



REGULAR MEETING AGENDA

Date: 9/14/2015
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call – Bramlett, Cebrian, Leep, Lemons, Manuel, Nelson

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the 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 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. Regular Business

- D1. Review results of the Library customer survey ([attachment](#))
- D2. Review quarterly Commission update for September 29th City Council meeting
- D3. Discuss community use of Little Free Library model for sharing books
- D4. Accept the Library Commission meeting minutes for August 11, 2015 ([attachment](#))

E. Informational Items

- E1. Individual Commissioners’ reports
- E2. Reports from Library Staff

F. Adjournment

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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

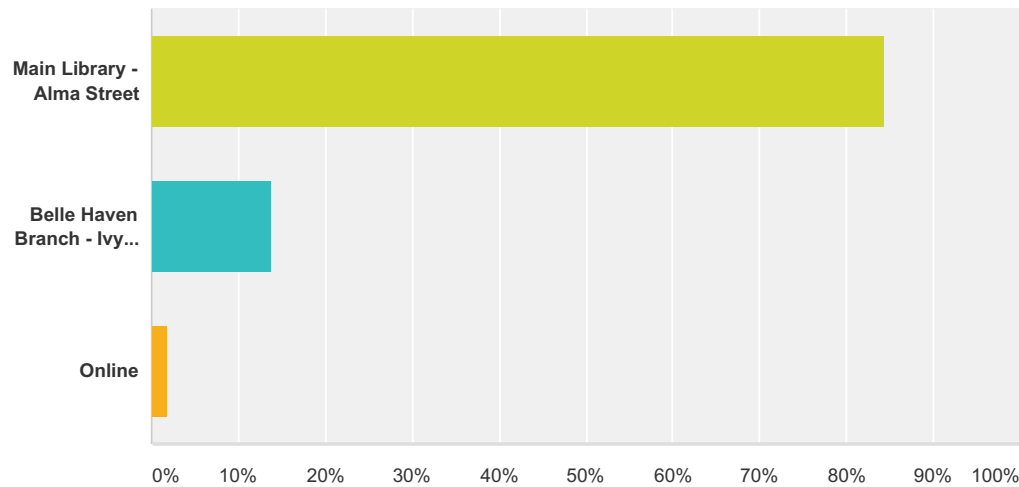
any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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 for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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.

Q1 Which Menlo Park Library location do you consider to be your main library?

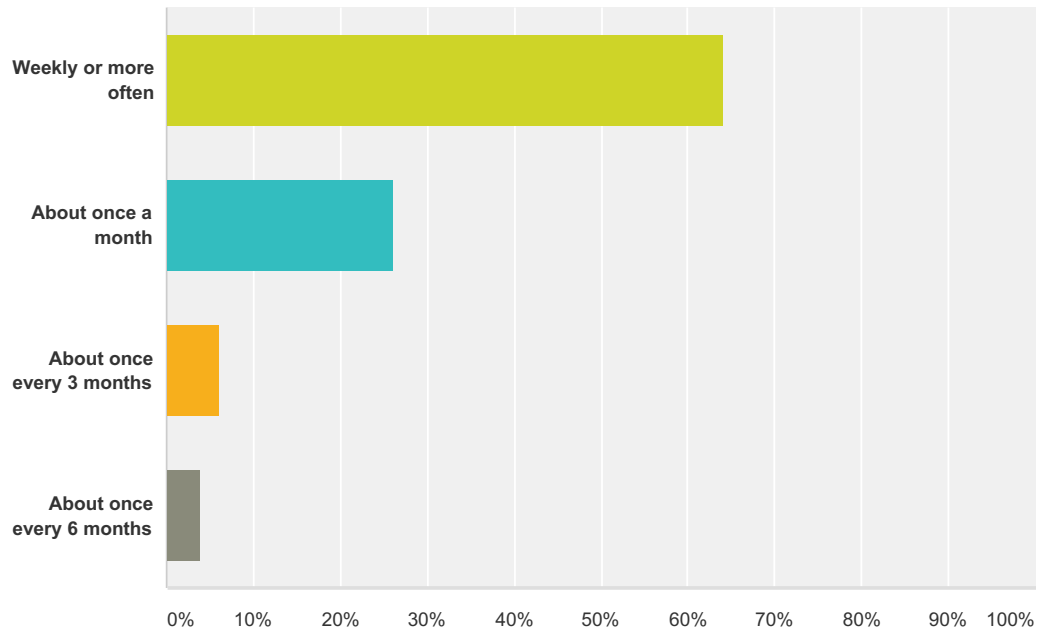
Answered: 51 Skipped: 0



Answer Choices	Responses	
Main Library - Alma Street	84.31%	43
Belle Haven Branch - Ivy Street	13.73%	7
Online	1.96%	1
Total		51

Q2 How often do you use either the Main Library (Alma Street) or Belle Haven (Ivy Street) branch library?

