



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Monday, November 8, 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

October 12, 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) MB Poetry Event

d) Library Appreciation Party

e) No Strings Attached

f) Story Walk

g) Spring/Summer Reading Program/Teen Librarian update

2. Joint City-Council Meeting Workplan Discussion

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 and lrobb@citymb.info, no later than 4:00 PM, November 8, 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/95823663147>. 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

October 12, 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 Jones, Windes, Schreiner, Parikh and Bond

Absent: Siemak

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

C. APPROVAL OF MINUTES

Commissioner Windes moved to approve the September 13, 2021 minutes with the following changes.

P. 2, paragraph 2 – correct typo “Directory” to “Director”

P. 3, paragraph 5 – correct spelling to read “Zislis”

Commissioner Bond seconded the motion. The motion passed.

Ayes: Windes, Jones, Schreiner, Bailey, Parikh

Nays: None

Abstain: None

Absent: Siemak

D. CEREMONIAL

None

E. AUDIENCE PARTICIPATION

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

In the month of September, the library circulated 17,678 items, including 5,869 holds, making the Manhattan Beach library one of the highest circulating branches in the LA County Library system.

Manager Murray announced that Smartypants Storytime will return for children ages 3-5 years. This will be the first in-person program since early 2020. Preregistration is required at www.lacountylibrary.org

Community members are encouraged to register for the library’s many virtual programs: at lacountylibrary.org/virtual-programming

Commissioner Schreiner asked if the meditation will be brought back soon. Manager

Murray stated that reopening will be in phases starting with programs for the youngest patrons and eventually leading to adult programming.

Commissioner Bond inquired about the study rooms opening. Manager Murray stated that they are still closed and will be closed until word is received from the County that they can open.

F. GENERAL BUSINESS

Afternoon with an Author – (Schreiner, Windes) Commissioner Schreiner reported that author Jan Dennis would like to wait until the event can be held indoors at the library. Commissioner Windes estimates that there will be about 60 people in attendance and currently there can only be 24 people in the room. The event is in a holding pattern until the room can accommodate a higher capacity some time in 2022.

MB Poetry event – (Windes, Schreiner) - Commissioner Schreiner reported that they are not ready to move forward until the Joslyn Center can be reserved. This event is tabled until 2022.

East Manhattan Beach Library Services/Book Vending Machines – (Siemak) No update

Library Appreciation Event – (Jones, Bond, Schreiner) – Commissioner Jones reported work is in progress to create the invitations, posters and bookmarks. Manager Buike will confirm budget availability, estimated at \$400. This amount includes food, drinks, printing, decorations, and enough bookmarks to cover a few different events.

No Strings Attached – (Windes, Schreiner) Commissioner Windes reported that for the November 14th Light Gate event, the subcommittee will be using tables from the library. They will be sorting through their donated books at the library on Friday, November 12th and will then need to store them at City Hall. A Parks and Recreation building attendant will be there to open the doors to access the books on Sunday, November 14th. Commissioner Windes requested for commissioners to arrive by 4:00 on Sunday if they would like to help out at the event.

Story Adventure (alternative name to be decided) – (Bond, Jones) – Commissioner Bond reported that the initial timeline called for the ribbon cutting in May 2022. The initial Eagle Scout candidate did not work out and she has met with another, named Henry, who seems very eager to do the project. Manager Buike will give input on City requirements for the project. The current plan is to have 15 structures showcasing the book pages. The location is planned in the area of the Braille Trail in Polliwog Park. Chair Jones added that the subcommittee is working on a sustainment plan that will create a process to ensure that the project survives as the commission changes hands. It was decided that the project will be called Story Adventure.

Spring/Summer Reading Program (Teen Library Update) – Commissioner Windes reported that Librarian Claire Moore has created a Post It Book Club. There are weekly prompts on a poster in the teen room and teens can answer the question on a post it note. Ms. Moore is also working with the City’s Teen Center program to offer Adult 101 classes at the Teen Center. The first Teen 101 class offered was called ‘Moving Out on Your Own.’”

G. STAFF ITEMS

Manager Buike informed the commission that the Pumpkin Race will be held on October 24th. The commission decided that they will be racing a pumpkin.

Manager Buike added that there will be a flu shot clinic on October 20th. Pfizer COVID-19 boosters will also be offered to those over 65 years of age, have a chronic disease, or who otherwise qualify.

