



## REGULAR MEETING AGENDA

**Date:** 6/19/2023  
**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](https://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. Preliminary scenarios for opening the Menlo Park Community Campus with no new staff ([Staff Report LC-2023-009](#)) ([Presentation](#))  
Not a California Environmental Quality Act (CEQA) project.

#### E. Regular Business

- E1. Approve minutes from May 15, 2023 meeting ([Attachment](#))  
Not a CEQA project.

**F. Informational Items**

- F1. Department updates ([Staff Report LC-2023-010](#))  
Not a CEQA project.
- F2. Library Commission tentative agenda calendar ([Attachment](#))  
Not a CEQA project.

**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](mailto: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.

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## STAFF REPORT

### Library Commission

Meeting Date:

6/19/2023

Staff Report Number:

LC-2023-009

Study Session:

Preliminary scenarios for opening and operating the  
Menlo Park Community Campus with no new staff

### Recommendation

City staff recommends that the Library Commission convene a study session to review and advise preliminary scenarios for opening and operating the Menlo Park Community Campus (MPCC) with current staffing levels, and no new staff. This report contains background and supporting information. City staff will present the preliminary staffing scenarios to the Library Commission during the study session on June 19.

### Policy Issues

The Library Commission provides advice and recommendations to the City Council related to City programs and services such as those planned for the Menlo Park Community Campus (MPCC). City Council identified the MPCC as one of the City's top priorities.

### Background

On June 13, City Council held a public hearing about the fiscal year (FY) 2023-24 proposed operating budget and discussed various strategies to reduce projected budget deficits. (Attachment A).

City Councilmembers identified the Menlo Park Community Campus (MPCC) staffing and operations budget proposal for further review, and directed City staff to prepare scenarios for opening and operating the MPCC with current staffing levels, and no new staff.

### Analysis

At the direction of City Council, City staff is preparing scenarios for operating the MPCC with no new staff, and will present preliminary scenarios to the Library Commission for review and advice on June 19. The complete FY 2023-24 proposed operating budget and related materials are posted to the City of Menlo Park budget webpage. (Attachment B). A summary of key budget information related to the City's proposed operating budget follows.

#### City manager's fiscal year 2023-24 proposed budget

The city manager's proposed budget entails a baseline spending plan for 290.5 full-time equivalent (FTEs) employees across all city departments (base level from fiscal year 2022-23) and service level enhancements of six additional FTEs for the launch of services at the Menlo Park Community Campus (MPCC), for a total of 296.5 FTEs.

The city manager's proposed General Fund budget for fiscal year 2023-24 includes \$76.32 million in expenditures offset by \$75.35 million in revenues. The proposed budget is balanced by using \$0.96 million

in reserves as well as the remaining \$3.7 million of American Rescue Plan Act (ARPA) funds. The loss of the City's Utility Users Tax (UUT) and an initial estimate of \$4.5 million in refunds combined with growing demand for City services and rising costs of conducting business places increased pressure on the General Fund.

The proposed budget includes a five-year forecast that projects the City's total reserve balance trending downward from \$36.3 million to \$25.1 million over the five-year period. The City Council's Emergency Contingency Reserve is maintained at the minimum policy level of 15% of the adopted budget. The Economic Stabilization Reserve falls below the minimum policy level of 20% of the adopted budget in fiscal year 2024-25 and decreases to 5% in year five. In addition, the unassigned reserve balance decreases to \$0.25 million for the last three years of the forecast to maintain the necessary minimum liquidity for cash flow to cover operating expenses.

At the June 13 public hearing, City staff requested City Council direction on strategies to balance its General Fund budget without depleting reserves to an unacceptable level.

#### Library and Community Services department proposed budget

The Library and Community Services department's FY 2023-24 baseline budget proposal (not including the separate staffing and budget request to support the opening of the Menlo Park Community Campus) includes \$14.88 million in operating and personnel expenditures offset by projected \$5.5 million in revenues. Department services to the community are provided by 66.25 authorized full-time equivalent personnel in addition to temporary and seasonal employees.

#### Menlo Park Community Campus service level restoration proposal

The Menlo Park Community Campus (MPCC) is on track to open during fiscal year 2023-24. To operate the new facility, some existing services and personnel that are currently housed in interim locations will be relocated to the new facility, including the senior center, youth center and branch library. Additionally, some new personnel and resources are needed to operate the facility in the manner and capacity envisioned by the City Council and the community. For this reason, the fiscal year (FY) 2023-24 proposed budget includes service level restoration requests to:

- Restore operations that were suspended or reduced during the MPCC construction, such as gymnasium, fitness center, recreation services, aquatics center and facility rentals
- Staff an expanded public library space that spans two floors instead of the current one floor space
- Support new services, such as makerspace and teen zone
- Create a new job classification to support enhanced nutrition services, planning and preparation of nutritious meals for senior center and youth center participants, provide nutrition and health/wellness education services to program participants
- Reinstate overhead and operating costs such as utilities, supplies and services.

The service level restoration proposal includes 6.0 full-time equivalent (FTE) new/restored personnel for approximately \$965,000 in personnel expenses, plus \$1.02 million in non-personnel operating expenses offset by \$715,000 in projected revenues. Operating expenses and revenues are presented in amounts representing a full year of operations; however, it is assumed that operations at the MPCC facility are likely to begin approximately halfway through the fiscal year (early 2024). The service level restoration request was outlined in more detail in the FY 2023-24 proposed budget. (Attachment C).

