



REGULAR MEETING AGENDA

Date: 7/17/2023
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 882 0971 1131 and
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting:

- Attend in person at Menlo Park Main Library
- Access the meeting real-time online at:
- [Zoom.us/join](https://zoom.us/join) – Meeting ID 882 0971 1131
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 882 0971 1131
Press *9 to raise hand to speak

The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Regular Meeting

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. Study Session

- D1. Update the Library Commission work plan ([Staff Report LC-2023-011](#))

E. Regular Business

- E1. Approve minutes from June 19, 2023 meeting ([Attachment](#))
- E2. Designate individual Library Commissioners to serve as liaisons to library affinity groups ([Staff Report LC-2023-012](#))

- E3. Recommend updated policies for library meeting room use, computer and internet use, and document reproduction ([Staff Report LC-2023-013](#))

F. Informational Items

- F1. Library and Community Services department updates ([Staff Report LC-2023-014](#))
- F2. Library Commission tentative agenda calendar ([Attachment](#))

G. Commissioner Reports

- G1. Individual Commissioner reports

H. Adjournment

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

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

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

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 Cal. Gov. 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 notification of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting the City Clerk at 650-330-6620. (Posted: 7/13/2023)



STAFF REPORT

Library Commission

Meeting Date:

7/17/2023

Staff Report Number:

LC-2023-011

Study Session:

Update the Library Commission work plan

Recommendation

City staff recommends that the Library Commission review and update its annual work plan (Attachment A) in preparation for presenting the work plan to the City Council for approval.

Policy Issues

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

Background

City Council most recently approved the Library Commission's work plan on November 9, 2021. (Attachment C).

On August 15, 2022, the Library Commission reviewed its work plan, and made one minor revision to update the term, "Belle Haven Community Center and Library," to "Menlo Park Community Campus," to be consistent with the working title used by City Council for that project, then voted to recommend the updated work plan to City Council. (Attachment D).

Analysis

The Library Commission's current work plan includes 9 goals. The Menlo Park Community Campus (MPCC) project continues to be a top priority of the City Council. The Library Commission continues to provide an important public forum to advise the programming and operations of the new facility and provide opportunities for community comment and feedback. The Library Commission continues to coordinate with the Parks and Recreation Commission on the development of the programming for the MPCC.

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, August 15, 2022
- B. City Council Policy #CC-23-004
- C. Hyperlink – City Council meeting agenda (item L-3), November 9, 2021.
menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2021-meetings/agendas/20211109-city-council-agenda-packet_1.pdf
- D. Hyperlink – Library Commission meeting agenda (item E-2), August 15, 2022.
menlopark.gov/files/sharedassets/public/agendas-and-minutes/library-commission/2022-meetings/agendas/20220815-library-commission-agenda-packet.pdf

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

MEMORANDUM



Date: 08/15/2022
To: City Council
From: Library Commission
Re: Library Commission Work Plan 2022-23

1. Support and advise the development of the Menlo Park Community Campus project (MPCC) in the areas of library programming, service integration, and library policies within the shared space environment in the new facility, as directed by City Council
2. Support and advise the advancement of the overall Library Systems Improvement Program, as directed by City Council
3. Establish a plan and timeline to periodically review the library's public-facing policies and recommend updates, as required, with a special focus on policies that may be impacted by shared space operations at the new MPCC
4. Establish an understanding of and advise on the library needs of the community during the current COVID pandemic and in other emergencies. This may include a review of library policies and services related to adaptations made by the library in response to emergencies. Of particular interest is how the current pandemic is affecting user access, how library service is changing, the impact of technology on the provision of library services, and how the Commission might help increase equitable access for community members
5. Establish a plan and timeline to periodically receive staff presentations and reports about major Library service areas and programs and Commissioner liaison reports about affiliates.
6. Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly
7. Encourage and facilitate robust public comment and participation at Commission meetings
8. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community.
9. Support the filling of openings on the Commission and the effective onboarding of new Commissioners by forming a Commission subcommittee to welcome new Commissioners

Adopted by the Library Commission on August 15, 2022

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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

ATTACHMENT B



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

7

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

8

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

9

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: 6/19/2023
Time: 6:30 p.m.
Locations: Teleconference and
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Velagapudi called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Chen Rekhi, Cohen, Hadrovic, Orton, Velagapudi, Wise
Absent: Singh
Staff: Library and Community Services Director Reinhart, Assistant Library and
Community Services Director Szegda

Director Reinhart reported out on the Juneteenth holiday and the community observance and celebration held at Karl E. Clark Park.