Answered: 50 Skipped: 1



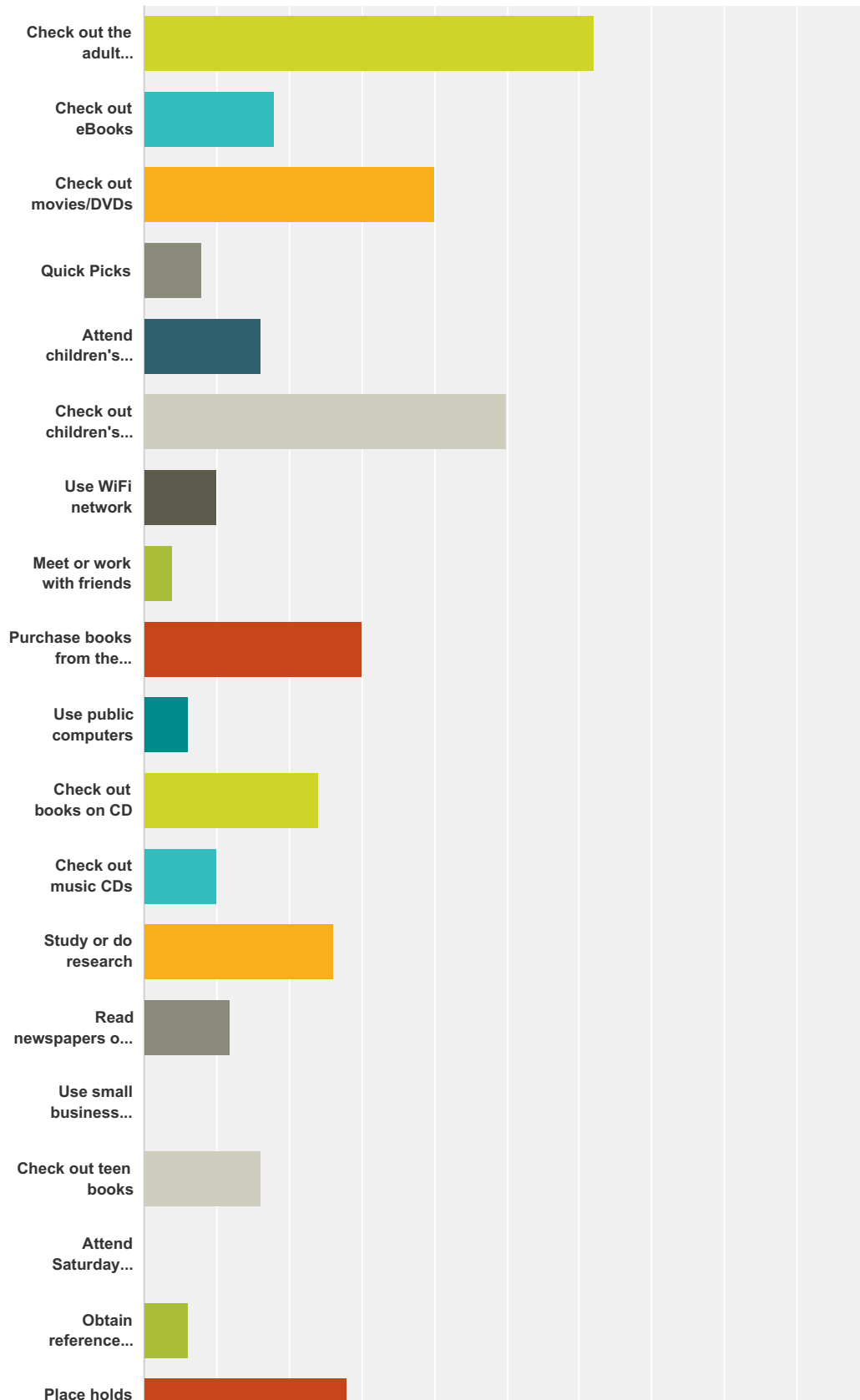
Answer Choices	Responses	
Weekly or more often	64.00%	32
About once a month	26.00%	13
About once every 3 months	6.00%	3
About once every 6 months	4.00%	2
Total		50

**Q3 What's your favorite thing about the
Menlo Park Library?**

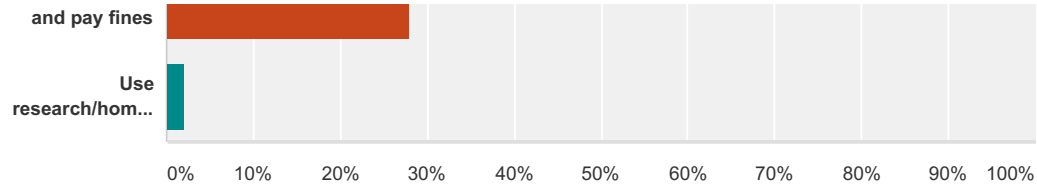
Answered: 46 Skipped: 5

Q4 What do you use the library for the most? (Check up to 5)

