



REGULAR MEETING AGENDA

Date: 5/16/2022
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 823 9936 3556

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) –Meeting ID #823 9936 3556
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID #823 9936 3556
Press *9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City’s website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 823 9936 3556)

A. Call To Order

B. Roll Call

- B1. Introduce new Commissioner Sarah Zasslow and congratulate reappointed Commissioner Alan Cohen

C. Public Comment

Under “Public Comment,” the public may address the Library Commission on any subject not listed on the agenda. Each speaker may address the Library Commission once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Library Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

D. Presentations and Proclamations

- D1. Presentation – Summer education programs: Camps

D2. Presentation – Summer literacy programs: Summer reading

D3. Presentation – Draft letter to library affiliate groups

E. Regular Business

E1. Approve minutes from the April 18, 2022 meeting of the Library Commission ([Attachment](#)) (5 minutes)

E2. Selection of Commission Chair and Vice Chair ([Staff Report LC-2022-007](#)) (10 minutes)

F. Informational Items

F1. Onboarding new Commissioners ([Staff Report LC-2022-006](#))

F2. Library Commission agenda calendar ([Attachment](#)) (10 minutes)

F3. Department updates (5 minutes)

G. Commissioner Reports

G1. Individual Commissioner reports (10 minutes)

H. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.org. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 05/12/2022)



REGULAR MEETING MINUTES – DRAFT

Date: 4/18/2022
Time: 6:30 p.m.
Location: Zoom

A. Call To Order

Chair Erhart called the meeting to order at 6:34 p.m.

B. Roll Call

Present: Cohen, Erhart, Hadrovic, Leep (arrived 6:45 p.m.), Singh, Velagapudi
Absent: Lee
Staff: Library and Community Services Director Reinhart, Assistant Library Director Szegda

C. Public Comment

None.

D. Regular Business

D1. Approve minutes from the March 21, 2022 meeting of the Library Commission

ACTION: Motion and second (Hadrovic/ Cohen), to approve minutes from the March 21, 2022 meeting of the Library Commission, passed 5-0 (Lee and Leep absent).

D2. MPCC operational plan milestones

Director Reinhart made the presentation (Attachment).

- Pam Jones spoke in regard to maintaining a library at the Belle Haven School, translating meeting materials into Spanish, and acquiring library furnishings that are accessible, comfortable and attractive.

NO ACTION TAKEN

D3. Revised Library Use Guidelines

Assistant Director Szegda made the presentation (Attachment).

The Commission asked staff to refine the language around virtual guardian or remote family member attendance.

D4. Discuss presentation opportunities for library affiliate groups

ACTION: By acclamation, the Commission asked Chair Erhart and Commissioners Hadrovic and Velagapudi to draft a letter requesting library affiliate groups to engage with the public by attending Library Commission meetings, and bring back to the full Commission for review at a future meeting.

E. Informational Items

E1. Library Commission agenda calendar

ACTION: By acclamation, the following items were added to the Commission’s agenda calendar:

- May – Revised library use guidelines
- May – Review letter to affiliate groups
- May – Introduce new Commission members and assign mentor(s)
- May – Select Commission Chair and Vice Chair

E2. Department updates

Director Reinhart reported on an upcoming City Council staff report, on April 19, 2022, regarding budget principles and service level enhancements; and a City Council study session on the Menlo Park Community Campus (MPCC) Operational Plan and Milestones in May; date TBD.

Assistant Director Szegda polled the Commissioners on interest in touring the Redwood City Library makerspace; and announced a new round of the Little Free Library incentive program funded by the Library Foundation.

F. Commissioner Reports

F1. Individual Commissioner reports

Chair Erhart reported on his recent visit to the MPCC construction site.

G. Adjournment

Chair Erhart adjourned the meeting at 7:47 p.m.

