

Library Commission Parks and Recreation Commission



SPECIAL JOINT MEETING AGENDA

Date: 2/28/2024
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and
Arrillaga Family Recreation Center
Oak Room, 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 862 7050 1185
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 862 7050 1185
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 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 (menlopark.gov/agendas).

Special Session

- A. Call To Order**
- B. Roll Call**
- C. Study Session**
 - C1. Belle Haven Community Campus project updates including startup activities and milestones ([Staff Report PRC-2024-005 / LC-2024-005](#))
- D. Informational Items**
 - D1. Library and Community Services department updates ([Staff Report PRC-2024-006 / LC-2024-006](#))
 - D2. Tentative agenda calendars ([Attachment](#))
- E. Commissioner 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 prior to, 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: 2/22/2024)



STAFF REPORT

Parks and Recreation Commission and Library Commission

Meeting Date: 2/28/2024

Staff Report Number: PRC-2024-005 / LC-2024-005

Study Session: Belle Haven Community Campus project updates, including startup activities and milestones

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) and Library Commission (LC) jointly convene a public study session to review Belle Haven Community Campus (BHCC) project updates, including startup activities and milestones (Attachment A).

Policy Issues

The PRC and LC provide advice and recommendations to the City Council related to City programs and services such as those planned for the BHCC. City Council identified the BHCC as one of the City's top priorities.

Background

On Mar. 22, 2023, the PRC and LC convened a joint study session to review BHCC programming plan elements, including extensive background information outlining the development of the plan elements with robust community involvement (Attachment B).

On May 23, 2023, City Council reviewed BHCC preliminary staffing, operations, and programming plan considerations (Attachment C).

On June 27, 2023, City Council reviewed a BHCC staffing needs analysis in the context of the fiscal year 2023-24 budget approval (Attachment D). City Council deferred action BHCC staffing until later in 2023.

On Nov. 7, 2023, City Council convened a study session and provided direction to City staff regarding the BHCC operating budget, including the service needs, staffing analysis, related personnel considerations, potential revenue sources, and three proposed expenditure scenarios (Attachment E). City Council directed staff to develop two operating budget options for a final review and potential City Council action on Dec. 5. (Attachment F).

On Dec. 5, 2023, City Council adopted a resolution to appropriate and allocate expenditures and revenues to support BHCC opening and ongoing operations (Attachment F).

Analysis

BHCC startup activities and milestones

A tentative timeline of startup activities and milestones is provided in Attachment A. The timeline starts with the anticipated temporary certificate of occupancy in early March and ends after the anticipated grand

opening in mid-May. All dates shown are tentative and subject to change. Additional discussion is provided in the below subsections.

Construction milestones

Assuming no additional unforeseen construction delays, the issuance of the temporary certificate of occupancy (TCO) for the new facility is tentatively anticipated on Mar. 8. The TCO will allow City staff to access the building to make final preparations prior to the issuance of the final certificate of occupancy and opening to the public. City staff estimates that opening the new facility to the public will occur approximately 60-90 days after issuance of the TCO, to allow for startup activities, including furniture and equipment installation, punch list items, inspections, certifications and licensing, staff training and orientation, and related preparatory work.

Furniture and equipment

Furniture such as tables, chairs, and desks are scheduled for installation in March and April. Supplies and small equipment items needed for daily activities such as indoor sports, recreation programs, aquatics center, senior center, youth center, library, and makerspace are planned to be delivered and installed in April and May. Furniture and equipment currently being used to provide services in interim locations (the youth center portable buildings, the temporary senior center, and the current branch library) are tentatively scheduled to move from their current locations to the BHCC during May.

BHCC initial programs and classes

The BHCC is on track to open to the public in May. In terms of the seasonal calendar of recreation programs and classes, the BHCC opening will occur several weeks after the traditional spring season of recreation programs classes has already gotten underway, but several weeks before the traditional summer season starts. City staff is preparing an abbreviated “mini-season” of grand opening programs and classes for the Belle Haven community starting in May when the new facility opens. City staff is coordinating with contract instructors who previously taught classes at the former Onetta Harris Community Center before it was closed for construction and who have established a familiarity with neighborhood residents. The instructors have taught popular neighborhood-oriented classes such as Spanish for youth and adults, soul dance and Aztec dance. In addition, staff has begun outreach to community members and local non-profit organizations that have experience teaching classes in which neighborhood residents have expressed interest at the BHCC, such as martial arts, coding, financial literacy, health and wellness, job seeker programs, and arts and crafts. City staff is preparing to announce a call for instructors tentatively in March, to seek proposals for classes that are of interest to neighborhood residents and to establish a variety of classes for youth and adults. Registration for the grand opening “mini-season” is anticipated to open for neighborhood residents in mid-April, and to Menlo Park residents overall a few days afterward. The “mini-season” classes are anticipated to begin in May when the BHCC opens, and run for approximately six weeks until the traditional summer session begins.