C. Public Comment

None.

D. Study Session

- D1. Preliminary scenarios for opening the Menlo Park Community Campus with no new staff.

Director Reinhart made a presentation.

The Commission discussed staffing analysis.

The Commission received clarification on assumptions used in staffing calculations.

The Commission requested updates following the City Council's budget discussion.

E. Regular Business

- E1. Approve minutes from May 15, 2023 meeting

ACTION: Motion and second (Orton/ Cohen), to approve the minutes from the May 15, 2023 meeting, passed 5-0 (Singh absent and Hadrovich abstaining).

F. Informational Items

- F1. Department updates

Assistant Director Szegda introduced the item.

The Commission requested year-over-year statistics and statistics by neighborhood.

E2. Library Commission tentative agenda calendar (Attachment)

ACTION: By acclamation, the following topics were added to the Commission’s tentative agenda calendar:

- Update on City budget adoption
- Update on study session topic of Menlo Park Community Campus (MPCC) staffing scenarios
- Designate library affiliate group liaisons

F. Commissioner Reports

Commissioner Hadrovic reported on the Library Foundation’s informational table at the Juneteenth celebration.

Commissioner Hadrovic encouraged Commissioners to participate in the Library’s Summer Reading programs.

G. Adjournment

Chair Velagapudi adjourned the meeting at 8:22 p.m.

Nick Szegda, Assistant Library and Community Services Director



STAFF REPORT

Library Commission

Meeting Date:

7/17/2023

Staff Report Number:

LC-2023-012

Regular Business:

Designate individual Library Commission members to serve as liaisons to library affinity groups

Recommendation

City staff recommends that the Library Commission designate individual members to serve as informational liaisons to library affinity groups.

Policy Issues

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

Background

Previous Library Commissions have designated individual members to serve as informational liaisons to other library affinity groups. Members so designated are responsible for maintaining contact with the affinity group, attending the affinity group's meetings when possible, gathering information from the affinity group, and providing informational reports to the Library Commission on the affinity group's goals and activities.

Analysis

Previous Library Commissions have designated members to serve as informational liaisons to the following library affinity groups that provide direct support Menlo Park Library programs and services:

- Menlo Park Library Foundation
- Friends of Menlo Park Library

The Library Commission may also assign members to serve as liaison to the Parks and Recreation Commission and/or other City advisory bodies whose work is related to the City's libraries.

The City Council designates individual City Councilmembers to serve as liaisons to City advisory bodies. The current City Council liaison to the Library Commission is Mayor Jen Wolosin.

Impact on City Resources

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

Environmental Review

This report is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

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

Attachments

None.

Report prepared by:

Sean S. Reinhart, Library and Community Services Director



STAFF REPORT

Library Commission

Meeting Date:

7/17/2023

Staff Report Number:

LC-2023-013

Choose an item.

Recommend updated policies: library meeting room use policy; computer and internet use policy; and document reproduction policy

Recommendation

Staff recommends that the Library Commission review and recommend updated policies: library meeting room use policy; computer and internet use policy; and document reproduction policy (Attachments A, B, and C).

Policy Issues

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

Background

Library policies establish rules, expectations, and procedures for the operation and public use of library programs, services, facilities, and resources.

Analysis

From time to time, it is appropriate and necessary to review and update library policies in the interest of clarifying rules and procedures, responding to changing community needs, establishing criteria for programs and services, and other considerations in the interest of transparency, fairness, inclusion, belonging, equity, accessibility, freedom of information, operational efficiency, safety, and other best practices in library services for the community. City staff periodically reviews policies and identifies updates or clarifications as needed and appropriate. Updated policies are included with this report in Attachments A, B, and C (with additions in underline, deletions in ~~strike through~~).

