

# Parks and Recreation Commission Library Commission



## SPECIAL MEETING AGENDA

**Date:** 12/18/2024  
**Time:** 6:30 p.m.  
**Locations:** [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and  
Belle Haven Library - Makerspace  
100 Terminal Ave., 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 Belle Haven Library - Makerspace
- Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Meeting ID 862 7050 1185
- Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 862 7050 1185  
Press \*9 to raise hand to speak

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

### Special Session

#### A. Call To Order

#### B. Roll Call

#### C. Presentation

C1. Year in Review ([Staff Report PRC-2024-040 / LC-2024-040](#))

#### D. Commissioner Reports

D1. Individual Commissioner reports

#### E. 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.

Parks and Recreation Commission and Library Commission Special Joint Meeting Agenda

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If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at [jaherren@menlopark.gov](mailto:jaherren@menlopark.gov). Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

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## STAFF REPORT

### Parks and Recreation Commission and Library Commission

Meeting Date: 12/18/2024  
Staff Report Number: PRC-2024-040  
LC-2024-040

Presentation: Year in review

### Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) and the Library Commission (LC) jointly receive a presentation of highlights from the Library and Community Services (LCS) department's activities over the past calendar year 2024.

### Policy Issues

The PRC is charged with advising the City Council on matters related to the City's recreation programs and facilities; the LC is charged with advising the City Council on matters related to the City's libraries.

### Background

The PRC and the LC received regular updates about LCS department activities at their monthly public meetings throughout 2024. Detailed information about past activities are available online in the PRC's and LC's past meeting agendas, minutes and videos (Attachment A.)

### Analysis

Staff will deliver a presentation of summary highlights curated from information previously reported to the PRC and LC during their public meetings over the course of calendar year 2024.

### Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### Attachments

A. Hyperlink. City of Menlo Park agendas and minutes webpage. [menlopark.gov/agendas](https://menlopark.gov/agendas)

Report prepared by:

Ashley Walker, Management Analyst

Tricia Mullan, Library and Community Services Supervisor

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director