



# *PARKS AND RECREATION COMMISSION AGENDA REPORT*

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MEETING DATE: July 24, 2014

ITEM NUMBER: 10B

**SUBJECT:** REQUEST TO PLACE LITTLE LIBRARY OUTPOSTS IN PARKS  
**DATE:** JULY 1, 2014  
**FROM:** PARKS AND COMMUNITY SERVICES DEPARTMENT/RECREATION DIVISION  
**PRESENTATION BY:** LISA MCPHERSON, RECREATION SUPERVISOR  
**FOR FURTHER INFORMATION CONTACT:** LISA MCPHERSON AT (714) 754-5322

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## **RECOMMENDATION**

Staff recommends that the Parks and Recreation Commission approve the Costa Mesa Library Foundation's request to place a "Little Library Outpost" at Brentwood, Tanager and TeWinkle parks.

## **BACKGROUND**

The Costa Mesa Library Foundation is a non-profit that helps to raise funds to build new libraries and to expand existing spaces.

## **ANALYSIS**

To keep the momentum going and the excitement about having a new library in Costa Mesa; the Costa Mesa Library Foundation is requesting to install a "Little Library Outpost" at each of 3 parks - Brentwood, Tanager and TeWinkle. They will be a constant reminder of the importance of reading and the sharing of ideas.

The "Little Library Outposts" are small birdhouse type structures with a see-through front door that opens for residents to take and leave a book for the community to share (Attachment 1).

The Costa Mesa Library Foundation will be involving local businesses by having each "Little Library Outpost" sponsored. The Foundation will also host a ribbon cutting ceremony at each park location.

## **ALTERNATIVES**

The Commission may choose to not approve the request to place a "Little Library Outpost" at Brentwood, Tanager and TeWinkle parks.

## **FISCAL REVIEW**

All materials for the "Little Library Outposts" installation will be purchased by Costa Mesa Library Foundation. City Maintenance staff will install and secure the outposts. The Foundation will be responsible for all vandalism, destruction and maintenance of the outposts.

## **LEGAL REVIEW**

No legal review is required for this item.

## **CONCLUSION**

The Costa Mesa Library Foundation has requested and will purchase “Little Library Outposts” to be installed at Brentwood, Tanager and TeWinkle parks. Staff recommends that the Commission approve the Costa Mesa Library Foundation’s request.

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**LISA MCPHERSON**  
Recreation Supervisor

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**PENNY LOOMER**  
Interim Recreation Manager

ATTACHMENT: 1. Little Library Outpost Information Sheet

# How to install Your Little Free Library

## Materials

- 8 ft - 4" x 4" post
- 2 ft - 2" x 6" piece of wood
- 6 - 2 1/2" lag screws
- 3" exterior lag screws
- 3" lag bolts

**1.** To start, you will need an 8 ft. - 4" x 4" treated post. Any kind will work, but cedar tone is our favorite.

**2.** Cut the post 5 ft. long.

**3.** With the remaining piece make side angle braces. Cut each piece 10 3/4" long and cut 45° angles on the ends.

**4.** Cut a platform as wide as the Little Free Library out of the 2" x 6" piece of wood.

**5.** Mount the angled braces to the 5 ft. post with 3" exterior lag screws and then attach the 2" x 6" platform using 6- 2 1/2" lag screws. First, pre-drill a slightly smaller hole to make it easier to install the lag screw. Use 3" lag screws to enhance the holding power.

**6.** Dig a 24" deep hole and install the post. Make sure to use a level and tamp the dirt hard with a shovel to secure the post.

**7.** Drill 6 holes through the top of the Little Free Library. The holes need to match up with the post platform. Use the 6- 2 1/2" lag screws to attach the platform to the library.

**8.** You are done! Now take a picture of you and your friends by your Little Free Library and register it via our website: [www.littlefreelibrary.org](http://www.littlefreelibrary.org).

**9.** Build another Little Free Library. People always say, you can't just build one!

