



REGULAR MEETING MINUTES

Date: 9/16/2019
Time: 6:30 p.m.
Belle Haven Branch Library
413 Ivy Dr., Menlo Park, CA 94025

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

B. Roll Call

Present: Chambers, Cohen, Erhart, Hadrovic, Leep (arrived 7:04), Lemons
Absent: Pandey
Staff: Library Services Director Reinhart, Assistant Library Services Director Szegda

C. Public Comment

No public comment.

D. Regular Business

D1. Approve the minutes from the July 15, 2019 Library Commission Meeting

ACTION: Motion and second (Lemons/ Erhart) to approve the minutes from the July 15, 2019 Library Commission Meeting, passed 5-0-2 (Leep and Pandey absent).

D2. Discuss: New branch library – siting criteria

Chris Noll and Hannah Mackay of Noll & Tam Architects made a presentation (Attachment A).

Commissioner Leep arrived at 7:04 p.m.

- Pam Jones, community member spoke in support of the topics of access and equity identified during the public meetings as important criteria. She submitted a packet of written comments. (Attachment B).

The Commission reviewed information on themes that emerged from the focus groups, interviews, and public meetings. The themes will be tested further in the citywide survey that will take place later in September. The Commission discussed methods for gathering more community input, the importance of Belle Haven being recognized as a part of Menlo Park, and the need to distinguish Belle Haven neighborhood responses to the survey.

Library Director Reinhart noted that staff is aiming to have all of the criteria feedback and some site analysis ready for the City Council meeting on November 5.

D3. Review and recommend: Updated Library Use Guidelines

Staff gave a brief presentation on proposed updates to the Library's Use policy (Attachment C).

ACTION: Motion and second (Leep/ Lemons) to recommend the updated Library Use Policy, passed 5-0-1 (Pandey absent).

D4. Discuss: Library Commission update to City Council (tentatively scheduled for November 5, 2019)

The staff and chair were directed to create a draft update and present it to the Commission at the October 21 meeting.

D5. Review and update: Library Commission agenda calendar

Staff was directed to add the generated Commission calendar items to the December meeting.

E. Informational Items

E1. Receive and file: Department updates September 2019

Library Director Reinhart delivered departmental updates.

E2. Individual Commissioner reports

Commissioner Leep reported on a visit to the Redwood Shores branch library and commented on their zip books program.

Chair Hadrovic requested follow up on the volunteer feedback response for the Little Free Libraries bike ride. Chair Hadrovic reported on the Ester Bugna dedication at the September 10 City Council meeting. Chair Hadrovic also reported out on the Library Foundation's September board meeting and encouraging the Foundation to have a Belle Haven resident as board member.

G. Adjournment

Chair Hadrovic adjourned at 8:11 p.m.

Nick Szegda, Assistant Director of Library Services

Attachments

Attachment A – Noll & Tam presentation

Attachment B – Public Comment from Pam Jones

Attachment C – Library Use Policy

MENLO PARK NEW BRANCH LIBRARY

COMMUNITY WORKSHOP #1

WORKSHOP FOCUS: LOCATION CRITERIA

SEPTEMBER 5, 2019

MENLO PARK NEW BRANCH LIBRARY

CITY OF MENLO PARK



NOLL & TAM
ARCHITECTS







SIZE

FOCUS GROUP RESPONSES:

- SIZE IS APPROXIMATELY 12,000 SF (BUILDING) AND 18,000 SF (PARKING) = 30,000 SF
- OUTDOOR PROGRAMMING POSSIBILITIES?
- FUTURE EXPANSION POSSIBILITY
- WITH POPULATION GROWTH STATISTICS, COULD WE DO 14,000 SF?
- SOMEPLACE FAMILIAR TO THE WHOLE NEIGHBORHOOD
- SITED SO PARKING CAN BE SHARED WITH ANOTHER COMMUNITY FACILITY
- SITE CAN SUPPORT A CAFE
- HOLDS ITS OWN WITH OTHER BUILDINGS IN THE AREA
- WALKABILITY IS IMPORTANT - PARKING ALLOCATION CAN BE SMALLER

CRITERIA

AUGUST 26 + 27, 2019



SIZE

- SIZE IS APPROXIMATELY 12,000 SF (BUILDING) AND 18,000 SF (PARKING) = 30,000 SF
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- SITE CAN SUPPORT A CAFE
- HOLDS ITS OWN WITH OTHER BUILDINGS IN THE AREA
- WALKABILITY IS IMPORTANT - PARKING ALLOCATION CAN BE SMALLER

- SIZE IS PRIORITIZED RELATIVE TO LOCATION; THEREFORE, SOME ARE FOCUSED ON ACCESS AND QUALITY OF THE LIBRARY VERSUS THE SIZE OF THE SITE**
- SOME REFERENCED THE NEED FOR FUTURE EXPANSION WITH THE GROWING POPULATION**
- THE SIZE OF THE SITE SHOULD BE CONSIDERED BASED ON THE ABILITY TO MAINTAIN THE BUILDING’S SIGNIFICANCE IN THE CONTEXT OF THE NEW DEVELOPMENT**

CRITERIA

SEPTEMBER 5, 2019



ACCESS

FOCUS GROUP RESPONSES:

- TRAVEL TIMES AND PATH OF TRAVEL
- SYNERGIES WITH OTHER COMMUNITY ELEMENTS? PARKS, RETAIL, COMMUNITY CENTERS/SERVICES
- CENTRAL TO OVERALL BOUNDARY OF BELLE HAVEN (I.E. BELLE HAVEN ELEMENTARY AREA)
- BIKE FRIENDLY INCLUDING ACCESS BRIDGE OVER 101 W/ CREATIVE WELCOMING VIBE
- SAFE TO ACCESS FOR KIDS - SIDEWALKS, BIKE ROUTES
- CONVENIENT TO THE POPULATION FOR WHICH THE LIBRARY IS SERVING (I.E. NO ADJACENT LIBRARIES)
- WHAT IS ACCEPTABLE DRIVING TIME?
- POTENTIAL CHANGES TO WILLOW RD DUE TO WILLOW VILLAGE
- NOT REMOVING OTHER COMMUNITY FUNCTIONS/ SERVICES. ISSUES OF DISPLACEMENT

- NOT ACROSS WILLOW RD FROM BH TRIANGLE, NOT ACROSS BAYFRONT, NOT ACROSS 101
- ADDING CONGESTION TO TERMINAL AVE? ALTERNATIVE ROUTES FOR TRAFFIC?
- RESTORE VIEW OF BAY/PUBLIC VIEWS
- ACCESSIBLE BY CURRENT AND FUTURE MODES (OF TRANSPORTATION): WALKING/BIKING/SCOOTERS/SKATE-BOARDS/PUBLIC TRANSIT/CARS

