

# Library Commission Parks and Recreation Commission



## SPECIAL MEETING AGENDA

**Date:** 12/15/2025  
**Time:** 6:30 p.m.  
**Locations:** [Zoom.us/join](https://zoom.us/join) – ID# 811 3839 5186 and  
Belle Haven Community Campus  
100 Terminal Ave., Menlo Park, CA 94025

**Commissioner Yule will be participating from:**  
**4319 Antler Ave.**  
**Prince George, BC, Canada**

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 811 3839 5186
- Access the meeting in real-time via telephone at:  
(669) 900-6833  
Meeting ID 811 3839 5186  
Press \*9 to raise hand to speak

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website [www.menlopark.gov](http://www.menlopark.gov). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([www.menlopark.gov/agendas](http://www.menlopark.gov/agendas)).

### Regular Session

#### A. Call To Order

#### B. Roll Call

#### C. Presentations and Proclamations

C1. Year in review ([Staff Report LC-2025-051](#) / [Staff Report PRC-2025-038](#)) ([Attachment](#))

#### D. Regular Business

D1. Approve the minutes from the November 17, 2025 Library Commission meeting ([Attachment](#))

D2. Approve the minutes from the November 19, 2025 Parks and Recreation Commission meeting ([Attachment](#))

**E. Commission Reports**

**E1. Individual Commissioner reports**

**F. 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](mailto:jaherren@menlopark.gov). Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

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## STAFF REPORT

### Parks and Recreation Commission and Library Commission

Meeting Date: 12/15/2025  
Staff Report Number: PRC-2025-038  
LC-2025-051

Presentation: Year in review

### Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) and the Library Commission (LC) jointly receive a presentation of highlights from the Library and Community Services (LCS) department's activities over the past calendar year 2025.

### Policy Issues

The PRC is charged with advising the City Council on matters related to the City's recreation programs and facilities; the LC is charged with advising the City Council on matters related to the City's libraries.

### Background

The PRC and the LC received regular updates about LCS department activities at their monthly public meetings throughout 2025. Detailed information about past activities are available online in the PRC's and LC's past meeting agendas, minutes and videos (Attachment A).

### Analysis

Staff will deliver a presentation of summary highlights curated from information previously reported to the PRC and LC during their public meetings over the course of calendar year 2025.

### Public Notice

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

### Attachments

A. Hyperlink. City of Menlo Park agendas and minutes webpage. [menlopark.gov/agendas](https://menlopark.gov/agendas)

Report prepared by:

Ashley Walker, Management Analyst

Tricia Mullan, Library and Community Services Supervisor

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



# Year in Review

Ashley Walker, Management Analyst I

Nick Szegda, Library and Community Services Assistant Director



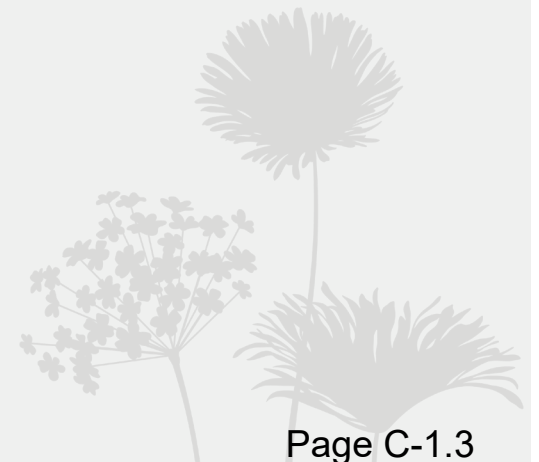
## 2025 Library

In 2025, the **Libraries welcomed 207,000 visitors** through their doors.

Hosted **750 programs for 17,300 attendees**. Special thank you to Friends of Menlo Park Library for funding support.

