

Parks and Recreation Commission

SPECIAL MEETING AGENDA



Date: 11/19/2025
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 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 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. Regular Business

- C1. Approve minutes from the October 22, 2025 meeting ([Attachment](#))
- C2. Prepare a draft for the 2026 Parks and Recreation Commission meeting calendar ([Staff Report PRC-2025-034](#))

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](#))
- D2. Update on Community Fun Run ([Staff Report PRC-2025-036](#))
- D3. Library and Community department updates and statistics ([Staff Report PRC-2025-037](#))
- D4. Tentative agenda calendar ([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.

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REGULAR MEETING MINUTES – DRAFT

Date: 10/22/2025
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 6:36 p.m.

B. Roll Call

Present: Chunyu, Dawkins, Lee, Patel, Van Buren
Absent: Grass, Sherman
Staff: Library and Community Services (LCS) Assistant Director Nick Szegda,
Management Analyst Ashley Dixon

C. Public Comment

- Eric Wilmurt spoke in support of better parking, more restrooms, adding bus parking and implementing running trail improvements at Bedwell Bayfront Park.

D. Study Session

D1. Draft aquatic user survey 2025 (PRC-2025-029)

Assitant Director Szegda introduced the item.

The Commission discussed ways to encourage input from Belle Haven Pool users.

E. Regular Business

E1. Approve the September 24, 2025, meeting minutes (Attachment)

ACTION: Motion and second (Van Buren/ Dawkins), to approve the minutes from the September 24, 2025 meeting, passed 5-0-2 (Grass and Sherman absent).

E2. Recommend updates to the recreation facility use guidelines (Staff Report PRC-2025-030)

Assitant Director Szegda introduced the item.

The Commission discussed their support for including bullying prevention language and for National Bullying Prevention Month and UNITY Day.

ACTION: Motion and second (Dawkins/ Chunyu), to recommend updates to the recreation facility use guidelines, passed 5-0-2 (Grass and Sherman absent).

F. Informational Items

- F1. Library and Community Services department updates and recent activities
(Staff Report PRC-2025-031)

Assitant Director Szegda gave a presentation (Attached).

The Commission discussed including data visualizations in the presentation.

- F2. Receive the Parks and Recreation Commission work plan 2025-26 as revised and approved by
City Council Sept. 30 (Staff Report PRC-2025-032)

Assitant Director Szegda introduced the item.

The Commission received clarification on the City Council decision making processes.

- F3. Summary report on projects completed in furtherance of the goals in the Parks and Recreation
Facilities Master Plan (Staff Report PRC-2025-033)

Assitant Director Szegda introduced the item.

- F4. Tentative agenda calendar (Attachment)

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

- Add Invite City's project manager for Bedwell Bayfront Park back for park improvement update to November 2025
- Add Invite City Council Liaison to meeting to December 2025
- Add Sustainability solar panel presentation to December 2025
- Add Capital Improvement Projects (CIP) update, including Kelly Park turf and track renovation project to January 2026
- Add Realize Flood Park project update (San Mateo County Parks) to January 2026
- Add Masterplan review – goal setting Flood Park update to January 2026
- Add Invite City Council Liaison to meeting to February 2026
- Add Community gardens study session to February 2026
- Add Invite park ranger to meeting (first 90 day recap) to February 2026
- Add Off-leash dog enforcement via ranger services (date TBD)

G. Commissioner reports

- G1. Individual Commissioner reports

H. Adjournment

Chair Lee adjourned the meeting at 7:47 p.m.

