



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Monday, September 13, 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 Windes

Commissioner Siemak

Commissioner Schreiner

Commissioner Jones

Commissioner Parikh

C. APPROVAL OF MINUTES

August 9, 2021

D. CEREMONIAL

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

Friends of the Library – Melinda Reiter

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

Tabled – Library Anniversary Celebration, Library Welcome Back

Celebration, MB Writers Awards, Summer Reading Program (complete)

G. STAFF ITEMS

Reschedule October Meeting

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 and lrobb@citymb.info, no later than 4:00 PM, September 13, 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

August 9, 2021
5:00 p.m.
Virtual – Zoom meeting

CONTENTS

A. CALL TO ORDER

Due to technical difficulties, the meeting was called to order at 5:22 PM.

B. ROLL CALL

Present: Chair Jones, Windes, Schreiner, Siemak, Parikh and Bond
Absent: none

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

C. APPROVAL OF MINUTES

This item was heard after item E, Audience Participation

Commissioner Windes moved to approve the July 12, 2021 minutes as written with the following changes:

P.1 B: Correct the Roll Call to read: **Present: Chair Jones, Windes, Schreiner, Bond, Parikh**

P.2 – Story Walk – change wording to indicate that the subcommittee is considering a name to Story Walk. The change has not been decided.

Commissioner Bond seconded the motion. The motion passed.

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

D. CEREMONIAL

None

E. AUDIENCE PARTICIPATION

Due to the technical delay, Item E, Audience Participation was taken out of order in consideration of LA County Library Regional Administrator, Don Rowe's time.

Don Rowe, Regional Administrator LA County Library – Mr. Rowe thanked Acting Library Manager Josh Murray for leading the library during this unprecedented time. He thanked the commission for their comments and suggestions.

Regarding vacancies, he is hoping that the filling of full-time vacancies will be approved soon and the priority will be to fill management positions. The open Children's Librarian position would be the next priority.

The library meeting room is not yet available for booking. Once COVID case numbers are more consistent and going down, this can be revisited.

Commissioner Windes inquired if the small study rooms will open for student use. Mr. Rowe replied that the desire is to reopen them and the County is looking at options that will comply with Public Health Department requirements. He will inform the commission when the rooms become available.

Commissioner Windes expressed her appreciation for Acting Library Manager Josh Murray.

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

The library welcomed 5,784 visitors for indoor service and circulated 19,447 items in July.

Upcoming virtual programs (register online):

August 10, 6:30 pm – Beatles Tribute Band concert

September 13, 6:30 pm – Virtual Book Club – discussing Infinite Country, Patricia Engel

The floor was closed to public comment.

F. GENERAL BUSINESS

Afternoon with an Author – (Schreiner, Windes) Commissioner Windes reported that Urban Plates is still on board to support the food needs of the event. Food selections will be made closer to the event. Commissioner Schreiner spoke with Jan Dennis who is still available and excited about the event. Attendees will email Commissioner Windes to RSVP. The Fire Chief will be contacted once a date is set. The subcommittee is just waiting to be able to book a date for the library meeting room.

East Manhattan Beach Library Services/Book Vending Machines – (Siemak) Commissioner Siemak reviewed the survey and found that it no longer makes a lot of sense due to the pandemic. Chair Jones asked if there is a target date for launching the survey. Commissioner Windes mentioned that the schools are opening on August 25th and they may need some time to prepare for proper distribution of the survey at the schools. The commission agreed that October would be appropriate. Commissioner Siemak will discuss the survey online with Manager Buike and Director Leyman. Chair Jones would like for the survey to be available to be done in-person as well as online.

Late Night at the Library/ MB Poetry event – (Windes, Schreiner) - Commissioner Windes mentioned that Councilmember Montgomery had asked her and Commissioner Schreiner about the Late Night at the Library and that there were funds leftover from another event. Manager Buike reported that Eilen Stewart had been appointed as Cultural Arts Manager and that there are many factors involved that may make this an event for another time.

Library Appreciation Event – (Jones, Bond, Schreiner) – Commissioner Jones reported that event is still planned for November 16th. No additional news to report

Library Welcome Back event – Tabled

MB Writer Awards – This item is currently tabled.

No Strings Attached – (Windes, Schreiner) Commissioner Windes announced that Commissioner Parikh will be joining her and Commissioner Schreiner at the Library Concert event on August 10th. They have a great selection of books and will have bags

available. Thank you notes were sent to book donors. The number of books per person will not be limited. Librarian Claire Moore created signs for the table. Commissioner Windes and Schreiner invited all commissioners to join the event.

StoryWalk (alternative name to be decided) – (Bond, Jones) – Commissioner Bond has been in contact with a Boy Scout who is interested in building the cases for the project. He will run the project by the Scoutmaster for approval. Commissioner Bond has also talked with other Scout representatives and hopes that one will accept the project.

Manager Buike and Director Leyman walked Polliwog Park to check potential locations and are in favor of the location near the Braille Trail. She needs to run the idea by Risk Management and Public Works.

Summer Reading Program – Commissioner Windes reported that the Spring/Summer Discovery Program (SSDP) ended August 8 with 222 participants. 610 books were read and STEM activity kits were given to all levels of participants. Librarian Moore prepared raffle gift bags for the kids, teens, and adult groups to win. No further recognition by the commission was needed.

G. STAFF ITEMS

Manager Buike reminded the commission to send work plan updates to Linda Robb a week before the meeting to be included with the agenda. The commissioners were not clear that they are supposed to update the templates monthly and thought that they only needed to do it if reminded. They asked for the templates to be re-sent to them.

Manager Buike confirmed that all recognition will be done by the City Council. The commission may make suggestions to the City Clerk's office that will be passed on for review by the City Council. All recognition will be done at City Council meetings.

H. COMMISSION ITEMS

Chair Jones announced that Melinda Reiter of the Friends of the Library will be attending the September meeting to talk about the Friends.

Commissioner Parikh has volunteered to work on the Afternoon with an Author and No Strings Attached sub-committees.

I. ADJOURNMENT

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

The meeting was adjourned at 6:30 PM, to September 13, 2021.

DATE: September 13, 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

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 - Complete

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 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
- Homechooling
- 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