Master fee schedule amendment – BHCC fees

On Jan. 9, City Council adopted an ordinance amending the City’s master fee schedule to include several new and/or revised fees related to the BHCC (Attachment G). These included fees for facility rentals, recreation classes, youth programs and camps, and related services. The adopted fees at BHCC are designed to be inclusive and equivalent to fees at corresponding facilities on the Burgess Park campus.

Hyperlocal resident fee rate

As part of the fee amendment on Jan. 9, City Council adopted new hyperlocal resident fee rates that are designed to prioritize neighborhood residents’ use of the BHCC. The new hyperlocal fee rate will apply to residents who live or attend K-12 school within the neighborhood service area of the BHCC for programs and services located at the BHCC. The neighborhood service area can be defined as the geographic area

of the incorporated City of Menlo Park extending from Bay Road to San Francisco Bay. This service area encompasses all of Menlo Park City Council District 1 and portions of District 2 near the pedestrian and bicycle overcrossing at US-101. The intent of the hyperlocal resident rate is to prioritize neighborhood access and use of the BHCC, in recognition of historic inequity and generational harm caused by redlining, freeway construction and property loss, and other discriminatory practices of the past that uniquely affected the neighborhoods in the vicinity of Belle Haven Community Campus. The hyperlocal resident fee applies to qualifying users at the new facility and is generally 65% of the resident fee unless otherwise specified.

Aquatics fees – Belle Haven Pool

On Feb. 13, City Council introduced and waived the first reading of an ordinance amending the City's master fee schedule to incorporate aquatics fees, including aquatics fees at the new Belle Haven Pool (Attachment H). The master fee schedule currently has no fees for aquatics programs. In the past, aquatics fees have been set at the discretion of the aquatics operator. Adding aquatics fees to the master fee schedule is consistent with the requirements in the new aquatics operator agreement authorized by City Council on Sept. 12, 2023. The proposed aquatics fees are equivalent at both aquatic centers and include the new hyperlocal resident rate noted earlier in this report. City Council is scheduled to hold a second reading and adopt the new aquatics fees on Feb. 27.

Community events and observances

On Feb. 13, City Council reviewed an informational report containing updates on City-hosted community events planned in 2024 (Attachment I). The City Council report was focused on larger-scale recurring annual events or event series that are intended for a citywide audience and are typically associated with widely celebrated holidays, civic observances, youth initiatives, and local traditions. In addition to the larger-scale community events listed in this report, the City organizes numerous smaller-scale events and programs throughout the year, such as library programs, public safety programs, and other audience-specific events that are too numerous to list. These smaller-scale events build additional cultural awareness with the diverse population of Menlo Park and offer a smaller, more intimate experience that some residents prefer to the larger events.

A calendar of proposed large-scale community events is provided in Attachment J. Several large-scale community events are planned at Belle Haven Community Campus in 2024, including:

- Juneteenth celebration
- 4th of July festival and open house swim
- Summer Concert Series music performances at Kelly Park
- Community resource fair with information from local agencies
- Halloween carnival with costumes and family-friendly trick-or-treating
- Light Up the Season tree lighting in Kelly Park
- In 2025, the Black Liberation Month celebration and Youth Poster Exhibition will take place at BHCC.

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 Community Campus startup activities and milestones
- B. Hyperlink - "Menlo Park Community Campus - proposed programming plan elements" Library Commission and Parks and Recreation Commission meeting agenda, March, 22, 2023
menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/parks-and-recreation-

[commission/2023-meetings/agendas/20230322-parks-and-recreation-commission-and-library-commission-agenda-packet.pdf](#)

