



REGULAR MEETING AGENDA

Date: 6/17/2024
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. 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).

Regular Session

A. Call To Order

B. Roll Call and Introductions

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. Study Session

- D1. Prepare updates to the Library Commission annual work plan for 2024-25 ([Staff Report LC-2024-017](#))

E. Regular Business

- E1. Approve the joint meeting minutes from May 22, 2024 meeting with the Parks and Recreation Commission and the minutes from the April 22, 2024 special meeting ([Attachment](#))

- E2. Consider assigning Library Commission members to serve as informational liaisons to library affinity groups ([Staff Report LC-2024-018](#))
- E3. Recommend library and community services departmental policy: library meeting room use policy ([Staff Report LC-2024-019](#))

F. Informational Items

- F1. Library and community services department updates ([Staff Report LC-2024-020](#))
- F2. Library Commission tentative agenda calendar ([Attachment](#))

G. Commissioner Reports

- G1. Individual Commission member 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. 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 and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 6/13/2024)



STAFF REPORT

City Council

Meeting Date:

6/17/2024

Staff Report Number:

LC-2024-017

Study Session:

Prepare updates to the Library Commission annual work plan for 2024-25

Recommendation

City staff recommends that the Library Commission review and prepare updates to its current work plan (Attachment A) for the upcoming year 2024-25 in preparation for presenting an updated 2024-25 work plan to City Council for approval in September.

Policy Issues

City Council Policy CC-23-004 (Attachment B) sets the procedures, roles, and responsibilities of Council-appointed advisory bodies, including the Library Commission. The policy requires that each advisory body develop an annual work plan, which will be the foundation for the work performed by the advisory body in support of City Council's annual work plan. The plan, once finalized by a majority of the advisory body, will be formally presented to the City Council for direction and approval no later than Sept. 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.

Background

On July 17, 2023, the Library Commission held a study session to review and update their work plan (Attachment C).

On Aug. 21, 2023, the Library Commission recommended their work plan (Attachment D).

The Library Commission is tentatively scheduled to report out to the City Council on their current work plan on Aug. 13 and present their new, recommended work plan to the City Council on Sept. 24.

Analysis

The Library Commission's current work plan for 2023-24 includes 10 goals (Attachment A). The goals include providing a forum for public information and discussion about City libraries; supporting and advising the preparations to open the Belle Haven Community Campus; and advising on library policies and procedures. Other goals include library-related emergency preparedness; emerging trends in library services; equitable access to library services; and receiving presentation about library programs. The current work plan also includes goals related to onboarding new Commission members; advising the library and community services departmental strategic plan; reviewing the departmental budget proposal to the City Council; and advising on potential synergies with other City departments.

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. Library Commission work plan, recommended August 21, 2023 and approved by the City Council on September 26, 2023.
- B. City Council Policy #CC-23-004
- C. Hyperlink – Library Commission agenda (item D-1), July 17, 2023.
<https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2023-meetings/agendas/20230717-library-commission-regular-agenda-packet.pdf>
- D. Hyperlink – Library Commission agenda (item D-2), August 21, 2023.
<https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2023-meetings/agendas/20230821-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

LIBRARY COMMISSION WORK PLAN

Library and Community Services Department
800 Alma St., Menlo Park CA 94025



Work plan goals

1. As an advisory body to the City Council and a forum for public information about library issues, encourage and facilitate robust public comment and participation at Commission meetings. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community
2. Support and advise the development and launch of the Menlo Park Community Campus (MPCC), focusing on library programming, service integration, and library policies within the shared space environment in the new facility, as directed by City Council
3. Support and advise staff on the advancement of overall library system improvements, as directed by City Council
4. Periodically review the library's public-facing policies and recommend updates, as required, with a special focus on policies that may be impacted by shared space operations at the new MPCC
5. Establish an understanding of and advise on the library needs of the community during emergencies. This may include a review of library policies and services related to adaptations made by the library in response to emergencies
6. Monitor any changes in how library users access the library, how library services may be changing, the impact of technology on the provision of library services, and how the Commission might help increase equitable access for community members
7. Periodically receive staff presentations and reports about major library service areas and programs and Commissioner liaison reports about affiliates. Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly
8. Support the filling of openings on the Commission and the effective onboarding of new Commissioners
9. Review and advise on updates to the department strategic plan and advise on any strategic plan updates made after the opening of the MPCC.
10. Annually review departmental budget proposal before presentation to City Council, focusing on any potential impacts to library services. Review and advise on potential synergies with or support from other City departments.

Work plan history

Action	Date	Notes
Work plan recommendation	August 16, 2021	Library Commission recommended
Work plan adoption	November 9, 2021	City Council approved
Work plan recommendation	August 21, 2023	Library Commission recommended
Work plan adoption	September 26, 2023	City Council approved
Study session	June 17, 2024	

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004
 Adopted June 27, 2023
 Resolution No. 6840



Purpose
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
Authority
Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”
Background
<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>
Policies and Procedures
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • 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. • 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. • 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. • 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). • 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. • Additional or other staff support may be provided upon a formal request to the City Council. • 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. • Commission/Committee members will have mandatory training every two years regarding the Brown Act and

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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.

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 all questions 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.

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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.

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.

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

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

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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

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

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



SPECIAL MEETING MINUTES – DRAFT

Date: 4/22/2024
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: Cohen, Herrick, Orton, Pollack, Singh, Wise (arrived 6:38 p.m.)
Absent: None
Staff: Library and Community Services Director Sean Reinhart, Assistant Library and
Community Services Director Nick Szegda

C. Regular Business

- C1. Approve minutes from the February 28, 2024 joint meeting with the Parks and Recreation Commission, and the March 18, 2024 special meeting (Attachment)

ACTION: Motion and second (Cohen/ Pollack), to approve the minutes from the February 28, 2024 joint meeting with the Parks and Recreation Commission and the March 18, 2024 special meeting, passed unanimously.

