



REGULAR MEETING AGENDA

Date: 6/16/2025
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 882 0971 1131 and
Arrillaga Family Recreation Center
700 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 Arrillaga Family Recreation Center
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 882 0971 1131
- Access the meeting in 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

C. Public Comment

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

D. Presentations and Proclamations

D1. Community-submitted library card art/design exhibition ([Staff Report LC-2025-023](#))

E. Study Session

- E1. List of annually recurring Library Commission activities ([Staff Report LC-2025-024](#))
- E2. Prepare updates to the Library Commission work plan 2025-26 ([Staff Report LC-2025-025](#))

F. Regular Business

- F1. Approve the meeting minutes from the April 21, 2025 meeting ([Attachment](#))
- F2. Select Commission Vice Chair for 2025-26 ([Staff Report LC-2025-026](#))

G. Informational Items

- G1. Library and community services department statistics and recent activities ([Staff Report LC-2025-027](#))
- G2. Library Commission tentative agenda calendar ([Attachment](#))

H. Commissioner Reports

- H1. Ad-hoc subcommittee report ([Staff Report LC-2025-028](#))
- H2. Individual Commissioner reports

I. 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: 6/12/2025)



STAFF REPORT

Library Commission

Meeting Date: 6/16/2025

Staff Report Number: LC-2025-023

Presentation: Community-submitted library card art/design exhibition

Recommendation

City staff recommend that the Library Commission (LC) receive and comment on a presentation of a planned community-submitted library card art/design exhibition; and potentially select an LC member to assist with reviewing submitted designs.

Policy Issues

As a duly appointed advisory body to the City Council, the LC advises the City Council on matters related to the City's libraries.

Background

Many public libraries offer multiple engaging designs on library cards, often created by community members through a public submission process. Community-submitted library card art can increase awareness of and engagement with library services.

Analysis

Menlo Park Library's current library card artwork/design has not changed in several years (Attachment A). The library currently offers only one basic design for its cardholders. There are currently 24,302 Menlo Park library cardholders. Menlo Park Library issued 2,218 new library cards over the past 12 months, from May 2024 to May 2025.

As a means to increase awareness and community engagement with the library and to celebrate community creativity, City staff is preparing to solicit community-submitted artwork/designs from residents who live in or attend school in Menlo Park for potential display on Menlo Park library cards. Three to six designs (depending on the number of submissions) from participants will be selected to print on new library cards. Selected entries will be displayed in the libraries. The draft submission form (Attachment B) will be available in paper and electronic versions in English and Spanish.

Proposed timeline

July – August	Outreach and promotion
September 1 – October 31	Submissions accepted
November 1-15	Staff and stakeholders (e.g., Library Foundation, Library Commission) review submissions
November 18 –	Selected entries exhibited in the libraries

January 15	
Mid-December	Selected entries formatted for printing on library cards
January	Cards printed and issued under the promotional theme of "new year, new cards"

Sample promotional items (to be available in English and Spanish) are included as Attachment C.

Impact on City Resources

As advisory bodies to the City Council, the LC and PRC do not authorize budgets or allocate City resources. The authority to authorize City budgets and allocate City resources for expenditures rests solely with the City Council. Staff estimates no significant new cost impacts as a result of the library card community-submitted art project because printing new library cards is a routing expense for which sufficient funding is already available in the operating budget.

Environmental Review

This item 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

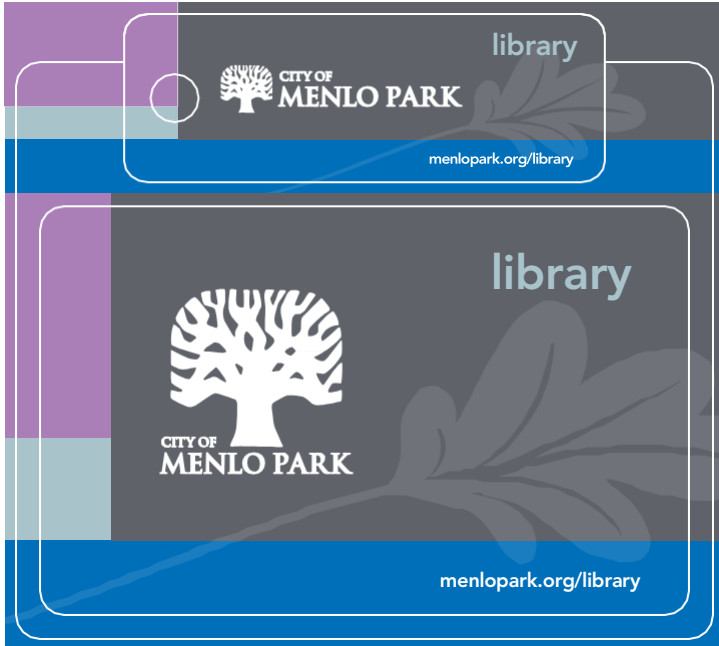
- A. Current library card design
- B. Draft submission form
- C. Sample promotional materials