Answered: 50 Skipped: 1



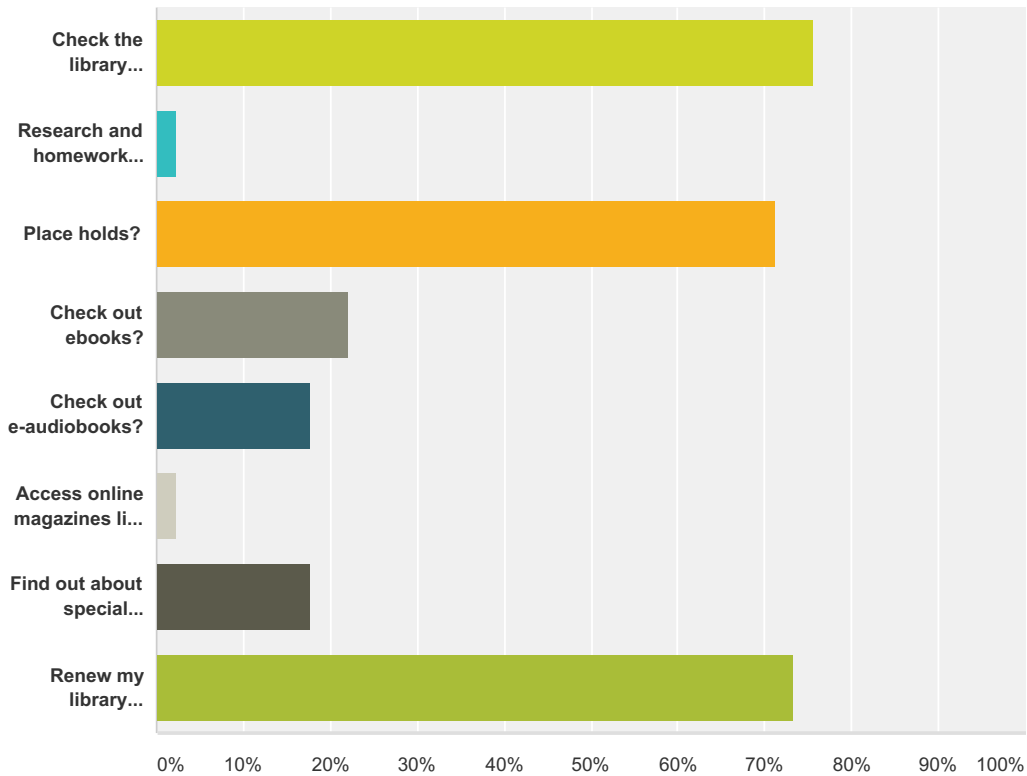
MP Library Survey



Answer Choices	Responses	
Check out the adult fiction/non-fiction books	62.00%	31
Check out eBooks	18.00%	9
Check out movies/DVDs	40.00%	20
Quick Picks	8.00%	4
Attend children's programs	16.00%	8
Check out children's books	50.00%	25
Use WiFi network	10.00%	5
Meet or work with friends	4.00%	2
Purchase books from the Friends bookstore	30.00%	15
Use public computers	6.00%	3
Check out books on CD	24.00%	12
Check out music CDs	10.00%	5
Study or do research	26.00%	13
Read newspapers or magazines	12.00%	6
Use small business collection	0.00%	0
Check out teen books	16.00%	8
Attend Saturday programs	0.00%	0
Obtain reference librarian help	6.00%	3
Place holds and pay fines	28.00%	14
Use research/homework databases	2.00%	1
Total Respondents: 50		

Q5 Do you use the library remotely through the library website to (Please check all that apply):

Answered: 45 Skipped: 6



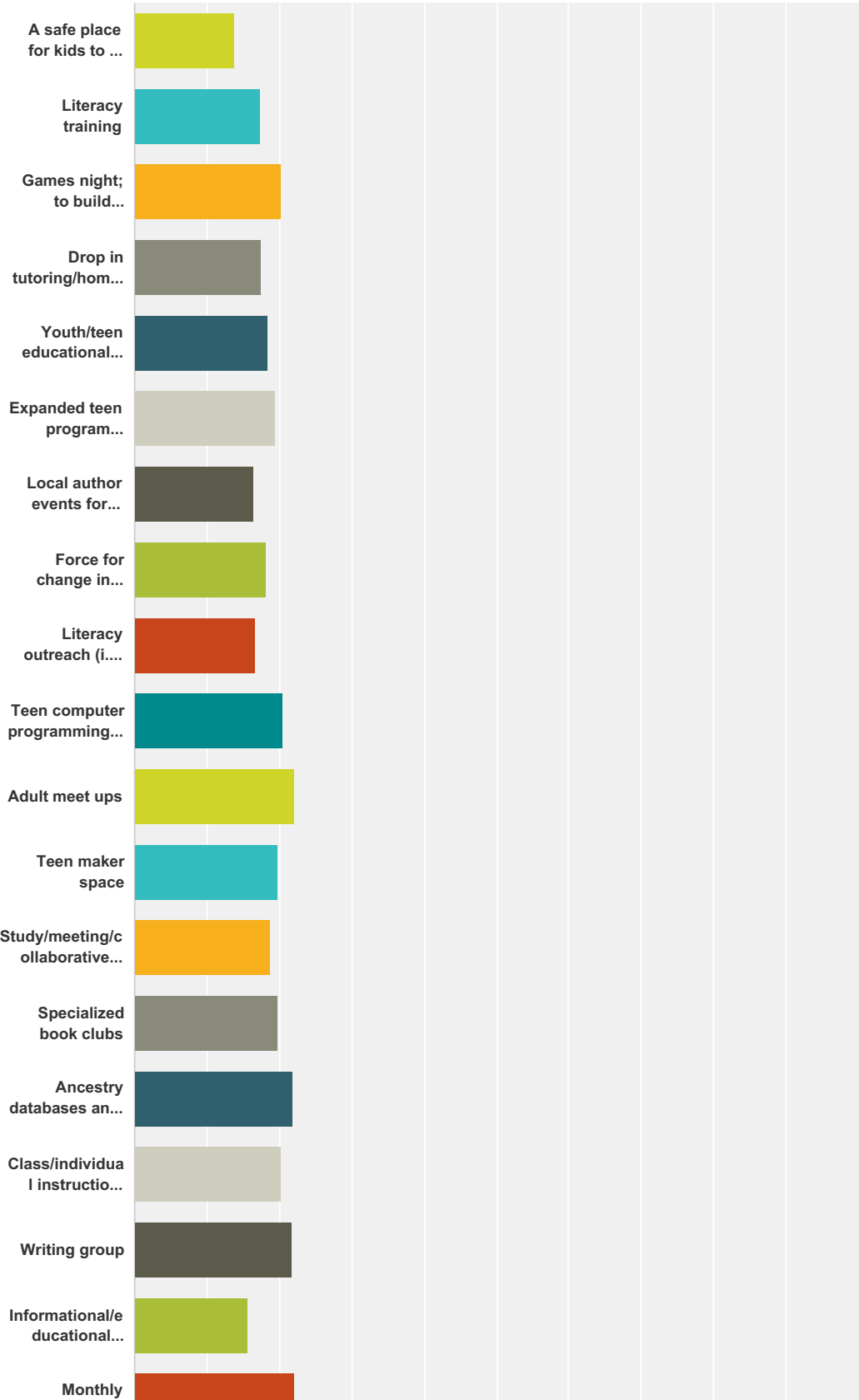
Answer Choices	Responses	
Check the library catalog?	75.56%	34
Research and homework databases	2.22%	1
Place holds?	71.11%	32
Check out ebooks?	22.22%	10
Check out e-audiobooks?	17.78%	8
Access online magazines like Oprah, US, The Economist or Cooks Illustrated	2.22%	1
Find out about special programs	17.78%	8
Renew my library materials	73.33%	33
Total Respondents: 45		