Management Analyst Ashley Dixon

Department Updates

Parks and Recreation Commission October 22, 2025

Community fun run

- 6K route set pending final PD & PW approval
- Sponsorships
- Late April 2026 date (April 25 tentative)

Youth Group happenings

- Youth Advisory Committee (YAC) first meeting
 - Presentation and feedback to the Complete Streets Commission
- Club 678
 - New afterschool youth club at BHCC
 - Weekdays for 6th, 7th, 8th graders

Recent Events

- National Bullying Prevention Month activities
 - Child care lesson plans
 - Kindness action cards and anti-bullying wristbands
 - Social media for CommUNITY day #MPCCommUNITY2025
- Costumes for Kindness donation drive
 - 160 donations for Belle Haven School students

Halloweek activities

- Halloween Parade and Carnival Saturday Oct. 25
 - People parade at 11 a.m. on Santa Cruz Ave
 - Carnival at Fremont Park
 - Planning for inclement weather
- Pumpkin Splash Sunday Oct. 26
 - Belle Haven Pool 11 – noon
 - Burgess Pool 1 – 3 p.m.
- Trunk or Treat Tuesday Oct. 28
 - BHCC 4:30 – 6 p.m.

Of current interest

- BBP Ranger services
 - SJCC tentative start Nov. 20
- Spot surveys for tennis and pickleball
 - Nealon and Kelly Park courts
 - Results to PRC on Nov. 19
- Citywide cost of services study
 - Last study in 2017
 - Include comprehensive fee and service charge study



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 11/19/2025

Staff Report Number: PRC-2025-034

Regular Business: Prepare a draft for the 2026 Parks and Recreation Commission meeting calendar

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) 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 PRC typically meets at 6:30 p.m. on the fourth Wednesday of each month. Occasionally the regular PRC meeting date falls within a major holiday week, for example, during November and December, which can result in rescheduling or cancelling meetings. The PRC occasionally jointly meets with the Library Commission on matters of interest to and within the purview of both advisory bodies, which can result in changes to the PRC's regular meeting dates.

Analysis

Staff recommends that the PRC 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 PRC 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 PRC 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

PARKS AND RECREATION COMMISSION MEETING SCHEDULE 2026



JANUARY

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Parks and Recreation Commission meeting*

*meeting dates subject to change

City holiday

*Joint meeting with

Library Commission



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 11/19/2025

Staff Report Number: PRC-2025-035

Informational Item: Update on National Park and Recreation Society Commission for Accreditation of Park and Recreation Agencies (CAPRA)

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) receive this update on the departmental goal to achieve accreditation from the National Park and Recreation Society's (NRPA) Commission for Accreditation of Park and Recreation Agencies (CAPRA).

Policy Issues

As a duly appointed advisory body to the City Council, the PRC may review and provide feedback on Library and Community Services departmental goals as the need arises.

Background

The Library and Community Services (LCS) department strategic plan 2024-26, Task 3.1.f, sets a performance goal of achieving CAPRA accreditation by Fall 2026 (Attachment A).

August 28, 2024, the PRC reviewed an update on the departmental strategic plan goal: achieve accreditation by the Commission for Accreditation of Park and Recreation Agencies (Attachment B).

Analysis

CAPRA offers the industry standard national accreditation of park and recreation agencies. Accreditation is a valuable measure of an agency's overall quality of operations, infrastructure, efficiency, management, accountability, and service to the community (Attachment B).

CAPRA accreditation is built around qualitative standards to comprehensively evaluate multiple key aspects of recreation agency operations. The current 2027 edition standards include a total of 67 standards, including 37 fundamental standards and 30 non-fundamental standards (Attachment C). The standards are organized into sections of general agency operations, such as planning, human resources, financial management, risk management.

To achieve accreditation, an agency must comply with all 37 fundamental standards and at least 24 of the 30 non-fundamental standards. There are currently 222 accredited agencies in the United States and only 6 in California.

The City of Menlo Park applied and was accepted as a preliminary applicant for accreditation in Fall 2027. The list below are the next steps associated with the accreditation process:

- One or more staff members to participate in online CAPRA accreditation training
- Develop a self-assessment report with narrative descriptions of compliance to the CAPRA standards and providing evidence of compliance.
- Present agency self assessment report to CAPRA Review Team (CRT) for review
- Host CRT members for an onsite or virtual visitation to inspect facilities and evaluate documentation to determine if standards are met.
- Attend an in-person or virtual CAPRA hearing during an NRPA annual conference (which occurs annually each Fall), during which the accreditation decision is made.

