



## Commission Work Plan Guidelines

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- Step 1** Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any priorities established by Council.
- Step 4** Brainstorm goals, projects, or priorities of the Commission and determine the following:
- A. Identify priorities, goals, projects, ideas, etc.
  - B. Determine benefit, if project or item is completed
  - C. Is it mandated by State or local law or by Council direction?
  - D. Would the task or item require a policy change at Council level?
  - E. Resources needed for completion? (Support staff, creation of subcommittees, etc.)
  - F. Completion time? (1-year, 2-year, or longer term?)
  - G. Measurement criteria? (How will you know you are on track? Is it effective? etc.)
- Step 5** Prioritize projects from urgent to low priority.
- Step 6** Prepare final Work Plan for submission to Council for review and approval in the following order:  
- Work Plan cover sheet, Listing of Members, Priority List, Work Plan Worksheet – Steps 1 through 8
- Step 7** Use your “approved” work plan throughout the term of the plan as a guide to focus in on the work at hand
- Step 8** Report out on work plan priorities to the City Council, which should include:
- A. List of “approved” priorities or goals
  - B. Status of each item, including any additional resources required in order to complete
  - C. If an item that was on the list is not finished, then indicate why it didn’t occur and list out any additional time and/or resources that will be needed in order to complete



## Library Commission

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### *Mission Statement*

The Commission makes recommendations to the City Council regarding the operation of the Menlo Park libraries, and its programs and services, by keeping in touch with patrons and the general public; promoting the use of the libraries; reporting on library activities and encouraging public as well as legislative support for library services. The Commission also maintains lines of communication with the Friends of the Menlo Park Library, the Menlo Park Library Foundation and the Project Read-Menlo Park Literacy Partners.



**Library Commission  
2017-18**

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**Commission Members Listing**

Commissioner	Lynne Bramlett
Commissioner	Grayson Badgley
Commissioner	Ester Bugna
Commissioner	Jacqui Cebrian
Commissioner	Kristen Leep
Commissioner	Kristina Lemons (Chair)
Commissioner	Margaret Race (Vice Chair)



## Library Commission Priority List

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The **Library Commission** has identified the following priorities to focus on during 2017-2018:

1.	Establishment of a new full service, modern neighborhood library in Belle Haven to serve the entire community.
2.	Continuation of support of efforts towards updated main library.
3.	Continuation of existing Library Commission initiatives: <ul style="list-style-type: none"><li>● Improve existing Belle Haven neighborhood library as a “bridge” towards achieving Work Plan Priority #1.</li><li>● Little Free Library</li><li>● Film Discussion Group</li><li>● Science Café</li><li>● Regular joint meeting/social activity with key library partners</li><li>● Increase library representation on major City of Menlo Park task forces/planning activities</li><li>● Establish and build relationships and partnerships with local schools and key community groups with the purpose of increasing their engagement with library strategic plans, programs and services</li></ul>



**Commission Work Plan Guidelines  
Work Plan Worksheet**

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**Step 1**

<p>Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004</p>	<p>The commission is charged with advising the City Council on matters related to the maintenance and operation of the City’s libraries and library systems, including the scope and degree of library activities; maintenance and protection of City libraries; evaluation and improvement of library services; acquisition of library materials; coordination with other library systems and long range planning.</p>
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**Step 2**

<p>Develop or review a Mission Statement that reflects that purpose</p> <p><i>Who we are, what we do, who we do it for, and why we do it</i></p>	<p>The Commission makes recommendations to the City Council regarding the operation and quality of the Menlo Park libraries, and its programs and services, by <i>keeping</i> in touch with patrons and the general public; <i>promoting</i> the use of the libraries; <i>reporting</i> on library activities and <i>encouraging</i> public as well as legislative support for library services. The Commission also maintains lines of communication with the Friends of the Menlo Park Library, the Menlo Park Library Foundation and the Project Read-Menlo Park Literacy Partners.</p>
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See next page for Step 3

**Step 3**

Discuss any priorities already established by Council	The Commission priorities support (or relate to) these <b>2017 City Council Work Plan</b> priorities:			
	<b>Providing high-quality resident enrichment, recreation, and discovery</b>			
	Number	Source	Description	Lead Department
	12	WP	Parks and Recreation Facilities Master Plan Update	Community Services
	16	WP	Library Space Needs Study	Public Works
	18	WP	Burgess Park Snack Shack	Community Services
	<b>Maintaining and enhancing Menlo Park’s municipal infrastructure and facilities</b>			
	25	WP	Library landscaping	Public Works
	39	WP	Development of a Citywide Communications Program	City Manager’s Office

**Step 3A: The Commission priorities support these Library Staff Work Plan Priorities:**

**2016-2020 Library Strategic Plan Goal #1: State of the Art Library Space**

Number	Description
1.2	Coordinate efforts of library support organizations to develop a plan to secure funding for building renovation or construction of a new state-of-the art main library based upon the results of the space needs analysis.
1.3	Conduct a library service needs assessment for the Belle Haven neighborhood and determine service and facility needs for the Belle Haven Branch Library

