



REGULAR MEETING AGENDA

Date: 11/17/2025
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 810 8483 7156 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 810 8483 7156
- Access the meeting in real-time via telephone at:
(669) 900-6833
Meeting ID 810 8483 7156
Press *9 to raise hand to speak

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Regular Session

A. Call To Order

B. Roll Call

Welcome new Commissioner Leith Abdulla

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

D. Study Session

- D1. Discuss ideas for library-specific outreach in District 1 ([Staff Report LC-2025-047](#))

E. Regular Business

- E1. Approve the minutes from the October 20, 2025 meeting ([Attachment](#))

- E2. Set milestones for Library Commission work plan 2025-26
([Staff Report LC-2025-048](#))

- E3. Prepare a draft of the 2026 Library Commission meeting calendar ([Staff Report LC-2025-049](#))

F. Informational Items

- F1. Library and Community Services department statistics and recent activities
([Staff Report LC-2025-050](#))

- F2. Library Commission tentative agenda calendar ([Attachment](#))

G. Commissioner Reports

- G1. Individual Commissioner reports

H. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.gov/agendas and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 11/13/2025)



STAFF REPORT

Library Commission
Meeting Date:
Staff Report Number:

11/17/2025
LC-2025-047

Study Session: **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 an overview of City survey tools and methods at their February 24, 2025 meeting (Attachment A).

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

The LC received an informational report at their October 20, 2025 meeting (Attachment C). At that time, the Commission expressed an interest in bringing this item to a future agenda for a more robust discussion.

Analysis

Foot traffic by location and population served

Menlo Park’s total population is approximately 33,780. Of that total, approximately 6,750 reside in the service area of the Belle Haven Library at 100 Terminal Avenue, and approximately 27,020 reside in the service area of the 800 Alma Street Main Library.

Comparing visitor counts (foot traffic) for the most recent two months of 2025 at each location yields the following percentages of library visits by location:

Figure 1. Library visits (foot traffic) by location					
Month	800 Alma St	100 Terminal Ave	Total visits	% of total visits at 800 Alma St (Main)	% of total visits at 100 Terminal Ave
October	14,981	3,238	18,219	82.2%	17.8%
September	14,491	3,422	17,913	80.9%	19.1%

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 D) 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 D contain details on the specific outreach and engagement efforts used. Attachment E contains the results of those efforts gathered on the City's project webpage. Attachment F contains an action guide showing progress towards EJ goals.

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. Library Commission agenda, February 25, 2025, Item D-1:
https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250224_lc_agenda_packet.pdf
- B. 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](https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421_lc_agenda_packet.pdf#page=3)
- C. Hyperlink. Library Commission agenda, October 20, 2025, Item E-4:
https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20251020_library-commission-agenda-packet.pdf
- D. Hyperlink. Environmental Justice Element: [menlopark.gov/files/assets/public/v/1/menlo-park-environmental-justice-element-final.pdf](https://www.menlopark.gov/files/assets/public/v/1/menlo-park-environmental-justice-element-final.pdf)
- E. Hyperlink – Environmental Justice (EJ) Element web page:
[menlopark.gov/Government/Departments/Community-Development/Planning/Comprehensive-planning/Environmental-Justice-EJ-Element](https://www.menlopark.gov/Government/Departments/Community-Development/Planning/Comprehensive-planning/Environmental-Justice-EJ-Element)

F. 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



REGULAR MEETING MINUTES – DRAFT

Date: 10/20/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Vice Chair Westcott called the meeting to order at 6:30 p.m.

B. Roll Call

Present: Crockett, 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, Library and Community Services Supervisor Rose Waldman

C. Public Comment

None.

D. Regular Business

D1. Select new Library Commission Chair and Vice Chair (Staff Report LC-2025-039)

Assistant Director Szegda introduced the item.

ACTION: Motion and second (Crockett/ Sisbot), to select Orton as Chair and Westcott as Vice Chair, beginning with the November 2025 meeting, passed unanimously.

D2. Approve the minutes from the August 18, 2025 meeting (Attachment)

ACTION: Motion and second (Shafer/ Yule), to approve the minutes from the August 18, 2025, meeting, passed unanimously.

D3. Ad-hoc subcommittee draft report on the “library of the future” and near-term improvements (Staff Report LC-2025-040)

Commissioner Orton introduced the item.

- Jennifer Wise introduced herself as the Commission’s City Council liaison, thanked the sub-committee for their work and stated that she will present the request for a study session to the City Council.
- Monica Corman from the Menlo Park Library Foundation thanked the sub-committee for their work and encouraged the City Council to conduct a study session on the report.

ACTION: Motion and second (Crockett/ Orton), to transmit the ad-hoc subcommittee's report to the City Council through the Commission's City Council liaison, passed unanimously.

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

Assistant Director Szegda introduced the item.

The Commission directed correction of grammatical errors.

ACTION: Motion and second (Shafer/ Crockett), to recommend updates to the library use guidelines, including grammatical corrections, passed unanimously.

E. Informational Items

E1. Library and Community Services department statistics and recent activities (Staff Report LC-2025-042)

Assistant Director Szegda made the presentation (Attachment).

E2. Receive the Library Commission work plan 2025-26 as revised and approved by City Council Sept. 30 (Staff Report LC-2025-043)

Assistant Director Szegda introduced the item.

The Commission requested that future edits to the work plan be provided to the full Commission before the City Council meeting.

E3. Belle Haven Library – year in review (Staff Report LC-2025-044)

LCS Supervisor Waldman made the presentation (Attachment).