#### **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 – City Council meeting agenda (item H-1), June 13, 2023.  
[menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230613-city-council-regular-agenda-packet\\_w-presentations.pdf](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230613-city-council-regular-agenda-packet_w-presentations.pdf)
- B. Hyperlink – City budget webpage: [menlopark.gov/budget](https://menlopark.gov/budget)
- C. Service level restoration request - MPCC

Report prepared by:

Sean S. Reinhart, Library and Community Services Director

## Library and Community Services



## MEMORANDUM

**Date:** 6/13/2023**To:** City Council**From:** Library and Community Services Director**Re:** Fiscal year 2023-24 Service level restoration – Menlo Park Community Campus

The Menlo Park Community Campus (MPCC) is on track to open during fiscal year 2023-24. To operate the new facility, some existing services and personnel that are currently housed in interim locations will be relocated to the new facility, including the senior center, youth center and branch library. Additionally, some new personnel and resources are needed to operate the facility in the manner and capacity envisioned by the City Council and the community. For this reason, the fiscal year (FY) 2023-24 proposed budget includes service level restoration requests to:

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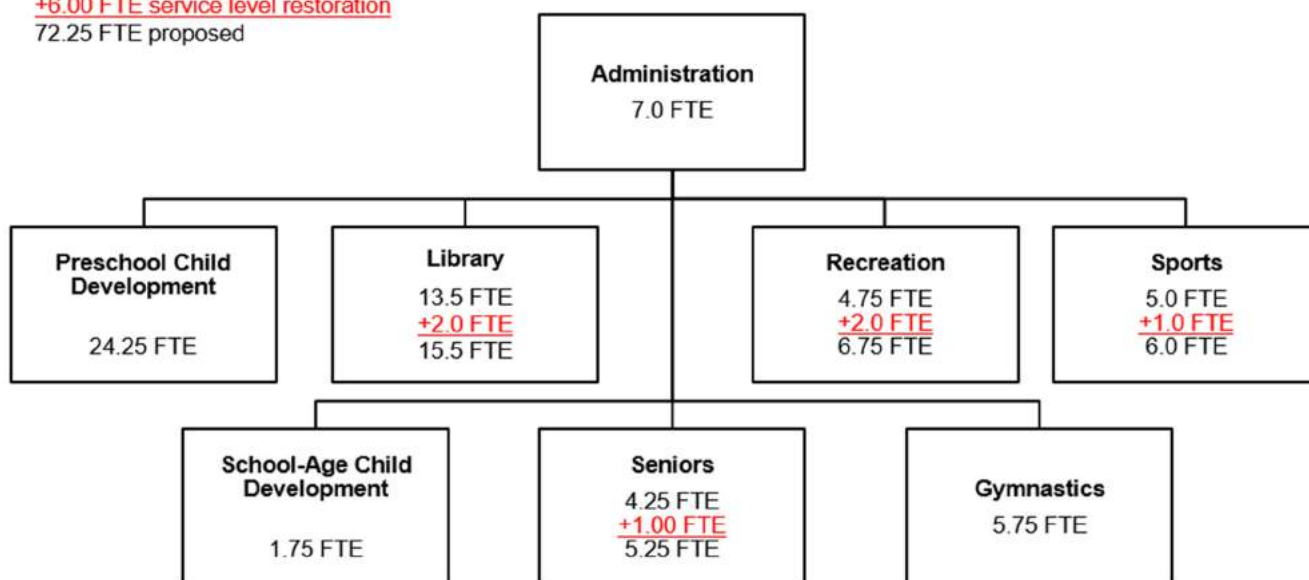
Position*	FTE	Operational/programming need
Librarian I/II	1.00	Lead staff for expanded library space, makerspace, teen zone
Library Assistant I	1.00	Support staff for expanded library space, makerspace, teen zone
Recreation Coordinator	1.00	Lead staff for gymnasium, fitness center, facility rentals
Senior Program Assistant	1.00	Support staff for gymnasium, fitness center, facility rentals
Nutrition Services Coordinator	1.00	Lead staff for senior center daily meal service, youth center food service, nutrition/health/wellness education
LCS Supervisor	1.00	Building supervisor - operations, athletic field use, and site liaison to aquatics provider
Temporary staff (\$120,000)		Front line customer service support at 3 primary service points seven days/ 63+ hours per week, plus room set up, facility attendants for rentals, and related tasks
<b>Total</b>	<b>6.00</b>	<b>\$965,000</b>

**Library and Community Services  
Proposed FY 2023-24**

66.25 FTE baseline

+6.00 FTE service level restoration

72.25 FTE proposed





# **Menlo Park Community Campus preliminary staffing scenario data**

Library Commission – June 19, 2023







## Overview

- City staff recommends that the Library Commission receive and review data related to Menlo Park Community Campus (MPCC) staffing and operations
- No recommendation or action by the Library Commission is requested at this time
- Comments, questions and feedback are welcomed.



## Background

- Sept. 13, 2022 – [City Council reviewed community survey results](#) for desired programs in the MPCC, and received initial confirmation that service level enhancements would be necessary to operate the new center in the manner envisioned by the City Council and community
- January 24, 2023 – [City Council reviewed preliminary estimates](#) that approximately 4-5 full-time equivalent (FTE) new personnel, in addition to new temporary staff, would be needed to support the gymnasium, recreation center, makerspace, teen lounge, expanded library space, and other desired new programs when the MPCC opens
- April 4, 2023 – [City Council reviewed MPCC proposed programming plan elements](#) that were developed over the previous several months with robust community input and City Council feedback and direction
- June 1, 2023 – [The proposed fiscal year \(FY\) 2023-24 operating budget workshop](#) included a detailed service level restoration request for 6.0 FTE new personnel plus additional temporary staff to open and operate the MPCC facility.



## Background

- Time is of the essence
- June 13, 2023 – [City Council public hearing](#) - FY 2023-24 proposed operating budget
- Strategies to reduce projected budget deficits
- City Councilmembers directed City staff to prepare scenarios for opening the Menlo Park Community Campus (MPCC) using only the current staffing levels in Library and Community Services, and no new staff capacity
- City staff is working to develop scenarios for City Council's review and consideration on June 27 (budget adoption)
- City staff worked hard to make data available as quickly as possible for public awareness and transparency in response to City Council's request.



## Current services – LCS department

- Library and Community Services (LCS) staff are dedicated, hard-working, talented and experienced public servants
- LCS has fewer staff now than before the pandemic
- Menlo Park residents desire and expect a high quality and high level of service
- LCS staff are currently working at maximum capacity to meet service demands
- LCS staff provide a diverse array of high-quality services to the Menlo Park community

LCS department services include:

- Public libraries
- Recreation
- Sports
- Early childhood education
- After school programs
- Summer youth camps
- Older adults (senior) programs
- Athletic fields and courts
- Community events
- Aquatics