CRITERIA

AUGUST 26 + 27, 2019



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- ACCESSIBLE BY CURRENT AND FUTURE MODES (OF TRANSPORTATION): WALKING/BIKING/SCOOTERS/SKATE-BOARDS/PUBLIC TRANSIT/CARS
- CONVENIENCE: WALKABILITY IS VERY IMPORTANT, BUT A VARIETY OF CURRENT AND FUTURE MODES OF TRANSPORTATION ARE HIGHLY VALUED**
- PROXIMITY: CONSIDER SYNERGIES WITH OTHER COMMUNITY SERVICES, IN TERMS OF LOCATION OR IN TERMS OF SHARED RESOURCES**
- SAFETY: NOT ACROSS WILLOW ROAD**

CRITERIA

SEPTEMBER 5, 2019



COSTS

FOCUS GROUP RESPONSES:

- DIFFERENTIAL IN COST OF CONSTRUCTION
- COST ESCALATION
- WE’LL FIND THE MONEY
- SHOULD NOT BE AN INITIAL FACTOR IF YOU CAN GET MOST OF THE RESIDENTS’ NEEDS
- NEED A LIST OF CITY-OWNED SITES FOR DISCUSSIONS
- FUNDRAISING SHOULD START
- CONSIDER QUALITY, RIGHT LOCATION RATHER OVER COST
- SHOULD NOT BE PART OF POTENTIAL NEW DEVELOPMENT, AS THIS WILL DRIVE SITE
- INVEST FOR A LONG LIFE. DON’T SKIMP

- NOT TIED TO FACEBOOK IN ANY WAY - SITE/MONEY
- THE CITY IS RESPONSIBLE FOR THE COST OF THE LIBRARY
- COMMUNITY EXPECTS BENEFITS FROM THE DEVELOPMENT HEADACHE OF THE LAST DECADE
- NOT THE LOWEST BIDDER

CRITERIA

AUGUST 26 + 27, 2019



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- THE CITY IS RESPONSIBLE FOR THE COST OF THE LIBRARY
- COMMUNITY EXPECTS BENEFITS FROM THE DEVELOPMENT HEADACHE OF THE LAST DECADE
- NOT THE LOWEST BIDDER
- SOME HAD THE SENTIMENT THAT THE CITY OF MENLO PARK IS RESPONSIBLE FOR PAYING FOR THE LIBRARY**
- INVESTING FOR A LONG LIFE IS A PRIORITY**
- ONGOING OPERATIONAL COSTS**

CRITERIA

SEPTEMBER 5, 2019



TIME

FOCUS GROUP RESPONSES:

-COORDINATION WITH OTHER ENTITIES/PROJECTS?

-AVAILABILITY OF SITE

-IN TWO YEARS!

-ASAP- DON'T WAIT YEARS FOR DECISION ON OTHER PROJECTS

-BETTER RIGHT THAN QUICK/INADEQUATE, GET IT RIGHT THE FIRST TIME

-IF IT CAN BE DONE RIGHT, ASAP

-COORDINATION WITH PARKS AND REC FOR COMPREHENSIVE COMPLEX MAYBE MORE EFFICIENT IN LONG RUN

-WILLING TO WAIT LONGER IF LOCATION IS CLOSER TO BELLE HAVEN RESIDENTS

-TAKE TWO- FIVE YEARS

CRITERIA

AUGUST 26 + 27, 2019



-COORDINATION WITH OTHER ENTITIES/PROJECTS?

-AVAILABILITY OF SITE

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-WILLING TO WAIT LONGER IF LOCATION IS CLOSER TO BELLE HAVEN RESIDENTS

-TAKE TWO- FIVE YEARS

-DIFFERING VIEWS OF TIME FRAME: SOME WANT IT AS SOON AS POSSIBLE, AND SOME ARE WILLING TO WAIT (WITH SIGHT OF COMPLETION) FOR QUALITY

-OVERALL SENTIMENT: IF IT'S GOING TO BE THOUGHTFULLY DESIGNED AND LOCATED, SOME ARE WILLING TO WAIT FROM TWO (EARLIEST) UP TO FIVE YEARS

CRITERIA

SEPTEMBER 5, 2019

EQUITY

FOCUS GROUP RESPONSES:

- PROJECTED POPULATION GROWTH
- PROCESS INCLUSIVE OF ALL COMMUNITY MEMBERS
- CLOSER TO LESS-PROSPEROUS NEIGHBORHOODS
- COMMUNITY-LED DECISION-MAKING PROCESS/
REPRESENTATION OF VALUES, CULTURE, IMPORTANCE
- NEED MASTER PLAN FOR AREA, MAP WITH CURRENT AND
PROJECTED POPULATION
- LONG-TIME RESIDENTS SEE THE INEQUALITY IN CITY
SERVICES, PARTICULARLY THE LIBRARY
- SOMEPLACE THE CURRENT RESIDENTS FEEL
COMFORTABLE GOING AND BEING
- PARITY BETWEEN YOUTH AND SENIOR NEEDS/ACCESS
- NEEDS OF CURRENT BH RESIDENTS = PRIORITIZED OVER
FUTURE DEVELOPMENT OUTSIDE BH TRIANGLE

- VISIBLE INVESTMENT IN NEIGHBORHOOD
- PART OF BIGGER DISCUSSION ABOUT COMMUNITY LIFE/
NEEDS

CRITERIA

AUGUST 26 + 27, 2019



EQUITY

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FUTURE DEVELOPMENT OUTSIDE BH TRIANGLE

- VISIBLE INVESTMENT IN NEIGHBORHOOD
- PART OF BIGGER DISCUSSION ABOUT COMMUNITY LIFE/
NEEDS
- CURRENT RESIDENTS OF BELLE HAVEN HAVE FELT
“OVERLOOKED”**
- IT IS IMPORTANT TO PRIORITIZE THE DIVERSE NEEDS
AND VALUES OF THE EXISTING COMMUNITY**
- IT IS IMPORTANT TO CONSIDER THE IMPACT OF THE
POPULATION GROWTH OF THE FUTURE RESIDENTS**

