPA) on Manhattan Beach Boulevard. IBPA receives books to review over the year. For the past three years, they have donated to the FOL.

The floor was closed to public comment.

## **F. GENERAL BUSINESS**

**Afternoon with an Author** – (Schreiner, Windes) – Commissioner Schreiner reported that Jan Dennis is still the top choice for the event. Jan Dennis was honored last Tuesday night at the City Council meeting for being the longest business license holder in the City. Once a date can be secured, the rest can be planned.

**East Manhattan Beach Library Services/Book Vending Machines** – (Siemak, Bailey) Nothing new to report.

**Late Night at the Library/ MB Poetry event** – (Windes, Schreiner) - Manager Buike reported that once the Library is fully open and able to accommodate this type of event, the planning can begin. She added that the senior poetry group has been very active. Discussions have led to a more casual event so it should not be too difficult to pull together. Chair Windes suggested that it may be better to hold this event in the day due to the expenses and complications presented by Cultural Arts Acting Manager, Eilen Stewart, at the April meeting.

**Library Anniversary Celebration** – Mr. Murray reported that this ship may have sailed on this event due to the timing. This item was removed from the workplan

**Library Appreciation Event** – The commission agreed that the 2021 event will take place in November, following the same template as last year.

**Library Welcome Back event** – Hoping to have a No Strings Attached event attached to the welcome back event. No current updates from LA County on when this can happen. Mr. Murray reported that they are concentrating on getting the libraries open first. Commissioner Schreiner asked if anyone has been turned away because of capacity limits. Mr. Murray reported that no one has been turned away.

**MB Writer Awards** – This item is currently tabled.

**No Strings Attached** – Commissioner Schreiner reiterated that the subcommittee is eager to hold this event and would love to do it as soon as allowed. The group has many books and are ready at a moments notice. Commissioner Jones suggested posting on Nextdoor to solicit donations.

**Storywalk** – (Bond) – Commissioner Bond reported that Storywalk has been done in all 50 states and there are no copyright issues if done correctly. There are different ways to display the books and it would be helpful if wooden display cases could be built as an Eagle Scout project. She stated that the subcommittee needs direction on if the City would like to move forward before approaching the Scouts. The project would also need funding for lumber, lamination, etc.

Considerations:

- Installation location
- Replacement schedule
- How to reach budget of approximately \$3,000 for the 1st year. The Eagle Scout would do some fundraising but it will probably not reach the entire budget.

Commissioner Windes suggested contacting former Commissioner Kunkee to see if she is still involved with the Girl Scouts. Commissioner Jones suggested holding off on the Girl Scouts for now as it may conflict. Manager Buike will contact Tim Lilligren regarding the Boy Scouts. She added that the scouts can also gather in-kind donations in

lieu of cash donations. The commission decided to pursue Polliwog Park as the future location.

**Summer Reading Program** – Librarian Claire Moore is organizing the virtual program which will begin with students to be honored by the commission after the Summer break.

Selection of Chair – Chair Windes nominated Commissioner Jones as Chair for the 2021/2022 term. Commissioner Bond seconded the motion. The motion passed.

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

Commissioner Schreiner nominated Commissioner Bond as Vice-chair for the 2021/2022 term. Commissioner Jones seconded the motion. The motion passed.

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

**G. STAFF ITEMS**

Manager Buike reported that staff had met with the County regarding the digitization of the historical items and are waiting for some responses from the County.

**H. COMMISSION ITEMS**

Commissioner Jones reported that she had dropped off a dozen roses to the Library staff on behalf of the Commission on the day of reopening.

Commissioner Jones suggested that the commission nominate Heidi Snively for recognition by the City Council. Ms. Snively was behind a significant fundraising event for Grand View Elementary School. Chair Windes clarified that Ms. Snively is a Library Specialist and not a librarian. Chair Windes supports honoring Heidi but would also like to include the Grand View PTA as they were also a part of the fundraising efforts. Commissioner Siemak is not familiar with Ms. Snively but supports whatever the commission decides. Commissioner Jones moved to submit a request to City Council that Heidi Snively be recognized for her fundraising efforts. Commissioner Bond seconded the motion. The motion passed.

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

The commissioners congratulated Commissioner Bailey for her graduation and thanked her for her service to the Commission. Commissioner Jones thanked Commissioner Windes for her leadership as chair under difficult circumstances.

