



SPECIAL MEETING AGENDA

Date: 4/22/2024
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 882 0971 1131 and
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

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Special Session

A. Call To Order

B. Roll Call and Introductions

C. Regular Business

- C1. Approve the joint meeting minutes from February 28 joint meeting with the Parks and Recreation Commission and the minutes from the March 18 special meeting ([Attachment](#))
- C2. Select new Library Commission Chair and Vice Chair ([Staff Report LC-2024-010](#))
- C3. Recommend the Library and Community Services department strategic plan 2024-26 ([Staff Report LC-2024-011](#))

D. Informational Items

- D1. Onboarding new commission members ([Staff Report LC-2024-012](#))
- D2. Update on city-run childcare programs ([Staff Report LC-2024-013](#))
- D3. Updates on Belle Haven Community Campus startup activities ([Staff Report LC-2024-014](#))

D4. Library and Community Services department updates ([Staff Report LC-2024-015](#))

D5. Library Commission tentative agenda calendar ([Attachment](#))

E. Commissioner Reports

E1. Individual Commission member reports

F. 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.

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 before, the public hearing.

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SPECIAL MEETING MINUTES - DRAFT

Date: 2/28/2024
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center, Oak Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Bunyagidj called the meeting to order at 6:34 p.m.

B. Roll Call

Present: Bunyagidj, Joshua, Lee, Oza, Theriault, Cohen, Herrick, Pollack, Singh, Wise
Absent: Brosnan, Wessel
Staff: Library and Community Services Director Sean Reinhart, Assistant Library and
Community Services Director Nick Szegda, Management Analyst Ashley Walker

C. Study Session

- C1. Belle Haven Community Campus project updates including startup activities and milestones (Staff Report PRC-2024-005 / LC-2024-005)

Director Reinhart made the presentation (Attachment).

The Commission discussed facility use, fees, community input and library collection development related to the Belle Haven Community Campus (BHCC).

D. Informational Items

- D1. Library and Community Services department updates (Staff Report PRC-2024-006 / LC-2024-006)

- D2. Tentative agenda calendars (Attachment)

- David Yoshida spoke on concerns related to pickleball courts.

ACTION: By acclamation, the Parks and Recreation Commission added the following to their calendar:

- Revisit the Nealon Park zipline
- Add a fenced area for dogs at Jack Lyle Park
- Long-term dog park plans
- Enforcement of park policies

E. Commissioner Reports

- E1. Individual Commissioner reports

Commissioner Singh reported out on meeting with City Councilmember Wolosin.

F. Adjournment

Chair Bunyagidj adjourned the meeting at 7:44 p.m.

Management Analyst Ashley Walker



SPECIAL MEETING MINUTES – DRAFT

Date: 03/18/2024
Time: 6:30 p.m.
Locations: Teleconference and
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Call To Order

Vice Chair Singh called the meeting to order at 6:35 p.m.

B. Roll Call

Present: Chen Rekhhi, Cohen (joined 6:40 p.m.), Herrick, Orton, Pollack, Singh, Wise
Absent: None
Staff: Library and Community Services Director Sean Reinhart, Assistant Library and
Community Services Director Nick Szegda

C. Public Comment

None.

D. Presentations and Proclamations

D1. Library book survey results (Attachment)

Library and Community Services Supervisor Waldman made the presentation.

The Commission discussed the survey results.

The Commission asked to receive program survey results from 2022.

E. Regular Business

E1. Approve minutes from the January 29, 2024 special meeting (Attachment)

ACTION: Motion and second (Cohen/ Pollack), to approve the minutes from the January 29, 2024 special meeting minutes, passed unanimously.

E2. Recommend updates to library and community services departmental policies: bulleting board policy; exhibits and displays policy; user account privacy policy (Staff Report LC-2024-007)

Assistant Director Szegda introduced the item.

ACTION: Motion and second (Orton/ Wise), to Recommend updates to library and community services departmental policies: bulleting board policy; exhibits and displays policy; user account privacy policy, passed unanimously.

F. Informational Items



F1. Advisory body attendance report (Staff Report LC-2024-008)

Director Reinhart introduced the item.

F2. Library and Community Services department updates (Staff Report LC-2024-009)

Assistant Director Szegda introduced the item.

The Commission discussed the report and requested additional statistical information.

F3. Library Commission tentative agenda calendar (attachment)

G. Commissioner Reports

G1. Individual Commissioner reports

Vice Chair Singh reported out on the Friends of the Library quarterly book sale.

Commissioner Orton spoke on the Youth Poetry Voice exhibition.

Commissioner Wise spoke on the City Council proclamation for National Library Week.

H. Adjournment

Vice Chair Singh adjourned the meeting at 8:35 p.m.

Assistant Library and Community Services Director Nick Szegda



STAFF REPORT

Library Commission

Meeting Date:

4/22/2024

Staff Report Number:

LC-2024-010

Regular Business:

Select new Library Commission Chair and Vice Chair

Recommendation

City staff recommend that the Library Commission select a Chair and Vice Chair for the 2024-25 fiscal year.

Policy Issues

City Council policy CC-24-004 (Attachment A) requires advisory bodies to select a chair and Vice Chair and to rotate those positions annually. The policy states that “The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.”

Background

In March 2023, the Library Commission adopted a process for selecting a Chair and Vice Chair on a rotating basis that emulates the model used by City Council to annually select the Mayor and Vice Mayor. (Attachment B).

Analysis

The Library Commission (LC) Chair works with staff to set the agendas for LC meetings and presides over those meetings. The LC Chair typically delivers the LC’s annual updates to the City Council. The Vice-Chair serves as LC Chair in the LC Chair’s absence. The Chair and Vice Chair are sometimes called upon to represent the Commission at ceremonial events.

City staff recommends that the LC follow the procedure that was established at their March 2023 meeting for selecting a new LC Chair and Vice Chair. That procedure states that the longest-serving LC member who has not served as Chair becomes the Chair, and the next longest-serving LC member becomes Vice Chair.

Following the previously established procedure, Vice Chair Singh would serve next as Chair, and LC member Orton or LC member Wise would serve next as Vice Chair. The new LC Chair and Vice Chair will begin their duties at the June 2024 Library Commission meeting and will serve until May 2025.

The LC is scheduled to convene a joint meeting with the Parks and Recreation Commission on May 22. For this reason, staff recommends that the LC select the LC Chair and Vice Chair in April instead of May.

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. Hyperlink. "Adopt a resolution amending City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities authorizing a stipend for the Planning Commission," City Council meeting agenda (item K-6), Feb. 13.
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf
- B. Hyperlink – "Establish a procedure for the annual selection of Chair and Vice Chair," Library Commission meeting agenda (item D-2), Mar. 6, 2023.
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2023-meetings/agendas/20230306-library-commission-agenda-packet.pdf#page=59

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



STAFF REPORT

Library Commission

Meeting Date:

4/22/2024

Staff Report Number:

LC-2024-011

Regular Business:

Recommend the Library and Community Services department strategic plan 2024-26

Recommendation

City staff recommends that the Library Commission (LC) recommend the proposed Library and Community Services department strategic plan for 2024-26 (Attachment A).

Policy Issues

As a duly appointed advisory body to the City Council, the LC is charged with advising the City Council on matters related to the City's libraries.

Background

On Jan. 25, 2021, the LC recommended the Library and Community Services Department Strategic Plan: 2020 and Beyond (Attachment B).

On Aug. 16, 2021, the LC received an informational "Scorecard" report on progress made toward the strategic plan goals as of that date (Attachment C).

On Jan. 29, 2024, the LC held a study session and provided feedback on the draft strategic plan (Attachment D)

Analysis

The Library and Community Services (LCS) department strategic plan is intended to be a living document that can and should be periodically updated to remain aligned with new operational circumstances, emerging opportunities, and evolving community needs over time.

Since the last update in 2021, significant events and changes in the City of Menlo Park include the ongoing recovery from the coronavirus pandemic, new economic uncertainties in the City organization's long-term budget forecast, and the anticipated opening of the new Belle Haven Community Campus project.

In September 2023, City staff began an internal review of the current LCS department strategic plan to identify potential updates for 2024-25.

As part of the review process, staff created and presented it to the LC on Jan. 29. (Attachment D).

On Jan. 29, 2024, the Library Commission held a study session to review an updated Scorecard to report on progress made toward the strategic plan goals, and provide feedback on an updated draft of the

strategic plan for 2024-25. Staff have incorporated LC feedback, made additional minor revisions, and provided the final draft strategic plan for recommendation in Attachment A.

