



## REGULAR MEETING AGENDA

**Date:** 3/18/2024  
**Time:** 6:30 p.m.  
**Locations:** [Zoom.us/join](https://zoom.us/join) – ID# 882 0971 1131 and  
Menlo Park Library  
800 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 Menlo Park Library
- Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Meeting ID 882 0971 1131
- Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 882 0971 1131  
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](https://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](https://menlopark.gov/agendas)).

### Regular Session

#### A. Call To Order

#### B. Roll Call

#### C. Public Comment

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

#### D. Presentations

D1. Library book survey results ([Attachment](#))

#### E. Regular Business

E1. Approve minutes from the January 29, 2024 special meeting ([Attachment](#))

E2. Recommend updates to library and community services departmental policies: bulletin board policy; exhibits and displays policy; user account privacy policy ([Staff Report LC-2024-007](#))

**F. Informational Items**

- F1. Advisory body attendance report ([Staff Report LC-2024-008](#))
- F2. Library and Community Services department updates ([Staff Report LC-2024-009](#))
- F3. Library Commission tentative agenda calendar ([Attachment](#))

**G. Commissioner Reports**

- G1. Individual Commissioner reports

**H. Adjournment**

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

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

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

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

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](http://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](http://menlopark.gov/subscribe). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 3/14/2024)



# LIBRARY BOOK SURVEY RESULTS

With a focus on Belle Haven residents

## DEPLOYMENT DETAILS

- Surveys in English and Spanish
- Oct.-Dec. 2023
- Paper survey
  - Mailed to all households in District 1
  - Available at city libraries
- Online survey
  - Emailed to LCS newsletter subscribers living in Menlo Park
  - Also accessible via QR code on paper copies



# PAPER AND ELECTRONIC



## ENCUESTA DE LIBROS PARA LA BIBLIOTECA



La ciudad de Menlo Park quiere tu opinión. Nuestra meta es construir una biblioteca que realmente refleje los intereses y necesidades de la comunidad. Sus respuestas a esta encuesta ayudara para seleccionar el tipo de libros y material que tendrá la biblioteca.

Adicionalmente, la ciudad de Menlo Park conjunto a sus socios están construyendo un centro multiservicio en el vecindario de Belle Haven que incluye una biblioteca, un gimnasio, centro para personas mayores, un centro acuático y guardería para niños en primera. En especial estamos interesados en escuchar de los residentes en los vecindarios de Belle Haven y Bayfront sobre los libros y material que deben incluirse en el nuevo centro multiservicios.

Por favor completa la encuesta y envíala. Puede devolverla por correo o en persona en la biblioteca de Belle Haven, 413 Ivy Drive, o en la biblioteca de Menlo Park, 800 Alma St; si gusta puede participar en la encuesta por internet escaneando el código QR.



English Survey



Encuesta en Español

Nuestra encuesta también disponible por internet escaneando el código QR a la izquierda.

## Library Book Survey

What neighborhood of Menlo Park do you live in now? (Choose one)



(See map)

- |  |  |
|--|--|
| <input type="radio"/> Allied Arts / Stanford Park        | <input type="radio"/> Sharon Heights                                 |
| <input type="radio"/> Bayfront                           | <input type="radio"/> South of Seminary / Vintage Oaks               |
| <input type="radio"/> Belle Haven                        | <input type="radio"/> Stanford Hills                                 |
| <input type="radio"/> Central Menlo                      | <input type="radio"/> Suburban Park / Lorelei Manor / Flood Triangle |
| <input type="radio"/> Downtown                           | <input type="radio"/> The Willows                                    |
| <input type="radio"/> El Camino Real Corridor            | <input type="radio"/> VA Medical District                            |
| <input type="radio"/> Felton Gables                      | <input type="radio"/> West Menlo                                     |
| <input type="radio"/> Linfield Oaks                      | <input type="radio"/> Unincorporated Menlo Park                      |
| <input type="radio"/> Park Forest / Spruce / San Antonio | <input type="radio"/> Other (please describe) _____                  |
|  | <input type="radio"/> I don't live in Menlo Park                     |

What is your age?

- 0-5
- 6-11
- 12-17
- 18-28
- 29-50
- 50+

Which age groups live in your household? (Select all that apply)

- 0-5
- 6-11
- 12-17
- 18-28
- 29-50
- 50+

Which language(s) do you speak at home?

- |                                    |                                    |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> English   | <input type="checkbox"/> Hindi     |
| <input type="checkbox"/> Spanish   | <input type="checkbox"/> Farsi     |
| <input type="checkbox"/> Mandarin  | <input type="checkbox"/> Russian   |
| <input type="checkbox"/> Cantonese | <input type="checkbox"/> Ukrainian |
| <input type="checkbox"/> Korean    | <input type="checkbox"/> Tagalog   |
| <input type="checkbox"/> Japanese  | <input type="checkbox"/> Other     |

What do you use the library for? (Select all that apply)

- Checking out books
- Checking out DVDs
- Picking up items I put on hold
- Accessing ebooks, audiobooks, or other online resources
- Using the computer/Internet
- Printing or scanning documents
- Studying or hanging out
- Going to events, storytimes, or other programs
- Research and finding information
- I don't use the library

How often would you use the library for the following? Often Sometimes Not at all

	Often	Sometimes	Not at all
Board games	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Books on CD	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Large Print	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Music CDs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video Games	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## QUESTIONS POSED (PT. 1)

- What neighborhood of Menlo Park do you live in now?
- What is your age?
- What age groups live in your household?
- What language(s) do you speak at home?
- What do you use the library for?
- How often would you use the library for the following?
  - Board games
  - Books on CD
  - Large Print
  - Music CDs
  - Video Games

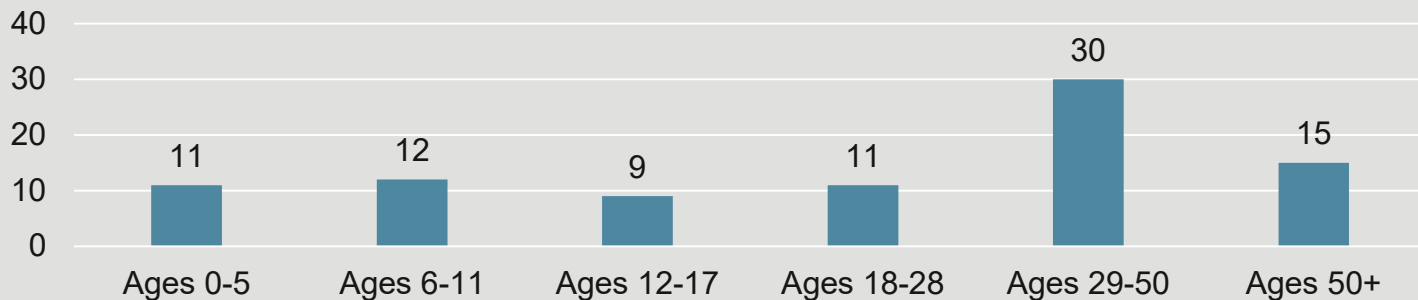


## QUESTIONS POSED (PT. 2)

- Please check every genre that you read or watch (from a provided list of 27 genre categories).
- What are some of your favorite books and DVDs?
- What kind of books and DVDs do you think a library should have?
- Is there anything else about the library you would like to tell us?
- If interested in providing more feedback in the future, please provide your contact information.

## OVERALL STATS

- 73 total responses
  - 69 English/4 Spanish
- 41 respondents from Belle Haven/Bayfront neighborhoods
  - 56% of total responses
- Age groups represented by Belle Haven respondent households

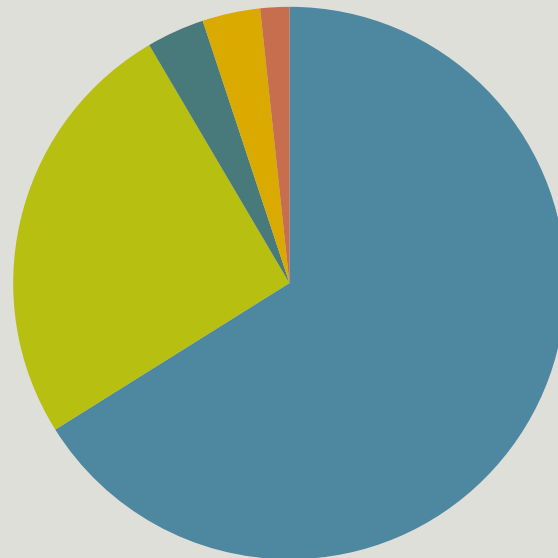




## LANGUAGES SPOKEN IN THE HOME

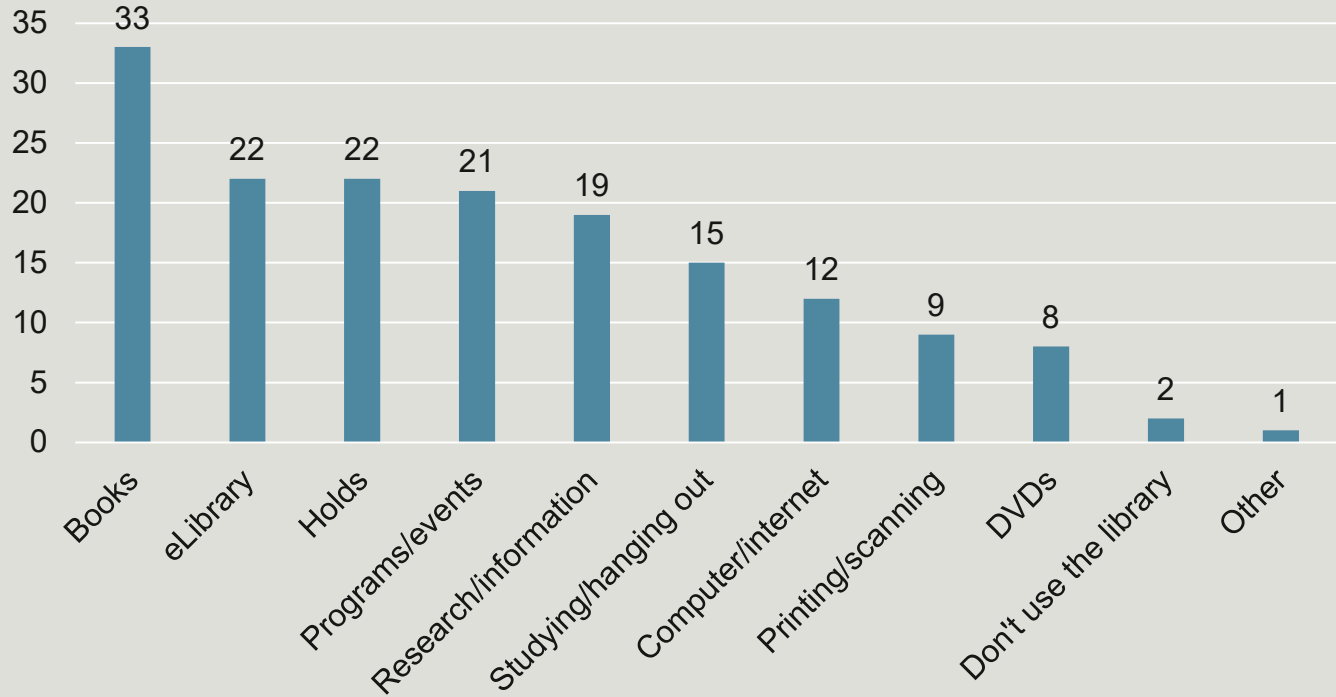
- Respondents were not limited to a single option