Impact on City Resources

As an advisory body to the City Council, the Parks and Recreation Commission 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

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Attachments

- A. Hyperlink – Library and Community Services Department strategic plan 2024-26.
[menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Strategic-and-master-plans/LCS-strategic-plan](https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Strategic-and-master-plans/LCS-strategic-plan)
- B. Hyperlink – Parks and Recreation Commission agenda, August 28, 2024, item E-1
https://www.menlopark.gov/files/sharedassets/public/v1/agendas-and-minutes/parks-and-recreation-commission/2024-meetings/agendas/20240828_parks_and_recreation_agenda_packet.pdf
- C. Hyperlink – CAPRA Accreditation.
nrpa.org/certification/accreditation/CAPRA/
- D. Hyperlink – CAPRA Standards.
nrpa.org/contentassets/4ecbd8c4801e494f82c38169b0aedc20/2027-capra-national-accreditation-standards_10.9.25.pdf
- E. Hyperlink – Overview of the Accreditation Process.
nrpa.org/certification/accreditation/CAPRA/overview-of-the-agency-accreditation-process/

Report prepared by:

Patricia 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



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 11/19/2025

Staff Report Number: PRC-2025-036

Informational Item: Update on Community Fun Run

Recommendation

Staff recommends that the Parks and Recreation Commission receive an update on the planning of a community “fun run” event in April 2026.

Policy Issues

The Parks and Recreation Commission (PRC) reviews recreation programs and services. The PRC assigns members to subcommittees through a majority vote of the commission.

Background

On April 23, the PRC chair suggested during commissioner reports the concept of the PRC organizing a community fun run to support health and wellness and to highlight services being offered at the new Belle Haven Community Campus.

On June 25, the PRC formed an ad hoc subcommittee to support planning for a potential fun run event and assigned Chair Lee and Commissioners Patel and Van Buren to serve on the ad hoc subcommittee (Attachment A).

On August 27, the Parks and Recreation Commission received an update on the planning for the fun run event (Attachment B).

Analysis

The ad hoc subcommittee met with city staff on September 9 and October 14 to advance the planning for the event. An event date was tentatively set for April 19, 2026. The date was selected so as not to conflict with other major events such as the annual Love Our Earth festival which is tentatively set for April 26, 2026.

The ad hoc subcommittee reviewed two potential routes that use Belle Haven Community Campus (BHCC) as the start and finish, have the fewest impacts to local residents, and include Bedwell Bayfront Park. The two route options were reviewed by public works, police department, and emergency services staff for their feedback. A proposed route approximately six kilometers (3.7 miles) in length was identified that minimized road closures while highlighting BHCC and Bedwell Bayfront Park (Attachment C).

The ad hoc subcommittee also discussed potential opportunities for sponsors of the event while reviewing the Event Sponsorship Policy (Attachment D), and created a sponsorship guide and a “save the date” event page to communicate general information regarding the event (Attachment E). The sponsorship guide and

an event webpage were presented to the ad hoc subcommittee. The ad hoc subcommittee referred to the city event sponsorship guide and discussed potential sponsors for the event (Attachment F).

The ad hoc subcommittee is scheduled to meet again on December 9 and on January 6, February 10, and March 10, 2026.