- C2. Select new Library Commission Chair and Vice Chair (Staff report LC-2024-10)

Assistant Director Szegda introduced the item.

ACTION: Motion and second (Herrick/ Pollack), to select Commissioner Orton as Chair and Commissioner Wise as Vice Chair, passed unanimously.

- C3. Recommend the Library and Community Services department strategic plan 2024-26 (Staff report LC-2024-011)

Assistant Director Szegda introduced the item.

ACTION: Motion and second (Orton/ Wise), to recommend the Library and Community Services department strategic plan 2024-26, passed unanimously.

D. Informational Items

- D1. Onboarding new Commission members (Staff Report LC-2024-012)

Assistant Director Szegda introduced the item.

- 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)

Assistant Director Szegda introduced the item.

D5. Library Commission tentative agenda calendar

ACTION: By acclamation, the Commission added the following to the calendar:

June – affiliate group liaison assignments

June – chair onboarding

June – study session on Commission goal setting and annual work plan

October – review department strategic plan

Unscheduled – accreditation/Star Library process

E. Commissioner Reports

E1. Individual Commissioner reports

None.

F. Adjournment

Vice Chair Singh adjourned the meeting at 7:50 p.m.

Assistant Library and Community Services Director Nick Szegda

Library Commission Parks and Recreation Commission



LIBRARY COMMISSION AND PARKS AND RECREATION COMMISSION SPECIAL JOINT MEETING MINUTES – DRAFT

Date: 05/22/2024
Time: 6:30 p.m.
Locations: Teleconference and
Belle Haven Community Campus
100 Terminal Ave., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

Present: Grass, Joshua, Lee, Oza (joined at 6:50 p.m.), Theriault, Sherman, Herrick, Pollack, Shafer, Westcott, Orton
Absent: Brosnan, Wise
Staff: Library and Community Services Director Sean Reinhart, Library and Community Services Assistant Director Nick Szegda, Library and Community Services Supervisor Rondell Howard, Management Analyst Ashley Walker, Library and Community Services Supervisor Tricia Mullan, Library and Community Services Supervisor Rose Waldman, Recreation Coordinator Mayra Monje, Recreation Coordinator Da'Shawn Williams, Recreation Coordinator Airel Tinajero

C. Presentations and Proclamations

C1. Belle Haven Community Campus opening programs (Attachment)

Library and Community Services Supervisor Rondell Howard, Library and Community Services Supervisor Tricia Mullan, Library and Community Services Supervisor Rose Waldman, Recreation Coordinator Mayra Monje, Recreation Coordinator Da'Shawn Williams and Recreation Coordinator Airel Tinajero made the presentation (Attachment).

D. Informational Items

D1. Library and Community Services department updates (Staff Report PRC-2024-016 / LC-2024-016)

D2. Tentative agenda calendars (Attachment)

ACTION: By acclamation, the Library Commission added a review of survey collection tools to the tentative agenda calendar.

ACTION: By acclamation, the Commissions added reporting to the City Council, identifying opportunities for the Library Commission and Parks and Recreation Commission to work together, and a joint meeting to the tentative agenda calendar.

E. Commissioner Reports

None.

F. Adjournment

Chair Orton adjourned the meeting at 7:38 p.m.

Ashley Walker, Management Analyst



BELLE HAVEN COMMUNITY CAMPUS

Opening Programs and Services

A NEW COMMUNITY CAMPUS

Belle Haven Community Campus (BHCC) is intended to serve as a catalyst for positive change, providing essential services, opportunities, and a sense of belonging to a neighborhood that was historically underserved and overlooked in the past.

- **Gathering.** Community, events, public meetings, cultural activities
- **Learning.** Educational programs and classes
- **Empowerment.** Programs, services, and community connections
- **Sustainability.** All-electric, zero combustion, onsite solar power, battery microgrid, and electric vehicle charging
- **Resiliency.** Durable structure with seismic stability to serve as an emergency shelter.

FOR THE COMMUNITY

Access to resources

- Educational programs
- Job training
- Healthcare services
- Fitness and wellness

Inclusive programs

- For all ages and abilities
- Neighborhood-oriented
- Community driven





BELLE HAVEN LIBRARY



- Continued programming
 - Public story times 3x a week
 - English conversation club
 - Teen Advisory Group
 - Teen Fun Fridays
- New programs and classes
 - Homework Center (Monday - Thursday)
 - “Free Make” Open Art in the Makerspace



BELLE HAVEN POOL

Through partnership with Menlo Swim and Sport

- Youth swim lessons
- Community lifeguard trainings
- Aquatic community events
- Swim exercise classes
- Youth swim camps
- Open swim times
- More ideas in the works!





BELLE HAVEN YOUTH CENTER



- Provides parents and children with safe, structured environment for learning and growth at an affordable price
- Offers an inclusive environment for children of all backgrounds and needs
- Encourages children in relationship building and creating friendships in a positive environment
- Creates new opportunities and services for youths
 - Academics
 - Social Skills
 - Health and wellness
 - Innovation and creativity
- Strives to be a trusted resource for families.