**443,000 books lent**

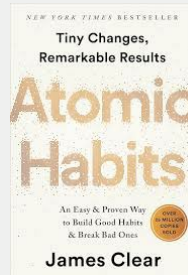
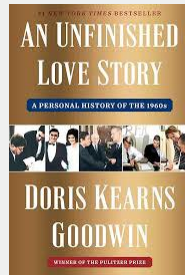
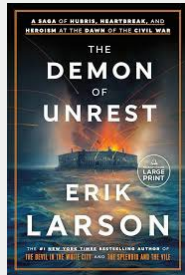
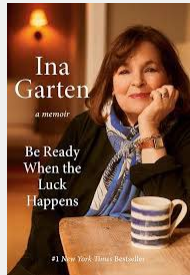
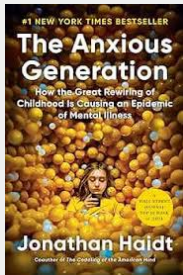
**226,000 electronic items lent**



# Library's Most Popular Reads for 2025

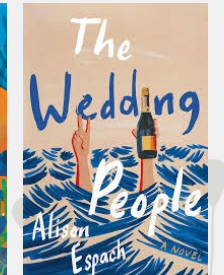
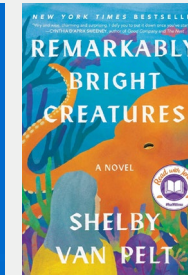
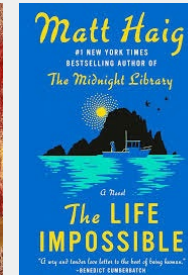
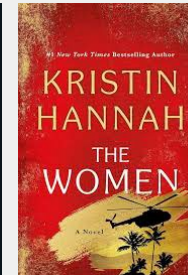
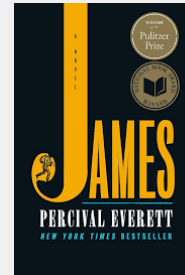
## Top non-fiction:

1. *The Anxious Generation* by Jonathan Haidt
2. *Be Ready When the Luck Happens* by Ina Garten
3. *The Demon of Unrest* by Erik Larson
4. *An Unfinished Love Story* by Doris Kearns Goodwin
5. *Atomic Habits* by James Clear



## Top fiction:

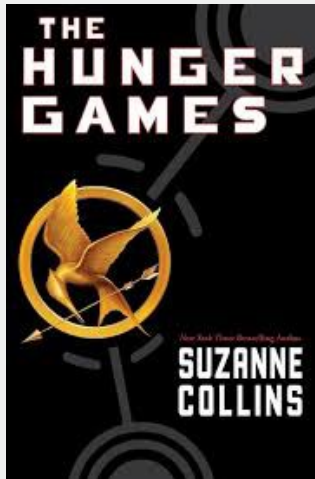
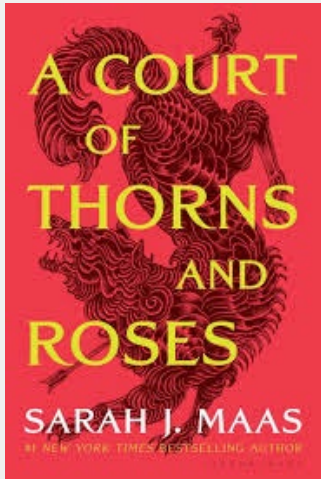
1. *James* by Percival Everett
2. *The Women* by Kristin Hannah
3. *The Life Impossible* by Matt Haig
4. *Remarkably Bright Creatures* by Shelby Van Pelt
5. *The Wedding People* by Alison Espach



# Library's Most Popular Reads for 2025

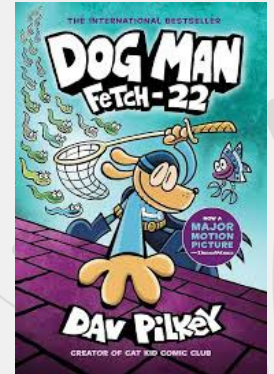
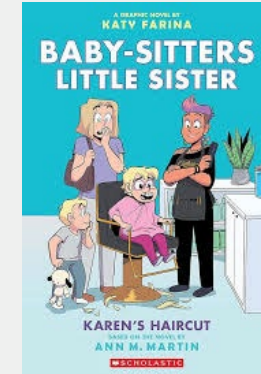
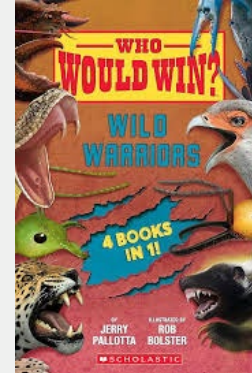
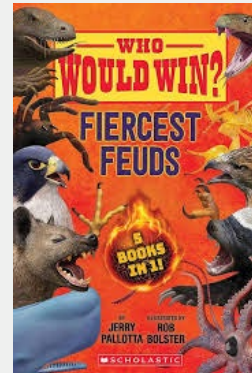
## Top teen:

1. *A Court of Thorns and Roses* by Sarah J. Maas
2. *The Hunger Games* by Suzanne Collins
3. *Delicious in Dungeon vol. 14* by Ryoko Kui



## Top children:

1. *Who Would Win?: Fiercest Feuds* by Jerry Pallotta
2. *Who Would Win?: Wild Warriors* by Jerry Pallotta
3. *Baby-sitters Little Sister: Karen's Haircut* by Katy Farina and *Dog Man: Fetch-22* by Dav Pilkey (it's a tie!)



