



SPECIAL MEETING AGENDA

Date: 11/13/2023
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – Updated - ID# 878
2275 3872 and Menlo Park Library
800 Alma St., Menlo Park, CA 94025

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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 878 2275 3872
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(669) 900-6833
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Press *9 to raise hand to speak

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Regular Session

A. Call To Order

B. Roll Call

C. Presentations

C1. Summer reading program

C2. New library collections

D. Regular Business

D1. Approve minutes from the August 21, 2023 meeting, the September 18, 2023 joint meeting with the Parks and Recreation Commission ([Attachment](#))

D2. Review and recommend a local author collection policy ([Staff Report LC-2023-021](#))

E. Informational Items

E1. Library and Community Services department updates ([Staff Report LC-2023-022](#))

E2. Library Commission tentative agenda calendar ([Attachment](#))

F. Commissioner Reports

F1. Individual Commissioner reports

G. 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.

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REGULAR MEETING MINUTES – DRAFT

Date: 8/21/2023
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, Hadrovic, Orton, Velagapudi, Wise
Absent: Cohen, Singh
Staff: Library and Community Services Director Reinhart, Assistant Library and
Community Services Director Szegda

C. Public Comment

None.

D. Regular Business

D1. Approve minutes from July 17, 2023 meeting (Attachment)

ACTION: Motion and second (Hadrovic/ Orton), to approve the minutes from the July 17, 2023 meeting, passed 5-0, (Cohen and Singh absent).

D2. Recommend the Library Commission work plan for 2023-24 (Staff Report LC-2023-015)

Assistant Director Szegda introduced the item.

Director Reinhart reported that the Commission work plans are tentatively scheduled for approval by the City Council on September 26.

ACTION: Motion and second (Hadrovic/ Chen Rekhi), to recommend the Library Commission work plan for 2023-24 for City Council approval passed 5-0, (Cohen and Singh absent).

D3. Recommend updated policies for library user privacy, library exhibits, and displays (Staff Report LC-2023-016)

Director Reinhart and Assistant Director Szegda introduced the item.

The Commission discussed the proposed policy updates.

ACTION: Motion and second (Orton/ Wise), to recommend the updated policies for library user privacy, library exhibits, and displays passed 5-0, (Cohen and Singh absent).

E. Informational Items

E1. Department updates (Staff Report LC-2023-017)

Commissioner Hadrovic suggested that department statistics be posted to the library web site.

E2. Library and Community Services strategic plan update (Staff Report LC-2023-018)

Assistant Director Szegda introduced the item.

E3. Library Commission tentative agenda calendar (Attachment)

The Commission discussed scheduling joint meeting dates with the Parks and Recreation Commission.

The Commission discussed the schedule for the naming of the Menlo Park Community Campus (MPCC).

ACTION: By acclamation, the following changes were made to the Library Commission's agenda calendar:

- September: joint meeting with the Parks and Recreation Commission at the Belle Haven Branch Library (September 18)
- October: joint meeting with the Parks and Recreation Commission at the Belle Haven Branch Library (October 25)
- Poll for November and December meeting date availability
- January: add mid-year budget update
- January: move meeting date to fourth Monday (third Monday holiday)
- February: move meeting date to fourth Monday (third Monday holiday)
- Unscheduled: add budget and staff ing update to unscheduled items

F. Commissioner Reports

F1. Individual Commissioner reports

Commissioner Hadrovic reported on the custom library cards issued by the New York Public Library and suggested custom cards for the opening of the new MPCC facility.

G. Adjournment

Chair Velagapudi adjourned the meeting at 7:51

Nick Szegda, Assistant Library and Community Services Director



LIBRARY COMMISSION AND PARKS AND RECREATION COMMISSION SPECIAL JOINT MEETING MINUTES – DRAFT

Date: 9/18/2023
Time: 6:30 p.m.
Locations: Teleconference and
Belle Haven Branch Library
415 Ivy Dr., Menlo Park, CA 94025

A. Call To Order

Chair Velgapudi called the meeting to order at 6:37 p.m.

B. Roll Call

Present: Bunyagidj, Chen Rekhi, Cohen, Gilmartin, Hadrovich, Lee, Orton, Theriault, Singh, Wise, Velgapudi
Absent: Brosnan, Joshua, Wessel
Staff: Library and Community Services Director Sean Reinhart, Library and Community Services Manager Natalya Jones, Library and Community Services Supervisor Rondell Howard, Management Analyst Ashley Walker

C. Study Session

- C1. Opening a four-week public comment period for Menlo Park residents to offer their feedback and suggestions for potential names and/or dedications for the facilities and major programs to be located in the Menlo Park Community Campus project now under construction (Staff Report PRC-2023-028 / Staff Report LC-2023-019)

Director Reinhart and Manager Jones gave the presentation (Attachment).