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

Meeting attendance of advisory board members 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 meeting room use policy
- B. Computer and internet use policy
- C. Document reproduction policy

Report prepared by:

Rose Waldman, Library and Community Services Supervisor

Sean S. Reinhart, Library and Community Services Director

LIBRARY MEETING ROOM USE POLICY

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

ATTACHMENT A



Definitions
For the purposes of this policy, the term “meeting” includes any event, gathering, meeting, tabling, consultation, workshop, or other activity that takes place in the Library-library meeting rooms or public spaces. The term “ Meeting-Room <u>library meeting room</u> ” includes all meeting rooms and open public spaces inside the Library-library buildings and surrounding grounds.
Rental rate
Meeting-Room <u>library meeting</u> room rental fees are charged according to the City’s Master Fee Schedule. Rental fees must be paid in full prior to the start of the meeting.
Meeting / event hours
Meeting-Rooms <u>Library meeting rooms</u> are available only when the library is open to the public. Meetings must conclude 15 minutes before the library closes to allow sufficient time for clean-up. All attendees must exit the meeting room no later than 15 minutes before closing.
Room set-up and take down
<ul style="list-style-type: none">Chairs and tables are available for groups to set up to meet their individual needs.The library does not assume responsibility for setting up the room.Renting groups are responsible for setting up the room and returning it to the required room setup.Meeting Rooms-rooms must be left in a clean and orderly condition.
Reservations
<p>Meeting-Room<u>Library meeting room</u> reservations may be made by calling the library at 650-330-2514 during open hours. Reservations made by phone are provisional and remain so until a rental application has been submitted and confirmed.</p> <p>Submit Rental Application to: Library Administration 800 Alma Street Menlo Park, CA 94025</p> <p><u>Rental applications also may be submitted electronically via email to mplref@menlopark.gov</u></p> <ul style="list-style-type: none">Rental fees must be paid in full prior to the start of the meeting.Rental fees are non-refundable.Individuals applying for Meeting-Room<u>library meeting room</u> use must be 18 years of age or older.Applications must be filed at least 2 weeks prior to the meeting date.Reservations may not be made more than 6 months in advance.Applications may be denied based on schedule availability, applicant ineligibility, and/or library policy conflicts.All applications shall be public record and available for inspection.
Additional information
<ul style="list-style-type: none">In case of an emergency, promptly follow all library staff instructions.Theft of Library property, or property of Library staff, or property of Library visitors is prohibited.State law permits library staff to search purses, bags, parcels, briefcases and other packages to prevent the theft of books and library materials and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing library theft (California Penal Code section 490.5.)
Room scheduling priorities

When resolving schedule availability conflicts, Meeting Room reservations will be subject to the following prioritization:

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

Rules

Organizations that use library facilities must abide by the following rules:

1. All meetings must conform to the Library Use Guidelines
2. All meetings must be conducted in an orderly manner and in full compliance with applicable laws, regulations and library rules.
3. All meetings must be open to the ~~general~~ public at all times.
4. Children and teens must have adult supervision at all times.
5. Political activities are prohibited.
6. Commercial activities are prohibited.
7. Use of the meeting rooms does not constitute an endorsement by the library of the meeting’s content or the meeting organizer’s views.
8. Any advertisements, announcements, press releases, flyers, or other promotional materials relating to use of the library meeting rooms must clearly state the meeting is not sponsored by the City of Menlo Park nor Menlo Park Library, except in cases where the City and/or library is an official co-sponsor of the event.
9. Posting of flyers, posters, or other promotional materials in the library is prohibited.
10. Charging registration or admission fees is prohibited.
11. Requiring the purchase of any goods or services as a condition of attending a meeting is prohibited.
12. Membership dues and/or incidental donations (such as coffee money or the recovery of photocopy costs) may be solicited on a voluntary basis only, and only for verifiable nonprofit purposes.
13. The library’s address and contact information may not be used as an official headquarters for any organization using the meeting room.
14. Meeting room users are responsible for transporting their own supplies and operating equipment. No storage space is available.
15. The library reserves the right to limit or prohibit any use of the meeting room which represents a threat to the health or safety of library customers or to the orderly use of the library.
16. Meeting Room applicants shall be held financially responsible for any and all damage to library property resulting from their use of the meeting room. This includes but is not limited to: walls, floors, ground, equipment, and furniture.
17. The library is not responsible for loss or damage to non-Library property before, during or after the meeting or event.
18. The library cannot supervise exhibits or group displays, nor provide any staff support or assistance to Meeting Room users beyond basic informational questions.
19. Failure to comply with these rules may result in the meeting participants being asked to leave the library immediately and the applicant being prohibited from using library facilities in the future.
20. Library staff reserves the right to remove any person from library property for failing to follow library policies.

Indemnification

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

Policy review

This policy shall be reviewed at least every two years.