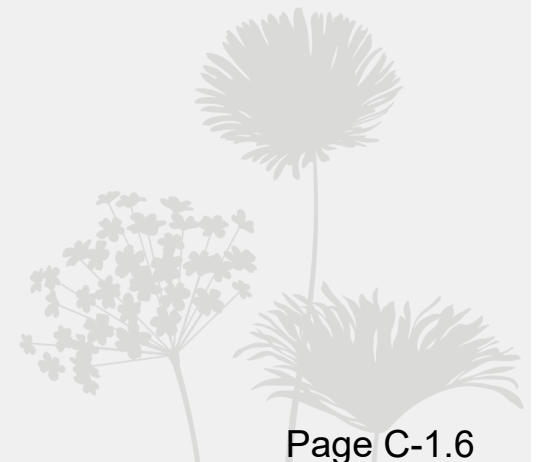


## 2025

Tea and Tarot series had its inaugural fortune forecasting event in April, 2025, with 13 visitors in attendance. Tea and Tarot now has since welcomed 100 visitors since then.

Noon Year's Eve was first held on Dec. 31, 2024. It was so popular, that this year will require advanced registration.

Library card art contest – New art was selected:



2025



## New to 2025

First ever “A Night at the Library” Romantasy Ball was Dec. 12.

All 120 free tickets were reserved within the first few days.





# Summer Reads and Winter Reads

- Winter Reads has 400 people signed up and counting.
- 80% have already met their winter reading goal
- Summer Reads had 1,726 participants – a new record!



# **2025**

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**Approximately 115,000** visits to Activity Guide and Library webpages.

Library and Community Services **newsletters hit approximately 1,225,000 inboxes** this year.

Those newsletters got **950,000 opens and 39,000 clicks**.

## **Highly clicked items:**

- Activity Guide
- Community Events
- Senior Center menus
- Summer Reading Game
- Youth Advisory Committee applications
- Menlo Swim and Summer Swim Camps
- Tea and Tarot
- California State Park Passes

# Belle Haven Community Campus (BHCC)



New this year:

- Club 6, 7, 8 (an afterschool club for kids in grades 6, 7 and 8)
- Boxing classes – Adult class is sold out, teens have 2 spots left
- Increased interest in women's drop-in basketball





# Belle Haven Community Campus (BHCC)



New this year:

- First ever “Cocoa at the Campus” had 150 visitors
- Birding Walks at Bedwell Bayfront with Rick Morris
- Cooking classes fully booked
- Approximately 7,000 fitness center visits



# Events

Organized 19 large-scale community events with 9,800 attendees.