- C. Hyperlink - “Menlo Park Community Campus - preliminary staffing, operations and programming plan considerations,” City Council meeting agenda (item K-#), May 23, 2023. [menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2023-meetings/agendas/20230523-city-council-regular-agenda-packet-amend.pdf#page=387](#)
- D. Adopt resolutions for fiscal year 2023-24: adopting budget and capital improvement plan; establishing appropriations limit; amending the salary schedule effective July 2, 2023; extending rate assistance program through June 2024; and accept award authority and bid requirement through June 2024, City Council Agenda, June 27, 2023 [menlopark.gov/files/sharedassets/public/v/3/agendas-and-minutes/city-council/2023-meetings/agendas/20230627-city-council-regular-agenda-packet.pdf](#)
- E. Hyperlink - “Provide direction regarding operational expenditures and potential revenue sources to support Menlo Park Community Campus opening and ongoing operations” (agenda item G1), Nov. 7, 2023. [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2023-meetings/agendas/20231107/g1-20231107-cc-mpcc-operations.pdf](#)
- F. Hyperlink - “Adopt a resolution to appropriate and allocate expenditures and revenues to support Belle Haven Community Campus opening and ongoing operations,” City Council meeting (item G-1), Dec. 5, 2023. [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2023-meetings/agendas/20231205/g1-20231205-cc-bhcc-operations.pdf](#)
- G. Hyperlink - Introduce and waive the first reading of an ordinance amending the City’s master fee schedule to include aquatics fees, City Council agenda item, Jan. 9, 2024. [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240109/m1-20240109-cc-master-fee-schedule-aquatics.pdf](#)
- H. Hyperlink - “Introduce and waive the first reading of an ordinance amending the City’s master fee schedule to include aquatics fees,” City Council meeting (agenda item L-1), Feb. 13, 2024. [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/l1-20240213-cc-master-fee-schedule-update-aquatics.pdf](#)
- I. Hyperlink – “Update on City-hosted community events planned in 2024,” City Council meeting (item N-3), Feb. 13, 2024. [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/n3-20240213-cc-city-hosted-community-events.pdf](#)
- J. Calendar of planned community events in 2024

Report prepared by:

Natalya Jones, Library and Community Services Manager

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

BHCC start up activities and milestones ** all dates are tentative and subject to change **		
Month	Dates	Milestone
March		
	3/8	Temporary certificate of occupancy
		City takes possession of facility
		Limited overnight janitorial service begins
		Limited daytime staff occupancy begins
	early March	Furniture and small equipment installation begins
	early March	Nutrition Services Coordinator recruitment begins
	early March	Outreach and coordination with SamTrans and shuttle vendor
	3/12	City Council regular meeting
	3/18	Library Commission meeting
	late March	American Red Cross shelter agreement update
	late March	Grand opening date announced
	late March	Call for class instructors
	3/26	City Council regular meeting
	3/27	Parks and Recreation Commission meeting
April		
	early April	Operating licenses and permits
		Belle Haven Youth Center afterschool child care
		Menlo Park Senior Center food service
	4/2	City Council regular meeting
	mid-April	BHCC catalog of grand opening classes published
	mid-April	Furniture installation complete
	mid-April	Daytime staff occupancy increases to daily (weekdays)
		Weekday overnight janitorial service begins
	mid-April	Instructor selection and agreements
	4/16	City Council regular meeting
	4/20	Hyperlocal registration begins for grand opening classes
		4/25 Registration opens to other residents
	4/22	Library Commission meeting
	4/24	Parks and Recreation Commission meeting
	mid-April	Nutrition Services Coordinator target start date
	late April	Small equipment installation complete
	late April	Belle Haven Library temporarily closes
		Relocation to new building begins
		Equipment setup and testing
		Staff training
	late April	Menlo Park Senior Center temporarily closes
		Relocation to new building begins
		Equipment setup and testing
		Staff training
	late April	Daily overnight janitorial service begins (weekdays)
	April / May	Noise study / ASHP testing
May		
	early May	Aquatics operator daily staff occupancy begins (weekdays)
	early May	Belle Haven Youth Center temporarily closes for move-in
	early May	Supplies acquisition complete
	early May	Staff occupancy increases to daily
		Janitorial service increases to daily
	5/7	City Council regular meeting
	early May	Sneak preview tours for hyperlocal residents, VIPs
	5/14	City Council advisory body training and recognition event
	mid-May	BHCC grand opening festivities
	mid-May	BHCC begins regular operations
	5/21	City Council regular meeting
	5/22	Parks and Recreation Commission / Library Commission joint meeting
Post-opening		
		Deinstall portable facilities
		Cancel Belle Haven School Library joint use agreement
		LEED certification - operational period begins

