



## REGULAR MEETING AGENDA

**Date:** 9/16/2024  
**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

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting:

- Access the meeting, in-person, at Menlo Park Library
- Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Meeting ID 882 0971 1131
- Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 882 0971 1131  
Press \*9 to raise hand to speak

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website [menlopark.gov](https://menlopark.gov). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.gov/agendas](https://menlopark.gov/agendas)).

### Regular Session

#### A. Call To Order

#### B. Roll Call

#### C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

#### D. Presentations and Proclamations

D1. Presentation: Library overview ([Attachment](#))

#### E. Regular Business

E1. Approve the meeting minutes from the August 19, 2024 meeting ([Attachment](#))

E2. Ad-hoc subcommittee update ([Staff Report LC-2024-028](#))

E3. Update on Library Commission informational liaison assignments ([Staff Report LC-2024-029](#))

## **F. Informational Items**

F1. Library and community services department updates ([Staff Report LC-2024-030](#))

F2. Update on city-run childcare programs ([Staff Report LC-2024-031](#))

F3. Library Commission tentative agenda calendar ([Attachment](#))

## **G. Commissioner Reports**

G1. Individual Commissioner reports

## **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.

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.

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.gov](mailto:jaherren@menlopark.gov). 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.gov/agendas](http://menlopark.gov/agendas) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.gov/subscribe](http://menlopark.gov/subscribe). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 9/12/2024)



# LIBRARY OVERVIEW: WHO WE ARE AND WHAT WE DO

Library Commission – Sept. 16, 2024



# LIBRARY PRESENTATION SERIES

Staff is preparing a series of presentations to the Library Commission. All dates and topic are tentative and are subject to change:

Library Overview:  
Who We Are and What We Do  
September 2024

Library Outreach:  
Bringing the Library to the Community  
March 2025

Library Programming:  
Enrichment through Experience  
November 2024

Library Budget:  
Collection Development and Operations  
May 2025

Library Statistics:  
What Does the Data Tell Us?  
January 2025

Library of the Future:  
What's next for Libraries and for MPL  
July 2025

## WHO WE ARE

Menlo Park community places great trust in the library, and library staff are held to a high standard in order to live up to that responsibility.

- Diverse, highly knowledgeable, multitalented staff providing empathetic, equitable customer service seven days a week, eight hours a day
- Librarians, Library Assistants – full time, part time, and hourly/temporary
- Work behind the scenes to ensure patrons have most direct access to materials and resources
- Modular training program ensures all staff are prepared to perform their work to a high standard.

“A room full of books is simply a closet but...an empty room with a librarian in it is a library.”

– R. David Lenkes,  
*The Atlas of New Librarianship*

## WHAT WE DO

The library provides equitable access to information, resources, programs, and facilities that enable our community to enrich their quality of life through literacy and interpersonal connection.

- Lifelong Learning
- Open to All
- Building Community



# LIFELONG LEARNING

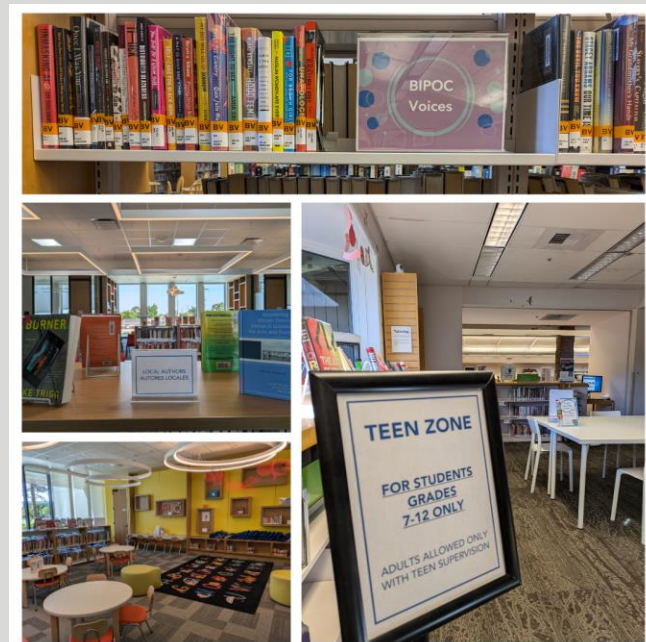
- We support lifelong learning through free and timely access to:

Classic library	Modern library	Special collections informed by community	And more
Books (regular print, large type, graphic novels, books on CD)	eBooks, eAudiobooks	Spanish language	Library staff!
CDs	Online databases, including language learning, streaming music, and much more	Pickleball sets	Library programs!
DVDs	Streaming video	Board Games	
	Technology	Read Together Kits	



# OPEN TO ALL

- Welcoming
  - Comfortable space and friendly staff
- Inclusive
  - Across programs, collections, and staff
- Accessible
  - Free access to enrichment
- Library as a social service
  - Connecting community to resources and information
  - Free, safe, warm/cool, dry, internet





# BUILDING COMMUNITY

- Community commons
- Lifelong learning and education
- Hyperlocal in the best possible way
- Library Programs
  - Free access to in-person lifelong enrichment
  - Bring people in who might not otherwise visit





**THANK YOU**



**REGULAR MEETING MINUTES – DRAFT**

**Date:** 8/19/2024  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Menlo Park Library  
800 Alma St., Menlo Park, CA 94025

**A. Call To Order**

Vice Chair Wise called the meeting to order at 6:30 p.m.

**B. Roll Call and Introductions**

Present: Crockett, Herrick, Pollack, Shafer, Westcott, Wise  
Absent: Orton  
Staff: Library and Community Services Director Sean Reinhart and Assistant Library and Community Services Director Nick Szegda

**C. Public Comment**

C1. Public comment

None.

**D. Regular Business**

D1. Approve the meeting minutes from the July 15, 2024 meeting (Attachment)

**ACTION:** Motion and second (Pollack/ Herrick), to approve the minutes from the July 15, 2024 meeting, passed 6-0 (Orton absent).

D2. Recommend the Library Commission work plan for 2024-25 (Staff Report LC-2024-024)

The Commission discussed adding the words “near-term” just after the word “potential” in work plan item No. 5.

**ACTION:** Motion and second (Herrick/ Crockett), to recommend the Library Commission work plan as amended for 2024-25, passed 6-0 (Orton absent).

D3. Establish an ad-hoc subcommittee focused on the library’s role in the community and the community’s needs for library services (Staff Report LC-2024-025)

**ACTION:** Motion and second (Pollack/ Shafer), to establish an ad hoc subcommittee, consisting of Commissioners Crockett, Herrick, and Westcott, to identify a methodology by the October 2024 Library Commission meeting, for how the full Commission will achieve Commission work plan item number 2, passed 6-0 (Orton absent).

**E. Informational Items**

- E1. Update on departmental strategic plan goal: achieve Star Library rating on the Library Journal Index of Public Library Service (Staff Report LC-2024-026)
- E2. Library and community services department updates (Staff Report LC-2024-027)
- E3. Library Commission tentative agenda calendar (Attachment)

**ACTION:** By acclamation, the Commission added:

- a report out from the ad hoc subcommittee to the September and October regular meetings
- a review of holiday scheduling to the October regular meeting

**F. Commissioner Reports**

- F1. Individual Commissioner reports

None.

**G. Adjournment**

Vice Chair Wise adjourned the meeting at 8:03 p.m.

Assistant Library and Community Services Director Nick Szegda



**STAFF REPORT**

**Library Commission**

**Meeting Date:**

**9/16/2024**

**Staff Report Number:**

**LC-2024-028**

**Regular Business:**

**Ad-hoc subcommittee update**

**Recommendation**

City staff recommends that the Library Commission (LC) receive an update from the ad-hoc subcommittee established at the Aug. 16 LC meeting.

