



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION SPECIAL MEETING  
Monday, July 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 Levitt  
Commissioner Newell

Commissioner Schreiner  
Commissioner Jones  
Commissioner Darrow

**C. APPROVAL OF MINUTES**

June 13, 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, July 13, 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, June 13, 2022  
5:00 PM  
Location: Virtual – Instructions within Agenda

**A. CALL TO ORDER** at 5:00 pm

**B. ROLL CALL**

Commissioner Bond	Commissioner Schreiner
Commissioner Levitt	Commissioner Jones
Commissioner Newell	Commissioner Darrow

Attending: Bond, Levitt, Newell, Schreiner, Jones, Darrow  
Absent: None

Others present: Community Services Manager (CSM) Jan Buike

**C. APPROVAL OF MINUTES**

May 31, 2022

Commissioner Jones moved to approved the minutes as written. Commissioner Schreiner seconded the motion. The motion passed.

Ayes: Bond, Newell, Schreiner, Jones, Darrow  
Nays: None  
Abstain: Levitt  
Absent: None

**D. CEREMONIAL –**

Commissioner Bond welcomed new commissioners Newell, Levitt and Darrow. Each commissioner gave a short introduction.

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

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

Josh Murray on behalf of Manhattan Beach Library – Tweens in grades four through eight are invited to participate in Books by the Beach, monthly tween book club. The book club is reading *Honestly Elliott*, by Gillian McDunn. Books by the Beach will meet on June 21<sup>st</sup> at 4:00 PM in the Library Meeting Room.

A second Smarty Pants Storytime will be held on June 17<sup>th</sup>. Normally there is one storytime per week but this week there are two.

**F. GENERAL BUSINESS**

1. 2022 Work plan updates:

- a) **Afternoon with an Author** - Commissioner Schreiner reported that the event was a success with great support from the Library and Urban Plates.

Approximately 60 people were in attendance.

Commissioner Jones suggested attendees sit at tables for the next event so that they can better enjoy the food. She also recommended fully testing the microphones, lights, etc.

Manager Murray advised that adding tables will reduce capacity by approximately half.

Commissioner Bond suggested putting another event on the calendar, possibly for the Fall. Commissioner Schreiner mentioned that it would be good to see where the other events get scheduled. The goal will be to have another event in the first quarter of 2023. Commissioner Newell volunteered to join the subcommittee. Commissioner Levitt offered that her cousin is a literary agent and may be able to assist.

- b) **East Manhattan Beach Library Services** - CSM Buike reported that the survey summary has been delayed and Linda Robb will provide that at a later date.

Commissioner Bond mentioned that she had seen an email that talked about possibly repurposing the Pay N Play racquetball courts and wondered if library services would be an appropriate use.

- c) **MB Poetry Event** – CSM Buike reported that the Older Adult Poetry Group is meeting outside and they look forward to eventually meeting indoors. Commissioner Schreiner will send an email to Shannon Vaughn at Mira Costa High School before school is out for the summer. She will let Ms. Vaughn know that the commission would like to plan an event in the first semester. Commissioner Darrow volunteered to communicate with Ms. Vaughn as well. Commissioner Bond suggested holding the event outdoors at the library.
- d) **Library Appreciation Party** – Commissioner Jones reported that the event happened in early May and offered a grab n go breakfast from the Kettle. The event is scheduled to go forward bi-annually in May and November. Commissioner Jones invited the new commissioners to get involved. Commissioner Schreiner reported that certificates and plants were delivered to the MBUSD school librarians, who were happy to be recognized and appreciated. Commissioner Jones requested that the commission be informed of future deliveries so that any commissioner available can participate.
- e) **Library Commission Book Giveaway** - Commissioner Schreiner explained that many of the books that are given away are received after the Friends of the Library (FOL) sales. She explained the program for the new commissioners. Commissioner Jones suggested adding a sign to the giveaway table explaining how to donate books. Commissioner Schreiner does not want to take away any donations that might have gone to the FOL.

On behalf of the FOL, Manager Murray asked that the giveaways not be held

too close in date, to the FOL sales.