Policy history

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

LIBRARY COMPUTER AND INTERNET USE POLICY

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



Purpose

Menlo Park Library ~~is pleased to provide~~ provides free public ~~access to the Internet~~ internet and internet-connected devices in order to ensure universal access to this vast and vital source of information and communication. This policy exists in order to ensure the fair and reasonable use of ~~Internet~~online resources. By accessing the ~~Internet~~ internet using ~~Library~~library network connections ~~and/or library-provided internet-connected devices~~, or by accessing the ~~Internet~~internet inside library facilities using other public or private wireless networks, users agree to all terms and conditions expressed in this policy.

User responsibilities

The ~~Internet~~internet and online environments ~~s found on the internet consists of~~contain information on a wide range of topics, provided by ~~millions~~billions of individuals and organizations around the world. Library patrons are advised to exercise judgement and ~~discrimination~~discernment when evaluating the usefulness and reliability of material found on the ~~Internet~~internet. Not all information available ~~on the Internet~~online is accurate, complete, up-to-date, lawful, or philosophically acceptable to all individuals. ~~The Menlo Park~~ Library has no control over the information found on the ~~Internet~~internet, and cannot be held responsible for its content.

~~The Menlo Park~~ Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from providing ~~computer~~internet-connected devices and ~~Internet~~internet access to the public.

In addition, patrons are responsible for:

- ~~any~~Any consequences that arise from unlawful or prohibited activities while using ~~Library~~library equipment and/or networks
- ~~saving~~Saving their own work on a ~~mobile~~storage device ~~of their choosing~~ such as a flash drive, ~~email~~, or cloud storage
- ~~evaluating~~Evaluating the accuracy of the material ~~found on the internet~~they may find online.

Safety and Privacy

Menlo Park Library is committed to protecting the privacy of its customers and staff. The ~~Library~~library will keep confidential all such information that it purposefully or inadvertently collects or maintains to the fullest extent permitted by the Public Records Act (California Government Code, Title 1, Div. 7, Chapter 3.5, Section 6267) and other State or Federal Statutes. At public computers, all documents created, Internet search histories, temporary file, cache and certificates are purged upon the rebooting of the PCs.

Library patrons are warned that the Internet is not a secure medium and that privacy of email and other communications is not guaranteed. Though ~~the Menlo Park~~ Library employs antivirus software, it cannot warrant that its server or any web site accessed by Internet users is free of viruses or other harmful components. Users should assume that their information may not be private. ~~The Menlo Park~~ Library is not liable for the loss or compromise of confidential or sensitive, or any other information, or for any and all damages resulting from that loss or compromise.

It is solely the responsibility of the wireless device owner/user to provide antivirus protection, and to configure personal equipment with appropriate security settings to control access from other wireless devices within library facilities and the Internet itself. Wireless users assume all risks in this regard.

Freedom of Access

~~The Menlo Park~~ Library adheres to the American Library Association's policy statement Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights, which supports the right of individuals to choose library materials for themselves, including those in electronic formats. As such, ~~the Menlo Park~~ Library does not monitor or filter, and has no control over or responsibility for the information accessed through the ~~Internet~~internet.

~~The Menlo Park~~ Library ~~must~~ strives to balance the goal of supporting intellectual access with that of maintaining a welcoming environment. Unless a patron is viewing material that is harmful or obscene, staff will not interfere with a patron's right to privacy. Equally, in the case that a patron's use of the Internet, computers, and/or devices interferes

with the ability of the Library to provide a welcoming environment for the public, they may be asked to change their behavior, per the Library Use Guidelines and other relevant policies.

Usage

~~The Menlo Park~~ Library provides ~~Internet-free public access to the internet~~ in ~~three-multiple~~ ways, including: devices for in-library use only; borrowable devices for ~~7-day7-day~~ checkout; and an unsecured wireless network available to people with their own wireless devices. This policy applies to the use of each of these services.

A ~~Peninsula Library System~~ valid library card registered in the patron database used by Menlo Park Library is required to borrow any device, either for in-library or take-home use. Each patron must use their own library card when borrowing a device.

Devices for ~~7-day7-day~~ checkout are available only to residents of the City of Menlo Park.

Devices for in-library use are available from the time the ~~Library-library~~ opens until five minutes before closing.

~~Computers-Laptop computers~~ include USB ports for using flash drives. Users may bring their own flash drives to save their files. Files saved to a ~~PC-laptop~~ will be automatically deleted when the ~~PC-laptop~~ is restarted.