New revisions since the LC's Jan. 29 review include:

- Updated the strategic plan's overall timeframe to encompass two years from 2024 to 2026 instead of one year from 2024-25
- Revised some start dates in Goal 2.2. to align with the anticipated start of operations at the Belle Haven Community Campus
- Added four tasks to Goal 3.1 Strategic Planning and Accreditation:
 - 3.1.e. Conduct reviews of the Parks and Recreation Facilities Master Plan (PRFMP) at least every two years.
 - 3.1.f. Achieve accreditation by the Commission for Accreditation of Park and Recreation Agencies (CAPRA)
 - 3.1.g. Achieve accreditation by the National Association for the Education of Young Children (NAEYC)
 - 3.1.h. Achieve Star Library rating by Library Journal (LJ)
- Fixed various minor typographical and grammatical errors.

Impact on City Resources

As an advisory body to the City Council, the Library Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive direct impact to the City's general fund as a result of this study session.

Environmental Review

This report is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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. Library and Community Services department strategic plan 2024-26
- B. Hyperlink – “Recommend: Library and Community Services Department Strategic Plan Update: 2020 and Beyond,” Library Commission meeting agenda (item C-2), Jan. 25, 2021. menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2021-meetings/agendas/20210125-library-agenda.pdf#page=5
- C. Hyperlink – “Library and Community Services Strategic Plan Scorecard,” Library Commission meeting agenda (item E-3), Aug. 16, 2021. menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2021-meetings/agendas/20210816-library-agenda.pdf#page=36
- D. Hyperlink – “Library and Community Services department strategic plan 2024-25”, Library Commission meeting agenda, (item D-1), Jan. 29, 2024. https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/agendas/20240129_library_commission_agenda_packet.pdf

Report prepared by:
Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:
Sean S. Reinhart, Library and Community Services Director

****DRAFT****

**CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STRATEGIC PLAN
2024-26**

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Strategic Plan Elements

1. Strategic Directions: The eight major categories of the plan.
 2. Goals: Specific, Measurable, Achievable, Results-oriented, Time-bound.
 3. Tasks: Clearly defined but flexible to respond to the changing environment.
 4. Start/end dates: Timeframes for completing tasks. Dates are realistic and achievable but subject to change as new circumstances and resource constraints arise.
 5. Performance goals: Metrics to assess if and how well a goal has been achieved.
-

Strategic Direction 1: Excellent customer service

Use customer satisfaction data, staff training, self-service and automation systems, and policies and procedures to deliver excellent customer service to all members of the community, at all times, in all aspects of department programs and operations.

Goal 1.1. Customer satisfaction data collection

Use customer satisfaction data collection systems with tools to assess community sentiment and satisfaction with department services.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|---------|--|
| 1.1. a. | Deploy survey tools to collect data about community satisfaction with Library and Community Services operations, services, and programs | Jan 2024 | ongoing | Survey tools deployed at least annually. Develop and implement tools for measuring ongoing customer satisfaction |
| 1.1. b. | Analyze customer satisfaction data and identify potential service enhancements. | Jan 2024 | ongoing | 90% or higher rating on customer satisfaction surveys achieved |
| 1.1. c. | Provide a public suggestion box at every service point, including online. Respond to every suggestion received within a week and publish responses monthly. | Jan 2021 | ongoing | 100% responses sent within five business days; published monthly in reports to advisory bodies |

Goal 1.2. Customer service training

Provide robust customer service training programs for LCS team members. Cross-train and test all team members on customer service expectations and techniques.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|----------|---|
| 1.2. a. | Implement customer service procedures and cross-training modules for LCS staff. | Jan 2024 | Jan 2025 | 100% customer service procedures and training modules implemented |
| 1.2. b. | Department team members achieve proficiency with the customer service techniques and training contained in the customer service procedures modules. | Jan 2024 | Jul 2024 | Team members collectively achieve average 90% or higher score on customer service module proficiency tests. |
| 1.2. c. | Convene annual LCS staff in-service training conferences. Incorporate customer service training at one in-service per year. | Jan 2024 | ongoing | Two half-day and one full-day staff trainings held annually. |

Goal 1.3. Department policies and procedures

Review and update Library and Community Services department policies and procedures with stakeholder input.

| Task | Description | Start | End | Performance goal |
|---------|--|----------|----------|--|
| 1.3. a. | Update operational procedure manuals for all LCS functional areas; convert all to secure electronic formats | Jan 2024 | Jan 2025 | Procedure manuals updated and converted to secure electronic formats |
| 1.3. b. | Update and compile a comprehensive emergency and safety procedures manual; present to advisory bodies for review | Jan 2024 | Jan 2024 | Emergency manual updated; review by advisory bodies completed |

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|---------|---|----------|----------|---|
| 1.3. c. | Update and compile customer service policies from across department; align and combine policies where appropriate | Jan 2024 | Jun 2024 | Policies updated and presented to advisory bodies for review and recommendation |
|---------|---|----------|----------|---|

Goal 1.4. Self-service and automation systems

Deploy user-friendly, accessible self-service and automation systems to enhance convenience and access for residents, increase operational efficiencies, and achieve operational cost savings.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|----------|--|
| 1.4. a. | Continue to evaluate self-service and automation options to improve customer service and gain operational efficiencies across department. Review industry best practices. develop budget and resource allocation proposals and identify potential upgrade options | Jan 2024 | ongoing | Assessment completed; recommend options identified in the context of the FY 2024-25 operating budget |
| 1.4. b. | Implement self-service and automation solutions in coordination with city IT and Public Works departments | Jan 2024 | ongoing | Implementation completed 100% on time and within budget |
| 1.4. c. | In cooperation with the project design team and city IT, develop a self-service and automation strategy and recommendations for the new Belle Haven Community Campus building that provides fast, convenient, easy to use options for customer self service | Feb 2021 | Jun 2024 | Strategy and recommendations developed and integrated in BHCC equipment/software acquisition strategy. Review automation and self service solutions at opening day +6 months |
| 1.4. d. | Coordinate with City IT and Public Works departments to address ongoing technology needs, resolve technical challenges, and leverage emerging opportunities to address evolving facility and technology needs. | ongoing | ongoing | See Goal 4.3 |

Strategic Direction 2: Belle Haven Community Campus project

Goal 2.1. Operational startup

Working with City Council, Belle Haven neighborhood residents, City departments, agency partners, and other stakeholders to open and operate the Belle Haven Community Campus.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|----------|---|
| 2.1. a. | Transfer interim services for seniors, interim services for the Belle Haven Youth Center, and branch library services to the new Campus facility. | Feb 2024 | May 2024 | Services ready for facility opening day |
| 2.1. b. | Implement staffing plan in preparation for Campus facility opening day. | Nov 2023 | Apr 2024 | Staff hired, trained and shifts assigned by Campus opening day |
| 2.1. c. | Complete remaining construction tasks in coordination with Meta, construction team, and other City departments | Nov 2023 | May 2024 | Certificate of Temporary Occupancy issued – City takes possession of facility and LCS staff move in |

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|---------|--|----------|-----------|--|
| 2.1. d. | Purchase necessary materials for Campus facility | Aug 2023 | May 2024 | Campus facility outfitted with necessary equipment and materials needed to provide services on opening day |
| 2.1. e. | Develop a program for the inclusion of thoughtful, inclusive public art elements in the new building that are community specific, integral to local history, and solicit community participation | Jan 2024 | Fall 2024 | Public art program completed and approved 100% in alignment with overall project timeline and milestones |
| 2.1. f. | In coordination with the Belle Haven Community Campus Subcommittee, develop a system for recognizing donor contributions to the new BHCC | Dec 2023 | May 2024 | Donor recognition plan completed and approved 100% in alignment with overall project timeline and milestones |