DRAFT

CALENDAR OF PLANNED COMMUNITY EVENTS IN 2024

Draft calendar of community events in 2024				
Date	Event	Time	Location(s)	Notes
Saturday, Feb. 10	Black Liberation Month celebration	12pm-2:30pm	Belle Haven Library	
Saturday, Mar. 30	Egg Hunt	Mid-morning	Burgess Park	In partnership with Menlo Fire
Saturday, Apr. 6	Spring festival and citywide treasure hunt	10am-1pm	Burgess Park / citywide	Citywide treasure / egg hunt in city parks
Tuesday, May 21	Youth Poetry Voices	6pm	City Council chambers	
Jun. thru Aug.	Summer Reading Game	Online and during library open hours	Menlo Park Library / Belle Haven Library	
Saturday, Jun. 15	Juneteenth Celebration	11am-2pm	Karl E. Clark Park / Belle Haven Community Campus	
Thursday, July 4	4th of July festival and open house swim	11am-2pm	Burgess Park and Pool / Belle Haven Community Campus and Belle Haven Pool	Twin festivals and swim open house events in lieu of parade
July 10 – Aug. 14	Summer Concert Series	Wednesdays 6pm-7:30pm	Fremont Park / Kelly Park	Fremont Park on Wednesdays; Kelly Park on Fridays
Tuesday, Aug. 6	National Night Out	Afternoon-early evening	Citywide	
September TBD	Community Resource Fair	10am – 4pm	Belle Haven Community Campus	
Saturday, Oct. 26 and Thursday, Oct. 31	Halloween Hoopla	10am-1pm	Santa Cruz Ave. and Fremont Park / Belle Haven Community Campus	Parade/festival on Santa Cruz Avenue / Halloween costumes and trick-or-treat at BHCC
Friday, Dec. 6	Light Up the Season	5:30pm-7pm	Fremont Park / Kelly Park	
Saturday, Dec. 14	Photos with Santa	8:30am-12:30pm	Arrillaga Recreation Center / Belle Haven Community Campus	Event rotates locations. BHCC in 2024; ARC in 2025



STAFF REPORT

Parks and Recreation Commission and Library Commission

Meeting Date: 2/28/2024

Staff Report Number: PRC-2024-006 / LC-2024-006

Informational Item: Library and Community Services department updates

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) and Library Commission (LC) review this informational report about recent activities in the Library and Community Services department.

Policy Issues

As duly appointed advisory bodies to the City Council, the PRC is charged with advising the City Council on matters related to the City's parks and recreation activities, and the LC is charged with advising the City Council on matters related to the City's libraries.

Background

The Library and Community Services department (LCS) provides 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

January 2024 statistics

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Statistics through January 2024 are provided with this informational report. (Attachment A).

Black Liberation Month Celebration and Youth Poster Exhibition

The City of Menlo Park held the Black Liberation Month Celebration and Youth Poster Exhibition on Saturday, Feb. 10 at Belle Haven Library. The event paid respect to local heroes of the Belle Haven neighborhood and nearby communities with inspiring words of strength, triumph and resilience. Event speakers included Ms Betty White who has been a Belle Haven resident for over 60 years. Poet Jamey L. Williams II performed original spoken word. Musical performance and dancing was provided by West African drummers. The Youth Poster Exhibition displayed original artworks created by K-12 students who live or attend school in Menlo Park. The exhibition theme is "Black Culture in the Arts," inspired by African, Caribbean and Black American lived experiences. The artwork is on display at Menlo Park Library from Feb. 13-29. Images of the posters also are displayed on the city website (Attachment B).

Aquatics survey

The City of Menlo Park is conducting a survey of Menlo Park residents to hear their needs and views about

the city's aquatics programs. The survey is undertaken annually in conjunction with the aquatics program annual report, tentatively scheduled for City Council review on Mar. 26. The survey is available in English and Spanish, in print and electronic formats, and will remain open online through mid-March (Attachment C).

Tennis and pickleball courts are now open for free drop-in play

City of Menlo Park tennis and pickleball courts are now open to the community for free drop-in play, with no tennis key required. On Jan. 9, City Council supported the PRC's recommendation to eliminate tennis key fees, and removed the tennis key fees from the city's master fee schedule effective Feb. 8. Reservations are still accepted at select tennis courts for players who would like to confirm space ahead of time; reservation fees apply. City staff is creating new signage at the courts indicating court hours, which courts can be reserved and which courts are drop-in only. The locations of tennis and pickleball court and court reservation schedules are posted on the City website (Attachment D). Players can view hours, reservation schedules, and book reservations from their computer or mobile device, or they can call or visit City recreation facilities in person to seek staff assistance.

