



REGULAR MEETING AGENDA

Date: 10/20/2025
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 882 0971 1131 and
Arrillaga Family Recreation Center
700 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:

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

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Regular Session

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. Regular Business

- D1. Select new Library Commission Chair and Vice Chair ([Staff Report LC-2025-039](#))
- D2. Approve the minutes from the August 18, 2025 meeting ([Attachment](#))
- D3. Ad-hoc subcommittee draft report on the “library of the future” and near-term improvements ([Staff Report LC-2025-040](#))

- D4. Recommend updates to the library use guidelines ([Staff Report LC-2025-041](#))

E. Informational Items

- E1. Library and Community Services department statistics and recent activities ([Staff Report LC-2025-042](#))
- E2. Receive the Library Commission work plan 2025-26 as revised and approved by City Council Sept. 30 ([Staff Report LC-2025-043](#))
- E3. Belle Haven Library – year in review ([Staff Report LC-2025-044](#))
- E4. Discuss ideas for library-specific outreach in District 1 ([Staff Report LC-2025-045](#))
- E5. Summary of the 2022 facility condition assessment of the Menlo Park Library building ([Staff Report LC-2025-046](#))
- E6. 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.

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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STAFF REPORT

Library Commission

Meeting Date:

10/20/2025

Staff Report Number:

LC-2025-039

Regular Business:

Select new Library Commission Chair and Vice Chair

Recommendation

City staff recommend that the Library Commission (LC) select a Chair and Vice Chair for the remainder of the 2025-26 fiscal year.

Policy Issues

City Council policy CC-24-004 (Attachment A) requires advisory bodies to annually select a Chair and Vice Chair. The policy states that “The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.”

Background

March 6, 2023, the LC adopted a process for selecting a Chair and Vice Chair on a rotating basis that emulates the model used by City Council to annually select the Mayor and Vice Mayor. (Attachment B).

Jan. 27, Commissioner Herrick was selected as Vice Chair to replace former Vice Chair Wise, who was elected to the City Council.

April 21, Vice Chair Herrick was selected as Chair, and Commissioner Pollack was selected as Vice Chair.

June 16, Commissioner Westcott was selected as Vice Chair.

Sept. 16, Chair Herrick resigned from the LC.

Analysis

The LC Chair works with the staff liaison to set the agendas for LC meetings and presides over those meetings. The LC Chair typically delivers the LC’s annual updates to the City Council. The Vice Chair serves as LC Chair in the LC Chair’s absence. The Chair and Vice Chair are sometimes called upon to represent the Commission at ceremonial events.

City staff recommends that the LC follow the procedure that was established at their March 2023 meeting for selecting a new LC Chair and Vice Chair. That procedure states that the longest-serving LC member who has not served as Chair becomes the Chair, and the next longest-serving LC member becomes Vice Chair.

Following the previously established procedure, Vice Chair Westcott would be selected as Chair and Commissioner Schafer or Commissioner Crockett would be selected for the position of Vice Chair. The new

LC Chair and Vice Chair will begin their duties now and will serve until May 2026.

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. Staff Report #24-025-CC. menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf
- B. Hyperlink. Staff Report #LC-2023-002. menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2023-meetings/agendas/20230306-library-commission-agenda-packet.pdf#page=59

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



REGULAR MEETING MINUTES – DRAFT

Date: 8/18/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Herrick called the meeting to order at 6:33 p.m.

B. Roll Call

Present: Crockett, Herrick, Orton, Shafer, Sisbot, Westcott, Yule
Absent: None
Staff: Library and Community Services (LCS) Director Sean Reinhart, Assistant Library
and Community Services (LCS) Director Nick Szegda

C. Public Comment

None.

D. Study Session

- D1. Review and provide feedback on the ad-hoc subcommittee progress report
(Staff Report LC-2025-035)

Commissioners Crockett, Orton and Vice Chair Westcott introduced the item.

Director Reinhart made a presentation (Attached).

The Commission discussed the ad hoc subcommittee report, potential changes to the Library Commission (LC) report out to the City Council, potential modifications to the LC work plan for 2025-26, the potential to work with staff to further refine the report and returning an updated report to the LC in September or October.

E. Regular Business

- E1. Approve the meeting minutes from the July 21, 2025 meeting (Attachment)

ACTION: Motion and second (Crockett/ Orton), to approve the minutes from the July 21, 2025 meeting, passed unanimously.

- E2. Recommend Library Commission work plan for 2025-26 (Staff Report LC-2025-036)

Assistant Director Szegda introduced the item.

ACTION: Motion and second (Orton/ Westcott), to approve the work plan for 2025-26 with the following changes:

- Add new item as #4 – “Complete and recommend a report on the “library of the future” to the City Council in Fall 2025 that will include a request that the City Council hold a study session focused on the library”
- Change numbering of current item #4 “Support and advise...” to #5
- Change numbering of current #5 “Annually review...” to #6, passed unanimously.

E3. Prepare Commission report out to City Council on 2024-25 work plan (Staff Report LC-2025-037)

Chair Herrick introduced the item and shared a draft presentation (Attachment).

ACTION: By acclamation, the Commission removed the “synergies” bullet item on slide 3 and added ad hoc subcommittee activities to slide 9.

E4. List of annually recurring Library Commission activities (Staff Report LC-2025-038)

Assistant Director Szegda introduced the item.

F. Informational Items

F1. Library Commission tentative agenda calendar (Attachment)

The Commission added the following items to the calendar:

- September – discuss ad hoc subcommittee report
- October – Recommend ad hoc subcommittee report
- November – updates on library operations, budget and strategic plan
- January – review library budget

G. Commissioner Reports

G1. Individual Commissioner reports

Commissioner Sisbot reported on her attendance of the Redwood City Library Commission.

Commissioner Orton reported on recent activities of the Library Foundation.

H. Adjournment

Chair Herrick adjourned the meeting at 8:38 p.m.

Nick Szegda, Assistant Library and Community Services Director

Staff review of ad-hoc subcommittee's draft recommendations

Library Commission, August 18, 2025

Background



- The Library Commission (LC) assigned the ad-hoc subcommittee's scope of work on Oct. 21, 2024:
 - "Continue to work toward achieving Library Commission work plan goal #2: "Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the 'library of the future.'"
- The ad-hoc subcommittee submitted its draft recommendations to staff on Aug. 13, 2025, the day before the Aug. 18 agenda packet was due to be published
- Staff saw the draft recommendations for the first time on Aug. 13
- Rather than delay the ad-hoc subcommittee's draft report another month, staff opted to present staff's review during the study session.

Staff review of the ad-hoc subcommittee's draft recommendations



- Staff appreciates the ad-hoc subcommittee's efforts to conduct its own research without significant involvement from staff
- Staff appreciates and agrees with some of the ad-hoc subcommittee's recommendations
- However, staff has observed that some of the recommendations are based on incomplete data
- Staff welcomes the opportunity to work with the ad-hoc subcommittee to help provide additional data and expertise to help strengthen and refine their work.



Staff review of the ad-hoc subcommittee's draft recommendations



Ad-hoc recommendation #1: Departmental structure

- Numerous other municipalities include and benefit from library and recreation in one unified department, for example: Sunnyvale, Pleasanton, San Rafael, Salinas, Huntington Beach, El Segundo, San Marino, Corona, and many more.
- Other Menlo Park departments such as administrative services also have unified organizational structures that include multiple functions.
- The multidisciplinary Belle Haven Community Campus is an example of the many synergies, efficiencies and improved services made possible by this unified organizational structure.

Staff review of the ad-hoc subcommittee's draft recommendations



Ad-hoc recommendation #2: Library budget

- Menlo Park's operating budget and staffing are authorized by City Council per its vision and direction for library services.
- The City's budget is fully transparent online and includes user-friendly tables and graphics that show revenues and expenditures for every functional area in the department from topline summary down to the line-item level.
- Staff recommends that the ad-hoc subcommittee revisit its comparisons to other libraries, and also include key factors such as population, library square feet per capita, expenditures per capita, library open hours open per capita, and labor hours performed by temporary employees.

Staff review of the ad-hoc subcommittee's draft recommendations



Ad-hoc recommendation #3: Program and service improvements

- Staff agrees with the goal of continuous improvement and adapting services to the changing needs of the community
- The most significant recent service change was the opening of the new Belle Haven Library at BHCC, which was informed by robust quantitative and qualitative data collected over several months during 2023 and 2024, the advice of the LC and the approval of City Council
- More recently, staff conducted (with the LC's advice) a citywide survey focused on libraries, recreation and parks to gain more insight into current and trending new needs in the community.

Staff review of the ad-hoc subcommittee's draft recommendations



Ad-hoc recommendation #4: Analyze deficits in the 800 Alma St. facility

- Staff agrees that there exists several opportunities for maintenance, repair and renovations
- The Public Works department manages facility repair, maintenance and renovation projects through the Capital Improvement Program and other buildings-related programs
- The City's Public Works department commissioned a Facilities Condition Assessment of all city buildings in 2022, and staff is happy to share and review that assessment with the ad-hoc subcommittee.

Staff review of the ad-hoc subcommittee's draft recommendations



Ad-hoc recommendation #5: Assess feasibility for a new library facility

- City Council approves the Capital Improvement Plan annually, and has not directed staff to explore the feasibility of a new library facility on the Burgess civic center campus
- The previous 2017 Main Library Space Needs Study did not account for the far more critical need to replace the Belle Haven Library at that time
- Staff believes that additional analysis of main library facility needs and options for addressing those needs could be helpful to inform future City Council decision-making
- Staff looks forward to working with the LC to evaluate facility needs, if the City Council so directs.

Staff recommendations

- Staff appreciates the ad-hoc subcommittee's efforts and looks forward to continuing and building on the good work
- Staff recommends that the LC task the ad-hoc subcommittee to work closely with staff to provide additional data to help review and refine the ad-hoc subcommittee's report



STAFF REPORT

Library Commission

Meeting Date:

10/20/2025

Staff Report Number:

LC-2025-040

Regular Business:

Ad-hoc subcommittee draft report on the "library of the future" and near-term improvements

Recommendation

Staff recommends that the Library Commission (LC) review the ad-hoc subcommittee's draft report and recommendations related to the "library of the future" and near-term improvements (Attachment A).

Staff further recommends that the LC task the ad-hoc subcommittee with the following:

1. Continue the subcommittee's work to refine the data and analysis contained in the draft report
2. Correct substantive omissions of relevant data and incorporate relevant considerations in the draft report, as outlined in the Analysis section of this staff report.
3. Confer and coordinate with library management staff to develop the draft report.
4. Present a revised report with the above-noted elements to the LC when complete.

Policy Issues

The LC may establish subcommittees of less than a quorum of the LC members in order to support and/or expedite the full LC's review and consideration of matters within the LC's purview. Standing subcommittees that have continuing subject matter jurisdiction or a meeting schedule established by the LC are subject to the Brown Act (see Government Code §54952(b)).

Ad hoc or temporary subcommittees are advisory by nature, temporary, formed to complete a specific task, and will disband automatically upon completion. Ad hoc subcommittees are informal, and their meetings are not subject to the Open Meetings Act.

Background

Aug. 19, 2024, the LC established an ad-hoc subcommittee, defined its scope, and assigned LC members Crockett, Herrick, and Westcott to serve on the ad-hoc subcommittee (Attachment B).

Oct. 21, 2024, the LC assigned the ad-hoc subcommittee's scope of work, and assigned the subcommittee the following scope of work: Continue to work toward achieving Library Commission work plan goal #2: "Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the 'library of the future'" (Attachment C).

April 21, the LC assigned Orton to replace Herrick on the ad-hoc subcommittee (Attachment D).

June 16, the ad-hoc subcommittee gave a preliminary report out of their activities to the LC (Attachment E).

Aug. 18, the ad-hoc subcommittee presented its draft report and recommendations to the LC (Attachment F). The subcommittee's draft report and recommendations were submitted to staff late on Aug. 13, the day

before the report was due to be published per Brown Act requirements. The subcommittee's draft report and recommendations had not been previously provided to library management staff for review during their development. After receiving the subcommittee's draft report, city staff identified a number of factual errors and omissions in the report, but the late submittal did not allow sufficient time for staff to confer with the subcommittee to make corrections in advance of the draft report's publication. Rather than delay the subcommittee's draft report another month, staff opted to present staff's review to the LC during the Aug. 18 study session instead (Attachment G).

Sept. 30, the City Council revised the LC's 2025-26 work plan as follows (Attachment H):

- Delete the item related to budget review, "Annually review library division budget in January, focusing on any potential impacts to library services."
- Add a clarification to the item related to requesting a City Council study session: "Requests to add items to the City Council agenda should be directed to the City Council member serving as Library Commission liaison."

Analysis

The ad-hoc subcommittee has prepared a draft report and recommendations from their endeavors over the past year (Attachment A). Staff recommends that the LC task the subcommittee to continue its work to refine the data contained in the subcommittee's draft report.

Staff appreciates the ad-hoc subcommittee's efforts to conduct its own research without significant involvement from library management staff. Staff appreciates and agrees with some of the ad-hoc subcommittee's recommendations.

However, staff has observed that some of the subcommittee's conclusions and recommendations are based on data and analysis that appears to have substantive omissions and overlook relevant considerations, as summarized below.

Subcommittee recommendation issue #1: Departmental structure

Staff recommends that the subcommittee's report would be strengthened if it included data and analysis of these relevant considerations that were not included in the draft report:

- Numerous other municipalities include and benefit from library and recreation in one unified department, including the cities of Sunnyvale, Pleasanton, San Rafael, Salinas, Huntington Beach, El Segundo, Corona, and San Marino.
- Other Menlo Park departments, such as Administrative Services, also have unified organizational structures that include multiple functions.
- The multidisciplinary Belle Haven Community Campus is an example of the many synergies, efficiencies, and improved services made possible by this unified organizational structure.

Subcommittee recommendation issue #2: Library budget

Staff recommends that the subcommittee's report would be strengthened if it addressed these relevant considerations and corrected a number of substantive omissions in the draft report:

- Menlo Park's operating budget and staffing are authorized by City Council per its vision and direction for library services.
- The City's budget is fully transparent online and includes user-friendly tables and graphics that show revenues and expenditures for every functional area in the department from topline summary down to the line-item level.
- Staff recommends that the ad-hoc subcommittee revisit its comparisons to other libraries, which appear to omit key factors such as expenditures per capita, library open hours per capita, and labor hours

performed by temporary employees.

- The City Council, on Sept. 30, deleted the budget review from the LC's work plan for 2025-26.

Subcommittee recommendation issue #3: Program and service improvements

Staff agrees with the goal of continuous improvement and adapting services to the changing needs of the community. Staff recommends that the subcommittee's report would be strengthened if it factored in these relevant considerations that were not addressed in the report:

- A significant recent service improvement was the opening of the new Belle Haven Library at BHCC, which was informed by robust quantitative and qualitative data collected over several months during 2023 and 2024, the advice of the LC and the approval of City Council
- In spring 2025, staff conducted (with the LC's advice) a citywide survey focused on libraries, recreation and parks to gain more insight into current and trending new needs in the community.
- Usage of the Belle Haven Library by the community has increased significantly in the past two years. For example, foot traffic more than doubled, from 1,261 visitors in August 2023 to 3,160 visitors in August 2025. Circulation of library items nearly doubled, from 1,197 items in August 2023 to 2,192 items in August 2025. And, the number of library programs more than tripled, from 8 programs in August 2023 to 26 programs in August 2025.

