

Library Commission

Regular Meeting

Monday, January 12, 2026

4:00 PM

**City Council Chambers and Zoom and
Teleconference by Commissioner Diane Levitt
(Per Government Code Section 54953(b))
Public Cafe, Cornell Tech Campus
2 West Loop Road, New York, NY 10044**



APPOINTED OFFICIALS

Chair Samuel Braitman

Vice Chair Jacquelyn Chou

Commissioner Rita Crabtree-Kampe

Commissioner Amy Ferris

Commissioner Diane Levitt

Commissioner Dina Doll

Commissioner Kylie Cullen

CITY STAFF

Parks and Recreation Director Mark Leyman

Acting Senior Recreation Supervisor Michelle Ami

MISSION STATEMENT:

Our mission is to provide excellent municipal services,
preserve our small beach town character, and enhance the quality of life for our
residents, businesses and visitors.

MANHATTAN BEACH'S LIBRARY COMMISSION WELCOMES YOU!

Meetings are broadcast live through Manhattan Beach Local Community Cable, Channel 8 (Spectrum), Channel 35 (Frontier),

live streaming via the City's website, and

via Zoom (Direct URL: <https://www.zoomgov.com/j/1616819175>, Meeting ID: 161 681 9175).

The City continues to offer an opportunity to participate in Library Commission meetings via Zoom and in-person. The Library Commission encourages the public to participate by submitting comments in advance of the meeting, no later than 3:00 PM on the day of the meeting, via:

- 1) eComment at <http://www.manhattanbeach.gov/ecomment> or
- 2) Email to kbell@manhattanbeach.gov or lrobb@manhattanbeach.gov

All of your comments provided by the deadlines above will be available to the City Council and the public prior to the meeting.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City's website at www.manhattanbeach.gov, the Police Department located at 42015th Street, and are also on file in the Parks and Recreation Department for public inspection. Any person who has any question concerning any agenda item may call the Parks and Recreation Department at (310) 802-5448.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Parks and Recreation Department at (310) 802-5448 (voice) or (310) 546-3501 (TDD). Notification 36 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting. The City also provides closed captioning of all its Regular Parks and Recreation Commission Meetings for the hearing impaired.

CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

I, Mark Leyman, Parks and Recreation Director of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Thursday, January 8, 2026, on the City's Website and on the bulletin boards of City Hall, Joslyn Community Center and Manhattan Heights.

- A. CALL MEETING TO ORDER**
- B. PLEDGE TO THE FLAG**
- C. ROLL CALL**
- D. APPROVAL OF MINUTES**

1. This Item Contains Minutes of the Library Commission Adjourned Regular Meeting Minutes of November 10, 2025.
(Parks and Recreation Director Leyman).
APPROVE

[LC 25-0009](#)

Attachments: [Library Commission Meeting Minutes - November 10, 2025](#)

E. LIBRARIAN REPORT

Librarian's Update - Manhattan Beach Library Manager Cassandra Sargent

F. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Speakers may provide public comments on any business/items not on the agenda. While all comments are welcome, the Brown Act does not allow the Library Commission to take action on any item not on the agenda.

The Library Commission encourages the public to participate by submitting comments in advance of the meeting, no later than 3:00 PM on the day of the meeting, via:

- 1) eComment at <http://www.manhattanbeach.gov/ecomment> or
- 2) Email to kbell@manhattanbeach.gov or lrobb@manhattanbeach.gov

All of your comments provided by the deadlines above will be available to the Library Commission and the public prior to the meeting.

IN PERSON PUBLIC PARTICIPATION

Please complete the "Request to Address the City Council or Commission" card by filling out your name, city of residence, the item(s) you would like to offer public comment, and returning it to the Clerk.

ZOOM PUBLIC PARTICIPATION

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.

- a. Join Zoom Meeting via the internet (download app if needed):

Direct URL: <https://www.zoomgov.com/j/1616819175>

Meeting ID: 161 681 9175

Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Examples: G.2 – Stephanie Sanders.