**Q6 What's one thing you wish you could do
at the library? Please tell us more.**

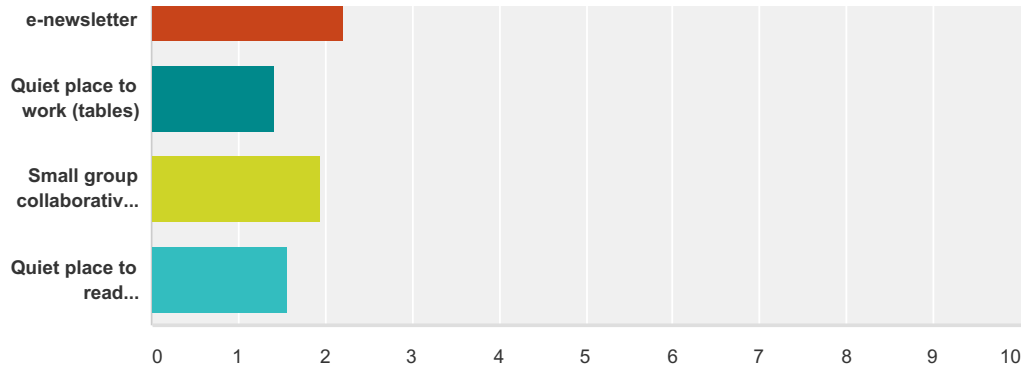
Answered: 32 Skipped: 19

Q7 Please rate the below current & potential new services

Answered: 49 Skipped: 2



MP Library Survey



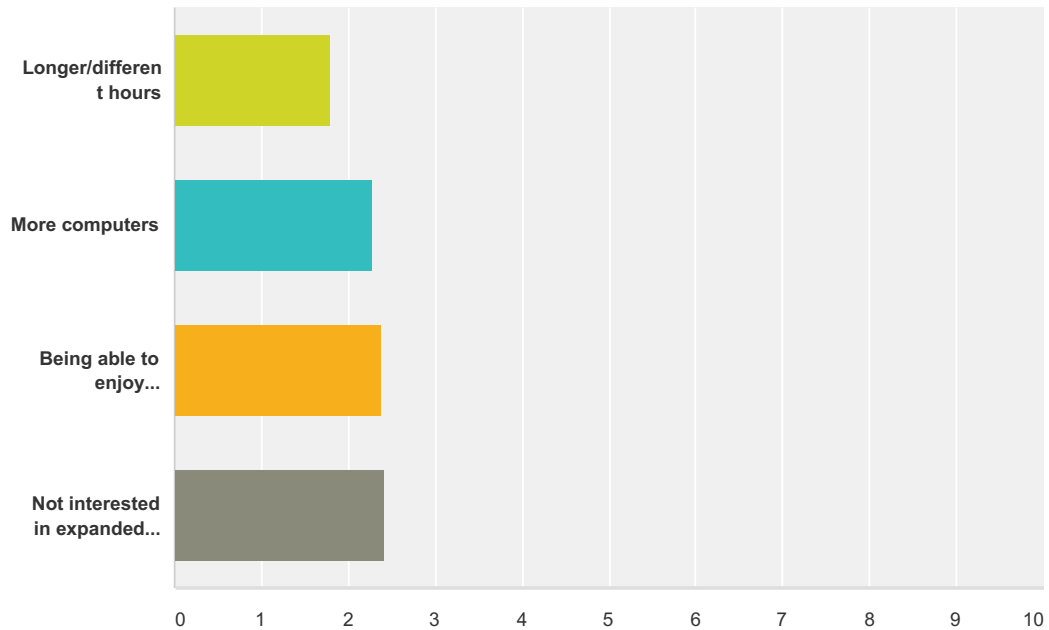
	Very Important	Somewhat Important	Not Important	Total	Weighted Average
A safe place for kids to go after school (ages 12 & older)	72.34% 34	17.02% 8	10.64% 5	47	1.38
Literacy training	45.65% 21	34.78% 16	19.57% 9	46	1.74
Games night; to build community	28.26% 13	41.30% 19	30.43% 14	46	2.02
Drop in tutoring/homework help	44.44% 20	35.56% 16	20.00% 9	45	1.76
Youth/teen educational series (speakers, special topics)	40.43% 19	36.17% 17	23.40% 11	47	1.83
Expanded teen program (services additional to current teen offering)	36.36% 16	31.82% 14	31.82% 14	44	1.95
Local author events for adults	51.06% 24	34.04% 16	14.89% 7	47	1.64
Force for change in community	45.83% 22	27.08% 13	27.08% 13	48	1.81
Literacy outreach (i.e. books for prisoners, battered women, the homeless, etc.)	51.06% 24	29.79% 14	19.15% 9	47	1.68
Teen computer programming meet ups	26.67% 12	42.22% 19	31.11% 14	45	2.04
Adult meet ups	15.22% 7	47.83% 22	36.96% 17	46	2.22
Teen maker space	35.56% 16	31.11% 14	33.33% 15	45	1.98
Study/meeting/collaborative rooms	34.78% 16	43.48% 20	21.74% 10	46	1.87
Specialized book clubs	23.40% 11	55.32% 26	21.28% 10	47	1.98
Ancestry databases and genealogy research club	12.77% 6	55.32% 26	31.91% 15	47	2.19
Class/individual instruction on computers, e-devices	21.74% 10	54.35% 25	23.91% 11	46	2.02
Writing group	22.22% 10	37.78% 17	40.00% 18	45	2.18
Informational/educational programs	51.06% 24	40.43% 19	8.51% 4	47	1.57

MP Library Survey

Monthly e-newsletter	17.39% 8	43.48% 20	39.13% 18	46	2.22
Quiet place to work (tables)	65.96% 31	25.53% 12	8.51% 4	47	1.43
Small group collaborative space	22.73% 10	59.09% 26	18.18% 8	44	1.95
Quiet place to read (armchairs)	56.25% 27	31.25% 15	12.50% 6	48	1.56

Q8 Please rate the below expanded adult programs and services. (Please check all that apply)