Impact on City Resources

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Environmental Review

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Public Notice

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Attachments

- A. Hyperlink – Staff report #PRC-2025-015:
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20250625_prc_agenda_packet.pdf#page=18
- B. Hyperlink – Staff report #PRC-2025-022:
menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/prc-regular-agenda-packet-20250827.pdf
- C. Proposed fun run event route
- D. Hyperlink – Event Sponsorship Policy:
menlopark.gov/files/sharedassets/public/v/2/library-and-community-services/policies/event-sponsorship-policy-20240827.pdf
- E. Hyperlink – Community Fun Run webpage: <https://www.menlopark.gov/Citywide-calendar/Community-events/20260425-Community-Fun-Run>
- F. Hyperlink – Sponsorship Guide: <https://www.menlopark.gov/files/sharedassets/public/v/1/library-and-community-services/documents/events/sponsorships/menlo-park-sponsorship-guide.pdf>

Report prepared by:

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





STAFF REPORT

Parks and Recreation Commission

Meeting Date: 11/19/2025

Staff Report Number: PRC-2025-037

Informational Item: Library and Community Services department statistics and recent activities

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) 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 PRC 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.

Spot survey update - Nealon and Kelly pickleball courts

From Oct. 17 – Nov. 12, the City conducted "spot surveys" at the Nealon Park and Kelly Park tennis and pickleball courts. The purpose of the spot surveys was to gain insight into how the courts are used by visitors and at what times of day. The survey had a relatively low response rate with seven total participants. Staff will leave the survey open and report back at a future PRC meeting.

Food assistance resources

LCS compiled a list of places to find locally available free groceries, meals, free to-go boxes, and financial assistance for food-related needs. The information is available on the City's Community Resources webpage which includes directories and information about local organizations (Attachment B).

Recreation classes – winter enrollment update

Enrollment for winter 2026 recreation classes will open on Saturday, Dec. 6, for Menlo Park residents and December 10 for non-residents. Early enrollment for hyperlocal Belle Haven residents opens December 4.

Classes include fitness, dance, sports, gymnastics, music, drama, arts and crafts, lifelong learning, and more. Enrollment details are available on the city's Activity Guide webpage (Attachment C).

Swim center hours sustained and restored effective Nov. 3

At the Sept. 30 meeting, City Council approved funding to sustain and restore operating hours at city-owned swim centers for fiscal year 2025-26. Belle Haven Pool will continue to be open on its current schedule. Burgess Pool, which experienced midday reductions in open hours, returned to full day, uninterrupted hours beginning November 3 (Attachment D).

Halloween event attendance

During October, the City of Menlo Park held three Halloween-themed events: Pumpkin Splash, on Oct. 26 at Belle Haven Pool and Burgess Pool; Trunk or Treat, on Oct. 28 at Belle Haven Community Campus; and Halloween Hoopla Parade and Carnival on Oct. 26 in downtown Menlo Park. Attendance for all three Halloween events increased this year.

Trunk-or-Treat attendance increased by 44% from 215 visitors in 2024 to 310 visitors in 2025. Halloween Hoopla, the City of Menlo Park's Halloween parade and carnival, drew 2,000 attendees—an increase of 500 visitors (33%+) from last year. While Pumpkin Splash also increased in attendance, it increased by only 10 additional attendees; however, space for this event is limited by pool size and safety considerations.

Winter Community Events

The City of Menlo Park is preparing to host three family-friendly community events. All are invited to enjoy and celebrate together on the following dates:

- Cocoa at the Campus, Monday, Dec. 1
- Light up the Season at Fremont Park, Friday, Dec. 5
- Photos with Santa at Belle Haven Community Campus, Saturday, Dec. 13

Cocoa at the Campus (Attachment E)

On Monday, Dec. 1, from 6 – 7 p.m., Belle Haven Community Campus will be holding a small lighting event with a youth dance performance, hot cocoa, and mini-churros.

Shop Local! Light Up the Season (Attachment F)

Menlo Park residents are invited to ring in the holiday shopping season with a festive "winter wonderland" themed event in downtown Menlo Park. Visitors will enjoy free family-friendly entertainment, youth performances, hot cocoa and cider (quantities limited), and the lighting of the big oak tree. Visitors are highly encouraged to shop and dine at local Menlo Park businesses while they are downtown for the event. All ages are welcome. This event is rain or shine on Friday, Dec. 5, from 5:30 to 7 p.m. at Fremont Park, Santa Cruz Ave. at University Dr.