Subcommittee recommendation issue #4: Analyze deficits in the 800 Alma St. facility

Staff agrees that there exists several opportunities for maintenance, repair and renovations. Staff recommends that the subcommittee's report would be strengthened if it factored in these relevant considerations:

- The Public Works department manages facility repair, maintenance and renovation projects through the Capital Improvement Program and other building-related programs
- The facilities condition assessment of all city buildings, commissioned by the Public Works department in 2022, concluded that most of the Menlo Park Library facilities and systems were rated as being in "excellent" or "good" condition, and none of the facilities or systems were rated as "fail." Several of the items rated "fair" or "poor" in the 2022 assessment have since been addressed

Subcommittee recommendation issue #5: Assess feasibility for a new library facility

Staff recommends that the subcommittee's report would be strengthened if it factored in these relevant considerations:

- City Council approves the Capital Improvement Plan (CIP) annually; however, City Council has not directed staff to explore the feasibility of a new library facility on the Burgess Civic Center campus
- The City has numerous critical long-term facility needs and limited time and resources to address any but the highest priority needs
- Assessing the viability of a new library facility would be a costly and time-consuming endeavor that would divert resources away from other critical needs, indicating that City Council direction would be needed prior to embarking on such an endeavor.

Staff welcomes the opportunity to work with the ad-hoc subcommittee to help provide additional data and expertise to help strengthen and refine their work.

Impact on City Resources

As an advisory body to the City Council, the LC does not authorize budgets or other allocations for City resources. The authority to approve City budget and resource allocations rests solely with the City Council.

Environmental Review

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

Public Notice

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

Attachments

- A. Ad-hoc subcommittee progress report
- B. Hyperlink. Staff Report #LC-2024-025: menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2024-meetings/agendas/20240819_library_commission_agenda_packet.pdf#page=11
- C. Hyperlink. Staff Report #LC-2024-032: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/agendas/20241021_library_commission_agenda_packet.pdf#page=5
- D. Hyperlink. Staff Report #LC-2025-019: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421_lc_agenda_packet.pdf#page=48
- E. Hyperlink. Staff Report #LC-2025-028: menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2025-meetings/agendas/20250616_lc_agenda_packet.pdf#page=69
- F. Hyperlink. Staff Report #LC-2025-035: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250818_library_commission_agenda_packet.pdf#page=3
- G. Presentation. Staff review of the ad-hoc subcommittee's draft recommendations, Aug. 18.
- H. Hyperlink. City Council meeting video, Sept. 30. youtu.be/-TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

DRAFT as of 10/20/2025

Library Commission Report to City Council on 2024-25 Work Plan and Recommendation for 2025-26

INTRODUCTION

The primary focus of the Library Commission over the last year has been on these two City Council approved Work Plan goals:

- Goal #2: “Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the “library of the future.”
- Goal #4: “Analyze and evaluate whether and how potential near term capital improvements to the 800 Alma St. facility may be addressed.”

This report includes details of the work completed to date in furtherance of these goals and identifies specific issues that the Library Commission recommends that the City Council review and consider.

RECOMMENDATION: Based on the background and issues detailed in this report, the Library Commission recommends that the City Council schedule a Study Session dedicated solely to the Library.

A City Council Study Session could review and consider the following issues:

1. Evaluate whether the current organizational structure in which the Library exists as a division of the “Library and Community Services Department” is the best organizational structure to effectively finance, operate and manage the Library;
2. Evaluate whether the budget and staffing of the Library is adequate to meet the current and projected needs of the community;
3. Consider possible improvements to programs and services offered by the Library;
4. Analyze deficits in the 800 Alma Street facility and the viability of near term (within 1-2 years) improvements; and
5. Assess viability of longer term (3-6 years) improvements to the 800 Alma Street facility, specifically whether a Master Plan for capital improvements at the Civic Center campus could include a new Library facility on the Civic Center campus. Feasibility, financing options and timing could be part of this assessment.

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BACKGROUND

During 2024-25, a Subcommittee of the Library Commission¹ completed the following:

- Conducted focus groups with and collected surveys from two Library affinity groups (Friends of the Menlo Park Library and the Menlo Park Library Foundation) and collected surveys from the Teen Advisory Group and Youth Action Committee members;²
- Reviewed and analyzed over 1100 survey responses received in response to the Spring 2025 survey of Menlo Park residents conducted by Library and Community Services staff³;
- Consulted with four City Council members, including with Jennifer Wise (current City Council liaison to the Library Commission);
- With the assistance of Rose Waldman, Library and Community Services Supervisor, completed a benchmark comparison of the Menlo Park Library system to other comparable libraries within the United States with similar demographics⁴;
- Consulted with Library Staff members including Nick Szegda, Rose Waldman, and others;
- Visited 7 local libraries and interviewed their staff⁵;
- Conducted a literature review on needed elements for a “Library of the Future”⁶; and

¹ Creation of a Subcommittee “Library of the Future” was approved at the August 19, 2024 Library Commission meeting. https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/minutes/20240819_lc_meeting_minutes_njs.pdf
Initial members were Brian Westcott, Kim Crockett and Michael Herrick. On May 1, 2025, Carol Orton was substituted as a Subcommittee member, and Michael Herrick instead assumed the role as chair of the Library Commission.

² See Summaries of Surveys in [LC 8-18-2025 packet](#), pages 11-13.

³ [Preliminary Results: Library, recreation and parks survey May 28, 2025.](#)

⁴ See IMLS Comparison document in [LC 8-18-2025 packet](#) and <https://librarybenchmark.org>.

⁵ Visits included libraries in Hayward, Redwood City, Half Moon Bay, South San Francisco, Burlingame, Palo Alto, and Los Gatos.

⁶ Staff Report LC-2025-034 “Current and future trends in libraries—professional association and academic publication resources” https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250721_lc_agenda_packet.pdf, pages F-4.1-F-4.3.

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- Reviewed the history of Menlo Park’s significant investment in studying the Menlo Park Library between 2014-2019.⁷ The study was called the “Library System Improvement Project” (LSIP), which concluded that the old Belle Haven Branch and the Main Library facilities “are outdated and insufficient to meet community needs now and into the future and should be replaced with new facilities.”⁸

During its 2024-25 term the full Library Commission was updated monthly as this work progressed, and the full Commission engaged in a study session on this report at its August 20, 2025 meeting and engaged in further discussion and ratification at its October 20, 2025 meeting.

BASIS FOR RECOMMENDATION THAT CITY COUNCIL SCHEDULE A STUDY SESSION ON THE LIBRARY

All five of the issues identified and detailed below are made with the assumption that libraries are civic institutions that perform critical functions extending far beyond books. They are indispensable community hubs that bring people together and close the opportunity gap by connecting people to essential services and resources.”⁹

ISSUE #1: Evaluate whether the current organizational structure in which the Library exists as a division of the “Library and Community Services Department” is the best organizational structure to effectively finance, operate and manage the Library.

The current organizational structure of having the Library subsumed within a larger Department¹⁰ replaced the long-time organizational structure¹¹ of having a Library Director

⁷ This project was funded in the City’s FY 2014-15 Capital Improvement Program with a budget of \$130,000 (\$90,000 of which was contributed by the MP Library Foundation) This amount was increased to \$164,210 for completion in FY 2016-17.

⁸ [Staff Report 19-001-CC dated January 15, 2019](#), PDF pages 98-103 of City Council Agenda Item H-1.

⁹ “The Value of California’s Public Libraries” <https://www.library.ca.gov/wp-content/uploads/2021/09/Value-of-Libraries.pdf>; “The Complicated Role of the Modern Public Library” <https://www.neh.gov/article/complicated-role-modern-public-library>;

¹⁰ Currently, the [Library and Community Services Department](#) (headed by Sean Reinhart) includes Libraries, Recreation, Gymnastics, Sports, Aquatics, Early Childhood Education, After School Childcare, Senior Programs, Belle Haven Community Campus, and Parks.

¹¹ Susan Holmer was the Menlo Park Library Director for 16 years until she retired in October 2018. <https://www.almanacnews.com/news/2018/10/16/menlo-park-library-director-retires/> Sean Reinhart was appointed Interim Library Director in October 2018, then promoted to permanent Library Director in April 2019. <https://www.almanacnews.com/news/2019/05/01/city-manager-announces-three-top-leadership-appointments/>

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and separate Department. However, the current organizational structure should be evaluated now because it:

- a. was adopted in 2020 in response to the pandemic for reasons that may no longer exist¹² and further, was adopted before the new Belle Haven branch was built and opened in 2024;
- b. makes analysis of Library budget, financial and operational decisions more difficult and less transparent to the community; and
- c. differs from other local libraries visited, each of which has a Library Director focused solely on Library services¹³.

ISSUE #2: Evaluate whether the budget and staffing of the Library is adequate to meet the current and projected needs of the community.

Comparison of the budget for Menlo Park's two locations (the Main Library and the Belle Haven branch) offers sharp contrasts with other local libraries and comparable libraries in other areas.¹⁴

For example, Burlingame is a local city with similar demographics to Menlo Park. Both cities have 2 locations (a main library and a branch library), but funding for the Burlingame Library is \$6.8 million, compared to \$3.3 million for Menlo Park. Staff (Full-time equivalent,

¹² See [Staff Report 20-006-LC; 20-003-PRC](#), Agenda Item E-1, PDF pages 11-13: "The community services and library departments had no choice but to implement reductions affecting entire program areas, hours of service, and, unfortunately, staff positions. On June 9 [2020], the city manager combined the community services and library departments and created a new department: library and community services. The department merger was implemented to maximize opportunities for operational efficiency and provide for the most robust services possible given the available resources. The city manager promoted Library Director Sean Reinhart the lead the new department and eliminated the community services director position. Assistant Directors Adriane Lee Bird and Nick Szegda continue in those roles."

¹³ Other municipalities apparently have a combined library and recreation department, including Sunnyvale, Pleasanton, San Rafael, San Marino and others. However, none of the local libraries the subcommittee visited have this organizational structure.

¹⁴ Also notable is that no there was no appreciable increase in the budget or staffing after the Belle Haven Library branch was opened in the new Belle Haven Community Center. The new Belle Haven library branch has both a Children's Library on the ground floor with outdoor patio space, and a separate All-Ages Library on the second floor with a fully equipped Makerspace, dedicated Teen Lounge, Tutoring Room, classroom and conference room. The Belle Haven Branch hours were also increased to match the Main Library hours. Additional staffing and supervision is needed to effectively operate the Branch facilities compared to the old Belle Haven Branch, which was located inside a school library in the neighborhood and had limited hours.

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or FTE) in Burlingame is 23, compared to 11 for Menlo Park.¹⁵ Funding for the Menlo Park Library is less than all local peer libraries visited except Los Gatos, which has only one main library (and which has 13.5 FTE compared to 11 for Menlo Park).

Looking more broadly at comparable libraries around the country, as of 2022 the Menlo Park Library budget was 67% of the peer group median as reported by the Institute of Museum and Library Services.¹⁶ Yet, the Menlo Park Library operates in one of the highest cost of living cities in the USA.

ISSUE #3: Consider possible improvements to programs and services offered by the Library.

Survey results, focus groups and discussions with Library Staff resulted in a variety of program and services shortcomings that could be addressed, but only with additional funding to staff these services and programs. These possibilities could be analyzed for feasibility:

- a. How to support Staff in assisting the needs of unhoused patrons, patrons with mental health issues, and patrons experiencing substance abuse issues;
- b. How to support patrons needing to learn English as a second language (ESL); and
- c. Consider additional staffing to:
 - o Relieve workload pressure on existing Staff;
 - o Add programs/events;
 - o Add Volunteer Coordinator; and
 - o Add Tutoring/Homework Center/ESL Coordinator.

ISSUE #4: Analyze deficits in the 800 Alma Street facility and the viability of near-term improvements (within 1-2 years).

The Main Library was built in 1957. It was remodeled and additions added in 1967 and 1991. In 2009 the Children's Room was remodeled, and in 2012 some modifications were made to the lobby and self-check-in area.¹⁷ The 33,000 square foot building has not had major renovations in over 35 years.

¹⁵ See Library Comparison Table in [LC 8-18-2025 packet](#), page 44 and [City of Burlingame](#) (page 113) and [City of Menlo Park 2024-25](#) Fiscal Year budgets.

¹⁶ See IMLS Comparison document in [LC 8-18-2025 packet](#), pages 39-43.

¹⁷ [Staff Report 17-066-CC to City Council 3/28/2017](#), PDF pages 7-102 of City Council Agenda Item G-1.

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Recent survey results demonstrate that the Menlo Park Main Library is the most visited indoor location of all Menlo Park facilities.¹⁸ Free text responses to the survey overwhelmingly favored renovation, upgrades, and/or improved maintenance.¹⁹

Numerous survey and focus group comments and input from Staff revealed the need for:

- a. upgrade or replacement of HVAC;
- b. renovated and/or additional restrooms;
- c. replacement flooring or carpeting;
- d. replacement furniture that is movable, cleanable, durable, comfortable;
- e. rearrangement/realignment of floorplan/spaces to allow for quiet areas; and
- f. reservable meeting rooms and a large community meeting space.

ISSUE #5: Assess viability of longer term (3-6 years) improvements to the 800 Alma Street facility, specifically whether a Master Plan for capital improvements at the Civic Center campus could include a new Library facility on the Civic Center campus. Feasibility, financing options and timing could be part of this assessment.

Although clearly the Main Library facility is “outdated and insufficient to meet community needs now and into the future and should be replaced with new facilities,”²⁰ it is also apparent that under the current fiscal environment, designing and building a new Main Library is not realistic in the near-term. However, the Library Commission requests that the City Council use a Study Session to begin preliminary work to understand how the Main Library fits within long-term plans for the Civic Center campus.

¹⁸“[Preliminary Results: Library, recreation and parks survey May 28, 2025](#). Preliminary results from the Library, Recreation and Parks survey conducted in April-May 2025 by over 1,120 respondents showed that the Menlo Park Main Library is the most visited indoor location (85% of respondents visit multiple times a year or more, and only 6% “never” visit). The next most visited indoor location (Arrillaga Family Rec Center) has only 28% of respondents visiting multiple times per year or more often, with 49% “never visit.” Of all the indoor facilities in Menlo Park, the Main Library had the lowest satisfaction rate (76% “very/somewhat satisfied” and 11% “somewhat/very unsatisfied”).

¹⁹See Ashley Walker presentation “Department Updates – Survey results: Library Focus” presented at July 21, 2025 Library Commission meeting, [20250721_lc_meeting-minutes.pdf](#) (pages 3-22)

²⁰ [Staff Report 19-001-CC dated January 15, 2019](#), PDF pages 98-103 of City Council Agenda Item H-1.

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CONCLUSION

Based on the background and issues detailed in this report, the Library Commission recommends that the City Council schedule a Study Session dedicated solely to the Library.

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Staff review of ad-hoc subcommittee's draft recommendations

Library Commission, August 18, 2025

Background



- The Library Commission (LC) assigned the ad-hoc subcommittee's scope of work on Oct. 21, 2024:
 - "Continue to work toward achieving Library Commission work plan goal #2: "Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the 'library of the future.'"
- The ad-hoc subcommittee submitted its draft recommendations to staff on Aug. 13, 2025, the day before the Aug. 18 agenda packet was due to be published
- Staff saw the draft recommendations for the first time on Aug. 13
- Rather than delay the ad-hoc subcommittee's draft report another month, staff opted to present staff's review during the study session.

Staff review of the ad-hoc subcommittee's draft recommendations



- Staff appreciates the ad-hoc subcommittee's efforts to conduct its own research without significant involvement from staff
- Staff appreciates and agrees with some of the ad-hoc subcommittee's recommendations
- However, staff has observed that some of the recommendations are based on incomplete data
- Staff welcomes the opportunity to work with the ad-hoc subcommittee to help provide additional data and expertise to help strengthen and refine their work.



