



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Monday, December 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

November 8, 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, December 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

November 8, 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, Bond and Siemak

Absent: Parikh

Others present: Management Analyst, Linda Robb

C. APPROVAL OF MINUTES

Commissioner Windes moved to approve the October 12, 2021 minutes as written.

Commissioner Schreiner seconded the motion. The motion passed.

Ayes: Jones, Windes, Schreiner, Bond, Siemak

Nays: None

Abstain: None

Absent: Parikh

D. CEREMONIAL

None

E. AUDIENCE PARTICIPATION

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

The library received a window washing and a lighting upgrade in the emergency stairwell.

The Book Club will meet virtually on December 6 at 6:30 to discuss *Last Night at the Telegraph Club* by Malinda Lo. Email librarian Claire Moore at cmoore@library.lacounty.gov for more information.

A variety of virtual programs are available. Visit lacountylibrary.org/events to view the offerings and to register.

Smarty Pants StoryTime is going well on Thursday mornings. Interested parents should register online up to one week in advance of the scheduled program.

Manhattan Beach Library is now a space on the Manhattan Beach version of Monopoly. Mr. Murray shared a mock-up of the Monopoly space.

F. GENERAL BUSINESS

Afternoon with an Author – (Schreiner, Windes) Commissioner Windes reported that there is no update. The subcommittee will reconsider after the holidays. The event will be postponed until it can be held in person with at least 62 people in the Library multipurpose room.

MB Poetry event – (Windes, Schreiner) - Commissioner Schreiner reported that this event will also be postponed until it can be held in person at the library.

Library Appreciation Event – (Jones, Bond, Schreiner) – Commissioner Jones shared the invitation and bookmark that were created for the event that will happen on November 16th. Bookmarks were shared with the City Council and Director Leyman. Food has been ordered and the meal will be offered at 1:00 p.m. Manager Murray thanked the commission for organizing the event.

No Strings Attached – (Windes, Schreiner) Commissioner Windes reported that the subcommittee has collected about 700 books for the November 14th Light Gate event. They are screening the books so they will not be bringing all of them to the event. The event will begin at 3:30 p.m. Bookmarks will also be given out.

Commissioners Windes and Schreiner will be doing another No Strings attached event on December 2nd at the North Manhattan Beach Holiday Stroll.

Story Adventure – (Bond, Jones) – Commissioner Bond reported that the Eagle Scout is ready to roll. There will be a conference call on November 9, 2021 with staff and the Eagle Scout to discuss a plan for the display case design and installation, and whether the display will be temporary or permanent.

East Manhattan Beach Library Services/Book Vending Machines – (Siemak) Commissioner Siemak reported that an earlier schedule conference call had been cancelled and never got rescheduled. He will work with Manager Buike to reschedule.

Teen Library Update (Spring/Summer Discovery Program) – Commissioner Windes praised Librarian Claire Moore for her assistance making signs for the upcoming No Strings Attached event. – October was Teen Read Month and 25 teen activity kits were given out, as well as some young adult books. For November there will be Adult 101 kits for teens, available for the Saving Money virtual program.

G. STAFF ITEMS

No staff updates

H. COMMISSION ITEMS

Chair Jones reported that she met with Michael Zislis and presented five ideas for possible events to him. She stated that he was receptive to supporting the Photo Op Day and has recommended his photographer. Chair Jones would like to request that this item be added to the work plan.

Commissioner Jones added that Mr. Zislis is also interested in sponsoring a predominantly outdoor entertainment series that would consist of high-end presenters (authors, performers, artists). Commissioner Jones would like to find out what kind of sponsorship would be allowed by the City. Commissioner Windes recommended contacting Pages Bookstore. She and Commissioner Schreiner volunteered to be on the sub-committee if the item is added to the work plan. Commissioner Jones requested for commissioners to bring recommendations for possible presenters to the December

meeting. Manager Murray reminded the commission that he does not know what the regulations will be for events at the library, even outdoors.

The five items that were presented to Mr. Zislis were:

1. Photo op Day
2. Entertainment Series
3. Library Appreciation party
4. Entrance sign to the Library
5. Story Adventure

Of the five, he liked the first two, which will be proposed at the joint-meeting. The commission agreed to request that the Photo op Day and Entertainment Series be added to the work plan at the City Council Joint meeting on January 11, 2021.

I. ADJOURNMENT

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

The meeting was adjourned at 6:00 PM, to Monday, December 13, 2021.