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)

The Commission added the following items to the calendar:

- November – District 1 outreach/ marketing
- November – set milestones for LC work plan
- November – welcome new commissioner

F. Commissioner Reports

F1. Individual Commissioner reports

Commissioner Crockett reported on recent activities of the Friends of the Library.

Commissioner Orton reported on recent activities of the Library Foundation.

H. Adjournment

Vice Chair Westcott adjourned the meeting at 8:02 p.m.

Nick Szegda, Assistant Library and Community Services Director

Department Updates

Library Commission October 20, 2025

Summer Reading Game recap

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

Recent Events

- Library card art submissions (through 10/31)
- Sensory friendly film screening series
- Banned Books week reading
- Know your rights information resource

Of current interest

- MPL presentation at California Library Association convention in late October
- Collection development policy confirmed
 - Freedom to read Act (AB 1825)
- Baker & Taylor to shut down
 - Contingency planning
 - Response planning at system/regional/state levels

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!

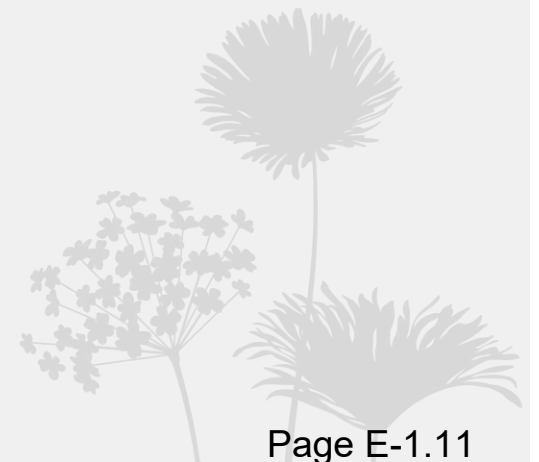
What do Belle Haven Library visitors stop in for?



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

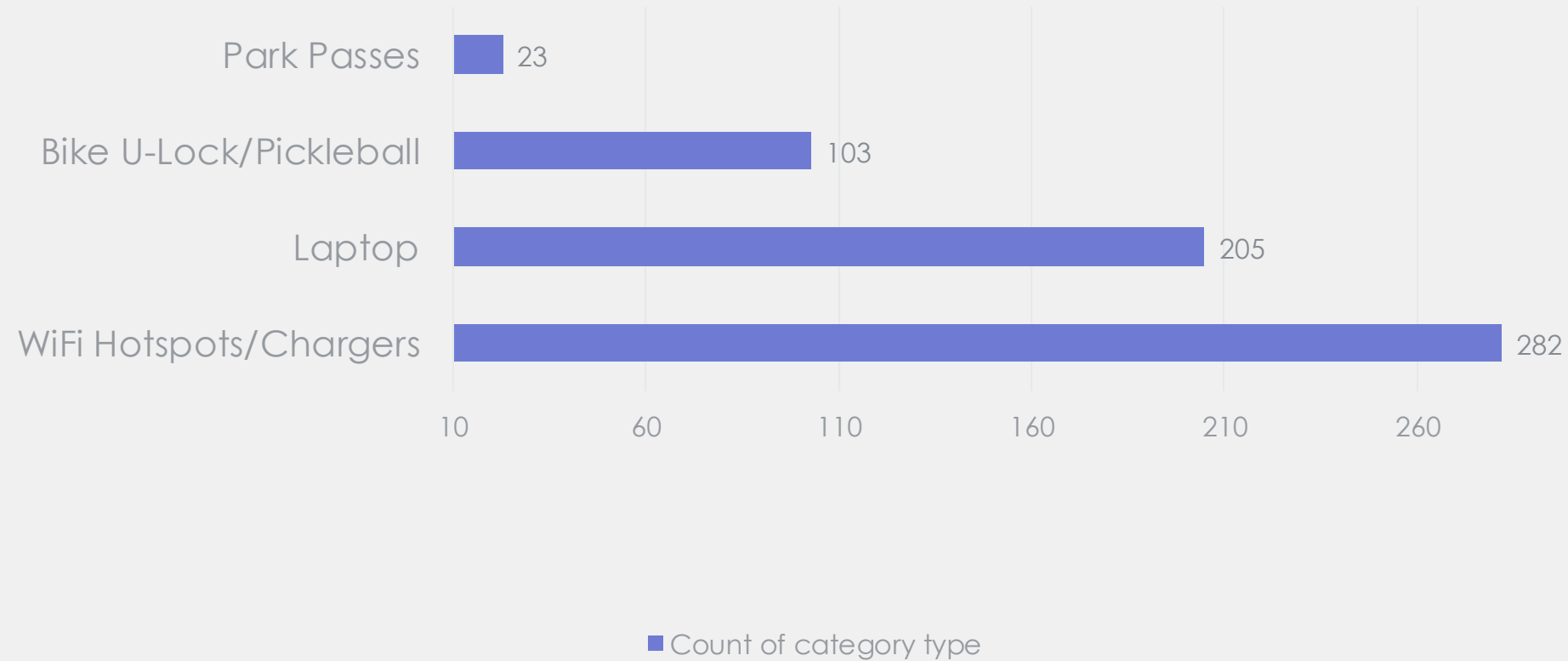
Category	Total
Young Adult Nonfiction	1,637
Young Adult Graphic Novel	275
Young Adult Fiction	150
Young Adult NEW Fiction	74
Young Adult NEW NonFiction	44
Young Adult Spanish	29

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



Summer Reading

- Increase in Summer Reading Game participants in Belle Haven
 - 72 people selected as Belle Haven as their home library (9% of users who selected a home library)
 - 93 entries for the Summer Reading Prize Baskets Drawing (increased from 37 last year)
 - Of those 72 people
 - 181 books logged in the app
 - 24,489 minutes logged in the app



Looking ahead



Makerspace!





