

Library Commission Parks and Recreation Commission



SPECIAL JOINT MEETING AGENDA

Date: 5/22/2024
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and
Belle Haven Community Campus
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 Community Campus
- 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. 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).

Special Session

- A. Call To Order**
- B. Roll Call**
- C. Presentation**
 - C1. Belle Haven Community Campus opening programs ([Attachment](#))
- D. Informational Items**
 - D1. Library and Community Services department updates ([Staff Report PRC-2024-016 / LC-2024-016](#))
 - D2. Tentative agenda calendars ([Attachment](#))
- E. Commissioner Reports**
 - E1. Individual Commissioner reports
- F. Adjournment**

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or 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. 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: 5/16/2024)



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



STAFF REPORT

Parks and Recreation Commission and Library Commission

Meeting Date: 5/22/2024

Staff Report Number: PRC-2024-016 / LC-2024-016

Informational Item: Library and Community Services department updates

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) 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 Library Commission and Parks and Recreation Commission are charged with advising the City Council on matters related to the City's parks and recreation facilities.

Background

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

Analysis

Belle Haven Community Campus (BHCC) grand opening and start of operations

The grand opening celebration is set for Saturday, May 18, and the start of regular operations is set for Monday, May 20. City libraries and recreation centers are closed on Saturday, May 18, to allow all City team members to participate in and support the BHCC grand opening that day.

Youth Advisory Committee Applications

The Youth Advisory Committee (YAC) is currently taking applications for the 2024/2025 school year. The YAC advises the Parks and Recreation Commission on activities, events, and programs for Menlo Park youth. The YAC consists of a maximum of 12 high school students who serve minimum one-year terms from Sept. to May. Students enrolling in grades nine–12 and who live in Menlo Park city limits are eligible to apply for the 2024-25 term. This is a great opportunity for teens to get involved, build their portfolio of skills, give back to the community, and have fun. The deadline for applications is May 24.

Summer swim camps for youth

- Swim camps provide opportunities for youth to learn water safety skills, strengthen swim techniques, and enjoy summer fun in a safe and supportive learning environment. Registration is now open via aquatics operator Menlo Swim and Sport ([Attachment A](#)).
- Belle Haven Pool swim camps – Camp Menlo Swim (ages 7-twelve) and Camp Menlo Jr (ages 5-6) are

set to reopen at Belle Haven Pool this summer from June 10-Aug. 9. In addition to swim instruction, campers have daily swim-related workouts, free swim, time for land and camp games, crafts, and a snack.

- Burgess Pool swim camps – Swim Camps at Burgess Pool include Camp Menlo Swim (ages 7-12), Camp Menlo Jr (ages 5-6), Camp Menlo Tennis (ages 5-12), Junior Lifeguard Training (ages 9-14) and our new Mavericks Swim Camp (ages 7-14). Whether just learning to swim or developing strokes, your child receives a daily, 30-minute, level-appropriate lesson from a Menlo Swim School instructor. Camps run June 17-Aug. 9 at Burgess Pool.

Annual 3v3 basketball tournament

The annual 3v3 summer basketball tournament will take place at Arrillaga Family Gymnasium on Saturday, July 6, from 9 a.m.–1 p.m. This tournament is a great opportunity for players to showcase skills, have fun, and a chance to earn the championship title. This year's tournament is a single-division, winner-take-all competition. Teams may have a maximum of four players. Teams are guaranteed four round-robin games before being seeded for the playoff bracket.

Bike to the library

On May 16, Menlo Park Library hosted a "Bike to the Library Day," a fun, inclusive, and interactive event blending reading, singing, movement, and wordplay to help promote reading and communication skills. The bike-themed books were "geared" towards a pre-school age audience. There was also a bike skills course offered in conjunction with this event.

Mental health open mic night

May is Mental Health Awareness Month. On May 9, Menlo Park hosted its 6th Annual Mental Health Open Mic Night at Café Zoe. Local mental health organization SafeSpace helped bring voices together for a memorable community event to inspire action to reduce stigma against those with mental health conditions. Participants expressed their lived experiences through music, storytelling, readings, and poetry.

