



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

**Monday, April 11, 2022**

**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 Parikh

Commissioner Schreiner

Commissioner Jones

**C. APPROVAL OF MINUTES**

March 14, 2022

**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. 2022 Work plan updates:

a) Afternoon with an Author

b) East Manhattan Beach Library Services

c) MB Poetry Event

d) Library Appreciation Party

e) Library Commission Book Giveaway (formerly No Strings Attached)

f) Story Adventure

g) Spring/Summer Reading Program/Teen Librarian update

h) Library Photo Op Day

i) Entertainment Series

**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](mailto:jbuike@citymb.info) and [lrobb@citymb.info](mailto:lrobb@citymb.info), no later than 4:00 PM, April 11, 2022 (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 MEETING  
Monday, March 14, 2022  
5:00 PM  
Location: Virtual – Instructions within Agenda

**A. CALL TO ORDER** at 5:10 pm

**B. ROLL CALL**

Commissioner Bond	Commissioner Schreiner
Commissioner Windes	Commissioner Jones
Commissioner Parikh	

Attending: Windes, Schreiner, Jones, Parikh

Absent: Bond

**C. APPROVAL OF MINUTES**

February 14, 2022

Commissioner Jones recommended including Henry the Eagle Scout’s last name, and recommended that initiative or work plan item to have an author so that we can refer quickly.

Move to adopt minutes: Commissioner Windes

Second: Commissioner Schreiner

Ayes: Windes, Schreiner, Jones, Parikh

Nays: None

Minutes approved with the recommendations

**D. CEREMONIAL** – None

**E. AUDIENCE PARTICIPATION** (3-Minute Limit)

**Librarian’s Report** – Acting Library Manager, Josh Murray

Josh Murray on behalf of Manhattan Beach Library- The library has resumed the Smartypants Storytime programs on March 3, for children ages two to five and their caregivers. The library anticipates introducing a monthly children's activity, tween book club, and teen art activity. The monthly in-person book club will be back soon. In-person study rooms are open and reservations are accepted a week in advance with the upstairs reference desk. Masks are still required in some rooms and are limited to one person/family unit at a time. The library book sale is on Saturday, March 19 from 10 am to 2 pm.

Josh Murray reported that the interior of the library has resumed normal capacity numbers and masks will not be required, but strongly suggested after Monday, March 21.

## F. GENERAL BUSINESS

### 1. 2022 Work plan updates:

- a) Afternoon with an Author - Commissioner Schreiner states there is no new information.

Commissioner Jones suggests they postpone until July so they can have up to 60 people.

Commissioner Schreiner would like to NOT postpone and will ask Manager Murray to reserve the meeting room for May 13<sup>th</sup>.

- b) East Manhattan Beach Library Services -  
Public Comment by Bob Siemak: An exterior table will be needed for distribution due to logistics.

Josh Murray responds that the furniture of the library is bulky and setting up additional tables at the entrance would be against ADA compliance so a separate card table and chairs would be necessary. Additional furniture near the entrance would not provide enough space for wheelchair access.

Commissioner Jones asks what the target date for the distribution of the survey is and how long the duration will be.

Sr. Management Analyst Robb suggests two weeks for the duration. She will post the survey online on the library commission webpage with a QR code. She'll give the link to Commissioner Parikh for Mira Costa High school and it will be ready to go on Monday, April 11.

Commissioner Jones would like a schedule for sign-ups for the commissioners to run the survey in front of the library

- c) MB Poetry Event - Commissioner Schreiner reports there are no updates.
- d) Library Appreciation Party - Commissioner Jones stated the date for the party has been locked in for Tuesday, May 10 from 9 am to 11 am with 'grab and go' breakfast from The Kettle. She will prepare the invitations and will send an email invitation to Josh Murray for distribution to the 21 staff members. She suggested the Commission find a way to acknowledge school librarians for their contributions. She asked that the commissioners bring their ideas to the next meeting.
- e) Library Commission Book Giveaway (formerly No Strings Attached) - Commissioner Windes says it has not changed and will still be connected to the Library Photo Op Day.

- f) Story Adventure - Commissioners Jones and Bond have been working on this project, approved by City Council on March 1, 2022. Commissioner Bond met with Claire Moore to come up with book ideas, and the cost of laminating will be presented at the next meeting. Henry Johnson (Eagle Scout) is currently fundraising and the ribbon cutting will be on a weekday after school, possibly on May 18 or 25 depending on the City calendar.

Commissioner Windes asked if the \$4700 he is raising will cover laminating and ongoing books.

Community Programs Mgr. Buike stated that the \$4700 would be for the stands and the laminating cost would be absorbed by the City. She suggested that the Friends of the Library might be approached to cover the cost of lamination.

Commissioner Windes recommended that there be enough stands for a 32 page book. If a book of less than 32 pages is chosen, there should be some sort of filler for the empty stands.

Commissioner Jones suggested having information about the library, and reading encouragement, and that Claire Moore has put together a list of possible books for this.