CRITERIA

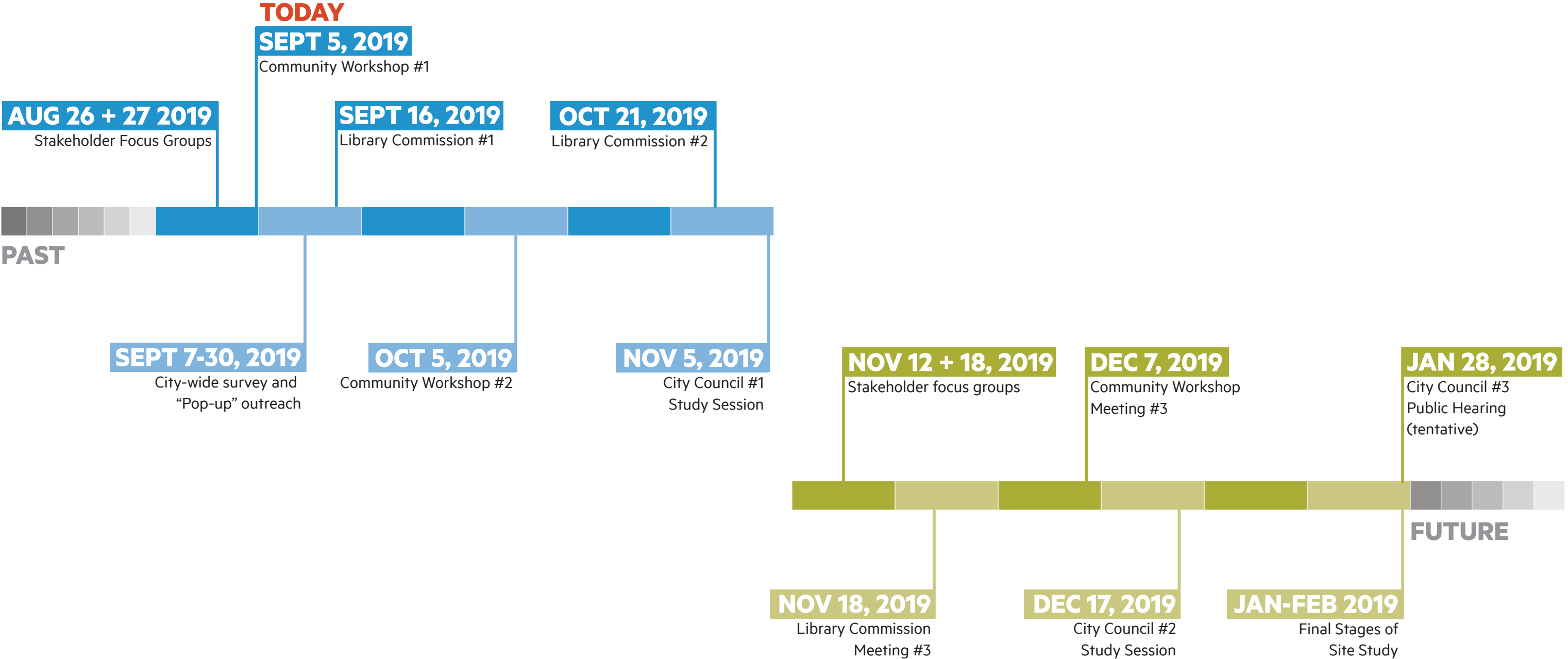
SEPTEMBER 5, 2019



SCHEDULE

PHASE 1: SITE ANALYSIS

PHASE 2 - CONCEPTUAL DESIGN



SCHEDULE

SEPTEMBER 5, 2019

MENLO PARK NEW BRANCH LIBRARY
CITY OF MENLO PARK



NOLL & TAM
ARCHITECTS

Belle Haven Library Siting 09052019

Introduction

The material in this document has been compiled solely by Pamela D. Jones, resident, and is currently a work in progress.

This document contains background information relevant to the Belle Haven Library Siting location decisions. This information is designed to assist the Library and Belle Haven stakeholders, Council, Library staff and consultants. As we move forward in the Siting process it is critical that decision-makers consider all current and penitential development in the service area. This includes, but not limited to public and private school locations, traffic patterns for accessibility, population location (current and proposed), safe accessibility, and historical neighborhood preference.

Successful Siting should consider using a land-use or “Complete Neighborhood” approach that ensures “live-work-play” for current and future residents. This includes forming a new Belle Haven Library Advisory Committee to guide the work through completion of the new branch.

Currently, there appears to be three (3) main locations under consideration:

- Willow Village near Ivy Drive
- Current location at the Belle Haven Elementary School, and
- Onetta Community Center

Comprehensive Map (#1)

A comprehensive map has been created and attached that includes:

- Non-bioscience commercial development
- Current new and proposed high-density residents
- Parks and Recreation facilities
- Public and private schools
 - Note: There have been discussions of building teacher housing on the Flood School site that was closed in 2012,
- Proposed Dumbarton Rail corridor with stations
- Collector streets, highways, boulevards and cut-through traffic
- Current and possible ped/bike connectors

It is important to also include Facebook bus station and routes, Caltrans bus service, and the elementary school district boundaries (Menlo Park, Ravenswood and Redwood City) in order to understand complete current and future traffic and transportation patterns in the library service area. For example, Willow Road is a Caltrans operated state route and will be affected by the proposed Class IV bicycle route, proposed Willow Village turn-lanes, and proposed Dumbarton Rail station.

It is suggested that this information be included on a full-sized map such as the map presented to the focus groups on 08262019 and 08272019. Details of all projects can be found on the City website.

Population Maps #2, 3, & 4

Two (2) maps are attached delating current and future population location.

Population of the current service area of Belle Haven, Haven Street apartments (Anton Menlo and Elan Menlo Park), Flood Triangle (1,850), Suburban Park (1,500), and Lorelei Manor (1,150) is approximately 9,000.

Estimated current City of Menlo Park population is based on 2018 data City Wide population of 34,357 (<https://www.census.gov/quickfacts/menloparkcitycalifornia>); Belle Haven population estimated 18% equals 6,218.

See attached *Estimated District 1 Population Increase*. This document includes current and future population and status of residential and non-bioscience commercial development.

The estimated future population is based on ConnectMenlo/M2 General Plan Update 2016 complete buildout and current proposed projects in various stages of application. The estimated population chart is consistent with documents found Noll and Tam documents (*Noll & Tam Growth in Bayfront Area Belle Haven Library*). Selected documentation of residential and non-bioscience commercial development are also attached. Complete information can be found on the City of Menlo Park website.

Parks & Recreation Master Plan

The Parks & Recreation Master Plan final draft was released to the Parks and Recreation Commission on 08282019. The services on Terminal Avenue are referred as a Belle Haven Multi-Generational Community Campus (pages 74-80). On page 75 it acknowledges potentially a location for a new library branch. In addition, this documents offered suggestions on connecting the residential development in M2 and Flood Park to the Terminal campus on page 25 (<https://www.menlopark.org/DocumentCenter/View/22682/Draft-Parks-and-Recreation-Master-Plan-Presentation>).