Teen film Fridays

Teen Film Fridays feature a different movie each week on Friday afternoons at Menlo Park Library. Movies are rated PG-13 or lower. Teens can request movies they are interested in viewing by using the suggestion box in the Teen Zone. The film nights are free events that receive funding support from Friends of Menlo Park Library.

Employee retreat; employee recognition awards

On May 3, the library and community services department held an all-hands retreat. The retreat provided the team an opportunity to engage with topics of customer service, working within their passion to serve the community and recognizing the value of their work. The day also included various team-building activities for cross-department collaboration and to help team members prepare for the BHCC grand opening.

On May 9, the City of Menlo Park held its annual Employee Recognition Awards event. The theme of the awards was Office Olympics, to "ignite the torch of recognition" while celebrating employee excellence. Several library and community services team members were recognized with peer-nominated awards. Library Assistant Sarah Russell received the Library and Community Services 2023 Employee of the Year award. Senior Office Assistant Karina Avila received the City of Menlo Park 2023 Customer Service Award.

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. Summer swim camps for youth <https://menloswim.com/camps/summer-aquatics-camp/>

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

LIBRARY COMMISSION
TENTATIVE AGENDA SCHEDULE
MAY 22, 2024

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

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

Parks and Recreation Commission: Typically meets fourth Wednesday of each month, 6:30 PM
 Recurring board meetings of library affiliated nonprofit orgs:
 Friends of the Library: Typically meets second Monday of each quarter, 1pm.
 Library Foundation: Typically meets first Thursday of each month, 2pm.

**PARKS AND RECREATION COMMISSION
TENTATIVE AGENDA SCHEDULE
MAY 22, 2024**

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

MEETING DATE	PROPOSED AGENDA TOPICS
January 24, 2024	<ul style="list-style-type: none"> • BHCC project updates • LCS department strategic plan update • Approve the PRC 2024 meeting calendar
February 28, 2024 (Joint meeting w/ LC)	<ul style="list-style-type: none"> • BHCC project updates and startup activities
March 27, 2024	<ul style="list-style-type: none"> • Youth Advisory Committee presentation • Recommend updated policies: recreation scholarship; event sponsorship policy • Advisory body attendance report
April 24, 2024	<ul style="list-style-type: none"> • NO MEETING - FAILED TO ACHIEVE QUORUM
May 22, 2024 (Joint meeting with LC) (Location: BHCC)	<ul style="list-style-type: none"> • BHCC start of operations
June 26, 2024	<ul style="list-style-type: none"> • Select commission chair and vice-chair • Onboarding new commissioners • Recommend the LCS department strategic plan 2024-26 • Recommend updated policy: recreation scholarship • Update the PRC work plan • July 9 report out to City Council on work plan 2023-24 • July 9 Parks and Recreation Month recognition at City Council
July 24, 2024	<ul style="list-style-type: none"> • Recommend the PRC work plan 2024-25 • Update on parks policy enforcement • Update on community events
August 28, 2024	<ul style="list-style-type: none"> • Update on tennis and pickleball feasibility study • Update on all-abilities playground equipment at Nealon Park
Sept. 25, 2024	<ul style="list-style-type: none"> • BHCC progress report • Update on city-run dog parks
Oct. 23, 2024	<ul style="list-style-type: none"> •
Nov 20, 2024 (3 rd Wednesday)	<ul style="list-style-type: none"> •
Dec. 18, 2024 (Joint meeting w/ LC) (3 rd Wednesday)	<ul style="list-style-type: none"> • Year in review • Open house / social
Unscheduled future topics	<ul style="list-style-type: none"> • Staff presentations: recreation programming, community events

Library Commission: Typically meets third Monday of each month, 6:30 pm
Youth Advisory Committee: Typically meets once per month during school year