



## LIBRARY COMMISSION ANNUAL TIMELINE

2012

### General Notes:

- The Library Commission meets monthly on the second Monday of the month at 6:30 p.m.
- There are at least ten Library Commission meetings per calendar year.
- There is a Commission goal is that at least two Library Commission meetings per year are to be held at the Belle Haven Branch Library. The bulk of Library Commission meetings are held at the Main Library.

<b>JANUARY</b> <u>Fiscal Quarter 3</u> <u>Begins</u>	<ul style="list-style-type: none"> <li>• Status report on the Commission 2-Year Workplan to City Council</li> <li>• Review the current 5-year Capital Improvement Plan (CIP) items.</li> <li>• Discuss Commission priorities for the coming year.</li> <li>• Commission-appointed member(s) to meet with any new City Council Members to introduce those members to the Commission.</li> <li>• Commission-appointed member(s) to meet with City Council liaison to the Commission for an annual update of Commission plans.</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>• City Council to review Commission meeting attendance report and the City Council liaison to the Commission will contact any Commissioners who were not able to attend at least two thirds of the Commission meetings in the previous year.</li> <li>• Make CIP comments and suggestions with respect to the Library to the City Council.</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>• Draft status report on 2-Year Work Plan progress.</li> <li>• Annual Library customer satisfaction survey is taken.</li> <li>• Departmental Quarterly report for Fiscal quarter 3 available.</li> </ul>
<b>APRIL</b> <u>Fiscal Quarter 4</u> <u>Begins</u>	<ul style="list-style-type: none"> <li>• <b>City Council to adopt CIP for the coming budget year.</b></li> <li>• <b>Review proposed Library Services budget.</b></li> <li>• Elect a new Commission Chair, Vice Chair and Secretary (not in 2012).</li> <li>• Status report on the Commission 2-Year Workplan to City Council</li> <li>• National Library week is in April. A Commissioner to attend the City Council meeting for City Council National Library week proclamation.</li> <li>• Last meeting for Library Commissioners whose terms complete in the current calendar year.</li> <li>• Possible orientation for new Commission members</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>• This will be the first meeting run by the new Chair.</li> <li>• Decide which summer Commission meeting, if any, may be cancelled due to Commissioner vacations.</li> <li>• Orientation for new commission members.</li> </ul>

<p><b>JUNE</b></p>	<ul style="list-style-type: none"> <li>• Budget for the next fiscal year approved by the City Council.</li> <li>• Draft status report on 2-Year Work Plan progress.</li> <li>• Begin working on the Commission’s next 2-Year Work Plan. (tentative)</li> <li>• Library volunteer appreciation luncheon.</li> <li>• Review and revise as needed the Library Strategic Plan.</li> <li>• Departmental Quarterly report for Fiscal quarter 4 available.</li> </ul>
<p><b>JULY</b> <u>Fiscal Quarter 1</u> <u>Begins</u></p>	<ul style="list-style-type: none"> <li>• July 1 – start of new fiscal year for the City budget.</li> <li>• Status report on the Commission 2-Year Workplan to City Council.</li> <li>• Project READ status update to the Library Commission.</li> </ul>
<p><b>AUGUST</b></p>	
<p><b>SEPTEMBER</b></p>	<ul style="list-style-type: none"> <li>• Draft status report on 2-Year Work Plan progress.</li> <li>• Begin discussion of CIP items for FY2013-14 and beyond</li> <li>• Friends annual Fall Book Sale. <a href="http://www.friendsmpl.org/">http://www.friendsmpl.org/</a></li> <li>• PLS and PLP orientation for new Commissioners</li> <li>• Departmental Quarterly report for Fiscal quarter 1 available.</li> </ul>
<p><b>OCTOBER</b> <u>Fiscal Quarter 2</u> <u>Begins</u></p>	<ul style="list-style-type: none"> <li>• Status report on the Commission 2-Year Work Plan to City Council.</li> <li>• Decide which, if any, remaining 2012 Commission meeting to cancel.</li> <li>• PLS “One Book, One Community” program begins. <a href="http://www.onebookreads.com/">http://www.onebookreads.com/</a></li> <li>• Annual California Library Association Conference</li> </ul>
<p><b>NOVEMBER</b></p>	<ul style="list-style-type: none"> <li>• Finalize Commission update to City Council. Choose a Commissioner to present Library update to the City Council.</li> <li>• Discuss and perhaps choose new Commission liaisons to the MP Library Foundation and to the Friends of the MP Library.</li> <li>• Discuss and perhaps choose new Commission officers for the next year</li> </ul>
<p><b>DECEMBER</b></p>	<ul style="list-style-type: none"> <li>• Review the current 5-year Capital Improvement Plan (CIP) items.</li> <li>• Departmental Quarterly report for Fiscal quarter 2 available.</li> </ul>

## Useful Information Sources

### Related Organizations/websites:

- Friends of the Menlo Park Library - <http://www.friendsmpl.org/>
- Menlo Park Library Foundation - <http://www.foundationmpl.org/>
- Menlo Park Historical Association - <http://www.menloparklibrary.org/HistAssoc.html>
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### Library organizations & City WebPages:

- Library Homepage: <http://www.menloparklibrary.org>
- Library Commission webpage: [http://www.menlopark.org/commissions/com\\_library.html](http://www.menlopark.org/commissions/com_library.html)
- Project READ - <http://www.menloparklibrary.org/pread.html>
- Peninsula Library System (PLS) - <http://www.plsinfo.org>
- Pacific Library Partnership (PLP) – <http://plpinfo.org/>
  - A Bay Area wide library partnership for consolidation of library services.
- City Council -- [http://www.menlopark.org/council/city\\_council.html](http://www.menlopark.org/council/city_council.html)
- Departmental Quarterly Report Archive - <http://www.menlopark.org/departments/mgr/archive/index2.html>