BELLE HAVEN YOUTH CENTER COLLABORATIONS



- **Belle Haven Library.** Literacy, reading games, makerspace
- **Belle Haven Pool.** Partnership with aquatics operator
- **Menlo Park Senior Center.** Walk-a-thon, bingo, community service
- **Onetta Harris Community Center.** Classes and programs
- **New connections.**
 - Nutrition Services Coordinator
 - Colleges
 - Tutoring
 - Dentist and clinic

MENLO PARK SENIOR CENTER

- Provides healthy, nutritious meals
- Social interaction opportunities and emotional support
- Connects seniors to resources
- Quality of life, and a sense of purpose and belonging
- Programs include:
 - Classes for ceramics, sewing, language, arts, and fitness
 - Daily nutrition services that focus on specific needs of seniors
 - Community events for seniors.

MENLO PARK SENIOR CENTER

Additional programs in development:

- Returning ceramics class and other art classes in the makerspace
- Tai Chi classes
- Learning of different languages
- Social Services check ups and counseling
- Emergency preparedness events
- Water exercise classes
- Zumba Gold/Movement classes for active seniors

ONETTA HARRIS COMMUNITY CENTER

- An inclusive hub where residents can access essential resources, engage in educational opportunities, and foster social connections.
- By offering a safe and welcoming environment, Onetta Harris Community Center will be able to empower individuals to enhance their skills, build relationships, and strengthen their sense of belonging in their community.

ONETTA HARRIS COMMUNITY CENTER

- Collaborate with local Menlo Park businesses and non-profits to bring vocational classes such as:
 - Construction
 - Health Care
 - Technology
 - Culinary Arts
- Classes taught by City employees
 - Arts & Crafts
 - Introduction to Cheer
 - Possibilities are endless!



ONETTA HARRIS COMMUNITY CENTER

- Create new programs and classes
 - Bike program
 - Rug Tufting
 - Music Production
 - Craft Classes
 - Track & Field
 - Circuit workout
 - Futsal



FOR THE COMMUNITY

- Comprehensive community services
- Health & wellness
- Cultural enrichment
- Social connections
- Library access and programs



A COMMUNITY PLACE

The BHCC is a dynamic, neighborhood-oriented space where people can learn, grow, connect, and thrive.

The new campus continues to embody the qualities and spirit of community place which have been a staple in the community, even when the neighborhood was underserved in the past.





QUESTIONS?



THANK YOU



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QUESTIONS?

THANK YOU



STAFF REPORT

Library Commission

Meeting Date:

6/17/2024

Staff Report Number:

LC-2024-018

Regular Business:

Consider assigning Library Commission members to serve as informational liaisons to library affinity groups

Recommendation

City staff recommends that the Library Commission consider the possibility of assigning individual members to serve as informational liaisons to library affinity groups.

Policy Issues

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

Background

From time to time in past years, the Library Commission has opted to assign individual members to serve as informational liaisons to one or more library affinity groups. There is no requirement for such assignment, and there currently are no Library Commission members so assigned.

Analysis

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 Library Commission on the affinity group's goals and activities.

For reference, the following affinity groups are solely dedicated to providing support to Menlo Park Library programs and services:

- Menlo Park Library Foundation
- Friends of Menlo Park Library

The Library Commission may also opt to assign a member to serve as liaison to the Parks and Recreation Commission and/or other City advisory bodies who work with the Library Commission or whose work is related to City libraries.

The Library Commission may also opt to assign members to serve as liaisons to other groups, such as local schools, nonprofits, and/or other organizations whose work may be relevant and/or related to City libraries in various ways.

The City Council assigns individual Councilmembers to serve as liaisons to City advisory bodies. The

current City Council liaison to the Library Commission is Councilmember Wolosin.

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

None.

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:****6/17/2024****Staff Report Number:****LC-2024-019****Regular Business:****Recommend library and community services departmental policy: library meeting room use policy****Recommendation**

Staff recommends that the Library Commission recommend library and community services departmental policy: library meeting room use policy (Attachment A).

Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission may review and recommend updates to library and community services policies and procedures as the need arises.

Background

Library and community services departmental policies establish rules, expectations, and procedures for the operation and public use of department programs, services, facilities, and resources. Policies are available for public review in person at City of Menlo Park (City) libraries, recreation facilities; and online at the City website (Attachment C).

Analysis

From time to time, it is appropriate and necessary to review and update library policies, or to create new policies in the interest of clarifying rules and procedures, responding to changing community needs, establishing criteria for programs and services, and other considerations in the interest of transparency, fairness, inclusion, belonging, equity, accessibility, freedom of information, operational efficiency, safety, and other best practices in library services for the community. City staff periodically reviews policies and identifies updates or clarifications as needed and appropriate.

Staff recommends that the Library Commission recommend the proposed revised policy included with this report. Proposed revisions to the current policy are presented with inline markup showing additions in underline and deletions in ~~strikethrough~~, followed by a clean version of the full policy showing all proposed revisions incorporated.

Library meeting room use policy (Attachment A)

The library meeting room use policy was last updated on July 17, 2023. The purpose of the policy is to provide rules and criteria for the public's use of library meeting room spaces. Proposed revisions to the library meeting room use policy include: defining the criteria and reservation procedures for library meeting room spaces; typographical and grammatical clarifications.