Staff review of the ad-hoc subcommittee's draft recommendations



Ad-hoc recommendation #1: Departmental structure

- Numerous other municipalities include and benefit from library and recreation in one unified department, for example: Sunnyvale, Pleasanton, San Rafael, Salinas, Huntington Beach, El Segundo, San Marino, Corona, and many more.
- Other Menlo Park departments such as administrative services also have unified organizational structures that include multiple functions.
- The multidisciplinary Belle Haven Community Campus is an example of the many synergies, efficiencies and improved services made possible by this unified organizational structure.

Staff review of the ad-hoc subcommittee's draft recommendations



Ad-hoc recommendation #2: Library budget

- Menlo Park's operating budget and staffing are authorized by City Council per its vision and direction for library services.
- The City's budget is fully transparent online and includes user-friendly tables and graphics that show revenues and expenditures for every functional area in the department from topline summary down to the line-item level.
- Staff recommends that the ad-hoc subcommittee revisit its comparisons to other libraries, and also include key factors such as population, library square feet per capita, expenditures per capita, library open hours open per capita, and labor hours performed by temporary employees.

Staff review of the ad-hoc subcommittee's draft recommendations



Ad-hoc recommendation #3: Program and service improvements

- Staff agrees with the goal of continuous improvement and adapting services to the changing needs of the community
- The most significant recent service change was the opening of the new Belle Haven Library at BHCC, which was informed by robust quantitative and qualitative data collected over several months during 2023 and 2024, the advice of the LC and the approval of City Council
- More recently, staff conducted (with the LC's advice) a citywide survey focused on libraries, recreation and parks to gain more insight into current and trending new needs in the community.

Staff review of the ad-hoc subcommittee's draft recommendations



Ad-hoc recommendation #4: Analyze deficits in the 800 Alma St. facility

- Staff agrees that there exists several opportunities for maintenance, repair and renovations
- The Public Works department manages facility repair, maintenance and renovation projects through the Capital Improvement Program and other buildings-related programs
- The City's Public Works department commissioned a Facilities Condition Assessment of all city buildings in 2022, and staff is happy to share and review that assessment with the ad-hoc subcommittee.

Staff review of the ad-hoc subcommittee's draft recommendations



Ad-hoc recommendation #5: Assess feasibility for a new library facility

- City Council approves the Capital Improvement Plan annually, and has not directed staff to explore the feasibility of a new library facility on the Burgess civic center campus
- The previous 2017 Main Library Space Needs Study did not account for the far more critical need to replace the Belle Haven Library at that time
- Staff believes that additional analysis of main library facility needs and options for addressing those needs could be helpful to inform future City Council decision-making
- Staff looks forward to working with the LC to evaluate facility needs, if the City Council so directs.

Staff recommendations

- Staff appreciates the ad-hoc subcommittee's efforts and looks forward to continuing and building on the good work
- Staff recommends that the LC task the ad-hoc subcommittee to work closely with staff to provide additional data to help review and refine the ad-hoc subcommittee's report



STAFF REPORT

Library Commission

Meeting Date:

10/20/2025

Staff Report Number:

LC-2025-041

Regular Business:

Recommend updates to the library use guidelines

Recommendation

City staff recommend that the Library Commission (LC) review and recommend updates to the library use guidelines (Attachment A).

Policy Issues

As a duly appointed advisory body to the City Council, the LC may review and recommend updates to user policies and guidelines as the need arises.

Background

Library and community services department policies establish rules, expectations, and procedures for public use of department facilities, resources, programs, and services. Policies are available for public review in person at city recreation centers, libraries and online (Attachment B).

Analysis

The primary purpose of the library use guidelines is to ensure safe, welcoming, inclusive library facilities for all facility visitors and staff.

The updates to the library use guidelines are to:

- Clarify and strengthen language prohibiting harassment and/or bullying of facility visitors and staff
- Reformat and update to align with current policy formatting standards.

Attachment A presents updates to the current guidelines with a clean version showing all updates incorporated, followed by a markup with red font showing the additions in underline and deletions in strikethrough.

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. Updated library use guidelines
- B. Hyperlink. Library and Community Services policies and procedures webpage, City of Menlo Park: menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures

Report prepared by:
Nick Szegda, Assistant Library and Community Services Director

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

LIBRARY USE GUIDELINES

Library and Community Services
800 Alma St., Menlo Park, CA 94025
menlopark.gov



Purpose

Menlo Park Library provides access to all through its collections, programs, facilities and resources. We strive to serve our visitors effectively by providing a welcoming and safe environment. At the same time we ask that visitors help us to maintain an atmosphere that is conducive to learning and community engagement by following these Guidelines.

Entering the library or participating in a library event or program constitutes an implicit acceptance of these Guidelines and an acknowledgement of the right of library staff to take any action they see fit while interpreting these Guidelines.

In case of an emergency follow library staff instructions promptly.

We welcome everyone to:

- Study, read and enjoy our environment within the limits of its intended use.
- Find materials in good condition.
- Feel safe and secure.

Prohibited conduct and activities

In consideration of all Library visitors and staff, the following activities are not allowed:

- Leaving a vulnerable adult or a child under the age of 11 unattended.
- Entering the designated children's area, attending a program for children, or using a designated children's computer without being accompanied by a child (0 to 12) or without a demonstrated need to access the children's collection.
- Using the designated teen area, attending a program for teens, or using a designated teen computer without being accompanied by a teen (13-17) or without a demonstrated need to access the teen collection.
- Disturbing others by talking loudly or with other noisy activity—including any loud sound originating from any electronic device. Please do use headphones when listening to audio on any electronic devices.
- Failing to monitor the activities and behavior of children while attending a library event.
- Sleeping—as a safety precaution sleeping individuals will be awakened.
- Eating—except in the designated areas, or food provided at library-sponsored events
- Drinking—except for covered beverages in the designated areas, or beverages provided at library-sponsored events.
- Presenting offensive and pervasive odor or odors that may make the use of the library difficult for others.
- Inappropriate personal grooming activity that can create unsanitary conditions or is disruptive to regular library use, including but not limited to: bathing, shaving, hair cutting, nail trimming, or washing clothes in the library or the public restrooms
- Failing to wear shoes or adequate clothing, including top and bottom.
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA).
- Leaving pets unattended and/or unleashed in outdoor areas near the library, including but not limited to entryways, pathways, lawns, and outdoor seating areas.
- Bringing carts, bicycles, scooters, skateboards, or similar items into the library or leaving them at the entrance--except when the vehicle is: used by disabled people or is used to carry an infant/child.
- Wearing skates or roller blades inside the library.
- Changing diapers—except in the designated area of the public restrooms.
- Blocking aisles, shelves, or any thoroughfare with personal items, or leaving items unattended at any time--except to use the restroom for a reasonable amount of time.
- Putting feet on library furniture, rearranging the furniture, or using the furniture for other than its intended purpose.
- Bringing weapons of any kind into the library.
- Bringing into the library any items that present health hazards, including but not limited to: items containing vermin, decomposing or rotten items, and items that contain or could potentially release hazardous material.

- Harassing library users or staff—including physical, sexual, verbal harassment or stalking.
- Bullying, intimidation, or retaliation directed at facility users or staff
- Selling, soliciting, or using illegal drugs on library premises.
- Alcohol is prohibited, except at library-sponsored after-hours events.
- Distributing or posting literature, gathering signatures, soliciting contributions or conducting surveys, except by Library support groups or as a part of a Library-sponsored event.
- Placing any tables or other structures on library property, including library grounds.
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the library building.
- Vandalizing library facilities, equipment, or materials.
- Removing library materials from the building without checking them out.
- Engaging in sexual conduct or lewd behavior.
- Viewing or displaying inappropriate, sexually explicit, or illegal material in the library.
- Illegal activity of any kind will be reported to law enforcement.
- Violation of any federal, state, or local public health orders, restrictions, protocols and/or guidelines.

Unattended children and youth

The library is a public place. Do not leave children unsupervised or unattended. It is the responsibility of parents and guardians to ensure their children's safety, welfare, and appropriate behavior in the library. Library staff are not available to provide childcare for any duration of time. Library staff are not authorized to assume responsibility for the direct supervision, safety, or welfare of any child in the absence of a responsible caregiver.

Children under the age of 6 should never be left unattended in any part of the library, including areas designated for children. A parent, guardian, or responsible caretaker must always remain within sight of their child, including during story time or other programs.

Children ages 6-10 must have a parent, guardian, or designated caregiver over the age of 14 (for example, an older sibling) remain in the library with them at all times. The caregiver is responsible for the safety, behavior and supervision of the children in their care while at the library.

Older children ages 11 and up may visit the library unattended by an adult but should never be left alone for extended periods of time and never outside library open hours. Parents/caregivers are responsible for the safety, well-being, and behavior of their children. It is recommended that older children have a cellphone or other method to contact their parent or guardian. If a child needs assistance to call home, library staff will dial the number for them. The library has areas designated and reserved for exclusive use by children and teens and their caregivers. Adults over 18 who are not accompanied by a child or teen in their care may not visit these areas except to briefly access the library book and media collection, seek assistance from library staff, or attend a program with staff's approval.

All library patrons, including children and teens, are expected to follow the Menlo Park Library Use Guidelines.

- Caregivers must pick children up at least 15 minutes before the library's posted closing time.

If a child is observed to be unattended by an adult or caregiver in the library and the child seems upset, disruptive, in distress, at risk, or otherwise in need of adult help, library staff may take one or more of the following actions:

- Make contact with the child to assess their well-being
- Attempt to reach the adult/caregiver by paging them over the public address system, or directly by phone;
- Walk through the library building with the child to look for child's adult/caregiver;
- Contact emergency services and/or law enforcement.

If a child is left unattended in the library at closing time, library staff will attempt to contact the parent or legal guardian. If a parent or guardian cannot be immediately contacted, or if a parent/guardian is unable to immediately pick up the child, staff will contact local law enforcement to assume responsibility for the child's well-being.

Library events

Library events are open to the general public. Advance registration may be required for planning purposes or when space is limited. Events may be held on-site, off-site, or virtually. Event participants, whether onsite, offsite, or virtual, must comply with the Library Use Guidelines.

Youth events are created for participating youth and their caretakers. Adults who are not accompanying a youth participant may be asked to leave the event.

While hosting a virtual event, library staff may take one or more of the following actions as needed to ensure compliance with these guidelines: mute attendees, lock the event after the program has begun, dismiss participants or take other actions as needed. During virtual events, participants may be asked to turn on their cameras so that staff can identify them. Unidentified or unidentifiable individuals may be removed from the event.

Library events and programs are intended to serve as safe spaces for participants, and it is important that people who identify within historically marginalized minorities have a safe space in which to share their lived experiences. Cultivating such spaces may include creating programs for identity-based groups that reflect the needs of City of Menlo Park community members and covering sensitive topics such as, but not limited to, gender, sexual orientation, race, mental and physical disability, and immigration status. In order to keep these spaces welcoming and serving their intended purposes, anyone who responds to such events with prejudice or intolerance of any variety, including derogatory comments, hate speech, and/or repeated microaggressions toward others may be asked to leave.

Enforcement

Failure to follow these Guidelines will result in the following actions:

- Individuals will be asked to leave.
- Library visiting privileges may be suspended for an extended time period.
- Library staff may call local law enforcement to provide assistance in enforcing these Guidelines.
- Illegal activity in the Library may result in arrest and/or prosecution in addition to suspension of Library privileges.
- Customers who return to the Menlo Park Library before a suspension has ended may be charged with trespassing.

Additional information

- In case of an emergency, promptly follow all library staff instructions.
- Theft of Library property, or property of Library staff, or property of Library visitors is prohibited.
- State law permits library staff to search purses, bags, parcels, briefcases, and other packages to prevent the theft of books and library materials and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing library theft (California Penal Code section 490.5.)

Policy review

This policy shall be reviewed at least once every two years.

Policy history

Action	Date	Notes
Policy adoption	December 17, 2018	Library Commission reviewed
Policy updated	September 16, 2019	Library Commission reviewed
Policy updated	June 21, 2021	Library Commission reviewed
Policy updated	April 18, 2022	Library Commission reviewed
Policy updated	March 6, 2023	Library Commission reviewed
Policy updated	July 21, 2023	Administrative revision
Policy updated	October 7, 2025	Administrative revision

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800 Alma St., Menlo Park, CA 94025
~~tel 650-330-2504~~ menlopark.gov



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Policy updated	April 18, 2022	Library Commission reviewed
Policy updated	March 6, 2023	Library Commission reviewed
Policy updated	July 21, 2023	Administrative revision
<u>Policy updated</u>	<u>October 7, 2025</u>	<u>Administrative revision</u>



STAFF REPORT

Library Commission

Meeting Date:

10/20/2025

Staff Report Number:

LC-2025-042

Informational Item:

Library and Community Services department
statistics and recent activities

Recommendation

City staff recommends that the Library Commission (LC) review and provide feedback on the statistics and recent activities in the Library and Community Services (LCS) department outlined in this report.

Policy Issues

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

Background

LCS provides a wide range of 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

September 2025 statistics (Attachment A)

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Monthly statistics for September 2025 are provided in Attachment A. The statistics template has been updated and new statistics added to be more comprehensive and to improve data usability. New additions to the statistics report include:

- Indoor room usage
- Pickleball and tennis court usage
- Picnic rentals
- Field rentals
- Recreation participation by month (previously enrollment was reported by season)
- Child care:
 - Hours of education and care provided
 - Meals/snacks provided
 - Ages of children enrolled

Suggestion box comments and responses (Attachment B)

LCS collects public feedback through physical suggestion boxes in public facilities and an electronic feedback form. A compilation of recent comments, along with responses prepared by City staff, is provided in Attachment B.

Cost of services study (Attachment C)

The City of Menlo Park is currently undertaking a cost of services study to evaluate and update the cost recovery for various municipal services, including those provided by the Library and Community Services department. The cost of services study will assess the costs associated with providing fee-for-service activities to help inform the structure of fees in the master fee schedule.

It is recommended that cities periodically review their fee schedules to ensure that fees being charged are not more than what is necessary to cover the reasonable costs of the governmental activity. The City of Menlo Park's last cost of services study was conducted in 2017.

By law, service fees may not exceed the estimated reasonable cost of providing the services for which they were levied. Understanding user fees can help the City:

- Gain an understanding of the actual cost of providing fee-for-service activities
- Make decisions on dedicating a funding source (user fees) for requested services so that the City can allocate tax revenues elsewhere to fund other important services
- Generate funding needed for appropriate staffing levels
- Transparency to City leadership regarding the cost of providing services.

Government Consulting Partners, Inc. has been selected to prepare the City's comprehensive cost of services study, which will include developing a cost allocation plan, calculating fully burdened hourly staff labor rates, and conducting a comprehensive fee and service charge study.

Summer Reading Game recap (Attachment D)

The City of Menlo Park's annual Summer Reading Game is an all-ages program designed to encourage students and adults to continue reading throughout the summer break. The program concluded on August 31, and the final prize giveaways ended on September 10.

Final participation numbers are provided in Table 1. A total of 34.8% of Summer Reading Game participants went on to collect finishing prizes. Totals for books read and minutes of reading logged are likely higher, as not all participants choose to use the Reader Zone app to log their reading activity.

The Summer Reading Game received funding support from the Friends of Menlo Park Library.