- 39 English
- 15 Spanish
- 2 Hindi
- 2 Other
- 1 Mandarin



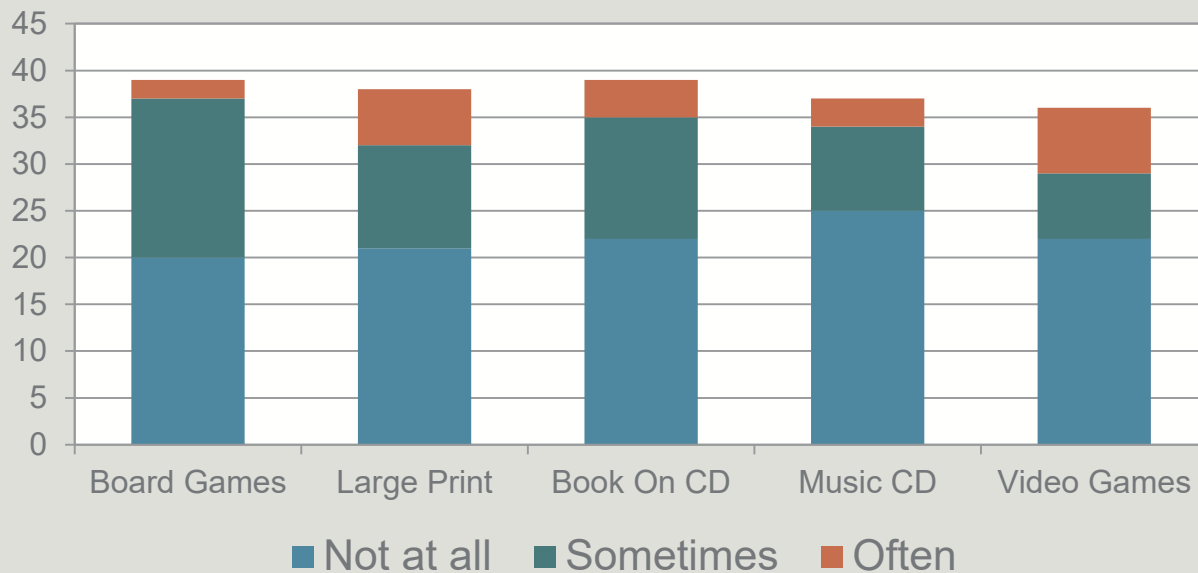


# WHAT BELLE HAVEN RESIDENTS USE THE LIBRARY FOR



## HOW OFTEN WOULD YOU USE...

- Respondents indicated whether they would use the following library materials

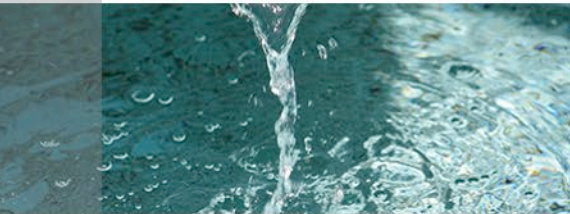




## WHAT DO YOU READ? TOP RESPONSES



- Biographies/Memoirs
- Cooking/Food
- Health/Medicine/  
Psychology
- Popular Fiction
- Historical Fiction
- Mystery/Suspense
- History Nonfiction
- Graphic Novels/Comics
- Popular Nonfiction
- Science Fiction/  
Fantasy/Horror



## WHAT DO YOU WATCH? TOP RESPONSES



- Action/Adventure
- Comedy
- Mystery/Suspense
- Science Fiction/  
Fantasy/Horror
- Biographies/Memoirs
- Cooking/Food
- Popular Fiction
- Arts & Crafts/DIY/ Home  
Repair
- Travel/World Cultures
- History Nonfiction
- Superheroes/Video  
Games/Pop Culture
- Music & Performing Arts

## FAVORITE BOOKS

- Respondents listed a wide variety of materials including
  - New and popular books
  - Mysteries and thrillers
  - Faith-based living
  - Graphic novels
  - Popular kids' series and authors (eg. Rick Riordan and Raina Telgemeier)

## A LIBRARY SHOULD HAVE...

- New and popular books
- Science
- History
- Classics
- Cookbooks
- Self help/Personal growth
- Items that reflect the community's needs



## KEY TAKEAWAYS

- Community members still love physical books
- Community members want a library collection that reflects the community and are interested in providing input
- Teen patrons are interested in an up-to-date and relevant nonfiction collection
- Children want more biographies
- Adults want biographies, parenting, and self-help books



**THANK YOU**



## SPECIAL MEETING MINUTES – DRAFT

**Date:** 01/29/2024  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Menlo Park Library  
800 Alma St., Menlo Park, CA 94025

### A. Call To Order

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

### B. Roll Call

Present: Chen Rekhhi, Cohen, Orton, Singh, Wise  
Absent: None  
Staff: Library and Community Services Director Sean Reinhart, Assistant Library and  
Community Services Director Nick Szegda

### C. Presentations

#### C1. Outdoor book return graphics (Attachment)

Assistant Director Szegda made the presentation.

### D. Study Session

#### D1. Library and Community Services department strategic plan 2024-25 (Staff Report LC-2024-001)

Director Reinhart made the presentation.

The Commission discussed the strategic plan update.

The Commission received clarification on the strategic plan and scheduled recommendation at the March 2024 meeting.

### E. Regular Business

#### E1. Approve minutes from the October 25, 2023 joint meeting with the Parks and Recreation Commission, and the November 13, 2023 special meeting (Attachment)

**ACTION:** Motion and second (Cohen/ Chen Rekhhi), to approve the minutes from the October 25, 2023 joint meeting with the Parks and Recreation Commission and the November 13, 2023 special meeting minutes, passed unanimously.

#### E2. Approve the 2024 Library Commission meeting calendar (Staff Report LC-2024-002)

**ACTION:** Motion and second (Orton/ Wise), to approve the 2024 Library Commission meeting calendar, passed unanimously.

**F. Informational Items**

- F1. Belle Haven Community Campus project updates (Staff Report LC-2024-003)

Director Reinhart introduced the item.

The Commission discussed the naming process for the Belle Haven Community Campus and inviting the City Council to the February joint meeting with the Parks and Recreation Commission.

- F2. Library and Community Services department updates (Staff Report LC-2024-004)

Assistant Director Szegda introduced the item.

**G. Commissioner Reports**

- G1. Individual Commissioner reports

None.

**H. Adjournment**

Vice Chair Singh adjourned the meeting at 7:40 p.m.

Assistant Library and Community Services Director Nick Szegda



**STAFF REPORT**

**Library Commission**

**Meeting Date:**

**3/18/2024**

**Staff Report Number:**

**LC-2024-007**

**Regular Business:**

**Recommend updates to library and community services departmental policies: bulletin board policy; exhibits and displays policy; user account privacy policy**

**Recommendation**

Staff recommends that the Library Commission recommend updates to library and community services departmental policies: bulletin board policy; exhibits and displays policy; user account privacy policy (Attachments A, B, and C).

**Policy Issues**

As a duly appointed advisory body to the City Council, the Library Commission may review and recommend updates to library and community services policies and procedures as the need arises.

**Background**

Library and community services departmental policies establish rules, expectations, and procedures for the operation and public use of department programs, services, facilities, and resources. Policies are readily available for public review in person at City libraries, recreation facilities, and online at the City of Menlo Park website (Attachment D).

**Analysis**

From time to time, it is appropriate and necessary to review and update library policies, or to create new policies in the interest of clarifying rules and procedures, responding to changing community needs, establishing criteria for programs and services, and other considerations in the interest of transparency, fairness, inclusion, belonging, equity, accessibility, freedom of information, operational efficiency, safety, and other best practices in library services for the community. City staff periodically reviews policies and identifies updates or clarifications as needed and appropriate.

Staff recommends that the Library Commission recommend the proposed revised policies included with this report. Proposed revisions to current policies are presented with inline markup showing additions in underline and deletions in ~~strike through~~, followed by clean versions of the full policies showing all proposed revisions incorporated. Proposed new policies are presented in final draft format with no markup.

***Bulletin board policy (Attachment A)***

The current bulletin board policy was updated on March 13, 2019. The purpose of bulletin boards is to provide spaces for distributing printed informational material of community interest, subject to applicable rules and criteria. Proposed revisions to the bulletin board policy include: defining the locations to which the

policy may apply; establishing a timeframe for future policy reviews; reordering and reformatting the document to current City document standards.

*Exhibits and displays policy (Attachment B)*

The proposed exhibits and displays policy is intended to codify current departmental practices related to exhibits and displays. The purpose of exhibits and displays is to showcase resources, information, artworks, creative expressions, physical artifacts, and other materials that may be of interest and/or relevant to the lived experiences of City of Menlo Park residents of all ages, backgrounds, and walks of life. The proposed policy clarifies the procedures, criteria, evaluation, and prioritization of exhibits and displays.

