



## REGULAR MEETING AGENDA

**Date:** 11/19/2018  
**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. Regular Business**

- D1. Approve the minutes from the October 15, 2018 Library Commission meeting ([Attachment](#))
- D2. Discuss and consider a pilot incentive program to encourage Menlo Park residents to install Little Free Libraries ([Attachment](#))
- D3. Discuss and consider changing the date and location of the January 2019 Library Commission meeting, and the date of the February 2019 Library Commission meeting
- D4. Review/update: Commission agenda schedule ([Attachment](#))

### **E. Informational Items**

- E1. Library System Improvements project update
- E2. Report from Library staff

### **F. Commissioner Reports**

- F1. Individual commissioner reports

### **G. 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.

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.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org](http://menlopark.org) and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 11/15/2018)



## REGULAR MEETING MINUTES - DRAFT

**Date:** 10/15/2018  
**Time:** 6:30 p.m.  
**Menlo Park Library**  
**800 Alma St., Menlo Park, CA 94025**

**A.** Chair Leep called the meeting to order at 6:35 p.m.

**B. Roll Call**

**Present:** Bugna, Chambers, Hadrovic, Leep, Lemons, Pandey  
**Absent:** Cohen  
**Staff:** Interim Library Services Director Sean Reinhart, Assistant Library Services Director Nick Szegda

Assistant Director Szegda introduced Interim Library Services Director Sean Reinhart to the Commission.

**C. Public Comment**

None.

**D. Regular Business**

D1. Approve the minutes from the September 17, 2018 Library Commission Meeting

**ACTION:** Motion/second (Hadrovic/Chambers) to approve the minutes without changes, passed 4-0-2 (Lemons and Pandey abstaining).

D2. Debrief from the October 9 City Council meeting and discussion of results and next steps for the Belle Haven Neighborhood Library needs assessment

Assistant Director Szegda reported that the City Council approved the results of the needs assessment and directed staff to begin work on the space needs assessment – the next step towards building a new branch library. Commissioner Hadrovic stressed that the library should bring stakeholders to the table for the space needs discussion that were not contacted during the Needs Assessment. Interim Director Reinhart pointed out the library's interest in involving all members of the community as well as Belle Haven Neighborhood Library Advisory Committee (BHNLAC), the Library Commission, and the City Council Commission liaison in the space needs process.

D3. Discuss and consider the Peninsula Library System's auto-renewal proposal

Discussion began on the auto-renewal function pilot: library customers in good standing, who do not owe more than \$15 in fines would have their checked out items automatically renewed the day before they are due, up to the renewal limit (five times). Items that are on reserve for another user would not renew. Commissioner Hadrovic asked if there was any downside to this function, or if there was any pushback from communities where this had been implemented. Interim Director

Reinhart said that the response from users had been positive, and that the only downside was the reduction in the amount of fines collected. Chair Leep asked that library users be notified, and that student users in the Belle Haven neighborhood be given paper notices.

**ACTION:** Motion/second (Hadrovic/Lemons) to recommend the pilot implementation of the auto-renewal function, passed unanimously.

D4. Discuss and consider convening a semi-annual public meeting of library support group agencies

Commissioner Bugna asked that such a meeting be scheduled for March of 2019, and that more guidance be given to presenters on the desired content of their presentations. Commissioner Chambers asked that the Commission narrow the scope of presentations so that meetings could be kept to a manageable length. Interim Director Reinhart suggested that planning for the meeting begin in January 2019.

D5. Consider requests for future agenda items

By acclamation, the Commission requested to add the following items to a future agenda:

- Draft calendar of agenda items for the Commission.
- Receive reports from the Parks and Rec master plan advisory committee liaison.
- Review and update the Library Commission's two-year work plan.
- Review library policies.
- Discuss communication and coordination with City Council.
- Assign Commission Liaisons to Project READ/Literacy Partners and the Menlo Park Historical Association.

**E. Informational Items**

E1. Library system improvements project update

Assistant Library Services Director Szegda reported that Noll and Tam would be conducting the space needs analysis for the branch library. Noll and Tam conducted the space needs analysis for the main library in 2016-17. Work on the Belle Haven portion of the Library System Improvements Project was proceeding while the main library portion of the project was paused.

E2. Report from the Assistant Director

Assistant Library Services Director Szegda reported that Project READ would be holding a tutor appreciation event on October 28. Giuliano Costantini will begin working as the new Senior Librarian on October 29.

**F. Commissioner Reports**

F1. Individual commissioner reports

- Commissioner Lemons: pleased to return to Commission meetings after an absence.
- Commissioner Chambers: spoke of different filing and classification systems (Find It!) in use at County branches.
- Chair Leep: has heard concerns from some residents about main library project.

## **H. Adjournment**

Chair Leep adjourned the meeting at 7:55 p.m.