Table 1. Summer Reading Game participation numbers

Age group	Participants	Sign up books given away	Books read / minutes of reading	Finishing prize books	Finishing prize gift cards	Total prizes
Adults	652	474	2,154 books	147	96	243
Teens	181	127	572 books	25	33	58
Kids	561	444	336,460 minutes	143	47	190
Babies	332	275	137,038 minutes	72	25	97
TOTAL	1,726	1,320	2,726 books / 473,498 minutes	387	201	588

Library card art submissions (Attachment E)

The City of Menlo Park is refreshing its library cards. Community members of all ages are invited to submit original artwork inspired by the theme "My Library Adventure in Menlo Park." A panel of staff and stakeholders will review submissions, and selected designs will be printed on new library cards and made available to the public.

Participants must live or attend school in Menlo Park. Submissions will be accepted from September 1 to October 31, with an art gallery featuring community submissions in the library from November 18 to January 15, 2026. New library cards printed with community designs are tentatively planned to be available in January.

LCS held artist-led library card art design workshops on:

- Sept. 13 at Belle Haven Library with Nan Hockin
- Sept. 14 at Menlo Park Library with Tim Nickodemus
- Sept. 15 at Belle Haven Library with Genevieve Santos

Full details for participants, submission requirements, and design workshops are viewable online at Attachment E. This program received funding from The Friends of the Menlo Park Library.

Sensory Friendly Film Screenings (Attachment F)

The City of Menlo Park is hosting a sensory-friendly film screening series featuring all the Disney princess films, from 1937's *Snow White and the Seven Dwarfs* to 2024's *Moana 2*. Sensory-friendly movies are for all families, but are designed with special sensory needs in mind. Sensory-friendly accommodations for this series include:

- Lights on (window shades down)
- Sounds lowered
- Subtitles on
- Movement and interaction by attendees allowed
- Snacks and fidget toys welcome

The film screenings are open to all. Admission is free and no registration is required. Caregiver/parent must be present with each child. This film series received funding support from the Friends of the Menlo Park Library.

Banned Books Week (Attachment G)

Banned Books Week is an annual event that celebrates the freedom to read and highlights current and historical attempts to censor books. The theme for Banned Books Week 2025 (October 5-11) was "Censorship Is So 1984. Read for Your Rights." In recognition of Banned Book Week, the City of Menlo Park Library hosted an online presentation on Oct. 9, celebrating the freedom to read. Staff shared selections from challenged books, along with context about some of the cases brought against each.

October is National Bullying Prevention Month (Attachment H)

Kindness and empathy are essential aspects of individual well-being and building a strong community. The City of Menlo Park is participating in National Bullying Prevention Month by sharing information about bullying and how community service programs can help victims of bullying minimize the social isolation and harm to self-esteem that bullying can cause.

- City-run child care centers have developed lesson plans to educate students on the damage that bullying can cause.
- City libraries and recreation centers have "kindness action cards and "be a buddy, not a bully" bracelets available for free.
- The City communications team is organizing a "social media for COMMUNITY day" on Oct. 22 by encouraging residents to share with the tag #MPCommUNITY2025.

Costumes for Kindness: Donation drive for Halloween costumes (Attachment I)

The City of Menlo Park organized a Halloween costume donation drive, "Costumes for Kindness," which ended on October 17. Approximately 160 donations of new and gently used costumes were distributed to students at Belle Haven Elementary School.

Halloween! community events (Attachment J)

The City of Menlo Park's annual "Halloween" of events is this weekend, and details for event dates have been announced. Halloween is comprised of three events

- *Halloween Parade and Carnival, Saturday, Oct. 25.* Come in costume for a festive "people parade" through downtown Menlo Park where kids can trick-or-treat at local merchants. Enjoy crafts, entertainment and carnival games at nearby Fremont Park. Saturday, Oct. 25, from 11 a.m. to 2 p.m. The parade will begin down Santa Cruz Ave. and finish at the carnival at Fremont Park.
- *Pumpkin Splash , Sunday, Oct. 26.* Wear your swimsuit for the floating pumpkin patches at Belle Haven Pool and Burgess Pool. Ticket price includes a pumpkin, decorations for the pumpkin, a goody bag, and additional time for swimming. Sunday, Oct. 26, at Belle Haven Pool, 100 Terminal Ave., from 11 a.m. – noon and at Burgess Pool, 501 Laurel St., from 1 – 3 p.m.
- *Trunk-or-Treat, Tuesday, Oct. 28.* Trunk-or-Treat is a safe and fun way to bring joy to children and families while fostering community spirit. Instead of going door-to-door, kids go from car-to-car, with each vehicle's trunk decorated in a creative and festive Halloween theme. Trunk-or-treaters will receive a free trick-or-treat bag, with candy, music and fun for all. Tuesday, Oct. 28, from 4:30–6 p.m. at Belle Haven Community Campus parking lot, 100 Terminal Ave.

Know Your Rights information (Attachment K)

The City of Menlo Park's libraries are a source of information for community members. The Menlo Park Library has made available a curated online list for community members seeking information about their rights and other related information and resources, such as the National Immigration Law Center, ACLU, East Bay Sanctuary, and Immigration Institute of the Bay Area. The list also includes a link to Know Your Rights – San Mateo County Executive's Office, which provides highly relevant, additional resources, including:

- A rapid response hotline
- Links to Red Cards from the Immigrant Legal Resource Center (in English, Spanish, Chinese, and Tagalog). Printed know your rights cards are available in person at the library.
 - Downloadable preparedness plans
- Guides for finding low or no-cost legal assistance

Collection development policy (Attachment L)

The library has received confirmation from the California State Library that our collection development policy is in compliance with the requirements laid out in the Freedom to Read Act. The California Freedom to Read Act (AB 1825) requires every public library that receives state funding "to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries," as specified in the bill.

Library vendor Baker & Taylor announces operations to shut down

The City of Menlo Park's library materials vendor, Baker & Taylor (B&T), has announced that it will be going out of business and plans to shut down its operations by the end of 2025. The closure of B&T is expected to impact libraries. Impacts to library patrons may include potential delays in receiving new books and digital materials as library staff identify a new library vendor and establish new processes for ordering and processing materials.

Impact on City Resources

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

Environmental Review

This informational item 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. September 2025 statistics
- B. Suggestion box comments and responses
- C. Hyperlink. Staff Report #25-116-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250812/i1-comprehensive-cost-of-services-study.pdf
- D. Hyperlink. Summer Reading Game webpage: menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Summer-Reading-Game
- E. Hyperlink. Library card art exhibition webpage: menlopark.gov/News-articles/City-news/20250726Submit-artwork-for-a-library-card-art-exhibition
- F. Hyperlink. Sensory Friendly Film Screenings webpage: menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Events-for-adults/20250912-Sensory-Disney-Cinderella
- G. Hyperlink. Library Reads Banned Books webpage: menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Events-for-adults/20251009-Library-Reads-Banned-Books
- H. Hyperlink. National Bullying Prevention Month webpage: menlopark.gov/News-articles/20251010-October-is-Bullying-Prevention-Month
- I. Hyperlink. Costumes for Kindness event webpage: menlopark.gov/Citywide-calendar/Events/20250915-20251015-Costumes-for-Kindness
- J. Hyperlink. Halloweek! Event webpage: menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Halloweek
- K. Hyperlink. Know Your Rights library resource list webpage: menlopark.bibliocommons.com/v2/list/display/150468461/2727823017
- L. Hyperlink. California Legislative Information – Assembly Bill No. 1825: leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=202320240AB1825

Report prepared by:

Ashley Dixon, Management Analyst

Nick Szegda, Assistant Library and Community Services Director

Staff Report #: LC-2025-042

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

Table 1. Library items circulated

Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
800 Alma St.	36,029	35,330	34,288	34,639	36,767	32,143	36,302	34,067	35,042	35,224	35,148	36,111	35,580
100 Terminal Ave.	2153	2,056	1,877	1,893	2,299	2,008	2,423	2,645	2,191	2,366	2,286	2,192	2,516
eBooks	-	-	-	-	9,426	9,316	9,792	9,902	9,875	9410	10,546	11,281	*
eAudio	-	-	-	-	5,307	5,083	5,411	5,677	5,935	6159	6,254	6,575	6,797
eVideo	-	-	-	-	1,496	1,174	1,159	1,066	1,308	1198	1,531	1,239	1,138
eSerials	-	-	-	-	2,176	2,209	2,415	2,426	2,230	2191	1,782	2,241	1,957
Total online / digital	18,490	19,612	18,122	17,756	18,405	17,606	18,777	19,071	19,348	18,958	16,604	21,336	*

Table 2. Library cards

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
New cards issued - MP residents	207	186	158	120	200	184	201	151	161	198	216	235	171
Total cardholders - MP residents	23,444	23,431	23,673	23,765	23,847	23,953	24,076	24,196	24,302	24,472	24,652	24,875	25,019

Table 3. Library patron questions answered

Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
800 Alma St.	3,182	3,283	3,038	2,971	3,321	3,124	3,398	3,232	3,084	3,730	3,776	3,469	2,970
100 Terminal Ave.	429	521	423	469	565	471	499	432	402	509	497	464	517

Table 4. Library holds filled (item requests)

Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Incoming holds - 800 Alma St	4,189	4,123	3,803	3,915	4,391	3,979	4,185	3,788	4,313	4,187	4,070	4,081	4,236
Outgoing holds - 800 Alma St	3,064	3,035	2,766	2,694	3,087	2,862	3,082	2,664	2,756	2,970	2,996	3,074	2,812
Incoming holds - 100 Terminal Ave.	194	162	149	184	262	203	129	167	161	200	157	182	129
Outgoing holds - 100 Terminal Ave.**	11	26	15	13	43	262**	363	303	264	305	266	304	273

Table 5. Library foot traffic (gate count)

Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
800 Alma St.	13,262	13,304	13,450	13,048	13,679	11,525	12,600	13,474	13,367	15,845	13,228	8,539	14,491
100 Terminal Ave. (All-ages library)	3117	3221	3,108	2,573	5,135	4,569	4,765	4,574	2,392	2,539	2,585	2,268	2,736
100 Terminal Ave. (Children's library)	-	-	-	-	-	-	-	-	-	-	-	892	686

Table 6. Library program attendance and room usage

Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Total attendance - 800 Alma St.	795	798	744	1,044	1,011	937	967	978	1,127	1,112	1,609	1,551	985
# of programs - 800 Alma St.	31	39	28	32	32	29	34	37	37	42	36	38	37
Total attendance - 100 Terminal Ave	190	326	166	316	612	464	240	379	188	355	407	540	373
# of programs - 100 Terminal Ave.	22	25	21	24	28	30	23	27	25	26	33	26	25
Conference Room - available hours	-	-	-	-	-	-	-	-	-	-	-	217	217
Conference Room - reserved hours	-	-	-	-	-	-	-	-	-	-	-	16.5	21
Conference Room - utilization %	-	-	-	-	-	-	-	-	-	-	-	8%	10%
Tutor Room - available hours	-	-	-	-	-	-	-	-	-	-	-	217	217
Tutor Room - reserved hours	-	-	-	-	-	-	-	-	-	-	-	49.5	57.5
Tutor Room - utilization %	-	-	-	-	-	-	-	-	-	-	-	23%	26%

*Not available at time of posting

**In February 2025, Belle Haven Library began allowing outgoing hold to other libraries outside Menlo Park

LIBRARY AND COMMUNITY SERVICES
STATISTICS - SEPTEMBER 2025

Table 7. Belle Haven Child Development Center (Preschool)													
	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Students ages 3-5	43	44	44	48	48	48	50	54	54	56	47	45	45
Special needs students	-	-	-	-	-	-	-	-	-	-	0	1	1
English second language students	-	-	-	-	-	-	-	-	-	-	37	34	37
Meals and snacks served	-	-	-	-	-	-	-	-	-	-	3,102	2,000	2,000
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	-	9,214	3,214

Table 8. Menlo Children's Center (Preschool)													
	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Students ages 18 mo - 2 years	-	-	-	-	-	-	-	-	-	-	7	4	5
Students ages 2 - 3 years	-	-	-	-	-	-	-	-	-	-	11	16	17
Students ages 3 - kindergarten	-	-	-	-	-	-	-	-	-	-	23	23	22
Total enrollment	28	28	28	26	32	32	32	44	46	44	43	43	44
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	-	7,830	7,960

Table 9. Menlo Children's Center (After school)													
	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Kindergarten	-	-	-	-	-	-	-	-	-	-	-	9	10
Students grades 1st - 5th	-	-	-	-	-	-	-	-	-	-	-	32	33
Summer camp enrollment	-	-	-	-	-	-	-	-	-	-	63	30	0
Total enrollment	30	31	31	31	31	29	28	29	29	27	63	71	43
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	5,985	3,937	2,316

Table 10. Belle Haven Youth Center (After school)													
	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Transitional kindergarten	-	-	-	-	-	-	-	-	-	-	0	0	5
Kindergarten	-	-	-	-	-	-	-	-	-	-	4	4	6
Students grades 1 st - 5th	-	-	-	-	-	-	-	-	-	-	29	29	56
Summer Camp enrollment	-	-	-	-	-	-	-	-	-	-	52	54	0
Total enrollment	55	55	55	55	58	58	58	58	58	122	85	85	67
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	11,720	12,094	4,623

*All hours total for all students

LIBRARY AND COMMUNITY SERVICES
STATISTICS - SEPTEMBER 2025

Table 11. Menlo Park Senior Center - Meals and transportation

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Lunches served	1,113	1,132	836	726	810	851	956	971	952	*	970	985	1,453
Grocery boxes distributed	460	460	460	460	230	460	460	460	460	213	460	485	476
Senior shuttle trips	1,660	1,786	1,160	1,332	1,488	1,342	1,504	1,454	1,474	1,234	816	784	702
Special event attendance	-	-	-	-	127	150	55	214	129	100	80	80	90

Table 12. Menlo Park Senior Center - Senior class enrollment

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	-	-	-	114	114	83
Arts and crafts or technology	-	-	-	-	-	-	-	-	-	-	60	61	66
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	-	38	38	47
Languages or other literary arts	-	-	-	-	-	-	-	-	-	-	55	55	56
Other	-	-	-	-	-	-	-	-	-	-	11	11	12
Enrollment - non-residents	-	54	-	-	85	-	-	87	-	-	121	121	119
Enrollment - residents	-	109	-	-	118	-	-	132	-	-	157	158	145
Enrollment - Total	-	163	-	-	203	-	-	219	-	-	278	279	264
Total classes offered	-	14	-	-	15	-	-	17	-	-	19	19	19

Table 13. Arrillaga Family Recreation Center - Senior class enrollment

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	-	-	-	64	64	75
Arts and crafts or technology	-	-	-	-	-	-	-	-	-	-	0	0	0
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	-	28	28	50
Languages or other literary arts	-	-	-	-	-	-	-	-	-	-	27	27	33
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Enrollment - non-residents	-	11	-	-	67	-	-	27	-	-	27	27	66
Enrollment - residents	-	25	-	-	51	-	-	50	-	-	92	92	92
Enrollment - Total	-	36	-	-	118	-	-	77	-	-	119	119	158
Total classes offered	-	2	-	-	7	-	-	6	-	-	4	4	5

*Enrollment statistics switched from quarterly to monthly starting July 2025

Table 14. Facility rentals - Arrillaga Family Recreation Center (700 Alma St.)