STAFF REPORT

Library Commission

Meeting Date:

11/17/2025

Staff Report Number:

LC-2025-048

Regular Business:

Set milestones for the Library Commission work plan 2025-26

Recommendation

City staff recommends that the Library Commission (LC) set milestones for 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 Aug. 26, the LC reported out to the City Council on their progress towards their 2024-25 work plan.

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. Setting milestone dates for each goal could help the LC complete their work plan by the fall 2026 report out deadline.

The work plan in Attachment A contains five goals.

- Goal 1 contains standing items that recur every year.
- Goal 2 is to review library programs and services to identify potential service gaps, and is a component of Goal 4.
- Goal 3 asks the Commission to analyze and evaluate near or immediate term capital improvements to the main library facility and is a component to Goal 4.
- Goal 4 – to complete and submit a report to the City Council on the “library of the future” - has been completed.

- Goal 5 is to support and advise on library programming at the BHCC.

In a typical year, the Commission meets monthly, with one or two joint meetings held with the Parks and Recreation Commission. The Commission uses the tentative agenda calendar to set agenda items for future meetings. The tentative agenda calendar could be a useful planning tool for this task.

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:

11/17/2025

Staff Report Number:

LC-2025-049

Regular Business:

Prepare a draft of the 2026 Library Commission meeting calendar

Recommendation

Staff recommends that the Library Commission (LC) prepare a draft meeting calendar for calendar year 2026 (Attachment A).

Policy Issues

City Council policy #CC-24-004 outlines the policies, procedures, roles, and responsibilities of City commissions and committees, including scheduling of meetings (Attachment B).

Background

The LC typically meets at 6:30 p.m. on the third Monday of each month. Occasionally the regular LC meeting date falls on a major holiday, for example, during January and February, which can result in rescheduling or cancelling meetings. The LC occasionally jointly meets with the Parks and Recreation Commission on matters of interest to and within the purview of both advisory bodies, which can result in changes to the LC's regular meeting dates.

Analysis

Staff recommends that the LC approve a meeting calendar for 2026 (Attachment A). Approving a meeting calendar for the full year will help to avoid conflicts with other advisory body meetings and will provide advance notice to commission members and the general public when meetings are scheduled to take place.

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. Draft proposed LC calendar 2026
- B. Hyperlink. "Adopt a resolution amending City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities authorizing a stipend for the Planning Commission." City Council meeting agenda (item K-6), February 13, 2024.
<https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf>

Report prepared by:
Ashley Dixon, Management Analyst

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

PROPOSED DRAFT

LIBRARY COMMISSION

MEETING SCHEDULE 2026

ATTACHMENT A



JANUARY

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FEBRUARY

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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Library Commission meeting*
*meeting dates subject to change

City holiday

*Joint meeting with Parks and Recreation
Commission



STAFF REPORT

Library Commission

Meeting Date:

11/17/2025

Staff Report Number:

LC-2025-050

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

October 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.

Winter Reads (Attachment B)

The City of Menlo Park's annual Winter Reads is an all-ages program designed to encourage students and adults to continue reading throughout the winter break. Anyone can participate by signing up on the Reader Zone App between Nov. 15 and Jan. 17. Participants who reach their reading goals can receive a free book or a Kepler's gift card donated by Friends of Menlo Park Library.

Library card art submissions (Attachment C)

Community members of all ages were invited to submit original artwork inspired by the theme "My Library Adventure in Menlo Park" through October 31. On November 18, a panel of staff and stakeholders will review submissions. Selected designs will be printed on new library cards and made available to the public. New library cards printed with community designs are tentatively planned to be available in January. This program received funding from Friends of Menlo Park Library.

Community Food Resource Guide (Attachment D)

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 local food resources. The guide includes links to:

- Free meals
- Grocery cost assistance
- To-go boxes
- Free food distribution

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. October 2025 statistics
- B. Hyperlink. Winter Reads webpage: <https://www.menlopark.gov/News-articles/City-news/20251115-Winter-reads>
- C. Hyperlink. Library card art exhibition webpage: [menlopark.gov/News-articles/City-news/20250726Submit-artwork-for-a-library-card-art-exhibition](https://www.menlopark.gov/News-articles/City-news/20250726Submit-artwork-for-a-library-card-art-exhibition)
- D. Hyperlink. Community Food Resource Guide webpage: <https://www.menlopark.gov/News-articles/City-news/Community-Food-Resource-Guide>

Report prepared by:

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Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

Table 1. Library items circulated

Location*	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
800 Alma St.	35,330	34,288	34,639	36,767	32,143	36,302	34,067	35,042	35,224	35,148	36,111	35,580	31,071
100 Terminal Ave.*	2056	1,877	1,893	2,299	2,008	2,423	2,645	2,191	2,366	2,286	2,192	2,516	2,189
eBooks	-	-	-	9,426	9,316	9,792	9,902	9,875	9410	10,546	11,281	9,752	*
eAudio	-	-	-	5,307	5,083	5,411	5,677	5,935	6159	6,254	6,575	6,797	6,426
eVideo	-	-	-	1,496	1,174	1,159	1,066	1,308	1198	1,531	1,239	1,138	1,219
eSerials	-	-	-	2,176	2,209	2,415	2,426	2,230	2191	1,782	2,241	1,957	2,191
Total online / digital	19,612	18,122	17,756	18,405	17,606	18,777	19,071	19,348	18,958	16,604	21,336	19,644	9,836

