



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

**Tuesday, October 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 Windes

Commissioner Siemak

Commissioner Schreiner

Commissioner Jones

Commissioner Parikh

**C. APPROVAL OF MINUTES**

September 13, 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

**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. STAFF ITEMS**

**H. COMMISSION ITEMS**

**I. ADJOURNMENT**

**THE OCTOBER 12, 2021 WAS RESCHEDULED FROM OCTOBER 11, 2021 DUE TO THE OBSERVANCE OF THE COLUMBUS DAY HOLIDAY.**

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, October 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**

September 13, 2021  
5:00 p.m.  
Virtual – Zoom meeting

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**A. CALL TO ORDER**

The meeting was called to order at 5:00 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**

Commissioner Windes moved to approve the August 9, 2021 minutes as written.

Commissioner Schreiner seconded the motion. The motion passed.

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

**D. CEREMONIAL**

None

**E. AUDIENCE PARTICIPATION**

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

LA County Library has gone fine free. As a result, late charges are no longer charged and past fines have all been removed. Lost and damaged fees still apply. To learn more about this initiative, please visit [lacountylibrary.org/fine-free](http://lacountylibrary.org/fine-free). Commissioner Bond will help to publicize this new policy with the school district.

Upcoming virtual programs: [lacountylibrary.org/virtual-programming](http://lacountylibrary.org/virtual-programming)

Baby Band Practice – Friday, September 17<sup>th</sup>

Opera Tales – Songs from Mozart’s The Marriage of Figaro and The Magic Flute will be presented on Saturday, September 18<sup>th</sup>.

Commissioner Windes thanked Mr. Murray for all of his help supporting the No Strings Attached event on August 10<sup>th</sup>.

Commissioner Jones delivered some flowers to thank the library staff on the Commission’s behalf.

Manager Murray asked the commissioners to contact him directly offline regarding

scheduling of commission activities at the library.

Melinda Reiter –Ms. Reiter was invited to talk about the Friends of the Library (Friends). She reported that the Friends collect books and have book sales every two months. Books are also sold online and in the Friends of the Library sales room located near the elevators at the library. Normally the group raises about \$20,000-\$25,000 per year to donate to the library for the purchase of books, payments for programming, etc. Other items and programs such as the outdoor patio furniture and the library bicycle were paid for separately through a separate fund. Most of the money is collected through book sales with a small amount through an annual membership drive.

Due to COVID-19, no new donations are being accepted at this time. Books are being stored offsite that will be placed in the sales room as soon as allowed.

Commissioner Jones asked if there is any way for the Commission to assist the Friends. Ms. Reiter mentioned that the Friends may be interested in supporting StoryWalk, but she would need to present that to the Board for approval. She added that they can always use help unpacking boxes the night before a sale. Board meetings are usually held on the 3<sup>rd</sup> Thursday of the month.

The floor was closed to public comment.

#### **F. GENERAL BUSINESS**

**Afternoon with an Author** – (Schreiner, Windes) Commissioner Schreiner reported that nothing has changed and as soon as the Library Meeting Room can be reserved, the wheels will get in motion.

**East Manhattan Beach Library Services/Book Vending Machines** – (Siemak) Commissioner Siemak reported that he was unable to connect with the people he needed to meet with to finalize the survey. Manager Buike will set up a conference with Directory Leyman to discuss the survey.

**Late Night at the Library/ MB Poetry event** – (Windes, Schreiner) - Commissioner Schreiner reported that they are not ready to move forward until the Joslyn Center can be reserved.

**Library Appreciation Event** – (Jones, Bond, Schreiner) – Commissioner Jones reported that event is firmly established for November 16<sup>th</sup> and she will work with Manager Murray to secure the room and establish whether it will be an in-person event or a grab-n-go event. Commissioner Bond will handle the invitation and bookmarks, Commissioner Schreiner will handle decorations.

**No Strings Attached** – (Windes, Schreiner) Commissioner Jones applauded Commissioners Windes, Schreiner and Parikh for their work at the Sgt. Pepper tribute band event. At the next event, there will be more signage indicating that the books are free. The next event will be on November 14<sup>th</sup> at the Light Gate sunset gathering. Parks and Recreation will provide tables. The giveaway tables will be ready to hand out by 3:30 pm with sunset around 4:30 pm. The sub-committee has learned that cookbooks, text books, encyclopedias and self-help books are not popular. Over 400 books were given away.

**StoryWalk (alternative name to be decided)** – (Bond, Jones) – Commissioner Bond has spoken with a potential Eagle Scout candidate regarding the Story Walk project. He had some questions regarding the project and was pointed toward Manager Buike, but has

not been in contact with her yet. Commissioner Bond will check to see if there are any StoryWalks locally to visit.

**Summer Reading Program** – Commissioner Windes gave an update that 855 books were logged by Manhattan Beach Readers. There were 3 winners drawn by the LA County system, 2 adults and one child. Librarian Claire Moore held a separate drawing for Manhattan Beach participants and awarded gifts to three people.

**G. STAFF ITEMS**

Manager Buike stated that the October meeting falls on Columbus Day. The Commission rescheduled the meeting to Tuesday, October 12, 2021.

**H. COMMISSION ITEMS**

Chair Jones announced that the Pumpkin Race is coming up, October 24th and she would like to organize a Library Commission pumpkin. Information will be sent out when available.

Commissioner Schreiner mentioned that the library windows need washing and wondered when the next washing is scheduled. Library Manager Murray will try to find out and report back at the next meeting.

Chair Jones bumped into Michael Zysliss, who is interested in the library, and encouraged the commissioners to brainstorm ways that he might support library activities.

**I. ADJOURNMENT**

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

The meeting was adjourned at 6:04 PM, to Tuesday, October 12, 2021.

**DATE:** July 12, 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 Ro	10/7/21	Postponed due to COVID-19	TBD
Comments: We will be confirming date/ time with Jan Dennis and Luke Jelmini as soon as Josh Murray approves a 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  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 Chief & Fire Fighters, Josh Murray, Director Leyman, Jan Dennis, Luke Jelmini, Jan Buike, and Linda Robb. There will be 40 guest spots available for community members.				
Food Vendor – Urban Plates	Ro Windes	10/7/21	See below	
Comments: Confirm with Urban Plates when date is set on the details of the donation.				
Develop cost estimates	Ro Windes	10/7/21	Approximately \$100 for the supplies.	
Comments: Decorations will be funded through the Parks & Recreation budget. This will include tow tablecloths, napkins, cups, and flowers.				
Market event	Parikh Bond	10/7/21		
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.				
Commissioners to attend the event		10/7/21		
Comments: All guests will need to RSVP to: <a href="mailto:twindes@citymb.info">twindes@citymb.info</a> . 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.				

## 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**

## LATE NIGHT AT THE 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	10/7/21	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	10/7/21		
Comments:				
Sponsors/vendors – Older Adult Community Group will be sponsoring the event.	Jan	10/7/21		
Comments:				
Menu and staffing	Jan	10/7/21		
Comments:				
Marketing	Jan	10/7/21		
Comments:				
Program	Jan Ro	10/7/21		
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 Ro	10/7/21	11/16/21	1/16/21
Comments:				
Arrange for food	Bond	10/7/21		
Comments: food will be pick-up lunches, no in-person event Food from Kettle or Zinc at the Shade - TBD				
Decorations	Schreiner	10/7/21		
Comments: Ro to provide tablecloths and flowers. What is the budget?				
invitation	Staff/ Jones		In process	10/29/21
Comments: invitation, posters, bookmarks in the works Plan to order bookmarks for this and future events				

### 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**