- Israel Harris spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Johnny Burns spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Darrell Barbour spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Edmund "EJ" Harris spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Karen Browder spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Troy Goodwin spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Sandra Green spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- David Harper spoke in support of retaining the Onetta Harris Community Center name for the new

community center.

- Frederick Harris spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Adrian Perkins spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Vanessa Carlisle spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Jacquie Cebrian spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Nancy Edelson spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Ken Harris with donated time from Terry Harris spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Ken Harris spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Dorsey Nunn spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Francis spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Margarita Harris spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Harry Bims spoke in support of giving the Menlo Park Community Center (MPCC) a new name.
- Jerry Bloodsaw spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Greg Goodwin spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Gail Wilkerson Dixon spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Constance French spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Sheryl Bims spoke in support of keeping an area dedicated to the Onetta Harris name and in support of giving the Menlo Park Community Center (MPCC) a new name.
- Rose Bickerstaff spoke in support of giving the Menlo Park Community Center (MPCC) a new name.
- Portia Gardner spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- G. Lee Young spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- James Dixon spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Marilyn spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Adriana Walker spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- David Wheaton spoke in support of retaining the Onetta Harris Community Center name for the new community center.
- Marieda Blackburn spoke in support of retaining the Onetta Harris Community Center name for the new community center.

The Commissions discussed different options for names and the opening of a four-week public input period for the naming.

The Commissions received clarification on next steps for the Commissions and City Council.

D. Adjournment

Chair Velgapudi adjourned the meeting at 10:03 p.m.

Ashley Walker, Management Analyst

Opening a four-week public comment period for the Menlo Park Community Campus naming process

Parks and Recreation Commission / Library Commission (PRC / LC)
September 18, 2023



Purpose – Study Session



- City Council is the sole decision-making authority for naming or dedicating City facilities.
- As advisory bodies to City Council, the PRC and LC have no decision-making authority related to naming or dedicating City facilities.
- The PRC and LC will not make any decisions nor recommendations about specific names and/or dedications during this joint study session.

Purpose – Study Session



- Part of a multi-step process that was established by City Council to help inform its decision-making about potential names and/or dedications for the facilities and major programs to be located in the Menlo Park Community Campus project (MPCC)
- The purpose of this joint study session is to hear community input, provide background information and inform the PRC and LC about the naming process City Council established.

5

Recommendation – Study Session



- PRC and LC open a four-week public comment period for Menlo Park residents to offer feedback and suggestions
- All comments previously received have been retained
- At the end of the four-week public comment period, the PRC and LC will jointly convene another public meeting, tentatively Oct. 25
- PRC and LC will consider all community input received; review the Naming Policy, then recommend to City Council:
 - Up to three potential names and/or dedications for the overall facility
 - Up to three potential names and/or dedications for each of the five major programs to be housed in it.



City Council decision process

- The City Council will review the PRC's and LC's recommendations in November or December on a date to be determined
- City Council will have the final decision on a name and/or dedication for the overall facility, and names and/or dedications for each of the five major programs that will be housed in it.





Naming Policy

- City Council Policy #CC-23-026, “Naming and/or changing the name of facilities,” (Naming Policy) was updated by City Council by Resolution No. 6817 on March 14, 2023.
- Establishes the procedure and criteria for naming and/or dedicating a new facility, or the individual programs or components within a new facility, or the renaming and/or rededicating of a previously designated park, playground, building, or other unit under the City’s jurisdiction.

NAMING AND/OR CHANGING THE NAME OF FACILITIES

City Council Policy #CC-23-026

Adopted Resolution No. 6817



Purpose and scope

From time to time the City has the opportunity to name and/or dedicate a new facility, or the individual programs or components within a new facility, or is requested to rename and/or rededicate a previously designated park, playground, building or other unit under the City's jurisdiction.

In order to formalize the City's consideration of these opportunities and requests, and to provide guidelines to the public, the City has adopted the following procedure and criteria for the naming and/or dedication of facilities.

1. It shall be the policy of the City not to change the name of any existing City facility, particularly one whose name has City, regional or national significance, unless there are the most extraordinary circumstances of City, regional or national interest and no other new facility can so be designated.
2. The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing place names only with the greatest reluctance and, when naming or dedicating facilities in honor of a person or persons, only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet under-recognized by the City.
3. The City Council is the final decision-making body for the selection of names and dedications for City facilities. The City Council may direct an appropriate City Commission to consider inputs from the community and recommend names or dedications to the City Council -- for example, it may select the Parks and Recreation Commission to do so for public parks, playgrounds, athletic fields, paths, tennis or pickleball courts, gardens, recreation buildings and related facilities.