*Not available at time of posting

Table 2. Library cards

	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
New cards issued - MP residents	186	158	120	200	184	201	151	161	198	216	235	171	186
Total cardholders - MP residents	23,431	23,673	23,765	23,847	23,953	24,076	24,196	24,302	24,472	24,652	24,875	25,019	25,133

Table 3. Library patron questions answered

Location*	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
800 Alma St.	3,283	3,038	2,971	3,321	3,124	3,398	3,232	3,084	3,730	3,776	3,469	2,970	3,263
100 Terminal Ave.*	521	423	469	565	471	499	432	402	509	497	464	517	413

Table 4. Library holds filled (item requests)

Location*	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Incoming holds - 800 Alma St	4,123	3,803	3,915	4,391	3,979	4,185	3,788	4,313	4,187	4,070	4,081	4,236	4,128
Outgoing holds - 800 Alma St	3,035	2,766	2,694	3,087	2,862	3,082	2,664	2,756	2,970	2,996	3,074	2,812	3,020
Incoming holds - 100 Terminal Ave.*	162	149	184	262	203	129	167	161	200	157	182	129	165
Outgoing holds - 100 Terminal Ave.*	26	15	13	43	**262	363	303	264	305	266	304	273	357

Table 5. Library foot traffic (gate count)

Location*	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
800 Alma St.	13,304	13,450	13,048	13,679	11,525	12,600	13,474	13,367	15,845	13,228	8,539	14,491	14,981
100 Terminal Ave. (All-ages library)	3221	3108	2,573	5,135	4,569	4,765	4,574	2,392	2,539	2,585	2,268	2,736	2,480
100 Terminal Ave. (Children's library)	-	-	-	-	-	-	-	-	-	-	892	686	758

Table 6. Library program attendance and room usage

Location*	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Total attendance - 800 Alma St.	798	744	1044	1,011	937	967	978	1127	1,112	1,609	1,551	985	882
# of programs - 800 Alma St.	39	28	32	32	29	34	37	37	42	36	38	37	38
Total attendance - 100 Terminal Ave.*	326	166	316	612	464	240	379	188	355	407	540	373	309
# of programs - 100 Terminal Ave.*	25	21	24	28	30	23	27	25	26	33	26	25	28
Conference Room - available hours	-	-	-	-	-	-	-	-	-	-	217	217	217
Conference Room - reserved hours	-	-	-	-	-	-	-	-	-	-	16.5	21	24
Conference Room - utilization %	-	-	-	-	-	-	-	-	-	-	8%	10%	11%
Tutor Room - available hours	-	-	-	-	-	-	-	-	-	-	217	217	217
Tutor Room - reserved hours	-	-	-	-	-	-	-	-	-	-	49.5	57.5	69.5
Tutor Room - utilization %	-	-	-	-	-	-	-	-	-	-	0.23	26%	32%

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to 100 Terminal Ave.

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - OCTOBER 2025

Table 7. Belle Haven Child Development Center (Preschool)													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Students ages 3-5	44	44	48	48	48	50	54	54	56	47	45	45	47
Special needs students	-	-	-	-	-	-	-	-	-	0	1	1	1
English second language students	-	-	-	-	-	-	-	-	-	37	34	37	37
Meals and snacks served	-	-	-	-	-	-	-	-	-	3102	2,024	2,112	2,000
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	10,082	9,214	8,775	10,540

Table 8. Menlo Children's Center (Preschool)													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Students ages 18 mo - 2 years	-	-	-	-	-	-	-	-	-	7	4	5	5
Students ages 2 - 3 years	-	-	-	-	-	-	-	-	-	11	16	17	18
Students ages 3 - kindergarten	-	-	-	-	-	-	-	-	-	23	23	22	22
Total enrollment	28	28	26	32	32	32	44	46	44	43	43	44	45
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	7,830	7,960	8,690

Table 9. Menlo Children's Center (After school)													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Kindergarten	-	-	-	-	-	-	-	-	-	-	9	10	10
Students grades 1st - 5th	-	-	-	-	-	-	-	-	-	-	32	33	33
Summer camp enrollment	-	-	-	-	-	-	-	-	-	63	30	0	0
Total enrollment	31	31	31	31	29	28	29	29	27	63	71	43	43
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	5985	3,937	2,316	3,142

Table 10. Belle Haven Youth Center (After school)													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Transitional kindergarten	-	-	-	-	-	-	-	-	-	0	0	5	5
Kindergarten	-	-	-	-	-	-	-	-	-	4	4	6	6
Students grades 1 st - 5th	-	-	-	-	-	-	-	-	-	29	29	56	56
Summer Camp enrollment	-	-	-	-	-	-	-	-	-	52	54	0	0
Total enrollment	55	55	55	58	58	58	58	58	122	85	85	67	67
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	11,720	12,094	4,623	5,662

*all hours total for all students

LIBRARY AND COMMUNITY SERVICES
STATISTICS - OCTOBER 2025

Table 11. Menlo Park Senior Center - Meals and transportation (100 Terminal Ave.)

	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Lunches served	1,132	836	726	810	851	956	971	952	*	970	985	1,453	1,150
Grocery boxes distributed	460	460	460	230	460	460	460	460	213	460	485	476	511
Senior shuttle trips	1,786	1,160	1,332	1,488	1,342	1,504	1,454	1,474	1,234	816	784	702	702
Special event attendance	-	-	-	127	150	55	214	129	100	80	80	90	101

Table 12. Menlo Park Senior Center - Senior class enrollment (100 Terminal Ave.)