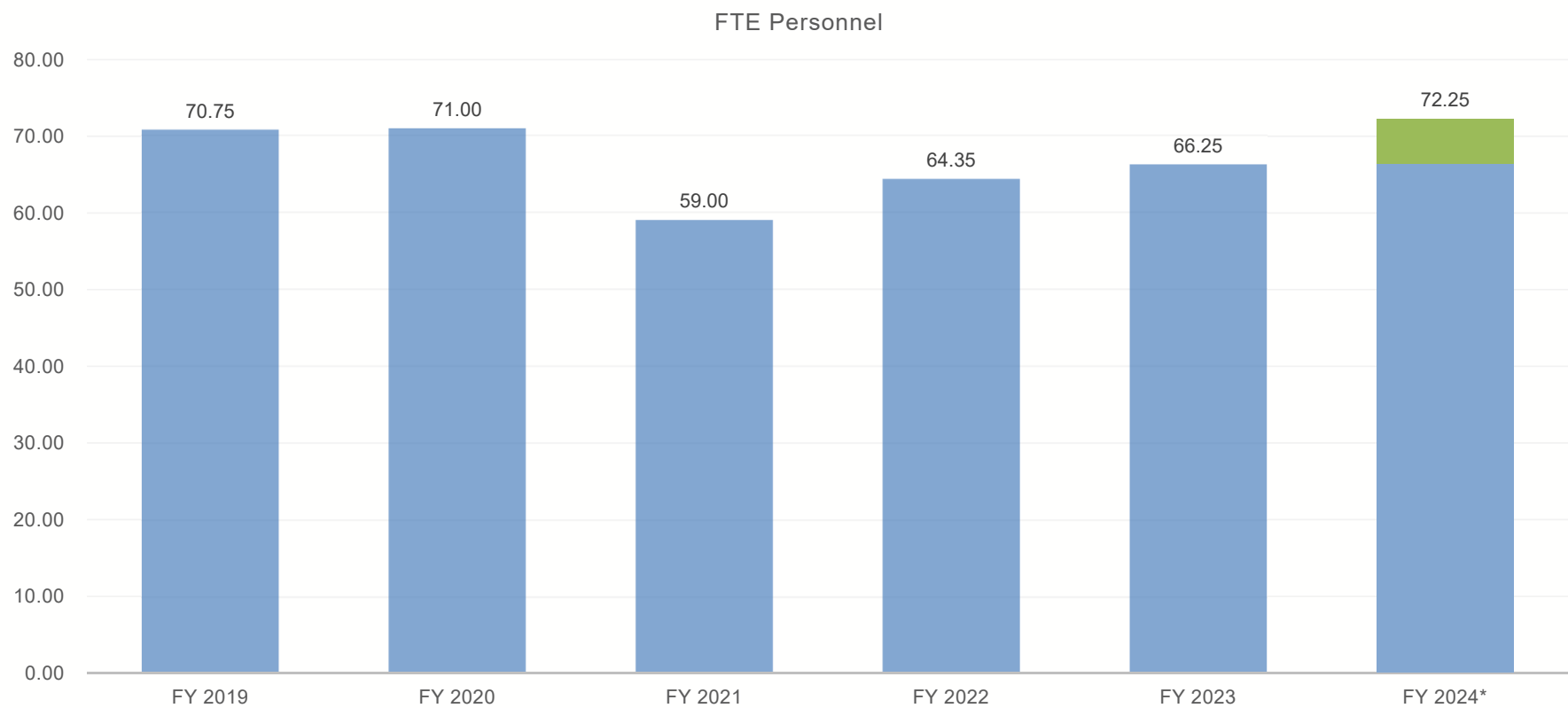


## New service needs - MPCC

- MPCC is on track to open during fiscal year 2023-24
- Large, complex multiservice public facility – 37,080 square feet on two levels
- Incorporates some current programs, including senior center, youth center and branch library - these current programs are planned to move to and expand in the new facility
- Restores services and adds new programs which currently do not exist, including: restored gymnasium and fitness center, significantly expanded library, new makerspace, new teen/homework – additional staff capacity is needed to support these programs in the new facility
- New public facilities commonly experience significantly increased usage compared to the old facilities they replace – often 2-3 times higher usage
- The former community center's closure for construction coincided with the COVID-19 pandemic, widespread facility closures, and personnel reductions made necessary by economic downturn. LCS staffing capacity has not fully recovered yet.