- 4. The naming, dedication, renaming and/or rededication of City facilities will recognize and take into consideration the following criteria:
 - A clear and compelling connection to significant local places, communities, neighborhoods, history, geographical features, people, achievements, events, and/or other attributes of the City and community of Menlo Park
 - Inclusion, belonging, access, fairness, and justice for the entire Menlo Park community and all of the people who are part of it
 - A deceased person (no sooner than five years after death) who made major, overriding contributions to the City and community of Menlo Park and whose distinctions are as yet under-recognized by the City
 - National, regional or community groups that have made significant contributions to the Menlo Park community and have not been previously honored in a meaningful way by the City.
- 5. The City Council from time to time may authorize a dedication, memorial plaque, or other recognition in or on a facility that is closely identified with a person or group, or to recognize individuals and/or groups who have donated to the facility and/or individual programs or components within it, but the policy of the City is to retain the historic name of the facility.
- 6. For other than naming and/or dedicating a new facility and its individual programs or components, it is the policy of the City to take no action until at least six months from the receipt of a suggested renaming or rededication.

Policy history		
Action	Date	Notes
Policy adopted	February 25, 1986	City Council adopted
Policy reviewed	January 27, 1998	City Council reviewed and made no revisions
Policy updated	March 14, 2023	City Council adopted Resolution No. 6817

City Council direction – January 24



On Jan. 24, City Council directed City staff to update the city's Naming Policy and undertake a process with robust community input to help inform the City Council's decision-making to identify:

1. A name and/or dedication for the overall Menlo Park Community Campus (MPCC) building
2. Names and/or dedications for each of the five major programs housed in the MPCC building: senior center, branch library, youth center, aquatics center, and recreation center
3. Recognitions for individuals and/or groups who donate toward the costs of the opening day furnishings, equipment, books, public art, and other amenities in the MPCC building.



City Council direction – March 14

On March 14, City Council:

- Updated the Naming Policy
- Authorized a process with robust community input to help inform the City Council's decision-making to identify names and/or dedications in the MPCC facility
- Directed City staff to prioritize the development of MPPC programming first, and to schedule the facility naming process in summer/fall 2023 after the programming work had been mostly completed.



Current timeline

All dates are tentative and are subject to change:

- Sept. 18 – PRC and LC open a new four-week public comment period for Menlo Park residents to offer input and suggestions
- Oct. 25 – PRC and LC consider community input, City Council direction and Naming Policy, then recommend to City Council up to three potential names and/or dedications for the overall facility, and up to three potential names and/or dedications for each of the five major programs in it.
- November/December TBD – City Council reviews the PRC's and LC's recommendations, hears additional public input, then selects a name and/or dedication for the overall facility, and selects names and/or dedications for each of the five major programs that will be housed in it.



Naming rights – City Council

- The City Council is the sole decision-making authority for naming or dedicating City facilities, including the MPCC and programs in it.
- The City's naming rights for the MPCC project are affirmed in the Funding and Improvement Agreement between City of Menlo Park and Facebook (now Meta), which states:

“The City shall have the sole discretion to name the Project in accordance with its internal policies; provided, however, that prior to selecting the name, the City must meet and confer with Facebook. The City shall not license, sell, or otherwise commercialize the naming rights for the Project, or provide naming rights to a donor. Facebook shall have the non-exclusive right to use the appearance and image of the Project and refer to the Project's name in its marketing or any other published materials.”



MAKERSPACE
SECOND FLOOR



Previous and current facilities / programs

The next five slides provide summary status updates about the previous and current facilities and programs that will be housed in the new MPCC facility when it opens:

- Belle Haven Branch Library
- Belle Haven Pool
- Belle Haven Youth Center
- Menlo Park Senior Center
- Onetta Harris Community Center



Belle Haven Branch Library

- Currently located at 413 Ivy Drive, Belle Haven Branch Library has remained open to the public in the same location during MPCC project construction.
- Belle Haven Branch Library will move into the MPCC when the project is complete.
- The new facility will include an expanded library space that spans two floors and features a new makerspace, teen zone, children's outdoor patio, and tutoring/study rooms.
- The library's current location at 413 Ivy Drive is part of the Belle Haven Elementary School site owned by Ravenswood City School District, and that space will revert to the school's use after the library moves out.



Belle Haven Pool

- Formerly located at 100 Terminal Avenue, the Belle Haven Pool facility was closed and demolished in June 2021 to make way for the MPCC project
- Aquatics programs are not being provided at this location during construction, but will be provided in this location when the new facility opens
- The new facility will include a new aquatics center with performance pool, instructional pool, family splash pad, and other features.



Belle Haven Youth Center

- Formerly located at 100 Terminal Avenue, the Belle Haven Youth Center building was closed and demolished in June 2021 to make way for the MPCC project
- The youth center program moved to a temporary modular building in the Kelly Park parking area in May 2021, and has remained open in that interim location during the MPCC project construction
- The youth center program will move into the MPCC when the project is complete
- The new facility will include an enhanced youth center space with classroom and indoor play areas, outdoor play yard, children's restrooms, kitchenette, and other features.



