



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

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**February 12, 2018  
City Hall  
City Council Chambers  
1400 Highland Ave.  
Manhattan Beach, CA 90266  
6:00 PM**

**A G E N D A**

- A. CALL TO ORDER**
- B. PLEDGE TO THE FLAG**
- C. ROLL CALL**  
Commissioner Casady  
Commissioner Elasowich  
Commissioner Schreiner  
Commissioner Kunkee  
Commissioner Windes  
Commissioner Scalabrini
- D. APPROVAL OF MINUTES**  
January 8, 2018
- E. CEREMONIAL**
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**  
The public may address the Commission regarding City business not on the agenda.  
Librarian's Report – Melissa McCollum, Library Manager will discuss library programs, activities and updates.
- G. GENERAL BUSINESS**  
LA County Library and Manhattan Beach Library Trends presentation – Los Angeles County Regional Administrator, Don Rowe and Library Manager Melissa McCollum  
  
Work plan discussion
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
- J. ADJOURNMENT**

**TO:**

Library Commission

**FROM:**

Mark Leyman, Parks and Recreation Director  
Eve Kelso, Recreation Services Manager

**SUBJECT:**

Review and Provide Recommendations to the City Council for the Los Angeles County Library Financial Report and Summary of Activities

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**RECOMMENDATION:**

Review and Provide Recommendations to the City Council for the Los Angeles County Library Financial Report and Summary of Activities

**FISCAL IMPLICATIONS:**

No fiscal implications associated with the recommended action.

**BACKGROUND:**

The Los Angeles County Library Administration provides a financial report and summary of activities from the prior fiscal year on an annual basis.

**DISCUSSION:**

The Los Angeles County Library financial report and summary of activities for the fiscal year 2016-17 will be presented at the March 6, 2018 City Council meeting, along with a list of recommendations for the use of surplus funds. The list provides a number of program and maintenance options for City Council funding consideration. These projects include short and long-term recommendations.

The short-term recommendations include:

- Family Place
- Increasing the hours of the Adult Services Librarian to full-time status
- Increased window cleaning

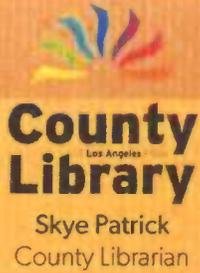
Long-term recommendations to include:

- Supplemental programming
- Collection development
- Services and programs
- Building and exterior enhancements

The proposed list of options are suggestions by the County, however any additional funding options may be considered by the City Council.

**Attachment:**

1. Financial Summary and Summary of Services Report



County of Los Angeles Public Library  
7400 East Imperial Hwy., Downey, CA 90242 • (562) 940-8400 • colapublib.org



November 15, 2017

Mark Danaj  
1400 Highland Avenue  
Manhattan Beach, CA 90266

Dear Mr. Danaj:

Enclosed please find the information you will need for our meeting on December 13, 2017 at 2:30 p.m. I have included the past year's library financial report and a summary of activities. Please find a comprehensive list of services and programs we recommend that should be continued as well as a list of new recommendations for the use of Manhattan Beach's excess funds.

We appreciate your support of both the Manhattan Beach Library as well as the many other libraries in our County of Los Angeles Public Library system.

Looking forward to working with you and the City in 2017/2018.

Very best,

Skye Patrick  
County Library Director

SP:BC:dk:Manhattan Beach City Repor 2017 Ltr/ex

#### Attachments

c: Yolanda De Ramus  
Barbara Custen  
Erika Bonilla  
Don Rowe

#### COUNTY OF LOS ANGELES SUPERVISORS

Hilda Solis  
1st District

Mark Ridley-Thomas  
2nd District

Sheila Kuehl  
3rd District

Janice Hahn  
4th District

Kathryn Barger  
5th District



**County  
Library**  
Los Angeles

Skye Patrick  
County Librarian

November 13, 2017

Mark Danaj  
City Manager  
City of Manhattan Beach  
1400 Highland Avenue  
Manhattan Beach, CA 90266

Dear Mr. Danaj:

The following information provides the cost for library service in your city as well as the collected property tax, special tax, and City contribution, if applicable. Please see the attached report for the Fiscal Year 2016-2017 cost of services detail.