*User account privacy policy (Attachment C)*

The proposed user account privacy policy is intended to codify current departmental practices for protecting the privacy of user account information. The Library and Community Services department protects the privacy and confidentiality of user account information including but not limited to user account information stored in the library catalog and recreation registration system. The proposed policy describes the types of information collected, how and for what purposes it is used, and how it is protected.

**Impact on City Resources**

As an advisory body to the City Council, the Library 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**

The policies in this report are not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as they 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. Bulletin board policy
- B. Exhibits and displays policy
- C. User account privacy policy
- D. Hyperlink: Library and Community Services department policies and procedures webpage.  
[menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures](https://menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures)

Report prepared by:

Rose Waldman, Library and Community Services Supervisor  
Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

# BULLETIN BOARD POLICY

Library and Community Services  
800 Alma St., Menlo Park, CA 94025  
tel-650-330-2504 [menlopark.gov](http://menlopark.gov)



## Purpose

~~The City of Menlo Park Library and Community Services department provides bulletin boards and space for informative handouts distributing printed informational material to display information of community interest, subject to the limitations and rules of this policy. This policy applies to bulletin boards and distribution spaces located in City of Menlo Park facilities managed by the Library and Community Services department, and does not necessarily apply to City of Menlo Park facilities managed by other City of Menlo Park departments.~~

~~First priority is given to library-sponsored information and information from the City of Menlo Park. Second priority is given to information from official partner government agencies, schools, and nonprofit organizations.~~

~~Other third-party flyers, handouts, notices, and posters of a civic, cultural, recreational and/or educational nature may be submitted to Library staff for consideration and may be selected for display if space is available and the submitted items meet the criteria outlined in this policy. Due to limited space preference is given to Menlo Park area information.~~

~~While the Library does provide space, it does not endorse, guarantee, or ensure the events or information on display, and cannot attest to the truth or reliability of materials posted.~~

## Evaluation and prioritization

~~All materials for posting or distribution must be submitted to Library and Community Services staff for evaluation. When evaluating materials, staff will use evaluation and prioritization criteria including but not limited to:~~

- ~~1. First priority is given to City of Menlo Park-sponsored information~~
- ~~2. Second priority is given to information from official partner government agencies, schools, and nonprofit organizations~~
- ~~3. Other third-party flyers, handouts, notices, and posters of a civic, cultural, recreational and/or educational nature may be submitted for consideration and may be selected for display if space is available and the submitted items meet the criteria outlined in this policy. Due to limited space preference is given to Menlo Park area information.~~

~~The City of Menlo Park does not endorse, guarantee, or ensure the events or information on display, and cannot attest to the truth or reliability of materials posted.~~

## Disallowed Prohibited materials

~~The library Library and Community Services facilities, bulletin boards and other public spaces cannot shall not display or distribute any of the following materials:~~

- a. Partisan political messages, petitions and/or similar items (during local, state, and federal elections, nonpartisan informational material may be displayed)-
- b. Items reflecting personal opinion, political debate, philosophies, and/or religious doctrine-
- c. Services or products for sale or rent-
- d. Solicitations for membership-, except for City-sponsored membership activities
- e. Solicitations for fundraising, except for LibraryCity-sponsored fundraising activities
- e.f. Material that violates any City policy, procedure, or rule; or that violates local, state, and/or federal law.-



**Bulletin board procedure**

All items for posting or distribution must be submitted to ~~library-~~Library and Community Services staff for review. ~~Items may be brought to any of the library service desks. Please do not post items~~Items posted without prior approval by the library staff will be removed and discarded. The City of Menlo Park assumes no responsibility for removed or discarded materials.

All items must be dated. ~~The library b~~Bulletin boards and ~~handouts-~~distribution areas will be maintained regularly by Library and Community Services staff. Regardless of space limitations, items will not be kept for over one month. Displayed items may be removed or rearranged at any time by and at the sole discretion of ~~library-~~Library and Community Services staff.

The City of Menlo Park ~~Library-~~reserves the right to refuse any materials submitted for posting ~~on the bulletin board or distribution~~ for any reason, including but not limited to the criteria noted in this policy. Appeals may be addressed to the Library and Community Services Director, whose decision regarding the posting or distribution of materials in Library and Community Services facilities is final.

**Policy Review**

This policy shall be reviewed at least once every five years.

**Policy history**

Action	Date	Notes
Policy implemented	March 14, 2019	Administrative policy
<u>Policy updated</u>	<u>March 18, 2024</u>	

## BULLETIN BOARD POLICY

Library and Community Services  
800 Alma St., Menlo Park, CA 94025  
menlopark.gov



### Purpose

The Library and Community Services department provides bulletin boards and spaces for distributing printed informational material of community interest, subject to the limitations and rules of this policy. This policy applies to bulletin boards and distribution spaces located in City of Menlo Park facilities managed by the Library and Community Services department and does not necessarily apply to City of Menlo Park facilities managed by other City of Menlo Park departments.

### Evaluation and prioritization

All materials for posting or distribution must be submitted to Library and Community Services staff for evaluation. When evaluating materials, staff will use evaluation and prioritization criteria including but not limited to:

1. First priority is given to City of Menlo Park-sponsored information
2. Second priority is given to information from official partner government agencies, schools, and nonprofit organizations
3. Other third-party flyers, handouts, notices, and posters of a civic, cultural, recreational and/or educational nature may be submitted for consideration and may be selected for display if space is available and the submitted items meet the criteria outlined in this policy. Due to limited space preference is given to Menlo Park area information.

The City of Menlo Park does not endorse, guarantee, or ensure the events or information on display, and cannot attest to the truth or reliability of materials posted.

### Prohibited materials

Library and Community Services facilities, bulletin boards and other public spaces shall not display nor distribute any of the following materials:

- a. Partisan political messages, petitions and/or similar items (during local, state, and federal elections, nonpartisan informational material may be displayed)
- b. Items reflecting personal opinion, political debate, philosophies, and/or religious doctrine
- c. Services or products for sale or rent
- d. Solicitations for membership, except for City-sponsored membership activities
- e. Solicitations for fundraising, except for City-sponsored fundraising activities
- f. Material that violates any City policy, procedure, or rule; or that violates local, state, and/or federal law.

### Procedure

All items for posting or distribution must be submitted to Library and Community Services staff for review. Items posted without prior approval by staff will be removed and discarded. The City of Menlo Park assumes no responsibility for removed or discarded materials.

All items must be dated. Bulletin boards and distribution areas will be maintained regularly by Library and Community Services staff. Regardless of space limitations, items will not be kept for over one month. Displayed items may be removed or rearranged at any time by and at the sole discretion of Library and Community Services staff.

The City of Menlo Park reserves the right to refuse any materials submitted for posting or distribution for any reason, including but not limited to the criteria noted in this policy. Appeals may be addressed to the Library and Community Services Director, whose decision regarding the posting or distribution of materials in Library and Community Services facilities is final.

<b>Policy Review</b>		
This policy shall be reviewed at least once every five years.		
<b>Policy history</b>		
Action	Date	Notes
Policy implemented	March 14, 2019	Administrative policy
Policy updated	March 18, 2024	

# EXHIBITS AND DISPLAYS POLICY

Library and Community Services  
800 Alma St., Menlo Park, CA 94025  
menlopark.gov



## Purpose

The Library and Community Services department hosts exhibits and displays in departmental public facilities, subject to the limitations and rules of this policy. The purpose of exhibits and displays is to showcase resources, information, artworks, creative expressions, physical artifacts, and other materials that may be of interest and/or relevant to the lived experiences of City of Menlo Park residents of all ages, backgrounds, and walks of life. This policy applies to exhibit and display spaces located in City of Menlo Park facilities managed by the Library and Community Services department and does not necessarily apply to City of Menlo Park facilities managed by other City of Menlo Park departments.

## Evaluation and prioritization

All exhibits and displays must be submitted to Library and Community Services staff for evaluation. When evaluating exhibits and displays, staff will use evaluation and prioritization criteria including but not limited to:

1. First priority is given to City of Menlo Park-sponsored exhibits and displays
2. Second priority is given to exhibits and displays from official partner government agencies, schools, and nonprofit organizations
3. Other third-party proposals of a civic, cultural, informational, artistic, recreational and/or educational nature may be submitted for consideration and may be selected for display if space is available and the submitted items meet the criteria outlined in this policy. Due to limited space preference is given to Menlo Park area information
4. Depending on the location of the exhibit or display, facility rental fees may apply.

For all exhibits and displays, the Menlo Park staff shall take into consideration the following:

- Relationship of the proposed exhibit or display to architectural features (shelving, desks, support structures), natural features (landscaping, etc.), and urban design (pedestrian walkways, etc.)
- Public access to and visibility of the exhibit or display
- Potential impact of the proposed exhibit or display to public health and/or safety
- Inclusivity for all Menlo Park residents
- Relevance of the proposed exhibit or display to the Menlo Park community.

The City of Menlo Park does not endorse the content of any exhibit nor display, excepting those that are directly sponsored and installed by the City of Menlo Park. The views expressed in exhibits and displays do not necessarily reflect the views of the City of Menlo Park, its officers, employees, or partner agencies.

## Procedure

Proposals for exhibits and displays must be submitted in writing to Library and Community Services staff for review. Proposals shall be submitted on an application form provided by the Library and Community Services department, including but not limited to the following information:

- Name, residence address, and other identifying information
- Purpose and intent of proposed exhibit/display and its relevance Menlo Park residents
- Inventory of all materials proposed to be displayed, including detailed descriptions of ownership, provenance, physical condition, fragility, rarity, and systems required to frame and/or mount the materials for safe display.
- Exhibitor must install and remove all displayed items according to instructions provided by Library and Community Services staff
- No storage space is available. Materials left on the premises after the assigned removal date may be removed and/or discarded

- Outside organizations are responsible for labeling and providing their own materials

Exhibits and displays will be maintained regularly by Library and Community Services staff. Regardless of space limitations, exhibits and displays will not be kept on display for longer than six weeks, absent permission from the Library and Community Services Director for a longer exhibit period. Displayed materials may be removed or rearranged at any time by and at the sole discretion of Library and Community Services staff.

The City of Menlo Park reserves the right to refuse, modify, remove, and/or discard any materials submitted for exhibits and displays for any reason, including but not limited to the criteria noted in this policy. Appeals may be addressed to the Library and Community Services Director, whose decision regarding the disposition of materials in Library and Community Services facilities is final.