**2016-2020 Library Strategic Plan Goal #2: Community Engagement**

Number	Description
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2.1	Explore and pursue partnerships with the local business community and develop a variety of informative programs
2.2	Enhance partnerships with and outreach to local schools.
2.5	Build a coalition of the library's support organizations for better communication and the development of mutual goals
2.6	Implement a program of non-place-based learning

**2016-2020 Library Strategic Plan Goal #3: Programming**

Number	Description
3.1	Increase the number of programs at both library facilities by 10% to 20% over fiscal year 2016-17; assess the success of the programs and adjust increase based upon results.
3.1.2	Create and document a plan to increase science programs by 10% for the pre-Kindergarten, Kindergarten-5 <sup>th</sup> Grade and middle school age groups
3.13	Develop and implement a program to increase adult programming by 20%

**2016-2020 Library Strategic Plan Goal #4: Staff**

Number	Description
4.12	Develop a program to increase staff exposure to best practices for libraries and implement those [that] can be replicated for the benefit of Menlo Park Library
4.13	Require key staff to visit two other libraries per year and identify at least one procedure to implement

**2016-2020 Library Strategic Plan Goal #5: New Service Needs**

Number	Description
5.1	Develop the vehicle that will provide the best feedback from library users and non-users

5.1.1	Conduct online and in-person surveys annually which target specific as well as general library topics
5.1.2	Use non-place-based service locations to solicit input from non-users

**2016-2020 Library Strategic Plan Goal #6: Communication**

Number	Description
6.1	Establish a Communications Committee focused on marketing the library's value and accomplishments
6.1.1	Market and reach out about library programs and services via social media with no fewer than four posts per week



**Step 4**

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
Establishment of a new full service, modern branch library in Belle Haven to serve the entire community.	Improving service to an underserved community; Equity in access; New community hub.	Yes	No <input type="checkbox"/>	i) Establish regular contact with the Foundation and Friends of the Library. ii) Feedback from citizens of Menlo Park outside context of commission meetings.	~10 years	i) Mechanism to pay for branch secured (e.g., bond, large donation). ii) Branch opens iii) Quarterly update from Foundation and/or Friends on fundraising. iv) Hold two meet commissioner events per quarter.

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
Continuation of support of efforts towards updated main library.	State-of-the-art library space to support all aspects of library programming	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	i) Establish regular contact with the Foundation and Friends of the Library. ii) Feedback from citizens of Menlo Park outside context of commission meetings	~5 years	i) Mechanism to pay for main library and branch secured (e.g., bond, large donation). ii) New main library opens iii) Quarterly update from Foundation and/or Friends on fundraising. iv) Hold two meet commissioner events per quarter.

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
Continuation of existing Library Commission initiatives:	A closer community brought together by the library	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
i) Increase branch collection, programming, and open hours as a bridge toward Work Plan Priority One.	See #1	No	No	Minor staff time to collect statistics/reporting.	Ongoing	Assess change in attendance; change in program number; frequency of programming; change in circulation numbers
ii) Little Free Library Pilot Program	Improving service to all neighborhoods; Literacy.	No	Yes	Relationship with Parks and Recreation; Funds to stock and maintain the libraries.	1 year	Three Little Free Libraries on City Property
iii) Film Discussion Group	Lifelong learning; Community cohesion.	No	No	Minor staff time for monthly PR.	Ongoing	One film discussion group per month.
iv) Science Cafe	Lifelong learning; Community cohesion.	No	No	Minor staff time for advertising.	2 years	1 science cafe per quarter.
v) Regular joint meeting/social activity with key library partners	Promote friendships across library groups.	No	No	None	Ongoing	Two social events per year.
vi) Advocate for	Representati	No	No	Commissioner time; An	Ongoing	Quarterly report on

library on major City of Menlo Park task forces/planning activities that pertain to library business	on of library interests outside the context of commission meetings.			updated list of various planning committees.		relevant committees and our participation with those groups.
vii) Build relationships with local community organizations to increase their engagement with the library and key library partners.	Representation of library interests outside the context of commission meetings.	No	No	None	Ongoing	Maintain a list of organizations/people contacted, which is revisited once a quarter.

**Step 5**

List identified Goals, Priorities and/or Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Establishment of a new full service, modern branch library in Belle Haven to serve the entire community.	x			
Continuation of support of efforts towards updated main library.	x			
Continuation of existing Library Commission initiatives: <ul style="list-style-type: none"> <li>● Belle Haven Reads</li> <li>● Little Free Library</li> <li>● Film Discussion Group</li> <li>● Science Café</li> <li>● Regular joint meeting/social activity with key library partners</li> <li>● Increase library representation on major City of Menlo Park task forces/planning activities</li> </ul>				

**Step 6** Prepare final work plan for submission to the City Council for review, possible direction and approval and attach the

Worksheets used to determine priorities, resources and timelines.

**Step 7** Once approved; use this plan as a tool to help guide you in your work as an advisory body.

**Step 8** Report out on status of items completed. Provide any information needed regarding additional resources needed or

indicate items that will need additional time in order to complete.