Nick Szegda, Assistant Director of Library Services

D2 - Operational plan milestones



MENLO PARK COMMUNITY CAMPUS GUIDING PRINCIPLES + OPERATIONAL MILESTONES

Library Commission – April 18, 2022





Background

- December 16, 2019. Facebook (now Meta) submitted its proposal to build a new multigenerational facility
- January 12, 2021. City Council approved plans for Menlo Park Community Campus
- June 2021. Construction activities began
- March 2022. Foundation poured
- April 2022. Steel framework completed
- Spring 2023 (tentative). Certificates of occupancy
- Summer 2023 (tentative). Grand opening





Guiding principles – Cost recovery policy

- “The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents.
- “In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City.
- “The City of Menlo Park prioritizes social justice in decisions that affect residents’ lives: the fair, just and equitable management of all institutions serving the public directly or by contract;
- “the fair, just and equitable distribution of public services and implementation of public policy;
- and the commitment to promote fairness, justice, and equity in the formation of public policy.”



Guiding principles

Parks and Recreation Facilities Master Plan

- “Menlo Park has a high-quality system of parks and recreation facilities.
- “The City’s parks, facilities, and events bring the community together as ‘One Menlo Park.’
- “As the City grows and evolves it must ensure that these parks and facilities meet the needs of all members of the Menlo Park community.
- “The system should provide equitably distributed active and passive recreation opportunities which engage users, and which are accessible to residents of all ages and abilities, throughout the City.”



Guiding principles

Parks and Recreation Facilities Master Plan

- “Each new park or facility, or significant renovation of an existing park or facility should contribute to satisfying the recreational needs of the neighborhood that it serves, and be integrated into a system that serves the entire community.
- “Each improvement should complement the mix of uses in the neighborhood and in the City as a whole.”
- “Neighborhood Serving: Strive to distribute parks, facilities, amenities, and programs to serve residents of all Menlo Park neighborhoods.
- “In considering renovation or new construction of parks and facilities, prioritize approaches that balance community benefits with potential neighborhood impacts.”



Guiding principles

Parks and Recreation Facilities Master Plan

- + “Universal Design: Continue to address physical and programmatic barriers to participation for individuals with disabilities.
- + “Where feasible, incorporate Universal Design in the development and renovation of parks and facilities, to reduce barriers that limit use by persons of all ages, and physical, perceptual, and cognitive abilities.
- + “Develop environments and programs for a range of groups with varying abilities and mental cognitive abilities, which are fully inclusive.”





Estimated milestones

Tentative Date	Milestone
Winter 2022	Aquatics – City Council direction (CC)
	Belle Haven Branch Library – MOU renewal (CC)
Spring 2022	Aquatics - community survey
	New registration platform – selection (CC)
	Belle Haven School field – community access pilot project (CC)
	Furnishing and equipment – selection begins
	Operations plan – staffing plan development
	Programming plan – fitness center, gymnasium, movement studio
	Programming plan – library spaces, teen space, makerspace
	City Council policy update – athletic field use policy (CC)
	City Council policy update – commemorative park amenities (CC)



Estimated milestones

Tentative Date	Milestone
Summer 2022	Aquatics –study session analysis, RFP development (CC)
	Facility naming process initiated (CC)
	New registration platform – implementation
	Major donors / community fundraising campaign begins
	Furnishing and equipment – selection completed
	Operations plan – library materials opening day collection
	Operations plan – athletic and fitness equipment
	Operations plan – volunteers, external partners
	Programming plan – Senior programs
	Programming plan – dining hall, facility rentals
	Programming plan – public meetings



Estimated milestones

Tentative Date	Milestone
Summer 2022	Departmental policy update – facility rentals, meeting room policy
	Departmental policy update – library collection development policy
	City Council policy update – cooling center activation (CC)
	City Council policy update – cost recovery policy (CC)
	City Council policy update – Naming and/or changing name of facilities (CC)
Autumn 2022	Aquatics – RFP issued (CC)
	Facility naming – City Council approval (CC)
	Aquatics – operator selected (CC)
	Furnishing and equipment – procurement begins
	Operations plan completion – volunteers, external partners
	Operations plan completion – staffing
	Operations plan completion – athletic field





Estimated milestones

Tentative Date	Milestone
Autumn 2022	Programming plan completion – Community art
	Programming plan completion – Afterschool center
	Programming plan completion – Adult literacy / ESL
	Departmental policy updates – Exhibits and displays
	Departmental policy updates – Volunteer policy
	Departmental policy updates – Visitor behavior and facility use policy
Winter 2023	FY 2022-23 budget Mid-year review and adjustments (CC)
	Aquatics operator start-up / transition begins
	Kelly Park field and track renovation plan and timeline (CC)
	Operations plan completion – Security, emergency, disaster prep
	Operations plan completion – Energy conservation and use