**Prohibited materials**

Library and Community Services facilities, exhibits, displays, and other public spaces shall not display nor distribute any of the following materials:

- Partisan political messages, petitions and/or similar items (during local, state, and federal elections, nonpartisan informational material may be displayed)
- Religious messages, displays, and/or expressions of religious doctrine or belief
- Services or products for sale or rent
- Solicitations for membership, except for City-sponsored membership activities
- Solicitations for fundraising, except for Library and Community Services-sponsored fundraising activities
- Material that violates any City policy, procedure, or rule; or that violates local, state, and/or federal law.

**Removal, relocation, alterations**

The City of Menlo Park reserves the right to remove, relocate, alter, decommission, or dispose of exhibited and displayed materials for any reason, including but not limited to:

- The materials violate City policies, rules, and/or procedures; or violate local, state, and/or federal law
- Loss due to theft, accident, vandalism, or natural disaster
- If the condition or security of the materials cannot be reasonably guaranteed
- If the removal of the materials is deemed necessary by City staff to reasonably protect public health and safety, and/or to preserve the ability of all visitors to safely and securely use the public space for its intended purpose
- Materials installed without prior approval by Library and Community Services staff may be removed and/or discarded by Library and Community Services staff without notification to the materials' owner
- The City of Menlo Park assumes no responsibility for loss or damage to materials on exhibit or display. Materials are placed on exhibit or display at the owner's risk.

**Policy review**

This policy shall be reviewed at least once every five years.

**Policy history**

Action	Date	Notes
Policy implementation	March 18, 2024	

# USER ACCOUNT PRIVACY POLICY

Library and Community Services  
800 Alma St., Menlo Park, CA 94025  
menlopark.gov



## Purpose

The Library and Community Services department protects the privacy and confidentiality of user account information including but not limited to user account information stored in the library catalog and recreation registration system. This policy describes the types of information collected, how and for what purposes it is used, and how it is protected.

## User account information collected

The Library and Community Services department collects and stores user account information to provide services and programs to users. For example, account information collected may include but is not limited to a user's legal name, residence address, telephone number, email address, and date of birth. Other information collected and stored may include library materials borrowed, recreational classes attended, fees owed and/or paid, facilities and/or equipment rented, and related programmatic activity.

The Library and Community Services department's user account privacy practices conform to the requirements of the Information Practices Act (Civil Code Section 1798 et seq.), the Public Records Act (Government Code Section 6250 et seq.), Government Code Sections 11015.5 and 11019.9, and other applicable laws pertaining to information privacy. [State laws](#)<sup>1</sup> protect library records against disclosure to members of the public or the media who request them, and library records will not be disclosed to such requests. Per the [California Information Practices Act](#)<sup>2</sup>, user account information is used only for the specified purpose of its acquisition, unless consent is obtained from the subject of the information, or unless authorized by law or regulation.

The Library and Community Services department does not sell, license, or disclose user account information to any other party, except through authorized service agreements with third party vendors for the purposes of providing official City of Menlo Park services and programs to residents, or as otherwise provided in this policy or required by law. User account information may be internally reviewed and analyzed by the City of Menlo Park to provide or improve City services.

## User account information protections

Library and Community Services user account information may be shared with:

- The user by using their secure login credentials to access an online portal such as library catalog or the recreation registration system
- The user by presenting valid proof of identity for example government-issued photo identification in person to authorized Library and Community Services department staff
- Authorized Library and Community Services department staff in the course of their assigned work that requires access to user account information, such as checking out a library book or enrolling a recreation class
- Parents or guardians of minor children, as provided by law
- Third party vendors under duly executed contract with the City of Menlo Park to provide electronic services to users including but not limited to e-books, digital/streaming library materials, and recreation registration systems
- Others required by such lawful process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

### *Privacy policy and user agreement*

Per the [City of Menlo Park privacy policy and user agreement](#)<sup>3</sup>, personal information will only be collected to provide the user with the most personalized and effective service possible. The City of Menlo Park

(City) will maintain the confidentiality of information it receives online to the same extent it is legally able to do so with respect to information obtained through other means by restricting access to such information to those employees that will respond to the request.

If the user sends the City an email message with a question or comment that contains personal information or fills out a form that transmits this information, the City will use the information to respond to the request and may redirect the user's message to another governmental agency or person in a better position to answer the question.

Communications made through email and messaging systems will in no way be deemed to constitute legal notice to the City or any of its agencies, officers, employees, agents or representatives, with respect to any existing or potential claim or cause of action against the City or any of its agencies, officers, employees, agents or representatives, where notice to the City is required by any federal, state or local laws, rules or regulations.

By using email addresses provided at registration for services or otherwise, the user is giving the City permission to periodically send out email newsletters and promotional email to the user about website updates and product and service information offered by the City. The user may indicate that they do not wish to receive email information from the City. Upon such request, the City will remove the user (and their information) from the City database or permit them to elect not to receive any further email newsletters or contact.

*Library account records*

If a library cardholder is under the age of 18, the parent or guardian listed in the child's library account may present valid proof of identity to request basic account information including the number of library items currently checked out, due dates, and any fines owed on the child's account. However, Library and Community Services staff will not share the child's reading history nor the specific titles of books the child has checked out absent the explicit permission of the child to share that information with the parent or guardian.

The Library and Community Services department does not keep a record of library users' reading history beyond operational requirements. After a library item is returned, the record of the checkout is removed from the user's account, excepting that items with fees remain on the user's account until paid. Library users who would like to keep a record of their reading history for their future reference may voluntarily activate (opt-in) the reading history feature in their online account.

**References**

1. Hyperlink. Information Practices Act of 1977 (IPA), Civil Code §1798 et seq. <https://www.ftb.ca.gov/your-rights/privacy/information-practices-act-of-1977.html>
2. Hyperlink. California library laws. <http://www.library.ca.gov/Content/pdf/services/toLibraries/2017CaliforniaLibraryLaws.pdf>
3. Hyperlink. City of Menlo Park privacy policy and user agreement. <https://menlopark.gov/Policies/Privacy-policy-and-user-agreement>

**Policy review**

This policy shall be reviewed at least once every five years.

**Policy history**

Action	Date	Notes
Policy implementation	March 18, 2024	





## STAFF REPORT

**Library Commission**

**Meeting Date:**

**3/18/2024**

**Staff Report Number:**

**LC-2024-008**

**Informational Item:**

Advisory body attendance report

### Recommendation

Staff recommends that the Library Commission review this informational report containing updates about the following:

- Library Commission attendance report

### Policy Issues

City Council Policy #CC-22-004 outlines the procedures, roles, and responsibilities of the City Council-appointed advisory bodies for optimal functioning. The policy sets forth requirements for Commissioner attendance at Commission meetings; the process for Council to appoint, re-appoint, or remove Commissioners; and the terms and limits of appointments.

### Background

City Council policy requires staff to record advisory bodies' meeting attendance and report it to City Council annually in March.

### Analysis

#### Library Commission attendance report

City Council policy requires staff to record advisory bodies' meeting attendance and report it to City Council annually in March. Advisory body members are expected to attend every advisory body regular and special meeting and are required to attend no fewer than two-thirds (66.6%) of scheduled advisory body meetings in a calendar year. Per City Council policy, advisory body members whose attendance falls below the two-thirds threshold are subject to potential removal from the advisory body by the City Council. Any advisory body member who feels that there are extenuating circumstances that impact their attendance can appeal directly to the City Council to obtain a waiver of the attendance policy; or can apply for a leave of absence. The current attendance record for the Library Commission is listed in Attachment A.

### Impact on City Resources

As an advisory body to the City Council, the Library Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council.

### Environmental Review

This informational item is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in

the environment.

### **Public Notice**

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

### **Attachments**

A. Library Commission attendance report

Report prepared by:

Ashley Walker, Management Analyst

Nick Szegda, Assistant Library and Community Services Director

Reviewed by:

Sean S. Reinhart, Library and Community Services Director

LIBRARY						Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Third Monday of the month at 6:30 p.m.	Appointed	Re-appointed	Total no. of meetings	Total meetings attended	Percentage attended	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024
Chen Rekhi, Ada	11/1/2022		11	9	82%	2		1	1	1	1	1	1			1	
Cohen, Alan	4/24/2018	4/26/2022	11	9	82%	2		1	1	1		1		1		1	1
Erhart, David*	4/16/2019		1	2	200%	2		*	*	*	*	*	*	*		*	*
Hadrovic, Katie*	4/24/2018	6/9/2020	9	8	89%	2			1	1	1	1	1	1		*	*
Herrick, Michael	2/13/2024		1	1	100%	*		*	*	*	*	*	*	*		*	1
Leep, Kristen*	5/12/2015	4/16/2019	2	2	100%	2		*	*	*	*	*	*	*		*	*
Orton, Carol	4/25/2023		10	8	80%	*		1	1	1	1	1	1	1		1	
Pollack, David	2/13/2024		1	1	100%	*		*	*	*	*	*	*	*		*	1
Singh, Pavneet	9/21/2021		11	8	73%	1		1		1		1	1	1		1	1
Velagapudi, Vamsi*	5/25/2021		9	8	89%	1		1	1	1	1	1	1	1		*	*
Wise, Jennifer	4/25/2023		10	9	90%	*		1	1	1	1	1	1	1		1	1

\* not on commission

attendance less than two-thirds (67%)

3/6/2023-Leep arrived at 6:35 p.m.

3/22/2023-Singh excused absence

3/22/2023-Velagapudi excused absence

April 2023 meeting cancelled

5/15/2023-Hadrovic excused absence

6/19/2023-Singh excused absence

7/17/2023-Singh arrived at 6:36 p.m.

8/21/2023-Cohen excused absence

8/21/2023-Singh excused absence

10/25/2023-Cohen excused absence

11/13/2023-Chen Rekhi excused absence

11/13/2023-Cohen arrived at 6:40 p.m.