Report prepared by:
Rose Waldman, Library and Community Services Supervisor

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

CURRENT LIBRARY CARD DESIGN

FRONT



BACK



2 9044 15474290 7



2 9044 15474291 5



2 9044 15474292 3



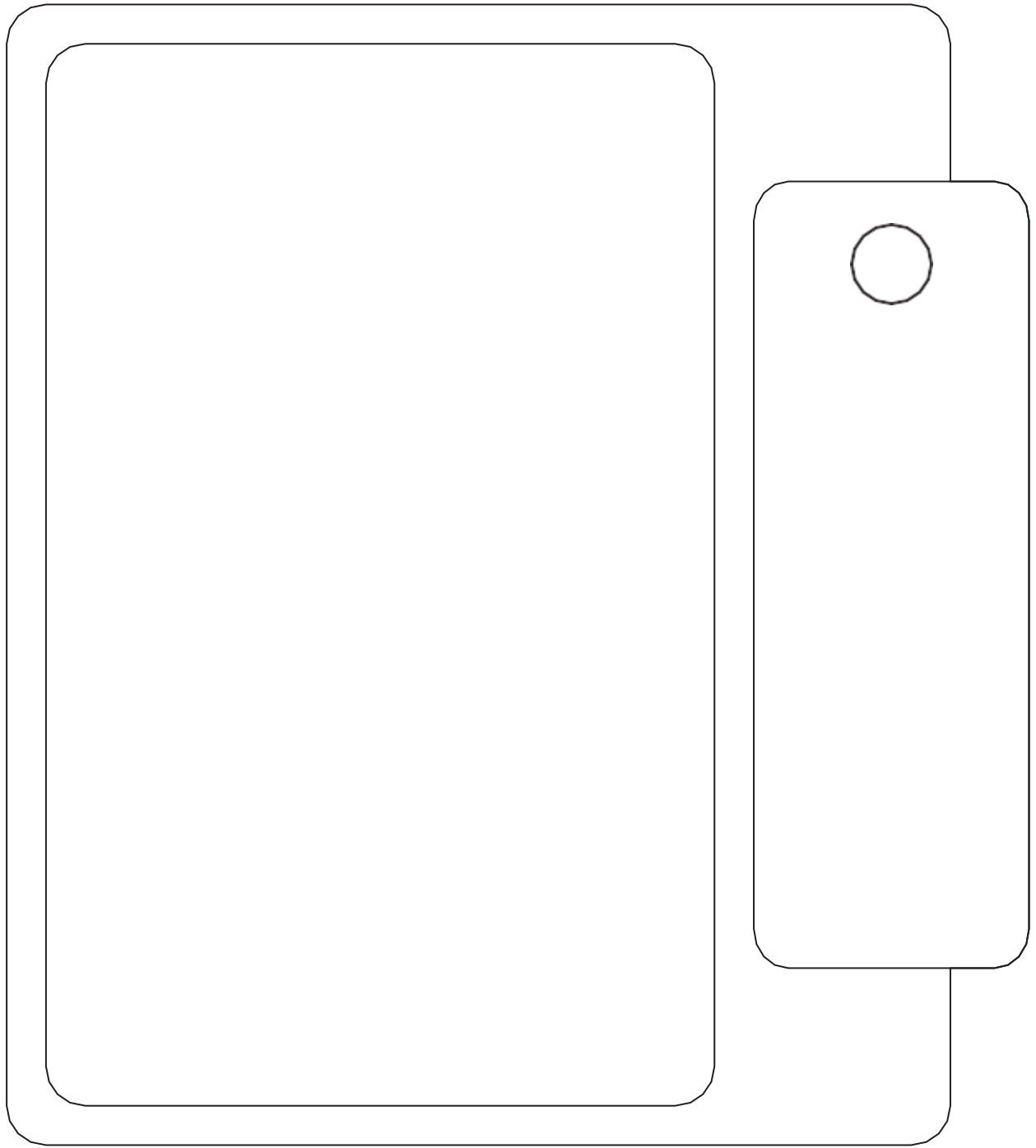
2 9044 15474293 1

****DRAFT******COMMUNITY-SUBMITTED LIBRARY CARD ART/DESIGN**

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



Purpose	
<p>Bring us along on your library adventure! The City of Menlo Park is refreshing our library cards and inviting community members of all ages to submit original artwork inspired by the theme “My Library Adventure in Menlo Park.” Submissions will be reviewed by a panel of staff and stakeholders, and select designs will be printed on new library cards and made available to the public. Any artist whose work is selected for printing will be notified prior to printing. An art gallery of community submissions will be displayed in the library from November 18 – January 15, 2026.</p>	
Submission Guidelines	
<ul style="list-style-type: none"> • Submission period: September 1 – October 31, 2025 • Any Menlo Park residents (who live or go to school in Menlo Park) may submit a library card design. • All submissions must include: the artist’s name, age, address, phone number, email, and school attended if artist is a student. • All artwork must be the original work of the artist and can be created digitally or by hand. We are unable to accept designs with copyrighted characters (ex. Mickey Mouse) or designs made using generative AI. • Hand drawn submissions can be turned in to the Menlo Park Library or the Belle Haven Library with this submission form. • Digital submissions in PDF, PNG or JPEG formats can be submitted at menlopark.gov/library. • One submission per artist. 	
Artist Information	
Name:	Age:
Address:	School:
Email:	Phone:
Signature	
<p>In submitting this artwork I certify that the design is mine and is completely original and does not violate any copyright laws and was not created by or with the help of artificial intelligence. I grant the City of Menlo Park permission to use my name, creative work, and visual image in its publications without recourse. I understand that the City of Menlo Park may make minor formatting edits to my artwork if selected for printing, and that submitted artwork will not be returned.</p> <p>I have read, understood, and agreed to the submission guidelines.</p> <p>Signature _____ Date _____</p> <p>Parent/guardian Signature: _____ Date _____</p>	





LIBRARY CARD ART EXHIBITION

New year, new library card

Accepting submissions
Sept. 1 - Oct. 31

The City of Menlo Park is refreshing our library cards and inviting community members of all ages to submit original artwork inspired by the theme "My Library Adventure in Menlo Park."

Art will be exhibited in the library and select designs will be printed as new library cards available to the public.

FOR MORE INFORMATION

- Visit menlopark.gov
- Call 650-330-2200

LIBRARY CARD ART EXHIBITION



Accepting submissions:
November 1st through
December 31st

Bring us along on your library adventure!

The Menlo Park Library is refreshing our library cards and inviting community members of all ages to submit original artwork inspired by their library experience.

Art will be exhibited in the library in January.

NEW YEAR,
NEW LIBRARY CARD.

City of Menlo Park
701 Laurel St.
Menlo Park, CA 94025
650-330-2200
menlopark.gov

FOR MORE INFORMATION

- Visit menlopark.gov
- Call 650-330-2200

Page D-1.7

LIBRARY CARD ART EXHIBITION



NEW YEAR,
NEW LIBRARY CARD.

Accepting submissions
September 1 - October 31



Community-submitted library card art/design exhibition

Library Commission – June 16, 2025

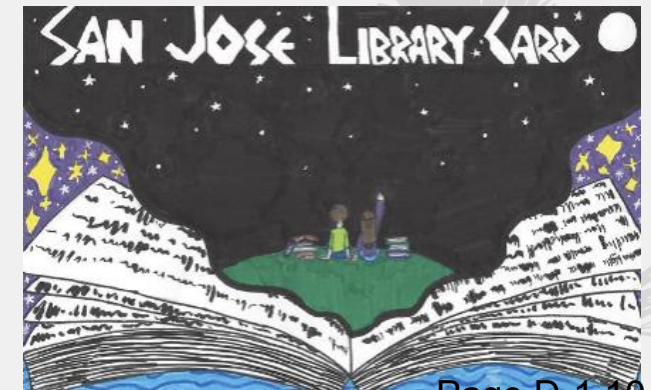


Community engagement and creativity

- Community-submitted library card art can increase awareness of and engagement with library services.
- Many public libraries offer multiple engaging designs on library cards, often created by community members through a public submission process
- Menlo Park Library's basic card design has not changed in several years
- City staff is preparing to solicit community-submitted artwork/designs from Menlo Park residents for potential display on Menlo Park library cards.



San Jose Public Library 2016 Card Design Winner



Timeline



Oakland Public Library 2023 Card Design Winners

Timeframe	Activity
July – August	Outreach and promotion
September 1 – October 31	Submissions accepted
November 1-15	Staff and stakeholders (e.g., Library Foundation, Library Commission) review submissions
November 18 – January 15	Selected entries exhibited in the libraries
Mid-December	Selected entries formatted for printing on library cards
January	Cards printed and issued under the promotional theme of “new year, new cards”



Process

- Staff and stakeholders (e.g., Library Foundation, Library Commission) review submissions
- Three to six designs will be selected to print on new library cards
- Select entries will be exhibited in the libraries

San Francisco Public Library 2023 Card Design Winners



Outreach and promotion

LIBRARY CARD ART EXHIBITION

Accepting submissions:
November 1st through
December 31st

Bring us along on your library adventure!

The Menlo Park Library is refreshing our library cards and inviting community members of all ages to submit original artwork inspired by their library experience.

Art will be exhibited in the library in January.