Menlo Park Senior Center

- Formerly located at 100 Terminal Avenue, the Menlo Park Senior Center building was closed and demolished in June 2021 to make way for the MPCC project
- The senior center program temporarily moved to Arrillaga Family Recreation Center in May 2021, and has remained open in that interim location during the MPCC project construction. The senior center program will move into the MPCC when the project is complete
- The new facility will include multiple senior center spaces with senior lounge, dining and event hall, commercial-grade kitchen facility, outdoor terraces, and easy access to auxiliary spaces and programs in the library, makerspace, and movement studio, among other features.



Onetta Harris Community Center

- Formerly located at 100 Terminal Avenue, the Onetta Harris Community Center building was closed and demolished in June 2021 to make way for the MPCC project
- Most recreation and sports programs are not being provided at this location during construction, but will be resumed when the new facility opens. (Some smaller-scale recreation classes are being provided at nearby Belle Haven Branch Library on an interim basis during construction)
- The new facility will include a public gymnasium, fitness center, movement studio, locker room and showers, classroom space, and other features.



CHILDREN'S LIBRARY
FIRST FLOOR



Current names of major programs

Each of the five major programs that will be located together in the new multiservice facility—library, aquatics center, youth center, senior center, and recreation center—previously had or currently have names assigned to them (as listed in alphabetical order):

- Belle Haven Branch Library
- Belle Haven Pool
- Belle Haven Youth Center
- Menlo Park Senior Center
- Onetta Harris Community Center



Current names of major programs (continued)

- The five major programs will no longer be housed in separate, individual buildings when the new multiservice facility opens
- Each program will be housed in its own distinct area of the new facility, marked by signage and in official City directories.
- Each individual program will retain its unique identity and programs in the new facility, even as new collaborations and synergies between the individual programs are created by the newly constructed facility's unique all-in-one design.



Overall “campus” name

- Prior to being demolished to make way for the MPCC project construction, the facilities at 100 Terminal Avenue were located in separate, standalone facilities, and each bore its own individual name
- There is no record of a single overall name having been assigned to the overall cluster of facilities—sometimes referred to as a “campus”—by City Council in the past
- The former monument sign at 100 Terminal Avenue prior to the demolition listed the names of the individual facilities on the site (including Kelly Park which is not part of the MPCC project construction), but did not list or indicate an overall campus name (Attachment C.)



Former monument sign



- Image of the monument sign previously located at 100 Terminal Avenue, prior to the demolition of Belle Haven Pool, Belle Haven Youth Center, Onetta Harris Community Center, and Menlo Park Senior Center to make way for the MPCC project construction
- (Note: Kelly Park is not part of the MPCC project construction. City Council could also choose to include Kelly Park in any overall campus name or dedication, if desired, however there is no intent or process to change the name of Kelly Park itself at this time.)