December 2023 meeting cancelled

12/16/2023-Velagapudi resign

12/29/2023-Hadrovic resign

2/28/2024-Chen Rekhi excused absence

2/28/2024-Orton excused absence



**STAFF REPORT**

**Library Commission**

**Meeting Date:**

**3/18/2024**

**Staff Report Number:**

**LC-2024-009**

**Informational Item:**

**Library and Community Services department updates**

**Recommendation**

City staff recommends that the 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 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**

February 2024 statistics

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

Comparative library circulation data, 2015-2022

California State Library annually compiles statistical data from all 185 public library systems statewide. Library circulation data are provided for the years 2012 to 2022, the most recent year statewide data is available.

- *Circulation per capita – Statewide comparative data, 2012-2022 (Attachment B)*  
Menlo Park Public Library's circulation per capita is among the highest in the state of California. In fiscal year 2021-2022, Menlo Park had the 5<sup>th</sup> highest circulation per capita statewide (19.95), higher than all other library systems in San Mateo County, and significantly above the statewide average (5.84) and median (3.95). In fiscal year 2018-19, the last full year before the COVID-19 pandemic, Menlo Park had the 9<sup>th</sup> highest circulation per capita statewide (18.86), higher than all other public library systems in San Mateo County, and significantly above the statewide average (6.63) and median (4.63).
- *Circulation detail – Menlo Park Public Library, 2015-2022 (Attachment C)*  
Total circulation, circulation per borrower and circulation per capita have all bounced back to pre-pandemic levels. Circulation per visit now exceeds pre-pandemic levels, perhaps the result of an

extensive weeding project to create space for housing services for older adults and subsequent infusion of new materials. Borrowing of electronic materials (Ebooks and downloadable audiobooks) continues to trend upwards, accounting for 15% of all materials borrowed in FY 2021-22 (the most recent complete year of State Library data available). At the same time, circulation of physical materials has remained steady for the past several years except for a temporary drop during the COVID-19 pandemic closures and subsequent recovery phase.

#### Youth Poetry Voices review panel – Library Commission volunteers needed

In celebration of National Poetry Month, student poets in grades 1-12 who live or attend school in Menlo Park will be invited to submit their poetry for the Youth Poetry Voice event. Poems will be published in a commemorative anthology distributed to the poets and a copy housed in the library's local authors collection. Youth poets will have the opportunity to share their work at a reception hosted at Menlo Park Library, followed by a group recognition at City Council on Tuesday, May 21. Featured poets will be invited to read their poem to the City Council. Library staff is assembling a review panel to read the poems. The review panel will include local educators, librarians, youth, and poets. Library staff would welcome one or more volunteers from the Library Commission to join the review panel.

#### Spring-themed community events

The Library and Community Services department is planning multiple community events to celebrate spring renewal, the natural world, family and community togetherness with a new twist on cherished traditions (Attachment D).

- *Community Scavenger Hunt.* Create a team and begin your hunt for eggs and other surprises while you explore Menlo Park's beautiful parks and public buildings. Earn points for prizes as you go. This is a Citywide event taking place online and in-person at City facilities and parks. Monday, April 1 through Thursday, April 4.
- *Traditional Egg Hunt.* Bring your own basket to the traditional children's egg hunt hosted by Menlo Park Firefighters Association. Look forward to springtime fun with age-level egg hunts for children, crafts, games, food trucks, bunny photos, balloon animals and fire engine rides. Saturday, March 30 from 10 a.m.- 1 p.m. at Burgess Park, 701 Laurel St. Egg hunt times will vary by age.
- *Spring Kickoff.* This spring activity is perfect for little ones ages three-six who are excited to get outside after a long winter. Celebrate the arrival of spring on the beautiful Arrillaga Recreation Center patio with a scavenger hunt, children's crafts and spring photos. Space is limited; advance registration required. Registration is free to Menlo Park residents. Thursday, April 4 from 3-4:30 p.m. at Arrillaga Recreation Center, 700 Alma St.
- *Spring Fest.* Celebrate Spring with activities for activities for the whole family. At Spring Fest you'll enjoy Ztag, jumpers, gardening activities, a petting zoo, food demonstrations and more. Arts and crafts for Spring Fest will be generously provided by Cheeky Monkey Toys. Saturday, April 6 from 10 a.m.-1 p.m. at Burgess Park, 701 Laurel St.

#### City Council agenda topics: March – April

On March 12, City Council received an informational update about anticipated City Council agenda items (Attachment E). Anticipated City Council agenda items in March – April by the Library and Community Services department tentatively include:

- Approve updates to the Recreation Scholarship Policy
- Authorize the city manager to use existing vendors to purchase library materials for Belle Haven Community Campus (BHCC)
- Informational update: Belle Haven Community Campus (BHCC) opening and start up

- Informational update: City-operated childcare programs
- Study session: Aquatics annual report
- Study session: City-hosted community events.

### **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. February 2024 statistics
- B. Comparative library circulation data – Circulation per capita, 2012-2022
- C. Circulation detail – Menlo Park Public Library, 2012-2022
- D. Hyperlink: Spring-themed community events, City of Menlo Park webpage.  
<https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Spring-Festivities>
- E. Hyperlink: “City Council agenda topics: March – April 2, 2024,” City Council meeting agenda (item H1), Mar. 12. <https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240312/h1-20240312-cc-cc-agenda-topics.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 – FEBRUARY 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	Feb 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	43,546
413 Ivy Dr.	1,193	929	1,320	1,205	1,285	1,088	1,112	1,197	918	877	850	929	846	1,043
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	11,862

**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	Feb 2024
New library cards issued – MP residents	303	240	239	253	232	330	322	207	181	150	139	122	158	170
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	23,177

**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	Feb 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	3,167
413 Ivy Dr.	209	262	340	279	306	744	264	345	337	244	244	255	273	204

**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	Feb 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	3,895
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	3,074
Incoming holds 413 Ivy Dr.	-	-	-	-	-	144	195	183	154	154	120	87	158	116
Outgoing holds 413 Ivy Dr.	-	-	-	-	-	159	183	157	190	190	177	160	191	144



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

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	Feb 2024
800 Alma St.	-	-	-	-	-	13,108	-	-	-	13,541	12,580	12,283	14,060	13,183
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	981

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	Feb 2024
Total program attendance 800 Alma St.	893	847	730	888	606	822	1,653	1,405	883	1,121	754	798	1,000	1,163
Number of programs 800 Alma St.	30	29	25	31	28	27	30	36	30	36	37	31	31	26
Total program attendance 413 Ivy Dr.	87	173	156	98	67	116	157	296	132	116	158	125	48	144
Number of programs 413 Ivy Dr.	8	8	8	8	7	8	8	8	9	7	9	8	6	7

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	Feb 2024
Menlo Children’s Center	33	32	34	33	35	38	33	33	23	23	26	28	27	29
Belle Haven Child Development Center	56	59	61	64	65	65	45	43	48	50	53	60	56	62

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	Feb 2024
Menlo Children’s Center - After School	28	28	28	28	28	28	30	27	28	30	34	33	36	36
Belle Haven Youth Center	42	42	42	42	42	42	28	56	54	54	54	54	52	52

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

**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	Feb 2024
Lunches served	376	560	555	551	624	656	570	482	519	642	422	315	511	521
Grocery boxes distributed	480	480	460	460	460	576	460	460	460	460	230	230	460	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	1,170
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	111
Enrollment – non-residents	240	216	264	269	99
Classes offered	42	42	42	42	14

**Table 11. Recreational classes**

	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24 (to date)
Enrollment – residents	263	239	166	297	355
Enrollment – non-residents	126	117	67	152	150
Classes offered	77	88	73	57	48
Number of instructors	24	22	28	21	20

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

**Table 12. Sports classes**

	<b>Winter 2022-23</b>	<b>Spring 2023</b>	<b>Summer 2023</b>	<b>Fall 2023</b>	<b>Winter 2023-24 (to date)</b>
Enrollment – residents	195	70	242	76	211
Enrollment – non-residents	129	97	181	11	102
Classes offered	20	12	40	3	13
Number of instructors	5	5	10	3	3
Drop-in basketball visits	243	280	172	359	456
Drop-in volleyball visits	637	534	513	505	541
Leagues – individual registrations	1,400	84	1,239	156	-
Leagues – team registrations	142	12	111	35	-

**Table 13. Gymnastics classes**

	<b>Winter 2022-23</b>	<b>Spring 2023</b>	<b>Summer 2023</b>	<b>Fall 2023</b>	<b>Winter 2023-24 (to date)</b>
Enrollment – residents	490	499	416	490	740
Enrollment – non-residents	158	255	174	158	159
Classes offered	93	101	80	93	95

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

**Table 14. Facility rentals**


	<b>Winter 2022-23</b>	<b>Spring 2023</b>	<b>Summer 2023</b>	<b>Fall 2023</b>	<b>Winter 2023-24 (to date)</b>
Recreation center rentals – residents	57	24	18	24	8
Recreation center rentals – non-residents	46	89	76	62	27
Athletic field rentals (hours reserved)	899	1,533	1,042	785	305
Tennis court keys (annual) – residents	166	50	72	15	-
Tennis court keys (annual) – non-residents	41	12	10	1	-

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

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	Feb 2024
Black Liberation Month Celebration 2/11	150	-	-	-	-	-	-	-	-	-	256
Egg Hunt 4/8	-	1,500	-	-	-	-	-	-	-	-	-
Juneteenth Celebration 6/17	-	-	200	-	-	-	-	-	-	-	-
4 <sup>th</sup> 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	-	-

Circulation per Capita

Form: 