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. Library meeting room use policy
- B. Hyperlink: Library and Community Services department policies and procedures webpage.
menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures
- C. Hyperlink: City of Menlo Park Master Fee Schedule.
menlopark.gov/Government/Departments/Administrative-Services/Finance/Master-Fee-Schedule

Report prepared by:

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

LIBRARY MEETING ROOM USE POLICY

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



Definitions
For the purposes of this policy, the term “meeting” includes any event, gathering, meeting, tabling, consultation, workshop, or other activity that takes place in library meeting rooms or public spaces. The term “library meeting room” includes all meeting rooms and open public spaces inside library buildings and surrounding grounds.
Rental <u>rate</u>fees
Library meeting room rental fees are charged according to the City’s Master Fee Schedule. Rental fees must be paid in full prior to the start of the meeting.
Meeting <u>/event</u>room hours
Library meeting rooms are available only when the library is open to the public. Meetings must conclude 15 minutes before the library closes to allow sufficient time for clean-up. All attendees must exit the meeting room no later than 15 minutes before closing.
Room set-up and take down
<ul style="list-style-type: none"> • Chairs and tables are available for groups to set up to meet their individual needs. • The library does not assume responsibility for setting up the room. • Renting groups are responsible for setting up the room and returning it to the required room setup. • Meeting rooms must be left in a clean and orderly condition.
Meeting room use and criteria
<p><u>Tutor room – Belle Haven Library</u></p> <ul style="list-style-type: none"> • <u>Available to incorporated City of Menlo Park residents only (no fee)</u> • <u>User must have a valid City of Menlo Park library card</u> • <u>User must follow all library policies</u> • <u>Maximum reservation duration is 90 minutes</u> • <u>Maximum number of reservations is 2 reservations per week</u> • <u>User may request a reservation as little as 0 minutes in advance (walk-in), but no more than 4 weeks in advance</u> • <u>Reservation requests are subject to room availability at the time of request</u> • <u>Room is only available during library open hours.</u> <p><u>Conference room – Belle Haven Library</u></p> <ul style="list-style-type: none"> • <u>Available to valid 501c3 nonprofit organizations only (must be listed in the California Attorney General's Registry of Charities and Fundraisers)</u> • <u>Fees apply per the City of Menlo Park Master Fee Schedule</u> • <u>Renter must follow all library policies</u> • <u>Minimum rental duration is 1.5 hours</u> • <u>Maximum rental duration is 4 hours</u> • <u>Renter must make reservation at least 48 hours in advance, and no more than 8 weeks in advance</u> • <u>If cancellation is less than 24 hours in advance, then user may receive an 80% refund of rental fee</u> • <u>If cancellation is more than 24 hours in advance, then user may receive a 100% refund of rental fee</u> • <u>Reservation requests are subject to room availability at the time of request</u> • <u>Room is only available during library open hours.</u> <p><u>Learning Lab – Menlo Park Library</u></p> <ul style="list-style-type: none"> • <u>Available to valid 501c3 nonprofit organizations only (must be listed in the California Attorney General's Registry of Charities and Fundraisers)</u> • <u>Fees apply per the City of Menlo Park Master Fee Schedule</u> • <u>Renter must follow all library policies</u> • <u>Minimum rental duration is 1.5 hours</u>

- Maximum rental duration is 4 hours
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- Reservation requests are subject to room availability at the time of request
- Room is only available during library open hours.

Reservations

Library meeting room reservations may be made by calling ~~the library at~~ 650-330-2520 during open hours, or online at menlopark.gov. Reservations ~~made by phone~~ are provisional and remain so until a rental application has been submitted and confirmed.

Submit rental application to:
Library Administration
800 Alma Street
Menlo Park, CA 94025

Rental applications also may be submitted electronically ~~via email to mpref@menlopark.gov~~ online at menlopark.gov.

- Rental fees must be paid in full prior to the start of the meeting.
- Rental fees are non-refundable.
- Individuals applying for library meeting room use must be 18 years of age or older.
- Applications must be filed ~~at least 2 weeks prior to the meeting date~~ per the timelines indicated in this policy.
- Reservations ~~may not be made more than 6 months in advance~~ must be requested per the timelines in this policy.
- Applications may be denied based on schedule availability, applicant ineligibility, and/or library policy conflicts.
- All applications shall be public record and available for inspection.

Room scheduling priorities

When resolving schedule availability conflicts, meeting room reservations will be subject to the following prioritization:

1. City of Menlo Park and Menlo Park Library events and meetings receive the first priority for meeting room reservations. These activities include but are not limited to: story hours; lecture, craft and film programs; book review and discussion groups; Library Commission meetings; staff meetings; and other events sponsored by the library that encourage use of library materials and services.
2. Meetings and events that are co-sponsored by the City of Menlo Park and/or Menlo Park Library (for example, Friends of the Library book sales) receive second priority.
3. Menlo Park based charitable non-profit organizations receive third priority. For purposes of this policy “non-profit group” means a group that is eligible for tax-exempt status under sections 501(c)(3) of the Internal Revenue Code. Proof of tax-exempt status may be required to establish eligibility to use the room.
4. Other groups not described above and not excluded as provided in this policy receive the fourth priority.

Rules

Individuals and Organizations that use library facilities must abide by the following all library policies and rules, including but not limited to the following:

1. All meetings must conform to the Library Use Guidelines
2. All meetings must be conducted in an orderly manner and in full compliance with applicable laws, regulations and library rules.
3. All meetings must be open to the public at all times.
4. Children and teens must have adult supervision at all times.
5. Political activities are prohibited.
6. Commercial activities are prohibited.
7. Use of the meeting rooms does not constitute an endorsement by the library of the meeting’s content or the meeting organizer’s views.
8. Any advertisements, announcements, press releases, flyers, or other promotional materials relating to use of the library meeting rooms must clearly state the meeting is not sponsored by the City of Menlo Park nor Menlo Park Library, except in cases where the City and/or library is an official co-sponsor of the event.
9. Posting of flyers, posters, or other promotional materials in the library is prohibited.
10. Charging registration or admission fees is prohibited.
11. Requiring the purchase of any goods or services as a condition of attending a meeting is prohibited.
12. Membership dues and/or incidental donations (such as coffee money or the recovery of photocopy costs) may be solicited on a voluntary basis only, and only for verifiable nonprofit purposes.
13. The library’s address and contact information may not be used as an official headquarters for any organization

using the meeting room.