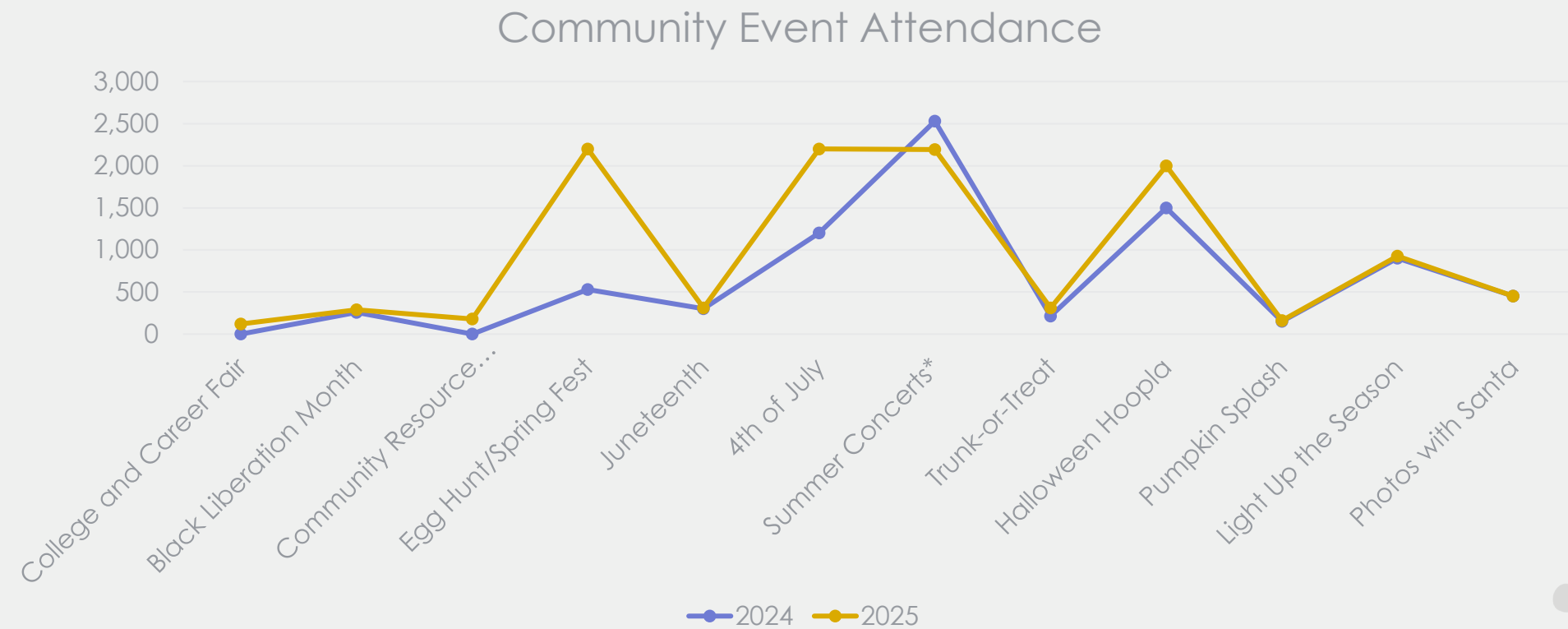


# Events



Organized 19 large-scale community events with 9,800 attendees.

\*Summer concert attendance counts are shown as one combined count.





# Park Ranger



- San Jose Conservation Corps began their ranger duties at Bedwell Bayfront Park on December 1<sup>st</sup>. In addition to trail maintenance and park rule enforcement, we hope to collaborate on nature and interpretive programs in the new year



# Aquatics

- Lap Swim Visits: 49,880
- Open Swim Visits: 26,574
- Aqua Fit Visits: 5,300
- Lifeguard Certifications: 65
- Swim Lessons Provided: 27,712 (3,105 scholarship lessons attended)
- Bridge Swim Program: 7,141
- Aquatics agreement renegotiation, reinstatement of hours, and eventual increase in operating hours

Aquatics survey 2025 now available for responses visit:  
[Publicinput.com/aquatics2025](https://Publicinput.com/aquatics2025)



# 2025



- Conducted community surveys and analyses of:
  - Childcare needs
  - Aquatics programs
  - Libraries, recreation and parks
- Used data, training, self-service systems, automations and mystery shopper program to ensure excellence in customer service
- Initiated California Parks and Recreation Accreditation (CAPRA) process through the National Park and Recreation Association





# 2025



- Served 11,460 freshly prepared lunches to Menlo Park Senior Center visitors
- 6,750 new recreation client accounts
- 2,700 drop-in basketball visits
- 3,800 drop-in volleyball visits
- Taught 468 gymnastics classes to 4,400 participants



# A Look Ahead at 2026

- Makerspace – New 3D printer
- Winter courses start in January
- Seeking sewing instructor for BHCC
- 6 K at Bedwell Bayfront Park
- Exploring digital literacy classes at BHCC
- Exploring Flag Football league for female youths
- Enjoying the *brand new* automatic materials handling machine at the main library
- Continuing process of CAPRA process
- Transition to new Library and Community Services Director



**REGULAR MEETING MINUTES – DRAFT**

**Date:** 11/17/2025  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Arrillaga Family Recreation Center  
700 Alma St., Menlo Park, CA 94025

**A. Call To Order**

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

**B. Roll Call**

Present: Abdulla, Crockett, Orton, Sisbot, Westcott, Yule  
Absent: Shafer  
Staff: Assistant Library and Community Services (LCS) Director Nick Szegda, Library and Community Services Supervisor Rose Waldman

**C. Public Comment**

None.