Goal 2.2. Equivalent and comparable programs

Provide quality programs and services to the Belle Haven neighborhood that meet resident needs and are equivalent or comparable to programs and services at the Burgess campus.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|---------|---|
| 2.2. a. | School-aged child development. Provide year-round afterschool education and summer camps for rising K-5 th grades at the Belle Haven Youth Center in the new Campus facility | May 2024 | Ongoing | Safe, healthy, quality program of after school care for rising K-5 children provided. Summer camp programs for K-5 and 6-8 grade youth provided on time and within budget |
| 2.2. b. | Senior enrichment and transportation. Provide senior nutrition program, senior enrichment classes, senior transportation, and a senior lounge area at the new Campus facility | May 2024 | Ongoing | Senior services at the Campus facility implemented 100% on time and within budget |
| 2.2. c. | Library collections and technology access. Provide free and equitable access to information, resources, opportunity and learning through library collections and technology | May 2024 | Ongoing | Children’s library and all-ages library open 7 days a week, 8-10 hours per day. Library collections and information resources provided within budget |
| 2.2. d. | Makerspace and Teen Zone. Give Campus users the opportunity to create, collaborate, and develop skills that can lead to new interests or employment through the programs and resources of a makerspace and teen zone. | May 2024 | Ongoing | Provide makerspace programs to seniors and school-aged youth. Expand makerspace services through partnerships with local educational and nonprofit organizations. Partner with Youth Advisory Commission, Teen Advisory group and other stakeholders for service provision in teen zone. Services are responsive to neighborhood needs and are within budget. |
| 2.2. e. | Library cultural and educational programming. Provide educational resources and opportunities for life enrichment through cultural and educational programming | May 2024 | ongoing | Early literacy storytimes provided 3+ times per week. Cultural and educational programs including informational workshops, guest speakers, live performances, resource fairs, and community conversations about issues of local, regional and national importance are provided. |

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|---------|---|----------|---------|--|
| 2.2. f. | Fitness Center and Movement Studio. Support the health and wellness of Menlo Park residents by providing community access to fitness equipment and training | May 2024 | ongoing | Satisfaction with fitness and movement studios rate more than 90% on user surveys. |
| 2.2. g. | Facility rentals and meeting rooms. Support the community's need for safe, welcoming, community-oriented places to gather by making venue spaces available in the new Campus facility | May 2024 | ongoing | Venue spaces prioritize Menlo Park residents, Menlo Park based nonprofit organizations and City programs. Satisfaction with facility rentals and meeting rooms rate more than 90% on user surveys. |
| 2.2. h. | Indoor and outdoor sports. Support the health and fitness of Menlo Park residents by providing community access to athletic activities. | May 2024 | Ongoing | Prioritize athletic facility usage for Menlo Park residents, community-oriented leagues and local schools. Satisfaction with indoor and outdoor sports programs and facilities rate more than 90% on user surveys. |
| 2.2. i. | Aquatics program. Support the fitness, wellness, and social connectedness needs of Menlo Park residents by providing community-oriented access to aquatics programming. | May 2024 | Ongoing | Satisfaction with aquatics programming and facilities rate more than 90% on user surveys. |

Goal 2.3. Community engagement

Assist and facilitate robust community engagement in program development, service provision, and facility maintenance, in coordination with city public engagement manager.

| Task | Description | Start | End | Performance goal |
|---------|--|----------|----------------------|--|
| 2.3. a. | Gather resident and facility user feedback on programming, services, and facilities. | May 2024 | October 2024 | Resident and facility user feedback gathered using in person fee |
| 2.3. b. | Translate major project documents into Spanish and other dominant second languages and provide translation services at public meetings where feasible and appropriate | Jan 2024 | ongoing | Translations provided for 100% of major project documents and at public meetings |
| 2.3. c. | Engage and advise relevant advisory bodies (Library Commission, Parks & Recreation Commission, Youth Advisory Committee) with regular project progress updates throughout opening. | Nov 2023 | Apr 2024 and ongoing | Advisory bodies receive project status updates at 100% of duly noticed advisory body public meetings. Updates on Campus programming and operations at opening day + 6 months and opening day + one year. |

Strategic Direction 3: Responsiveness to community needs

Goal 3.1. Strategic planning and accreditation

Regularly review and update the strategic plan and other planning documents to stay current and responsive to changing circumstances and evolving community needs.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|----------|--|
| 3.1. a. | Engage the input and suggestions of LCS team members in reviewing and updating the Strategic Plan | Sep 2023 | Dec 2024 | Every LCS team member engaged in review and update process |

| | | | | |
|---------|---|-----------|------------|--|
| 3.1. b. | Engage the input and suggestions of the Parks and Recreation Commission, the Library Commission and general public in review of and updates to the Strategic Plan | Dec 2023 | Dec 2024 | LCS Strategic Plan updates reviewed and recommended by both the Parks & Recreation Commission and the Library Commission |
| 3.1. c. | Conduct an annual review of performance and progress toward Strategic Plan goals | Oct 2023 | March 2024 | Complete next annual review by December 2024 |
| 3.1. d. | Integrate strategic plan goals into individual employee work plans | Ongoing | Ongoing | All individual work plans tie directly to strategic plan goals |
| 3.1.e. | Conduct reviews of the Parks and Recreation Facilities Master Plan (PRFMP) at least every two years. | Fall 2024 | Ongoing | PRFMP updates reviewed and recommended by the Parks & Recreation Commission and City Council |
| 3.1.f. | Achieve accreditation by the Commission for Accreditation of Park and Recreation Agencies (CAPRA) | Fall 2024 | Fall 2026 | All City recreation programs meet or exceed requirements to achieve CAPRA accreditation by Fall 2026 |
| 3.1.g. | Achieve accreditation by the National Association for the Education of Young Children (NAEYC) | Fall 2024 | Fall 2026 | All City early childhood education programs meet or exceed requirements to achieve NAEYC accreditation by Fall 2026 |
| 3.1.h. | Achieve Star Library rating by Library Journal (LJ) | Fall 2024 | Fall 2026 | All City library programs meet or exceed requirements to achieve LJ Star Library rating by Fall 2026 |

Goal 3.2. Analysis and data

Use statistics, community survey response data, strategic and master plan documents, and analyses of best practices to inform decisions about services and programs.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|----------|---|
| 3.2. a. | Develop tools to collect quantitative and qualitative feedback from service users and program attendees, in alignment with Strategic Direction 1. | Jan 2024 | Aug 2024 | Library materials survey for BHCC completed and results used to inform purchasing. Library annual statistics for State Library reported out to LC. Xplor user surveys post class, as noted in item 1.1a See also Goal 1.1.a |
| 3.2. b. | Use community feedback to modify programs and services in response to identified community needs | Oct 2023 | ongoing | 90% or higher rating on customer satisfaction surveys achieved |
| 3.2. c. | Publish relevant statistics and data to the public through advisory bodies, budget stories page, and for publication online and in print. | Jan 2024 | ongoing | Budget stories page updated annually; advisory bodies monthly |
| 3.2. d. | Advance the recommendations of the Parks and Recreation Facilities Master Plan (PRFMP) | Nov 2023 | ongoing | See PRFMP |

Goal 3.3. Programs and services

Target department services, programs, and resources efficiently and where they are most effective and responsive to community needs.

| Task | Description | Start | End | Performance goal |
|------|-------------|-------|-----|------------------|
|------|-------------|-------|-----|------------------|

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|---------|--|----------|----------------------|--|
| 3.3. a. | Develop and implement a plan to enhance technology services and access to seniors | Apr 2024 | Apr 2025 | Achieve 100% of senior center users have access to high-speed internet and connected device |
| 3.3. b. | Under Council direction, support Youth Advisory Committee (YAC) to provide input on youth related programs and services | Nov 2023 | Jun 2024 and ongoing | Work with the new YAC to create a committee work plan for 2023-24 year by June 2024 |
| 3.3. c. | Continue collaboration with master gardeners on seed library and demonstration garden programs. Continue monthly "Garden Talk" program series. Explore further collaborations with child development and senior programming teams. | Jan 2024 | Summer 2024 | Garden and supporting programming in place by beginning of transitional service period. Modify this performance goal post BHCC opening. |
| 3.3. d. | In coordination with Strategic Direction 7, identify opportunities to eliminate or reduce barriers to recreation program participation and facility use | ongoing | ongoing | See Strategic Direction 7 |
| 3.3. e. | Continue to provide virtual and or virtual/onsite hybrid participation for programs, events, and classes whenever feasible and appropriate | Jan 2024 | ongoing | >25% of classes, events and programs provide a virtual or hybrid option; >90% of virtual program attendees rate experience as good or better in user surveys |

Strategic Direction 4: Efficiency and effectiveness

Maintain efficient operations, systems, and facilities

Goal 4.1. Budget outcomes

Operate an efficient municipal department that meets assigned service delivery outcomes within approved operating budget.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|----------|--|
| 4.1. a. | Deliver 100% of the department's service delivery outcomes within established operational budget constraints | Jun 2023 | Jul 2024 | 100% of service outcomes delivered on time and within budget |
| 4.1. b. | Analyze departmental staffing needs and organizational structure and develop staffing proposals to address projected service demand changes, in alignment with Strategic Direction 8. Special focus on staffing and service demands at the new Campus facility. | Jan 2024 | Jan 2025 | Proposed staffing and operational plan completed and presented to City Council in the context of the FY 2024-25 operating budget |
| 4.1. c. | Complete a fee study that analyzes the current fee structure and costs for classes and rentals with the goal of creating a consistent fee structure for classes and rental costs across all LCS facilities | Oct 2024 | Apr 2025 | Propose any fee changes for Council adoption for 2025/26 FY. |
| 4.1. d. | Increase cross training across functional areas to increase staff skills and flexibility | Jan 2024 | Jan 2025 | >50% of department staff cross-trained in two or more operational areas of the department |

