



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Monday, November 14, 2022

4:00 PM

**Location: Manhattan Beach City Hall and
Hybrid virtual**

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

October 11, 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 –Library Manager, Josh Murray

F. GENERAL BUSINESS

1. Consideration of Proposed Polliwog Park Pavilion to Expand Eastside Library Services and Improve Access to the City's Historical Collection

2. Work Plan Updates/Consideration for 2023:

a) Learning at the Library (formerly 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) Library Photo Op Day

h) Entertainment Series

i) Library Awareness Campaign

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@manhattanbeach.gov and lrobb@manhattanbeach.gov, no later than 2:00 PM, November 14, 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 3:45 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://cityymb-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 MEETING
Tuesday, October 11, 2022
4:00 PM
Location: Virtual

A. CALL TO ORDER

The meeting of the Library Commission was called to order by Chairperson Bond at 4:00 pm via Zoom.

B. ROLL CALL

Present: Commissioners Jones, Levitt (left 4:30), Newell, Vice Chairperson Schreiner, Chairperson Bond

Absent: Darrow

Others Present: Community Services Manager (CSM) Jan Buike, Sr. Management Analyst (SRM) Linda Robb, Recording Secretary Rosemary Lackow

C. APPROVAL OF MINUTES – September 12, 2022

A motion was made and seconded (Levitt/Schreiner) to approve the minutes with four changes requested by Commissioner Jones:

Pg. 2 (d) Library Appreciation Party, second line: change “that a café has been booked” to “that Caffè Altamura has been booked”.

Pg. 2 (d) same paragraph, second line: insert “for the Annual Bookmark”, after “and it was agreed, that”

Pg. 3 (h) Library Photo Op Day: change “June, 2023” to “June 3, 2023”

Ph. 3 (i) Entertainment Series: last line in Next steps paragraph: change lowercase t to uppercase T in “the” to read The Strand House.

Ayes: Levitt, Newell, Jones, Vice Chair Schreiner, Chair Bond

Nays: None

Abstain: None

Absent: Darrow

The motion passed 5-0-0-1

D. CEREMONIAL – None

E. AUDIENCE PARTICIPATION (3-Minute Limit)

Librarian’s Report – Library Manager, Josh Murray

Manager Murray reported two up upcoming library special events: 1) Sunday October 23, 1 pm: The Three Billy Goats Gruff (Fractured Fairy Tales series) by author Mac Barnett and illustrator Jon Klassen, in-person program (ages 4-8 years old); and 2) Sunday October 28, 1-2 pm: Jack O’Lantern Turnips (adults).

Mr. Murray will email the Chair a pdf version of the children's event flyer.

F. GENERAL BUSINESS

1. 2022 Work plan updates:

a. **Afternoon with an Author** – (Schreiner, Levitt, Bond). Commissioner Levitt reported that the subcommittee is working on the 2023 plan to feature three events on Saturday afternoons. The events are tentatively planned for January, May and October/November. They are considering broadening their scope in terms of authors and topics –aiming for something exciting with promotion similar to the Elvis event. Commissioners Levitt and Schreiner will compile a list for the next meeting.

The commission discussed. Chair Bond emphasized the goal is to attract visitors of various ages. Suggestions for authors included a YA (young adult) author. Chair Bond suggested avoiding toddlers as this is already provided by the library, and a new project name of “Learning at the Library”. Other suggestions mentioned included the possibility of the Friends of the Library (FOL) providing some financial support, to attract top talent and possibly teaming up with the Malibu program. Manager Murray noted that the Malibu city budget for their speakers is quite large (\$125,000). Commissioner Jones cited the Rancho Mirage library has a very active speaker program-maybe 200 events per year and she pointed out that the venue in the library can seat only 60 people.

Commissioner Levitt suggested focusing on topics especially attractive to the community such as a cookbook author (e.g., Peggy Curry) or panel, and possibly with a small food/drink demonstration. The commission was enthusiastic about this idea. Manager Murray advised that food/drink can be accommodated with some protocols followed, e.g., showing but not opening a wine bottle. He also advised that the library cannot sponsor such types of events; the Commission should book the room in its name, as was done with the Elvis tribute.

Next steps: The Chair will handle booking when the concept is finalized. The Committee will meet to finalize (adding Icy Smith) and provide an authors list at the next meeting; the program will now be known as “Learning at the Library”.

b. **East Manhattan Beach Library Services** –SRA Robb informed that Director Leyman is talking to the County but there is no new information to report. This is an ongoing dialogue at this point; stay tuned.

c. **MB Poetry Event** – Commissioner Schreiner reported that Shannon Vaughn has suggested—since high school students are very busy with many activities—that seniors come to her class at Mira Costa (perhaps via Dial-A-Ride) instead of the students coming to the library. Commissioner Schreiner acknowledged Commissioner Levitt's concern about how this relates to the library explaining that this program is a replacement of the “evening at the library” but most importantly there is great difficulty getting the students to the library. It is hoped that once it gets going, the students will

come to the library. The Commission expressed support for this approach and believes the older adults would greatly enjoy being on campus.