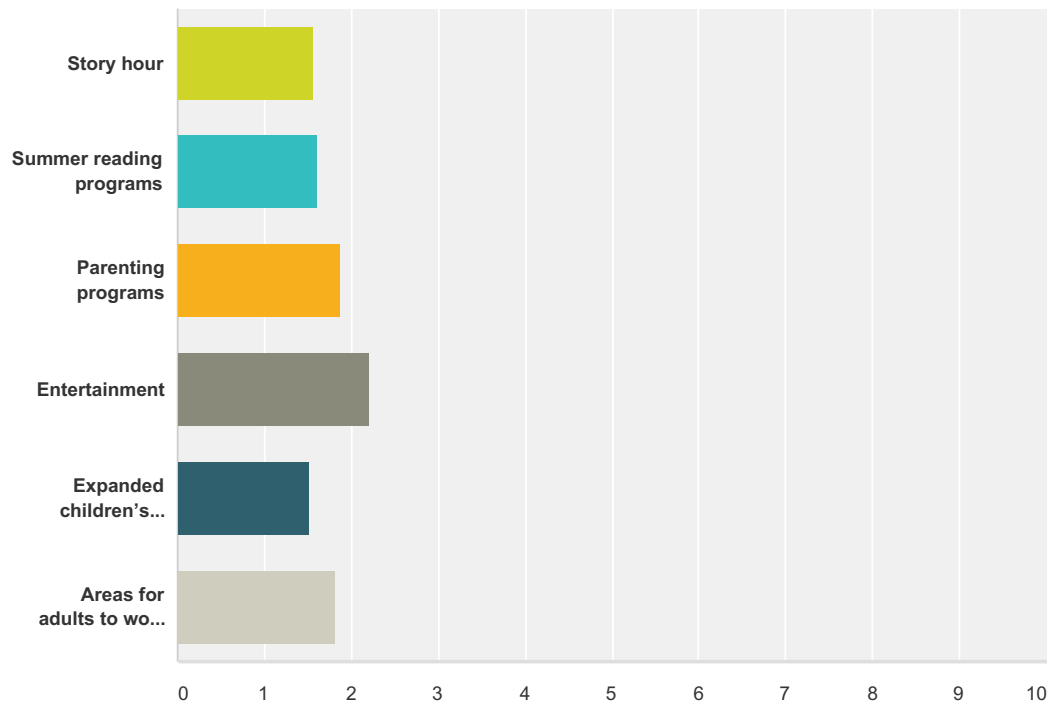
Answered: 50 Skipped: 1



	Very Important	Somewhat Important	Not Important	Total	Weighted Average
Longer/different hours	44.90% 22	30.61% 15	24.49% 12	49	1.80
More computers	18.60% 8	34.88% 15	46.51% 20	43	2.28
Being able to enjoy food/beverage while reading	19.57% 9	21.74% 10	58.70% 27	46	2.39
Not interested in expanded services	18.18% 6	21.21% 7	60.61% 20	33	2.42

Q9 Please rate the below expanded children/teen programs and services.

Answered: 46 Skipped: 5



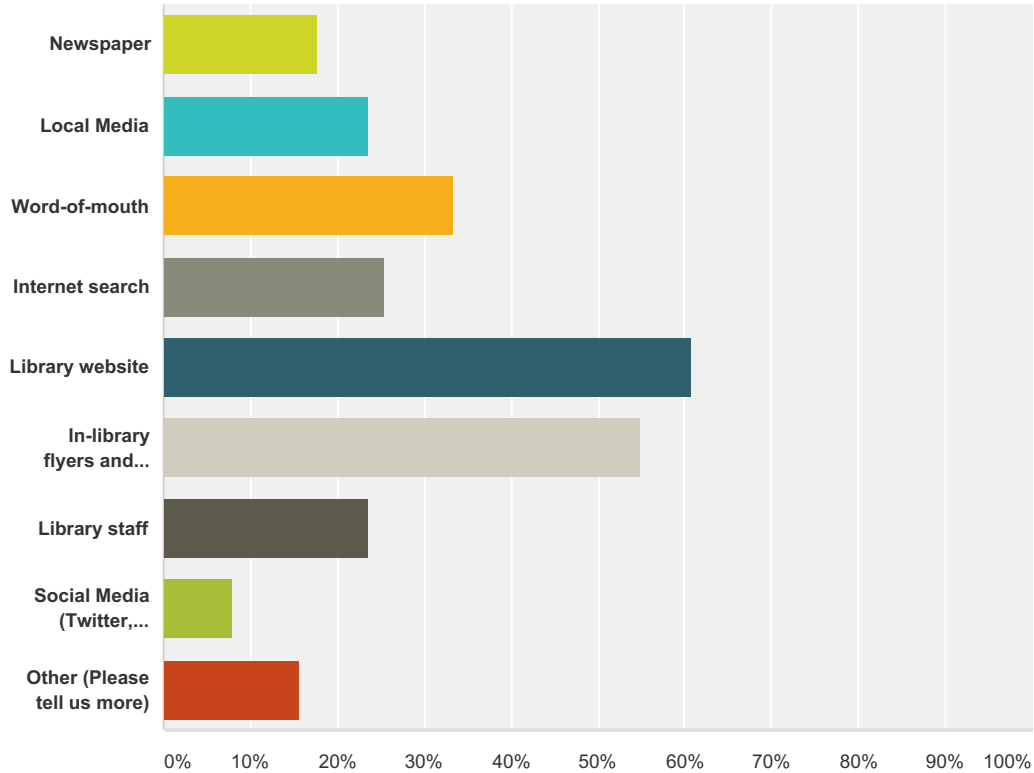
	Very Important	Somewhat Important	Not Important	Total	Weighted Average
Story hour	58.70% 27	26.09% 12	15.22% 7	46	1.57
Summer reading programs	53.33% 24	33.33% 15	13.33% 6	45	1.60
Parenting programs	32.56% 14	46.51% 20	20.93% 9	43	1.88
Entertainment	23.81% 10	30.95% 13	45.24% 19	42	2.21
Expanded children's collection	59.09% 26	29.55% 13	11.36% 5	44	1.52
Areas for adults to work while children remain nearby and supervised	40.00% 18	37.78% 17	22.22% 10	45	1.82

