



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Monday, February 13, 2023

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

December 12, 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. 2023 Work Plan Discussion:

a) Learning at the Library

b) MB Poetry Event

c) Library Appreciation Events

d) Library Commission Book Giveaway

e) Story Adventure

f) Library Photo Op Day

g) Entertainment Series

h) 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, February 13, 2023 (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/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, December 12, 2022
4:00 PM
Location: MB City Hall/remote (hybrid)

A. CALL TO ORDER

The meeting of the Library Commission was called to order by Chairperson Bond at 4:04 pm at City Hall in person and remotely via Zoom (hybrid).

B. ROLL CALL

Present: Commissioners, Jones, Levitt, Newell, Vice Chairperson Schreiner,
Chairperson Bond Absent: Darrow

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

C. APPROVAL OF MINUTES – November 14, 2022

A motion was made and seconded (Levitt/Jones) to approve, with the following changes on Page 2:

- a. **Learning at the Library:** Revise the sentence starting “Update:” to read: “Update: they are lining up authors, possibly for January 21st, Belinda Tang, possibly Peggy Currey for May, and possibly Icey Smith for October/November.”
- d. **Library Appreciation Party:** In the fourth line, strike “Appreciation Partner Lunch” and replace with “Appreciation Events”

Ayes: Levitt, Jones, Newell, 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 announced Library sponsored events:

- In-library events: 1) Make a Memory Frame children’s event Thursday, December 15, 4 pm; 2) Make Your Own Pop-up Card teen event, December 13, 4 pm; and 3) Book Clubs: 1/9/23 the evening adult book club will meet to discuss “The Book

on Form and Emptiness” by Ruth Ozeki (call library to reserve a book copy) and 1/19/23 the senior club will discuss “A Map for the Missing” by Belinda Tang. Persons interested in these events may register on the library website LACountyLibrary.org/events.

- Farmers Market, December 13, Friends of the Library (independent of the Library) will have a booth (inaugural – the success of this event may determine if the event is repeated) and Caitlyn the children’s Librarian will be performing a story time at 12:30 p.m. Mr. Murray suggested that the Commission follow-up directly with the Friends.

F. GENERAL BUSINESS

1. Work plan updates/consideration for 2023:

The Commission discussed work plan items and reviewed draft slides for the upcoming joint meeting with Council in January. For items that had a slide, an Overview, Project Status, Next Steps, Budget, and Future work plan items were addressed and suggested edits. Items discussed or with a slide included:

- Learning at the Library (formerly Afternoon with an Author)** Commissioner Jones led review of draft slides. It was suggested that the photo from last year be replaced with one for an upcoming event author and in the budget section, account for cost of bookmarks (1,000 made).
- East Manhattan Beach Library Services.** – no update, taken off work plan.
- MB Poetry Event** – Commissioner Schreiner showed the draft slides and led discussion; it was suggested that the budget be increased to \$200.
- Library Appreciation Party**–Commissioner Jones led discussion. This program features two appreciation events for the public library staff (lunch in November and brunch in May) and certificates of appreciation for school librarians are given in June. No revisions were suggested for the slides.
- Library Commission Book Giveaway (Formerly No Strings Attached)** Vice Chair Schreiner led a review of the draft slides; it was suggested and there was strong support that the program could be shifted so as to expand to areas outside the city where there is need especially for children. Suggestions for revising slides: pluralize program title (Giveaways) and add something to reflect expansion outside of the city as discussed; and adding (or mentioning in presenting) an estimate of the number of books given away so far. The Commissioners liked the idea of keeping some kind of an estimate (x boxes or individual books) ongoing to have data.
- Story Adventure** – Chair Bond led discussion; revisions to the draft slides included having a graphic that would show what a story walk looks like. Discussion focused on the status and coordinating with Public Works and the eagle scout Henry

who is in town for a limited window and wants to be present at the install. A mock ribbon cutting was discussed if the permanent install cannot be accomplished by January 15th (when Henry returns to college).

g. **Library Photo Op Day** – Commissioner Jones led review of draft slides. Discussion focused on the “Magicians inside the library” which is intended to attract attendees into the library. Options were discussed, the consensus was to check into “MakMo”; Commissioner Jones will book the event for June in the library.

h. **Entertainment Series** – Commissioner Jones led discussion. Suggestions for the slides included: staff to review and make minor edits based on input. Perhaps instead of a Rod Stewart impersonator, look for an entertainer more familiar to younger audiences, or local talent.

Briefly the Commission discussed scheduling their next regular meeting which would be rescheduled as it would fall on the same date as the joint council meeting.

i. **Library Awareness Initiative** – Commissioner Levitt led discussion of ideas about this new 2023 Work Plan item (no slide to review). The Commission discussed having five Saturdays, each dedicated to a MB elementary school; at each event, there could be a book scavenger hunt in the library, with a SWAG giveaway and library card sign up drive. Commissioner Levitt will meet with Mr. Murray very soon and discuss in more detail including library protocols and needed agreements.

G. STAFF ITEMS – None reported.

H. COMMISSION ITEMS – Happy holidays were expressed among the commission and staff.

I. ADJOURNMENT

It was moved and seconded (Bond/Newell) to adjourn the meeting the joint Council meeting on Monday January 9 (hybrid). The motion passed by voice vote, 5-1

DATE: February 13, 2023

TO:

Members of the Library Commission

FROM:

Jan Buike, Community Programs Manager

SUBJECT:

Library Commission Work Plan for 2023

RECOMMENDATION:

Discuss Library Commission Work Plan items approved by the City Council on January 9, 2023 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 9, 2023 to provide direction and approve the following topics for the 2023 Library Commission Work Plan.