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Residents	-	18	-	-	29	-	-	23	-	-	14	9	11
Non-residents	-	25	-	-	64	-	-	62	-	-	19	35	33
Instructor usage (in hours)	-	-	-	-	-	-	-	-	-	-	1,068	1,437	1,576
Cypress Room - available hours	-	-	-	-	-	-	-	-	-	-	363	363	350
Cypress Room - reserved hours	-	-	-	-	-	-	-	-	-	-	88.25	39	39.75
Cypress Room - utilization %	-	-	-	-	-	-	-	-	-	-	24%	10%	11%
Juniper Room - available hours	-	-	-	-	-	-	-	-	-	-	363	363	350
Juniper Room - reserved hours	-	-	-	-	-	-	-	-	-	-	168.33	132	262
Juniper Room - utilization %	-	-	-	-	-	-	-	-	-	-	46%	36%	75%
Maple Room - available hours	-	-	-	-	-	-	-	-	-	-	363	363	350
Maple Room - reserved hours	-	-	-	-	-	-	-	-	-	-	155.75	92	231.75
Maple Room - utilization %	-	-	-	-	-	-	-	-	-	-	43%	25%	66%
Oak Room - available hours	-	-	-	-	-	-	-	-	-	-	363	363	350
Oak Room - reserved hours	-	-	-	-	-	-	-	-	-	-	54	11	73.25
Oak Room - utilization %	-	-	-	-	-	-	-	-	-	-	15%	3%	21%
Oak Patio - available hours	-	-	-	-	-	-	-	-	-	-	363	363	350
Oak Patio - reserved hours	-	-	-	-	-	-	-	-	-	-	0	0	0
Oak Patio - utilization %	-	-	-	-	-	-	-	-	-	-	0%	0%	0%
Sequoia Room - available hours	-	-	-	-	-	-	-	-	-	-	363	363	332
Sequoia Room - reserved hours	-	-	-	-	-	-	-	-	-	-	61.5	90	22.75
Sequoia Room - utilization %	-	-	-	-	-	-	-	-	-	-	17%	25%	7%
Sequoia Patio - available hours	-	-	-	-	-	-	-	-	-	-	363	363	332
Sequoia Patio - reserved hours	-	-	-	-	-	-	-	-	-	-	0	30	20.75
Sequoia Patio - utilization %	-	-	-	-	-	-	-	-	-	-	0%	8%	6%
Willow Room - available hours	-	-	-	-	-	-	-	-	-	-	363	363	372
Willow Room - reserved hours	-	-	-	-	-	-	-	-	-	-	138	66	114
Willow Room - utilization %	-	-	-	-	-	-	-	-	-	-	38%	18%	31%

Table 15. Facility rentals - Arrillaga Family Gymnasium (600 Alma St.)

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Residents	-	-	-	-	-	-	-	-	-	-	100	32	28
Non-residents	-	-	-	-	-	-	-	-	-	-	20	30	28
Instructor usage (in hours)	-	-	-	-	-	-	-	-	-	-	37	80	80
Court #1 - available hours	-	-	-	-	-	-	-	-	-	-	517	515	500
Court #1 - reserved hours	-	-	-	-	-	-	-	-	-	-	122.5	113	235
Court #1 - utilization %	-	-	-	-	-	-	-	-	-	-	24%	22%	47%
Court #2 - available hours	-	-	-	-	-	-	-	-	-	-	517	515	500
Court #2 - reserved hours	-	-	-	-	-	-	-	-	-	-	128	119	248
Court #2 - utilization %	-	-	-	-	-	-	-	-	-	-	28%	23%	49%

Table 16. Facility rentals - Belle Haven Community Campus (100 Terminal Ave.)

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Residents	-	10	-	-	38	-	-	34	-	-	4	8	6
Non-Residents	-	15	-	-	3	-	-	0	-	-	0	0	1
Instructor usage (in hours)	-	-	-	-	-	-	-	-	-	-	*	*	*
Makerspace - available hours	-	-	-	-	-	-	-	-	-	-	328	248	240
Makerspace - reserved hours	-	-	-	-	-	-	-	-	-	-	70.25	47	55.75
Makerspace - utilization %	-	-	-	-	-	-	-	-	-	-	21%	19%	23%
Event Hall - available hours	-	-	-	-	-	-	-	-	-	-	304	364	335
Event Hall - reserved hours	-	-	-	-	-	-	-	-	-	-	220.5	196.5	218
Event Hall - utilization %	-	-	-	-	-	-	-	-	-	-	73%	54%	65%
Movement Studio - available hours	-	-	-	-	-	-	-	-	-	-	304	364	364
Movement Studio - reserved hours	-	-	-	-	-	-	-	-	-	-	80	39	23
Movement Studio - utilization %	-	-	-	-	-	-	-	-	-	-	26%	11%	6%
Flex Classroom - available hours	-	-	-	-	-	-	-	-	-	-	304	364	364
Flex Classroom - reserved hours	-	-	-	-	-	-	-	-	-	-	17	11.5	25
Flex Classroom - utilization %	-	-	-	-	-	-	-	-	-	-	6%	3%	7%
Gymnasium - available hours	-	-	-	-	-	-	-	-	-	-	378	289	291
Gymnasium - reserved hours	-	-	-	-	-	-	-	-	-	-	209	203	231
Gymnasium - utilization %	-	-	-	-	-	-	-	-	-	-	81%	70%	79%

*Facility rental statistics switched from quarterly to monthly starting July 2025

LIBRARY AND COMMUNITY SERVICES
STATISTICS - SEPTEMBER 2025

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	-	-	-	197	101	296
Arts and crafts or technology	-	-	-	-	-	-	-	-	-	-	54	47	7
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	-	130	236	337
Language and literary arts	-	-	-	-	-	-	-	-	-	-	27	27	58
Other	-	-	-	-	-	-	-	-	-	-	173	363	59
Enrollment - non-residents	-	196	-	-	213	-	-	161	-	-	175	307	188
Enrollment - residents	-	485	-	-	520	-	-	474	-	-	506	467	569
Enrollment - Total	-	681	-	-	733	-	-	635	-	-	681	774	757
Total classes offered	-	56	-	-	57	-	-	59	-	-	68	63	62
# of instructors	-	20	-	-	26	-	-	22	-	-	33	33	28

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Enrollment - Basketball	-	-	-	-	-	-	-	-	-	-	6	27	35
Enrollment - Volleyball	-	-	-	-	-	-	-	-	-	-	72	102	82
Enrollment - Youth mixed activity sports camp	-	-	-	-	-	-	-	-	-	-	0	0	0
Enrollment - non-residents	-	113	-	-	10	-	-	112	-	-	56	74	59
Enrollment - residents	-	177	-	-	48	-	-	96	-	-	16	55	58
Enrollment - Total	-	290	-	-	58	-	-	208	-	-	78	129	117
Total classes offered	-	28	-	-	10	-	-	14	-	-	5	7	0
# of instructors	-	6	-	-	2	-	-	8	-	-	2	2	2
Drop-in basketball visits	-	847	-	-	631	-	-	596	-	-	206	171	194
Drop-in volleyball visits	-	993	-	-	1240	-	-	844	-	-	394	287	415
Leagues – individual registrations	-	1300	-	-	-	-	-	-	-	-	56	0	14
Leagues – team registrations	-	137	-	-	-	-	-	35	-	-	14	0	31

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Fitness, yoga, and health	-	-	-	-	-	-	-	-	-	-	80	80	66
Arts and crafts and technology	-	-	-	-	-	-	-	-	-	-	41	41	41
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	-	15	15	47
Language and literary arts	-	-	-	-	-	-	-	-	-	-	13	13	31
Other	-	-	-	-	-	-	-	-	-	-	-	-	10
Enrollment - non-residents	-	27	-	-	21	-	-	20	-	-	10	10	16
Enrollment - residents	-	126	-	-	80	-	-	145	-	-	139	139	169
Enrollment - Total	-	153	-	-	101	-	-	165	-	-	149	149	185
Total classes offered	-	16	-	-	15	-	-	19	-	-	15	15	22
# of instructors	-	10	-	-	9	-	-	9	-	-	9	9	11
Drop-in basketball visits	-	203	-	-	231	-	-	658	-	-	29*	167	192
Drop-in volleyball visits	-	106	-	-	50	-	-	13	-	-	*	10	50
Drop-in Fitness Center	-	1053	-	-	1713	-	-	1697	-	-	542	720	659

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Gymnastics enrollment	-	-	-	-	-	-	-	-	-	-	898	887	1,139
Aerial Silks enrollment	-	-	-	-	-	-	-	-	-	-	49	43	46
Enrollment - non-residents	-	355	-	-	383	-	-	368	-	-	287	282	342
Enrollment - residents	-	817	-	-	950	-	-	942	-	-	628	605	843
Enrollment - Total	-	1,172	-	-	1,333	-	-	1,310	-	-	929	1,125	1,185
Total classes offered	-	120	-	-	120	-	-	120	-	-	119	119	120
# of instructors	-	-	-	-	-	-	-	-	-	-	2	2	2

*Statistics switched from quarterly to monthly starting July 2025

LIBRARY AND COMMUNITY SERVICES
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Table 21. Picnic Rentals

Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Burgess Park picnic area - available hours	-	-	-	-	-	-	-	-	-	-	3,472	2,976	2,400
Burgess Park picnic area - reserved hours	-	-	-	-	-	-	-	-	-	-	74.5	97	195
Burgess Park picnic area - utilization %	-	-	-	-	-	-	-	-	-	-	2%	3%	8%
Nealon Park picnic area - available hours	-	-	-	-	-	-	-	-	-	-	2,542	1,860	2,100
Nealon Park picnic area - reserved hours	-	-	-	-	-	-	-	-	-	-	90	108	130
Nealon Park picnic area - utilization %	-	-	-	-	-	-	-	-	-	-	4%	6%	6%

Table 22. Park Rentals

Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025
Bedwell-Bayfront Park - available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Bedwell-Bayfront Park - reserved hours	-	-	-	-	-	-	-	-	-	-	12	12	60
Bedwell-Bayfront Park - utilization %	-	-	-	-	-	-	-	-	-	-	3%	3%	14%
Sharon Park - available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Sharon Park - reserved hours	-	-	-	-	-	-	-	-	-	-	0	0	0
Sharon Park - utilization %	-	-	-	-	-	-	-	-	-	-	0	0	0

LIBRARY AND COMMUNITY SERVICES
STATISTICS - SEPTEMBER 2025

Table 23. Athletic Field Rentals													
Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025
Burgess Park - available hours	-	-	-	-	-	-	-	-	-	-	4,142	3,456	2,520
Burgess Park - reserved hours	-	-	-	-	-	-	-	-	-	-	2,976	1,206	561
Burgess Park - utilization %	-	-	-	-	-	-	-	-	-	-	72%	35%	22%
Hillview School - available hours	-	-	-	-	-	-	-	-	-	-	744	744	720
Hillview School - reserved hours	-	-	-	-	-	-	-	-	-	-	478.5	202	132
Hillview School - utilization %	-	-	-	-	-	-	-	-	-	-	64%	27%	18%
Jack Lyle Park - available hours	-	-	-	-	-	-	-	-	-	-	Closed	744	720
Jack Lyle Park - reserved hours	-	-	-	-	-	-	-	-	-	-	Closed	197	246
Jack Lyle Park - utilization %	-	-	-	-	-	-	-	-	-	-	Closed	26%	34%
Kelly Park - available hours	-	-	-	-	-	-	-	-	-	-	868	868	840
Kelly Park - reserved hours	-	-	-	-	-	-	-	-	-	-	243	240	320.5
Kelly Park - utilization %	-	-	-	-	-	-	-	-	-	-	28%	28%	38%
La Entrada School - available hours	-	-	-	-	-	-	-	-	-	-	Closed	3,038	2,160
La Entrada School - reserved hours	-	-	-	-	-	-	-	-	-	-	Closed	240	31.5
La Entrada School - utilization %	-	-	-	-	-	-	-	-	-	-	Closed	8%	1%
Nealon Park - available hours	-	-	-	-	-	-	-	-	-	-	Closed	1,302	840
Nealon Park - reserved hours	-	-	-	-	-	-	-	-	-	-	Closed	73	135
Nealon Park - utilization %	-	-	-	-	-	-	-	-	-	-	Closed	6%	2%
Oak Knoll School - available hours	-	-	-	-	-	-	-	-	-	-	Closed	744	360
Oak Knoll School - reserved hours	-	-	-	-	-	-	-	-	-	-	Closed	106	27
Oak Knoll School - utilization %	-	-	-	-	-	-	-	-	-	-	Closed	14%	7%
Willow Oaks Park - available hours	-	-	-	-	-	-	-	-	-	-	Closed	1,488	1,440
Willow Oaks Park - reserved hours	-	-	-	-	-	-	-	-	-	-	Closed	239	120
Willow Oaks Park - utilization %	-	-	-	-	-	-	-	-	-	-	Closed	16%	8%
Total available hours	-	-	-	-	-	-	-	-	-	-	5,754	12,384	9,600
Total reserved hours	-	811	-	-	530	-	-	1575	-	-	3,697.5	2,503	1,573
Total field utilization %	-	-	-	-	-	-	-	-	-	-	64%	20%	16%

LIBRARY AND COMMUNITY SERVICES
STATISTICS - SEPTEMBER 2025

Table 24. Tennis and Pickleball Court Rentals													
Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025
Burgess Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Burgess Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	-	-	-	174	184	205
Burgess Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	-	-	-	40%	42%	48%
Kelly Park - Pickleball Court #1 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Kelly Park - Pickleball Court #1 reserved hours	-	-	-	-	-	-	-	-	-	-	21	45	47
Kelly Park - Pickleball Court #1 utilization %	-	-	-	-	-	-	-	-	-	-	5%	10%	11%
Kelly Pickleball Court #2 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Kelly Pickleball Court #2 reserved hours	-	-	-	-	-	-	-	-	-	-	5	21	14
Kelly Park - Pickleball Court #2 utilization %	-	-	-	-	-	-	-	-	-	-	1%	5%	3%
Kelly Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Kelly Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	-	-	-	51	77	133
Kelly Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	-	-	-	11%	18%	32%
Nealon Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Nealon Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	-	-	-	172	161	204
Nealon Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	-	-	-	40%	37%	49%
Nealon Park - Tennis Court #2 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Nealon Park - Tennis Court #2 reserved hours	-	-	-	-	-	-	-	-	-	-	164	163	193
Nealon Park - Tennis Court #2 utilization %	-	-	-	-	-	-	-	-	-	-	38%	38%	46%
Willow Oaks - Tennis Court #3 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Willow Oaks - Tennis Court #3 reserved hours	-	-	-	-	-	-	-	-	-	-	120.75	112	192
Willow Oaks - Tennis Court #3 utilization %	-	-	-	-	-	-	-	-	-	-	28%	26%	46%
Willow Oaks - Tennis Court #4 available hours	-	-	-	-	-	-	-	-	-	-	434	434	420
Willow Oaks - Tennis Court #4 reserved hours	-	-	-	-	-	-	-	-	-	-	99	142	194
Willow Oaks - Tennis Court #4 utilization %	-	-	-	-	-	-	-	-	-	-	23%	33%	46%

Table 25. Tennis and Pickleball Classes													
Location	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025
Youth tennis enrollment	-	-	-	-	-	-	-	-	-	-	21	23	47
Adult tennis enrollment	-	-	-	-	-	-	-	-	-	-	6	7	24
Tennis enrollment - resident											21	27	63
Tennis enrollment - non-resident											6	3	8
Tennis enrollment total											27	30	72

LIBRARY AND COMMUNITY SERVICES
STATISTICS - SEPTEMBER 2025

Table 26. Recreation client accounts													
	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
New recreation client accounts	523	380	654	543	297	275	991	972	505	501	459	937	502
Total recreation client accounts	12,056	12,579	13,233	13,776	14,043	14,318	15,309	16,281	16,786	17,287	17,743	18,680	19,182
Hyperlocal client accounts	-	-	-	-	1,354	1,360	1,482	1,576	1,613	1,682	1,695	1,848	1,899