Security measures have been taken to prevent the unintentional or intentional changing of operating system or software settings. Uploading or downloading files from portable drives to the Internet is allowed.

~~Each Peninsula Library System card provides a total of 180 minutes of computer access per day. Patrons are welcome to request a guest pass for further internet access, should the computers be available; if there is a queue for use, patrons will be expected to relinquish their computer when their time limit is reached.~~

Should patrons wish to use sound on any ~~computer or wireless~~ device, they are asked to use headphones. Wired earbuds are available to patrons who do not have their own headphones.

Scanning services are free. Printing-Limited printing of certain documents is available ~~for free~~, as detailed in the ~~Library's~~ Document Reproduction Policy

Library staff may be able to provide basic help regarding computers and the ~~Internetinternet~~, but they cannot provide in-depth help.

Conduct

The computer and internet resources offered by Menlo Park Library are to be used in accordance with principles of respect for other users of the system and the equipment. Therefore, the ~~Library-library~~ has the following expectations of computer users:

DO

- Comply with the ~~Library's usage guidelines~~ Library Use Guidelines and other relevant policies, as stated above
- Comply with ~~a Libraryany~~ staff member's reasonable request to refrain from or change a disruptive behavior
- Respect the privacy of others who are using a computer, and while using a computer
- Be aware that some materials may upset other viewers, and exercise respect in this regard
- Keep your belongings with you at all times
- Refrain from harming ~~MPL-library computers-equipment~~ or systems through the use of viruses or other malicious acts.

DON'T

- Attempt to access or tamper with settings or files on the hard disk by modifying, deleting or in any way altering them
- Unplug, remove, or otherwise modify library equipment
- Use software on library-provided equipment other than that provided and installed by the ~~Librarylibrary~~.
- Make unauthorized entry into other networks or systems, or in any other way violate ~~computer~~ system security
- Violate the privacy of others, harass other users, or send harassing or threatening messages
- Display sexually or violently graphic material on the ~~computer~~ screen; this is considered offensive behavior, and can harm the safety and well-being of others, and is a violation of ~~Menlo Park Library's Behavior Policythe~~ Library Use Guidelines.
- Disrupt or obstruct the work of others.

Applicable laws

Use of Menlo Park Library's ~~Internet network~~ and equipment for transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. ~~The Library expects all~~ All users are expected to comply with ~~such all applicable~~ laws, including but not limited to those related to copyright, computer hacking, and child pornography. Laws governing the use of the ~~Library's library's~~ public ~~Internet internet computers devices~~ and networks include, but are not limited to:

- Copyright: United States Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use." This includes electronic information sources and software.
- Child Pornography: California Penal Code Section 311.3 prohibits the sexual exploitation of a child: "A person is guilty of sexual exploitation of a child if he or she knowingly...duplicates, prints, or exchanges any representation of information, data or image...that depicts a person under the age of 18 years engaged in an act of sexual conduct." Anyone who does so is also subject to federal criminal prosecution under the Protection of Children Against Sexual Exploitation Act of 1977 (18 USC 2232).
- Tampering with Equipment and Software: It is illegal for users to physically or electronically modify library computer equipment, or to tamper with hardware, software, or computer networks (California Penal Code, Section 502 et. seq.).
- Display of Harmful Material: California Penal Code, Chapter 7.5, Sections 311-312, prohibits the public display of obscene and harmful material. The viewing of obscene and harmful material on a computer screen in a public area, such as a library, constitutes public display and is therefore prohibited.

Internet use by minors

As with other library materials, ~~access or restriction of a child on the Internet~~ use of library devices and network is the parent or guardian's responsibility. It is recommended that parents and guardians ~~both~~ supervise their children's use of the internet and discuss safe Internet practices with their children. ~~The Menlo Park~~ Library does not act *in loco parentis* (in the place or role of a parent or guardian) in the supervision or restriction of children's use of the Internet.

While the Library provides unfiltered ~~Internet internet~~ access, ~~it may also~~ the library reserves the ability to make limited or filtered access to the ~~Internet internet~~ available at certain locations within its facilities.

Violation

Violation of this policy or the ~~Behavior Policy~~ Library Use Guidelines may result in suspension or revocation of library privileges. Use of the computers for illegal activity ~~may also be~~ is subject to prosecution by the appropriate authorities.

Policy review

This policy shall be reviewed at least every five years.