- Learning at the Library
- MB Poetry Event
- Library Appreciation Events
- Library Commission Book Giveaway
- StoryWalk
- Spring/Summer Reading Program
- Photo Op Day
- Entertainment Series
- Library Awareness Program

Ad-hoc committees will 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

February 13, 2023

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)	1/21/23	Plan a series of events, suggested 3 in 2023, variety of age groups included, January, May, October, Saturday afternoons. Belinda Tang, 1/21/23. Committee to research MB/So Cal authors and speakers (Peggy Curry, Icey Smith, pickleball expert/writer Melissa Rivers, art theft expert.) Publicity through schools, city FB, MB News, LMB, MB United, OAP Newsletter, flyers by Kristin Yamauci.	Bond Schreiner Levitt Bond/Schreiner Buike Darrow	2/13/23	
	1/21/23 Saturday	Tang spoke in Community Room, fee waived. Murray ordered multiple copies of Tang's book, A Message for the Missing. Senior Book Club,, led by Mary McCabe, was invited. Indoor program, 43 guests. Sound check prior to event. Simple refreshments (tea, water, shortbread), flowers. Pages sold copies of the book at the event, author signed copies. Consider a survey on MB Library website asking for areas of interest. Loopback with Pages. Avoid overlap with Pages.	Bond Schreiner		\$200 (\$87)

East Manhattan Beach Library (Survey)	TBD	The Library Commission will support "Polliwog Pavilion-Library" Project by informally sharing the project plan with community members. East MB Library will be dropped from workplan.	Leyman McCollum	1/9/23	\$0
Library Poetry Event	Wednesday (2/8/23)	Visit to Mira Costa during school day, 1-3, combining Older Adults Program/Mira Costa students, Older Adults Poetry Circle led by Bob Perkins, Shannon Vaughn's period 5 class. Publicity for the event in OAP Newsletter. Dial A Ride. Planned as a one time event. Include light snacks. (Late Night at the library to be scheduled at a later date.) Include light snacks, awards.	Buike/staff Schreiner Bond	2/13/23	\$200
Library Appreciation Parties	5/19/23 Tuesday 5/23 11/14/23 Tuesday	Brunch Event (Grab and Go) 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. Lunch Event (Grab and Go)	Jones Bond Schreiner Kristin Yamauchi Bond Jones Bond		Food:\$400 Invitations:100 Decorations:100 \$250 Food:\$500 Invitations:200 Decorations:100 (Total: \$1650)
Library Commission: Book Giveaway	1/27/23 Lightgate	Collect and organize unwrapped books to be given away by Library Commission during various events. Continue collecting donations. Consider limiting MB Giveaways to Photo Op, Entertainment	Schreiner	2/13/23	

	2/19 and 2/20	<p>Series and North End Stroll. Consider outreach, Richstone, specific schools. Consider asking for book donations, Soroptomists, Neptunians,others.</p> <p>Reserve Community Room for sorting prior to event. Sort and organize for event.</p> <p>Use Book Giveaway Banner. 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>	<p>Murray Schreiner</p> <p>Schreiner Bond Levitt</p>		
StoryWalk	2/13/23	<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 and Henry Johnson. Consider combining Story Walk</p>	<p>Bond Buike/Leyman Darrow</p> <p>Bond/Jones</p> <p>Bond Buike</p>	TBD (Early Jan, 23, coordinate with opening of updated Polliwog Park	\$4,800

		<p>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 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>Leyman/Buike (Budget issues) Bond</p> <p>Buike/Bond</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 Zislis' Shade Hotel MB. Sponsor: Zislis Group.</p>	<p>Jones Bond</p> <p>Buike</p>	6/2023	<p>(Sponsored) Photographer:\$500 Live music:1000 (Commission) Magicians:600 Advertising:1000 Signage/marketing:500 Misc:500</p>

		<p>Consider feathered flags for publicity.</p> <p>Book Giveaway included in event.</p>	<p>Schreiner Darrow</p>		
Entertainment Series	4/22/23 Saturday 3-5 pm	<p>Concert #2:Eighties Band. A celebration of the library as a welcoming venue with much to offer all, Family Event, Entertainment Series. . Include Bounce Back from ZISLIS GROUP for each group attending. Include VIP seating for mayor, city council.</p> <p>Concert #3: Jelly of the Month Club Event scheduled 3X a year, approx 300 person capacity. Free.</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>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>Post event thank you, Chair.</p>	<p>Jones Newell</p> <p>Bond</p> <p>Bond Robb</p> <p>Schreiner</p> <p>Jones</p> <p>Jones</p>	2/13/23	<p>(Sponsored:\$35,000 yr Performers) Zislis Group</p> <p>Advertising:\$2000 Signage:1000 Misc:1000</p> <p>(Commission total: \$4000)</p>

<p>Library Awareness Initiative-NAME NEEDED</p>	<p>2/13/23</p>	<p>Develop a plan to create a greater awareness of the m b library, services offered, 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</p> <p>Publicize library resources:</p> <ul style="list-style-type: none"> -School Library Days (scavenger hunt, swag) -Speaker's Bureau (visit Rotary, Neptunians, Soroptomists) -Social Media campaign (FB, IG, TikTok) <p>Include BR, ER, MB News, in publicizing Library Awareness.</p> <p>Include MB Library on Library's FB Page.</p> <p>Include cty wide social media.</p>	<p>Levitt Newell Darrow (TikTok)</p> <p>Buik/Levitt Newell Darrow (TikTok) Murray Robb</p> <p>(Marketing Dept.) Jessica Vincent, Jojo</p>	<p>2/13/23</p>	<p>Giveaways</p>
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