**Policy Issues**

The LC may establish subcommittees of less than a quorum of the LC members in order to support and/or expedite the full LC's review and consideration of matters within the LC's purview. Standing subcommittees that have continuing subject matter jurisdiction or a meeting schedule established by the LC are subject to the Brown Act (see Government Code §54952(b)). Ad hoc or temporary subcommittees are advisory by nature, temporary, formed to complete a specific task, and will disband automatically upon completion. Ad hoc subcommittees are informal, and their meetings are not subject to the open meetings act.

**Background**

On Aug. 16, the LC established an ad-hoc subcommittee, defined its scope, and assigned LC members Crockett, Herrick, and Westcott as members (Attachment A).

**Analysis**

Scope of work

The LC established the ad-hoc subcommittee's scope of work as follows:

- Identify by October 2024 a methodology for how the full Library Commission will achieve work plan goal #2: Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the "library of the future."

Activities and tentative timeline

The ad-hoc subcommittee met on Aug. 28 and discussed ideas of how to fulfill its scope of work, including:

- Benchmark to other libraries through the *Library Journal* Star Library rating system
- Benchmark to other libraries in Northern California
- Convene focus groups of Menlo Park residents to gain insight to their needs and perceptions
- Review previous City studies on library needs and building a new library.

The ad-hoc subcommittee also discussed ways staff reports to the LC could be incorporated into the ad-hoc subcommittee's work, and tentatively set a timeline for the ad-hoc subcommittee to deliver a final report on the "library of the future" to the full LC by June 2025.

### **Impact on City Resources**

As an advisory body to the City Council, the LC 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**

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. Hyperlink - Library Commission agenda, (item D-3), Aug. 16.  
[https://menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2024-meetings/agendas/20240819\\_library\\_commission\\_agenda\\_packet.pdf](https://menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2024-meetings/agendas/20240819_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



**STAFF REPORT**

**Library Commission**

**Meeting Date:**

**9/16/2024**

**Staff Report Number:**

**LC-2024-029**

**Regular Business:**

**Update on Library Commission informational liaison assignments**

**Recommendation**

City staff recommends that the Library Commission (LC) discuss assignments for LC members to serve as informational liaisons to library affinity groups.

**Policy Issues**

The LC advises the City Council on matters relating to the operations of the City's libraries. The assignment of individual LC members to serve as liaisons to library affinity groups falls within the scope of the LC's role as an advisory body.

City Council policy CC-24-004 (Attachment A) defines policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees. The policy provides a framework and guidelines for commission members and their relationship to City Council, staff and media; and public appearance of commission/committee members.

**Background**

From time to time in past years, the LC has opted to assign individual members to serve as informational liaisons to one or more library affinity groups. There is no requirement for such assignments. In the past, affinity group liaisons were tasked with maintaining contact with the assigned affinity group, attending the affinity group's meetings when possible, gathering information from the affinity group, and providing informational reports to the LC on the affinity group's goals and activities.

**Analysis**

On June 17, the LC discussed liaisons to the Menlo Park Library Foundation, Safe Routes to School and other school groups, and the Friends of Menlo Park Library (Attachment B). The LC assigned Chair Orton as an informational liaison to Menlo Park Library Foundation and LC member Pollack as an informational liaison to the Complete Streets Commission. LC member Herrick tentatively agreed to an assignment as a liaison to the Friends of the Library, and expressed a desire to explore the possibility of connecting with other advisory boards at Peninsula Library System member libraries.

**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**

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. City Council Policy #CC-22-004, Commissions/Committees Policies and Procedures, Roles and Responsibilities
- B. Hyperlink: Library Commission meeting minutes (item E-2), June 17.  
[menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/minutes/minutes\\_lc\\_20240617.pdf](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/minutes/minutes_lc_20240617.pdf)

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004  
 Adopted Feb. 13, 2024  
 Resolution No. 6890



<b>Purpose</b>
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
<b>Authority</b>
Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”
<b>Background</b>
<p>The City of Menlo Park currently has seven active Commissions. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code §65100 et seq., §65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
<b>Policies and Procedures</b>
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code §65100 et seq., §65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City’s duly elected representatives, the City Council.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• The staff liaison shall act as the commission/committee’s lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Stipends