City of Menlo Park
701 Laurel St.
Menlo Park, CA 94025
650-330-2200
menlopark.gov

FOR MORE INFORMATION

- Visit menlopark.gov
- Call 650-330-2200





Thank you



STAFF REPORT

City Council

Meeting Date:

6/16/2025

Staff Report Number:

LC-2025-024

Study Session:

List of annually recurring Library Commission activities

Recommendation

City staff recommends that the Library Commission (LC) review a list of annually recurring LC activities (Attachment A).

Policy Issues

The Library Commission advises the City Council on matters pertaining to the City's libraries. City Council policy CC-23-004 (Attachment B) defines the policies, procedures, roles, and responsibilities for the City's advisory bodies.

Background

On March 22, 2025, the City Council held its annual priority-setting workshop (Attachment C) and set their priorities for the coming 2025-26 fiscal year (Attachment D).

On April 21, 2025, the Library Commission received a progress report on their 2024-25 work plan (Attachment E).

Analysis

The Library Commission currently plans its work for the year using a number of tools and documents.

- The City Council holds an annual priority setting meeting each year in advance of the formation and adoption of the City budget. The top five priorities for the upcoming fiscal year are listed on the priority setting web page.
- The LC work plan is recommended and approved by the City Council each year and is a guiding document for the Commission's work.
- The tentative agenda calendar is published as part of most agenda packets and provides a rolling 12 months of agenda topics past and planned. The tentative agenda calendar also includes some ongoing items (e.g. approval of minutes, ad-hoc subcommittee report outs).
- A draft list of annually recurring LC activities is included in Attachment A.

Impact on City Resources

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

Environmental Review

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. Click here to enter text.

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. Draft list of annually occurring LC items
- B. City Council Policy #CC-23-004
- C. Hyperlink - City Council agenda (item C-1), March 22, 2025.
<https://menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2025-meetings/20250322/20250322-city-council-special-agenda-priorities.pdf>
- D. Hyperlink – City Council priority setting workshop page with top five goals listed.
<https://menlopark.gov/City-Council/City-Council-Priority-Setting-Workshop>
- E. Hyperlink – Library Commission agenda (item F-2), April 21, 2025.
https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421_lc_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 (LC)
List of annually recurring LC activities

Month	Annually recurring activity
January	
February	
March	<ul style="list-style-type: none"> • Commission Annual Attendance Report
April	<ul style="list-style-type: none"> • New LC members appointed by City Council • Annual review of departmental budget proposal before May presentation to City Council • Select new Chair & Vice Chair • LC work plan prior year progress report
May	<ul style="list-style-type: none"> • New Chair begins term
June	<ul style="list-style-type: none"> • Onboarding new LC members • Study session: LC work plan for coming year
July	<ul style="list-style-type: none"> • Study session: Update LC work plan for coming year
August	<ul style="list-style-type: none"> • Chair gives City Council LC prior year work plan progress report • Recommend LC work plan for coming year
September	<ul style="list-style-type: none"> • City Council approval of LC work plan for coming year
October	
November	<ul style="list-style-type: none"> • Approve schedule of LC meetings for following calendar year
December	<ul style="list-style-type: none"> • Joint meeting with Parks & Recreation Commission: year-end review

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

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

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.

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.

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.

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).

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

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

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



STAFF REPORT

City Council

Meeting Date:

6/16/2025

Staff Report Number:

LC-2025-025

Study Session:

Prepare updates to the Library Commission work plan for 2025-26

Recommendation

City staff recommends that the Library Commission (LC) review and prepare updates to its work plan for the upcoming year 2025-26. The current 2024-25 work plan is included for reference as Attachment A.

Policy Issues

City Council Policy CC-23-004 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 priorities. 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 June 17, 2024, the Library Commission held a study session to update their work plan for 2024-25 (Attachment C).

On Aug. 19, 2024, the Library Commission recommended their 2024-25 work plan (Attachment D). The work plan was approved by the City Council on September 24, 2024.

On April 21, 2025, the Library Commission reviewed a progress report on their 2024-25 work plan (Attachment E).

Analysis

The Library Commission is tentatively scheduled to report out to the City Council on their current 2024-25 work plan on Aug. 26; and to recommend their new 2025-26 work plan to the City Council on Sep. 9.

The Library Commission's current work plan for 2024-25 includes 10 goals and is provided for reference in Attachment A. The current goals include:

- Providing a forum for public information and discussion about City libraries
- Reviewing library programs and services to identify potential service gaps for specific age groups or affinity groups and advise to fill needs to create the "library of the future"
- Advising on library policies and procedures
- Supporting and advising library program development for the Belle Haven Community Campus

- Annually reviewing the departmental budget proposal
- Receiving staff presentations about library programs.

The current work plan also includes goals related to onboarding new Commission members 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 19, 2024 and approved by the City Council on September 24, 2024.
- B. City Council Policy #CC-23-004
- C. Hyperlink – Library Commission agenda (item D-1), June 17, 2024.
https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/agendas/agenda_packet_lc_20240617.pdf
- D. Hyperlink – Library Commission agenda (item D-2), August 19, 2024.
https://menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2024-meetings/agendas/20240819_library_commission_agenda_packet.pdf
- E. Hyperlink – Library Commission agenda (item F-2), April 21, 2025.
https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421_lc_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 2024-25

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



Work plan goals		
<ol style="list-style-type: none"> 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. 2. Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the “library of the future.” 3. Support and advise library program development and operations of the Belle Haven Community Campus (BHCC). 4. Analyze and evaluate whether and how potential near term capital improvements to the 800 Alma St. facility may be addressed. 5. Annually review departmental budget proposal before presentation to City Council, focusing on any potential impacts to library services. 6. 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 BHCC. 7. Periodically receive staff presentations and reports about major library service areas and programs and Commissioner liaison reports about affiliates. 8. Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly. 9. Support the filling of openings on the Commission and the effective onboarding of new Commissioners 10. Review and advise on potential synergies with or support from other City departments. 		
Work plan history		
Action	Date	Notes
Recommended	Aug. 19, 2024	Approved by City Council Sep. 24, 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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

2

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

3

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.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

4

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.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

5

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.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

6

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).

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

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



REGULAR MEETING MINUTES – DRAFT

Date: 4/21/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

Present: Crockett, Herrick, Orton, Pollack, Shafer, Sisbot, Westcott
Absent: None
Staff: Library and Community Services (LCS) Director Sean Reinhart, Assistant LCS Director Nick Szegda, LCS Supervisor Rose Waldman, Librarian II Desiree Wong, Library Assistant III Juan Quinonez

C. Public Comment

- Oak Knoll School representative George Sisbot suggested the library sell branded merchandise to raise funds and awareness of library programs.

D. Presentations and Proclamations

D1. Presentation. “Library outreach: Bringing the library to the community” (Attachment)

Supervisor Waldman, Librarian Wong and Library Assistant Quinonez made the presentation (Attachment).

E. Regular Business

E1. Approve the meeting minutes from the March 17, 2025 meeting (Attachment)

ACTION: Motion and second (Crockett/ Westcott), to approve the minutes from the March 17, 2025 meeting, passed unanimously.

E2. Select Commission Chair and Vice Chair for 2025-26 (Staff Report LC-2025-014)

Assistant Director Szegda introduced the item.