Estimated milestones

Tentative Date	Milestone
Spring 2023	Proposed FY 2023-24 operating budget (CC)
	Prep for Grand Opening (CC)
	TCO / Certificate of Occupancy issued
	Prep for move-out – Youth Center, Branch Library, Senior Center
	Furniture and equipment installation begins
	Library opening day collection delivered
	Operations startup – staff training
	Operations startup – licenses and agreements
	Operations startup – program and hours of operation
	Operations startup – web, systems updates
	Programming startup – registration opens



Estimated milestones

Tentative Date	Milestone
Summer 2023	Adopted FY 2023-24 operating budget (CC)
	Staff training day @ new center
	Soft opening, VIP tours (CC)
	Grand opening (CC)
	Start of operations
	Community tours
	Vacate Belle Haven Branch Library
	Deinstall Youth Center portables
	Revert ARC, main library spaces
2024	Awards and certifications
	Community satisfaction surveys



LIBRARY USE GUIDELINES

Library and Community Services
800 Alma St., Menlo Park, CA 94025
tel 650-330-2501

D3 – Revised Library Use Guidelines



Purpose

Menlo Park Library provides access to all through its collections, programs, facilities and resources. We strive to serve our visitors effectively by providing a welcoming and safe environment. At the same time we ask that visitors help us to maintain an atmosphere that is conducive to learning and community engagement by following these Guidelines.

Entering the library **or participating in a library event or program** constitutes an implicit acceptance of these Guidelines and an acknowledgement of the right of library staff to take any action they see fit while interpreting these Guidelines.

In case of an emergency follow library staff instructions promptly.

We welcome everyone to:

- Study, read and enjoy our environment within the limits of its intended use.
- Find materials in good condition.
- Feel safe and secure.

Prohibited conduct and activities

In consideration of all Library visitors and staff, the following activities are not allowed:

- Leaving a vulnerable adult or a child under the age of 11 unattended.
- Entering the designated children's area, attending a program for children, or using a designated children's computer without being accompanied by a child (0 to 12) or without a demonstrated need to access the children's collection.
- Using the designated teen area, attending a program for teens, or using a designated teen computer without being accompanied by a teen (13-17) or without a demonstrated need to access the teen collection.
- Disturbing others by talking loudly or with other noisy activity—including any loud sound originating from any electronic device. Please do use headphones when listening to audio on any electronic devices.
- **Failing to monitor the activities and behavior of children while attending a library event.**
- Conversing using a cell phone except in designated areas.
- Sleeping—as a safety precaution sleeping individuals will be awakened.
- Eating—except in the designated areas, or food provided at library-sponsored events
- Drinking—except for covered beverages in the designated areas, or beverages provided at library-sponsored events.
- Presenting offensive and pervasive odor or odors that may make the use of the library difficult for others.
- Bathing, shaving, haircutting, or washing clothes in the public restrooms.
- Entering the library without shoes or adequate clothing, including top and bottom.
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA).
- Leaving pets unattended and/or unleashed in outdoor areas near the library, including but not limited to entryways, pathways, lawns, and outdoor seating areas.
- Bringing carts, bicycles, scooters, skateboards, or similar items into the library or leaving them at the entrance--except when the vehicle is: used by disabled people or is used to carry an infant/child.
- Wearing skates or roller blades inside the library.
- Changing diapers—except in the designated area of the public restrooms.
- Blocking aisles, shelves, or any thoroughfare with personal items, or leaving items unattended at any time--except to use the restroom for a reasonable amount of time.
- Putting feet on library furniture, rearranging the furniture, or using the furniture for other than its intended purpose.
- Bringing weapons of any kind into the library.
- Harassing library users or staff—including physical, sexual, verbal harassment or stalking.
- Selling, soliciting, or using illegal drugs on library premises.
- Alcohol is prohibited, except at library-sponsored after-hours events.