Per Government Code §36506, the City is authorized to pay appointed Planning Commissioners by resolution. The City Council has adopted a resolution with an amount not to exceed \$200 per month per Planning Commissioner. Per the IRS (Internal Revenue Services), "public officer" also includes appointed members of advisory boards and committees and commissions. The Planning Commission stipend is taxable income and each member will receive a W-2.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding Page 5 of 5

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of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Commission shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6 p.m.
- Finance and Audit Commission – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

### 5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

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### 6. *Selection of chair and vice chair*

- 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.
- Each commission/committee shall annually rotate its chair and vice chair.

### G. Memberships

#### *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

#### *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

#### *Attendance*

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

### *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

### *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

### *Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

### *Term of office*

- Unless specified otherwise, the term of office for all commission/committees shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

### *Vacancies*

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code §54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

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on the City’s website. This list is also available to the public (Government Code §54972, Maddy Act).

**Roles and Responsibilities**

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city’s newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council’s role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

Environmental Quality Commission

The Environmental Quality Commission is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability. Specific focus areas include:

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

Finance and Audit Commission

The Finance and Audit Commission is charged primarily to support delivery of timely, clear and comprehensive reporting of the City’s fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City’s external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

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Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City’s libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning’s, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

**Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

**Procedure history**

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631



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Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803
Procedure adoption	6/27/2023	Resolution No. 6840
Procedure adoption	2/13/2024	Resolution No. 6890



**STAFF REPORT**

**Library Commission**

**Meeting Date:**

**9/16/2024**

**Staff Report Number:**

**LC-2024-030**

**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**

August 2024 statistics

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

Summer reading game recap

The Summer Reading Game ended Aug. 31. Participation was higher than in recent memory, with 1,566 people signed up from June-August. Registration saw significant increases in the age 12-17 and 18+ demographics, with 157 teen registrants (compared to 110 in 2023) and 618 adult registrants (up from 349 in 2023). Youth participant numbers held steady, with 304 children age 0-5 and 487 children age 6-11 (minimal increases from 2023).

Engagement by Belle Haven Library visitors also saw a significant increase in participation, with 10% of participants self-identifying as users of the Belle Haven Library, compared to 6.5% of total participants self-identifying as users of Belle Haven Library in 2023. Library staff received positive feedback in the summer reading survey, with many patrons saying they look forward to summer reading every year and enjoy the prize selection. Staff is working to compile a report of the survey results and will present them to the LC in October.

From June to August, summer reading game-related outdoor events featuring music, animal visits, and puppet shows drew strong attendance, with approximately 900 attendees at Menlo Park Library and approximately 400 event attendees at Belle Haven Library over the summer.

#### Summer schools and camps library outreach

The Menlo Park Library staff provided special visits to the city-run summer camps and schools – offering library tours, scavenger hunts, free books, and storytimes either weekly or bi-weekly for a total of 26 visits over a 10-week period. Additionally, library staff provided six outreach visits to Menlo Park Schools with summer school programs. The outreach visits were a mixture of library tours, storytimes, and informational sessions discussing what services and materials the library offers.

#### **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. August 2024 statistics

Report prepared by:

Ashley Walker, Management Analyst

Rose Waldman, Library and Community Services Supervisor

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 – AUGUST 2024

**Table 1. Library items circulated**

Location*	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024
800 Alma St.	49,164	45,192	43,407	41,761	44,732	45,775	43,546	47,636	43,829	44,715	46,477	46,388	47,706
413 Ivy Dr. / BHCC	1,197	918	877	850	929	846	1,043	1,217	980	1,051	2,442	3,048	2,528
Total online / digital	9,970	10,332	11,598	11,598	12,082	12,977	11,862	12,227	11,547	12,204	12,910	18,284	N/A

\*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to the Belle Haven Community Campus (BHCC).