Cost of Library Service		\$ 3,111,609
Revenue:		
• Property Tax Contribution	\$ 3,783,787	
• Special Tax Contribution	-	
• City Contribution	-	
Total Contribution		<u>3,783,787</u>
Surplus / (Deficit)		<u>\$ 672,178</u>

As always, I will be happy to discuss any questions that you might have or provide additional information.

Very best,

Skye Patrick  
County Library Director

SP:EB:fd

Enclosure

c: Supervisor Janice Hahn

COUNTY OF LOS ANGELES SUPERVISORS

Hilda Solis  
1st District

Mark Ridley-Thomas  
2nd District

Sheila Kuehl  
3rd District

Janice Hahn  
4th District

Kathryn Barger  
5th District

**County of Los Angeles Public Library  
Operating Statement  
Fiscal Year 2016-2017**

*Draft*

**Manhattan Beach Library**  
1320 Highland Ave., Manhattan Beach

*Cost Code: 318  
Org Code: 41273*

**Operating Costs**

**Actual**

Salaries and Employee Benefits	\$917,732
Services and Supplies	
Books and Materials	136,860
Lease-Buildings	827,848
Maintenance-Buildings and Grounds	180,088
Facilities Special Jobs	0
Professional and Special Services	54,598
Insurance	912
Supplies and Miscellaneous Exp	7,529
Utilities	67,608
Facilities Services Operations	203,003
Regional Operations	90,520
Acquisitions and Cataloging	58,783
Integrated Library System	56,431
Information Services	28,670
Equipment and Technology	0

**Sub-Total Operating Costs**

**\$2,630,582**

**Support Costs**

Administration	272,468
Information Technology Equipment and Services	88,981
Public Services Programs	86,644
Countywide Overhead Charge	32,934

**Sub-Total Support Costs**

**481,027**

**Total Cost of Service**

**\$3,111,609**

Operating Revenue                    \$26,510

Note: Lease-Buildings include \$809,450 bond payment.

# COUNTY OF LOS ANGELES PUBLIC LIBRARY

Reserve Balance - incl. FY 2016-17 Surplus/(Deficit)

	<b>Manhattan Beach</b>
FY 16-17 Property Tax/Special Tax	\$ 3,783,787
FY 16-17 City Contribution	-
FY 16-17 Cost	3,111,608
FY 16-17 Surplus / (Deficit)	\$ 672,179
Add: Other adjustment	-
Add: Beginning Balance - Designation in FY 17-18 Budget (incl. FY 15-16 surplus)	3,338,736
<b>Ending Designation Balance</b> (will be reflected in FY 18-19 SQ Budget)	<b>\$ 4,010,915</b>



## County of Los Angeles Public Library MANHATTAN BEACH LIBRARY

### Introduction

On May 1, 2017, the Manhattan Beach Library celebrated its second year in the two-story 21,500 square foot building designed by architectural firm Johnson Favaro. New public art by Kathy Taslitz – Personal Archeology and Prevailing Affinities – was installed in the interior of the building this year to the delight of many residents.

The Manhattan Beach Library remains beloved by the community with resources and programs that meet the informational, educational, and recreational needs of citizens of all ages. The following report documents library use from July 2016 to June 2017.



