



SPECIAL MEETING AGENDA

Date: 1/22/2018
Time: 7:00 p.m.
Belle Haven Branch Library
413 Ivy Dr., Menlo Park, CA 94025

NOTE CHANGE IN MEETING START TIME AND MEETING LOCATION

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. Regular Business

- D1. Discuss the current status of the Library Commission work plan and potential requested changes to be presented at the February 6, 2018, quarterly update to City Council ([Attachment](#)) – 60 min
- D2. Discuss canceling the February 19, 2018, meeting (President's Day holiday) and consider calling a Special Meeting – 5 min
- D3. Consider rescheduling the library support group social – 5 min
- D4. Consider requests for future agenda items – 5 min

E. Informational Items

- E1. Library system improvements project update – 10 min
- E2. Belle Haven Neighborhood Library Needs Assessment project update – 10 min

F. Subcommittee Reports

- F1. Little Free Libraries Subcommittee update – 5 min

G. Commissioner Reports

- G1. Informal sharing of audio/digital/print books currently reading – 10 min
- G1. Individual commissioner reports – 5 min

H. 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.



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 it 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; promoting the use of the libraries; reporting on library activities and encouraging 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.

Library Commission Cover Sheet
Work Plan for 2017-18



Library Commission 2017-18

Commission Members Listing

Commissioner	Lynne Bramlett
Commissioner	Grayson Bagdley
Commissioner	Ester Bugna
Commissioner	Jacqui Cebrian
Commissioner	Kristen Leep
Commissioner	Kristina Lemons (Chair)
Commissioner	Margaret Race (Vice Chair)



Library Commission Priority List

The **Library Commission** has identified the following priorities to focus on during 2017-2018:

1.	Establishment of a new full-service, modern branch library in Belle Haven to serve the entire community.
2.	Continuation of support of efforts towards updated main library.
3.	<p>Continue existing Library Commission initiatives:</p> <ul style="list-style-type: none">• Increase Branch's collection, programming and open hours as a "bridge" towards Work Plan Priority #1.• Little Free Library• Film Discussion Group• Science Café• Regular joint meeting/social activity with key library partners• Increase library representation on major City of Menlo Park task forces/planning activities• Establish/build relationships with local community organizations to increase their engagement with the library.



Commission Work Plan Guidelines

Work Plan Worksheet

Step 1

Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004	The commission is charged with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems, including the scope and degree of library activities; maintenance and protection of City libraries; evaluation and improvement of library services; acquisition of library materials; coordination with other library systems and long range planning.
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Step 2

Develop or review a Mission Statement that reflects that purpose <i>Who we are, what we do, who we do it for, and why we do it</i>	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.
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See next page for Step 3

Step 3

Discuss any priorities already established by Council	The Commission priorities support (or relate to) these 2017 City Council Work Plan priorities:			
	Providing high-quality resident enrichment, recreation, and discovery			
	Number	Source	Description	Lead Department
	12	WP	Parks and Recreation Facilities Master Plan Update	Community Services
	16	WP	Library Space Needs Study	Public Works
	18	WP	Burgess Park Snack Shack	Community Services
	Maintaining and enhancing Menlo Park's municipal infrastructure and facilities			
	25	WP	Library landscaping	Public Works
	39	WP	Development of a Citywide Communications Program	City Manager's Office

Library 2016-20 Strategic Plan Goals:

All commission work plan priorities are aligned with the below goals from the library strategic plan

Goal #1: State of the Art Library Space

Number	Description
1.2	Coordinate efforts of library support organizations to develop a plan to secure funding for building renovation or construction of a new state-of-the art main library based upon the results of the space needs analysis.
1.3	Conduct a library service needs assessment for the Belle Haven neighborhood and determine service and facility needs for the Belle Haven Branch Library

Goal #2: Community Engagement

Number	Description
2.1	Explore and pursue partnerships with the local business community and develop a variety of informative programs
2.2	Enhance partnerships with and outreach to local schools.
2.5	Build a coalition of the library's support organizations for better communication and the development of mutual goals
2.6	Implement a program of non-place-based learning

Goal #3: Programming

Number	Description
3.1	Increase the number of programs at both library facilities by 10% to 20% over fiscal year 2016-17; assess the success of the programs and adjust increase based upon results.
3.1.2	Create and document a plan to increase science programs by 10% for the pre-Kindergarten, Kindergarten-5 th Grade and middle school age groups
3.13	Develop and implement a program to increase adult programming by 20%

Goal #4: Staff

Number	Description
4.12	Develop a program to increase staff exposure to best practices for libraries and implement those [that] can be replicated for the benefit of Menlo Park Library
4.13	Require key staff to visit two other libraries per year and identify at least one procedure to implement

Goal #5: New Service Needs

Number	Description
5.1	Develop the vehicle that will provide the best feedback from library users and non-users
5.1.1	Conduct online and in-person surveys annually which target specific as well as general library topics
5.1.2	Use non-place-based service locations to solicit input from non-users

Goal #6: Communication

Number	Description
6.1	Establish a Communications Committee focused on marketing the library's value and accomplishments
6.1.1	Market and reach out about library programs and services via social media with no fewer than four posts per week

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?
Establishment of a new full service, modern branch library in Belle Haven to serve the entire community.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		10 years	
Continuation of support of efforts towards updated main library.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		5 years	
Continue existing Library Commission initiatives:						
Increase Branch's collection, programming and open hours as a "bridge" towards Work Plan Priority #1.						
Little Free Library		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Film Discussion Group		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Minor staff time for monthly PR		
Science Café		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

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?
Continue existing Library Commission initiatives (continues from prior page)						
Regular joint meeting/social activity with key library partners		Yes <input type="checkbox"/> No X	Yes <input type="checkbox"/> No X			
Increase library representation on major City of Menlo Park task forces/planning activities		Yes <input type="checkbox"/> No X	Yes <input type="checkbox"/> No X			
Establish/build relationships with local community organizations to increase their engagement with the library.		Yes <input type="checkbox"/> No X	Yes <input type="checkbox"/> No X		3 years	

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
Establishment of a new full service, modern neighborhood library in Belle Haven to serve the entire community.					
Continue support of efforts towards updated main library.					
Continue existing Library Commission initiatives:					
	Improve existing Belle Haven neighborhood library as a “bridge” towards achieving Work Plan Priority #1				
	Little Free Library				
	Film Discussion Group				
	Science Café				
	Regular joint meeting/social activity with key library partners				
	Increase library representation on major City of Menlo Park task forces/planning activities				
	Establish/build relationships with local organizations to increase their engagement with the library.				

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 indicate items that will need additional time in order to complete.