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
<b>Public Library Survey</b>										
<b>Circulation per Capita</b>										
A. K. SMILEY PUBLIC LIBRARY	0.12	3.76	0.20	3.48	3.43	3.28	3.57	3.04	2.46	3.07
ALAMEDA COUNTY LIBRARY	12.65	0.74	0.93	10.73	9.80	9.56	9.18	6.29	5.16	9.05
ALAMEDA FREE LIBRARY	0.14	0.18	0.22	6.00	5.53	5.49	5.34	5.26	3.30	7.23
ALHAMBRA CIVIC CENTER LIBRARY	0.00	0.01	0.03	3.85	3.38	3.19	3.13	2.36	1.32	3.29
ALPINE COUNTY LIBRARY/ARCHIVES	0.32	0.32	0.26	17.75	13.13	12.87	15.35	14.73	3.22	6.99
ALTADENA LIBRARY DISTRICT	0.05	0.07	0.07	3.75	3.55	3.58	4.32	3.50	2.86	5.37
AMADOR COUNTY LIBRARY	0.12	0.15	0.20	2.27	2.06	2.06	1.77	1.46	1.21	0.81
ANAHEIM PUBLIC LIBRARY	0.02	0.05	0.10	3.27	3.12	2.88	2.80	2.79	2.22	2.09
ARCADIA PUBLIC LIBRARY	0.15	0.21	0.28	12.28	11.54	15.07	11.80	8.84	3.37	7.85
AZUSA CITY LIBRARY	0.02	0.03	0.04	0.05	2.26	2.03	1.87	1.12	0.20	0.27
BANNING LIBRARY DISTRICT	0.06	0.06	0.09	7.17	1.62	1.54	1.40	0.86	0.44	0.54
BEAUMONT LIBRARY DISTRICT	--	0.01	0.01	1.83	1.76	2.50	2.42	1.91	1.34	1.69
BELVEDERE-TIBURON LIBRARY	3.58	2.88	3.03	22.54	16.36	19.07	18.62	10.61	14.46	9.13
BENICIA PUBLIC LIBRARY	0.21	0.34	0.37	15.72	10.90	9.39	9.13	8.51	5.68	10.12
BERKELEY PUBLIC LIBRARY	0.44	1.24	1.59	17.04	16.14	16.55	19.50	16.84	16.04	17.39
BEVERLY HILLS PUBLIC LIBRARY	0.18	0.27	0.29	17.06	15.67	15.17	14.19	10.50	2.66	7.86
BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT	0.11	0.17	0.22	2.61	3.12	2.97	3.02	2.28	1.17	2.26
BRAWLEY PUBLIC LIBRARY	--	--	--	2.56	2.73	2.76	2.71	1.89	--	0.53
BUENA PARK LIBRARY DISTRICT	0.03	0.06	0.10	4.25	4.11	3.90	4.03	3.52	1.97	2.94
BURBANK PUBLIC LIBRARY	0.05	0.06	0.06	9.87	9.40	8.37	8.47	6.25	3.56	6.60
BURLINGAME PUBLIC LIBRARY	0.32	0.56	0.69	18.73	17.80	17.06	18.86	17.32	11.08	16.59
BUTTE COUNTY LIBRARY	0.05	0.14	0.08	8.20	3.82	3.72	3.38	2.55	1.60	2.49
CALABASAS CITY LIBRARY	0.04	0.10	0.30	5.72	5.44	5.85	6.34	4.78	4.52	6.90
CALAVERAS COUNTY LIBRARY	--	--	--	2.47	2.54	3.08	2.63	1.82	1.94	1.99
CAMARENA MEMORIAL PUBLIC LIBRARY	--	--	0.00	1.38	--	0.74	0.55	0.43	0.54	0.40
CAMARILLO PUBLIC LIBRARY	0.54	0.78	0.59	11.08	10.42	10.14	9.74	7.26	4.38	7.00
CARLSBAD CITY LIBRARY	0.24	0.35	0.51	9.08	10.17	10.19	10.01	8.18	4.59	8.73
CERRITOS PUBLIC LIBRARY	0.16	0.23	0.25	10.47	8.65	7.91	7.31	5.51	1.49	4.68
CHULA VISTA PUBLIC LIBRARY	0.06	0.07	0.07	2.68	2.35	1.99	2.57	1.84	--	1.77
CITY OF COMMERCE PUBLIC LIBRARY	--	0.06	0.10	18.38	23.92	13.38	11.43	7.26	2.62	3.00
COALINGA-HURON LIBRARY DISTRICT	0.00	0.00	0.00	2.68	1.88	1.89	1.37	1.13	0.93	0.95
COLTON PUBLIC LIBRARY	--	--	--	0.54	0.50	0.50	0.46	0.34	0.03	0.23
COLUSA COUNTY FREE LIBRARY	0.01	0.00	0.01	3.00	3.69	2.55	3.53	1.61	1.83	2.33
CONTRA COSTA COUNTY LIBRARY	0.17	0.20	0.20	5.99	5.90	5.70	6.23	5.41	5.68	5.63
CORONA PUBLIC LIBRARY	0.08	0.05	0.06	2.09	2.26	2.11	2.03	1.85	1.08	1.79
CORONADO PUBLIC LIBRARY	0.14	0.17	0.25	11.33	9.59	10.71	10.16	11.79	3.31	9.36
COVINA PUBLIC LIBRARY	--	--	--	2.16	2.13	2.21	2.22	1.57	0.34	1.00
CROWELL PUBLIC LIBRARY	0.21	0.37	0.38	20.10	19.50	18.78	18.31	13.83	4.58	14.75
DALY CITY PUBLIC LIBRARY	0.35	0.32	0.32	4.56	3.94	3.70	3.94	3.13	2.73	4.02
DEL NORTE COUNTY LIBRARY DISTRICT	--	0.00	--	--	1.54	1.76	1.75	0.00	1.69	2.30
DIXON PUBLIC LIBRARY DISTRICT	0.03	0.04	0.04	2.61	2.20	2.13	2.05	0.00	--	--
DOWNNEY CITY LIBRARY	0.00	0.02	0.04	3.24	2.84	2.63	1.85	0.33	0.46	1.42
EL CENTRO PUBLIC LIBRARY	--	--	--	0.99	1.02	0.87	0.96	0.51	0.20	0.36
EL DORADO COUNTY LIBRARY	0.10	0.16	0.20	4.59	4.32	4.23	4.25	3.43	3.61	3.94
EL SEGUNDO PUBLIC LIBRARY	0.18	0.26	0.35	11.12	10.61	9.70	9.57	7.84	5.14	9.41
ESCONDIDO PUBLIC LIBRARY	0.04	0.06	0.11	3.68	3.40	3.09	3.05	2.43	2.62	3.33
FOLSOM PUBLIC LIBRARY	0.09	0.11	0.15	7.94	8.60	9.31	9.49	7.32	5.33	6.59
FRESNO COUNTY PUBLIC LIBRARY	0.10	0.20	0.44	4.05	4.29	4.20	3.15	2.63	2.03	2.54
FULLERTON PUBLIC LIBRARY	0.18	0.22	6.05	5.38	4.40	3.80	3.60	2.65	1.72	2.65
GLENDALE LIBRARY, ARTS & CULTURE	0.12	0.36	7.35	13.03	5.15	4.96	5.73	4.69	2.06	4.57
GLENDORA LIBRARY & CULTURAL CENTER	0.17	0.24	0.29	6.36	5.76	5.50	5.17	3.79	2.07	3.61
GOLETA VALLEY LIBRARY	--	--	--	--	--	--	7.14	6.04	3.41	5.11
HARRISON MEMORIAL LIBRARY	1.06	1.11	1.76	31.77	30.54	29.99	30.25	28.33	22.32	33.94
HAYWARD PUBLIC LIBRARY	0.07	0.20	0.07	3.50	3.69	2.78	1.00	1.93	0.80	2.18
HEMET PUBLIC LIBRARY	0.01	0.01	0.01	4.04	3.73	5.38	6.29	5.66	2.95	2.94
HUMBOLDT COUNTY LIBRARY	0.04	0.10	0.13	4.46	4.08	3.77	3.95	3.87	1.94	3.05
HUNTINGTON BEACH PUBLIC LIBRARY	0.10	0.16	0.19	4.93	5.12	4.79	5.07	4.45	3.24	4.66
IMPERIAL COUNTY LIBRARY	--	0.00	0.01	0.70	--	0.78	--	0.49	0.19	--
IMPERIAL PUBLIC LIBRARY	0.01	0.01	0.01	0.90	1.36	1.32	1.34	0.94	--	--
INGLEWOOD PUBLIC LIBRARY	--	0.00	--	0.72	0.84	1.17	0.74	0.00	0.04	0.26
INYO COUNTY FREE LIBRARY	--	--	--	2.45	2.18	1.91	2.43	1.97	1.00	1.92
IRVINDALE PUBLIC LIBRARY	--	--	--	24.12	42.43	40.69	19.35	13.85	5.80	15.63
KERN COUNTY LIBRARY	0.03	1.53	1.54	1.08	1.08	1.17	1.14	0.90	0.59	0.88
KINGS COUNTY LIBRARY	--	0.06	0.02	1.41	1.59	1.37	1.37	0.99	0.33	0.84
LA COUNTY LIBRARY	0.20	0.29	0.51	2.81	3.44	4.46	4.47	2.81	2.48	3.71
LAKE COUNTY LIBRARY	0.08	0.14	0.17	3.18	3.02	2.88	3.18	3.00	2.88	3.02
LARKSPUR PUBLIC LIBRARY	0.37	0.47	0.61	10.05	10.37	10.60	10.12	8.75	7.98	11.87
LASSEN LIBRARY DISTRICT	0.02	0.04	0.04	2.04	1.92	1.68	1.76	1.45	1.14	1.45
LINCOLN PUBLIC LIBRARY	--	0.04	--	0.15	4.61	4.71	4.96	3.76	4.48	6.08
LIVERMORE PUBLIC LIBRARY	0.26	0.32	0.43	8.66	8.50	8.24	8.36	5.88	3.39	7.96