ACTION: Motion and second (Westcott/ Shafer), to select Herrick as Chair and select Pollack as Vice Chair, passed unanimously.

ACTION: Motion and second (Herrick/ Crockett), to replace Herrick with Orton on the ad-hoc subcommittee, passed unanimously.

F. Informational Items

- F1. Commission attendance report (Staff Report LC-2025-015)
- F2. Library Commission work plan progress update (Staff Report LC-2025-016)
- F3. Library and community services department statistics and recent activities (Staff Report LC-2025-017)
- F4. City of Menlo Park fiscal year 2025-26 budget process and timeline (Staff Report LC-2025-018)
- F5. Library Commission tentative agenda calendar (Attachment)

The Commission added the following items to the tentative agenda calendar:

- August – Commission report out on current work plan goals
- September – City Council approval of next year’s work plan

G. Commissioner Reports

- G1. Ad-hoc subcommittee update (Staff Report LC-2025-019)

Commissioners Shafer and Westcott reported out on conducting a focus group discussion with the Friends of the Library board April 22 and that the completion of a literature review to define terms and concepts to be used when working toward the “library of the future” concept.

- G2. Individual Commissioner reports

Commissioner Westcott reported out on an upcoming documentary on libraries called, “Free For All: the Public Library.”

Commissioner Crockett reported out on the meeting of the Friends of the Library Board (Attachment).

H. Adjournment

Chair Orton adjourned the meeting at 8:17 p.m.

Nick Szegda, Assistant Library and Community Services Director



LIBRARY OUTREACH:

Bringing the Library to the Community

Library Commission – April 2025

LIBRARY PRESENTATION SERIES

All dates and topics are tentative and are subject to change:

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

Library Programs:
Enrichment through Experiences
November 2024

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

Library Outreach:
Bringing the Library to the Community
April 2025

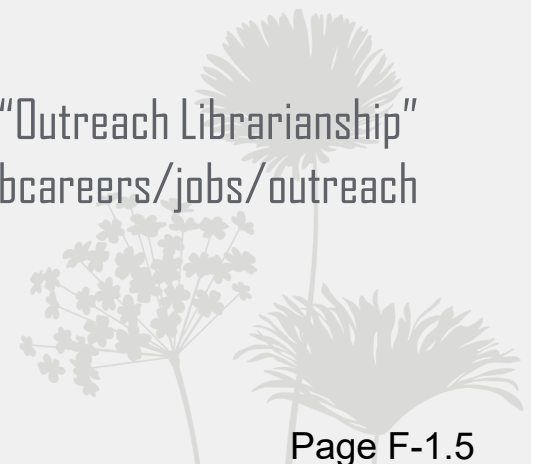
Library of the Future:
What's Next for Libraries and for MPL
June 2025

Library Budget:
Collection Development and Operations
July 2025

WHAT IS OUTREACH?

Outreach is comprised of “services for those who are infrequent users or nonusers or as services for those who are traditionally underserved, [with a goal of providing] equitable delivery of library services to all people through the development of programs, policies, practices, and behaviors which make the library available to all people.”

American Library Association, “Outreach Librarianship”
<https://www.ala.org/educationcareers/libcareers/jobs/outreach>



OUTREACH AT MENLO PARK LIBRARY



[Home](#) / [Government](#) / [Departments](#) / [Library and Community Services](#) / [Library](#) / [Account services](#) / [Books by Mail](#)

Books by Mail

The Books by Mail program provides free access to library resources to our community. Materials are mailed directly to customers who have barriers to access our libraries.

Who is eligible for Books by Mail?

Books by Mail is reserved for residents in incorporated Menlo Park that are unable to come into the library and/or carry home checked-out items for reasons including but not limited to:

- Are over the age of 62
- Have a long-term or permanent mobility impairment
- Are immunocompromised



How do I register?

Fill out the [online application](#). Your application will be reviewed and if approved, you will be contacted by staff to make your borrowing requests.

Do I need a special library card?

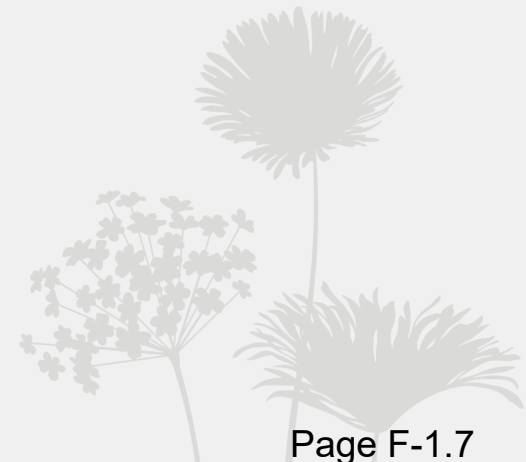
You will use your Menlo Park library card. If you do not have a Menlo Park library card and are a qualifying resident, one will be issued to you.



CURRENT OUTREACH

Services to Schools

- Class field trips to the library
- Staff visiting classrooms
- Staff visiting school assemblies
- Tabling at school events
- Private storytimes
- Library card drives
- Providing services to City-run Preschools, School-Age child care, and summer camp programs.



CURRENT OUTREACH

Services to the Public

- Tabling at community events
- Books by Mail
- Marketing library programs
- Partnerships with Library Foundation, other area libraries, other city departments, and local community groups
- Engaging with patrons in the library to spread the word outside of the library.



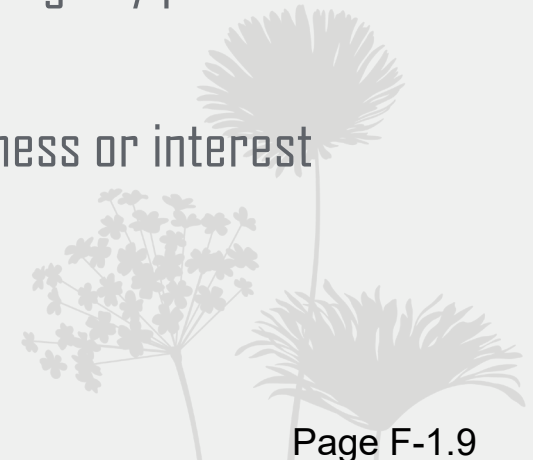
BENEFITS AND CHALLENGES

Benefits of Library Outreach

- Makes the community aware of library services
- Connects services to people who would not normally visit a library
- Increases community literacy through access to information
- Builds networks with other libraries, and high stakes community groups
- Creates a ripple effect - the community promotes services

Challenges to Providing Outreach

- Lack of resources, not enough staff and/or time
- Coordinating with other organizations can be challenging
- Loss of institutional knowledge by partners and in-house
- Lack of community awareness or interest



LOOKING FORWARD

School Outreach

- Tailored “choose your own” visit package
- Continue fostering connections built through 2023 and 2024
- Back to school nights
- Increase connections with homeschool groups in the area

New Library Visit page on City website:

<https://menlopark.gov/Government/Departments/Library-and-Community-Services/Library/About-the-library/Library-visits>

[Home](#) / [Government](#) / [Departments](#) / [Library and Community Services](#) / [Library](#) / [About the library](#) / **[Library visits](#)**

Library visits

Come to the library

Menlo Park Library and Belle Haven Library are happy to schedule private library visits outside of our regular business hours for school groups, homeschool groups, and other children’s groups.