- b. Join Zoom Meeting via Phone Conference (Voice Only): Phone Numbers: +1 669-900-6833 and Enter Meeting ID: 161 681 9175

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.

G. GENERAL BUSINESS

Each speaker may speak for up to 3 minutes on each general business item.

- 2. Library Commission Work Plan 2024/2025 Updates and discussion of 2025/2026 Work Plan Items

[LC 25-0010](#)

DISCUSS AND PROVIDE UPDATES

H. STAFF ITEMS

I. COMMISSION ITEMS

J. ADJOURNMENT

K. FUTURE MEETINGS

- February 9, 2026 - Monday - 4:00 PM*
- March 9, 2026 - Monday - 4:00 PM*
- April 13, 2026 - Monday - 4:00 PM*
- May 11, 2026 - Monday - 4:00 PM*
- June 8, 2026 - Monday - 4:00 PM*
- July 13, 2026 - Monday - 4:00 PM*
- August 10, 2026 - Monday - 4:00 PM*
- September 14, 2026 - Monday - 4:00 PM*
- October 12, 2026 - Monday -4:00 PM - Rescheduled to October 13, 2026*
- October 13, 2026 - Monday - 4:00 PM*
- November 9, 2026 - Monday - 4:00 PM*
- December 14, 2026 - Monday - 4:00 PM*



CITY OF MANHATTAN BEACH

1400 Highland Avenue Manhattan Beach, CA 90266
www.manhattanbeach.gov • (310) 802-5000

STAFF REPORT

Agenda Date: 1/12/2026

TO:

Honorable Chair and Commissioners of the Library Commission

THROUGH:

Mark Leyman, Parks and Recreation Director

FROM:

Kari Bell, Senior Recreation Supervisor

SUBJECT:

This Item Contains Minutes of the Library Commission Adjourned Regular Meeting Minutes of November 10, 2025.

(Parks and Recreation Director Leyman).

APPROVE

RECOMMENDATION:

The attached minutes are for the Commission's approval:

Attachment(s):

1. Library Commission Meeting Minutes - November 10, 2025

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

Monday, November 10, 2025

4:00 PM

Location: City Manager Conference Room, City Hall, 1400 Highland Avenue and Zoom

A. CALL TO ORDER

Chair Braitman called the meeting to order at 4:00 p.m.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present (5): Commissioners Cullen, Crabtree-Kampe, Levitt, Vice Chair Chou, Chair Braitman

Absent: (2) Commissioners Doll, Ferris

Others Present: Senior Recreation Supervisor (SRS) Kari Bell; Senior Management Analyst (SMA) Linda Robb, Recording Secretary Rosemary Lackow

D. APPROVAL OF MINUTES – October 14, 2025

It was moved and seconded (Crabtree-Kampe/Levitt) to approve, subject to correcting spelling of Commissioner Crabtree-Kampe's name in two places on page 2, General Business; paragraph 2c (StoryWalk). Motion carried 5-0 (Doll, Ferris absent) by voice vote.

E. LIBRARIAN'S REPORT

Library Manager Cassandra Sargent provided updates on library matters including November statistics (Door count: 13,359, Circulation: 18,664; Library cards: 220), and several recent and upcoming programs and activities for all ages. Upcoming events may be reviewed on the library website: <https://lacountylibrary.org/location/manhattan-beach-library/>

Regarding the Nic Stone speaker/book signing event held October 25: there were 88 registrants and about 90 attendees; Commission input was that speaker very engaging and Librarian Skye Patrick was very effective moderator.

Update on library improvements: furniture will be brought in around first half of December.

F. PUBLIC COMMENTS

Chair Braitman invited public comments; none received either in person or remote.