CSM Buike described the senior poetry circle which consists of 8-9 persons of multiple generations. The circle has consistently met for 5-6 years once or twice per month; are very enthusiastic about sharing poetry and are community oriented; for example, they recently participated in the Hometown Fair.

Next steps: Commissioner Schreiner will discuss having a poetry event further with Shannon Vaughn for 2023, with older adults coming to Mira Costa. The goal is to spread literacy and the love of the written word. Commissioner Levitt will reach out to poetess April Wayland to see what might be possible in participating in this or the Learning at the Library event (formerly Afternoon with an Author).

Commissioner Levitt left the meeting at 4:30 pm.

c. **Library Appreciation Party**–Tuesday, November 15, noon in the library meeting room. Things to bring, same as last year: e.g., table cloth, coffee (Jones); flowers (Schreiner), orange juice and bucket, etc. (Chair Bond). The Commission discussed three invitation designs and approved “option 3” featuring more color and leaves, but deleting redundant words “Appreciation Lunch” at the top and revising spelling of Caffe Altamura. The rendition of the bookmark is forthcoming from city graphic designer Kristin.

Next step: Commissioner Jones will send CSM Buike a note as to what to minor tweaking to be done on the invitation, and hopefully bookmark will be ready to review this week.

d. **Library Commission Book Giveaway (Formerly No Strings Attached)** (Schreiner) Vice Chair Schreiner reported: successful event held September 23rd with the Elvis Tribute, but there are many (10 bags) leftover books.

Next steps: Vice Chair Schreiner suggested the leftover Elvis tribute books can be given away at the December 1st North Manhattan Beach Holiday Stroll. The committee will ask to set up at 3515 Highland (“Waste Less Shop”) and helpers are welcome. On November 19, 10 am to 3 pm the FOL will hold another book sale; and on the Monday after, November 19, 10 am to 3 pm, the Commission is invited to come at 10 am and take leftover books. Commissioner Newell will help on getting some good used children’s books which are especially needed.

e. **Story Adventure** – (Bond, Buike) Chair Bond commented on the project name, noting that StoryWalk® is trademarked by Anne Ferguson of Vermont. What is trademark protected is the concept of taking a book apart, laminating the pages and placing pages along a walkway. To address this, the introductory board just needs to include a brief credit to Anne Ferguson’s StoryWalk®. Chair Bond has looked at several story walk projects and believes that the Commission has a lot of flexibility in how it names and graphically designs the installation; and does not think that trademark

issues will impact how they want to implement the project.

The issue now is the timing. The Polliwog playground project completion has been delayed to the first quarter, 2023. Should the Commission go forward and install now or wait for the playground to be done? In discussing, concern was expressed that if installed too early, it may be subject to vandalism and there was a thought that the story adventure ceremony should be separate from the Polliwog playground ribbon cutting.

CSM Buike is discussing with Public Works, and suggested that if it turns out that Public Works cannot install before early December, and given the holidays are busy times, it may be best to wait for the playground completion. Chair Bond has submitted draft wording for the introductory permanent sign to CSM Buike for city review; the next step once approved, will be for Kristin to design the sign.

The Chair reported that author Seth Fishman is “on board” and is ready to promote and the timing issue does not affect the Eagle Scout who worked on the project.

Next steps: Chair Bond suggested, with no objection, that the committee will wait to get a firm install date from Public Works; meanwhile she will get the book pages laminated so they will be ready to go. She will work towards a Public Works install date.

- f. **Library Photo Op Day** – Scheduled for June 3, 2023; no report at this time.
- g. **Entertainment Series – September 24 - Elvis Tribute.** Chair Bond applauded the event’s success; Commissioner Jones led a debriefing on lessons learned (what worked/what didn’t work). A main issue was the Eventbrite app. While many (300+) reserved online, a large proportion were no-shows, but on the other hand, the volunteers and performer were fantastic. As to event time, perhaps they should consider changing from 3 pm to 4 pm but due to lighting issues, this may vary seasonally.

Commissioner Jones suggested that while this was a great first event, it needs a chair or perhaps a chair and co-chair as it is a great amount of work. As to the next event, she mentioned a Rod Stewart or Michael Jackson impersonator.