**Table 2. Library cards**

	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024
New library cards issued – MP residents	207	181	150	139	122	158	170	117	158	122	263	259	244
Total MP resident library cardholders	21,808	22,105	22,020	22,327	22,133	22,415	23,177	23,369	22,715	22,826	23,273	23,169	23,340

**Table 3. Library patron questions answered**

Location*	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024
800 Alma St.	3,294	2,753	3,046	2,977	3,169	3,342	3,167	3,360	3,118	3,105	3,761	3,653	3,482
413 Ivy Dr./ BHCC	345	337	244	244	255	273	204	244	201	250	600	586	463

\*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to the Belle Haven Community Campus (BHCC).

**Table 4. Library holds filled (item requests)**

Location*	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024
Incoming holds 800 Alma St.	4,121	4,043	4,076	3,760	3,861	4,419	3,895	3,871	3,597	3,953	3,930	3,897	4,054
Outgoing holds 800 Alma St.	3,968	3,238	3,062	3,171	2,688	3,471	3,074	3,311	3,122	3,078	3,293	3,091	3,897
Incoming holds 413 Ivy Dr./ BHCC	183	154	154	120	87	158	116	78	72	47	109	167	227
Outgoing holds 413 Ivy Dr./ BHCC	157	190	190	177	160	191	144	175	154	22	23	6	10

\*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to the Belle Haven Community Campus (BHCC).

**Table 5. Library foot traffic (gate count)**

Location*	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024
800 Alma St.	-	-	13,541	12,580	12,283	14,060	13,183	15,066	12,763	12,949	14,038	14,699	14,408
413 Ivy Dr. / BHCC	1,261	1,169	1,248	1,148	1,041	1,050	981	1,220	875	*Not yet installed	4,101	3,863	3,266

\*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to the Belle Haven Community Campus (BHCC).

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

Table 6. Library program attendance													
	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024
Total program attendance 800 Alma St.	1,405	883	1,121	754	798	1,000	1,163	993	1,080	1,171	998	1,174	1,248
# of programs 800 Alma St.	36	30	36	37	31	31	26	27	37	34	36	27	37
Total program attendance 413 Ivy Dr./ BHCC*	296	132	116	158	125	48	144	110	59	68	331	498	298
# of programs 413 Ivy Dr./ BHCC*	8	9	7	9	8	6	7	8	5	5	10	29	29

\*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to the Belle Haven Community Campus (BHCC).

Table 7. Preschool child development – enrollment													
Location	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024
Menlo Children's Center	33	23	23	26	28	27	29	33	38	37	41	40	39
Belle Haven Child Development Center	43	48	50	53	60	56	62	62	63	63	63	63	35

Table 8. School age child development (after school enrichment) – enrollment													
Location	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024
Menlo Children's Center - After School	27	28	30	34	33	36	36	36	32	32	53	43	30
Belle Haven Youth Center	56	54	54	54	54	52	52	52	52	52	45	45	67

Table 9. Senior Center services													
	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	*Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024
Lunches served	482	519	642	422	315	511	521	435	-	243	683	866	914
Grocery boxes distributed	460	460	460	230	230	460	460	460	-	230	460	460	460
Senior shuttle trips	1,006	1,158	1,200	1,057	761	1,126	1,170	1,162	-	614	1,466	1,745	1,618

\*Senior Center was closed during April and part of May 2024 to relocate to Belle Haven Community Campus.

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

Table 10. Older adults / seniors class enrollment						
Location	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024	Summer 2024
700 Alma St – Enrollment - residents	108	437	421	113	21	21
700 Alma St Enrollment - non-residents	216	264	269	100	11	11
700 Alma St # of senior classes offered	14	14	14	14	2	2
100 Terminal Ave. – Enrollment - residents	-	-	-	-	264	116
100 Terminal Ave. – Enrollment - non-residents	-	-	-	-	44	72
100 Terminal Ave. – # of senior classes offered	-	-	-	-	17	16