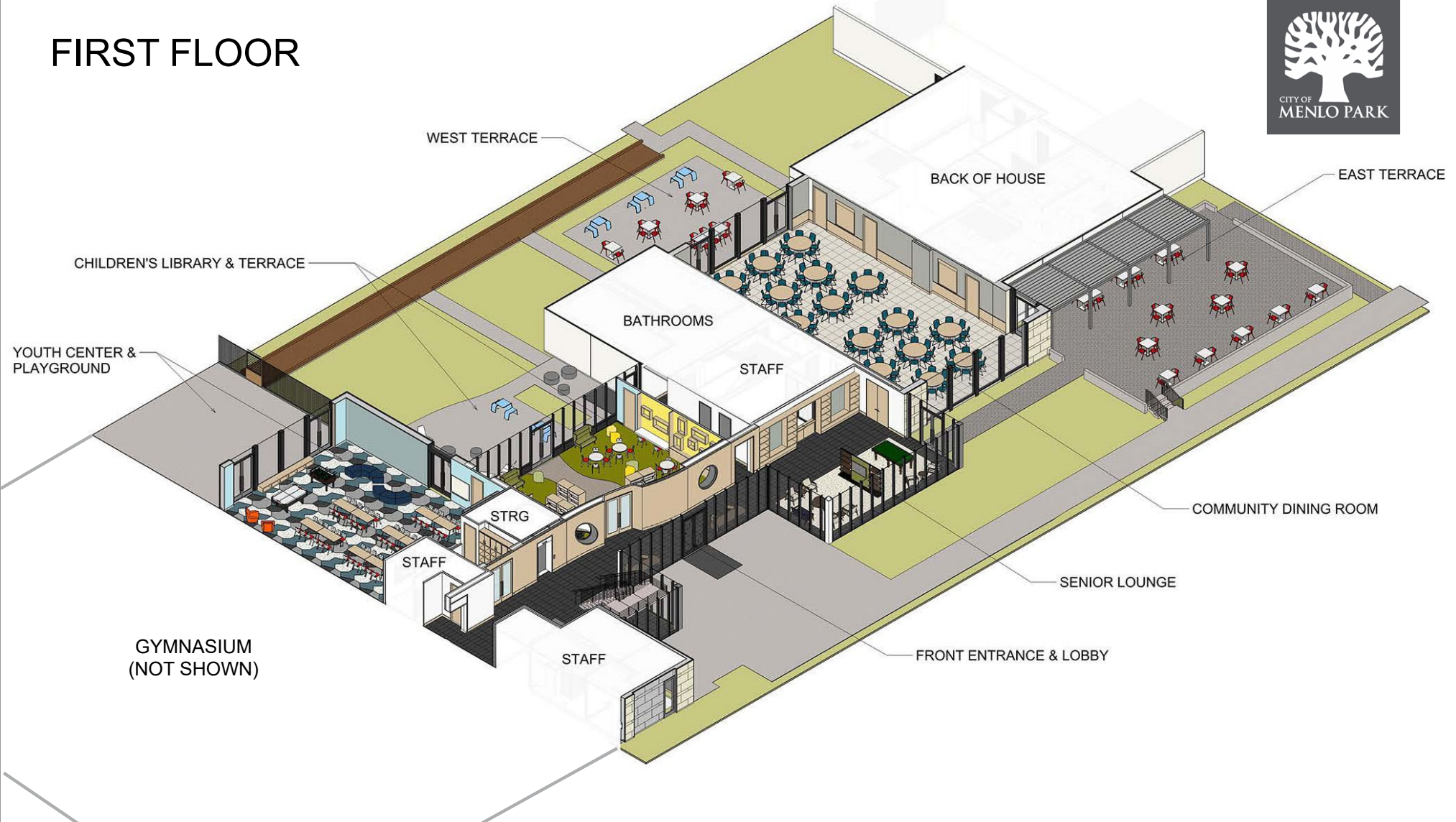


# Staffing levels 2019 to 2024



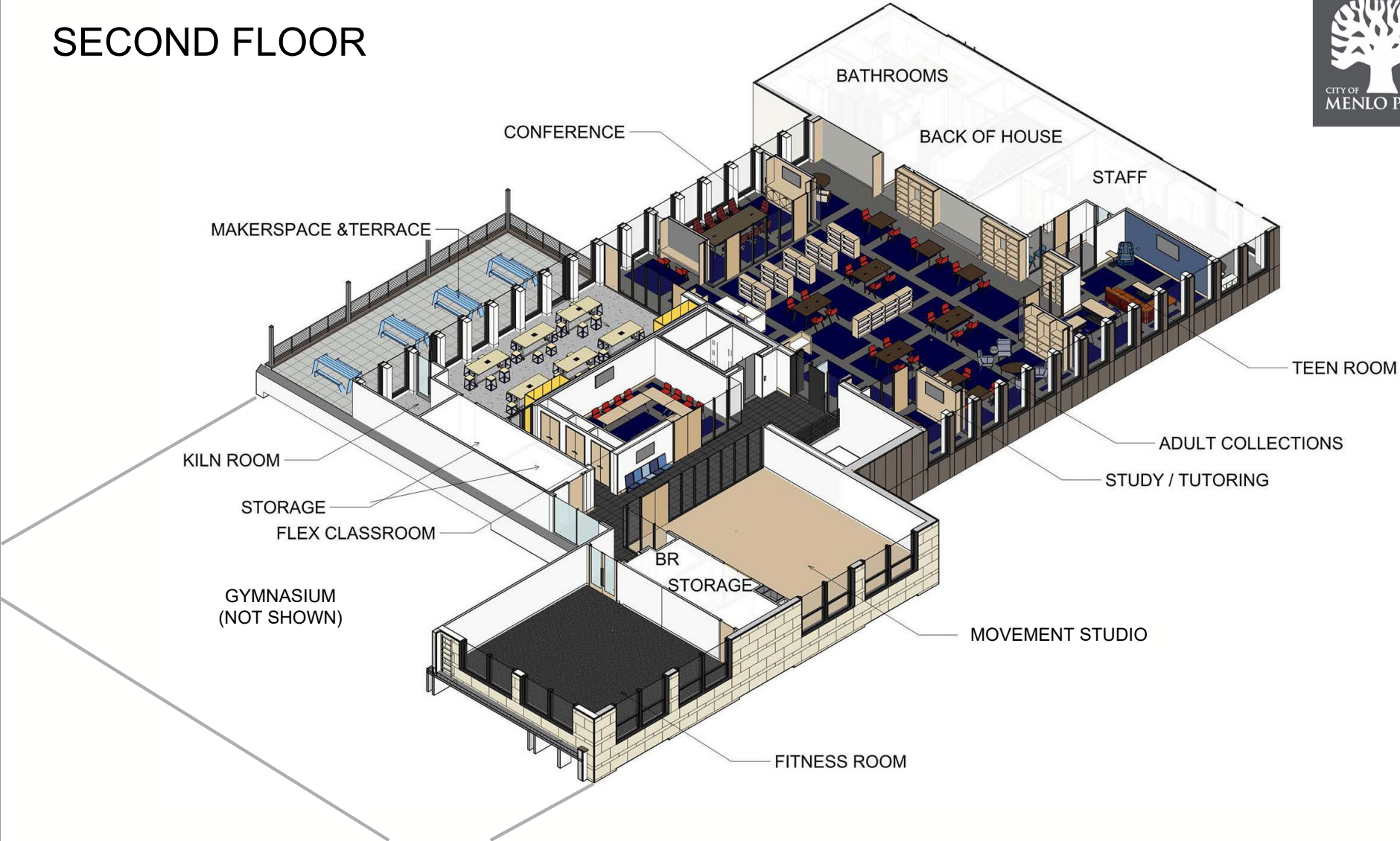
\*Includes 6.0 FTE requested for MPCC

# FIRST FLOOR





# SECOND FLOOR





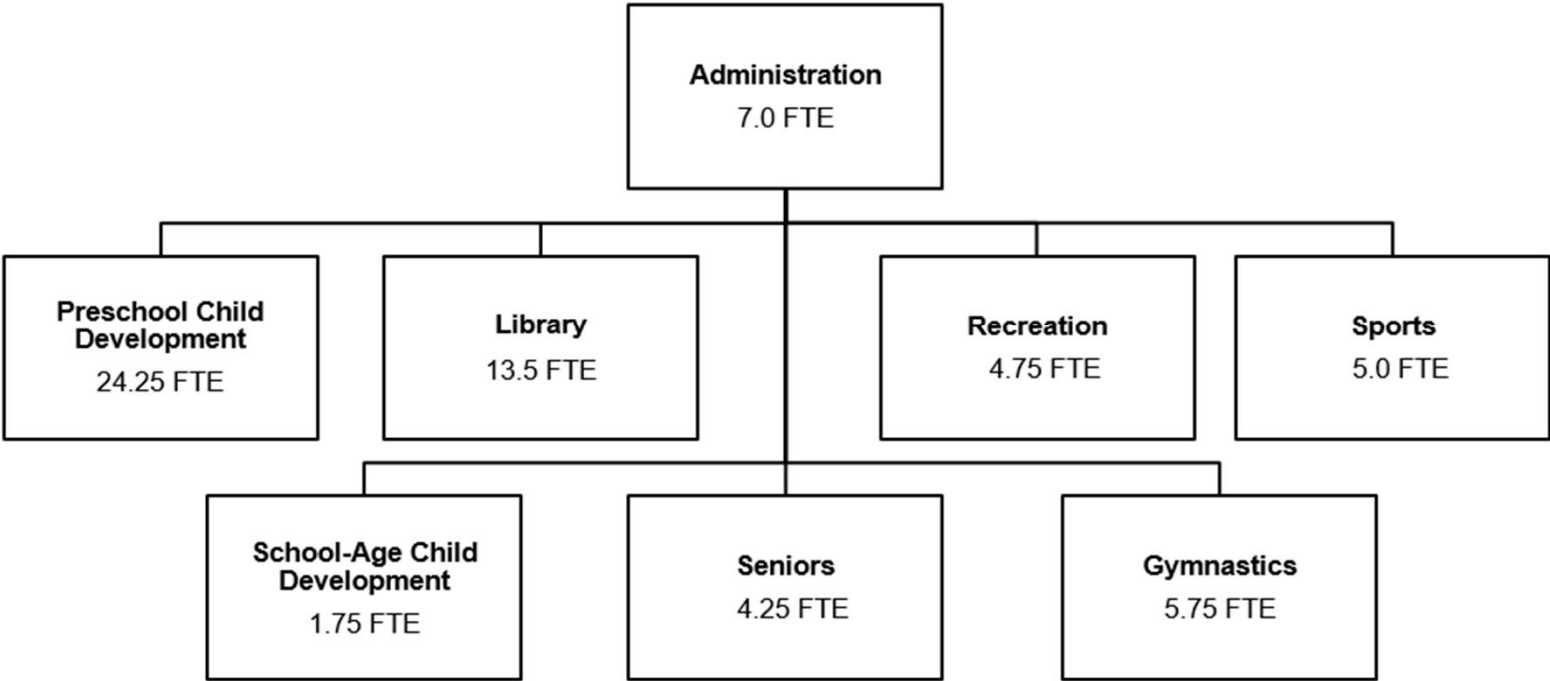
## New service needs - MPCC

- Restore Belle Haven services that were suspended/reduced during the MPCC construction and pandemic (gymnasium, fitness center, recreation services, facility rentals)
- Staff an expanded public library space that spans two floors instead of the current one floor space
- Support new services, including makerspace and teen zone/ homework
- Support enhanced nutrition services, planning and preparation of nutritious meals for senior center and youth center participants, provide nutrition and health/wellness education classes.
- Reinstate operating costs (utilities, maintenance, supplies and services)