Signage considerations

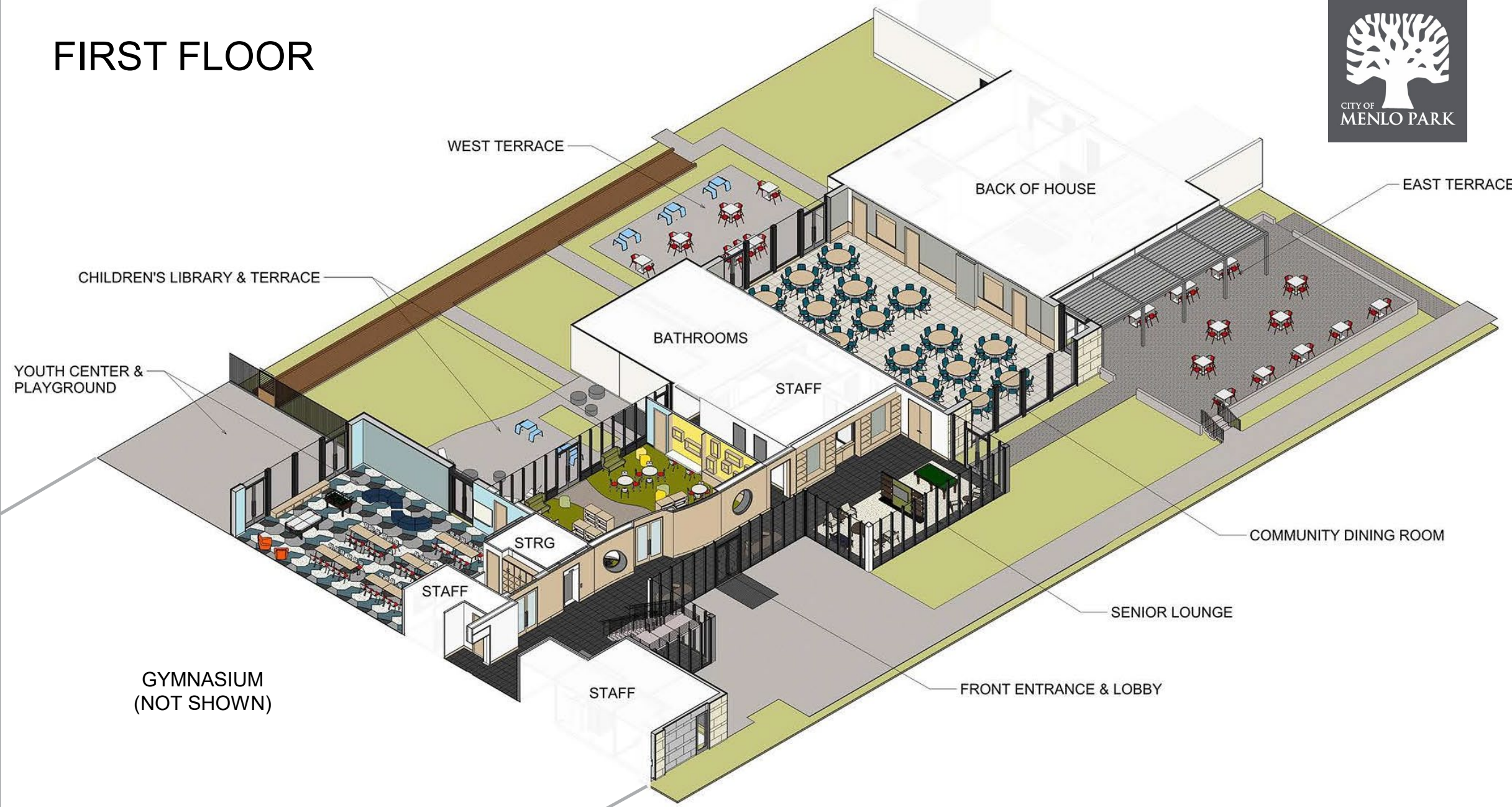
- Monument sign. The project includes a new monument sign located next to the street at the site's entrance on Terminal Avenue for the purposes of demarcating the address and indicating what is located there
- Building main entry sign. The project design includes a sign over the main entrance into the new building to identify the building to visitors. Of note, the new building will have a single consolidated main entrance and entry sign. This is different from the previous facilities, which were in separate buildings each with its own main entry sign.