Public and Private Schools

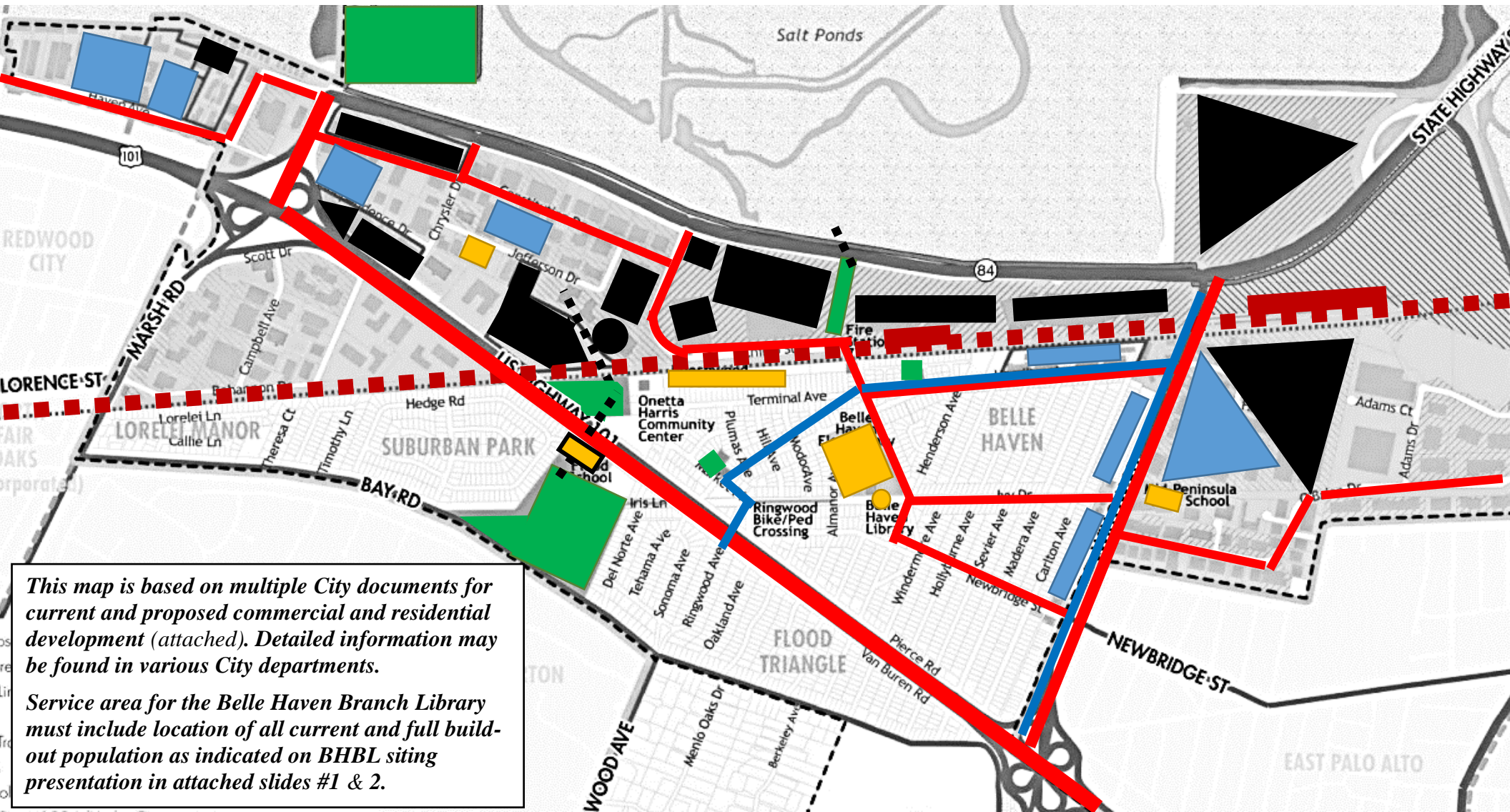
The library service area is in three (3) public elementary school districts, two (2) Sequoia Union High School District high school attendance areas, newly opened high school (Tide Academy projected full-enrollment 400 students), and two (2) private schools.

The above information has been used to create a draft pros and cons chart. This chart should be expanded as new information is presented.

| Location | Main Pros | Main Cons |
|---------------------------------------|--|---|
| Willow Village | Can be made part of the Development Agreement | Traffic congestion on Willow Rd |
| | No cost to City | Accessibility and safety for Haven Avenue residents |
| | No fund-raising required | Accessible for three (3) proposed residential developments in M2 |
| | Quicker time to be built | Geographically close to East Palo Alto Library |
| | | May not be built due to EIR impacts |
| Belle Haven Elementary School | | May not be built due to public opposition |
| | Quicker time to be built | Need agreement with Ravenswood City School District |
| | Immediately accessible for students during school hours | Aging school buildings |
| Onetta Harris Community Center | Part of a Multi-generational community campus | Increased time to develop multi-generational community campus |
| | Accessible for Haven Avenue residents | Increased cost to funding a comprehensive multi-generational campus |
| | Accessible for three (3) proposed residential developments | Requires ped/bike path over proposed Dumbarton Rail for residents from proposed M2 residential projects |
| | | Requires ped/bike path over 101 for Suburban Park, Flood Triangle, and Lorelai neighborhoods |

Site Recommendation

I recommend the development of an Onetta Harris Multigenerational Community Campus.



Non-BioScience Commercial Development – current and proposed
High Density Residential – current and proposed
Parks and Recreation
Schools – public and private (Flood School Closed; possible housing)
Dumbarton Rail – proposed with main stop South of Willow Road;
 possible second stop South of Chilco Street

Collector Streets, Highways & Boulevard (cut-through traffic)
Bike Route – current and proposed **Class IV** on Willow Road
Possible Ped/Bike Connectors ■■■■■■■■
Facebook Bus Hub and routes – proposed (see attached)
Caltrans Bus Service – see attached (new route 81 not included)
Elementary School District boundaries (3) – see attached

Estimated District 1 Population Increase (updated 09/14/2019)