During a class visit, our staff can provide a variety of activities to teach students of all ages about the library and the resources we provide. Activities may include:

- Private Storytime performed by a library staff member
- A tour of the library
- Learn about our book return machine
- Learn how to find books by completing a library scavenger hunt
- Learn about resources available at our libraries
- Learn more about the Dewey Decimal System
- Learn more about upcoming library hosted events and programs

Bring the library to you

For those who are unable to visit the library, we are happy to schedule a time where a library staff member can visit your classroom, school, or special event. Activities may include:

- Private Storytime performed by a library staff member
- Information on how to get a library card
- Information about resources available at our libraries
- Information about upcoming library hosted events and programs
- A library station or table at your event manned by a library staff member

Library visits are not just for kids! We are happy to attend events hosted by other organizations, visit local high schools, community colleges and job centers, and attend local community events.

LOOKING FORWARD

Public Outreach

- Partnership with colleagues at BHCC: Resource Fair (March)
- Partnership with local orgs & CMP Sustainability: Love Our Earth (April)
- Partnership with Atherton Library: Farmer's Market
- Increased social media presence
- New graphic-wrapped cargo van (coming soon).

Tie-in Programs

- Youth Poetry Voices (April)
- Summer Reading (June-Aug)
- 1000 books before kindergarten (September)
- Library Card Art Design (September?)
- Winter Reads (November-January)





THANK YOU

To: Report out to Library Commission
From: Kim Crockett, Library Commission Liaison to Friends of the Menlo Park Library
Re: Summary update – Friends of the Menlo Park Library Board of Directors Meeting April 14, 2025

I attended the Friends' quarterly Board meeting on April 14, 2025 during which I reported on The Library Commission's Ad Hoc Subcommittee's work and described the upcoming Focus Group scheduled for the Friends on Tuesday April 22, 2025 in the Elm Room, Arrillaga Rec. Center.

Staff attending for first portion of Friends' meeting, Nick Szegda and Rose Waldman, gave Library status, programming and plans updates, highlighting the urgent need for a new AMH as the 12 year old machine is dying. If and when the AMH breaks down the disruption to library services is severe. Cost associated with a new AMH is approximately \$160,000 or more, depending on company used to provide, all options appear to be based outside US (Germany, Sweden, Canada) raising concerns about rising costs and timeline for replacement. Discussion ensued regarding the BHCC AMH, timeline, costs, library budget, Friends' cash position and planning.

Friends' status reports:

Volunteer Coordinator shared current needs and updated on progress managing Friends 53 volunteers, emphasizing need to assign volunteers into areas that need work (Amazon Online Sales processing and Wednesday afternoon volunteers strong enough to physically bring in full carts) as well as to fill upcoming Friends Board vacancies on current 11 person Board. Former Oak Knoll third grade teacher, Bill Quarre, is joining Friends as a volunteer overseeing children's books.

Financial Update: At end of third quarter, Friends revenue is \$157,313.77 which represents 98% of fiscal year plan (\$160,000) and will likely exceed plan by \$30,000. On-site Book sales (Bookstore, Quarterly and other Book Sales) exceeded prior years by a significant amount and Amazon online sales exceeded prior years as well. Donations, dues and interest are well over plan too.

Cash Position: \$766,735

Amazon online sales: Quality donations have turned into high \$\$ listings with strong revenue growth from prior year. Large estate and family donations with art, physics books and even federal prison guidebooks yielded high sale prices on Amazon.

Update on BHCC bookstore: the bookstore at BHCC is not doing well as compared to Main, needs better lighting and need more feedback on what community wants stocked.

The Ad Hoc Committee met by phone or in person, weekly on Wednesdays, since the March Library Commission meeting. It continues to work on scheduling focus groups which will occur throughout May and into June. It is testing the brief, Library of the Future exploratory survey tool as part of its work with the focus groups.

Library Commissioners Shafer and Herrick prepared the following report to focus discussion of all Commissioners during the Ad Hoc Committee's portion of the April 21, 2025 agenda. The Ad Hoc Committee will welcome comments and discussion by the full Commission and Library Staff of the topics outlined below. The Big Questions at the end of this term definition exercise, especially, will help the Ad Hoc Committee to begin charting the ways to write up the activity of the past year.

Introduction

The Menlo Park Library Commission has within its 2024-2025 work plan a goal to:

- Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the "library of the future."

The Library Commission, itself, neither directs the work of city staff nor can it recommend fixes to immediate gaps it identifies. Its role and responsibility is to, "advise the City Council on matters related to the maintenance and operation of the City's libraries and library systems."¹ It does this through helping the Council to define the "scope and degree of library activities," to foster the "evaluation and improvement of library service," as well as to engage in "long range planning."²

In order for the Ad Hoc Subcommittee, which is leading the 2024-2025 Library of the Future effort, to communicate findings of its activity effectively to City Council and the Menlo Park community, some baseline definitions of terms like "library of the future" will need to be agreed upon by the full Commission. To this end, Commissioners Herrick and Shafer reviewed the general library literature related to the "library of the future" and have prepared this brief report for the full Commission to review and reflect on as it guides further work of the Ad Hoc Committee.

"Libraries of the Future"

- The library of the future is not separate from what libraries are currently doing; rather, it is a shorthand for a series of professional principles and technological and cultural changes that shape librarians' work.

¹ Menlo Park Library Commission website, "Roles and Responsibilities" section, viewed April 13, 2025, <https://menlopark.gov/Government/Commissions-and-committees/Library-Commission>

² Menlo Park Library Commission website, "Commission priorities" section, viewed April 13, 2025, <https://menlopark.gov/Government/Commissions-and-committees/Library-Commission>

- The conversation encapsulated by the term “library of the future” is a longstanding one in library science, occurring primarily in response to developing technologies and their implications for libraries, librarians, and users. These include, but are not limited to:
 - The rise of the internet and personal computers
 - Social media
 - COVID, the need for remote access, and long periods of social isolation
 - Large language models and generative AI
- Although the terminology brings to mind technology first and foremost, the library of the future is necessarily concerned with social issues as well. This includes how libraries can foster equity and access with regard to library services within their communities.

Equity and Access

- **Equity** is the process by which libraries take differences into account to support equal outcomes.
- **Access** is concerned with making library services accessible to as much of the community as possible.
- Libraries are community spaces serving community needs. The concepts of equity and access are frameworks for decision making and program development to help libraries meet those needs.
- Incorporating these principles often requires coordination between the library and its communities
- Both terms are rooted in a right to access information; libraries and librarians are facilitators, not gatekeepers

Community engagement

- The activity which a library pursues to reach out to people in its service area in order to serve their needs.
- The ways in which library staff respond to the inputs and ideas which engaged library users provide.
- Any programming which goes beyond traditional (knowledge discovery and sharing) service areas.
- Community Engagement is very much a defined practice within the field but its measurement is, generally, library-staff focused. How are library staff proactively seeking further input from their service area or how are they responding to feedback passively gathered?