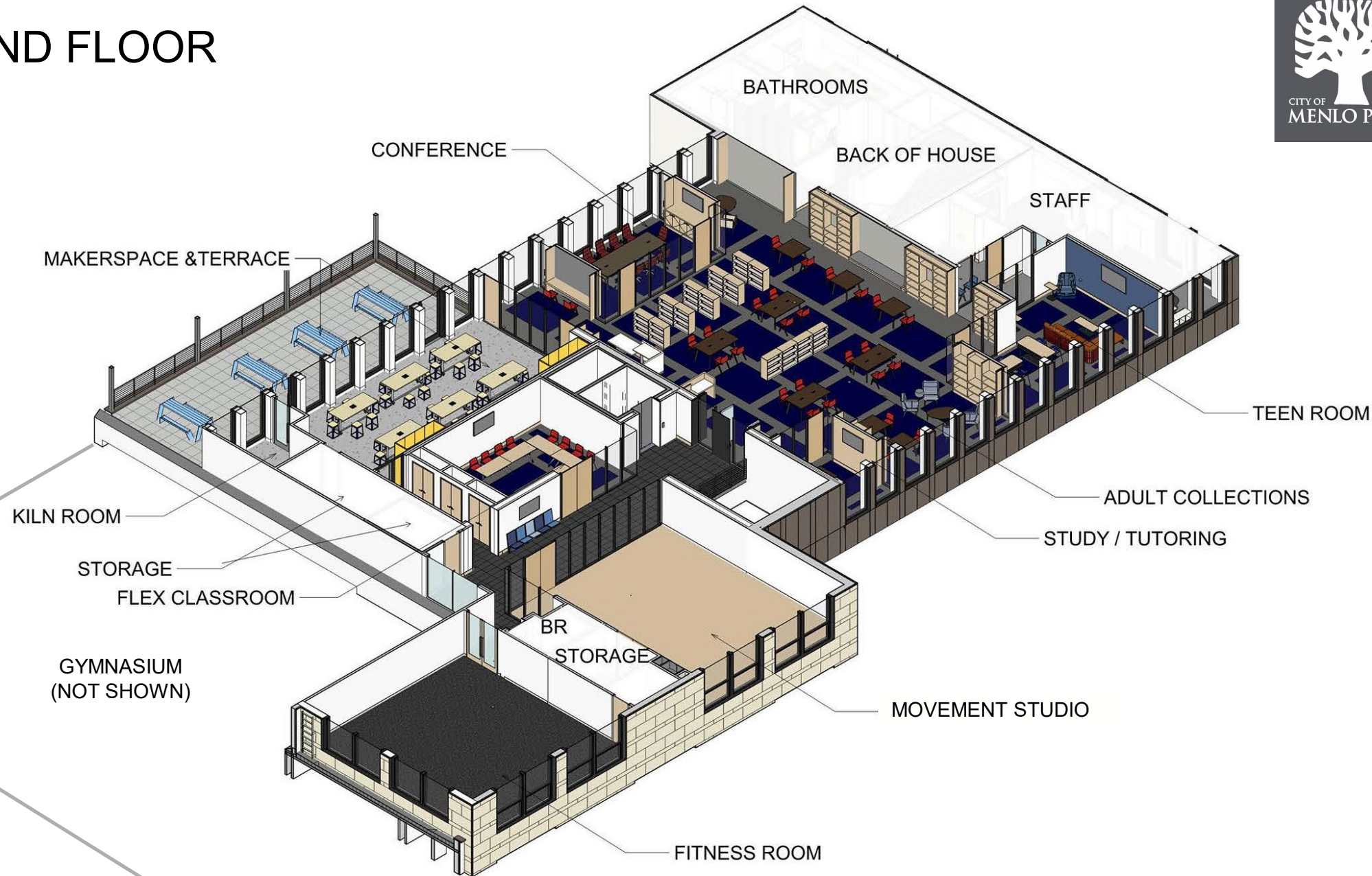
Signage considerations

- Wayfinding and room signs. The project design includes signs on each of the program areas inside the building, and wayfinding signage throughout the “campus” to guide visitors to the individual programs and destinations
- Dedication plaque. It is customary for significant new public buildings to have a dedication plaque. Dedication plaques typically display the year or date the building was completed and officially dedicated, and recognize individuals or entities that played significant roles in the project’s development such as elected officials, architects, builders, financiers, voters and/or ballot measures, as appropriate to the specific facility.

FIRST FLOOR



SECOND FLOOR







Public input

Members of the public can share written comments and suggestions related to MPCC naming and/or dedications:

- Online feedback form: menlopark.gov/name
- Paper suggestion boxes at City libraries and recreation centers
- U.S. postal mail to: Feedback, c/o City of Menlo Park, 800 Alma St., Menlo Park, CA 94025
- Public comments will continue to be accepted through Oct. 25
- A compilation of all written public comments received will be published in a report to PRC and LC on Oct. 25, and in a report to City Council.



Naming process next steps

On Oct. 25, City staff will present to the PRC and LC the following information to help inform and support the PRC and LC's joint recommendations to City Council:

1. Compilation of all written public comments received through various feedback channels
2. Summary of the public feedback received
3. Brief review of the Naming Policy and City Council direction related to the naming process
4. Matrix of naming and/or dedication opportunities to aid the PRC's and LC's discussion and recommendation process.



Thank you





STAFF REPORT

Library Commission

Meeting Date:

11/13/2023

Staff Report Number:

LC-2023-021

Regular Business:

Review and recommend the Local Author Collection Policy

Recommendation

Staff recommends that the Library Commission review and recommend the Local Author Collection Policy (Attachment A).

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.

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.

Menlo Park Library encourages local literary and creative efforts by local published authors. The Local Author Collection Policy establishes criteria for evaluating, selecting, displaying, circulating, retaining, and withdrawing published local authors' works in the library's collection (Attachment A.)

Impact on City Resources

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

Environmental Review

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. Local author collection policy

Report prepared by:

Rose Waldman, Library and Community Services Supervisor

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

LOCAL AUTHOR COLLECTION POLICY

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



Purpose

Menlo Park Library encourages local literary and creative efforts by maintaining a rotating collection of books donated by local published authors. This policy establishes criteria for evaluating, selecting, displaying, circulating, retaining, and withdrawing published local authors' works in the library's collection.

Evaluation and criteria

The local author collection is intended to provide a rotating showcase of published works by published local authors, and is not intended to serve as a permanent repository or archive for any submitted work and/or title.

Submitted works are considered donations and become the property of City of Menlo Park. Works selected for the local author collection become property of the City of Menlo Park and are subject to the standards and retention schedule as other library materials. Menlo Park Library reserves the right to include, exclude, or withdraw any work and/or title from the collection for any reason, consistent with the Collection Development Policy. Menlo Park Library is not responsible for promoting materials nor hosting promotional or informational events such as book signings or author presentations.

Submitted works are evaluated by City of Menlo Park librarians for addition to the collection according to the criteria outlined in the Collection Development Policy. In exception to the Collection Development Policy, self-published and vanity press materials may be evaluated if the author is resident of incorporated City of Menlo Park.