- Soliciting or begging for money, donations or signatures, or the distribution or posting of any printed material except by Library support groups or as a part of a Library-sponsored event.
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the library building.
- Vandalizing library facilities, equipment, or materials.
- Removing library materials from the building without checking them out.
- Engaging in sexual conduct or lewd behavior.
- Viewing or displaying inappropriate, sexually explicit, or illegal material in the library.
- Illegal activity of any kind will be reported to law enforcement.
- Violation of any federal, state, or local public health orders, restrictions, protocols and/or guidelines

Unattended Children and Youth

The library is a public place. Do not leave children unsupervised or unattended. It is the responsibility of parents and guardians to ensure their children's safety, welfare, and appropriate behavior in the library. Library staff are not available to provide childcare for any duration of time. Library staff are not authorized to assume responsibility for the direct supervision, safety, or welfare of any child in the absence of a responsible caregiver.

Children under the age of 6 should never be left unattended in any part of the library, including areas designated for children. A parent, guardian, or responsible caretaker must always remain within sight of their child, including during story time or other programs.

Children ages 6-10 must have a parent, guardian, or designated caregiver over the age of 14 (for example, an older sibling) remain in the library with them at all times. The caregiver is responsible for the safety, behavior and supervision of the children in their care while at the library.

Older children ages 11 and up may visit the library unattended by an adult but should never be left alone for extended periods of time and never outside library open hours. Parents/caregivers are responsible for the safety, well-being, and behavior of their children. It is recommended that older children have a cellphone or other method to contact their parent or guardian. If a child needs assistance to call home, library staff will dial the number for them. The library has areas designated and reserved for exclusive use by children and teens and their caregivers. Adults over 18 who are not accompanied by a child or teen in their care may not visit these areas except to briefly access the library book and media collection, seek assistance from library staff, or attend a program with staff's approval.

All library patrons, including children and teens, are expected to follow the Menlo Park Library Use Guidelines.

- Caregivers must pick children up at least 15 minutes before the library's posted closing time.

If a child is observed to be unattended by an adult or caregiver in the library and the child seems upset, disruptive, in distress, at risk, or otherwise in need of adult help, library staff may take one or more of the following actions:

- Make contact with the child to assess their well-being
- Attempt to reach the adult/caregiver by paging them over the public address system, or directly by phone;
- Walk through the library building with the child to look for child's adult/caregiver;
- Contact emergency services and/or law enforcement.

If a child is left unattended in the library at closing time, library staff will attempt to contact the parent or legal guardian. If a parent or guardian cannot be immediately contacted, or if a parent/guardian is unable to immediately pick up the child, staff will contact local law enforcement to assume responsibility for the child's well-being.

Library Events

Library events are open to the general public. Advance registration may be required for planning purposes or when space is limited. Events may be held on-site, off-site, or virtually. Event participants, whether onsite, offsite, or virtual, must comply with the Library Use Guidelines.

Youth events are created for participating youth and their caretakers. Adults who are not accompanying a youth participant may be asked to leave the event.

While hosting a virtual event, library staff may take one or more of the following actions as needed to ensure compliance with these guidelines: mute attendees, lock the event after the program has begun, dismiss participants or take other actions as needed. During virtual events, participants may be asked to turn on their cameras so that staff can identify them. Unidentified or unidentifiable individuals may be removed from the event.

Enforcement		
<p>Failure to follow these Guidelines will result in the following actions:</p> <ul style="list-style-type: none"> • Individuals will be asked to leave. • Library visiting privileges may be suspended for an extended time period. • Library staff may call local law enforcement to provide assistance in enforcing these Guidelines. • Illegal activity in the Library may result in arrest and/or prosecution in addition to suspension of Library privileges. • Customers who return to the Menlo Park Library before a suspension has ended may be charged with trespassing. 		
Additional information		
<ul style="list-style-type: none"> • In case of an emergency, promptly follow all library staff instructions. • Theft of Library property, or property of Library staff, or property of Library visitors is prohibited. • State law permits library staff to search purses, bags, parcels, briefcases, and other packages to prevent the theft of books and library materials and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing library theft (California Penal Code section 490.5.) 		
Policy history		
Action	Date	Notes
Policy adoption	December 17, 2018	Library Commission recommendation
Policy updated	September 16, 2019	Library Commission recommendation
Policy updated	June 21, 2021	Library Commission recommendation
Policy updated	September 20, 2021	Administrative revision
Policy updated	April 18, 2022	Administrative revision



STAFF REPORT

Library Commission

Meeting Date:

5/16/2022

Staff Report Number:

LC-2022-007

Regular Business:

Select new Library Commission Chair and Vice Chair

Recommendation

Staff recommends that the Library Commission select a Chair and Vice Chair for the 2022-23 fiscal year.