The tools Menlo Park currently uses to assess its community engagement activities are periodic surveys, regular comment cards and the opportunity for public comment periods at Library Commission meetings, monthly.

Engaged community

- Is Menlo Park a community?
 - If so, what are the key attributes which define its community nature?
 - If so, does the library have a role in encouraging its community to be civically engaged? Culturally? Life-time learning engaged?
- If Menlo Park is not really an entity with a community identity, then are there communities within Menlo Park itself which can be defined as “engaged” communities?
 - What are the key attributes of these “engaged” sub-communities?
 - Are there sub-communities with key attributes which might become more engaged than they currently are, vis-a-vis library services?

Big Questions

The following questions are foundational to defining a community’s expectations of the range of services which its library, specifically, should offer. Additionally, the answers to these questions help city staff to allocate limited resources to promote access to public library resources as equitably as possible.

- Is it the role of a library to foster civic engagement?
- Is it the role of a library to foster literary or other cultural or educational engagement?
- If yes, are there definable boundaries to the sphere of cultural/educational activity which a library might realistically pursue?



STAFF REPORT

Library Commission

Meeting Date:

6/16/2025

Staff Report Number:

LC-2025-026

Regular Business:

Select new Library Commission Vice Chair

Recommendation

City staff recommend that the Library Commission (LC) select a Vice Chair for the 2025-26 fiscal year.

Policy Issues

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

Background

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

In January 2025, Commissioner Herrick was selected as Vice Chair to replace former Vice Chair Wise, who was elected to the City Council.

In April 2025, Vice Chair Herrick was selected as Chair, and Commissioner Pollack was selected as Vice Chair.

On April 30, 2025, Commissioner Yule was appointed to fill the position previously held by Vice Chair Pollack.

Analysis

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

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

Following the previously established procedure, the Vice Chair would be selected from Commissioners Crockett, Shafer, and Westcott. The new Vice Chair will begin their duties in June and will serve until May 2026.

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

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

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



STAFF REPORT

Library Commission

Meeting Date:

6/16/2025

Staff Report Number:

LC-2025-027

Informational Item:

Library and Community Services department statistics and recent activities

Recommendation

City staff recommends that the Library Commission (LC) review and provide feedback on the statistics and recent activities in the Library and Community Services (LCS) department outlined in this report.

Policy Issues

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

Background

LCS provides a wide range of 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

May 2025 statistics

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Monthly statistics for May 2025 are provided in Attachment A.

Summer Reading Game now underway

The annual City of Menlo Park Summer Reading Game is an all-ages program designed to keep students and adults reading over the summer break (Attachment B). The program launched on June 1 with a "library fun week," during which library staff and visitors participated in daily themes by dressing up, sharing themed stories, and making themed arts and crafts. By the end of the first week, nearly 800 participants had already signed up, and over 400 books were distributed as sign-up prizes donated by Friends of Menlo Park Library.

Solar panel installation at main library

The City of Menlo Park, with support from Peninsula Clean Energy, will be installing solar photovoltaic panels at the main library, 800 Alma St., as part of the City's goal to eliminate greenhouse gas emissions. Construction is expected to begin June 17 and take approximately eight weeks to complete. Construction will take place on weekdays from 7 a.m. – 3 p.m. The library will remain open regular hours, and operations are not expected to be affected; however, there may be some construction noise and equipment staging outside the building (Attachment C).

Youth Poetry Voices

The City of Menlo Park and Menlo Park Library Foundation hosted the annual Menlo Park Youth Poetry Voices reception on May 13. Approximately 40 people attended the poet's reception and open mic poetry reading. Poets enjoyed sharing their work, so much so that one of the adults stood up to share a poem that they had written as a child. Those who didn't read were still able to enjoy a fun poetic craft and eat from a delicious spread of pizza, cookies, fruits, and veggies. Following the reception, two featured poets recited their poems at the City Council meeting. First grader Nina Kulikov and second grader George Sisbot shared their respective poems "School Mornings" and "My Foe."

Juneteenth celebration (observed)

The City of Menlo Park held a Juneteenth celebration (observed) on Saturday, June 14, at Kelly Park. The event program included:

- Cultural entertainment
- Live music
- Food for purchase
- Local tribute
- Free treats
- Resources and vendors
- Activities for the family
- Free community basketball game - 13+ (day of registration required)

The annual Juneteenth celebration is hosted by the City of Menlo Park with support from partners Belle Haven Action, Peninsula Clean Energy, and Meta Platforms, Inc. (Attachment D).

4th of July community parade, picnic, and circus

The City of Menlo Park will host its annual 4th of July celebration on July 4, 2025, at Burgess Park from 11 a.m. to 3 p.m., featuring a community parade, picnic, and two free performances by the Circus Bella Company. The parade will commence at 11 a.m. from the Arrillaga Family Gymnasium parking lot. Participants are encouraged to decorate bicycles and wagons for the procession along Alma Street, escorted by local police and fire department vehicles.

Following the parade, a community picnic will take place at 1 p.m. on the Burgess Park lawn, where attendees may bring picnic baskets and blankets. Food trucks will be available on-site for food purchases, with complimentary treats provided while supplies last.

The Circus Bella Company, featuring a diverse ensemble of Bay Area acrobats, aerialists, jugglers, and clowns, will perform their 60-minute "HOOPLA!" show at noon and again at 2 p.m., accompanied by the six-piece Circus Bella All-Star Band.

Advance registration is recommended to receive event updates and eligibility for prize drawings, though admission to all activities is free. The event is hosted by City of Menlo Park with support from partners Cheeky Monkey Toys and Menlo Swim and Sport. (Attachment E).

Summer Concert Series

The City of Menlo Park is preparing another summer of music and fun at Fremont Park and Karl E. Clark Park with the City of Menlo Park Summer Concert Series. The free outdoor musical performances feature popular local bands in a variety of musical genres. Participants are encouraged to bring lawn chairs and blankets and pack picnic essentials to enjoy music at twilight with family and friends. All concerts start at 6 p.m. The series begins July 9 and runs weekly through Aug. 13. (Attachment F).

Summer Puppetry Festival

The City of Menlo Park libraries will host the 8th Annual Summer Puppetry Festival with a series of free community programs starting on June 29. The event series celebrates puppetry in its many forms, featuring puppet shows and related events that showcase beloved performers from throughout the Bay Area and beyond. The program series received funding support from the Friends of the Menlo Park Library.