14. Meeting room users are responsible for transporting their own supplies and operating equipment. No storage space is available.
15. The library reserves the right to limit or prohibit any use of the meeting room which represents a threat to the health or safety of library customers or to the orderly use of the library.
16. Meeting Room applicants shall be held financially responsible for any and all damage to library property resulting from their use of the meeting room. This includes but is not limited to: walls, floors, ground, equipment, and furniture.
17. The library is not responsible for loss or damage to non-Library property before, during or after the meeting or event.
18. The library cannot supervise exhibits or group displays, nor provide any staff support or assistance to Meeting Room users beyond basic informational questions.
19. Failure to comply with these rules may result in the meeting participants being asked to leave the library immediately and the applicant being prohibited from using library facilities in the future.
20. Library staff reserves the right to remove any person from library property for failing to follow library policies.

Additional information

- In case of an emergency, promptly follow all library staff instructions.
- Theft of library property, or property of library staff, or property of library visitors is prohibited.
- State law permits library staff to search purses, bags, parcels, briefcases and other packages to prevent the theft of books and library materials and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing library theft (California Penal Code section 490.5.)

Indemnification

For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the City of Menlo Park from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the City of Menlo Park for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof.

Policy review

This policy shall be reviewed at least once every two years.

Policy history

Action	Date	Notes
Policy updated	March 2013	Administrative revision
Policy updated	January 27, 2020	Library Commission reviewed
Policy updated	July 17, 2023	Library Commission recommended
<u>Policy updated</u>	<u>June 13, 2024</u>	<u>Administrative revision</u>
<u>Library Commission reviewed</u>		

LIBRARY MEETING ROOM USE POLICY

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



Definitions
For the purposes of this policy, the term “meeting” includes any event, gathering, meeting, tabling, consultation, workshop, or other activity that takes place in library meeting rooms or public spaces. The term “library meeting room” includes all meeting rooms and open public spaces inside library buildings and surrounding grounds.
Rental fees
Library meeting room rental fees are charged according to the City’s Master Fee Schedule. Rental fees must be paid in full prior to the start of the meeting.
Meeting room hours
Library meeting rooms are available only when the library is open to the public. Meetings must conclude 15 minutes before the library closes to allow sufficient time for clean-up. All attendees must exit the meeting room no later than 15 minutes before closing.
Room set-up and take down
<ul style="list-style-type: none">• Chairs and tables are available for groups to set up to meet their individual needs.• The library does not assume responsibility for setting up the room.• Renting groups are responsible for setting up the room and returning it to the required room setup.• Meeting rooms must be left in a clean and orderly condition.
Meeting room use and criteria
<u>Tutor room – Belle Haven Library</u> <ul style="list-style-type: none">• Available to incorporated City of Menlo Park residents only (no fee)• User must have a valid City of Menlo Park library card• User must follow all library policies• Maximum reservation duration is 90 minutes• Maximum number of reservations is 2 reservations per week• User may request a reservation as little as 0 minutes in advance (walk-in), but no more than 4 weeks in advance• Reservation requests are subject to room availability at the time of request• Room is only available during library open hours.
<u>Conference room – Belle Haven Library</u> <ul style="list-style-type: none">• Available to valid 501c3 nonprofit organizations only (must be listed in the California Attorney General's Registry of Charities and Fundraisers)• Fees apply per the City of Menlo Park Master Fee Schedule• Renter must follow all library policies• Minimum rental duration is 1.5 hours• Maximum rental duration is 4 hours• Renter must make reservation at least 48 hours in advance, and no more than 8 weeks in advance• If cancellation is less than 24 hours in advance, then user may receive an 80% refund of rental fee• If cancellation is more than 24 hours in advance, then user may receive a 100% refund of rental fee• Reservation requests are subject to room availability at the time of request• Room is only available during library open hours.
<u>Learning Lab – Menlo Park Library</u> <ul style="list-style-type: none">• Available to valid 501c3 nonprofit organizations only (must be listed in the California Attorney General's Registry of Charities and Fundraisers)• Fees apply per the City of Menlo Park Master Fee Schedule• Renter must follow all library policies• Minimum rental duration is 1.5 hours• Maximum rental duration is 4 hours

- User must make reservation at least 48 hours in advance, and no more than 8 weeks in advance
- If cancellation is less than 24 hours in advance, then user may receive an 80% refund of rental fee
- If cancellation is more than 24 hours in advance, then user may receive a 100% refund of rental fee
- Reservation requests are subject to room availability at the time of request
- Room is only available during library open hours.

Reservations

Library meeting room reservations may be made by calling 650-330-2520 during open hours, or online at menlopark.gov. Reservations are provisional and remain so until a rental application has been submitted and confirmed.

Submit rental application to:
 Library Administration
 800 Alma Street
 Menlo Park, CA 94025

Rental applications also may be submitted electronically online at menlopark.gov.

- Rental fees must be paid in full prior to the start of the meeting.
- Rental fees are non-refundable.
- Individuals applying for library meeting room use must be 18 years of age or older.
- Applications must be filed per the timelines indicated in this policy.
- Reservations must be requested per the timelines in this policy.
- Applications may be denied based on schedule availability, applicant ineligibility, and/or library policy conflicts.
- All applications shall be public record and available for inspection.