	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	-	-	114	114	83	107
Arts and crafts or technology	-	-	-	-	-	-	-	-	-	60	61	66	70
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	38	38	47	59
Languages or other literary arts	-	-	-	-	-	-	-	-	-	55	55	56	74
Other	-	-	-	-	-	-	-	-	-	11	11	12	9
Enrollment - non-residents	54	-	-	85	-	-	87	-	-	121	121	119	145
Enrollment - residents	109	-	-	118	-	-	132	-	-	157	158	145	174
Enrollment - Total	163	-	-	203	-	-	219	-	-	278	279	264	319
Total classes offered	14 -	-	-	15	-	-	17	-	-	19	19	19	21

Table 13. Arrillaga Family Recreation Center - Senior class enrollment (800 Alma St.)

	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	-	-	64	64	75	118
Arts and crafts or technology	-	-	-	-	-	-	-	-	-	0	0	0	0
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	28	28	50	38
Languages or other literary arts	-	-	-	-	-	-	-	-	-	27	27	33	33
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Enrollment - non-residents	11	-	-	67	-	-	27	-	-	27	27	66	69
Enrollment - residents	25	-	-	51	-	-	50	-	-	92	92	92	120
Enrollment - Total	36	-	-	118	-	-	77	-	-	119	119	158	189
Total classes offered	2 -	-	-	7	-	-	6	-	-	4	4	5	5

*Menlo Park Senior Center was closed during April and part of May 2024 to relocate from 700 Alma St. to 100 Terminal Ave.
**Season is still in progress and data shown is not yet final.

Table 14. Facility rentals - Arrillaga Family Recreation Center (700 Alma St.)													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Residents	18	-	-	29	-	-	23	-	-	14	9	11	6
Non-residents	25	-	-	64	-	-	62	-	-	19	35	33	22
Instructor usage (in hours)	-	-	-	-	-	-	-	-	-	1,068	1,437	1,576	1,502
Cypress Room - available hours	-	-	-	-	-	-	-	-	-	363	363	350	361
Cypress Room - reserved hours	-	-	-	-	-	-	-	-	-	88.25	39	39.75	35.25
Cypress Room - utilization %	-	-	-	-	-	-	-	-	-	24%	10%	11%	9%
Juniper Room - available hours	-	-	-	-	-	-	-	-	-	363	363	350	361
Juniper Room - reserved hours	-	-	-	-	-	-	-	-	-	168.33	132	262	287
Juniper Room - utilization %	-	-	-	-	-	-	-	-	-	46%	36%	75%	80%
Maple Room - available hours	-	-	-	-	-	-	-	-	-	363	363	350	361
Maple Room - reserved hours	-	-	-	-	-	-	-	-	-	155.75	92	231.75	214.75
Maple Room - utilization %	-	-	-	-	-	-	-	-	-	43%	25%	66%	59%
Oak Room - available hours	-	-	-	-	-	-	-	-	-	363	363	350	361
Oak Room - reserved hours	-	-	-	-	-	-	-	-	-	54	11	73.25	61
Oak Room - utilization %	-	-	-	-	-	-	-	-	-	15%	3%	21%	16%
Oak Patio - available hours	-	-	-	-	-	-	-	-	-	363	363	350	361
Oak Patio - reserved hours	-	-	-	-	-	-	-	-	-	0	0	0	5
Oak Patio - utilization %	-	-	-	-	-	-	-	-	-	0%	0%	0%	1%
Sequoia Room - available hours	-	-	-	-	-	-	-	-	-	363	363	332	345
Sequoia Room - reserved hours	-	-	-	-	-	-	-	-	-	61.5	90	22.75	21.67
Sequoia Room - utilization %	-	-	-	-	-	-	-	-	-	17%	25%	7%	6%
Sequoia Patio - available hours	-	-	-	-	-	-	-	-	-	363	363	332	345
Sequoia Patio - reserved hours	-	-	-	-	-	-	-	-	-	0	30	20.75	0
Sequoia Patio - utilization %	-	-	-	-	-	-	-	-	-	0%	8%	6%	0%
Willow Room - available hours	-	-	-	-	-	-	-	-	-	363	363	372	384
Willow Room - reserved hours	-	-	-	-	-	-	-	-	-	138	66	114	138
Willow Room - utilization %	-	-	-	-	-	-	-	-	-	38%	18%	31%	29%

Table 15. Facility rentals - Arrillaga Family Gymnasium (600 Alma St.)													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Residents	-	-	-	-	-	-	-	-	-	100	32	28	38
Non-residents	-	-	-	-	-	-	-	-	-	20	30	28	11
Instructor usage (in hours)	-	-	-	-	-	-	-	-	-	37	80	80	80
Court #1 - available hours	-	-	-	-	-	-	-	-	-	517	515	500	500
Court #1 - reserved hours	-	-	-	-	-	-	-	-	-	122.5	113	235	357.2
Court #1 - utilization %	-	-	-	-	-	-	-	-	-	24%	22%	47%	71%
Court #2 - available hours	-	-	-	-	-	-	-	-	-	517	515	500	500
Court #2 - reserved hours	-	-	-	-	-	-	-	-	-	128	119	248	147.5
Court #2 - utilization %	-	-	-	-	-	-	-	-	-	28%	23%	49%	29%

