



## REGULAR MEETING AGENDA

**Date:** 3/21/2022  
**Time:** 6:30 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 881 8270 5426

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Library Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
  - Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) –Meeting ID #881 8270 5426
  - Access the regular meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID #881 8270 5426  
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](http://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](http://menlopark.org/agenda)).

### Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 881 8270 5426)

- Call to Order**
- Roll Call**
- 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 – Registration management platform implementation (10 minutes)
- D2. Menlo Park Community Campus – Library spaces furnishing layout (15 minutes)

#### **E. Regular Business**

- E1. Approve minutes from the February 28, 2022 special meeting of the Library Commission ([Attachment](#)) (5 minutes)

#### **F. Informational Items**

- F1. Menlo Park Community Campus – Draft operation plan milestones ([Staff report LC-2022-003](#)) (15 minutes)
- 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](mailto: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](http://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](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 03/17/2022)



## SPECIAL MEETING MINUTES – DRAFT

**Date:** 2/28/2022

**Time:** 6:30 p.m.

**Location:** Zoom

### A. Call To Order

Chair Erhart called the meeting to order at 6:36 p.m.

### B. Roll Call

Present: Cohen, Erhart, Hadrovic, Leep, Singh

Absent: Lee, Velagapudi

Staff: Library and Community Services Director Sean Reinhart, Assistant Library Services Director Nick Szegda, Librarian II Rose Waldman, Senior Program Assistant John Weaver, Library and Community Services Supervisor Natalya Jones

### C. Presentations and Proclamations

#### C1. Storytime reactivation

Librarian II Waldman and Senior Program Specialist Weaver made the presentation (Attachment).

#### C2. Library emergency procedures (Staff Report LC-22-002)

Library and Community Services Supervisor Jones made the presentation (Attachment).

### D. Regular Business

#### D1. Approve minutes from the January 24, 2021 special meeting of the Library Commission

**ACTION:** Motion and second (Hadrovic/ Cohen), to approve minutes from the January 24, 2021 special meeting of the Library Commission, passed 5-0 (Lee and Velagapudi absent).

#### D2. Library Collection Development Policy

Assistant Director Szegda introduced updates to the Library Collection Development Policy (Attachment).

**ACTION:** Motion and second (Hadrovic/ Cohen), to recommend the updates to the Library Collection Development Policy, passed 5-0 (Lee and Velagapudi absent).

### E. Informational Items

#### E1. Department updates

- City Council, March 1, 2022: Authorize the city manager to extend the Joint-Use Library Initiative Memorandum of Understanding with Ravenswood City School District for Belle Haven branch library operations at Belle Haven School

- City Council, March 1, 2022: Adopt a resolution accepting and appropriating a California State Library grant in the amount of \$20,000 to develop and circulate Read Together Diversity Kits through the Belle Haven branch library
- City Council, March 8, 2022 (tentative): Authorize the city manager to execute a software service agreement with PerfectMind for a registration management platform per the recommendations in the City Council approved Information Technology Master Plan
- Annual advisory body recruitment – deadline is April 13.

Director Reinhart provided department updates.

## E2. Library Commission tentative agenda calendar

**ACTION:** By acclamation, the following items were added to the Library Commission's agenda calendar:

- June – tentative joint special meeting with the Parks and Recreation Commission to discuss the Menlo Park Community Campus (MPCC) project.
- July – Gathering to recognize outgoing Commissioners and to welcome any new Commissioners
- Unscheduled future items
- Library affiliate group introductions/presentations

## E. Commissioner Reports

Commissioner Hadrovic reported that the Menlo Park Historical Association is looking for new board members as is the Menlo Park Library Foundation. The Foundation is especially interested in recruiting board members who are Belle Haven residents.

## F. Adjournment

Chair Erhart adjourned the meeting at 8:13 p.m.

Nick Szegda, Assistant Library Services Director

The background image shows a young woman with dark hair, wearing a blue t-shirt and a dark grey hoodie, sitting at a table in a library. She is leaning her head on her hand and looking down at an open book. The background is filled with bookshelves containing various books. In the foreground, there are several books on the table, including one with a bright orange cover. A purple semi-transparent banner is overlaid across the middle of the image, containing the text "EARLY LITERACY STORYTIMES AT MENLO PARK LIBRARY".

# EARLY LITERACY STORYTIMES AT MENLO PARK LIBRARY

## WHAT IS EARLY LITERACY?

Early literacy is not the teaching of reading. It is laying a strong foundation so that when children are taught to read, they are ready.