Goal 4.2. Grants, volunteers, and partnerships

Secure external resources from grants, volunteers, and partnerships that are valued greater than the costs to acquire and maintain the external resources.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|----------|--|
| 4.2. a. | Secure external grant funding that is valued greater than the costs to acquire and maintain the external resources. | Jan 2024 | ongoing | Total annual grant funding secured is equivalent to or greater than 5% of department annual general fund operating budget. |
| 4.2. b. | Engage volunteerism in support of library and community services public services. | ongoing | ongoing | Total annual volunteer hours served is equivalent to or greater than 3% of total annual staff hours worked. |
| 4.2. c. | Explore opportunities to facilitate the creation of a nonprofit group to support parks and recreation facilities and services | Jan 2024 | Jan 2025 | See Goal 7.1.b |

Goal 4.3. Facilities and technology

Coordinate with City IT and Public Works departments to address ongoing technology needs, resolve technical challenges, and leverage emerging opportunities to address evolving facility and technology needs.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|---------|--|
| 4.3. a. | Advance the recommendations of the Parks and Recreation Facilities Master Plan (PRFMP) | Nov 2023 | ongoing | See PRFMP |
| 4.3. b. | Continue to identify opportunities for self-service and automation technology systems to improve efficiency and free up staff resources to focus on services and programs | Ongoing | Ongoing | See Goal 1.4 |
| 4.3. c. | In coordination with City Public Works and Planning teams, advance major infrastructure and facility projects currently in progress or scheduled to begin in FY 2023/24 including Main Library roof replacement, Willow Oaks Park upgrades and Kelly Field turf and track replacement | Jun 2023 | ongoing | Infrastructure and facilities projects completed |

Goal 4.4. Environmental sustainability and energy efficiency

Practice environmental sustainability and energy efficiency in department operations

| Task | Description | Start | End | Performance goal |
|---------|---|----------|----------|--|
| 4.4. a. | Working with city Environmental Sustainability department and following the strategy recommendations of the Community Zero Waste Plan, reduce waste generation by staff by 5% | Jan 2024 | Dec 2024 | Reduce departmental waste generation by 5% |
| 4.4. b. | Readjust energy consumption at LCS facilities to achieve operational Net Zero Energy in alignment with Climate Action Plan goals for city facilities by 2030 | Jan 2024 | Dec 2030 | Achieve 100% of Climate Action Plan energy consumption goals by 2030 |

Strategic Direction 5: Staff development

Create meaningful staff development, engagement, and team communication opportunities.

Goal 5.1. Performance planning

Complete individual work plans annually for all department team members. Work plans will include goals, tasks, and Performance goals as well as individual training and professional development goals.

| Task | Description | Start | End | Performance goal |
|---------|--|----------|----------|--|
| 5.1. a. | Complete individual work plans for all department team members. | Jul 2023 | Jun 2024 | 100% of department team members complete individual employee work plans anniversary of hire date. |
| 5.1. b. | Identify individual employee training needs and coordinate training sessions to fill the needs. Make sure training outcome is shared and applied | Jun 2023 | ongoing | As part of work plan development, identify training needs and schedule trainings for all employees by anniversary of hire date |
| 5.1. c. | Identify individual employee professional development goals and develop action plans to help each employee achieve their professional goals. Encourage certifications and educational requirements when required for position. | Jun 2023 | ongoing | As part of work plan development, create professional development action plans for each employee by anniversary of hire date |
| 5.1. d. | Provide regular one-on-one check- in meetings between employees and supervisors to review performance goals and progress | Jun 2023 | ongoing | 100% of employees and supervisors engage in monthly one-on-one meetings |
| 5.1. e. | Complete annual employee evaluations for every employee | Jun 2023 | ongoing | 100% of departmental employees receive an annual evaluation |

Goal 5.2. Staff training

Develop a department wide staff training plan to maximize depth and breadth of organizational knowledge, provide cross-training and development opportunities for career growth.

| Task | Description | Start | End | Performance goal |
|---------|--|----------|----------|--|
| 5.2. a. | Create a training team and task them with developing a training plan for the department. Training plan should include team or small group trainings and require post-training report-outs to larger team or at departmental meetings. Develop training topics based on responses from departmental survey. | Jun 2023 | ongoing | Two annual half-day and on annual full day training events for department established. Individual teams have additional trainings as needed. |
| 5.2. b. | Develop and implement an operations cross-training strategy to enhance staff capacity, teamwork, and flexibility. | Apr 2024 | Dec 2024 | Cross training plan developed |
| 5.2. c. | In coordination with City HR, develop depart-wide understanding of position requirements so that training support can be provided Offer shadowing days or a talent exchange program to help staff better understand duties not shown in job description documents. | Mar 2024 | Dec 2024 | Technical and training requirements for each departmental position available to all employees. Shadowing or talent exchange program developed. |
| 5.2. d. | Continue to provide technology training based on the results of departmental survey from annual employee in-service day (Monday.com; Box.com; Deputy.com; Zoom; Workplace, Xplor) | Nov 2023 | Nov 2024 | Tech training events held |

| | | | | |
|---------|---|----------|----------------------|---|
| 5.2. e | Working with City HR, conduct all-hands trainings related to employee safety (e.g., protecting against viral transmission, dealing with difficult customers, active shooter training, etc.) | Jan 2024 | Jan 2025 and ongoing | 100% of department staff attend two or more safety trainings per year |
| 5.2. f. | Develop a department wide staff development and succession plan to maintain continuity of organizational knowledge, minimize operational disruptions, sustain employee retention levels, and provide opportunities for career growth. | Nov 2023 | Jun 2024 | Plan completed and presented to City Manager for review and approval |

Goal 5.3. Employee recognition

Conduct regular employee recognition and team-building activities and facilitate robust, transparent internal communication at all organizational levels.

| Task | Description | Start | End | Performance goal |
|---------|--|----------|---------|---|
| 5.3. a. | Convene semiannual staff retreats for team building, information sharing, and professional development | Mar 2021 | ongoing | 100% of department staff participate in one or more staff retreats annually |
| 5.3. b. | Provide opportunities for peer-generated staff recognition activities (e.g. virtual kudos boards, virtual and onsite recognition events, verbal recognition at all-hands meetings, etc.) | Jun 2023 | ongoing | 100% of department staff engage in one or more peer-generated recognition activities annually |

Strategic Direction 6: Public engagement

Engage in robust, transparent, two-way communication and outreach with the community

Goal 6.1. Public communication

Coordinate with city public engagement manager to review and update LCS department webpages, email lists, social media presence, printed materials, and onsite messaging as needed to improve the effectiveness and transparency of communications.

| Task | Description | Start | End | Performance goal |
|---------|--|------------|----------|---|
| 6.1. a. | In coordination with City Public Engagement Officer, develop and implement a coordinated social media messaging strategy driven by user analytics. Use engagement tools to measure effectiveness of social media messages | April 2024 | ongoing | Achieve 90% or greater customer satisfaction with web and social media user experience on department customer satisfaction surveys. |
| 6.1. b. | Provide easy channels for residents to provide feedback online and in person. Respond to all customer feedback promptly. | Nov 2023 | ongoing | See Goal 1.1.c |
| 6.1. c. | Evaluate current department webpages and print materials to assess reach, impact and relevance to residents | Jan 2024 | Dec 2024 | Achieve 90% or greater customer satisfaction with departmental communications on department customer satisfaction surveys. |
| 6.1. d. | In coordination with city communications team, develop a system for identifying, targeting, and focusing departmental messaging. Test message content and methods to increase the effectiveness and reach of department communications | Jun 2024 | Dec 2024 | Achieve 90% or greater customer satisfaction with departmental communications on department customer satisfaction surveys. |