Puppet Performances

- June 29 The Puppet Company (Belle Haven Library)
- July 27 Fratello Marionettes (Belle Haven Library)
- Aug. 10 Steve Chaney & Corny Crow (Belle Haven Library)
- Aug. 22 Bob Baker Marionette Theater (Menlo Park Library)
- Aug. 24 Luce Puppet Company (Belle Haven Library)

Other Puppetry Events:

- June 9 Author talk: A Century of California Puppetry (Menlo Park Library)
- June 24 Documentary: I Am Big Bird (Menlo Park Library)
- July 22 Mini-puppet workshop (Ages 4-7, with adult) (Belle Haven Library)

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 informational item 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. May 2025 statistics
- B. Hyperlink. City of Menlo Park webpage – Summer Reading Game webpage: menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Summer-Reading-Game
- C. Hyperlink. City of Menlo Park webpage – Solar panel installation coming soon to the Menlo Park Library: menlopark.gov/News-articles/City-news/20250609Solar-panel-installation-coming-soon-to-the-Menlo-Park-Library
- D. Hyperlink. City of Menlo Park webpage – Juneteenth event (observed): menlopark.gov/Citywide-calendar/Community-events/20250614-Juneteenth-Celebration-observed
- E. Hyperlink. City of Menlo Park webpage – 4th of July community parade, picnic, and circus: menlopark.gov/Citywide-calendar/Community-events/20250704-4th-of-July
- F. Hyperlink. City of Menlo Park webpage – Summer concert series:

menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Music-in-the-Park

Report prepared by:
Ashley Walker, Management Analyst

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

Location*	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
800 Alma St.	34,588	34,361	35,858	36,698	36,029	35,330	34,288	34,639	36,767	32,143	36,302	34,067	35,042
100 Terminal Ave.*	580	1540	2,145	1,940	2,153	2,056	1,877	1,893	2,299	2,008	2,423	2,645	2,191
Total online / digital	12,204	12,910	18,284	19,394	18,490	19,612	18,122	17,756	18,405	17,606	18,777	19,071	*

*Not available at time of posting

Location*	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
New cards issued - MP residents	122	263	259	244	207	186	158	120	200	184	201	151	161
Total cardholders - MP residents	22,826	23,273	23,169	23,340	23,444	23,431	23,673	23,765	23,847	23,953	24,076	24,196	24,302

Location*	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
800 Alma St.	3,105	3,761	3,653	3,482	3,182	3,283	3,038	2,971	3,321	3,124	3,398	3,232	3,084
100 Terminal Ave.*	250	600	586	463	429	521	423	469	565	471	499	432	402

Location*	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
Incoming holds - 800 Alma St	3,953	3,930	3,897	4,054	4,189	4,123	3,803	3,915	4,391	3,979	4,185	3,788	4,313
Outgoing holds - 800 Alma St	3,078	3,293	3,091	3,897	3,064	3,035	2,766	2,694	3,087	2,862	3,082	2,664	2,756
Incoming holds - 100 Terminal Ave.*	47	109	167	227	194	162	149	184	262	203	129	167	161
Outgoing holds - 100 Terminal Ave.*	22	23	6	10	11	26	15	13	43	**262	363	303	264

Location*	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
800 Alma St.	12,949	14,038	14,699	14,408	13,262	13,304	13,450	13,048	13,679	11,525	12,600	13,474	13,367
100 Terminal Ave.*	-	4101	3863	3,266	3,117	3,221	3,108	2,573	5,135	4,569	4,765	4,574	2,392

Location*	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
Total attendance - 800 Alma St.	1171	998	1,174	1248	795	798	744	1044	1011	937	967	978	1,127
# of programs - 800 Alma St.	34	36	27	37	31	39	28	32	32	29	34	37	37
Total attendance - 100 Terminal Ave.*	68	331	498	298	190	326	166	316	612	464	240	379	188
# of programs - 100 Terminal Ave.*	5	10	29	29	22	25	21	24	28	30	23	27	25

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to 100 Terminal Ave.
**In February 2025, Belle Haven Library began allowing outgoing hold to other libraries outside Menlo Park

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MAY 2025

Table 7. Preschool enrollment

Location	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
Menlo Children's Center (MCC)	37	41	40	39	28	28	28	26	32	32	32	44	46
Belle Haven Child Development Center	63	63	63	35	43	44	44	48	48	48	50	54	56

Table 8. School age – enrollment

Location	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
MCC - After School	32	53	43	30	30	31	31	31	31	29	28	29	29
Belle Haven Youth Center	52	45	45	67	55	55	55	55	58	58	58	58	58

Table 9. Menlo Park Senior Center - 100 Terminal Ave.

	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
Lunches served	243	683	866	914	1113	1132	836	726	810	851	956	971	952
Grocery boxes distributed	230	460	460	460	460	460	460	460	230	460	460	460	460
Senior shuttle trips	614	1466	1745	1,618	1,660	1,786	1,160	1,332	1,488	1,342	1,504	1,454	1,474
Special event attendance	-	-	-	-	-	-	-	-	127	150	55	214	129

Table 10. Older adults / seniors class enrollment

Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
700 Alma St – Enrollment - residents	21	25	25	51	54
700 Alma St - Enrollment - non-residents	11	11	11	67	27
700 Alma St # of senior classes offered	2	2	2	7	6
100 Terminal Ave. – Enrollment - residents	264	116	109	118	148
100 Terminal Ave. – Enrollment - non-residents	44	72	54	85	87
100 Terminal Ave. – # of senior classes offered	17	16	14	15	17

*Menlo Park Senior Center was closed during April and part of May 2024 to relocate from 700 Alma St. to 100 Terminal Ave.
**Season is still in progress and data shown is not yet final.

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MAY 2025

Table 11. Recreational classes					
Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
700 Alma St. - Enrollment – residents	323	206	485	520	474
700 Alma St. - Enrollment – non-residents	107	114	196	213	161
700 Alma St. - # of classes offered	48	56	57	59	55
700 Alma St. - # of instructors	20	20	26	22	21
100 Terminal Ave. - Enrollment – residents	103	99	126	80	86
100 Terminal Ave. - Enrollment – non-residents	19	22	27	21	21
100 Terminal Ave. - # of classes offered	16	16	16	15	16
100 Terminal Ave. - # of instructors	9	9	10	9	9

Table 12. Gymnastics classes					
Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
Enrollment – residents	814	577	817	950	942
Enrollment – non-residents	257	285	355	383	368
Classes offered	114	114	120	120	120

Table 13. Sports classes					
Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025*
600 Alma St - Enrollment - resident	26	113	177	48	96
600 Alma St - Enrollment - non-resident	80	101	113	10	112
600 Alma St - # of classes offered	4	11	28	10	14
600 Alma St - # of instructors	2	5	6	2	5
600 Alma St - Drop-in basketball visits	665	474	847	631	436
600 Alma St - Drop-in volleyball visits	542	930	993	1240	620
600 Alma St - Leagues – individual registrations	458	180	1300	-	-
600 Alma St - Leagues – team registrations	70	18	137	-	22
100 Terminal Ave. - Drop-in basketball visits	28	169	203	231	421
100 Terminal Ave. - Drop-in volleyball visits	26	58	106	50	8
100 Terminal Ave. - Drop-in Fitness Center	512	877	1053	1,713	546

*Season is still in progress and data shown is not yet final.