Policy Issues

City Council Policy CC-01-004 was adopted in 1991 and outlines the procedures, roles and responsibilities of the City Council-appointed advisory bodies for optimal functioning. Amendments were made to the policy in 2001, 2011, 2013, 2017, 2019, and 2020.

Background

City Council policy CC-01-004¹ requires commissions to select a chair and Vice Chair and to rotate those positions annually. The policy states that “The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.”

Analysis

The Library Commission (Commission) Chair works with staff to set the agendas for the Commission’s meetings, and presides over those meetings. The Chair typically delivers the Commission’s updates to the City Council. The Vice Chair serves as Chair in the Chair’s absence. The Chair and Vice Chair are sometimes called upon to represent the Commission at ceremonial events.

Staff recommend that the Commission open the floor to nominations for the positions of Chair and Vice Chair. Any Commissioner may be nominated for either position. Nominations do not require a second. Commissioners who are nominated may accept or decline the nomination. Commissioners will cast votes for each position. Votes may only be cast for Commissioners who were nominated. Staff will tally the votes. The Commissioners who receive a majority of votes will be selected for each position.

The new Commission Chair and Vice Chair will begin their duties at the June 2022 Library Commission meeting (coincidentally, a special joint meeting with the Parks and Recreation Commission tentatively scheduled on June 22) and will serve until May of 2023.

¹ <https://www.menlopark.org/DocumentCenter/View/11698/16-005-SC---Attachement-A---CC-01-0004-Commission-Policies-and-Procedures?bidId=>

Impact on City Resources

None.

Environmental Review

No environmental review is required.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

None.

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Report prepared by:

Sein Reinhart, Director of Library and Community Services



STAFF REPORT

Library Commission

Meeting Date:

05/16/2022

Staff Report Number:

LC-2022-006

Information Item:

Onboarding new commission members

Recommendation

Staff recommends that the Commission review a resource list for onboarding new Library Commission members.

Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission is charged with advising the City Council on matters related to the City's libraries.

Background

As a City Council-appointed citizen member of a Menlo Park advisory body, Commission members are considered to be public officials serving in an advisory capacity to the City Council. Once a Commissioner is appointed, the City Clerk is responsible for administering the oath of office and for providing mandated training on California law (like the Brown Act).

Analysis

Staff prepared a checklist that may help new Commission members acclimate to their roles as advisory body members, and to become better acquainted with current issues relevant to the Commission's work (Attachment A). Links in the checklist are reviewed at least annually for accuracy and timeliness. The Commission is encouraged to review the list and suggest any additions or edits. The Commission may also want to consider a "buddy system", where an incoming Commissioner is paired with an existing Commissioner for questions and concerns. The staff liaison would continue to serve in their role as the primary contact for interactions with the department.

Next Steps

A suggested checklist of items of interest and links for new Commissioners is included as Attachment A. The Commission is encouraged to review the list and suggest any additions or edits. The Advisory Body Handbook, a primary source of information for the roles and responsibilities of advisory body members, is included as a link in Attachment B.

Attachments

Attachment A: Suggested checklist of items for new Commissioners

Attachment B: Advisory body handbook (link):

<https://www.menlopark.org/DocumentCenter/View/15204/Advisory-body-handbook-2021?bidId=>

Staff Report #: LC-2022-006

Report prepared by:
Nick Szegda, Assistant Director of Library Services

Report approved by:
Sean Reinhart, Director of Library and Community Services

Attachment A – Suggested checklist of items for new Library Commissioners

Library Commission webpage: <https://beta.menlopark.org/Government/Commissions-and-committees/Library-Commission>

Includes links to the Commission's current meeting agenda and past meeting minutes.

Public engagement portal: <https://publicinput.com/hub/Subscriptions/2463>

Sign up for alerts on topics of interest including meeting agendas, newsletters and calendar events

Library affiliate groups:

Friends of the Menlo Park Library: <https://friendsmpl.org/>

The Friends of the Library (nicknamed "The Moles" because of their primary sorting location in the main library's basement) has been around in some form since the 1950's. The Friends collect and sort thousands of donated books, sell them online and onsite, and give the money raised to the library to support programs, materials, and special projects.

