



REGULAR MEETING MINUTES

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

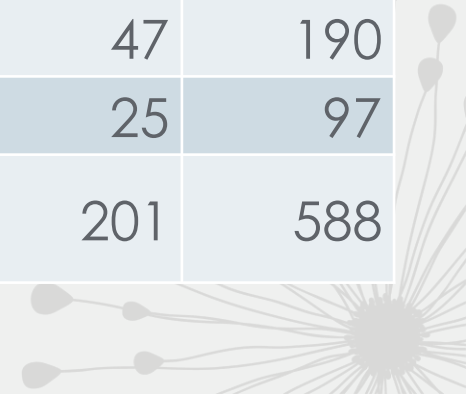
Library Commission October 20, 2025



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

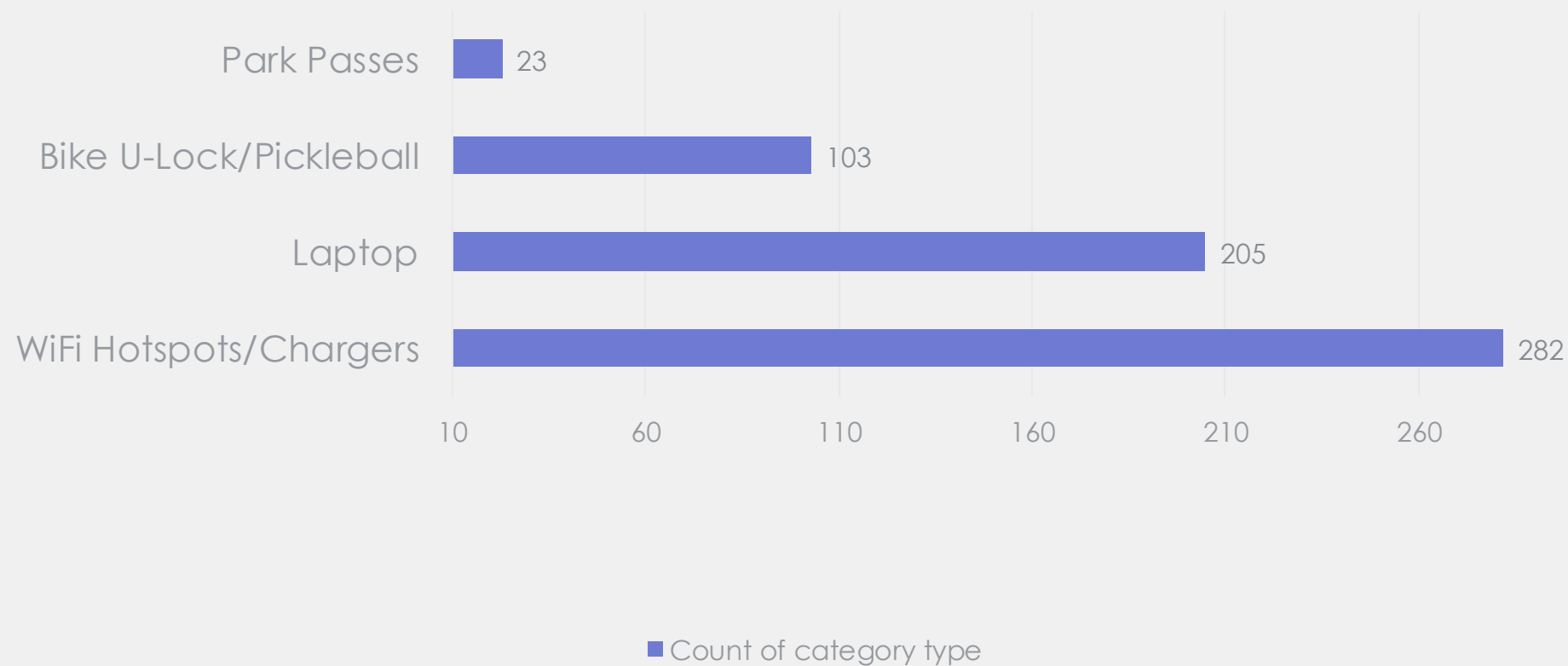
Category	Total
Young Adult Nonfiction	1,637
Young Adult Graphic Novel	275
Young Adult Fiction	150
Young Adult NEW Fiction	74
Young Adult NEW NonFiction	44
Young Adult Spanish	29

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



Looking ahead

Makerspace!