### **Six components of early literacy:**

1. Oral Language
2. Phonological Awareness
3. Print Awareness
4. Letter Knowledge
5. Vocabulary
6. Background Knowledge



## SIX COMPONENTS OF EARLY LITERACY

1. **Oral language:** listening, speaking, communication skills; it is the basis of all other components, like the roots of a tree
2. **Phonological Awareness:** the ability to hear and play with the smaller sounds in words
3. **Print Awareness/Concepts:** the knowledge that print has meaning, environmental print, how print works; knowing how to handle a book, how to follow words on a page
4. **Letter Knowledge:** exploring letters, knowing that the same letter can look different, that letters have names and shapes, and represent sounds
5. **Vocabulary:** recognizing words and knowing the meanings of words, including objects, actions, concepts, feelings, and ideas
6. **Background Knowledge:** prior knowledge about the world, including content knowledge, book/story knowledge, and conceptual thinking

# STORYTIME TIMELINE

- Mid-March 2020: Library closes
- September 2020: Preschool/Toddler Tuesday launches online
- October 2020: Weekly staff-led storytimes launch online
- June 2021: Staff provide in-person storytimes to city-run summer camps and schools between June and August
- November 2021: Storytimes return on-site to both library locations





# SUPERCHARGED STORYTIMES

## Four pillars:

1. Interactivity
2. Intentionality
3. Self-reflection (assessment)
4. Community of practice





## OUR COMMUNITY OF PRACTICE



- We currently have 11 learners
- Learners take the Supercharged Storytimes course
- All learners observe colleagues' storytimes and participate in practice storytimes
- We provide feedback to one another
- Feedback is incorporated into our ongoing learning.



# THE CURRENT STORYTIME SLATE



- On-site storytimes
  - Thursdays: 10:15 a.m. at Menlo Park Library
  - Fridays: 10:15a.m. at Menlo Park Library
  - Saturdays: 11:15 a.m. at Menlo Park Library and Belle Haven Branch Library
- City-run daycares
  - 5 storytimes a week, visiting 3 sites



Thursday, Feb. 24, 2022: Nearly 60 attendees!



**UP NEXT: SUMMER LITERACY!**



**THANK YOU**



# LIBRARY EMERGENCY PROCEDURES

February 28, 2022



# MENLO PARK LIBRARY



## BACKGROUND

- Staff periodically reviews and updates internal procedures
- Staff are trained in emergency procedures
- Emergencies are immediately reported to emergency responders
- Library staff defer to public safety and other emergency personnel
- Emergency procedures for library buildings include:
  - How and where to report emergencies
  - How to evacuate buildings and where to assemble after evacuating
  - Emergency maps showing exits, alarm pulls, and fire extinguishers
  - Alarm response procedures

Library emergency procedures do not include disaster preparedness nor disaster recovery – these are coordinated on a citywide level.



BELLE HAVEN  
COMMUNITY LIBRARY

413  
LIBRARY

# OVERVIEW

- Library emergency procedures – see Attachment A
- Contents:
  - How to report an emergency
  - Emergency contacts
  - Emergency maps
  - Evacuation assembly areas
  - Evacuation procedures
    - Menlo Park Library
    - Belle Haven Branch Library
    - Special needs persons



MENLO PARK  
FIRE DISTRICT

T1

*Serving the Communities of*  
ATHERTON  
EAST PALO ALTO  
MENLO PARK

FDNY  
IN MEMORY

Pancake Breakfast  
SATURDAY, OCT 3  
7:30-11 AM

MENLO PARK  
FIRE DISTRICT

ARTERS S  
PROTECTIO

# OVERVIEW

- Contents (continued):
  - Bomb threat
  - Contamination: Chemical, Biological, or Radiological
  - Earthquake
  - Explosion
  - Fire
  - Lockdown; lockout
  - Medical Emergency
  - Sabotage; vandalism
  - Suspicious package or mail
  - Unruly persons; unauthorized behaviors
  - Workplace violence; active shooter





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**MENLO PARK  
POLICE**

## RECAP

- Library staff are trained in emergency procedures
- Emergencies are immediately reported to emergency responders
- Library staff defer to public safety and other emergency personnel
- Library emergency procedures do not include disaster preparedness nor disaster recovery – these are coordinated on a citywide level