Table 16. Facility rentals - Belle Haven Community Campus (100 Terminal Ave.)													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Residents	10	-	-	38	-	-	34	-	-	4	8	6	6
Non-Residents	15	-	-	3	-	-	0	-	-	0	0	1	0
Instructor usage (in hours)	-	-	-	-	-	-	-	-	-	*	*	*	
Makerspace - available hours	-	-	-	-	-	-	-	-	-	328	248	240	248
Makerspace - reserved hours	-	-	-	-	-	-	-	-	-	70.25	47	55.75	62.75
Makerspace - utilization %	-	-	-	-	-	-	-	-	-	21%	19%	23%	25%
Event Hall - available hours	-	-	-	-	-	-	-	-	-	304	364	335	348
Event Hall - reserved hours	-	-	-	-	-	-	-	-	-	220.5	196.5	218	257.5
Event Hall - utilization %	-	-	-	-	-	-	-	-	-	73%	54%	65%	74%
Movement Studio - available hours	-	-	-	-	-	-	-	-	-	304	364	364	378
Movement Studio - reserved hours	-	-	-	-	-	-	-	-	-	80	39	23	28.75
Movement Studio - utilization %	-	-	-	-	-	-	-	-	-	26%	11%	6%	8%
Flex Classroom - available hours	-	-	-	-	-	-	-	-	-	304	364	364	378
Flex Classroom - reserved hours	-	-	-	-	-	-	-	-	-	17	11.5	25	21
Flex Classroom - utilization %	-	-	-	-	-	-	-	-	-	6%	3%	7%	6%
Gymnasium - available hours	-	-	-	-	-	-	-	-	-	378	289	291	303
Gymnasium - reserved hours	-	-	-	-	-	-	-	-	-	209	203	231	239.5
Gymnasium - utilization %	-	-	-	-	-	-	-	-	-	81%	70%	79%	79%

LIBRARY AND COMMUNITY SERVICES
STATISTICS - OCTOBER 2025

Table 17. Class enrollment - Arrillaga Recreation Center (800 Alma St.)													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	-	-	197	101	296	305
Arts and crafts or technology	-	-	-	-	-	-	-	-	-	54	47	7	19
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	130	236	337	348
Language and literary arts	-	-	-	-	-	-	-	-	-	27	27	58	40
Other	-	-	-	-	-	-	-	-	-	173	363	59	111
Enrollment - non-residents	196	-	-	213	-	-	161	-	-	175	307	188	217
Enrollment - residents	485	-	-	520	-	-	474	-	-	506	467	569	606
Enrollment - Total	681	-	-	733	-	-	635	-	-	681	774	757	823
Total classes offered	56	-	-	57	-	-	59	-	-	68	63	62	78
# of instructors	20	-	-	26	-	-	22	-	-	33	33	28	32

Table 18. Class enrollment - Arrillaga Family Gymnasium (700 Alma St.)													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Enrollment - Basketball	-	-	-	-	-	-	-	-	-	6	27	35	31
Enrollment - Volleyball	-	-	-	-	-	-	-	-	-	72	102	82	81
Enrollment - Youth mixed activity sports camp	-	-	-	-	-	-	-	-	-	0	0	0	0
Enrollment - non-residents	113	-	-	10	-	-	112	-	-	56	74	59	27
Enrollment - residents	177	-	-	48	-	-	96	-	-	16	55	58	85
Enrollment - Total	290	-	-	58	-	-	208	-	-	78	129	117	112
Total classes offered	28	-	-	10	-	-	14	-	-	5	7	0	7
# of instructors	6	-	-	2	-	-	8	-	-	2	2	2	2
Drop-in basketball visits	847	-	-	631	-	-	596	-	-	206	171	194	190
Drop-in volleyball visits	993	-	-	1240	-	-	844	-	-	394	287	415	433
Leagues – individual registrations	1300	-	-	-	-	-	-	-	-	56	0	14	0
Leagues – team registrations	137	-	-	-	-	-	35	-	-	14	0	31	50

Table 19. Class enrollment - Belle Haven Community Campus (100 Terminal Ave.)													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Fitness, yoga, and health	-	-	-	-	-	-	-	-	-	80	80	66	104
Arts and crafts and technology	-	-	-	-	-	-	-	-	-	41	41	41	30
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	15	15	47	40
Language and literary arts	-	-	-	-	-	-	-	-	-	13	13	31	35
Other	-	-	-	-	-	-	-	-	-	-	-	-	7
Enrollment - non-residents	27	-	-	21	-	-	20	-	-	10	10	16	17
Enrollment - residents	126	-	-	80	-	-	145	-	-	139	139	169	201
Enrollment - Total	153	-	-	101	-	-	165	-	-	149	149	185	185
Total classes offered	16	-	-	15	-	-	19	-	-	15	15	22	22
# of instructors	10	-	-	9	-	-	9	-	-	9	9	11	12
Drop-in basketball visits	203	-	-	231	-	-	658	-	-	29*	167	192	215
Drop-in volleyball visits	106	-	-	50	-	-	13	-	-	*	10	50	65
Drop-in Fitness Center	1053	-	-	1713	-	-	1697	-	-	542	720	659	620

Table 20. Class enrollment - Arrillaga Family Gymnastics Center (501 Laurel St.)													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Gymnastics enrollment	-	-	-	-	-	-	-	-	-	898	887	1,245	1,251
Aerial Silks enrollment	-	-	-	-	-	-	-	-	-	49	43	58	59
Enrollment - non-residents	355	-	-	383	-	-	368	-	-	287	282	342	343
Enrollment - residents	817	-	-	950	-	-	942	-	-	628	605	815	811
Enrollment - Total	1,172	-	-	1,333	-	-	1,310	-	-	929	1,125	1,303	1,310
Total classes offered	120	-	-	120	-	-	120	-	-	119	119	120	120
# of instructors	-	-	-	-	-	-	-	-	-	2	2	2	2