Commissioner Jones mentioned that Public Works will need to install the stands and there is no known timeframe on that yet.

Commissioner Windes reminded that the stands will not be set in concrete because it is a temporary installation and wanted to know how long it will be on display.

Community Programs Mgr. Buike replied that it is being presented as a pilot project and the community feedback will determine the timeframe for the stands.

- g) Spring/Summer Reading Program/Teen Librarian update -  
Commissioner Windes updated that the Library will continue to do the Activity Books and the Activity bags the County provides. Claire Moore will be starting a book club for grades four through eight starting April 1. She will send a flyer once approved.
- h) Library Photo Op Day and Entertainment Series - Commissioners Jones, Schreiner and Bond met with the Zislis Group, who are on board for both the Photo Op Day and the Entertainment Series.  
Commissioner Jones commented that it seems logical to launch the Photo Op Day first because it will take place on non-library land near The Light

Gate sculpture potentially on Saturday, May 14, or Saturday, June 4 from 2 pm to 4 pm. She is checking on the city calendar if and when the date is approved they will do a special event application. The Zislis Group is loaning a music specialist.

Community Programs Mgr. Buike stated that the social media team will be brought in when the event is approved and that she met with Director Director Leyman and he suggested the photo op might be held in conjunction with an existing library program, in order to highlight the program.

Josh Murray states that Smartypants Storytime is the only in-person program right now and they are still waiting on guidance on how to proceed.

Commissioner Jones is considering how the sponsorship will work for The Zislis Group. For the photo op, each person who gets their photo taken receives a digital download of their photo along with a coupon from a restaurant (possibly), called a “bounce back.”

Commissioner Jones reported that the Library Entertainment Series most likely will not begin until late summer or early fall. Entertainers could include magicians, impersonators, and Brian Shell will MC the events. She floated the idea of one event per quarter the summer and fall, with the next event in May due to possible weather issues.

- G. STAFF ITEMS** - Community Programs Mgr. Buike reported that the City Council has some gifts of appreciation for them that can be picked up at City Hall.

Commissioner Jones requested that all work plan updates be submitted to Sr. Mgmt. Analyst Robb no later than the close of business on Wednesdays before each meeting.

- H. COMMISSION ITEMS** - none

- I. ADJOURNMENT**

Motion to adjourn the meeting by Commissioner Windes  
Seconded by Commissioner Schreiner  
Ayes: Windes, Schreiner, Jones, Parikh  
Nays: None  
Absent: Bond

Meeting adjourned at 6:15 pm

MB LIBRARY COMMISSION

April 11, 2022

WORK PLAN ACTION ITEMS

Action Items	Date of Event	Status on Action Item (Actions Needed)	Responsible	Action Update Date	Cost
Afternoon with an Author	TBD	<p>Speaker, Jan Dennis, and her grandson, confirmed pending specific event date. Food donation, Urban Plates, confirmed.</p> <p>Determine date of event. Reserve room at library when capacity is extended. Need capacity 62 or greater. Contact city graphic designer re flyer/signs. Contact guest speaker, Jan Dennis and Steve Napolitano, introduces Dennis. Invite Fire Chief Michael Lang and two additional guests. Develop budget for event. Get ok for purchase of decorations to be paid by P&amp;R. Set up email registration for guests.</p> <p>Get Dennis' guest list, Fire Chief's guest list, City Council guest list. Ask city for name tags for all attendees, and certificates of appreciation for Urban Plates and speaker Jan Dennis. Publicity via flyers, BR, ER, Dig MB and MB Patch.</p>	<p>Windes Schreiner Buike</p> <p>Bond Aleena Parikh</p>	<p>Check w Josh Murray re: county guidelines for use of library meeting room, potential date Friday 5/13/22, 2-4.</p> <p>Reserve room for potential dates with Josh Murray</p>	TBD (Est \$100)
East Manhattan Beach Library Survey	TBD	<p>Survey "Manhattan Beach Library Services" Survey has been updated by staff, Buike and Leyman, and Siemak. Staff has discussed updated survey with commission. Staff will send survey to Librarian Josh Murray for final approval. Survey will be conducted on-line by the city, at the library with commissioners taking shifts, asking patrons to complete survey. Jones will create volunteer schedule and work with Murray to select survey space. Student rep will conduct survey in classes at</p>	<p>Buike/Leyman Robb Jones/Murrey Parikh</p>	<p>Share updated survey 3/14/22</p> <p>Survey on line 4/11/22-4/25/22, Costa 4/11-15/22. Library, TBD.</p>	\$0