Commissioner Jones suggested a larger banner.

f) **Spring/Summer Reading Program/Teen Librarian update -**

Commissioner Bond reported that she had received the update from Librarian, Claire Moore and forwarded the information to the school district to include in their newsletter.

g) **Story Adventure -** Commissioner Bond summarized the project for the new commissioners.

She reported that Eagle Scout candidate, Henry Johnson has raised the necessary funds and will order the stands for the book pages. The stands will be delivered to the Public Works for installation at Polliwog Park.

Commissioner Bond is hoping for a late summer and early fall dedication.

Commissioner Levitt suggested that it open at the same as the new playground.

h) **Library Photo Op Day -** Commissioner Jones summarized the project for the new commissioners.

She reported that there were approximately 150 in attendance to get their photos taken. There was live music, sign-ups for Friends of the Library, and people were welcomed into the library and able to sign up for library cards.

She thanked everyone for their help and shared her ideas on ways to improve the event.

1. Make sure new commissioners are aware and volunteers are organized ahead of time.
2. Cross promote with other events happening in the same time frame
3. Book giveaway should be operating for the entire event
4. Make the date larger on the poster
5. Follow up email should encapsulate the whole event

Commissioner Jones suggested thinking about if the event should happen in a different season, perhaps closer to the holidays as some people were dressed up and could be looking to get a holiday photo.

Manager Murray requested if the event is held again, that it be held on a Saturday as it is easier to schedule library staff.

Commissioner Jones stated that the Zislis Group was pleased with the event.

Commissioner Bond thanked Commissioner Jones for working to secure the sponsorship for the event.

i) **Entertainment Series –** Commissioner Jones summarized the project for the new commissioners.

She added that there will be two or three events happening in 2022 - 2023 and could be geared for different age groups. She met the person who will MC, at the Photo Op event. He is part of the Zislis team. There will be a comedian to

warm up the audience and then the main event. There is maximum capacity of 500 people so a sign up process needs to be developed.

Commissioner Levitt asked if there was a possibility that the Mira Costa Chorus group could be invited to participate. Commissioner Jones stated that the Zislis Group would like the event to be bigger than local talent. She added that options could be presented to the Zislis Group for opportunities to include the Mira Costa talent. Commissioner Jones stated that a plan needs to be in place so that when the Zislis contract comes back from maternity leave, it's full steam ahead.

- G. STAFF ITEMS** - CSM Buike reported that the City Manager continues to meet with the County Library and more updates will be available in the future. Commissioner Windes asked if the Eastside Library Services would be discussed between the City and County. CSM Buike confirmed that it would.

**H. COMMISSION ITEMS -**

Commissioner Jones mentioned that two people approached her at the Photo Op and were not aware that library cards are free. They were also not aware that they could go into the library and browse without a library card. She suggested signage at the library indicating that all are welcome and that library cards are free. Commissioner Bond suggested a library awareness project. Commissioner Levitt suggested that this could be a Tik Tok opportunity. Commissioner Darrow will think of ways to get the message out. Commissioner Jones suggested putting the library awareness initiative on the work plan.

Commissioner Newell stated that much of the time, it is the nannies taking the kids to the library. Perhaps outdoor events or events on Instagram might draw more parents to the library.

Commissioner Levitt added that having a baby can sometimes be isolating and promoting some Mom and Me activities could be very beneficial for new moms and dads.

Manager Murray mentioned that possibilities may be limited due to current COVID restrictions. The County may have limited involvement until more widely allowed.

Commissioner Jones would like for research to be done for what ideas are being implemented to attract younger people to libraries around the world.

Commissioner Jones asked if the Teen Librarian Claire Moore could come and speak to the commission. Manager Murray will check with Ms. Moore.

**I. ADJOURNMENT**

Commissioner Jones moved to adjourn the meeting. Commissioner Levitt seconded the motion.

Ayes: Bond, Levitt, Newell, Schreiner, Jones, Darrow

Nays: None

Meeting adjourned at 6:26 pm to July 11, 2022.