## STAFF REPORT

### Library Commission

Meeting Date:

11/19/2018

Staff Report Number:

18-003-LC

Regular Business:

Little Free Libraries Pilot Incentive Program

### Recommendation

That the Commission recommends implementation of a pilot incentive program to encourage Menlo Park residents to install and maintain Little Free Libraries (LFL's) on their properties.

### Background

Little Free Libraries (LFL's) are "take a book, return a book" free book exchanges popularized by the nonprofit organization Little Free Library. LFL's typically take the form of a small wooden box of books mounted on a post in front of a home or business where passerby can easily access the books. The vast majority of LFL's are installed on private property and maintained by sponsoring community members whom Little Free Library refers to as "stewards."

According to the [Littlefreelibrary.org website](http://Littlefreelibrary.org), there currently are more than 75,000 registered LFL book-sharing boxes in 88 countries worldwide.

In Menlo Park, there currently are 15 registered LFL's. (See map in Attachment B.) By comparison, Palo Alto has 38 registered LFL's; Redwood City has 11; and East Palo Alto has 2.

Studies have consistently shown that young children who have access to books in the home achieve markedly higher literacy levels later in life. According to the Children's Literacy Foundation, 61% of low income families do not have age-appropriate books in their homes. Increasing access to books and encouraging a lifelong love of reading, especially among children, are core values of Menlo Park Library.

The Library Commission has expressed interest in increasing access to books throughout Menlo Park and especially where there is need for additional literacy supports for children, including by providing incentives for the installation of Little Free Libraries throughout the community.

### Analysis

The proposed incentive program would encourage Menlo Park residents to install and maintain LFL's on their properties by providing financial incentives (mini-grants) that would cover 100% of the up-front installation costs at no charge to the resident. In exchange, participating residents would sign a written pledge to keep the LFL on their property, curate the LFL's collection of books, and keep the LFL in good condition.

Staff proposes a pilot program that would provide installation of up to 20 LFL's. Participants would be selected through an application process managed by library staff. Applications would be open to Menlo Park residents only. Aside from residency and other basic requirements, other selection criteria could include location, for example by prioritizing applications from sites that are distant from other existing LFL's, or by prioritizing applications from sites that are adjacent to parks or schools.

The incentive program would cover all material costs and installation. Pre-assembled LFLs range from \$299 to \$500 each, and include registration on the official Little Free Library world map and a custom engraved

sign. Funds for these material costs (approximately \$10,000 total for 20 LFL's) could potentially be provided by Friends of Menlo Park Library and/or Menlo Park Library Foundation. Friends of Menlo Park Library also potentially could donate books to initially stock the LFL's. Installation of LFL's could be provided by the City's Public Works department at no charge to the resident. Coordination of the program would be provided by the Library department.

Should the proposed incentive program be implemented, staff anticipates making applications available to Menlo Park residents in January 2019. Applications would be reviewed in February and selections announced in March. Installations could potentially occur in April or May 2019.

### **Next Steps**

Should the Library Commission vote to recommend implementation of the proposed Little Free Library Pilot Incentive Program, staff will request the necessary funds from Friends of Menlo Park Library and Menlo Park Library Foundation, and will coordinate with relevant City departments to plan and arrange installations.

### **Attachments**

- A. Link to Little Free Library website - <https://littlefreelibrary.org>
- B. Map of extant Little Free Libraries in Menlo Park, 10/30/2018

Prepared by:

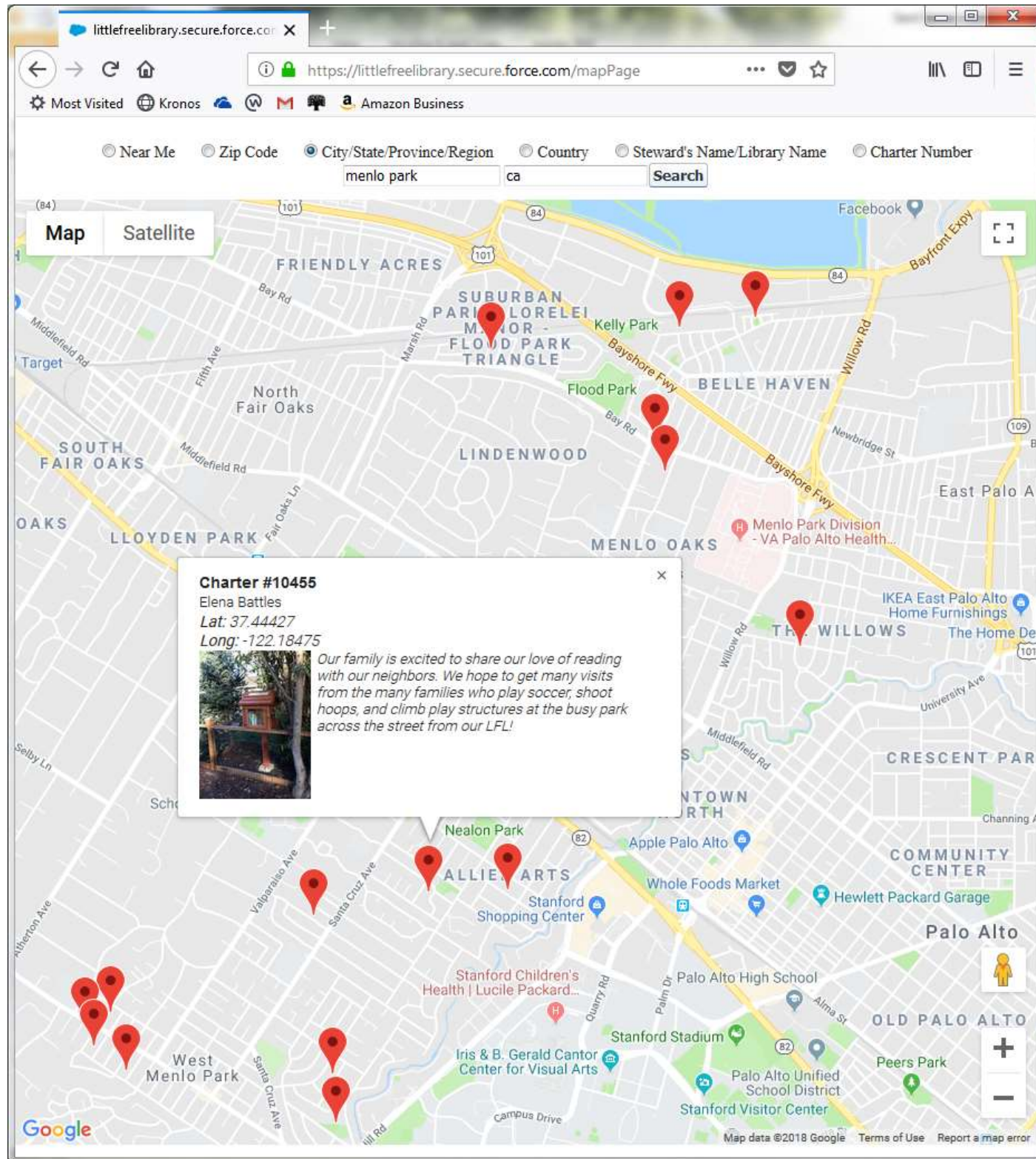
*Nick Szegda, Assistant Director of Library Services*

Approved by:

*Sean Reinhart, Interim Director of Library Services*

## ATTACHMENT B – Map of LFL locations in Menlo Park

Source: [www.littlefreelibraries.org](https://www.littlefreelibraries.org) interactive map. To re-create these results, select the radio button marked “City/State/Province/Region,” type in Menlo Park CA and click “search”.



**City of Menlo Park Library Commission**  
**2018-19 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
November 19, 2018	<ul style="list-style-type: none"> <li>• Report: Little free libraries – Analysis and pilot incentive program</li> <li>• Report: Parks/Rec Master Plan Committee report (monthly)</li> <li>• Review: Commission agenda calendar 2018-19</li> <li>• Discuss: Council communication / coordination</li> </ul>
December 17, 2018	<ul style="list-style-type: none"> <li>• Update: Belle Haven space needs study</li> <li>• Update: Library Strategic Plan</li> <li>• Plan: March 18 special presentation– Library affiliates and support groups</li> <li>• Review/update: Customer behavior policy</li> </ul>
January 28, 2019 (4 <sup>th</sup> Monday) Location: Belle Haven	<ul style="list-style-type: none"> <li>• Study session: Belle Haven Library Space Needs Study</li> <li>• Review: City Council work plan 2019</li> </ul>
February 25, 2019 (4 <sup>th</sup> Monday)	<ul style="list-style-type: none"> <li>• Finalize: March 18 special presentation</li> <li>• Review: Library Strategic Plan Update</li> <li>• Review/update: Collection development policy</li> <li>• Review: Commission 2-year work plan</li> </ul>
March 18, 2019	<ul style="list-style-type: none"> <li>• Special presentation: Library affiliates and support groups</li> <li>• Finalize: Commission 2-year work plan</li> </ul>
April 15, 2019	<ul style="list-style-type: none"> <li>• Report: Auto-renewal program update</li> <li>• Review/update: Computers &amp; internet use policy</li> <li>• Update: Belle Haven space needs study and next steps</li> </ul>
May 20, 2019	<ul style="list-style-type: none"> <li>• New commissioners welcome and introductions</li> <li>• Select Commission chair and vice-chair</li> <li>• Update: City/Library budget development process FY 2019-20</li> </ul>
June 17, 2019	<ul style="list-style-type: none"> <li>• Report: City/Library budget development process FY 2019-20</li> <li>• Update: Commission agenda calendar 2019-20</li> </ul>
July 15, 2019	<ul style="list-style-type: none"> <li>• Commission appreciation dinner</li> </ul>
August 19, 2019	NO MEETING – SUMMER RECESS
September 16, 2019	
October 21, 2019	
November 18, 2019	
December 16, 2019	