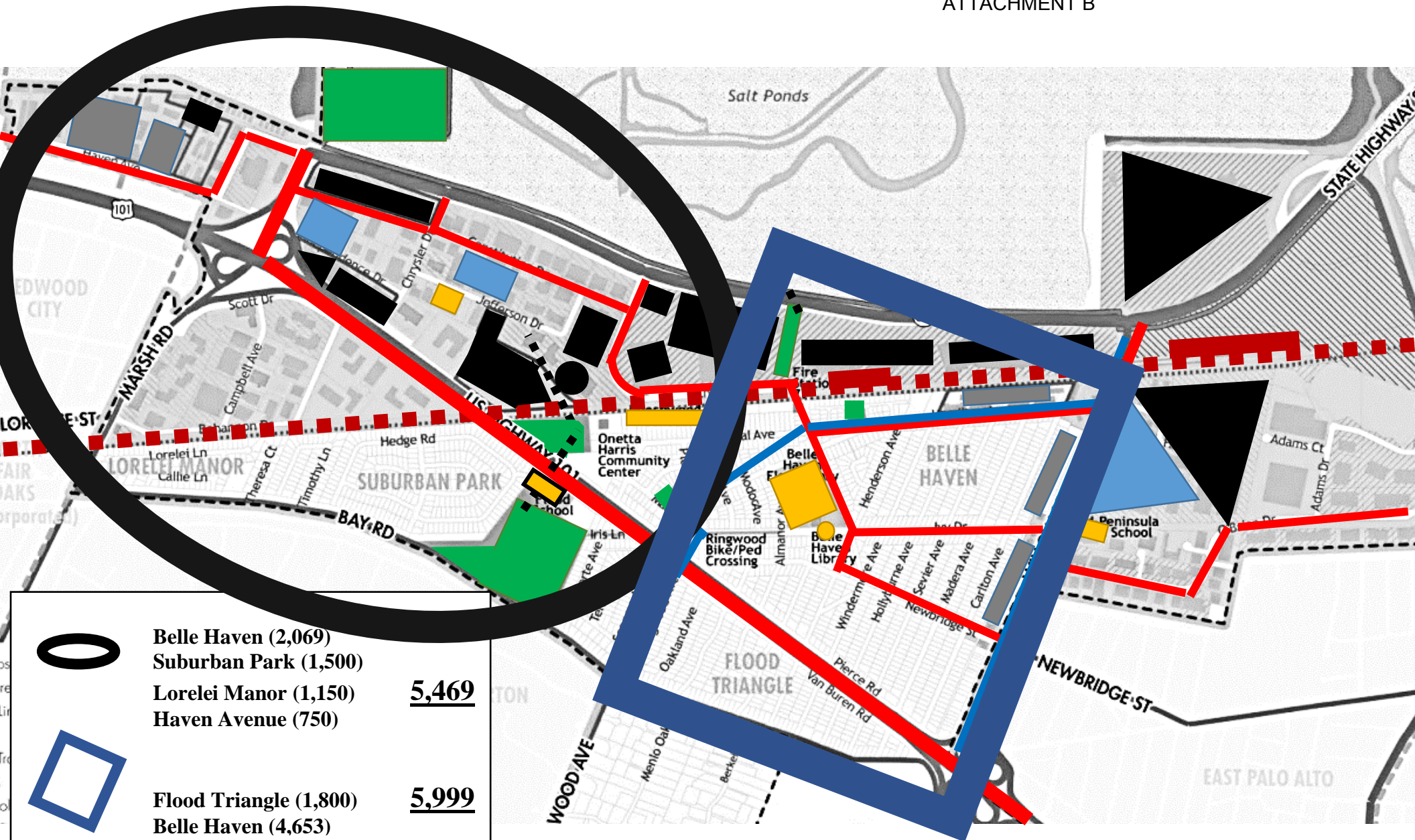
Information below are estimates based on available information provided in City documents. In the Belle Haven Library Space Needs Study presented to the Library Commission (03/18/2019 Attachment A), the library staff used a projected population in the service area (District 1) of 12,000 to 18,000 by 2040. Population estimate is based on two persons per bedroom. It is assumed the current proposed projects would be approved in some form and completed within the next 5 to 7 years. The proposed projects are consistent with the intention of the ConnectMenlo/M2 General Plan Update approved in December 2016

| Estimated new residents to be counted in 2020 Census | | | | | | | | | | | |
|--|----|---------------------|-----------------------|--------|---------|---------|---------|-------------|--|---------------------------|-----------------|
| PROJECT | | LOCATION | STATUS | Studio | 1 bedrm | 2 bedrm | 3 bedrm | Condo bedrm | NOTE | Two (2) Persons per Bedrm | Total New Units |
| Sequoia Belle Haven MidPen Housing | BH | 1200 Willow Road | completed Spring 2017 | | 86 | 4 | | | 130 family and senior units reduced to <u>90 units</u> , a reduction of 40 units | 90 | -40 |
| Greenheart Land Co. | BH | 777 Hamilton Avenue | completed Fall 2017 | | 117 | 52 | 26 | | | 299 | 194 |
| Elan Menlo Park Greystar | M2 | 3645 Haven Avenue | completed Fall 2017 | | 74 | 66 | 6 | | | 224 | 146 |
| Anton Menlo St. Anton Partners | M2 | 3639 Haven Avenue | completed Spring 2018 | 23 | 208 | 139 | 12 | | | 533 | 394 |
| | | | | | | | | | | 1,146 | 694 |

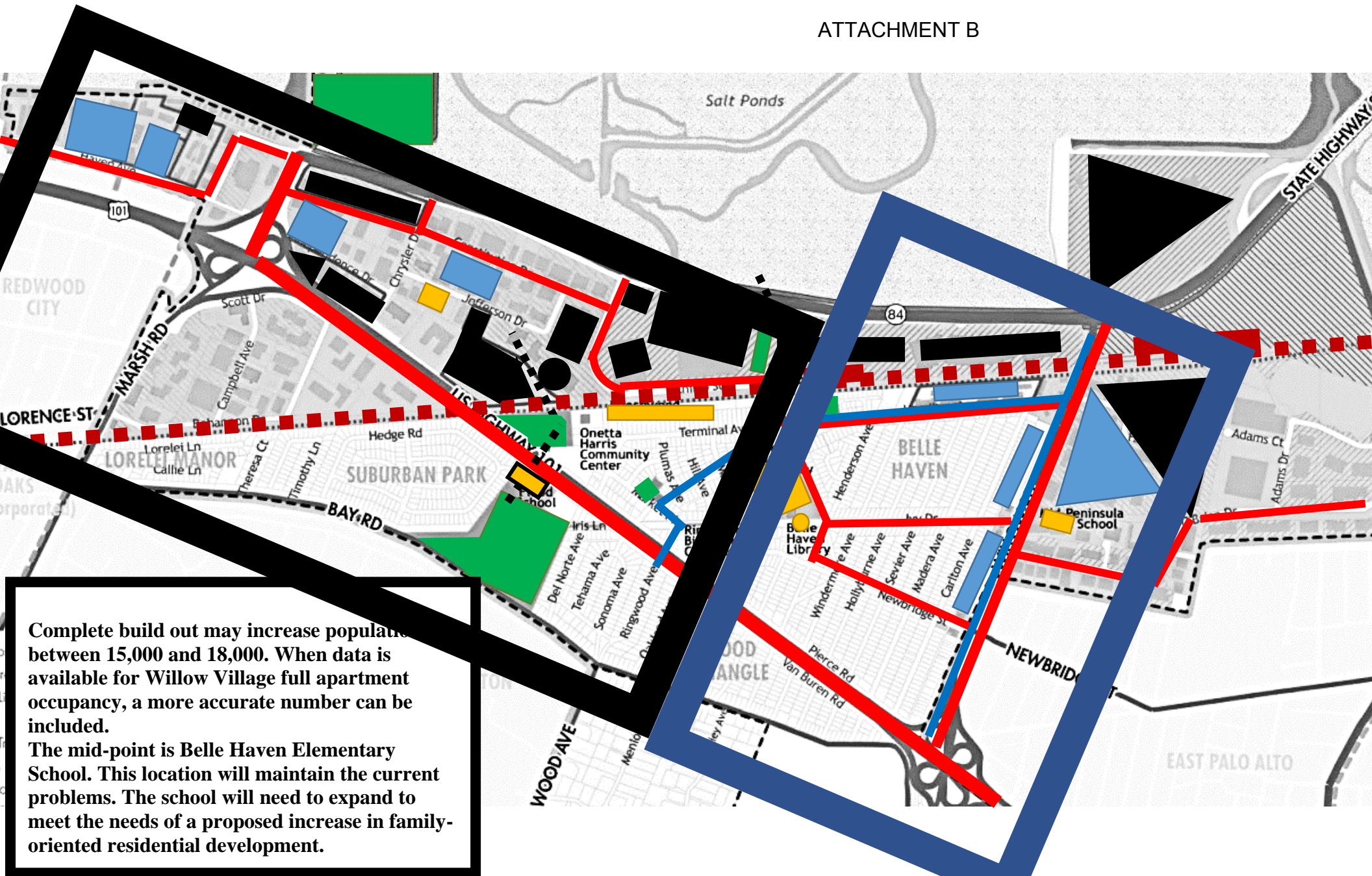
| Pending Housing Development in District 1 Estimated Completion 2023 - 2026 | | | | | | | | | | | |
|--|----|--|--|-----------------|------------------|------------------|------------------|--------------------------|---|---------------------------|-----------------|
| PROJECT | | LOCATION | STATUS | Studio | 1 bedrm | 2 bedrm | 3 bedrm | Condo bedrm | NOTE | Two (2) Persons per Bedrm | Total New Units |
| Gateway Family MidPen Housing | BH | 1300 Willow Road | Pending conformance target completion April 2021 | | 86 units (172) | 36 units (144) | 37 units (222) | | All bedrooms potentially 2 persons per bedroom | 538 | 58 |
| SP Menlo LLC Multi-family | M2 | 111 Independence Drive | 07/25/2019 EIR NOP & Initial Study closed | 29 units (29) | 67 units (134) | 9 units (36) | | | Less studios, all bedrooms counted with potentially 2 persons per bedroom | 199 | 105 |
| Greystar Menlo Portal | M2 | 115 Independence, 104 & 110 Constitution | 08/27/2019 CC approval to begin EIR process | 47 units (47) | 223 units (446) | 39 units (78) | 11 units (66) | | Less studios, all bedrooms counted with potentially 2 persons per bedroom | 637 | 320 |
| Greystar Upton Menlo | M2 | 141 Jefferson, 180 & 186 Constitution | 07/16/2019 EIR NOP & Initial Study closed | 68 units (68) | 316 units (632) | 47 units (188) | 10 units (60) | 42 - 3 bdrms units (144) | Less studios, all bedrooms counted with potentially 2 persons per bedroom | 1,092 | 483 |
| Willow Village | M2 | Old Prologis Site | pending design review; no distribution of units | 300 units (300) | 600 units (1200) | 600 units (2400) | 235 units (1410) | | unable to locate the breakdown of number of studios, 1,2, & 3 bedrooms, therefore this is a guesstimation | 5,310 | 1,735 |
| | | | | | | | | | | 7,776 | 2,701 |