Criteria for evaluation:

- Traditionally published authors who currently live within the boundaries of incorporated City of Menlo Park, or who lived within those boundaries at the time the work was first published
- Self-published and vanity press authors must be a current resident of incorporated City of Menlo Park and have a valid Menlo Park library card.
- All donated works must be in new or like-new condition.
- Only one (1) copy of any title.
- Author donations are limited to one (1) item per year.
- Submissions must be professionally printed and bound.
- Author represents and warrants full ownership and/or legal rights to publish all material in the work

The following works will not be evaluated:

- Self-published or vanity press books by non-residents.
- Scholarly works not intended for a general interest (i.e. dissertation, theses, textbooks, and workbooks.)
- Books that are not bound in a way that they can withstand shelving and circulation, such as spiral bound items and pamphlets.

Submittal procedure

Published local authors may submit their work for consideration by requesting a Local Author Collection Suggested Acquisition form at the library, then submitting the completed form with one donated copy of their work. Donated works become the property of City of Menlo Park. City of Menlo Park librarians will assess the work per applicable policies and render a determination within 90 days of receiving the request. Works selected for the local author collection will be added to the catalog and display within 90 days a determination is made. Works not selected will be donated to Friends of Menlo Park Library.

Policy Adoption		
This policy will be reviewed at least once every five years.		
Policy History		
Action	Date	Notes
Policy recommended		



STAFF REPORT

Library Commission

Meeting Date:

11/13/2023

Staff Report Number:

LC-2023-022

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

Analysis

August, September, October 2023 statistics

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Statistics from August, September, and October 2023 are provided in Attachment A.

Annual library statistics infographic

The California State Library collects statistics on public library usage throughout the state, and compiles the statistics into reports and infographics. An infographic of Menlo Park Library's annual statistics for fiscal year 2022-23 is provided in Attachment B.

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. LCS department statistics – August, September, October 2023
- B. Infographic – FY 2022-23 library statistics

Report prepared by:
Ashley Walker, Management Analyst

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

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

Table 1. Library items circulated

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023
800 Alma St.	48,847	43,930	50,395	46,190	47,023	49,544	49,616	49,164	45,192	43,407
413 Ivy Dr.	1,193	929	1,320	1,205	1,285	1,088	1,112	1,197	918	877
Online / Digital	8,702	8,219	8,827	8,707	9,374	9,891	10,368	9,970	10,332	11,598

Table 2. Library cards

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023
New library cards issued – MP residents	303	240	239	253	232	330	322	207	181	150
Total MP resident library cardholders	21,189	21,299	21,417	21,512	21,601	21,733	21,189	21,808	22,105	22,020

Table 3. Library patron questions answered

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023
800 Alma St.	2,967	2,714	3,347	2,834	2,393	3,496	3,282	3,294	2,753	3,046
413 Ivy Dr.	209	262	340	279	306	744	264	345	337	244

Table 4. Library holds filled (item requests)

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023
Incoming holds 800 Alma St.	4,375	3,934	4,763	4,393	4,256	4,472	3,968	4,121	4,043	4,076
Outgoing holds 800 Alma St.	2,879	2,788	3,142	2,665	2,773	3,252	3,050	3,968	3,238	3,062
Incoming holds 413 Ivy Dr.	-	-	-	-	-	144	195	183	154	154
Outgoing holds 413 Ivy Dr.	-	-	-	-	-	159	183	157	190	190

Table 5. Library foot traffic (gate count)

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023
800 Alma St.	-	-	-	-	-	13,108	-	-	-	13,541
413 Ivy Dr.	881	1,189	1,365	1,241	1,288	1,231	1,034	1,261	1,169	1,248

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

Table 6. Library program attendance

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023
Total program attendance 800 Alma St.	893	847	730	888	606	822	1,653	1,405	883	1,121
Number of programs 800 Alma St.	30	29	25	31	28	27	30	36	30	36
Total program attendance 413 Ivy Dr.	87	173	156	98	67	116	157	296	132	116
Number of programs 413 Ivy Dr.	8	8	8	8	7	8	8	8	9	7

Table 7. Preschool child development - enrollment

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023
Menlo Children's Center	33	32	34	33	35	38	33	33	23	23
Belle Haven Child Development Center	56	59	61	64	65	65	45	43	48	50

Table 8. School age child development (after school enrichment) - enrollment

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023
Menlo Children's Center - After School	28	28	28	28	28	28	30	27	28	30
Belle Haven Youth Center	42	42	42	42	42	42	28	56	54	54

Table 9. Senior Center services

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023
Lunches served	376	560	555	551	624	656	570	482	519	642
Grocery boxes distributed	480	480	460	460	460	576	460	460	460	460
Senior shuttle trips	1,058	902	1,018	898	1,053	1,124	1,010	1,006	1,158	1200
Rideshare trips	220	236	294	288	225	252	0	0	0	0

Table 10. Senior Center classes

	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023 (to date)
Enrollment – residents	145	108	437	139
Enrollment – non-residents	240	216	264	89
Classes offered	42	42	42	14