# Library and Community Services Current 2022-23



66.25 FTE baseline

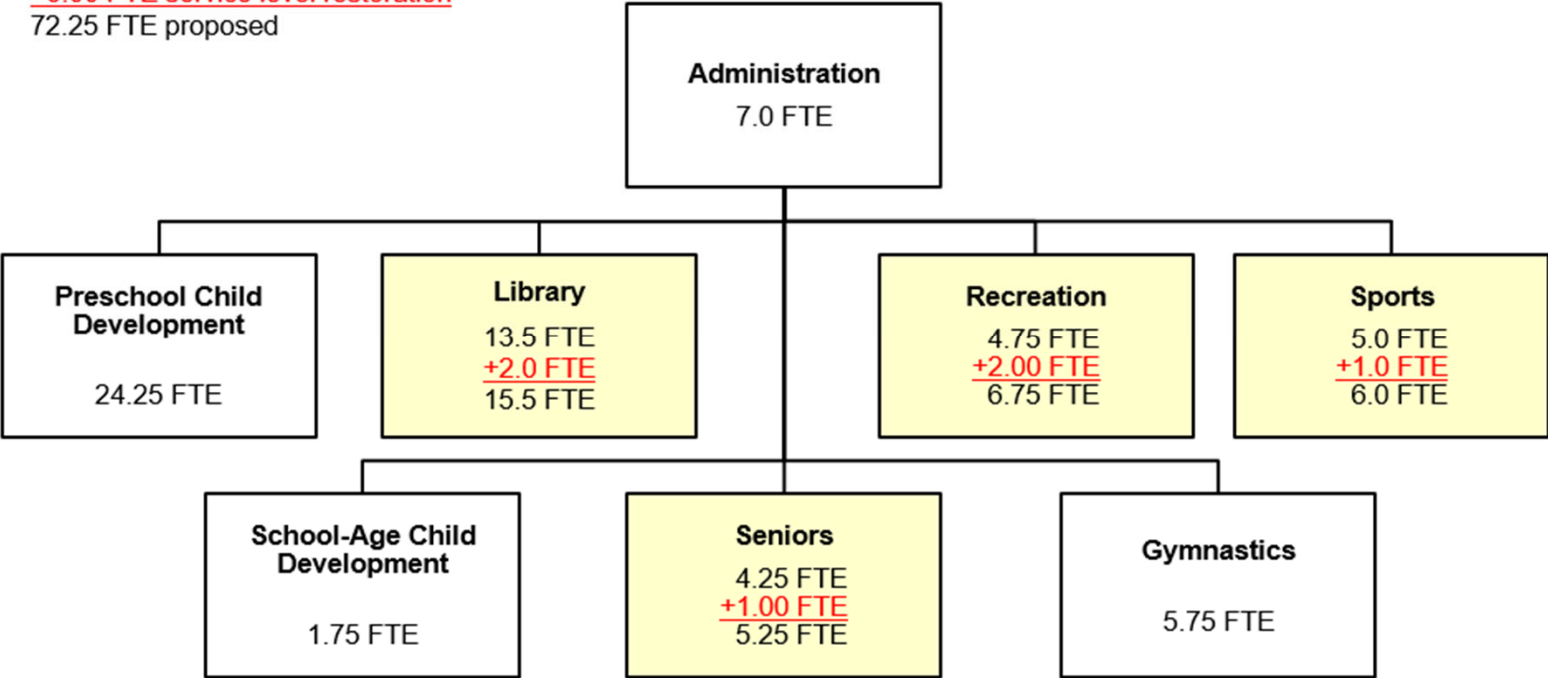




# Library and Community Services

## Proposed 2023-24 (to support the MPCC)

66.25 FTE baseline  
+6.00 FTE service level restoration  
72.25 FTE proposed





## New personnel needs - MPCC

Position*	FTE	Operational/programming need
Librarian I/II	1.00	Lead staff for expanded library space, makerspace, teen zone
Library Assistant I	1.00	Support staff for expanded library space, makerspace, teen zone
Recreation Coordinator	1.00	Lead staff for gymnasium, fitness center, athletic leagues, recreation classes, facility rentals
Senior Program Assistant	1.00	Support staff for gymnasium, fitness center, athletic leagues, recreation classes, facility rentals
Nutrition Services Coordinator	1.00	Lead staff for senior center daily meal service, youth center food service, nutrition/health/wellness education
LCS Supervisor	1.00	Building supervisor - operations, athletic field use, and site liaison to aquatics provider
Temporary staff (\$120,000)		Front line customer service support at 3 primary service points 7 days/ 63+ hours per week, plus room set up, facility attendants for rentals, and related tasks
<b>Total</b>	<b>6.00</b>	

\*Proposed in FY 2023-24







## Core staffing analysis – major elements

### Work groups

- Library
- Recreation
- Sports
- Seniors

### Staffing types

- FTE
- Temp

### Adjustment factors

- Leaves
- Breaks
- Vacancies
- Training
- Development



## Core staffing needs (current – no MPCC)

### Core services

- Customer service points
- Opening/closing
- Senior food prep/ service
- Book circulation
- Collection development
- Facility attendants
- Facility rentals

### Core programs

- Recreation classes
- Drop-in sports
- Athletic leagues
- Grocery distribution
- Storytimes
- Cultural/literary programs
- Senior events
- Community events

### Support tasks

- Supplies / billing
- Scheduling
- Outreach
- Reports
- Data entry / maintenance

\*Includes current staffing in Library, Recreation, Sports, Seniors work groups





# Total staff hours (current – no MPCC)

Raw totals of staff hours that do not factor in leaves, breaks, vacancy, training/development.

Work group (FTE)	FTE	Annual hours (FTE)	Weekly hours (FTE)
Library	13.5	28,080	540
Sports	5	10,400	200
Recreation	4.75	9,880	190
Seniors	4.25	8,840	170
<b>TOTAL</b>	<b>27.5</b>	<b>57,200</b>	<b>1,100</b>

Work group (TEMP)	Annual hours (TEMP)	Weekly hours (TEMP)
Library	14,465	278
Seniors	4,550	88
Sports	3,384	65
Recreation	2,716	52
<b>TOTAL</b>	<b>25,115</b>	<b>483</b>

\*Includes current staffing in Library, Recreation, Sports, Seniors work groups



## Adjusted staff hours (current – no MPCC)

Adjusted totals of staff hours that factor in leaves, breaks, vacancy, training/development (staff hours that are not available for core services, core programs, or support tasks.)

	Total weekly hours*	Leaves and breaks factor	Adjusted for leaves and breaks	Vacancy factor	Adjusted for vacancy	Training and dev. factor	Adjusted available weekly hours*
FTE*	1,100	25%	825.0	10%	743	4%	713
TEMP*	483	10%	434.7	10%	391	4%	376
<b>TOTAL</b>	<b>1,583</b>		<b>1,259.7</b>		<b>1,134</b>		<b>1,088</b>

\*Includes current staffing in Library, Recreation, Sports, Seniors work groups



# Staff hours for core services (current – no MPCC)

Staff hours needed to perform core services, core programs, and necessary support tasks

Core services	Staff hours needed per week
Customer service points	360.0
Book circulation	147.0
Senior food prep	137.5
Collection development	105.0
Facility rentals	80.0
Facility attendants	56.0
Opening/closing	18.5
<b>TOTAL</b>	<b>904.0</b>

"Staff hours" on these tables include FTE and temp staff.

Core programs	Staff hours needed per week
Recreation classes	20
Storytimes	16
Grocery distribution	15.3
Community events	13.8
Athletic leagues	12
Cultural/literary programs	11
Drop-in sports	8
Senior events	2.1
<b>TOTAL</b>	<b>98.2</b>

Support tasks	Staff hours needed per week
Supplies/billing	32.0
Scheduling	14.0
Data entry / maintenance	12.0
Outreach	10.0
Reports	8.0
<b>TOTAL</b>	<b>76.0</b>



## Staff hours analysis (current – no MPCC)

Current staff – without MPCC	Staff hours per week	Staff hours per year	Staff hours expressed as FTE (including temp hours)
<b>Adjusted staff hours available</b>	<b>1088.4</b>	<b>56,595</b>	<b>27.21</b>
Hours used for core services	(904.0)	(47,008)	(22.60)
Hours used for core programs	(98.2)	(5,104)	(2.45)
Hours used for necessary support tasks	(76.0)	(3,952)	(1.90)
<b>Total staff hours used for core services</b>	<b>(1078.2)</b>	<b>(56,064)</b>	<b>(26.95)</b>
Delta - hours	10.2	531	0.26
Delta - percentage	1%		

"Staff hours" on this table includes FTE and temp staff.









MAKERSPACE  
SECOND FLOOR



CHILDREN'S LIBRARY  
FIRST FLOOR



## Core staffing analysis – major elements

### Work groups

- Library
- Recreation
- Sports
- Seniors

### Staffing types

- FTE
- Temp

### Staffing factors

- Leaves
- Breaks
- Vacancy
- Training
- Development





## Core staffing needs (new – with MPCC)

### New core services

- Customer service points
- Opening/closing
- Senior food prep/ service
- Facility attendants
- Facility rentals

### New core programs

- Drop-in sports
- Athletic leagues
- Nutrition programs
- Fitness center
- Makerspace

### New support tasks

- Supplies / billing
- Scheduling
- Outreach
- Reports
- Data entry / maintenance

\*Includes Library, Recreation, Sports, Seniors work groups.