The bottom line was that the businesses supporting it liked it and appreciated the publicity; it was a success but there just wasn’t a very large audience. She feels with the right reservation system (not Eventbrite) and publicity, the attendance will grow.

Commissioner Newell suggested that after the event, some publicity be done, e.g., have someone assigned to take photos which could be posted on the City’s social media channels. It was discussed that privacy can be an issue. Commissioner Jones suggested that signs with a disclaimer can be posted to address this issue; SMA Robb confirmed that this has been done in the past for public events. Commissioner Newell suggested that since those who rsvp’d used their email, perhaps a follow-up email can be sent to show photographs of the event.

Commissioner Jones endorsed the idea of having some kind of post-event publicity for next year and concluded by thanking all who contributed to its success.

i. **Library Awareness Initiative** (added to agenda)– Chair Bond reported that she and Commissioners Levitt, Newell and Darrow have started to discuss this project, the only new proposal for next year’s work plan so far. The goal is to create awareness of the library’s resources and services. The details will be presented at the November meeting.

Next steps: Regarding planning for the January joint council work plan meeting, she will send out an email with a copy of the template project sheet so each committee can start filling out.

SMA Robb clarified regarding the January work plan meeting: major discussion will be in November, with possibly minor tweaking in December; the overview project sheets will need to be finalized by around mid-December when the staff report is due. The format for the meeting typically is worked out just prior; she will advise when this is known.

G. STAFF ITEMS – None

H. COMMISSION ITEMS - None

I. ADJOURNMENT

It was moved and seconded (Schreiner/Jones) to adjourn the meeting at 5:02 pm to Monday, November 14 (hybrid). The motion passed by voice vote, 4-0-2 (ayes Bond, Newell, Schreiner, Jones with Levitt and Darrow absent).

TO:

Library Commission

THROUGH:

Mark Leyman, Parks and Recreation Director

FROM:

Melissa McCollum, Senior Recreation Manager

SUBJECT:

Consideration of a Proposed Polliwog Pavilion to Expand Eastside Library Services and Improve Access to the City's Historical Collection (Parks and Recreation Director Leyman).

DISCUSS AND MAKE RECOMMENDATION

RECOMMENDATION:

Staff recommends that the Library Commission discuss a concept for a new multifunctional space in Polliwog Park to expand Eastside library services, highlight and improve access to the City's historical collection, and increase programming opportunities for the City, LA County Library, Manhattan Beach Historical Society, and community.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action at this time. Once the City Council directs staff on this matter, future funding appropriations may be required.

BACKGROUND:

The Polliwog Pavilion concept was developed in response to community requests for a second library location in town as well as the need to improve the management, preservation, and access to the City's historical records, photos, newspapers, and artifacts.

The Library Commission's Work Plan for 2022 included a survey to assess East Manhattan Beach Library Services. Survey highlights from the 129 respondents include:

- 48% said a small, satellite location in East Manhattan Beach would improve library services
- 38% said it is difficult to access the Manhattan Beach Library
- Parking (46%) and location (33%) were identified as top challenges to accessing the Manhattan Beach Library
- 62% identified checking out items as their top reason for visiting the library
- 53% reported using digital library services in the past year

City Council directed staff on July 19, 2022 to implement Phases 1 and 2 of an Action Plan prepared by History Associates Incorporated (HAI) to improve the care and management of the City of Manhattan Beach's historical collection. The historical collection, consisting of approximately 1,550 objects and 165 linear feet of archival material, is currently housed at the historical Red House, an external rented trailer, and old restroom facilities in Polliwog Park, the Manhattan Beach Art Center (MBAC), and the Manhattan Beach Library. Collection challenges include:

- Lack of collection policy and procedures
- Out of scope material present in collections
- Backlog of uncatalogued materials
- Limited staffing resources
- Inadequate environmental and exhibit conditions
- Lack of formalized roles and responsibilities for fire protection, security, and emergency preparedness

The five phases of the Action Plan are outlined below. Target completion for Phases I and II is Spring 2023.

- Phase I Policy Development
- Phase II Inventory and Survey Collections
- Phase III Process, Catalog, Rehouse Collections
- Phase IV Digitization
- Phase V Maintain Collections

The City of Manhattan Beach has a branch of the LA County Library system. The property taxes paid into the system by Manhattan Beach residents exceeds the cost of operating the branch, including the debt service on the library building. The surplus funds are accumulated for the benefit of providing Manhattan Beach library services. Currently, there is an accumulated surplus balance of \$9.3 million. LA County Library recently determined surplus library funds may be used to improve access to the City's historical collection and build and operate a second library facility.