Library Adventure

The City of Menlo Park hosted a Library Adventure event on Sunday, Feb. 4 at Menlo Park Library. Over 270 attendees (many in costume) took part in three different, age-appropriate puzzle and scavenger hunt challenges while learning about the different areas and resources in the library. The turnout was remarkable given the stormy weather outside – inside the library was full of excited kids of all ages. Costumed library team members were ably assisted by a crew from the Belle Haven Youth Center. The event received positive feedback from event attendees, and City staff is planning a repeat event during this year's summer reading program.

Burgess Park playground improvements

On Jan. 22, the City of Menlo Park began improvements in Burgess Park that include renovating the existing playground with new equipment, fencing and adding an associated Americans with Disabilities Act (ADA) parking stall with concrete walkways. Various areas of Burgess Park will be temporarily closed through Apr. 30. However, the restrooms, tennis courts, picnic area and fields will remain open during construction. A temporary fence and barricades are set up around the site. Additional details about the project are available on the City website (Attachment E).

Update on City-hosted community events planned in 2024

On Feb. 13, City Council reviewed an informational report containing updates on City-hosted community events planned in 2024. The report is focused on larger-scale recurring annual events or event series that are intended for a citywide audience and are typically associated with widely celebrated holidays, civic observances, youth initiatives and local traditions. Summary updates and a schedule of community events planned in 2024 are provided in the report (Attachment F).

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. Statistics – Jan. 2024
- B. Hyperlink – Youth Poster Exhibition online gallery. menlopark.gov/Citywide-calendar/Community-events/20240210-Black-Liberation-Month-Celebration

- C. Hyperlink – Menlo Park resident survey – Aquatics programs. menlopark.gov/swim
- D. Hyperlink – Tennis and pickleball court locations and schedules. menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Pickleball-and-Tennis
- E. Hyperlink – Burgess Park playground improvements project page. menlopark.gov/Government/Departments/Public-Works/Capital-improvement-projects/Burgess-Park-playground-improvements
- F. Hyperlink – “Update on City-hosted community events planned in 2024,” City Council meeting agenda (item N-3), Feb. 13, 2024. menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/n3-20240213-cc-city-hosted-community-events.pdf

Report prepared by:

Ashley Walker, Management Analyst

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS – JANUARY 2024

Table 1. Library items circulated

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
800 Alma St.	48,847	43,930	50,395	46,190	47,023	49,544	49,616	49,164	45,192	43,407	41,761	44,732	45,775
413 Ivy Dr.	1,193	929	1,320	1,205	1,285	1,088	1,112	1,197	918	877	850	929	846
Online / Digital	8,702	8,219	8,827	8,707	9,374	9,891	10,368	9,970	10,332	11,598	11,598	12,082	12,977

Table 2. Library cards

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
New library cards issued – MP residents	303	240	239	253	232	330	322	207	181	150	139	122	158
Total MP resident library cardholders	21,189	21,299	21,417	21,512	21,601	21,733	21,189	21,808	22,105	22,020	22,327	22,133	22,415

Table 3. Library patron questions answered

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
800 Alma St.	2,967	2,714	3,347	2,834	2,393	3,496	3,282	3,294	2,753	3,046	2,977	3,169	3,342
413 Ivy Dr.	209	262	340	279	306	744	264	345	337	244	244	255	273

Table 4. Library holds filled (item requests)

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
Incoming holds 800 Alma St.	4,375	3,934	4,763	4,393	4,256	4,472	3,968	4,121	4,043	4,076	3,760	3,861	4,419
Outgoing holds 800 Alma St.	2,879	2,788	3,142	2,665	2,773	3,252	3,050	3,968	3,238	3,062	3,171	2,688	3,471
Incoming holds 413 Ivy Dr.	-	-	-	-	-	144	195	183	154	154	120	87	158
Outgoing holds 413 Ivy Dr.	-	-	-	-	-	159	183	157	190	190	177	160	191

Table 5. Library foot traffic (gate count)

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
800 Alma St.	-	-	-	-	-	13,108	-	-	-	13,541	12,580	12,283	14,060
413 Ivy Dr.	881	1,189	1,365	1,241	1,288	1,231	1,034	1,261	1,169	1,248	1,148	1,041	1,050