Policy history

Action	Date	Notes
Policy adopted	July 1, 2006	Administrative policy
Policy updated	October 21, 2019	Library Commission reviewed
Policy updated	July 17, 2023	Administrative revision

DOCUMENT REPRODUCTION POLICY

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



Purpose		
The purpose of the Document Reproduction Policy is to provide guidance, referrals and assistance to library patrons who seek document reproduction services.		
Policy		
<p>Electronic document reproduction services are available to the general public free of charge. The library provides scan-to-email services for document reproduction in electronic format. Scanners are available at the library for public use. Library staff is available to assist library patrons to use the equipment, as needed.</p> <p>Paper reproduction / photocopying / printing services are not available in the library. The following businesses provide paper reproduction services. The City of Menlo Park makes no guarantee about the availability or quality of service provided by these businesses. Patrons are encouraged to check local listings for up-to-date business information. (Partial list updated June 2021 July 2023)</p> <p>Staples Print & Marketing Services 700 El Camino Real Suite 120, Menlo Park, CA 94025 (located in the shopping center across Alma Street and the train tracks from the Library)</p> <p>FedEx Office Print & Ship Center 1194 El Camino Real, Menlo Park, CA 94025 (located on the train tracks side of El Camino at the corner of Oak Grove)</p> <p>The UPS Store 405 El Camino Real, Menlo Park, CA 94025 (located just past the Safeway on the opposite side of El Camino from the train tracks)</p>		
Exceptions		
<p>In cases of extraordinary need when a paper reproduction of a legal, governmental, K-12 school, and/or travel document is required for official business and for which no electronic alternative is available, library staff may print up to five (5) single-sided, black-and-white, letter-sized sheets of such documents on request, limited to once per person per month.</p> <ul style="list-style-type: none"> legal <u>Legal</u> documents (permits, restraining orders, leases, etc.) government <u>Government</u>-issued forms travel <u>Travel</u> tickets (e.g., air, ferry, train) school <u>School</u> assignments (k <u>K</u>-12) <p>Documents other than those listed above will not be printed, including but not limited to: pictures, games, puzzles, crosswords, news articles, resumes, reports, stories, images, etc. See the above partial list and/or check local listings for businesses that provide paper reproduction services for these documents.</p>		
Policy review		
This policy shall be reviewed at least every two years.		
Policy history		
Action	Date	Notes
Policy adopted	July 2, 2021	Administrative policy
Policy updated	July 17, 2023	Administrative revision



STAFF REPORT

Library Commission

Meeting Date:

7/17/2023

Staff Report Number:

LC-2023-014

Informational Item:

Library and Community Services department updates

Recommendation

City staff recommends that the Library Commission review this informational report about recent activities in the Library and Community Services Department.

Policy Issues

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

Background

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

Analysis

Exhibition: "The Super Parents: Caring for Children with Special Needs"

One in five American children has a special health care need: a chronic physical, developmental, behavioral, or emotional condition that requires more than routine health care. Menlo Park Library is hosting a visiting exhibition that explores what it takes to care for a child with a special need: "The Super Parents: Caring for Children with Special Needs." Pulitzer Prize-winning photographer Deanne Fitzmaurice shadowed ten California families who provide care every day and night for their children with special needs, from rural farms to large urban centers to the suburbs surrounding Silicon Valley. Each of their stories is unique, but they share much in common, from navigating a complex and fragmented system of care, to completing crushing amounts of paperwork, to enduring financial stress and long drives to appointments booked months in advance. But above all, the parents share a deep love and care for their children. "The Super Parents: Caring for Children with Special Needs" is on display through August 13 at Menlo Park Library, 800 Alma Street. The exhibition was originated by the Lucile Packard Foundation for Children's Health in partnership with Exhibit Envoy. The Menlo Park Library team organized several interpretive programs to accompany the exhibition, with financial support provided by Friends of Menlo Park Library (Attachment A).

- July 12: Music Therapy: Is it Right for Your Child?
- July 25: Photographer Deanne Fitzmaurice: The Super Parents
- Aug. 1: Support for Families with Special Needs
- Aug. 8: 2e: Twice Exceptional: Gifted Children with Learning Disabilities

Fiscal year 2023-24 budget adoption

On June 27, City Council adopted the City of Menlo Park's fiscal year (FY) 2023-24 operating budget, and discussed various strategies to reduce projected budget structural deficits. (Attachments B and C). City Councilmembers identified the Menlo Park Community Campus (MPCC) staffing and operational budget proposal for further review. City staff is preparing the requested review of MPCC staffing and operational budget proposal for City Council consideration tentatively Aug. 29.