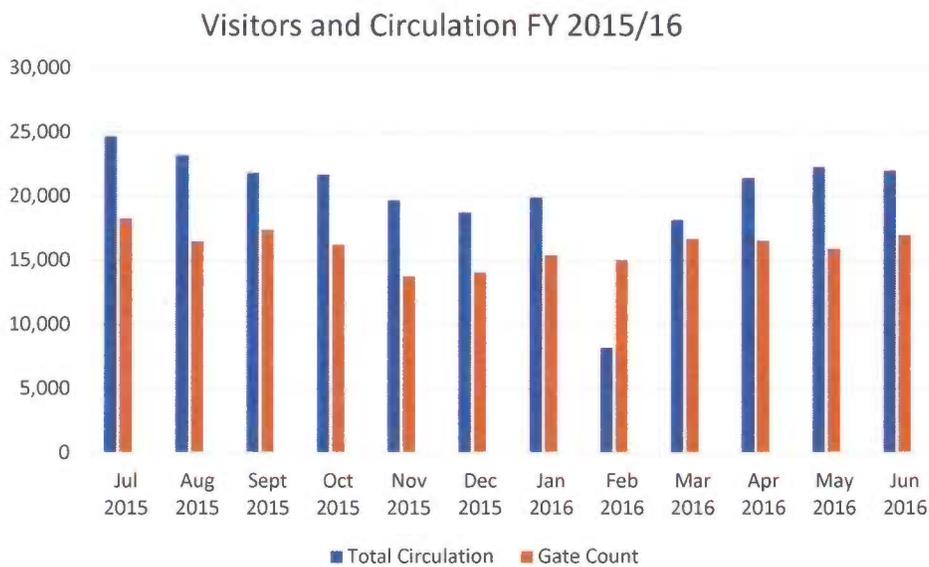
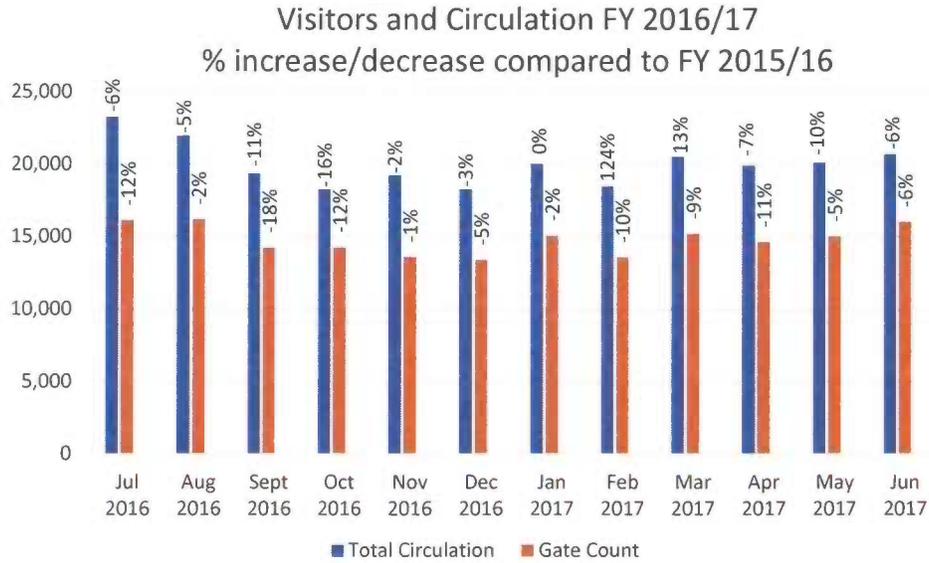
### Usage

The Manhattan Beach Library sees considerable usage from children, teens, families with young children, adults, and seniors.

- The library received more than 177,481 visits in Fiscal Year 2016-2017, with an average of 14,790 people visiting the library each month.
- The library continues to see record levels of use when compared to the old library. Last year, the library added 3,551 new library card holders. Altogether, there are more than 38,893 registered Manhattan Beach Library customers.
- The greatest levels of library use occur on Tuesdays and Wednesdays during the popular storytimes and during special programming.
- The library meeting room is heavily used by the community to facilitate civic awareness and involvement on important issues.
- Four library study rooms serve as a productive space for job seekers conducting Skype interviews, entrepreneurs holding business meetings, and students focused on collaborative or quiet learning and are reserved on a regular basis.
- The Manhattan Beach Library's website had a total of 100,354 visits (~35% increase over last Fiscal Year).

- The library hosted 16,471 public Internet PC and 55,994 Wi-Fi sessions during the 2016-2017 Fiscal Year.

**Visitors and Circulation FY 2016-2017**



## Circulation

Materials in the Manhattan Beach Library serve Manhattan Beach residents as well as library patrons throughout Los Angeles County.

Manhattan Beach Library customers checked out over 162,746 books, audiobooks, DVDs, and magazines last year. Customers also took full advantage of the ability to access the millions of items available in the County Library system, placing 55,320 holds. As seen in the chart below, checkouts remain fairly steady throughout the day, with business tapering off during the last hour of each day on weekdays. The largest number of items circulated on Tuesdays, followed by Wednesdays and Saturdays.