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

Table 11. Recreational classes				
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023 (to date)
Enrollment – residents	263	239	166	-
Enrollment – non-residents	126	117	67	-
Classes offered	77	88	73	-
Number of instructors	24	22	28	-

Fall registration for 23-24 not yet opened

Table 12. Sports classes				
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023 (to date)
Enrollment – residents	195	70	242	36
Enrollment – non-residents	129	97	181	7
Classes offered	20	12	40	3
Number of instructors	5	5	10	2
Drop-in basketball visits	243	280	172	268
Drop-in volleyball visits	637	534	513	238
Leagues – individual registrations	1,400	84	1239	0
Leagues – team registrations	142	12	111	35

Table 13. Gymnastics classes				
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023 (to date)
Enrollment – residents	490	499	416	-
Enrollment – non-residents	158	255	174	-
Classes offered	93	101	80	-

Fall registration for 23-24 not yet opened

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

Table 14. Facility rentals				
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023 (to date)
Recreation center rentals – residents	57	24	18	11
Recreation center rentals – non-residents	46	89	76	31
Athletic field rentals (hours reserved)	899	1,533	1,042	537
Tennis court keys (annual) – residents	166	50	72	12
Tennis court keys (annual) – non-residents	41	12	10	1

Table 15. Large-scale community event attendance							
Location	Feb 2023	Apr 2023	June 2023	July 2023	Aug 2023	Sep 2023	Oct 2023
Black Liberation Month Celebration 2/11	150	-	-	-	-		
Egg Hunt 4/8	-	1,500	-	-	-		
Juneteenth Celebration 6/17	-	-	200	-	-		
4 th of July Parade and Celebration	-	-	-	1,250	-		
Summer Concert – Fremont Park 7/12	-	-	-	186	-		
Summer Concert – Fremont Park 7/19	-	-	-	388	-		
Summer Concert – Fremont Park 7/26	-	-	-	261	-		
Summer Concert – Fremont Park 8/2	-	-	-	-	387		
Summer Concert – Fremont Park 8/9	-	-	-	-	247		
Summer Concert – Karl E. Clark Park 8/11	-	-	-	-	103		
Summer Concert – Fremont Park 8/16	-	-	-	-	520		
Summer Concert – Karl E. Clark Park 8/18	-	-	-	-	137		
Halloween Hoopla							1,100
Pumpkin Splash							101



MENLO PARK LIBRARY

Annual Report 2022-23



The library had **5,624** open hours in 2022-23



27,998 people have a card at our library



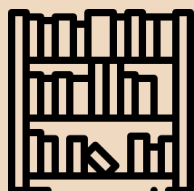
173,420 people walked through our doors



46,375 retrievals from research databases



A total of **98,667** print materials



The collection contained **201,407** items



A total of **692,507** checkouts



Including **103,453** electronic materials



We lent our items to libraries outside of our system **37,061** times



Our service is delivered by **13.5** dedicated FTE staff



39,110 Reference questions were asked



And brought in **54,144** items upon patron request



347 total programs offered



8,911 people attended in total



Notable circulating collections include:

- State and National Parks passes
- Pickleball sets
- Video games
- Local author collection
- Wifi hotspots

READ

LIBRARY COMMISSION
2023-24 TENTATIVE AGENDA SCHEDULE
NOVEMBER 13, 2023

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

MEETING DATE	PROPOSED AGENDA TOPICS
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 Recommend the Library Commission work plan Suggestion box – comments and responses Information item – department strategic plan
September 18, 2023 <i>Joint meeting with PRC</i>	<ul style="list-style-type: none"> MPCC naming process
October 25, 2023 <i>Joint meeting with PRC</i>	<ul style="list-style-type: none"> MPCC naming process
November 13, 2023 <i>(2nd Monday)</i>	<ul style="list-style-type: none"> Staff presentation: summer reading, new collections Local author collection policy
December 18, 2023	<ul style="list-style-type: none"> MPCC project updates LCS department strategic plan update Suggestion box – comments and responses
January 22, 2024 <i>(4th Monday)</i>	<ul style="list-style-type: none"> MPCC project updates LCS department strategic plan update Mid-year budget update
February 26 2024 <i>(4th Monday)</i>	<ul style="list-style-type: none"> MPCC project updates Suggestion box – comments and responses
March 18, 2024	<ul style="list-style-type: none"> MPCC project updates Main Library roof replacement / solar project update
April 15, 2024	<ul style="list-style-type: none"> MPCC project updates
May 20, 2024	<ul style="list-style-type: none"> Select commission chair and vice-chair Onboarding new commissioners
June 17, 2024	<ul style="list-style-type: none">
Unscheduled future topics	<ul style="list-style-type: none"> Staff presentations: library programming, early childhood education, literacy / ESL

Parks and Recreation Commission: Typically meets fourth Wednesday of each month, 6:30 PM

Recurring board meetings of library affiliated nonprofit orgs:

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

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