## Total staff hours (new capacity for MPCC)

Raw totals of staff hours that do not factor in leaves, breaks, vacancy, training/development.

Work group (FTE)	FTE*	Annual hours (FTE)*	Weekly hours (FTE)*
Library	2	4,160	80
Recreation	2	4,160	80
Sports	1	2,080	40
Seniors	1	2,080	40
<b>TOTAL*</b>	<b>6</b>	<b>12,480</b>	<b>240</b>

Work group (TEMP)	Annual hours (TEMP)*	Weekly hours (TEMP)*
Library	2,250	43
Recreation	1,250	24
Sports	1,250	24
Seniors	1,040	20
<b>TOTAL*</b>	<b>5,790</b>	<b>111</b>

\*Proposed in FY 2023-24



## Adjusted staff hours (new capacity for MPCC)

Adjusted totals of staff hours that factor in leaves, breaks, vacancy, training/development (staff hours that are not available for core services, core programs, or support tasks.)

	Total hours per week*	Leaves and breaks factor	Adjusted for leaves and breaks	Vacancy factor	Adjusted for vacancy	Training and dev. factor	Adjusted available hours per week*
FTE	240	25%	180	0%	180	4%	173
TEMP	111	10%	100	0%	100	4%	96
<b>TOTAL</b>	<b>351</b>		<b>280</b>		<b>280</b>		<b>269</b>

\*Includes proposed additional staff capacity in Library, Recreation, Sports, Seniors work groups.

\*Proposed in FY 2023-24



# Core service staff hours (new capacity for MPCC)

Staff hours needed to perform core services, core programs, and necessary support tasks

New core services (MPCC)	Staff hours needed per week	New core programs (MPCC)	Staff hours needed per week	New support tasks (MPCC)	Staff hours needed per week
Customer service points	104	Fitness center	30	Supplies/billing	4
Facility attendants	24	Makerspace	30	Scheduling	4
Senior food prep	20	Nutrition programs	20	Outreach	4
Facility rentals	20	Athletic leagues	8	Data entry / maintenance	4
Opening/closing	3	Drop-in sports	8	Reports	2
<b>TOTAL</b>	<b>171</b>	<b>TOTAL</b>	<b>96</b>	<b>TOTAL</b>	<b>18</b>

"Staff hours" on these tables include FTE and temp staff.



# Staff hours analysis (new/restored capacity for MPCC)

	PROPOSED FOR MPCC staff hours per week	PROPOSED FOR MPCC staff hours per year	Staff hours expressed as FTE (including temp hours)
<b>New/restored staff hours available (proposed)</b>	<b>269</b>	<b>13,988</b>	<b>6.73</b>
Hours needed for new/restored core services	(171)	(8,892)	(4.28)
Hours needed for new/restored core programs	(96)	(4,992)	(2.40)
Hours needed for necessary support tasks	(18)	(936)	(0.45)
<b>Total staff hours needed for new/ restored core services</b>	<b>(285)</b>	<b>(14,820)</b>	<b>(7.13)</b>
Delta - hours	(16)	(832)	(0.40)
Delta - percentage	(6%)		

"Staff hours" on this table includes FTE and temp staff.



## Preliminary indicators

- Largest uses of new/restored staff capacity at MPCC are related to core services and open hours: New customer service points (109 hours per week), new/restored core programs (96 hours per week), necessary support tasks (76 hours per week)
- Library, recreation, sports, and seniors staff teams are currently operating at maximum available staff capacity to meet current service demands
- Proposed new MPCC staffing capacity is needed to provide new/restored core services and programs to meet projected service demands for the new/restored facility.



# Summary comparison

	CURRENT staff hours per week	PROPOSED NEW FOR MPCC* staff hours per week	TOTAL
<b>Adjusted staff hours available</b>	<b>1,088</b>	<b>269*</b>	<b>1,357</b>
Staff hours used for core services	(904)	(171)	(1,075)
Staff hours used for core programs	(98)	(96)	(194)
Staff hours used for support tasks	(76)	(18)	(94)
<b>Total staff hours needed for core services</b>	<b>(1,078)</b>	<b>(285)</b>	<b>(1,363)</b>
Delta - hours	10	(16)	(6)
Delta - percentage	1%	(6%)	(<1%)

"Staff hours" on this table includes FTE and temp staff.

\*Proposed in FY 2023-24



**Thank you**







**REGULAR MEETING MINUTES – DRAFT**

**Date:** 5/15/2023  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Menlo Park Library  
800 Alma St., Menlo Park, CA 94025

**A. Call To Order**

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

**B. Roll Call**

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

**C. Public Comment**

- Josh Hart spoke in support of providing ethernet enabled internet connections for library users.

**D. Regular Business**

**D1. Menlo Park Community Campus – proposed program summaries.**

Director Reinhart, Supervisor Waldman and Assistant Director Szegda made a presentation (Attachment).

The Commission discussed the proposed programs.

The Commission received clarification from staff on proposed services to seniors.

**D2. Approve minutes from March 6, 2023 meeting**

**ACTION:** Motion and second (Singh/ Chen Rekhi), to approve the minutes from the March 6, 2023 meeting, passed 6-0 (Hadrovich absent).

**D3. Select new Chair and Vice Chair**

The Commission discussed the procedure for Chair and Vice Chair selection.

**ACTION:** Motion and second (Wise/ Chen Rekhi), to select Commissioner Velagapudi as Chair and Commissioner Singh as Vice Chair, passed 6-0 (Hadrovich absent).

**E. Informational Items**

**E1. Onboarding new Commissioners (Staff Report LC-2023-008)**

E2. Library Commission tentative agenda calendar (Attachment)

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

- May: add assigning library affiliate group liaisons to the calendar

**F. Commissioner Reports**

None.

**G. Adjournment**

Chair Cohen adjourned the meeting at 8:01 p.m.

Nick Szegda, Assistant Library and Community Services Director



## STAFF REPORT

### Library Commission

Meeting Date:

6/19/2023

Staff Report Number:

LC-2023-010

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

#### City Council budget public hearing

On June 13, City Council held a public hearing about the fiscal year (FY) 2023-24 proposed operating budget, and discussed various strategies to reduce projected budget deficits. (Attachments A and B). City Councilmembers identified the Menlo Park Community Campus (MPCC) staffing and operations budget proposal for further review, and directed City staff to prepare scenarios for opening and operating the MPCC with current staffing levels, and no new staff. City staff is preparing the requested evaluation and scenarios related to the MPCC staffing and operations. City Council is scheduled to take action to adopt a budget on June 27.

