



REGULAR MEETING AGENDA

Date: 6/13/2016
Time: 6:30 p.m.
Menlo Park Library
Lower Level Meeting Room
800 Alma St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

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. Presentations and Proclamations

- D1. Presentation by Angela Obeso, City of Menlo Park Transportation Department, on the proposed grade separation at Ravenswood and Alma streets

E. Regular Business

- E1. Welcome new Commissioner Margaret Race
- E2. Review and finalize Commission Work Plan for 2016-2017 ([attachment](#))
- E3. Set goals and discuss next steps for Commission Work Plan
- E4. Discuss convening Commission meetings at Belle Haven Branch
- E5. Collect Commission input on draft Library Vision Statement
- E6. Discuss outreach efforts to community organizations
- E7. Discuss and plan next library support agency social event
- E8. Accept the minutes from May 09, 2016 ([attachment](#))

F. Informational Items

- F1. Update on library's strategic planning process
- F2. Update on Library's role at June 15th Downtown Block Party
- F3. Reports from Commission liaisons to other library groups
- F4. Reports from Commissioner visits to other libraries
- F5. Individual Commissioner reports
- F6. Report from library staff liaison
- F7. Informal book talks
- F8. Future agenda items

G. Adjournment

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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.

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Commission Work Plan Guidelines

- Step 1** Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any priorities established by Council.
- Step 4** Brainstorm goals, projects, or priorities of the Commission and determine the following:
- A. Identify priorities, goals, projects, ideas, etc.
 - B. Determine benefit, if project or item is completed
 - C. Is its mandated by State or local law or by Council direction?
 - D. Would the task or item require a policy change at Council level?
 - E. Resources needed for completion? (Support staff, creation of subcommittees, etc.)
 - F. Completion time? (1-year, 2-year, or longer term?)
 - G. Measurement criteria? (How will you know you are on track? Is it effective? etc.)
- Step 5** Prioritize projects from urgent to low priority.
- Step 6** Prepare final Work Plan for submission to Council for review and approval in the following order:
- Work Plan cover sheet, Listing of Members, Priority List, Work Plan Worksheet – Steps 1 through 8
- Step 7** Use your “approved” work plan throughout the term of the plan as a guide to focus in on the work at hand
- Step 8** Report out on work plan priorities to the City Council, which should include:
- A. List of “approved” priorities or goals
 - B. Status of each item, including any additional resources required in order to complete
 - C. If an item that was on the list is not finished, then indicate why it didn’t occur and list out any additional time and/or resources that will be needed in order to complete



Library Commission

Mission Statement

The Commission makes recommendations to the City Council regarding the operation of the Menlo Park libraries, and its programs and services, by keeping in touch with patrons and the general public; promotes the use of the libraries; reports on library activities and encourages public as well as legislative support for library services. The Commission also maintains lines of communication with the Friends of the Menlo Park Library, the Menlo Park Library Foundation and the Project Read-Menlo Park Literacy Partners.

NOTE: SHOULD THIS BE UPDATED?

Library Commission Cover Sheet
Work Plan for 2016-17



Library Commission 2016-17

Commission Members Listing

Commissioner	Lynne Bramlett (Chair)
Commissioner	Jacqui Cebrian
Commissioner	Kristen Leep
Commissioner	Kristina Lemons (Vice Chair)
Commissioner	Margaret Race
Commissioner	
Commissioner	



Library Commission Priority List

The **Library Commission** has identified the following priorities to focus on during 2016-2017:

1.	Research and evaluate ways to take library services out into community, especially in underserved areas and with underserved groups <ul style="list-style-type: none">For example: pilot services targeted at 50+ living in Sharon Heights
2.	Increase use of e-services provided by the library for the community <ul style="list-style-type: none">Provide training to community members on accessing e-servicesResearch and evaluate ways to increase use of eservices, such as providing loaner e-reading devices
3.	Increase library's position as a vibrant and innovative community hub that enables life-long learning and enrichment, and increases quality of life for all age groups through access to information, programs and services <ul style="list-style-type: none">Help implement recommendations from department operational reviewMaintain active involvement in library strategic planning process, especially for Belle Haven areaResearch, evaluate and propose innovative services and programs offered at other libraries that are consistent with community prioritiesHelp to communicate the library's value to the community
4.	Improve communication, collaboration and partnerships with community leaders, stakeholders and potential and actual library users across all age groups and economic status <ul style="list-style-type: none">Establish a regular joint meeting/social activity with key library partnersIncrease library representation on major City of Menlo Park task forces/planning activitiesEstablish and build relationships and partnerships with local schools and key community groupsReach out to young professional organizations towards the purpose of increasing their engagement with library strategic purposes and/or programs and services
5.	Review updated library policies and procedures



Commission Work Plan Guidelines

Work Plan Worksheet

Step 1

Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004	<p>DRAFT PURPOSE - The Commission advises the City Council on matters related to City library facilities, and its programs and services, used by residents of the City to help meet their needs for community, literacy, personal enrichment, life-long learning and development of life and job-related skills they need or want. This general charge includes advising on:</p> <ul style="list-style-type: none"> • Adequacy and maintenance of library facilities and services • Adequacy, operation, and staffing of library facilities and programs. • Modification of existing programs and facilities to meet developing community needs. • Long range planning and regional coordination concerning library facilities
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Step 2

<p>Develop or review a Mission Statement that reflects that purpose</p> <p><i>Who we are, what we do, who we do it for, and why we do it</i></p>	<p>NEEDS REVIEWING</p> <p>The Commission makes recommendations to the City Council regarding the operation and quality of the Menlo Park libraries, and its programs and services, by <i>keeping</i> in touch with patrons and the general public; <i>promoting</i> the use of the libraries; <i>reporting</i> on library activities and <i>encouraging</i> public as well as legislative support for library services. The Commission also maintains lines of communication with the Friends of the Menlo Park Library, the Menlo Park Library Foundation and the Project Read-Menlo Park Literacy Partners</p>
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Step 3

Discuss any priorities already established by Council	<p>The Commission priorities are aligned with the below 2016 City Council priorities:</p> <ul style="list-style-type: none"> ▪ Maintaining and enhancing Menlo Park's municipal infrastructure and facilities ▪ Providing high quality resident enrichment ▪ Complete Belle Haven Action Plan Phase III implementation (CSD goal) ▪ Implement recommendations from Municipal Resource Group departmental review of library (and other departments) ▪ Develop and implement Library Strategic Plan ▪ Revise and update Library policies and procedures ▪ Develop and improve cooperative relationships with community stakeholders (school districts, community groups)
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Step 4

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
Take library services out into community	Serve all members of the community - - especially those currently underserved	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>Library Strategic Plan for 2016-2020</p> <p>Partner with library efforts to increase use of library, and its services and programs by all ages and groups within MP community.</p> <p>Subcommittee to investigate bookmobile idea that includes access to key city services (such as obtaining permits) that would visit local senior centers, preschools and schools and other targeted community groups or centers</p> <p>Subcommittee to inventory existing library communication materials and then work with library staff to update or create needed flyers or tri-fold brochures that explain library services and how to access.</p>	2 years	<p>*Commission hosts at least one pop up event per year</p> <p>Bookmobile investigation documented</p> <p>Links to Menlo Park library from local schools</p> <p>Inventory list of existing communication materials (along with last update) and systematic updates and/or creation of needed ones</p> <p>Communication materials stocked in a more visible area in library and available at targeted community centers.</p> <p>Binder in Menlo Park libraries with local schools summer reading lists (with also online access and how to obtain books/audio books via Library).</p>