Room scheduling priorities

When resolving schedule availability conflicts, meeting room reservations will be subject to the following prioritization:

1. City of Menlo Park and Menlo Park Library events and meetings receive the first priority for meeting room reservations. These activities include but are not limited to: story hours; lecture, craft and film programs; book review and discussion groups; Library Commission meetings; staff meetings; and other events sponsored by the library that encourage use of library materials and services.
2. Meetings and events that are co-sponsored by the City of Menlo Park and/or Menlo Park Library (for example, Friends of the Library book sales) receive second priority.
3. Menlo Park based charitable non-profit organizations receive third priority. For purposes of this policy “non-profit group” means a group that is eligible for tax-exempt status under sections 501(c)(3) of the Internal Revenue Code. Proof of tax-exempt status may be required to establish eligibility to use the room.
4. Other groups not described above and not excluded as provided in this policy receive the fourth priority.

Rules

Individuals and organizations that use library facilities must abide all library policies and rules, including but not limited to the following:

1. All meetings must conform to the Library Use Guidelines
2. All meetings must be conducted in an orderly manner and in full compliance with applicable laws, regulations and library rules.
3. All meetings must be open to the public at all times.
4. Children and teens must have adult supervision at all times.
5. Political activities are prohibited.
6. Commercial activities are prohibited.
7. Use of the meeting rooms does not constitute an endorsement by the library of the meeting’s content or the meeting organizer’s views.
8. Any advertisements, announcements, press releases, flyers, or other promotional materials relating to use of the library meeting rooms must clearly state the meeting is not sponsored by the City of Menlo Park nor Menlo Park Library, except in cases where the City and/or library is an official co-sponsor of the event.
9. Posting of flyers, posters, or other promotional materials in the library is prohibited.
10. Charging registration or admission fees is prohibited.
11. Requiring the purchase of any goods or services as a condition of attending a meeting is prohibited.
12. Membership dues and/or incidental donations (such as coffee money or the recovery of photocopy costs) may be solicited on a voluntary basis only, and only for verifiable nonprofit purposes.
13. The library’s address and contact information may not be used as an official headquarters for any organization

using the meeting room.

14. Meeting room users are responsible for transporting their own supplies and operating equipment. No storage space is available.
15. The library reserves the right to limit or prohibit any use of the meeting room which represents a threat to the health or safety of library customers or to the orderly use of the library.
16. Meeting Room applicants shall be held financially responsible for any and all damage to library property resulting from their use of the meeting room. This includes but is not limited to: walls, floors, ground, equipment, and furniture.
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19. Failure to comply with these rules may result in the meeting participants being asked to leave the library immediately and the applicant being prohibited from using library facilities in the future.
20. Library staff reserves the right to remove any person from library property for failing to follow library policies.

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Policy review

This policy shall be reviewed at least once every two years.

Policy history

Action	Date	Notes
Policy updated	March 2013	Administrative revision
Policy updated	January 27, 2020	Library Commission reviewed
Policy updated	July 17, 2023	Library Commission recommended
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Library Commission reviewed		

Library and Community Services



STAFF REPORT

Library Commission

Meeting Date:

6/17/2024

Staff Report Number:

LC-2024-020

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.

AnalysisMay 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.

Library circulation data

California State Library annually compiles statistical data from all 185 public library systems statewide. Updates to the library circulation data are available for 2023, and some limited data is available for 2024.

- *Circulation detail – Menlo Park Public Library, 2011 – Jun. 2024 (Attachment B)*
The total annual circulation reached a peak in 2022-2023, with 692,507 items circulated. This is an increase of approximately 5% from the previous year. Library user electronic circulation remained high, highlighting the continued demand for digital content.
- *Year-over-year electronic materials circulation data, 2018-2024 YTD (Attachment C)*
LCS collects statistics on the circulation of electronic materials such as e-books, e-audiobooks, and streaming video and music.

Youth Poetry Voices

In celebration of National Poetry Month, student poets in grades 1-12 who live or attend school in Menlo

Park were invited to submit their poetry for the Youth Poetry Voices event. A total of 28 submissions were received. Youth poets shared their work at a reception hosted at Menlo Park Library. The reception was followed by a group recognition from City Council on Tuesday, May 21, and featured poets reading their poems to the City Council. Commissioners Orton and Wise assisted with submission reviews.

Summer Reading Game

The annual Summer Reading Game began June 1. Participating youths discover great books, experience fun community activities, and use reading to earn incentive prizes donated by Friends of Menlo Park Library. The program 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. Approximately 550 signups have been received in the first two weeks, and signups are anticipated to exceed last year. The Summer Reading Game runs June-August and is open to all ages. Participants can sign up online (Attachment D).

Summer Puppetry Festival

The 7th annual Summer Puppetry Festival begins June 16th. Summer Puppetry celebrates puppetry in its many forms with a series of puppet shows and related events featuring beloved performers from throughout the Bay Area and beyond. Menlo Park residents are encouraged to drop in for one event, or attend the entire series. Events in this series are free. Funding to support the series is provided by Friends of Menlo Park Library. (Attachment E)

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. May 2024 statistics
- B. Circulation detail – Menlo Park Public Library, 2011 – Jun. 2024
- C. Year-over-year electronic materials circulation data, 2018-2024 YTD
- D. Hyperlink: Summer Reading Game <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Summer-Reading-Game>
- E. Hyperlink: Summer Puppetry Festival <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Summer-Puppetry-Festival>

Report prepared by:

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 – MAY 2024

Table 1. Library items circulated

Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
800 Alma St.	47,023	49,544	49,616	49,164	45,192	43,407	41,761	44,732	45,775	43,546	47,636	43,829	44,715
413 Ivy Dr./ BHCC*	1,285	1,088	1,112	1,197	918	877	850	929	846	1,043	1,217	980	1,051
Online / Digital	9,374	9,891	10,368	9,970	10,332	11,598	11,598	12,082	12,977	11,862	12,227	11,547	12,204

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr to the Belle Haven Community Campus (BHCC) at 100 Terminal Ave.