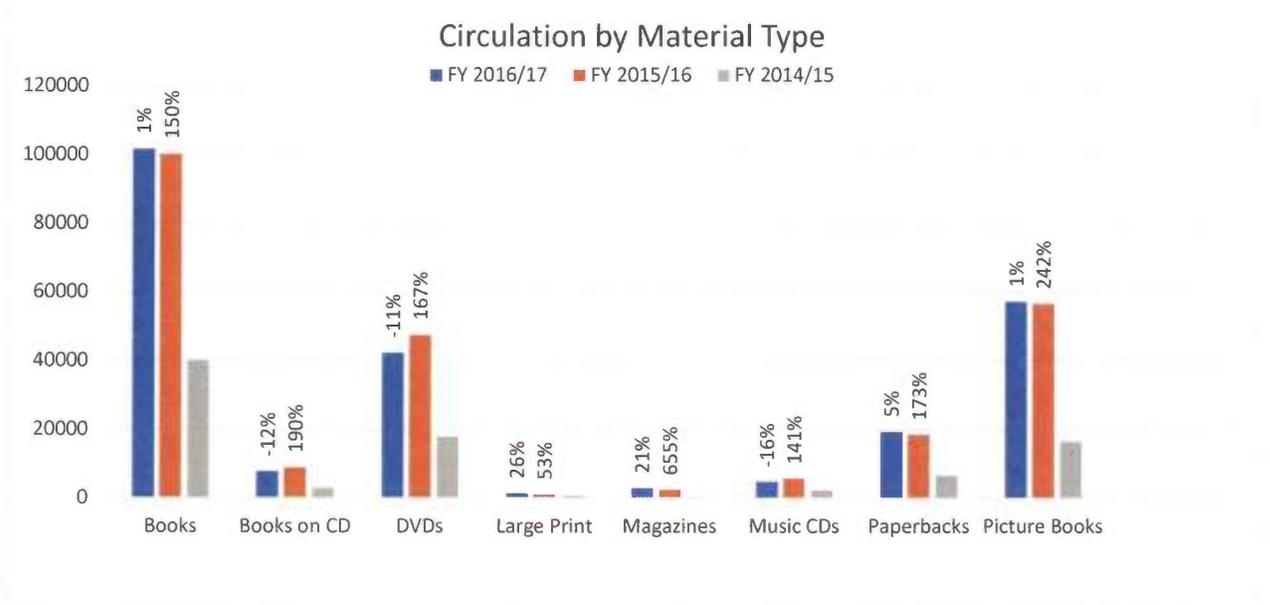
Highlights:

- During FY 2016-2017, Manhattan Beach Library circulated 240,205 items, with a 0.8% decrease in the circulation of DVDs, music CDs and books on CD.
- 55,320 holds were placed for Manhattan Beach Library with 50,579 holds filled.
- Books remained the most popular item type, circulating 106,680 times.

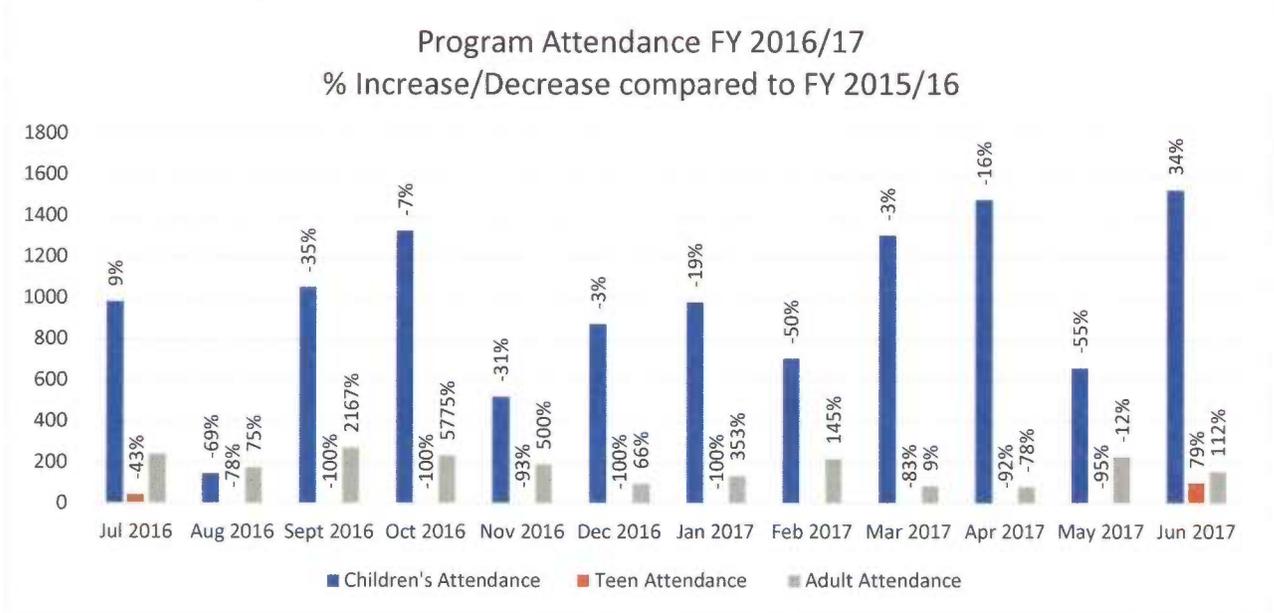
Total Checkouts by Day of Week and Hour of Day  
July 2016 – June 2017