**Q10 Do you use other libraries? If so,
please tell us which ones and why?**

Answered: 41 Skipped: 10

Q11 How do you find out about the library's programs and services? (Check all that apply)

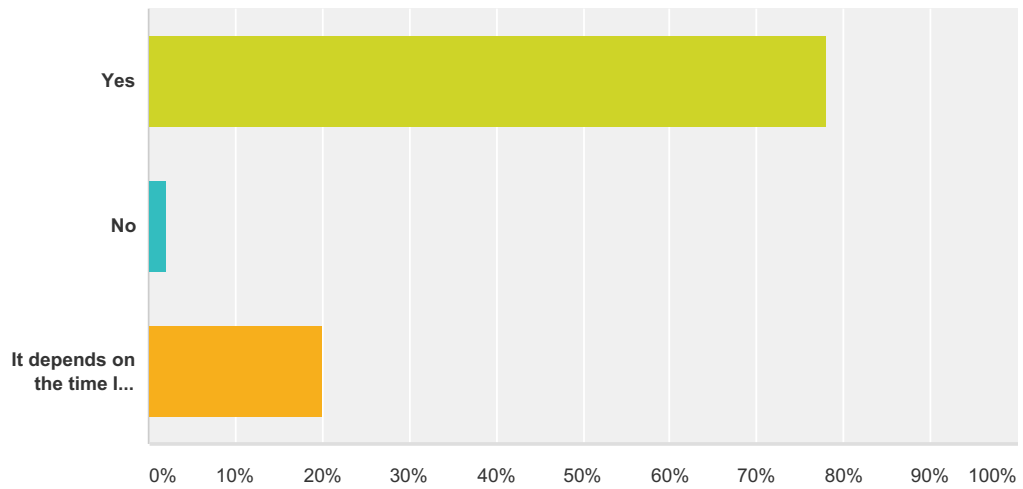
Answered: 51 Skipped: 0



Answer Choices	Responses
Newspaper	17.65% 9
Local Media	23.53% 12
Word-of-mouth	33.33% 17
Internet search	25.49% 13
Library website	60.78% 31
In-library flyers and signs	54.90% 28
Library staff	23.53% 12
Social Media (Twitter, Facebook, etc.)	7.84% 4
Other (Please tell us more)	15.69% 8
Total Respondents: 51	

Q12 I can usually find parking when I visit the Main Library - Alma Street.

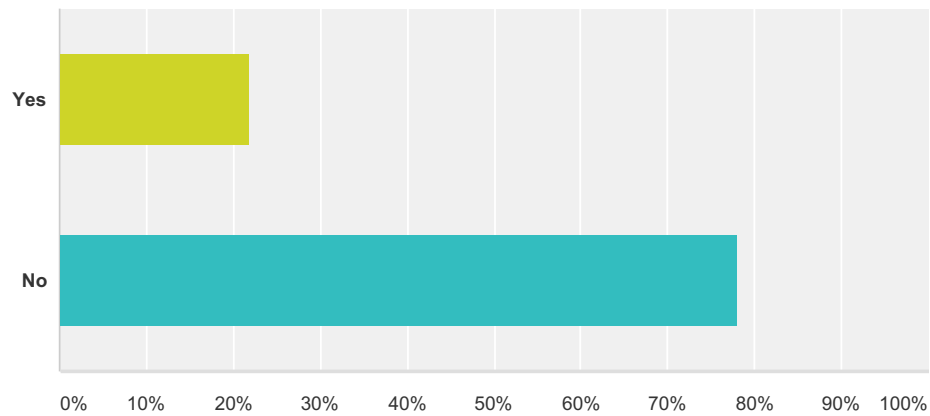
Answered: 50 Skipped: 1



Answer Choices	Responses	
Yes	78.00%	39
No	2.00%	1
It depends on the time I visit the library	20.00%	10
Total		50

Q13 Did you ever skip your library visit because you couldn't find a parking space?

Answered: 50 Skipped: 1



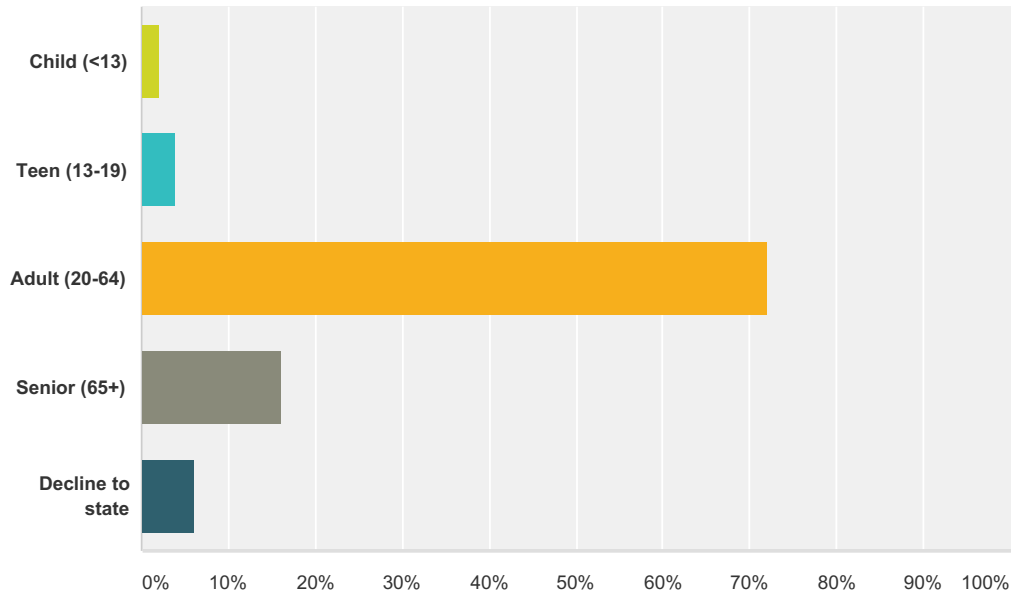
Answer Choices	Responses	
Yes	22.00%	11
No	78.00%	39
Total		50

Q14 Please use this space to leave any other comments you may have about the library or library services

Answered: 25 Skipped: 26

Q15 What is your age group?