LODI PUBLIC LIBRARY	0.00	0.00	--	--	3.11	2.53	2.35	2.03	1.73	2.92
LOMPOC PUBLIC LIBRARY	0.20	0.20	0.29	5.52	5.88	5.63	5.63	4.07	1.71	3.19
LONG BEACH PUBLIC LIBRARY	0.13	0.23	0.26	2.54	2.78	2.72	2.68	2.76	2.39	2.23
LOOMIS LIBRARY & COMMUNITY LEARNING CENTER	--	--	--	--	--	--	2.20	3.14	2.66	5.57
LOS ANGELES PUBLIC LIBRARY	0.39	0.48	0.88	4.06	4.03	3.98	4.24	3.94	3.88	4.94
LOS GATOS LIBRARY	0.99	0.51	0.77	17.64	15.63	15.92	15.41	10.39	8.71	11.95
MADERA COUNTY LIBRARY	0.05	0.05	0.05	1.28	1.21	1.01	1.14	1.04	0.75	1.07
MARIN COUNTY FREE LIBRARY	0.96	1.72	1.57	13.85	12.97	13.08	11.30	8.39	6.11	11.18
MARIPOSA COUNTY LIBRARY	--	--	--	7.69	7.18	6.37	6.22	0.00	1.98	--
MENDOCINO COUNTY LIBRARY	--	--	0.29	6.69	6.75	6.70	7.32	6.35	3.66	5.69
MENLO PARK PUBLIC LIBRARY	0.28	0.49	0.81	17.36	17.42	16.87	18.86	15.27	7.12	19.95
MERCED COUNTY LIBRARY	--	--	--	0.84	0.76	0.74	0.77	0.66	0.35	0.73
MILL VALLEY PUBLIC LIBRARY	0.37	0.53	0.82	20.18	19.16	18.35	17.86	14.18	14.43	18.76
MISSION VIEJO LIBRARY	0.32	0.77	0.75	7.71	10.89	13.32	--	8.99	5.21	8.52
MODOC COUNTY LIBRARY	--	--	--	2.82	2.79	2.67	2.50	2.30	1.87	2.29
MONO COUNTY FREE LIBRARY	0.07	0.07	0.11	8.54	7.18	6.62	7.09	5.77	4.06	4.87
MONROVIA PUBLIC LIBRARY	0.04	0.12	0.12	4.11	5.32	5.45	6.13	4.50	1.75	4.74
MONTEREY COUNTY FREE LIBRARIES	0.03	0.03	0.09	1.68	2.34	2.10	2.12	1.86	1.06	1.90
MONTEREY PARK BRUGGEMEYER LIBRARY	0.01	0.01	--	3.97	--	3.34	3.10	2.19	0.70	1.86
MONTEREY PUBLIC LIBRARY	0.46	0.55	0.71	15.28	15.47	16.35	16.14	11.25	7.14	10.12
MOORPARK CITY LIBRARY	--	0.02	0.06	2.90	2.97	2.78	2.72	2.33	1.39	2.61
MORENO VALLEY PUBLIC LIBRARY	0.00	0.00	0.28	1.90	1.99	1.30	1.26	1.20	0.67	1.03
MOUNTAIN VIEW PUBLIC LIBRARY	0.60	0.61	0.61	18.17	16.89	14.43	15.24	11.68	8.96	14.60
MURRIETA PUBLIC LIBRARY	0.00	0.00	--	3.75	--	3.82	--	0.00	--	--
NAPA COUNTY LIBRARY	0.09	0.15	0.21	6.30	8.73	6.59	8.34	6.55	4.33	6.14
NATIONAL CITY PUBLIC LIBRARY	0.00	0.02	0.04	1.70	1.84	1.77	1.66	1.19	0.26	0.67
NEVADA COUNTY LIBRARY	0.15	0.22	0.30	6.70	7.42	7.51	8.30	7.15	--	7.15
NEWPORT BEACH PUBLIC LIBRARY	0.49	1.05	1.18	18.15	17.25	16.34	15.78	12.64	12.15	14.27
OAKLAND PUBLIC LIBRARY	0.23	0.28	0.32	5.43	5.22	5.50	6.26	6.62	4.21	6.70
OCEANSIDE PUBLIC LIBRARY	0.03	0.05	0.07	3.05	2.69	2.29	2.20	1.60	2.17	2.39
ONTARIO CITY LIBRARY	--	0.03	0.03	7.03	3.29	3.06	3.17	2.31	1.29	1.96
ORANGE COUNTY PUBLIC LIBRARIES	0.17	0.20	0.25	4.15	4.23	4.28	4.63	4.23	3.75	4.87
ORANGE PUBLIC LIBRARY	0.01	4.96	0.43	4.34	3.84	3.78	4.42	2.90	2.20	3.08
ORLAND FREE LIBRARY	0.05	0.06	0.08	2.27	2.53	2.44	2.38	2.11	1.59	1.85
OXNARD PUBLIC LIBRARY	0.00	0.00	0.02	1.95	1.69	1.54	1.29	0.82	0.43	0.32
PACIFIC GROVE PUBLIC LIBRARY	0.40	0.48	0.73	16.42	10.00	9.36	9.42	13.38	5.42	10.90
PALM SPRINGS PUBLIC LIBRARY	0.18	0.31	0.74	9.05	9.10	9.73	10.02	7.82	3.48	6.14
PALMDALE CITY LIBRARY	--	0.01	0.01	1.65	1.99	1.34	1.14	1.11	0.33	0.86
PALO ALTO CITY LIBRARY	0.49	0.44	1.82	18.77	22.20	22.06	21.19	17.26	12.46	18.01
PALO VERDE VALLEY LIBRARY DISTRICT	--	--	--	1.45	1.29	1.46	1.32	1.94	0.85	1.76
PALOS VERDES LIBRARY DISTRICT	0.29	0.43	0.54	10.46	9.22	9.20	11.66	12.13	6.29	13.07
PASADENA PUBLIC LIBRARY	0.20	0.29	0.44	6.36	7.53	7.37	8.66	6.90	4.05	5.10
PASO ROBLES CITY LIBRARY	0.44	0.60	0.83	8.75	9.01	8.87	9.72	7.84	7.43	8.16
PLACENTIA LIBRARY DISTRICT	3.77	4.47	0.25	11.14	5.50	5.56	3.69	2.85	4.72	25.31
PLACER COUNTY LIBRARY	0.08	0.13	0.26	5.61	4.85	5.02	4.99	3.62	2.03	3.79
PLEASANTON PUBLIC LIBRARY	--	0.40	0.50	35.69	16.12	16.25	14.76	13.40	9.08	13.00
PLUMAS COUNTY LIBRARY	--	--	0.88	3.68	2.44	19.53	3.29	2.50	1.89	5.01
POMONA PUBLIC LIBRARY	--	--	--	0.57	0.48	0.45	0.36	0.00	--	0.20
PORTERVILLE PUBLIC LIBRARY	--	0.23	0.02	4.32	4.21	3.85	3.71	1.86	0.16	0.11
RANCHO CUCAMONGA PUBLIC LIBRARY	0.22	0.31	0.19	5.64	5.18	5.08	5.50	4.24	2.36	3.20
RANCHO MIRAGE PUBLIC LIBRARY	0.95	1.64	1.91	22.77	21.68	21.95	20.00	15.85	15.97	10.82
REDONDO BEACH PUBLIC LIBRARY	0.21	9.43	8.95	7.85	7.46	6.98	6.54	6.01	3.65	5.97
REDWOOD CITY PUBLIC LIBRARY	0.32	0.50	0.70	13.87	12.88	11.63	13.36	10.57	7.02	11.55
RICHMOND PUBLIC LIBRARY	0.02	0.04	0.05	1.80	1.66	1.68	1.58	1.08	0.46	0.89
RIVERSIDE COUNTY LIBRARY SYSTEM	0.05	0.04	0.09	2.22	2.07	2.20	1.89	1.65	1.04	2.03
RIVERSIDE PUBLIC LIBRARY	0.01	0.03	0.02	2.99	2.55	2.57	2.36	1.65	0.70	2.08
ROSEVILLE PUBLIC LIBRARY	0.14	10.19	7.84	9.75	9.81	8.90	8.23	6.72	6.32	7.63
SACRAMENTO PUBLIC LIBRARY	0.24	5.50	0.43	5.28	4.93	5.22	5.53	4.75	3.70	4.87
SALINAS PUBLIC LIBRARY	0.03	0.03	0.03	2.20	1.85	1.84	2.03	1.45	0.54	0.91
SAN ANSELMO PUBLIC LIBRARY	0.39	1.00	0.64	27.34	10.10	10.38	--	8.24	6.69	12.32
SAN BENITO COUNTY FREE LIBRARY	0.00	0.00	0.01	2.02	2.07	2.47	3.46	3.81	4.01	4.12
SAN BERNARDINO COUNTY LIBRARY	0.02	0.04	0.08	0.17	4.25	4.50	4.69	3.70	2.35	2.81
SAN BERNARDINO PUBLIC LIBRARY	0.01	0.01	0.01	0.72	0.59	0.48	0.47	0.36	0.13	0.27
SAN BRUNO PUBLIC LIBRARY	0.13	0.18	0.21	7.54	7.83	7.68	8.31	7.08	4.57	7.32
SAN DIEGO COUNTY LIBRARY	0.18	0.28	0.48	10.41	10.21	9.92	9.96	7.76	5.06	7.39
SAN DIEGO PUBLIC LIBRARY	0.15	0.16	0.17	4.92	4.50	5.45	5.66	4.33	2.56	3.95
SAN FRANCISCO PUBLIC LIBRARY	0.67	0.97	1.49	12.32	12.31	12.55	13.27	12.10	9.55	13.57
SAN JOSE PUBLIC LIBRARY	0.46	0.40	0.49	9.34	8.79	7.96	7.46	6.61	3.61	7.07
SAN JUAN BAUTISTA CITY LIBRARY	--	--	--	--	3.28	1.89	1.52	1.02	0.45	--
SAN LEANDRO PUBLIC LIBRARY	--	0.00	--	--	5.47	5.61	5.48	3.61	1.13	3.42
SAN LUIS OBISPO CITY-COUNTY LIBRARY	0.34	0.48	0.63	10.48	10.27	11.56	12.09	9.55	7.74	8.32
SAN MATEO COUNTY LIBRARIES	0.34	0.52	0.78	11.94	11.99	10.34	12.98	10.29	7.40	10.49
SAN MATEO PUBLIC LIBRARY	0.18	0.31	0.44	8.88	9.14	9.12	10.41	8.63	6.15	9.14
SAN RAFAEL PUBLIC LIBRARY	0.47	0.36	0.43	7.75	7.13	6.48	6.58	6.12	6.35	10.47
SANTA ANA PUBLIC LIBRARY	--	--	--	1.43	1.17	1.04	0.64	0.52	0.28	0.54
SANTA BARBARA PUBLIC LIBRARY	0.33	0.42	0.49	7.60	7.97	8.18	9.63	7.22	5.09	7.58
SANTA CLARA CITY LIBRARY	0.56	0.68	0.33	17.85	22.07	20.15	19.49	14.12	9.01	13.82
SANTA CLARA COUNTY LIBRARY	0.43	22.66	21.40	20.92	20.28	21.02	22.48	18.59	16.78	23.48