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM							1
8:00 AM					3	1	23
9:00 AM		137	121	119	147	15	232
10:00 AM		2,119	2,924	2,491	2,225	14	3,130
11:00 AM		2,539	3,217	4,061	2,726	288	3,677
12:00 PM	181	2,175	2,766	2,972	2,008	3,555	3,323
1:00 PM	2,900	2,464	2,631	2,415	2,404	3,235	3,354
2:00 PM	2,961	2,277	2,617	3,448	2,433	3,391	3,504
3:00 PM	3,004	2,822	3,537	3,298	3,447	3,255	3,909
4:00 PM	4,279	2,899	3,739	3,768	3,486	4,253	5,283
5:00 PM	85	2,362	2,960	2,204	2,586	3,341	104
6:00 PM		1,443	1,847	1,408	30	26	
7:00 PM		974	1,379	1,222			
8:00 PM		742	914	906			
9:00 PM		8	2				
<b>DAILY TOTAL</b>	<b>13,410</b>	<b>22,961</b>	<b>28,654</b>	<b>28,312</b>	<b>21,495</b>	<b>21,374</b>	<b>26,540</b>

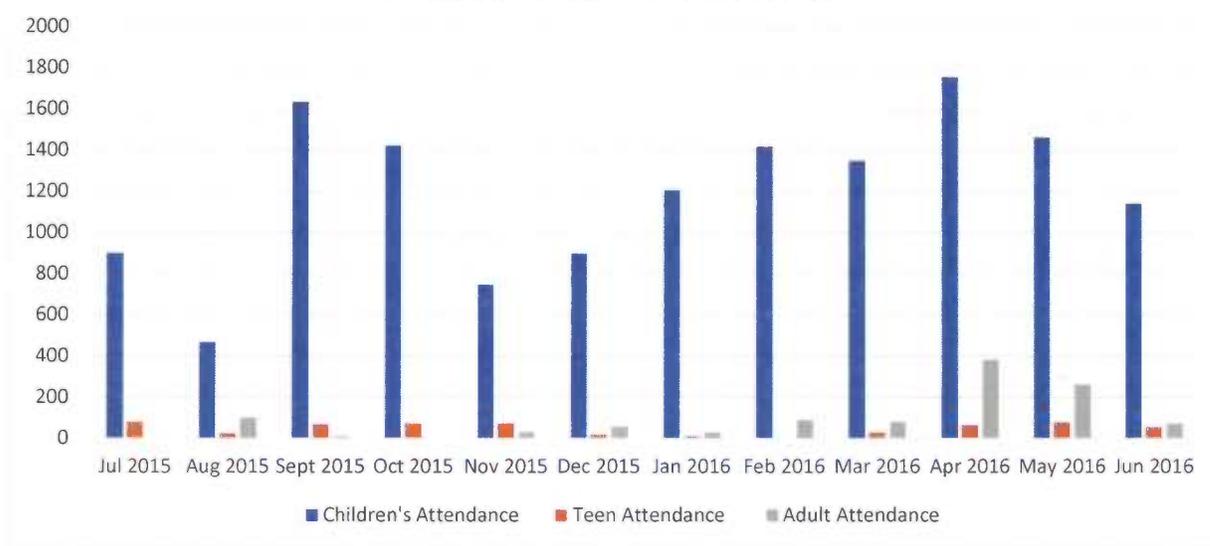
**Manhattan Beach Library Circulation by Material Type**



**Library Programs**



Program Attendance FY 2015/16



The Manhattan Beach Library offered a variety of high quality programming for all ages, with 315 programs attracting 13,876 attendees. Children and Teen programs were extremely popular, and toddler and family storytimes continued to be a major draw. New youth programs during the last fiscal year included baby storytime for children 0-18 months and caregivers, Library Fit Camp and Blue Bucket Activity Group encouraging physical activity and teamwork, and MakMo Mobile Makerspace providing a variety of STEAM (Science, Technology, Engineering, Art, Math) activities for elementary school students.