# **LIBRARY COLLECTION DEVELOPMENT POLICY**

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



## **Purpose and Goals**

The mission of the Menlo Park Library (Library) is to be the city’s focal point for information, learning, and culture and to enrich lives through collections, programs, and expertise of the Library. In order to enact this mission, the Library acquires and makes available materials which inform, educate, entertain and enrich persons as individuals and as members of society. As no library can possibly acquire all print and non-print materials, every library must of necessity employ a policy of selectivity in acquisitions. It is the goal of the Library to provide a high quality collection of books and other materials, in a variety of formats, for all ages, that is responsive to the needs and interests of the community it serves. The Menlo Park community is made up of people with a wide range of backgrounds, tastes, interests, and attitudes, and the collection must reflect the diversity therein. The purpose of this policy is to guide librarians and to inform the public about the principles upon which selection and retention decisions are made.

### **Freedom of Access**

To support an informed public, the collections shall represent diverse points of view, and may include materials that some members of the public consider to be controversial in nature. The Library will provide free and equitable access to library collections to all users, despite individual or group prejudice or offence about a particular item or type of material. The Library neither approves nor disapproves of the views expressed in materials included in the collection. The inclusion of an item is not to be considered an endorsement, official or otherwise, by the Library. The Menlo Park Library adheres to and supports the American Library Association’s Library Bill of Rights and Freedom to Read statement (see Appendix A) as official library policy. Our librarians are obliged to oppose the efforts of anyone to abridge the public’s right to read. The Library staff believes that the right to read is an important part of the intellectual freedom that is basic to democracy. Children are not limited to the children’s collection, although this collection is located in a separate part of the library to facilitate use. Parents or guardians are responsible for a child’s reading and library use – this is not the Library’s responsibility.

### **The Library’s Collection**

Menlo Park Library’s primary service area is the incorporated City of Menlo Park. The Library operates two physical locations in Menlo Park: the Main Library (Main) and the Belle Haven Branch (Branch) . The Library provides public access to physical books and periodicals; audiovisual media in various formats; electronic resources including e-books, research databases, and streaming content; and other items of interest to Menlo Park residents including but not limited to vegetable and flower seeds, athletic equipment, portable computers, and other items as need and interest may arise.

At any given time, a significant portion of the Library’s collection is in circulation, i.e. checked out to individual borrowers, including to borrowers who reside in other cities and who have requested Library materials through the Peninsula Library System interlibrary loan and delivery consortium in which the City of Menlo Park currently is a member. When not in circulation to borrowers, the majority of the items in the Library’s physical collection are housed at Main, it being the larger central facility of the two locations. The Main collection is tailored to and prioritizes the interests and needs of City of Menlo Park residents. The Branch’s physical collection is smaller and prioritizes the needs and interests of the immediate neighborhood in which the Branch is located. The Library collections are consistently and timely maintained to these standards to the greatest extent feasible within the available resources.

### **Interlibrary loan and delivery**

The Library is a participant in interlibrary loan and delivery agreements, including the Peninsula Library System (PLS) and LINK+. PLS is a consortium of city, county, and community college libraries in San Mateo County in which patrons of the member libraries can search a centralized catalog of member library holdings, borrow from and return books to any library in the system. LINK+ is a consortium of public and academic libraries in California and Nevada whose members loan one another available items from their collections.

## Selection

“Selection” refers to the act of identifying and evaluating specific items for addition to the Library’s collection. Selectors are responsible for choosing titles which fit in with the evaluation criteria in this plan, and help the Library fulfill its mission. Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, and a recognition of the needs of the community. Staff members selecting library materials are assisted by reviews from reputable sources, authoritative discussions of the subject, popular demand, requests of library patrons, and circulation statistics and trends. The Library selects resources based upon the principle of open access to materials for all; materials are not excluded due to frank or controversial content. Decisions are made solely on the merits of the work in relation to the building of the collection.