Table 11. Recreational classes						
Location	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024	Summer 2024
700 Alma St. Enrollment – residents	239	166	297	356	323	206
700 Alma St. Enrollment – non-residents	117	67	152	150	107	114
700 Alma St. # of classes offered	88	73	57	48	48	56
700 Alma St. # of instructors	22	28	21	20	20	20
100 Terminal Ave. Enrollment – residents	-	-	-	-	103	99
100 Terminal Ave. Enrollment – non-residents	-	-	-	-	19	22
100 Terminal Ave. # of classes offered	-	-	-	-	16	16
100 Terminal Ave. # of instructors	-	-	-	-	9	9

Table 12. Gymnastics classes						
	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024	Summer 2024
Enrollment – residents	499	416	490	740	814	577
Enrollment – non-residents	255	174	158	159	257	285
Classes offered	101	80	93	95	114	114

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

Table 13. Sports classes						
Location	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024	Summer 2024
600 Alma St Enrollment - residents	70	242	76	265	26	113
600 Alma St Enrollment - non-residents	97	181	11	114	80	101
600 Alma St # of classes offered	12	40	3	17	4	11
600 Alma St # of instructors	5	10	3	7	2	5
600 Alma St Drop-in basketball visits	280	172	359	633	665	199
600 Alma St Drop-in volleyball visits	534	513	505	927	542	930
600 Alma St Leagues – individual registrations	84	1,239	156	224	458	180
600 Alma St Leagues – team registrations	12	111	35	31	70	18
100 Terminal Ave. Drop-in basketball visits	-	-	-	-	28	169
100 Terminal Ave. Drop-in volleyball visits	-	-	-	-	26	58
100 Terminal Ave. Drop-in Fitness Center	-	-	-	-	512	877

Table 14. Facility rentals						
Location	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024	Summer 2024
700 Alma St. Rentals – residents	24	18	24	23	21	0
700 Alma St. Rentals – non-residents	89	76	62	81	73	19
Athletic field rentals (hours reserved)	1,533	1,042	785	722	1146	121

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

Table 15. Large-scale community event attendance													
Location	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024
Black Liberation Month Celebration 2/11	-	-	-	-	-	-	256	-	-	-	-	-	-
Spring Fest – Burgess Park	-	-	-	-	-	-	-	-	50	-	-	-	-
Small child's egg hunt - Arrillaga Rec. Center	-	-	-	-	-	-	-	-	30	-	-	-	-
Egg Hunt – Burgess Park	-	-	-	-	-	-	-	-	450	-	-	-	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	2,000	-	-	-
Juneteenth	-	-	-	-	-	-	-	-	-	-	300	-	-
4 <sup>th</sup> of July Parade and Celebration	-	-	-	-	-	-	-	-	-	-	-	1,200	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	270	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	230	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	244	-
Summer Concert – Fremont Park	387	-	-	-	-	-	-	-	-	-	-	222	-
Summer Concert – Fremont Park	247	-	-	-	-	-	-	-	-	-	-	-	300
Summer Concert – Fremont Park	520-	-	-	-	-	-	-	-	-	-	-	-	550
Summer Concert – Karl E. Clark Park	103	-	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Karl E. Clark Park	137	-	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	300	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	80
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	330
Halloween Hoopla	-	-	1,100	-	-	-	-	-	-	-	-	-	-
Pumpkin Splash	-	-	101	-	-	-	-	-	-	-	-	-	-
Light Up the Season	-	-	-	-	750	-	-	-	-	-	-	-	-
Photos with Santa	-	-	-	-	300	-	-	-	-	-	-	-	-





## STAFF REPORT

### Library Commission

Meeting Date:

9/16/2024

Staff Report Number:

LC-2024-031

Informational Item:

Update on city-run childcare programs

### Recommendation

Staff recommends that the Library Commission review and discuss the Sept. 10 City Council study session on city-run preschools (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 September 10, City Council held a study session on City-run childcare programs (Attachment A).