DISCUSSION:

In partnership with City staff, LA County Library developed a conceptual drawing for a 2,970 square foot structure comprised of a glass pavilion and a service core with a 1,840 square foot courtyard in Polliwog Park (see Attachment 1). An existing 1,186 square foot building housing electrical and mechanical elements for the park as well as storage space for the historical collection is currently located on the proposed site.

The preliminary budget estimate for this option is \$5 million, with actual costs to be determined. Ongoing operating costs for the new facility are estimated to be approximately \$638,000 per year. Manhattan Beach's library surplus has averaged over \$1 million per year for the last five years. Funding must be used for library services. It cannot be repurposed.

High impact library services at the new location would include picking up holds, browsing for bestsellers and children's books, book drops for returning items, access to WiFi and other technology, and programming for all ages. Benefits for the historical collection include enhanced care and management of records, expanded staff and volunteer assistance with accessing the collection, digitized newspapers, photos, and select collections, Manhattan Beach Historical Society meeting and programming space, and temporary, permanent, and digital displays.

PUBLIC OUTREACH:

The Polliwog Pavilion concept will be presented to the Library Commission on November 14, the Cultural Arts Commission on November 21, and the Parks and Recreation Commission on November 28. It was discussed at the MBUSD Ad Hoc Committee Meeting on November 1 and with representatives of the Manhattan Beach Historical Society on October 6 and November 9. A meeting with Friends of Polliwog Park is planned for December.

ATTACHMENT:

1. PowerPoint

Polliwog Pavilion – Library, History and Recreation

November 14, 2022



Existing Facilities



Manhattan Beach Library



Red House



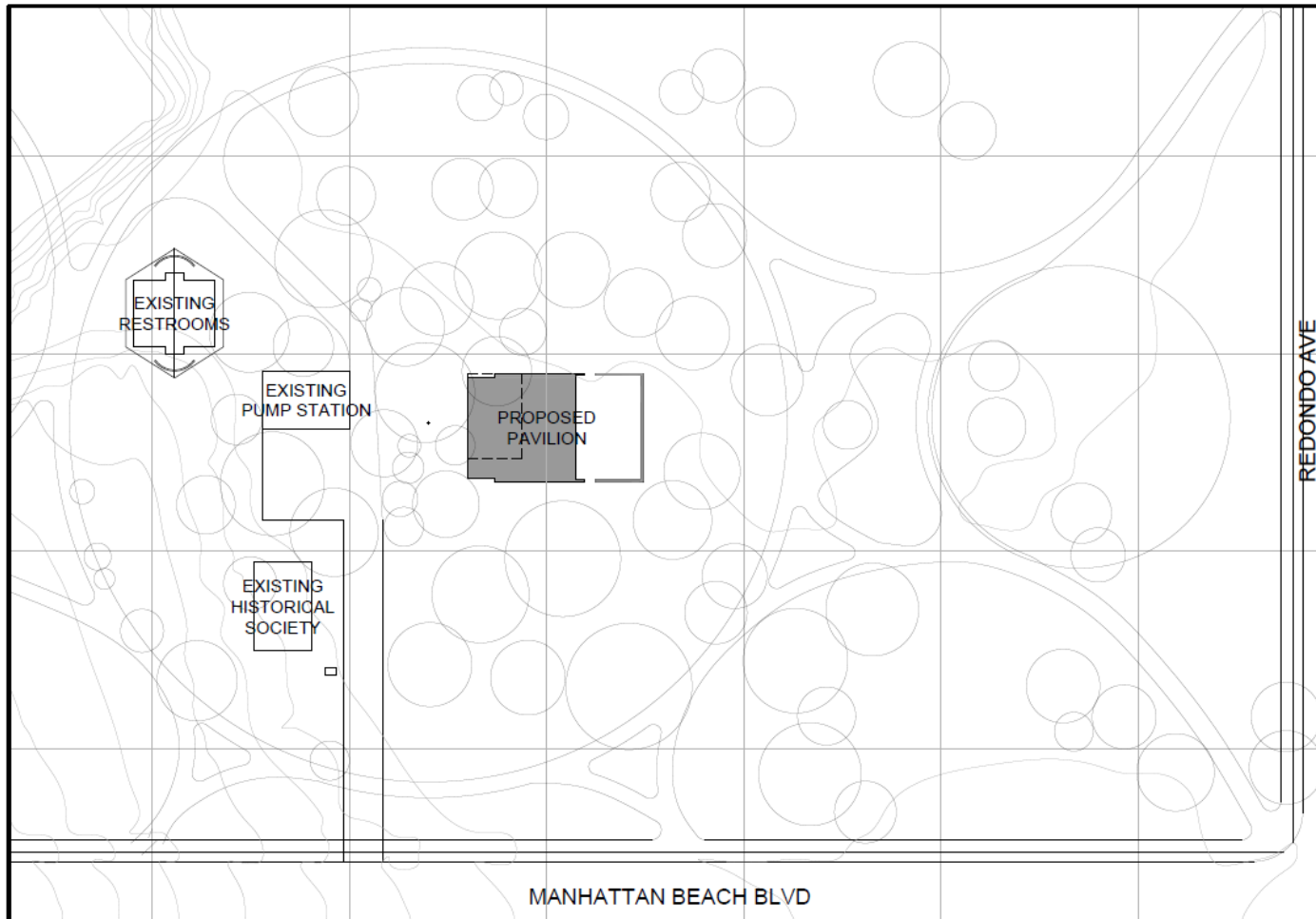
Polliwog Park – Existing Site Photo



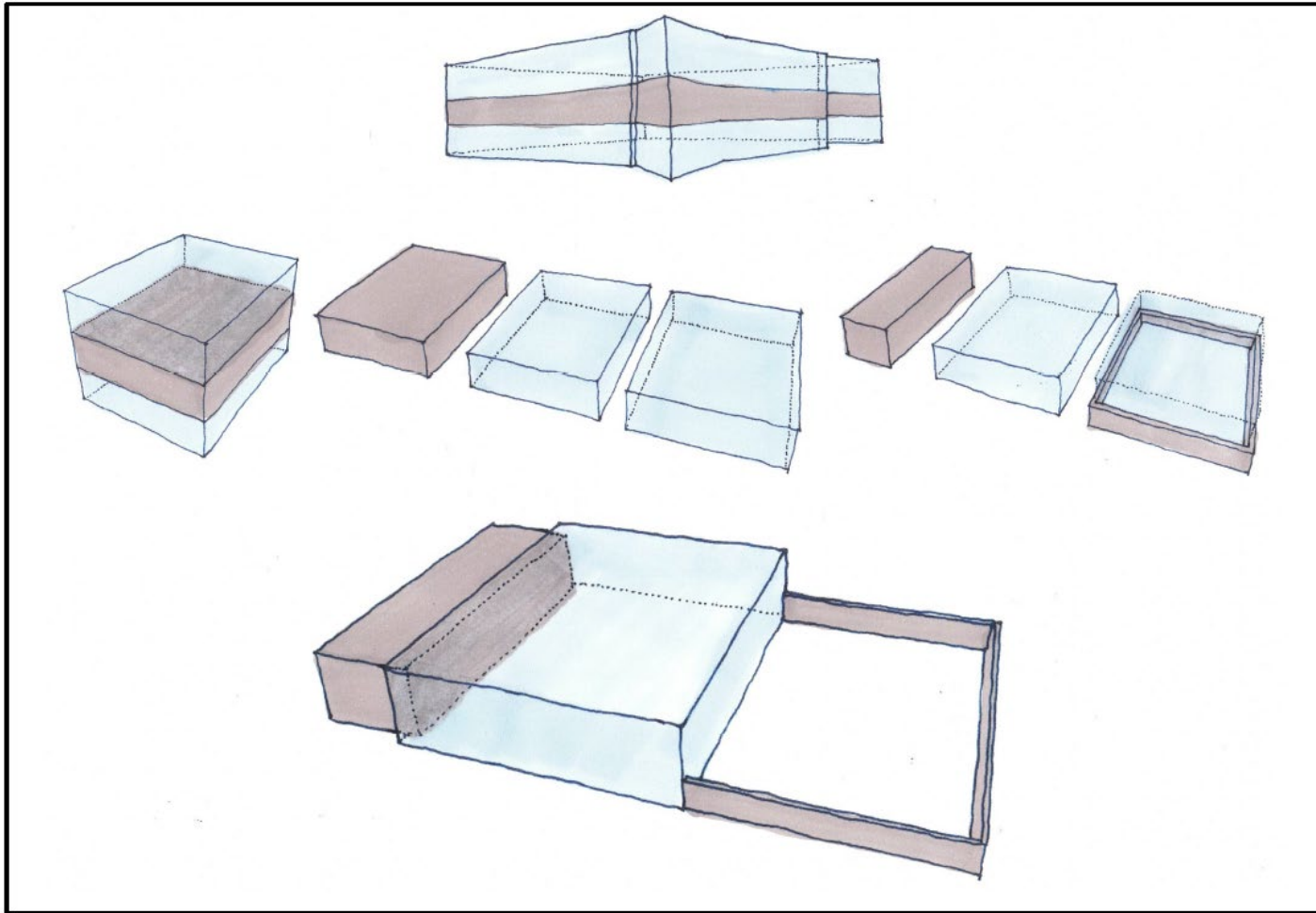
Polliwog Park – Existing Site Photo #2



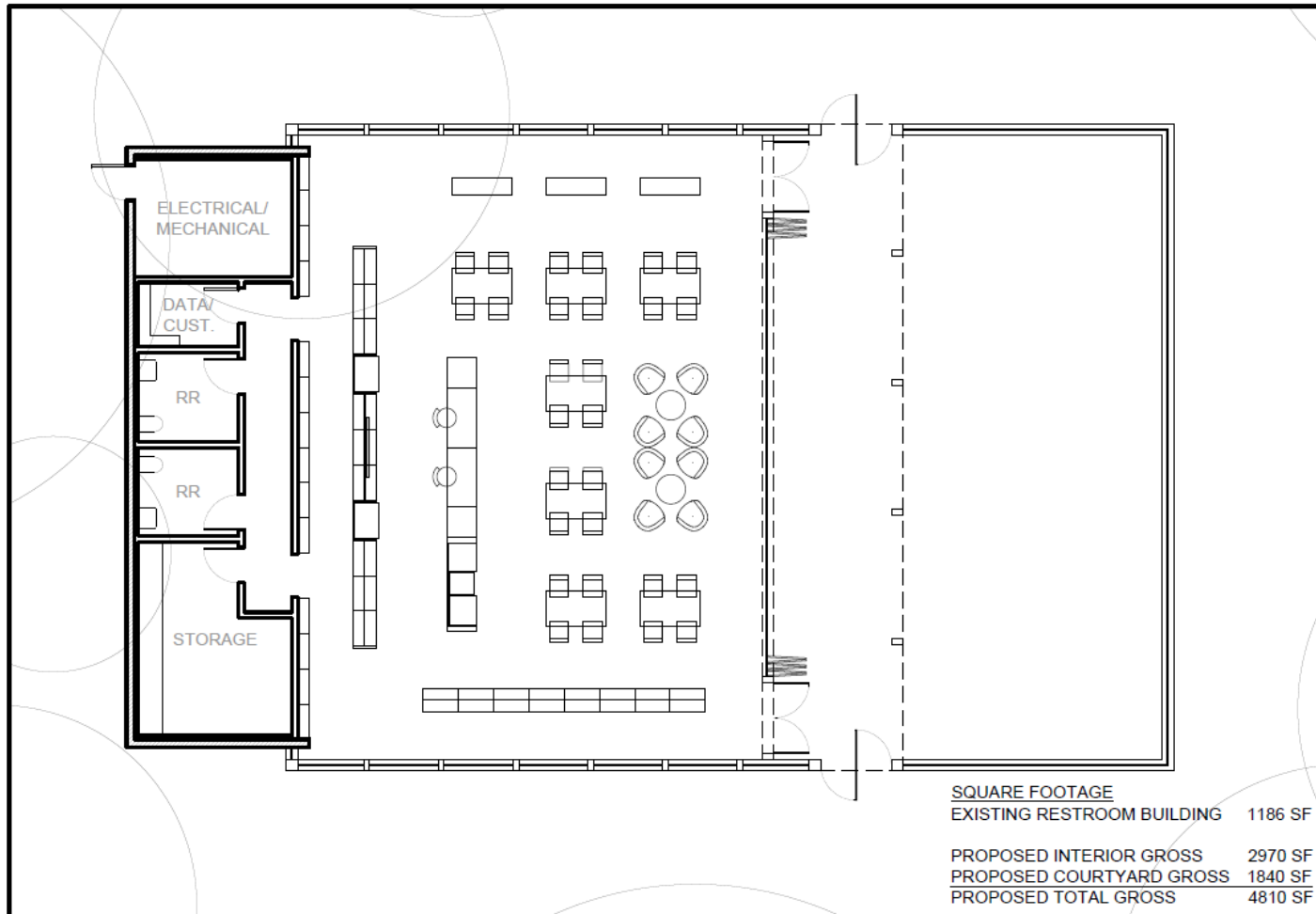
Polliwog Park – Proposed Site



Polliwog Pavilion – Diagram



Polliwog Pavilion – Proposed Plan



Project Highlights

LA COUNTY LIBRARY SURPLUS: \$9.3 MILLION

LIBRARY SERVICES	HISTORICAL COLLECTION
Pick up holds/return library items	Improved care/management of historical records
Browse bestsellers/children's books	Expanded staff and volunteer assistance with accessing collection
WiFi connectivity/access to technology	Digitized newspapers, photos, and select collections
Programming for all ages	Manhattan Beach Historical Society meeting and programming space
Opportunities for innovation/surprise	Temporary, permanent, and digital displays



Next Steps- Feedback / Direction

- Commissions –Library Commission, Cultural Arts Commission, and Parks and Recreation Commission
- Community Outreach
- Manhattan Beach Unified School District
- City Council



DATE: November 14, 2022

TO:

Members of the Library Commission

FROM:

Jan Buike, Community Programs Manager

SUBJECT:

Library Commission Work Plan for 2022/2023

RECOMMENDATION:

Discuss Library Commission Work Plan items for consideration by the City Council at the January 9, 2023 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:

City Council will meet with the Library Commission in a joint meeting on January 9, 2023 to provide direction for the 2023 Library Commission Work Plan.