Menlo Park Library Foundation: <https://www.menlolibrary.org/>

"Menlo Park Library Foundation connects private financial support to enhance community library programs, facilities, and services. We partner with the City of Menlo Park and the community to fund multiple Library projects." The Library Foundation will be the lead nonprofit partner raising funds for the new Menlo Park Community Campus project. The Foundation also funds special projects including the Seed Lending Library, the Little Free Libraries project, and the Youth Poetry and Youth Poster contests.

Literacy Partners Menlo Park: <https://www.literacypartnersmenlopark.org/>

LPMP is a nonprofit dedicated to supporting literacy programs and projects through fundraising and community awareness. LPMP supports the library's literacy efforts.

Menlo Park Historical Association: <https://sites.google.com/site/mphistorical/>

Housed in the basement of the main library, MPHA was formed "to collect, preserve and disseminate historical data, information, relics and objects or records of historical interest relating to the City of Menlo Park and environs"

Parks and Recreation Commission: <https://beta.menlopark.org/Government/Commissions-and-committees/Parks-and-Recreation-Commission>

With the merger of the Library and the Community Services departments in 2020, collaboration between the library, child care, and recreation teams will continue to grow.

City of Menlo Park Open Government site: <https://beta.menlopark.org/Government/Open-government>

Compiled Links to budgets, planning documents, public notices, and more

LCS Strategic Plan: 2020 and beyond:

https://www.menlopark.org/DocumentCenter/View/27206/Staff-report_LC_21-006_LCS-Strategic-Plan-Update

Guiding document for the Library and Community Services department.

Menlo Park Community Campus project page:

<https://beta.menlopark.org/Government/Departments/Community-Development/Projects/Under-construction/Menlo-Park-Community-Campus>

Construction updates and meeting documents on the new combined library and recreation facility.

**City of Menlo Park Library Commission
2022 Tentative Agenda Schedule**

Meetings are held at the Main Library at 6:30pm on the third Monday of the month unless otherwise specified.

MEETING DATE	PROPOSED AGENDA TOPICS
January 24, 2022 (Date change due to MLK holiday)	<ul style="list-style-type: none"> • 6-month review – program reactivation • 2022 agenda review
February 28, 2022 (Date change due to President's Day holiday)	<ul style="list-style-type: none"> • Presentation – Storytime reactivation • Presentation – Library emergency procedures • Collection development policy
March 21, 2022	<ul style="list-style-type: none"> • Staff presentation –Registration management platform implementation • MPCC – Library spaces furnishing layout • MPCC – Draft operation plan milestones
April 18, 2022	<ul style="list-style-type: none"> • MPCC – Draft operation plan milestones • Discuss presentation opportunities for library affiliate groups • Library Use Guidelines
May 16, 2022	<ul style="list-style-type: none"> • Welcome new and returning Commissioners • Selection of Commission Chair and Vice Chair • Presentation – Summer education programs: Camps • Presentation – Summer literacy programs: Summer reading • Presentation – Draft letter to affiliate groups
Wednesday, June 22, 2022 (Joint meeting with the Parks and Recreation Commission - tentative)	<ul style="list-style-type: none"> • MPCC operational planning
July 18, 2022	<ul style="list-style-type: none"> • Gathering to recognize outgoing Commissioners and to welcome any new Commissioners
August 15, 2022	<ul style="list-style-type: none"> • Staff presentation – Adult literacy / ESL • Commission work plan 2022-23 • Meeting room policy review • Staff presentation – Book to Action project
September 19, 2022	<ul style="list-style-type: none"> • Present Commission work plan to City Council • Volunteer policy review
October 17, 2022	<ul style="list-style-type: none"> • Facility use guidelines review
November 21, 2022	<ul style="list-style-type: none"> • Exhibits and displays policy review
December 19, 2022	<ul style="list-style-type: none"> •
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> • <i>Staff presentations: library programming, early childhood education</i>

Parks and Recreation Commission: Typically meets fourth Wednesday of each month, 7PM

Recurring board meetings of library-related external nonprofit orgs:

Friends of the Library: Typically meets second Monday of each quarter, 1pm.

Library Foundation: Typically meets first Thursday of each month, 6:30pm.

Literacy Partners: Typically meets third Wednesday of each month, 7pm