Chair Windes raised the subject of the 6:00 meeting time. The commissioners agreed that they are available at 5:00 p.m. Analyst Robb will verify with the City Clerk's office if that is acceptable.

**I. ADJOURNMENT**

Commissioner Jones moved to adjourn the meeting. Commissioner Schreiner seconded the motion. The motion carried unopposed.

The meeting was adjourned at 6:01 PM, to June 14, 2021.

DRAFT

**DATE:** June 14, 2021

**TO:**

Members of the Library Commission

**FROM:**

Jan Buike, Recreation Services Manager  
Linda Robb, Management Analyst

**SUBJECT:**

Library Commission Work Plan for 2021-2022

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**RECOMMENDATION:**

Discuss Library Commission Work Plan items approved by the City Council on January 4, 2021 at the City Council and Commissions joint meeting.

**FISCAL IMPLICATIONS:**

Fiscal implications, if any, will be developed on a project-by-project basis and presented to the City Council as necessary.

**DISCUSSION:**

The City Council met with the Library Commission in a joint meeting on January 4, 2021 to provide direction and approve the following topics for the 2021-2022 Cultural Arts Commission Work Plan.

- Afternoon with an Author
- East Manhattan Beach Library Services
- Late Night and the Library/MB Poetry
- Library Anniversary Celebration - Tabled
- Library Appreciation Party
- Library Welcome Back Celebration - Tabled
- MB Writer's Awards - Tabled
- No Strings Attached
- Story Walk
- Summer Reading Program

Ad-hoc committees have been assigned for each project. Committees will provide a written update prior to each commission meeting, which will be attached to the agenda monthly.

## AFTERNOON WITH AN AUTHOR

Ad-hoc Committee: Windes, Schreiner

Staff Liaison: Jan Buike

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. Based upon City Council direction, the Commission may organize and offer this author event. The next event will feature historian Jan Dennis.

### PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Determine Date of event and reserve library meeting room	Windes	6/8/21	Postponed due to COVID-19	10/22/21
Comments:				
Secure food vendor (donation preferable)	Schreiner			
Comments: Confirm with Urban Plates when date is set.				
Develop cost estimates	Schreiner			
Comments: Decorations and required rentals will be funded through the Parks & Recreation budget.				
Market event	Staff			
Comments:				
Commissioners to attend				
Comments:				

### ADDITIONAL INFORMATION



## EAST MANHATTAN BEACH LIBRARY SERVICES

Ad-hoc Committee: Siemak

Staff Liaison: Jan Buike

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. Based upon City Council direction, the Commission will explore different options for providing library services to East Manhattan Beach. providing .

### PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Develop survey for Library services	Ad-hoc	5/10	completed	
<p>Comments: Survey may need reworking due to COVID-19 and will be distributed when the library opens again.</p> <p>4/21 - The "Manhattan Beach Library Services" will be posted on Survey Monkey when the library reopens. The survey will be conducted on-line by the City, at the library, and at Mira Costa by the student rep (through Link Crew and the Wednesday SEL Program). The survey will help determine next steps, such as: a bookmobile, a drop off box on the East Side, or use of the Mira Costa Library. At the MBUSD meeting held 1/11/21 and the County meeting held 1/25/21 both groups decided that it was too expensive to take on this project right now. The County will consider seeking other funding sources. Future updates from either organization will be submitted to City Council for consideration. The Library Commission will consult with MBUSD about using classrooms for students to study in after school (update on 3/8/21).</p> <p>5/10 - Management Services is currently considering FlashVote survey service.</p>				
<p>Comments:</p>				
Provide on-site & commission meeting input options				
Develop cost estimates				
<p>Comments:</p>				
Commission community input with final recommendations developed for City Council	Staff			
<p>Comments:</p>				

## ADDITIONAL INFORMATION

## LATE NIGHT AT THE LIBRARY/MB POETRY

Ad-hoc Committee: Schreiner

Staff Liaison: Mark Leyman & City Staff

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. This after-hours library event will feature poetry recitation, poetry reading, slam poetry, jazz poetry, hip hop and improv comedy. This event could include the MB Older Adults Poetry Circle.

### PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Determine availability of library and date	Ro	6/8/21	In Progress – Coordinate with Jan	TBD
Comments: The event is still being developed, as it includes other organizations.				
Call for poets	staff			
Comments:				
Sponsors/vendors	staff			
Comments:				
Menu and staffing	Staff			
Comments:				
Marketing	TBD			
Comments:				
Program	TBD			
Comments:				

### ADDITIONAL INFORMATION

## LIBRARY APPRECIATION PARTY

Ad-hoc Committee: Bond, Schreiner, Windes

Staff Liaison: Jan Buike Library Liaison: Josh Murray

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. This event is for the commission to recognize library staff for their service to the community. The 2021 event was a delivered lunch to library staff due to social distancing requirements. The event will be held in-person, if possible and delivered if not.

### PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Determine date of event	Bond, Windes, Schreiner	6/8/21	Being developed	11/21 or 4/22
Comments:				
Arrange for food	Bond			
Comments:				
Decorations	Windes, Schreiner			
Comments:				
invitation	Staff			
Comments:				

### ADDITIONAL INFORMATION

**No Strings Attached**

Ad-hoc Committee: Schreiner, Windes

Staff Liaison: Jan Buike Library Liaison: Claire Moore

**PROJECT SUMMARY**

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. If possible, this event will be held in conjunction with Light Gate. Unwrapped books will be organized and grouped by categories to give to guests. The Parks and Rec Department will be invited to have a table at the event.

**PROJECT ACTION ITEMS AND STATUS**

<b>ACTION ITEM</b>	<b>POINT PERSON</b>	<b>UPDATED</b>	<b>STATUS</b>	<b>TARGET DATE</b>
Schedule event date - TBD	Schreiner Windes	6/8/21	Part of LA County event (Josh)	TBD
Comments: in conjunction with the Light Gate sunset twice per year in November and January				
Coordinate with Claire Moore to secure volunteers	Windes			
Comments:				
Gather and organize books	Windes Schreiner			
Comments:				
Day of event logistics	Windes Moore			
Comments:				

**ADDITIONAL INFORMATION**

## STORY WALK

Ad-hoc Committee: Bond, Jones

Staff Liaisons: Jan Buike

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. This projects places laminated pages of a book on a path for children to follow. Polliwog Park and Veterans Parkway are being considered.

### PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Look into Story Walk	Stefanie		See attached for history and examples	
Comments: <u>The Ocean and the Bathtub</u> , author Seth Fishman or "Story Walk" (books that are already prepared for use) are being considered. Other possible sites are: Pennekamp School, the Green Belt, etc. Determine if a business can sponsor – cost estimates from StoryWalk are \$150 for each book.				
Determine location Need guidance from city as to where this would be allowed and how a pilot program would work. What is approval process and are any city staff available to install	Jan		It has been determined the best location is Polliwog Park.	
Comments:				
Determine funding and sponsorship process	Stefanie Janet		Determine with Tim how much Eagle Scout fundraising would cover for materials. The balance of material amount and cost of books/laminating would need to be funded.	
Comments:				
Investigate StoryWalk as Eagle Scout project or as project for other community group	Stefanie Janet		Stefanie in contact with Tim Lilligren	
Comments:				

**ADDITIONAL INFORMATION – See attached**



## **History of StoryWalk**

This program was created in Vermont through a collaboration with the Library and the Bicycle/Pedestrian Coalition. Was created for children to enjoy reading and outdoors at the same time. Laminated pages from a book are attached to wooden stakes and placed along an outdoor path. In terms of copyright, there is not any legal issue as long as the page is taken straight from the book and laminated; no copying the page or making the page larger. Literally removing pages from a book and laminating. There have been StoryWalks installed in all 50 states and 13 countries.

## **StoryWalk Budget - Year 1**

Lumber: 30 Wood page holders @ \$75/each = \$2,250

Labor: Free (Eagle Scout project)

Books: (2 for mounting and 1 for damage repair - four times per year - \$25 x 12 = \$300

Lamination costs of \$60/book x 12 books = \$720

Misc Expenses: (varnish, nails, etc) = \$200

Total Year 1 Estimated Budget: \$3,470

The budget is based upon our ability to find an Eagle Scout to complete the project. We have reached out to the MB pack leader, and he thought it was a good project and that he would be able to facilitate the selection of a scout. The scout will fundraise for his project (\$200 - \$500) but we would need to cover the difference. Therefore, we would seek a sponsor to handle the additional costs.