Aquatics operator agreement extended to Sept. 30

On July 11, City Council authorized the City Manager to execute an amendment to the aquatics operator agreement between the City of Menlo Park and Team Sheeper, Inc., to extend the current agreement's duration for 30 additional days through Sept. 30 (Attachment D). The 30-day extension is to ensure that aquatics operations will continue at Burgess Pool uninterrupted through Sept. 30 while negotiations and language for a new agreement are completed and brought to City Council for review and action, tentatively Aug. 29.

June 2023 statistics

The Library and Community Services department collects statistics related to department activities. These data help to inform decision making and improve services to the community. Statistics from the month of June 2023 are provided with this informational report. (Attachment E).

Public Notice

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

Attachments

- A. Hyperlink – Exhibition: The Super Parents. menlopark.gov/Government/Departments/Library-and-Community-Services/Programs-and-events/Events-for-adults/20230612-0813-Special-Exhibition-The-Super-Parents-Caring-for-Children-with-Special-Needs
- B. Hyperlink – “Adopt resolutions for fiscal year 2023-24: adopting budget and capital improvement plan [etc.].” City Council meeting agenda (item J-1), June 27, 2023. menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230627-city-council-regular-agenda-packet.pdf#page=337
- C. Hyperlink – City budget webpage: menlopark.gov/budget
- D. Hyperlink – “Authorize the city manager to execute an amendment to the professional services agreement with Team Sheeper, Inc. for continued operation of Burgess Pool through Sept. 30.” City Council meeting agenda (item K-2), July 11, 2023. menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230711city-council-regular-agenda-packet_w-presv2.pdf#page=115
- E. Statistics – June 2023

Report prepared by:

Sean S. Reinhart, Library and Community Services Director

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS - JUNE 2023

Table 1. Library items circulated

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023
800 Alma St.	48,847	43,930	50,395	46,190	47,023	49,544
413 Ivy Dr.	1,193	929	1,320	1,205	1,285	1,088
Online / digital	8,702	8,219	8,827	8,707	9,374	9,891

Table 2. Library cards

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023
New library cards issued – MP residents	303	240	239	253	232	213
Total MP resident library cardholders	21,189	21,299	21,417	21,512	21,601	21,733

Table 3. Library patron questions answered

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023
800 Alma St.	2,967	2,714	3,347	2,834	2,393	3,496
413 Ivy Dr.	209	262	340	279	306	744

Table 4. Library holds filled (item requests)

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023
Incoming holds 800 Alma St.	4,375	3,934	4,763	4,393	4,256	4,472
Outgoing holds 800 Alma St.	2,879	2,788	3,142	2,665	2,773	3,252
Incoming holds 413 Ivy Dr.	-	-	-	-	-	144
Outgoing holds 413 Ivy Dr.	-	-	-	-	-	159

Table 5. Library foot traffic (gate count)

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023
800 Alma St.	-	-	-	-	-	13,108
413 Ivy Dr.	881	1,189	1,365	1,241	1,288	1,231

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS - JUNE 2023

Table 6. Library program attendance

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023
Total program attendance 800 Alma St.	893	847	730	888	606	822
Number of programs 800 Alma St.	30	29	25	31	28	27
Total program attendance 413 Ivy Dr.	87	173	156	98	67	116
Number of programs 413 Ivy Dr.	8	8	8	8	7	8

Table 7. Preschool child development - enrollment

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023
Menlo Children's Center	33	32	34	33	35	38
Belle Haven Child Development Center	56	59	61	64	65	65

Table 8. School age child development - enrollment

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023
Menlo Children's Center - After School	28	28	28	28	28	28
Belle Haven Youth Center	42	42	42	42	42	42

Table 9. Senior Center services

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023
Lunches served	376	560	555	551	624	656
Grocery boxes distributed	480	480	460	460	460	576
Senior shuttle trips	1,058	902	1,018	898	1,053	1,124
Rideshare trips	220	236	294	288	225	252

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS - JUNE 2023

Table 10. Senior Center classes

	Winter 2022-23	Spring 2023	Summer 2023 (pending)
Enrollment – residents	145	137	
Enrollment – non-residents	108	102	
Classes offered	14	14	