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS – JANUARY 2024

Table 6. Library program attendance													
Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
Total program attendance 800 Alma St.	893	847	730	888	606	822	1,653	1,405	883	1,121	754	798	1,000
Number of programs 800 Alma St.	30	29	25	31	28	27	30	36	30	36	37	31	48
Total program attendance 413 Ivy Dr.	87	173	156	98	67	116	157	296	132	116	158	125	31
Number of programs 413 Ivy Dr.	8	8	8	8	7	8	8	8	9	7	9	8	6

Table 7. Preschool child development – enrollment													
Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
Menlo Children's Center	33	32	34	33	35	38	33	33	23	23	26	28	27
Belle Haven Child Development Center	56	59	61	64	65	65	45	43	48	50	53	60	56

Table 8. School age child development (after school enrichment) – enrollment													
Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
Menlo Children's Center - After School	28	28	28	28	28	28	30	27	28	30	34	33	36
Belle Haven Youth Center	42	42	42	42	42	42	28	56	54	54	54	54	52

Table 9. Senior Center services													
Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
Lunches served	376	560	555	551	624	656	570	482	519	642	422	315	511
Grocery boxes distributed	480	480	460	460	460	576	460	460	460	460	230	230	460
Senior shuttle trips	1,058	902	1,018	898	1,053	1,124	1,010	1,006	1,158	1,200	1,057	761	1,126
Rideshare trips	220	236	294	288	225	252	-	-	-	-	-	-	-

Table 10. Senior Center classes					
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24 (to date)
Enrollment – residents		145	108	437	421
Enrollment – non-residents		240	216	264	269
Classes offered		42	42	42	42

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS – JANUARY 2024

Table 11. Recreational classes					
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24 (to date)
Enrollment – residents	263	239	166	297	346
Enrollment – non-residents	126	117	67	152	144
Classes offered	77	88	73	57	47
Number of instructors	24	22	28	21	20

Table 12. Sports classes					
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24 (to date)
Enrollment – residents	195	70	242	76	84
Enrollment – non-residents	129	97	181	11	96
Classes offered	20	12	40	3	8
Number of instructors	5	5	10	3	3
Drop-in basketball visits	243	280	172	359	232
Drop-in volleyball visits	637	534	513	505	327
Leagues – individual registrations	1,400	84	1,239	156	-
Leagues – team registrations	142	12	111	35	-

Table 13. Gymnastics classes					
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24 (to date)
Enrollment – residents	490	499	416	490	167
Enrollment – non-residents	158	255	174	158	728
Classes offered	93	101	80	93	95

Table 14. Facility rentals					
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24 (to date)
Recreation center rentals – residents	57	24	18	24	8
Recreation center rentals – non-residents	46	89	76	62	25
Athletic field rentals (hours reserved)	899	1,533	1,042	785	82
Tennis court keys (annual) – residents	166	50	72	15	-

CITY OF MENLO PARK
 LIBRARY AND COMMUNITY SERVICES DEPARTMENT
 STATISTICS – JANUARY 2024

Tennis court keys (annual) – non-residents	41	12	10	1	-
--	----	----	----	---	---

Table 15. Large-scale community event attendance										
Location	Feb 2023	Apr 2023	June 2023	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
Black Liberation Month Celebration 2/11	150	-	-	-	-	-	-	-	-	-
Egg Hunt 4/8	-	1,500	-	-	-	-	-	-	-	-
Juneteenth Celebration 6/17	-	-	200	-	-	-	-	-	-	-
4 th of July Parade and Celebration	-	-	-	1,250	-	-	-	-	-	-
Summer Concert – Fremont Park 7/12	-	-	-	186	-	-	-	-	-	-
Summer Concert – Fremont Park 7/19	-	-	-	388	-	-	-	-	-	-
Summer Concert – Fremont Park 7/26	-	-	-	261	-	-	-	-	-	-
Summer Concert – Fremont Park 8/2	-	-	-	-	387	-	-	-	-	-
Summer Concert – Fremont Park 8/9	-	-	-	-	247	-	-	-	-	-
Summer Concert – Karl E. Clark Park 8/11	-	-	-	-	103	-	-	-	-	-
Summer Concert – Fremont Park 8/16	-	-	-	-	520	-	-	-	-	-
Summer Concert – Karl E. Clark Park 8/18	-	-	-	-	137	-	-	-	-	-
Halloween Hoopla	-	-	-	-	-	-	1,100	-	-	-
Pumpkin Splash	-	-	-	-	-	-	101	-	-	-
Light Up the Season	-	-	-	-	-	-	-	-	750	-
Photos with Santa	-	-	-	-	-	-	-	-	300	-