Photos with Santa (Attachment G)

This beloved family event will be held at Belle Haven Community Campus. Attendees are encouraged to bring their cameras and come together for holiday cheer with a delicious breakfast, fun holiday crafts, and photos with the North Pole's most famous inhabitant. Advance reservations are required – tickets are \$5 per person. This event is rain or shine on Saturday, Dec. 13, from 8:30 a.m. to 12:30 p.m. at Belle Haven Community Campus, 100 Terminal Ave.

Impact on City Resources

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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

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Public Notice

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Attachments

- A. October 2025 statistics
- B. Hyperlink. Community Resources webpage: menlopark.gov/Community/Community-resources
- C. Hyperlink. Activity Guide webpage: menlopark.gov/activityguide
- D. Hyperlink. City of Menlo Park news update, "Swim center hours sustained and restored effective Nov. 3." menlopark.gov/News-articles/City-news/20251024-Swim-center-hours-sustained-and-restored
- E. Hyperlink. Cocoa at the Campus webpage: menlopark.gov/Citywide-calendar/Community-events/20251201-Cocoa-at-the-Campus
- F. Hyperlink. Shop Local! Light Up the Season webpage: menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Light-up-the-Season
- G. Hyperlink. Photos with Santa webpage: menlopark.gov/Citywide-calendar/Community-events/20251213-Photos-with-Santa

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

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
eSeries	-	-	-	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

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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

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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%

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	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

	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

	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

	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

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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
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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	-	-	-	-	-	-	-	-	-	-

PARKS AND RECREATION COMMISSION
TENTATIVE AGENDA SCHEDULE
NOVEMBER 19, 2025

MEETING DATE	PROPOSED AGENDA TOPICS
June 25, 2025	- Ad Hoc Subcommittee project – 5K “fun run” - Prepare a status report on the current work plan 2024-25 and prepare a new work plan 2025-26 - Review YAC charter
July 23, 2025	- Presentation: Field allocation process - Study session: PRC report out to Council on work plan 24-25 - Study session: PRC work plan for 25-26 - Ad Hoc Subcommittee project – 5K “fun run” - Library parks and facilities community survey results – recreation focus
August 27, 2025	- Review of community events planned in 2025-26 - Commission member park tour report-out form - Ad Hoc Subcommittee project – 5K “fun run”
September 24, 2025	- Presentation: Friends of Bedwell Bayfront Park - Aquatics program updates - Policy review: picnic rentals and facility use guidelines - Ad Hoc Subcommittee project – 5K “fun run”
October 22, 2025	- Draft aquatic user survey (2025) - Recommend updates to the recreation facility use guidelines - Review PRC work plan 2025-26 as revised and approved by City Council - Summary report on projects completed toward Parks and Recreation Facility Master Plan goals
November 19, 2025 (3 rd Wednesday)	- CAPRA accreditation progress report - Approve the PRC 2026 meeting calendar - Community Fun Run update
December 15, 2025 (3 rd Monday) (Joint meeting w/ LC)	- Year in review - Open house / social - Invite Council Liaison to meeting
January 2026	- Capital Improvement Projects (CIP) update, including Kelly Park turf and track renovation project - Realize Flood Park project update (San Mateo County Parks) - Parks and Recreation Facility Master Plan review – goal setting - Sustainability solar panel presentation - Invite City’s project manager for Bedwell Bayfront Park back for park improvement update
February 2026	- Invite Council Liaison to meeting - Community gardens study session - Invite park ranger to meeting (first 90 day recap)
Standing/ recurring agenda items (typically every meeting)	- Approve previous meeting’s minutes - Department activities and statistics - Tentative agenda calendar - Commissioner reports
Unscheduled future topics	- Dog park enforcement (via ranger services) - Youth Advisory Committee update - Aquatics user survey results

* PRC Meetings are typically held at 6:30pm on the fourth Wednesday of the month unless otherwise specified.

** All dates and topics are tentative and subject to change.