Table 2. Library cards

	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
New library cards issued – MP residents	232	330	322	207	181	150	139	122	158	170	117	158	122
Total MP resident library cardholders	21,601	21,733	21,189	21,808	22,105	22,020	22,327	22,133	22,415	23,177	23,369	22,715	22,826

Table 3. Library patron questions answered

Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
800 Alma St.	2,393	3,496	3,282	3,294	2,753	3,046	2,977	3,169	3,342	3,167	3,360	3,118	3,105
413 Ivy Dr./ BHCC*	306	744	264	345	337	244	244	255	273	204	244	201	250

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr to the Belle Haven Community Campus (BHCC) at 100 Terminal Ave.

Table 4. Library holds filled (item requests)

Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Incoming holds 800 Alma St.	4,256	4,472	3,968	4,121	4,043	4,076	3,760	3,861	4,419	3,895	3,871	3,597	3,953
Outgoing holds 800 Alma St.	2,773	3,252	3,050	3,968	3,238	3,062	3,171	2,688	3,471	3,074	3,311	3,122	3,078
Incoming holds 413 Ivy Dr./ BHCC *	-	144	195	183	154	154	120	87	158	116	78	72	47
Outgoing holds 413 Ivy Dr./ BHCC *	-	159	183	157	190	190	177	160	191	144	175	154	22

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr to the Belle Haven Community Campus (BHCC) at 100 Terminal Ave.

Table 5. Library foot traffic (gate count)

Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
800 Alma St.	-	13,108	-	-	-	13,541	12,580	12,283	14,060	13,183	15,066	12,763	12,949
413 Ivy Dr. / BHCC*	1,288	1,231	1,034	1,261	1,169	1,248	1,148	1,041	1,050	981	1,220	875	*Not yet installed

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr to the Belle Haven Community Campus (BHCC) at 100 Terminal Ave.

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

Table 6. Library program attendance													
Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Total program attendance 800 Alma St.	606	822	1,653	1,405	883	1,121	754	798	1,000	1,163	993	1,080	1,171
Number of programs 800 Alma St.	28	27	30	36	30	36	37	31	31	26	27	37	34
Total program attendance 413 Ivy Dr./ BHCC*	67	116	157	296	132	116	158	125	48	144	110	59	68
Number of programs 413 Ivy Dr./ BHCC*	7	8	8	8	9	7	9	8	6	7	8	5	5

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr to the Belle Haven Community Campus (BHCC) at 100 Terminal Ave.

Table 7. Preschool child development – enrollment													
Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Menlo Children's Center	35	38	33	33	23	23	26	28	27	29	33	38	37
Belle Haven Child Development Center	65	65	45	43	48	50	53	60	56	62	62	63	63

Table 8. School age child development (after school enrichment) – enrollment													
Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Menlo Children's Center - After School	28	28	30	27	28	30	34	33	36	36	36	32	32
Belle Haven Youth Center	42	42	28	56	54	54	54	54	52	52	52	52	52

Table 9. Senior Center services*													
	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	*Apr 2024	May 2024
Lunches served	624	656	570	482	519	642	422	315	511	521	435	-	243
Grocery boxes distributed	460	576	460	460	460	460	230	230	460	460	460	-	230
Senior shuttle trips	1,053	1,124	1,010	1,006	1,158	1,200	1,057	761	1,126	1,170	1,162	-	614
Rideshare trips	225	252	-	-	-	-	-	-	-	-	-	-	-

*The Senior Center closed in April and part of May 2024 to relocate to Belle Haven Community Campus.

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

Table 10. Senior Center classes*						
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024 (year to date)
Enrollment – residents	145	108	437	421	113	50
Enrollment – non-residents	240	216	264	269	100	32
Classes offered	42	42	42	42	14	14

*The Senior Center closed in April and part of May 2024 to relocate to Belle Haven Community Campus.

Table 11. Recreational classes						
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024 (year to date)
Burgess enrollment – residents	263	239	166	297	356	326
Burgess enrollment – non-residents	126	117	67	152	150	108
Burgess Classes offered	77	88	73	57	48	48
Burgess Number of instructors	24	22	28	21	20	19
BHCC enrollment – residents	-	-	-	-	-	103
BHCC enrollment – non-residents	-	-	-	-	-	19
BHCC Classes offered	-	-	-	-	-	13
BHCC Number of instructors	-	-	-	-	-	9

Table 12. Gymnastics classes						
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024 (year to date)
Enrollment – residents	490	499	416	490	740	809
Enrollment – non-residents	158	255	174	158	159	207
Classes offered	93	101	80	93	95	114

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

Table 13. Sports classes						
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024 (year to date)
Burgess enrollment (residents)	195	70	242	76	265	0
Burgess enrollment (non-residents)	129	97	181	11	114	0
Burgess classes offered	20	12	40	3	17	0
Burgess number of instructors	5	5	10	3	7	0
Burgess Drop-in basketball visits	243	280	172	359	633	478
Burgess Drop-in volleyball visits	637	534	513	505	927	414
Burgess Leagues – individual registrations	1,400	84	1,239	156	224	224
Burgess Leagues – team registrations	142	12	111	35	31	18
BHCC enrollment – residents	-	-	-	-	-	-
BHCC enrollment – non-residents	-	-	-	-	-	-
BHCC Classes offered	-	-	-	-	-	-
BHCC Number of instructors	-	-	-	-	-	-
BHCC Drop-in basketball visits	-	-	-	-	-	5
BHCC Drop-in volleyball visits	-	-	-	-	-	2
BHCC Drop-in Fitness Center	-	-	-	-	-	110
BHCC Leagues – individual registrations	-	-	-	-	-	-
BHCC Leagues – team registrations	-	-	-	-	-	-