### Evaluation of Criteria

All materials, whether purchased or donated, are considered in terms of the following criteria, which are applied as appropriate across all subjects, languages, material types, and formats:

- Accuracy of information and depth of content
- Quality, including accuracy, clarity, originality of thought, literary merit or artistic excellence
- Reviews in professional or popular media
- Popular interest and community demand
- Cost and availability
- Suitability of physical format and durability for heavy library use
- Skill, competence, and purpose of the author
- Relationship to materials in other area libraries
- The work’s presence in standard bibliographies or indexes
- Contemporary significance or permanent value
- Ability to meet the needs of the community; appropriateness to interests and skills of intended audience
- Relation to existing collections and other material on the subject
- Material’s contribution to a diversity of viewpoints and cultural perspectives
- Items with local emphasis or significance

The Library collects a range of general-interest materials. Owing to budgetary and space constraints, the Library is unable to maintain a collection used for academic research or the pursuit of highly specialized and professional interests. The Library’s collection is non-archival, but does contain City of Menlo Park documents that are required by law to be on display to the public for specific periods of time. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. For any given work, the determination of which format(s) is acquired is based --in part--on factors such as the work’s intended audience and its intended purpose. When all other factors are equal, ease of access by and broadness of appeal to the public should be the primary consideration in choosing formats. New formats shall be considered for the circulating collection when a significant portion of the community population has the necessary technology to make use of the format. User demand, cost per item, ease of use, equipment requirements, storage requirements, staff requirements for processing, maintenance, and training, and availability of items in the format are also factors that are considered in the adoption of a new format.

The library does not purchase the following materials:

- Costly books of little demand
- Textbooks (unless they are of general interest and the best in the subject field)
- Family genealogies
- Books that are not professionally bound
- Books that are self-published
- Highly obscure or specialized works
- Rare books
- Items that require original cataloging



- Vanity press publications
- Obsolete formats such as cassettes, vinyl records, and VHS tapes

Staff will also consider items in terms of their ability to provide balance to the collection and their availability via LINK+ and intersystem loans from other PLS libraries. The library recognizes the importance of acquiring materials in formats that can be utilized by City of Menlo Park residents with disabilities. The Library will seek to match community demand with the existing collections of such materials. Multiple copies of items may be purchased in response to user demand as evidenced by number of holds, anticipated popularity, and repeated requests. The Library will only add items to its collection that conform to U.S. Laws (e.g. copyright, trade laws). Generally, the library is limited to selecting works that are currently in print and available through customary domestic trade suppliers.

#### Purchase Suggestions

Purchase suggestions from library users are always welcome and all suggestions are given serious consideration. Suggestions are subject to the same selection criteria as other materials, and are not automatically added to the collection. If the title is acquired, the library card holder will be given the first opportunity to borrow the item. Review or solicitation copies submitted for consideration as potential acquisitions are accepted under the same terms as those for donated items.

#### Donations

Gifts of books and other library materials in good condition are accepted by the Library and evaluated for inclusion in the collection using the same criteria that are used for materials acquired by purchase. Gifts which do not meet the Library's evaluation criteria and policies may be refused. Donated books that are not added to the Library's circulating collection may be given to Friends of Menlo Park Library, an independent nonprofit charitable organization, for their fundraising book sales or, alternatively, the books may be given away. The Library is under no obligation to add a donated item to the collection nor to notify the donor of the disposition of that item. Donors cannot impose conditions relating to any gift either before or after the Library accepts the gift. Donation receipt forms are available upon request at the time of donation and are completed by donors. Values are assigned by donors, not by library staff. Donations to the library may be eligible for tax donations; check with your tax advisor.

#### Monetary Donations

The Library may accept monetary donations, lifetime gifts and bequests. All such offers will be subject to review by the Library Director or their designee before they can be accepted, and offers may be referred instead to the Library's partner charitable nonprofit organizations, e.g. Friends of Menlo Park Library and/or Menlo Park Library Foundation. While the Library welcomes gifts designating funds for specific audiences or types of materials in the collection, the designation of funds for specific titles may not be accommodated if such titles are inconsistent with the Library's selection criteria.

### **Collection Maintenance**

The Library's collections are regularly evaluated to ensure that the materials they contain remain current and in good condition, and that they continue to reflect the interests and needs of the Library's patrons. Collection maintenance is undertaken with as much care and consistency as the initial selection of materials. Maintenance is critical to keeping the collections current, attractive, responsive, diverse, and useful to the needs of the community. In the pursuit of maintaining an up-to-date, useful collection, statistical tools such as circulation reports, collection turnover rates, and hold fill rates are studied to determine how the collection is being used and how it should change to answer patron need. Periodic visual inspections of the collections themselves also help selectors determine how and to what extent individual items and categories of works are being used and which materials are candidates for withdrawal, minimal repair, or replacement.