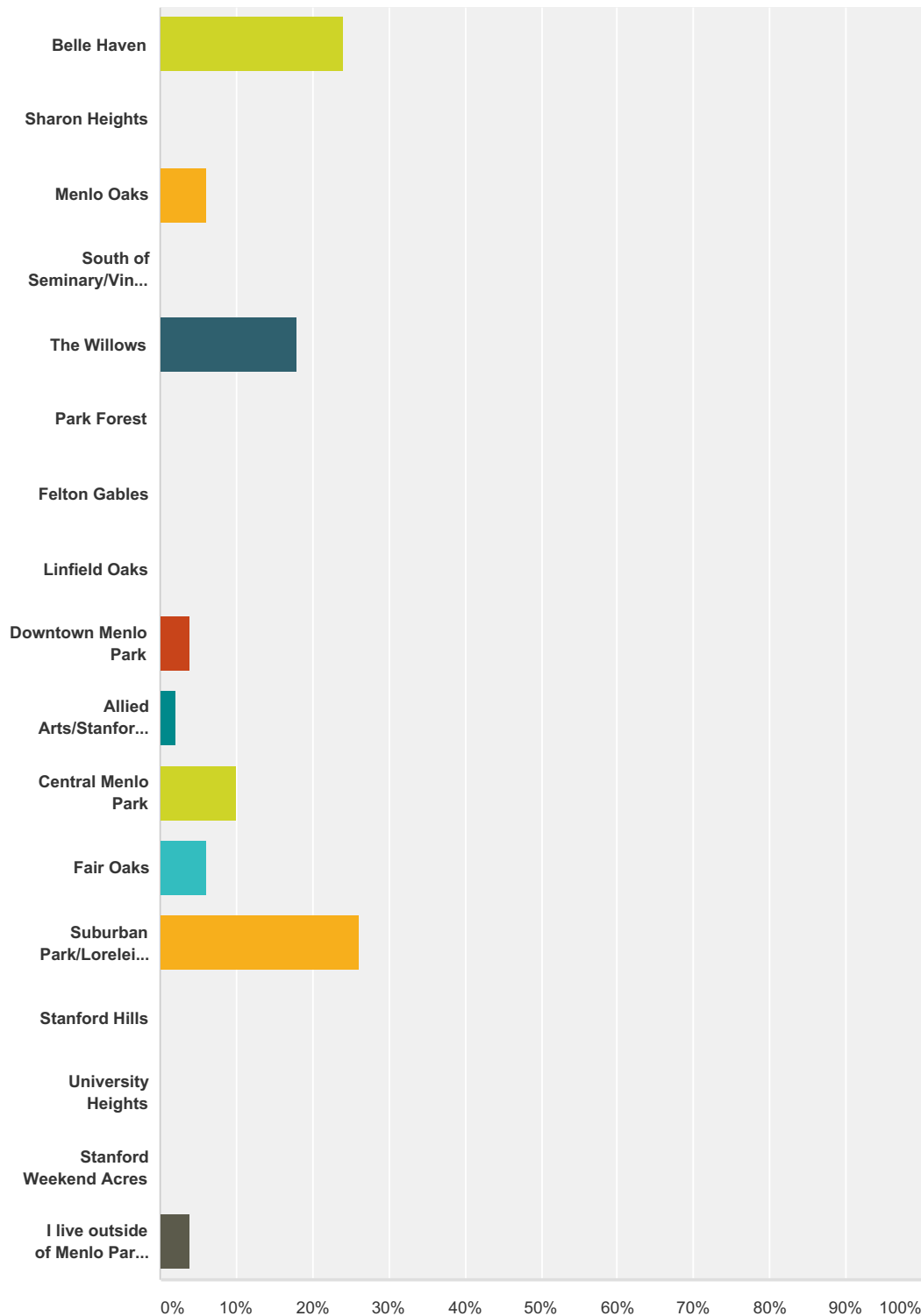
Answered: 50 Skipped: 1



Answer Choices	Responses	
Child (<13)	2.00%	1
Teen (13-19)	4.00%	2
Adult (20-64)	72.00%	36
Senior (65+)	16.00%	8
Decline to state	6.00%	3
Total		50

Q16 Which Menlo Park neighborhood do you live in?

Answered: 50 Skipped: 1



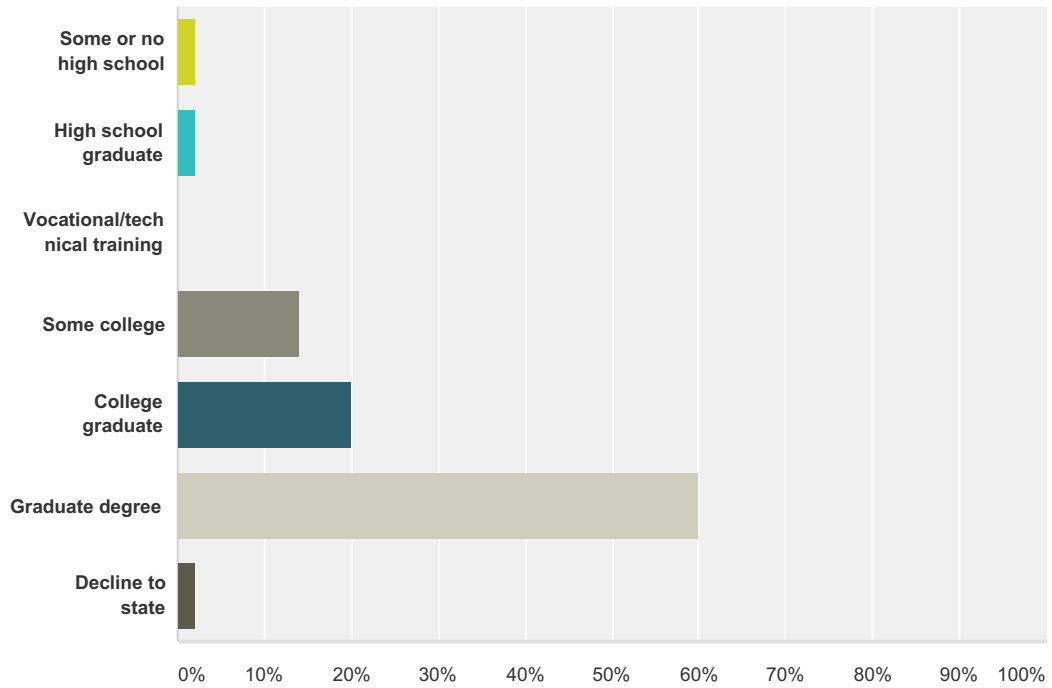
Answer Choices	Responses
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MP Library Survey