Teens participated in programs of interest to them, including the Manhattan Beach Library's first Escape Room and Dance-a-Thon. A teen from Mira Costa High School also proposed and helped facilitate a new program that allowed young readers to practice reading with Reading Education Assistance Dogs in the library. Another highlight was the library support offered to teens during finals in June, including extra study space as well as study breaks (yoga, coloring stations, tea and donut tasting, notes of encouragement, and visits from therapy animals).

The Library has a robust teen volunteer program that provided community service opportunities within the library. Last year, 222 teens and adults volunteered for 3,147 hours. The Library's volunteer program serves as an introduction to job related skill building and community service while providing students with needed credit toward graduation. The Manhattan Beach Library recently hired a former teen volunteer and Manhattan Beach resident as a Library Page.

High profile author programs in partnership with {pages}: a bookstore, including appearances by Viet Thanh Nguyen, Nathan Hill, Kenny Loggins, Jen Sincero, and more, were adult programming highlights this year. The Manhattan Beach Library's Evening

Book Club and ongoing classes for adults, including drawing, yoga, meditation, and dance, also proved popular.

Another highpoint this past year was the introduction of Beyond Books – outdoor music performances and related art exhibits in partnership with the City of Manhattan Beach and Friends of the Manhattan Beach Library. The Marcus Miller Ensemble performed jazz during an art exhibit curated by Jackie May and Dulce Stein featuring local artists inspired by jazz for a September 2016 event. In February 2017, Dulce Stein curated the El Rebozo Art Show featuring the work of Gabriela Malinalxochitl Zapata, Juan Solis, and other Los Angeles artists during which the LA Opera's Zarzuela Project performed.

Manhattan Beach Library customers participated in two community read programs this year. Beach Cities Read in partnership with the Redondo Beach Library, Hermosa Beach Library, and Torrance Library featured David Byrne's Bicycle Diaries. Inspired by the book, the Manhattan Beach Library's Year Two Celebration, held on April 29, 2017, featured a bicycle skills course for kids, Talking Heads cover band, specialty bikes, and vegan tacos. The Manhattan Beach Library also participated in the County Library's Big Read featuring Dashiell Hammett's The Maltese Falcon. The September 2016 Kick-Off Party included live swing music, a detective mystery game, free books, and a presentation by Dashiell Hammett's granddaughter. We also hosted a book discussion about The Maltese Falcon and screened the 1941 John Huston film.

Manhattan Beach Library staff participated in several community programs and partnerships, including Taste of Blue Zones with the City of Manhattan Beach and Beach Cities Health District, Summer Surf Movie Series with the City of Manhattan Beach and Nikau Kai, Community Interactive Forums with the Manhattan Beach Senior Citizens Resources Committee, City of Manhattan Beach's Older Adults Program, Manhattan Beach Historical Society, and Manhattan Beach Conservancy, and Hot August Nights – a series of dance classes at the library co-sponsored by the Older Adults Program.