H. COMMISSION ITEMS

Chair Jones would like for the commissioners to think of ways that Michael Zislis may support Library Commission activities. Manager Murray suggested that the Summer Discovery reading program may be an opportunity for sponsorship. Chair Jones asked the commissioners to send her their ideas. Manager Buike suggested sponsorship of Story Adventure, if necessary. Chair Jones mentioned that the Friends of the Library is also interested in supporting that project.

Commissioner Schreiner asked if Late Night at the Library could ever become a Commission responsibility. Manager Buike stated that this event was always a department staff responsibility so it is not likely.

Chair Jones requested that commissioners start thinking about commission goals for 2022/2023 to discuss at the November meeting in preparation for the joint City Council meeting in January.

I. ADJOURNMENT

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

The meeting was adjourned at 6:17 PM, to Monday, November 8, 2021.

DATE: November 4, 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 at the Library/MB Poetry
- Library Appreciation Party
- No Strings Attached
- Story Walk
- Spring/Summer Reading Program – Teen Library Update
- Library Anniversary Celebration - Tabled
- Library Welcome Back Celebration - Tabled

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: 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.				

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 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	11/4/21		
Comments: food will be pick-up lunches, no in-person event Food from Kettle, Manager Buike to provide credit card number for \$300 for 20 lunches dessert and waters will also be provided				
Decorations	Schreiner	11/4/21		
Comments: Ro to provide tablecloths and flowers. Budget approved.				
invitation	Staff/ Jones	11/4/21	complete	10/29/21
Comments: invitation, posters, and bookmarks given to Josh Murray, Library Manager 2,000 bookmarks ordered for this and future events				

ADDITIONAL INFORMATION

No Strings Attached – Book Giveaway

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. 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 – 11/14/21	Schreiner Windes	10/7/21	11/14/21 at 3:30 pm (Sunset - 4:51 pm)	11/14/21
Comments: This event will be at the Light Gate sunset twice per year (November & January).				
Coordinate with Claire Moore for signage and stands	Windes	10/7/21		
Comments:				
Gather and organize books	Josh Murray	10/7/21	The Library Meeting Room is reserved to sort books (11/12).	
Comments:				
Day of event logistics	Linda Robb	10/7/21	Parking Permit & Bookmarks	
Comments: Mark Leyman will get tables & 2 chairs from City Hall on 11/12/21 and they will be stored in the City Hall room adjacent to the Light Gate Sculpture, along with the book carts that Tracey and Ro will put there. TBD (person) will open the room on 11/14/21 at 2:00 pm.				

ADDITIONAL INFORMATION

MB 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

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.

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Look into Story Walk	Stefanie		See attached for history and examples	Complete
Comments:				
Determine location	Jan	Sept. 21	It has been determined the best location is Polliwog Park.	Complete
Comments: Polliwog Park adjacent to Braille Trail				
Determine funding and sponsorship process	Stefanie Jan	Nov. 3	Determine how much Eagle Scout fundraising would cover for materials. The balance of material amount and cost of books/laminating would need to be funded.	Nov. 22
Comments: The FOL is a potential donor for this project				
Secure Eagle Scout commitment	Stefanie Jan	Nov. 3	Jan in contact with Eagle Scout and Scout Leaders to get word out about the project	Complete

Work with Eagle Scout to determine number and design of permanent structures	Stefanie Jan	Nov. 3		November 30
We are aiming to have a conference call the week of November 8 th to determine what the structures will look like and how they will be installed.				
Determine exact placement of structures	Stefanie Jan	Oct. 21		November 30
Work with librarian to determine children's book selection, laminate pages	Stefanie	Oct. 21		March 18
Structures completed and in possession of Parks and Rec	Jan	Oct. 21		April 1
Parks and Rec begins installing structures	Jan	Oct. 21		April 11
Install laminated pages in structures	Stefanie	Oct. 21		May 2
Ribbon cutting ceremony	All	Oct. 21		May 2022
Replace book on a quarterly basis. Work with librarian to select, laminate and install new book	High school commissioner	Oct. 21		Ongoing

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: 15 Wood page holders @ \$75/each = \$1,125

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: \$2,345

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. The FOL may be a potential donor to this project.

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 Sitter

Teen Booklists

Recommendations &
Reviews

Homework Help

For Children

A-B-C Read to Me

Early Literacy

Great Books for Kids

Homework Help

Homeschooling

Kids on the Go

Memo for Mom

Social Stories

Storytimes

StoryWalk

Tumble Books

For Teachers

Community Information

Johnson County Voting

Needs Assistance

Little Free Library

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