APPROXIMATE NEW UNITS (completed and proposed) **3,395**

| | |
|---|--------|
| Estimated current population based on 2018 data City Wide population of 34,357 (https://www.census.gov/quickfacts/menloparkcitycalifornia); Belle Haven population estimated 18% equals 6,218 plus known completed units with approximately 1107 bedrooms | 7,325 |
| Potential Additional Population per bedroom by 2025 - 2027 | 7,776 |
| This number is based on one person per bedroom and is a best guesstimation | 15,101 |



ATTACHMENT B

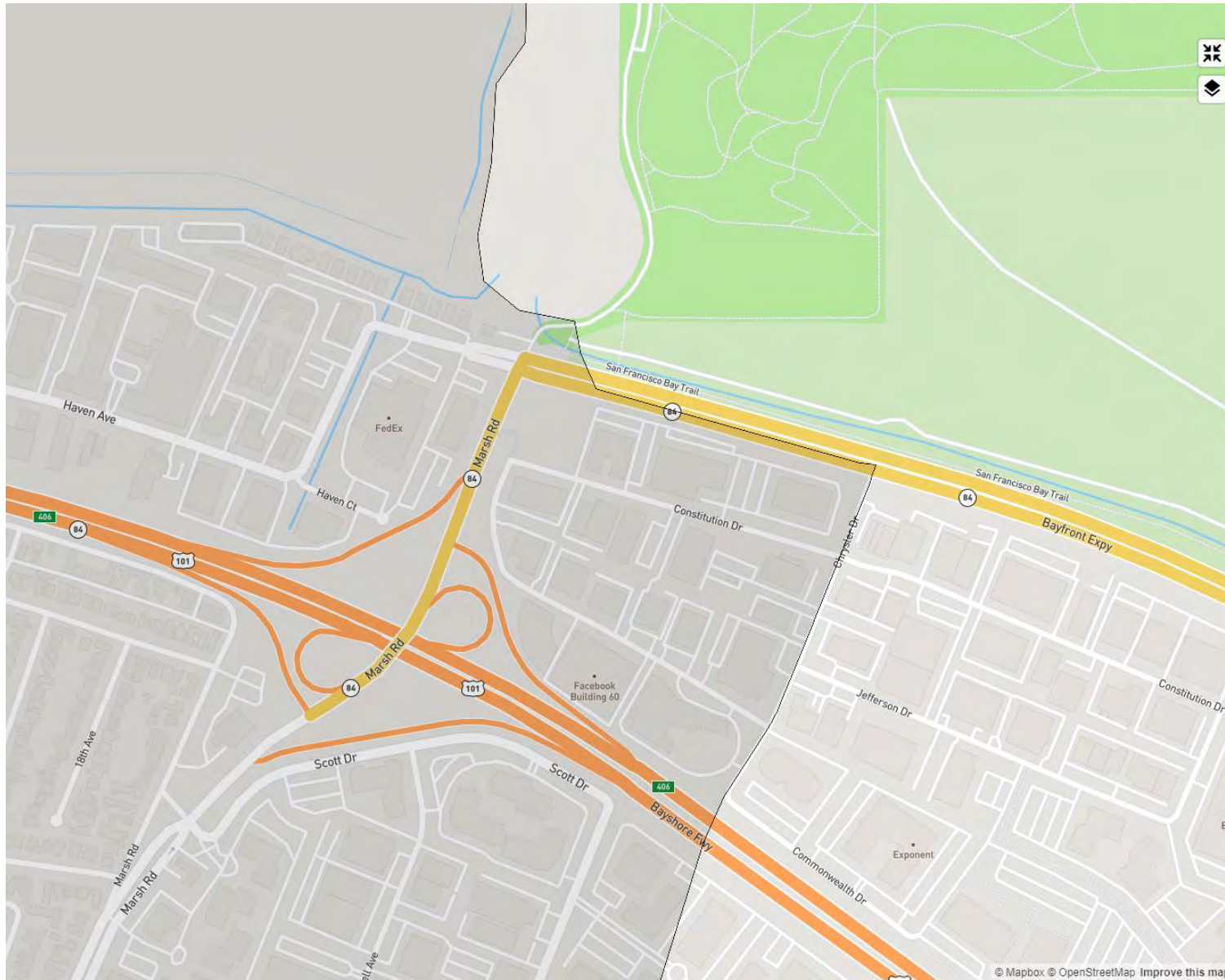


Non-BioScience Commercial Development – current and proposed
High Density Residential – current and proposed
Parks and Recreation

Schools – public and private (Flood School Closed; possible housing)
Collector Streets, Highways & Boulevard (cut-through traffic)
Possible Ped/Bike Connectors ■■■■■■■■

Redwood City Elementary School District


<https://betalocator.decisioninsite.com/?StudyID=171996>



Sequoia Union High School District

http://www.schfinder.com/Lookup.aspx?DistrictID=0636390_2015

180 Constitution



SEQUOIA UNION HIGH SCHOOL DISTRICT
Redwood City, California

2019-20 School Year Boundary Lookup

Street Number
Street Name
Postal City

Lookup Results

Lookup Address - 180 Constitution Dr, Menlo Park


High

Sequoia High*
1201 Brewster Avenue
Redwood City, CA 94062
Phone: (650) 367-9780

*This is an address that comes under district preference policy (to Menlo-Atherton High) for open enrollment if capacity allows. Click [here](#) for additional information.