Items currently on the 2022 Work Plan include:

- Afternoon with an Author
- East Manhattan Beach Library Services
- MB Poetry Event
- Library Appreciation Party
- Library Commission Book Giveaway
- Spring/Summer Reading Program/Teen Librarian update
- Photo Op Day
- Entertainment Series

Proposed changes for the 2023 Work Plan include:

- Library Awareness Campaign
- Relationship with Spring/Summer Reading Program

MB LIBRARY COMMISSION

November 14, 2022

WORK PLAN ACTION ITEMS

Action Items	Date of Event	Status on Action Item (Actions Needed)	Responsible	Action Update Date	Cost
Learning at the Library (Aka Afternoon with an Author)	TBD	Plan a series of events, suggested 3 in 2023, variety of age groups included, January, May, October, Saturday afternoons. Committee to research MB/So Cal authors and speakers (Dr. Lee, Belinda Tang, April Waylon, Jerry Martin, Icey Smith, Karol Shrodes, Gary McAuley, Pioneer Group, Scouting in MB Group, James Gill, Peggy Currey, wine demo. Publicity through schools, MB News, flyers by Kristin Yamauci.	Bond Schreiner Levitt	11/14/22	\$0
	1/21/23 Friday	Belinda Tang will be invited to speak. Levitt will submit application to book room, fee will be deleted. City's insurance will cover event. Same format, indoor program, capacity 63 guests, without food. Sound check prior to event. Consider a survey on MB Library website asking for areas of interest. Loopback with Pages. Avoid overlap with Pages.	Bond Levitt	11/14/22	\$TBD
East Manhattan Beach Library Survey	TBD	Survey results published/discussed. County/city will continue negotiations. Mark Leyman and Melissa McCallum met with the county. City will inform Library Commission when appropriate.	Buike/Moe LEYMAN	11/14/22	\$0

Library Poetry Event	TBD (1/2023)	Visit to Mira Costa during school day, combining Older Adults Program/Mira Costa students, poetry group. Dial A Ride. Replaces Late Night at the library. Include light snacks, awards. Buike will contact Older Adults Poetry Group to discuss timing for event.	Buike/staff Schreiner Newell	11/14/22	TBD
Library Appreciation Party	11/15/22 (Tuesday @ 12)	Lunch Event (Grab and Go) Appreciation, recognize library staff for service to the community. Un Caffe Altimura selected. Library staff count from Josh. Flyer prepared by Kristin	Jones Bond Schreiner		\$400 \$ \$40
	11/22	Book mark will be updated, SAME FOTO ON FRONT, LARGER THOUGH, LIST OF LIBRARY SERVICES INCLUDING LINK AND Q R CODE ON BACK. Kristin Yamuchi	Jones		\$
	5/23	Brunch Event (Grab and Go)	Jones Bond Schreiner		\$150 \$40
	6/2023	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.	TBD		\$35
Library Commission: Book Giveaway	12/1/22	Collect and organize unwrapped books to be given away by Library Commission during various events such as Elvis, Light Gate in November and January, Valentine's Day, North End Holiday Stroll , Photo Op, Entertainment Series.	Schreiner		NorthEndStroll Site TBD
	11/10/22	Reserve Community Room for sorting prior to event. Sort and organize for event. Use Book Giveaway Banner.	Murray Schreiner	11/30/22	