SANTA CLARA COUNTY LIBRARY	0.43	22.00	21.40	20.92	20.20	21.02	22.40	18.33	10.13	23.40
SANTA CLARITA PUBLIC LIBRARY	0.22	0.33	0.52	6.40	5.87	5.31	5.07	3.73	2.59	4.39
SANTA CRUZ PUBLIC LIBRARIES	--	--	0.01	8.33	8.21	8.26	8.22	6.84	5.42	7.48
SANTA FE SPRINGS CITY LIBRARY	0.03	0.02	0.04	7.20	9.55	10.55	9.93	7.76	3.89	--
SANTA MARIA PUBLIC LIBRARY	0.16	0.23	0.19	3.55	3.56	3.55	3.64	2.80	1.38	2.34
SANTA MONICA PUBLIC LIBRARY	0.44	0.51	0.85	15.70	15.77	15.07	14.28	14.43	6.65	7.81
SAUSALITO PUBLIC LIBRARY	0.63	0.90	1.12	20.06	18.53	18.45	18.19	14.26	12.49	15.03
SHASTA PUBLIC LIBRARIES	0.07	0.12	0.06	3.12	2.95	2.72	2.69	2.05	2.15	2.60
SIERRA MADRE PUBLIC LIBRARY	0.26	0.30	0.30	10.29	8.89	10.42	10.38	9.05	7.95	9.54
SIGNAL HILL PUBLIC LIBRARY	--	--	--	3.34	2.43	2.63	3.51	6.63	0.85	3.35
SIMI VALLEY PUBLIC LIBRARY	--	0.00	0.00	2.66	2.28	2.28	2.59	2.67	1.99	2.90
SISKIYOU COUNTY FREE LIBRARY	--	--	--	3.98	3.92	4.14	4.73	3.68	1.92	2.95
SOLANO COUNTY LIBRARY	0.04	0.06	0.10	4.87	4.35	3.96	3.79	3.37	3.25	4.32
SONOMA COUNTY LIBRARY	0.22	0.25	0.29	12.65	6.28	6.07	6.88	6.47	4.91	7.40
SOUTH PASADENA PUBLIC LIBRARY	--	0.18	0.23	14.23	13.09	12.23	12.31	10.40	7.87	11.97
SOUTH SAN FRANCISCO PUBLIC LIBRARY	0.06	0.14	0.24	8.80	8.68	8.09	8.68	6.64	3.66	7.08
ST. HELENA PUBLIC LIBRARY	0.36	1.27	0.94	39.83	26.96	24.21	24.10	21.26	21.35	28.23
STANISLAUS COUNTY FREE LIBRARY	0.02	0.06	0.11	6.60	3.13	3.00	2.95	2.27	1.30	2.41
STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY	0.03	0.04	0.05	2.22	1.96	1.58	1.91	1.03	0.66	1.09
SUNNYVALE PUBLIC LIBRARY	0.31	0.39	17.97	16.15	14.53	13.74	12.76	9.11	6.00	8.95
SUTTER COUNTY LIBRARY	0.02	0.02	0.05	6.41	3.11	3.31	3.43	2.16	0.93	2.09
TEHAMA COUNTY LIBRARY	0.01	0.00	0.04	1.78	2.47	2.42	2.41	2.13	1.21	--
THOUSAND OAKS LIBRARY	0.04	11.59	11.11	6.80	6.51	6.05	6.02	5.38	3.57	7.02
TORRANCE PUBLIC LIBRARY	0.01	0.03	0.10	9.69	8.88	7.97	7.44	4.71	2.75	4.84
TRINITY COUNTY FREE LIBRARY	0.07	0.07	0.06	2.50	2.52	31.90	3.52	2.56	2.45	2.40
TULARE COUNTY FREE LIBRARY	0.05	1.56	0.10	1.82	1.80	1.42	1.30	1.00	0.56	0.92
TULARE PUBLIC LIBRARY	--	--	0.08	3.71	3.26	2.68	2.49	1.90	0.96	1.79
TUOLUMNE COUNTY LIBRARY	0.10	0.12	0.12	6.13	2.78	2.61	3.01	1.64	1.26	2.00
UPLAND PUBLIC LIBRARY	0.08	0.11	0.21	2.34	2.20	2.22	2.40	2.24	1.95	2.09
VENTURA COUNTY LIBRARY	1.32	1.95	2.02	4.95	4.55	3.61	3.53	3.23	2.40	3.50
VICTORVILLE CITY LIBRARY	--	0.00	0.01	1.34	1.15	0.92	0.92	0.69	0.11	0.18
WATSONVILLE PUBLIC LIBRARY	0.00	0.01	0.02	4.62	4.98	5.20	5.87	2.91	3.15	2.49
WHITTIER PUBLIC LIBRARY	0.01	0.06	0.05	3.43	3.55	3.15	3.36	2.18	1.35	2.68
WILLOWS PUBLIC LIBRARY	0.02	0.03	0.07	1.91	1.75	1.73	1.88	1.74	1.25	1.13
WOODLAND PUBLIC LIBRARY	0.05	0.05	0.08	5.19	4.73	4.59	4.58	3.38	2.34	3.53
YOLO COUNTY LIBRARY	0.23	0.32	0.41	8.27	7.53	7.42	9.16	5.76	4.27	7.63
YORBA LINDA PUBLIC LIBRARY	0.67	1.03	1.06	13.03	12.63	15.01	16.92	11.52	11.20	16.74
YUBA COUNTY LIBRARY	--	0.18	0.16	1.90	1.76	1.16	0.97	0.76	0.14	0.29
Median	0.13	0.18	0.24	5.28	4.55	4.71	4.63	3.68	2.62	3.95
Number	145	162	160	179	179	183	181	185	178	177
Average	0.33	0.74	0.86	7.54	6.98	6.94	6.63	5.32	3.79	5.84
Maximum	12.65	22.66	21.40	39.83	42.43	40.69	30.25	28.33	22.32	33.94
Minimum	0.00	0.00	0.00	0.05	0.48	0.45	0.36	0.00	0.03	0.11



MENLO PARK LIBRARY  
CIRCULATION DATA 2015-2022

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Total Annual Circulation	1,175,825	621,261	594,979	675,176	538,212	248,071	659,100
Circulation per Capita	17.36	17.42	16.87	18.86	15.27	7.12	19.95
Circulation per Borrower	23.2	24.5	21.4	25.6	22.3	10.0	24.5
Circulation per Visit	1.7	1.8	2.0	2.4	2.9	0.0	6.2
Circulation per Hour Open	124.2	131.3	125.7	134.0	131.1	0.0	134.6
% of Non-English Circulation to Total Circulation	1.18%	1.50%	1.39%	1.54%	1.67%	0.42%	0.76%
% of Childrens Circulation to Total Circulation	43.66%	36.93%	42.05%	41.96%	41.84%	17.63%	31.67%
Circulation of Childrens Materials per Child Borrower	65.8	47.1	70.5	88.5	52.1	9.3	49.8
Physical Item Circulation	556,076	564,959	524,078	593,479	456,294	144,894	560,668
Circulation of Children's Materials	256,668	229,417	250,216	283,281	225,181	43,739	208,750
Circulation of Non English Materials	6,918	9,313	8,243	10,381	8,979	1,054	5,028
Total Electronic Content Use	31,833	60,848	80,831	93,239	88,667	117,660	146,852
Circulation of hotspots							57
Circulation of Other Physical Items							566
Circulation of Electronic Materials	31,833	56,302	70,901	81,697	81,918	103,177	98,432
Successful Retrieval of Electronic Information		4,546	9,930	11,542	6,749	14,483	48,420

LIBRARY COMMISSION  
 TENTATIVE AGENDA SCHEDULE  
 MAR. 18, 2024

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 <sup>th</sup> Monday)	<ul style="list-style-type: none"> <li>• Belle Haven Community Campus (BHCC) project updates</li> <li>• LCS department strategic plan update</li> <li>• Approve the 2024 LC meeting calendar</li> </ul>
February 28 2024 (Joint meeting w/ PRC)	<ul style="list-style-type: none"> <li>• BHCC project updates and startup activities</li> </ul>
March 18, 2024	<ul style="list-style-type: none"> <li>• Belle Haven neighborhood library book survey results</li> <li>• Commission attendance report</li> <li>• Comparative library statistics</li> <li>• Recommend departmental policy updates: bulletin board policy; exhibits and displays policy; user account privacy policy</li> </ul>
April 22, 2024 (4 <sup>th</sup> Monday)	<ul style="list-style-type: none"> <li>• Select commission chair and vice-chair</li> <li>• BHCC project updates</li> <li>• Recommend departmental policy updates: library use guidelines; library meeting room use policy; makerspace use policy; teen zone use guidelines</li> <li>• Recommend the LCS department strategic plan 2024-26</li> </ul>
May 22, 2024 (Joint meeting w/ PRC) (4 <sup>th</sup> Wednesday) (Tentative location: BHCC)	<ul style="list-style-type: none"> <li>• BHCC start of operations</li> <li>• Onboarding new commissioners</li> </ul>
June 17, 2024	<ul style="list-style-type: none"> <li>• BHCC progress report</li> <li>• Early childhood education community survey</li> </ul>
July 15, 2024	<ul style="list-style-type: none"> <li>• Update the LC work plan</li> <li>• Designate commissioner liaisons to library affinity groups</li> <li>• August 13 report out to City Council on Work Plan 23/24</li> </ul>
August 19, 2024	<ul style="list-style-type: none"> <li>• Recommend the LC work plan</li> </ul>
September 16 2024	<ul style="list-style-type: none"> <li>• BHCC progress report</li> </ul>
October 21, 2024	<ul style="list-style-type: none"> <li>•</li> </ul>
November 25, 2024 (4 <sup>th</sup> Monday)	<ul style="list-style-type: none"> <li>•</li> </ul>
December 18, 2024 (Joint meeting w/ PRC) (3 <sup>rd</sup> Wednesday)	<ul style="list-style-type: none"> <li>• Year in review</li> <li>• Open house / social</li> </ul>
Unscheduled future topics	<ul style="list-style-type: none"> <li>• BHCC project updates</li> <li>• Early childhood education update</li> <li>• Main Library roof replacement / solar project</li> <li>• Staff presentations: Library programming, literacy / ESL</li> </ul>

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.