Google Boundary Map Viewer...

141 Jefferson



SEQUOIA UNION HIGH SCHOOL DISTRICT
Redwood City, California

2019-20 School Year Boundary Lookup

Street Number
Street Name
Postal City

Lookup Results

Lookup Address - 141 Jefferson Dr, Menlo Park

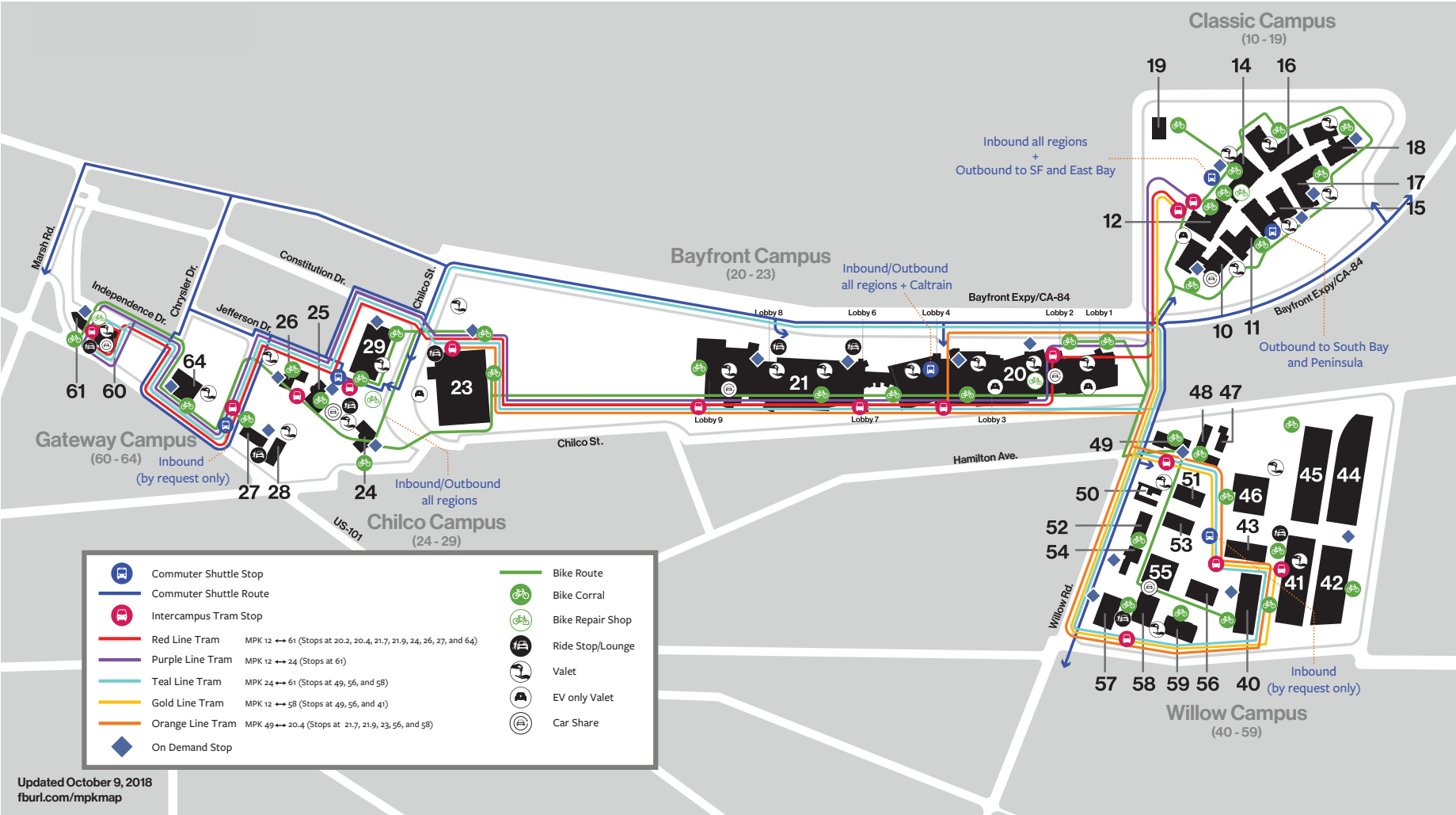
High

Menlo-Atherton High*
555 Middlefield Road
Atherton, CA 94027
Phone: (650) 322-5311

*Students who participated in the Tinsley program have the option to attend the high school relevant to the middle school they graduated from.

Google Boundary Map Viewer...

PROPOSED BAYFRONT AREA TRANSIT ROUTES



Street Classifications

- Freeway/Expressway
- Boulevard
- Thoroughfare
- Main Street
- Avenue - Mixed Use
- Avenue - Neighborhood
- Mixed Use Collector
- Mixed Use Collector - future
- Neighborhood Collector
- Neighborhood Connector
- Bicycle Boulevard
- Local Access
- Multi-use Pathway
- Multi-use Pathway - future
- Paseo - future
- 🚆 Caltrain Station
- City Limits
- Planning Area



Bicycle Facilities




- Existing, Class I
- Proposed, Class I
- Existing, Class II
- Proposed, Class II
- Existing, Class III
- Proposed, Class III
- Existing, Class IV
- Proposed, Class IV
- Multi-use Pathway
- Multi-use Pathway - future
- City Limits
- Caltrain Station