#### Withdrawing Materials

Material withdrawal is an important part of collection development. Systematic deselection is required to keep the collection responsive to patron needs, to ensure its vitality and usefulness to the community, and to make room for newer materials or newer formats. Items are withdrawn from the collection with the

same degree of attention as initial selection. Withdrawal of library materials is vested in the Library Director who authorizes qualified staff to perform this process. Librarians must use their professional judgement when determining which items to deselect. The staff will evaluate the library's collection for discarding of materials that are one or more of the following:

1. Obsolete: outdated, factually inaccurate, or misleading, or superseded by new information
2. In poor physical condition: worn, damaged, or lost
3. No longer relevant to the needs and interests of the community: not in high demand, low circulation frequency

Other factors influencing the withdrawal of an item may include space limitations, altered scope of the collection, ease of access to materials through PLS or LINK+, and holding a higher number of copies of a particular item than are necessary. Withdrawn items may be offered to the Friends of the Library for resale, given away or donated, or recycled.

#### Repurchasing Materials

Materials that have been lost or damaged may be replaced using the same criteria as for initial selection. Replacement of lost, stolen, or withdrawn materials is not automatic. The decision to replace is influenced by:

- The number of copies the Library owns
- The availability of newer materials on the subject
- Existence of adequate coverage of the subject
- Item circulation numbers
- Popular demand for the title
- Availability of space
- Cost and availability of replacement copy
- If the item is a core collection title, or significant in its subject area

#### Requests for Reconsideration

The Library welcomes expression of opinion about its collection. Residents of the City of Menlo Park may raise an objection to a book or other materials in the library by submitting a Request for Reconsideration form with a written explanation of their objections, citing specifics from the material in question. These requests are forwarded to the selection librarians, who evaluate the recommendation and decide upon the actions to be taken, in relation to the library's mission statement and the selection criteria of this collection development policy. After evaluation, a response will be made by the Library Director within 30 days of receiving the formal objection.

#### **Review**

This collection development policy will periodically be evaluated and revised as times and circumstances require. Comments and suggestions from the public or library staff should be submitted to the Library Commission for consideration. This collection development policy will be reviewed no less often than once every five years.



## Appendix A: American Library Association Documentation

### Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

### The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

*Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

**A Joint Statement by:**

American Library Association  
Association of American Publishers



## STAFF REPORT

### Library Commission

**Meeting Date:**

**3/21/2022**

**Staff Report Number:**

**LC-2022-003**

**Informational Item:**

**Menlo Park Community Campus (MPCC) Draft  
Operation Plan Milestones**

### Recommendation

Staff recommends that the Commission read the attached Menlo Park Community Campus (MPCC) draft operation plan milestones (Attachment A).

### Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission advises the City Council on matters related to the City's libraries and library facilities.

### Background

On December 16, 2019, Facebook (now Meta) submitted its proposal for exploring the funding and development of a new multigenerational facility to incorporate the former Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center (childcare), Belle Haven Pool and branch library.

On January 12, 2021, the City Council approved the architectural control, use permit, funding and improvements agreement for the Menlo Park Community Campus project located at 100-110 Terminal Avenue. The City Council requested further review of several design elements of the proposed pool area. Those items were discussed on January 26, and February 1. The City Council approved the pool design elements on February 1.

City Council created the MPCC subcommittee, comprised of Mayor Nash and Councilmember Taylor, to work with City staff and the community on the MPCC project.

### Analysis

Construction of the Menlo Park Community Campus (MPCC) project began in June 2021, ushering in an exciting new phase of the project.

With the new center construction projected to be completed in mid-2023, attention now turns to planning and preparing for opening day. To this end, staff worked with the MPCC subcommittee to develop an initial working draft of the key steps and milestones necessary for a successful opening and start of operations in the new center. (Attachment A)

The working draft is merely a starting point and is subject to change, discussion, and further refinement. This early look at the overall arc of the operations plan process is intended to provide an informative and helpful tool.

## *Guiding principles*

Staff worked with the MPCC subcommittee to identify existing City Council policy statements that are relevant to the operations and programming of the new center. As the planning and preparation for the new center opening day proceeds, these City Council policy statements are examples that can help provide guidance for the prioritization and delivery of services in the new center.

The construction and grand opening of a new community campus in Belle Haven is a long-held dream for the community many years in the making. Multiple community discussions and neighborhood voices have helped to establish a clear vision for the new center and bring it to reality. It is a vision of a multi-generational community center that is responsive to and serves the needs of Belle Haven neighborhood residents; a public service and community space that serves and is inclusive of all Menlo Park residents especially neighborhood residents; a new milestone and landmark that moves Menlo Park toward justice and fairness for all residents.