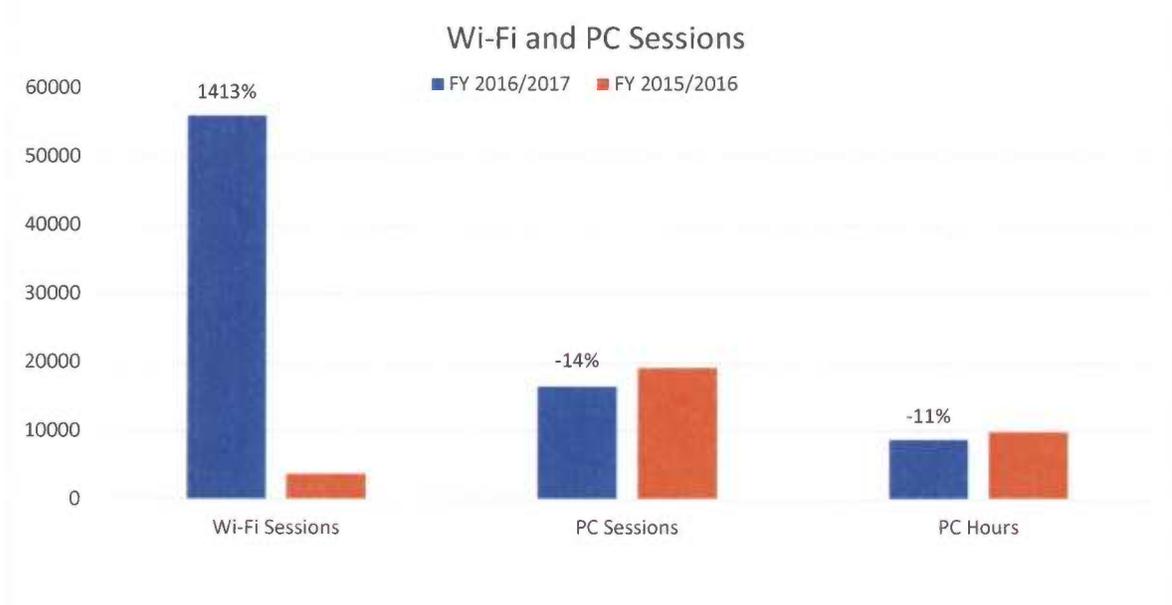


## WiFi and eResources

Manhattan Beach is a tech savvy community equipped with their own devices, that took advantage of the e-Resources offered by the Library.

- A total of 55,994 sessions using the free WiFi throughout the building. Additionally, 5,120 library customers utilized 16,471 sessions on 29 public Internet PC workstations, for a total of 8,713 hours.
- During the last fiscal year, 36,670 e-books and audiobooks were downloaded by Manhattan Beach customers.
- The Manhattan Beach Library page on the County Library website had a total of 100,354 views, and the Manhattan Beach Library's Facebook page was used regularly to promote programming and services to community members.

### WiFi and PC usage



## Recommendations

- Enhance opportunities for adults in Manhattan Beach by increasing the Adult Services Librarian position to a full-time Adult Services Librarian
- Family Place - Currently the library is a "best practices" library that does not facilitate the twice yearly, 5-week workshops. It would be in the best interest of the community if the library became an official Family Place, which would mean a cost of \$25,000 cost for training and certification. Once the library becomes an official Family Place Library, they would qualify to receive Emergent Literacy's Family Place funding.
- Supplemental Programming – In past years, before the closure of the library, the Manhattan Beach Library received supplemental funds from the city to provide

enhanced programming at the library. Reinstating these funds would provide additional educational (STEAM) programming, music, and the arts. For example: libraries in the 2nd District are using STEAM funding to provide an 8 to 10-week chess program that brings instructors from the LA Chess Club to provide lessons. Other programming would involve both music and the arts.\*

- Collection Development - Due to the increase in size of the Manhattan Beach Library and essential weeding of dated and shabby materials, the library does need building up in the following areas: children's Beginning Readers and Picture Books, Juvenile and Adult Non-Fiction, and DVDs.
- Services and Programs
  - Solar charging station for patio area = \$50,000
  - Additional bay for Laptop tower (12 laptops) = \$60,000
  - Speaker Series with 8 events = \$100,000
  - \*Supplemental funding for Children's STEAM or STEM programs at Manhattan Beach Library = TBD. Suggest \$50,000
  - Librarian IV for Senior/Youth tutoring and mentoring. \$140,000 covers salary and benefits. Malibu is covering \$70,000 and requesting \$70,000 from Manhattan Beach.
- Building/exterior Enhancements
  - Building maintenance reserve fund = \$500,000
  - Increased window cleaning maintenance = \$1,000 per cleaning
  - No water recycling; tap into West Basin – being researched

**CITY OF MANHATTAN BEACH  
MINUTES OF THE LIBRARY COMMISSION**

January 8, 2018  
6:00 p.m.  
City Council Chambers

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**A. CALL TO ORDER**

The meeting was called to order at 6:00 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Casady, Kunkee, Schreiner, Windes, Elasowich\*

Absent: Commissioners Elasowich and Scalabrini

\*Commissioner Elasowich arrived at 6:24

**D. APPROVAL OF MINUTES**

Commissioner Schreiner moved to approve the December 11, 2017 minutes as written.

Commissioner Winds seconded the motion. The motion passed.