DRAFT

TEEN LIBRARY UPDATE - SPRING/SUMMER DISCOVERY 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.

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Reading Event is Finished	Windes Moore	12/5/21	855 books were read by MB readers	Finished
Comments: Spring/Summer Discovery Program was a success.				
Prepare Gift Baskets for Raffle Winners - Completed	Moore			
Comments:				

ADDITIONAL INFORMATION

STORY ADVENTURE

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	Dec. 8	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.	Dec. 17
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	Dec. 8		Dec. 17
Bond, Jones, Buike, Leyman, Robb, Public Works met with Eagle Scout at site to determine placement, design of semi permanent structures. This information to be included in Eagle Scout proposal. Proposal to Buike by 12/17.				
Determine exact placement of structures	Stefanie Jan	Dec. 8		Complete
Structures will be placed between Braille Trail signs. Need to determine if anti slip pad needs to be in front of sign.				
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

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 – 1/27/22	Ro & Tracey	12/5/21	1/27/22 at 4:00 pm (Sunset – 5:20 pm)	1/27/22
Comments: This event will be at the Light Gate sunset twice per year (November & January).				
Coordinate with Claire Moore for signage and stands	Windes	12/5/21	1/20/22	
Comments:				
Gather and organize books	Ro & Tracey	12/5/21	The Library Meeting Room is reserved to sort books (1/25/22).	
Comments:				
Day of event logistics	Linda Robb	12/5/21	Parking Permit & Bookmarks	
Comments: The Library is open at this time, so we will bring out the books (stored on carts) and set on the library provided tables adjacent to the entrance of the Library.				

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 EVENT SUCCESSFULLY HELD 11/16/2021 - COMPLETE				

ADDITIONAL INFORMATION

POETRY EVENT (formerly Late Night at the Library)

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	12/5/21	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	12/5/21		
Comments:				
Sponsors/vendors – Older Adult Community Group will be sponsoring the event.	Jan	12/5/21		
Comments:				
Menu and staffing	Jan	12/5/21		
Comments:				
Marketing	Jan	12/5/21		
Comments:				
Program	Jan Ro	12/5/21		
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

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

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 Tracey	12/5/21	Postponed due to COVID-19	TBD
<p>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</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 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.</p>				
Food Vendor – Urban Plates	Ro Tracey	12/5/21	See below	
<p>Comments: Confirm with Urban Plates when date is set on the details of the donation.</p>				
Develop cost estimates	Ro Windes	12/5/21	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	12/5/21		
<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		12/5/21		
<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>				

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.

DATE: December 13, 2021

TO:

Members of the Library Commission

FROM:

Jan Buike, Community Programs Manager

SUBJECT:

Library Commission Work Plan for 2022-2023

RECOMMENDATION:

Discuss Library Work Plan items for presentation to City Council at the joint City Council meeting on January 11, 2022.

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 Library Commission will review the presentation to City Council for the 2022-2023 work plan.

- Afternoon with an Author
- East Manhattan Beach Library Services
- MB Poetry Event
- Library Appreciation Party
- No Strings Attached
- Story Walk
- Spring/Summer Reading Program/Teen Librarian update
- Entertainment Series
- Photo Op Day



LIBRARY COMMISSION

WORK PLAN ITEMS



AFTERNOON WITH AN AUTHOR

Overview

Afternoon with an Author is an annual event featuring a local author. This year local historian Jan Dennis will be discussing her latest book on The Manhattan Beach Fire Department.

Status of project – ongoing

The event was postponed due to COVID.

Next Steps

We will use the Library Meeting Room when LA County allows more than 60 people to be in it.



AFTERNOON WITH AN AUTHOR

Estimated Costs per event (4-5 events per year)

- Estimated cost is approximately \$100. Urban Plates will be donating the food.

Future of work plan item

The Library Commission recommends keeping this item on the work plan and approval of budget.



LIBRARY POETRY EVENT

Overview

This event is designed to bring together Mira Costa Students and the Older Adult Poetry Circle. It will feature poetry recitations and readings.

Status of project – ongoing

Scheduled to take place when the Library Meeting Room is available.

Next Steps - contacting Shannon Vaughn (MCHS English Teacher) regarding students and a possible date.



LIBRARY POETRY EVENT

Estimated Costs per event – approximately \$40

Future of work plan item

The Library Commission recommends keeping this item on the work plan.



NO STRINGS ATTACHED

Overview

No Strings Attached is an ongoing program that will be held in conjunction with the Light Gate sunsets on January 27th and November 14th, and other local events as requested. Unwrapped books are organized, grouped by categories and offered to guests free of charge.

