



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

**Monday, July 12, 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

June 14, 2021

D. CEREMONIAL

Recognition of Commissioner Windes for service as Chair

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 at the Library/MB Poetry
- d) Library Appreciation Party
- e) No Strings Attached
- f) Story Walk
- g) Summer Reading Program

Tabled – Library Anniversary Celebration, Library Welcome Back Celebration, MB Writers Awards

G. STAFF ITEMS

Library Commission Award nomination update

H. COMMISSION ITEMS

Library Photo-op Day - A celebration of the library featuring professional photos of MB residents taken at the Light Gate sculpture with food and music outdoors and inside the library.

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 and lrobb@citymb.info, no later than 4:00 PM, July 12, 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

June 14, 2021
5:00 p.m.
Virtual – Zoom meeting

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, Parikh
Absent: None

* Commissioner Bond joined the meeting at 5:08 PM.

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

C. APPROVAL OF MINUTES

Commissioner Windes moved to approve the May 10, 2021 minutes with the changes below from Chair Jones. Commissioner Schreiner seconded the motion. The motion was approved.

P.2, paragraph 5 – add Jones to Library Appreciation Event sub-committee

P.2, paragraph 9 – add Jones to Storywalk sub-committee

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

D. CEREMONIAL

Chair Jones welcomed Aleena Parikh to the Commission.

E. AUDIENCE PARTICIPATION

Chair Jones opened the floor to audience participation.

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

The library circulated 13,978 items in May.

June 15th - Virtual program with Cowboy Ken

June 17th - Songwriting with Randy Preston

June 17th - Queer Author Panel in celebration of Pride Month

If interested in participating in virtual programs, please visit lacountylibrary.org and click on Virtual Programming to see program times and descriptions.

The floor was closed to public comment.

F. GENERAL BUSINESS

Afternoon with an Author – (Schreiner, Windes) – Commissioner Schreiner reported that the sub-committee would like to change the event from its previous structure and has created a list of roles and responsibilities. The proposed date is Friday, October 22, 2021, from 2:00-3:30. Next steps: Confirm availability of Jan Dennis, confirm participation of Urban Plates, invite new Fire Chief, Michael Lang, and make appointment with City graphic artist to develop flyer and poster. The subcommittee will request a list of attendees from Jan Dennis. Those interested will RSVP to twindes@citymb.info. The goal is to accommodate 72 people. Need sound system, nametags for attendees, certificates of appreciation for Jan Dennis and Urban Plates. Parks and Recreation will supply a beverage dispenser for water or lemonade. The sub-committee is looking for volunteers to work with The Beach Reporter, distribute flyers and posters around town, and speak to Rotary and the Historical Society. The sub-committee is requesting \$75 for tablecloths, flowers and cups. This event will be free to registered attendees. Library Manager Murray confirmed that the library multi-purpose room can accommodate 72 people and will check on date availability. Commissioner Bond volunteered to help with the PR items. Commissioner Parikh volunteered to distribute flyers and posters.

East Manhattan Beach Library Services/Book Vending Machines – (Siemak) Management Analyst Robb explained the difference between surveys done on Survey Monkey and FlashVote. The survey will be done via Survey Monkey for now as the City has not yet established a contract with FlashVote. The survey will be sent out to the commissioners for review and discussion at the next meeting. Commissioner Siemak will put together a plan of action to present at the next meeting. Commissioner Windes mentioned that prior commissioner Parikh (current Commissioner Parikh's sister) had set up a system to distribute surveys to Mira Costa students. The timing of the survey may or may not work out for students.

Late Night at the Library/ MB Poetry event – (Windes, Schreiner) - Commissioner Schreiner reported that the subcommittee needs to wait until they know the library will be open to events. The vision is for an intergenerational event in the afternoon, either at the library or the Joslyn center. No date has been set.

Library Appreciation Event – (Jones, Bond, Schreiner) – still planning on holding the event in November. Commissioner Jones will work with the Library manager to determine date.

Library Welcome Back event – Tabled

MB Writer Awards – This item is currently tabled.

No Strings Attached – (Windes, Schreiner) Commissioner Windes stated that they can't move forward with an event at the library until the County approves. The sub-committee is ready to go as soon as allowed. Ideally, it will be coordinated with a reopening event for the library but if that can't be coordinated, it will be done in coordination with the Light Gate sunset in November. Manager Murray stated that he would like to work with this subcommittee to include No Strings Attached to a possible upcoming event.

StoryWalk – (Bond, Jones) – Commissioner Bond reiterated that the StoryWalk would be at Polliwog Park. She has reached out to the Boy Scout coordinator, Tim Lilligren, to talk about how to get the work done as an Eagle Scout project. She hopes to have good news at the next meeting that a group has been secured to do the project. Commissioner

Jones recommends contacting Dave Salzman if Tim Lilligren is not available. Commissioner Windes suggests locating the StoryWalk away from the pond. She suggested the vicinity of the Rose Gazebo. Commissioners Jones and Bond will walk the area and propose some locations.

Summer Reading Program – Commissioner Windes read a report from Librarian Claire Moore regarding the Spring/Summer Discovery Program (SSDP) – Ms. Moore has sent an email to the school district. The program will use the Beanstack Tracker app to monitor progress. The library has prepared books on the summer reading lists for check out. Awards will be presented at a future Commission meeting, date to be determined.

G. STAFF ITEMS

Manager Buike reported that Don Rowe, Regional Administrator at County of Los Angeles Public Library, will be attending the July meeting.