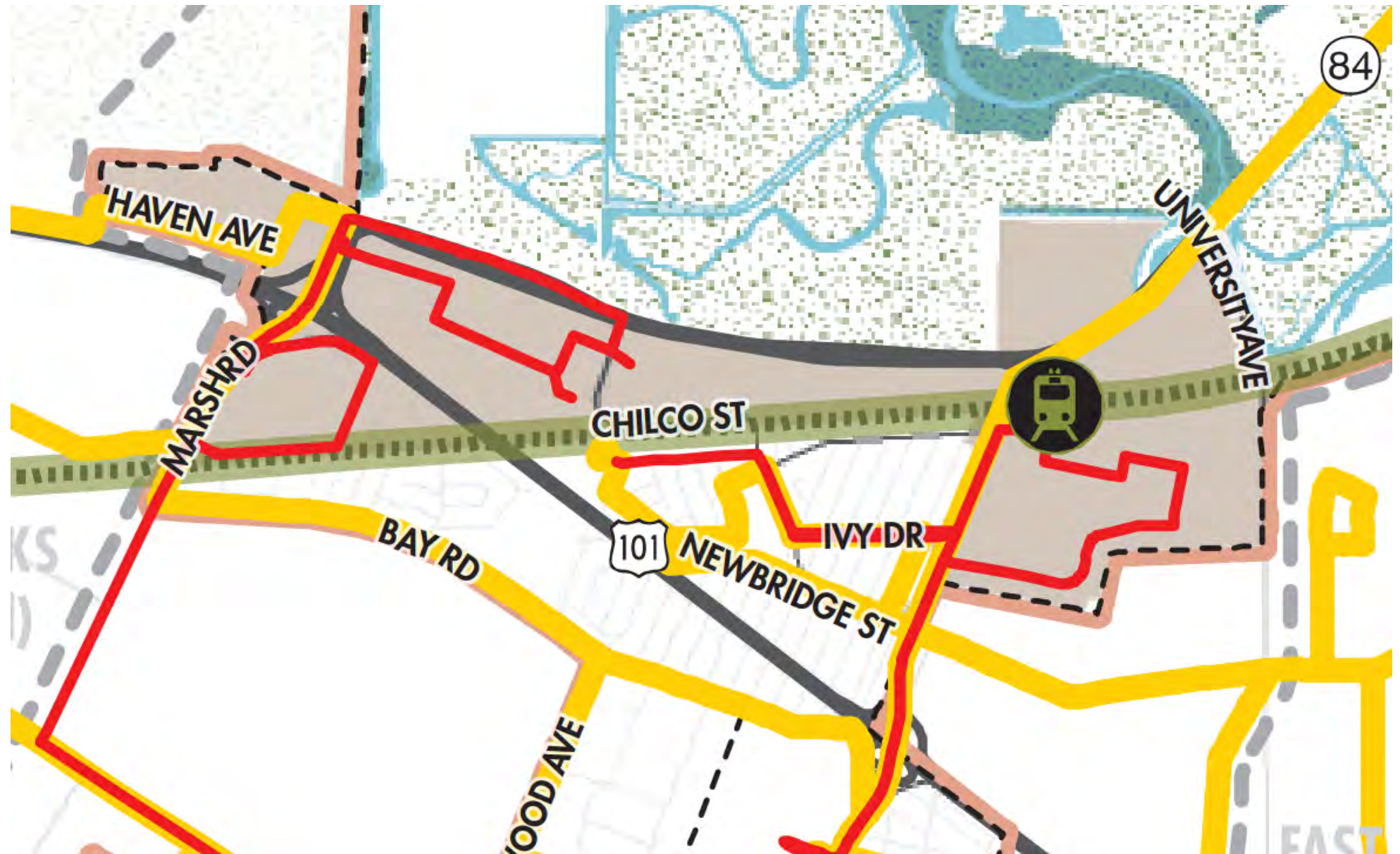


EXISTING TRANSIT

-  Caltrain Stations
-  Shuttle Routes
-  Bus Routes
-  Caltrain

PROPOSED TRANSIT

-  Dumbarton Line Station
-  Dumbarton Line
-  City Limits





Library Use Guidelines

Ratified by the Library Commission 09-16-2019

Menlo Park Library provides access to all through its collections, programs, facilities and resources. We strive to serve our visitors effectively by providing a welcoming and safe environment. At the same time we ask that visitors help us to maintain an atmosphere that is conducive to learning and community engagement by following these Guidelines.

Entering the library constitutes an implicit acceptance of these Guidelines and an acknowledgement of the right of library staff to take any action they see fit while interpreting these Guidelines.

In case of an emergency follow library staff instructions promptly.

We **WELCOME EVERYONE** to:

- Study, read and enjoy our environment within the limits of its intended use.
- Find materials in good condition.
- Feel safe and secure.

In consideration of all Library visitors and staff, the following activities **ARE NOT ALLOWED**:

- Leaving a vulnerable adult or a child under the age of 11 unattended.
- Entering the designated children's area, attending a program for children, or using a designated children's computer without being accompanied by a child (0 to 12) or without a demonstrated need to access the children's collection.
- Using the designated teen area, attending a program for teens, or using a designated teen computer without being accompanied by a teen (13-17) or without a demonstrated need to access the teen collection.
- Disturbing others by talking loudly or with other noisy activity—including any loud sound originating from any electronic device. Please **do use** headphones when listening to audio on any electronic devices.
- Conversing using a cell phone except in designated areas.
- Sleeping—as a safety precaution sleeping individuals will be awakened.
- Eating—except in the designated areas, or food provided at library-sponsored events
- Drinking—except for covered beverages in the designated areas, or beverages provided at library-sponsored events.
- Presenting offensive and pervasive odor or odors that may make the use of the library difficult for others.
- Bathing, shaving, haircutting, or washing clothes in the public restrooms.
- Entering the library without shoes or adequate clothing, including top and bottom.
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA).
- Leaving pets unattended and/or unleashed in outdoor areas near the library, including but not limited to entryways, pathways, lawns, and outdoor seating areas.
- Bringing carts, bicycles, scooters, skateboards or similar items into the library or leaving them at the entrance--except when the vehicle is: used by disabled people or is used to carry an infant/child.
- Wearing skates or roller blades inside the library.
- Changing your child's diaper—except in the designated area of the public restrooms.
- Blocking aisles, shelves or any thoroughfare with personal items, or leaving items unattended at any time--except to use the restroom for a reasonable amount of time.
- Putting feet on library furniture, rearranging the furniture or using the furniture for other than its intended purpose.
- Bringing weapons of any kind into the library.
- Harassing library users or staff—including physical, sexual, verbal harassment or stalking.
- Selling, soliciting or using illegal drugs on library premises.
- Alcohol is prohibited, except at library-sponsored after-hours events.
- Soliciting or begging for money, donations or signatures, or the distribution or posting of any printed material except by Library support groups or as a part of a Library-sponsored event.
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the library building.
- Vandalizing library facilities, equipment or materials.
- Removing library materials from the building without checking them out.
- Engaging in sexual conduct or lewd behavior.
- Viewing or displaying inappropriate, sexually explicit, or illegal material in the Library.
- Illegal activity of any kind will be reported to law enforcement.

FAILURE to follow these Guidelines will result in the **FOLLOWING ACTIONS**:

- Individuals will be asked to leave.
- Library visiting privileges may be suspended for an extended time period.
- Library staff may call local law enforcement to provide assistance in enforcing these Guidelines.
- Illegal activity in the Library may result in arrest and/or prosecution in addition to suspension of Library privileges.
- Customers who return to the Menlo Park Library before a suspension has ended may be charged with trespassing.
- Theft of Library property, or property of Library staff, or property of Library visitors is prohibited. State law permits library staff to search purses, bags, parcels, briefcases, and other packages to prevent the theft of books and library materials, and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing library theft (California Penal Code section 490.5.)