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

Table 14. Facility rentals						
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024 (year to date)
Burgess recreation center rentals – residents	57	24	18	24	23	17
Burgess recreation center rentals – non-residents	46	89	76	62	81	48
Athletic field rentals (hours reserved)	899	1,533	1,042	785	722	971
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	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Black Liberation Month Celebration 2/11	-	-	-	-	-	-	-	256	-	-	-
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	-	-	-	-	-	-	-	-	-	50	-
Community Hunt	-	-	-	-	-	-	-	-	-	30	-
Egg Hunt	-	-	-	-	-	-	-	-	-	450	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	2,000

MENLO PARK CIRCULATION												
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Total Annual Circulation	624,669	672,967	673,911	677,846	1,175,825	621,261	594,979	675,176	538,212	248,071	659,100	692,507
Circulation per Capita	19.21	0.49	0.49	0.81	17.36	17.42	16.87	18.86	15.27	7.12	19.95	*
Circulation per Borrower	25.0	0.7	0.7	1.1	23.2	24.5	21.4	25.6	22.3	10.0	24.5	*
Circulation per Visit	2.1	0.1	0.1	0.1	1.7	1.8	2.0	2.4	2.9	0.0	6.2	*
Circulation per Hour Open	134	3	3	6	124	131	126	134	131	0	135	*
% of Non-English Circulation to Total Circulation	1.42%	44.75%	44.75%	25.32%	1.18%	1.50%	1.39%	1.54%	1.67%	0.42%	0.76%	0.69%
% of Childrens Circulation to Total Circulation	47.16%	1499.72%	1499.72%	1018.52%	43.66%	36.93%	42.05%	41.96%	41.84%	17.63%	31.67%	34.42%
Circulation of Childrens Materials per Child Borrower	65	54	54	66	66	47	71	88	52	9	50	48
Physical Item Circulation	N/A	N/A	N/A	N/A	556,076	564,959	524,078	593,479	456,294	144,894	560,668	589,054
Circulation of Children's Materials	294,587	307,765	242,820	275,581	256,668	229,417	250,216	283,281	225,181	43,739	208,750	217,615
Circulation of Non English Materials	8,881	10,421	7,246	6,850	6,918	9,313	8,243	10,381	8,979	1,054	5,028	4,839
Circulation of internet-enabled devices (laptops, Chromebooks, etc)	0	0	0	0	0	0	0	0	0	0	0	82
Total Electronic Content Use	N/A	N/A	N/A	N/A	31,833	60,848	80,831	93,239	88,667	117,660	146,852	157,772
Circulation of hotspots	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	57	213
Circulation of Other Physical Items	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	566	201
Circulation of Electronic Materials	N/A	9,032	16,191	27,057	31,833	56,302	70,901	81,697	81,918	103,177	98,432	103,453
Libby Overdrive eBooks	2,910	6,800	11,617	16,469	21,459	26,181	35,354	40,316	40,354	62,808	48,311	48,408
Libby Overdrive eAudiobook	1,424	2,373	4,278	6,791	10,245	14,604	20,083	24,236	27,109	30,952	29,327	31,614
Hoopla eBooks	0	0	0	0	0	0	0	0	347	1,533	2,395	2,233
Hoopla eAudiobook	0	0	0	0	0	0	0	0	300	2,252	8,682	8,772
Hoopla - Music	0	0	0	0	0	0	0	0	34	115	204	183
Hoopla - Film	0	0	0	0	0	0	0	0	202	709	1,002	1,064
Kanopy - Film	0	0	0	0	0	0	0	1,684	7,411	11,261	10,157	9,313
Successful Retrieval of State-funded Electronic information (autofilled)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7,444	8,205
Successful Retrieval of locally-funded electronic information	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	40,976	46,114
Successful Retrieval of Electronic Information	N/A	N/A	N/A	N/A	N/A	4,546	9,930	11,542	6,749	14,483	48,420	54,319

"N/A" indicates that data was not collected
 "*" indicated that data is not yet available

MENLO PARK ELECTRONIC CIRCULATION DATA 2018-2024 YTD						
	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	1002	1064	753
Kanopy - Film	1684	7411	11261	10157	9313	7781

LIBRARY COMMISSION
TENTATIVE AGENDA SCHEDULE

June 17, 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 Location: BHCC	<ul style="list-style-type: none"> • BHCC start of operations
June 17, 2024	<ul style="list-style-type: none"> • Study session: Prepare updates to the LC work plan • Consider assigning commissioner liaisons to library affinity groups • Recommend departmental policy: Library meeting room use policy
July 15, 2024	<ul style="list-style-type: none"> • Study session: Prepare the Aug. 13 report out to City Council on Work Plan 23/24 • Main Library roof replacement / solar project • City-run childcare programs - parent survey • BHCC updates
August 19, 2024	<ul style="list-style-type: none"> • Recommend updates to the LC work plan • Departmental accreditation process – Library Journal Index of Public Library Service
September 16 2024	<ul style="list-style-type: none"> • Review of library survey collection tools
October 21, 2024	<ul style="list-style-type: none"> • Review departmental strategic plan
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.