Table 11. Recreational classes

	Winter 2022-23	Spring 2023	Summer 2023 (pending)
Enrollment – residents	263	239	
Enrollment – non-residents	126	117	
Classes offered	77	88	
Number of instructors	24	22	

Table 12. Sports classes

	Winter 2022-23	Spring 2023	Summer 2023 (pending)
Enrollment – residents	195	70	
Enrollment – non-residents	129	97	
Classes offered	20	12	
Number of instructors	5	5	
Drop-in basketball visits	243	280	
Drop-in volleyball visits	637	534	
Leagues – individual registrations	1,400	84	
Leagues – team registrations	142	12	

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS - JUNE 2023

Table 13. Gymnastics classes

	Winter 2022-23	Spring 2023	Summer 2023 (pending)
Enrollment – residents	490	499	
Enrollment – non-residents	158	255	
Classes offered	93	101	

Table 14. Facility rentals

	Winter 2022-23	Spring 2023	Summer 2023 (pending)
Recreation center rentals – residents	43	25	
Recreation center rentals – non-residents	17	4	
Athletic field rentals (Jan-May 2023 hours reserved)	,938	-	
Tennis court keys (annual) – residents	166	-	
Tennis court keys (annual) – non-residents	41	-	

Table 15. Community event attendance

Location	Feb 2023	Apr 2023	June 2023	July 2023	Aug 2023	Sep 2023
Black Liberation Month Celebration	150	-	-			
Egg Hunt	-	1,500	-			
Juneteenth Celebration	-	-	200			

City of Menlo Park Library Commission
2023 Tentative Agenda Schedule
July 17, 2023

AGENDA ITEM F-2

Meetings are held at 6:30pm on the third Monday of the month unless otherwise specified.

MEETING DATE	PROPOSED AGENDA TOPICS
January 22, 2023 (Joint meeting with the Parks and Recreation Commission – BH branch library)	<ul style="list-style-type: none"> • Study session - MPCC programming elements • Suggestion box – comments and responses • MPCC project updates
March 6, 2023 (Special meeting)	<ul style="list-style-type: none"> • Menlo Park Community Campus programming – Library collections • Revised library use guidelines • Establish a procedure for the annual selection of commission chair and vice chair • Advisory body meeting format and attendance requirements - AB 2449
March 22, 2023 (Joint meeting with the Parks and Recreation Commission – BH branch library)	<ul style="list-style-type: none"> • MPCC naming process • MPCC project updates – programming • Suggestion box – comments and responses
April 17, 2023 (Joint meeting with the Parks and Recreation Commission – BH branch library)	<ul style="list-style-type: none"> • MEETING CANCELLED – LACK OF QUORUM • MPCC programming – programming and policies • Kelly Field turf replacement
May 15, 2023	<ul style="list-style-type: none"> • MPCC programming and policy elements • Selection of commission chair and vice chair • Onboarding new commissioners
June 19, 2023	<ul style="list-style-type: none"> • Preliminary scenarios MPCC staffing • Department updates
July 17, 2023	<ul style="list-style-type: none"> • Update the Library Commission work plan • Designate commissioner liaisons to library affinity groups • Recommend updated library policies • Department updates
August 21, 2023	<ul style="list-style-type: none"> • MPCC naming process • MPCC programming and policies • Approve the Library Commission work plan • Recommend updated library policies • Suggestion box – comments and responses
September 18, 2023 <i>Date may change – potential joint meeting with PRC</i>	<ul style="list-style-type: none"> • MPCC naming process • MPCC programming and policies
October 16, 2023	<ul style="list-style-type: none"> • MPCC programming and policies
November 20, 2023 <i>Date may change</i>	<ul style="list-style-type: none"> • MPCC programming and policies • Suggestion box – comments and responses
December 18, 2023 <i>Date may change</i>	<ul style="list-style-type: none"> • MPCC programming and policies • Suggestion box – comments and responses
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> • <i>Staff presentations: library programming, early childhood education, adult literacy / ESL</i> • <i>Local author collection policy</i> • <i>Library meeting room policy</i>

Parks and Recreation Commission: Meets fourth Wednesday of each month, 6:30pm

Recurring board meetings of library affiliate nonprofit orgs:

Friends of the Library: Typically meets second Monday of each quarter, 1pm.

Library Foundation: Typically meets first Thursday of each month 2pm.