**DATE:** July 11, 2022

**TO:**

Members of the Library Commission

**FROM:**

Jan Buike, Community Programs Manager

**SUBJECT:**

Library Commission Work Plan for 2022

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**RECOMMENDATION:**

Discuss Library Commission Work Plan items approved by the City Council on January 11, 2022 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 11, 2022 to provide direction and approve the following topics for the 2022 Library Commission Work Plan.

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

Ad-hoc committees have been established for each project. Committees will provide a written update prior to each commission meeting, which will be attached to the agenda monthly.

MB LIBRARY COMMISSION

July 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	Plan Afternoon with an Author, suggested 1 <sup>st</sup> quarter, 2023. Work with Pages (Chair Bond), consult w literary agent (Commissioner Levitt).  Same format, indoor program, capacity 63 guests. Check sound system before event.	Bond Schreiner Levitt	TBD	\$125
East Manhattan Beach Library Survey	6/20-6/17/22	Survey has been completed, results to be given to commission by Linda Robb, analyst, email. Discussion re next steps.  Pay n Play repurpose, not possible.	Buike Robb	7/11/22	\$0
Library Poetry Event	TBD  11/2022	Afternoon event combining Older Adults Program/Mira Costa students, poetry group. Replaces Late Night at the library. Include light snacks, awards.  Mira Costa teacher Shannon Vaughn will bring students in the Fall. Student commissioner Emma Darrow will speak to Ms. Vaughn before school ends. (Ms. Vaughn/students will participate.) Buike will contact Older Adults Poetry Group to discuss timing for event. Reserve library room for event.	Buike/staff Schreiner  Darrow  Murray		TBD
Library Appreciation Party	5/23	Lunch Appreciation-recognize library staff for service to the community, indoor venue, Grab and Go.	Jones Bond Schreiner		\$400  \$40



	11/22	Brunch Event	Jones Bond Schreiner		\$TBD
	5/23	Recognize 7 school librarians for their service, Certificate of Appreciation, small gift, delivered in person by commissioners. Schedule 7 events to include all available commissioners.	Schreiner		\$40 \$35
Library Commission: Book Giveaway	TBD	Collect and 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 (Use Book Giveaway banner.) Reserve Community Room for sorting prior to event.  Additional signage at Book Giveaway table re: donating books for event. Consider using commissioners' business cards if guests inquire. Suggested: larger banner, 9' by 3'.	Schreiner  Murray	TBD	\$100 estimated cost
Spring and Summer Reading Program/Teen Librarian Update	6/2022	All MBUSD schools have been given info re Summer Reading Program. MB News, ER and BR have been contacted.	Moore Bond		\$0
Story Adventure	TBD	Place laminated pages of story book in Polliwog, adjacent to The Braille Trail, 16 separate stands. Eagle Scout, Henry Johnson, has raised funds to purchase stands from Story Walk, (Story Adventure for M B project.)Johnson working with Buike and Bond.)Scout project approved by MB City Council on 3/1/22.  Three book choices each year, appropriate for grades K-4. Bond has coordinated with Librarian Moore, listing appropriate book choices. . Bond has reviewed books selected by Moore; first choice is by local author Seth Thomas.	Bond Buike  Moore  Darrow	TBD (Late summer/early fall 2022)	\$4,800