Brainstorm goals, projects or priorities of the Commission						
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Increase use of e-services provided by the library for the community	Serve more community members of all ages	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<p>Library strategic plan for 2016-2020</p> <p>Partner with general library efforts to increase library use by all ages and groups within MP community.</p> <p>Plan and conduct a series of trainings on how to access digital information and online services, such as ebooks, eAudiobooks, eMagazines Overdrive, and library databases, etc.</p> <p>As detailed in "Take Library Services Out Into Community" section, subcommittee to create/update brochures/flyers targeted at key user groups (teens, parents, seniors) that explain e-services and how to access</p>	2 yrs	By end of 2017, twenty percent increase in use of e-services over use in 2015

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
Increase library's position as a vibrant and innovative community hub	<p>A closer community brought together by the library</p> <p>Increased prestige for City of Menlo Park</p> <p>Availability of funding needed for library modernization and expansion programs</p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<p>Library strategic plan for 2016-2020</p> <p>Commissioners to continue to visit other libraries and to bring back suggestions regarding innovative library practices or programs to implement in Menlo Park.</p> <p>Partner with library director/key staff and leaders of library partner groups to develop and implement a <i>strategic communication plan</i> designed to increase awareness of library services, programs and value as a key community asset. Plan to include evaluation of existing communication channels and how these might be better used to communicate more effectively about the library's role as a key civic resource</p> <p>Subcommittee to investigate low-cost ways create a more inviting patio entrance to main library</p>	3 years	<p>Measurable increase in positive publicity of library programs and services in local newspapers (need to establish baseline)</p> <p>Measurable increase in use of library facilities and services by people of all ages within city</p> <p>Measurable increase in volunteer participation in library support groups</p> <p>More inviting physical entrance to Main library</p> <p>Funding raised to modernize Menlo Park's library facilities into 21st Century ones</p> <p>City Council views the library as a strategic city asset</p>

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
Improve communication, collaboration and partnerships	<p>Increased collaboration among libraries, policy makers and community partners</p> <p>Development of community champions</p> <p>Strengthened interactions with diverse communities</p> <p>Increased implementation of library strategic plan due to focus on same purpose</p> <p>Minimized duplication of effort or gaps</p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<p>Library strategic plan for 2016-2020</p> <p>See prior section for strategic communication plan idea</p> <p>Establish regular meeting mechanism between Commission and leaders of library partner groups so we work together towards implementation of library strategic plan</p> <p>Establish joint Library and Community Services Commission event</p> <p>Continue to establish Commission liaisons to community groups, possibly supported by liaisons from library support groups</p> <p>Library director and key staff, along with a Commissioner or leader from library partner group, to make focused outreach visits</p> <p>Partner with library staff to establish a library advisory group with membership from key community partners</p> <p>Subcommittee to focus on outreach to young professional organizations</p>	1 year	<p>Yearly shared project with Community Services Commission</p> <p>Visit local schools libraries and establish at least three follow-on joint partnerships with them, such as a special training on library e-services or overdrive</p> <p>Establish at least one joint Community Services Commission and Library Commission event</p> <p>Professional library advisory group established with membership from Facebook, Google and other local businesses</p>

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
Review updated library policies and procedures	<p>Increased understanding of library policies and procedures by all concerned parties</p> <p>Increased staff development and satisfaction with job</p> <p>Increased likelihood of reliable revenue resources for daily operations and a sustainable library future</p>			<p>Library staff to update library policies</p> <p>Library staff to consider updating library staff job descriptions as well to identify gaps in skills, and/or needs for new skills and competencies -- such as adding programming responsibilities to all staff jobs</p> <p>If staff agrees with the above, then subcommittee to work with library staff to also update library staff job descriptions</p>		<p>Once received, review completed within two commission meetings</p> <p>Staff has updated job descriptions</p>

Step 5

List identified Goals, Priorities and/or Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Research and evaluate ways to take library services out into community, especially in underserved areas and with underserved groups	X			
Increase use of e-services provided by the library for the community		X		
Increase library's position as a vibrant and innovative community hub that enables life-long learning and enrichment, and increases quality of life for all age groups through access to information, programs and services			X	
Improve communication, collaboration and partnerships with community leaders, stakeholders and potential and actual library users across all age groups and economic status		X		
Review updated library policies and procedures		X		

Step 6 Prepare final work plan for submission to the City Council for review, possible direction and approval and attach the Worksheets used to determine priorities, resources and time lines.