In recognition of this important groundwork and history, the City Council has adopted relevant policy statements that provide guiding principles and priorities for the new center. These policies prioritize access, inclusion, belonging, justice, and fairness for all Menlo Park residents, from all neighborhoods of the City, for City services and decision-making that affects residents' lives.

The City Council in April 2021 adopted the following statement as part of the City of Menlo Park 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.”

The City Council in October 2019 approved the Parks and Recreation Facilities Master Plan, which includes the following statements in its Guiding Goals:

“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.”

“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.”

“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.”

### **Next steps**

The MPCC subcommittee plans to convene a working group of Menlo Park residents to review and discuss the draft milestones and provide input.

The Library Commission and Parks and Recreation Commission are receiving informational reports in their March agenda packets containing the draft milestones. Follow-up Commission discussions of the draft milestones are tentatively scheduled for their April and May meetings.

The City Council is tentatively scheduled to receive an informational report on the draft milestones in its April 12 agenda packet. A follow-up City Council discussion of the draft milestones is tentatively scheduled on May 10.

### **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**

A. MPCC draft operation plan milestones

Report prepared by:  
Sean Reinhart, Library and Community Services Director

\*\* DRAFT \*\*  
 FOR DISCUSSION PURPOSES ONLY  
 OPERATIONS PLAN – ESTIMATED MILESTONES

Work-in-progress

\* All dates are tentative and subject to change  
 (CC) = City Council direction / action

#### WINTER 2022

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- Aquatics – City Council direction (CC)
- Belle Haven Branch Library – MOU renewal (CC)

#### SPRING 2022

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- Aquatics - community survey
- New registration management platform approval – ITMP (CC)
- Proposed FY 2022-23 operating budget (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
  - Library spaces
  - Teen space, makerspace
- City Council policy updates
  - Athletic field use policy (CC)
  - Commemorative park amenity guidelines (CC)

#### SUMMER 2022

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- Aquatics –study session analysis, RFP development (CC)
- Adopted FY 2022-23 operating budget (CC)
- Master fee schedule (CC)
- Facility naming process initiated (CC)
- New registration management platform implementation
- Topping out ceremony
- Major donors / community fundraising campaign begins
- Furnishing and equipment – selection completed
- Operations plan
  - Library materials – opening day collection
  - Athletic, fitness equipment
  - Volunteers, external partners
- Programming plan
  - Senior programs
  - Dining hall / facility rentals
  - Public meetings
- Departmental policy updates
  - Facility rental / meeting room policy
  - Library collection development policy
- City Council policy updates
  - Cooling Center activation policy (CC)
  - Cost recovery policy (CC)
  - Naming and/or changing the name of facilities (CC)

#### AUTUMN 2022

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- Aquatics – RFP issued (CC)
- Aquatics – operator selected (CC)



**\*\*DRAFT – FOR DISCUSSION PURPOSES ONLY \*\***

- Facility naming – City Council approval (CC)
- Furnishing and equipment – procurement begins
- Operations plan
  - Volunteers, external partners
  - Staffing
  - Athletic field
- Programming plan
  - Art installation / community gallery
  - Afterschool center
  - Adult literacy / ESL
- Departmental policy updates
  - Exhibits and displays policy
  - Volunteer policy
  - Facility use guidelines- visitor behavior policy

WINTER 2023

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- FY 2022-23 budget Mid-year review and adjustments (CC)
- Staffing adjustments (CC)
- Kelly Park field and track renovation plan and timeline (CC)
- Aquatics operator start-up / transition begins
  - Program and hours of operation
  - Staffing
  - Licenses and agreements
  - Operating budget
- Operations plan
  - Security
  - Emergency procedures
  - Disaster response / shelter
  - Energy conservation and use

SPRING 2023

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- Proposed FY 2023-24 operating budget (CC)
- Prep for Grand Opening (CC)
- TCO / Certificate of Occupancy issued
- Prep for move-out / decommissioning
  - Youth Center portables
  - Belle Haven Branch Library
  - Senior Center interim location at ARC
- Furniture and equipment installation begins
- Library opening day collection delivered
- Operations startup
  - Staff training
  - Licenses and agreements
  - Program and hours of operation
- Programming startup
  - Registration opens

SUMMER 2023

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- Adopted FY 2023-24 operating budget (CC)
- Grand opening (CC)
- Start of operations
- Vacate Belle Haven Branch Library
- Deinstall Youth Center portables

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

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