### Analysis

At the Sept. 10 study session, City Council reviewed a proposed scope of work and timeline for completing the analysis, and interacted with the City staff and professional consultants who will be leading the analysis with broad-based stakeholder input. City Council discussed the analysis and provided direction and recommendations, including:

- Conduct a survey of Menlo Park parents' child care needs, based on a 2022 survey conducted by San Mateo County that had low participation in Menlo Park
- Build and leverage community partnerships for a strong preschool ecosystem that serves Menlo Park residents' needs
- Engage the City's preschool staff and families and the broader preschool community in the analysis
- Explore National Association for the Education of Young Children (NAEYC) accreditation of City-run child care programs
- Review other area municipalities that directly run preschool programs; and child care staff classifications and compensation.

### 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: "Preliminary review of City-run preschool programs," City Council meeting agenda (item G-1), Sep. 10. <https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240910/g1-20240910-cc-city-run-preschool-programs.pdf>

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LIBRARY COMMISSION  
TENTATIVE AGENDA SCHEDULE  
SEPTEMBER 16, 2024

MEETING DATE*	TENTATIVE AGENDA TOPICS**
March 18, 2024	<ul style="list-style-type: none"> <li>• Belle Haven neighborhood library book survey results</li> <li>• Commission attendance report</li> <li>• Comparative library statistics</li> <li>• Recommend departmental policy updates: bulletin board policy; exhibits and displays policy; user account privacy policy</li> </ul>
April 22, 2024 (4 <sup>th</sup> Monday)	<ul style="list-style-type: none"> <li>• Select commission chair and vice-chair</li> <li>• Recommend the LCS department strategic plan 2024-26</li> <li>• Onboarding new commissioners</li> <li>• BHCC project updates</li> <li>• City-run childcare program updates</li> </ul>
May 22, 2024 Joint meeting w/ PRC 4 <sup>th</sup> Wednesday Location: BHCC	<ul style="list-style-type: none"> <li>• BHCC start of operations</li> </ul>
June 17, 2024	<ul style="list-style-type: none"> <li>• Study session: Prepare updates to the LC work plan</li> <li>• Consider assigning commissioner liaisons to library affinity groups</li> <li>• Recommend departmental policy: Library meeting room use policy</li> </ul>
July 15, 2024 Location: BHCC	<ul style="list-style-type: none"> <li>• Study session: Prepare a report-out to City Council on the LC work plan 2023-24</li> <li>• BHCC operational updates</li> <li>• Individual commissioner reports</li> </ul>
August 19, 2024	<ul style="list-style-type: none"> <li>• Recommend updates to the LC work plan 2024-25</li> <li>• Establish an ad-hoc subcommittee focused on community library needs</li> <li>• Update on departmental goal to achieve Star Library rating</li> </ul>
September 16 2024	<ul style="list-style-type: none"> <li>• Update on City-run childcare programs</li> <li>• Staff presentations: Library overview</li> <li>• Update on Commission informational liaison assignments</li> <li>• Ad-hoc subcommittee update</li> </ul>
October 21, 2024	<ul style="list-style-type: none"> <li>• Ad-hoc subcommittee update</li> <li>• Review departmental strategic plan</li> </ul>
November 25, 2024 (4 <sup>th</sup> Monday)	<ul style="list-style-type: none"> <li>• Approve the 2025 Library Commission meeting calendar</li> <li>• Presentation: Library programming</li> </ul>
December 18, 2024 (Joint meeting w/ PRC) (3 <sup>rd</sup> Wednesday)	<ul style="list-style-type: none"> <li>• Year in review</li> <li>• Open house / social</li> </ul>
January 20, 2025 (MLK holiday)	<ul style="list-style-type: none"> <li>• Presentation: Library data</li> </ul>
February 17, 2025 (Presidents' Day holiday)	<ul style="list-style-type: none"> <li>•</li> </ul>
March 17, 2025	<ul style="list-style-type: none"> <li>• Presentation: Library outreach</li> </ul>
Unscheduled future topics	<ul style="list-style-type: none"> <li>• BHCC project updates</li> <li>• Review of library survey collection tools</li> <li>• Presentations: Collection development; Library of the future</li> </ul>

\* Library Commission 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