Goal 6.2. Effective messaging

Target communications and outreach resources efficiently and where they are most effective, in coordination with city public engagement manager.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|---------|---|
| 6.2. a. | Produce a weekly department e-newsletter for citywide distribution. | Jul 2023 | ongoing | Weekly e-newsletter produced >45 times per year |
| 6.2. b. | Translate major department communications. Have staff available to assist in translating during customer interactions. Encourage staff education in Spanish language/ASL | Oct 2023 | ongoing | Translations provided for 100% of major department communications; bilingual staff are available to translate service interactions during 100% of operational hours |
| 6.2. c. | Enhance visual accessibility of department web pages for users who need web readers. Evaluate options for improving accessibility of communications for those who are hearing impaired/sight impaired | ongoing | ongoing | Achieve 90% or greater customer satisfaction with web and social media user experience on department customer satisfaction surveys. |
| 6.2. d. | Use data from post event surveys to identify most effective forms of communication | Nov 2023 | ongoing | Achieve 90% or greater customer satisfaction with web and social media user experience on department customer satisfaction surveys. |
| 6.2. e. | Produce and distribute printed information materials to inform residents of department services | ongoing | ongoing | Printed informational materials produced and distributed to Menlo Park residents on a quarterly or more frequent schedule |

Goal 6.3. Communication channels

Explore new communications channels for reaching the community; reinforce and educate the community about existing channels.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|----------|--|
| 6.3. a. | Recruit ambassadors from department affiliate groups and advisory bodies to distribute department messages on hyperlocal social media channels (e.g., NextDoor, Facebook Neighborhoods, etc) | ongoing | ongoing | 4 or more messages per quarter placed on hyperlocal channels |
| 6.3. b. | Explore the use of online systems for asynchronous staff and customer training | Jun 2024 | ongoing | 2 or more promotional pieces created and 2 or more staff training modules created per year |
| 6.3. c. | Develop internal production capacity to produce “behind the scenes” videos for social media channels/ training for staff | Jan 2024 | Dec 2024 | 1 or more training or promotional videos produced per year |
| 6.3. d. | Integrate livestream broadcast into department event production (e.g., Zoom webinar synchronization to Facebook Live, YouTube, etc). Use archived recordings to enrich social media channels. Partner with local media nonprofits (MidPen Media Center) to increase local coverage of department events | Jan 2024 | ongoing | Partnership with local media nonprofit established and 4 or more livestreaming events produced |

| | | | | |
|---------|--|----------|---------|---|
| 6.3. e. | Secure “earned media” local media placements via press releases and other publicity techniques | Jun 2023 | ongoing | 4 or more local media placements and one feature article per year |
|---------|--|----------|---------|---|

Strategic Direction 7: People-focused programs

Prioritize social justice, equity, diversity, inclusion, and belonging in department services and programs

Goal 7.1. Identify and reduce barriers

Identify and reduce barriers to participation for all residents.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|----------|--|
| 7.1. a. | Continue to assess current cost recovery model to identify barriers to program participation (e.g., fees-for-service, overdue fines, instructor rates, prioritization of services, etc.) | Feb 2024 | Jun 2024 | Cost recovery / fee study model assessed in the context of the FY 2024-25 operating budget process |
| 7.1. b. | Continue to evaluate opportunities and best practices to remove barriers and increase accessibility to department programs and services (e.g., sliding scales, voluntary/ suggested donations at points of entry, fee waivers or scholarships, fundraising partnership with area nonprofits, “one city” access card system, etc.) | Feb 2024 | Jun 2024 | Evaluation completed and implemented in the context of the FY 2024-25 budget process |
| 7.1. c. | Improve the accessibility of external communications by providing materials in other languages, making online communications web reader friendly, and other enhancements | Jan 2024 | Jan 2025 | See strategic direction 6.3.b. |
| 7.1. d. | Identify opportunities, challenges and impacts to reduce access barriers for unhoused residents (e.g., address verification for library cards, internet access, use of recreation and gymnasium facilities, etc.) | Jan 2024 | Jan 2025 | Evaluation completed and recommendations presented to advisory commissions for review |

Goal 7.2. Access and inclusivity

Provide diverse, equitable, and inclusive services, programs, and facilities for all residents

| Task | Description | Start | End | Performance goal |
|---------|---|---------|---------|--|
| 7.2. a. | Align resources so that facility hours and services are equitable and accessible residents in all areas of the city | ongoing | ongoing | Facility hours and services are comparable and equitable |
| 7.2. b. | Review policies related to public use of facilities (library behavior policy, recreation facility use policy, etc.) to ensure equity, diversity, and inclusion for all residents regardless of background | ongoing | ongoing | 90% or more of facility users agree with the following statement on user surveys: “City facilities, services, and programs reflect the community’s diversity and provide equity, inclusion, and accessibility for all residents regardless of background.” |

| | | | | |
|---------|--|----------|----------|---|
| 7.2. c. | Coordinate with Public Works to review physical accessibility of all LCS facilities every other year | ongoing | ongoing | Biannual ADA review of all LCS facilities completed and recommendations presented in the context of a future Capital Improvement Program budget |
| 7.2. d. | Coordinate with Public Works to assess furnishings and fixtures at LCS facilities for accessibility by seniors and the differently abled | May 2024 | Dec 2024 | 90% or more of facility users in these demographic categories rate the accessibility of department facilities good or better in customer satisfaction surveys |
| 7.2. e. | Assess options to provide adaptive technology for hearing-impaired users (e.g. audio loop systems, portable radio/assistive technology) and for users with low vision. | Jun 2024 | Jun 2025 | Assessment completed and recommendations presented in the context of the FY 2024-25 operating budget |
| 7.2. f. | Develop and implement services and programs that are adaptive and inclusive for people of all abilities | Jun 2023 | ongoing | 90% or more of service and program participants in these demographic categories rate the accessibility of department facilities good or better in customer satisfaction surveys |
| 7.2. g. | Build and strengthen partnerships with community-based organizations (e.g. Samaritan House, Mateo Lodge) that assist people who are unhoused and/or need access to health care. Develop a pilot program to refer and connect users to these organizations. | Dec 2023 | Dec 2024 | Pilot program developed and implemented |

Goal 7.3. Eliminate bias

Train staff on the principles and practices of equity, diversity, inclusivity, social justice, and adaptive learning; eliminate bias in department operations.

| Task | Description | Start | End | Performance goal |
|---------|---|----------|----------|--|
| 7.3. a. | Participate in institutional bias reform and training sessions, in alignment with City Council priorities | ongoing | ongoing | 100% of LCS team members participate in one or more institutional bias training sessions per year |
| 7.3. b. | Provide effective staff training on services to people who are unhoused | ongoing | ongoing | 100% of department staff participate in one or more trainings per year about inclusive services to the unhoused |
| 7.3. c. | Provide effective training to staff and contract instructors on adaptive learning techniques | ongoing | ongoing | 100% of department staff and contract instructors participate in one or more trainings per year about adaptive learning techniques |
| 7.3. d. | Ensure and sustain a diverse, safe, and inclusive work environment for all department staff | Nov 2023 | Jun 2024 | 90% or more of department staff rate the department's commitment to workplace diversity, safety and inclusion good or better in employee surveys |
| 7.3. e. | Conduct a full review of potential bias in department operations | Jan 2023 | Jan 2024 | Review completed and presented to advisory bodies and City Council with recommendations for eliminating bias in operations |

Strategic Direction 8: Emergency resiliency and relief

Emergency shelter and care. Support relief activities for community members impacted by large-scale emergencies and disasters.

Goal 8.1. Resiliency and preparedness

Ensure that department facilities are resilient and prepared for relief activities

| Task | Description | Start | End | Performance goal |
|---------|---|----------|-----------------------------|--|
| 8.1. a. | In coordination with the Public Works department, ensure that department facilities are in good working order and that designated facilities are able to serve as emergency shelters | Jun 2023 | ongoing – annual assessment | 100% of LCS facilities are in good working order, and have emergency supplies and equipment. Regular safety inspections and tests are conducted. |
| 8.1. b. | In coordination with the City’s emergency services coordinator, prepare staff for serving the community during emergency events | Jun 2023 | Jun 2024 | 100% of staff are trained on emergency procedures and disaster service worker obligations. |
| 8.1. c. | Provide CPR/First Aid/AED training and certification opportunities. Practice emergency procedures regularly | Jun 2023 | ongoing | 100% of staff participate in emergency procedure training. Required staff complete CPR and first aid certification training. |
| 8.1. e. | Maintain agreement with American Red Cross to mobilize disaster relief services at City facilities in the event of an emergency service activation. Practice and participate in local and regional emergency management planning and response efforts | Jun 2023 | Ongoing | American Red Cross agreement maintained. Staff participation in emergency planning and response exercises greater than 50% |
| 8.1. f. | Cultivate a prepared and resilient community by hosting safety and emergency preparedness workshops, encouraging public signups for emergency notification and information systems, and coordinating with community volunteers. | Jun 2023 | ongoing | 4 or more emergency preparedness or community safety workshops held per year. |



STAFF REPORT

Library Commission

Meeting Date:

4/22/2024

Staff Report Number:

LC-2024-012

Informational Item:

Onboarding new commission members

Recommendation

Staff recommends that the Commission review a resource list for onboarding new Library Commission members.

Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission is charged with advising the City Council on matters related to the City's libraries.

Background

As a City Council-appointed citizen member of a Menlo Park advisory body, Commission members are considered to be public officials serving in an advisory capacity to the City Council. Once a Commissioner is appointed, the City Clerk is responsible for administering the oath of office and for providing mandated training on California law (like the Brown Act).

Analysis

Staff prepared a checklist that may help new Commission members acclimate to their roles as advisory body members and become better acquainted with current issues relevant to the Commission's work (Attachment A). Links in the checklist are reviewed at least annually for accuracy and timeliness. The Commission is encouraged to review the list and suggest any additions or edits. The Commission may also want to consider a "buddy system," where an incoming Commissioner is paired with an existing Commissioner for questions and concerns. The staff liaison would continue to serve in their role as the primary contact for interactions with the department. In addition, the City of Menlo Park Advisory Body Handbook, a primary source of information on the roles and responsibilities of advisory body members, is included in Attachment B.

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

Attachment A: Suggested checklist of items for new Commissioners

Attachment B: Advisory body handbook (link): <https://menlopark.gov/files/sharedassets/public/city-managers-office/documents/2023-advisory-body-handbook.pdf>

Staff Report #: LC-2024-012

Report prepared by:
Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:
Sean S. Reinhart, Library and Community Services Director



Suggested checklist of items for new Library Commissioners

Library Commission webpage: <https://menlopark.gov/Government/Commissions-and-committees/Library-Commission>

Includes links to the Commission's current meeting agenda, past meeting minutes and recordings of meetings.

Public engagement portal: <https://publicinput.com/hub/Subscriptions/2463>

Sign up for alerts on topics of interest including meeting agendas, newsletters and calendar events

Library affiliate groups:

Friends of the Menlo Park Library: <https://friendsmpl.org/>

The Friends of the Library (nicknamed "The Moles" because of their primary sorting location in the main library's basement) has been around in some form since the 1950's. The Friends collect and sort thousands of donated books, sell them online and onsite, and give the money raised to the library to support programs, materials, and special projects.

Menlo Park Library Foundation: <https://www.menlolibrary.org/>

"Menlo Park Library Foundation connects private financial support to enhance community library programs, facilities, and services. We partner with the City of Menlo Park and the community to fund multiple Library projects." The Library Foundation is the lead nonprofit partner raising funds for the new Menlo Park Community Campus project. The Foundation also funds special projects including the Seed Lending Library, the Little Free Libraries project, and the Youth Poetry and Youth Poster contests.

Literacy Partners Menlo Park: <https://www.literacypartnersmenlopark.org/>

LPMP is a nonprofit dedicated to supporting literacy programs and projects through fundraising and community awareness. LPMP supports the library's literacy efforts.

Menlo Park Historical Association: <https://sites.google.com/site/mphistorical/>

Housed in the basement of the main library, MPHA was formed "to collect, preserve and disseminate historical data, information, relics and objects or records of historical interest relating to the City of Menlo Park and environs"

Parks and Recreation Commission: <https://menlopark.gov/Government/Commissions-and-committees/Parks-and-Recreation-Commission>

The Library and the Community Services departments merged in 2020, and collaboration between the library, child care, and recreation teams will continue to grow. [The Park & Recreation Facilities Master Plan](#) is a guiding document, and is being updated to include emerging recreational uses like pickleball.

City of Menlo Park Open Government site: <https://menlopark.gov/Government/Open-government>

Compiled Links to budgets, planning documents, public notices, and more

LCS Strategic Plan:

<https://menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Strategic-and-master-plans>

2024-26 update being considered for review at the April 22, 2024 LC meeting. Guiding document for the Library and Community Services department.

Belle Haven Community Campus project page:

<https://menlopark.gov/Government/Departments/Community-Development/Projects/Under-construction/Belle-Haven-Community-Campus>

Construction updates and meeting documents on the new combined library and recreation facility.

Programs and events:

<https://menlopark.gov/Government/Departments/Library-and-Community-Services/Programs-and-events>

Attending an event (in person or virtually) is a great way to see LCS staff in action. There are many events for all ages to choose from.

Policies and procedures

<https://menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures>

The Library Commission reviews and recommends policy updates. The department's updates are collected here, including the library's Collection Development policy, Library Use Policy, and Local Author Collection policy.

Library and Community Services department feedback portal

<https://menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Feedback#panel-1-1>

Library users submit feedback through this online portal and through suggestion boxes located in all LCS facilities. The feedback and staff responses are compiled and presented to the LC for review, and then the questions and responses are posted online.



STAFF REPORT

Library Commission

Meeting Date: 4/22/2024

Staff Report Number: LC-2024-013

Informational Item: Update on city-run childcare programs

Recommendation

Staff recommends that the Library Commission review the informational update on the city's childcare programs in 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 education programs.

Background

On Apr. 2, City Council received an informational report on City-run childcare programs (Attachment A).

Analysis

Staff recommends that the Library Commission review an informational update on the City's childcare programs, focused on preschool programs and enrollment trends since the COVID-19 pandemic began in 2020 (Attachment A). Staff is preparing study session items for upcoming Library Commission and City Council meetings to receive direction on potential preschool enrollment strategies.

Impact on City Resources

As an advisory body to the City Council, the Library Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

Environmental Review

The policies in this report are not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as they will not result in any direct or indirect physical change in the environment.

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. Hyperlink: "Update on city-run childcare programs," City Council meeting agenda (item M-2), Apr. 2. menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240402/m2-20240402-cc-childcare-programs-update.pdf

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



STAFF REPORT

Library Commission

Meeting Date: 4/22/2024
Staff Report Number: LC-2024-014

Informational Item: Updates on Belle Haven Community Campus startup activities

Recommendation

Staff recommends that the Library Commission review an informational report containing updates about the Belle Haven Community Campus (BHCC) project startup in Attachment A.

Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission advises the City Council on matter related to the city’s libraries and educational programs.

Background

On Apr. 2, City Council received an informational report on BHCC project startup (Attachment A).

Analysis

The City of Menlo Park and its partners are constructing a new multiservice public facility at 100 Terminal Ave. in Menlo Park’s Belle Haven neighborhood. The BHCC features 37,000 square feet of floor space on two levels, and will be the new home to five major community-serving programs: Belle Haven Library, Belle Haven Pool, Belle Haven Youth Center, Menlo Park Senior Center, and Onetta Harris Community Center. The BHCC is an all-electric, zero combustion, net zero energy project with onsite renewable energy generation, battery microgrid and electric vehicle charging stations, and its structural design is resilient to serve as an emergency shelter. The new facility will be owned and operated by City of Menlo Park. Additional information and updates related to the BHCC project are available in the informational report in Attachment A.

Impact on City Resources

As an advisory body to the City Council, the Library Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City’s general fund related to the topics in this report.

Environmental Review

The policies in this report are not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as they will not result in any direct or indirect physical change in the environment.

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. Hyperlink: "Updates on Belle Haven Community Campus startup activities," City Council meeting agenda (item M-3), Apr. 2. menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240402/m3-20240402-cc-bhcc-opening-update.pdf

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



STAFF REPORT

Library Commission

Meeting Date:

4/22/2024

Staff Report Number:

LC-2024-015

Informational Item:

Library and Community Services department updates

Recommendation

City staff recommends that the Library Commission (LC) review this informational report about recent activities in the Library and Community Services department.

Policy Issues

As duly appointed advisory bodies to the City Council, the LC is charged with advising the City Council on matters related to the City's libraries.

Background

The Library and Community Services department (LCS) provides lifelong learning and recreational opportunities for Menlo Park residents of all ages, abilities, and lived experiences. Programs and facilities include public libraries, recreation and sports, early childhood education, after-school programs, summer youth camps, older adults (senior) services, athletic fields and courts, community events, and aquatics.

Analysis

March 2024 statistics

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Statistics through March 2024 are provided in Attachment A.

Year-over-year electronic materials circulation data, 2018-2024

LCS collects statistics on the circulation of electronic materials such as e-books, e-audiobooks, and streaming video and music. Year-over-year data for circulation of electronic materials from 2018 to 2024 is provided in Attachment B.