Table 27. Web page views													
	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
/Library	-	-	-	-	4,636	3,858	4,389	3,886	3,921	4,390	4,247	4,332	3,892
/ActivityGuide	-	-	-	-	4,706	4,001	7,141	3,937	7,508	4,872	5,016	10,099	3,771

*Not available at time of posting

Table 28. Newsletter engagement													
	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	*May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
Newsletters sent	-	-	-	-	3	4	5	4	5	4	4	5	4
Average recipients per newsletter	-	-	-	-	24,441	25,260	25,088	24,889	23,123	24,602	24,475	24,346	27,815
Total recipients (excludes bounces, etc.)	-	-	-	-	71,858	95,010	117,826	93,190	108,779	91,739	91,030	121,730	111,261
Total newsletter clicks	-	-	-	-	1,992	2,170	2,942	1,586	2,874	2,389	2,587	3,481	4,045
Total newsletter unique clicks	-	-	-	-	1,209	1,226	1,765	926	1,519	1,200	1,346	1,720	1,437
Total newsletter opens	-	-	-	-	61,371	88,301	103,780	76,786	79,229	69,913	68,109	86,160	82,795
Total unique opens	-	-	-	-	38,439	52,081	62,139	47,124	51,316	44,582	43,747	55,666	52,733
% open rate (monthly average)	-	-	-	-	80%	87%	83%	77%	69%	71%	70%	71%	74%
% unique opens rate (monthly average)	-	-	-	-	50%	52%	50%	47%	44%	45%	45%	46%	47%
Unsubscribes Monthly Total	-	-	-	-	168	216	179	147	170	139	128	207	296
% Unsubscribes - Monthly Average	-	-	-	-	0.22%	0.22%	0.14%	0.15%	0.15%	0.14%	0.13%	0.17%	0.25%
Email Bounces - Monthly Total	-	-	-	-	1,547	2,097	2,567	2,086	2,564	2,192	2,172	2,760	2,777

LIBRARY AND COMMUNITY SERVICES
STATISTICS - SEPTEMBER 2025

Table 29. Large-scale community event attendance

	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025
College and Career Fair	-	-	-	-	120	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	290	-	-	-	-	-	-	-
Community Resource Fair	-	-	-	-	-	-	180	-	180	-	-	-	-
Egg Hunt/Spring Fest	-	-	-	-	-	-	-	2200	-	-	-	-	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	-	-	-	-	-	-	-	-	-	310	-	-	-
4th of July Parade and Celebration	-	-	-	-	-	-	-	-	-	-	2,200	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	249	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	*	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	302	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	365	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	275	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	750	-
Summer Concert – Karl E. Clark Park	-	-	-	-	-	-	-	-	-	-	120	130	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Trunk-or-Treat	-	215	-	-	-	-	-	-	-	-	-	-	-
Halloween Parade and Festival	-	1500	-	-	-	-	-	-	-	-	-	-	-
Pumpkin Splash	-	150	-	-	-	-	-	-	-	-	-	-	-
Light Up the Season	-	-	-	900	-	-	-	-	-	-	-	-	-
Photos with Santa	-	-	-	450	-	-	-	-	-	-	-	-	-

LIBRARY AND COMMUNITY SERVICES
SUGGESTION BOX COMMENTS AND RESPONSES
COMPILED OCTOBER 2025

Ref #	Date received	Location received	Full text of suggestion	Response
1	2025-07-12	Arrillaga Family Recreation Center	First aid supplies should include ice packs	Thank you for your request for ice packs in the first aid kit at the recreation center. We will look into this and reach out to our vendor to include this request or restock the kit. Please feel free to let me know if you have further questions or comments. Best, Tricia
2	2025-08-15	Arrillaga Family Recreation Center	[Class redacted], the teacher explains it well and goes through the steps. Recommend it if you are a beginner or shy [redacted].	Thank you for the feedback you provided in our suggestion box at the Arrillaga Family Recreation Center. We will let the vendor know that you are happy with the class. Please let me know if you have any further questions or comments. Best, Tricia
3	2025-08-16	Arrillaga Family Recreation Center	We love [class name redacted]! Please bring more classes. [They are] such a great teacher!	[no contact info] Thank you for your feedback! Best, Tricia
4	2025-09-02	Arrillaga Family Recreation Center	Can there be signage to inform people about soup kitchens/clothing centers?	Thank you for the feedback, we will look into this as an option for our signage. Best, Tricia
5	2025-07-11	Belle Haven Pool	Will you build a hot tub in the Belle Haven swimming pool? You know get very cold after swimming so that's why I think we should have a hot tub.	[No contact info.] Thank you for the suggestion to get a hot tub at the Belle Haven Pool. We will communicate this interest with the aquatics operator. Best, Tricia
6	2025-07-19	Belle Haven Pool	Staff exceptionally friendly, decent attendance. Plants are growing fast-looks gorgeous! Suggestions-Shade where the pergolas are already set up, more umbrellas, longer area for open swim in main pool (kids seem weirded out to open swim in one lane) more large signs for [name redacted] and swim programs, which I believe is [illegible] progress.	Thank you for your comments/suggestions placed in the suggestion box. The positive feedback is appreciated! In reference to the shade, we are looking into options at this time. In regards to swim space for open swim and signage regarding swim programs, I will provide this feedback to the aquatics operator. Please feel free to let me know if you have further questions or comments. Best, Tricia
7	2025-08-28	Belle Haven Pool	Pay the lifeguards more	Thank you for your comment, I will let the operator know that this was shared through the suggestion box. Tricia
8	2025-08-28	Belle Haven Pool	Install a baby changing table in all restrooms!	Thank you for the feedback. We'll take this request into consideration for future improvements. Best, Tricia
9	2025-09-02	Belle Haven Pool	New pool is great, staff, locker room cleanliness 5 stars.	Thank you for the positive word and the 5 star rating of the Belle Haven Pool! Please let me know if you have any further questions or comments. Best, Tricia
10	2025-09-08	Belle Haven Pool	Bring back the diving boards please.	Thank you for the suggestion. I will talk to the operator about this. Best, Tricia
11	2025-09-12	Belle Haven Pool	1.) Ask adults if they can swim before giving them green wristbands. 2.) More benches in women's locker room-on other side of glass partition	Thank you, I will provide the operator feedback on the wristbands. The benches are in the process of being purchased. Thank you for your feedback. Best, Tricia
12	2025-09-12	Belle Haven Pool	I suggest you get a diving board please.	Thank you for the suggestion. I will talk to the operator about this. Best, Tricia
13	2025-09-12	Belle Haven Pool	More hooks for wet suits in female room	Thank you for the suggestion. We will get hooks for the locker rooms. Best, Tricia

14	2025-09-12	Belle Haven Pool	Open Burgess again please, our local pool is full of entitled, rude, other side of the freeway folks-prioritize hyperlocal please!	Thank you for the feedback regarding the Burgess Pool hours. The City Council reviewed concepts that the Aquatics Operator proposed on September 9. The link to the meeting is below: https://menlopark.gov/Agendas-and-minutes#section-2 Please let me know if you have further questions/feedback. Best, Tricia
15	2025-07-03	Belle Haven Community Campus	Can we put grip tape on each step for senior safety? It would be appreciated!	Thanks for the suggestion. I'll look into it. -Rondell
16	2025-07-18	Belle Haven Community Campus	Belle Haven Community Campus: Please consider adding the black no-trip strips to all the steps on the staircase leading to the second floor. With bifocals in the bottom of my glasses, I'm finding it very easy to miss a step when walking downstairs because there is no black strip on the steps alerting me there is a step.	Thank you for bringing this to our attention—we'll review this request to improve safety on the staircase. -Rondell
17	2025-07-21	Belle Haven Community Campus	Today I visited the all-ages library and was sad to see there is no automatic/handicapped entrance. I am a wheel chair user and could not open the door to get in and out of the library without help. I had to call out for help to leave. This was my first time at the new center because I had heard from friends that is is not always accessible and I wasn't sure I would be able to get around. I am disappointed to see they were right and I do not have equal access to the library. Please add a button I can push to both enter or exit the library, Thank you.	[no contact info] Thank you very much for this feedback. I am sorry to hear that the Belle Haven Library is presenting accessibility problems. The City has been made aware of this issue, and the necessary changes are underway as we speak. While these changes are being made, please feel free to reach out to library staff for assistance with anything you might need to access. I sincerely hope that you will frequent our library in the future. Sincerely, Rose
18	2025-07-29	Belle Haven Community Campus	The Tuesday women's basketball group has 15-20 or more players consistently. We would love to play another evening if the gym is not well utilized another day. Would it be possible to have another day? I would be happy to discuss options if/you call or text me! Thank you!	Thank you for your submission. We'll review gym availability for additional days. -Rondell
19	2025-08-04	Belle Haven Community Campus	I want to go in the gym, but I'm 13 so I can't go. Can you change the rule so I can get a nice body. Please and thank you.	Called but no answer. Was unable to leave a message. -Rondell
20	2025-08-04	Belle Haven Community Campus	Let us in the gym	Thanks for the suggestion! -Rondell
21	2025-08-04	Belle Haven Community Campus	I want to go to the gym, but I'm not 18+.	Thanks for the suggestion. Staff will look into your request. -Rondell
22	2025-08-09	Belle Haven Community Campus	Suggestions for pool: My first time: beautiful facility, but functionality not quite there. 3pm-performance pool was boiling (87 degrees) When it should be 80-81. If you want to attract more lap swimmers, temp is important! Lifeguard said heater and sun caused overheating. Pool dressing room: Again-gorgeous and spacious, but missing functionality, specifically - No hooks for hanging wet towels while changing. Those "hooks" on the lockers don't seem great. Also would be nice to have a suit spinner-I know they are a pain to maintain.	Thank you for providing feedback in the suggestion box at Belle Haven Pool. Also, thanks for the positive comments regarding the facility. I'm glad that you are enjoying it. In reference to the performance pool, I will check in with the operator to see what the temperature range is at and see if there are adjustments that can be made. Good news, we are in the process of procuring suit spinners. I anticipate that they will be installed by November sometime. I appreciate the comments on the hooks, we will look into this item. Please feel free to reach back out to me with any further feedback or questions. Best, Tricia

23	2025-08-19	Belle Haven Community Campus	Can you put soap in the showers like at Burgess? Also, are the fuzzy mats that are compensating for the lack of drains in the locker room ever sanitized? Thank you	Thank you for your feedback regarding the soap dispensers and mats at Belle Haven Pool. We will look into the option for soap dispensers and I will reach out to our public works regarding the mats in the locker rooms. Please let me know if there are any further questions or comments that you may have. Best, Tricia
24	2025-08-28	Belle Haven Community Campus	Book making time	[no contact info] What a great suggestion! We'll add it to the list of programs we would like to host in our makerspace. -Rose
25	2025-08-28	Belle Haven Community Campus	Event ideas: read to your stuffy and have pjs!	[no contact info] What a great idea! You should keep an eye out for our next Stuffed Animal Sleepover! -Rose
26	2025-08-28	Belle Haven Community Campus	Spanish conversation club for adults. Wanting to practice Spanish	[no contact info] We're actually looking into starting a Spanish Language Book Group. If you'd be interested in joining, we'd love to have your contact information! - Rose
27	2025-08-28	Belle Haven Community Campus	More story times for 4 year old's, my sister	[no contact info] Thank you for suggesting that we have more storytimes for 4-year-olds, like your sister. What a thoughtful sibling you are! Right now we offer as many storytimes as we possibly can, for as wide an age range as we can. -Rose
28	2025-08-28	Belle Haven Community Campus	The floor in the movement room has big black skid marks on it x 3wks. Can it be cleaned?	Thank you for your submission. I will ensure that the staff cleans the spot on the floor. -Rondell
29	2025-08-28	Belle Haven Community Campus	Senior Center, A lot of names are missing from the printed out attendance sheet. Check the back of sheet.	Thanks for pointing that out. We'll make sure to double-check the back of the sheet moving forward. -Rondell
30	2025-08-28	Belle Haven Community Campus	I'm 10 and I want to go to the gym because I think that I would be careful.	Thanks, staff will look into this request. -Rondell
31	2025-09-02	Belle Haven Community Campus	More story time	[no contact info] I am so glad that you enjoy our storytime! We offer as many as we can right now, but we would like to offer more in the future. We would love to know what days and times you would like us to host storytimes we don't already do. - Rose
32	2025-09-02	Belle Haven Community Campus	Great Lib. Thx!!	[no contact info] Thank YOU for coming and enjoying our library! -Rose
33	2025-09-03	Belle Haven Community Campus	We enjoyed the wonderful trip one made to Wunderlich Park for the very first time. Thank you to the MPSC staff. We appreciate all the park rangers for giving the seniors all the love and special treatment we needed.	Thank you for the kind feedback! We'll definitely look into planning another trip. -Rondell
34	2025-09-12	Belle Haven Community Campus	You should put bleachers in your gym. Hooks in the bathroom please.	Thank you for your suggestion. We do have bleachers in the gym and will look into adding hooks in the bathroom. -Rondell
35	2025-06-20	Menlo Park Library	No adult supervision for teen zone is a serious concern of no protection for minors and liability on the persons and adults utilizing and managing community public library.	Thank you for your concerns about supervision of the library teen zone. The library does not act in loco parentis – if a teen is allowed by their responsible adult to enter the library on their own, the library allows those teens to be in the library on their own and not directly supervised by staff. Staff do monitor all public spaces in the library for compliance with the Library Use

				Guidelines, but we do not post a staff member in every room at all times. Sincerely, Rose
36	2025-06-22	Menlo Park Library	Bigger kid space	Thank you for suggesting that Menlo Park Library have a bigger space for kids. That would be great! We love our library kids, and want you to have lots of space for reading, homework, storytime, and play. It would be great to be able to make the room bigger, but right now we aren't able to do that. Maybe some day! For now, we are going to put in some more rolling shelves so that we can transform the space more easily to host library events that accommodate more people. Please don't hesitate to give us more feedback, and thank you for being an involved member of our community! Sincerely, Rose
37	2025-06-25	Menlo Park Library	Can you put cookies and milk in the library please?	[no contact info] Thank you for your suggestion that we have cookies and milk in the library. As cozy and delightful as it is to curl up with some cookies, milk, and a great book, in order to keep the library space safe, sanitary, and usable for its intended purpose, we do not allow food or drink in the library. -Rose
38	2025-06-25	Menlo Park Library	First of all, Thank you for a beautiful peaceful space. I'm a PHD student passionate about education. I'd love to conduct a free workshop for high school students at your library. (Theme: Why confusion is important for learning, affective study strategies). Please guide me further as to how I can make it happen. I'm visiting the bay area for the summer.	I'm afraid that we set up our library events up to two or three months in advance, so June is a bit too late to plan something just for the summer. If you're interested in collaborating in the future, please do not hesitate to reach out to me directly with a proposal, and we will see if it's a good fit for our library. Sincerely, Rose
39	2025-06-27	Menlo Park Library	Dear Staff: I would like to suggest that you purchase the following book: My Story (Gillard book) by Julia Gillard	Thank you for suggesting that our library obtain My Story by Julia Gillard. I have passed your suggestion on to our librarians. You can always suggest books for us to purchase with our Suggest a Library Purchase form here: https://menlopark.gov/Services/Suggest-a-library-purchase Sincerely, Rose
40	2025-06-28	Menlo Park Library	Can you guys put like a tag on books in a series? It would help a lot and you would not have to put books in order.	Thank you for suggesting that we find some way to indicate when books are part of a series when the book is sitting on the shelf. It's a really good idea. I don't know if we'll be able to implement something like that, but I definitely understand what you're asking for. I think the best solution is probably to look in our library catalog at menlopark.bibliocommons.com – the bibliographic record (the listing of the item in the catalog) will tell you if the book is part of a series, and, if so, where in that series it falls. You can also always ask our library staff to help you figure this out – and please let us know if you'd like us to show you some more tips and tricks for using the catalog to find new books! We so appreciate when our community gets involved with the library – thank you for reaching out with your suggestion. Sincerely, Rose
41	2025-07-09	Menlo Park Library	Maybe put more computers to search on.	[no contact info] Thank you for this suggestion! We want to make sure you are able to search our library catalog. You can always ask the Library staff member at the service desk if both of the Children's catalog terminals are occupied. - Rose
42	2025-07-11	Menlo Park Library	Still too hot, I guess I can go somewhere else. Please!!	[no contact info] thank you for your feedback. We are endeavoring to moderate the temperature with the resources that are at our disposal. -Rose