		<p>Costa. Survey will help determine next steps, eg: bookmobile, drop off box on the East Side, etc.</p> <p>Results to be available for discussion at commission meeting 5/9/22.</p>			
Library Poetry Event	TBD	<p>Afternoon event combining Older Adults Program/Mira Costa students, poetry group. Replaces Late Night at the library. Include light snacks, awards.</p> <p>Contact Mira Costa teacher, Shannon Vaughn re student availability, date, Schreiner. Contact Older Adults Poetry Group, Buike.</p>	Buike/staff Schreiner	Update re use of room at library, county guidelines determine use of rooms	TBD
Library Appreciation Party	<p>5/10/22 Tuesday</p> <p>11/22 5/22</p>	<p>Recognize library staff for service to community. Indoor venue, staff only. Brunch event will be Grab and Go. Jones will pick up food from The Kettle. Jones will design invitation and forward to Murray, Murray to staff. No bookmark. Decorations, Schreiner</p> <p>Lunch Appreciation Brunch Appreciation</p> <p>Discuss "Appreciation" of school librarians, eg: card, flowers, 4/11/22.</p>	Bond Jones/Murray Schreiner Buike		<p>\$150</p> <p>\$25</p> <p>\$400 \$150</p>
Library Commission:Book Giveaway	TBD	<p>Organize unwrapped books to be given away by Library Commission during various events such as Lightgate, November and January, Valentine's Day, NorthEnd Holiday Stroll, Photo Op (Include Book Marks). Parikh and Windes will assist with Photo Op Event even if termed out as commissioners.</p> <p>Reserve Community Room for sorting prior to event.</p>	<p>Windes Schreiner Parikh Buike Robb</p> <p>Murray</p>	<p>TBD W/Photo Op Sat. 6/4/22</p> <p>6/3/22 10-12</p>	



Spring and Summer Reading Program/Teen Librarian Update	TBD	County kits prepared for teens, kids and adults. In person events have begun. Study rooms are available.	Windes	3/14/22	\$0
Story Adventure	TBD	<p>Place laminated pages of story book in Polliwog, adjacent to The Braille Trail, 16 separate stands. Eagle Scout, Henry Johnson, will fund raise to purchase stands from Story Walk. Will ask to use Story Adventure for MB project. Go Fund Me and community donors. (Scout working with Buike and Bond.)Scout project approved by MB City Council on 3/1/22</p> <p>Three book choices each year. Bond has coordinated with Librarian Moore, listing appropriate book choices,</p> <p>Lamination at Postal Center, Bond, funded through Parks and Rec and possibly Friends of Library, if interested in supporting project. Public Works will help with stand installation, Buike.</p> <p>Ribbon Cutting, weekday, after school</p> <p>Story Adventure is a pilot project and will solicit community feedback after 6 months. Might move Story Adventure, etc.</p>	<p>Bond Buike</p> <p>Moore</p> <p>Commission Council</p>	<p>TBD (Spring 2022)</p> <p>May 18, 25</p>	\$4778
Library Photo Opportunity	TBD May 14 or June 5 (2 PM-4PM)	<p>MB residents will be invited to have professional photos taken near Light Gate. Jones will secure Special Event Permit from city. Photographer, JP Cordero, entertainment suggested, R &amp; R violinist, invited by Brian Scheil, working with Zislis Group. Photo distribution via photographer's email. Will include BounceBack. Sponsor: Zislis Group. Book Giveaway included in event.</p>	Jones Bond Windes Schreiner	Sat. 6/5	(Sponsored)

		Plants will be used to hide ballot box.			
Entertainment Series	TBD	High end – Family Event, Entertainment Series Impersonator, magician, motivational speaker Include Brian Scheil in choice of event personality and as MC Include Bounce Back? 3X a year, 500 person capacity Registration required Include Book Giveaway	Jones Bond Schreiner	Launch in September	(Sponsored: \$35,000 yr.)  Zislis Group

## 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	April 22	Eagle Scout will fundraise to purchase the structure. We will ask CC or partner with FOL for book purchase and lamination.	Ongoing
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	Feb 9	There will be 16 cases.	Complete
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.				

Determine exact placement of structures	Stefanie Jan	Dec. 8	Structures will be placed within Braille Trail	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	April 22	List is compiled of books; Stefanie to review and choose first four with commission approval.	May 22
Structures completed and in possession of Parks and Rec	Jan	April 22		te Summer 22
Parks and Rec begins installing structures	Jan	April 22		te Summer 22
Install laminated pages in structures	Stefanie	April 22		te Summer 22
Ribbon cutting ceremony	All	April 22		te Summer 22
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**

16 structures @ \$400/each = \$6,400

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: \$7,620

The Eagle Scout plans to fundraise the \$6,400. He has raised \$1,200 so far. The books/laminating will be covered by Parks and Rec. Ongoing discussions with Eagle Scout to determine best way to raise money in an expedient fashion.

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 Pantry

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 ½ 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**

THE MANHATTAN BEACH LIBRARY COMMISSION

INVITES YOU TO

***AN APPRECIATION BREAKFAST***

FOR THE LIBRARY STAFF

TUESDAY, MAY 10<sup>TH</sup>

9-11AM

MEETING ROOM

**GRAB-AND-GO BREAKFAST**

***THANK YOU FOR YOUR DEDICATION.***

**2021-22 Commissioners**

Stephanie Bond

Janet Jones

Aleena Parikh

Ro Schreiner

Tracey Windes