Youth Poetry Voices review panel – One additional Library Commission volunteer needed

In celebration of National Poetry Month, student poets in grades 1-12 who live or attend school in Menlo Park are invited to submit their poetry for the Youth Poetry Voice event. Submissions are now open, and applications are available online (Attachment C). Poems will be published in a commemorative anthology distributed to the poets, and a copy housed in the library's local authors collection. Youth poets will have the opportunity to share their work at a reception hosted at Menlo Park Library, followed by a group recognition at City Council on Tuesday, May 21. Featured poets will be invited to read their poem to the City Council. Commissioner Orton graciously agreed to assist with submission review – one additional volunteer from the Commission would be appreciated.

Summer Reading Game

The Summer Reading Game is designed to help children retain and improve their reading proficiency during the summer months while they are away from the classroom and not participating in formal literacy programs. The Summer Reading Game officially begins June 1. Participating youths can expect that they will discover great books, experience fun community activities, and can use reading to earn incentive prizes donated by Friends of Menlo Park Library. The Summer Reading Game runs June-August and is open to all ages. (Attachment D)

Eclipse Event

On Apr. 8, Exploratorium Educator Ron Hipshman led an Eclipse Event hosted by Menlo Park Library. As part of the Exploratorium's webcast team, the eclipse was brought to participants virtually so that those who couldn't travel to Maine or Mexico could enjoy a full view of the eclipse. Participants learned the science behind an eclipse, which was followed by a question-and-answer session.

Global Language Storytime: Nowruz (Persian New Year)

On Apr. 4, Menlo Park Library presented a Persian bilingual storytime in conjunction with Nowruz, the Persian New Year. Attendees enjoyed stories, music, and crafts for little ones and their grownups. The event was part of the Menlo Park Global Language Storytime series, which features a different language each month, exposing children and families to a wealth of languages and cultures during fun, interactive activities for audiences of all language backgrounds.

Youth-led spring flea market

On Mar. 24 the City of Menlo Park Youth Advisory Committee organized a youth-led Spring Flea Market showcasing the talents of Menlo Park teens and small businesses. Hosted at Menlo Park Library, the event supported local youth by shopping a wide array of items ranging from handmade jewelry and crocheted products to secondhand clothes and art.

Public Library Association conference

LCS prioritizes professional development and continuous learning for all team members. In April, Librarian Ella Hadrovic and Library and Community Services Supervisor Rose Waldman attended the Public Library Association conference in Columbus, Ohio. Ella focused on learning and sharing best practices at teen programming seminars, and Rose focused on management topics. The team evaluated library-related products and services at the vendor exhibitions. Attending professional association conferences helps to extend the reach of development opportunities by bringing knowledge and ideas back and sharing them with other team members.

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. March 2024 statistics
- B. Comparative electronic circulation data, 2018-2024 YTD
- C. Hyperlink: Youth Poetry Voices <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Youth-Poetry-Voices>
- D. Hyperlink: Summer Reading Game <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Summer-Reading-Game>

Report prepared by:

Staff Report #: LC-2024-015

Ashley Walker, Management Analyst
Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:
Sean S. Reinhart, Library and Community Services Director

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS – MARCH 2024

Table 1. Library items circulated

| Location | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 800 Alma St. | 50,395 | 46,190 | 47,023 | 49,544 | 49,616 | 49,164 | 45,192 | 43,407 | 41,761 | 44,732 | 45,775 | 43,546 | 47,636 |
| 413 Ivy Dr. | 1,320 | 1,205 | 1,285 | 1,088 | 1,112 | 1,197 | 918 | 877 | 850 | 929 | 846 | 1,043 | 1,217 |
| Online / Digital | 8,827 | 8,707 | 9,374 | 9,891 | 10,368 | 9,970 | 10,332 | 11,598 | 11,598 | 12,082 | 12,977 | 11,862 | 12,227 |

Table 2. Library cards

| | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| New library cards issued – MP residents | 239 | 253 | 232 | 330 | 322 | 207 | 181 | 150 | 139 | 122 | 158 | 170 | 117 |
| Total MP resident library cardholders | 21,417 | 21,512 | 21,601 | 21,733 | 21,189 | 21,808 | 22,105 | 22,020 | 22,327 | 22,133 | 22,415 | 23,177 | 23,369 |

Table 3. Library patron questions answered

| Location | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 800 Alma St. | 3,347 | 2,834 | 2,393 | 3,496 | 3,282 | 3,294 | 2,753 | 3,046 | 2,977 | 3,169 | 3,342 | 3,167 | 3,360 |
| 413 Ivy Dr. | 340 | 279 | 306 | 744 | 264 | 345 | 337 | 244 | 244 | 255 | 273 | 204 | 244 |

Table 4. Library holds filled (item requests)

| Location | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 |
|-----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Incoming holds 800 Alma St. | 4,763 | 4,393 | 4,256 | 4,472 | 3,968 | 4,121 | 4,043 | 4,076 | 3,760 | 3,861 | 4,419 | 3,895 | 3,871 |
| Outgoing holds 800 Alma St. | 3,142 | 2,665 | 2,773 | 3,252 | 3,050 | 3,968 | 3,238 | 3,062 | 3,171 | 2,688 | 3,471 | 3,074 | 3,311 |
| Incoming holds 413 Ivy Dr. | - | - | - | 144 | 195 | 183 | 154 | 154 | 120 | 87 | 158 | 116 | 78 |
| Outgoing holds 413 Ivy Dr. | - | - | - | 159 | 183 | 157 | 190 | 190 | 177 | 160 | 191 | 144 | 175 |

Table 5. Library foot traffic (gate count)

| Location | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 800 Alma St. | - | - | - | 13,108 | - | - | - | 13,541 | 12,580 | 12,283 | 14,060 | 13,183 | 15,066 |
| 413 Ivy Dr. | 1,365 | 1,241 | 1,288 | 1,231 | 1,034 | 1,261 | 1,169 | 1,248 | 1,148 | 1,041 | 1,050 | 981 | 1,220 |

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS – MARCH 2024

Table 6. Library program attendance

| Location | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Total program attendance 800 Alma St. | 730 | 888 | 606 | 822 | 1,653 | 1,405 | 883 | 1,121 | 754 | 798 | 1,000 | 1,163 | 993 |
| Number of programs 800 Alma St. | 25 | 31 | 28 | 27 | 30 | 36 | 30 | 36 | 37 | 31 | 31 | 26 | 27 |
| Total program attendance 413 Ivy Dr. | 156 | 98 | 67 | 116 | 157 | 296 | 132 | 116 | 158 | 125 | 48 | 144 | 110 |
| Number of programs 413 Ivy Dr. | 8 | 8 | 7 | 8 | 8 | 8 | 9 | 7 | 9 | 8 | 6 | 7 | 8 |

Table 7. Preschool child development – enrollment

| Location | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 |
|--------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Menlo Children's Center | 34 | 33 | 35 | 38 | 33 | 33 | 23 | 23 | 26 | 28 | 27 | 29 | 33 |
| Belle Haven Child Development Center | 61 | 64 | 65 | 65 | 45 | 43 | 48 | 50 | 53 | 60 | 56 | 62 | 62 |

Table 8. School age child development (after school enrichment) – enrollment

| Location | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Menlo Children's Center - After School | 28 | 28 | 28 | 28 | 30 | 27 | 28 | 30 | 34 | 33 | 36 | 36 | 36 |
| Belle Haven Youth Center | 42 | 42 | 42 | 42 | 28 | 56 | 54 | 54 | 54 | 54 | 52 | 52 | 52 |

Table 9. Senior Center services

| Location | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Lunches served | 555 | 551 | 624 | 656 | 570 | 482 | 519 | 642 | 422 | 315 | 511 | 521 | 435 |
| Grocery boxes distributed | 460 | 460 | 460 | 576 | 460 | 460 | 460 | 460 | 230 | 230 | 460 | 460 | 460 |
| Senior shuttle trips | 1,018 | 898 | 1,053 | 1,124 | 1,010 | 1,006 | 1,158 | 1,200 | 1,057 | 761 | 1,126 | 1,170 | 1,162 |
| Rideshare trips | 294 | 288 | 225 | 252 | - | - | - | - | - | - | - | - | - |

Table 10. Senior Center classes

| | Winter 2022-23 | Spring 2023 | Summer 2023 | Fall 2023 | Winter 2023-24 (to date) |
|----------------------------|----------------|-------------|-------------|-----------|--------------------------|
| Enrollment – residents | 145 | 108 | 437 | 421 | 113 |
| Enrollment – non-residents | 240 | 216 | 264 | 269 | 100 |
| Classes offered | 42 | 42 | 42 | 42 | 14 |