43	2025-07-11	Menlo Park Library	Please turn off the heat!! It is summer	[no contact info] thank you for your feedback. We are endeavoring to moderate the temperature with the resources that are at our disposal. There is no heat on at this time.
44	2025-07-11	Menlo Park Library	Bring back the "Big" book sales when you had them outside!	[no contact info] Thank you for this feedback. We have communicated this request to the Friends of the Menlo Park Library. If you would like to contact them directly, you can find their website and information at friendsmpl.org
45	2025-07-11	Menlo Park Library	The metal surrounding the bottom of the water pipe lending to the flush handle is the men's restroom in the main library is severely corroded and needs to be replaced. It's appearance is disgusting.	[no contact info] Thank you for your feedback.
46	2025-07-11	Menlo Park Library	Is it possible to get the Bill Johnston translation of Stanislaw Lem's Solaris?	[no contact info] Thank you for suggesting that our library obtain Solaris. I have passed your suggestion on to our librarians. You can always suggest books for us to purchase with our Suggest a Library Purchase form here: https://menlopark.gov/Services/Suggest-a-library-purchase
47	2025-07-19	Menlo Park Library	1.) You have a great selection 2.) Almost every dvd/bluray I've checked out has and incorrect lending period labeled on it. (Ex. 7-day, 21 day) and this (lending period) impacts my choices, overall, thank you!	[no contact info] Thank you for the complement and the constructive criticism. Sometimes, as loan rules change, it is difficult to catch the labeling on each item. We will direct our attention toward this issue.
48	2025-08-18	Menlo Park Library	Please have lolly pops at book check out.	[no contact info] Thank you so much for this suggestion. Alas, we are concerned that should we locate lollipops by the checkout machines, they might be used as bookmarks -- sticky!!
49	2025-09-02	Menlo Park Library	Recycle bins at front next to trash	[no contact info] Thank you for this suggestion!
50	2025-09-02	Menlo Park Library	I visited the the book sale this weekend. We had to leave early it was so hot and humid	[no contact info] Thank you for this feedback. The Library is aware of the problems that our HVAC system has experienced this summer, and steps are being taken to resolve the issue.
51	2025-09-02	Menlo Park Library	A suggestion is um add more 8-10 activities	[no contact info] What a great suggestion! Thank you for writing in to us.
52	2025-09-02	Menlo Park Library	When you do the library book sales it would be great to add a jigsaw puzzle swap table so we could trade puzzles with others. The Foster City Library did this recently and it was a big hit.	Thank you so much for the feedback that you provided to us via our suggestion box (see enclosed photo). The volunteer-run Friends of the Menlo Park Library is the organization that puts on our excellent quarterly book sales. Therefore, via this email I am passing your suggestion along to our Friends of the Library. Sincerely, Rose
53	2025-09-02	Menlo Park Library	I love the small bookstore and the quotes	[no contact info] Thank you for the compliment! We will pass it along to the Friends of the Menlo Park Library, whose dedicated volunteers run our little book store.
54	2025-09-02	Menlo Park Library	There could be as computer section	[no contact info] We do have books about computers (we'd love to hear what you'd like us to have that you aren't seeing on our shelves!), and we have laptops available to help with homework.
55	2025-09-02	Menlo Park Library	It would be very useful to have classes for adults to teach them use ChatGPT or other AI's for their day to day life needs such as writing letters, resumes, looking for best health or car insurance, etc. other applications. Thanks.	[left voicemail] Thank you so much for your suggestion of programs to increase tech/AI literacy. This is a great idea, and we are looking into just such presentations in future.
56	2025-09-07	Menlo Park Library	You should put fines back for not returning the books in on time because my mom came with a list of titles ~30 of them, but all	Thank you for reaching out to us with feedback about how you would like us to reinstate late fines at our library. There has

			of them were checked out. This is because people are holding on to the books for way too long. Therefore, other people cannot read them. I think you should put fines back for people who don't return the books on time.	actually been a lot of research about this, and the bottom line is - library fines don't really work! While they do motivate some people to return their items on time, as often as not, they do not effectively incentivize on-time returns, and there isn't much impact other than (a) making people avoid the library entirely and (b) disproportionate negative impact upon those for whom paying library fines is a hardship. You can find out more about the choice to go fine-free via these resources: Here is the report that San Francisco Public Library and the San Francisco Treasurer's Office ran that motivated the decision to make SFPL fine free: https://sfpl.org/sites/default/files/2020-02/Fine-Free-Report011719.pdf And here's an article from the director of the Financial Justice Project at the San Francisco Treasurer's Office about that study: https://calmatters.org/education/2019/02/library-fines/ Here's an article on the American Library Association's Office for Intellectual Freedom's blog about fine-free libraries: https://www.oif.ala.org/why-have-libraries-gone-fine-free-the-past-few-years/ Here is an article from NPR about libraries going fine-free: https://www.npr.org/2019/11/30/781374759/we-wanted-our-patrons-back-public-libraries-scrap-late-fines-to-alleviate-inequity Here's a nation-wide map of fine-free libraries: https://www.urbanlibraries.org/initiatives/democracy/fine-free-map Sincerely, Rose
57	2025-09-12	Menlo Park Library	No woke books during storytime	[no contact info] Thank you for your feedback. The goal of our storytimes is to increase early literacy and to ensure that all children see themselves and their families represented in literature. -Rose
58	2025-09-12	Menlo Park Library	I would like to offer donation base yoga class.	Thank you for the comment and offer that you put in the suggestion box at the Arrillaga Family Recreation Center. If you would like to submit a Contract Instructor interest form located here: https://menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Contract-instructor-interest-form Feel free to let me know if you have any questions. Best, Tricia
59	2025-09-03	Menlo Park Senior Center	Great Wunderlich Park Trip! Great staff and rangers and scenery. Was good to get out. Plan another one for us. Please.	Thank you for the kind feedback! We'll definitely look into planning another trip. -Rondell
60	2025-09-09	Menlo Park Senior Center	We would love a ping pong table :)	Thank you for the suggestion. Staff will look into this request. -Rondell
61	2025-09-12	Menlo Park Senior Center	Fabulous concert, [redacted]! I bought a CD \$20+!. It was not like we heard. Perhaps an old one of the girl, no violin. They were getting rid of them! False advertising! Can you notify and request my money back	Thank you for your feedback. We'll follow up with the event organizers regarding your concern. -Rondell
62	2025-09-12	Menlo Park Senior Center	[English] Thank you very much for taking us to that beautiful park, we enjoyed it very much [Spanish] Muchas gracias por llevarnos a ese parque tan bello, lo disfrutamos mucho.	We are glad to hear that the field trip went well! -Rondell
63	2025-08-18	Online	Thank you for supporting the Public Works department in having an open house. Tax payers need to know what city employees do -- how many services they provide that go	Thank for you taking the time to write in to compliment the Public Works Open House. Your message is much appreciated! We

			unnoticed until something goes wrong. We also need a chance to thank our public employees.	have passed it along to the Public Works team. Best regards, Sean
64	2025-08-18	Online	Sharon hills park is great and I go there often, for exercise and for fun. However, the calisthenics equipment at the park could use some improvement. Currently, there is a balance beam, dip bars, and pull up bars. I think that the addition of a Swiss ladder would be extremely useful. A Swiss ladder (a ladder with pull up bars as rungs) would allow for a greater variety of exercises to be done. An addition of this piece of equipment would get more people walking outside and working out, leading to the residents of Menlo Park becoming healthier. I hope you consider my request!	Thank you for taking the time to write in with your suggestion about the outdoor exercise stations at Sharon Hills Park. It's great to hear suggestions from regular park users such as yourself! I've passed along your suggestion to our Public Works team for their consideration. Best regards, Sean
65	2025-08-20	Online	Dear Menlo Park Public Library Staff, I regularly visit the Menlo Park Main public library and have always had an extremely pleasant and welcoming experience there. Today, Wednesday August 20, 2025 between 12-1pm, I paused for a few moments just inside the sliding doors to take in the community calendar and book group offerings so colorfully displayed. I was then very surprised to see the sign in the vestibule requesting ALL patrons to wear a mask. => Why is there a sign just inside the entrance to the Menlo Park Main Public Library requesting ALL patrons to wear a mask ? I did not have a mask (haven't worn one in several years) and wouldn't have put one on anyway unless it is a requirement. Is there another COVID-like health epidemic of which I am unaware ? Is this masking a City or County policy applicable to all municipal buildings ? If so the sign should state WHY it is asking ALL patrons to mask. I would have asked the young librarian working the desk, but she was fully masked and I didn't want to start the conversation with her, as my suspicion is that the sign was put in place not out of health or municipal requirement, but was placed there to placate the worry dreams of similarly masked staffers (I also noticed other library staff/volunteers who were not masked). => IF this is NOT a City or County mandate, WHY is there a sign at the entrance asking ALL patrons to mask ? This makes no sense. I have nothing against those who wish to (continue to) mask years after the pandemic has ended, but for heaven's sake, let's remove a sign asking patrons to mask if it is not required ! It is time for some common sense and to gently encourage/welcome those worried staffers out from behind their masks and back into our beautiful, healthy, smiling community. A Menlo Park resident and regular library lover	[no contact info] Thank you for this feedback. Masks are not required in the library. Library staff and visitors are welcome to wear masks in the library if they choose to do so. -Rose
66	2025-08-25	Online	How about cancelling the crackpot surveillance camera scheme and, instead, keep the pool open so it is available to the community, especially people with kids in school? Thanks	We received your feedback regarding the pool hours in feedback submittal form. We appreciate that you provided this request. I will share this feedback with the operator for consideration. Also, the swim centers will be discussed at the upcoming City Council meeting on September 9. More information can be found here: https://menlopark.gov/News-articles/City-news/20250830-City-

				Council-to-discuss-swim-centers-Sept.-9 Please let me know if you have further comments or questions. Best, Tricia
67	2025-09-02	Online	Hi, Burgess Park tennis court lights need new light bulbs. About 5 of them do not function anymore, making it very difficult to see at night. What's the point of lighted courts if they don't light the courts well enough to play?	Thank you for the information on the lights at the Burgess Tennis Courts. I will connect with our Public Works department and look into repairing the issue and will reach back out with an update soon. If there is anything else we can help you with please let us know. Cheers, Harrison
68	2025-09-08	Online	I'm writing to register my support for Team Sheeper and the current Menlo Park pool Operator. This is where my daughters learned to swim and where I still keep my swimming sharp. I have never noticed any issues with their management and I appreciate the support that they have given to me and my family in the past. I urge you to support their renewal.	Thank you for providing the compliments to Team Sheeper/Menlo Swim and Sport for their operations of the Menlo Park pools. I will be happy to share this feedback with them. Please feel free to reach out to with further comments or questions. Best, Tricia
69	2025-09-08	Online	I'm very happy with the current management at Burgess pool. The Sheeper team does a great job balancing individual swim lanes vs family play areas over the day and over the year. I hope we continue to work with them in the future!	Thank you for providing the compliments to Team Sheeper/Menlo Swim and Sport for their operations of the Menlo Park pools. I will be happy to share this feedback with them. Please feel free to reach out to with further comments or questions. Best, Tricia



STAFF REPORT

Library Commission

Meeting Date:

10/20/2025

Staff Report Number:

LC-2025-043

Informational Item:

Receive the Library Commission work plan
2025-26 as revised and approved by City Council
Sept. 30

Recommendation

City staff recommends that the Library Commission (LC) receive the LC work plan 2025-26 as revised and approved by City Council Sept. 30 (Attachment A).

Policy Issues

City Council Policy CC-24-004 sets the procedures, roles and responsibilities of Council-appointed advisory bodies, including the LC (Attachment B). The policy requires that each advisory body develop an annual work plan, which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the advisory body, is formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year.

Background

On Aug. 18, the LC recommended a proposed work plan for 2025-26 (Attachment C).

On Sept. 30, City Council revised the proposed LC 2025-26 work plan and approved it as revised (Attachment D).

Analysis

The City Council approved the LC work plan Sept. 30 with the following revisions:

- Deleted the item related to budget review, “Annually review library division budget in January, focusing on any potential impacts to library services.”
- Added a clarification to the item related to requesting a City Council study session: “Requests to add items to the City Council agenda should be directed to the City Council member serving as Library Commission liaison.”

The approved work plan, including the above-noted revisions, is provided for reference in Attachment A.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Attachments

- A. LC work plan 2025-26, as revised and approved by City Council Sept. 30
- B. Hyperlink. Staff Report # 24-025-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf
- C. Hyperlink. Staff Report #LC-2025-036: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250818_library_commission_agenda_packet.pdf#page=67
- D. Hyperlink. City Council meeting video, Sept. 30. youtu.be/-TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309

Report prepared by:

Ashley Dixon, Management Analyst

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

Library Commission work plan

Library and Community Services Department
800 Alma Street, Menlo Park CA 94025
Approved September 30, 2025



Work plan goals

1. As an advisory body to the City Council and a forum for public information about library issues:
 - Encourage robust public comment and participation at Commission meetings
 - Periodically review the library's public-facing policies and recommend updates, as required
 - Periodically receive staff presentations and reports about major library service areas
 - Periodically receive Commissioner liaison reports about affiliates
 - Support the filling of openings on the Commission and the effective onboarding of new Commissioners
 - Maintain a 12-month schedule of planned Commission agenda items
2. Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the "library of the future".
3. Analyze and evaluate whether and how potential near or intermediate term capital improvements to the 800 Alma St. facility may be addressed to better serve the library needs of the community.
4. Complete and recommend a report on the "library of the future" to the City Council in fall 2025 that will include a request that the City Council hold a study session focused on the library. Requests to add items to the City Council agenda should be directed to the City Council member serving as Library Commission liaison.
5. Support and advise library program development and operations of the Belle Haven Community Center (BHCC) including:
 - Belle Haven Community History project
 - Makerspace programming and policies
 - Other policies that may be impacted by shared spaces at BHCC

Work plan history

Action	Date	Notes
Work plan recommendation	August 18, 2025	Library Commission recommended
Work plan approval	September 30, 2025	City Council approved



STAFF REPORT

Library Commission

Meeting Date:

10/20/2025

Staff Report Number:

LC-2025-044

Informational Item:

Belle Haven Library year in review

Recommendation

City staff recommends that the Library Commission (LC) receive this informational report on Belle Haven Library year in review.

Policy Issues

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

Background

The Library and Community Services (LCS) department regularly provides updates on its programs and services for the public and for its advisory bodies.

Analysis

Belle Haven Library opened in its new location in the Belle Haven Community Campus on May 20, 2024. A review of Belle Haven Library programs and services since the opening are provided in Attachment A.

Statistical highlights in Attachment A includes:

- Circulation of library items
- Storytimes and other programs provided to the community
- Increases in Summer Reading Program participation from Belle Haven residents.