	11/21/22/22 10 AM	<p>Additional signage at Book Giveaway table re: donating books for event. Consider using commissioners' business cards if guests wish to donate books to be given away. Consider including asking for book donations on Library Facebook Page (Josh). Include bookmarks at Book Giveaway, when possible.</p> <p>VISIT FRIENDS OF LIBRARY MONDAY AFTER BI-MONTHLY SALE (SEE FOL CALENDAR) TO SELECT BOOKS FOR UPCOMING BOOK GIVEAWAY EVENTS.</p>	Schreiner Bond	11/21/11 (Mon@10)	
Spring and Summer Reading Program/Teen Librarian Update	9/2022	Contact all MBUSD schools re library programs. Contact BR, ER and MB News re library programs.	Bond (Murray)		\$0
Story Walk	11/14/22	<p>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, (was Story Adventure). Order completed/arrived 8/5/22, Public Works Dept.). Johnson working with Buike and Bond.) Scout project approved by MB City Council on 3/1/22.</p> <p>Create "Introductory Page" explaining project to community, work with city graphic designer Kristin, for same..</p> <p>Ribbon Cutting, weekday, afternoon. Include author Seth FISHMAN. Consider combining Story Walk ribbon cutting with opening of updated Polliwog Park, depending on date for Polliwog.</p> <p>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</p>	<p>Bond Buike/Leyman</p> <p>Bond/Jones</p> <p>Bond Buike</p> <p>Leyman/Buike (Budget issues) Bond</p>	TBD (Early Jan, 23, coordinate with opening of updated Polliwog Park or	\$4,800

		<p>Moore; first choice is by local author Seth Fishman. 8 books have been selected for future StoryAdventures.</p> <p>Lamination at Manhattan Postal. (NEWELL WILL CONTACT POSTAL CENTER RE: COST) 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. Student commissioner will help with installation updates.</p> <p>Story Walk is a pilot project and will solicit community feedback after 6 months. Might move Story Walk.)</p>	<p>Buike/Bond</p> <p>Darrow</p>		
Library Photo Opportunity	June 3, 23 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 Zisliss Shade Hotel MB. Sponsor: Zislis Group.</p> <p>Consider feathered flags for publicity.</p> <p>Book Giveaway included in event.</p>	<p>Jones Bond</p> <p>Buike</p> <p>Schreiner Darrow</p>	6/2023	<p>(Sponsored)</p> <p>Budget for publicity needed</p>
Entertainment Series	9/24/22 3-5 pm	<p>High end, celebration of the library as a welcoming venue with much to offer all, Family Event, Entertainment Series. First event, Elvis Tribute Act. Include Bounce Back from ZISLISS</p>	<p>Jones Newell Darrow</p>	9/24/22	<p>(Sponsored: \$35,000 yr/ \$2500 this event.)</p>

		<p>GROUP for each group attending. Include VIP seating for mayor, city council. Mayor will introduce group.</p> <p>Event scheduled 3X a year, approx 300 person capacity. Free, registration required, Eventbrite, 360 guests (overbook by 20%/60), wristbands.</p> <p>Include CERT volunteers.</p> <p>Publicity ASAP, ER, BR, MB News. Invite Supervisor Holly Mitchell. PUBLICIZE ON M B SOCIAL MEDIA</p> <p>Include Book Giveaway (2-6)</p> <p>P & REC DELIVER CHAIRS/TABLES AT 12 ALPHA GUEST LIST/CHECK IN/BRACELETS</p> <p>Lessons learned:</p> <ol style="list-style-type: none"> 1. Eventbrite unnecessary. 90% no-show. 2. Include a photographer from commission. Use as post event publicity, include two general disclaimer signs re use of photographs. 3. Consider time change to 4, but be aware of lighting concerns if later time is chosen. 4. Chairing event is extremely time consuming, suggest co-chair. <p>Consider “Rod Stewart” or “ Michael Jackson” for next event.</p> <p>Post event thank you, Chair.</p>	<p>Bond</p> <p>Bond</p> <p>ROBB</p> <p>Schreiner</p> <p>JONES NEWELL/DARROW</p> <p>Jones</p> <p>Jones</p>		Zislis Group
	11/14/22			11/14/22	
Library Awareness Initiative-NAME NEEDED	8/8/22	MUST BE ADDED TO LIBRARY COMMISSION WORK PLAN/APPROVED BY COUNCIL AT January 2023 CITY COUNCIL MEETING BEFORE FORMALLY MOVING FORWARD.	Buik/Leyman/Bond		\$0

	11/14/22	<p>POWER POINT FROM CITY MEETING 1/22 TO BE SENT TO ALL LIBRARY COMMISSIONERS.</p> <p>Develop a plan to create a greater awareness of the m b library, services it offers.. Attract new guests (younger people, play groups, teens, parent groups).Research, create a road map, compile/synthesize resources via studying other libraries around the world.Make use of social media.Create an audio tour of the library.Have an ambassador designated to welcome guests during events. Make use of Commissioners' cards. Publicize library is free. Cards are free.Specifically publicize library resources.</p>	<p>ROBB</p> <p>Levitt Newell Darrow (TikTok) Murray</p>	<p>10/10/22</p>	
	11/14/22	<p>Power point for January City Council presentation needs to be basically complete by mid-December. Preparation, November meeting of Library Commission.</p>	<p>All commissioner/Chair Bond TBD</p>	<p>1/23</p>	