Step 7 Once approved; use this plan as a tool to help guide you in your work as an advisory body.

Step 8 Report out on status of items completed. Provide any information needed regarding additional resources needed or And to indicate items that will need additional time in order to complete.



REGULAR MEETING MINUTES - DRAFT

Date: 5/9/2016
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Call to Order

Chair Bramlett called the meeting to order at 6:42 p.m.

B. Roll Call

Present: Bramlett, Cebrian, Leep, Lemons
Staff: Nick Szegda, Librarian III

C. Public Comment

There was no public comment.

D. Regular Business

D1. Welcome new commissioner

Commissioner Race had not been sworn in before the meeting took place. Tabled until June 13 meeting.

D2. Review of Draft Commission Work Plan for 2016-2017

Discussion included need to revise the Commission's purpose statement, and to show how the updated work plan and goals align with City Council goals. Also noted was the need for measurable outcomes for each goal listed.

ACTION: Motion and second (Cebrian/Leep) for Bramlett take Commissioner input and return with revised Work Plan, passed 4-0.

D3. Finalize details for social event with library partner agencies

Details for the May 28th social event were discussed. No action taken.

D4. Discuss outreach efforts to community partners

ACTION: Commissioner Leep has made contact with the Friends of the Library and with the Menlo Park Historical Association. She has also reached out to the Belle Haven Elementary School administration and with the leadership at Bethany Community Church. Commissioner Bramlett met with the coordinator of Little House, and found it useful to share the Library Commission goals during her outreach efforts.

D5. Explore idea of joint program with Community Services Department

Possible joint event ideas were discussed. Staff noted that the Library and CSD had plans to work more closely together in the coming year. Commission may revisit this item in the future. No action at this time.

D6. Discuss Commission's role in the Library Centennial

Szegda listed several opportunities for Commissioner involvement, including participation at the Block Party on June 15th, staffing a pop-up event in the Fall, and Commissioner participation in the Peanuts Naturally event in July. No action taken.

D7. Accept the minutes from April 11, 2016

ACTION: Motion and second (Cebrian/Leep) to approve the meeting minutes of April 11, 2016 as amended, passed 4-0.

E. Informational Items

E1. Update on Library's Strategic Planning process

Mission and Vision statements are in the draft stages. Community input gathered through the public forums, community survey and stakeholder interviews is being used to formulate library goals for the plan. Release date is still scheduled for late July.

E2. Update on presentation to the City Council

Bramlett reported that the quarterly presentation to the Council went well. The new format and the link between Commission and Council goals was appreciated.

E3. Reports from Commission liaisons to other library groups

None.

E4. Individual Commissioner reports

Cebrian reported that three Commission members attended the Community Conversation that CSD held at the Belle Haven branch. Cebrian also thought that it a good time to pilot new library services would be during the Marsh Road closure, since Belle Haven residents may find it more difficult that usual to get into and out of the neighborhood..

E5. Report from library staff liaison

Szegda reported on the hiring process for two Librarian positions. Panel interviews are scheduled for late May. On call librarian Shih Fa Kao will be attending the upcoming Maker Faire with the purpose of gathering ideas for educational STEAM programs at the library.

E6. Informal book talks

Titles discussed included “Tiger Queens”, “Molokai”, and “Ghengis Khan and the Making of the Modern World”.

E7. Future agenda items

Progress towards goals listed in library Work Plan. Presentation from Transportation staff on Ravenswood grade separation.

F. Adjournment

Chair Bramlett adjourned the meeting at 8:42 p.m.