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 direct impact to the City's general fund as a result of this report.

Environmental Review

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

Public Notice

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

Attachments

A. Belle Haven Library year in review

Report prepared by:
Ashley Dixon, Management Analyst

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



Belle Haven Library Year in Review

Ashley Walker, Management Analyst I
Rose Waldman, Library and Community Services Supervisor

Belle Haven Library – year in review

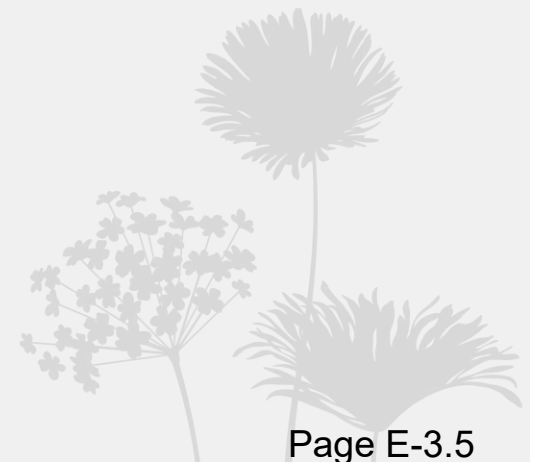
- Opened in spring 2024
- Approximately 16 months in operation.
- Focus has been:
 - Community access to library resources
 - Community engagement through youth and adult programs

Visits

Approximately 52,100 visitors since opening.

In August 2025, gate counters were also installed in Belle Haven Children's Library - 892 visits and counting!

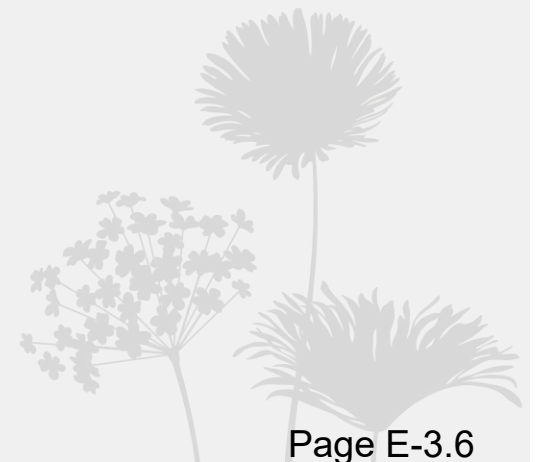
What do Belle Haven Library visitors stop in for?



Adult book circulation

Category	Total
Nonfiction	2,550
Fiction	1,024
Adult Spanish	481
SciFi	365
Mystery	256
Graphic Novel	195
Biographies	93
Quick Pick	68
Magazines and newspapers	50
Parenting	44
Large Print	32
Generic	12

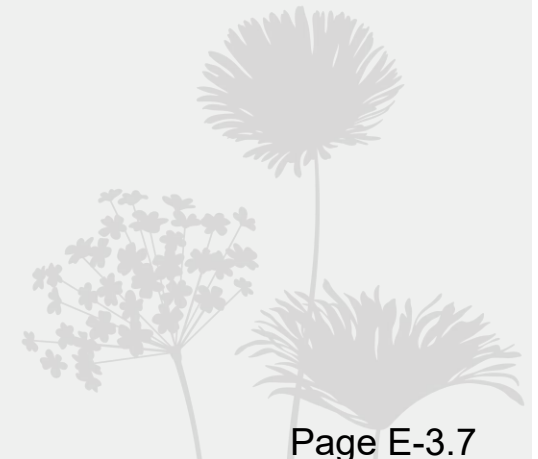
5,170 adult books circulated from May 2024 – August 2025. Total includes renewals.



Children's book circulation

Category	Total
Picture Books	7,384
Beginning and Early Readers and Read Together kits	3,690
Graphic Novels	3,074
New Children's	2,340
Nonfiction	2,096
Fiction	1,614
Spanish / Foreign languages	1,119
Magazines	377
Parenting	122
Quick Pick	74

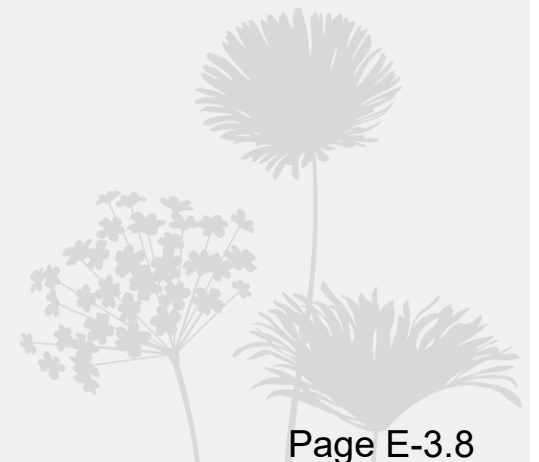
22,230 children's books circulated from May 2024 – August 2025. Total includes renewals.



Young adult book circulation

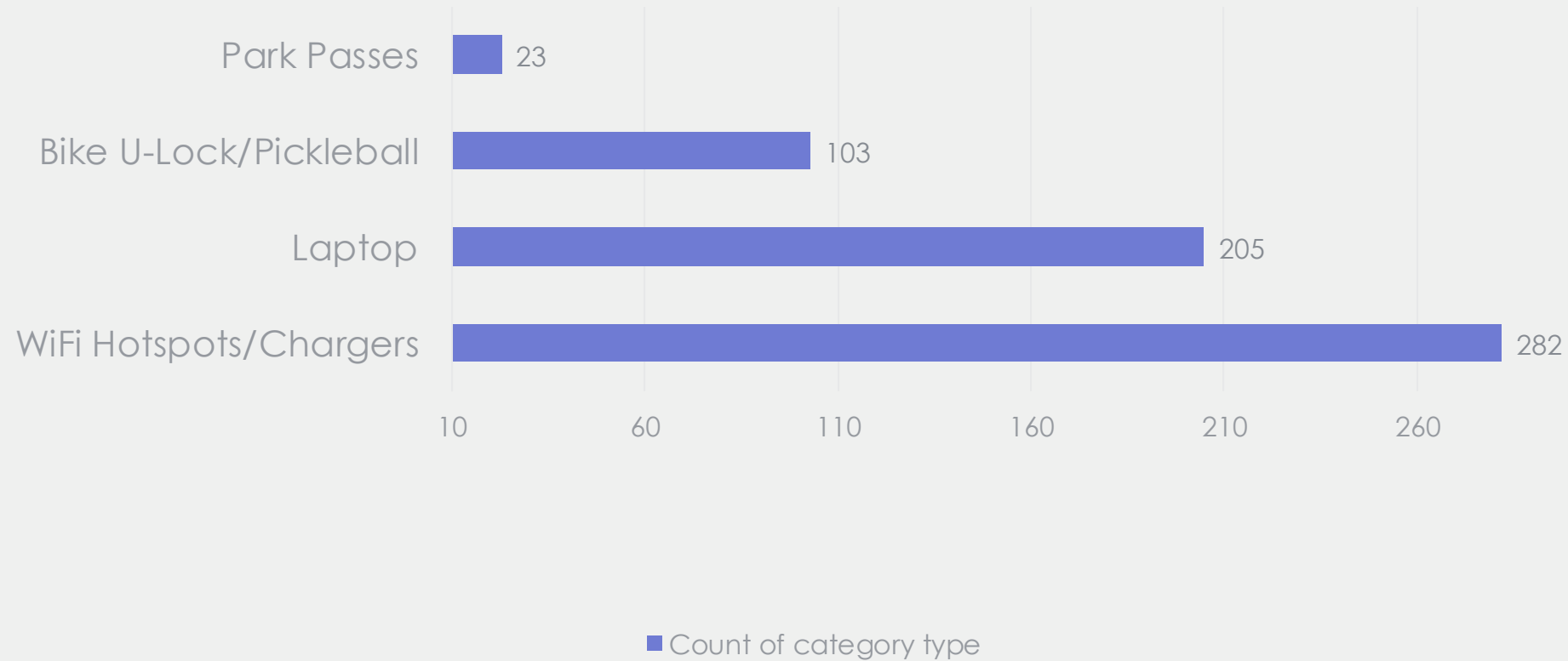
Category	Total
Young Adult Nonfiction	1,637
Young Adult Graphic Novel	275
Young Adult Fiction	150
Young Adult NEW Fiction	74
Young Adult NEW NonFiction	44
Young Adult Spanish	29

2,290 circulated from May 2024 – August 2025. Total includes renewals.



Equipment loans

Total Belle Haven Library loans for passes and equipment: 613



Events



Since Belle Haven Library's opening, **4,481 visitors** have attended **339 programs and events**.



Audiences have enjoyed:

- Music
- Science
- World cultures
- Nature
- Health and wellness
- And so much more...

We even have **puppetry!**

Storytime

- We offer three Storytimes each week at each library
- Added a “bedtime” Storytime
- Special Storytime Events
 - Stuffie sleepover
 - Senior Storytimes
 - Storytimes at Youth Center
- Since opening – 193 Storytimes with 1,430 guests



Looking ahead

Makerspace!





STAFF REPORT

Library Commission

Meeting Date:

10/20/2025

Staff Report Number:

LC-2025-045

Regular Business:

Discuss ideas for library-specific outreach in District 1

Recommendation

City staff recommend that the Library Commission (LC) discuss ideas for library-specific outreach to residents of City of Menlo Park District 1.

Policy Issues

The LC advises the City Council on matters related to the City's libraries.

Background

The LC received a presentation on library outreach at their April 21, 2025 meeting (Attachment A).

Analysis

Outreach methods used

The City of Menlo Park uses an array of methods to inform residents on available services and programs, including but not limited to:

- On-site notices, announcements and displays
- In-person outreach visits to schools
- Tabling at community events
- Weekly departmental newsletter
- Online calendar of upcoming events
- Social media postings.

Year-over-year statistics

Usage of the Belle Haven Library by the community increased significantly after the new location opened in 2024. The data suggest that the opening of the new facility combined with the City's outreach efforts have significantly increased community awareness and use of the library. Statistical reports show that:

- Foot traffic more than doubled:
 - August 2023 (1,261 visitors) to August 2025 (3,160 visitors)
- Circulation of library items nearly doubled:
 - August 2023 (1,197 items) to August 2025 (2,192 items)
- Number of library programs more than tripled:
 - August 2023 (8 programs) to August 2025 (26 programs).

Environmental Justice Element outreach methods

In September 2024, the City Council approved the Environmental Justice Element (Attachment B) as part of long range planning for Citywide development (known as the General Plan). Creating the Environmental Justice (EJ) Element involved extensive outreach to, and communication with, the residents of the Belle Haven and Bayfront neighborhoods. Pages 25-32 of Attachment B contain details on the specific outreach and engagement efforts used. Attachment C contains the results of those efforts gathered on the City's project webpage. Attachment D contains an action guide showing progress towards EJ goals.

Public Notice

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Attachments

- A. Hyperlink. Library Commission agenda, April 21, 2025, Item D-1:
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421_lc_agenda_packet.pdf#page=3
- B. Hyperlink. Environmental Justice Element: menlopark.gov/files/assets/public/v/1/menlo-park-environmental-justice-element-final.pdf
- C. Hyperlink – Environmental Justice (EJ) Element web page:
menlopark.gov/Government/Departments/Community-Development/Planning/Comprehensive-planning/Environmental-Justice-EJ-Element
- D. Hyperlink. Environmental Justice Element Action Guide, February, 2025:
menlopark.gov/files/sharedassets/public/v/3/community-development/documents/ej-element/appendix-b-ej-element-action-guide-updated-february-2025.pdf

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



STAFF REPORT

Library Commission

Meeting Date:

10/20/2025

Staff Report Number:

LC-2025-046

Informational Item:

Summary of the 2022 facility condition assessment of the Menlo Park Library building

Recommendation

City staff recommend that the Library Commission (LC) receive a summary assessment of 2022 facility condition assessment of the Menlo Park Library building that was conducted by the City of Menlo Park in as part of facility condition assessment of all city facilities.

Policy Issues

As a duly appointed advisory body to the City Council, the LC is charged with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems.

Background

In 2022, the city engaged a qualified consultant, Bureau Veritas, to perform facility condition assessments of city facilities including the Menlo Park Library building.

Analysis

According to best practices for facility maintenance, each element of facilities should be evaluated on a routine schedule to ensure facilities are maintained in a manner that will extend the service life of the facility or system to the greatest degree possible. Facility condition assessments are used as the basis for annual maintenance plans, and are performed by the Public Works Department on a 10 to 15 year schedule.

The 2022 assessment rated the condition of facilities and systems on a scale of "excellent," "good," "fair", "poor," or "fail." Most of the Menlo Park Library facilities and systems were rated as being in "excellent" or "good" condition.

Table 1 provides a summary table of items in the Menlo Park Library facility that the 2022 assessment rated as "fair" or "poor". None of the facilities or systems were rated as "fail." Some of the items rated "fair" or "poor" in the 2022 assessment have since been addressed.

Table 1. Summary of items rated "fair" or "poor" in the 2022 facility condition assessment

Item	2022 rating	Notes and updates
Fire alarm panel and fire alarm system	Poor	Near-term upgrades suggested
Dumpster enclosure	Poor	Partially addressed
Plumbing system (excluding fixtures)	Fair	Short-term replacement suggested

Gas water heater	Fair	To be replaced as part of CAP facility upgrades
Roof	Fair	Replaced as part of CAP solar upgrades – ARPA and State library grant – beam ends still outstanding.
Exterior wood siding	Fair	Refinished 2023
HVAC system	Fair	
Interior walls, floors and ceiling	Fair	
Interior fluorescent lighting	Fair	Suggested near to medium-term replacement
Damaged North side exterior sidewalk	Fair	Replaced 2024

Public Notice

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Attachments

None

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

LIBRARY COMMISSION
TENTATIVE AGENDA SCHEDULE
October 20, 2025

MEETING DATE*	TENTATIVE AGENDA TOPICS**
June 16, 2025	• Presentation: Community-submitted library card art/design • List of annually recurring LC activities • Prepare updates to the LC work plan 2025-26 • Select LC Vice Chair • Ad-hoc subcommittee update
July 21, 2025	• Study session: Prepare a report-out to City Council on the LC work plan 2024-25 • Consider assigning commissioner liaisons to library affinity groups • Ad-hoc subcommittee summary of preliminary findings • Draft of LC work plan for 2025-26 • Future trends for libraries • Library, recreation and parks survey - analysis and cross tabs
August 18, 2025	• Study session: review and recommend ad-hoc subcommittee report out • Recommend updates to the LC work plan 2025-26 • Annual agenda calendar review • Recommend report out to City Council on the LC work plan 2024-25
September 15, 2025	Cancelled
October 20, 2025	• Select Commission Chair and Vice Chair • Ad-hoc subcommittee draft report on the “library of the future” and near-term improvements • Recommend updates to the library use guidelines • Review the LC work plan 2025-26 as revised and approved by City Council Sept. 30 • Belle Haven Library – year in review • Discuss ideas for library-specific outreach in District 1 • Summary of the 2022 facility condition assessment of the Menlo Park Library building
November 17, 2025	• Discussion: Operations and Strategic Planning • Approve the 2026 Library Commission meeting calendar
December 15, 2025 (Joint meeting w/ PRC)	• Year in review • Open house / social
January 2026	•
February 2026	•
March 2026	•
April 2026	•
Standing/ recurring agenda items (typically every meeting)	• Approve previous meeting's minutes • Department statistics • Tentative agenda calendar • Staff reports • Commissioner reports
Unscheduled future items	• Presentation: Library collection development

* Library Commission 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