#### Summer Reading Game

The Menlo Park Summer Reading Game challenges community members to track their reading, discover great books, enjoy community activities and earn prizes. The Summer Reading Game is a fun and effective way for students (and lifelong learners of all ages) to keep their reading skills sharp during the summer months. Multiple studies have shown that reading for enjoyment during the summer helps children retain and improve their reading proficiency while they are away from the classroom and not participating in formal literacy programs. The Summer Reading Game is open to all ages; anyone can play and be eligible for prizes donated by Friends of Menlo Park Library. City staff created a webpage for community members to learn more and register for the game. (Attachment C).

### Summer community events and observances

The City of Menlo Park produces several events and observances throughout the year for the community to enjoy. Community events in Summer 2023 include:

- Juneteenth Celebration (Observed): The City of Menlo Park will host a Juneteenth celebration (observed) Saturday, June 17 at Karl E. Clark Park. Attendees will enjoy live performances, food and joyous community spirit. Mark your calendar for this festive community celebration commemorating African American freedom and emphasizing education and achievement. Event co-sponsors include Belle Haven Action, Belle Haven Community Development Fund, Belle Haven Empowered and the City of Menlo Park.
- 4th of July Parade and Celebration: Community members are invited to wear red, white and blue and join the City of Menlo Park for the 4th of July Parade and Celebration. Children and the young-at-heart are encouraged to decorate their bicycles or wagons and join the parade. The parade route follows Santa Cruz Avenue through downtown Menlo Park starting at Maloney Street. The parade concludes at Fremont Park, where attendees can enjoy fun, family-friendly activities, live music and more.
- Summer Concert Series: Community members are invited to bring lawn chairs and blankets for the City of Menlo Park Summer Concert Series. The popular music in the park series returns to Fremont Park and Karl E. Clark Park with lively music and weekly performances throughout July and August, with various musical styles: R&B, Classic, Rock, Latin Blues, Southern Soul, Disco and Pop. All concerts start at 6 p.m.

City staff created a webpage where community members can learn more about community events and observances produced by the City, including event times, locations, and other details. (Attachment D).

### Summer athletic field closures

The City of Menlo Park annually provides athletic fields with a break for rejuvenation and recovery. Field renovations occur throughout the summer to prepare them for fall use. Public use of the fields is prohibited during the renovation process. Orange fences are typically installed to enclose the athletic fields and protect them during renovation. The field renovation schedule for 2023 is as follows:

- Burgess Park multiuse field: June 5 - July 20
- Jack W. Lyle Park field: June 12 - July 20
- Hillview Middle school field (closed due to track renovations): June 12 – June 30
- La Entrada Middle School soccer field: June 19 - July 27
- Willow Oaks multiuse field: July 5 - Aug. 10
- Oak Knoll baseball field: July 10 - Aug. 17
- Burgess Park baseball field: July 17 - Aug. 24
- Nealon Park baseball field: July 17 - Aug. 24
- La Entrada Middle School baseball field: July 24 - Aug. 24
- Burgess Park auxiliary field: Oct. 16 - Nov. 30

City staff created a webpage where community members can learn more about athletic field rentals and closure information. (Attachment E).

### May 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 May 2023 are provided with this informational report. (Attachment F).

### **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 – City Council meeting agenda (item H-1), June 13, 2023.  
[menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230613-city-council-regular-agenda-packet\\_w-presentations.pdf](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230613-city-council-regular-agenda-packet_w-presentations.pdf)
- B. Hyperlink – City budget webpage: [menlopark.gov/budget](https://menlopark.gov/budget)
- C. Hyperlink – Summer reading game webpage: [menlopark.gov/summerreading](https://menlopark.gov/summerreading)
- D. Hyperlink – Community events webpage: [menlopark.gov/events](https://menlopark.gov/events)
- E. Hyperlink – Athletic fields webpage: [menlopark.gov/fields](https://menlopark.gov/fields)
- F. Statistics – May 2023

Report prepared by:

Sean S. Reinhart, Library and Community Services Director

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

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

Table 2. Library cards					
	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
New cards issued – MP residents	303	240	239	253	232
Total MP cardholders	21,189	21,299	21,417	21,512	21,601

Table 3. Library patron questions answered					
Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
800 Alma St.	2,967	2,714	3,347	2,834	2,393
413 Ivy Dr.	209	262	340	279	306

Table 4. Preschool enrollment					
Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
Menlo Children's Center	33	32	34	33	35
Belle Haven Child Development Center	56	59	61	64	65

Table 5. School age enrollment					
Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
Menlo Children's Center - After School	27	27	27	27	27
Belle Haven Youth Center	42	42	42	42	42



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

Table 6. Recreational classes		
	Winter 2022-23	Spring 2023
Enrollment – residents	263	239
Enrollment – non-residents	126	117
Classes offered	77	88
Number of instructors	24	22

Table 7. Sports classes		
	Winter 2022-23	Spring 2023
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

Table 8. Gymnastics classes		
	Winter 2022-23	Spring 2023
Enrollment – residents	490	499
Enrollment – non-residents	158	255
Classes offered	93	101

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

Table 9. Senior Center services					
Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
Lunches served	376	560	555	551	624
Grocery boxes distributed	480	480	460	460	460
Senior shuttle trips	1,058	902	1,018	898	1,053
Rideshare trips	220	236	294	288	225

Table 10. Senior Center classes		
	Winter 2022-23	Spring 2023
Enrollment – residents	145	137
Enrollment – non-residents	108	102
Classes offered	14	14

Table 11. Facility rentals		
	Winter 2022-23	Spring 2023
Recreation center rentals – residents	43	25
Recreation center rentals – non-residents	17	4
Athletic field rentals (Jan-May 2023 hours reserved)	8,938	-
Tennis court keys (annual) – residents	166	-
Tennis court keys (annual) – non-residents	41	-

AGENDA ITEM F-2

**City of Menlo Park Library Commission - 2023 Tentative Agenda Schedule**  
**June 19, 2023**

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

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

Recurring board meetings of library-related external nonprofit orgs:

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

Library Foundation: Typically meets first Thursday of each month, 6:30pm.