Joslyn Center is opening up along with the small OASIS library. Henry Mitzner, retired City Controller is actively volunteering and reorganizing the OASIS library. Commissioner Jones suggested that the East Side Services survey be administered at the Joslyn center as well. Manager Buike offered for staff to administer the survey, when available.

Analyst Robb stated that the City Clerk's office informed that if the health restrictions are lifted, the commission can go back to in-person meetings in the Council Chambers, but once the meetings go back to in-person, they will go back to 6:00 p.m.

H. COMMISSION ITEMS

Chair Jones would like to invite Melinda Reiter to speak to the commission in August to speak about the Friends of the Library.

Chair Jones hopes to leave a legacy this year. She would like to present the first ever event Library Photo Op day. A photographer would donate their services to take photos of people at the Light Gate with the library behind it. The event would be two to three hours long, with entertainment and food trucks. The event is proposed for April, 2022. Manager Murray mentioned that assignment of copyright is an issue that came up and would need to be addressed with the photographer.

I. ADJOURNMENT

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

The meeting was adjourned at 5:56 PM, to July 12, 2021.

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 Schreiner	7/8/21	Postponed due to COVID-19	10/22/21
<p>Comments: We will be confirming date/ time with Jan Dennis and Luke Jelmini as soon as Josh Murray approves the 10/22/21 date for the Library Meeting Room. Fire Chief Michael Lang and Council Member Steve Napolitano will also be contacted. Current plan is to have the event from 2:00 pm – 3:30 pm</p> <p>Commissioners Schreiner and Windes will coordinate all the items required including: the tables, chairs, drink container, and sound system with Josh Murray. We are planning for the following 22 guests - Council Members, Library Commissioners, Fire Fighters, Josh Murray, Director Leyman, Jan Dennis, Luke Jelmini, Jan Buike, and Linda Robb. There will be 50 guest spots available for community members.</p>				
Food Vendor – Urban Plates	Schreiner Windes	7/8/21	See below	
<p>Comments: Confirm with Urban Plates when date is set on the details of the donation.</p>				
Develop cost estimates	Schreiner Windes	7/8/21	Approximately \$100 for the supplies.	
<p>Comments: Decorations will be funded through the Parks & Recreation budget. This will include tow tablecloths, napkins, cups, and flowers.</p>				
Market event	Parikh Bond	7/8/21		
<p>Comments: City Graphic Artist will create invitations and signage. Commissioners Parikh and Bond will publicize the event via local media and distribute posters to local businesses and organizations.</p>				
Commissioners to attend the event		7/8/21		
<p>Comments: All guests will need to RSVP to: twindes@citymb.info. Jan Buike will list attendee names on a sign-in sheet, create name tags, and print certificates of appreciation for Jan Dennis, Luke Jelmini, and Urban Plates.</p>				

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	7/8/21	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>7/21 – survey sent to commissioners for review and discussion at July meeting.</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			

Comments:

ADDITIONAL INFORMATION

LIBRARY POETRY EVENT

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. The event will feature poetry recitation, poetry reading, slam poetry, jazz poetry, hip hop and improv comedy. This event will include the MB Older Adults Poetry Circle and Mira Costa Students.

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Determine availability of The Library Meeting Room and the Date.	Ro	7/8/21	In Progress – Coordinate with Jan	TBD
Comments: It will be an afternoon event including high school students and members of the Older Adults Poetry Circle.				
Call for poets – Mira Costa English Teacher Shannon Vaughn and Jan Buike.	Ro Jan Buike			
Comments:				
Sponsors/vendors – Older Adult Community Group will be sponsoring the event.	Jan Buike			
Comments:				
Menu and staffing	Jan			
Comments:				
Marketing	Jan			
Comments:				
Program	Jan Ro			
Comments: Ro will be coordinating all the details with Mira Costa English Teacher Shannon Vaughn and Jan Buike will coordinate with The Older Adults Poetry Circle.				

ADDITIONAL INFORMATION

LIBRARY APPRECIATION PARTY

Ad-hoc Committee: Jones, Bond and Schreiner
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, Schreiner	7/8/21	Being developed	11/21 or 4/22
Comments:				
Arrange for food	Bond			
Comments:				
Decorations	Schreiner			
Comments:				
invitation	Staff			
Comments:				

ADDITIONAL INFORMATION

No Strings Attached

Ad-hoc Committee: Schreiner, Windes

Staff Liaison: Jan Buike and 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 event will be held in conjunction with Light Gate and the LA County Opening of the Library. Unwrapped books will be organized and grouped by categories and offered to guests. The Parks and Recreation Department will be invited to have a table at the event.

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Schedule event date - TBD	Schreiner Windes	7/8/21	Part of LA County event (Josh)	TBD
Comments: This event will be at the Light Gate sunset twice per year (November & January) and the LA County Opening of the Library.				
Coordinate with Claire Moore to secure volunteers and make signage.	Windes Moore			
Comments:				
Gather and organize books	Windes Schreiner			
Comments:				
Day of event logistics	Schreiner 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 Page
- 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
- Johnson County Voting
- 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

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
Children and teens are working on Activity Kits to take home each week for the next 6 weeks. Reading challenge is ongoing.	Windes Moore	7/8/21	In Progress	TBD
Comments: Participants are now able to go to the library to pick up the kits and get books.				
Prepare certificates	Moore			
Comments:				

ADDITIONAL INFORMATION