		<p>Lamination at Postal Center, Bond, funded through Parks and Rec and possibly Friends of Library, if interested in supporting project. Lamination cost \$3 per page. City will provide ongoing maintenance. Public Works will help with stand installation, Buike. Student commissioner will help with installation updates.</p> <p>Ribbon Cutting, weekday, afternoon</p> <p>Story Adventure is a pilot project and will solicit community feedback after 6 months. Might move Story Adventure, etc.</p>	<p>Commission</p> <p>Mark Leyman/Buike (Budget issues)</p>		
Library Photo Opportunity	TBD Fall, 2022 Saturday (1 PM-4PM)	<p>MB residents will be invited to have professional photos taken near Lightgate. Jones will secure Special Event Permit from city. Photographer, JP Cordero, entertainment to be invited by Brian Scheil, working with Zislis Group. Publicity flyer, Kristen, 100 copies.</p> <p>Photo distribution via photographer's email. Will include BounceBack, one per family, expiration date to be given, logo to be that of Zislis Shade Hotel MB. Sponsor: Zislis Group.</p> <p>Book Giveaway included in event.</p>	<p>Jones Bond</p> <p>Buike</p> <p>Schreiner Darrow</p>		(Sponsored)
Entertainment Series	TBD	<p>High end, celebration of the library as a welcoming venue with much to offer all, Family Event, Entertainment Series. Suggested warm up by comedian/Costa vocal group, entertainer to follow: Impersonator, magician, motivational speaker. Include Brian Scheil in choice of event personality and as MC. Include Bounce Back? 3X a year, 500 person capacity. Invite Supervisor Holly Mitchell for event of 500+. Registration required</p>	<p>Jones Bond Schreiner</p>	Launch in September	(Sponsored: \$35,000 yr.) Zislis Group

		<p>Include Book Giveaway</p> <p>Post event follow up encapsulates entire event</p>	Schreiner		
Library Awareness Initiative	7/11/22	<p>Develop a plan to create a greater awareness of the m b library, all that it offers. Attract new guests (younger people, play groups, teens, parent groups).</p> <p>Research, create a road map, compile/synthesize resources via studying other libraries around the world.</p> <p>Make use of social media.</p> <p>Have an ambassador designated to welcome guests during events.</p> <p>Make use of Commissioners' cards.</p> <p>Publicize library is free. Cards are free.</p> <p>Specifically publicize library resources.</p>	<p>Levitt</p> <p>Newell</p> <p>Darrow (TikTok)</p> <p>Murray</p>	7/11/22	\$0

# EAST SIDE LIBRARY SERVICES SURVEY

Total Responses: 129 – 102 online, 27 hardcopies

## 1. 126 Manhattan Beach Residents

### 2. Distribution:

East Manhattan Beach: 53%  
Hill Section: 1%  
Liberty Village: 9%  
Manhattan Village: 4%  
Sand Section: 18%  
Tree Section: 15%

### 3. Age of respondents:

Under 18: 4 (3%)  
18-55: 51 (40%)  
Over 55: 75 (58%)

### 4. Under normal conditions, how often do you visit a library?

1-2 times per year: 16%  
3-6 times per year: 26%  
More than 6 times per year: 51%  
Never: 7%

### 5. In the past year, how often have you used Digital Library services (ebooks)?

1-2 times: 11%  
3-6 times: 8%  
More than 6 times per year: 34%  
Never: 47%

### 6. What is your primary reason for going to the library?

Checking out books, DVDs or audio books: 62%  
Browsing, reading books, newspapers or magazines: 16%  
Utilizing reference materials: 5%  
Studying: 2%  
Working: 5%  
Participating in activities/programs: 4%  
Other: 6%

## EAST SIDE LIBRARY SERVICES SURVEY

**7. What, if anything, discourages you from using the Manhattan Beach Library? (check all that apply)**

I have no interest: 2  
Time restraints: 31  
Location: 43  
Parking: 59  
Other: 4

**8a. Is it difficult for you to access the Manhattan Beach Library?**

Yes: 38%  
No: 62%

**8b. If it is difficult for you to access the Manhattan Beach Library, how could library services be improved? (Pick your top two choices)**

Book delivery services, because I am unable to go to the library: 7  
A bookmobile, available at scheduled locations and times: 14  
A small, satellite location in East Manhattan Beach: 62  
A book vending machine, which dispenses books, similar to Redbox DVD kiosk: 5  
Expansion of digital resources: 15  
Drive-thru book drop off and pick up: 21  
Other: 10

**Please let us know if you have any other comments opinions, or suggestions regarding library services:**

- I think the library is fantastic
- Love our library!
- The North Redondo library is closer to our house, but they won't let Manhattan Beach residents check out books. Maybe an agreement with Redondo would open up access to east side residents.
- It would be great to expand library services in east Manhattan Beach as I'd use the library more frequently
- A library of this size is more than sufficient for a town of 35,000.
- Very few people walk to library and therefore one main branch that serves everyone is sufficient, rather diluting services and Library materials
- Would love to have more in person activities there for kids
- The library on Highland is really nice but getting there from east MB is a pain in the ass.