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MAY 2025

Table 14. Recreation client accounts													
	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
New recreation client accounts	515	490	558	1216	523	380	654	543	297	275	991	972	505
Total recreation client accounts	9,277	9,792	10,282	10,840	12,056	12,579	13,233	13,776	14,043	14,318	15,309	16,281	16,786
Hyperlocal client accounts	-	-	-	-	-	-	-	-	1,354	1,360	1,482	1,576	1,613

Table 15. Web page views													
	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025
/Library	-	-	-	-	-	-	-	-	4,636	3,858	4,389	3,886	*
/ActivityGuide	-	-	-	-	-	-	-	-	4,706	4,001	7,141	3,937	*

*Not available at time of posting

Table 16. Newsletter engagement													
	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	*May 2025
Newsletters sent	-	-	-	-	-	-	-	-	3	4	5	4	5
Average recipients per newsletter	-	-	-	-	-	-	-	-	24,441	25,260	25,088	24,889	23,123
Total recipients (excludes bounces, etc.)	-	-	-	-	-	-	-	-	71,858	95,010	117,826	93,190	108,779
Total newsletter clicks	-	-	-	-	-	-	-	-	1,992	2,170	2,942	1,586	2,874
Total newsletter unique clicks	-	-	-	-	-	-	-	-	1,209	1,226	1,765	926	1,519
Total newsletter opens	-	-	-	-	-	-	-	-	61,371	88,301	103,780	76,786	79,229
Total unique opens	-	-	-	-	-	-	-	-	38,439	52,081	62,139	47,124	51,316
% open rate (monthly average)	-	-	-	-	-	-	-	-	80%	87%	83%	77%	69%
% unique opens rate (monthly average)	-	-	-	-	-	-	-	-	50%	52%	50%	47%	44%
Unsubscribes Monthly Total	-	-	-	-	-	-	-	-	168	216	179	147	170
% Unsubscribes - Monthly Average	-	-	-	-	-	-	-	-	0.22%	0.22%	0.14%	0.15%	0.15%
Email Bounces - Monthly Total	-	-	-	-	-	-	-	-	1,547	2,097	2,567	2,086	2,564

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MAY 2025

Location	Spring 2024	Summer 2024	Fall 2024	Winter 2025*	Spring 2025*
700 Alma St. - residents	21	0	18	29	16
700 Alma St. - non-residents	73	19	25	64	41
100 Terminal Ave. - residents	n/a	n/a	10	38	28
100 Terminal Ave. - non-residents	n/a	n/a	15	3	0
Athletic field rentals (hours reserved)	1146	560	811	530	543

Location	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025
College and Career Fair	-	-	-	-	-	-	-	-	-	120	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	-	-	-	-	290	-	-
Community Resource Fair	-	-	-	-	-	-	-	-	-	-	-	180	-
Egg Hunt/Spring Fest	480	-	-	-	-	-	-	-	-	-	-	-	2,200
BHCC Grand Opening	-	2000	-	-	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	-	-	300	-	-	-	-	-	-	-	-	-	-
4 th of July Parade and Celebration	-	-	-	1200	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	270	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	230	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	244	300	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	222	550	-	-	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	300	80	-	-	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	330	-	-	-	-	-	-	-	-
Trunk-or-Treat	-	-	-	-	-	-	215	-	-	-	-	-	-
Halloween Parade and Festival	-	-	-	-	-	-	1500	-	-	-	-	-	-
Pumpkin Splash	-	-	-	-	-	-	150	-	-	-	-	-	-
Light Up the Season	-	-	-	-	-	-	-	-	900	-	-	-	-
Photos with Santa	-	-	-	-	-	-	-	-	450	-	-	-	-

*Season is still in progress and data shown is not yet final.

LIBRARY COMMISSION
 TENTATIVE AGENDA SCHEDULE
 June 16, 2025

MEETING DATE*	TENTATIVE AGENDA TOPICS**
February 24, 2025 (4 th Monday)	<ul style="list-style-type: none"> • Ad-hoc subcommittee update • Overview of survey questions and methods
March 17, 2025	<ul style="list-style-type: none"> • Recommend policy: makerspace use guidelines • Review draft community survey: library and recreation programs and facilities • Department statistics and activities • Ad-hoc subcommittee update
April 21, 2025	<ul style="list-style-type: none"> • Presentation. Library outreach: Bringing the library to the community • Select Library Commission Chair and Vice Chair • Commission attendance report • LC work plan progress update • Department statistics and activities • City of Menlo Park budget process and timeline • Ad-hoc subcommittee report
May 28, 2025 (Joint meeting w/ PRC) (4 th Wednesday)	<ul style="list-style-type: none"> • Library and recreation programs survey results • LCS department budget overview
June 16, 2025	<ul style="list-style-type: none"> • Presentation: Community-submitted library card art/design • List of annually recurring LC activities • Prepare updates to the LC work plan 2025-26 • Select LC Vice Chair • Ad-hoc subcommittee update
July 21, 2025	<ul style="list-style-type: none"> • Presentation: Library collection development • Study session: Prepare a report-out to City Council on the LC work plan 2024-25 • Consider assigning commissioner liaisons to library affinity groups • Ad-hoc subcommittee update
August 18, 2025	<ul style="list-style-type: none"> • Library, recreation and parks survey - analysis and cross tabs • Recommend updates to the LC work plan 2025-26 • Ad-hoc subcommittee update
September 15, 2025	<ul style="list-style-type: none"> • Ad-hoc subcommittee update
October 20, 2025	<ul style="list-style-type: none"> • Ad-hoc subcommittee update
November 17, 2025	<ul style="list-style-type: none"> • Approve the 2026 Library Commission meeting calendar
December 15, 2025 (Joint meeting w/ PRC)	<ul style="list-style-type: none"> • Year in review • Open house / social
Standing/ recurring agenda items (typically every meeting)	<ul style="list-style-type: none"> • Approve previous meeting's minutes • Department activities and statistics • Tentative agenda calendar • Commissioner reports
Unscheduled future items	<ul style="list-style-type: none"> • Presentation: BHCC first year of operations • Library and recreation survey program results – in depth • Library budget – in depth (if needed)

* Library Commission meetings are held at 6:30pm on the third Monday of the month unless otherwise specified.

** All dates and topics are tentative and subject to change



STAFF REPORT

Library Commission

Meeting Date:

6/16/2025

Staff Report Number:

LC-2025-028

Commission Report:

Ad-hoc subcommittee update

Recommendation

City staff recommends that the Library Commission (LC) receive an update prepared by the ad-hoc subcommittee (Attachment A).

Policy Issues

The LC may establish subcommittees of less than a quorum of the LC members in order to support and/or expedite the full LC's review and consideration of matters within the LC's purview. Standing subcommittees that have continuing subject matter jurisdiction or a meeting schedule established by the LC are subject to the Brown Act (see Government Code §54952(b)).

Ad hoc or temporary subcommittees are advisory by nature, temporary, formed to complete a specific task, and will disband automatically upon completion. Ad hoc subcommittees are informal, and their meetings are not subject to the Open Meetings Act.

Background

On Aug. 19, 2024, the LC established an ad-hoc subcommittee, defined its scope, and assigned LC members Crockett, Herrick, and Westcott to serve on the ad-hoc subcommittee.

On Oct. 21, 2024, the LC assigned the ad-hoc subcommittee's scope of work.

On April 21, 2025, the LC assigned Orton to replace Herrick on the ad-hoc subcommittee.

Analysis

Ad-hoc subcommittee activities report

A summary activities report prepared by the ad-hoc subcommittee is provided in Attachment A.

Impact on City Resources

As an advisory body to the City Council, the LC does not authorize budgets or other allocations for City resources. The authority to approve City budget and resource allocations rests solely with the City Council.

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. Ad-hoc subcommittee report

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

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