1. Can you please confirm that Polliwog Park is an available site? Perhaps also Marine Avenue Park?  
[Polliwog Park and the Greenbelt are available, Marine Avenue Park TBD](#)
2. What would the approval process need to be for this project? Would staff be available to put up the StoryWalk or is that something we would do?
3. If we were to get a sponsor for the StoryWalk, what is the process for that? If not, is there a budget available? [No existing budget available, City Council appropriation needed](#)
4. How do we measure success for StoryWalk?

We think this could be a good project for the high school commissioner. It would provide great insight to how the city and commissions work. We look forward to hearing your thoughts!



- Project Print
- Safe Story
- Teen Booksite
- Recommendations & Reviews
- Homework Help
- For Children**
- A-B-C Read to Me
- Early Literacy
- Great Books for Kids
- Homework Help
- Home schooling
- Kids on the Go
- Memo for Mom
- Social Stories
- Storytime
- StoryWalk**
- Tumble Books
- For Teachers**
- Community Information
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- Needs Assistance
- Little Free Party
- Little Free Libraries
- Community Writing Project
- ABCmouse.com
- Adult Learning Center



### Country Gate Park StoryWalk

This StoryWalk is located at **Country Gate Park** in **New Whiteland**.

**Come read "Have You Heard the Nesting Bird?" by Rita Gray while you take a stroll with your family.**

**Description:** "In this nonfiction picture book for young readers, we learn just why the mother nesting bird stays quiet and still while sitting on her eggs."

Special thanks to our partners: Town of New Whiteland, 84 Lumber, and Life Scout Sean Donaldson, who constructed the StoryWalk signs and Little Free Library with the help of fellow scouts from Troop 245 Greenwood, as his Eagle Scout Service Project.



### Kelsey Anne Devine StoryWalk

This StoryWalk is located at the **Trafalgar Branch** of Johnson County Public Library. Stroll along our beautiful prairie walk while you enjoy the story with your family.

**Come read "Spring for Sophie" by Yael Werber while you walk.**

**Description:** "Sophie listens and watches for the signs of spring—the melting ice, the blue sky—until one day the raindrops come and spring is here."

Free-spirited Kelsey grew up in Trafalgar and

[Home](#)

## StoryWalk at Rose Tree Park



### *Literacy and Recreation Program now available to Delaware County Residents*

Delaware County residents can now take part in StoryWalk at **Rose Tree Park**! Located in the upper field behind the amphitheater stage, StoryWalk is a children's story book that is spread out page by page across 18 reading stations along an approximately .25 mile trail that promotes health and literacy in children. StoryWalk is generally geared for children between the ages of 1-7. [You can find a map of StoryWalk's location and reading station trail by clicking this link.](#) Find the StoryWalk welcome sign as seen above to begin your

## VIEW Library Classes & Events

### Thu Apr 29

**2:00 pm**  
**Preschool Stories - Live via Zoom!**  
 Springfield Township Library  
 Children aged 3 1/2 to 5 are invited to this interactive program in which we will sing, dance,...

**2:00 pm**  
**Virtual Reading Cafe Book Club: The Fountains of Silence Novel by Ruta Sepetys**  
 Middletown Free Library  
 Join us via ZOOM as we discuss some great books each month! Once signed up, you will receive the...

**2:00 pm**  
**Books on Blankets @ Sleighton Park**

## STORY WALK

Ad-hoc Committee: Bond, Jones

Staff Liaisons: Jan Buike

### PROJECT SUMMARY

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Look into Story Walk	Stefanie			
Comments: <u>The Ocean and the Bathtub</u> , author Seth Fishman or "Story Walk" (books that are already prepared for use) are being considered. Other possible sites are: Pennekamp School, the Green Belt, etc. Determine if a business can sponsor – cost estimates from StoryWalk are \$150 for each book.				
Determine location Need guidance from city as to where this would be allowed and how a pilot program would work. What is approval process and are any city staff available to install	Mark/Jan			
Comments:				
Determine funding and sponsorship process	Stefanie Janet			
Comments:				
Investigate StoryWalk as Eagle Scout project or as project for other community group	Stefanie Janet			
Comments:				

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## SUMMER READING PROGRAM

Ad-hoc Committee: Windes

Staff Liaisons: Jan Buike Library Liaison: Claire Moore

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. The commission recognizes participants in the Library Summer Reading Program. Recognized parties are chosen by the Library Staff

### PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Schedule recognition date - TBD	Windes Moore	5/5/21	In Progress	Fall 2021
Comments: It might be virtual due to Covid				
Prepare certificates	Moore			
Comments:				

### ADDITIONAL INFORMATION