Status of project – ongoing

Three successful events were held in 2021:

- Library concert event – August 10, 2021
- Light Gate Sunset – November 14, 2021
- North MB Holiday Stroll – December 3, 2021



NO STRINGS ATTACHED

Next Steps

- continue to collect donated books
- Work with City and Library staff to coordinate logistics of events
- Plan Valentine's Day event at the library 2/14/2022

Estimated Costs per event (4-5 events per year)

- \$25 treats for booth
- \$15 miscellaneous supplies

Future of work plan item

The Library Commission recommends keeping this item on the work plan.



LIBRARY APPRECIATION EVENT(S)

Overview

The Library Appreciation Event annually honors the 20 library staff members by providing lunch as thanks for their year's work.

Status of Project – ongoing

The 2021 event was held November 16th at the library and is planned to occur in November, 2022.

Next Steps

- Continue to hold the event annually
- In-person event to include the City Council and Commission once COVID restriction lifted
- Consider adding additional smaller event in May



LIBRARY APPRECIATION EVENT(S)

Estimated Costs per event (2 events per year)

- LUNCH: \$400-\$600 (Food), \$100 (invitations), \$50 (decorations)
- BREAKFAST: \$300-\$400 (Food), \$100 (invitations), \$50 (decorations)

Future of work plan item

The Library Commission recommends keeping this item on the work plan and adding a second event in 2022.



STORY ADVENTURE

Overview

Story Adventure is a program that encourages children to read by placing pages of a book along a path. The pages are enclosed in weather proof cases and children read the book by going to each case along the path. The books will be changed once a quarter, with that process facilitated by the Student Library Commissioner.

Status of Project – ongoing

- Eagle Scout to construct cases - estimated April 2022
- Public Works to install cases along the Braille Trail in Polliwog Park.



STORY ADVENTURE

Next Steps

- Work with the City & Eagle Scout on design & placement
- Work with MB Librarian to select books.

Estimated Costs

The Eagle Scout will fund the materials and construction of the cases. We will need to fund the purchase of books and lamination of each page. The estimate for this is \$1,020. We believe we can fund through Friends of the Library and private citizens.

Future of work plan item

The Library Commission recommends keeping this item on the work plan.



PHOTO OP EVENT (NEW)

Overview

The Library Photo Op Event will be held annually on a Saturday in April and will offer free professional photos of residents to be taken at the Light Gate Sculpture with the library as the backdrop. The purpose of the event is to focus attention on the library and all its offerings. Food and entertainment will be provided on both floors of the library. .

Rationale/Benefit

The library needs to remind patrons and potential patrons that the library is “open for business” and welcomes their presence.



PHOTO OP EVENT (NEW)

Estimated Costs of Event (Estimated: \$5000)

- PHOTOGRAPHER: \$500
- FOOD: (based on 200 attendees) \$2000
- ENTERTAINMENT \$1200
- ADVERTISING (Beach Reporter, Easy Reader): \$400
- SIGNAGE: \$200
- MISC. COSTS: \$200

Michael Zislis of the Zislis Group has agreed to sponsor several aspects of the event.

Council Direction

The Library Commission recommends approving the item and the Zislis Group sponsorship.



ENTERTAINMENT SERIES (NEW)

Overview

The Library Entertainment Series will be held up to 6 times per year and will present an array of entertainment from professional speakers (authors, experts) to dance companies to musicians. Most events will be held outdoors behind the library (Seating Capacity: 200). Various events will be aimed at adults, teens or children. The purpose of the series is to make the library the cultural showpiece of the South Bay.

Rationale/Benefit

The library needs to fortify its presence within the community by offering high-end, talked-about entertainment to residents of all ages.



ENTERTAINMENT SERIES (NEW)

Suggested Speakers/Performers/Experts:

- Beatles Expert and Author Scott Freiman
- Magician and Teen Motivational Speaker Trent Lockwood
- Bestselling Author (and MB Resident) Glennon Doyle

Estimated Costs of SERIES \$55,000

- SPEAKERS, PERFORMERS \$50,000
- ADVERTISING (Beach Reporter, Easy Reader): \$2000
- GRAPHICS, SIGNAGE: \$1000; MISC. COSTS: \$2000

Michael Zislis of the Zislis Group has agreed to sponsor some of the artists, including a stay at the Shade Hotel after their appearances.

Council Direction

The Library Commission recommends approving the item and the Zislis Group sponsorship.