LIBRARY AND COMMUNITY SERVICES
STATISTICS - OCTOBER 2025

Table 21. Picnic Rentals													
Location	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Burgess Park picnic area - available hours	-	-	-	-	-	-	-	-	-	3472	2,976	2,400	2,976
Burgess Park picnic area - reserved hours	-	-	-	-	-	-	-	-	-	74.5	97	195	148
Burgess Park picnic area - utilization %	-	-	-	-	-	-	-	-	-	0.02	3%	8%	1%
Nealon Park picnic area - available hours	-	-	-	-	-	-	-	-	-	2542	1,860	2,100	2,604
Nealon Park picnic area - reserved hours	-	-	-	-	-	-	-	-	-	90	108	130	78
Nealon Park picnic area - utilization %	-	-	-	-	-	-	-	-	-	0.04	6%	6%	3%

Table 22. Park Rentals													
Location	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025
Bedwell-Bayfront Park - available hours	-	-	-	-	-	-	-	-	-	434	434	420	434
Bedwell-Bayfront Park - reserved hours	-	-	-	-	-	-	-	-	-	12	12	60	36
Bedwell-Bayfront Park - utilization %	-	-	-	-	-	-	-	-	-	0.0276	3%	14%	8%
Sharon Park - available hours	-	-	-	-	-	-	-	-	-	434	434	420	372
Sharon Park - reserved hours	-	-	-	-	-	-	-	-	-	0	0	0	12
Sharon Park - utilization %	-	-	-	-	-	-	-	-	-	0	0	0	3%

Table 23. Athletic Field Rentals													
Location	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025
Burgess Park - available hours	-	-	-	-	-	-	-	-	-	4,142	3,456	2,520	2,604
Burgess Park - reserved hours	-	-	-	-	-	-	-	-	-	2,976	1,206	561	540
Burgess Park - utilization %	-	-	-	-	-	-	-	-	-	72%	35%	22%	21%
Hillview School - available hours	-	-	-	-	-	-	-	-	-	744	744	720	744
Hillview School - reserved hours	-	-	-	-	-	-	-	-	-	478.5	202	132	153
Hillview School - utilization %	-	-	-	-	-	-	-	-	-	64%	27%	18%	20%
Jack Lyle Park - available hours	-	-	-	-	-	-	-	-	-	Closed	744	720	744
Jack Lyle Park - reserved hours	-	-	-	-	-	-	-	-	-	Closed	197	246	182
Jack Lyle Park - utilization %	-	-	-	-	-	-	-	-	-	Closed	26%	34%	24%
Kelly Park - available hours	-	-	-	-	-	-	-	-	-	868	868	840	868
Kelly Park - reserved hours	-	-	-	-	-	-	-	-	-	243	240	320.5	309.5
Kelly Park - utilization %	-	-	-	-	-	-	-	-	-	28%	28%	38%	36%
La Entrada School - available hours	-	-	-	-	-	-	-	-	-	Closed	3038	2,160	2,232
La Entrada School - reserved hours	-	-	-	-	-	-	-	-	-	Closed	240	31.5	31.5
La Entrada School - utilization %	-	-	-	-	-	-	-	-	-	Closed	8%	1%	1%
Nealon Park - available hours	-	-	-	-	-	-	-	-	-	Closed	1302	840	868
Nealon Park - reserved hours	-	-	-	-	-	-	-	-	-	Closed	73	135	151.25
Nealon Park - utilization %	-	-	-	-	-	-	-	-	-	Closed	6%	2%	17%
Oak Knoll School - available hours	-	-	-	-	-	-	-	-	-	Closed	744	360	372
Oak Knoll School - reserved hours	-	-	-	-	-	-	-	-	-	Closed	106	27	24
Oak Knoll School - utilization %	-	-	-	-	-	-	-	-	-	Closed	14%	7%	6%
Willow Oaks Park - available hours	-	-	-	-	-	-	-	-	-	Closed	1488	1,440	1,488
Willow Oaks Park - reserved hours	-	-	-	-	-	-	-	-	-	Closed	239	120	110
Willow Oaks Park - utilization %	-	-	-	-	-	-	-	-	-	Closed	16%	8%	7%
Total available hours	-	-	-	-	-	-	-	-	-	5754	12,384	9,600	7,947
Total reserved hours	811	-	-	530	-	-	1575	-	-	3697.5	2,503.0	1,573	1,501
Total field utilization %	-	-	-	-	-	-	-	-	-	64%	20%	16%	19%

*Season is still in progress and data shown is not yet final.