## EAST SIDE LIBRARY SERVICES SURVEY

- East Manhattan Beach is underserved by the city for all resources. It would be nice for those east of Sepulveda to be treated as if they live in Manhattan Beach. We pay taxes too
- Longer Sunday hours
- Re-use of the Cultural Center as a library.
- I love the library!
- The library should have been built in a more accessible location. A better location would have been on Sepulveda Blvd so plenty of access and plenty of parking. But the building is already done so I suggest a small annex on the Eastside especially focused on children. You could have a reading area and kid's books on site and then a desk where everyone could pick up books they ordered on line. You could also have a reading area for seniors with newspapers etc.
- I tend to use Hermosa Library because it is easier and faster for me to get to than MB. I would love a satellite library over here so I could walk and pick up books and if there were some youth programs held on this side of town. I usually can't get my child to that side of town in time to participate (tween/teen events) but if they could walk....wow!
- Parking is always a problem at MB Library; so if you don't live within walking distance, you probably won't take the risk. Other non-MB libraries have better parking. So any programs that are digital/delivery based would be really neat to consider.
- I live in a "Roth Home" -- homes built on 19th, 21st, 23rd St & Marine Ave in the mid-60s. We're not East Manhattan and we're not Liberty Village - but we're east of Sepulveda and North of Manhattan Beach Blvd
- While I'm not a heavy library user, my kids would use the library more to study if it weren't so far from us -- we're in East Manhattan.
- I used to often visit the old library in East Manhattan because it was easier to find interesting books in the smaller selection.
- I would absolutely love to have a location on the East side of Manhattan Beach! Especially one with easier parking.
- A drive-through drop off and pick up in East MB would be great! Best of all would be a satellite library. It could be at the CAC or maybe MBMS or Mira Costa
- Would this be a MB library or a county library?
- Parking is sometimes difficult but the service is excellent
- I was shocked and embarrassed that one of the MB librarians, who is also an elected official, went before the MBUSD school board and spoke mis-truths and, effectively, advocated banning LGBTQ books. When I see her at the main library I'm ashamed that she represents us.

## EAST SIDE LIBRARY SERVICES SURVEY

- A box or boxes to drop off returns around town - maybe one in Manhattan Village or Target parking lot or at MBMS/polliwog park
- We don't need another building.
- No need for another library
- It would be wonderful to open a library in East Manhattan Beach!
- High speed Wi-Fi access is important
- In the past, "checking out" tickets to a variety of quality local museums and attractions like the zoo was more common and I think a sign of a thriving library and community.
- It is time to serve the residents of the East Manhattan with great library services.
- East siders are always an afterthought in this town. Bring back a small library to the east side.
- Thank you for this survey-- having some access in East MB to tangible books, especially for my school age kids, would be fantastic, sometimes we can't make it downtown before the library closes but need a book for a report, etc.
- Love our library!!! Don't ban books!
- Please extend business hours
- We love our library and we use it digitally and in person regularly. I am not sure if a satellite office would be helpful. That said, we would use another library her ...but maybe the kids just use MBMS MCHS libraries instead....
- Like the smaller Wiseburn Library which is more convenient to Manhattan Village & easier parking
- Great facility and services, very happy!
- I really miss the convenience of the old MB Library oppose to Polliwog Park!
- When I tried to go online, I couldn't. I came into the library and even they had trouble. It turned out that my card had expired. If that hasn't been fixed, something should be modified in that online program. I really haven't gone back to reading as much because of it. It was wonderful when it was changed to be for 3 weeks and able to check out when on a long trip.
- I think a library is needed for residents East of Sepulveda
- No problems with the Library
- I love our beautiful library but wonder what I shall do if I become unable to drive
- I wish you would categorize your DVD's according to category...musical, western, sci-fi, etc. That's much easier to find if I want a certain type.