**D. Study Session**

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

Assistant Director Szegda introduced the item.

**ACTION:** Motion and second (Yule/ Crockett), to to create a subcommittee consisting of Commissioners Abdulla, Sisbot and Yule to advise on District 1 library engagement in support of Library Commission work plan goals, passed 6-0-1 (Commissioner Shafer absent).

**E. Regular Business**

E1. Approve the minutes from the October 20, 2025 meeting (Attachment)

**ACTION:** Motion and second (Westcott/ Sisbot), to approve the minutes from the October 20, 2025, meeting, passed 6-0-1 (Commissioner Shafer absent).

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

Assistant Director Szegda introduced the item.

**ACTION:** By acclamation the Commission set the following milestones for their work plan items:

- Work plan item 1 – ongoing
- Work plan item 2 – January
- Work plan item 3 – Find out timelines by January
- Work plan item 4 – Completed
- Work plan item 5 – Create timeline for action items by January



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

Assistant Director Szegda introduced the item.

**ACTION:** Motion and second (Crockett/ Westcott), to approve the 2026 Library Commission draft meeting calendar passed 6-0-1 (Commissioner Shafer absent).

#### **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)

The Commission added the following items to the calendar:

- January – Library of the Future subcommittee report out on work plan item 2
- January – District 1 library engagement subcommittee update
- February – general staff report out on library budget formation

#### **G. Commissioner Reports**

- G1. Individual Commissioner reports

Commissioner Crockett reported on recent activities of the Friends of the Library including the recent book sale.

Commissioner Orton reported on recent activities of the Library Foundation including the Library Ball.

#### **H. Adjournment**

Chair Orton adjourned the meeting at 8:03 p.m.

Nick Szegda, Assistant Library and Community Services Director



**REGULAR MEETING MINUTES – DRAFT**

**Date:** 11/19/2025  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Arrillaga Family Recreation Center, Elm Room  
700 Alma St., Menlo Park, CA 94025

**A. Call To Order**

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

**B. Roll Call**

**Present:** Grass, Dawkins, Lee, Patel, Sherman, Van Buren  
**Absent:** Chunyu  
**Staff:** Library and Community Services (LCS) Supervisor Tricia Mullan,  
Management Analyst Ashley Dixon

**C. Regular Business**

C1. Approve the October 22, 2025, meeting minutes (Attachment)

**ACTION:** Motion and second (Dawkins/ Sherman), to approve the minutes from the October 22, 2025 meeting, passed 6-0-1 (Chunyu absent).

C2. Prepare a draft for the 2026 Parks and Recreation Commission meeting calendar (Staff Report PRC-2025-034)

Supervisor Mullan introduced the item.

**ACTION:** Motion and second (Grass/ Sherman), to approve the proposed draft Parks and Recreation Commission meeting calendar, passed 6-0-1 (Chunyu absent).

**D. Informational Items**

D1. Update on National Park and Recreation Society Commission for Accreditation of Park and Recreation Agencies (CAPRA) (Staff Report PRC-2025-035)

Supervisor Mullan introduced the item.

The Commission discussed their support for CAPRA accreditation.

D2. Update on the Community Fun Run (Staff Report PRC-2025-036)

Supervisor Mullan introduced the item.

The Commission discussed updating the website to include a different photo with a flatter trail,

removing “free” as the cost of the event, gaining sponsorships and a map of the updated run route.

D3. Library and Community Services department updates and recent activities  
(Staff Report PRC-2025-037)

Management Analyst Dixon introduced the item.

The Commission discussed the pickleball survey update and ways to expand reach, alternatives methods of gathering data and expressed support for new courses that will be offered in the winter.

D4. Tentative agenda calendar (Attachment)

The Commission discussed agenda review meetings with staff.

The Commission made the following updates to the tentative agenda calendar:

- Add pickleball presentation – Updates not Capital Improvement Project (CIP) related to February

**E. Commissioner reports**

E1. Individual Commissioner reports

Commissioner Van Buren reported out on the need for swimsuit spinner replacement or repair at the pools.

Commissioner Sherman reported out on off-leash dog enforcement and reservable dog runs at parks.

**F. Adjournment**

Chair Lee adjourned the meeting at 7:21 p.m.

Management Analyst Ashley Dixon