G. GENERAL BUSINESS

2. 2024/2025 Work Plan Discussion

Chair Braitman recognized the trophy won by the Commission on its entry in the annual pumpkin race (first place among city commission entries). Thanks to Commissioner Cullen for taking the lead and all commissioners who participated; Librarian Sargent will display the trophy in the library.

a. Library Needs Assessment (Braitman, Doll, Levitt) Chair Braitman updated that the next meeting between the city and LA County Library will be December 3, 2:00 p.m. Chair Braitman has a list of ideas and a few of these were raised and briefly discussed. SRS Bell noted that the city and county are still in a brainstorming phase and fresh ideas are encouraged but any innovative programs, if requiring specialized staffing or training or resources may be difficult or impractical to implement. The County Library staff will work with the city in coming up with a recommendation of programs or improvements deemed viable and eventually this matter will be taken to City Council for its review and approval. SRS Bell encouraged all commissioners to send their ideas and suggestions to her ahead of the December meeting.

b. Speaker Series (Commissioners Braitman, Chou, Levitt) See Librarian's Report, Agenda Item E. Chair Braitman added that the next author speaker in the spring (large venue) will be Julia Quinn (*Bridgerton* book/Netflix series); tentatively May 23rd. For the fall, Colson Whitehead (*Underground Railroad, Nickel Boys, Harlem Shuffle*) is being lined up.

c. Library Appreciation Events (Commissioners Cullen, Ferris) Commissioner Cullen will coordinate with Commissioner Ferris. One new idea to be explored is to host a hot chocolate bar for the library staff. Commissioner Cullen noted difficulties in accessing city emails; SRS Bell will provide contact info for city IT staff.

d. StoryWalk (Commissioners Chou, Cullen, Crabtree-Kampe) Commissioner Crabtree-Kampe described some problems that have caused a delay in getting the next book installed. Commissioner Chou will be contacting the scoutmaster and Commissioner Cullen to set up an installation time, hopefully this week.

H. **STAFF ITEMS** – no items.

I. **COMMISSION ITEMS**

Responding to Chair Braitman: Library Manager Sargent updated regarding library improvements: all floor and wood refurbishments were completed in June, and the HVAC has been referred up to the County Library executive leadership and the furniture replacement is expected to be done in December and the library will need to be closed for a couple days, possibly the second or third week, actual closure dates will be finalized this week. It was requested that the closure dates not conflict with the school final exams scheduled for the third week in December. Library job vacancies and volunteering were briefly discussed; Library Manager Sargent noted that the library has an adult volunteer program with a small number of participants. Commission Cullen stated she felt Mira Costa students would be interested in volunteering for the library; Manager Sargent will pass this along to the teen librarian.

J. **ADJOURNMENT**

At 4:48 it was moved and seconded (Crabtree-Kampe/Levitt) to adjourn the meeting; motion passed 5-0 (Doll, Ferris absent).



CITY OF MANHATTAN BEACH

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STAFF REPORT

Agenda Date: 1/12/2026

TO:

Library Commissioners

FROM:

Mark Leyman, Parks and Recreation Director
Michelle Ami-Cortez, Acting Sr. Recreation Supervisor
Janeth Medina, Administrative Analyst

SUBJECT:

Library Commission Work Plan 2024/2025 Updates and discussion of 2025/2026 Work Plan Items

DISCUSS AND PROVIDE UPDATES

RECOMMENDATION:

Staff recommends that the Library Commission make updates on the 2025/2026 Library Commission work plan items and discuss possible items to move forward to the 2026/2027 work plan.

FISCAL IMPLICATIONS:

Fiscal implications, if any, will be developed on a project-by-project basis and presented to the City Council as necessary.

DISCUSSION:

1. 2025/2026 Work Plan Updates:
 - a) Library Appreciation Events (Commissioners Cullen, Ferris)
 - b) Speaker Series (Commissioners Braitman, Chou, Levitt)
 - c) StoryWalk (Commissioners Chou, Cullen, Crabtree-Kempe)
 - d) Library Needs Assessment (Commissioners Braitman, Doll Levitt)

2. Discussion of Items to move forward to 2026/2027 Work Plan
Staff recommends continuation of existing work plan item with no new additions.
 - a) Programming Opportunities
 - b) Library Needs Assessment based on City Council direction