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS – MARCH 2024

| Table 11. Recreational classes | | | | | |
|--------------------------------|----------------|-------------|-------------|-----------|-----------------------------|
| | Winter 2022-23 | Spring 2023 | Summer 2023 | Fall 2023 | Winter 2023-24 (to date) |
| Enrollment – residents | 263 | 239 | 166 | 297 | 356 |
| Enrollment – non-residents | 126 | 117 | 67 | 152 | 150 |
| Classes offered | 77 | 88 | 73 | 57 | 48 |
| Number of instructors | 24 | 22 | 28 | 21 | 20 |

| Table 12. Sports classes | | | | | |
|------------------------------------|----------------|-------------|-------------|-----------|-----------------------------|
| | Winter 2022-23 | Spring 2023 | Summer 2023 | Fall 2023 | Winter 2023-24 (to date) |
| Enrollment – residents | 195 | 70 | 242 | 76 | 211 |
| Enrollment – non-residents | 129 | 97 | 181 | 11 | 102 |
| Classes offered | 20 | 12 | 40 | 3 | 13 |
| Number of instructors | 5 | 5 | 10 | 3 | 5 |
| Drop-in basketball visits | 243 | 280 | 172 | 359 | 456 |
| Drop-in volleyball visits | 637 | 534 | 513 | 505 | 541 |
| Leagues – individual registrations | 1,400 | 84 | 1,239 | 156 | - |
| Leagues – team registrations | 142 | 12 | 111 | 35 | - |

| Table 13. Gymnastics classes | | | | | |
|------------------------------|----------------|-------------|-------------|-----------|-----------------------------|
| | Winter 2022-23 | Spring 2023 | Summer 2023 | Fall 2023 | Winter 2023-24 (to date) |
| Enrollment – residents | 490 | 499 | 416 | 490 | 740 |
| Enrollment – non-residents | 158 | 255 | 174 | 158 | 159 |
| Classes offered | 93 | 101 | 80 | 93 | 95 |

CITY OF MENLO PARK
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| Table 14. Facility rentals | | | | | |
|--|----------------|-------------|-------------|-----------|-----------------------------|
| | Winter 2022-23 | Spring 2023 | Summer 2023 | Fall 2023 | Winter 2023-24 (to date) |
| Recreation center rentals – residents | 57 | 24 | 18 | 24 | 36 |
| Recreation center rentals – non-residents | 46 | 89 | 76 | 62 | 29 |
| Athletic field rentals (hours reserved) | 899 | 1,533 | 1,042 | 785 | 305 |
| Tennis court keys (annual) – residents | 166 | 50 | 72 | 15 | - |
| Tennis court keys (annual) – non-residents | 41 | 12 | 10 | 1 | - |

| Table 15. Large-scale community event attendance | | | | | | | | | | | |
|--|----------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Location | Apr 2023 | June 2023 | July 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 |
| Black Liberation Month Celebration 2/11 | - | - | - | - | - | - | - | - | - | 256 | - |
| Egg Hunt 4/8 | 1,500 | - | - | - | - | - | - | - | - | - | - |
| Juneteenth Celebration 6/17 | - | 200 | - | - | - | - | - | - | - | - | - |
| 4 th of July Parade and Celebration | - | - | 1,250 | - | - | - | - | - | - | - | - |
| Summer Concert – Fremont Park 7/12 | - | - | 186 | - | - | - | - | - | - | - | - |
| Summer Concert – Fremont Park 7/19 | - | - | 388 | - | - | - | - | - | - | - | - |
| Summer Concert – Fremont Park 7/26 | - | - | 261 | - | - | - | - | - | - | - | - |
| Summer Concert – Fremont Park 8/2 | - | - | - | 387 | - | - | - | - | - | - | - |
| Summer Concert – Fremont Park 8/9 | - | - | - | 247 | - | - | - | - | - | - | - |
| Summer Concert – Karl E. Clark Park 8/11 | - | - | - | 103 | - | - | - | - | - | - | - |
| Summer Concert – Fremont Park 8/16 | - | - | - | 520 | - | - | - | - | - | - | - |
| Summer Concert – Karl E. Clark Park 8/18 | - | - | - | 137 | - | - | - | - | - | - | - |
| Halloween Hoopla | - | - | - | - | - | 1,100 | - | - | - | - | - |
| Pumpkin Splash | - | - | - | - | - | 101 | - | - | - | - | - |
| Light Up the Season | - | - | - | - | - | - | - | 750 | - | - | - |
| Photos with Santa | - | - | - | - | - | - | - | 300 | - | - | - |
| Spring Kickoff | - | - | - | - | - | - | - | - | - | - | - |
| Spring Fest | - | - | - | - | - | - | - | - | - | - | - |

CITY OF MENLO PARK
 LIBRARY AND COMMUNITY SERVICES DEPARTMENT
 ELECTRONIC CIRCULATION DATA 2018 – MARCH 2024

| Menlo Park Library – Electronic Circulation | | | | | | |
|---|-----------|-----------|-----------|-----------|-----------|-------------|
| | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023-24 YTD |
| Libby Overdrive ebook | 40,316 | 40,354 | 62,808 | 48,311 | 48,408 | 45,416 |
| Libby Overdrive eAudiobook | 24,236 | 27,109 | 30,952 | 29,327 | 31,614 | 32,115 |
| Hoopla eBooks | 0 | 347 | 1,533 | 2,395 | 2,233 | 1,360 |
| Hoopla eAudiobook | 0 | 300 | 2,252 | 8,682 | 8,772 | 3,500 |
| Hoopla - Music | 0 | 34 | 115 | 204 | 183 | 117 |
| Hoopla - Film | 0 | 202 | 709 | 1,002 | 1,064 | 753 |
| Kanopy - Film | 1,684 | 7,411 | 11,261 | 10,157 | 9,313 | 7,781 |

LIBRARY COMMISSION
TENTATIVE AGENDA SCHEDULE
April 22, 2024

Meetings are held at 6:30pm on the third Monday of the month unless otherwise specified.
All dates and topics are tentative and subject to change

| MEETING DATE | PROPOSED AGENDA TOPICS |
|---|---|
| January 29, 2024 (5 th Monday) | <ul style="list-style-type: none"> • Belle Haven Community Campus (BHCC) project updates • LCS department strategic plan update • Approve the 2024 LC meeting calendar |
| February 28 2024 (Joint meeting w/ PRC) | <ul style="list-style-type: none"> • BHCC project updates and startup activities |
| March 18, 2024 | <ul style="list-style-type: none"> • Belle Haven neighborhood library book survey results • Commission attendance report • Comparative library statistics • Recommend departmental policy updates: bulletin board policy; exhibits and displays policy; user account privacy policy |
| April 22, 2024 (4 th Monday) | <ul style="list-style-type: none"> • Select commission chair and vice-chair • Recommend the LCS department strategic plan 2024-26 • Onboarding new commissioners • BHCC project updates • City-run childcare program updates |
| May 22, 2024 (Joint meeting w/ PRC) (4 th Wednesday) (Tentative location: BHCC) | <ul style="list-style-type: none"> • BHCC start of operations |
| June 17, 2024 | <ul style="list-style-type: none"> • Update the LC work plan • Designate commissioner liaisons to library affinity groups • City-run childcare programs - parent survey • BHCC progress report |
| July 15, 2024 | <ul style="list-style-type: none"> • August 13 report out to City Council on Work Plan 23/24 • Main Library roof replacement / solar project |
| August 19, 2024 | <ul style="list-style-type: none"> • Recommend the LC work plan |
| September 16 2024 | <ul style="list-style-type: none"> • BHCC progress report |
| October 21, 2024 | <ul style="list-style-type: none"> • |
| November 25, 2024 (4 th Monday) | <ul style="list-style-type: none"> • |
| December 18, 2024 (Joint meeting w/ PRC) (3 rd Wednesday) | <ul style="list-style-type: none"> • Year in review • Open house / social |
| Unscheduled future topics | <ul style="list-style-type: none"> • BHCC project updates • Staff presentations: Library programming, literacy / ESL |

Parks and Recreation Commission: Typically meets fourth Wednesday of each month, 6:30 PM
 Recurring board meetings of library affiliated nonprofit orgs:
 Friends of the Library: Typically meets second Monday of each quarter, 1pm.

Library Foundation: Typically meets first Thursday of each month, 2pm.