Belle Haven	24.00%	12
Sharon Heights	0.00%	0
Menlo Oaks	6.00%	3
South of Seminary/Vintage Oaks	0.00%	0
The Willows	18.00%	9
Park Forest	0.00%	0
Felton Gables	0.00%	0
Linfield Oaks	0.00%	0
Downtown Menlo Park	4.00%	2
Allied Arts/Stanford Park	2.00%	1
Central Menlo Park	10.00%	5
Fair Oaks	6.00%	3
Suburban Park/Lorelei Manor/Flood Triangle	26.00%	13
Stanford Hills	0.00%	0
University Heights	0.00%	0
Stanford Weekend Acres	0.00%	0
I live outside of Menlo Park. Please specify.	4.00%	2
Total		50

Q17 What is your educational level?

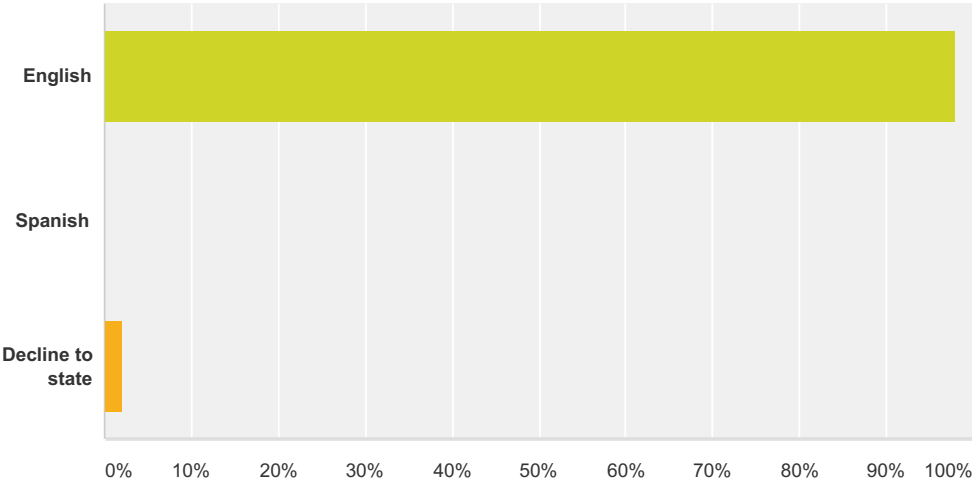
Answered: 50 Skipped: 1



Answer Choices	Responses	
Some or no high school	2.00%	1
High school graduate	2.00%	1
Vocational/technical training	0.00%	0
Some college	14.00%	7
College graduate	20.00%	10
Graduate degree	60.00%	30
Decline to state	2.00%	1
Total		50

Q18 What language do you primarily speak at home?

Answered: 47 Skipped: 4



Answer Choices	Responses	
English	97.87%	46
Spanish	0.00%	0
Decline to state	2.13%	1
Total		47



REGULAR MEETING MINUTES - DRAFT

Date: 8/11/2015
Time: 5:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

Chair Cebrian called the meeting to order at 5:40 p.m.

Roll Call

Present: Bramlett, Cebrian, Lemons, Manuel, Nelson

Absent: Leep

Staff: Library Director, Susan Holmer, Interim Youth Services Supervisor, Jennifer Wilkins, and Library staff Madrigal, Lozano, Roth

A. Public Comment

There were no public comments.

B. Consent Calendar

- B1. Approve the Library Commission meeting minutes for July 13, 2015

ACTION: Motion and second (Cebrian/Nelson) to approve the minutes as amended, passes 6-0-1 (Commissioner Leep was absent).

C. Regular Business

- C1 Develop a plan for future services at the Belle Haven Branch Library

Library Director Susan Holmer reviewed some ideas that staff had proposed for non-place based services and for new in-library services for the branch. No motion was made to develop the future plan.

- C2. Review and discuss survey results received from frequent users of Menlo Park Library

Library Director reported that survey had been tested by frequent users and was ready for wider distribution, and will notify Commissioners as soon as the link is available so they can promote the survey. Commissioners agreed that a Spanish and English version of the survey should be available on the Menlo Park Library webpage for initial general public responses.

- C3 Discuss community use of Little Free Libraries model for sharing books

Commission Chair Cebrian introduced the use of Little Free Libraries and described the one in her

neighborhood, reviewed their use in other cities and neighborhoods, and her desire to see one placed in Hamilton Park. She would like to see Library Commission work together with Parks & Recreation Commission on placement in Menlo Park public parks and will bring further information to the September meeting.

D. Informational Items

D1. Update from library staff on Story Times and services for children.

Library Staff reviewed the growth in the number of story times presented by the library and how specific age groups are best served. The need for pre-registration for the most heavily attended programs was explained as was the registration process.

Commissioner Bramlett had attended some community meetings and suggested that Library Commissioners should have name tags that can be used when they attend public meetings or events. Holmer will ask City Clerk about possibility.

E. Adjournment

Chair Cebrian adjourned the meeting at 7:15 p.m.