Ayes: Commissioners Casady, Elasowich, Kunkee, Schreiner, Windes, Scalabrini

Nays: None

Abstain: None

Absent: None

**E. CEREMONIAL**

None

**F. AUDIENCE PARTICIPATION**

Librarian's Report – Melissa McCollum, Library Manager

Ms. McCollum the following updates on programs and events:

She stated she is grateful that the City Council recognized the Manhattan Beach Library Bookmark Winners at the December meeting. The local winners go on to a county-wide competition. Next year she would love to have the commission's input.

The Manhattan Beach librarians were pleased to participate in the judging of the PTA reflections contest for the 33<sup>rd</sup> District applicants (literature entries for middle school and high school).

Library Book Club selections are as

Ms. McCollum shared January calendar. 17 teens showed up for a public speaking workshop on a holiday week.

The Library is partnering with Pages for an author event on January 18<sup>th</sup> celebrating children's picture book, *Love* by author Matt de la Peña and illustrator Loren Long.

Native American Tribal Dance and Culture is scheduled using special funding for cultural programming. January 24<sup>th</sup>

Regional Administrator Don Rowe will join Ms. McCollum at the next Library Commission to present some statistics and resources. She is looking forward to feedback about the information that will be presented.

Toyetic exhibition opens Friday at the MB Art Center and the related Library Event will be February 9<sup>th</sup> from 8:00-10:00.

#### **G. GENERAL BUSINESS**

Work plan discussion – Commissioner Casady reported that he had met with Kelly Stroman of the Downtown Manhattan Beach Business and Professional Association (DTMBBPA) and she likes the idea of the library lunch. The Library Lunch Club came up as a name for the series. He invited her to come to the February meeting. Her feedback:

- Very positive
- There is a distinct possibility that the members of the DTMBBPA will be interested
- She feels strongly about finding a high profile author – reach high and people will come.
- She suggested considering 3 events per year instead of 4. January, September and April/early May
- Ticketing should go through Pages as the books need to be paid for through the bookstore. The Chamber of Commerce may not have the staffing resources to handle it.
- She thought commission was in the right ballpark as far as ticket price

Commissioner Windes reported that Chief Irvine and Al Muratsuchi held a free event that was well publicized and only 13 people showed up. She feels that the commission should be very careful about assuming that people will come. If Kelly could talk to her people for feedback, that would be great. She thought that maybe the idea should not be “if we have it they will come” but perhaps the other way, “if they want it, we will have it.”

Commissioner Schreiner stated that she trusts Pages and what they post on their social media and that Pages is very important to the process.

Commissioner Casady will approach Margot Farris, owner of Pages, about running the tickets through the store

Commissioner Casady recommended the commissioners to review the author list, especially those available in the May timeframe.

Commissioner Kunkee mentioned that with the internet, there is a large amount of information available at all times. That being the case, when she goes to an event, it is also for a social experience and not just for content. She added that it might be wise to invite some clubs and service organizations (ex. Rotary) to publicize the event to their members to get groups of people to come. Commissioner Casady agreed that the networking aspect is very important to the event. Commissioner Windes stated that many people may not be able to take off work in the middle of the day to attend. Commissioner Kunkee asked how many people are members of the Chamber of Commerce because it is important to know how many members would consider coming

between the Chamber and the DTMBBPA. Commissioner Casady will reach out to the Chamber and DTMBPPA to find out how the size of membership in both groups.

The Commission discussed the name of the series and ultimately agreed on the name Library Lunch Club.

**H. COMMISSION ITEMS**

Commissioner Windes asked Ms. McCollum about having a Valentines Day display at the library. Ms. McCollum stated that Commissioners Windes and Schreiner could do a pop-up on Valentines Day and greet customers for a couple of hours and then have a small passive display all month long. Ms. McCollum added that the Teen Librarian is planning an anti-Valentines day event, for teens to who may not want to celebrate the holiday in the traditional way to come and spend time together.

**I. STAFF ITEMS**

Manager Kelso had no updates.

**J. ADJOURNMENT**

Commissioner Casady moved to adjourn the meeting. Commissioner Windes seconded the motion. The motion passed.

Ayes: Commissioners Casady, Elasowich, Kunkee, Schreiner, Windes

Nays: None

Abstain: None

Absent: Commissioner Scalabrini

The meeting was adjourned at 6:39 PM.