LIBRARY COMMISSION
 TENTATIVE AGENDA SCHEDULE
 FEB. 28, 2023

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

MEETING DATE	PROPOSED AGENDA TOPICS
January 29, 2024 (5 th Monday)	<ul style="list-style-type: none"> • BHCC project updates • LCS department strategic plan update • Approve the 2024 LC meeting calendar
February 28 2024 (Joint meeting w/ PRC)	<ul style="list-style-type: none"> • BHCC project updates and startup activities
March 18, 2024	<ul style="list-style-type: none"> • BHCC project updates • BH neighborhood book survey results • Main Library roof replacement / solar project update • Early childhood education update
April 22, 2024 (4 th Monday)	<ul style="list-style-type: none"> • BHCC project updates • Select commission chair and vice-chair • Recommend the LCS department strategic plan 2024-26
May 22, 2024 (Joint meeting w/ PRC) (4 th Wednesday) (Tentative location: BHCC)	<ul style="list-style-type: none"> • BHCC project updates • Onboarding new commissioners
June 17, 2024	<ul style="list-style-type: none"> • BHCC progress report • Early childhood education community survey
July 15, 2024	<ul style="list-style-type: none"> • Update the LC work plan • Designate commissioner liaisons to library affinity groups
August 19, 2024	<ul style="list-style-type: none"> • Recommend the LC work plan
September 16 2024	<ul style="list-style-type: none"> • BHCC progress report
October 21, 2024	<ul style="list-style-type: none"> •
November 25, 2024 (4 th Monday)	<ul style="list-style-type: none"> •
December 18, 2024 (Joint meeting w/ PRC) (3 rd Wednesday)	<ul style="list-style-type: none"> • Year in review • Open house / social
Unscheduled future topics	<ul style="list-style-type: none"> • Staff presentations: library programming, literacy / ESL

Parks and Recreation Commission: Typically meets fourth Wednesday of each month, 6:30 PM
 Recurring board meetings of library affiliated nonprofit orgs:
 Friends of the Library: Typically meets second Monday of each quarter, 1pm.
 Library Foundation: Typically meets first Thursday of each month, 2pm.

PARKS AND RECREATION COMMISSION
TENTATIVE AGENDA SCHEDULE
FEB. 28, 2023

Meetings are held at 6:30pm on the fourth Wednesday of the month unless otherwise specified.
All dates and topics are tentative and subject to change.

MEETING DATE	PROPOSED AGENDA TOPICS
January 24, 2024	<ul style="list-style-type: none"> • BHCC project updates • LCS department strategic plan update • Approve the PRC 2024 meeting calendar
February 28, 2024 (Joint meeting w/ LC)	<ul style="list-style-type: none"> • BHCC project updates and startup activities
March 27, 2024	<ul style="list-style-type: none"> • Youth Advisory Committee presentation • BHCC project updates • Recreation scholarship policy • Event sponsorship policy
April 24, 2024	<ul style="list-style-type: none"> • BHCC project updates • Select commission chair and vice-chair • Recommend the LCS department strategic plan 2024-26
May 22, 2024 (Joint meeting with LC) (Tentative location: BHCC)	<ul style="list-style-type: none"> • BHCC project updates • Onboarding new commissioners
June 26, 2024	<ul style="list-style-type: none"> • BHCC progress report • Pickleball feasibility study
July 24, 2024	<ul style="list-style-type: none"> • Update the PRC work plan
August 28, 2024	<ul style="list-style-type: none"> • Recommend the PRC work plan
Sept. 25, 2024	<ul style="list-style-type: none"> • BHCC progress report
Oct. 23, 2024	<ul style="list-style-type: none"> •
Nov 20, 2024 (3 rd Wednesday)	<ul style="list-style-type: none"> •
Dec. 18, 2024 (Joint meeting w/ LC) (3 rd Wednesday)	<ul style="list-style-type: none"> • Year in review • Open house / social
Unscheduled future topics	<ul style="list-style-type: none"> • Staff presentations: recreation programming, community events

Library Commission: Typically meets third Monday of each month, 6:30 pm
Youth Advisory Committee: Typically meets once per month during school year