LIBRARY AND COMMUNITY SERVICES
STATISTICS - OCTOBER 2025

Table 24. Tennis and Pickleball Court Rentals													
Location	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025
Burgess Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	-	-	434	434	420	434
Burgess Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	-	-	174	184	205	181
Burgess Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	-	-	40%	42%	48%	42%
Kelly Park - Pickleball Court #1 available hours	-	-	-	-	-	-	-	-	-	434	434	420	434
Kelly Park - Pickleball Court #1 reserved hours	-	-	-	-	-	-	-	-	-	21	45	47	48
Kelly Park - Pickleball Court #1 utilization %	-	-	-	-	-	-	-	-	-	5%	10%	11%	10%
Kelly Pickleball Court #2 available hours	-	-	-	-	-	-	-	-	-	434	434	420	434
Kelly Pickleball Court #2 reserved hours	-	-	-	-	-	-	-	-	-	5	21	14	27
Kelly Park - Pickleball Court #2 utilization %	-	-	-	-	-	-	-	-	-	1%	5%	3%	6%
Kelly Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	-	-	434	434	420	434
Kelly Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	-	-	51	77	133	143
Kelly Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	-	-	11%	18%	32%	33%
Nealon Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	-	-	434	434	420	434
Nealon Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	-	-	172	161	204	220
Nealon Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	-	-	40%	37%	49%	50%
Nealon Park - Tennis Court #2 available hours	-	-	-	-	-	-	-	-	-	434	434	420	434
Nealon Park - Tennis Court #2 reserved hours	-	-	-	-	-	-	-	-	-	164	163	193	173
Nealon Park - Tennis Court #2 utilization %	-	-	-	-	-	-	-	-	-	38%	38%	46%	40%
Willow Oaks - Tennis Court #3 available hours	-	-	-	-	-	-	-	-	-	434	434	420	434
Willow Oaks - Tennis Court #3 reserved hours	-	-	-	-	-	-	-	-	-	120.75	112	192	170
Willow Oaks - Tennis Court #3 utilization %	-	-	-	-	-	-	-	-	-	28%	26%	46%	39%
Willow Oaks - Tennis Court #4 available hours	-	-	-	-	-	-	-	-	-	434	434	420	434
Willow Oaks - Tennis Court #4 reserved hours	-	-	-	-	-	-	-	-	-	99	142	194	170
Willow Oaks - Tennis Court #4 utilization %	-	-	-	-	-	-	-	-	-	23%	33%	46%	39%

Table 25. Tennis and Pickleball Classes													
Location	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025
Youth tennis enrollment	-	-	-	-	-	-	-	-	-	21	23	47	48
Adult tennis enrollment	-	-	-	-	-	-	-	-	-	6	7	24	28
Tennis enrollment - resident										21	27	63	67
Tennis enrollment - non-resident										6	3	8	9
Tennis enrollment total										27	30	72	76

LIBRARY AND COMMUNITY SERVICES
STATISTICS - OCTOBER 2025

Table 26. Recreation client accounts													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
New recreation client accounts	380	654	543	297	275	991	972	505	501	459	937	502	347
Total recreation client accounts	12,579	13,233	13,776	14,043	14,318	15,309	16,281	16,786	17,287	17,743	18,680	19,182	19,529
Hyperlocal client accounts	-	-	-	1,354	1,360	1,482	1,576	1,613	1,682	1,695	1,848	1,899	1,962

Table 27. Web page views													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
/Library	-	-	-	4,636	3,858	4,389	3,886	3,921	4,390	4,247	4,332	3,892	3,914
/ActivityGuide	-	-	-	4,706	4,001	7,141	3,937	7,508	4,872	5,016	10,099	3,771	2,881

Table 28. Newsletter engagement													
	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	*May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025
Newsletters sent	-	-	-	3	4	5	4	5	4	4	5	4	4
Average recipients per newsletter	-	-	-	24,441	25,260	25,088	24,889	23,123	24,602	24,475	24,346	27,815	28,839
Total recipients (excludes bounces, etc.)	-	-	-	71,858	95,010	117,826	93,190	108,779	91,739	91,030	121,730	111,261	106,618
Total newsletter clicks	-	-	-	1,992	2,170	2,942	1,586	2,874	2,389	2,587	3,481	4,045	3,058
Total newsletter unique clicks	-	-	-	1,209	1,226	1,765	926	1,519	1,200	1,346	1,720	1,437	1,374
Total newsletter opens	-	-	-	61,371	88,301	103,780	76,786	79,229	69,913	68,109	86,160	82,795	80,650
Total unique opens	-	-	-	38,439	52,081	62,139	47,124	51,316	44,582	43,747	55,666	52,733	52,661
% open rate (monthly average)	-	-	-	80%	87%	83%	77%	69%	71%	70%	71%	74%	70%
% unique opens rate (monthly average)	-	-	-	0.5	52%	50%	47%	44%	45%	45%	46%	47%	46%
Unsubscribes Monthly Total	-	-	-	168	216	179	147	170	139	128	207	296	242
% Unsubscribes - Monthly Average	-	-	-	0.22%	0.22%	0.14%	0.15%	0.15%	0.14%	0.13%	0.17%	0.25%	0.21%
Email Bounces - Monthly Total	-	-	-	1,547	2,097	2,567	2,086	2,564	2,192	2,172	2,760	2,777	2,740

*On May 10, 2025 a server error caused a newsletter to fail to send to approximately 8,920 subscribers

LIBRARY AND COMMUNITY SERVICES
STATISTICS - OCTOBER 2025

Table 29. Large-scale community event attendance

	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 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	-	-	-	-	-	-	-	-	-	-	-	310
Halloween Parade and Festival	1500	-	-	-	-	-	-	-	-	-	-	-	2,000
Pumpkin Splash	150	-	-	-	-	-	-	-	-	-	-	-	160
Light Up the Season	-	-	900	-	-	-	-	-	-	-	-	-	-
Photos with Santa	-	-	450	-	-	-	-	-	-	-	-	-	-

LIBRARY COMMISSION
TENTATIVE AGENDA SCHEDULE
November 17, 2025

MEETING DATE*	TENTATIVE AGENDA TOPICS**
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	- Study session: Discuss ideas for library-specific outreach in District 1 - Set milestones for LC work plan 2025-26 - Approve the 2026 Library Commission meeting calendar
December 15, 2025 (Joint meeting w/ PRC) At BHCC	- 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 - Discussion: Operations and Strategic Planning

* 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